

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, October 20, 2025**, 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 / Determine Quorum
2. Call Meeting to Order
3. Invocation / Inspirational Thought
4. Pledge of Allegiance
5. Declaration of any Conflict of Interest
6. 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**)
7. Acceptance of Minutes

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15. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
 - a. Executive Session for Economic Development pursuant to 1 MRSA §405.6.C (Nylander Museum)
 - b. Executive Session for Economic Development pursuant to 1 MRSA §405.6.C (Development Committee)
 - c. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)
 - d. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)

16. 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 regular City Council Meeting on Monday, June 16, 2025, in the Council Chambers with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Kelley, Theriault and Watson. Councilor Bagley was present via Zoom, and Councilor Lovewell was absent from the meeting.

Department Managers Carl Grant (Finance Director), Gary Marquis (Superintendent of Parks & Recreation), Peter Baldwin (Library Director), Corey Saucier (Police Chief), Eric Sanderson (Economic & Community Development Specialist)

Penny Thompson, City Manager, was present for the meeting.

The meeting was covered by Paula Brewer of the County and was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Call Meeting to Order

Mayor Boma called the meeting to order at 6:00PM

Council Agenda Item #3: Invocation/Inspirational Thought

Deputy Mayor Smith read the invocation.

Council Agenda Item #4: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #5: Declaration of any Conflict of Interest

There were no declarations made.

Council Agenda Item #6: Public Forum

Michelle Smith, Caribou Resident

*“About 3 hours and 30 minutes into the May 27th Caribou City Council meeting, the subject of EMS Fees began. *Due to the length of the meeting and no official bio-break, multiple councilors got up and left while the Fire Chief was speaking. Several councilors got into side conversations throughout his time at the podium, this should be avoided since it comes across as either a lack of respect or a lack of relevance to the person speaking and bordering on sketchy to those who are watching. This is against Robert's Rules.*

The sarcastic remarks about the wages of the Fire Department came across as very disrespectful not only to the first responders themselves, but also to the community that supports them.

While the Chief was letting the council know that they are understaffed by 3 people, and how many hours per week the remaining crews are working, the smirks and comments about

essentially forcing the first responders to volunteer for yet more time away from their families came across as if nothing that was stated about the current situation mattered.

This all took place during a council meeting that included a charge that the budget be cut while preserving 'essential services' which caused a rather lengthy conversation on employee morale. Was this in reference to all employees? Or dependent upon which department they work for?

In my opinion, something significant has changed when a council shows more respect and fight for those that sell drugs than for those who are the front lines of dealing with the ramifications of a drug epidemic. Who medically intervene in overdoses for those where it may or may not be successful. Who also provide life-saving measures to folks in various environments and transport them to medical centers both in Caribou and beyond, as well as put out fires under a variety of circumstances in Caribou and the surrounding communities, see things that you and I would not be able to sleep if we saw, sleep away from home for 3 or more nights a week, and miss out on a lot of their own family celebrations.

They are here for this community regardless of the day, regardless of the time, to do what they can to preserve lives and property. I'm ashamed of the way things came across during the May 27th meeting and I wanted to state publicly that the tone of the council in no way represents the majority of the public, and that the same level of respect should be given to the Fire Department as is given to all other departments in Caribou.

Secondly, to clear up what 'essential services' are, which have nothing to do with the people that do them - if there were a 3-week or more power outage, possibly even due to one of those albatross solar fields tied in to the grid catching fire, what services would still be necessary to protect and assist the citizens of Caribou? And do those service personnel have what they need to do so? The answer to this question is the answer to what services are essential. I can assure you that the bookmobile will not be on the front lines.

Consider the latest school budget vote as a call from the citizens to be more fiscally responsible. Between the continuous raising of State and City taxes to the 'market value' assessments (which are actually unrealized capital gains and I believe technically illegal under most, if not all circumstances), citizens cannot afford to continue dishing out more monies. If the trajectory continues, the council's desire to have a land grab, I mean land bank, will definitely come to pass, but the question remains on how that will be sustainable when no one able to afford to pay taxes.

Hard times call for hard decisions and sometimes City Officials need to do what City Officials need to do in order to limit the burden placed on the people.

**REFRAINING FROM DISTURBING THE ASSEMBLY. During debate, during remarks by the presiding officer to the assembly, and during voting, no member should be permitted to disturb the assembly by whispering, walking across the floor, or in any other way. The key words here are disturb the assembly. This rule does not mean, therefore, that members can never whisper, or*

walk from one place to another in the hall during the deliberations of the assembly. At large meetings it would be impossible to enforce such a rule. However, the presiding officer should watch that such activity does not disturb the meeting or hamper the transaction of business. (Robert's Rules of Order, page 261)”

Dave Corriveau, Caribou Resident

“I’m Dave Corriveau and you appointed me to the Economic Development Committee. In light of what transpired in this community regarding a “Budget” I urge you to fund no more than last year’s dollar amount. I believe no jobs will be lost and Caribou will survive flat funded department budgets. Following this course of action accomplishes two very critical components. The first allows existing commercial businesses some breathing room to weather out of control inflation and rising costs of doing business, and secondly it shows any prospective business looking at Caribou that we are fiscally responsible and live within our means. We care deeply about taxing our property owners and all suffer a little bit more.”

Safe Alternatives email received and read into meeting by Deputy Mayor Smith.

“Caribou City Council,

It has been brought to our attention by our patients and community that there has been miscommunication, the use of incorrect terminology, rumors and overall confusion regarding our city’s current ordinance within which Safe Alternatives complies on an annual basis. Unfortunately, none of our officers will be in northern Maine during this meeting, so we offer this letter in hopes of clarifying what Safe Alternatives works hard to maintain regarding both our state and city licensing, since our business has been mentioned during recent public discussions relating to the operating status of Richardson Remedies.

On a State of Maine level, medical marijuana caregivers and dispensaries are not the same with respect to licensing. Both entities are in the Maine Medical use of Marijuana program rules but have different sections under the state’s rules and regulations. Some differences between these entities are as follows; there is an annual registration fee for a dispensary, which may not be less than \$5,000 or more than \$12,000. There is an annual registration fee for caregivers based upon plant canopy, the fee may not be less than \$50 or more than \$1,500. Dispensaries must be audited annually by Office of Cannabis Policy (OCP) for renewal. Caregivers do not always have annual State audits for renewal. OCP also outlines that dispensaries must have regulations for policies, procedures, and records including but not limited to personnel files, business records, daily inventory counted by two employees, all THC products being under double lock and key, harsh security measures, background checks for officers, and tax compliance which is all audited annually by OCP at renewal. Caregivers do not experience these checks.

Currently, the City of Caribou allows registered cultivation caregivers, which are caregivers that can only grow cannabis at that location, and

It has been brought to our attention by our patients and community that there has been miscommunication, the use of incorrect terminology, rumors and overall confusion regarding our

city's current ordinance within which Safe Alternatives complies on an annual basis. Unfortunately, none of our officers will be in northern Maine during this meeting, so we offer this letter in hopes of clarifying what Safe Alternatives works hard to maintain regarding both our state and city licensing, since our business has been mentioned during recent public discussions relating to the operating status of Richardson Remedies.

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Currently, the City of Caribou allows registered cultivation caregivers, which are caregivers that can only grow cannabis at that location, and non-profit dispensaries. Safe Alternatives is the only non-profit, state-licensed dispensary located in Caribou. This City application comes with an annual fee of \$500, an annual inspection by City Code Enforcement, Fire Chief and Police Chief to ensure that the non-profit dispensary or registered cultivation caregiver is complying with city ordinance language.

Last week, one of our officers requested a copy of Richardson Remedies' annual city application from city officials for what has and is currently allowed at this time. The officer was informed that there is no application on file for any previous years for Richardson Remedies.

Safe Alternatives does not benefit from having a dispensary license any longer, as we no longer have a growing operation or C1D1 lab outside of Caribou, but must still maintain the heavy burden of an expensive licensing process simply to remain compliant with our city's ordinance. By not also carrying this burden, Richardson Remedies in its current retail operation has not only benefited competitively but has been and continues to operate with disregard to the city's ordinance entirely.

Safe Alternatives welcomes the presence of medical cannabis businesses in Caribou, but we all must participate equally and lawfully on both city and State levels. Currently, this is not the case. We encourage the board to fully understand the difference between the compliant operation of Safe Alternatives and the non-compliant operation of Richardson Remedies, and how Safe Alternatives does not benefit, despite the rhetoric from that business and its supporters, from allowing exceptions to be made for them to continue to operate as they are currently structured. It is our position that any other medical marijuana businesses who want to operate with Caribou city limits may do so, as long as they are following the language in the ordinance put forth by the City Council.

SAFE ALTERNATIVES IS UNDER MRS Title 13-B. MAINE NONPROFIT CORPORATION"

Council Agenda Item # 7: Acceptance of Minutes

There were no minutes to review for the meeting.

Council Agenda Item #8: Bid Openings, Awards and Appointments

Deputy Mayor Smith explained that the City of Caribou is fortunate to have many employees who have devoted much of their career to the citizens of Caribou. The Caribou City Council traditionally recognizes lengths of service in five-year increments on an annual basis. Tonight,

the City Council would like to thank the following individuals for their hard work and contributions over the years:

Kyle Scott	Caribou Police Department	5 years
Peter Baldwin	Caribou Public Library / Nylander Museum	5 years
Cassie Germain	Caribou Public Library	5 years
Holli Doody	Caribou Finance Department	10 years
Adam Chartier	Caribou Fire & Ambulance Department	10 years
Chad Cochran	Caribou Police Department	15 years
Scott Dow	Caribou Fire & Ambulance Department	15 years
John Thornton	Caribou Fire & Ambulance Department	15 years
Penny Thompson	Caribou General Government Department	15 years
Matt Bouchard	Caribou Parks & Recreation Department	20 years
Brian Lajoie	Caribou Fire & Ambulance Department	30 years
Gary Marquis	Caribou Parks & Recreation Department	30 years

Mayor Boma presented certificates to those who were able to attend and certificates will also be given to employees who were unable to attend the meeting.

b. Fire Station Engineering Firm bids

Mayor Boma explained that the City of Caribou has received funding through the Aroostook County ARPA grant funding, through a Congressionally – Directed Spending request from Senator Collins’ office and from funding that was set aside by designating capital funds for a project to make needed renovations and upgrades to the Caribou Fire and Ambulance department building. The City Council Municipal Buildings Committee advertised through an RFQ process to obtain qualifications from firms interested in engineering the project.

The Municipal Buildings Committee then selected two highly qualified firms to meet with to discuss the project in-depth. The City Council Municipal Buildings Committee is recommending that the Caribou City Council award the project to: Harriman at a cost of \$150,000 for phases to from investigations and design to construction administration.

Motion made by Councilor Theriault, seconded by Councilor Watson to award the Caribou Fire Department Renovation and Upgrades project to Harriman at a cost of \$150,000.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Council Agenda Item #9: Public Hearings and Possible Action Items

There were no public hearing scheduled for the meeting.

Council Agenda Item #10: Reports by Staff and Committees

a. May Financial Reports = Finance Director

Carl Grant (Finance Director) reviewed the May Financial report for the City of Caribou.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to accept the financial report as presented.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

b. Update on visit to Cary Medical Center OB Unit – Mayor Boma

Mayor Boma explained that the Caribou City Council and City Manager were invited by Cary Medical Center CEO Kris Doody, staff and the Cary Board of Directors to tour the newly remodeled OB unit at Cary Medical Center. Many hospitals across the state have closed their Labor and Delivery units, however, the Cary obstetrics unit continues to provide area parents with labor, delivery, and post-partum services to expectant moms and dads in a soothing, professional environment.

Mayor Boma explained that the new unit is beautiful and will be well utilized because of the increase in number of births here in Caribou due to other facilities closing their obstetrics units in the area.

c. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated June 16, 2025.

Council Agenda Item #11: Unfinished Business

a. Cannabis medical caregiver discussion

Mayor Boma explained that at last two City Council meeting, members of the Caribou City Council heard from citizens about changes in the medical cannabis laws that are having a negative effect on the business operations of registered caregivers operating under the state statute.

There would be a lot that would need to be done to allow a caregiver retail store or registered dispensary to legally operate in Caribou and Councilor Kelley has prepared an ordinance to be introduced.

This would be Ordinance 3, 2025 Series, Medical Cannabis Dispensary Ordinance. This has not been reviewed by municipal attorney Rick Solman. If the members of the Caribou City Council would like an opinion from MMA Legal Services, I would need an approved motion.

Councilor Bagley explained that in the Charter that the Planning Board would be the first to work on the ordinance then it would go to the Council.

Councilor Kelley stated that in section 212 it states that a Councilor can bring forth an ordinance.

Deputy Mayor Smith stated that for the zoning it can still be looked at by the planning board and legal in the meantime.

Councilor Bagley suggested that the next step would be to send the ordinance to the Planning Board.

Deputy Mayor Smith introduced Ordinance No. 3, 2025 Series, Medical Cannabis Dispensary.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to direct City Manager Penny Thompson to seek the opinion of Maine Municipal Association Legal Services regarding the proposed Medical Cannabis Dispensary Ordinance.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

b. 2025 Municipal Budget

Mayor Boma explained that at the March 10, 2025, meeting, the public hearing on the 2025 Municipal Budget was held. There was a projected \$1.2 million dollar shortfall between expenses and revenues. The City Council has directed staff to present a 10% savings (approx. \$1,000,000) in savings to lessen the impact on taxpayers. At the March 17, 2025, City Council meeting, cuts to the budget were brought forward. These potential savings were less than \$1,000,000 and were not accepted.

At the May 27, 2025, City Council meeting, the subject of cuts was brought up again and several approaches were discussed, including looking at additional cuts or funding the unionized departments at 2024 levels and cutting other departments by 10%.

Much of the savings presented come from open positions and deferring capital projects.

It is the City Council who sets policy. Is the City Council looking to cut programs, services, and staff? If so, please provide that direction.

Motion made by deputy Mayor Smith, seconded by Councilor Watson to reduce the expense budget by \$723,697 by recommendations provided by the City Manager.

\$194,790.77 is from a reserve account G 1-456-00 “Tax Relief Funds 2021”

The \$46,039.20 was from various accounts including:

\$12,039.20 I think from Tax Acquired Property Remediation Reserve G 1-373-07

\$14,000 I think from Tax Acquired Property Remediation Reserve G 1-490-00

\$20,000 I think from Caribou Trailer Park Reserve G 1-406-00

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to move the ARPA NEU funds to offset the increase in police wages of, \$67,488.64

Council Agenda Item #12: New Business, Ordinance and Resolutions

a. RSU #39 Budget Validation election results

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to set the start time as 8:00 AM, to appoint Danielle Brissette as Election Warden, Kristina Drinkall and Amber Madore as Deputy Wardens for the July 8, 2025 RSU #39 Budget Validation Referendum Election.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

b. Request to sign a Corrective Deed

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to sign the provided corrective deed for the property located on Map 16 Lot 51.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Council Agenda Item #13: Reports and Discussion by Mayor and Council Members

Mayor Boma stated that Thursdays on Sween Street was fabulous, and she commended Gary and the City Staff for all of the work they put into the events.

Deputy Mayor Smith stated that at Thursdays on Sweeden Street it was very well attended and many of the vendors were able to sell out of food items.

Councilor Kelley thanked everyone for their support.

Councilor Watson stated that he was able to attend a Library meeting and that they are an incredible group.

Council Agenda Item #14: Next Regular Meeting

June 30, 2025

Council Agenda Item #15: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to enter into executive session at 7:09PM for personnel matters pursuant to 1 MRSA §405.6.A(1) Non-Union Employee survey results.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Council exited executive session at 8:03PM

Motion made by Councilor Watson, seconded by Councilor Theriault to accept the wage scale proposed to be put in place for non-union employees.

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Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Council Agenda Item #16: Adjournment

Motion made by Councilor Watson, seconded by Councilor Theriault to adjourn the meeting at 8:06PM.

Roll Call Vote: D. Bagley – Yes, J. Kelley– Yes, J. Theriault – Yes, P. Watson – Yes, J. Smith – Yes (So voted)

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council Meeting on Monday, June 30, 2025 in the Council Chambers with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Lovewell, Theriault, and Watson. Councilors Bagley and Kelley were present via zoom.

Department Managers Gary Marquis (Superintendent of Parks & Recreation), and Peter Baldwin (Library Director) were present for the meeting.

Penny Thompson, City Manager, was present at the meeting.

The meeting was covered by Paula Brewer of The County covered the meeting and it was broadcast via Spectrum and YouTube.

Council Agenda Item #2: Call Meeting to Order

Mayor Boma called the meeting to order at 6:00PM

Council Agenda Item #3: Invocation / Inspirational Thought

Deputy Mayor Smith read the invocation.

Council Agenda Item #4: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #5: Declaration of any Conflict of Interest

There were no declarations made.

Council Agenda Item #6: Public Forum

There were no comments made by the public.

Council Agenda Item #7: Acceptance of Minutes

There were no minutes submitted for review.

Council Agenda Item #8: Bid Openings, Awards, and Appointments

a. Recognition of Caribou FFA State Winners

Deputy Mayor Smith stated that the Caribou Tech Center provides many opportunities for students to learn a trade and develop their critical workforce skills. Amy White, the Caribou Tech Center Director, has advanced these important fields of study by partnering with local employers, pursuing innovative programs and applying for critical grant funding. Ms. White also seeks out and retains highly skilled staff for the programs offered.

One example is the CTC agriculture instructor and FFA Chapter Advisor Scott Moir. Mr. Moir was named a 2025 Aroostook Achiever for his work in the community and his involvement with the Caribou Tech Center and FFA.

The Caribou City Council acknowledges that agriculture has been important in the founding, building and sustaining of our community. The FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Additionally, the FFA instills the value of citizenship and patriotism in our next generation of civic leaders.

Tonight, the Caribou City Council honors the Caribou FFA, and the students who were state-level 2025 Career Development Event winners. In addition to these first-place awards, the Caribou team placed second overall in “Agricultural Sales”, “Agricultural Technology & Mechanical Systems”, “Veterinary Science” and “Forestry” and third place overall in “Environmental & Natural Resources”, “Livestock Evaluation” and “Horse Evaluation”.

Mayor Boma presented the members of the FFA and advisors with certificates from the Caribou City Council.

The First Team for “Farm Business Management”: Kayden Guerrette, Megan Martin, George Solomon and Kaleb Poitras. With Caribou members sweeping all three individual placements. The First Team for “Dairy Cattle Evaluation”: Lexi Botting, Trista Walker, Ian Russell and Eleanor Rothlauf. The First Place Team for “Nursery and Landscaping”: Joslyn Griffeth, George Solomon, Eleanor Rothlauf, Simon Disy. With Caribou taking individual first and second place. The First Place Team for “Floriculture”: Joslyn Griffeth, Lexi Botting, Trista Walker and Eleanor Rothlauf. With Caribou members sweeping all three individual placements. First Place Individual for Safe Tractor Driving: Jaden Corey.

The City Council would also like to recognize Instructor Scott Moir and Caribou Tech Center Director Amy White for their contributions to the success of these students.

b. Appointment to the Nylander Museum Board of Trustees

Motion made by Deputy Mayor Smith, seconded by Councilor Theriault to appoint Lori Knight Phair for the remainder of the term expiring on December 31, 2025.

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

c. Ballot Clerk Appointments

Motion made by Councilor Theriault, seconded by Councilor Watson to appoint Steven Stubbs and Hannah Holmes as ballot clerks for the City of Caribou with a term ending on April 30, 2026.

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

Council Agenda Item #9: Public Hearings and Possible Action Items

There are no items scheduled for discussion.

Council Agenda Item #10: Reports by Staff and Committees

A. City Manager’s Report

Manager Thompson reviewed the City Manager’s Report dated June 30, 2025.

Council Agenda Item #11: Unfinished Business

There was no unfinished business scheduled to be discussed at the meeting.

Council Agenda Item #12: New Business, Ordinances and Resolutions

a. Chamber of Commerce Annual Dinner

Gary Marquis (Superintendent of Parks & Recreation) explained that the Central Aroostook Chamber of Commerce would like to host their Annual awards banquet at the Caribou Wellness Center in March of 2026.

Mr. Marquis stated that he is bringing it to the Council because they would like to have adult beverages at the banquet using a licensed catering company. The event is by invite only and he intends on being there the entire time. The doors will be closed and monitored once everyone is in the building. Tonight, he is requesting Council permission to allow the Central Aroostook Chamber of Commerce to have their event at the Wellness Center.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to allow the Central Aroostook Chamber of Commerce to hold their annual dinner and to allow them to sell adult beverages.

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

b. Countersign the RSU #39 Budget Validation Election Warrant

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to countersign the warrant for the July 8, 2025 RSU #39 Budget Validation Election.

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

Council Agenda Item #13: Reports and Discussion by Mayor and Council Members

Councilor Bagley stated that the Airport Committee has met, and they have been discussing different options that are available, including the possibility of having a mechanic at the airport.

Councilor Bagley explained that at the Caribou Development Committee they have been discussing options to add housing around the city, and talked about land surrounding Cary Medical Center, as well as other areas around the City and options to develop it.

Deputy Mayor Smith explained that he would like to see the City move to work on changing to a fiscal year to be in line with the State, County and RSU.

Councilor Theriault stated that it is great to see all the young people coming in and all of their accomplishments.

Mayor Boma commented on how beautiful the downtown area is with the flowers.

Council Agenda Item #14: Next Regular Meetings: July 28, 2025

Council Agenda Item #15: Executive Session(s) May be called to discuss matters identified under MRSA, Title 1, §405.6)

a. Executive Session for personnel pursuant to 1 MRSA §405.6.A(1) (City Manager Review)

Motion made by Councilor Lovewell, seconded by Councilor Theriault to enter into executive session at 6:47PM to discuss personnel matters pursuant to 1 MRSA §405.6.A(1).

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

Council exited executive session at 7:28PM

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to Smith to continue the employment of City Manager Penny Thompson, sign her evaluation to be placed in her personnel folder, and increase her salary to the third year step on the pay scale approved at the June 16, 2025 City Council meeting, retroactive to her anniversary date in October 2024 when the evaluation should have been completed.

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

b. Executive Session for union negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)

Motion to enter Executive Session by Deputy Mayor Smith and Seconded by Councilor Watson at 7:31 pm for union negotiations pursuant to 1 MRSA §405.6.D for Fire Department Union discussion.

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

Council exited executive session at 7:58PM

Motion by Deputy Mayor Jody Smith, seconded by Councilor Watson to “present the IAFF Union 5191 with a last and final offer as presented by legal counsel to the negotiating team on June 18”.

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

c. Executive Session for economic development pursuant to 1 MRSA §405.6.C (Economic Development)

Motion made by Councilor Lovewell, seconded by Councilor Watson at 8:01PM for economic development pursuant to 1 MRSA §405.6.C for a discussion of economic development activity at the Caribou Municipal Airport.

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

Council exited executive session at 8:08PM

Motion by Councilor Watson, seconded by Councilor Theriault to “to proceed with the recommendation of the Airport Advisory Committee’s to offer space in the aircraft terminal to a qualified mechanic to use for the purpose of aircraft service, including maintenance and repair.”

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

Council Agenda Item #16: Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 8:09PM.

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

Danielle Brissette, Secretary

Council Agenda Item #1: Roll Call

The Caribou City Council held a regular City Council meeting on Monday, July 28, 2025, in the Council Chambers with the following members present; Mayor Boma, Deputy Mayor Smith, Councilors Kelley, Lovewell, Theriault, and Watson. Councilor Bagley was present via Zoom.

Manager Thompson was present for the meeting.

Department managers Gary Marquis (Superintendent of Parks and Recreation), Carl Grant (Finance Director) and Corey Saucier (Police Chief) were present for the meeting.

The meeting was covered by Cameron Levasseur of The County and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Call Meeting to Order

Mayor Boma opened the City Council Meeting at 6:00 PM.

Council Agenda Item #3: Invocation / Inspirational Thought

Deputy Mayor Smith read the invocation.

Council Agenda Item #4: Pledge of Allegiance

Mayor Boma led the Pledge of Allegiance.

Council Agenda Item #5: Declaration of any Conflict of Interest

There were no declarations made.

Council Agenda Item #6: Public Forum

Rona Hart, Caribou Resident

Ms. Hart came in to speak about her experiences with Richardson Remedies and the help that she has been able to receive. She explained that with the help of the medical cannabis she does not have to use narcotics.

Robert Daffin, Caribou Resident

Mr. Daffin came in support of Richardson Remedies, he explained that he is a patient and uses medical marijuana for pain. He explained the medications that he was previously prescribed by physicians and the bad side effects that the medications had. He explained that Mr. Richardson is a supporter of many events in the area and that he is not a nuisance.

Council Agenda Item #7: Minutes

There were no minutes submitted for review.

Council Agenda Item #8: Bid Openings, Awards, and Appointments

aa. Awards for Caribou Cares about Kids Parade

Deputy Mayor Smith read the names of the winners from the Caribou Cares about Kids parade and Mayor Boma presented them with trophies.

Best Non-profit Community: VFW Auxiliary

Best Theme: Caribou Snowmobile Club

Best Business: Guerrette Farms

Overall: RSU #39 Basketball

a. Bid Opening – QEP for Brownfields RLF project

Mayor Boma explained that the City of Caribou has received funding through the Maine Department of Economic and Community Development (DECD) Brownfields Revolving Loan Fund to clean up contaminated soils at the former Birdseye site. City staff worked with the DECD and Maine Department of Environmental Protection (DEP) to create and advertise an Request of Qualifications (RFQ) to obtain qualifications from firms interested in the project.

There was a mandatory site visit conducted. Three firms attended. City staff received one qualified proposal and is recommending that the Caribou City Council award the project to:

County Environmental Engineering, Inc. at a cost of \$9,995 for task 1 (Execute Community Involvement Plan) and Task 2 (Oversee Site-Specific Clean-up Activities).

The cost of this project is funded through a grant / loan from the DECD Brownfields RLF program, which has already been approved by the Caribou City Council

Motion made by Councilor Lovewell, seconded by Councilor Watson to award the award the Brownfields Revolving Loan Fund project for the removal of contaminated soils to County Environmental Engineering at a cost of \$9,995.00.

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

Councilor Bagley asked for clarification.

Manager Thompson explained that DEP wanted an extension and that the bid for work would be done this fall.

b. Bid Opening – Demolition of 49 Herschel Street

Mayor Boma explained that the Caribou City Council has prioritized the removal of blight from our community. The structure at 49 Herschel Street has been vacant for many years and has significant roof damage, resulting in a blighted building in the middle of the Caribou downtown.

The City Council has authorized the City Manager to seek bids for the demolition of this building, now owned by the City of Caribou. The first round produced no bids. It was put out a second time with more advertising and promotion, and three bids were received. Here are the results in the order that the envelopes were unsealed. All were opened at the same time, following the deadline for acceptance:

Thibodeau Trucking and Excavation	Washburn, Maine	\$34,950
Soderberg Construction	Caribou, Maine	\$88,500
McGillan Inc.	Fort Fairfield, Maine	\$71,100

Kevin Thibodeau DBA Thibodeau Trucking & Excavation is the apparent low bidder at \$34,950.

Councilor Lovewell explained that she is concerned about the low cost from Thibodeau's in comparison to the other bids.

Manager Thompson explained that there was a pre bid meeting that was required before bidding on the project.

Deputy Mayor Smith explained that the City was covering the tipping cost for the landfill.

Manager Thompson explained that they would use the free tonnage that they have for the debris from the demolition of the property.

Councilor Theriault stated that she is concerned regarding what the bid reads, but that Thibodeau's have done work for the city in the past and did great work,

Councilor Bagley mentioned that none of the bids shows the removal of hazardous materials

Manager Thompson explained that County Abatement will be doing an assessment and removal of the hazardous materials before the demolition of the property.

Motion made by Councilor Watson, seconded by Councilor Lovewell to table awarding the contract until the hazardous materials assessment is done.

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

c. Appointments to the Caribou Development Committee

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to appoint Matthew Bouchyard to the Caribou Development Committee for the remainder of the term expiring December 31, 2025.

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

Council Agenda Item #9: Public Hearings and Possible Action Items

a. Public Hearing on Ordinance 1, 2025 Series, Anti-Blight Ordinance

Mayor Boma explained that Ordinance 1, 2025 Series, Anti-Blight Ordinance, was introduced at the May 27, 2025 City Council meeting.

Tonight is the public hearing.

Open Public Hearing: 6:37 PM

Manager Thompson explained that the public input given to staff on this agenda item has been:

Concern that the new ordinance requires that, in Section 4 – 407 that complaints must be in writing. The members of the public who commented about this were concerned about retaliation from neighbors if the name and address of the complainant was disclosed (example: if it was a written document, it would be subject to a FOAA request.)

Councilor Bagley suggested that the ordinance go back to the planning board to be looked at again regarding a name be required on the complaint submission.

David Corriveau, Caribou Resident and Planning Board Member

Mr. Corriveau explained that the Planning Board never included that the person filing the complaint would have to include their name and information when filing a complaint, and that the matter does not need to go back to the planning board for that.

Closed Public Hearing: 6:42PM

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to approve Ordinance 1, 2025 Series, Anti-Blight Ordinance with section 4-408 stricken from the ordinance.

Councilor Lovewell stated that the more tools we have in our pocket the better.

Councilor Bagley explained that there are some inconsistencies that could be addressed on a case-by-case basis.

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

b. Public Hearing on Ordinance 2, 2025 Series, Anti-Nuisance Ordinance

Mayor Boma explained that Ordinance 2, 2025 Series, Anti-Nuisance Ordinance, was introduced at the May 27, 2025 City Council meeting, and tonight is the public hearing.

Opened Public Hearing: 6:44PM

Manager Thompson explained that the public input given to staff on this agenda item has been:

Concern that the new ordinance requires that, in Section 5-604(a) complaints must be in writing. The members of the public who commented about this were concerned about retaliation from

neighbors if the name and address of the complainant was disclosed (example: if it was a written document, it would be subject to a FOAA request.)

Councilor Bagley asked why there is a limitation regarding living within 500 feet.

Council discussed striking the limitation of distance and written as part of the ordinance.

Closed Public Hearing: 6:48 PM

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to approve Ordinance 2, 2025 Series, Anti-Nuisance Ordinance with the changes discussed omitting the words written and living within 500feet thereof.

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

c. Public Hearing on Ordinance 3, 2025 Series, Medical Cannabis Dispensary Ordinance

Mayor Boma explained that ordinance 3, 2025 Series, Medical Cannabis Dispensary Ordinance, was introduced at the June 16, 2025 City Council meeting and tonight we are having the public hearing.

Opened Public Hearing: 6:49PM

Carol Harper, Caribou Resident

Ms. Harper explained that she is 81 years old and uses no narcotics or other medications to alleviate pain. She stated that she uses edible cannabis and that it doesn't hurt her body. She believes that having the dispensary in Caribou keeps people in Caribou shopping and spending money here.

David Corriveau, Caribou Resident & Planning Board member

Mr. Corriveau explained that he believes that the medical side is helpful to lots of people and that the planning board has offered solutions to help with the ordinance, and he believes that the city is opening pandoras box. He stated that legal gave sound advice.

Manager Thompson explained in the packet there is a letter from the planning board chair, as well as the City attorney along with suggested ordinances from the attorney.

Amanda Jandreau, chair of the Planning Board was present via Zoom, but there was a bad connection and City Manager Thompson read the letter that she provided. In the packet there is also section 39 of the licensing ordinance that will be repealed and replaced.



City of Caribou

Caribou Planning Board

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-5961
Fax (207) 498-3954
www.cariboumaine.org

July 25, 2025

Dear Council Members,

I am writing on behalf of the City of Caribou Planning Board regarding the proposed ordinance to repeal and replace Chapter 13, Section 39, as introduced at the June 16, 2025, City Council meeting.

As outlined in Section 13-100(7) of the City's ordinances, amendments to Chapter 13 fall under the authority of the Planning Board. The proposed changes introduced in June clearly bypass this established process, thereby violating the City's ordinances, a concern that is further substantiated by the City's legal counsel in a letter dated July 2, 2025. The Planning Board has worked diligently and in good faith to uphold the integrity of Chapter 13. This action not only undermines our authority but also calls into question the City's commitment to proper governance and due process.

Under the current ordinance, non-profit medical dispensaries are permitted in zones H-1, C-1, C-2, I-1, or RC-2, with specific requirements regarding proximity to residential zones, dwellings, schools, daycares, and houses of worship. The ordinance also explicitly prohibits dispensaries in the R-3 zone. While the Planning Board acknowledges the need to update terminology to align with state definitions, the proposed ordinance instead restricts dispensaries solely to the R-3 zone. This change would render the existing dispensary in the RC-2 zone non-compliant and fails to address critical separation requirements from adjacent properties. The current business located on Bog Road, is licensed by the State as a caregiver and may continue to operate in that capacity, including delivery services.

Furthermore, the proposed cap of "two existing authorized" dispensaries appears to favor a business that is not currently licensed as a dispensary in Caribou. Three years ago, a young man requested to amend the ordinance to allow medical cannabis retail and was brought before the Planning Board. At that time, the Board declined to proceed due to a lack of support from the Council.

I believe the proposed ordinance under consideration fails to recognize the current zoning map, the existing business located in the RC-2 zone, and gives preferential treatment to one business, but in the last 3 years the City has turned away potential new businesses wanting to open in Caribou. In addition, it undermines the authority of the Planning Board and opens the door for lawsuits and litigation because of the clear violation of the City's Ordinances. Additionally, the City's legal Council outlined problematic language with the proposed ordinance, as well as giving preference to one business is discriminatory. The method for which licenses should be administered needs to be fair and neutral.

For these reasons, I strongly urge the Council to refer this matter back to the Planning Board for proper review and amendment of Chapter 13, Section 39, in accordance with the City's ordinances and procedures.

Respectfully,

Amanda M. Jandreau
Planning Board Chair

Councilor Watson asked Alicia Ellis from the Office of Cannabis Policy to summarize her take on the situation at hand and why R-3 was excluded.

Ms. Ellis explained that the zoning was in part of the City and Planning Board.

Councilor Watson asked what current permissions Mr. Richardson has right now at his facility in Caribou.

Ms. Ellis explained that he has a caregiver license which is a license for an individual in the medical program and under that program they can have various authorities.

Mr. Richardson has the authority to cultivate, manufacture, to wholesale purchase and to wholesale sell his products to other caregivers or dispensaries.

Councilor Watson clarified that he can also take care of individual patients.

Ms. Ellis explained that he can transfer to patients at his location but cannot operate a retail store.

Mr. Richardson explained that he did have a retail store at the location until the law was changed last year.

Councilor Watson clarified that the clients are still being cared for, just not in a retail store setting.

Mr. Richardson explained that since the law change clients can no longer go into the store to choose their product, and that they now have to get it delivered and will not be able to view the products before purchasing.

Councilor Watson asked Mr. Richardson if he had applied for his dispensary license.

Mr. Richardson explained that he has applied but cannot go forward without the City's permission.

Mr. Corriveau (David Corriveau) asked if Mr. Richardson were to change the location, for example converting a one car garage and incorporating it and moving his retail section, would that comply with Caribou's ordinance and the rules and regulations?

Ms. Ellis explained that at this time, it would not be because Caribou has not opted for either Caregiver retail stores or for dispensary retail. Caribou would first have to pass an ordinance for them to be allowed to proceed as a dispensary.

Mr. Corriveau explained that he is worried that all of the competitors that are in neighboring towns would want to also open shops in Caribou.

Mayor Boma explained that they would limit the number of dispensaries to two to help the businesses that are in business stay in business.

Councilor Watson explained that the intent is to change the ordinance to allow medical dispensaries in the community to operate for profit, and that the City reserves the right to limit the number of dispensaries in the community to two, with the option later to revisit and adjust the number of dispensaries in the ordinance as needed. The ordinance would include the R-3 zone, but keep the rules regarding schools, daycares and churches etc. Mr. Watson stated that he has no

problem sending it to the planning board to hammer out, and that Mr. Richardson is still able to assist his customers until the new ordinance is put into place.

Councilor Kelley explained that the updated ordinance takes into consideration what the attorney, planning board, and it has been updated. The new ordinance was updated and sent out today, giving over 10 hours to review.

Deputy Smith explained that the City Council is very limited on what they can do to help businesses and that he understands that there are rules to follow. He explained that it is a delicate situation, with different opinions on both sides.

Mr. Corriveau asked Councilor Kelley if we would be opting in or out.

Councilor Kelley stated that at the moment we are just talking about the ordinance.

Mr. Corriveau explained that from the Planning Board point of view they need to be very careful with how it is worded.

Mayor Boma stated that she looks at recreational and medical dispensaries differently, and that further the City can limit only having two dispensaries. She stated that it would be unfortunate if we didn't help local businesses to stay in business in our community.

Councilor Theriault stated that people are still able to get what they need and that it is still available to the clients, and that she believes that it should go to the voters, they should be the ones who decide what happens with this town.

Robert Daffin, Caribou Resident

Mr. Daffin explained that it is just like going to the grocery store, he likes to see what is available and to be able to pick it out for himself. He explained that there are different types that have different effects, and that going to the shop gives him the opportunity to pick what he is in need of and choose it for himself. He continued to explain that as a business Richardsons has supported different events in the community,

Manager Thompson asked the Office of Cannabis policy that if the Council passes Ordinance 3, would they be opting in for medical dispensaries.

Ms. Ellis explained that the City is already opted in, at the time it is limited to nonprofit dispensaries. She explained that other municipalities have removed the word nonprofit from their ordinance and supply the planning board with a deadline to create any amendments to zoning and other items that they wish to have changed.

Manager Thompson explained that she had emailed the attorney the ordinance and asked if the city should take a stab at it and he stated that it would take him some time, but that he would get to it.

Councilor Wason explained that it's the board's responsibility and that they could limit it to two dispensaries.

Councilor Theriault explained that she believes that the Council should wait for the attorney to be able to revise the ordinance.

Councilor Bagley stated that he believes that it is inaccurate and that it is not acceptable because it leaves out a lot of the regulations that currently exist for dispensaries, and what should be done is go through the current ordinance and change the language to conform with the changes in state law. He explained that Richardson Remedies is a registered caregiver and that they were never licensed to be a retail store or any type of storefront. They can continue to operate as a caregiver, and that the City is not impeding their business in any way, and that we just need to modernize our ordinance to be consistent with state law.

Mayor Boma explained that with the way that the law changed the City would need to change the ordinance.

Councilor Kelley explained that once the ordinance is changed and the council agrees on it, then they would vote on it. She explained that once the Council accepts the new ordinance Mr. Richardson will be allowed to submit his state application to update his license to be a dispensary.

Councilor Bagley explained that the big change would be allowing a dispensary into an R3.

Mayor Boma stated that he was able to operate there as a caregiver in the same zone, so she does not see what changes.

Councilor Bagley explained that the City had no authority previously over the operations because it was done at the State level. The City did not even have a record or know who the caregivers are, and the city did not allow him to operate as he had been operating.

Mr. Richardson explained with the new law, people can no longer go into the store to look at the products being offered. What they are trying to do is become a dispensary so that they can conduct business as they did before.

Councilor Kelley explained that this now gives the City more authority than what they had before.

Councilor Lovewell explained that as a councilor she never intended to take anything away from the planning board and she likes to get the input from the board as she is working through the process. She stated that she supports businesses and what they are doing in the community but wants to make sure that they go about them the correct way.

Ms. Coen explained that the legislature put a new law into effect in August of 2024 that redefined what it meant to be a caregiver retail store, and that rendered many things as patient offices now fit the definition of a retail store. Under his current registration he is somewhat

limited, and he just can't be open to the public, he has to operate by appointment only. People cannot come in and shop, he can sell what he grows and what is produced from what he grows. He is also limited to only one location, and he is interested in converting it to a dispensary license. She explained that she had seen all the different versions of the ordinance, and that she had read the letter from attorney Solman and that it was her guide on the last version of the ordinance. She stated that she went point by point of his letter, updated all the citations to track current state laws and the framework that's put in place for medical even though its somewhat outdated, she stated that she addressed all the issues that were raised in the current version. This came from the legislature, Ms. Ellis, and Mr. Mallick who is also on the line.

Councilor Lovewell asked if the ordinance would cause issues for the planning board. She stated that she has spoken to community members, and they do not want to see retail. She just wants to be assured that they can be sure that it is not open for interpretation in the future.

Councilor Kelley explained that all they are doing is updating and limiting to two dispensaries.

Councilor Lovewell stated that they just want to make sure that all sides are looked at and keep the end goal safe as well as allowing businesses to continue to operate.

Councilor Theriault stated what happens when it is limited to two, but there are five different people who want it. It needs to be fair with everybody.

Deputy Mayor Smith explained that there can always be future revisions of the ordinance.

Councilor Theriault expressed concern on how to choose what dispensaries to choose if there is a limit to only two. She stated that she is concerned that pandoras box is being opened and that it will only lead to more in the future.

Councilor Bagley explained that they don't know what the state legislature is going to do in the future. He is concerned that the laws can be changed to not allow the home rule restricting the number of dispensaries, and they could also take the option of not having the option to have home rule restricting adult use store allowances.

Mayor Boma explained that the Council may want to take time to digest the new ordinance and read through and discuss it again at the next meeting.

Councilor Bagley explained that as a business, he can continue to operate under the license that he has.

Mr. Daffin stated that he hopes the council would vote out of compassion for people like him, if it was another business you would not be worried. There is a limit for a reason, not to fill to corridors.

Rona Hart, Caribou Resident

Ms. Hart spoke in favor of Richardson Remedies explaining how some of the products help with calming and anxiety, She explained how they also carry medication for pets that is beneficial to them to help with their anxiety. Ms. Hart stated that at Richardsons they take the time to listen to people and show compassion to help out.

Councilor Kelley explained that if you look at the ordinance if an existing business, there is only one allowed.

Mayor Boma explained that it states in the ordinance that policy license operating as of the date of enactment of this ordinance is grandfathered as a non-conforming use if it is not located in the R3 zone.

Ms. Ellis explained that worse case scenario for the business in the RC2 district would be if the business burns down and he wants to replace it and takes him a year to do that, per the ordinance, if it sits for over a year and they are non-compliant, they cannot reopen the business in the same location. This is an example of why it should have started with the planning board because of land use issues that could arise.

Manager Thompson explained that the other comment from the Office of Cannabis policy would as a dispensary they have an unlimited cultivation canopy and that may be something that the City may also want to consider placing limits on.

Councilor Watson explained that the canopy statement explains that a dispensary can grow what they are selling, and just those strains.

Councilor Kelley explained that with the ordinance stating twelve months it could remove that language.

Manager Thompson explained that the other thing is that the operation change before the ordinance was by having an office. The office was run kind of like a store, and it was the change of the definitions of a caregiver retail office became a caregiver retail store.

Mayor Boma explained that under section 2 of the ordinance it mentions that if a dispensary ceases operations for a period of 12 months for any reason, the city will revoke the license issued to the registered dispensary and the registered dispensary will no longer be able to operate.

Council had a discussion about removing that language regarding the ceasing of operations for a 12 month period to guarantee Safe Alternatives to be able to operate.

Deputy Mayor Smith explained that the ordinance can be updated at any time, and that if it passes it can be updated later as a minor revision or make changes at a later time if needed.

Councilor Lovewell explained that we want to help to keep a business that has been in place for several years, and this ordinance covers several of the concerns that had come up in the discussions.

Closed Public Hearing: 7:50PM

Motion made by Deputy Mayor Smith, seconded by Councilor Kelley to accept ordinance number three, the revised option as proposed.

Councilor Bagley stated that at the end of the day, the Planning Board is opposed to the changes, and the City attorney has come out and recommended that we do not go forward. He has not yet had a chance to review the latest changes that were made today, and so he believes that it should be referred to the planning board.

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

Council Agenda Item #10: Reports by Staff and Committees

a. Financial Reports for June 2025- Finance Director Carl Grant

Carl Grant (Finance Director) reviewed the June 2025 Financial report.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to accept the June Financial report as presented.

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

b. City Manager's Report

Manager Thompson reviewed the City Manager's report dated July 28, 2025.

Council Agenda Item #11: Unfinished Business

There was no unfinished business to discuss at the meeting.

Council Agenda Item #12: New Business, Ordinances and Resolutions

There was no new business to discuss at the meeting.

Council Agenda Item #13: Reports and Discussion by Mayor and Council Members

Councilor Theriault stated that the newsletters that are being sent out are very nice.

Deputy Mayor Smith stated that he attended an AWS meeting, and it was business as usual. He also stated that the parade was great and well organized, and that there are lots of great things going on in the community.

Councilor Lovewell explained that Caribou Cares about Kids was great and had an amazing fireworks display.

Councilor Bagley thanked for the accommodations for remote participation.

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Manager Thompson explained that Gary and his team at the rec work on making Caribou Cares about Kids a memorable experience.

Councilor Watson commented that he has worked with a parade circuit and it is a lot of work to put everything together.

Mayor Boma reminded that nomination papers are now available for the November 2025 Municipal election became available today. There are seats available for the City Council, RSU #39 Board and Jefferson Memorial Hospital Fund Board.

Council Agenda Item#14: Next Regular Meeting: August 25, 2025

Council Agenda Item #15: Executive Session(s)

Council did not enter executive session.

Council Agenda Item #16: Adjournment

Motion made by Councilor Watson, seconded by Councilor Kelley to adjourn the meeting at 8:24PM

Danielle Brissette, secretary

**CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736**



MEMO

TO: Caribou City Council Members

FROM: Eric Sanderson, Economic & Community Development Specialist

DATE: October 20, 2025

RE: Brownfields Cleanup Funding – Steam Plant Qualified Environmental Professional Proposals

Introduction

The City of Caribou was awarded funding from the U.S. Environmental Protection Agency (EPA) as part of its Brownfields Cleanup program to remediate the former Caribou Steam Power Plant located at 142 Lower Lyndon Street. As part of that cleanup, the City put out a Request for Qualifications (RFQ) & Fee Proposal for a Qualified Environmental Professional (QEP) to manage cleanup oversight and technical assistance on all aspects of the project. A copy of the RFQ is on the following pages.

In response to the RFQ, one bid was received from:

Sevee & Maher Engineers Cumberland, Maine

A review panel of City Council members, a Planning Board member, and members of staff convened on Thursday, October 9th to review the proposal and make a recommendation to the City Council. The panel was impressed with the submittal and experience of Sevee & Maher Engineers, and enthusiastically endorses their proposal for formal acceptance by the City Council. The fee proposal in the budget presented was:

Total budget: \$95,000

Staff is happy to provide additional clarifications and answer questions if the City Council has any.

Suggested Action:

After discussion, please make a motion “to accept the proposal from Sevee & Maher Engineers for Qualified Environmental Professional Services and cleanup oversight of the Steam Plant project in the amount of \$95,000”.

Second

Discussion

Vote

Attachments:

Attachment 1 – Copy of RFQ

Attachment 2 – Sevee & Maher Engineers Proposal

Attachment 3 – Review panel scoring



Request For Qualifications & Fee Proposal RFP 2025 – 08 City of Caribou

Introduction

The City of Caribou, Maine, as a general-purpose unit of local government, was selected to receive FY25 EPA Brownfields Cleanup funding for the remediation of the former Caribou Steam Power Plant.

The City of Caribou is seeking the expertise of a Qualified Environmental Professional (QEP) to provide specific professional services to provide cleanup oversight and technical assistance for all aspects of this project over the period of performance of the grant through September 30, 2029.

Site Eligibility and Property Ownership Eligibility:

The City of Caribou owns the site.

Operational History and Current Uses:

The brownfield priority site targeted by this project is an abandoned steam power plant in the floodplain of the Aroostook River, and within the urban compact area of Caribou, Maine at 142 Lower Lyndon St. The 0.74-acre site is the central portion of Map 25 Lot 149AA owned by the City of Caribou, approximately 0.5 miles from the downtown area. Located less than one half mile from the downtown area, the site is of local, regional, and international environmental concern. Site topography is flat with a steep embankment to the Aroostook River. This site was selected to reduce the disproportionate impact of Brownfields in this area of the City, to safeguard and improve the underserved disadvantaged adjacent neighborhood, alleviate concerns of contaminant spread, and protect the riverine environment. The Steam Plant and adjacent dam have historically (circa 1889) been the location of power generation (until 2012) and public water supply (until 2006). The vacant Steam Plant produced electricity from 1949 until 2011. The abandoned 10,700 square-foot, five-story building is in horrific disrepair with leaking roofs, broken windows, and is continuously boarded up to prevent trespassing and vandalism. The Steam Plant presents an overwhelming series of challenges to Caribou as it works to promote quality of life, economic development, and a revitalized riverfront.

Environmental Concerns:

Previous environmental assessments conducted at the Steam Plant identified asbestos is the main concern for cleanup, but contaminants such as lead, mercury, universal and hazardous wastes, and waste oil in electrical equipment, tanks, drums and vessels, are of concern as well. Prior assessments have identified over 2 miles of asbestos-wrapped steam and water pipes; 1,600 square-feet of asbestos-containing transite electrical boards and panels; 14,000 square-feet of asbestos-coated condensers, ducts, vents, tanks, point heaters, steam headers, and vessels; two massive boilers coated with 8,200 square-feet of asbestos; 400 square feet of asbestos-containing floor tile and mastic; thousands of asbestos-containing piping gaskets; miles of asbestos-coated electrical wiring; 2,000 square-feet of asbestos-containing window glazing and caulking; and the entire roof

(tar and gravel) is contaminated with asbestos. The asbestos-wrapped piping, condensers, ducts, tanks, vessels, and two massive boilers are double-wrapped in steel-mesh jacketing, which is expected to be extremely difficult and time-consuming to remove and properly remediate. The turbines are equipped with lead diaphragms and equipment, tanks, and piping coated in lead-based paint. Over 5,000 gallons of waste oil remain in boiler day tanks, separation tanks, turbine reservoirs, transfer pumps, and drums, which are deteriorating at a rapid pace and would pose an unprecedented environmental risk to the Aroostook River if a catastrophic waste oil release occurs.

Since the site's abandonment, well prior to the City's acquisition, the roof has deteriorated and began leaking; and metal scavengers have damaged virtually everything inside, including asbestos containing materials and waste oil-containing structures. Non-friable asbestos has deteriorated, and large volumes of friable asbestos are present. A limited removal of friable asbestos and waste oil was conducted in 2024 through CERCLA but further cleanup is needed to fully decontaminate the Steam Plant site to make it safe for redevelopment. For full remediation, demolition of the Steam Plant is necessary. A "Deconstruction Engineering Plan and Estimate of Probable Costs" completed by the EPA contractor upon completion of the preliminary emergency removal action is available for reference (see below).

The goal of the cleanup plan is removal of all waste oil, asbestos-containing materials, lead-based paint, and universal waste. The Community Engagement Plan (CEP) will be prepared, public meetings and 30-day comment period will be conducted, and the ABCA will be finalized. A Site-Specific Quality Assurance Project Plan (SSQAPP) will be prepared, and confirmatory sampling will be completed to ensure cleanup measures are correctly implemented. As determined by the ABCA, the optimum cleanup will be to first remove waste oil and universal wastes. However, because the ACM and lead paint are so integrated with the building elements, boilers, and other infrastructure, the only practical means to clean up these materials is to remove them concurrently with building demolition so that public health and safety risks and environmental threats posed by the deteriorating building will be eliminated. This is imperative for redevelopment of the property.

During cleanup, the river and the public must be protected through erosion and sedimentation controls, dust suppression, site security, and perimeter air monitoring to confirm dust/contaminants are not leaving the site. Waste oil will require field testing. All waste oil and hazardous substances must be removed for off-site disposal by a Maine Licensed Hazardous Waste Transporter in accordance with OSHA Hazardous Waste Operations and Emergency Management Standards and Maine Waste Oil Management Rules. All asbestos-containing materials, lead-based paint, and universal waste, and demolition debris must be removed for off-site disposal by a Maine Licensed Asbestos Abatement Contractor, Hazardous Waste Transporter and/or demolition contractor, in accordance with OSHA General and Construction Standards, Maine Asbestos Management Regulations, and Universal Waste and Solid Waste Management Rules. Approximately 90% of the demolition debris will be reused or recycled, including brick, steel and concrete. The project is expected to take one year to complete. Cleanup documentation will be submitted to MEDEP with a Voluntary Response Action Program (VRAP) Completion Report and a VRAP Certificate of Closure will be obtained.

The funding of EPA Cooperative Agreement will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination

of the cooperative agreement will be carried out by the *Caribou's City Manager and Special Projects Coordinator*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and Brownfields Advisory Committee (BAC).

Scope of Services

The following list of activities represents the scope of services being requested on behalf of the City for the former Caribou Steam Power Plant site cleanup. This scope of services is based on the City of Caribou's work plan submitted to the EPA as part of the grant application. More details about these tasks can be found in the Project Narrative, Cleanup Workplan, Draft ABCA, Deconstruction Engineering and Costs located on the City's website at

<https://www.cariboumaine.org/rfps/>

Task 1 – Cooperative Agreement Oversight

Specific subtasks for Task 1 include:

Reporting and Tracking: Prepare annual and quarterly reports, Federal Financial Report forms; enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES); and maintain site project files, including establishment of an information repository.

Task 2 – Public Meetings and Community Involvement

Specific subtasks for Task 2 include:

Community Engagement Plan: Prepare plan for involving the public in cleanup activities, with focus on how adjacent landowners, target community, and public will be made aware of project, meeting times and dates, and comment periods. Establish an information repository and prepare a 'fact sheet' regarding the cleanup project, including answers to frequently asked questions to improve public understanding of the project.

Implement 30-Day Public Comment Period on Analysis of Brownfields Cleanup Alternatives: Receive and respond to questions and comments.

Public Meetings: Ensure at least three (3) public meetings with any requested translation services, to inform and improve the understanding of the public about cleanup activities, allowing for input and resultant potential modifications.

Task 3- Site Specific Activities

Specific subtasks for Task 3 include:

Hold Kickoff Meeting

Ensure site is enrolled in MEDEP VRAP

Address Historic Preservation/Section 106 applicability

Prepare Final Analysis of Brownfields Cleanup Alternatives (ABCA)

Considerations for Resilient and Greener Cleanups

Prepare Decision Document based on public input

Prepare Remedial Design and Engineering Documents

Prepare Site Specific Quality Assurance Project Plan (SSQAPP) and Health and Safety Plan (HASP)

Bidding, Selection of Environmental Cleanup Contractor: Prepare bid package, including engineering design documents (plans, specifications), Davis-Bacon requirements, and bid form according to EPA guidelines and City of Caribou Purchasing Policy. Prepare budget detailing how EPA funds will be used to clean up the site. Conduct site visits with interested contractors.

Task 4 – Oversee Site Cleanup

Specific subtasks for Task 4 include:

Oversight of Cleanup Activities: Conduct site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable MEDEP rules and guidelines; and ensure work is proceeding according to the established timeline. Specifically, oversight of the removal of waste oil and hazardous substances; removal of ACM, LBP, universal & hazardous waste; Maintain removal, transport and disposal records, including asbestos waste shipment records and hazardous waste manifests; demolition and site restoration.

Project Updates: Prepare and submit weekly updates, including photographs of work in progress.

Confirmatory Sampling: Collection of post-cleanup samples.

Cleanup Documentation: Prepare and submit close-out documentation to MEDEP indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation from MEDEP and submit to EPA; and prepare final report and grant closeout material. The City will seek a revised VRAP from the MEDEP so that redevelopment of the Caribou Steam Power Plant site will be bankable.

Firms considering responding to this request for proposals may find information and resources to be helpful and informative at <https://www.cariboumaine.org/rfps/>

A mandatory site walk-through is scheduled for Thursday, September 18, at 2:00 pm.

The complete proposal selection schedule can be found on page five.

Schedule:

The proposal selection schedule is as follows:

Request for proposals published	9/8/2025	
Mandatory pre-bid site walk-through	9/18/2025	@ 2:00 p.m.
All questions must be submitted by	9/23/2025	@ 2:00 p.m.
All questions will be answered by	9/30/2025	@ 2:00 p.m.

****Questions and answers will be posted on the city website at: <https://www.cariboumaine.org/rfps/>**

Receive Proposals from Consultants	10/9/2025	@ 2:00 p.m.
Selection Review Committee Meets	10/10/2025	
Interview of firms, if needed	10/14 and 10/15/2025	
Bid consideration / approval by Caribou City Council	10/20/2025	
Execute Contract	11/01/2025	

It is the intent of the City to set the duration of the contract through September 30, 2029, to allow for a final closeout report. All other work should be completed by June 30, 2029.

Electronic proposal submissions will not be accepted. All submissions will become property of the City of Caribou and will not be returned.

The Caribou City Council shall have the authority to reject any and all proposals when proposals are deemed non-responsive, token, collusive or otherwise non-acceptable, and such an action is in the best interest of the City. The City of Caribou reserves the right to waive any defect or informality in any proposal. The City of Caribou is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City of Caribou to pursue an agreement or contract with any firm.

A mandatory site walk-through is scheduled for Thursday, September 18, at 2:00 pm.

Required RFP Submission Contents:

Consultants' response to this RFP shall include:

1. **Cover Letter:** Provide a cover letter expressing the firm's interest in working with City of Caribou staff, EPA, MEDEP, and other stakeholders. The firm shall affirm that they and all subconsultants used in this project will meet all requirements of the EPA Brownfields program and the Cooperative Agreement. This letter should be on your firm's letterhead and signed by an officer of the firm authorized to bind the firm to all comments made in the proposal and shall include the name, address and phone number of the person(s) to contact who will be authorized to represent your firm.

2. **Organizational Profile and Qualifications:** Provide a summary of all personnel to be involved in the project including all subconsultants. Designate the Principal in Charge, the Project Manager, Community Relations Manager, and other key personnel, and identify who the primary contact will be on this project. Provide personal resumes illustrating the experience and background of key personnel who will be assigned to the project. Provide an overall history and description of qualifications for your firm, as well as for any of your proposed subconsultants. Provide proof of liability insurance for your firm and your proposed subconsultants. Provide information regarding your firm's current staffing, current workload, and availability to provide the scope of services as soon as the contract is awarded.

3. **Approach to the Project and Timeline:** Include the following information: Describe the approach to be taken toward completion of each of the four (4) tasks outlined above and an explanation of any proposed variations to the work program. ***Address each of the four (4) tasks separately.*** Also provide a timeline for completing the various components of the scope of services requested. See the suggested work plan for guidelines. The final timeline will be negotiated in the contract. The period of performance for this grant is July 1, 2025, to September 30, 2029.

4. **Communication, Collaboration, and References:** Describe your communication strategy and ability to collaborate effectively with City, property owners, and other stakeholders. Describe your working relationships with State and Federal partners, including MEDEP and EPA. Provide references to corroborate this information.

5. **Familiarity with Environmental Cleanup:** List representative examples of related work (projects) your firm has performed over the past three (3) years which illustrates your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description and a reference with contact information. Also provide a list of all current EPA-funded Brownfields projects (assessment, cleanup, revolving loan fund, etc.) that your firm is currently working on.

6. **Fee Proposal:** Provide a budget for your submitted proposal in chart form, broken down by each of the four (4) tasks. Further, for each of the four (4) tasks, provide a chart showing the estimated number of hours spent by each employee or subconsultant as well as their hourly rates or fees, as well as a schedule of other basic costs. ***No contracts shall be awarded wherein the fee is stated as a percentage of the project cost.*** The actual scope of services may change based on final redevelopment plans and final costs for conducting remedial actions. The City of Caribou reserves the right to negotiate the scope of services of the contract as well as its terms and conditions to fit the City's needs and priorities from the selected consultant's hourly rate schedule.

Selection Process

A Selection Review Committee (SRC) shall evaluate proposals. The Selection Review Committee will be responsible for screening proposals, conducting interviews of selected firms, and ranking the firms. The highest rated consultant will be recommended to the Caribou City Council for award of the contract. The Caribou City Council will make the final decision regarding the selection of the consultant chosen.

The City reserves the right to solicit additional information from the consultant or their references.

The Caribou City Council shall have the authority to reject any and all bids when bids are deemed non-responsive, token, collusive or otherwise non-acceptable, and such action is in the best interest of the City.

The SRC will use the following general criteria in evaluating the proposals for recommendation to the Caribou City Council:

1. The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and responsiveness to the work program.
2. The respondent's experience and qualifications to perform the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity to this one.
3. The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with City of Caribou staff, EPA, MEDEP, and other interested stakeholders.
4. The firm's demonstrated ability to maintain an appropriate relationship with the City staff and project contractors.
5. Resumes of the personnel who will be assigned to this project identifying their specific role, including relevant experience.
6. References of last three similar cleanup projects.
7. Reasonable and appropriate budget description.

Each proposal will be ranked according to the Selection Review Committee's evaluation as follows:

Quality of Project Team (20 Points)

Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to knowledge of the northern Maine region, relevant work experience with Maine DEP and the U.S. Environmental Protection Agency. Demonstrated capacity showing ability to carry out the RFP scope of services. Resumes of the professionals assigned to the project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

Overall Quality of Proposed Project Approach (20 Points)

The technical quality and composition of proposed approach and consistency of approach with the project work plan and EPA program objectives. Proposed timeline best meeting the work plan requirements of the City's cleanup of Caribou Steam Power Plant.

Communication, Collaboration, and References (20 Points)

Demonstrated ability of the firm and the proposal to effectively communicate program and findings to the public; ability to work effectively and coordinate activities with the City, property owners, real estate professionals, and other stakeholders; solid working relationships with State and Federal partners; and review of references.

Familiarity with Environmental Cleanup (15 Points)

Breadth and depth of experience and management of Brownfields/Environmental Cleanup grants.

Fee Proposal/Budget (25 Points)

Provide detailed estimate of all costs to complete the each of the four tasks in the Scope of Services
Provide an itemized breakdown of costs, including labor, materials, and overhead, explaining any cost-saving measures or efficiencies to demonstrate value. Clearly link specific costs to project phases or deliverables to show how the budget supports project outcomes.

A schedule of all hourly rates and charges to be charged to task orders including subconsultants

Following the review of proposals, one or more firms may be selected for interviews by the Selection Review Committee.

Additional Resources

Firms considering responding to this request for proposals may find information and resources to be helpful and informative at:

<https://www.cariboumaine.org/rfps/>

Payment

The consultant shall be paid based on hourly rates agreed to, with a “Not to Exceed” amount negotiated for each deliverable and that is tied to the project schedule and benchmarks.

Conclusion

A mandatory site walk-through is scheduled for Thursday, September 18, at 2:00 pm.

Proposals will be received in the office of the City Manager, Caribou Municipal Building, 25 High Street, Caribou, Maine 04736 on Thursday, October 9, 2025, until 2:00 p.m. No electronic/email submissions will be accepted. Please indicate on the outside of the submission that it is for: “Request for Qualifications and Fee Proposal – FY2025 Brownfields Cleanup”

The consultant shall submit:

Nine (9) copies of their proposals:

Eight (8) Bound Copies for use by the Selection Review Committee

One (1) PDF file to facilitate document reproduction

Questions regarding this request should be directed to Penny Thompson, City Manager via email at pthompson@cariboumaine.org or by telephone at (207) 493-5961.

**CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax**

MEMO

TO: Mayor Courtney Boma
CC: Caribou City Council/ City Manager Thompson
FROM: Gary Marquis
RE: Vehicle Purchase Request
DATE: October 20, 2025

Mayor Boma and City Councilors:

I appreciate the opportunity to speak with you tonight regarding a request to purchase a new front-line truck for the Parks Department.

Currently, our primary maintenance vehicle is a 2015 Ford F-250 Super Duty. Our secondary vehicle, a 2008 Ford F-250, has high mileage, significant motor issues, and visible wear to the body. This older truck is equipped with a lift gate, which we plan to transfer to the 2015 F-250, effectively making the 2015 model our second-line vehicle.

If this request is approved, we intend to surplus the 2008 F-250 and apply the proceeds toward the purchase of a snowplow for the new front-line truck.

We solicited RFPs from our two local dealerships:

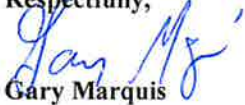
- Gagnon's Auto & RV Sales, Inc.: 2026 GMC 2500 – \$52,000.00
- Griffeth Ford Mitsubishi: 2025 Ford F-250 – \$52,933.00

After reviewing both proposals, staff recommends awarding the purchase to Gagnon's Auto & RV Sales, Inc., the low bidder, for a total of \$52,000.00.

Funding for this purchase will come from the Park Vehicle Reserve Account (G1-365-27), which currently has a balance of \$59,730.00.

Thank you for your time and consideration. I will be present this evening to answer any questions you may have.

Respectfully,



Gary Marquis
Superintendent of Parks & Recreation

Caribou Parks & Recreation Department

**55 BENNETT DRIVE
CARIBOU, MAINE 04736
(207) 493-4224 / 493-4225 FAX**

REQUESTS FOR BIDS

The City of Caribou Parks and Recreation Department is currently seeking bids on a 2025 pickup truck. The following are minimum specifications. The attached bid form must be submitted to the Caribou Parks and Recreation office no later than 4 p.m. on Thursday, October 23rd, 2025. The bids must be submitted in a sealed envelope marked TRUCK in the lower left-hand corner.

Minimum specifications are as follows:

2025 PICK-UP SPECIFICATIONS

2025 ¾ ton 4-wheel drive 8-foot box fleet side

G.V.W.R. - 8600 LB minimum

350 Cubic inch engine or equivalent

Automatic transmission

Locking rear differential with 3.73 or equiv. ratio

Factory trailering/plowing package, to include.

1. 100-amp alternator or equivalent
2. Class IV hitch with 7 pin light connector and electric brake
3. Auxiliary transmission cooler
4. Heavy duty rear suspension
5. Heavy duty front suspension

Cloth Bench seat

4 on/off road tires

Full size spare

AM/FM clock/radio

Tilt wheel

Intermittent wipers

Power steering

Air conditioning

Oil, Amp, Temperature, gauges.

Battery – 850 C.C.A. minimum

Recreation: A Lifetime of Experiences



Aux battery 850 C.C.A. minimum
Interior vinyl floor mats
Rear step bumper
Solid paint (will choose a color, or what is available on the lot)
Rubber bed matt
Minimum 30-gallon fuel capacity

OPTION 1	1 YEAR OLD MODEL WITH LIMITED MILEAGE
-----------------	--

Note that bids may also be submitted on a 1-year-old vehicle with 10,000 miles or less that meets the new model specifications above. Please submit the bid form

PLEASE COMPLETE THE FOLLOWING BID FORM AND RETURN IT AS SPECIFIED.

CARIBOU PARKS & RECREATION <u>NEW</u> TRUCK BID
--

DATE: 9/25/2025

VENDOR: Griffeth Ford

Recreation: A lifetime of experiences

ADDRESS: 16 Access Highway

Caribou, ME 04736

PHONE: 496-3111 FAX: 498-6510

CONTACT PERSON: Jordan Haines

BRAND: Ford

MODEL: F-250 Regular Cab STX

PURCHASE PRICE: \$52,933

WARRANTY INFO: 3 years or 36,000 Miles Bumper to Bumper

AND 5 years or 60,000 miles Powertrain Warranty.

ANTICIPATED AVAILABILITY: Available Now

COMMENTS: Our trucks with Aluminum bodies have held up great for the past 10 years! No Rust! This truck will look good until you're ready for the next one. Thank you for the opportunity!

This form must be submitted to the Caribou Parks and Recreation office at 55 Bennett Dr., Caribou, Me. 04736 no later than 4 p.m. on Thursday, June 5, 2008. The quotes must be submitted in a sealed envelope marked TRUCK on the lower left-hand corner.

CARIBOU PARKS & RECREATION USED TRUCK BID

Date:

VEHICLE BUYER'S ORDER

Buyer Name and Address (Including County and Zip Code)	Co-Buyer Name and Address (Including County and Zip Code)	Seller Name and Address
CITY OF CARIBOU 25 HIGH STREET CARIBOU ME 04736 Email: DAVEO@CARIBOUMaine.ORG Phone: (207) 551-7539 Cell:	N/A Email: N/A Phone: Cell:	GRIFFETH FORD MITSUBISHI 213 MAIN STREET PRESQUE ISLE ME 04769 Salesperson: JORDAN HAINES Deal Number:

THIS BUYER'S ORDER IS ☒ NEW ☐ USED ☐ CAR ☒ TRUCK ☐ DEMO TO BE DELIVERED
FOR THE FOLLOWING ☐ PERSONAL, FAMILY OR HOUSEHOLD ☐ AGRICULTURAL ☐ BUSINESS ON OR ABOUT **09/25/2025**

Year	Make	Model	Type	Trim	Color	Mileage	Stock#
2025	FORD	F-250 SUPER	PU	XL STX	OXFORD WHITE	37	N70103
TRADE-IN VEHICLE				VIN 1FTRF2BN8SED82620			
YR. N/A	MAKE N/A	MODEL N/A	TYPE N/A	PRICE OF VEHICLE →			\$ 52400.00
COLOR N/A	TRIM N/A	MILEAGE N/A		SELLER ACCESSORIES:			
VIN N/A				N/A			N/A
TITLE NO. N/A	PLATE NO. N/A	EXP. DATE N/A		N/A			N/A
OWNER N/A	LOAN# N/A		N/A			N/A	N/A
LIENHOLDER N/A	PHONE		N/A			N/A	N/A
ADDRESS N/A	SPOKE WITH		N/A			N/A	N/A
AMOUNT N/A	GOOD TILL N/A	VERIFIED BY		N/A			N/A
TRADE-IN VEHICLE 2				N/A			
YR. N/A	MAKE N/A	MODEL N/A	TYPE N/A				
COLOR N/A	TRIM N/A	MILEAGE N/A					
VIN N/A				SUB-TOTAL			52400.00
TITLE NO. N/A	PLATE NO. N/A	EXP. DATE N/A					
OWNER N/A	LOAN# N/A						
LIENHOLDER N/A	PHONE N/A						
ADDRESS N/A	SPOKE WITH						
AMOUNT N/A	GOOD TILL N/A	VERIFIED BY					
COMMISSION PAGE							
NAME OF AGENT			PHONE				
ADDRESS							
POLICY NUMBER			COLLISION DEDUCTIBLE 0.00				
INSURANCE CO.			SPOKE WITH				
EFFECTIVE DATE			EXP. DATE		VERIFIED BY		
DOCUMENT PREPARATION FEE							
The Document Preparation Fee represents Seller costs such as administrative services, processing paperwork, and registering the vehicle. It is not a governmental fee.							
NEGATIVE EQUITY							
Buyer is aware the balance owed on Buyer's trade-in exceeds the trade-in allowance offered by Seller. Accordingly, Buyer understands that N/A will be paid off on Buyer's behalf to N/A and this amount is included when computing the "balance due."							
I certify that I took delivery of this vehicle on 09/25/2025							
Buyer initials: _____							
TERMS OF PAYMENT OF BALANCE DUE:							
☐ RETAIL INSTALLMENT CONTRACT							
☐ OTHER _____							
DOCUMENT PREPARATION FEE						499.00	
TOTAL DELIVERED PRICE						52899.00	
TRADE-IN ALLOWANCE(S)						N/A	
SALES/USE TAX						N/A	
SERVICE CONTRACTS						N/A	
MAINTENANCE AGREEMENTS						N/A	
CASH PRICE OR TRADE DIFFERENCE						52899.00	
PLUS: TAG, TITLE, AND REGISTRATION FEE						34.00	
PLUS: PAYOFF ON TRADE VEHICLE(S)						N/A	
TOTAL BALANCE						\$ 52933.00	
LESS INITIAL PAYMENT/CASH DOWN						N/A	
LESS REBATE/FACTORY INCENTIVE						N/A	
BALANCE DUE						\$ 52933.00	

All warranties, if any, by a manufacturer or supplier other than Seller are theirs, not Seller's. Only such manufacturer or other supplier shall be liable for performance under such warranties, unless Seller furnishes Buyer with a separate written warranty or service contract made by Seller on its own behalf. Seller neither assumes nor authorizes any person to assume for it any liability in connection with the sale of any products.

Unless the Seller makes a written warranty, or enters into a service contract within 90 days from the date of this contract, this vehicle is sold "AS IS" and "WITH ALL FAULTS." The Seller makes no warranties, express or implied, on the vehicle, and there will be no implied warranties of merchantability or of fitness for a particular purpose. This provision does not affect any warranties covering the vehicle that the vehicle manufacturer may provide.

Your rights may vary from state to state; check your own state law for additional rights. If the Vehicle is a used vehicle, the Seller warrants that the Vehicle was inspected in accordance with state law.

REPAIRS OR SERVICING REPLACEMENTS UNDER THE WARRANTY WILL BE MADE AT: _____

_____ (address)

NOTICE: If the Seller fails to perform his obligation under the warranty, the Buyer shall give the Seller written notice of such failure before the Buyer initiates a civil action in accordance with section 1476 (10 M.R.S. § 1476). The notice must be sent by registered or certified mail to the Seller's last known business address.

NO COOLING OFF PERIOD

State law does not provide for a "cooling off" or cancellation period for this sale. After you sign this contract, you may only cancel it if the seller agrees or for legal cause. You cannot cancel this contract simply because you change your mind. This notice does not apply to home solicitation sales.

For your protection, request a receipt for all payments you make.

This Agreement is not binding upon either Seller or Buyer until signed by an authorized Seller representative.

If Buyer is buying this Vehicle in a credit sale transaction evidenced by a retail installment sale contract, this Agreement is binding when the retail installment contract is signed, but will not remain binding if a third party finance source does not agree to purchase the retail installment contract executed by Buyer and Seller based on this Agreement on the terms as submitted. See paragraph 10 on page 3 of this Agreement, which shall survive the termination of this agreement for any reason.

Buyer agrees that this Agreement includes all of the terms and conditions on all pages of this agreement hereof, that this Agreement cancels and supersedes any prior agreement including oral agreements, and as of the date below comprises; together with any retail installment sale contract the complete and exclusive statement of the terms of the agreement relating to the subject matters covered by this Agreement.

Buyer, by signing this Agreement, acknowledges that Buyer has read and agrees to its terms and has received a true copy of this Agreement.

BUYER SIGNS X _____ DATE 09/25/2025

CO-BUYER SIGNS X N/A _____ DATE _____

MANAGER'S APPROVAL (Must Be Accepted By An Authorized Representative of the Seller)

X *Jordan Haus* _____ DATE 09/25/2025

ADDITIONAL TERMS AND CONDITIONS

1. These definitions apply to this Agreement:

"Agreement" means this Buyer's Order.

"Buyer" means the party or parties executing this Agreement as such.

"Manufacturer" means the manufacturer of the Vehicle.

"Seller" means the authorized Seller named on page 1 of this Agreement.

"Trade-in" is the used vehicle that Buyer intends to use as part of the consideration for the purchase price of the Vehicle or otherwise is to be transferred to Seller.

"Vehicle" is the vehicle or chassis that is the subject of this Agreement.

Seller is not the Manufacturer's agent. Buyer and Seller are the sole parties to this Agreement. References in this Agreement to Manufacturer are for the purpose of describing certain contractual relationships between the Manufacturer and Seller relating to new vehicles.

2. The Manufacturer may change the design of any vehicle, chassis, accessories, or parts at any time without notice. The Manufacturer may also make the same or any similar change upon any vehicle, chassis, accessories, or parts already bought by or shipped to Seller or being manufactured or sold in accordance with Seller orders. If the Manufacturer makes such a change, Seller has no obligation to Buyer to notify Buyer or make the same or any similar change in the Vehicle or its parts either before or after Seller delivers the Vehicle to Buyer. The Manufacturer may change the price of new vehicles without notice. If the Manufacturer changes the price of the new vehicle of the series and body type of the Vehicle before Seller delivers it to Buyer, Seller may change the price of the Vehicle to Buyer accordingly. If Seller changes the price of the Vehicle, Buyer may cancel this Agreement and Seller shall return the Trade-in to Buyer if the Trade-in remains available. Buyer agrees to pay Seller reasonable storage and repair charges. If the Trade-in is unavailable, Seller shall pay Buyer the Trade-in allowance less a sales commission of 15% and any expense in storing, insuring, conditioning or advertising the Trade-in for sale unless prohibited by law.
3. The Trade-in shall be appraised or re-appraised at the time it is delivered to Seller. The appraised value will be the allowance for the Trade-in. If the reappraised value is lower than the amount shown in this Agreement, Buyer may cancel this Agreement. Buyer must exercise Buyer's right to cancel upon a change in the appraised value before Seller delivers the Vehicle to Buyer and Buyer surrenders the Trade-in to Seller.
4. Buyer shall give Seller satisfactory evidence of title to any Trade-in upon delivery to Seller. Buyer warrants any Trade-in to be Buyer's property, free and clear of all liens and encumbrances unless otherwise noted in this Agreement, and that the Trade-in has never had a salvage or "branded" title, been reconstructed, rebuilt, flooded or had major mechanical damage that caused the reconstruction of the Trade-in. Buyer represents that the Trade-in's mileage shown in this Agreement is the actual mileage on the Trade-in. Buyer authorizes Seller to rely on this representation in entering into this Agreement. If Buyer provides false information related to the Trade-in Buyer agrees to repurchase the Trade-in for the full allowance given to Buyer plus all costs incurred by Seller in resolving the matter including but not limited to reconditioning costs, legal fees, court and collection costs. Buyer authorizes Seller to sell the Trade-in without regard to whether the financing contingencies are satisfied as described below.
5. Except as permitted under Sections 2 or 3 above, if Buyer fails or refuses to accept delivery of the Vehicle or comply with this Agreement, without limiting any other rights Seller may have, Seller may keep as liquidated damages any deposit made by Buyer, to the extent not prohibited by law. Seller may also reimburse itself for any expenses and losses it incurs or suffers as a result of Buyer's failure or refusal to comply with this Agreement, including, without limitation, reasonable attorney's fees. Seller isn't liable for failure to deliver or delay in delivering the Vehicle where such failure or delay is due, in whole or in part, to any cause beyond Seller's control or without Seller's fault or negligence.
6. The Vehicle price doesn't include sales taxes, use taxes or occupational taxes (federal, state or local) unless expressly so stated. Buyer agrees to pay, unless prohibited by law, any such taxes imposed on or that apply to the transaction reflected by this Agreement, regardless of who has primary liability for the tax.
7. If this Agreement shows a charge for credit insurance, this paragraph applies. The credit insurance provisions in any retail installment contract Buyer may sign related to this Agreement will apply. If such credit insurance is wholly or partially unavailable under the designated policy, Seller will deduct the applicable part of the credit insurance charge shown in this Agreement and the related finance charge from the total time balance. If such credit insurance does not become effective, Seller will notify Buyer. This Agreement and any related retail installment contract Buyer may sign shall otherwise remain fully effective, to the extent provided by applicable law.
8. Buyer agrees to sign such agreements or documents as Seller may reasonably require to effect the terms and conditions of payment shown in this Agreement and to otherwise carry out the intent of this Agreement.
9. This Agreement is an agreement to buy the Vehicle. If there is a balance due, Buyer's obligation to buy and Seller's obligation to sell the Vehicle are expressly conditioned upon Buyer obtaining financing for the balance due. Buyer has two business days from the date of this Agreement to obtain such financing. If Buyer pays Seller with a check that is dishonored or unpaid for any reason, Seller may, in its sole discretion, declare this Agreement null and

void and retake the Vehicle and/or make claims against Buyer on the check. In addition, to the extent permitted by law, Buyer will pay Seller a \$25 returned check charge.

10. This paragraph applies if Buyer is buying the vehicle from Seller under the terms of a retail installment contract. Seller agrees to deliver the vehicle to Buyer on the date this Agreement is signed by Seller and Buyer. Buyer understands that it may take a few days for Seller to verify Buyer's credit and assign the retail installment contract. Buyer agrees that if Seller is unable to assign the retail installment contract to any one of the third party finance sources with which Seller regularly does business on the terms as submitted, Seller may cancel this Agreement and the retail installment contract. Seller shall give Buyer written notice (or in any other manner in which actual notice is given to Buyer) within a reasonable period of time of the date this Agreement is signed if Seller elects to cancel. Upon receipt of such notice, Buyer must immediately return the vehicle to Seller in the same condition as when sold, reasonable wear and tear excepted. Seller must give Buyer (i) reimbursement of the entire vehicle purchase price; (ii) reimbursement of all charges pertinent to the Retail Installment Sale Contract, including, but not limited to, sales tax, license and registration fees and similar government charges; and (iii) the vehicle traded-in or, if the vehicle is not available, the trade-in value of the vehicle established in the Retail Installment Sale Contract. If Buyer does not immediately return the vehicle, Buyer shall be liable for all expenses incurred by Seller in taking the vehicle from Buyer, including reasonable attorney's fees. While the vehicle is in Buyer's possession, all terms of this Agreement and the retail installment contract, including those relating to use of the vehicle, shall be in full force, except that liability, collision, and comprehensive insurance on the vehicle shall be provided by Seller's insurance policy until this Agreement and the retail installment contract are no longer subject to rescission under this paragraph. Afterward, the vehicle shall be covered by the Buyer's insurance policy. To the extent not prohibited by law, Buyer must pay all reasonable costs for repair of any damage to the vehicle not covered by Seller's insurance until the vehicle is returned to Seller.
11. Buyer may arrange financing through Seller or a finance source of Buyer's choosing. Buyer may be able to obtain more favorable financing from a third party. Buyer understands the annual percentage rate (APR) quoted by Seller may be negotiable. If this Agreement shows that any part of the transaction is to be financed, Seller may assist in submitting credit applications to third parties, for which Buyer grants permission. Seller will not lend Buyer money or finance this transaction regardless of any notation to the contrary on any document. No agent, employee or manager of Seller may change this policy.
12. In the event that any of the terms and conditions of this Agreement other than those of paragraph 10, above, are inconsistent with the terms and conditions of any retail installment sales contract between Buyer and Seller, the terms of such retail installment sales contract shall apply. Each provision of this Agreement shall be severable from every other provision of this Agreement for the purpose of determining the legal enforceability of any provision hereof.
13. **Used Car Buyers Guide.** The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.
- Spanish Translation: Gufa para compradores de vehculos usados. La informaci3n que ve en el formulario de la ventanilla para este vehculo forma parte del presente contrato. La informaci3n del formulario de la ventanilla deja sin efecto toda disposici3n en contrario contenida en el contrato de venta.
14. **IT IS BUYER'S RESPONSIBILITY TO OBTAIN INSURANCE ON THE VEHICLE.** Seller may request insurance information from Buyer in order to register the Vehicle with the Division of Motor Vehicles (DMV) or for verifying insurance coverage. Seller's request for insurance information does not constitute an agreement to transfer or obtain insurance coverage on the Vehicle. By signing this agreement, except as otherwise provided in paragraph 10 above, Buyer covenants and agrees that Buyer has obtained, or will obtain, before the Vehicle is driven by anyone, insurance on the Vehicle.
15. **EACH PARTY HERETO HEREBY IRREVOCABLY, AND UNCONDITIONALLY WAIVES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, TRIAL BY JURY IN ANY LEGAL ACTION OR PROCEEDING RELATING TO THIS AGREEMENT AND ANY OTHER DOCUMENT RELATED HERETO.**
16. You agree that we may try to contact you in writing, by e-mail, or using prerecorded/artificial voice messages, text messages, and automatic telephone dialing systems, as the law allows. You also agree that we may try to contact you in these and other ways at any address or telephone number you provide us, even if the telephone number is a cell phone number or the contact results in a charge to you.



ford.com

VEHICLE DESCRIPTION

SUPER DUTY

2025 F250 SRW 4X4 REG CAB
XL 142" WB STYLESIDE
7.3L DIECT NA PFI V8 ENGINE
10-SPEED AUTO TORQSHIFT-G

EXTERIOR
OXFORD WHITE
INTERIOR
MEDIUM DARK SLATE CLOTH

SE **D82620**

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
- DOOR HANDLES - BLACK
 - HEADLAMPS - AUTOLAMP (ON/OFF)
 - TOW HOOKS
 - TRAILER SWAY CONTROL
 - TRAILER TOW MIRRORS
 - WIPERS - INTERMITTENT
- INTERIOR**
- 4.2" PRODUCTIVITY SCREEN
 - AIR COND, MANUAL, FRONT
 - CLOTH SEAT VISORS
 - DRIVER SEAT-MANUAL LUMBAR
 - OUTSIDE TEMP DISPLAY
 - PARTICULATE AIR FILTER
 - POWER LOCKS AND WINDOWS
 - STEERING-TILT/TELESCOPE, CHOOSE & AUDIO CONTROLS
- FUNCTIONAL**
- 4-WHEEL ANTILOCK BRAKE SYS
 - FORDPASS™ CONNECT SQWIFI HOTSPOT TELEMATICS MODEM
 - HILL START ASSIST
 - MANUAL LOCKING HUBS
 - MONO BEAM COIL SPRING FRT SUSPENSION W/STAB BAR
 - REAR VIEW CAMERA
 - REMOTE KEYLESS ENTRY
 - SYNC®3 W/8" SCREEN
- SAFETY/SECURITY**
- ADVANCETRAC™ WITH RSC®
 - AIRBAGS - SAFETY CANOPY®
 - BELT-MINDER CHIME
 - DRIVER/PASSENGER AIR BAGS
 - SECURE PKG 1YR INCLUDED
 - SECURELOCK® ANT-THEFT SYS
 - SOS POST-CRASH ALERT1 SYS™
- WARRANTY**
- 3-YR/50,000 BUMPER-TO-BUMPER
 - 5-YR/60,000 POWERTRAIN
 - 5-YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE (MSRP)

OPTIONAL EQUIPMENT/OTHER		PRICE INFORMATION	
PREFERRED EQUIPMENT PKG 600A		BASE PRICE	\$48,000.00
7.3L DIECT NA PFI V8 ENGINE	1,000.00	TOTAL OPTIONS/OTHER	7,300.00
10-SPEED AUTO TORQSHIFT-G	NO CHARGE	TOTAL VEHICLE & OPTIONS/OTHER	55,300.00
3.73 RATIO NON L/D SLIP AXLE	NO CHARGE	DESTINATION & DELIVERY	2,085.00
FRONT LICENSE PLATE BRACKET	NO CHARGE	TOTAL BEFORE DISCOUNTS	57,485.00
STX APPEARANCE PACKAGE	5,715.00	STX APPEARANCE PKG	- 1,000.00
1.172/70R16 BSW ALL TERRAIN		TOTAL SAVINGS	- 1,000.00
BULBS (BLIND SPOT INFO SYSTEM)			
LEBONY BLACK ALUM WHL-S-18"			
LED BOX LIGHTING			
PAYLOAD PACKAGE UPGRADE			
REAR PARKING SENSORS			
REAR CROSS-TRAFFIC ALERT PACKAGE			
CLOTH 400/100-155R			
10300A GMMR PACKAGE			
50 STATE EMISSIONS	NO CHARGE		
SNOW PLOW PREP PACKAGE	250.00		
SPARE TIRE AND WHEEL	NO CHARGE		
JACK	130.00		
SPLASH GUARDS - FRONT	NO CHARGE		
SPLASH GUARDS - REAR	290.00		
UPPITER SWITCHES	115.00		
410 AMP DUAL ALTERNATOR	250.00		
REMOTE START SYSTEM	210.00		
DUAL BATTERY	NO CHARGE		
XL DRIVER ASSIST PACKAGE			

RAAF ONE	RAAF TWO	RAIL
RAAF	RAAF	RAAF
ITEM 1:	ITEM 2:	ITEM 3:
11-2150 O/T 2		
TOTAL MSRP \$56,485.00		
Whether you decide to lease or finance your vehicle you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance .		
This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.		
SE151 N RB 2X 530 002277 05 15 25		

California Air Resources Board

Gasoline Vehicle

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with higher ratings:

Greenhouse Gas Rating (tailpipe only)

A+ Cleaner  D

Smog Rating (tailpipe only)

A+ Cleaner  B

Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.



The FordPass® Connect provides active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle settings for connectivity options.

*Based on 877-2024 CY total sales.
**Required connect (optional on select vehicles), the FordPass Connect is a subscription-based service. Service is required for remote features (see FordPass Terms for details). Connected services and features depend on compatible AT&T cellular network coverage. Coverage is not available in all areas. Vehicle capability may limit functionality and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.

FORD PROTECT
Inlet on Ford Protect: The only extended service plan fully backed by Ford and honored at every Ford dealership in the U.S., Canada and Mexico. See your Ford dealer or visit www.FordProtect.com.



1FTR2B8N8SED82620

WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust; do not idle the engine except as necessary; service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.



Help Data
Scan QR code
to help

SCAN OR TEXT 34582620 TO 48688

Caribou Parks & Recreation Department

**55 BENNETT DRIVE
CARIBOU, MAINE 04736
(207) 493-4224 / 493-4225 FAX**

REQUESTS FOR BIDS

The City of Caribou Parks and Recreation Department is currently seeking bids on a 2025 pickup truck. The following are minimum specifications. The attached bid form must be submitted to the Caribou Parks and Recreation office no later than 4 p.m. on Thursday, October 23rd, 2025. The bids must be submitted in a sealed envelope marked TRUCK in the lower left-hand corner.

Minimum specifications are as follows:

2025 PICK-UP SPECIFICATIONS

2025 ¾ ton 4-wheel drive 8-foot box fleet side

G.V.W.R. - 8600 LB minimum

350 Cubic inch engine or equivalent

Automatic transmission

Locking rear differential with 3.73 or equiv. ratio

Factory trailering/plowing package, to include.

1. 100-amp alternator or equivalent
2. Class IV hitch with 7 pin light connector and electric brake
3. Auxiliary transmission cooler
4. Heavy duty rear suspension
5. Heavy duty front suspension

Cloth Bench seat

4 on/off road tires

Full size spare

AM/FM clock/radio

Tilt wheel

Intermittent wipers

Power steering

Air conditioning

Oil, Amp, Temperature, gauges.

Battery – 850 C.C.A. minimum

Recreation: A Lifetime of Experiences



Aux battery 850 C.C.A. minimum

Interior vinyl floor mats ✓

Rear step bumper ✓

Solid paint (will choose a color, or what is available on the lot) *Gray*

Rubber bed matt ✓

Minimum 30-gallon fuel capacity ✓

OPTION 1

1 YEAR OLD MODEL WITH LIMITED MILEAGE

Note that RFP may also be submitted on a 1-year-old vehicle with 10,000 miles or less that meets the new model specifications above. Please submit the RFP form

PLEASE COMPLETE THE FOLLOWING RFP FORM AND RETURN IT AS SPECIFIED.

CARIBOU PARKS & RECREATION NEW TRUCK RFP

DATE: *10-15-2025*

VENDOR: *Bay Area Auto Sales*

NOTE: Minimum requirement for submittals for a used vehicle must meet new vehicle requirements as listed however the vehicle can be 1 year old with 10000 miles or under.

DATE: 10/15/2025

VENDOR: Gagnon's Auto & RV Sales, Inc

ADDRESS: 500 Main St.
Caribou, ME 04736

PHONE: 207-493-3358 **FAX:** 207-493-3104
Gary's Cell # 207-227-8900

CONTACT PERSON: Gary Gagnon

BRAND:
2026 GMC

MODEL: Sierra 2500

PURCHASE PRICE: \$52,000.00

WARRANTY INFO:
Please See Attached
Extended Warranty information attached/ (Not Included In Price) Add-on

ANTICIPATED AVAILABILITY: Mid December--Manufacturer Build Date 11/10/2025

COMMENTS:

This form must be submitted to the Caribou Parks and Recreation office at 55 Bennett Dr., Caribou, Me. 04736 no later than 4 p.m. on Thursday, October 23rd, 2025. The quotes must be submitted in a sealed envelope marked TRUCK on the lower left-hand corner.



Order Details - Order #FPZVXZ ⓘ



Customer Dealer

BAC Information

Contact Name
Contact Phone

DAN

Stock No.

Update

Model/Order Information

Model Year 2026
Division GMC
Distribution Entity RET Retail
Order Type TRE - Retail Stock
Allocation Group HDSIER
Model TK20903 - 2500HD Sierra: Regular Cab Long Box, 4WD
TPW 11/10/25

VIN

MSRP w/DFC \$55,170.00

Vehicle Specifications

PEG 1SA - PRO
Color GXD - Sterling Metallic

Trim H0U - 3SA/3SB/3VL/1SA--Cloth, Jet Black, Interior Trim
Engine L8T - Engine: 6.6L, Gasoline V-8, SIDI

Transmission MKM - 10-Speed Automatic
Emissions NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions

Ordered Options

- 1SA - PRO  
- 9L7 - Upfitter / Accessory Electrical Switches
- AK0 - Deep Tinted Glass  
- AU3 - Power Door Locks
- AZ3 - Seats: Front 40/20/40 Split-Bench, Full Feature 
- BG9 - Floor Covering: Rubberized Vinyl, Black 
- C49 - Defogger, Rear Window Electric  
- DWI - Mirrors, O/S: Pwr Fold., Man. Ext., Heat, Turn Indicator  
- E63 - Body: Pick-Up Bed
- G80 - Auto Locking Differential, Rear
- GT4 - Rear Axle: 3.73 Ratio
- GXD - Sterling Metallic  
- H0U - 3SA/3SB/3VL/1SA--Cloth, Jet Black, Interior Trim 
- IOR - GMC Infotainment System
- JGF - GVW Rating 10,650 Lbs
- JL1 - Integrated Trailer Brake Controller 
- K34 - Cruise Control 
- K47 - Heavy Duty Air Filter
- K4Z - Battery, Auxiliary, 700 CCA
- KI4 - 120 Volt Electrical Receptacle, In Cab 
- KW5 - Alternator, 220 AMP
- L8T - Engine: 6.6L, Gasoline V-8, SIDI 
- MKM - 10-Speed Automatic
- NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions

- NQF - Transfer Case: w/ Rotary Dial Control, Electronic Shift
- NZZ - Skid Plates
- PCI - Convenience Package
- PDI - GMC Pro Safety
- PYT - Wheels: 18" Steel, Painted
- QF6 - Tires: LT275/70 R18 All Terrain, Blackwall
- QK1 - Standard Tailgate
- QT5 - Tailgate Function-Manual w/ Assist, Pwr Release
- RFQ - Focused Ordering Configuration
- TQ5 - Headlamps, Intellibeam

- U01 - Roof Marker Lamps
- UE1 - OnStar Communication System
- UE4 - Following Distance Indicator
- UEU - Sensor, Forward Collision Alert
- UF2 - Lighting, Cargo Box, LED
- UHY - Automatic Emergency Braking
- UVB - Rear Vision Camera, HD
- V46 - Bumper, Front, Chrome
- V76 - Recovery Hooks
- VJH - Bumper, Rear, Chrome Step
- VK3 - Front License Plate Mounting Provisions

Event History

Total Records: 7

Event Code	Event Description	Effective Date	Timestamp
3000	Accepted by Production Control	9/23/25	9/23/25, 10:37:04.642 PM
2500	Preferred	9/23/25	9/23/25, 9:46:53.511 PM
2030	Order Re-edited	9/23/25	9/23/25, 9:41:31.334 PM
2000	Accepted by GM	9/23/25	9/23/25, 12:11:36.837 PM
2050	Order Changed	9/23/25	9/23/25, 12:11:08.609 PM
1100	Preliminary Order Accepted	9/23/25	9/23/25, 12:09:41.164 PM
1101	Preliminary Order Added	9/23/25	9/23/25, 12:09:41.164 PM

Change History

Total Records: 1

Effective Date	Timestamp	Data Element	Before Value
9/24/25	9/24/25, 3:53:17 PM	Target production date	

Back

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to GM Pricing for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.



FLEET ACKNOWLEDGMENT FORM

Congratulations on your new GMC! As the owner of a 2026 or newer GMC, we are pleased to offer you Pro Grade Protection on your purchase/lease.

This program provides peace of mind with the following included benefits:

One (1) Covered OIL CHANGE visit within 1 year/12,000 miles of ownership (free of additional costs) which includes:

- ACDelco dexos1® full synthetic oil and ACDelco oil filter change
- Tire rotation (ask dealer or see Owner's Manual for details)
- Multi-Point Vehicle Inspection (MPVI)

First Oil Change Visit Scheduled appointment _____ (Date and Time REQUIRED)

GMC Pro Grade Protection owner benefits also include:

- ☐ 3 years/36,000-miles¹ Bumper-to-Bumper Limited Warranty (included)
- ☐ 5 years/100,000-miles¹ Powertrain Limited Warranty
- ☐ 5 years/100,000-miles¹ 24-hour Roadside Assistance²
- ☐ 5 years/100,000-miles¹ Courtesy Transportation for Warranty Service
- ☐ 3-Year/36,000-miles¹ Corrosion Protection
- ☐ 6-Year/100,000-miles¹ Rust-Through Protection

Customer must acknowledge and understand that upon delivery of an incomplete vehicle either to customer or customer's upfitter, customer is ultimately responsible for any damage, including hail damage, to such incomplete unit (not including manufacturing defects covered under GM warranty), and customer expressly assumes this risk and acknowledges it is customer's responsibility to adequately insure the incomplete vehicle at all times, including while in possession of customer's upfitter.

Included maintenance services must be performed by a GMC dealership in the GMC Pro Grade Protection Program. Please contact Customer Assistance at 1-800-462-8782 or visit GMC.com for a list of participating dealers.

Delivery Date _____ Dealer BAC Code _____

Dealership Name _____

Authorized Dealership Signature _____

Customer Name _____

Customer Signature _____

For any questions, please contact GMC Customer Assistance | Phone: 1-800-462-8782

¹ Whichever comes first. See dealer for details.

² Roadside service provided by Allstate Roadside Services. Limitations apply.

**CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736**



MEMO

TO: Caribou City Council Members

FROM: Eric Sanderson, Economic & Community Development Specialist

DATE: October 20, 2025

RE: Façade Improvement Grant Applications & Review Committee Recommendation

Introduction

The City of Caribou's Façade Improvement Grant Program is financed via Tax Increment Financing (TIF) program funding for the Downtown TIF and RC-2 District TIF. Each year, the City Council has allocated \$40,000 to be applied for biannually, with applications due on March 15th and September 30th. The City did not receive any applications for the March round of funding, so all \$40,000 is available for consideration of award for the applications received on September 30th. Applications, the application form, program fact sheet, and scoring criteria are all contained in the materials attached to this memo.

Applications

Six applications were received, and are summarized by staff below (in no particular order):

Applicant	Business	Address	Project	Amount Requested
Bill Flagg	Powers Building	46 Sweden Street	Sand blast front brick facade then repaint the bricks back to original condition. Work on main entrance to restore to its original condition. Paint "Powers" sign on the building.	\$7,500
Elise Browning & Marie Kilpatrick	Aroostook County Children's Museum	52 Sweden Street	Children-Inspired mural on side of the building. Involving local artists and members of the community in the design and creation. The art will celebrate childhood, learning, and unique spirit of Aroostook County. Enhance signage with new lighting to improve visibility and visual appeal. Improve awnings.	\$5,000
Kate McCartney	Magic Scizzors	147 High Street	Removal of old steps on front porch to salon and replace with new. Tear down, clean up wood, aluminum railings.	\$1,000
Kate McCartney	Fireside Cafe	46 Fort Street	Hand made signage, awning, lights, parking lot paint, and security system to refurbish facade as part of opening new business.	\$4,818
Kevin McCartney & Kerry Crandall	Rotary Club of Caribou	Multiple Locations	Make Caribou a Lilac City - continuation from last year to purchase 300 lilacs for discounted rate for Caribou citizens to plant in their yards and for low or no cost near schools and Cary Medical Center.	\$3,200
Jim Soucy	Jim's Auto Care & U-Haul	38 Access Highway	Fencing enclosure of scrap and dumpster, install siding on Aldrich Drive side, repair broken windows on 3 garage doors, back wall siding repairs, signage upgrade, and fencing for back of business.	\$5,733

Total: \$27,251

Review Committee Recommendation

Bill Flagg, Powers Building – 46 Sweden Street

Upon review, the Committee ranked Mr. Flagg's application extremely high with the project being in the Downtown area of Sweden Street, adding to the City's sense of place and being in a highly visible area. We believe this is a great project and are delighted to see Mr. Flagg's commitment to the Caribou community.

Recommendation: Approve award in the amount of \$7,500

Elise Browning & Marie Kilpatrick, Aroostook County Children's Museum – 52 Sweden Street

The Committee ranked the Children's Museum's application extremely high with the project being in the Downtown area of Sweden Street, adding to the City's sense of place and being in a highly visible area. Additionally, the mural will involve local artists and community members and the materials can be sourced locally. We are excited to have the Children's Museum in Caribou and welcome it to our community, and being directly adjacent to the Powers Building gives the City Council the chance to have two high-impact projects on Sweden Street in the same application cycle completed. The Committee and Children's Museum discussed use of more durable and weather resistant paints, which would increase project costs. After review, we believe an amount higher than \$5,000 is warranted and recommend approval of up to \$7,500 conditional upon receipts for the durable paints and installation work.

Recommendation: Approve award up to the amount of \$7,500, conditional upon provision of receipts or cost estimates for the façade work showing \$15,000 or greater total project cost.

Kate McCartney, Magic Scizzors – 147 High Street

The Committee highly recommends approval of award for the steps and high quality railing at Magic Scizzors. This is a high visibility area of High Street and the project is already complete. The results from before and after are incredible, and this project scored highly by the Committee.

Recommendation: Approve award in the amount of \$1,000

Kate McCartney, Fireside Café – 46 Fort Street

We are extremely excited to recommend approval of funding for the Fireside Café, which will use a highly skilled Aroostook County crafter for its new sign, and is in a visible area of Route 1 and Fort Street. We know the business will be a community asset with locally sourced and made foods/baked goods. The application originally requested \$4,818, however, this was the full project amount and the grant is a 50% match, so only \$2,409 would be eligible for award. After further discussions with Kate and her team, she will also buy 1 piece of faux stone siding, 2 faux topiary trees, 5 hardwired high beam motion sensor detection lights, and 5 wire protection baskets to cover the motion sensor lights. The additional cost of these improvements is estimated to be \$1,045.23. Adding that to the original project costs of \$4,818 brings total project cost to \$5,863.23, with a 50% award of \$2,931.62 eligible to be awarded.

Recommendation: Approve award up to the amount of \$7,500, conditional upon provision of receipts.

Kevin McCartney and Kerry Crandall, Rotary Club of Caribou - Multiple Locations City-Wide

Mr. McCartney and Mr. Crandall are proposing continuation of funding for purchasing lilacs. The Committee also discussed with the applicants the possibility of finding additional volunteers for the plant delivery and installation. The Committee reviewed this as a “living façade” application, and recommends approval for the funding noting that at least 100 of the plants purchased must be utilized at properties in the Downtown and RC-2 TIF districts.

Recommendation: Approve award in the amount of \$3,200 with the condition that at least 100 plants be utilized in properties located in either the Downtown or RC-2 TIF Districts.

Jim Soucy, Jim’s Auto Care & U-Haul – 38 Access Highway

The Committee was excited to review the application for fencing, siding work, and signage at Jim’s Auto Care. The location is high visibility, seeing additional traffic due to the development in the Caribou Light Industrial Park, and uses local materials. The application ranked highly in the Committee’s review, and in discussions with Mr. Soucy he noted there are other materials and costs as part of the façade and fencing project that will not be known until the work is completed. He confirmed the cost will exceed \$15,000, and based on our review, the Committee recommends approval to award the funds in the amount up to \$7,500, conditional upon provision of further receipts or cost estimates.

Recommendation: Approve award up to the amount of \$7,500, conditional upon provision of receipts or cost estimates for the façade work showing \$15,000 or greater total project cost.

Conclusion

With the conditional recommendations for additional funding for the Aroostook County Children’s Museum, Fireside Café, and Jim’s Auto Care projects, the total potential allocation amount is up to \$34,200.

Suggested Action:

After discussion, please make a motion “to allocate 2025 funds for the Façade Improvement Grant pursuant to the Review Committee’s recommendation in the amount of \$34,200”.

Second

Discussion

Façade Improvement Grant Committee

Friday October 3, 2025 ~ 3:00 pm

Caribou City Council Chambers

Six applications were received:

Bill Flag	Powers Building	46 Sweden St	3:15pm
Elise Browning/Marie Killpatrick- Children's Museum:			52 Sweden St 3:30pm
Kate McCartney	Magic Siczzors	147 High St	3:45pm
Kate McCartney	Fireside Café	46 Fort St	4:00pm
Kevin McCartney and Kerry Crandall		Though out the City	4:15pm
Jim Soucy	Jims Auto Care & U-Haul	38 Access HWY	Not attending

The amount available for this grant period is: \$40,000

Pages in the packet:	<u>pages</u>
Grant application (refresher for the program guidelines):	02-06
Score sheet:	07
46 Sweden Street application materials:	08-11
52 Sweden Street application materials:	12-18
147 High Street application materials:	19-23
Throughout the City	24
46 Fort Street application materials	25-33
Also, for consideration, not attending 38 Access HWY	34-40

City of Caribou Facade Improvement Grant



The City of Caribou Facade Improvement Grant Program is a partnership between the City of Caribou and private sector building owners to improve the exteriors of commercial and mixed-use properties in Caribou. The program offers matching grant funds for the purpose of restoring/renovating commercial storefronts and poor-quality commercial signs and awnings to combat blight and boost the economy in our community.

Program Summary

- The program is structured as a 50/50 matching grant for improvements to the exterior of businesses located in Caribou that are visible from the street.
- The program is open to commercial or mixed-use property located in the Downtown Tax Increment Financing (TIF) District and the RC-2 Tax Increment Financing District where the funding for this program is generated.
- The intent of this program is to:
 - Encourage property owners to make visible improvements to their businesses; and
 - Enhance the unique character and aesthetic appearance of the City of Caribou; and
 - Maintain community structures to minimize the economic impact of blight.
- Grant recipients will be reimbursed up to fifty percent (50%) - not to exceed \$7,500 - of the cost of eligible expenses upon satisfactory completion of the work.
- The City will provide these funds through a semi-annual competitive application process with application deadlines of April 15 and September 30. Notice of fund availability will be advertised in a newspaper of general circulation, on the city's website and social media platforms no less than thirty days prior to the application deadline.
- The Facade Improvement Committee will review, and award applications based on the criteria for eligible projects outlined below. Applicants will be notified of their awards within thirty days of the application deadline.

Eligible Projects

Facade Improvement Grant funds are available for improvements of any commercial property within Caribou that meets the following **criteria**:

- To be eligible for reimbursement, all improvements must be visible from a public right-of-way and located in Caribou's Downtown TIF district or the RC-2 Tax Increment Financing District. For more information or to find out if your business is in the TIF district, visit: <https://www.cariboumaine.org/departments/developcaribou/business-assistance-programming/>
- Examples of eligible improvements include, but are not limited to:
 - Repairs or improvements to the exterior siding
 - Cleaning, repointing, or removing paint from exterior brick
 - Restoring or replacing windows
 - Restoring or replacing doors
 - A fresh coat of paint
 - Signage enhancements (masonry, skirting, ornamental lighting, etc.)
 - Decorative or privacy fencing
- The maximum City contribution for each grant application is as follows:
 - Major façade restoration: up to \$7,500
 - New coat of paint: up to \$2,000
 - Signage Enhancements: up to \$1,500
 - Sign-face changes: up to \$750
 - Fencing: up to \$2,000

All awards are subject to funding availability. The City reserves the right to award funding in a manner it deems appropriate to meet the intent of these funds and assist as many properties as possible. Requests may not be fully awarded.

- Each applicant may only be awarded one grant per calendar year per parcel.
- Projects must be completed within 18 months of the award.

Program Requirements

- Work must comply with all City of Caribou codes including local ordinances and the Maine Uniform Building and Energy Code (MUBEC).
- Projects must have all appropriate permits *and* be designed by a qualified design professional. Requests related to signs must have designs produced by a professional sign maker/printer. The design of all proposed signage must be submitted with the Façade Grant application. The proposed signage must comply with all applicable codes and ordinances. A sign permit must be obtained, and all work must be done in compliance with *Caribou Land Use Ordinance Sign Regulations*. If signage is on a Maine Department of Transportation maintained road, signage must meet MDOT standards.
- If the property has been declared dangerous by the Caribou City Council in accordance with *MRSA Title 17 §285*, the applicant shall not be eligible.
- The applicant must provide written estimates for all work for which they wish to be reimbursed. Only eligible expenses will be reimbursed. Upon completion, the applicant must provide receipts for completed work and/or supplies. Funds will be disbursed only after

satisfactory completion of the approved work and documentation is received by the city.

- Upon request, a ribbon cutting ceremony will be planned by City Staff/Council to celebrate the improvements and raise awareness in the community.
- Applicants must be property owners or tenants with the property owner's written consent.
- The site for which funds are requested shall not have outstanding code violations or tax liens.

Application Review Process

- Grant candidates will be selected and recommended by a five (5) member committee, which includes : one member of the Caribou City Council, Caribou Development Committee, the Caribou Economic Growth Council, and the Caribou Planning Board. The City Manager, Code Enforcement Officer and City Building Official will advise the committee. The Caribou City Council will announce final approval and selection of recipients.
- When determining which applications will receive funding, priority will be given to:
 - Projects that demonstrate the greatest overall need / urgency
 - Permanent structures
 - Buildings with high visibility and/or large street frontages
 - Material quality
 - Contribution to placemaking in the downtown
 - Consistence with the comprehensive plan
 - Business retention and expansion capabilities from award
 - Wayfinding assistance
 - Use of local labor for the work
 - Applicants who did not receive funding during the previous grant cycle
 - Blight remediation

Application Procedure

- The application is available on the City's website (www.cariboumaine.org) under Grants. Applications may be obtained in person at the Caribou City Office, 25 High Street.
- The deadline to apply is 4:30 p.m. on April 15 or September 30 or next business day if deadline falls on a weekend.
- Applications must include all relevant information, including a written summary of the request and urgency for the funds, a cost estimate for the proposed work, photographs of the project location, and design drawings or photo mockups.
- This grant is taxable and will need to be reported to the IRS. W-9 forms will be required to issue the reimbursement and are attached to the application.
- The selection committee may conduct applicant interviews.
- Submit the application by mail, in person, or by email to pthompson@cariboumaine.org. If applying by mail or in person, please submit the application to:

City Manager's Office
City of Caribou
25 High St.
Caribou, ME 04736

Questions? Contact:

Penny Thompson
City Manager
pthompson@cariboumaine.org
(207) 493 – 5961

The City of Caribou is committed to cleaning up blighted properties and restoring community vitality. The Facade Grant program is one of the tools that can be used to counteract, prevent, and reduce the effects of blight on community enhancement and economic development endeavors. The City is authorized by the state to have a Facade Improvement Grant Program using funds from Tax Increment Funds collected each year.

Facade Improvement Grant Program Application

Applicant Name: _____

Address: _____

Address of structure: _____

Phone: _____ Email: _____

Describe project in detail (*please attach photos & other information as appropriate*):

Proposed Project Costs (*please attach estimates*):

Contractor	Labor	Materials	Total Bid

The total City of Caribou contribution for each grant application is the **lesser amount** of 50% of the project cost or the following project maximum :

- Major façade restoration: up to \$7,500
- New coat of paint: up to \$2,000
- Sign-face changes: up to \$750
- Signage Enhancements: up to \$1,500
- Fencing: up to 2,000

Estimated Total Project Cost: _____ Grant amount requested: _____

Applicant Signature: _____



MEMO

TO: City Council
FROM: Danielle Brissette, City Clerk
RE: Board Appointments
DATE: October 8, 2025

We have vacancies on the Caribou Housing board of Commissioners that need to be filled due to members resigning. We have received applications and need to appoint two people to fill the vacancy for the remainder of the term.

We have received applications from both Roger Soucy and Stephen Wentworth.

The positions that are open have terms ending on December 31, 2027 and December 31, 2028.

Suggested Action:

Move to appoint _____ to the Caribou Housing Commission with a term ending on December 31, 2027 and _____ with a term ending on December 31, 2028.

Second

Discuss

Vote



25 High Street
Caribou, ME 04736
Telephone: (207) 493-4234
Fax (207) 376-0178
www.caribouhousing.org



MEMO

TO: Mayor and City Council Members
FROM: Lisa Plourde, Housing Director
Date: October 8, 2025
RE: Housing Board of Commissioners Appointments

The Caribou Housing Authority currently has two vacancies on our Board of Commissioners that need to be filled due to members resigning. Per the Maine Statue, Title 30 §4723; *“commissioners who are initially appointed serve for terms of 2, 3, 4, and 5 years”; except all vacancies must be filled for the unexpired terms.”*

To date we have received two applications and request that they be appointed to the Board for the remainder of the unexpired terms.

Please appoint:

Stephen Wentworth, for the term ending December 31, 2027

Roger Soucy, for the term ending December 31, 2028

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



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Ordinance No. 04, 2025 Series, Amending Chapter 17 General Assistance
DATE: October 8, 2025

Each year a new set of General Assistance Maximums are provided by the Maine Welfare Director's Association (MWDA) and Maine Municipal Administration (MMA) and we have to make adjustments to our Maximums as set by the state. We do have the option to place higher amounts for the maximums, but at this time it is not believed to be necessary to do so.

Tonight, we will have a public hearing on Ordinance No. 4 2025 Series, Amending Chapter 17 General Assistance.

Suggested Action:

Please open the public hearing and ask for public comment.

After closing the public hearing, please make a motion to approve Ordinance No. 04, 2025 Series, Amending Chapter 17 General Assistance and to adopt the 2025 version of the MMA model GA Ordinance.

Second

Discuss

Vote

**Ordinance No. 04, 2025 Series
City of Caribou
County of Aroostook
State of Maine**

AN ORDINANCE AMENDING CHAPTER 17 General Assistance

Short Title: An ordinance Amending General Assistance Guidelines

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (1) does ordain the following:

Section I. Amendments to Ordinance

A. Appendix A of Chapter 17 of the Caribou City Ordinances is hereby amended to read as follows:

OVERALL MAXIMUMS

# in Household	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
One	\$649.00	\$655.00	\$692.00	\$742.00	\$766.00	\$803.00
Two	\$710.00	\$717.00	\$754.00	\$812.00	\$842.00	\$871.00
Three	\$831.00	\$840.00	\$881.00	\$951.00	\$1,043.00	\$1,085.00
Four	\$1,119.00	\$1,132.00	\$1,185.00	\$1,281.00	\$1,421.00	\$1,486.00
Five	\$1,200.00	\$1,254.00	\$1,353.00	\$1,464.00	\$1,524.00	\$1,569.00
Six	\$1,275.00	\$1,329.00	\$1,428.00	\$1,539.00	\$1,599.00	\$1,644.00

Add \$75 for each additional person

B. Appendix B of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2025, those amounts are:

2025-2026 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$69.30	\$298.00
2	\$126.98	\$546.00
3	\$ 182.56	\$785.00
4	\$231.16	\$994.00
5	\$275.12	\$1,183.00
6	\$330.47	\$1,421.00
7	\$365.35	\$1,571.00
8	\$416.05	\$1,789.00
NOTE: For each additional person add \$218.00 per month.		

c. Appendix C of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

A listing of the maximum levels of assistance for housing (both heated and unheated)

Number of Bedrooms	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$149	\$640	\$181	\$779
1	\$155	\$667	\$196	\$844
2	\$192	\$826	\$245	\$1,054
3	\$273	\$1,174	\$338	\$1,451
4	\$278	\$1,196	\$356	\$1,529
Recovery Residence			\$147.00	\$633.00
26+ rooms			\$102.90	\$443.10

D. Appendix D of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

NOTE: For an electrically heated dwelling also see Appendix E – Heating Fuel. But remember, an applicant is ***not automatically*** entitled to the “maximums” established – applicants must demonstrate need.

1) **Electricity Maximums for Household *Without* Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric excluding hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50
NOTE: For each additional person add \$10.50 per month		

2) **Electricity Maximums for Household *With* Electrically Heated Hot Water:** The Maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat.

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50
NOTE: For each additional person add \$14.50 per month		

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1,000 gallons of propane.

E. Appendix H of Chapter 17 of the Caribou City Ordinance is hereby amended to read as follows:

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- The wholesale cost of a cement liner if the cemetery by-laws require one;
- The opening and closing of the grave site; and
- A lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- Removal of the body from a local residence or institution
- A secured death certificate or obituary
- Embalming
- A minimum casket
- A reasonable cost for necessary transportation
- Other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,125**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- A cremation lot in the least expensive section of the cemetery
- A reasonable cost for a burial urn not to exceed \$55
- Transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

This ordinance, being introduced on September 15, 2025 and a public hearing being held on October 20, 2025 was duly passed by the City Council of the City of Caribou, Maine, this 20th day of October 2025.

Courtney Boma, Mayor

Jody Smith, Deputy Mayor

Daniel Bagley, Councilor

Jennifer Kelley, Councilor

Tamara Lovewell, Councilor

Joan Theriault, Councilor

Paul Watson, Councilor

Attest: _____
Danielle Brissette, City Clerk

*[For use when adopting a **new version of the GA ordinance or amending the body of the ordinance** – not solely adoption of updated appendices]*

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby enact the attached General Assistance Ordinance with appendices in its entirety. This Ordinance shall supercede and replace all previous Ordinance versions. A copy of this Ordinance will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and shall be available for public inspection at the municipal office along with a copy of 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)
_____ (Print Name)	_____ (Signature)

[Send a copy of the enactment page and ordinance to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20__, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: October 20, 2025
RE: September Financial Report, presented by Finance Director Carl Grant

Finance Director Carl Grant will present the September Financial Reports.

Suggested action:

After the presentation, please make a motion “to accept the September Financial Report as presented”.

Second

Discussion

Vote

FINANCIAL NOTES

For period ending September 30, 2025

GENERAL LEDGER

Assets for the month ended at 20,298,568.92, with a cash balance of 4,072,201.58. 2025 tax receivable for the month came in at 909,564.99 collected for the month of September. A rate of 8.2% collected, compared to last year at this same time 82% collected, about a 73.8% less than last year. 2026 prepayments were 3,540.03 for the month.

Liabilities came in at 14,210,791.70 and the fund balance ended at 6,087,777.22.

Expenses

September expenses for the month were a total of 1,857,011.13 with a YTD percentage to budget of 69.9%, down 5.1% to budget.

Revenues

Revenues for the month were at 4,014,844.09 with a YTD percentage to budget of 79.6%, this is a 4.6% increase to the budget.

Excise tax collection was at 151,610.47 for the month with a YTD collection of 1,353,810.88, this is over budget by 2.1%.

Revenue Sharing came in at 233,076.51 for the month with a YTD collection of 2,000,538.17, this is over budget by 6.5% or 160,038.17.

*Please find the quarterly investment report with CD renewal for Dorothy Cooper scholarship, along with Katahdin investment CD renewed.

*Please find the addition of a line graph of revenues collected year to date vs budget.

General Ledger Summary Report

Fund(s): ALL

September

10/15/2025

Page 1

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund	6,723.90	-595,321.12	0.00	64,461,968.04	63,866,646.92	0.00
Assets	15,289,483.18	15,221,282.37	10,596,682.70	26,046,879.77	20,969,593.22	20,298,568.92
101-00 CASH (BANK OF MACHIAS)	8,482,337.07	8,314,805.68	144,946.96	9,616,918.31	13,859,522.41	4,072,201.58
102-00 RECREATION ACCOUNTS	79,708.37	69,492.32	0.00	0.00	0.00	69,492.32
103-00 NYLANDER CHECKING	1,808.58	1,807.89	-0.70	0.00	6.27	1,801.62
110-00 SECTION 125 CHECKING FSA	27,671.88	27,980.15	-250.64	17,813.91	10,242.75	35,551.31
110-10 2024 SECTION 125 CHECKING HRA	55,649.87	48,256.43	-19,734.06	0.00	48,256.43	0.00
110-11 2025 SECTION 125 CHECKING HRA	0.00	0.00	-5,268.32	109,076.38	50,411.83	58,664.55
111-00 RETIREMENT INVESTMENT	1,500,427.14	1,500,427.14	0.00	0.00	0.00	1,500,427.14
111-01 RETIREMENT INVESTMENT SECUREI	1,500,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	489,545.58	490,569.87	-67,488.64	0.00	67,488.64	423,081.23
116-01 CD NORSTATE FEDERAL CREDIT UN.	245,000.00	245,000.00	0.00	0.00	0.00	245,000.00
116-02 CD COUNTY FEDERAL CREDIT UNI	183,903.34	185,860.43	2,019.53	5,930.86	0.00	191,791.29
116-03 CD TD	245,111.76	247,437.67	2,402.93	7,012.79	0.00	254,450.46
116-04 CD ACADIA FEDERAL CREDIT UNION	215,626.39	217,856.94	2,299.72	6,755.78	0.00	224,612.72
116-05 CD KATHDIN TRUST COMPANY	235,522.67	237,652.28	-7,256.60	5,559.26	7,256.60	235,954.94
117-00 RLF #10 INVESTMENT	254,851.77	255,387.30	575.56	4,597.50	0.00	259,984.80
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	38,340.66	8,699.23	10,619.78	161,012.50	146,957.00	22,754.73
124-00 GAS INVENTORY	21,226.73	13,059.28	-8,831.21	64,630.00	77,796.50	-107.22
125-00 ACCOUNTS RECEIVABLE	75,327.05	120,435.03	10,812.77	544,740.77	628,144.15	37,031.65
130-00 COMSTAR RECEIVABLES	169,728.00	295,323.52	580.72	1,363,909.48	1,352,033.02	307,199.98
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	28,311.38	28,311.38	0.00	0.00	0.00	28,311.38
180-00 DR. CARY CEMETERY INVESTMENT	994.89	995.41	0.51	1.51	0.00	996.92
181-00 HAMILTON LIBRARY TR. INVEST	1,929.56	1,948.64	19.65	57.72	0.00	2,006.36
182-00 KNOX LIBRARY INVESTMENT	11,138.28	11,255.59	121.01	355.43	0.00	11,611.02
183-00 CLARA PIPER MEM INV	677.62	677.97	0.35	1.04	0.00	679.01
184-00 JACK ROTH LIBRARY INVEST	14,807.48	14,963.45	160.89	472.54	0.00	15,435.99
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,974.39	8,053.16	85.37	250.78	0.00	8,303.94
187-00 DOROTHY COOPER MEM INV	50,442.68	51,082.37	478.39	1,760.69	0.00	52,843.06
189-00 MARGARET SHAW LIBRARY INV	14,103.89	14,262.58	147.19	410.90	0.00	14,673.48
190-00 GORDON ROBERTSON MEM INV	12,473.36	12,612.52	147.09	430.10	0.00	13,042.62
191-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	13.02	38.56	0.00	6,374.14
192-00 G. HARMON MEM INV	7,344.55	7,426.50	86.61	253.24	0.00	7,679.74
193-00 BARBARA BREWER FUND	4,884.41	4,950.55	51.10	142.63	0.00	5,093.18
194-00 RODERICK LIVING TRUST	4,244.11	4,296.69	16.29	48.17	0.00	4,344.86
196-00 PHILIP TURNER LIBRARY INV	7,832.92	7,920.85	86.07	252.76	0.00	8,173.61
198-00 TAX ACQUIRED PROPERTY	107,272.69	60,732.73	0.00	0.00	0.00	60,732.73
198-17 TAX ACQUIRED PROPERTY 2017	0.00	0.00	0.00	27,888.91	27,888.91	0.00
198-18 TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	18,651.05	18,651.05	0.00
200-24 2024 TAX RECEIVABLE	904,462.02	904,462.02	0.00	684.82	905,146.84	0.00
200-25 2025 TAX RECEIVABLE	-53,251.88	-53,251.88	10,296,114.55	10,797,371.18	909,564.99	9,834,554.31
200-26 2026 TAX RECEIVABLE	0.00	0.00	-3,540.03	0.00	3,540.03	-3,540.03
205-19 2019 LIENS RECEIVABLE	61.38	0.00	0.00	61.38	61.38	0.00
205-20 2020 LIENS RECEIVABLE	204.89	204.89	0.00	0.00	0.00	204.89
205-21 2021 LIENS RECEIVABLE	9,013.76	9,013.76	0.00	0.00	1,128.05	7,885.71
205-22 2022 LIENS RECEIVABLE	69,087.19	69,087.19	-1,626.39	0.00	23,334.84	45,752.35
205-23 2023 LIENS RECEIVABLE	177,929.79	177,929.79	-10,422.96	0.00	79,146.78	98,783.01
205-24 2024 LIENS RECEIVABLE	0.00	0.00	-6,913.78	527,202.18	221,955.56	305,246.62
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

General Ledger Summary Report

Fund(s): ALL
September

Account		Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
					Debits	Credits	
1 - Gen Fund CONT'D							
210-14	2014 PP TAX RECEIVABLE	5,657.51	5,657.51	0.00	0.00	0.00	5,657.51
210-15	2015 PP TAX RECEIVABLE	10,944.67	10,944.67	0.00	0.00	4,486.24	6,458.43
210-16	2016 PP TAX RECEIVABLE	10,241.16	10,241.16	0.00	0.00	323.17	9,917.99
210-17	2017 PP TAX RECEIVABLE	10,948.59	10,948.59	0.00	0.00	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	12,524.08	12,524.08	0.00	0.00	0.00	12,524.08
210-20	2020 PP TAX RECEIVABLE	14,026.03	14,026.03	0.00	0.00	0.00	14,026.03
210-21	2021 PP TAX RECEIVABLE	12,210.73	12,210.73	0.00	0.00	0.00	12,210.73
210-22	2022 PP TAX RECEIVABLE	12,760.77	12,760.77	0.00	0.00	173.22	12,587.55
210-23	2023 PP TAX RECEIVABLE	14,565.35	14,565.35	0.00	0.00	218.45	14,346.90
210-24	2024 PP TAX RECEIVABLE	12,901.26	12,901.26	0.00	0.00	1,922.13	10,979.13
210-25	2025 PP TAX RECEIVABLE	-79.11	-79.11	277,945.60	279,028.20	2,083.72	276,865.37
210-26	2026 PP TAX RECEIVABLE	0.00	0.00	-20.00	0.00	20.00	-20.00
302-00	COURT ORDER	0.00	0.00	0.00	484.62	484.62	0.00
303-00	FEDERAL WITHHOLDING	0.00	0.00	0.00	366,990.54	366,990.54	0.00
304-00	FICA W/H	18.26	18.26	0.00	497,224.94	497,224.94	18.26
305-00	MEDICARE WITHHOLDING	4.27	4.27	0.00	116,285.62	116,285.62	4.27
306-00	STATE WITHHOLDING	0.00	0.00	0.00	168,717.87	168,717.87	0.00
307-00	M.S.R.S. W/H	-167.65	-167.65	0.00	136,985.28	136,985.28	-167.65
307-01	MSRS EMPLOYER	-2,436.03	-2,436.01	0.04	210,255.98	210,255.63	-2,435.66
308-00	AFLAC INSURANCE	-1.08	0.00	-0.08	5,324.88	5,325.68	-0.80
309-00	DHS WITHHOLDING	0.00	0.00	0.00	11,193.00	11,193.00	0.00
312-00	HEALTH INS. W/H	-29,785.12	-29,785.12	-1,751.14	216,261.63	219,927.90	-33,451.39
315-00	TEAMSTERS W/H	0.00	0.00	0.00	3,973.00	3,973.00	0.00
315-01	FIREFIGHTERS UNION W/H	0.00	0.00	0.00	8,659.36	8,659.36	0.00
316-00	COUNCIL #93 W/H	0.00	0.00	0.00	2,730.52	2,730.52	0.00
318-00	MMA INCOME PROTECTION	-8,995.59	-8,995.59	300.23	34,386.92	35,376.46	-9,985.13
319-00	REAL ESTATE TAX W/H	0.00	0.00	0.00	19,445.09	19,445.09	0.00
320-00	ICMA RETIREMENT CORP	0.00	0.00	0.00	138,451.04	138,451.04	0.00
320-01	ICMA EMPLOYER MATCH	0.00	0.00	0.00	24,206.04	24,206.04	0.00
321-01	PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	232.25	232.25	0.00
322-00	RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	15,798.23	15,798.23	-23.21
323-00	MMA SUPP. LIFE INSURANCE	-2,552.93	-2,552.93	67.98	10,759.69	11,134.10	-2,927.34
323-01	LIFE OVER 50K	-5.04	-5.04	0.00	0.00	0.00	-5.04
324-00	MISC. WITHHOLDING	0.00	0.00	0.00	1,071.64	1,071.64	0.00
324-01	PAID FAMILY MEDICAL LEAVE	0.00	0.00	-10,212.00	32,234.89	32,234.89	0.00
325-00	DED. FOR VALIC	0.00	0.00	0.00	26,521.25	26,521.25	0.00
325-01	VALIC EMPLOYER MATCH	0.00	0.00	0.00	5,162.55	5,162.55	0.00
329-00	SALES TAX COLLECTED	-52.79	-52.85	-42.57	216.52	291.70	-128.03
330-00	VEHICLE REG FEE (ST. OF ME)	-2,969.00	2,874.00	-9,924.25	271,333.58	293,682.83	-19,475.25
331-00	BOAT REG FEE INLAND FISHERIES	0.00	0.00	51.00	34,601.20	19,252.71	15,348.49
332-00	SNOWMOIBLE REG (F&W)	-7,660.25	0.00	0.00	19,279.61	19,279.61	0.00
333-00	ATV REGISTRATION (F&W)	0.00	0.00	1,815.11	32,990.36	50,835.10	-17,844.74
335-00	PLUMBING PERMITS (ST. OF ME)	-2,336.35	0.00	-325.00	0.00	1,177.50	-1,177.50
336-00	CONCEALED WEAPON PERMIT	985.00	985.00	0.00	775.00	775.00	985.00
338-00	CONNOR EXCISE TAX	3.76	3.76	-1,448.70	56,249.49	62,763.21	-6,509.96
339-00	CONNOR BOAT EXCISE	68.80	68.80	0.00	224.60	239.60	53.80
340-00	DOG LICENSES (ST. OF ME)	-854.00	0.00	16.00	1,194.00	1,194.00	0.00
341-00	FISHING LICENSES (ST. OF ME)	-375.00	0.00	107.00	3,858.00	3,858.00	0.00
342-00	HUNTING LICENSES (ST. OF ME)	-1,455.50	0.00	-349.25	3,674.25	4,290.50	-616.25
347-00	NEPBA UNION PD	0.00	0.00	0.00	5,805.00	5,805.00	0.00

General Ledger Summary Report

Fund(s): ALL

September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
Liabilities	9,615,457.41	10,136,133.53	7,934,058.97	5,850,345.34	9,925,003.51	14,210,791.70
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	9,615,457.41	10,136,133.53	7,934,058.97	5,850,345.34	9,925,003.51	14,210,791.70
352-00 NYLANDER MUSEUM RESERVE	19,748.93	19,748.93	0.00	0.00	0.00	19,748.93
360-00 RETIREMENT INV FUND	3,000,427.14	3,000,427.14	0.00	0.00	0.00	3,000,427.14
360-01 AMERICA RESCUE PLAN ACT-NEU'S	489,545.58	490,569.87	-67,488.64	67,488.64	0.00	423,081.23
360-02 RIVERFRONT COMMITTEE RESERVE	20,000.00	30,000.00	0.00	7,200.00	0.00	22,800.00
360-03 GENERAL ASSISTANCE RESERVE	1,882.50	1,882.50	0.00	1,800.00	0.00	82.50
360-04 DOT VPI	-22,762.58	-39,533.76	0.00	27,953.69	0.00	-67,487.45
360-06 GASB AUDIT RESERVE	0.00	3,200.00	0.00	0.00	0.00	3,200.00
360-07 ANIMAL SHELTER RESERVE	0.00	14,792.00	0.00	29,584.00	0.00	-14,792.00
360-08 SOLAR RECYCLING	0.00	0.00	367.00	0.00	7,707.00	7,707.00
362-00 RLF #10 RESERVE	254,851.77	255,387.30	575.56	0.00	4,597.50	259,984.80
365-02 REC CENTER IMPROVEMENTS	21,787.68	21,787.68	5,000.00	2,355.74	6,000.00	25,431.94
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	2,057.75	2,057.75	0.00	0.00	1,164.63	3,222.38
365-05 PARK IMPROVEMENT RESERVE	3,176.71	3,176.71	0.00	600.00	1,038.00	3,614.71
365-07 REC/PARKS COMPUTER RESERVE	2,396.00	2,396.00	0.00	2,510.00	0.00	-114.00
365-09 RECREATION EQUIPMENT RESERVE	-15,808.33	-15,808.33	0.00	0.00	0.00	-15,808.33
365-10 REC LAWN MOWER RESERVE	13,595.44	13,595.44	1,000.00	0.00	1,000.00	14,595.44
365-12 CRX/TOS RESERVE	27,764.87	27,712.87	-1,377.49	3,486.36	4,200.00	28,426.51
365-13 RECREATION - COLLINS POND	8,136.09	8,136.09	0.00	0.00	0.00	8,136.09
365-17 RECREATION VAN RESERVE	13,000.00	13,000.00	2,000.00	0.00	2,000.00	15,000.00
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-20 SKI TRAIL/SNOW SHOE RENTAL	2,830.72	2,830.72	0.00	0.00	70.00	2,900.72
365-22 NON APPROP SKI RENTAL PROGRAM	13,682.74	13,542.50	-3,449.60	3,449.60	1,302.50	11,395.40
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	22,350.56	22,350.56	0.00	0.00	0.00	22,350.56
365-27 PARK VEHICLE RESERVE	44,730.00	44,730.00	15,000.00	0.00	15,000.00	59,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	5,153.80	5,153.80	0.00	409.04	0.00	4,744.76
365-29 LAKERS RESERVE	42,407.80	42,407.80	0.00	34,459.20	9,000.00	16,948.60
365-30 REC - CARIBOU MILL POND CDS PR	0.00	0.00	0.00	57,786.00	0.00	-57,786.00
366-01 LIBRARY BUILDING RESERVE	73,317.79	72,999.06	0.00	2,279.27	0.00	70,719.79
366-02 LIBRARY MEMORIAL FUND	35,426.81	35,420.21	-181.80	1,695.28	3,138.14	36,863.07
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	4,023.75	4,023.75	0.00	0.00	960.00	4,983.75
366-15 MCA CONNECTIVITY HUB GRANT	457,307.00	457,307.00	-2,500.00	72,271.70	0.00	385,035.30
367-01 POLICE DONATED FUNDS	-1,349.49	-1,349.49	-140.00	789.70	50.00	-2,089.19
367-02 POLICE DEPT EQUIPMENT	199,705.22	199,705.22	52,957.54	47,083.56	114,147.67	266,769.33
367-03 POLICE CAR RESERVE	382.73	382.73	0.00	0.00	0.00	382.73
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	421.00	0.00	2,707.75
367-05 DRINK GRANT PERSONNEL	17,200.11	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	-2,875.00	8,007.64	0.00	-2,570.64
367-08 MAJOR SYSTEMS REPLACEMENT	78,122.49	78,122.49	0.00	0.00	0.00	78,122.49
367-09 NEW POLICE STATION	-88,093.15	-89,538.15	-34,859.23	330,604.57	0.00	-420,142.72
367-10 POLICE OFFICER RECRUITMENT RES	122,313.45	121,258.47	0.00	5,533.36	0.00	115,725.11
367-11 SOP DEVELOPMENT/CONSULTATION	0.00	0.00	35,000.00	0.00	35,000.00	35,000.00
367-12 COPPS NEW POLICE STATION	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00
368-01 FIRE EQUIPMENT RESERVE	-116,126.64	-97,370.77	82,000.00	0.00	82,000.00	-15,370.77
368-02 FIRE HOSE RESERVE	14,995.17	14,995.17	0.00	0.00	0.00	14,995.17
368-03 FIRE DEPT FOAM RESERVE	7,392.50	7,392.50	0.00	0.00	0.00	7,392.50

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Fund(s): ALL

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-06 FIRE/AMB COMPUTER RESERVE	3,597.90	3,597.90	0.00	1,450.00	0.00	2,147.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	6,151.96	5,651.80	878.45	16,581.21	11,391.88	462.47
368-09 FEMA TRUCK GRANT	1,881.00	1,881.00	0.00	1,876.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	-130,754.66	-130,754.66	142,809.41	0.00	166,374.41	35,619.75
368-12 FIRE/AMB UNIFORM RESERVE	95.05	7,178.59	0.00	0.00	0.00	7,178.59
368-13 FIRE/AMB LADDER TEST RESERVE	0.00	2,512.15	0.00	1,470.00	0.00	1,042.15
368-14 FIRE/AMB CONTRACT SERVICE RESE	0.00	0.00	9,200.00	0.00	9,200.00	9,200.00
369-00 FIRE DEPT FOAM RESERVE	0.00	0.00	0.00	22.12	22.12	0.00
369-01 AMBULANCE SMALL EQUIP RESERVE	-82,683.34	-82,683.34	30,050.00	0.00	30,525.00	-52,158.34
369-02 AMBULANCE STAIRCHAIRS	2,084.31	2,084.31	0.00	0.00	0.00	2,084.31
369-03 AMBULANCE RESERVE	102,454.67	102,454.67	275,000.00	0.00	275,000.00	377,454.67
369-05 EMS STABILIZATION GRANT 24	13,593.59	8,833.64	0.00	8,833.64	0.00	0.00
369-06 EMS SUSTAINABILITY GRANT 25	0.00	0.00	-38,514.56	63,598.94	200,000.00	136,401.06
370-03 PW EQUIPMENT RESERVE	155,505.11	155,505.11	45,000.00	210,129.12	52,850.81	-1,773.20
370-04 STREETS/ROADS RECONSTRUCTION	358,041.83	358,041.77	163,815.79	39,367.06	199,663.51	518,338.22
370-05 CURBING RESERVE	45,178.30	45,178.30	0.00	0.00	0.00	45,178.30
370-06 FUEL TANK RESERVE	5,301.64	-7,546.11	710.33	785.76	8,529.27	197.40
370-07 PW BUILDING RESERVE	34,279.57	34,279.57	8,500.00	74.46	8,500.00	42,705.11
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	10,051.86	0.00	0.00	0.00	10,051.86
371-01 ASSESSMENT REVALUATION RESER\	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	435.50	435.50	0.00	0.00	0.00	435.50
371-05 ASSESSING TRAVEL & TRAINING	0.00	1,200.00	0.00	0.00	0.00	1,200.00
372-01 AIRPORT RESERVE	164,900.96	164,900.96	-10,946.64	488,774.77	442,717.85	118,844.04
372-04 AIRPORT HANGER SECURITY DEPOS	1,635.00	1,635.00	0.00	0.00	0.00	1,635.00
373-01 GEN GOVT COMPUTER RESERVE	11,537.97	11,537.97	6,000.00	1,340.00	6,000.00	16,197.97
373-02 CITY COMPREHENSIVE PLAN	29,638.54	29,638.54	0.00	8,282.50	0.00	21,356.04
373-03 MUNICIPAL BUILDING RESERVE	38,328.03	37,416.96	25,000.00	12,109.72	25,000.00	50,307.24
373-04 VITAL RECORDS RESTORATION	8,276.50	8,276.50	0.00	0.00	0.00	8,276.50
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	65,753.82	80,742.37	19,734.06	0.00	19,734.06	100,476.43
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-17 LADDER ENGINE TRUCK 2016	57,704.20	56,006.71	72,608.00	11,042.95	72,608.00	117,571.76
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	16,899.26	18,369.26	0.00	3,600.00	0.00	14,769.26
373-24 2024 HRA RESERVE	55,649.87	48,256.43	-19,734.06	48,256.43	0.00	0.00
373-25 2025 HRA RESERVE	0.00	0.00	-5,268.32	50,411.83	109,076.38	58,664.55
373-50 2022 CAPITAL IMPROVEMENT LOAN	-0.01	-0.01	57,190.59	57,190.58	57,190.59	0.00
373-51 GENERAL GOVERNMENT TRAINING I	1,758.06	4,758.06	0.00	0.00	4,760.97	9,519.03
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	19,487.42	19,487.42	0.00	6,083.00	0.00	13,404.42
374-05 FACADE RESERVE	17,983.33	21,566.66	0.00	7,500.00	0.00	14,066.66
374-06 BLIGHT RECOVERY FUND RESERVE	329.55	329.55	0.00	0.00	0.00	329.55
380-05 BROWNFIELD GRANT	0.00	-1,572.50	0.00	0.00	1,572.50	0.00
380-06 NBRC RIVERFRONT/WATER REDEVE	-8,160.00	-14,067.50	-9,950.00	141,467.64	12,435.52	-143,099.62
380-07 CDBG COUNTY AG	0.00	0.00	0.00	39,100.00	0.00	-39,100.00
380-08 2025 EPA BROWNFIELDS CLEANUP C	0.00	0.00	-948.60	4,714.01	0.00	-4,714.01
385-00 COMMUNITY DEVELOPMENT MATCH	22,326.74	22,326.74	0.00	8,615.00	0.00	13,711.74
387-00 BOUCHARD TIF	-1,110.79	-1,110.79	16,583.60	0.00	16,583.60	15,472.81
388-00 HILLTOP TIF	9,367.54	9,367.54	61,663.80	0.00	61,663.80	71,031.34
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09

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Fund(s): ALL

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Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
398-00 RECREATION ACCTS FUND BALANCE	79,708.37	69,492.32	0.00	0.00	0.00	69,492.32
399-00 PARKING LOT MAINTENANCE RES	4,309.03	4,309.03	5,000.00	0.00	5,000.00	9,309.03
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	405,920.18	412,590.99	0.00	0.00	0.00	412,590.99
406-00 TRAILER PARK RESERVE	44,222.42	44,156.85	0.00	0.00	0.00	44,156.85
407-00 COUNTY TAX	2.13	2.13	1,186,458.00	0.00	1,186,458.00	1,186,460.13
414-00 CEMETARY RERSERVE	200.00	1,000.00	0.00	0.00	0.00	1,000.00
415-00 LIONS COMMUNITY CENTER RESER\	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	-26,487.62	-26,487.62	29,817.62	98,670.34	40,000.00	-85,157.96
419-00 DUE FROM CDC (1280)	28,311.38	28,311.38	0.00	0.00	0.00	28,311.38
421-00 DEFERRED TAX REVENUE	1,119,840.98	1,298,571.79	0.00	0.00	0.00	1,298,571.79
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,974.39	8,053.16	85.37	0.00	250.78	8,303.94
423-00 DR. CARY CEMETERY TRUST FUND	994.89	995.41	0.51	26.38	1.51	970.54
424-00 HAMILTON LIBRARY TRUST FUND	1,929.56	1,948.64	19.65	0.00	57.72	2,006.36
425-00 KNOX LIBRARY MEMORIAL FUND	11,138.28	11,255.59	121.01	0.00	355.43	11,611.02
426-00 CLARA PIPER MEM FUND	677.62	677.97	0.35	0.00	1.04	679.01
427-00 JACK ROTH LIBRARY MEM FUND	14,807.48	14,963.45	160.89	0.00	472.54	15,435.99
429-00 BARBARA BREWER FUND	4,884.41	4,950.55	51.10	90.00	142.63	5,003.18
430-00 D. COOPER MEM FUND	50,442.68	51,082.37	478.39	0.00	1,760.69	52,843.06
432-00 MARGARET SHAW LIBRARY MEMORI	14,103.89	14,262.58	147.19	0.00	410.90	14,673.48
433-00 GORDON ROBERTSON MEM FUND	12,473.36	12,612.52	147.09	0.00	430.10	13,042.62
434-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	13.02	0.00	38.56	6,374.14
435-00 RODERICK LIVING TRUST	4,244.11	4,296.69	16.29	0.00	48.17	4,344.86
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	0.00	0.00	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	235,559.56	295,323.52	0.00	0.00	0.00	295,323.52
438-00 PHILIP TURNER LIBRARY MEMORIAL	7,832.92	7,920.85	86.07	0.00	272.76	8,193.61
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	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	-194,790.77	194,790.77	0.00	0.00
456-03 2025 TAXPAYER RELIEF FUND	0.00	310,000.00	-310,000.00	310,000.00	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-177.47	-177.47	0.00	1,042.40	1,135.00	-84.87
461-00 CRAFT FAIR	17,006.26	17,006.26	-40.00	118.00	498.00	17,386.26
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	4,203.55	4,203.55	0.00	829.38	0.00	3,374.17
465-00 THURSDAYS ON SWEDEN	105.00	105.00	0.00	0.00	160.00	265.00
465-01 STORY OF CARIBOU	5,732.00	5,732.00	0.00	0.00	0.00	5,732.00
465-02 CARIBOU CARES ABOUT KIDS	3,579.00	8,079.00	0.00	7,727.65	0.00	351.35
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	3,105.16	3,105.16	259.49	17,959.27	18,293.77	3,439.66
470-00 EYE INUSRANCE	685.68	685.68	24.34	2,752.71	2,819.83	752.80
471-00 RC2 TIF	243,989.63	243,989.63	131,519.74	0.00	131,519.74	375,509.37
472-00 ANIMAL WELFARE	22,473.21	22,423.21	0.00	0.00	2,051.00	24,474.21
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	100.00	100.00	0.00	0.00	0.00	100.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	-5,868.88	28,235.09	0.00	60,340.44
478-00 G. HARMON MEM FUND	7,344.55	7,426.50	86.61	0.00	253.24	7,679.74
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	1,295,867.07	1,305,867.07	1,118.78	0.00	80,535.08	1,386,402.15

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
483-03 DUE TO FUND 3	1,202,756.00	1,219,006.32	10,458.82	0.00	117,493.61	1,336,499.93
483-04 DUE TO FUND 4	595,023.08	600,555.08	0.00	0.00	48,028.66	648,583.74
483-05 DUE TO FUND 5	5,321,360.64	5,321,360.64	736,001.20	0.00	746,440.24	6,067,800.88
484-02 DUE FROM FUND 2	-1,248,195.47	-1,248,818.71	-4,470.15	102,813.27	0.00	-1,351,631.98
484-03 DUE FROM FUND 3	-1,098,430.63	-1,101,941.30	-10,606.73	131,262.36	0.00	-1,233,203.66
484-04 DUE FROM FUND 4	-529,111.26	-529,218.06	-4,968.52	42,535.37	0.00	-571,753.43
484-05 DUE FROM FUND 5	-3,977,489.86	-4,064,122.49	-24,442.30	214,040.60	0.00	-4,278,163.09
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-01 BUSINES DISTRCT HOLIDAY LIGHTS	7,140.00	579.30	0.00	3,174.60	0.00	-2,595.30
490-00 T/A PROPERTY REMEDIATION RES	31,481.77	31,481.77	0.00	0.00	0.00	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.32	-1,082,828.32	5,456,845.00	2,750,691.06	5,456,845.00	1,623,325.62
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	76.00	0.00	-11.20	931.00	1,054.20	123.20
497-00 DEATH RECORDS STATE FEE	143.20	0.00	-88.00	1,761.40	1,866.20	104.80
498-00 MARRIAGE RECORDS STATE FEE	24.00	0.00	18.80	448.60	533.40	84.80
Fund Balance	5,667,301.87	5,680,469.96	2,662,623.73	32,564,742.93	32,972,050.19	6,087,777.22
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,857,011.13	9,896,484.17	13,751,310.09	3,854,825.92
510-00 REVENUE CONTROL	0.00	0.00	4,014,844.09	20,824,175.76	18,404,573.33	-2,419,602.43
600-00 FUND BALANCE	5,667,301.87	5,680,469.96	504,790.77	1,844,083.00	816,166.77	4,652,553.73
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	264,348.35	264,348.35	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-1,288.83	-10,665.59	1,135.15	128,333.77	183,348.35	44,348.99
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-1,288.83	-10,665.59	1,135.15	128,333.77	183,348.35	44,348.99
365-11 TRAIL MAINTENANCE RESERVE	46,382.77	46,382.77	-2,216.22	47,798.69	80,535.08	79,119.16
483-01 DUE TO FUND 1	1,248,195.47	1,248,818.71	4,470.15	0.00	102,813.27	1,351,631.98
484-01 DUE FROM FUND 1	-1,295,867.07	-1,305,867.07	-1,118.78	80,535.08	0.00	-1,386,402.15
Fund Balance	1,288.83	10,665.59	-1,135.15	136,014.58	81,000.00	-44,348.99
500-00 Expense Control	0.00	0.00	-1,135.15	55,014.58	75,787.00	20,772.42
510-00 Revenue Control	0.00	0.00	0.00	81,000.00	0.00	-81,000.00
600-00 Fund Balance	1,288.83	10,665.59	0.00	0.00	5,213.00	15,878.59
3 - Housing Department	0.00	0.00	0.00	472,073.97	472,073.97	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-42,929.19	-55,668.84	147.91	117,493.61	131,262.36	-41,900.09
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-42,929.19	-55,668.84	147.91	117,493.61	131,262.36	-41,900.09
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	1,098,430.63	1,101,941.30	10,606.73	0.00	131,262.36	1,233,203.66
484-01 DUE TO FUND 1	-1,202,756.00	-1,219,006.32	-10,458.82	117,493.61	0.00	-1,336,499.93
Fund Balance	42,929.19	55,668.84	-147.91	354,580.36	340,811.61	41,900.09

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
3 - Housing Department CONT'D						
500-00 Expense Control	0.00	0.00	-10,606.73	131,262.36	223,318.00	92,055.64
510-00 Revenue Control	0.00	0.00	10,458.82	223,318.00	117,493.61	-105,824.39
600-00 Fund Balance	42,929.19	55,668.84	0.00	0.00	0.00	55,668.84
4 - FSS	0.00	0.00	0.00	186,052.03	186,052.03	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-36,273.79	-26,938.31	4,968.52	48,028.66	42,535.37	-32,431.60
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-36,273.79	-26,938.31	4,968.52	48,028.66	42,535.37	-32,431.60
409-00 HOUSING RESERVE	29,638.03	44,398.71	0.00	0.00	0.00	44,398.71
483-01 DUE TO FUND 1	529,111.26	529,218.06	4,968.52	0.00	42,535.37	571,753.43
484-01 DUE FROM FUND 1	-595,023.08	-600,555.08	0.00	48,028.66	0.00	-648,583.74
Fund Balance	36,273.79	26,938.31	-4,968.52	138,023.37	143,516.66	32,431.60
500-00 Expense Control	0.00	0.00	-4,968.52	42,535.37	95,488.00	52,952.63
510-00 Revenue Control	0.00	0.00	0.00	72,088.00	48,028.66	-24,059.34
600-00 Fund Balance	36,273.79	26,938.31	0.00	23,400.00	0.00	3,538.31
5 - ECONOMIC DEV	0.00	0.00	0.00	1,571,483.57	1,571,483.57	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-627,087.00	-540,454.37	-635,787.90	746,440.24	300,175.64	-986,718.97
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-627,087.00	-540,454.37	-635,787.90	746,440.24	300,175.64	-986,718.97
473-00 DOWNTOWN TIF	433,867.10	433,867.10	65,771.00	0.00	65,771.00	499,638.10
474-00 TRAIL GROOMER RESERVE	32,764.72	32,764.72	10,000.00	0.00	20,364.04	53,128.76
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	3,977,489.86	4,064,122.49	24,442.30	0.00	214,040.60	4,278,163.09
484-01 DUE FROM FUND 1	-5,321,360.64	-5,321,360.64	-736,001.20	746,440.24	0.00	-6,067,800.88
Fund Balance	627,087.00	540,454.37	635,787.90	825,043.33	1,271,307.93	986,718.97
500-00 Expense Control	0.00	0.00	-34,442.60	224,043.33	515,887.00	291,843.67
510-00 Revenue Control	0.00	0.00	670,230.50	601,000.00	670,232.93	69,232.93
600-00 Fund Balance	627,087.00	540,454.37	0.00	0.00	85,188.00	625,642.37
Final Totals	6,723.90	-595,321.12	0.00	66,955,925.96	66,360,604.84	0.00

Expense Summary Report

Fund: 1

September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	921,139.88	21,157.44	632,865.52	288,274.36	68.70
17 - HEALTH & SANITATION	272,886.00	22,700.00	204,300.00	68,586.00	74.87
18 - MUNICIPAL BUILDING	75,726.00	4,880.59	51,793.17	23,932.83	68.40
20 - GENERAL ASSISTANCE	49,571.00	2,897.90	36,735.90	12,835.10	74.11
22 - TAX ASSESSMENT	222,676.00	6,653.98	111,642.57	111,033.43	50.14
25 - LIBRARY	295,936.00	20,756.93	207,434.23	88,501.77	70.09
31 - FIRE/AMBULANCE DEPARTMENT	2,683,480.50	168,574.68	1,749,067.22	934,413.28	65.18
35 - POLICE DEPARTMENT	2,703,226.00	108,291.98	1,588,521.39	1,114,704.61	58.76
38 - PROTECTION	387,144.00	31,513.78	292,782.15	94,361.85	75.63
39 - CARIBOU EMERGENCY MANAGEMENT	7,845.00	435.85	3,002.21	4,842.79	38.27
40 - PUBLIC WORKS	3,036,888.50	297,433.54	2,216,966.35	819,922.15	73.00
50 - RECREATION DEPARTMENT	667,258.00	47,955.60	480,573.89	186,684.11	72.02
51 - PARKS	191,553.00	12,496.60	140,520.59	51,032.41	73.36
60 - AIRPORT	72,801.00	1,170.29	58,597.89	14,203.11	80.49
61 - CARIBOU TRAILER PARK	1,834.00	220.62	1,575.21	258.79	85.89
65 - CEMETERIES	6,750.00	4,250.00	5,250.00	1,500.00	77.78
70 - INS & RETIREMENT	140,500.00	59,684.55	99,954.78	40,545.22	71.14
80 - UNCLASSIFIED	28,675.00	178.80	29,480.89	-805.89	102.81
85 - CAPITAL IMPROVEMENTS	1,045,758.00	1,045,758.00	1,045,758.00	0.00	100.00
Final Totals	12,811,647.88	1,857,011.13	8,956,821.96	3,854,825.92	69.91

Expense Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	75,787.00	1,135.15	55,014.58	20,772.42	72.59
Final Totals	75,787.00	1,135.15	55,014.58	20,772.42	72.59

Expense Summary Report
Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	223,318.00	10,606.73	131,262.36	92,055.64	58.78
Final Totals	223,318.00	10,606.73	131,262.36	92,055.64	58.78

Expense Summary Report

10/15/2025

Page 1

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	95,488.00	4,968.52	42,535.37	52,952.63	44.55
Final Totals	95,488.00	4,968.52	42,535.37	52,952.63	44.55

Expense Summary Report

10/15/2025

Page 1

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	455,601.00	31,611.56	181,555.23	274,045.77	39.85
12 - NYLANDER MUSEUM	54,711.00	2,831.02	36,913.10	17,797.90	67.47
Final Totals	510,312.00	34,442.60	218,468.33	291,843.67	42.81

Revenue Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	8,230,740.00	3,915,779.04	7,293,981.97	936,758.03	88.62
20 - GENERAL ASSISTANCE	14,400.00	532.76	16,319.59	-1,919.59	113.33
22 - TAX ASSESSMENT	1,278,500.00	0.00	716,532.37	561,967.63	56.04
23 - CODE ENFORCEMENT	6,700.00	1,035.00	5,982.50	717.50	89.29
25 - LIBRARY	3,500.00	171.35	2,361.19	1,138.81	67.46
31 - FIRE/AMBULANCE DEPARTMENT	1,932,389.00	94,537.63	1,317,797.08	614,591.92	68.20
35 - POLICE DEPARTMENT	102,471.00	20.00	3,311.00	99,160.00	3.23
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	230,942.00	0.00	47,858.66	183,083.34	20.72
50 - RECREATION DEPARTMENT	22,100.00	0.00	9,385.00	12,715.00	42.47
51 - PARKS	220.00	0.00	110.00	110.00	50.00
60 - AIRPORT	44,400.00	2,768.51	27,134.21	17,265.79	61.11
70 - INS & RETIREMENT	0.00	0.00	5,986.00	-5,986.00	----
Final Totals	11,868,762.00	4,014,844.09	9,449,159.57	2,419,602.43	79.61

Revenue Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	81,000.00	0.00	0.00	81,000.00	0.00
Final Totals	81,000.00	0.00	0.00	81,000.00	0.00

Revenue Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	223,318.00	10,458.82	117,493.61	105,824.39	52.61
Final Totals	223,318.00	10,458.82	117,493.61	105,824.39	52.61

Revenue Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	72,088.00	0.00	48,028.66	24,059.34	66.63
Final Totals	72,088.00	0.00	48,028.66	24,059.34	66.63

Revenue Summary Report

Fund: 5
September

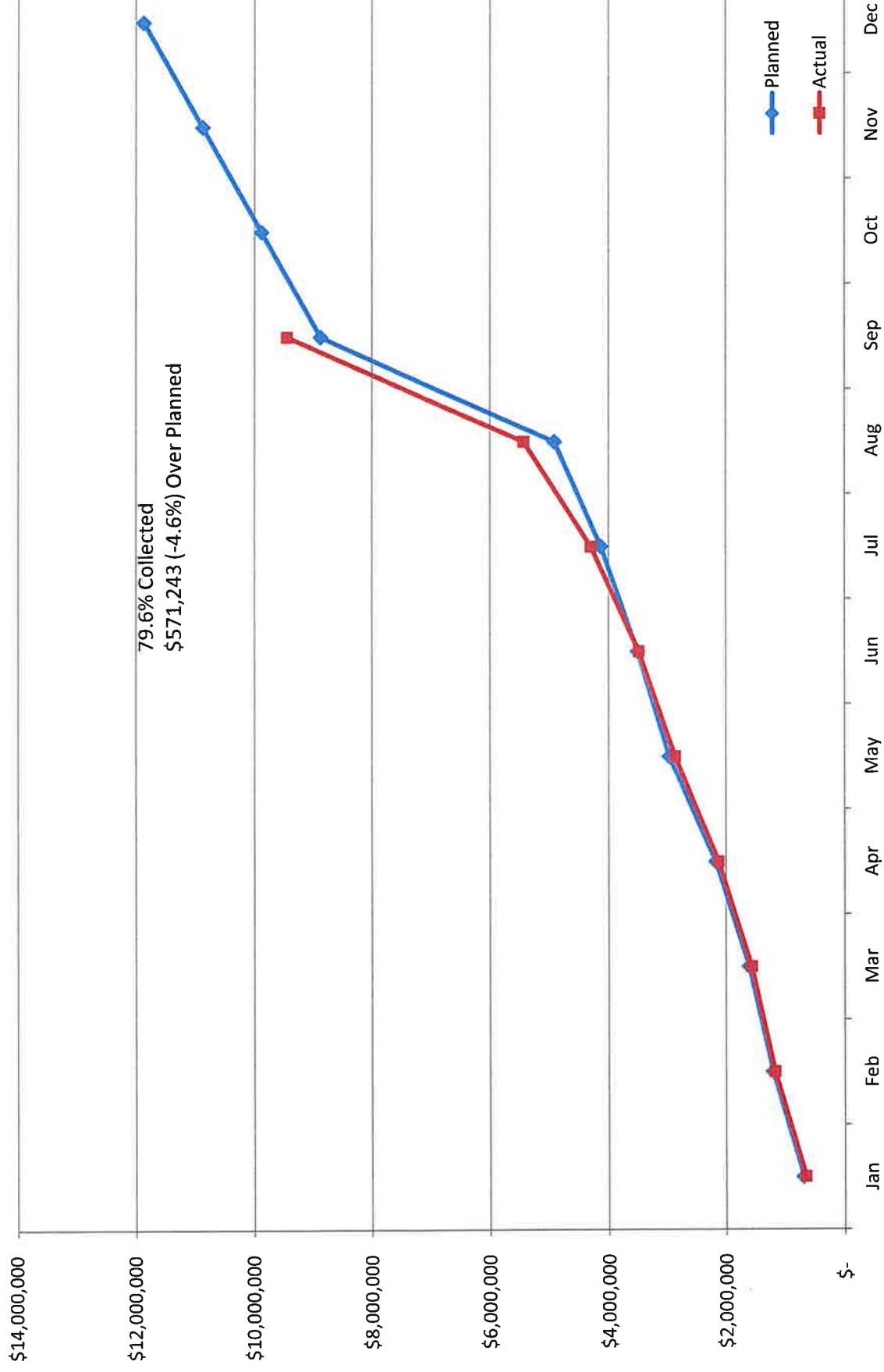
Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	600,000.00	670,230.20	670,230.20	-70,230.20	111.71
12 - NYLANDER MUSEUM	1,000.00	0.30	2.73	997.27	0.27
Final Totals	601,000.00	670,230.50	670,232.93	-69,232.93	111.52

City of Caribou
Investment Report
September

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					3.55%		23,645.87	4,072,201.58
Machias Savings Bank	Section 125 Checking Acct					3.55%		1,177.37	94,215.86
Machias Savings Bank	American Rescue Plan Act Checking Acct					3.55%		2,769.66	423,081.23
ACFS & Loans	Retirement Saving Acct					4.35%		13,190.29	1,500,427.14
ACFS & Loans	Retirement Saving Acct Secured					2.00%		5,129.56	1,500,000.00
Norstate Federal Credit Union	Certificate of Deposit	9/13/2024	9/13/2027	1095	245,000.00	3.93%	28,885.50	2,374.14	245,000.00
County Federal Credit Union	Certificate of Deposit	9/18/2024	9/18/2026	730	183,628.43	4.20%	15,424.79	2,019.53	191,791.29
TD Bank	Certificate of Deposit	9/28/2024	9/29/2025	365	245,000.00	3.77%	9,236.50	2,402.93	254,450.46
Acadia Federal Credit Union	Certificate of Deposit	9/5/2024	9/5/2028	1460	215,000.00	4.09%	35,174.00	2,299.72	224,612.72
Katahdin Trust Company	Certificate of Deposit	9/12/2025	9/12/2026	365	235,000.00	3.73%	8,765.50	954.94	235,954.94
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDBG) (Originated from State of Maine Grant)					3.55%		1,607.46	259,984.80
Trust Funds									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.20%		0.51	996.92
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.20%		0.35	679.01
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	1.20%		16.29	4,344.86
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2024	9/26/2027	1095	1,928.32	3.85%	222.72	19.65	2,006.36
ACFS & Loans	Knox Library Trust (CD)	4/13/2023	4/13/2028	1825	3,559.22	4.10%	729.64	41.13	3,947.14
ACFS & Loans	Knox Library Trust (CD)	4/9/2025	4/9/2028	1095	7,200.20	4.10%	885.62	79.88	7,663.88
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2023	4/13/2028	1825	14,302.37	4.10%	2,931.99	160.89	15,435.99
Machias Savings Bank	Dorothy Cooper Scholarship (CD)	7/21/2025	7/21/2026	365	52,504.87	3.78%	1,984.68	478.39	52,843.06
County Federal Credit Union	Philip Turner Library Mem(CD)	11/4/2024	11/4/2025	365	7,868.17	4.20%	330.46	86.07	8,173.61
County Federal Credit Union	Margaret Shaw Library Mem(CD)	3/27/2025	3/27/2030	1825	14,374.27	4.00%	2,874.85	147.19	14,673.48
Machias Savings Bank	Gordon Robertson Mem(CD)	3/2/2024	3/2/2026	730	12,150.09	4.50%	1,093.51	147.09	13,042.62
ACFS & Loans	Memorial Investment(CD)	9/9/2025	12/9/2025	91	6,345.17	0.80%	12.66	13.02	6,374.14
Machias Savings Bank	G. Harmon Memorial(CD)	3/2/2024	3/2/2026	730	7,154.19	4.50%	643.88	86.61	7,679.74
County Federal Credit Union	Ken Matthews Scholarship(CD)	11/29/2024	11/29/2025	365	8,023.37	4.10%	328.96	85.37	8,303.94
County Federal Credit Union	Barbara Brewer Fund(CD)	3/27/2025	3/27/2030	1825	4,989.32	4.00%	997.86	51.10	5,093.18

*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 2025 Revenue Budget As of 30 Sep 25





**City Manager's Report
October 20, 2025**

Economic Projects

River Front - Powerplants	Diesel Plant - Demo out for bid, mandatory walk-through scheduled for 10/22 @ 2pm. Steam Plant - QEP Contract on tonight's agenda.
Broadband Initiative	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	51st Annual Craft Fair was held this past weekend. Events are in the works for Small Business Saturday, November 29.
Landbank	No new updates.
Chapter 13 Rewrite	No new updates.
Federal American Rescue Plan Act	No new updates
Blight Cleanup	No new updates.
Birdseye Cleanup	Kick-off for the Brownfields RLF project was held October 7, 2025.
Caribou Development Committee	Executive Session tonight on projects.
River Front - Master Plan	The Riverfront Master Plan contract was awarded to Rasor Landscape Architecture. Kick-off is coming soon.
Façade Improvement Program	On tonight's agenda.
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	No new updates.
Business Outreach	Eric is working with several possible businesses.

Other Administrative Projects

Tax Acquired Property Policy	No new updates.
Nylander	Executive Session tonight on projects.
Fire Structural Work	No new updates.
Fire Station Renovations	Design Development phase is underway with Harriman.
Police Station	The RFP for a firm to help evaluate existing buildings is now out.
River Road	No new updates.
Investment Policy	No new updates.
Cable Franchise Renewal	There has been work on the state level on a model franchise agreement.
Airport	Apron project complete. Committee meeting scheduled for 10/21.
Personnel Policy	Staff is working on updates.
New LED Street lights	No new updates.
Comp Plan Update	Sections complete. Staff is reading and editing. Capital budget project underway for Comp Plan.
LD 2003 Implementation	No new updates.
15 Prospect Street	A supplemental assessment was approved with the recent tax commitment for unpaid dangerous building expenses.
Water Street Fire	Staff is applying for funding from Maine DEP to assess the site.
Age-Friendly Efforts	No new updates.
Personnel Changes	Recent promotions in the police department, Chad Cochran to Detective Sergeant and Lucas Hafford to Sergeant.
DOT Village Partnership	No new updates.
Aroostook Waste Solutions	Please dispose of rechargeable batteries properly to avoid landfill fires.
Cary Medical Center	No new updates.
Other Updates	No new updates.
Administrative Approvals	Liquor license application and special amusement license approved for the Par & Grill.

Hot Topics – And Where to Find More Information

Fort Street Bridge - Eric Sanderson is reaching out to other communities in Maine who faced similar issues with bridge closures.

The City of Caribou has a webpage with information:

[Aroostook River Bridge Rehabilitation – City of Caribou, Maine](#)

Find this on the home page under “City Planning Projects”. When staff have additional information, it will be added here.

2025 Property Tax Bills- The City has a webpage with information:

[Tax Bill – City of Caribou, Maine](#)

Find this on the home page under “Tax Bills”. You can find contact information, budget documents, copies of tax bills and trends for the past five years for each area funded.

The tax bill you receive represents the City of Caribou’s fiscal obligations to RSU#39 and the County of Aroostook as well as fund municipal departments.

Current Billing Distribution, 2025 mil rate is 22.0

Municipal Departments	40%	8.80 mil
RSU#39	49%	10.78 mil
County of Aroostook	11%	2.42 mil

RSU#39 is hosting a Budget Brainstorming session, on Wednesday 10.29.2025. A flyer is included in this manager’s report.

Components of the Municipal Tax Bill

The Municipal Tax Bill has a compound tax rate which includes the annual amount raised to fund municipal services as well as the City's portion for the Aroostook County budget and the RSU#39 school budget. State statutes require that the city collect the amounts invoiced by the County of Aroostook and the RSU#39, and it also requires that the percentage of local property taxes distributed to education and to local and county government be included when a property tax bill is issued to a taxpayer. Interesting note: The State of Maine does not require that a tax bill be issued but the City of Caribou provides one as a convenience for taxpayers.

In 2025, the municipal portion of the Property Tax bill was 40% of the amount paid. If your tax bill was \$1,000 then you paid **\$400** to fund your city departments. The city department budgets are set by the City Council.

In 2025, the Aroostook County portion of the Property Tax bill was 11% of the amount paid. If your tax bill was \$1,000 then you paid **\$110** to fund the services provided by the County of Aroostook. The County budgets are set by the Aroostook County Commissioners and Aroostook County Finance Committee.

In 2025, the RSU#39 portion of the Property Tax bill was 49% of the amount paid. If your tax bill was \$1,000 then you paid **\$490** to fund the school department. The RSU#39 budget is recommended by the RSU#39 Board of Education and approved by voters.

Determining the RSU#39 Portion of the Municipal Tax Bill

The County of Aroostook and the RSU#39 are on a fiscal year that is different from the City of Caribou. No additional calculations are needed when determining the amount due for the County portion as their invoice reflects the 12-month portion due (and in 2024, 2025, and 2026 includes an additional amount associated with their transition to a new fiscal year). However, the RSU#39 invoices the municipality monthly based on the school year's budget that was approved by voters. Therefore, the amount raised by the municipality for the RSU#39 includes 6 months from the prior year budget and 6 months from the current year budget. For 2025, that was half of the 2024-2025 warrant of \$5,501,382.07 and half of the 2025-2026 warrant of \$5,412,308.57. This year, the RSU#39 school budget was passed on September 9, 2025.

Calculating the Municipal Tax Bill

Per state statute, valuation is set by the municipality based on the property status as of April 1 of the tax year. The tax bill covers the municipal's fiscal year, January 1 to December 31. The City charter states that the City Council will set the tax rate on or before June 30 of each year. To determine the amount to be raised from property taxes, staff combines the amounts for the City municipal appropriations, the City's portion of the County Tax Bill, and the amount for RSU#39. The formula to determine the annual tax rate is "Required Tax Rate = the sum of the appropriations to be funded through property tax divided by the municipal valuation".

Using the most recent 2025 tax year as an example: The total taxable valuation in Caribou was \$503,472,699. The amount of property tax to be raised at commitment was: \$11,076,399.38 (the sum of: Municipal = \$4,433,096.38; County = \$1,186,458; and RSU# 39 = \$5,456,846). For 2025, $\$11,076,399.38 / \$503,472,699$ produces a tax rate of .0220 or a "mil rate" of 22.0. Staff members are often asked "how much is a mil"? The definition of a mil as it relates to currency is .001 of a US dollar. In valuation terms, a mil would be .001 of the taxable valuation or \$503,472,699, so a "mil rate" of 22.0 means the City raised 22.0 "mils" ($\$503,472.699 \times 22.0 = \$11,076,399.38$). Regarding the 2025 compound tax rate of 22.0, the mil rate attributed to municipal spending is 8.80 mil, Aroostook County is 2.42 mil and RSU#39 is 10.78 mil.

Reconciling the Maine DOE ED279 and the Municipal Tax Bill

Staff members are often asked why the mill expectation and the valuation number from the Maine Department of Education ED279 report do not match with what the City of Caribou shows for a taxable valuation and the tax rate required to raise the funds needed.

Let's look at a section of page 4 of the 2025-2026 school year ED279.

ED 279

STATE OF MAINE DEPARTMENT OF EDUCATION
AUGUSTA 04333

9/15/2025

STATE CALCULATION FOR FUNDING PUBLIC EDUCATION (PreK-12) REPORT

ORG ID : 1468

RSU 39

2025 - 2026

Section 4 : Calculation of Required Local Contribution - Mill Expectation

Section : 4

A) Subsidizable Pupils (Excludes Superintendent Transfers for SADs, RSUs & CSDs) by Member Municipality

Member Municipality	2-Yr Oct Ave, Subsidizable Pupils	Percentage of Total Pupils	Oper., Othr Sub, & Tchr. Ret. Allocation Distribution		Municipal Debt Allocation Distribution	Total Municipal Allocation Distribution as a Percentage of Pupils
Caribou	946.0	97.58%	13,976,621.32	+	2,534,929.74	= 16,511,551.06
Stockholm	23.5	2.42%	346,622.50	+	62,866.67	= 409,489.17
Total	969.50	100.00%	14,323,243.82		2,597,796.41	= 16,921,040.23

2

3

B) State Valuation by Member Municipality

Member Municipality	3-Yr Average or Previous Yr State Valuation	Mill Expectation	Total Municipal Allocation Distribution per Valuation x Mill Expectation
Caribou	442,450,000	6.10	2,698,945.00
Stockholm	18,833,333	6.10	114,883.33
Total	461,283,333		2,813,828.33

Caribou

Stockholm

C) Required Local Contribution = the lesser of the previous two calculations :

Member Municipality	Total Allocation by Municipality	Required Local Contribution by Municipality	Calculated Mill Rate	State Contribution by Municipality (Prior to adjustments)
Caribou	16,511,551.06	-	6.10	13,812,606.06
Stockholm	409,489.17	-	6.10	294,605.84
Total	16,921,040.23	-		14,107,211.90

Preliminary FY 2025-26 Governor's Recommended Funding Level Budget – Adjustments may be made to these printouts throughout FY 26

1 – School year 2 – Valuation used 3 – Mil Expectation 4 – Amount to be raised in warrant Article 12
(This represents the June 30 to December 31, 2025 portion of RSU#39 contribution as an illustration).

Note on #2: State Valuation is different than the taxable valuation. Maine Revenue Services (MRS) uses sales ratio studies and other procedures to develop an equalized value for all Maine municipalities with a goal of distributing state aid to education and revenue sharing equitably. MRS will use certified ratios and average ratios developed from the ratio studies to factor the municipal valuation. According to MRS rule 201, “‘State Valuation’ for a given tax year means the total Equalized Value of all taxable property in a Municipality as of the April 1 two years prior, plus the portion of exempt value of homestead exemptions and Business Equipment Tax Exemption property reimbursed by the State to the Municipality pursuant to 36 M.R.S. § 691, et al., less the Captured Assessed Value of tax increment financing districts in the Municipality.”

Note on #3: The Maine Department of Education has their own set of procedures for determining what the municipality will contribute to education. The Maine DOE formula is “Required Local Contribution = the current Mill Rate multiplied by the municipal valuation”. The Maine DOE sets the current Mill Rate as a cap that the municipality will be required to contribute to education per the Essential Programs and Services (EPS) funding formula. The EPS funding formula is used to equitably distribute the limited state funding. For the 2026 fiscal year (shown), the local contribution cap was a 6.30 Mill Rate. In 2025, it was 6.62.

Note on #4: Maine statute dictates how the education budgets are organized and presented. The amount shown in # 4 can be found in Article 12 of the RSU#39 budget. This is the amount (half from each year) used in the calculation $(\$2,707,911 + \$2,698,945) = \$5,406,856 / 2 = \$2,703,428$. Article 12 raises the funds needed to receive the “Essential Programs and Services Funding” provided for in Maine Statute.

In the RSU#39 budget, Articles 12 through 17 raise funds for the proposed school budget. The larger amounts come from Article 12 and Article 14.

As discussed above, Article 12 raises the funds needed to receive the “Essential Programs and Services Funding” provided for in Maine Statute. Article 13 funds the annual payment on the debt service for money borrowed by the RSU (approved by voters). Article 14 raises and appropriates additional local funds which exceed the State of Maine “Essential Programs and Services Funding” calculation. Article 17 authorizes the adult education program and raises the local share.

For Article 14, the RSU 24-25 budget book shows Article 14 as \$2,519,561 and the RSU 25-26 budget book shows Article 14 as \$2,441,936. This is the amount (half from each) is used in the calculation $(\$2,519,561 + \$2,441,936) = \$4,961,497 / 2 = \$2,480,748.50$.

The voters of Caribou need to pass **Article 12**, as its passage appropriates the funding required to leverage the state money. With the passage of **Article 14**, the RSU#39 raises funds over and above what the state requires.

After the voters pass the RSU#39 budget, the school sends the city a copy of the approved warrant and a spreadsheet to calculate what needs to be raised. This is the spreadsheet from 2025:

COMPUTATION TO DETERMINE CITY APPROPRIATION TO THE GENERAL FUND and ADULT ED FUNDS COMBINED			
Caribou			
School's Fiscal Year 2024-2025 City Appropriation			\$ 5,501,382
7/1/24- 6/30/25			
School's Fiscal Year 2025-2026 City Appropriation			\$ 5,412,309
7/1/25- 6/30/26			
Increase based on school year			\$ (89,073)
City's Fiscal Year 2025			
1/1/25- 6/30/25	(5,501,382 /2)		\$ 2,750,691
7/1/25-12/31/25	(5,412,309 /2)		\$ 2,706,155
Total Appropriation			\$ 5,456,846
City's 2024 Calendar year appropriation			\$ 4,976,200
Increase appropriation based on calendar year			\$ 480,646

If you have any questions, please contact the City of Caribou:

Penny Thompson, City Manager

pthompson@cariboumaine.org

(207) 493 – 5961 (direct line)

YOU'RE INVITED!

RSU 39 BUDGET BRAINSTORMING SESSION

 Date: Wednesday,
October 29, 2025

 Time: 6:00 p.m.

 Location: Caribou Community
School Cafeteria



This is your chance to share ideas,
ask questions, and be part of
shaping the future of our schools.

 All community members are
welcome – your voice matters!

We hope to see you there! ✨

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

WILLIAM T. DOBBINS
HOULTON

DANIEL V. DEVEAU
CYR PLANTATION

To: Town and City Managers of Aroostook County
From: Aroostook County Commissioners' Office
Subject: Recognition of Volunteer Firefighter Month – October 2025

Dear Managers,

The Aroostook County Commissioners, in partnership with the Spirit of America Foundation, are proud to declare October 2025 as Volunteer Firefighter Month in Aroostook County.

This designation recognizes and honors the men and women who serve as volunteer firefighters across our communities. Their personal sacrifices, commitment, and bravery are vital in protecting both the citizens and visitors of Aroostook County.

With 32 fire stations serving over 6,600 square miles—an area larger than Connecticut and Rhode Island combined—volunteer firefighters represent the backbone of emergency services in our region. Their dedication ensures that even our most rural towns receive timely and courageous fire protection and emergency response.

We invite you and your communities to join us in acknowledging the selfless service of these individuals throughout the month of October. Whether through proclamations, community events, or words of thanks, your recognition will help highlight the vital role they play in keeping our residents safe.

On behalf of the County Commissioners, we extend our deepest gratitude to all volunteer firefighters and to the municipalities that support them.

Sincerely,

Tammy E. Pelletier
Operations Assistant

GRANT PROJECT UPDATES

OCTOBER 2025



MAINE DEP

REVOLVING LOAN FUND

\$48,000

- Approved for grant/loan for cleanup of PCB soils at Birdseye.
- OEP contract awarded to County Environmental of Caribou.

FY2025 ASSESSMENT GRANT

TBD

- Working with DEP Brownfields program to identify other sites for clean-up.



EPA BROWNFIELDS

FY2023 CLEANUP GRANT

\$900,000

- The demolition of the Diesel Plant is out for bid. Proposals due November 5, 2025.

RFP PACKET: <https://www.cariboumaine.org/wp-content/uploads/2025/10/Caribou-Diesel-Electric-Plant-Demo-RFB-10032025.pdf>

FY2025 CLEANUP GRANT

\$4 MILLION

- Bids for the OEP were received, to be approved at October 20 City Council meeting.



NORTHERN BORDER REGIONAL COMMISSION (NBRC)

RIVERFRONT PLAN & PROJECTS

\$472,550

- The Railroad station has been purchased. Hanson Historic Consulting has visited the site and provided suggestions for additional grants. The Riverfront Master Plan has been awarded to Rasor Landscape Architecture of Yarmouth, Maine.



\$1.8 MILLION

This is a fully funded project at the Caribou Public Library. Haley Ward is working on design and engineering.

CONGRESSIONALLY DIRECTED SPENDING REQUESTS

SENATOR COLLINS:

FY23 - POLICE STATION **\$2.5 MILLION**

The City Council is now looking into the refurbishment of an existing building. Link to current RFP for professional services:

<https://www.cariboumaine.org/wp-content/uploads/2025/10/Caribou-Police-Station-RFP-10.02.2025.pdf>

FY23 - CARIBOU POND & PARK RECLAMATION PROJECT **\$4.459 MILLION**

Project Manager contract has been awarded to Aviest Engineering of Caribou.

FY24 - IMPROVEMENTS TO FIRE STATION **\$1.359 MILLION**

Design and Engineering contract awarded to Harriman. Amanda Jandreau of Caribou is the project lead.

SENATOR KING:

FY24 - ENERGY IMPROVEMENTS AT LIBRARY

This appropriation passed with the federal budget.

ARPA NEU FUNDS:

2022 & 2023 - USED AS MATCH FOR COUNTY ARPA PROJECT
2024 - MUNICIPAL SEWER EXPANSION PROJECT

ARPA - AROOSTOOK COUNTY MATCHING FUNDS

FY2022 - IMPROVEMENTS TO FIRE STATION & AMBULANCE EQUIPMENT

\$150,000

FY2023 - FIRE DEPARTMENT TURN-OUT GEAR, POLICE BODY WORN CAMERAS & RADIOS

COMPLETE

FY2024 - APPLICATION APPROVED FOR TWO PROJECTS: MATCH FOR POLICE/FIRE EQUIPMENT & SEWER PROJECT

\$100,000



City Council has approved contract with DECD for HOP grant. Contract for the Housing Needs study has been awarded to Matrix Design Group. Public meeting will be scheduled in November. Housing needs Assessment. Public Meeting is scheduled for November 18, 2025.

CARE for our community, **ENVISION** the future, then help Caribou **DO** what it takes to make it happen!

Care. Envision. Do.
CARIBOU 2034



FAA/MAINE DOT AVIATION DIVISION

APRON PROJECT **\$628,445**

SNOW REMOVAL EQUIPMENT **\$545,000**

Did you know that a successful grant application starts with well-constructed planning documents? The City of Caribou is working on their 2024-2034 Comprehensive Plan which will be the foundation for grant applications going forward.

JOIN THE CONVERSATION: **CARIBOUMAINE.ORG/CARIBOU2034**



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: October 20, 2025
RE: Event Coverage for Spud Speedway

In December 2024, the Caribou City Council approved “Resolution # 3, 2024 Series, A Resolution of the Caribou City Council Establishing City Policy for Providing Public Safety Support to Community Events.” At the May 2025 meeting, the 2025 fee schedule was set at: \$60/hour for EMS, \$35/hour for fire, and \$40/hour for police support. Now that the events have ended for the season, there can be a discussion about what worked and what could be improved moving forward.

Items for discussion:

- The Caribou Fire and Ambulance Department has provided dedicated EMS coverage for events, despite the need to also provide timely response to 911 calls with a department that remains short-staffed.
- In an email dated 09/22/2025, Jim E. Gamage, Jr., one of the owners of Spud Speedway asked the City of Caribou to waive the EMS fee for the September 27 grass drag coverage which was scheduled from 11 am to 9 pm. (10 hours @ \$60 / hour reduced fee = \$600). The adopted resolution states, “Upon the request and satisfactory justification by the event organizers/sponsors, the City Council may waive some or all of the required fee(s) on a case-by-case basis.” While best practice would be to have the discussion prior to the event, it is on tonight’s agenda as the request was received after the September meeting date, and five days prior to the event date.
- The adopted resolution also mentions, “applicable insurance policies”. There was an incident at Spud Speedway that occurred on September 28, 2025, during the Demolition Derby, when a vehicle driven by a derby participant stuck a municipally owned ambulance, which an owner of Spud Speedway had directed to be placed in the center of the infield. There is a discussion to be had about required insurance coverage, and who pays under what circumstances.

Suggested action:

If the Caribou City Council wishes to waive the fees for EMS coverage at Spud Speedway for September 27, a motion could be made to:

“make a motion for the City of Caribou to waive the fees for EMS coverage at Spud Speedway for September 27, 2025 for a maximum of 10 hours at the \$60 / hour reduced fee”

Second

Discussion

Vote



Resolution #3, 2024 Series

**A Resolution of the Caribou City Council
Establishing City Policy for
Providing Public Safety Support to Community Events**

WHEREAS, economic development and sustainment is a top priority of the Caribou City Council; and

WHEREAS, the Caribou City Manager and Staff are committed to supporting the City Council's economic development and sustainment goals; and

WHEREAS, local and regional events held in Caribou attract visitors from inside and outside the City; and

WHEREAS, visitors who attend these events patronize many different types of Caribou businesses, helping to sustain those businesses; and

WHEREAS, large events require police, fire, and ambulance support to ensure the safety of all participants and attendees;

NOW, THEREFORE, BE IT RESOLVED BY THE CARIBOU CITY COUNCIL that it shall be the policy of the City of Caribou to provide police, fire, and ambulance support to organized events within the City, as required by law, reasonable safety considerations, and applicable insurance policies, that the City shall establish and update annually a fee schedule for public safety event support, and that the City shall charge the event organizers/sponsors the applicable fee(s), in accordance with the fee schedule in effect at the time of the event. Upon the request and satisfactory justification by the event organizers/sponsors, the City Council may waive some or all of the required fee(s), on a case-by-case basis.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 16th day of December 2024.

Courtney Boma, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

**CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736**



MEMO

TO: Caribou City Council Members

FROM: Eric Sanderson, Economic & Community Development Specialist

DATE: October 20, 2025

RE: MaineDOT Planning Partnership Initiative Update

Introduction

The City of Caribou has partnered with MaineDOT through the Department's Planning Partnership Initiative (PPI) program to study transportation related development constraints along Route 1. PPI is intended to address time-sensitive, locally initiated planning and feasibility studies. The approach is to study, evaluate, plan and scope transportation projects on or adjacent to the state and state aid high way system through studying the connection between transportation and land use to improve desired development conditions. In Caribou, since Route 1 is a controlled access highway – where the State controls access points for safety purposes, development is limited in the City limits along the Route 1 corridor. With this in mind, members of the City Council, Development Committee, and staff met with MaineDOT to discuss development constraints along Route 1 that would otherwise render multiple sites as viable for commercial use. This was the basis for the City of Caribou's application and ultimate award to fund the PPI study.

Steps to Date:

Staff have met with MaineDOT to discuss and review a draft scope of work for the project. At present, it includes identifying parcels in Caribou ready for commercial and residential development, and recommended improvements to the transportation system to support local and regional economic opportunity along Route 1 in the proximity of those parcels. The draft tasks include public meetings and project management, evaluation of existing conditions in the study area, followed by a parcel level analysis and transportation system recommendations. Each of these 4 tasks would then be combined into a fifth task of a Final Report. After finalizing the scope, an independent government cost estimate of \$131,712 was presented to staff for consideration. The estimate is attached for the City Council's reference and consideration.

The PPI program typically is a 50/50 match program, requiring municipalities to provide 50% funding. However, [MaineDOT's Community Based Initiatives policy](#) states that communities with valuations between \$350 million and \$550 million are only responsible for a 40% match. With Caribou's valuation under \$550 million, based on the current cost estimate, this would require a 40 % match by the City in the amount of \$52,684.80. MaineDOT notes funding sources such as TIF district revenues can be used as a match.

Suggested Action:

After discussion, please make a motion "to allocate 2026 funds for the Planning Partnership Initiative pursuant to the 40% required match in the amount of _____".

Second

Discussion

Maine Department of Transportation INDEPENDENT GOVERNMENT ESTIMATE

Project Title/Location:
MaineDOT PIN:
Consultant Firm Name (If Known):
Service Area or Phase of Work:

Caribou - Route 1 Access Land Use
NA
Planning Partnership Study

Orig. Date: July 25, 2025

Revised Date:

Prepared By: Matt Drost

Consultant Positions		Project Manager	Traffic Engineer	Highway Engineer	Planner	Environment	Technicians				TOTAL
#	Task Descriptions	Hours	Hours	Hours	Hours		Hours	Hours	Hours	Hours	Hours
1	Project Management										0.00
	Coordination	24.00	-	-	8.00	-	-				32.00
	Team Meetings (6 anticipated, no travel)	24.00	12.00	12.00	12.00	6.00	6.00				72.00
	Council Meetings (2 anticipated, with travel)	36.00	8.00	8.00	36.00	8.00	8.00				104.00
2	Existing Conditions	16.00	12.00	12.00	8.00	4.00	24.00				76.00
3	Database Analysis	24.00	8.00	8.00	16.00	8.00	24.00				88.00
4	System Recommendations	40.00	40.00	40.00	24.00	8.00	8.00				160.00
5	Final Report	24.00	12.00	12.00	24.00	8.00	4.00				84.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
											0.00
TOTAL HOURS		188.00	92.00	92.00	128.00	42.00	74.00	0.00	0.00	0.00	616.00
HOURLY RATE		\$85.00	\$70.00	\$70.00	\$70.00	\$50.00	\$40.00				
DIRECT LABOR TOTAL		\$15,980.00	\$6,440.00	\$6,440.00	\$8,960.00	\$2,100.00	\$2,960.00	\$0.00	\$0.00	\$0.00	\$42,880.00

DIRECT EXPENSES	\$
Travel - Hotels	\$1,000.00
Travel - Mileage	\$1,000.00

TOTAL DIRECT EXPENSES = \$2,000.00

Overhead %	175.00%	\$75,040.00
Profit/Fee %	10.00%	\$11,792.00

Subtotal = \$129,712.00

Total Direct Expenses = \$2,000.00

TOTAL ESTIMATED COST = \$131,712.00

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



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: November 4, 2025 Referendum & Municipal Elections
DATE: October 8, 2025

The Clerk's Office is preparing for the November 4, 2025 Referendum & Municipal Elections and is requesting Council approval for the following.

1. Approval of an 8:00 a.m. opening Time for November 4, 2025 Elections
2. Appointment of Danielle Brissette as Election Warden, Kristina Drinkall and Amber Madore as Deputy Wardens for the November 4, 2025 Elections.

Recommended Motion:

Move to set the start time as 8:00 a.m., to appoint Danielle Brissette as Election Warden, Kristina Drinkall and Amber Madore as Deputy Wardens for the November 4, 2025 Elections.

Second, discuss and vote.



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: October 20, 2025
RE: Community Development Block Grant Inquiry

At the February 10, 2025, City Council meeting, there was a public hearing and several action items. The City of Caribou has everything in place to respond to requests for CDBG funding. Additionally, the City of Caribou Economic and Community Development Specialist, Eric Sanderson, took advanced CDBG training in Augusta this past summer.

The City of Caribou is eligible to apply for business assistance funding once per year.

At the February 2025 meeting, there was a resolution adopted to help a local business with 2024 CDBG funds.

Another local business, BEE VR Theme Park, has reached out to see if the City of Caribou would be willing to start the process to assist with \$30,000 in 2025 CDBG funds (see memo from NMDC). Jon Gulliver from NMDC is willing to assist in developing the initial application paperwork.

Suggested action:

If the Caribou City Council wishes to apply for CDBG funding to assist BEE VR Theme Park, a motion could be made to:

“make a motion for the City of Caribou to apply for 2025 CDBG funding to assist BEE VR Theme Park”

Second	Discussion	Vote
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Letter of Intent Maine Community Development Block Grant Economic Development Program

Applicant: City of Caribou on behalf of BEE VR Theme Park, owned and operated by Travis Bernaiche

Location: Caribou, Maine

Funding Request: \$30,000

Program: CDBG Economic Development Program - Working Capital

The City of Caribou requests \$30,000 in Community Development Block Grant Economic Development Program funding on behalf of BEE VR Theme Park, a first-of-its-kind virtual reality entertainment venue in our community. This funding will provide working capital to support critical operating expenses including electricity, insurance, and advertising. This investment will result in three full-time equivalent jobs being created and retained for low to moderate income individuals in Caribou.

The Maine Economic Development Program provides gap funding to help businesses create and retain jobs for low and moderate-income individuals, which directly aligns with the City's economic development goals and this project proposal. BEE VR Theme Park's commitment to three FTE jobs in Caribou directly addresses the program's national objective of employment generation for low-to-moderate income persons in rural communities. Working capital for operating expenses represents legitimate gap funding that will enable this business to stabilize during the critical launch phase while maintaining the employment commitments required by the program.

Statistics indicate that startups face a 21% failure rate during their first year, making the initial operating period exceptionally precarious. New businesses rarely achieve full revenue potential immediately. A VR theme park must build awareness, establish a customer base, and overcome hesitancy toward trying new entertainment venues. During this period, fixed costs continue regardless of revenue levels. In Caribou, seasonal tourism patterns could create uneven revenue streams throughout the year, making consistent working capital crucial for maintaining operations and employment during slower periods.

VR theme parks require significant electricity for equipment operation, substantial insurance coverage for liability protection with emerging technology, and marketing to educate the market about an unfamiliar entertainment concept. Positive working capital enables companies to pay bills, cover payroll, and seize opportunities. For BEE VR Theme Park specifically, the \$30,000 ensures the three committed jobs can be maintained even during initial slower months, protects the low-to-moderate income individuals employed,

and prevents service interruptions that could damage our reputation during the vulnerable launch phase.

From a community development perspective, the City recognizes that supporting startups through their first year protects the public investment in job creation. The \$30,000 investment bridges the gap between initial business launch and sustainable operations, ensuring that an innovative rural business can survive long enough to become a permanent employment generator and community asset.



City of Caribou, Maine

City Clerk's Office
 25 High Street
 Caribou, ME 04736
 Telephone (207) 493-3324
 Fax (207) 493-4207
www.cariboumaine.org

In the Clerk's Office we handle several different items, such as Elections, General Assistance, FOAA Requests, tax payments, vital records, and several other things.

In September we received 4 FOAA Requests, processed 2 new General Assistance applications, and held 1 Election.

	TOTALS	
	TRANS	AMOUNT
accts receivable	0	\$ -
ATV REGISTRATION	22	\$ 2,488.25
BIRTH RECORDS	59	\$ 984.00
BOAT REG	2	\$ 155.60
BUILDING PERMITS	3	\$ 150.00
CITY OWN PROPERTY	0	\$ -
CODE MISC INCOME	1	\$ 90.00
CONNOR BOAT	0	\$ -
DEATH RECORDS	13	\$ 570.00
DOG LICENSES	0	\$ -
FAX FEE & PHOTO COPY	2	\$ 3.00
FISHING LICENSE	0	\$ -
HUNTING LICENSE	21	\$ 654.50
IN TOWN REG	0	\$ -
MARRIAGE RECORDS	31	\$ 757.00
MISC. INCOME	1	\$ 145.02
MISC. LICENSES	1	\$ 1,500.00
MISC. RECEIPTS	3	\$ 525.00
MOTOR VEHICLE	635	\$ 187,279.01
NOTARY FEES	8	\$ 60.00
PERSONAL PROPERTY PAYMENT	6	\$ 1,041.00
PLUMBING PERMITS	5	\$ 1,120.00
PYMTS. IN LIEU OF TAX	0	\$ -
REAL ESTATE PAYMENT	411	\$ 497,585.00
REZONING REQUEST/SUBDIVISION REV	0	\$ -
TAX LIEN PAYMENT	24	\$ 17,415.84
zoning document fee	0	\$ -
	1248	\$ 712,523.22



CARIBOU FIRE & AMBULANCE DEPARTMENT

Chief Brian P. Lajoie



Monthly Report for September 2025

Ambulance Calls -	211	Fire Calls -	17
BLS Calls -	112	Structures -	2
ALS Calls -	99	Rescue -	1
Canceled Calls -	1	Silent -	14
Drug/Behavioral -	8		
Outside Communities -	46		
PIFT Transfers -	0		
LifeFlight -	12		
Long Distance Transfers -	0		
Total September Calls -228			

September 3, 2025: All members of the department attended an in-service training put on by Stryker for the department's new electric powered stair chair purchased from the Maine EMS Sustainability Grant. This unit will provide further safety in handling patients that need to be transported Up & Down a flight of stairs. This unit will also help prevent injuries to our providers.

September 4, 2025: Chief Lajoie attended an informational ZOOM meeting with the Maine DOT on the Aroostook River Bridge Repair project that is deemed to start in 2027.

September 10, 2025: Chief Lajoie attended multiple meetings and inspections.

0900 – Inspection at the VFW in Caribou.

1000 – Inspection at Richardsons Remedies in Caribou.

1500 – Harriman Associates Bi-weekly ZOOM meeting.

1800 – Aroostook County Fire Chiefs director meeting in Presque Isle.

September 12, 2025: Chief Lajoie attended the collaboration for regionalization meeting put on by the City of Presque Isle at the Presque Isle Country Club. This was an all day event.

September 15, 2025: Chief Lajoie attended a 3 hour ZOOM webinar with Maine EMS for the 2025 Protocol updates. This is a requirement of all providers for re-licensure.

1800 - Chief Lajoie attended the City Council meeting at the council chambers.

September 17, 2025: Chief Lajoie attended a Maine Fire Chiefs Association quarterly meeting in Brunswick Maine.

September 24, 2025: Chief Lajoie attended the Maine Community Risk Reductions (MECRRC) meeting in Houlton Maine. This was an all day event.

September 25, 2025: 1500 - Chief Lajoie attended the Harriman Bi-weekly ZOOM meeting on building renovations.

1800 – Chief Lajoie attended the Aroostook County Fire Chiefs quarterly meeting in Van Buren.

September 26, 2025: 1800 - Chief Lajoie attended a meeting with Maine Fire Service Institute (MFSI) on training facilities and repairs in Aroostook County. Meeting was hosted by Presque Isle Fire Department.

September 27, 2025: Maine Fire Service Institute (MFSI) held its skills exam at Caribou Fire, using the department's burn building and classroom space for the recent Firefighter I & II class completion.

September 29 & 30: Chief Lajoie is away attending the Fire Officer III certification academy at Eastern Maine Community College. This is a weeklong certification academy hosted by Maine Fire Service Institute & Regional Alliance for Firefighter Training which will give each candidate a Pro-Board Fire Officer III certification upon successful completion.

Crews performed the monthly checks for the building and all vehicles for the month of September. UTV 8 compartments, interior and exterior were cleaned. UTV 8 was waxed.

Respectfully submitted,

Brian P. Lajoie

Fire Chief, FO II



Board of Directors
September 8, 2025
5:00 p.m.

Present:

Kevin Barnes, Chairman; Dr. Carl Flynn, Doug Plourde, Mike Gahagan, Meagan Thompson Neal Griffith, Dr. Irene Djuanda, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Paula Parent, RN, CHRO; Dr. Caleb Swanberg; COS; Chip Holmes, Ovation Healthcare and Peg McAfee
Zoom: Clara Collins, Penny Thompson, Luke Dyer, Jane McCall, Vice Chair
Excused: Jenn Plant, RN, CNO; Ben Willey, CFPO
Guest: Betty Hatch, PHS;

Welcome:

Kevin Barnes, Chairman, Board of Directors welcomed Betty Hatch, PHS, and Chip Holmes, Ovation Healthcare to the meeting.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Kevin Barnes, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:15 p.m.	Informational.	K. Barnes
2. Review and Approval of Minutes	The minutes of the July 7, 2025 meeting were reviewed.	Upon motion, duly made and seconded, it was so VOTED to approve the July 7, 2025, meeting minutes as presented.	K. Barnes
3. Report of Chief of Staff	Dr. Caleb Swanberg, Chief of Staff, provided the following updates from the August 27 th MSEC Meeting: Treasurer's Corner – The current Medical Staff checking account balance is \$10,389.30. Dr. Swanberg is working with the bank to move \$5,000 into a CD. 2025 Annual Medical Professionals Health Program – The brochure was distributed for review. Historically, the Medical Staff has donated \$1,000 and the hospital matches that donation. The Medical Staff voted to make a \$1,000 donation to the Medical Professionals Health Program and Cary Medical Center agrees to match the donation.	Upon motion, duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented. The Medical Staff and Cary Medical Center will each donate \$1,000 to the Annual Medical Professionals Health Program.	Dr. C. Swanberg

**Board of Directors
September 8, 2025
5:00 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Ankle Brachial Index Studies of the Lower Extremities – Dr. Laferriere recommended presenting the request for ankle brachial index studies of the lower extremities to Administration. If so, Radiology will need to train staff. Update on Legal Counsel Discussion of Concerns and Requirements for Consult Requests – At the Medical Staff meeting discussion ensued regarding concerns raised at the Department of Surgery meeting about consult requests from the Emergency Department and concerns if the requests are appropriate or not and the EMTALA requirements. The EMTALA requirements were explained at the August Department of Surgery meeting. A formal education was provided by legal counsel to the physician who raised concerns with the hospital attorney, Chief of Surgery, Chief of Staff, CMO & CEO. If the ER physician calls and requests a consultation, the consulting physician must present to the ER to evaluate the patient. After the consultation/evaluation is completed, if it is felt the consultation was not appropriate the case can be submitted to the CMO for peer review. There will be a Department of Surgery meeting with the hospital attorney present to provide some education on EMTALA requirements. Active Medical Staff- Alexander Bolton, DO - Additional Privilege Request FPPE Completed (Internal Medicine); Alexander Bolton, DO was previously granted the additional privilege of Exercise stress testing with a FPPE plan to complete 10 (ten) proctored cases. Dr. Djuanda served as proctor and has recommended Dr. Bolton be granted full privileges with no proctoring required. Upon motion duly made and seconded it was so VOTED to recommend approving exercise stress testing with no proctoring required to Alexander Bolton, DO. This recommendation was forwarded to the Board of Directors for action. Appointment Courtesy Medical Staff – Mustapha Daouadi, MD (General Surgery); The complete appointment application and provider profile of Mustapha Daouadi, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Mustapha Daouadi, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Bawa was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	Informational. Informational. Upon motion, duly made and seconded, it was so VOTED to approve the recommendation for exercise stress testing with no proctoring required to Alexander Bolton, D.O. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Mustapha Daouadi, MD to the Courtesy Medical Staff.	

Board of Directors
September 8, 2025
5:00 p.m.

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Appointment Courtesy Medical Staff - Jonathan Grammer, MD (Emergency Medicine): The completed appointment application and provider profile of Jonathan Grammer, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Jonathan Grammer, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Courtesy Medical Staff - Tung Nguyen, DO (Emergency Medicine): The completed appointment application and provider profile of Tung Nguyen, DO was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of Tung Nguyen, DO to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Consulting Medical Staff – Srikanth Radhakrishnan, MD (Cardiology): The complete appointment application and provider profile of Srikanth Radhakrishnan, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of Srikanth Radhakrishnan, MD to the Consulting Medical Staff with privileges as requested through December 31, 2026. Dr. Hoeksma was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Consulting Medical Staff – Robert Smith, MD (Tele-Medicine, Radiology): The complete appointment application and provider profile of Robert Smith, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Robert Smith, MD to the	Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Jonathan Grammer, MD to the Courtesy Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Tung Nguyen, DO to the Courtesy Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Srikanth Radhakrishnan, MD to the Consulting Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the	

Board of Directors
September 8, 2025
5:00 p.m.

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Consulting Medical Staff with privileges as requested through December 31, 2026. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Courtesy Medical Staff – Robert Cochrane, MD (Internal Medicine): The complete appointment application and provider profile of Robert Cochrane, MD was reviewed with no discrepancies. He reported one malpractice claim, closed without payment. The claim was reviewed by the Chief of Medicine with no reservations to present and recommend approval of appointment. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Robert Cochrane, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Hoeksma was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Courtesy Medical Staff – Michael Newdow, MD (Emergency Medicine): The complete appointment application and provider profile of Michael Newdow, MD was reviewed with no discrepancies. He reported four malpractice claims, all four closed without payment. The claim was reviewed by the Chief of Emergency Medicine with no reservations to present and recommend approval of appointment. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of Michael Newdow, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Courtesy Medical Staff – Eugene Oteng, MD (Emergency Medicine): The complete appointment application and provider profile of Eugene Oteng, MD was reviewed with no discrepancies. He reported one malpractice claim, notice of claim filed. The claim was reviewed by the Chief of Emergency Medicine with no reservations to present and recommend approval of appointment. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of Eugene Oteng, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2026. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	provisional appointment of Robert Smith, MD to the Consulting Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Robert Cochrane, MD to the Courtesy Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Michael Newdow, MD to the Courtesy Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Eugene Oteng, MD to the Courtesy Medical Staff.	

Board of Directors
September 8, 2025
5:00 p.m.

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Appointment Consulting Medical Staff – Ted Willis, MD (Tele-Medicine, Radiology); The complete appointment application and provider profile of Ted Willis, MD was reviewed with no discrepancies. He reported one malpractice claim, one pre-trial settlement. The NPDB reported one malpractice settlement payment. The claim was reviewed by the Chief of Radiology with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of Ted Willis, MD to the Consulting Medical Staff with privileges as requested through December 31, 2026. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. Appointment Consulting Medical Staff – George Wu, MD (Tele-Medicine, Radiology); The complete appointment application and provider profile of George Wu, MD was reviewed with no discrepancies. He reported two malpractice claims, one pre-trial settlement, and one closed without payment. The NPDB reported one malpractice settlement payment. The claim was reviewed by the Chief of Radiology with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded, it was so VOTED to recommend approving provisional appointment of George Wu, MD to the Consulting Medical Staff with privileges as requested through December 31, 2026. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors. Request to Change Staff Category - Wojciech Franzl, MD; Dr. Franzl has requested to change his Medical Staff category to Courtesy Medical Staff effective July 25, 2025. Upon motion, it was so VOTED to approve the requested change of Medical Staff category by Dr. Franzl Medical Staff to Courtesy Medical Staff. This was forwarded to the Board of Directors for action.	Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Ted Willis, MD to the Consulting Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of George Wu, MD to the Consulting Medical Staff. Upon motion, duly made and seconded, it was so VOTED to approve the requested change of Wojciech Franzl, MD to the Courtesy Medical Staff.	
4. Quality Management Committee, Patient Safety Committee, Dashboard	Dr. Regen Gallagher provided the following updates from the July 1 & August 5, 2025 meetings: Utilization/Case Management – Reports reviewed were the Case Management Dashboard and the MOON Notice. Patient Safety Reports – Reports reviewed were Discharge Codes, Overall Patient Safety Survey, Leapfrog Survey information, PSDA Hand Hygiene, Infection Control Dashboard, Indicators and Outcomes, C.Diff Action Plan, CAUTI Action Plan, Infection Prevention Committee, and Sepsis information.	Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee Report as presented.	Dr. R. Gallagher

**Board of Directors
September 8, 2025
5:00 p.m.**

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	QHIP – The 2024 Survey was reviewed. QM Compliance Indicators – Indicators reviewed included: Radiology Dashboard & QI Reports, Rehab, ER Dashboard & QI Reports, Environmental Services, Specialty Clinics, Nutritional Services, Human Resources, ACU, Maternal Child, OR and PACU. Dashboard 2025 – The 2025 Dashboard was reviewed, including: Inpatient Core Measures, Medical Staff and Departmental Quality Indicators. Q1 data is mostly complete. Some Q2 has been added. Information is only due later in the month. Jenn Plant reported that Patient Satisfaction information will transition from Chelsea Desrosiers, CFO/COO to Chelsea Desjardins, RN, Nurse Educator. Currently patient comments are being reviewed by nursing leadership. Patient complaint information will be updated for next meeting. Patient Safety Committee - The minutes for August 13, 2025, were reviewed. Dr. Gallagher noted that the committee reviews patient falls and how to prevent falls at each meeting. Monthly reports included patient transfers, including reasons and where they were transferred; transfers audits, reviewed on a regular basis as EMTALA has a lot of rules; Code 99 report, Lab Critical Results & Patient ID, Radiology Critical Results, Patient Restraints, Medication Verification, Hand Hygiene and PPE Compliance, and completed Root Cause Analysis.		
5. Report of Chairman, Board of Directors – Kevin Barnes, Chairman a. Report from Board Members – PHS BOD, MSEC b. Strategic Plan	Kevin Barnes provided the following updates: Pines Board of Directors – Kevin Barnes was unable to attend the meeting. MSEC Meeting – Clara Collins reported that Dr. Swanberg covered the meeting with his report. Strategic Plan – Kris Doody reported the final Strategic Plan is included in the packet. Pines Health Services approved the plan at their August Board Meeting. Going forward the quarterly reporting will change. There will be less narrative, there will be a report for tracking items. The plan is being brought to the Cary Board for review and approval.	Informational. Upon motion, duly made and seconded, it was so VOTED to approve the Strategic Plan as presented.	K. Barnes
6. Report of CEO – Kris Doody	Kris Doody reported the following, noting more information is available in the CEO Report:	Informational.	K. Doody

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
a. Physician Recruitment and Retention	Physician Recruitment and Retention - General Surgery – Dr. Mustapha Daouadi started in a per diem status July, 1, 2025. Additional candidates are being reviewed for Zoom interviews and site visits. Family Medicine – Dr. Sheelagh Prosser returned August 15th to begin working at the St. John Valley Health Center in Van Buren on August 18th. Emergency Medicine – Dr. Craig Bates will begin providing per diem coverage in October. Dr. Eugene Oteng began providing per diem coverage in July after completing a working site visit in June. Zoom calls were completed with Dr. Aaron Ratner & Dr. Veronica Coppersmith for part-time permanent positions. Additional candidates are being reviewed for Zoom interviews and future site visits. Anesthesia – Yanira Medeiros, CRNA has signed a contract to begin in October 2025. OB/GYN – Dr. Sarah Kranz completed a site visit September 8th – 10th. Dr. Kranz is a friend of Dr. Kara Dwight and is currently working in Boston. She is Maine licensed, discussions continue. Radiology - Dr. Jeremy Lindahl, Radiologist, begins full-time September 22, 2025. Dr. Brenda Roy will transition to a part-time position. 340B State of Maine Legislation – Kris Doody reported the 340B law passed in the Maine Legislature, reversing past unilateral Pharma changes to 340B reimbursement and expenses. This affects Pines significantly. Federal Budget – The Administrative team continues to watch and interpret the federal budget. Congressional Spending Request – Kris reported the following: Pines Renovation - The Pines renovation project supported by a Congressionally Directed Spending request to move primary care to the Cary campus was originally approved for \$8.9M; the request was rescinded in 2024 by Congress. The application has been resubmitted for 2026. The application has passed the preliminary stages with hopes for full funding approval. EMR Project – A lot of behind-the-scenes work is being completed by IT for the EMR project. As of January 2026, Radiology images will be going to a Fuji system from the CPSI PAX system. Three full-time staff members have been added to IT. The final presentation to EPIC is being finalized. Additional information will be provided when available. Other – Kris Doody has met with First Atlantic. First Atlantic is purchasing the Caribou and Presque Isle Nursing Homes. Plans are to increase bed total in Caribou to 76 beds and decrease bed total in Presque Isle. Their intent is to consolidate the Mars Hill Nursing Home to Presque Isle or Caribou.		

Board of Directors
September 8, 2025
5:00 p.m.

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
7. Report of Finance and Personnel Committee a. June & July Financials	Chelsea Desrosiers provided the following updates: June & July Financials - Chelsea Desrosiers provided an overview of the June & July 2025 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, gross charges, expenses, purchased services, professional fees, supplies, benefits and net income (loss). Wage Adjustment – The Finance & Personnel Committee, upon recommendation from Administration, unanimously supports Board approval of wage adjustments beginning October 5th. This recommendation is forwarded to the full Board of Directors for action.	Upon motion, duly made and seconded, it was so VOTED to approve the June and July Financials as presented. Upon motion, duly made and seconded, it was so VOTED, unanimously, to approve the recommendation for wage adjustments beginning October 5th.	C. Desrosiers
8. L'Acadie Quarterly Report	L'Acadie Quarterly Report – Paula Parent provided the following updates. Residents – There are 9 residents, this is full capacity since September 2024. Ages of the residents range from 42 to 85 and includes 1 male and 8 females. Staffing – Current vacancies include 1 per-diem RN/LPN; 1 full-time CNA. There are currently 27 employees at L'Acadie. Federal Recertification Survey – The survey was conducted on 6/17/2025. Deficiencies in Infection Control, hand hygiene; oxygen concentrator located at L'Acadie and day hab, the form was updated to reflect the cleaning process completed at both locations. A plan of correction was submitted and accepted by the State on 6/30/2025. L'Acadie was found in substantial compliance with the Code of Federal Regulations, Conditions of Participation - Emergency Preparedness, and National Fire Protection Association, Life Safety Code, Physical Environment. State Fire Marshal Survey – The State Fire Marshal conducted a survey on 6/17/2025. L'Acadie was in substantial compliance.	Upon motion, duly made and seconded, it was so VOTED, to approve the L'Acadie Quarterly Report as presented.	
9. Safety Quarterly Report	Safety Quarterly Report – This report is being tabled until October.	Informational	B. Willey

Board of Directors
September 8, 2025
5:00 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
10. Pines Quarterly Report	Pines Quarterly Report – Kris Doody provided the following updates: - Additional information can be found in the Pines CEO Report - Best Places to Work in Maine – Both Cary Medical Center and Pines Health Services have been identified as 2025 Best Places to Work in Maine recipients. A celebration will be held on October 7th with representatives from Cary and Pines in attendance. - The Pines SAC (Service Area Competition) Grant Phase I is due September 22nd, and Phase II is due October 22nd. This is a \$2.5M Section 330 HRSA Grant. - Pines will be going out to bid for Health Insurance coverage as the result of a significant initial increase proposed for 2026 by Aetna.		
11. Ovation Healthcare Updates	Chip Holmes provided the following updates: - Strategic Plan – Ovation will assist on the quarterly reporting of the strategic plan updates. - Federal Update – Chip reported on information regarding the “Big Beautiful Bill”, and it’s impact. It is anticipated some changes will cause more people to be uninsured.	Informational.	C. Holmes
12. Other, Adjournment & Next Meeting	Adjournment - Upon motion, duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:19 p.m. Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, October 6, 2025, 5:00 p.m.	Informational.	K. Barnes

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO