

## CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, December 15, 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](mailto:dbrissette@cariboumaine.org)**)
7. Acceptance of Minutes **PAGES**
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  - a. Appreciation to City Council member Joan Theriault for her years of service
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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 attorney consultation pursuant to 1 MRSA §405.6.E (80-B Complaint)
  - b. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)
  - c. 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

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Multiple sets of City Council Minutes**

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Tonight, there are multiple sets of City Council Minutes for the City Council to review and approve.

**Requested Action**

Please review.

Motion to accept the minutes of:

- August 25, 2025, Regular City Council meeting
- September 15, 2025, Regular City Council meeting
- October 20, 2025, Regular City Council meeting
- November 17, 2025, Regular City Council meeting

Second

Discussion

Vote

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

The Caribou City Council held a regular City Council meeting on Monday, August 25, 2025, in the Council Chambers with the following members present; Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Kelley, Lovewell, Theriault and Watson.

Manager Thompson was present for the meeting.

Department manager Carl Grant (Finance Director) was present at the meeting.

The meeting was broadcast 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

Benjamin Tucker, Caribou Resident

Mr. Tucker came in to express his concerns about the construction of a new Police Department. He is urging the Council to reduce the burden to the taxpayers. He explained that he believes that there is a councilor with a conflict of interest and that if it went to re-vote, he believes that it wouldn't pass. He would like to see it go back to the voters and to take it back to the design phase.

Bruce Hagelstein, Caribou Resident

Mr. Hagelstein explained that he was part of the original committee under Mr. Marker. He stated that he was not impressed with the progression of the new police department and that it feels as if the communication has gone dead and that the City is not any closer than they were five years ago.

Mayor Boma explained that all of the committee meetings are open to the public to attend.

James Bacon, Caribou Taxpayer

Mr. Bacon came in because he would like to have an adult-use-grow facility in Caribou. He explained that he was the owner of Bacon Suto which has closed and that he would like to move his facility to the former location rather than paying rent to somewhere else. He explained that it

is a legal legitimate business through the state and that he is the only adult use cultivation facility in Aroostook County and they have to follow rules and regulations for testing and compliance.

**Council Agenda Item #7:** Acceptance of Minutes

a. Regular City Council meeting – May 27, 2025

Councilor Bagley amended the motion from June 27, 2025, to state, “to allow Richardson Remedies to operate until ordinances can be amended”

Motion made by Councilor Bagley, seconded by Councilor Watson to amend the minutes for May 27<sup>th</sup> on page nine for the text to read, “Motion was made by Councilor Kelley, seconded by Deputy Mayor Smith to allow Richardson Remedies to operate his business until ordinances can be amended formally.”

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

Motion made by Councilor Watson, seconded by Councilor Theriault to approve minutes of May 27, 2025, with amendments suggested by Councilor Bagley and voted on by Council.

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

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

a. Bid Opening – Maine DECD Housing Opportunity Program, Housing Needs Assessment RFP

Manager Thompson explained that the City of Caribou was awarded a Maine DECD Housing Opportunity Grant to conduct a Housing Needs Assessment in the City of Caribou.

In response to the RFP, four bids were received from:

300 Block	Oakwood, Ohio
Matrix Design Group	Niceville, Florida
North Star Planning	New Gloucester, Maine
RKG	Boston, Massachusetts

Original budget - \$39,900

Revised budget, including in-person meetings - \$42,900

The total budget that was set for this project was \$40,000.

Councilor Bagley explained that the process was very well run, and that there were four great proposals received and that Matrix is in a class of their own.



Motion made by Councilor Lovewell, seconded by Councilor Theriault to accept the proposal from Matrix Design Group for the Caribou Housing Needs Assessment and Housing Plan in the amount of \$42,500.

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 were no items scheduled for discussion on this topic.

**Council Agenda Item #10:** Reports by Staff and Committees

a. 2024 Municipal Audit presentation by Gisele Macdonald of Felch & Co

Gisele Macdonald of Felch & Co reviewed the 2024 Municipal Audit for the City of Caribou and stated that it was a clean audit.

b. Financial Reports for July 2025 – Finance Director Carl Grant

Carl Grant (Finance Director) reviewed the July 2025 financial report.

Motion made by Councilor Theriault, seconded by Councilor Watson to accept the financial report as presented.

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

c. Public Safety Building Committee

Mayor Boma explained that the Public Safety committee has been working with Artifex and Manns Woodward on a design for a new police station building. The RFP went out, and the bids were opened publicly on June 18, 2025. All bids were over the desired budget. Three bids were very close (Ganneston, Blane Casey, and Bowman), but Blane Casey Contractors of Augusta, Maine, were the low bidders once all the deductive alternates were included. Artifex suggested that we reach out to the low bidders for suggestions on value engineering (VE) for the project to get the project into an affordable price range and Blane Casey has been very responsive. Thus far, with the VE process, the bid price has been reduced from \$13,095,580 (net price of \$12,768,993) to \$9,692,623.

Additionally, due to a FOAA request that was recently received, staff have been asked to update the information that is on the Police Station Project page on the City of Caribou website so that the public can be better informed.

Manager Thompson explained that the city is waiting to hear from Artifex with new drawings.

Councilor Bagley explained that he was concerned because it is a lot of risk, and that cost over runs are inevitable. He stated that 12.5 million may be allowable, but that it is not the smart thing to do.

Jan Murchison explained that getting new drawings at this part of the process is normal, and that subconsultants also weigh in at this part of the process.

Councilor Bagley asked if the totals included sales tax and all of the deductions that were proposed.

Ms. Murchison explained that the Municipality is sales tax exempt and that it does include the deductions that were proposed. Ms. Murchison stated that they are looking at having something equivalent to the proposal while spending less money, such as a metal building with metal siding and a metal roof.

Councilor Bagley asked if the mezzanine would still be included.

Mayor Boma and Ms. Murchison confirmed that the plans are to keep it.

d. Tax Acquired Property Policy & Land Bank Committee

Deputy Mayor Smith explained that the newly formed Caribou City Council ad-hoc committee to update the City's policy for Tax Acquired property

and revisit the idea of forming a land bank to aid with the disposal of tax-acquired property, met on Friday August 15, 2025. This initial meeting was to review the current policy for tax acquired property and review statutes enacted by the State of Maine in response to the 2023 Tyler v. Hennepin County Supreme Court decision.

He stated that it was a productive meeting between members of the City Council and staff. All those attending the meeting have agreed to submit suggested changes to Eric who will incorporate those into a document for review before the next meeting, date to be determined.

e. City Manager's Report

Manager Thompson reviewed the City Managers report dated August 25, 2025.

**Council Agenda Item #11:** Unfinished Business

a. Finalize acceptance of the RFP for demolition of 49 Herschel Street

Manager Thomason explained that at the last meeting, the City Council tabled the acceptance of a bid for the RFP for the demolition of 49 Herschel Street and asked staff to connect with the low bid to ask that he amend his bid to include language about what was included (and excluded) from his bid.

Manager Thompson explained that County Abatement would be working on checking for asbestos and removing the hazardous materials.

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to accept the bid from Kevin Thibodeau of Thibodeau Trucking and Excavation in the amount of \$34,950 for the RFP for the demolition of 49 Herschel Street.

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

b. Reconciliation and integration of Ordinance 3 into City Code

Manager Thompson explained that the Caribou City Council voted in the affirmative, 5-2, to approve Ordinance 3, 2025 Series to repeal and replace Section 39 of Chapter 13, the Land Use Ordinances of the City of Caribou.

Section 13-100 (7) of The Land Use Ordinances of the City of Caribou tasks the Planning Board with amending these ordinances. Since this was not done prior to the vote on Ordinance 3, there are sections of Chapter 13 that need to be updated. One example is the Caribou Land Use Table, which does not allow “Medical Marijuana Dispensaries” in the R-3, but allows, with Planning Board approval, a location in the RC-2, C-1, C-2, I-1, I-2, and H-1 zones. The City Council should formally request that the Planning Board work on updating the Land Use Table and any other affected sections of Chapter 13.

Additionally, in Chapter 7, Licenses and Permits, Article 11, deals with the licensing of Registered Nonprofit Dispensaries and Registered Cultivation Facilities. This section would also need to be updated. Chapter 7 requires a permit by the DHHS and the Planning Board. Ordinance 3 addressed zoning only to the extent that the use would be allowed in the R-3 zone (and any non-conforming on the date of enactment) but does not address Planning Board approval. Chapter 7 also calls for a Public Hearing on applications. Also, for example, the fee is listed at \$500 per location. Ordinance 3 calls for a \$1,000 annual licensing fee and additional fees for inspections. The City Council should formally request that the Planning Board and City staff work on updating Chapter 7 Article 11.

Motion made by Councilor Bagley to rescind the previous vote for Ordinance number 3 and to send it to the planning board.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Kelley to “request that the Caribou Planning Board and City staff work to reconcile and integrate Ordinance 3 into Chapter 13 and Chapter 7 of the Caribou City Code and forward to the Caribou City Council.

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

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

a. Countersign Election Warrant for RSU#39 Budget Validation 09.09.2025

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to countersign the warrant for the September 9, 2025, RSU #39 Budget Validation Election.

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

b. Election motions for 09.09.2025 Budget Validation Election

Motion made by Deputy Mayor Smith, seconded by Councilor Watson 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 September 9, 2025, Election.

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

c. Consider updating fees charged to the County of Aroostook for election fees

Motion made by Councilor Lovewell, seconded by Councilor Watson to adopt the fee schedule for providing election services to Connor Township.

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

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

Councilor Watson extended his gratitude, thanking everyone who helped with Caribou Cares about Kids and events. He stated that the VFW is also working towards the back-to-school bingo which averages just over 100 kids, and roughly 200 kids at the annual Christmas Bingo, where every child is a winner.

Councilor Kelley said that she wanted to address the conflict of interest regarding the Police Station project, she stated that she has no personal gain.

Deputy Mayor Smith is optimistic for the new committee and starting fighting blight.

Councilor Lovewell stated that she is excited to start committees to fight blight, restore tax rolls and to work on land banks and feasible projects.

Councilor Bagley agrees that land banks are an exciting concept and discussed the idea of receiving a deed in lieu or foreclosure.

Mayor Boma stated that it is great to have people interested and reminded that all meetings are open to the public to come, see and ask questions.

Councilor Theriault thanked everyone for their work and is excited to have Amazon opening their facility here in Caribou.

**Council Agenda Item #14:** Next Regular Meeting: September 15, 2025

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

Council did not enter executive session.

**Council Agenda Item #16:** Adjournment

Motion made by Councilor Watson, Seconded by Councilor Theriault to adjourn the meeting at 7:46 PM.

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, September 15, 2025 with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Kelley, Lovewell, Theriault and Watson.

City Manager Penny Thompson was present at the meeting.

Department Managers Carl Grant (Finance Director), Chris Perkins (Director of Public Works), Gary Marquis (Superintendent of Parks & Recreation), Brian Lajoie (Fire Chief), Eric Sanderson (Economic & Community Development Specialist), and Peter Baldwin (Library Director) were present at the meeting.

The meeting was broadcast via Spectrum and YouTube.

**Council Agenda Item #2:** Call Meeting to Order

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

**Council Agenda Item #3:** Invocation/Inspirational Thought

Deputy Mayor Smith read an 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

Councilor Bagley declared a conflict of interest with agenda item 15 A.

Councilor Watson declared a conflict of interest with agenda item 9 B.

**Council Agenda Item #6:** Public Forum

Bruce Hagelstein, Caribou Resident

Mr. Hagelstein explained that with looking through the Council packet and Agenda there is no way to get through it all in one meeting. He explained that he would like to see the council have two meetings per month in the future.

Benjamin Tucker, Caribou Resident

“According to the Maine Municipal Association's Municipal Officers Manual, Maine law encompasses four "conflict of interest" situations that can occur in Municipal Government.

1. Financial conflict of interest
2. Incompatibility of office
3. Prohibited appointments or employment

4. Bias – Bias occurs when you cannot make a fair or impartial decision because of prejudice or a family relationship.

I would like to take my time to address some of the conduct I had witnessed during the last meeting on August 25th, 2025. I would like to start with Councilor Kelley's remarks directed at me at the end of the last meeting that t was unable to respond to at the time. At the end of this meeting, Councilor Kelley made a sternly worded statement with an assertion that there was no conflict of interest because she does not benefit financially from the construction of a new police station. However, there is a clear bias when your partner is a high-ranking member of the police force. Councilor Kelley, at the end of your statement you asked me what my definition of a conflict of interest is punctuated with a veiled threat and a warning to be wise in how I use it. My definition is the same as the MMA's. And I will use it again today. There is a clear bias; and I believe it was improper to not recuse yourself from votes related to it and I believe it is improper for you to be on the committee for this project.

In fact, I will go a step further and assert that there has been a pecuniary conflict of interest in addition.

August 26th, 2024 Meeting Minutes —

Motion by Deputy Mayor Theriault, second by Councilor Lovewell to, "Authorize City Manager Penny Thompson to contact the Caribou Police Department Patrol and Sergeant unions to draft

Memorandum of Understanding between the unions and the City to expand the salary structure by seven dollars (\$7) per hour effective as soon as possible, target would be with the week beginning September 3, 2024 and authorize Manager Thompson to sign this MOU when complete. In recognition that the police unions have a contract through 12/31/2025, the cost to fund these increases would come from committing the needed funds from available ARPA funds."

Roll Call Vote: T. Lovewell — Yes, J. Theriault — Yes, C. Boma — Yes J. Kelley — Yes (So Voted)

This is a vote to bring money directly to your partner, into your own home. By not recusing yourself, this motion was jeopardized and could be declared void by a court if challenged. In a recent email exchange where I requested an apology for the improper behavior, you implied that despite your threat, "it was therefore no more unprofessional than your public opinion. In fact, it could be interpreted as public defamation." Another thinly veiled threat. Councilor Kelley, I am not your dog and I will not sit down on your command. These are valid criticisms from a concerned private citizen, criticisms that others in the community have thanked me for expressing. And you are a civil servant, beholden to your constituency, and you cannot intimidate me.

I would like to also address the Mayor, who I had also requested an apology from for the conduct she allowed to continue. It appears that Robert's Rules of Order do not apply equally among her

council. I was sat next to a gentleman vocalizing discontent from the audience while the discussion was happening, and per Robert's Rules this was correctly admonished.

However, throughout the same meeting, I witnessed Councilor Kelley repeatedly speaking when Councilor Bagley was expressing concerns regarding the council's actions around Richardson Remedies. I repeatedly witnessed councilors whispering amongst each other. This is not a social club. This is a serious position that you were entrusted with, and decisions you make in this chamber affect thousands of individuals. So I am here once again, requesting an apology, not just for myself but for the citizens of Caribou who are forced to watch the unprofessional conduct in their City Council.

Thank you.”

**Council Agenda Item #7:** Acceptance of Minutes

There were no minutes submitted for review.

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

a. Bid Opening – Riverfront Master Plan, a component of the 2023 NBRC Grant, RFP

Eric Sanderson (Economic & Community Development Specialist explained that the e City of Caribou was awarded a grant from the Northern Border Region Commission (NBRC) to purchase two riverfront properties in Caribou and create a Riverfront Master Plan.

In response to the RFP, four bids were received from:

Amorphous Studio & B.R. Smith Associates, Inc.	Bar Harbor, Maine
DuBois & King	Bangor, Maine
North Star Planning	New Gloucester, Maine
Rasor Landscape Architecture	Yarmouth, Maine
VIEWSHED	Yarmouth, Maine

A review panel of City Council members, the Caribou Riverfront Redevelopment Committee (CRRC), and members of staff convened at the CRRC meeting on Tuesday, September 3rd to review the proposals and make a recommendation to the City Council. The Committee requested additional information from their top-rated proposal by Rasor Landscape Architecture. The requested information pertained to the lump sum fee provided by Rasor, with CRRC desiring the fee to be broken down by the five tasks contained in the RFP.

The information was provided and sent to the CRRC, with the proposed fee below:

Total budget: \$50,000

Those in attendance, also on the review panel, can provide some insight into the proposal and review process if desired by the Council. Rasor's full cost proposal is also attached to this memo.



Councilor Lovewell stated that there were excellent submissions and all applicants were great.

Councilor Bagley stated that Rasor is experienced, and the information provided was very impressive.

Motion made by Councilor Theriault, seconded by Councilor Watson to accept the proposal from Rasor Landscape Architecture for the Caribou Riverfront Master Plan in the amount of \$50,000.

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

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

a. Public Hearing #1 – Medical Cannabis Dispensary Application from Richardson’s remedies

Manager Thompson explained that The City Clerk’s office has received a Medical Cannabis Dispensary Application from Richardson’s Remedies, under the newly revised Chapter 13, Section 39, which was repealed and replaced at the Caribou City Council meeting held on July 28, 2025.

Section 2 (2) details the process whereby submitted applications are evaluated and issued by the Caribou City Clerk.

The City Clerk’s office has received an application under the section.

Section 2 (4) states that a registered dispensary must comply with the security requirements as outlined in the Maine Medical Use of Cannabis Program Rule, 18-691 C.M.R. Ch. 2 § 3 (B) and any revisions, amendments, or updates thereto.

Section 4 (1) states that all registered dispensaries must remain in compliance with applicable building, safety, fire, and health codes and shall be subject to inspection by: City Code Enforcement Officer, Fire Department, Any other designated municipal authority.

An inspection was performed on Wednesday September 10, 2025, by the Deputy Code Enforcement Officer, Fire Chief and Chief of Police to ensure compliance with Section 2 (4) and Section 4 (1). The report has been submitted to the Caribou City Clerk.

At the Caribou City Council meeting held on August 25, 2025, the Caribou City Council voted in the affirmative to request that the Planning Board reconcile and integrate the newly adopted section of chapter 13 into chapters 13 and 7 of the City’s Codes and Ordinances. For review, Chapter 7 is the Licensing chapter. Facilities licensed under the former version of Section 39 followed the procedures contained in Chapter 7, Article 11 to obtain a license. The version of Chapter 13, Section 39 that was adopted contained language for licensing as stated above and in section 7: Fees. The City Codes and Ordinances, Chapter 7 Article 11, contained additional criteria for dispensaries, including a public hearing.

Chapter 7 Article 11 was not repealed and replaced with the adoption of the revised Chapter 13 Section 39. As written, Chapter 7 Article 11 applies to Registered Nonprofit Dispensaries and Registered Cultivation Facilities. The revised section has not been integrated into the City of Caribou Codes and Ordinances, and therefore, the pending application, because it is not a nonprofit dispensary, would not be subject to Chapter 7 Article 11. 10 In an email dated 9/8/2025 from Municipal Attorney Richard Solman, staff received advice on the matter which included that:

*“The new Ordinance amending the zoning code by authorizing Registered Dispensaries became effective on August 28th. Unfortunately, the Council did not address the licensing ordinance at the same time. The provisions of Chapter 7, Licenses and Permits, Article XI is limited to Registered Nonprofit Dispensaries and Registered Cultivation Facilities. The newly authorized Registered Dispensary is not in this category and is not subject to Article XI. Thus, at the present time, there is no separate licensing provision applicable to Registered Dispensaries. Given the situation, I recommend that the hearing be cancelled and any decision on the permit be placed on hold.”*

And then

*“Assuming that the Clerk and not the Municipal Officers are authorized to issue a permit, there are other issues. Only the State of Maine can issue a license to operate a Registered Dispensary. Richardson’s Remedies is not presently a Registered Dispensary and must apply to the State for a license. As a part of that process, Richardson’s Remedies must provide evidence that Registered Dispensaries are authorized in Caribou which they are as of 8/28. Section 4 of the new Ordinance requires compliance with Maine law – with proof of an active State of Maine license on request. The City should require the applicant to provide an active license issued by the State as a prerequisite to a local license. Alternately, the City could issue a conditional permit contingent upon presentation of a valid State license. It also wouldn’t hurt to contact the Office of Cannabis Policy for clarification of the process.”*

Staff reached out to the Office of Cannabis Policy as recommended and received this clarification from Elisa Ellis:

*“As to the last part, we require local authorization as part of the dispensary application, so your permit has to come first. In situations like this, which is similar to Auburn, they issue a conditional permit and then will issue the local license the same days as our license is issued. Once we issue the dispensary license, we will send you an email, so you know it is issued.”*

A public hearing was scheduled for this meeting for the Registered Dispensary application, as that had always been the practice under Chapter 7 Article 11. Further, it was better to schedule and not need a public hearing than to fail to schedule one and discover that staff had not done their due diligence.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to cancel the public hearing that was scheduled regarding the application received from Richardson Remedies.

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

b. Public Hearing #2 – Malt Liquor, Wine & Spirits Sales for VFW Post 9389

Mayor Boma explained that the City received a new liquor license application from VFW Post 9389 on August 26, 2025. Tonight we will be having a public hearing in consideration of the new application.

Opened Public Hearing: 6:26 PM

Paul Watson, Caribou Resident

Mr. Watson came to speak in favor of the liquor license. He is the District 1 Commander for Aroostook County. The funds raised through having a liquor license would help with costs for programs such as the children's back to school and Christmas Bingo. He stated that they would be able to provide qualified catering/bar services when the hall is rented. He also explained that they have no desire to compete with local businesses.

Closed Public Hearing at 6:29 PM

Motion made by Deputy Mayor Smith, seconded by Councilor Kelley to approve the liquor license and Special Amusement permit for VFW Post 9839, and to have City Manager, Penny Thompson approve the online application.

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

**Council Agenda Item #10:** Reports by Staff and Committees

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

Carl Grant (Finance Director) reviewed the City Financial report for August 2025.

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

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

b. Public Safety Building Committee Report

Mayor Boma explained that the Caribou City Council Public Safety Building Committee has been working with Artifex and Manns Woodward on a design for a new police station building. The RFP went out and the bids were opened publicly on June 18, 2025. All bids were over the

desired budget. Blane Casey Contractors of Augusta, Maine, was the low bidder once deductive alternates were considered. Artifex suggested that we reach out to the low bidder for suggestions on value engineering for the project to get to an affordable price range. Blane Casey Contractors brought numerous cost reduction ideas to Artifex and the City. The committee met with Artifex and Manns Woodward via zoom on September 4, 2025 to discuss all the reduction ideas. The committee met again to discuss the information gained from that meeting and to evaluate next steps on September 9, 2025.

Given that all bids exceeded the desired budget, and that the final value engineering recommendations also remained above the desired budget, the City Council Public Safety Building Committee makes the recommendation to the Caribou City Council to reject all bids received on June 18, 2025.

In lieu of new construction, the Caribou City Council Public Safety Building Committee has decided to consider existing building refurbishment, based on options not previously available. To that end, staff has reached out to the Boston HUD office to obtain information on how changing direction will affect the \$2.5 million CPF Funding secured by Senator Collins' office. Further, if acceptable by HUD, the committee would like to go forward with a Request for Qualifications and Fee Proposal for a firm to assist the City with the evaluations of available buildings and then assist with renovations of the building selected.

Manager Thompson explained that the funds allocated would still be available and able to be used because of the application being very vague.

#### c. Municipal Buildings Committee Report

Manager Thompson explained that the Caribou City Council Municipal Buildings Committee met on September 9, 2025.

The committee received updates regarding ongoing projects at municipal buildings, most are at least partially funded by grants, secured by staff. That report is enclosed.

The committee discussed various projects and recommended two for consideration by the Caribou City Council.

#### Municipal Building: Sidewalk Replacement

Issue: Staff continue to get citations from MMA Safety about the sidewalks being in poor repair. Public Works Director Chris Perkins has worked with a contractor who would be able to do this work. This is below our threshold of \$10,000 that would be required to go out for bid.

Funding Source: G 1-370-05 Curbing Reserve (includes sidewalks) Balance \$45,178.30

The committee recommended moving forward with this project.

#### Municipal Building: Upgrades for ADA compliance

Issue: The Municipal Building and Wellness Center are not fully accessible to citizens using a wheelchair. Gary Marquis has solicited bids to have the proper door controls installed. The bids are attached. The quote for the wellness center is \$2,152 for the door contractor and \$865 for the electrician. The quote for the municipal building is \$5,500 for the door contractor and \$945 for the electrician. This is below our threshold of \$10,000 that would be required to go out for bid.

Funding Source: G 1-373-03 Municipal Building Reserve                      Balance \$25,307.24

Funding Source: G 1-365-02 Rec Center Improvements                      Balance \$20,431.94

The committee would like to move forward with the ADA compliant controls at the Wellness Center and would like to have more information on the current doors at the Municipal Building i.e. are they ADA compliant if the controls are installed before approving the work there.

Councilor Bagley asked about the grant for cleanup and when the RFP would go out.

Manager Thompson explained that some work is currently being finished and once updated the RFP will be going out.

Councilor Lovewell asked if a fence would be in place.

Manager Thompson explained that a fence is up, and they are hoping to keep people out and away from the harmful materials.

d. City Manager's Report

Manager Thompson reviewed the City Manager's report dated September 15, 2025.

**Council Agenda Item #11:** Unfinished Business

a. City Council vote on the action recommended by the Public Safety Building Committee

Mayor Boma explained that given that all bids exceeded the desired budget, and that the final value engineering recommendations also remained above the desired budget, the City Council Public Safety Building Committee makes the recommendation to the Caribou City Council to reject all bids received on June 18, 2025.

Further, if acceptable by HUD, the committee would like to go forward with a Request for Qualifications and Fee Proposal for a firm to assist the city with the evaluations of available buildings and then assist with renovations of the building selected.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson, to reject all bids received on June 18<sup>th</sup>, 2025

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

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to provide 7-day notice to terminate the Artifex contract tomorrow, effective on the 23<sup>rd</sup> of September. Under paragraph 9.4 of the contract.

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

b. Municipal Building sidewalk project recommended by the Municipal Buildings Committee

The Caribou City Council Municipal Buildings Committee met on September 9, 2025, and recommended that the following project be brought to the full City Council for consideration.

Issue: Staff continue to get citations from MMA Safety about the sidewalks being in poor repair. Public Works Director Chris Perkins has worked with a contractor who would be able to do this work. This is below our threshold of \$10,000 that would be required to go out for bid.

Funding Source: G 1-370-05 Curbing Reserve (includes sidewalks) Balance \$45,178.30

The committee recommended moving forward with this project.

Chris Perkins (Director of Public Works) explained that this was one of the first projects that he assisted with after beginning with the City. He explained that while the work is being completed it would not close the building as the repairs would take place in 2 phases.

To approve the scope of work and the quoted cost from Ouellette concrete for the replacement of the sidewalk in front of the municipal building to be paid from G 1-370-05.

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

c. ADA door project recommended by the Municipal Buildings Committee

Gary Marquis (Director of Parks & Recreation) explained that he was having the Wellness Center doors looked at for ADA compliance and extended the offer to Manager Thompson. PDQ proposed \$5,500 for the Wellness Center and \$5,500 for the Municipal Buildings to install Automatic door openers. This new installation will also require RL Todd to run lines with a projected cost of \$865 for the Municipal Building and \$945 for the wellness center.

Motion made by Councilor Bagley, seconded by Councilor Watson to approve the scope of work and quoted costs from PDQ Doors and RL Todd & Sons for the installation of ADA Compliant electric doors at the wellness center and in city hall to paid out of account G-1-365-2-02 and G-1-373-03 respectively.

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

**Council Agenda Item #12:** New Business, Ordinances and resolutions

a. Fire Station project, Schematic Design approval

Amanda Jandreau is the Project Manager on the Fire Station project, and a Senior Structural Engineer at Harriman.

Ms. Jandreau provided a brief overview of the design and plans for construction including demolition and construction of new areas.

Chief Lajoie stated that he presented the plans to the crews today and that they said that the plans do a great job addressing all of the concerns that the department had.

Motion made by Councilor Bagley, seconded by Councilor Watson to approve the schematic design drawings as presented by Harriman.

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

b. Introduction of Ordinance 4, General Assistance

Deputy Mayor Smith introduced Ordinance No. 4, 2025 Series, Amending Chapter 17 General Assistance.

c. Application for Peddler's and Hawker's License – Troy Reynolds, Renewal by Anderson

Mayor Boma explained that Mr. Troy Reynolds DBA Renewal by Anderson is requesting permission to go door to door selling his products.

A peddler's license in the City of Caribou requires Council permission per the Charter found in Article III Peddlers and Hawkers Section 7-301-304.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to accept the peddler's application as presented for a term on 30 days for Troy Reynolds DBA Renewal By Anderson.

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

d. MMA Annual Business Meeting Voting Credentials

Manager Thompson explained that the City of Caribou needs to appoint a voting delegate for the Maine Municipal Association Annual Business Meeting that is being held in conjunction with the MMA Annual Convention.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to designate the responsibility to name an official Voting Delegate to the 2025 MMA Annual Business Meeting to City Manager Penny Thompson.

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

e. Resolution 3, 2025 Series, Establishing the 2025 Property Tax Rates and Related Deadlines

Manager Thompson explained that the RSU#39 budget passed on Tuesday September 9, 2025.

Here is a note from Assessor's Agent Joe Salley about changes to the 2025 assessed values:

*"This year, the adjustments that were made were 5% added to residential land and building values. This was done so that the City of Caribou could certify at 100% with Maine Revenue Services for the 2025 tax year. I did not move the commercial values because many of the assessments are already above the asking price on the commercial properties. I believe you emailed a couple of them this spring that the asking price was less than assessed. We also have not had many commercial sales to use as a guide, so I did not feel comfortable making that adjustment."*

It is important to note that over 70 jurisdictions in Maine made updates to values in 2025 to be able to certify at 100%.

The tax rate should decrease, as values increase. To calculate the minimum tax rate, the amount of tax to be raised is divided by the taxable municipal valuation so it is most important to focus on is what amount is being raised through taxation.

The municipal amount to be raised cannot be finalized until I have an estimated tax rate to determine the final amounts for: Tax Increment Financing District, Homestead Exemption, and Business Equipment Tax Exemption. At this time, it appears that the funds raised through taxation for municipal appropriations will be lower in 2025 than 2024.

The amount to be raised for the County of Aroostook will increase by \$142,312.00 (over the 2024 appropriation).

The amount to be raised for RSU#39 will increase by \$480,645.46 in 2025 (over the 2024 appropriation).

Deputy Mayor Smith stated that there was lots of work by both Council and Staff to get to this point, and that the numbers are conservative but not unreasonable.

Motion made by Deputy Mayor Smith, seconded Councilor Watson to accept Resolution 3, 2025 Series, Establishing the 2025 Property Tax Rate as proposed.

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

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

Councilor Lovewell stated that she was excited for the upcoming events and that the Christmas in Caribou Committee is meeting often to get some fun things happening soon.

Deputy Mayor Smith stated that the Public Works crew is doing a great job and that town looks good.



Councilor Theriault stated that with what is happening with the police department and looking at other options and maybe the project can be finished before 20 years is up, and that she would like to see the bridge stay open.

Councilor Kelley thanked everyone for showing up and sharing their opinions.

Mayor Boma explained that the annual Council Candidate forum will be held in October.

**Council Agenda Item #14:** Next Regular Meeting: October 20, 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 attorney consultation pursuant to 1 MRSA §405.6.E (80B Compliant)

Motion made by Councilor Watson, seconded by Councilor Lovewell to close the regular meeting and enter into executive session as identified under 1 MRSA §405.6.E. 80B Complaint.

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

Councilor Bagley left the meeting prior to the start of executive session.

Council exited executive session at 8:55PM

No action taken.

**Council Agenda Item #16:** Adjournment

Motion made by Councilor Theriault, seconded by Councilor Lovewell to adjourn the meeting at 8:56PM.

Roll Call Vote: D. Bagley – Absent, J. Kelley – Yes, T. Lovewell – Yes, J. Smith – Yes, J. Theriault – 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, October 20, 2025 with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Lovewell, Theriault and Watson. Councilor Kelley was present via Zoom.

City Manager Penny Thompson was present at the meeting.

Department Managers Carl Grant (Finance Director), Chris Perkins (Director of Public Works), Gary Marquis (Superintendent of Parks & Recreation), Brian Lajoie (Fire Chief), and Eric Sanderson (Economic & Community Development Specialist) were present at the meeting. Peter Baldwin (Library Director) was present via Zoom.

The meeting was broadcast via Spectrum and YouTube.

**Council Agenda Item #2:** Call meeting to Order

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

**Council Agenda Item #3:** Invocation/Inspirational Thought

Deputy Mayor Smith read an 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

Meagan Thompson, Caribou Resident

*"I'm here today to speak in support of the dedicated members of our Caribou Fire and Ambulance Department. I want to clarify from the start-support not on their behalf. Support that, if this council provided even a fraction of, would demonstrate the respect these public servants are entitled to. They are among the most dedicated citizens in our city, yet they are among the most undervalued by our city officials – being paid wages that insult their value, given schedules that wear them down, and treated in ways that undermine their service. To make matters worse, this council has publicly, on multiple occasions, responded to requests to address the needs of Caribou Fire and Ambulance with sarcasm and mockery. This kind of unprofessional behavior from a governing body toward employees of the city it represents is unacceptable.*

*I'm here today not just as a citizen of this city, but also as an Auntie to two little boys who have a daddy in this department that they're awfully proud of – a daddy who has clocked upwards of 90*

*hours per week serving this city, and a daddy that they miss an awful lot. And he, along with all the other members of this department, chose this career and will continue to choose it every day. Yes, they understood the challenges that come with this line of work – but what I don't think any of them chose or expected was to be met with unfair compensation, poor schedules, and a lack of support from their own employer.*

*It is not a normal choice to run into harm's way – it's quite literally against human instinct to do so, yet they respond to horrific scenes involving friends, neighbors, and loved ones in medical emergencies, in distress, and in wreckage – carrying this emotional weight with little support.*

*They finish a call, return to the station to await the next- or worse, they go home to the sound of little feet pattering to the door for a hug, hiding the silent burden they bear. They face it all with courage and professionalism, carrying invisible scars few can understand.*

*They are the ones who have seen our worst days, yet somehow still manage to show up for us on every single one of theirs.*

*The fact that these men and women continue to serve here is honestly quite admirable, and I thank them. Because it's clearly not because of the wages – it's because of their loyalty to this community. And that loyalty deserves far more recognition.*

*Members of Caribou Fire and Ambulance are sacrificing cumulative years of time away from their families beyond their contracted 56-hour schedule because of the mismanagement of this department at the highest level. Their department has had a vacancy for almost a year, causing them to all work additional time to cover this lack of staff – 20, 30, 40 hours of overtime. Time that they must work because this council has put a heavy thumb on them to essentially “figure it out,” not to outsource calls.*

*From a business standpoint, this doesn't make sense. We are paying time and a half for these hours week after week when the problem could be resolved by offering a position that looks attractive to a prospective employee and remains attractive to the ones that are already here, meaning not starting at 15 dollars per hour. The truth is, their overtime rate is close to what their base pay should be.*

*When you look at gross annual salary, it may appear comparable to surrounding communities – but the reality is that our members are working significantly more hours to reach those numbers. They're achieving those totals not through fair base pay, but through exhausting amounts of overtime being run into the ground.*

*Adjusting the hourly rate to reflect the true value of their time and training would make this far more sustainable and fair for everyone. Their total annual earnings might remain similar on paper, but would be achieved through a manageable workload that allows them the balance and quality of life they deserve.*

*By front-loading this cost and offering fair, competitive wages – on par with surrounding communities – we could fill vacancies, improve quality of life for these people, and strengthen the department as a whole. While discussions continue about how city funds might be spent on other nonessential social projects with a limited reach, the urgent needs of this department are dismissed.*

*Members of CPD are being compensated fairly and rightfully so. But why is there such a disparity between these departments in your eyes? If you don't realize it as such, I'm here to tell you that the disparity is obvious and astounding. They've both chosen careers that are dangerous, life threatening, and sacrifice more time away from their families than an average career. So I'm here to ask you to reflect on why they are valued so differently to you? It's plain as day and I know I am not in the minority thinking so.*

*I urge this council, city officials, and this entire community to recognize and take meaningful action to bring pay, schedules, and – most importantly – respect for the members of Caribou Fire and Ambulance Department in line with the responsibility, trauma, and sacrifice their roles demand. No matter what, they have, and always will, show up for me – and they'll show up for you. It's time for you to show up for them. “*

Jim Gamage, Caribou Business owner

Mr. Gamage came in to advocate for a waiver for EMS coverage for events at Spud Speedway.

He explained that the events they host bring people to the community. Using placer AI they were able to estimate that 22,000 people visited the area, supporting several local businesses in the community.

#### Council Agenda Item #7: Acceptance of Minutes

- a. June 16, 2025, Regular City Council Meeting minutes
- b. June 30, 2025, Regular City Council Meeting minutes
- c. July 28, 2025, Regular City Council Meeting minutes

Motion was made by Deputy Mayor Smith, seconded by Councilor Watson to move the slate and accept minutes as presented.

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

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

- a. Bid Opening – EPA Brownfields Clean-up Grant 2025 QEP

Mayor Boma explained that 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.

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 \$95,000.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson 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.

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

b. Bid Opening – Parks Department front-line vehicle (truck)

Gary Marquis (Superintendent of Parks & Recreation Department) explained that currently the primary maintenance vehicle is a 2015 Ford F-250 Super Duty. The Secondary vehicle is a 2008 Ford F-250 has high mileage, and significant motor issues along with visible wear and tear on the body. The plan is that the older truck is to transfer the lift gate to the new truck before selling the 2008 as surplus and using the funds towards a plow for the new front-line truck with the council blessing.

The RFP was solicited to local dealerships with responses from:

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

Mr. Marquis explained that after reviewing both proposals. Staff recommends awarding the purchase to Gagnon's Auto & RV Sales, In. for a total of \$52,000.00

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

Motion made by Councilor Bagley, seconded by Councilor Theriault to Authorize th purchase of the 2026 GMC 2500 from Gagnon's Auto and RV Sales for \$52,000.

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

c. Recommendations for the Fall 2025 Façade Improvement Grant awards

City Manager Penny Thompson explained that 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

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**

Deputy Mayor Smith explained how amazing the program is and how it helps area businesses with projects in the Community.

Motion made by Councilor Watson, seconded by Councilor Theriault to allocate 2025 funds for the Façade Improvement Grant pursuant to the Review Committee's recommendation in the amount of \$34,200.

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

d. Appointments for Caribou Housing Authority Board of Directors

Mayor Boma explained that 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.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to appoint Stephen Wentworth to the Caribou Housing Commission with a term ending on December 31, 2027 and Roger Soucy with a term ending on December 31, 2028.

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

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

a. Public Hearing – Ordinance 4, Amending Chapter 17 General Assistance

Mayor Boma explained that 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

Open Public Hearing: 6:26 PM

Councilor Bagley asked what happens if they City increases the maximums for General Assistance if the State reimburses 70%.

Danielle Brissette (City Clerk & General Assistance Administrator) explained that the state reimburses 70% of the State maximums, anything over that would fall on the municipality.

Councilor Bagley asked if the maximums could be lowered.

Ms. Brissette explained that they cannot be lowered.

Closed Public Hearing 6:27 PM

Motion made by Deputy Mayor Smith, seconded by Councilor Theriault to o approve Ordinance No. 04, 2025 Series, Amending Chapter 17 General Assistance and to adopt the 2025 version of the MMA model GA Ordinance.

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

**Council Agenda Item #10:** Reports by Staff and Committees

a. Financial Reports for September 2025 – Finance Director Carl Grant

Carl Grant (Finance Director) reviewed the September 2025 Financial report for the city.

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

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

b. City Manager’s Report

Manager Thompson reviewed the City manager’s Report dated October 20, 2025.

Councilor Bagley asked about updates on 15 Prospect Street.

Manager Thompson explained that citations have been sent out.

Council had a brief discussion regarding the Fort Street Bridge closure and what it could mean to the community as far as public safety, transportation of school children and everyday travel.

Manager Thompson explained that MeDOT stated that they would provide the slide show at a later date for the public to see, and there will also be a public meeting later that is an undetermined date for citizen input.

**Council Agenda Item #11:** Unfinished Business

a. Event coverage for Spud Speedway

Mayor Boma explained that in December of 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.

Tonight’s discussions will include the following 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.

Motion made by Councilor Bagley, seconded by Councilor Lovewell to waive the fees for EMS coverage at Spud Speedway for September 27, 2025, for 7.5 hours in the amount of \$450

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

Council had a brief discussion regarding staffing issues at the station, and

Jim Gamage explained that there were eleven events this year, and all events had coverage except for 2 races which had been rescheduled due to weather.

Troy Haney explained that their insurance policy requires EMS coverage present, he stated that fortunately the two races without coverage there were no injuries. He explained that racing is very dangerous and that if you go on social media, you can see videos from several different tracks. He explained all the safety items including additional fencing, and barricades. Mr. Haney explained about the type of event center it is very hard to ensure, and at this time there is only two companies that will even consider the venue.

Councilor Lovewell asked Mr. Haney about the schedule for the upcoming year.

Mr. Haney explained that they will be working toward setting the schedule for the upcoming season soon. They cannot take into account for what the weather may do and cause for rescheduling of an event.

Councilor Bagley asked Mr. Haney what would happen if they did not have EMS coverage during an event if something were to happen, and what would happen if a claim were made against the business.

Mr. Haney stated that he is unsure of what would happen if he was told to have the coverage and did not. He did not know if a claim would be made against himself or the business.

Council had a brief discussion regarding who the party responsible would be if something happened. The City was a hired service at the event, and a vehicle was hit and damaged during a demolition derby because it was parked where they were instructed by a track official. They discussed concerns about liability and staffing issues within the EMS department and stretching employees to make sure they have coverage for the station during events. They would like to gain a clear understanding of insurance policies between the City and venue. The Council also discussed the possibility of having a committee formed to work on the task regarding the resolution and how to handle the different situations that may arise.

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

a. Maine Department of Transportation, Planning Partnership Initiative

Mayor Boma explained that 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 highway 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 viable for commercial use. This was the basis for the City of Caribou's application and ultimate award to fund the PPI study.

At this point, 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.

Manager Thompson explained that the project spills into the RC2 tiff district. In the RC2 TIF district, which is account G471-00 there is \$375,509.37 available. While typically we say, well, we can't commit funds to a project outside the budget because we are outside of the budget season, however, there was a charter amendment that enterprise funds like housing, or economic development, that if you have the funds available, you can expend those in that time.

Councilor Bagley added that this is a huge victory for us. He explained that in the first meeting they shared the City concerns and the proposals were rejected, but by the end of the meeting and at subsequent meetings they were able to convince them through some compelling arguments that it does make sense to open up a couple. They were able to get on board with the idea.

Motion made by Councilor Bagley, seconded by Councilor Watson to allocate 2026 funds for the planning partnership initiative pursuant to the 40% required match in the amount of \$52,684.80 out of account G471-00.

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

b. Election motions for November 4, 2025, Referendum & Municipal Election

Motion made by Councilor Watson, seconded by Councilor Theriault 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.

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

c. Community Development Block Grant Inquiry

Mayor Boma explained that 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.

Travis Bernaiche, owner of BEE VR Theme Park, has explained some of the process and fees associated with operating the VR Theme Park, and how the assistance would help his new business.

Motion made by Councilor Watson, seconded by Councilor Theriault for the City of Caribou to apply for 2025 CDBG funding to assist BEE VR Theme Park.

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, T. Lovewell – Yes, J. Smith – Yes, J. Theriault – 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 he has meetings upcoming for Airport, CRRC and CEGC.

Councilor Lovewell congratulated Eric on his recent marriage.

Deputy Mayor Smith remarked about the Façade Improvement program, and that applications would be open again in the spring. He also stated that the craft fair had a great turnout.

**Council Agenda Item #14:** Next Regular Meeting: November 17, 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 Economic Development pursuant to MRSA, Title 1, §405.6.C (Nylander Museum)

Council exited executive session at 8:28PM

Motion made by Councilor Watson, seconded by Councilor Theriault to move forward with information gathering on 63 Sweden Street, liens and costs.

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

b. Executive Session for Economic Development pursuant to 1 MRSA §405.6.C (Development Committee)

Motion made by Deputy Mayor Smith, seconded by Councilor Watson at 8:29PM

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

Council exited executive session at 8:56PM

No action taken.

d. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)

Motion made by Councilor Bagley, seconded by Councilor Lovewell to enter executive session at 8:58PM to discuss economic Development pursuant to 1 MRSA §405.6.D Police Department Union.

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

Council exited executive session at 9:07PM

No action taken.

c. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.C(Fire Department Union)

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to enter executive session at 9:08PM to discuss Labor Negotiations pursuant to 1 MRSA §405.6.C Fire Department Union.

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

Council exited executive session at 9:37PM

No action taken.

**Council Agenda Item #16:** Adjournment

Motion made by Councilor Watson, seconded by Councilor Theriault to adjourn the meeting at 9:38PM.

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

Danielle Brissette, Secretary

**Council Agenda Item #1:** Roll Call/Determine Quorum

The Caribou City Council held a Regular City Council Meeting on Monday, October 20, 2025 with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Kelley, Lovewell, Theriault and Watson.

City Manager Penny Thompson was present at the meeting.

Department Managers Carl Grant (Finance Director), Chris Perkins (Director of Public Works), Brian Lajoie (Fire Chief), and Eric Sanderson (Economic & Community Development Specialist) and Lisa Plourde (Housing Director) were present at the meeting.

The meeting was broadcast via Spectrum and YouTube.

**Council Agenda Item #2:** Call meeting to Order

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

**Council Agenda Item #3:** Invocation/Inspirational Thought

Deputy Mayor Smith read an 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

Randy Violette, Caribou Taxpayer

Mr. Violette came in tonight regarding his property on Van Buren Road. He was requesting a waiver of the foreclosure as he was not able to make the full tax payment before the foreclosure date.

**Council Agenda Item #7:** Acceptance of Minutes

There were no minutes submitted for approval.

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

a. Bid Opening – EPA Brownfields Clean-up Grant 2023 Diesel Plant Demolition

Eric Sanderson (Economic & Community Development Specialist) explained that the City of Caribou was awarded funding from the U.S. Environmental Protection Agency (EPA) through its Brownfields Cleanup program to remediate the former Diesel Power Plant site located at 142 Lower Lyndon Street. As part of the cleanup, the City put out a Request for Bids (RFB) for a

General Contractor to remove all asbestos-containing materials, lead-based paint, universal and hazardous waste for off-site disposal. Removal of the asbestos roofing at the diesel plant and diesel pump house requires demolition of these structures due to the poor condition of the buildings, quantity and type of roofing system (flat tar and gravel roof). There was a mandatory site walk for interested contractors held on Wednesday, October 22nd at 10AM, which was attended by approximately seventeen people (excluding City and State officials) representing thirteen firms. Questions following the site walk were required to be submitted in writing to the City by Friday, October 24th at 2PM. The City received 15 questions relating to schedule, electricity, disposal, waste oil, and a number of other items, which were posted and answered on the City's website. Bids were received at the Caribou Municipal Building until 2PM on Wednesday, November 5<sup>th</sup>.

Four bids were received in response to the proposal, one of which was not accepted as it was received after the due date and time and one of which was considered "non-responsive" as it did not include the required schedule. The two responsive bids received, listed in alphabetical order, were:

Industrial Sales and Salvage	New Limerick, Maine
KN Environmental, Inc.	North Attleborough, Massachusetts

Qualified Environmental Professional overseeing the project, County Environmental Engineering, met on Wednesday, November 5th to review the bids. After their review, the group's highest scoring bid based on the RFP criteria was Industrial Sales and Salvage. It is the recommendation that the City Council award the contract to Industrial Sales and Salvage.

Motion made by Councilor Watson, seconded by Councilor Theriault to accept the proposal from Industrial Sales and Salvage for contracting and demolition services and cleanup of the Diesel Plant and associated outbuildings in the amount of \$235,000.

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

b. Bid Opening – Police Station Site Selection Services

Mayor Boma explained City Council has voted to move the Police Station project in the direction of looking at existing buildings to be remodeled (attached). Proposals have been submitted by two very qualified firms. The selection committee met and created a list of follow-up questions with a deadline for response. Both firms responded in a timely manner.

Both firms would create a list of minimum criteria for a remodeled structure, visit eligible sites, reduce the number of sites to study to two, do a comprehensive study of those two sites and then recommend one site to pursue. Additionally, each firm recommends also considering a new construction option to compare against the remodeled building.

The current price proposal from Harriman is \$111,854 (\$125,854 + \$6,000 - \$20,000) (supplemental inspections extra). The current price proposal from Port City is \$ 63,700 (supplemental inspections extra).

The selection committee slightly favors the Harriman proposal due to having a local project manager, Amanda Jandreau, with whom the city has another successful project and their Public Safety sub-consultant, Rob Manns, had worked on the project with Artifex and has that historical knowledge.

Port City has also been involved in prior Public Safety projects in Caribou and were helpful to the city when we applied for the CDS request for the Fire Department facility improvements. They have a lot of experience of working with communities to find solutions for their Public Safety needs, and their proposed cost is lower. Port City did not originally include a schedule but when requested, the schedule submitted is comparable to the one submitted by Harriman.

Council had a brief discussion regarding ideas of properties to look at and discussed the sites that had already been reviewed in the previous study. They also discussed the difference between the proposals received and why Harriman was suggested.

Manager Thompson stated that several people have stopped by offering buildings for consideration. Ms. Thompson also explained that one of the reasons that Harriman was the suggested recipient for the bids was because they have Rob Manns who has been involved with the project for several years, but that they are both great options.

Motion made by Councilor Theriault, seconded by Councilor Kelley to accept the proposal from Harriman in the amount of \$111,854 to move forward with the site selection for a new police station.

Councilor Lovewell expressed concern regarding the discrepancy on pricing between the firms.

Councilor Bagley also expressed concern with the difference in pricing and stated that the process is correct and consistent.

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

#### c. Bid Opening – Audit Services

Carl Grant (Finance Director) explained that the City went out to bid for Audit services for the City. He explained that one bid was received from RHR Smith, who has taken over most of the Felch and Co. Clients for municipal audits.

RHR Smith & Company:	2025	\$35,000 and \$6,000 for Single Audit Programs
	2026	\$39,000 and \$6,000 for Single Audit Programs
	2027	\$42,200 and \$6,000 for Single Audit Programs



The proposal from RHR Smith & Company meets the scope of work for Planning, Fieldwork and Preparation/Review of audited financial statements, also includes travel, out of pocket expenses and client communications related to the audit.

Motion made by Councilor Bagley, seconded by Deputy Mayor Smith to accept the bid from RHR Smith & Company for 2027-2027 as specified in the packet.

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

d. Appointment for the Caribou Housing Authority Board of Directors

Mayor Boma explained that the Caribou Housing Authority currently has one vacancy on its Board of Commissioners, which needs to be filled due to a member who moved out of the area. Per the Maine Statutes, 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.”

One application has been received by Meredith Kilpatrick.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to appoint Meredith Kilpatrick to the Housing board with a term ending December 31, 2027.

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

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

a. Public Hearing – DEP Brownfields Revolving Loan Fund and Birdseye update

Manager Thompson explained that the City of Caribou was awarded funding from the U.S. Environmental Protection Agency (EPA) through its Brownfields Cleanup program to remediate the former Birdseye site located at 27 Birdseye Avenue. As part of that cleanup, the City is required to hold a public hearing and make the Analysis of Brownfield Cleanup Alternatives (ABCA) available for public comment for 30 days to receive input. Comments will be accepted 30 days following the City Council’s public hearing tonight, through Wednesday, December 17<sup>th</sup>.

Open Public Hearing: 6:31PM

Michelle Hersey explained that all of the options have to be looked at. There is a small area that needs remediation and should be cleaned, roughly 25 feet by 25 feet and 2 feet deep. Once this is completed there will be a clean slate at the site.

Councilor Bagley asked if a decision needed to be made at the meeting.

Ms. Hersey stated that no decision was required at this time.

Closed Public Hearing: 6:35PM

No action was taken.

**Council Agenda Item #10:** Reports by Staff and Committees

a. Financial Reports for October 2025

Carl Grant (Finance Director) reviewed the October 2025 Finance Report.

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

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

b. November 4, 2025, Election Results

Mayor Boma reviewed the results from the November 4, 2025, Municipal Election.

c. City Manager's Report

Eric Sanderson (Economic & Community Development Specialist) provided updates for projects in the community such as the housing needs assessment that is being held on November 18, 2025.

Manager Thompson explained that there is going to be a stakeholder meeting, and that the study is granted through the State of Maine. The meeting is important because it will help to create an action plan and create planning documents.

Mr. Sanderson explained some of the activities coming with Small Business Saturday, where there is lots to offer for all ages.

Chief Lajoie explained that there will be activities at the Fire Station for the children during small business Saturday, such as a visit with Santa, smores and even bounce houses. Later in the evening there will be the tree lighting in Lyndon Square at 6:00PM. The Caribou Toy Project applications are being accepted until December 17<sup>th</sup> and can be found at the Caribou Housing Authority or the Fire Department.

Councilor Watson stated that there will be a kid's bingo at the VFW on December 20<sup>th</sup> from 11AM to 1PM. No money necessary, but there will be hotdogs, french-fries and a soda for sale for \$3. Every child is a winner.

**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

a. Automatic Lien Foreclosure proce3ss lien waivers – Finance Director Carl Grant

Carl Grant (Finance Director) provided the Council with a list of properties that have come up on the automatic lien foreclosure process due to unpaid taxes. He explained that last year's waivers of 59, 20 have been paid leaving only 39 properties unpaid with under \$45,000 outstanding from a 10-million-dollar commitment. This is a collection rate of 99.5%.

Council had a brief discussion regarding foreclosing on properties and not to chose trailers in Parks because they do not want to have to pay lot rent.

Manager Thompson explained that they could possibly foreclose then work on getting deeds for properties such as 7 Water Street.

Motion made by Councilor Lovewell, seconded by Councilor Bagley to not waive foreclosure on the following properties: 1399, 3117, 1803, 1984, 2050, 2096, 2990, 3117, 3343, 3348, 3458, 3460, 3646, 3930, 3975, 4094, 4129, 4582, 4843, 4883, 4969, 5070, 5065, and 5163.

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

b. 2022 Volvo Rubber Tire Excavator proposal – Public Works Director Chris Perkins

Chris Perkins (Director of Public Works) explained that he recently learned that Chadwick-BaRoss in Caribou has a 2022 Volvo Rubber Tire excavator for sale. The machine has approximately 1,300 hours on it, which is minimal use.

Mr. Perkins stated that he is bringing it to the Council as he would like to move forward with the negotiations on the equipment.

He explained that the excavator was originally purchased by Fort Kent Public Works. It was used regularly on a project in Fort Kent until the operator had an accident and rolled the machine on its side causing damage to the cab. Due to the machine being in high demand Fort Kent traded the machine in for a new one. It has since been repaired and is now available for sale.

Mr. Perkins stated that a tracker excavator would be ideal for projects such as blighted building demolitions and culvert replacements like the project on the Belanger Road; however, tracked machines have limitations, and most municipalities cannot afford to maintain both a tracked and rubber tire excavator.

Before looking at the machine through Chadwick Ba-Ross the department went through years of searching for a machine through the DRMO surplus program for a tracked unit with no success. In the past, rubber tire excavators were not considered viable due to getting flat tires, with new technology things have improved, foam filled tires are now a reliable option, eliminating that concern.

With the new equipment the City could take on larger-scale projects in-house such as the Belanger Road culvert which was estimated at \$50,000 if contracted out. It would also give the opportunity to handle demolition of tax-acquired properties as time allows, and to quickly clear

beaver-clogged culverts without the need for excavation and reset. They believe the current 2005 backhoe could continue to serve more years if it was no longer a frontline machine.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to purchase the equipment from Chadwick BaRoss in the amount of \$186,954.39 for the rubber tire excavator.

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

c. Ambulance 23 Remount Proposal – Fire Chief Brian Lajoie

Chief Lajoie explained that the department is requesting to purchase a new ambulance chassis, which will allow the remount of Ambulance 23.

Ambulance 23 is now 12 years old and has 121,381 miles. In keeping with the City's long-standing practice, ambulances are replaced either through a full replacement or a remount, depending on the condition of the patient module. This unit was originally purchased with a Braun patient care module, chosen for its high-quality craftsmanship and lifetime structural warranty, making it an excellent candidate for remounting.

To maintain compliance with Braun's warranty requirements, the remount must be performed by an authorized Braun dealer. For this reason, I am presenting a single proposal from Autotronics of Madawaska, the region's authorized Braun dealer. Autotronics has been the department's sole provider of ambulance purchases and remounts for over 35 years, consistently delivering reliable service and quality workmanship.

The proposal before you includes:

- The purchase of a 2025/26 Ford E-450 7.3L Gas 4x2 Ambulance Prep Chassis
- Electrical system updates
- Multiple component and equipment upgrades
- Installation of a Stryker Power Load System

Discounts have been applied to the total proposal, bringing the total project cost to \$261,861.00.

Through the Maine EMS Sustainability Grant (2025), the department secured funding under the Capital Purchases category for the purchase of a Stryker Power Load System. This grant-funded item will save taxpayers \$34,000, reducing the total remount cost to \$227,861.00.

Motion made by Councilor Bagley, seconded by Councilor Lovewell to authorize Chief Lajoie to purchase from Autotronics and remount as described in proposal not to exceed a total of \$227,861.

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

d. Request to begin Planning and Pricing for a new Ladder Tuck – Fire Chief Brian Lajoie

Chief Lajoie explained that the department is requesting authorization to begin the planning, design, and pricing process for the replacement of the City of Caribou’s current ladder truck, which is now 23 years old. While the apparatus has served this community well, it is nearing the end of its reliable service life and is beginning to show signs of mechanical and operational wear that can affect performance and safety.

Chief stated that the truck is one of the most critical apparatus in the fleet, which provides capabilities that no other vehicle can including:

- Aerial reach for rescue and firefighting operations in multi-story or large commercial structures.
- Elevated master streams for controlling large-scale fires where ground access is limited.
- Ventilation, roof access, and technical rescue capabilities, essential in both urban and industrial emergencies

Without a functional truck, our ability to perform rescues, access roofs, and control large fires would be severely limited, placing both our firefighters and the community at greater risk.

Given current industry conditions, the lead time for building and delivering a new ladder truck is approximately four (4) years. If the process begins now, our current unit will be 28 years old by the time the replacement arrives.

Mr. Lajoie explained that he has spoken with a manufacturer who has confirmed that payment is not required until the apparatus is delivered, giving the city a full four years to plan and determine the preferred financing method—whether through bonding, reserves, or other funding mechanisms.

Council had a brief discussion with Chief Lajoie regarding options available for getting a new truck and asked for information regarding the terms, warranty and maintenance cost for purchasing versus leasing.

e. Proposed Increase in Interlocal coverage Agreements – Fire Chief Brian Lajoie

Chief Lajoie explained that the Caribou Fire & Ambulance Department currently provides both ambulance and fire coverage to several surrounding communities through established interlocal cooperation agreements. These partnerships ensure timely, professional emergency medical and fire response for neighboring towns that do not operate their own full-time emergency services.

In addition to supporting regional public safety, these agreements generate essential revenue that helps offset the department’s operational and equipment costs.

After reviewing current and projected expenses for the upcoming fiscal year, I am proposing a 5% increase to the current interlocal ambulance and fire coverage agreements.

The proposed adjustment is necessary to help the department keep pace with rising operational, equipment, and medical supply costs that have steadily increased over the past year for medical supplies, equipment, operational, maintenance expenses, safety gear, training, and certification.

The proposed 5% increase will help participating communities plan for predictable costs while ensuring the department can continue providing dependable, high-quality fire and EMS services. This remains a far more cost-effective option than the expense of establishing and staffing independent municipal fire or EMS operations.

Currently the department is recommending that the City Council approve a 5% increase to all current interlocal ambulance and fire coverage agreements, effective with the next contract cycle. The adjustment will help ensure the long-term sustainability, safety, and operational reliability of the Caribou Fire & Ambulance Department, while maintaining affordable service contracts for our neighboring communities.

Council had a brief discussion regarding a price analysis for outside communities versus local fees. They would like to be sure that the fees being charged to the other municipalities is covering the cost and not subsidizing them with Caribou taxpayer money. They remarked that we would like to still be good neighbors with our surrounding communities and to be fair that we are charging them fairly in the process.

f. Maine DOT Overlimit Permit – Route 164 Project No. 02982.00

Manager Thompson explained that this is a process is something that the City has seen before as the Stated DOT is seeking a Construction Overlimit Permit.

Council had a brief discussion regarding the information in the packet being vague and not providing the full information as to the location or project.

Motion made by Councilor Bagley, seconded by Councilor Watson to approve a Construction Overlimit Permit for Maine Department of Transportation for the project number 029892.00 Route 164.

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

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

Councilor Bagley explained that the airport has received the equipment that was procured through a grant.

Councilor Lovewell stated that Amazon has partnered with the rec to have a food giveaway in front of the rec department for thanksgiving. She also stated that Ruska will be open to the public at 3:00PM for a free thanksgiving meal for those in need.

Deputy Mayor Smith stated that they needed to schedule a meeting regarding the tax acquired properties, and that he is still advocating for the City to switch to a fiscal year.

Councilor Kelley stated that she is excited for the upcoming events in the City.

Mayor Boma stated that there is going to be a ribbon cutting for the new Children's Museum on Sweden Street.

**Council Agenda Item #14:** Next Regular Meeting: December 15, 2025

**Council Agenda Item #15:** Executive Session(s)

a. Executive session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)

Motion made by Councilor Lovewell, seconded by Councilor Theriault to enter executive session at 9:01PM to discuss labor negotiations pursuant to 1 MRSA §405.6.D Fire Department Union Negotiations.

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

Fire Chief, Brian Lajoie and Finance and HR Director Carl Grant were present for the executive session regarding g Fire Department Union Negotiations.

Council exited executive session at 10:08PM

Updates were received, no action taken.

Chief Lajoie left after the executive session.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Theriault to go into executive session at 10:10PM to discuss personnel matters pursuant to 1 MRSA §405.6.A, City Manager.

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

Council exited executive session at 10:22PM

No action taken.

Councilor Kelley left the meeting at 10:22PM

c. Executive Session for Labor Negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to enter into executive session at 10:23PM to discuss labor negotiations pursuant to 1 MRSA §405.6.D, Police Department.

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

Council exited executive session at 10:30PM

No action taken.

**Council Agenda Item #16:** Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 10:31PM.

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

Danielle Brissette, Secretary



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Appreciation for the City Council service of City Councilor Joan Theriault**

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Tonight, there is the final City Council meeting for 2025 and the end of the 13 years of service to the citizens of Caribou for City Councilor Joan Theriault.

Councilor Theriault has just completed her 4th full term on the Caribou City Council, after being appointed to serve in 2013. She was born and brought up in Caribou and has never lived anywhere else. She has been married to her husband, Paul, for 59 years and they have 1 daughter, Denise. In 1987, together they built, owned, and operated Rivers Bend Mobile Home Park, an adults-only community on the River Road. They sold Rivers Bend in 2023 but still reside there. Before her retirement, Councilor Joan Theriault worked as a property and casualty insurance agent for 50 years.

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

**Requested Action**

Mayor Boma will present Councilor Theriault with her name plate.



## **MEMO**

**TO: Caribou City Council Members**  
**FROM: Penny Thompson, City Manager**  
**DATE: December 15, 2025**  
**RE: November Financial Report, presented by Finance Director Carl Grant**

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Finance Director Carl Grant will present the November Financial Reports.

### **Suggested action:**

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

Second

Discussion

Vote

## FINANCIAL NOTES

For period ending November 30, 2025

### GENERAL LEDGER

Assets for the month ended at 16,494,462.97, with a cash balance of 4,900,870.75. 2025 tax receivable for the month came in at 1,276,073.50 collected for the month of November. A rate of 46.2% collect, compared to last year at this same time 88.2% about 42% less than last year. 2026 prepayments were 6,194.83 for the month and are at 16,044.55 for the total.

Liabilities came in at 10,962,440.01 and the fund balance ended at 5,532,022.96.

### Expenses

November expenses for the month were a total of 813,511.93 with a YTD percentage to budget of 84.3%, down 7.4% to budget.

### Revenues

Revenues for the month were at 459,043.81 with a YTD percentage to budget of 90.4%, this is a 1.3% decrease to the budget.

Excise tax collection was at 114,221.95 for the month with a YTD collection of 1,659,149.02, this is over budget by 2.9%.

Revenue Sharing came in at 233,922.90 for the month with a YTD collection of 2,533,129.59, this is over budget by 11.6% or 283,629.59.

\*Please find the addition of a line graph of expenses to budget through November 2025.

# General Ledger Summary Report

Fund(s): ALL

November

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	78,161,119.13	77,565,798.01	0.00
<b>Assets</b>	<b>15,289,483.18</b>	<b>15,221,282.37</b>	<b>-1,372,160.40</b>	<b>33,762,404.70</b>	<b>32,489,224.10</b>	<b>16,494,462.97</b>
101-00 CASH (BANK OF MACHIAS)	8,482,337.07	8,314,805.68	137,145.49	16,308,653.27	19,722,588.20	4,900,870.75
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	7.66	1,800.23
110-00 SECTION 125 CHECKING FSA	27,671.88	27,980.15	-554.84	18,293.83	12,570.96	33,703.02
110-10 2024 SECTION 125 CHECKING HRA	55,649.87	48,256.43	0.00	0.00	48,256.43	0.00
110-11 2025 SECTION 125 CHECKING HRA	0.00	0.00	-6,858.06	110,276.38	64,127.95	46,148.43
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	0.00	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	0.00	5,930.86	0.00	191,791.29
116-03 CD TD	245,111.76	247,437.67	0.00	7,012.79	254,450.46	0.00
116-04 CD ACADIA FEDERAL CREDIT UNION	215,626.39	217,856.94	0.00	6,755.78	0.00	224,612.72
116-05 CD KATHDIN TRUST COMPANY	235,522.67	237,652.28	0.00	5,559.26	7,256.60	235,954.94
117-00 RLF #10 INVESTMENT	254,851.77	255,387.30	782.37	5,379.87	0.00	260,767.17
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	-1,779.62	169,409.50	166,218.31	11,890.42
124-00 GAS INVENTORY	21,226.73	13,059.28	-7,946.83	80,905.00	94,600.89	-636.61
125-00 ACCOUNTS RECEIVABLE	75,327.05	120,435.03	-58,402.52	683,954.44	780,875.33	23,514.14
130-00 COMSTAR RECEIVABLES	169,728.00	295,323.52	-17,519.78	1,676,637.88	1,628,482.73	343,478.67
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	-26.38	1.51	26.38	970.54
181-00 HAMILTON LIBRARY TR. INVEST	1,929.56	1,948.64	0.00	57.72	0.00	2,006.36
182-00 KNOX LIBRARY INVESTMENT	11,138.28	11,255.59	0.00	355.43	0.00	11,611.02
183-00 CLARA PIPER MEM INV	677.62	677.97	0.00	1.04	0.00	679.01
184-00 JACK ROTH LIBRARY INVEST	14,807.48	14,963.45	0.00	472.54	0.00	15,435.99
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,974.39	8,053.16	0.00	250.78	0.00	8,303.94
187-00 DOROTHY COOPER MEM INV	50,442.68	51,082.37	0.00	1,760.69	0.00	52,843.06
189-00 MARGARET SHAW LIBRARY INV	14,103.89	14,262.58	0.00	410.90	0.00	14,673.48
190-00 GORDON ROBERTSON MEM INV	12,473.36	12,612.52	0.00	430.10	0.00	13,042.62
191-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	0.00	38.56	0.00	6,374.14
192-00 G. HARMON MEM INV	7,344.55	7,426.50	0.00	253.24	0.00	7,679.74
193-00 BARBARA BREWER FUND	4,884.41	4,950.55	0.00	142.63	0.00	5,093.18
194-00 RODERICK LIVING TRUST	4,244.11	4,296.69	0.00	48.17	0.00	4,344.86
196-00 PHILIP TURNER LIBRARY INV	7,832.92	7,920.85	20.00	272.76	0.00	8,193.61
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	-1,276,073.50	10,797,371.18	4,993,345.45	5,750,773.85
200-26 2026 TAX RECEIVABLE	0.00	0.00	-6,194.83	5,980.71	22,025.26	-16,044.55
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	-1,094.18	0.00	2,222.23	6,791.53
205-22 2022 LIENS RECEIVABLE	69,087.19	69,087.19	-1,621.83	0.00	25,736.47	43,350.72
205-23 2023 LIENS RECEIVABLE	177,929.79	177,929.79	-42,383.59	0.00	138,730.07	39,199.72
205-24 2024 LIENS RECEIVABLE	0.00	0.00	-6,654.39	527,202.18	255,201.58	272,000.60
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

November

		Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
Account		Balance	Net	Net	Debits	Credits	Net
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	32.56	13,993.47
210-21	2021 PP TAX RECEIVABLE	12,210.73	12,210.73	0.00	0.00	37.04	12,173.69
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	-214.08	0.00	2,169.07	10,732.19
210-25	2025 PP TAX RECEIVABLE	-79.11	-79.11	-85,507.57	279,028.20	204,087.06	74,862.03
210-26	2026 PP TAX RECEIVABLE	0.00	0.00	-794.20	0.00	836.60	-836.60
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	457,525.87	457,525.87	0.00
304-00	FICA W/H	18.26	18.26	0.00	616,234.08	616,234.08	18.26
305-00	MEDICARE WITHHOLDING	4.27	4.27	0.00	144,118.24	144,118.24	4.27
306-00	STATE WITHHOLDING	0.00	0.00	0.00	210,144.61	210,144.61	0.00
307-00	M.S.R.S. W/H	-167.65	-167.65	0.00	172,067.81	172,067.81	-167.65
307-01	MSRS EMPLOYER	-2,436.03	-2,436.01	0.06	263,174.55	263,174.08	-2,435.54
308-00	AFLAC INSURANCE	-1.08	0.00	-0.08	6,565.68	6,566.64	-0.96
309-00	DHS WITHHOLDING	0.00	0.00	0.00	14,112.00	14,112.00	0.00
312-00	HEALTH INS. W/H	-29,785.12	-29,785.12	1,514.32	269,245.46	272,299.24	-32,838.90
315-00	TEAMSTERS W/H	0.00	0.00	0.00	4,723.00	4,723.00	0.00
315-01	FIREFIGHTERS UNION W/H	0.00	0.00	0.00	10,739.36	10,739.36	0.00
316-00	COUNCIL #93 W/H	0.00	0.00	0.00	3,251.17	3,251.17	0.00
318-00	MMA INCOME PROTECTION	-8,995.59	-8,995.59	479.70	42,959.59	44,140.91	-10,176.91
319-00	REAL ESTATE TAX W/H	0.00	0.00	0.00	22,044.46	22,044.46	0.00
320-00	ICMA RETIREMENT CORP	0.00	0.00	0.00	153,090.96	153,090.96	0.00
320-01	ICMA EMPLOYER MATCH	0.00	0.00	0.00	29,110.09	29,110.09	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	19,161.99	19,161.99	-23.21
323-00	MMA SUPP. LIFE INSURANCE	-2,552.93	-2,552.93	184.40	13,422.25	13,914.37	-3,045.05
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	1,305.64	1,305.64	0.00
324-01	PAID FAMILY MEDICAL LEAVE	0.00	0.00	-100.00	32,234.89	32,334.89	-100.00
325-00	DED. FOR VALIC	0.00	0.00	0.00	33,225.30	33,225.30	0.00
325-01	VALIC EMPLOYER MATCH	0.00	0.00	0.00	6,589.89	6,589.89	0.00
329-00	SALES TAX COLLECTED	-52.79	-52.85	0.00	216.52	324.37	-160.70
330-00	VEHICLE REG FEE (ST. OF ME)	-2,969.00	2,874.00	711.00	320,493.08	327,906.08	-4,539.00
331-00	BOAT REG FEE INLAND FISHERIES	0.00	0.00	0.00	34,719.20	19,252.71	15,466.49
332-00	SNOWMOIBLE REG (F&W)	-7,660.25	0.00	-1,892.00	19,389.61	21,391.61	-2,002.00
333-00	ATV REGISTRATION (F&W)	0.00	0.00	770.50	36,139.11	51,605.60	-15,466.49
335-00	PLUMBING PERMITS (ST. OF ME)	-2,336.35	0.00	-27.50	0.00	1,442.50	-1,442.50
336-00	CONCEALED WEAPON PERMIT	985.00	985.00	0.00	1,170.00	1,170.00	985.00
338-00	CONNOR EXCISE TAX	3.76	3.76	1,116.99	66,302.71	68,725.22	-2,418.75
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	-23.00	1,418.00	1,665.00	-247.00
341-00	FISHING LICENSES (ST. OF ME)	-375.00	0.00	0.00	3,858.00	3,858.00	0.00
342-00	HUNTING LICENSES (ST. OF ME)	-1,455.50	0.00	784.25	5,226.75	5,378.75	-152.00
347-00	NEPBA UNION PD	0.00	0.00	0.00	7,350.00	7,350.00	0.00

# General Ledger Summary Report

Fund(s): ALL

November

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	-1,017,692.28	9,843,728.30	10,670,034.78	10,962,440.01
and Fund		0.00	0.00	0.00	0.00	0.00	0.00
Balances		9,615,457.41	10,136,133.53	-1,017,692.28	9,843,728.30	10,670,034.78	10,962,440.01
352-00	NYLANDER MUSEUM RESERVE	19,748.93	19,748.93	-1,600.00	1,600.00	0.00	18,148.93
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	0.00	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	-1,283.00	3,083.00	1,926.83	726.33
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	8,441.00	8,441.00
362-00	RLF #10 RESERVE	254,851.77	255,387.30	782.37	0.00	5,379.87	260,767.17
365-02	REC CENTER IMPROVEMENTS	21,787.68	21,787.68	0.00	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	0.00	0.00	1,000.00	14,595.44
365-11	TRAIL MAINTENANCE RESERVE	0.00	0.00	133.54	133.54	133.54	0.00
365-12	CRX/TOS RESERVE	27,764.87	27,712.87	947.42	5,455.27	6,040.00	28,297.60
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	0.00	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	3,750.00	3,449.60	5,052.50	15,145.40
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	0.00	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	-2,200.00	6,107.73	0.00	66,891.33
366-02	LIBRARY MEMORIAL FUND	35,426.81	35,420.21	-1,497.63	3,329.86	3,516.89	35,607.24
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	0.00	82,936.70	0.00	374,370.30
367-01	POLICE DONATED FUNDS	-1,349.49	-1,349.49	-155.80	945.50	50.00	-2,244.99
367-02	POLICE DEPT EQUIPMENT	199,705.22	199,705.22	4,519.50	53,605.82	137,853.22	283,952.62
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	0.00	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	0.00	330,604.57	0.00	-420,142.72
367-10	POLICE OFFICER RECRUITMENT RES	122,313.45	121,258.47	0.00	44,469.36	0.00	76,789.11
367-11	SOP DEVELOPMENT/CONSULTATION	0.00	0.00	0.00	35,000.00	35,000.00	0.00
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	0.00	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

# General Ledger Summary Report

Fund(s): ALL

November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
368-03 FIRE DEPT FOAM RESERVE	7,392.50	7,392.50	0.00	0.00	0.00	7,392.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-06 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	-1,200.29	22,240.95	11,486.88	-5,102.27
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	0.00	0.00	166,374.41	35,619.75
368-11 FIRE/AMB VEHICLE RESERVE	0.00	0.00	0.00	0.00	35,000.00	35,000.00
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	0.00	0.00	9,200.00	9,200.00
368-15 FY24 FIRE DEPT CDS REQUEST RES	0.00	0.00	21,618.16	23,418.16	22,518.16	-900.00
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	700.00	0.00	31,225.00	-51,458.34
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	0.00	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	-20,100.00	87,143.94	200,000.00	112,856.06
370-03 PW EQUIPMENT RESERVE	155,505.11	155,505.11	0.00	210,129.12	54,141.99	-482.02
370-04 STREETS/ROADS RECONSTRUCTION	358,041.83	358,041.77	-45,267.68	178,678.07	199,663.51	379,027.21
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	698.89	785.76	9,954.27	1,622.40
370-07 PW BUILDING RESERVE	34,279.57	34,279.57	0.00	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 RESERV	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	2,062.52	0.00	2,062.52	3,262.52
372-01 AIRPORT RESERVE	164,900.96	164,900.96	-90,321.56	1,034,420.49	988,791.64	119,272.11
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	0.00	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	0.00	12,633.28	25,000.00	49,783.68
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	3,744.50	0.00	3,744.50	15,783.70
373-08 HRA CONTRIBUTION RESERVE	65,753.82	80,742.37	0.00	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	0.00	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	0.00	48,256.43	0.00	0.00
373-25 2025 HRA RESERVE	0.00	0.00	-6,858.06	64,127.95	110,276.38	46,148.43
373-50 2022 CAPITAL IMPROVEMENT LOAN	-0.01	-0.01	0.00	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	10,000.00	10,000.00	11,572.50	0.00
380-06 NBRC RIVERFRONT/WATER REDEVE	-8,160.00	-14,067.50	0.00	142,554.39	12,435.52	-144,186.37
380-07 CDBG COUNTY AG	0.00	0.00	39,100.00	39,100.00	39,100.00	0.00
380-08 2025 EPA BROWNFIELDS CLEANUP C	0.00	0.00	0.00	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



# General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
387-00 BOUCHARD TIF	-1,110.79	-1,110.79	0.00	0.00	16,583.60	15,472.81
388-00 HILLTOP TIF	9,367.54	9,367.54	0.00	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
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	0.00	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	0.00	1,186,458.00	1,186,458.00	2.13
414-00 CEMETARY RERSERVE	200.00	1,000.00	0.00	0.00	0.00	1,000.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	-26,487.62	-26,487.62	-5,022.44	115,408.09	40,000.00	-101,895.71
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	0.00	0.00	250.78	8,303.94
423-00 DR. CARY CEMETERY TRUST FUND	994.89	995.41	0.00	26.38	1.51	970.54
424-00 HAMILTON LIBRARY TRUST FUND	1,929.56	1,948.64	0.00	0.00	57.72	2,006.36
425-00 KNOX LIBRARY MEMORIAL FUND	11,138.28	11,255.59	0.00	0.00	355.43	11,611.02
426-00 CLARA PIPER MEM FUND	677.62	677.97	0.00	0.00	1.04	679.01
427-00 JACK ROTH LIBRARY MEM FUND	14,807.48	14,963.45	0.00	0.00	472.54	15,435.99
429-00 BARBARA BREWER FUND	4,884.41	4,950.55	0.00	90.00	142.63	5,003.18
430-00 D. COOPER MEM FUND	50,442.68	51,082.37	0.00	0.00	1,760.69	52,843.06
432-00 MARGARET SHAW LIBRARY MEMORI	14,103.89	14,262.58	0.00	0.00	410.90	14,673.48
433-00 GORDON ROBERTSON MEM FUND	12,473.36	12,612.52	0.00	0.00	430.10	13,042.62
434-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	0.00	0.00	38.56	6,374.14
435-00 RODERICK LIVING TRUST	4,244.11	4,296.69	0.00	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	0.00	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	0.00	194,790.77	0.00	0.00
456-03 2025 TAXPAYER RELIEF FUND	0.00	310,000.00	0.00	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	-3,281.78	5,581.78	9,235.00	20,659.48
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	-140.00	22,040.65	22,409.08	3,473.59
470-00 EYE INUSRANCE	685.68	685.68	-38.56	3,455.02	3,517.69	748.35
471-00 RC2 TIF	243,989.63	243,989.63	0.00	13,046.88	131,519.74	362,462.49
472-00 ANIMAL WELFARE	22,473.21	22,423.21	98.00	0.00	2,265.00	24,688.21
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	0.00	29,977.75	0.00	58,597.78



# General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
478-00 G. HARMON MEM FUND	7,344.55	7,426.50	0.00	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	100.00	0.00	80,635.08	1,386,502.15
483-03 DUE TO FUND 3	1,202,756.00	1,219,006.32	14,240.61	0.00	141,881.61	1,360,887.93
483-04 DUE TO FUND 4	595,023.08	600,555.08	5,992.31	0.00	54,020.97	654,576.05
483-05 DUE TO FUND 5	5,321,360.64	5,321,360.64	3,600.00	0.00	750,040.24	6,071,400.88
484-02 DUE FROM FUND 2	-1,248,195.47	-1,248,818.71	-3,944.25	109,995.74	0.00	-1,358,814.45
484-03 DUE FROM FUND 3	-1,098,430.63	-1,101,941.30	-11,618.93	157,581.24	0.00	-1,259,522.54
484-04 DUE FROM FUND 4	-529,111.26	-529,218.06	-4,552.88	53,084.55	0.00	-582,302.61
484-05 DUE FROM FUND 5	-3,977,489.86	-4,064,122.49	-28,968.80	265,704.25	0.00	-4,329,826.74
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	-902,051.44	4,554,793.87	5,456,845.00	-180,777.19
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	-28.00	1,171.40	1,260.60	89.20
497-00 DEATH RECORDS STATE FEE	143.20	0.00	3.20	2,094.20	2,321.40	227.20
498-00 MARRIAGE RECORDS STATE FEE	24.00	0.00	-19.20	575.00	597.40	22.40
Fund Balance	5,667,301.87	5,680,469.96	-354,468.12	34,554,986.13	34,406,539.13	5,532,022.96
500-00 EXPENDITURE CONTROL	0.00	0.00	-813,511.93	11,751,039.39	13,766,322.23	2,015,282.84
510-00 REVENUE CONTROL	0.00	0.00	459,043.81	20,959,863.74	19,824,050.13	-1,135,813.61
600-00 FUND BALANCE	5,667,301.87	5,680,469.96	0.00	1,844,083.00	816,166.77	4,652,553.73
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	271,630.82	271,630.82	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-1,288.83	-10,665.59	1,984.20	131,643.52	190,630.82	48,321.71
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-1,288.83	-10,665.59	1,984.20	131,643.52	190,630.82	48,321.71
365-11 TRAIL MAINTENANCE RESERVE	46,382.77	46,382.77	-1,860.05	51,008.44	80,635.08	76,009.41
483-01 DUE TO FUND 1	1,248,195.47	1,248,818.71	3,944.25	0.00	109,995.74	1,358,814.45
484-01 DUE FROM FUND 1	-1,295,867.07	-1,305,867.07	-100.00	80,635.08	0.00	-1,386,502.15
Fund Balance	1,288.83	10,665.59	-1,984.20	139,987.30	81,000.00	-48,321.71
500-00 Expense Control	0.00	0.00	-1,984.20	58,987.30	75,787.00	16,799.70
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	522,780.85	522,780.85	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-42,929.19	-55,668.84	-2,621.68	141,881.61	157,581.24	-39,969.21
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-42,929.19	-55,668.84	-2,621.68	141,881.61	157,581.24	-39,969.21
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	11,618.93	0.00	157,581.24	1,259,522.54

# General Ledger Summary Report

Fund(s): ALL  
November

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
Debits					Credits	
3 - Housing Department CONT'D						
484-01 DUE TO FUND 1	-1,202,756.00	-1,219,006.32	-14,240.61	141,881.61	0.00	-1,360,887.93
Fund Balance	42,929.19	55,668.84	2,621.68	380,899.24	365,199.61	39,969.21
500-00 Expense Control	0.00	0.00	-11,618.93	157,581.24	223,318.00	65,736.76
510-00 Revenue Control	0.00	0.00	14,240.61	223,318.00	141,881.61	-81,436.39
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	202,593.52	202,593.52	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-36,273.79	-26,938.31	-1,439.43	54,020.97	53,084.55	-27,874.73
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-36,273.79	-26,938.31	-1,439.43	54,020.97	53,084.55	-27,874.73
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	4,552.88	0.00	53,084.55	582,302.61
484-01 DUE FROM FUND 1	-595,023.08	-600,555.08	-5,992.31	54,020.97	0.00	-654,576.05
Fund Balance	36,273.79	26,938.31	1,439.43	148,572.55	149,508.97	27,874.73
500-00 Expense Control	0.00	0.00	-4,552.88	53,084.55	95,488.00	42,403.45
510-00 Revenue Control	0.00	0.00	5,992.31	72,088.00	54,020.97	-18,067.03
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	1,626,747.83	1,626,747.83	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-627,087.00	-540,454.37	28,668.80	750,040.24	355,139.29	-935,355.32
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-627,087.00	-540,454.37	28,668.80	750,040.24	355,139.29	-935,355.32
473-00 DOWNTOWN TIF	433,867.10	433,867.10	0.00	0.00	65,771.00	499,638.10
474-00 TRAIL GROOMER RESERVE	32,764.72	32,764.72	3,300.00	0.00	23,664.04	56,428.76
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	28,968.80	0.00	265,704.25	4,329,826.74
484-01 DUE FROM FUND 1	-5,321,360.64	-5,321,360.64	-3,600.00	750,040.24	0.00	-6,071,400.88
Fund Balance	627,087.00	540,454.37	-28,668.80	876,707.59	1,271,608.54	935,355.32
500-00 Expense Control	0.00	0.00	-28,669.10	275,707.59	516,187.00	240,479.41
510-00 Revenue Control	0.00	0.00	0.30	601,000.00	670,233.54	69,233.54
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	80,784,872.15	80,189,551.03	0.00

# Expense Summary Report

Fund: 1

November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	921,139.88	109,952.97	831,274.82	89,865.06	90.24
17 - HEALTH & SANITATION	272,886.00	22,700.00	249,787.75	23,098.25	91.54
18 - MUNICIPAL BUILDING	75,726.00	5,141.44	62,790.21	12,935.79	82.92
20 - GENERAL ASSISTANCE	49,571.00	2,874.12	42,438.88	7,132.12	85.61
22 - TAX ASSESSMENT	222,676.00	17,815.14	138,965.87	83,710.13	62.41
25 - LIBRARY	295,936.00	19,337.18	249,673.25	46,262.75	84.37
31 - FIRE/AMBULANCE DEPARTMENT	2,683,480.50	190,945.36	2,168,673.28	514,807.22	80.82
35 - POLICE DEPARTMENT	2,703,226.00	186,958.45	2,008,748.18	694,477.82	74.31
38 - PROTECTION	387,144.00	32,084.03	359,403.43	27,740.57	92.83
39 - CARIBOU EMERGENCY MANAGEMENT	7,845.00	358.87	4,141.00	3,704.00	52.79
40 - PUBLIC WORKS	3,036,888.50	158,994.41	2,652,831.78	384,056.72	87.35
50 - RECREATION DEPARTMENT	667,258.00	44,501.22	595,923.14	71,334.86	89.31
51 - PARKS	191,553.00	12,815.82	171,379.05	20,173.95	89.47
60 - AIRPORT	72,801.00	2,872.83	65,132.03	7,668.97	89.47
61 - CARIBOU TRAILER PARK	1,834.00	101.37	2,066.32	-232.32	112.67
65 - CEMETERIES	6,750.00	0.00	6,750.00	0.00	100.00
70 - INS & RETIREMENT	140,500.00	2,746.19	107,411.35	33,088.65	76.45
80 - UNCLASSIFIED	28,675.00	3,312.53	33,216.70	-4,541.70	115.84
85 - CAPITAL IMPROVEMENTS	1,045,758.00	0.00	1,045,758.00	0.00	100.00
Final Totals	12,811,647.88	813,511.93	10,796,365.04	2,015,282.84	84.27

**Expense Summary Report**  
Fund: 2  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	75,787.00	1,984.20	58,987.30	16,799.70	77.83
Final Totals	75,787.00	1,984.20	58,987.30	16,799.70	77.83

## Expense Summary Report

12/12/2025

Page 1

Fund: 3

November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	223,318.00	11,618.93	157,581.24	65,736.76	70.56
Final Totals	223,318.00	11,618.93	157,581.24	65,736.76	70.56

## Expense Summary Report

12/12/2025

Page 1

Fund: 4  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	95,488.00	4,552.88	53,084.55	42,403.45	55.59
Final Totals	95,488.00	4,552.88	53,084.55	42,403.45	55.59

## Expense Summary Report

Fund: 5  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	455,601.00	25,513.61	225,838.38	229,762.62	49.57
12 - NYLANDER MUSEUM	54,711.00	3,155.49	43,994.21	10,716.79	80.41
Final Totals	510,312.00	28,669.10	269,832.59	240,479.41	52.88

# Revenue Summary Report

Fund: 1

November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	8,230,740.00	385,987.79	8,225,313.61	5,426.39	99.93
20 - GENERAL ASSISTANCE	14,400.00	610.00	17,994.59	-3,594.59	124.96
22 - TAX ASSESSMENT	1,278,500.00	0.00	725,349.48	553,150.52	56.73
23 - CODE ENFORCEMENT	6,700.00	232.50	7,092.50	-392.50	105.86
25 - LIBRARY	3,500.00	30.00	3,256.79	243.21	93.05
31 - FIRE/AMBULANCE DEPARTMENT	1,932,389.00	57,705.79	1,636,440.46	295,948.54	84.68
35 - POLICE DEPARTMENT	102,471.00	160.00	3,801.00	98,670.00	3.71
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	230,942.00	12,323.67	60,182.33	170,759.67	26.06
50 - RECREATION DEPARTMENT	22,100.00	1,013.00	11,075.50	11,024.50	50.12
51 - PARKS	220.00	0.00	110.00	110.00	50.00
60 - AIRPORT	44,400.00	981.06	33,946.13	10,453.87	76.46
70 - INS & RETIREMENT	0.00	0.00	5,986.00	-5,986.00	----
Final Totals	11,868,762.00	459,043.81	10,732,948.39	1,135,813.61	90.43



## Revenue Summary Report

Fund: 2  
November

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  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	223,318.00	14,240.61	141,881.61	81,436.39	63.53
Final Totals	223,318.00	14,240.61	141,881.61	81,436.39	63.53

## Revenue Summary Report

Fund: 4  
November

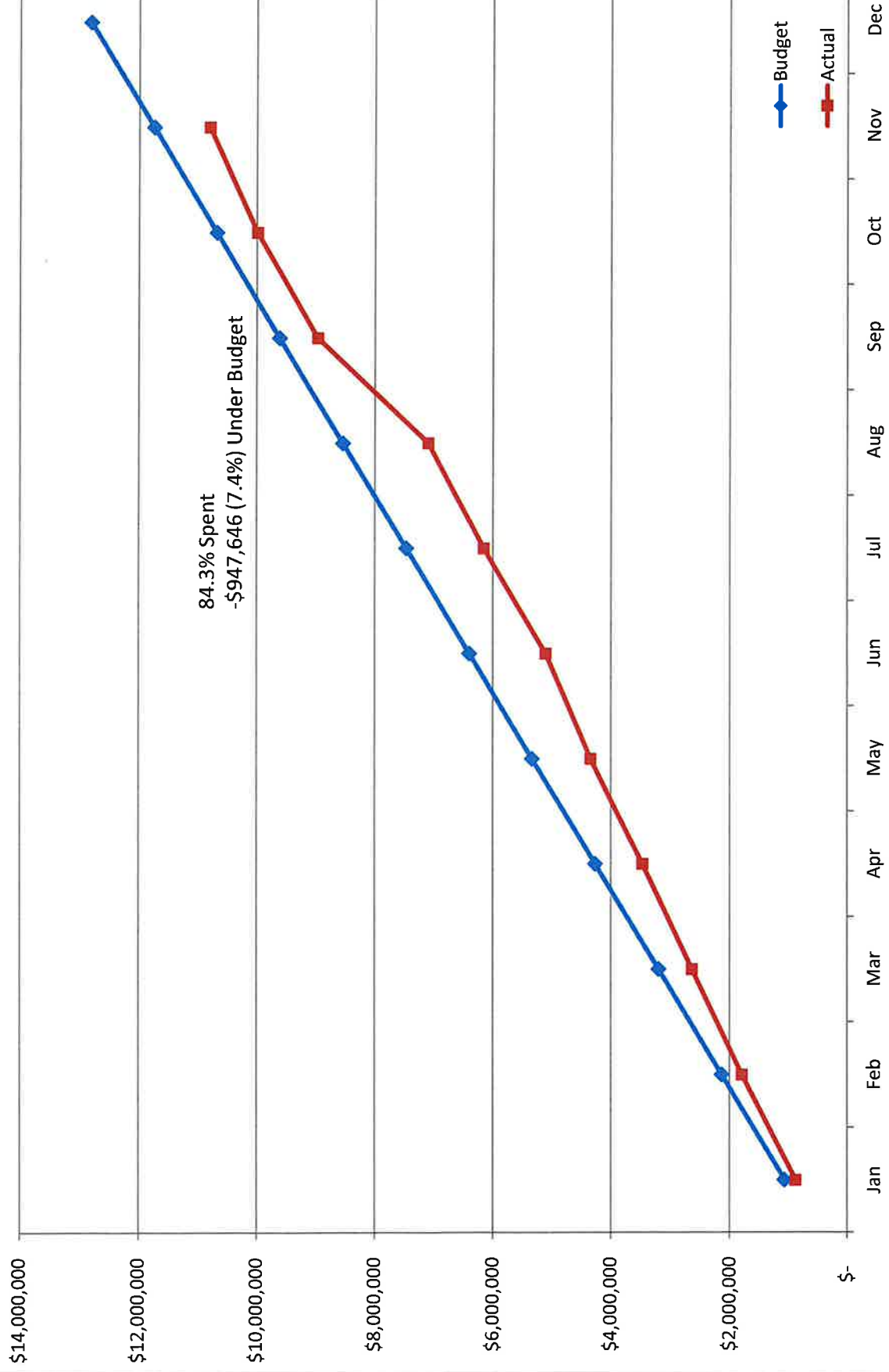
Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	72,088.00	5,992.31	54,020.97	18,067.03	74.94
Final Totals	72,088.00	5,992.31	54,020.97	18,067.03	74.94

## Revenue Summary Report

Fund: 5  
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	600,000.00	0.00	670,230.20	-70,230.20	111.71
12 - NYLANDER MUSEUM	1,000.00	0.30	3.34	996.66	0.33
Final Totals	601,000.00	0.30	670,233.54	-69,233.54	111.52

# City of Caribou 2025 Expense Budget - General Fund As of 30 Nov 25



# Hot Topics – And Where to Find More Information

Fort Street Bridge - 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.

The DOT plans to have an “online public meeting” on December 17, the flyer from DOT is on the following page. Please follow the links or scan the QR code and give your feedback to the Maine Department of Transportation. The Maine DOT has scheduled a zoom meeting on Tuesday for EMS, Fire and Police. Yes, I have asked for an in-person meeting for Caribou residents. When we receive more information, we will post that online.

The Aroostook County Emergency Management Agency will once again be offering NIMS training for Senior Officials. It is important for our grant funding that our elected officials have this training.

Several members of the staff have recently completed professional milestones since the last City Council meeting:

Danielle Brissette has been recognized as achieving certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk on November 18, 2025. Clerk Brissette has been attending the New England Municipal Clerks’ Institute and Academy for a week each July and has finished additional coursework through the year to complete the requirements of this program.

Heather Bartlett, an employee of the Caribou Housing Authority department, is now a certified Family Self-Sufficiency Coordinator. As the FSS Coordinator, Ms. Bartlett will be helping Caribou families achieve economic independence by providing case management, resources, and support through the FSS program.

Jamie Haight, a dispatcher in the Caribou Police Department, has become a State of Maine Certified Terminal Operator. This is a special hands-on course offered by the Maine Criminal Justice Academy to educate terminal operators for use with METRO, Nlets, NCIC, and Maine Wanted systems.

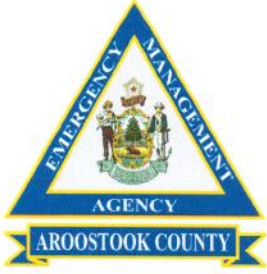
**WIN 27278.00 – Caribou, Aroostook River Bridge Rehabilitation Project**

MaineDOT invites and encourages you to attend an on-demand public meeting to provide information about the Aroostook River Bridge project in Caribou. This powerpoint presentation can be viewed at any time during the formal comment period and allows for online comments and questions that will be answered by MaineDOT staff. The formal comment period will last from December 17, 2025 to January 9, 2026. Use the QR code to view the presentation.



The scope of work consists of replacing the bridge deck and rehabilitating some of the structural steel bridge components in the truss. Traffic will be maintained with a combination of a road closure with a detour around other routes, and single lane alternating traffic on the existing bridge. The full closure is expected to last approximately 5 months. Construction is expected to begin in the winter of 26/27.

MaineDOT recognizes that this work may present challenges for the traveling public and meeting those challenges will require a collaborative effort in the months ahead. We welcome all suggestions, ideas, and input from our partners and the public.



# National Incident Management System

## Overview for Senior Officials

### (Executives, Elected, and Appointed)

Class will be both in person and virtually via Zoom.

Location: 158 Sweden St, Caribou (County EOC)

*You only need to attend one of these sessions.*

---

**Thursday – January 22, 2026 3pm-5pm**

**Monday – January 26, 2026 9am-11am**

**Thursday – February 5, 2026 9am-11am**

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Aroostook County Emergency Management is hosting ICS 402: NIMS/ICS

Overview for Senior Officials (Executives, Elected, and Appointed).

The purpose of this course is to provide a forum for Senior Official discussion regarding the National Incident Management System (NIMS) and the importance of the role of Senior Officials in preparedness. At the end of the course, students will be able to explain NIMS tenants, understand command and coordination entities and responsibilities, and the basic principles of the Incident Command System.

The target audience for this course is all officials with statutory obligations, to include senior officials, executives, elected and appointed officials, city/county managers, agency administrators, as well as emergency management officials, Public Information Officers, Public Safety (law enforcement, fire, EMS, public health and public works) personnel, and a jurisdiction's policy and legal advisors.

Prerequisites: There are no prerequisites to take this course.

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**Please register by January 9, 2026**

**Email Your Registration To: [eoc@aroostookema.com](mailto:eoc@aroostookema.com)**

Name: Title/Position:

Email:

Phone:

**A Zoom link will be provided after registration is complete.**

Please contact us with any questions

Aroostook County Emergency Management; 158 Sweden Street, Caribou, ME; 207-493-4328





## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** December 15, 2025  
**RE:** Library MCA Connectivity Hub Project, Design Development Approval

---

Matthew Carter is the Project Manager on the Library MCA Connectivity Hub project, working with Haley-Ward. He will attend the meeting via zoom to discuss the Design Development drawings and narrative for Library Connectivity Hub project.

The information is provided in the packet for your review.

If these drawings are acceptable, the project can then move forward to the Construction Documents phase which, upon approval at an upcoming meeting, can be put out for bid.

### **Suggested action:**

Please make a motion to “approve the design development drawings as presented by Haley-Ward”

Second

Discussion

Vote

# CARIBOU PUBLIC LIBRARY

30 HIGH SREET, CARIBOU, MAINE 04736

## SHEET LIST

00	COVER
A001	ABBREVIATIONS, SYMBOLS & NOTES
A002	ADA CLEARANCES
A003	PARTITION TYPES
AD101	DEMOLITION BASEMENT FLOOR PLAN
AD102	DEMOLITION FIRST FLOOR PLAN
AD103	DEMOLITION MEZZANINE FLOOR PLAN
A101	PROPOSED BASEMENT FLOOR PLAN
A102	PROPOSED FIRST FLOOR PLAN
A103	PROPOSED MEZZANINE FLOOR PLAN
A104	PROPOSED REFLECTED CEILING PLAN - BASEMENT + FIRST FLOOR
A105	PROPOSED REFLECTED CEILING PLAN - MEZZANINE AND ROOF PLAN
A301	PROPOSED EXTERIOR ELEVATIONS
A301	BUILDING SECTIONS
A302	WALL SECTIONS
A401	STAIR AND ENTRANCE DETAILS
A601	SCHEDULES
I101	PROPOSED FIRST FLOOR - FINISH PLAN
I102	PROPOSED MEZZANINE - FINISH PLAN
I103	PROPOSED FIRST FLOOR - FURNITURE PLAN
I104	PROPOSED MEZZANINE - FURNITURE PLAN
I201	PROPOSED INTERIOR ELEVATIONS
I202	PROPOSED INTERIOR ELEVATIONS

## DESIGN DEVELOPMENT

2025.12.05



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING



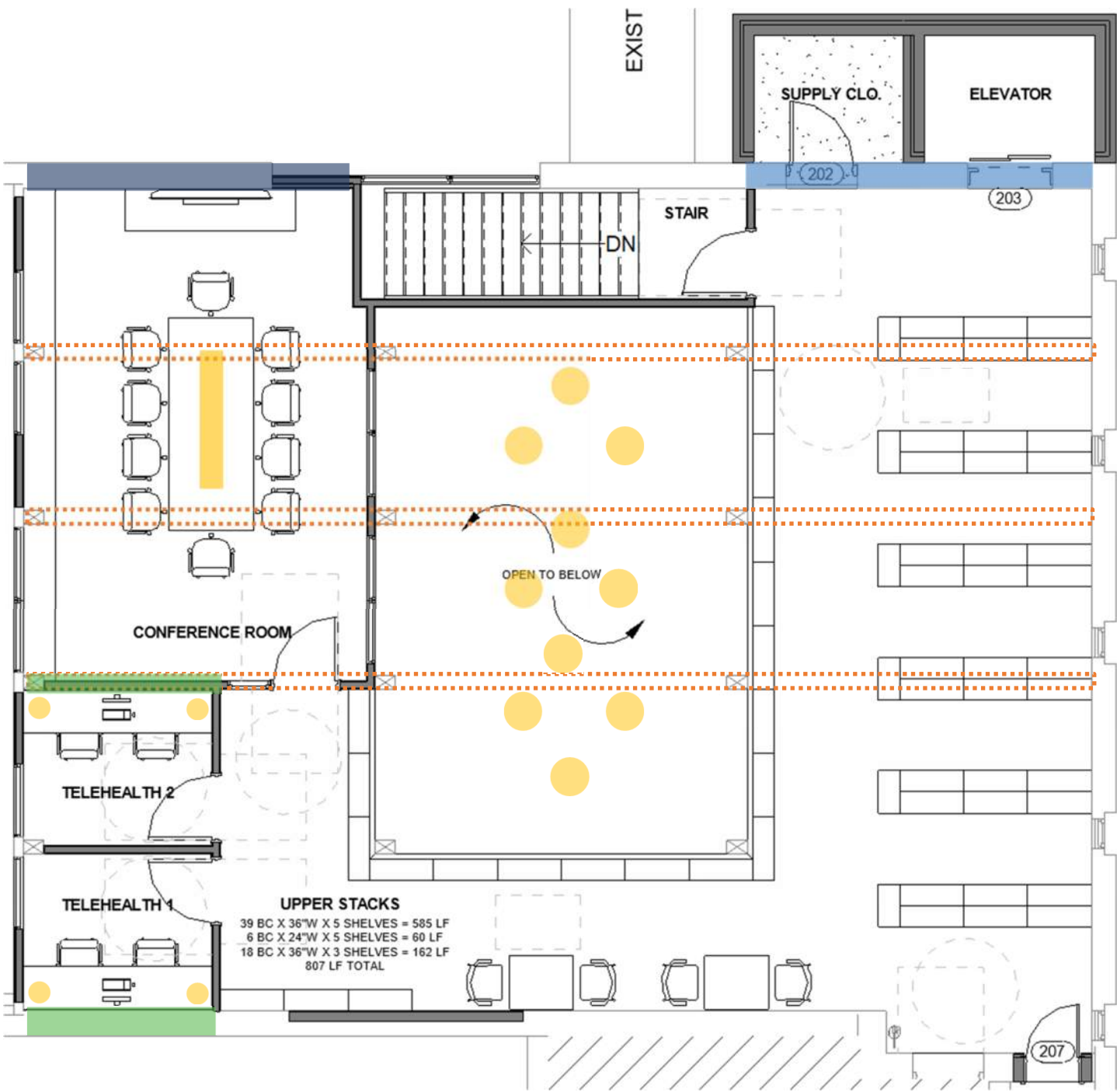
HALEY WARD®

CITY OF CARIBOU PUBLIC LIBRARY  
FINISH PRESENTATION

# FLOOR PLANS



**FIRST FLOOR**



**MEZZANINE**

- Slat wall panels
- Acoustical panels
- Wood Wall Design
- Decorative Lighting
- Overhead Beams



# EXISTING CONDITIONS





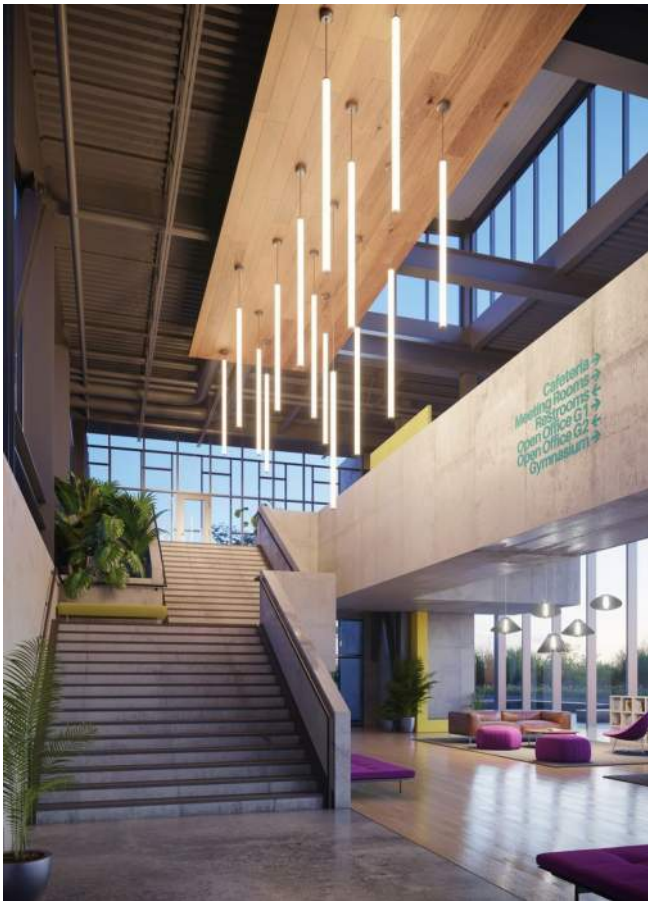
# CONCEPTS – FIRST FLOOR



**EXPOSED BEAMS**  
*Embrace natural finishes at structural supports, paint rest of room light neutral color to brighten up areas that have low ceiling heights.*



**READING ROOM**  
*Could be a mix of reading/research tables and lounge seating. Double height volume provides an opportunity to play with architectural lighting at varying heights.*



**LOW BOOKCASES**  
*Provide a division between activities and offer a counter space to display books and incorporate accent lighting.*



# CONCEPTS - MEZZANINE



**MEZZANINE RAILING**  
*Glass or open style railing that allows light to filter through.*



**MEZZANINE WINDOW SEATS**  
*Built in reading nooks around windows provide seating in area with limited space.*



**CONFERENCE ROOM CEILING**  
*Add a pop of color and interest in between beams, dress up TV wall with paneling.*



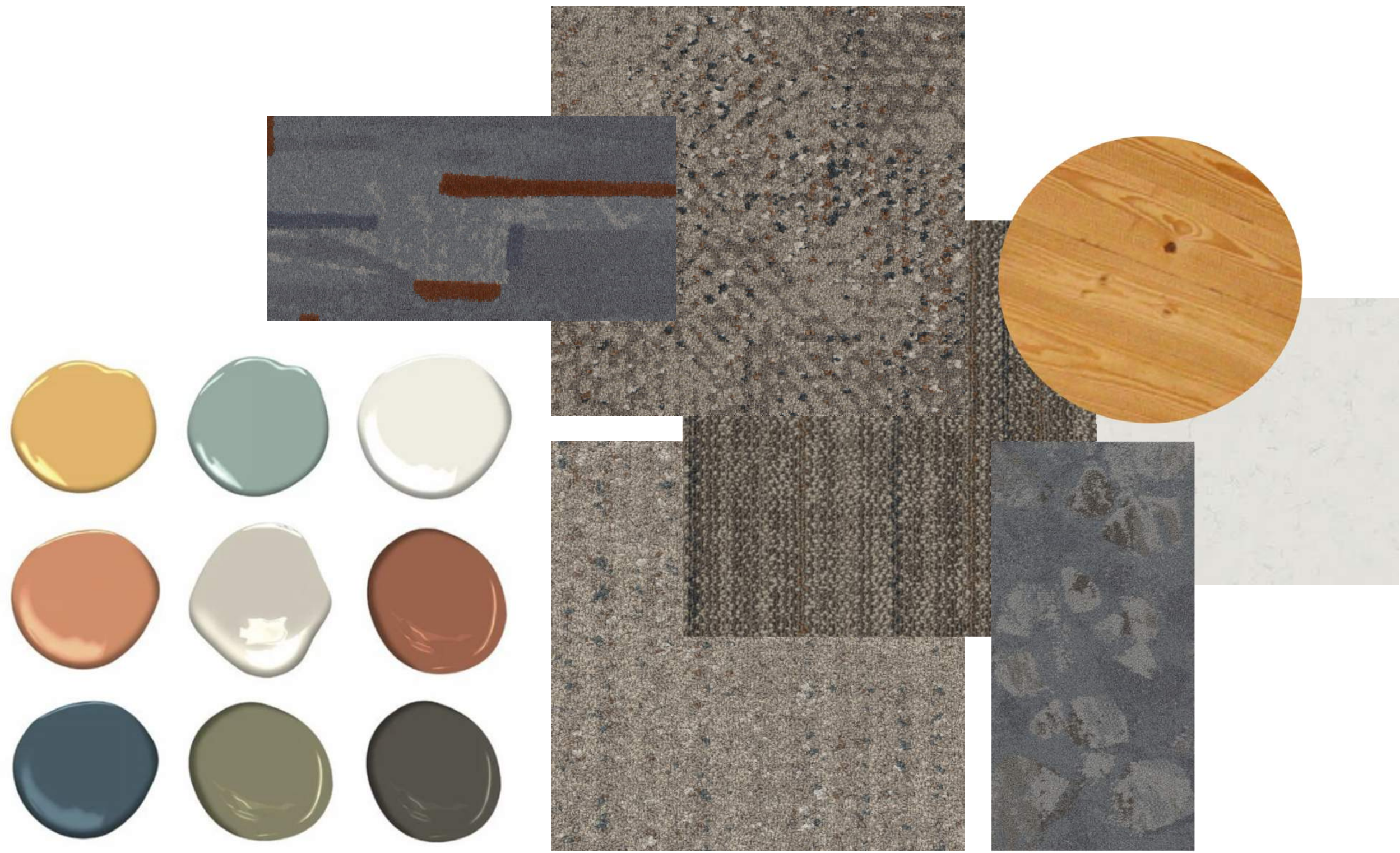
**TELEHEALTH ROOMS**  
*Frosted glass doors to allow light to pass through but provide privacy. Acoustical materials on walls for additional audible privacy, play with color and pattern to make space feel warm and not clinical.*



**ELEVATOR LOBBY**  
*Add slat wood wall panels around elevator lobby for wayfinding and wall protection.*



FINISH PALETTE





MAIN LEVEL



■ Slat wall panels    ■ Decorative Lighting



**FIELD CARPET TILE**  
*Monolithic Installation*

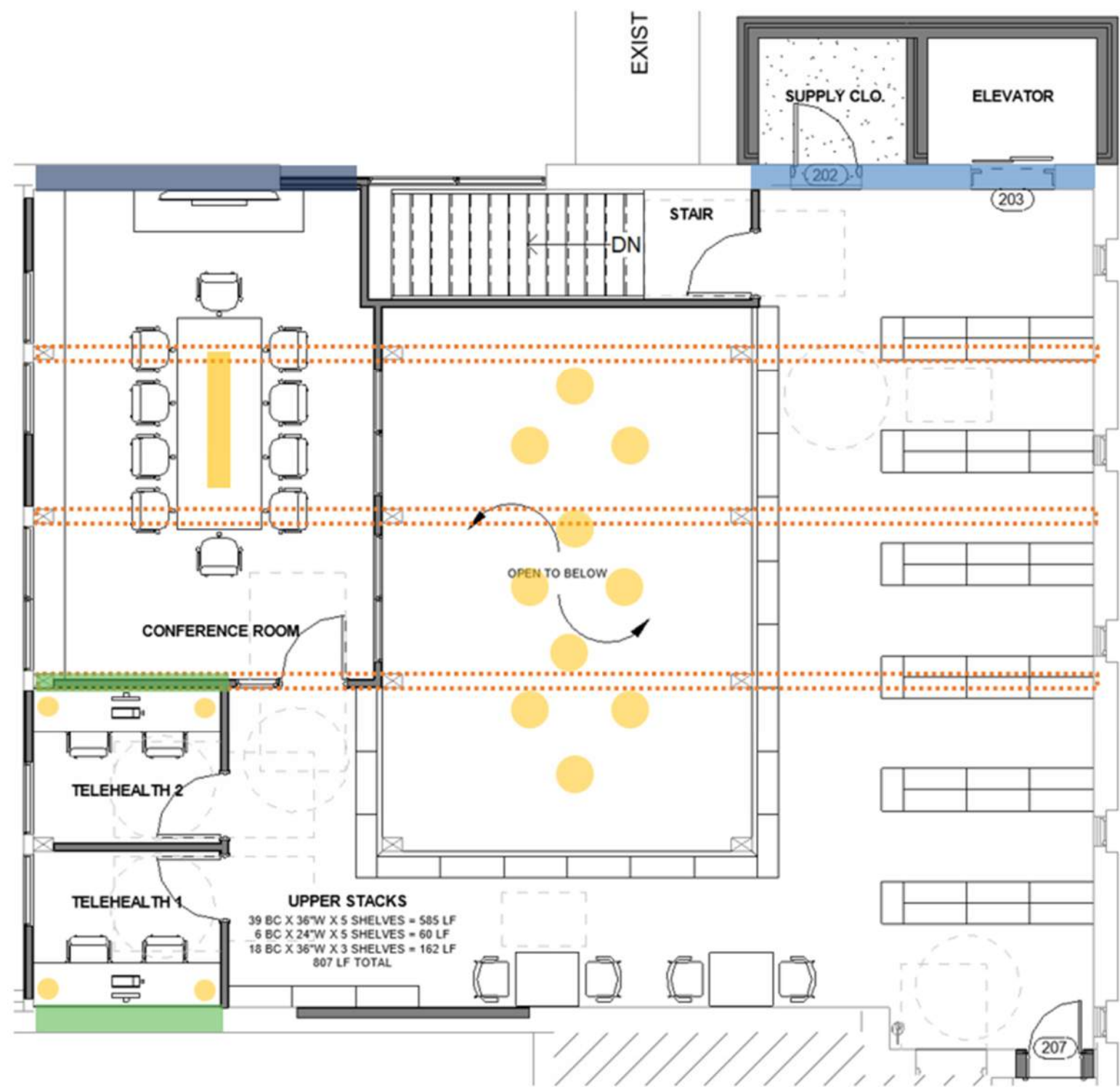
**ACCENT CARPET TILE**  
*Stagger Installation*

**COUNTERTOP**  
*Budget Quartz*

**STAIRWELL LVP**



MEZZANINE



- Slat wall panels
- Wood Wall Design
- Overhead Beams
- Acoustical panels
- Decorative Lighting

**DOUBLE HEIGHT CEILING**  
Layer pendants to add an architectural lighting element



**ELEVATOR LOBBY SLAT WALL**



**RAILING**  
Sheetrock w/ wood cap



**CARPET TILE**  
Brick Installation

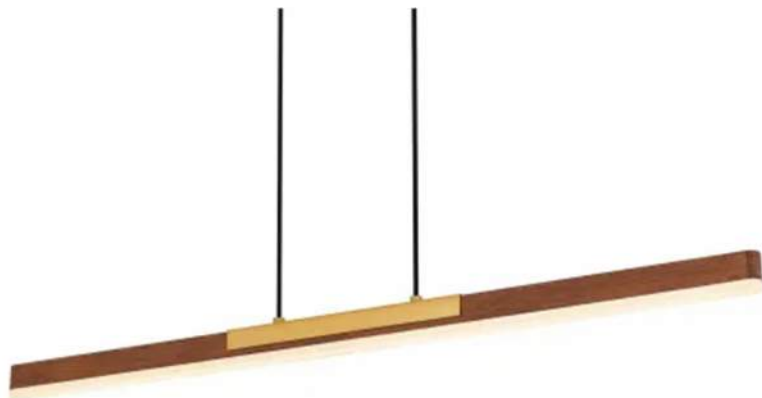




# MEZZANINE – CONFERENCE ROOM



**MEZZANINE WINDOW SEATS**  
Built in reading nooks around windows provide seating in area with limited space.



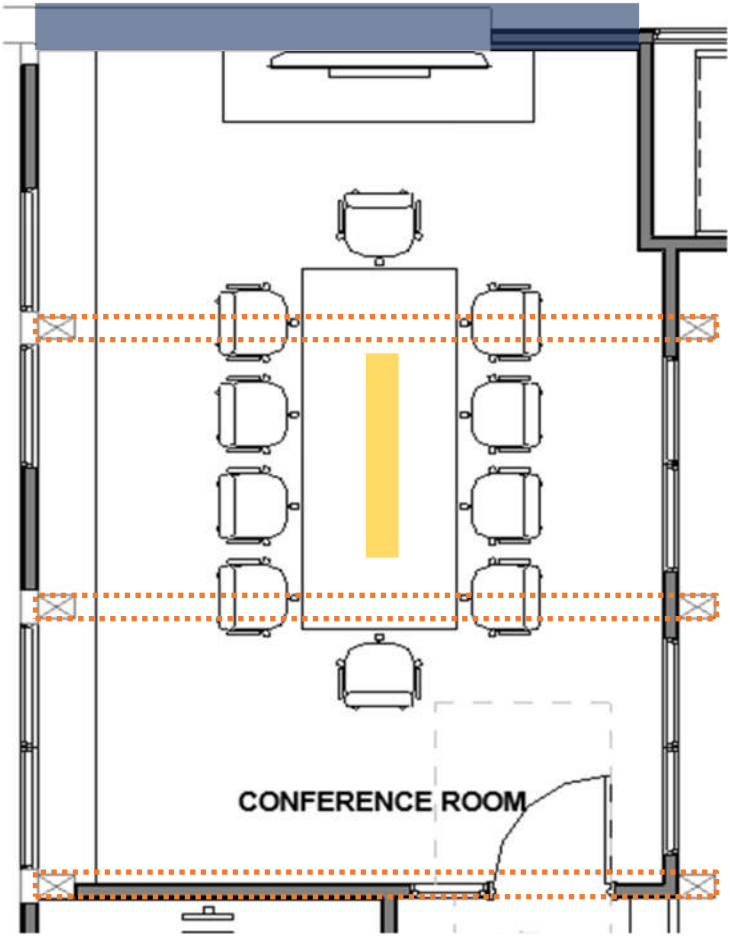
**DECORATIVE LIGHTING**  
Linear pendant over table



**TV WALL**  
Dress up TV wall with paneling and framed niche for TV, plan for 55" TV.



**CARPET TILE**  
Basketweave Installation



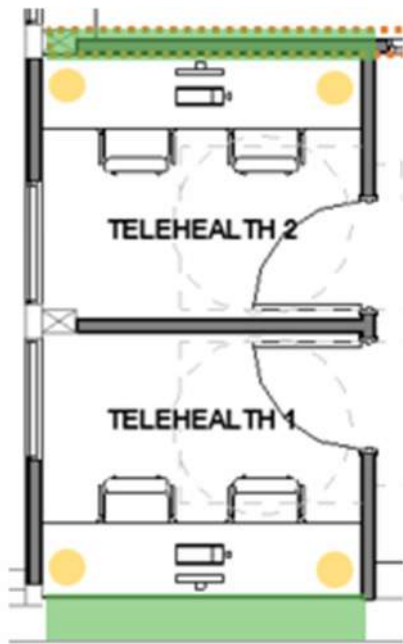
- Wood Wall Design
- Decorative Lighting
- Overhead Beams



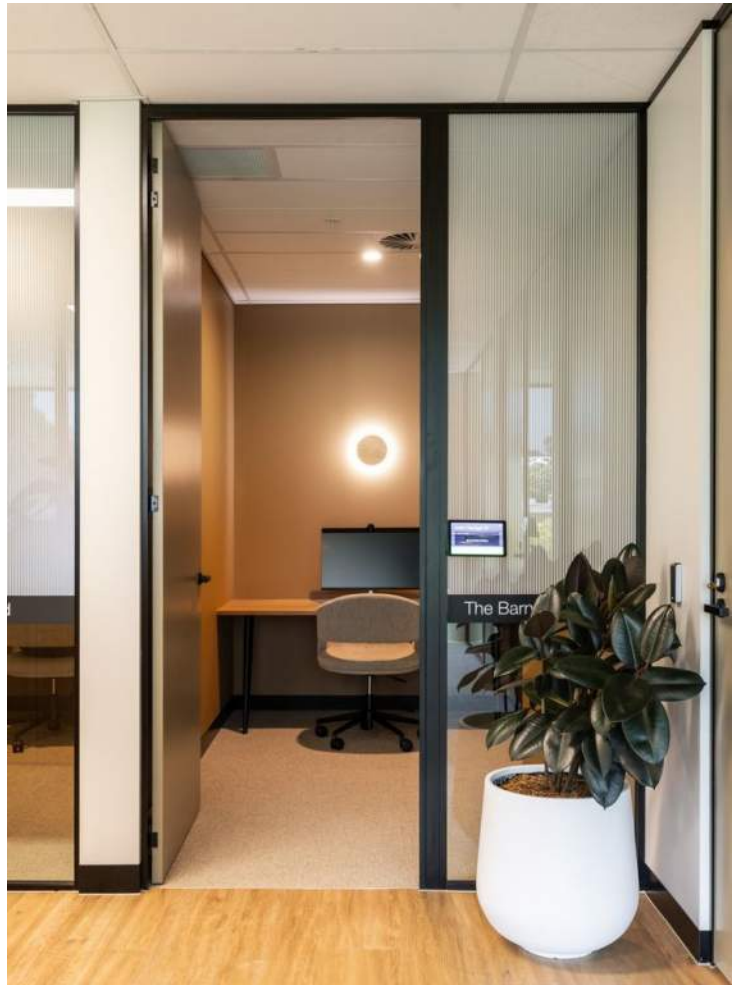
**COUNTERTOP**  
Budget Quartz



# MEZZANINE – TELEHEALTH ROOMS 1 & 2



- Acoustical panels
- Decorative Lighting



**TELEHEALTH ROOMS CONCEPT**  
*Frosted glass doors to allow light to pass through but provide privacy. Acoustical materials on walls for additional audible privacy, play with color and pattern to make space feel warm and not clinical.*



**FILM ON DOOR**  
*1/4" Reeded*



**ACOUSTIC PANEL**  
*On computer wall*



**SAFFRON**



**COUNTERTOP**  
*Budget Quartz*



**CARPET TILE**  
*Stagger Installation*

Caribou Public Library - Connectivity Hub Renovation

30 High Street  
Caribou, Maine 04736

Statement of Probable Costs

	Ft <sup>2</sup>		\$\$ per ft <sup>2</sup>		TOTAL
CONSTRUCTION COSTS					
1. Demolition	3,062	\$	10.00	Similar Construction	30,620
2. New Construction	2,384	\$	250.00	Similar Construction	596,000
3. Renovation	2,321	\$	200.00	Similar Construction	464,200
4. Window Renovations	17	\$	1,000.00	Similar Construction	17,000
5. Elevator				Lump Sum Estimate	100,000
6. Technology Infrastructure			3.00%	of Building Cost	17,880
7. Site Development			0.00%	of Building Cost	-
	Subtotal				\$ 1,225,700
ADMINISTRATIVE COST & RESERVE					
8. Land - Acquisition and Boundary Survey (Site already owned)				Lump Sum Estimate	\$ -
9. Moveable Equipment			10.00%	of Construction Cost	106,020
10. Technology			8.00%	of Construction Cost	84,816
11. Advertising / Insurance / Legal				Lump Sum Estimate	TBD
12. Bid Contingency			7.50%	of Construction Cost	91,928
13. Construction Contingency			7.50%	of Construction Cost	91,928
	Subtotal				\$ 374,691
FEES AND SERVICES					
14. Architect/Engineer Design SD through Bidding			10.98%	of Construction Cost	134,600
15. Architect/Engineer Construction Administration (hourly as needed, estimated amount is \$32,000)				Hourly as Needed	32,000
16. A/E Additional Services				Lump Sum Estimate	TBD
17. A/E Reimbursable				Lump Sum Estimate	TBD
18. Agency Review Fees (SFM, Local)				Lump Sum Estimate	1,817
19. Permitting Fees (None needed)				Lump Sum Estimate	-
20. Special Inspections				Lump Sum Estimate	8,000
21. Survey / Soils				Lump Sum Estimate	8,000
22. Hazardous Materials Testing and Abatement (Funded under separate contract)				Lump Sum Estimate	-
23. Construction Testing				Lump Sum Estimate	8,000
24. Owners Representative (half time, 12 months)				Lump Sum Estimate	TBD
	Subtotal				\$ 192,417
TOTAL					\$1,792,808

ID	Task Name	Duration	Start	Finish	Project Summary																																															
1	A/E Contract Awarded	0 days	Tue 2/11/25	Tue 2/11/25																																																
2	Asbestos Abatement (By Owner Contractor)	0 days	Sat 3/15/25	Sat 3/15/25																																																
3	Abatement Activity																																																			
4	Floor and Ceiling Construction Observation	0 days	Sat 3/15/25	Sat 3/15/25																																																
5	Owner/Architect Contracts	29 days	Tue 2/11/25	Fri 3/21/25																																																
6	Initial Contract Draft	10 days	Tue 2/11/25	Mon 2/24/25																																																
7	Owner Contract Review	10 days	Tue 2/25/25	Mon 3/10/25																																																
8	Contract Revisions	7 days	Tue 3/11/25	Wed 3/19/25																																																
9	Contracts Signed	2 days	Thu 3/20/25	Fri 3/21/25																																																
10	Schematic Design	22 days	Mon 3/17/25	Tue 4/15/25																																																
11	Site Visit	2 days	Mon 3/17/25	Tue 3/18/25																																																
12	SD Design Activity	3 wks	Wed 3/19/25	Tue 4/8/25																																																
13	SD Cost Estimate	1 wk	Wed 4/2/25	Tue 4/8/25																																																
14	Owner SD Review and Sign Off	1 wk	Wed 4/9/25	Tue 4/15/25																																																
15	Design Development	30 days	Mon 8/18/25	Fri 9/26/25																																																
16	DD Design Activity	4 wks	Mon 8/18/25	Fri 9/12/25																																																
17	Submission to Code Authorities	1 wk	Mon 9/8/25	Fri 9/12/25																																																
18	DD Cost Estimate	1 wk	Mon 9/8/25	Fri 9/12/25																																																
19	Owner DD Review and Sign Off	2 wks	Mon 9/15/25	Fri 9/26/25																																																
20	Construction Documents	45 days	Mon 11/3/25	Fri 1/2/26																																																
21	CD Design Activity	7 wks	Mon 11/3/25	Fri 12/19/25																																																
22	CD Cost Estimate	1 wk	Mon 12/15/25	Fri 12/19/25																																																
23	Owner CD Review and Sign Off	2 wks	Mon 12/22/25	Fri 1/2/26																																																
24	Bidding	36 days	Mon 1/5/26	Mon 2/23/26																																																
25	Advertisement	1 wk	Mon 1/5/26	Fri 1/9/26																																																
26	Prebid Meeting	1 day	Mon 1/5/26	Mon 1/5/26																																																
27	Bid Development	6 wks	Mon 1/5/26	Fri 2/13/26																																																
28	Bid Opening	1 day	Mon 2/16/26	Mon 2/16/26																																																
29	Project Award	1 wk	Tue 2/17/26	Mon 2/23/26																																																
30	Construction Administration	150 days	Tue 2/24/26	Mon 9/21/26																																																
31	Owner/Contractor Agreement	2 wks	Tue 2/24/26	Mon 3/9/26																																																
32	Preconstruction Meeting	1 day	Tue 3/10/26	Tue 3/10/26																																																
33	Construction	140 days	Tue 3/10/26	Mon 9/21/26																																																
34	Mobilization	2 wks	Wed 3/11/26	Tue 3/24/26																																																
35	Ground Breaking	1 day	Tue 3/10/26	Tue 3/10/26																																																
36	Construction Activity	6 mons	Tue 3/10/26	Mon 8/24/26																																																
37	Punch List	2 wks	Tue 8/11/26	Mon 8/24/26																																																
38	Owner Move In	1 mon	Tue 8/25/26	Mon 9/21/26																																																
Project: Caribou Public Library- Date: Wed 12/3/25		Task		Project Summary		Manual Task		Start-only		Finish-only		External Tasks		Manual Progress																																						
		Split		Inactive Task		Duration-only		Finish-only		External Tasks		Manual Progress																																								
		Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress																																										
		Summary		Inactive Summary		Manual Summary		External Milestone																																												

Page 1



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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Memorandums of Understanding (MOU) with IAFF 5191 (Fire Department Union)**

---

The most recent Collective Bargaining Agreement (CBA) with IAFF 5191, the union for the Caribou Fire and Ambulance department employees, expired on 12/31/2024. With no contract settled for 1/1/2025, the City Council budgeted for a 4% wage increase for the department in 2025. Currently, negotiations are still ongoing until a contract can be ratified.

Coming up at the end of the year, the proper resolution would be to pay out the funds that were appropriated for this purpose in the 2025 municipal budget. Due to their challenges in filling full-time positions, there are adequate funds to increase this amount from 4% to 4.25%.

There are two memos here, the other outlines where we are in the process of negotiating a successor collective bargaining agreement with IAFF 5191, and the outstanding items in controversy.

**Requested Action**

If this is acceptable, please make a motion to approve the Memorandums of Understanding with IAFF 5191, and authorize City Manager Penny Thompson to sign on behalf of the City of Caribou.

Second

Discussion

Vote

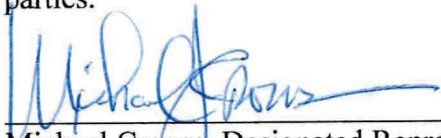
**Memorandum of Understanding  
Extension of Collective Bargaining Agreement [CBA]**

This Memorandum of Understanding [MOU] is entered into by the City of Caribou, Maine, herein referred to as the "Employer" or the "City" and the International Association of Fire Fighters [IAFF], Local 5191, herein referred to as the "IAFF" or the "Union" and jointly referred to as the "Parties".

**Purpose:** The purpose of this MOU is for the parties to "extend" the Collective Bargaining Agreement [CBA] between the City and the IAFF until the parties conclude their fact-finding process and/or reach mutual agreement on a successor Collective Bargaining Agreement (CBA). To this end, the parties agree to the following:

1. The parties agreed to "extend" their current CBA that expired on December 31<sup>st</sup>, 2024 for a period on one [1] year expiring on December 31<sup>st</sup>, 2025.
2. The Parties agree to continue with the fact-finding process until the parties reach mutual agreement on their successor CBA, or the fact-finding process ends, and the Panel issues its findings and recommendations. Prior to the opening of the hearing, the Parties assigned Fact Finders will continue to assist the parties in seeking agreement on the remaining issues in controversy.
3. The Parties agree that all personnel policies, practices and/or matters affecting the general working conditions of bargaining unit employees will remain in full force and effect unless changed by mutual consent of the Parties.
4. The City agrees to provide bargaining unit employees with a COLA adjustment of 4.25% effective January 1<sup>st</sup>, 2025 and provide retro pay to those unit employees employed by the City during the extended period of the CBA. The City will provide the retro pay to all unit employees in the first regularly scheduled payroll following ratification of this MOU.

This Memorandum of Understanding [MOU] is effective upon its execution and will remain in full force and effect until it sunsets on December 31<sup>st</sup>, 2025 unless otherwise agreed to by the parties.

  
\_\_\_\_\_  
Michael Crouse, Designated Representative  
IAFF Local 5191

Date: 11/26/25

\_\_\_\_\_  
Penny Thompson, City Manager  
City of Caribou, Maine

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



**Memorandum of Understanding  
Labor Management Statement for Fact Finding Process**

The parties recognize that there are challenges facing the Caribou Fire Department regarding hours of work, overtime, wages and the health and safety concerns of Caribou firefighters.

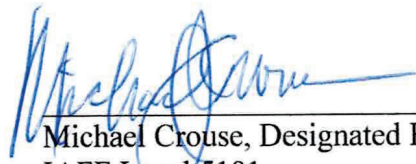
Both parties agree that it is essential to collaborate constructively to address the issues of wages, hours worked, and health and safety, while also maintaining the Caribou Fire Department's commitment to providing quality Fire & EMS services to the citizens of Caribou and the surrounding communities they protect and serve. Accordingly, the parties commit to continue working with their respective fact finders to identify common ground and develop mutually beneficial solutions.

The parties will utilize the following process to address the outstanding issues that remain in controversy:

- **Article 2 – Recognition:** Including Lieutenants in the bargaining unit.
- **Article 9 – Hours of Work/Wages:** Outlining the hours of work for Caribou firefighters and addressing wages.
- **Article 25 – Residency Requirements:** Reviewing the City's residency requirements for Caribou firefighters as a condition of employment.

This process will formally commence on December 4th, 2025, with the expectation that a mutually acceptable agreement addressing these concerns will be implemented on or before April 1st, 2026, unless otherwise agreed to by the Parties. The Fact-Finding process will remain open and be held in abeyance while the parties work with the Fact Finders to address these concerns.

The parties affirm their commitment to open dialogue, transparency, and good faith negotiations throughout this process.

  
\_\_\_\_\_  
Michael Crouse, Designated Representative  
IAFF Local 5191

Date: 11/26/25

\_\_\_\_\_  
Penny Thompson, City Manager  
City of Caribou, Maine

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

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Chief Lajoie presentation on increase for outside community contracts**

---

Tonight, Fire Chief Brian Lajoie will present a follow-up to his presentation last month on the increase for outside community contracts.

His memo can be found on the following pages.

**Requested Action**

After hearing the Chief's presentation, if agreeable to the change:

Motion to implement a 5% increase in the per capita rates for Fire and Ambulance coverage in 2026.

Second

Discussion

Vote



# CARIBOU FIRE & AMBULANCE DEPARTMENT



Chief Brian P. Lajoie

## MEMORANDUM

**TO:** City Council Members; City Manager

**FROM:** Brian P. Lajoie, Fire Chief

**DATE:** December 12, 2025

**SUBJECT:** Outside Community EMS Coverage Contracts and Justification for a 5% Annual Rate Increase

---

### Purpose

The purpose of this memorandum is to provide a comprehensive overview of outside community Emergency Medical Services (EMS) coverage contracts, explain their operational and financial importance, and demonstrate why a 5 percent annual rate increase is both sustainable and sufficient to cover projected departmental operational and supply cost increases for the upcoming fiscal year.

---

### Overview of Outside Community EMS Coverage Contracts

Outside community EMS coverage contracts are binding agreements that guarantee 24-hour, 365-day emergency medical response to residents of contracted communities. These agreements provide certainty that EMS resources will be available when a resident calls for help.

Without a contract in place, a community places itself at significant risk. There is no guarantee that EMS resources will be available during times of peak demand, simultaneous incidents, or staffing limitations. This creates unacceptable risk for residents and exposes both the requesting community and responding agency to potential liability.

---

### Operational Demand from Outside Communities

Responses to outside communities represent a consistent and substantial portion of the department's annual workload:

- **2021:**
  - Total calls: 2,692
  - Outside community calls: 651 (**24.2%**)
- **2022:**

- Total calls: 2,812
- Outside community calls: 766 (**27.2%**)
- **2023:**
  - Total calls: 2,520
  - Outside community calls: 594 (**23.6%**)
- **2024:**
  - Total calls: 2,776
  - Outside community calls: 620 (**22.3%**)

Over the past four years, approximately one-quarter of all EMS responses have been dedicated to contracted outside communities. These responses require the same level of staffing, apparatus readiness, medical supplies, training, and administrative support as calls within the city.

---

## Billing and Revenue Considerations

When the department responds to a contracted community:

- The patient is billed for services rendered.
- Reimbursement is received through the patient's insurance carrier based on established insurance reimbursement rates.
- Contract revenue ensures baseline readiness, while insurance reimbursement offsets per-call operational costs.

For 2026, the Fire Department projects \$548,567.25 in revenue strictly from outside community EMS coverage contracts. This revenue is essential to sustaining service delivery and offsetting operational expenses.

Failure to secure or renew these contracts would result in:

- Loss of over \$548,000 in guaranteed annual revenue
  - Increased financial strain on City-funded EMS operations
  - Greater burden on City taxpayers
  - Reduced ability to maintain current service levels
- 

## Justification for a 5% Annual Increase

A 5 percent annual increase is appropriate and sustainable for the following reasons:

- EMS operational costs, medical supplies, pharmaceuticals, equipment maintenance, training, fuel, and logistics, historically increase in the 3% to 6% range annually.
- A 5% increase keeps pace with these cost pressures without exceeding reasonable community expectations.
- Incremental annual increases allow contracted communities to plan and budget responsibly, avoiding sudden or disruptive rate changes.
- The department already has the infrastructure in place; this increase supports continued readiness, not expansion.



Based on current cost trends and service demand, the projected \$548,567.25 in 2026 contract revenue is sustainable with the proposed 5% increase and will adequately support EMS operations for contracted communities.

---

## **Community Risk and Regional Responsibility**

Maintaining outside community EMS contracts:

- Guarantees emergency response availability
- Reduces uncertainty during emergencies
- Protects residents from gaps in coverage
- Supports strong regional partnerships

Without a contract, a community assumes the risk that no EMS unit may be available when a call for help is made. These agreements reinforce regional cooperation and reflect the City's commitment to being a responsible and reliable neighbor.

---

## **Department Commitment**

The Caribou Fire & Ambulance Department remains committed to:

- Providing high-quality, professional, and reliable EMS care
  - Maintaining positive working relationships with contracted communities
  - Practicing fiscal responsibility
  - Meeting growing service demands without compromising patient care or responder safety
- 

## **Recommendation**

I am recommending that the City Council and City Manager support the continuation of outside community EMS coverage contracts with a 5 percent annual rate increase, ensuring:

- Financial sustainability
- Predictable budgeting for contracted communities
- Protection of City resources
- Uninterrupted 24/7 EMS coverage

Please feel free to contact me if additional information or clarification is required.

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



## MEMO

**TO: Caribou City Council Members**  
**FROM: Eric Sanderson, Economic & Community Development Specialist**  
**DATE: December 10, 2025**  
**RE: Request for City Facilities and In-Kind Support Services to host 2026 SnowBowl in Caribou**

---

### Introduction

The City Council, City Manager, and several Department heads from Public Works, Fire, Police, Recreation and Economic Development, have received a request from Troy Haney and Jim Gamage of Spud Speedway, to use the Recreation & Wellness Center and a portion of Bennett Drive for the 2026 SnowBowl event. The request, which comes after an initial meeting with staff on Tuesday, November 25<sup>th</sup>, would involve use of municipal facilities, snow hauling services, EMS coverage, and full closure of a portion of Bennett Drive from north Street to County Credit Union exit driveway for 21 hours across two main event days. This is further outlined in Mr. Haney and Mr. Gamage's letter in Attachment 1. There are two event layout options, Plan A for adequate snow depth, and a Plan B layout for hauled snow which changes the location of some of the snowmobile show elements. This memo serves to communicate the City staff's main concerns and recommendation regarding the request.

### Request

Mr. Haney and Mr. Gamage's requests from the City of Caribou are summarized below, organized by Department that would be responsive to the request:

- 1. Parks & Recreation Department** – *use of Wellness Center Property from February 26<sup>th</sup> – March 2<sup>nd</sup>*
  - a. Use of indoor space at Wellness Center, including gym, lobby, and bathrooms for vendor space and attendee use, coordinated with Recreation Superintendent, Gary Marquis. Vendors will be charged to help cover event costs.
  - b. Use of designated parking lots for vendors, pit area and event courses as shown in the Layout Plans A & B.
  - c. Wellness Center staffing to assist with facility management and cleanup.
- 2. Fire Department** – *Fire & EMS Support*
  - a. Fire & EMS support during race operations and an ambulance onsite for the 45-minute stunt show on Saturday, February 28<sup>th</sup>.
- 3. Public Works Department** – *Snow hauling services, depending on snow depth, gradually on regular time at Public Works convenience*
  - a. Assistance hauling clean snow for normal plowing and treatment of venue areas to ensure sufficient time without disrupting essential operations. Additional contractors may be engaged to minimize burden on municipal crews.
  - b. Inclement weather support for normal plowing and treatment of venue areas to ensure safe spectator access.
  - c. Use of City barricades and detour signage for traffic control
- 4. Police Department** – *Closure of part of Bennett Drive and traffic control as needed*
  - a. Closure of Bennett Drive from North Street to The County Federal Credit Union exit driveway on Saturday, February 28<sup>th</sup> from 7AM-7PM (or end of show) and Sunday, March 1<sup>st</sup>, from 7AM-4PM (or end of show).
  - b. Traffic and crowd control should attendance exceed expectations.

## **5. Economic Development – Promotion and marketing**

- a. City support with event promotion, sharing content provided by Spud Speedway on social media and through City communication channels such as television, radio, and press releases similar to other community events.
- b. Permission to hang promotional banners and sponsor signage on fencing

## **6. Other/Miscellaneous**

- a. Potential use of the local S.W. Collins chalet buildings for charitable organizations to fundraise

Mr. Haney and Mr. Gamage have continually emphasized the goal is for the event to be free and open to the public, however, their letter requests to charge a minimal spectator fee if necessary to cover event costs depending on level of sponsorship received from other organizations.

### Staff Comments

The request notes Spud Speedway commits to providing the City liability coverage for the event insurance, provide full setup and tear down staffing, signage for crowd and participant direction, trash cans (including post-event cleanup), lead promotion, coordinating racing operations and stunt shows, and applying for all required State Permits. Spud Speedway also will collaborate with Aroostook Emergency Management Agency (EMA) to develop an event safety plan ensuring coordinated communication among all involved agencies. In terms of what is requested from the City, staff offers the City Council with the below comments on the requests, again organized by Department:

#### **1. General**

- a. Proof of liability insurance coverage for the municipal properties used, event staff, and event goers is required and was requested. Mr. Haney and Mr. Gamage have stated they will provide event insurance listing the City as additionally insured, along with insurance documentation from X Racing, Rave X and food vendors.

#### **2. Parks & Recreation Department**

- a. The Parks & Recreation Department recommends use of outside volunteers as the Department is only staffed for a limited time on Saturdays. Volunteers would need to clean bathrooms and complete other small tasks.
- b. The parking lot near the tennis courts can be left as is over the winter for snow storage that needs to be hauled from clean sources (e.g. the Airport) if adequate snow depth is not observed

*Parks & Recreation Department Recommendation: Approve use of Recreation & Wellness Center for the SnowBowl event with the condition that volunteers be provided by the organizers or Spud Speedway.*

#### **3. Fire Department**

- a. The Fire Department has previously expressed concerns on having dedicated staff at the event, and will note the Fire Station is located a half mile from the Recreation & Wellness Center, so any ambulance requests can be dispatched directly from our facility. The Department will make every effort to have an ambulance and crew on-site for approximately 45 minutes during the stunt event; however, we cannot guarantee continuous coverage as 911 calls must remain our priority.

*Fire Department Recommendation: At this time, the Fire Department cannot guarantee providing continuous coverage or having apparatus or staff specifically dedicated to the event. The Fire Department will make every effort to have an ambulance and crew on-site for approximately 45 minutes during the stunt event.*

#### **4. Public Works Department**

- a. The Public Works Department's biggest concern is that snow hauling would be requested less than multiple weeks ahead of the event, putting pressure on the Department to deviate from regular working hours to assist with snow hauling. The DPW will not sacrifice public safety during plowable events, and given enough notice in early January, can begin hauling snow as needed. Having a schedule to coordinate this with the event organizers would be beneficial (e.g. a deadline when a decision is made whether Layout A or B will be used as that impacts snow hauling).
- b. The request for closure of Bennet Drive has been clarified to be mostly for pedestrian and spectator use. We have previously communicated to Mr. Haney and Mr. Gamage that if snow is to be hauled into Bennett Drive and then removed, that would need to be done privately. They have clarified the portion of Bennett Drive that would have snow coverage during the event would be the sidewalk area, which can be cleaned up after the show without disrupting public safety. The DPW remains committed to public safety while not disrupting services during regular business hours, is happy to help, and believes this can be accommodated **with the right scheduling and notice**.
- c. Any snow placed on sidewalks during the event will likely be fine in the short term. The Public Works Department prefers the event organizers leave that snow on the sidewalk at the conclusion of the event and the crew will handle cleanup at its earliest convenience. DPW is confident doing the removal itself will prevent any unnecessary damages to sidewalk infrastructure.

*Department of Public Works Recommendation: Approve use of resources if the organizers can come up with a deadline by which Public Works will know if it needs to haul snow or not. It is better to have the notice to haul snow at the Department's convenience than be alerted last minute, even if the event will be held in Layout A with adequate snow.*

#### **5. Police Department**

- a. The Police Department does not have much by way of concerns at this point, and a detour northbound and southbound has been used in years past so both directions are not using the same detour.

*Police Department Recommendation: The Police Department has no recommendations at this time.*

#### **6. Economic Development**

- a. The request to utilize City platforms is reasonable, however, staff has made clear that any use will be at the discretion of the City and we are amenable to Spud Speedway providing materials for review before any posting or advertising happens. This would be on the City's terms.
- b. As noted in the request, if the City can provide in-kind services, this would have considerable positive economic impact for local businesses, and continue promotion of Caribou as the snowmobile and winter capitol that it is.



*Economic Development Recommendation: The Department of Economic Development enthusiastically supports and recommends approval of use of municipal marketing on the City's terms. We are excited to advocate for the event be held locally on Bennett Drive, and will work with Spud Speedway at every turn to make the event as successful as possible.*

#### Conclusion

With the above noted, staff recommends approval of use of City facilities and in-kind service donations as requested for the 2026 SnowBowl from the Parks & Recreation, Public Works, Police, and Economic Development Departments, and Fire Department resources will be allocated as available and at the discretion of the Fire Chief.

#### Attachments

Attachment 1 – Layout Plan A (adequate snow depth) & Layout Plan B (requires hauled snow)

#### **Suggested Action:**

After discussion, please make a motion to “approve the use of the Recreation & Wellness Center for the 2026 Snow Bowl as presented, allowing use of resources and staff from Parks & Recreation, Public Works, Police, and Economic Development Departments, and the Fire Department resources allocated as available at the discretion of the Fire Chief”.

Second

Discussion

# Attachment 1 - Request Letter & Layout A (adequate snow depth) & Layout B (requires hauled snow)

## Proposal Letter to the Caribou City Council

### Re: Partnership Request for Hosting the 2026 SnowBowl on Bennett Drive

Dear Manager Thompson & Members of the Caribou City Council,

Thank you to everyone who participated in the initial meeting to explore the opportunity of hosting the SnowBowl on Bennett Drive from **February 27th through March 1st**. We appreciate the City's willingness to discuss this idea and are excited about the potential for Caribou to partner with Spud Speedway in creating a safe, successful, and entertaining community event—one that can grow into an annual winter tradition the community will be proud to host.

The SnowBowl continues to gain national attention and has the potential to serve as a powerful catalyst for promoting Caribou as **the premier winter snowmobiling destination in New England**. As the only municipality in the region that manages its trail system at the city level and consistently hosts winter events celebrating snowmobiling and outdoor recreation, Caribou is uniquely positioned to benefit from the exposure and tourism this event can generate.

We have provided two layout diagrams—**Plan A** (adequate snow depth) and **Plan B** (requires hauled snow)—for review. Below is a formal outline of the requests from the City of Caribou and the commitments that Spud Speedway will make to ensure this event's success.

---

## Requests from the City of Caribou

1. **Use of Caribou Wellness Center Property** from February 26–March 2, including setup and tear-down days, coordinated with Gary Marquis.
2. **Use of designated parking lots** for vendors, pit area, and event courses as shown in the attached diagrams.
3. **Use of the Wellness Center interior**—including gym, lobby, and bathrooms—for vendor space and attendee use. Vendors will be charged to help us cover event costs.
4. **Wellness Center staffing** to assist with facility management and cleanup.
5. **Caribou Fire & Ambulance onsite medic** during race operations and an ambulance onsite for the 45-minute stunt show on Saturday.

6. **Police support if needed** for traffic and crowd control should attendance exceed expectations.
  7. **Closure of Bennett Drive** from North Street to the County Credit Union exit driveway:
    - Saturday: 7:00 AM–7:00 PM (or end of show)
    - Sunday: 7:00 AM–4:00 PM (or end of show)
  8. **Public Works support** to haul clean snow for a Plan B track, determined by mid-January to ensure sufficient time without disrupting essential operations. Additional outside contractors may be engaged to minimize the burden on City crews.
  9. **Inclement weather support** for normal plowing and treatment of venue areas to ensure safe spectator access.
  10. **City support with event promotion**, sharing content provided by Spud Speedway on social media and through City communication channels such as television, radio, and press releases similar to other community events.
  11. **Use of city barricades and detour signage** for traffic control.
  12. **Permission to hang promotional banners and sponsor signage** on fencing.
  13. **Permission to charge a minimal spectator fee** if necessary to offset event costs, though the goal remains to offer a free community event.
  14. **Potential use of the local market buildings** for charitable organizations to fundraise (these are the SW Collins built buildings and are optional but appreciated).
  15. **Dismissal of the airport location option**, as X Racing has confirmed this layout would not be feasible for their race operations considering it is disconnected from the venue.
- 

#### **Commitments from Spud Speedway**

1. Provide **event insurance listing the City as additionally insured**, along with insurance documentation from X Racing, Rave X, and food vendors.
2. **Supply full setup and tear-down staffing** for the entire venue.
3. **Provide staffing during the event** to manage attendees and participants.
4. **Supply all onsite signage** for crowd and participant direction.

5. **Provide and maintain trash cans** throughout the venue and complete post-event cleanup.
  6. **Lead promotion, advertising, and social media outreach** to draw visitors from across New England and beyond.
  7. **Handle all coordination of racing operations and stunt shows.**
  8. **Apply for all required State permits** for the event.
  9. **Collaborate with Aroostook EMA** to develop an event safety plan ensuring coordinated communication among all involved agencies.
- 

### **Event Impact & Community Benefit**

The SnowBowl is a true family-friendly celebration of winter and snowmobiling heritage—an important part of Caribou’s culture and tourism identity. We anticipate strong engagement from local residents, businesses, and schools, along with meaningful economic benefits to hotels, restaurants, gas stations, and retail establishments.

In its first year, the SnowBowl attracted **over 6,000 spectators** to Bennett Drive for the Rave X Snowmobile Freestyle Show, resulting in overwhelmingly positive community and business feedback. As the event enters its fourth year, we believe a renewed partnership between Spud Speedway and the City of Caribou can recreate—and exceed—that initial success.

We hope that City officials see the value in partnering to bring this exciting, high-impact event to Caribou once again.

If you have questions prior to the upcoming meeting, please feel free to email us at [troy@spudspeedway.com](mailto:troy@spudspeedway.com) and [jim@spudspeedway.com](mailto:jim@spudspeedway.com). Because of scheduling and operational needs, we kindly request a final decision at the **December 15th meeting or sooner if at all possible**. We also want to make sure everyone understands that even if we get to a yes decision, if the support is not there financially to make this work it may be necessary to host at Spud Speedway at the end of the day.

Thank you for your time, consideration, and continued support of community events.

Respectfully submitted,

**Troy & Jim**

Spud Speedway

# SnowBowl Event Plan A Feb. 27th - Mar 1st





# SnowBowl Event Plan B Feb. 27th - Mar 1st



**City of Caribou**  
**Finance Department**  
**MEMORANDUM**

**DATE:**     December 15, 2025

**TO:**       Council

**FROM:**     Carl Grant, Finance Director

**SUBJECT:**   Tax Abatements

Please consider abating the following real estate property taxes:

Account #5045	principal amount \$146.01 taxes from 2020
Account #5121	principal amount \$58.88 taxes from 2020

These account has been worked and are trailers in bad shape in a trailer park.

Account	Year	Name	Principal	Principal Due	Pre Lien Int	Costs	Interest	Total
5045	2020-1	JOHNDRO, JACQUELINE	146.01	146.01	7.56	65.74	53.67	272.98
5121	2020-1	MURPHY, BILLIE JO	58.88	58.88	3.05	65.74	21.65	149.32
Total for 2 Bills:			204.89	204.89	10.61	131.48	75.32	422.30
2 Accounts			Lien Summary					
2020-1	2		204.89	204.89	10.61	131.48	75.32	422.30
Total:	2		204.89	204.89	10.61	131.48	75.32	422.30



**City of Caribou  
Finance Department  
MEMORANDUM**

**DATE:**     December 15, 2025

**TO:**       Council

**FROM:**     Carl Grant, Finance Director

**SUBJECT:**   MainePERS Retirement Plan

To see if the City of Caribou, Caribou Fire & Police will vote to add coverage for its full-time dispatchers effective January 1, 2026.

Motion:

Approved as written, see attached.

**City of Caribou, Caribou Fire & Police's  
legislative body to add coverage for Dispatchers under their  
MainePERS Consolidated Participating Local District Plan (The Plan)**

To see if the City of Caribou, Caribou Fire & Police will vote to add coverage for its full-time dispatchers effective January 1, 2026.

The City agrees to:

- A) Add coverage under Special Plan 3C for its full-time dispatchers who regularly work at least 40 hours per week, 52 weeks per year effective January 1, 2026.
- B) Continue to provide Special Plan 3C to its full-time firefighters and police officers who regularly work at least 40 hours per week, 52 weeks per year.
- C) Continue to exclude all other employees, including city council members, from participating in The Plan.
- D) Authorize Penny Thompson, City Manager or Courtney Boma, City Council Chair to sign the amended agreement between the City and Maine Public Employees Retirement System.

Motion/Order approved as written.



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** December 15, 2025  
**RE:** Maine Paid Family & Medical Leave

---

On July 11, 2023, Maine governor Janet Mills signed a Paid Family and Medical Leave program into law. The program provides wage-replacement benefits to eligible private and public sector workers who will be able to take up to 12 weeks of family and medical leave for reasons such as illness and the birth of a child.

The program is funded by employer and employee premium payments remitted to the State that begin January 1, 2025, and will be 1% of wages. Starting in 2028, the Maine Department of Labor will set the premium for the coming calendar year, but it will be set at 1% in 2025, 2026, and 2027. Claims will be processed starting May 1, 2026. The MEDOL will be providing more guidance in 2026.

Employers with 15 or more employees may deduct up to 50% of the premium required for an employee from the employee's wages.

You may recall that this new mandate was cited as a reason for the budget increase at the RSU and the County.

According to the Finance Director, his estimate of the City's 2026 payroll is \$5 million, so a 1% premium would be equal to \$50,000.

My recommendation is for the City to pay the full 1% premium in 2026. The City paid the 1% premium in 2025 because there are collective bargaining agreements that are not settled to reflect this new language. This is still true as the City moves into 2026.

### **Suggested action:**

Please make a motion "to pay the full 1% MFML premium for the 2026 budget year"

Second

Discussion

Vote

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Approval of 2026 Cost of Living Adjustment for non-union regular employees**

---

On January 1, 2026, employees covered under a Collective Bargaining Agreement will receive a Cost of Living and/or other adjustment to their hourly rate of pay. The amount of the adjustment is tied to their Collective Bargaining Agreement. Those part-time employees who are paid the Maine state minimum wage will receive a 3.08% increase from \$14.65 to \$15.10 per hour. There is no such automatic COLA for the non-union employees.

Three of the four unions are still under negotiation currently. The Public Works Union will be in year three of a three-year contract in 2026, and will receive a 3% increase.

In June 2025, the Caribou City Council adopted a new wage scale for non-union employees.

As a reflection of their ongoing dedication in serving the citizens of Caribou, I am asking for a 3% Cost of Living Adjustment to be approved for all regular non-union non-contract employees, both full-time and part-time, effective January 1, 2026.

**Requested Action**

If this is acceptable, please make a motion to approve a 3% Cost of Living Adjustment for all regular non-union non-contract employees, both full-time and part-time, effective January 1, 2026.

Second

Discussion

Vote

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: December 15, 2025**  
**Re: Approval to close at 12:00 pm on Wednesday December 24, 2025**

---

The city personnel manual provides those employees not covered under a Collective Bargaining Agreement, Christmas Day as a holiday. This year, Christmas Eve falls on a workday.

I am asking that those employees not covered under a CBA be allowed to start their Christmas holiday at 12 noon on Wednesday December 24, 2025. Any scheduled work hours not worked after 12 noon on Wednesday December 24, 2025 due to the closure will be paid as regular time.

Employees not covered under a collective bargaining agreement include: all department managers, any non-union personnel in union departments, Caribou Public Library, Nylander Museum, Parks and Recreation, Caribou Housing Authority, Tax Assessment / Code Enforcement, and all General Government departments.

**Requested Action**

If this is acceptable, please make a motion that the employees who are not covered under a collective bargaining agreement end their regular workday at 12 noon on Wednesday December 24, 2025, and any scheduled work hours not worked after 12 noon on Wednesday December 24, 2025 due to the closure be paid as regular time.

Second

Discussion

Vote



## 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](http://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 November we received 3 FOAA Requests, processed 2 General Assistance applications, and held 3 Elections together.

Nov-25	TOTALS	
	TRANSACTION	AMOUNT
BIRTH RECORDS	44	\$ 696.00
BUILDING PERMITS	3	\$ 150.00
DEATH RECORDS	24	\$ 1,148.00
DOG LICENSES	42	\$ 404.00
HUNTING LICENSE	4	\$ 160.00
MARRIAGE RECORDS	10	\$ 181.00
MISC. LICENSES	2	\$ 40.00
MISC. RECEIPTS	5	\$ 835.00
MOTOR VEHICLE	448	\$ 117,598.12
NOTARY FEES	9	\$ 75.00
PERSONAL PROPERTY PAYMENT	55	\$ 86,584.10
PLUMBING PERMITS	2	\$ 110.00
REAL ESTATE PAYMENT	649	\$ 1,266,212.80
SNOWMOBILE REGISTRATIONS	30	\$ 2,152.00
TAX LIEN PAYMENT	94	\$ 61,024.77
	1421	\$ 1,537,370.79



**CARIBOU HOUSING AUTHORITY**  
 - HOUSING CHOICE VOUCHER -  
 HOUSING CHOICE VOUCHER HOMEOWNERSHIP  
 - MAINSTREAM PROGRAM -  
 - EMERGENCY HOUSING VOUCHER PROGRAM-  
 FAMILY SELF-SUFFICIENCY PROGRAM  
 LANDLORD PARTICIPATION INCENTIVE PROGRAM

### WAITING LIST STATISTICS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Applicants in State of Maine</b>	<b>53,300</b>	<b>53,485</b>	<b>54,584</b>	<b>55,127</b>	<b>55,632</b>	<b>56,156</b>	<b>56,456</b>	<b>57,266</b>	<b>58,080</b>	<b>58,821</b>			<b>558,907</b>
Applicants in Aroostook County	597	626	620	655	700	683	712	784	760	817			<b>6,954</b>
Applicants in Caribou Area	15	21	72	31	52	80	93	125	143	168			<b>800</b>
Applicants Pulled From Waiting List	14	20	19	30	15	0	0	0	0	0			<b>123</b>
Vouchers on Street	10	7	18	18	11	3	0	0	0	0			<b>32</b>

### HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>HUD Allocated Vouchers</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>	<b>196</b>			<b>2352</b>
<b>Total Vouchers Leased</b>	<b>166</b>	<b>168</b>	<b>167</b>	<b>167</b>	<b>167</b>	<b>173</b>	<b>171</b>	<b>168</b>	<b>169</b>	<b>159</b>			<b>1675</b>
Port Out Vouchers	2	2	2	2	3	3	3	2	2	1			<b>22</b>
Homeownership Vouchers	1	1	1	1	1	1	1	1	1	1			<b>10</b>
All Other Housing Choice Vouchers	163	165	164	164	163	169	167	165	166	157			<b>1643</b>

<b>Total HAP Expense</b>	<b>\$ 93,275</b>	<b>\$ 103,010</b>	<b>\$ 102,470</b>	<b>\$ 99,853</b>	<b>\$ 103,772</b>	<b>\$ 105,934</b>	<b>\$ 103,720</b>	<b>\$ 103,672</b>	<b>\$ 101,536</b>	<b>\$ 98,646</b>			<b>\$ 1,015,888</b>
All Other Voucher	\$ 82,070	\$ 91,994	\$ 92,813	\$ 92,519	\$ 95,758	\$ 96,650	\$ 96,941	\$ 96,029	\$ 93,559	\$ 90,334			<b>\$ 928,667</b>
Port Out Payments	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,802	\$ 2,802	\$ 2,559	\$ 2,559	\$ 2,559	\$ 2,559			<b>\$ 25,640</b>
Homeownership HAP	\$ 356	\$ 124	\$ 87	\$ 87	\$ 87	\$ 87	\$ 87	\$ 38	\$ 38	\$ 80			<b>\$ 1,071</b>
FSS Escrow, Participants Account	\$ 8,399	\$ 8,442	\$ 7,120	\$ 4,797	\$ 5,125	\$ 6,395	\$ 4,133	\$ 5,046	\$ 5,380	\$ 5,673			<b>\$ 60,510</b>

<b>Lease Up Rates</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>
HUD Allocated -vs- Leased	85%	86%	85%	85%	85%	88%	87%	86%	86%	81%			<b>85%</b>
HUD Funded -vs- HAP Expense	73%	101%	107%	110%	98%	94%	99%	93%	72%	96%			<b>94%</b>

### MAINSTREAM VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Allocated Vouchers</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>			<b>480</b>
<b>Total Vouchers Leased</b>	<b>32</b>	<b>33</b>	<b>35</b>	<b>36</b>	<b>36</b>	<b>35</b>		<b>34</b>	<b>36</b>	<b>35</b>			<b>312</b>

<b>Total HAP Expense</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>	<b>\$15,156</b>			<b>\$151,560</b>
HAP Expense	\$ 14,521	\$ 16,080	\$ 17,842	\$ 19,319	\$ 19,391	\$ 19,270	\$ 19,350	\$ 18,535	\$ 19,090	\$ 18,860			<b>\$182,258</b>
FSS Escrow, Participants Account	\$ 1,645	\$ 1,574	\$ 1,261	\$ 1,261	\$ 1,293	\$ 1,216	\$ 782	\$ 1,402	\$ 1,402	\$ 1,402			<b>\$13,238</b>

### EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
<b>Allocated Vouchers</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>			<b>180</b>
<b>Total Vouchers Leased</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>			<b>80</b>

<b>Total HAP Expenses</b>	<b>\$ 8,562</b>	<b>\$ 6,778</b>	<b>\$ 5,465</b>	<b>\$ 5,573</b>	<b>\$ 5,573</b>	<b>\$ 5,606</b>	<b>\$ 5,606</b>	<b>\$ 5,791</b>	<b>\$ 5,127</b>	<b>\$ 5,127</b>			<b>\$ 59,208</b>
Hap Expense	\$ 7,249	\$ 5,465	\$ 4,127	\$ 4,235	\$ 4,235	\$ 4,463	\$ 4,463	\$ 5,085	\$ 5,127	\$ 4,666			<b>\$ 49,115</b>
FSS Escrow, Participants Account	\$ 1,313	\$ 1,313	\$ 1,338	\$ 1,338	\$ 1,338	\$ 1,143	\$ 1,143	\$ 706	\$ -	\$ 461			<b>\$ 10,093</b>

**HOUSING QUALITY STANDARDS INSPECTIONS**

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Initial Inspection	7	5	3	4	8	6	1	1	0	6			41
Annual Inspection	1						67	29	8	1			106
No Show							6	1	0				7
Reinpsction(s)			1	1	1		1	18	9	9			40
Other, Public Housing Authority Inspections							0	21	10				31
Toal Inspections	8	5	4	5	9	6	74	70	27	16	0	0	225

**SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY**

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Number of Participants	56	56	56	56	55	61	53	54	54	51			56
FSS Famlies, Disbursement	4	0	3	4	1	0	0	1	0	1			14
FSS Disbursement Amount	\$ 8,765	\$ -	\$ 5,175	\$ 5,175	\$ 5,230	\$ -		\$ 1,116	\$ -	\$ 1,660			\$ 27,122
FSS Graduate, Families	2	1	0	0	1	1	2	1	1	1			10
FSS Graudate, Escrow	\$ 17,440	\$ 8,228	\$ -	\$ -	\$ 4,802	\$ 5,251	\$ 12,824	\$ 853	\$ 9,383	\$ 3,110			\$ 61,892
FSS Forfeiture, Families	2	2	0	0	0	1	0	0	0	0			5
FSS Forfeiture, Escrow	\$ 8,587	\$ 591	\$ -	\$ -	\$ -	\$ 6,018	\$ -	\$ -	\$ -	\$ -			\$ 15,196

**LANDLORD INCENTIVE PROGRAM**

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD
Signing Bonus	2	5	4	3	2	7	2	2	2	1			30
	\$ 700	\$ 1,750	\$ 1,400	\$ 1,050	\$ 700	\$ 2,450	\$ 700	\$ 700	\$ 700	\$ 350			\$ 10,500
Security Deposit	3	4	4	3	1	5	3	2	1	0			26
	\$ 3,371	\$ 4,170	\$ 4,250	\$ 2,764	\$ 700	\$ 5,381	\$ 2,975	\$ 1,750	\$ 900	\$ -			\$ 26,261
Damage Reimbursements	2	0	0	0	0	0	2	0	0	0			4
	\$ 1,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -			\$ 4,701
Grand Total of Incentives	\$ 5,772	\$ 5,920	\$ 5,650	\$ 3,814	\$ 1,400	\$ 7,831	\$ 6,675	\$ 2,450	\$ 1,600	\$ 350			\$ 41,462

	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
GRAND TOTAL OF ASSISTANCE INTO	\$ 138,623	\$ 130,261	\$ 128,144	\$ 127,599	\$ 133,705	\$ 136,354	\$ 142,899	\$ 126,665	\$ 131,356	\$ 121,619			
2025 YEAR TO DATE	\$ 138,623	\$ 268,884	\$ 397,029	\$ 524,628	\$ 658,333	\$ 794,687	\$ 937,586	\$ 1,064,252	\$ 1,195,608	\$ 1,317,227			
Percentage Increase per Month, 2025-vs- 2024	17%	15%	-12%	11%	-7%	20%	24%	4%	-14%	-11%			5%
2024 MONTHLY ASSITSTANCE	\$118,666	\$112,793	\$145,462	\$115,355	\$144,410	\$113,192	\$115,081	\$121,466	\$ 152,073	\$ 136,311	\$ 119,771	\$ 129,393	
YEAR TO DATE	\$118,666	\$231,459	\$376,921	\$492,276	\$636,686	\$749,878	\$864,959	\$986,425	\$1,138,498	\$1,274,809	\$1,394,580	\$1,523,973	

**OTHER**

Effective 12/31/2025, the Landlord Incentive Program will come to an end, due to the funding ending/running out from Maine Housing Authority.

The Emergency Housing Voucher Program will be coming to an end, sometime in fiscal year 2026. The federal government will not be renewing the program. All participants of this program, with Caribou Housing Authority, have been notified and have been placed on the Housing Choice Voucher waiting list, with a preference.





# CARIBOU FIRE & AMBULANCE DEPARTMENT



Chief Brian P. Lajoie

## Monthly Report – November 2025

### Call Summary

<i>Category</i>	<i>Number of Calls</i>	<i>Category</i>	<i>Number of Calls</i>
<b>Ambulance Calls</b>	<b>221</b>	<b>Fire Calls</b>	<b>19</b>
BLS Calls	120	Structure Fires	0
ALS Calls	101	Chimney	0
Canceled Calls	3	Rescue	0
Drug/Behavioral Calls	4	Silent Alarms	19
Outside Community Calls	55		
PIFT Transfers	0		
LifeFlight Transfers	5		
Long Distance Transfers	1		
<b>Total Calls for November:</b>	<b>243</b>		

### Monthly Activities & Events

#### November 5, 2025:

Chief Lajoie attended the Harriman Bi-Weekly Building Renovation Meeting via Zoom (1500 hrs.).

#### November 10, 2025:

Chief Lajoie attended Caribou Tech Center Advisory Board Meeting.

#### November 12, 2025:

Chief Lajoie attended the city safety committee meeting held at the Caribou Police Department.

#### November 17, 2025:

Chief Lajoie attended the Caribou City Council Meeting.

#### November 19, 2025:

Chief Lajoie attended department head meeting at the city office, which continued in a conversation on the Snow Bowl.

**November 20, 2025:**

Chief Lajoie attended a LEPC zoom meeting.

**November 25, 2025:**

Chief Lajoie attended a meeting at the city office regarding the Snow Bowl with other department head personnel and Snow Bowl event organizers.

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**Station & Equipment Maintenance**

Crews completed all monthly building and apparatus checks for November.

- UTV 8 & Rescue Trailer received detailed cleaning of compartments, interior, and exterior, and both units were waxed.

Respectfully submitted,

Brian P. Lajoie  
Fire Chief, FO III





**Board of Directors**  
**November 3, 2025**  
**5:00 p.m.**

**Present:**

Kevin Barnes, Chairman; Jane McCall, Vice Chair; Dr. Carl Flynn, Meagan Thompson, Mike Gahagan, Clara Collins, Neal Griffitheth, Dr. Irene Djuanda, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO/COO; Jenn Plant, RN, CNO; Ben Willey, CFPO;

**Zoom:**

Dr. Caleb Swanberg; COS; and Peg McAfee  
Luke Dyer, Doug Plourde, Paula Parent, RN, CHRO.

**Excused:**

Penny Thompson

**Guest:**

Matt Cummings, PHS; Chip Holmes, Ovation Healthcare

**Welcome:**

Kevin Barnes, Chairman, Board of Directors welcomed Matt Cummings, 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 5:06 p.m.		Informational.	K. Barnes
2. Review and Approval of Minutes	The minutes of the October 6, 2025, meeting were reviewed.		Upon motion, duly made and seconded, it was so VOTED to approve the October 6, 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 October 22 <sup>nd</sup> MSEC Meeting.  <b>Physician Capital Equipment</b> – The committee approved prioritizing the purchase of a new stress test treadmill.  <b>Nominating Committee</b> – The Nominating Committee will be Dr. Collamore, Dr. Laferriere, and Dr. Djuanda.  <b>Update on Multi-Disciplinary Peer Review Rules and Regulations</b> – Dr. Gallagher will draft a proposal for a multi-disciplinary peer review and present it to the MSEC.  <b>Admission Order Sets</b> – The MSEC approved the revised Admission Order Set, ICU Standard Admission Order Set, and Orthopedic Admission Order Set as presented without Protonix.  <b>Department of Emergency Medicine</b> – The committee discussed hand-off communication of Sepsis patients. The Sepsis Committee will be reviewing options for continuum of care for Sepsis patients.  <b>Department of Radiology/Pathology</b> – Dr. Swanberg shared there have been several positive comments		Upon motion, duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.	Dr. C. Swanberg

**Board of Directors**  
**November 3, 2025**  
**5:00 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>about the addition of Dr. Jeremy Lindahl as a full-time Radiologist.</p> <p><b>Appointment Courtesy Medical Staff – Frederick Stack, MD (Internal Medicine);</b> The complete appointment application and provider profile of Frederick Stack, MD was reviewed with no discrepancies. He reported one malpractice claim with a pre-trial settlement which also is reported in the National Practitioner's Data Bank. The claim was reviewed by the Chief of Medicine with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Frederick Stack, 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.</p>	<p>Upon motion, duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Frederick Stack to the Courtesy Medical Staff.</p>	
<p><b>4. Quality Management Committee, Patient Safety Committee, Dashboard</b></p>	<p>Dr. Regen Gallagher provided the following updates from the October 7<sup>th</sup> QM Committee Meeting.</p> <p><b>Quality Management Committee</b></p> <ul style="list-style-type: none"> <li>• Patient Safety – The committee reviewed individual department actions for improvement for the Patient Safety Survey 2025, including One Day Surgery, Oncology and Inpatient Units. HCAHPS Star Rating, Leapfrog Survey Results and Sepsis were also reviewed.</li> <li>• Joint Commission – The Joint Commission is revising elements of performance and have created a new guideline book.</li> <li>• QHIP – Several areas are being reviewed to make improvements in the QHIP score.</li> <li>• Compliance Indicators – Indicators from Jefferson Cary Cancer Center, Nutritional Services, Environment of Care, Emergency Department, Specialty Clinic, ICU, Maternal Child, Radiology, and OR were reviewed.</li> <li>• QM Plans 2026 – Departmental QM Plans for 2026 are due November 7<sup>th</sup>. A team has been established to review the plans prior to the QM Committee.</li> <li>• Dashboard – Sepsis core measure compliance has improved. C-Section rate core measure only includes information for first c-section which can impact monthly results; Medical Staff quality indicators were reviewed; Press Ganey Patient Satisfaction results were reviewed including patient comments.</li> </ul> <p><b>Patient Safety Committee</b></p> <ul style="list-style-type: none"> <li>• Patient Falls – There have been 16 patient falls to date.</li> <li>• Patient Transfers - Transfers are reviewed monthly to assure the EMTALA form is completed accurately.</li> <li>• Variances - Variances to date were reviewed. Data includes information on treatments/</li> </ul>	<p>Upon motion, duly made and seconded, it was so VOTED to approve the Quality Management Committee Report as presented.</p>	<p>Dr. R. Gallagher</p>

**Board of Directors**  
**November 3, 2025**  
**5:00 p.m.**

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>procedures, IV/Anesthesia, and miscellaneous items like outpatient/visitor falls/slips.</li> <li>Sentinel Event Conference – Dr. Gallagher recently attended a conference on sentinel event updates. Madeline Orange, Social Services Manager, Sentinel Events, Division of Licensing and Certification will be on-site November 4<sup>th</sup> to review documentation of recently reported sentinel events at Cary Medical Center.</li> </ul>		
<b>5. Report of Chairman, Board of Directors – Kevin Barnes, Chairman</b>	<p>Kevin Barnes provided the following updates.</p> <p><b>Department Leadership</b> – No report was provided.</p> <p><b>Pines Board of Directors</b> – Mike Gahagan reported Pines is reviewing their phone system for possible savings. The 2026 budget is in process.</p> <p><b>MSEC Meeting</b> – Neal Griffith was in attendance and reported that Dr. Swanberg covered the information during his report.</p> <p><b>Nominating Committee</b> – Dr. Djuanda's 2<sup>nd</sup> term will expire December 31, 2025. Dr. Djuanda is willing to be nominated for another 3-year term. Luke Dyer is completing the 3<sup>rd</sup> term he was fulfilling of Carl Soderberg's Board membership. The Nominating Committee consists of Kevin Barnes, Jane McCall and Clara Collins. The committee will meet and provide an update at the December Board Meeting.</p>	Informational.	K. Barnes
<b>6. Report of CEO – Kris Doody</b>	<p>Kris Doody reported the following and noted there is additional information in the CEO Report.</p> <p><b>Physician Recruitment and Retention</b> -</p> <ul style="list-style-type: none"> <li><b>General Surgery</b> – A site visit was completed on Wednesday, October 8<sup>th</sup> with Dr. Eric Rau, experienced General Surgeon currently at Houlton Regional Hospital. A contract has been negotiated with Dr. Rau and he will start full-time in January 2026. Dr. Cecilia Trydestam has reached out and shared her interest in a part-time position. Dr. John Nadeau shared his desire to cut back to part-time.</li> <li><b>OB/GYN</b> – Dr. Sarah Krantz completed a site visit in September. Dr. Krantz is a friend of Dr. Kara Dwight and is currently working in Boston. She is Maine licensed, discussions continue.</li> <li><b>Emergency Medicine</b> – Zoom calls were completed with Dr. Aaron Ratner &amp; Dr. Veronica Coppersmith for part-time permanent positions. Additional candidates are being reviewed for</li> </ul>	Informational.	K. Doody

**Board of Directors**  
**November 3, 2025**  
**5:00 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p><b>b. 340B State of Maine Legislation</b></p> <p><b>c. Federal Budget</b></p> <p><b>d. NL/Anthem Negotiation</b></p> <p><b>e. VDA 2007 &amp; 2009 Appeal</b></p>	<p>Zoom interviews and future site visits.</p> <ul style="list-style-type: none"> <li><b>Anesthesia</b> – Yanira Medeiros, CRNA started full-time October 13, 2025.</li> <li><b>Radiology</b> - Dr. Jeremy Lindahl, Radiologist, began full-time September 22, 2025. A lot of positive feedback has been received about Dr. Lindahl's joining Cary full-time. Dr. Brenda Roy has transitioned to a part-time position.</li> <li><b>Family Practice</b> - Heather Curran, FNP from Family Planning in Presque Isle voiced an interest in working for Pines Health Services. Ms. Curran was onsite on October 8<sup>th</sup>. Ms. Curran has signed a contract to work full-time at Pines. She will start December 1<sup>st</sup>.</li> <li><b>Departures</b> – Dr. J. P. Michaud, long-time Orthopedic Surgeon at Cary and Pines, has decided to retire in May 2026. Scott Walton, PA-C resigned, effective April 2026. Scott and his family have decided to relocate to Southern Maine to be closer to family.</li> </ul> <p><b>340B State of Maine Legislation</b> – There are no new updates on this legislation that passed in September. Ms. Doody will continue monitoring changes to the 340B revenue &amp; expenses. This new Maine law eliminates many of the unilateral changes the pharmaceutical industry has imposed.</p> <p><b>Federal Budget</b> – Tomorrow is day 36 of the shutdown. Ms. Doody will continue monitoring the federal budget.</p> <p><b>NL/Anthem Negotiation</b> – As of October 31<sup>st</sup> Northern Light and Anthem did not reach an agreement.</p> <p><b>VDA 2007 &amp; 2009 Appeal</b> – Kris Doody reported the cash has been received from the VDA 2007 &amp; 2009 appeal.</p>		
<p><b>7. Report of Finance and Personnel Committee</b></p> <p><b>a. September Financials</b></p>	<p>Chelsea Desrosiers provided the following updates.</p> <p><b>September Financials</b> - Chelsea Desrosiers provided an overview of the September 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).</p>	<p>Upon motion, duly made and seconded, it was so VOTED to approve the September Financials as presented.</p>	C. Desrosiers
<p><b>8. Safety Quarterly Report</b></p>	<p><b>Safety Quarterly Report</b> – Ben Willey provided the following updates.</p> <ul style="list-style-type: none"> <li>Management Plan Goal Dashboard Q3 data was reviewed, including gas leak/evacuation education and protocol for Nutritional Services at at L'Acadie</li> <li>Life Safety Dashboard Q3 data was reviewed, including hospital wide fire drills</li> </ul>	<p>Upon motion, duly made and seconded, it was so VOTED to approve the Safety Quarterly Report as</p>	B. Willey

**Board of Directors  
November 3, 2025  
5:00 p.m.**

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION		PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>Emergency Management Q3 data was reviewed, including police button testing and a radioactive spill drill</li> <li>Security Statistics Q3 data was reviewed, including aggressive contacts and Med Eval's</li> </ul> <p>Also, two Simply Safety Sessions will be completed at Cary. Updates will be completed to the camera system.</p>		presented.	
<b>9. L'Acadie Quarterly Report</b>	<p>Paula Parent provided the following updates.</p> <ul style="list-style-type: none"> <li>Residents remain at 9; 1 male and 8 females; age range 42 to 85 @ 100% occupancy.</li> <li>Staffing – current vacancies include 1 RN/LPN – full-time/Per Diem; 1 CNA full-time. There is a total of 27 employees at L'Acadie.</li> <li>Environment of Care Dashboard – The State Fire Marshall Survey was conducted June 17, 2025. L'Acadie was found to be in substantial compliance. Items on the dashboard are completed either monthly, quarterly, or annually. Items are based on The Joint Commission, NFPA and State/Federal Regulations. Environmental rounds are routinely completed by James Grandmaison.</li> <li>Infection Control Compliance Rounding checklist was included in the report. There were deficiencies found during the State Fundamental Recertification Survey conducted June 17, 2025. Mary Allen, Infection Preventionist at Cary, will conduct quarterly visits to complete the compliance rounding checklist.</li> </ul>		Upon motion, duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.	
<b>10. Pines Health Services Quarterly Report</b>	<p>Kris Doody, RN, CEO provided the following updates.</p> <ul style="list-style-type: none"> <li>Pines Health Services finances are ahead of budget year-to-date 2025.</li> <li>The Service Area Competition (SAC) Grant was completed in October. It was submitted prior to the October 29<sup>th</sup> deadline. The grant is required to be completed every 4 years. The grant is worth \$10M to Pines Health Services. Pines have had the Section 330 grant since 2007.</li> </ul>		Informational.	K. Doody
<b>11. Ovation Healthcare Updates</b>	<p>Chip Holmes provided the following updates.</p> <ul style="list-style-type: none"> <li>On October 23<sup>rd</sup> correspondence was emailed to both Cary and Pines Board members regarding the 2025 CEO Evaluation, due November 30<sup>th</sup>. As of October 31<sup>st</sup> Ovation received 9 responses from Board members. In 2024, 10 responses were received from each board. Board members were asked to complete the evaluation for 100% participation by the end of November.</li> <li>Chip Holmes thanked Kris Doody and Kevin Barnes for allowing him to participate via Zoom. Due to family issues, he was unable to attend the October meeting. Chip has plans to attend the December 1<sup>st</sup> Board Meeting in person.</li> </ul>		Informational.	C. Holmes



**Board of Directors  
November 3, 2025  
5:00 p.m.**

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AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
11. Other, Adjournment & Next Meeting	<p><b>Other</b> – Mike Gahagan shared that he and his wife attended the Employee Recognition Event on October 17<sup>th</sup>. There was a great turnout, and it was a great event to see the employees being recognized.</p> <p><b>Holiday Event</b> – The Holiday Event planning is ongoing. The event is scheduled for Friday, December 5<sup>th</sup> at the Caribou Best Western. Social &amp; 50/50 at 5:30-6 p.m., Heavy Hors D'oeuvres &amp; Drawings at 6 p.m., DJ and Dancing 7-11 p.m. All board members and a guest are invited to attend.</p> <p><b>Adjournment</b> - Upon motion, duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:03 p.m.</p> <p><b>Next Meeting</b> –The next meeting of the Board of Directors is scheduled for Monday, December 1, 2025, 5:00 p.m.</p>	Informational.	K. Barnes

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO