

## 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, January 26, 2026**, 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.**

<b>1. Roll Call</b>	
<b>2. Invocation/Inspirational Thought</b>	
<b>3. Pledge of Allegiance</b>	
<b>4. Declaration of any Conflict of Interest</b>	
<b>5. 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 <a href="mailto:dbrissette@cariboumaine.org">dbrissette@cariboumaine.org</a>)</b>	
<b>6. Acceptance of Minutes</b>	<b>Pages</b>
a. Minutes of the January 2, 2026, Organizational City Council meeting	02-09
b. Minutes of the January 12, 2026, Regular City Council meeting	10-14
<b>7. Bid Openings, Awards, and Appointments</b>	
<b>8. Public Hearings and Possible Action Items</b>	
<b>9. Reports by Staff and Committees</b>	
a. Age Friendly Caribou presentation	15-20
b. December financials	21-42
c. City Manager's Report	43-44
<b>10. Unfinished Business</b>	
a. Discussion on adopting a Code of Conduct Resolution for the 2026 Caribou City Council	45-48
<b>11. New Business, Ordinances and Resolutions</b>	
a. Fire Station Project, Design Development approval	49-55
b. Approval of the 2026 Oak Leaf Systems contract	56-62
c. Approval of the Collective Bargaining Agreement with NEPBA Local 605	63-91
d. Discussion of 2026 Municipal Budget	92-93
<b>12. Reports and Discussion by Mayor and Council Members</b>	<b>Reports</b>
<b>13. Next Regular Meetings: February 9, 2026</b>	94-95
<b>14. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)</b>	
a. Executive Session for union negotiations pursuant to 1 MRSA §405.6.D (Fire Department Union)	
b. Executive Session for union negotiations pursuant to 1 MRSA §405.6.D (Police Department Union)	
<b>15. Adjournment</b>	

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:** Danielle Brissette, City Clerk  
**Date:** January 21, 2026  
**Re:** Multiple sets of City Council Minutes

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Tonight, in your packet for review is the set of minutes from the January 2, 2026 Organizational City Council Meeting and the January 12, 2026, Regular City Council meeting.

**Requested Action**

Please review.

Motion to accept the minutes of:

January 2, 2026, Organizational City Council meeting

January 12, 2026, Regular City Council meeting

Second

Discussion

Vote

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

The Caribou City Council held an Organizational Meeting, Friday, January 2, 2026 at 6:00 PM in Council Chambers with the following members present; Councilors Bagley, Boma, Knight Phair, Lovewell, Smith, and Watson. Councilor Kelley was present via Zoom.

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

Department manager Peter Baldwin (Library Director) was present at the meeting.

The meeting was broadcast via Spectrum and YouTube.

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

Councilor Smith read the invocation.

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

The Council led the Pledge of Allegiance.

**Council Agenda Item #4:** Swearing in of Elected Officials

City Clerk, Danielle Brissette administered the oath of office to Daniel Bagley and Lori Knight Phair for a term of three years.

**Council Agenda Item #5:** Election of Council Chairperson/Mayor and Deputy Mayor for 2026

Councilor Smith nominated Councilor Boma for the position of Mayor for 2026.

Councilor Boma nominated Councilor Smith for the position of Deputy Mayor for 2026.

Councilor Watson nominated himself for Mayor for 2026.

Secret Ballot Vote Results:

Mayor: 6 Votes Boma, 1 Vote Watson

Councilor Courtney Boma was nominated as Mayor for 2026.

Deputy Mayor: 7 Votes Smith.

Councilor Jody Smith was nominated as Deputy Mayor for 2026.

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

There were no comments made by the public.

**Council Agenda Item #7:** Bid Openings, Awards, and Appointments

a. Drawing for the 2026 City of Caribou dog licensing award by Mayor

Mayor Boma picked the winning tag number from a large collection of registrations that were licensed by December 31, 2025 for the upcoming year. The winner of the drawing is Pam Morin

for her dog Ginger. A \$50.00 gift certificate for veterinary services will be sent to their local veterinarian.

b. Haley-Ward Construction Documents approval for Library Project

Matthew Carter is the Project Manager for the Library MCA Connectivity Hub project; he is working with Haley-Ward and attended the meeting via Zoom.

Peter Baldwin, Library Director explained that the packet that has been provided to the council is the 90% construction documents that were discussed at the last meeting following phase three of the design development stage.

Mr. Baldwin explained that the documents are the ones that are being prepared to be sent out to bid pending the Council approval. The purposes tonight is to see if the Council approves of the design plan. The packet also contains an updated cost estimate totaling a little over 1.8 million is a number that the library is comfortable with. The library received a little over 1.8 million for the total of the entire project and then they have also saved some money already in different areas between initial architect cost as well as the abatement, and that helps them be comfortable with the number that has been presented. If the Council is comfortable with that then Haley-Ward will continue on and get the bid sent out next week.

Councilor Bagley asked if a detailed cost estimate was received.

Mr. Baldwin explained that that the cost estimate that he has received is the one that has been presented to the Council in the packet.

Councilor Bagley expressed concern with not having a per unit price with details on the pricing.

Mr. Carter explained that the contract does not ask for a detailed cost estimate and that would be an additional service.

Deputy Mayor Smith clarified that at this point in the process, is to approve the design and get it out to bid.

Councilor Bagley asked what the back up plan was if the bids come in over the estimates.

Mr. Baldwin explained that there are other efficiency initiatives and grants that can still be applied for as they go through the process. There are also individuals that are looking to make donations in memory of loved ones, and those items can be used to save in different areas as well. He stated that there are also plans to remove things that may be considered nice, but not necessary for the overall grant itself.

Manager Thompson explained that the money received through the MCA was intended for and it has taken a long time for it all to come forward. The city had indicated that the project still needs the funding for the project.

Councilor Bagley expressed concern with the cost estimate coming in close to the top of the budget, he stated that he really wants to see this project succeed.

Mr. Baldwin explained that if the bids come in higher then they will look at eliminating certain things from the project itself, not affecting the major upgrades that they are looking for the

purposes of creating a connectivity hub, but some of the other smaller things that they can remove and really bring the number down a little bit if necessary.

Councilor Bagley it can be hard to cobble together a lot of little reductions to get a big reduction, and that sometimes you have to give up something major in order to meet your budget.

Manager Thompson explained that one of the great things is that they have people that are very supportive of the projects and want to see it succeed and have offered assistance to make sure that it gets over the finish line. This shows how supportive our community is in general of the library and the different services offered to the community. Manager Thompson also noted that the City would not have qualified for the meeting if the City Council hadn't put their faith in Mr. Baldwin's long-term vision for the library. Where the Council accepted their long-range plan , that was able to be incorporated into the application. By being proactive at the council level, that's how they can do these things.

Motion made by Councilor Watson, seconded by Councilor Lovewell to approve the construction documents as presented by Haley-Ward.

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

Manager Thompson asked Mr. Carter if the project would be going out to bid on Monday.

Mr. Carter explained that they have a few more things to pull together, but it will be going out to bid shortly.

Manager Thompson asked if it would be out by the end of the next week.

Mr. Carter explained that they are hoping to have it out by the end of next week.

Manager Thompson told Mr. Carter to keep us in mind because were very anxious to get going.

c. Appointment of City Administrative Officers

- i. City Manager
- ii. City Treasurer
- iii. City Tax Collector
- iv. City Clerk & Registrar of Voters
- v. Overseer of the General Assistance Program
- vi. City Auditor
- vii. Legal Officer(s)

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to move the slate and appoint the City Administrative Officers.

City Manager: Penny Thompson

City Treasurer: Carl Grant

City Tax Collector: Carl Grant

City Clerk & Registrar of Voters: Danielle Brissette

Overseer of the General Assistance Program:	Danielle Brissette
City Auditor:	RHR Smith & Company
Legal Officer(s):	Solman & Hunter
City Legal Officer (Personnel & Collective Bargaining)	Bernstein Shur
Health Officer 3 Year Term	Brian Lajoie

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

d. Approval of Administrative Appointments

- i. Deputy City Clerk
- ii. Deputy Treasurer
- iii. Acting City Manager (during temporary absence or disability of city manager)

Motion made by Councilor Smith, seconded by Councilor Watson to move the slate and appoint the administrative appointments for 2026.

Deputy Treasurer:	Holli Doody
Deputy City Clerk:	Kristina Drinkall
Acting City Manager	Gary Marquis

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

e. Appointment of Members to Committees and Advisory Boards

Motion made by Councilor Watson, seconded by Councilor Bagley to appoint Kenneth Murchison, Jody Smith and City Manager Penny Thompson as the alternate member, to the Aroostook Waste Solutions board of Directors, each for a 1-year term.

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

Motion made by Councilor Lovewell, seconded by Councilor Watson to move the slate: Michael Quinlan to the Board of Assessors for a 3-year term.

Dr. Irene Djuanda and Curt Patterson to the Cary Medical Center Board of Directors, each for a 3-year term.

Gary Marquis and Matthew Bouchard, to the Caribou Development Committee, each for a 3-year term.

David Martin to the Caribou Hospital District Board of Trustees for a 3-year term.

David Belyea and Melinda Barnard to the Caribou Riverfront Development Committee, each for a 3-year term.

Abby Small to the Recreation Commission, for a 3-year term.

David Martin to the Caribou Utilities District for a 3-year term.

Travis Michaud to the Nylander Museum Board of Trustees, for a 3-year term.

Lewis Cousins to the Zoning Board of Appeals, for a 3-year term.

David Corriveau and Frank McElwain to the Caribou Planning Board, for a 3-year term.

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

Motion made by Councilor Bagley, seconded by Councilor Watson to appoint Shane McDougall to the Airport Advisory Committee, for a 3-year term.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to appoint James Belanger and Jennifer Murray to the Caribou Housing Authority Board of Commissioners, each with a term ending December 31, 2028.

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

Motion made by Councilor Watson, seconded by Councilor Knight Phair to appoint Travis Michaud and Colleen Murphy to the Library Board of Trustees, each for a 3-year term.

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

**Council Agenda Item #8:** New Business & Adoption of Ordinances and Resolutions

a. Discussion and Possible Action Regarding 2026

Councilor Lovewell stated that she would like to have budget workshops added to the schedule.

Councilor Bagley explained that he would like to see two meetings per month because sometimes the meeting can be very involved.

Mayor Boma stated that she would like to stay with one meeting per month.

Deputy Mayor Smith would like to see two meetings a month and the meetings could be more brief.

Councilor Watson explained that when there are multiple meetings in a month, often items have been pushed to future meetings rather than being handled.

Mayor Boma stated that with multiple meetings a month quite often items were getting pushed out as a first read.

Councilor Bagley explained that sometimes with only one meeting per month, meetings can feel rushed to get through all of the agenda items.

Mayor Boma explained that the next meetings would be January 12<sup>th</sup> and 26<sup>th</sup>, and that there would be two meetings in February and possibly three in March.

Manager Thompson explained that we can always add a meeting if needed.

Councilor Bagley advocated to have a council workshop with department heads to have an informal way for discussion regarding the 2026 proposed budget. It allows for an open discussion and meeting without votes.

Motion made by Councilor Watson, seconded by Councilor Lovewell to schedule meetings on the 12<sup>th</sup> and 26<sup>th</sup> of January 2026 at 6:00 PM in the Council Chambers.

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

b. Discussion and Possible Action Regarding Collection of Property Tax Prior to 2026 Commitment

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to authorize the Tax Collector to accept early payments of 2026 property taxes with a zero percent (0%) interest rate applied to any prepayment amounts.

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

c. Discussion and Possible Action Regarding Manager Authorization to Approve Treasurer Warrants

Motion made by Councilor Watson, seconded by Councilor Bagley to authorize the City Manager to review and approve all Treasurer Warrants for 2026.

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

d. Discussion and Possible Action Regarding Authorization to Provide a Tax Club for 2026

Motion made by Councilor Watson, seconded by Councilor Lovewell to authorize a Tax Club for 2026 as previously established. Providing for 12 equal payments of an accounts tax liability with no applied interest in October, November, and December for club participants.

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

**Council Agenda Item #9:** First-Read items for upcoming City Council meetings

a. Discussion of City Council priorities for 2026

Mayor Boma asked the Council to all email City Manager Thompson their top 3 priorities for the year.

b. Discussion of City Council member appointments to City Council committees & liaison roles

Consensus of the Council was to keep the board and liaison roles the same with Councilor Knight Phair assuming the roles previously filled by Ms. Theriault. Any changes or ideas should be emailed to the Mayor.

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

Councilor Bagley stated that he is looking forward to another productive and successful year.

Councilor Lovewell congratulated Councilor Bagley and Knight Phair for being elected for their new terms, and that she is looking forward to 2026 being another great year.

Deputy Mayor Smith welcomed Councilor Bagley, and Councilor Knight Phair.

Councilor Knight Phair explained that she is excited to be part of the Council and anxious to learn.

Mayor Boma welcomed the Councilors and stated that she is looking forward to the projects and everything that 2026 has to bring.

**Council Agenda Item #11:** Executive Session(s) (May be called to discuss matters identified under 1 MRSA §405.6)

Council did not enter into executive session.

**Council Agenda Item #12:** Next meeting January 12 & 26.

**Council Agenda Item #13:** Adjournment

Motion made by Councilor Watson, seconded by Councilor Lovewell to adjourn the meeting at 7:13PM

Roll Call Vote: D. Bagley – Yes, J. Kelley – Yes, L. Knight Phair – Yes, T. Lovewell – 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, January 12, 2026, at 6:00PM in Council Chambers with the following members present; Mayor Boma, Deputy Mayor Smith, Councilors Kelley, Knight Phair, Lovewell, and Watson. Councilor Bagley was present via Zoom.

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

Department managers Lisa Plourde (Housing Director), Corey Saucier (Police Chief), Gary Marquis (Superintendent of Parks and Recreation), Brian Lajoie (Fire Chief), Chris Perkins (Director of Public Works), and Carl Grant (Finance Director) were present at the meeting.

The meeting was broadcast via Spectrum and YouTube.

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

Deputy Mayor Smith read an invocation.

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

Mayor Boma led the Pledge of Allegiance.

**Council Agenda Item #4:** Declaration of any Conflict of Interest

There were no declarations made.

**Council Agenda Item #5:** Public Forum

There were no comments made by the public.

**Council Agenda Item #6:** Acceptance of Minutes

a. Reconsideration of the minutes of August 25, 2025

b. Minutes of December 15, 2025

Motion made by Deputy Mayor Smith to move the slate and approve the minutes as presented.

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

**Council Agenda Item #7:** Bid Openings, Awards, and Appointments

a.. Caribou Housing Authority appointments, clarified to be 5-year Terms

Motion made by Councilor Lovewell, seconded by Councilor Watson to appoint James Belanger and Jennifer Murray to the Caribou Housing Authority Board of Commissioners, each for a term of 5 years, expiring on December 31, 2030.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to approve the 2026 appointments to committee and liaison roles.

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

**Council Agenda Item #8:** Public Hearings and Possible Action Items

There were no items scheduled for discussion under this topic.

**Council Agenda Item #9:** Reports by Staff and Committees

a. Capital Budget presentation by Jim Gardner

Jim Gardner, Project Navigator, is a retired town manager. He started assisting the City of Caribou with projects like the Comprehensive Plan and other related projects in 2025.

Mr. Gardiner provided an overview of why it is important to have a capital improvement plan and how it helps to plan for items like roofs, machines, vehicles and planned improvement or maintenance schedules for facilities.

Mr. Gardiner explained that having a Capital Investment plan helps to identify and summarize anticipated capital investment needs and to establish funding priorities.

Mr. Gardiner explained that the mil rate is made up of three major items, school, county and municipal. He stated that you cannot push off municipal needs to help offset the difference from the other entities. Mr. Gardiner stressed the importance of funding municipal needs, and how a Capital Improvement Plan would help to spread it out overtime for a smaller impact on the taxpayers over time.

b. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated January 12, 2026.

**Council Agenda Item #10:** New Business, Ordinances and Resolutions

a. Establish meeting calendar for 2026

Motion made by Councilor Watson, seconded by Councilor Knight Phair to approve the proposed 2026 meeting calendar as presented.

Councilor Bagley stated that he would still like to see two meetings per month and that the Council could possibly add one to both April and November.

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

b. Discussion on adopting a resolution to adopt a Code of Conduct for the 2026 City Council

Councilor Lovewell stated that the previous code of conduct is a good guideline for the Council to start with.

Councilor Bagley explained that he believes that there are some vague items that should be clarified such as under #5 where it says, “will cooperate”.

Councilor Kelley stated that she would like to see something in the code of conduct regarding public posting on social media as a member of the Council.

Councilor Lovewell stated that posting on a personal account is one thing, but posting on social media as a councilor or public official is another.

Councilor Bagley stated that he agrees that it should include something but should not impede their freedom of speech.

Council was instructed to send suggested edits to the City Manager for preparation of the Code of Conduct.

c. Discussion on adopting a resolution stating the elected officials' position on MaineDOT Aroostook River Bridge Project

Councilor Knight Phair asked if we know the results from the online survey.

Manager Thompson explained that we have not heard anything regarding the results of the survey yet. She has recently attended a meeting with surrounding communities regarding the project and they are trying to chart a path forward. She stated that she is requesting feedback from MeDOT from the online survey to try to gather a consensus of the peoples comments. She was made aware that there were a lot of comments received through the survey and that the City has a link on the website for any information that they receive regarding the bridge project is found there for the public to help with transparency and to get the information out.

Councilor Knight Phair explained that the people deserve transparency through this.

Councilor Watson stated that he had heard that the reason for the repair rather than a replacement is because of how the funds were allocated at a state level. He was told that there is money for repairs, but not for new builds.

Councilor Knight Phair stated that they may also be trying to maintain this bridge because of its historical significance.

Councilor Bagley explained that he does not think they did a good job at exhausting all of the options and that there has got to be other ways to get this done.

**Council Agenda Item #12:** Reports and discussion by Mayor and Council Members

Councilor Bagley stated that the last Planning Board meeting had to be cancelled due to not having a quorum. They have scheduled the next meeting for February 12<sup>th</sup>.

Councilor Lovewell is looking forward to the upcoming year and the projects coming up.

Deputy Mayor Smith stated that he is going to work on scheduling a capital budget meeting in the near future.

Councilor Knight Phair stated that she is excited to get started.

Councilor Kelley stated that she is eager to get projects started.

Councilor Watson agreed and stated that he is ready to get started with upcoming projects.

Mayor Boma stated that she is going to work to schedule a Public Safety Building meeting in the near future.

**Council Agenda Item #13:** Next Regular Meeting is January 26, 2026

**Council Agenda Item #14:** Executive Session(s)(May be called to discuss matters identified under MRSA, Title 1, §405.6)

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

Motion made by Councilor Lovewell, seconded by Councilor Watson to enter into executive session at 7:07PM for union negotiations pursuant to 1 MRSA §405.6.D Fire Department Union.

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

Council members present for Executive session: Mayor Boma, Deputy Mayor Smith, Councilors Kelley, Knight Phair, Lovewell, and Watson. Councilor Bagley was present via Zoom.

Staff present (in person): Fire Chief Lajoie, Finance Director Carl Grant, City Manager Penny Thompson.

Attorney present via Zoom: Ann Freeman from Bernstein-Shur

Council exited executive session at 8:23PM.

Guidance was given, no action taken.

Fire Chief Lajoie left the meeting.

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

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to go into executive session at 8:25PM for union negotiations pursuant to 1 MRSA §405.6.D, Police Department Union.

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

Councilor Kelley left the meeting.

Elected Officials Present (in person): Councilor Lovewell, Deputy Mayor Smith, Mayor Courtney Boma, Councilor Knight Phair, and Councilor Watson

Elected Officials Present via Teams: Councilor Bagley

Staff present (in person): Finance Director Grant, Manager Thompson

Staff present (via Teams): Patrolman Kevin St. Peter, Patrolman John Stewart

Others present via Teams: Deb Batista and Philip Matthews representing the New England Police Benevolent Association, Inc.

Council exited Executive Session at 9:18PM

Guidance was given on Patrol contract that the modifications were acceptable, and a contract can be brought to the next City Council meeting for ratification.

Guidance was given on the Sergeant contract.

Guidance was given on staff request to advertise a hiring bonus for blue pin officers with 5+ years of experience.

#### **Council Agenda Item #15:** Adjournment

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to adjourn the meeting at 9:20PM

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

Danielle Brissette, Secretary

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** January 26, 2026  
**RE:** Age-Friendly Caribou presentation by Elizabeth Singer

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Since 2018, the City of Caribou has been designated by AARP as an Age-Friendly community.

Tonight, Elizabeth Singer of Age-Friendly Caribou is here to present a summary of the 5-year progress report for the Age-Friendly Caribou program.

**Suggested action:**

This is an informational agenda item, no action is required at tonight's meeting.



# Summary of the 5-Year Progress Report

## Overview

Caribou joined the network of AARP Age-Friendly Communities in 2018. In 2022 the Action Plan was approved by Lifelong Maine and AARP. As we move forward with programs and meeting goals, we want to evaluate our work and provide a progress report to AARP. This will allow Caribou to maintain its designation as an Age Friendly Community, and will help ensure we are working towards our mission of creating a welcoming, inclusive community that supports people of all ages in staying connected, independent, and engaged throughout their lives. The action plan and more information on Caribou as an age-friendly community can be found at <https://livablemap.aarp.org/member/caribou-me>



## Highlights & Success

Age-Friendly Caribou addresses all eight domains of livability, with particular emphasis on social participation, respect and social inclusion, and community and health services. Additional priority domains include transportation, communication and information, and outdoor spaces and buildings.

Many of Age-Friendly Caribou's most successful and well-received programs have been implemented and expanded through strong community partnerships, including Nurture by Nature, Caribou Parks and Recreation, and the Caribou Rotary Club. These collaborations have been essential in extending the reach and impact of our work.

Examples of successful programs include:

- Safe Steps – Sand Buckets for Seniors: More than 235 sand buckets delivered to older adults since 2020 to improve winter safety and mobility. Has been able to grow due to partnership with Caribou Rotary Club.
- Senior Santa – Giving Tree: More than 650 gifts and greeting cards delivered to older adults to promote connection and reduce social isolation.
- Coffee Talk and Educational Programs: Regular opportunities for social engagement, learning, and community connection.
- Caribou Community Garden: An intergenerational space promoting wellness, social participation, and access to fresh food.
- Dementia-Friendly Community Support: Ongoing efforts to raise awareness, reduce stigma, and support individuals living with dementia and their care partners.



## Challenges & Learnings

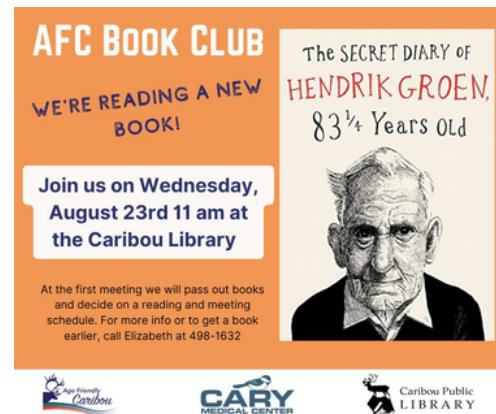
Age-Friendly Caribou has required time to grow and build momentum. Launching programs during the height of the COVID-19 pandemic presented significant challenges; however, over time, several initiatives have gained traction and demonstrated meaningful community impact.

While there is strong interest in expanding programming and outreach, continued growth depends on the availability of community members willing to help lead and sustain programs. As part of our ongoing evaluation efforts, programs that experienced consistently low attendance—despite targeted and sustained marketing—were discontinued to allow resources to be redirected more effectively.

In addition, as partner organizations began offering similar or overlapping programming, Age-Friendly Caribou made a strategic decision to support and promote these existing efforts rather than duplicate services. This collaborative approach has strengthened partnerships and reduced competition while ensuring continued access to valuable resources for community members.

Programs transitioned to partner-led or discontinued include:

- Tech Talk – One-on-One Technology Training: A similar program is now offered through the Agency on Aging, allowing Age-Friendly Caribou to focus on outreach and promotion.
- Healthy Living for ME Classes: Provided by the Agency on Aging at Access Points, ensuring consistent delivery by a specialized provider.
- Thursdays on Sweden Booth: Discontinued due to challenges engaging residents in meaningful conversation amid high noise and activity levels.
- Book Club: Discontinued due to low participation and the availability of multiple existing book clubs within the community.



## Lessons Learned

- Community capacity is essential for sustainability. Expanding programming depends on the availability of community members and volunteers willing to help lead and support initiatives. Programs are most successful when there is shared ownership and leadership.
- Regular evaluation strengthens impact. Ongoing assessment of participation and outcomes helped identify programs that were not meeting community needs, allowing resources to be redirected toward more effective efforts.
- Collaboration is more effective than duplication. When partner organizations began offering similar programs, Age-Friendly Caribou shifted its role to promotion and support rather than competing, strengthening partnerships and expanding reach.
- Program format and setting matter. Engagement is influenced by timing, location, and environment; some settings made meaningful interaction difficult, reinforcing the importance of choosing accessible and appropriate venues.
- Flexibility improves long-term success. Being willing to adapt, pause, or discontinue programs has allowed Age-Friendly Caribou to remain responsive to community needs and focused on its mission.

## Collaboration & Connection

Caribou—and Aroostook County as a whole—is known for its strong tradition of neighbors helping neighbors. Age-Friendly Caribou believes this spirit of collaboration is essential to supporting organizations that are doing meaningful work in our community. Rather than duplicating services, Age-Friendly Caribou actively promotes programming offered by the Aroostook Agency on Aging, drives traffic to its website, and assists with programs as needed to expand awareness and participation.

The Center for the Advancement of Rural Living (CARL) plays a critical role in advancing age-friendly initiatives across the region. CARL leads the County Area Ride Service (CARS) volunteer driver and rider program and has taken the lead on the Governor's Cabinet on Aging Community Connector Program, which was piloted in Caribou. Through this program, CARL has developed a community navigator program and a free Community Table lunch that addresses social connection and food access. Age-Friendly Caribou supports these efforts and works alongside CARL to help ensure these programs remain sustainable and continue to grow.

The Caribou Parks and Recreation Department offers several popular programs for older adults, including driver training and the Take It Outside Series. In partnership with Cary Medical Center, Age-Friendly Caribou provides increased financial sponsorship and supports outreach efforts to help expand participation in these programs.

Age Friendly Caribou is also connected with state and national programs, and program director, Elizabeth Singer, participates in several advisory committees and coalitions that support healthy aging, reframing aging, growing the age-friendly movement.

### Key Partners

- AARP National & AARP Maine
- Aroostook Agency on Aging
- Aroostook Elder Law
- Caribou Parks & Recreation
- Caribou Public Library
- Center for the Advancement of Rural Living
- Lifelong Maine
- Nurture by Nature
- Maine Council on Aging
- Positive Aging Community
- Solo Aging Resource Center
- University of Maine Center on Aging
- University of New England - Aging ME GWEP

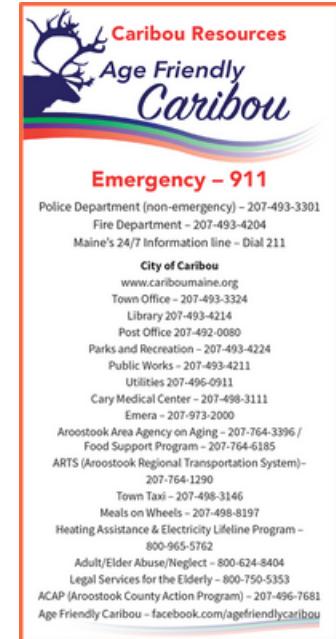


# Next Steps & Future Plans

Age-Friendly Caribou looks forward to continuing to strengthen and expand its role as a connector, collaborator, and advocate for a community that supports people of all ages. Building on the progress made to date, the initiative will focus on growing programs, developing new resources, and supporting the organizations and volunteers who are already doing meaningful work in Caribou and across Aroostook County.

Key priorities moving forward include:

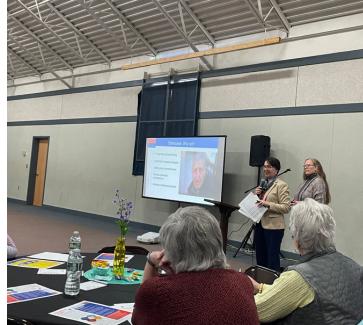
- Expanding access to services and programs by working closely with volunteer groups and partnering with local and regional organizations to increase opportunities available to residents of all ages and abilities.
- Promoting health, activity, and engagement through programs and initiatives that support physical well-being, social connection, and lifelong participation in the community.
- Improving communication and access to information by increasing awareness of community activities and making it easier for residents to understand how and where to access services and supports.
- Building on community assets by leveraging existing resources, partnerships, and strengths to make Caribou a more inclusive and welcoming place to live, work, and age.
- Addressing service gaps through collaboration and volunteerism by supporting volunteer-led initiatives with technical assistance, outreach, and promotion when unmet needs are identified.
- Ensuring inclusive and equitable access by striving to make programs supported or promoted by Age-Friendly Caribou available to residents regardless of ability to pay.



Through these efforts, Age-Friendly Caribou will continue to advance its mission of creating a welcoming, inclusive community where people of all ages can stay connected, independent, and meaningfully engaged throughout their lives.

## Program Ideas & Direction

- Solo Aging support and connection for those living along.
- Expand on Dementia Friendly programming and support.
- Reframing Aging programs and education to help curb ageism and build up positive aging.
- Healthy Aging programs that support health and wellness including fall prevention, mental wellbeing, and more.
- Handy Helper adaptive tool resource guide to help people with mobility issues stay independent and self-sufficient.
- Disaster preparedness education and support CARL's efforts to collaborate on preparedness activities including a Go Bag for older adults.
- AI assistive technology - distribute Amazon Alexa Dots with light bulbs and plugs, and provide education on benefits of this technology.
- Provide more educational programming on topics like driving safety, AI risks and benefits, story telling, care planning, etc.



## Highlights From Over the Years

- Community Garden
- Reading to children's group at the library for Older American's Month
- Elizabeth Singer presenting at the Lifelong Maine Conference on social media/marketing
- Partner educational lunches with A.R. Gould Hospital
- Dementia patient training with the Caribou FD
- Converse with a Nurse breakfast
- Dementia-Friendly Mindfulness Walk at Cary Trails
- Age-Friendly Resource Display at Cary Health Fair
- Scams & Fraud Prevention Luncheon (partnership with Cary Medical Center's Seniority Program)



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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** January 26, 2026  
**RE:** December 2025 Financial Report, presented by Finance Director Carl Grant

---

Finance Director Carl Grant will present the December 2025 Financial Reports.

**Suggested action:**

After the presentation, please make a motion “to accept the December 2025 Financial Report as presented”.

Second

Discussion

Vote

## FINANCIAL NOTES

For period ending December 31, 2025

### GENERAL LEDGER

Assets for the month ended at 15,072,985.72, with a cash balance of 8,031,622.44. 2025 tax receivable for the month came in at 4,641,577.26 collected for the month of December. A rate of 89.3% collect, compared to last year at this same time 91.6% about 3.3% less than last year. 2026 prepayments were 61,266.20 for the month and are at 77,310.75 for the total.

Liabilities came in at 9,849,132.34 and the fund balance ended at 5,223,853.38.

#### Expenses

December expenses for the month were a total of 1,135,503.38 with a YTD percentage to budget of 93.1%, down 6.9% to budget. Unexpended balance for the year was 879,779.46.

#### Revenues

Revenues for the month were at 1,163,708.22 with a YTD percentage to budget of 100.2%, this is an .2% increase to the budget.

Excise tax collection was at 111,531.79 for the month with a YTD collection of 1,770,680.81, this is over budget by .9%.

Revenue Sharing came in at 186,279.45 for the month with a YTD collection of 2,719,409.04, this is over budget by 10.8% or 265,409.04.

\*Please find the quarterly investment report with CD renewal for Philip Turner and Ken Matthews scholarship.

\*Please find the addition of a bar graph of cash collected over the last five years.

## General Ledger Summary Report

Fund(s): ALL

December

01/22/2026

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance
				Debits	Credits	Net
<b>1 - Gen Fund Assets</b>	<b>6,723.90</b>	<b>-595,321.12</b>	<b>0.00</b>	<b>88,819,798.30</b>	<b>88,224,477.18</b>	<b>0.00</b>
	<b>15,289,483.18</b>	<b>15,221,282.37</b>	<b>-1,421,477.25</b>	<b>41,048,158.17</b>	<b>41,196,454.82</b>	<b>15,072,985.72</b>
101-00 CASH (BANK OF MACHIAS)	8,482,337.07	8,314,805.68	3,129,199.19	22,231,121.07	22,514,304.31	8,031,622.44
102-00 RECREATION ACCOUNTS	79,708.37	69,492.32	28,331.01	28,331.01	0.00	97,823.33
103-00 NYLANDER CHECKING	1,808.58	1,807.89	-0.69	0.00	8.35	1,799.54
110-00 SECTION 125 CHECKING FSA	27,671.88	27,980.15	-208.81	19,119.54	13,605.48	33,494.21
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	67,540.26	187,573.88	73,885.19	113,688.69
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	-192.19	2,287.21	69,968.04	422,889.04
116-01 CD NORSTATE FEDERAL CREDIT UN	245,000.00	245,000.00	842.76	842.76	0.00	245,842.76
116-02 CD COUNTY FEDERAL CREDIT UNI	183,903.34	185,860.43	2,041.03	7,971.89	0.00	193,832.32
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	2,323.51	9,079.29	0.00	226,936.23
116-05 CD KATHDIN TRUST COMPANY	235,522.67	237,652.28	1,241.65	6,800.91	7,256.60	237,196.59
117-00 RLF #10 INVESTMENT	254,851.77	255,387.30	1,441.28	6,821.15	0.00	262,208.45
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	-1,211.42	212,706.73	210,726.96	10,679.00
124-00 GAS INVENTORY	21,226.73	13,059.28	15,701.66	110,224.68	108,218.91	15,065.05
125-00 ACCOUNTS RECEIVABLE	75,327.05	120,435.03	36,064.97	728,868.23	789,724.15	59,579.11
130-00 COMSTAR RECEIVABLES	169,728.00	295,323.52	75,173.10	1,947,338.48	1,824,010.23	418,651.77
130-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
130-00 CDC LOANS REC (1280)	28,311.38	28,311.38	-7,071.25	0.00	7,071.25	21,240.13
180-00 DR. CARY CEMETERY INVESTMENT	994.89	995.41	0.51	2.02	26.38	971.05
181-00 HAMILTON LIBRARY TR. INVEST	1,929.56	1,948.64	19.84	77.56	0.00	2,026.20
182-00 KNOX LIBRARY INVESTMENT	11,138.28	11,255.59	122.30	477.73	0.00	11,733.32
183-00 CLARA PIPER MEM INV	677.62	677.97	0.35	1.39	0.00	679.36
184-00 JACK ROTH LIBRARY INVEST	14,807.48	14,963.45	162.58	635.12	0.00	15,598.57
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,974.39	8,053.16	83.60	334.38	0.00	8,387.54
187-00 DOROTHY COOPER MEM INV	50,442.68	51,082.37	500.33	2,261.02	0.00	53,343.39
189-00 MARGARET SHAW LIBRARY INV	14,103.89	14,262.58	148.68	559.58	0.00	14,822.16
190-00 GORDON ROBERTSON MEM INV	12,473.36	12,612.52	147.14	577.24	0.00	13,189.76
191-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	13.04	51.60	0.00	6,387.18
192-00 G. HARMON MEM INV	7,344.55	7,426.50	86.64	339.88	0.00	7,766.38
193-00 BARBARA BREWER FUND	4,884.41	4,950.55	-38.61	381.31	277.29	5,054.57
194-00 RODERICK LIVING TRUST	4,244.11	4,296.69	16.35	64.52	0.00	4,361.21
196-00 PHILIP TURNER LIBRARY INV	7,832.92	7,920.85	81.19	373.95	20.00	8,274.80
198-00 TAX ACQUIRED PROPERTY	107,272.69	60,732.73	80,842.46	244,551.48	163,709.02	141,575.19
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
198-21 TAX ACQUIRED PROPERTY 2021	0.00	0.00	0.00	7,704.40	7,704.40	0.00
198-22 TAX ACQUIRED PROPERTY 2022	0.00	0.00	0.00	77,130.44	77,130.44	0.00
198-23 TAX ACQUIRED PROPERTY 2023	0.00	0.00	0.00	50,158.76	50,158.76	0.00
198-24 TAX ACQUIRED PROPERTY 2024	0.00	0.00	0.00	54,060.68	54,060.68	0.00
198-25 TAX ACQUIRED PROPERTY 2025	0.00	0.00	0.00	55,497.20	55,497.20	0.00
200-24 2024 TAX RECEIVABLE	904,462.02	904,462.02	0.00	685.67	905,147.69	0.00
200-25 2025 TAX RECEIVABLE	-53,251.88	-53,251.88	-4,641,577.26	10,830,090.75	9,667,642.28	1,109,196.59
205-19 2019 LIENS RECEIVABLE	61.38	0.00	-61,266.20	8,700.51	86,011.26	-77,310.75
205-20 2020 LIENS RECEIVABLE	204.89	204.89	-204.89	0.00	204.89	0.00
205-21 2021 LIENS RECEIVABLE	9,013.76	9,013.76	-3,852.20	0.00	6,074.43	2,939.33

# General Ledger Summary Report

Fund(s): ALL

December

01/22/2026

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Account	Beginning Balance	Beg	Bal	Curr	Mnth	---- Y T D ----		Balance Net
		Net	Net	Debits	Credits			
<b>1 - Gen Fund CONT'D</b>								
205-22 2022 LIENS RECEIVABLE	69,087.19	69,087.19	-38,692.39	0.00	64,428.86		4,658.33	
205-23 2023 LIENS RECEIVABLE	177,929.79	177,929.79	-25,079.38	0.00	163,809.45		14,120.34	
205-24 2024 LIENS RECEIVABLE	0.00	0.00	-35,427.24	527,202.18	290,628.82		236,573.36	
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00		4,645.51	
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00		4,936.98	
210-14 2014 PP TAX RECEIVABLE	5,657.51	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	-1,326.29	0.00	1,544.74		13,020.61	
210-24 2024 PP TAX RECEIVABLE	12,901.26	12,901.26	-1,392.97	0.00	3,562.04		9,339.22	
210-25 2025 PP TAX RECEIVABLE	-79.11	-79.11	-58,385.77	279,028.20	262,472.83		16,476.26	
210-26 2026 PP TAX RECEIVABLE	0.00	0.00	0.00	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	512,018.58	512,018.58		0.00	
304-00 FICA W/H	18.26	18.26	0.00	681,052.66	681,052.66		18.26	
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	159,277.16	159,277.16		4.27	
306-00 STATE WITHHOLDING	0.00	0.00	0.00	234,529.33	234,529.33		0.00	
100 M.S.R.S. W/H	-167.65	-167.65	0.00	191,893.53	191,893.53		-167.65	
500-01 MSRS EMPLOYER	-2,436.03	-2,436.01	0.03	292,656.19	292,655.69		-2,435.51	
308-00 AFLAC INSURANCE	-1.08	0.00	0.96	7,187.12	7,187.12		0.00	
309-00 DHS WITHHOLDING	0.00	0.00	0.00	15,452.00	15,452.00		0.00	
312-00 HEALTH INS. W/H	-29,785.12	-29,785.12	-1,388.98	294,694.88	299,137.64		-34,227.88	
315-00 TEAMSTERS W/H	0.00	0.00	0.00	5,158.00	5,158.00		0.00	
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	11,779.36	11,779.36		0.00	
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	3,517.28	3,517.28		0.00	
318-00 MMA INCOME PROTECTION	-8,995.59	-8,995.59	270.02	47,180.51	48,091.81		-9,906.89	
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	22,696.46	22,696.46		0.00	
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	161,173.85	161,173.85		0.00	
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	31,664.50	31,664.50		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	21,013.91	21,013.91		-23.21	
323-00 MMA SUPP. LIFE INSURANCE	-2,552.93	-2,552.93	124.52	14,832.60	15,200.20		-2,920.53	
323-01 LIFE OVER 50K	-5.04	-5.04	-27.12	0.00	27.12		-32.16	
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	1,409.64	1,409.64		0.00	
324-01 PAID FAMILY MEDICAL LEAVE	0.00	0.00	100.00	44,673.89	44,673.89		0.00	
325-00 DED. FOR VALIC	0.00	0.00	0.00	36,680.64	36,680.64		0.00	
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	7,270.93	7,270.93		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	5,407.00	342,844.58	344,850.58		868.00	
331-00 BOAT REG FEE INLAND FISHERIES	0.00	0.00	-15,466.49	34,719.20	34,719.20		0.00	
332-00 SNOWMOBILE REG (F&W)	-7,660.25	0.00	2,002.00	29,102.51	29,102.51		0.00	
333-00 ATV REGISTRATION (F&W)	0.00	0.00	15,466.49	51,605.60	51,605.60		0.00	
334-00 PLUMBING PERMITS (ST. OF ME)	-2,336.35	0.00	3,072.50	1,552.50	1,475.00		77.50	
100 CONCEALED WEAPON PERMIT	985.00	985.00	0.00	1,410.00	1,410.00		985.00	
338-00 CONNOR EXCISE TAX	3.76	3.76	2,418.75	73,146.24	73,150.00		0.00	
339-00 CONNOR BOAT EXCISE	68.80	68.80	-53.80	224.60	293.40		0.00	
340-00 DOG LICENSES (ST. OF ME)	-854.00	0.00	247.00	2,320.00	2,320.00		0.00	

## General Ledger Summary Report

Fund(s): ALL

December

01/22/2026

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Account	Beginning Balance	Beg Net	Curr Mnth Net	Debits	YTD Credits	Balance Net
<b>1 - Gen Fund CONT'D</b>						
341-00 FISHING LICENSES (ST. OF ME)	-375.00	0.00	0.00	4,368.00	4,368.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,455.50	0.00	152.00	6,460.00	6,460.00	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	8,010.00	8,010.00	0.00
<b>Liabilities</b>	<b>9,615,457.41</b>	<b>10,136,133.53</b>	<b>-1,113,307.67</b>	<b>11,639,892.24</b>	<b>11,352,891.05</b>	<b>9,849,132.34</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
352-00 NYLANDER MUSEUM RESERVE	9,615,457.41	10,136,133.53	-1,113,307.67	11,639,892.24	11,352,891.05	9,849,132.34
360-00 RETIREMENT INV FUND	19,748.93	19,748.93	0.00	1,600.00	0.00	18,148.93
360-01 AMERICA RESCUE PLAN ACT-NEU'S	3,000,427.14	3,000,427.14	0.00	0.00	0.00	3,000,427.14
360-02 RIVERFRONT COMMITTEE RESERVE	489,545.58	490,569.87	-192.19	69,968.04	2,287.21	422,889.04
360-03 GENERAL ASSISTANCE RESERVE	20,000.00	30,000.00	6,440.75	7,200.00	6,440.75	29,240.75
360-04 DOT VPI	1,882.50	1,882.50	0.00	3,083.00	1,926.83	726.33
360-05 GASB AUDIT RESERVE	-22,762.58	-39,533.76	0.00	27,953.69	0.00	-67,487.45
360-06 ANIMAL SHELTER RESERVE	0.00	3,200.00	-20,500.00	20,500.00	0.00	-17,300.00
360-07 SOLAR RECYCLING	0.00	14,792.00	14,792.00	29,584.00	14,792.00	0.00
362-00 RLF #10 RESERVE	0.00	254,851.77	255,387.30	1,441.28	0.00	6,821.15
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 ACQUISITIONS/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	0.00	133.54	133.54	0.00
365-12 CRX/TOS RESERVE	0.00	27,764.87	27,712.87	-83.49	5,638.76	6,140.00
365-13 RECREATION - COLLINS POND	0.00	8,136.09	8,136.09	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	920.00	3,449.60	5,972.50	16,065.40
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	200.00	22,350.56	0.00	0.00	0.00	22,350.56
365-27 PARK VEHICLE RESERVE	200.00	44,730.00	-59,000.00	59,000.00	15,000.00	730.00
365-28 VETERAN MEMORIAL PARK RESERVE	0.00	5,153.80	5,153.80	0.00	0.00	4,744.76
365-29 LAKERS RESERVE	0.00	42,407.80	42,407.80	0.00	34,459.20	9,000.00
365-30 REC - CARIBOU MILL POND CDS PR	0.00	73,317.79	72,999.06	0.00	6,107.73	0.00
366-01 LIBRARY BUILDING RESERVE	0.00	35,426.81	35,420.21	-423.14	3,753.00	3,516.89
366-02 LIBRARY MEMORIAL FUND	0.00	1,208.20	1,208.20	0.00	0.00	1,208.20
366-03 LIBRARY COMPUTER RESERVE	0.00	1,565.11	1,565.11	0.00	0.00	1,565.11
366-14 LIBRARY BOARD OF TRUSTEES RESERVE	0.00	4,023.75	4,023.75	0.00	0.00	960.00
366-15 MCA CONNECTIVITY HUB GRANT	0.00	457,307.00	457,307.00	-30,150.00	113,086.70	0.00
367-01 POLICE DONATED FUNDS	0.00	-1,349.49	-1,349.49	0.00	945.50	50.00
367-02 POLICE DEPT EQUIPMENT	0.00	199,705.22	199,705.22	-16,365.92	74,040.29	141,921.77
367-03 POLICE CAR RESERVE	0.00	382.73	382.73	0.00	0.00	382.73
367-04 POLICE CAR VIDEO SYSTEM	0.00	3,128.75	3,128.75	0.00	421.00	0.00
367-05 DRINK GRANT PERSONNEL	0.00	17,200.11	17,200.11	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	0.00	6,058.22	6,058.22	0.00	0.00	6,058.22
367-07 POLICE DIGITAL FILING	0.00	5,437.00	5,437.00	0.00	8,007.64	0.00
367-08 MAJOR SYSTEMS REPLACEMENT	0.00	78,122.49	78,122.49	0.00	0.00	78,122.49
367-09 NEW POLICE STATION	0.00	-88,093.15	-89,538.15	0.00	330,604.57	0.00

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Account	Beginning	Beg	Bal	Curr	Mnth	---- Y T D ----	Balance
	Balance	Net	Net	Debits	Credits	Net	
<b>1 - Gen Fund CONT'D</b>							
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	
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	-34,149.54	56,450.49	11,546.88	-39,251.81	
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	13,414.42	0.00	179,788.83	49,034.17	
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	16,884.66	0.00	16,884.66	24,063.25	
368-13 FIRE/AMB LADDER TEST RESERVE	0.00	2,512.15	4,000.00	1,470.00	4,000.00	5,042.15	
368-14 FIRE/AMB CONTRACT SERVICE RES	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	-28,123.90	51,542.06	22,518.16	-29,023.90	
368-16 FIRE/AMB TURNOUT GEAR RESERVE	0.00	0.00	1,349.86	0.00	1,349.86	1,349.86	
368-17 FIRE/AMB FIREFIGHTER BOOTS RES	0.00	0.00	1,313.50	0.00	1,313.50	1,313.50	
368-18 FIRE/AMB RADIO COMMUNICATION:	0.00	0.00	1,080.12	0.00	1,080.12	1,080.12	
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	40.00	0.00	31,265.00	-51,418.34	
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	100.00	87,143.94	200,100.00	112,956.06	
370-03 PW EQUIPMENT RESERVE	155,505.11	155,505.11	753.50	210,129.12	54,895.49	271.48	
370-04 STREETS/ROADS RECONSTRUCTION	358,041.83	358,041.77	-186,954.39	365,632.46	199,663.51	192,072.82	
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	-5,454.88	19,098.48	22,812.11	-3,832.48	
370-07 PW BUILDING RESERVE	34,279.57	34,279.57	-9,580.87	9,655.33	8,500.00	33,124.24	
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75	
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	10,051.86	0.00	0.00	0.00	10,051.86	
371-01 ASSESSMENT REVALUATION RESER	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91	
371-02 ASSESSING COMPUTER RESERVE	435.50	435.50	0.00	0.00	0.00	435.50	
371-05 ASSESSING TRAVEL & TRAINING	0.00	1,200.00	2,000.00	0.00	4,062.52	5,262.52	
372-01 AIRPORT RESERVE	164,900.96	164,900.96	-14,194.68	1,048,615.17	988,791.64	105,077.43	
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	-6,365.00	18,998.28	25,000.00	43,418.68	
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	0.00	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	8,000.00	3,600.00	8,000.00	22,769.26	
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	67,540.26	73,885.19	187,573.88	113,688.69	
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	1,042.12	0.00	5,803.09	10,561.15	
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	

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	Debits	---- Y T D ----	Credits	Balance Net
<b>1 - Gen Fund CONT'D</b>							
374-03 DOWNTOWN INFRASTRUCTURE	19,487.42	19,487.42	-11,064.90	17,147.90	0.00	2,339.52	
374-05 FACADE RESERVE	17,983.33	21,566.66	35,783.74	7,500.00	35,783.74	49,850.40	
374-06 BLIGHT RECOVERY FUND RESERVE	329.55	329.55	0.00	0.00	0.00	329.55	
374-07 CECD HOP GRANT (HOUSING NEEDS)	0.00	0.00	-10,725.00	10,725.00	0.00	-10,725.00	
380-05 BROWNFIELD GRANT	0.00	-1,572.50	-133,534.63	143,534.63	11,572.50	-133,534.63	
380-06 NBRC RIVERFRONT/WATER REDEVE	-8,160.00	-14,067.50	-10,092.64	152,647.03	12,435.52	-154,279.01	
380-07 CDBG COUNTY AG	0.00	0.00	0.00	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	
380-10 DEMOLISH/REHAB PP RESERVE	0.00	0.00	14,190.85	0.00	14,190.85	14,190.85	
385-00 COMMUNITY DEVELOPMENT MATCH	22,326.74	22,326.74	-11,885.00	20,500.00	0.00	1,826.74	
387-00 BOUCHARD TIF	-1,110.79	-1,110.79	-13,178.23	13,178.23	16,583.60	2,294.58	
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	28,331.01	0.00	28,331.01	97,823.33	
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	6,804.23	0.00	6,804.23	419,395.22	
406-00 TRAILER PARK RESERVE	44,222.42	44,156.85	-287.33	287.33	0.00	43,869.52	
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	10,141.81	120,266.28	55,000.00	-91,753.90	
419-00 DUE FROM CDC (1280)	28,311.38	28,311.38	-7,071.25	7,071.25	0.00	21,240.13	
420-00 DEFERRED TAX REVENUE	1,119,840.98	1,298,571.79	213,046.17	0.00	213,046.17	1,511,617.96	
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,974.39	8,053.16	83.60	0.00	334.38	8,387.54	
423-00 DR. CARY CEMETERY TRUST FUND	994.89	995.41	0.51	26.38	2.02	971.05	
424-00 HAMILTON LIBRARY TRUST FUND	1,929.56	1,948.64	19.84	0.00	77.56	2,026.20	
425-00 KNOX LIBRARY MEMORIAL FUND	11,138.28	11,255.59	122.30	0.00	477.73	11,733.32	
426-00 CLARA PIPER MEM FUND	677.62	677.97	0.35	0.00	1.39	679.36	
427-00 JACK ROTH LIBRARY MEM FUND	14,807.48	14,963.45	162.58	0.00	635.12	15,598.57	
429-00 BARBARA BREWER FUND	4,884.41	4,950.55	51.39	128.61	232.63	5,054.57	
430-00 D. COOPER MEM FUND	50,442.68	51,082.37	500.33	0.00	2,261.02	53,343.39	
432-00 MARGARET SHAW LIBRARY MEMORI	14,103.89	14,262.58	148.68	38.61	598.19	14,822.16	
433-00 GORDON ROBERTSON MEM FUND	12,473.36	12,612.52	147.14	0.00	577.24	13,189.76	
434-00 MEMORIAL INVESTMENT	6,322.63	6,335.58	13.04	0.00	51.60	6,387.18	
435-00 RODERICK LIVING TRUST	4,244.11	4,296.69	16.35	0.00	64.52	4,361.21	
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	123,328.25	0.00	123,328.25	418,651.77	
438-00 PHILIP TURNER LIBRARY MEMORIAL	7,832.92	7,920.85	81.19	20.00	373.95	8,274.80	
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	-107.53	6,065.27	9,610.96	20,551.95	
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	4,984.41	829.38	4,984.41	8,358.58	
464-00 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	4,160.00	7,727.65	4,160.00	4,511.35	
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00	

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	Debits	Y T D Credits	Balance Net
<b>1 - Gen Fund CONT'D</b>						
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	2,279.00	0.00	2,279.00	2,524.00
469-00 DENTAL INSURANCE	3,105.16	3,105.16	341.78	23,992.35	24,702.56	3,815.37
470-00 EYE INUSRANCE	685.68	685.68	-40.72	3,790.14	3,812.09	707.63
471-00 RC2 TIF	243,989.63	243,989.63	-30,732.05	43,778.93	131,519.74	331,730.44
472-00 ANIMAL WELFARE	22,473.21	22,423.21	350.00	0.00	2,615.00	25,038.21
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
478-00 G. HARMON MEM FUND	7,344.55	7,426.50	86.64	0.00	339.88	7,766.38
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	0.00	0.00	80,635.08	1,386,502.15
483-03 DUE TO FUND 3	1,202,756.00	1,219,006.32	24,243.37	0.00	166,124.98	1,385,131.30
483-04 DUE TO FUND 4	595,023.08	600,555.08	18,067.03	0.00	72,088.00	672,643.08
483-05 DUE TO FUND 5	5,321,360.64	5,321,360.64	7,793.90	0.00	757,834.14	6,079,194.78
484-02 DUE FROM FUND 2	-1,248,195.47	-1,248,818.71	-5,194.67	115,190.41	0.00	-1,364,009.12
484-03 DUE FROM FUND 3	-1,098,430.63	-1,101,941.30	-11,197.06	168,778.30	0.00	-1,270,719.60
484-04 DUE FROM FUND 4	-529,111.26	-529,218.06	-5,476.39	58,560.94	0.00	-587,779.00
484-05 DUE FROM FUND 5	-3,977,489.86	-4,064,122.49	-194,626.99	460,331.24	0.00	-4,524,453.73
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	9,076.00	3,174.60	9,076.00	6,480.70
490-00 T/A PROPERTY REMEDIATION RES	31,481.77	31,481.77	0.00	0.00	0.00	31,481.77
00 RSU 39 COMMITMENT	-1,082,828.32	-1,082,828.32	-902,051.44	5,456,845.31	5,456,845.00	-1,082,828.63
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	-89.20	1,355.60	1,355.60	0.00
497-00 DEATH RECORDS STATE FEE	143.20	0.00	-227.20	2,513.00	2,513.00	0.00
498-00 MARRIAGE RECORDS STATE FEE	24.00	0.00	-22.40	623.80	623.80	0.00
<b>Fund Balance</b>	<b>5,667,301.87</b>	<b>5,680,469.96</b>	<b>-308,169.58</b>	<b>36,131,747.89</b>	<b>35,675,131.31</b>	<b>5,223,853.38</b>
500-00 EXPENDITURE CONTROL	0.00	0.00	-1,135,503.38	12,907,640.05	13,787,419.51	879,779.46
510-00 REVENUE CONTROL	0.00	0.00	1,163,708.22	21,043,650.42	21,071,545.03	27,894.61
600-00 FUND BALANCE	5,667,301.87	5,680,469.96	-336,374.42	2,180,457.42	816,166.77	4,316,179.31
<b>2 - Snowmobile Trail Maintenance Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>352,644.90</b>	<b>352,644.90</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-1,288.83</b>	<b>-10,665.59</b>	<b>-70,814.74</b>	<b>207,652.93</b>	<b>195,825.49</b>	<b>-22,493.03</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	-1,288.83	-10,665.59	-70,814.74	207,652.93	195,825.49	-22,493.03
483-01 DUE TO FUND 1	46,382.77	46,382.77	-76,009.41	127,017.85	80,635.08	0.00
484-01 DUE FROM FUND 1	1,248,195.47	1,248,818.71	5,194.67	0.00	115,190.41	1,364,009.12
<b>Fund Balance</b>	<b>1,288.83</b>	<b>10,665.59</b>	<b>70,814.74</b>	<b>144,991.97</b>	<b>156,819.41</b>	<b>22,493.03</b>
00 Expense Control	0.00	0.00	-5,004.67	63,991.97	75,787.00	11,795.03
400 Revenue Control	0.00	0.00	75,819.41	81,000.00	75,819.41	-5,180.59
600-00 Fund Balance	1,288.83	10,665.59	0.00	0.00	5,213.00	15,878.59

## General Ledger Summary Report

Fund(s): ALL

December

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	Debits	Y T D	Balance Net
					Credits	
<b>3 - Housing Department CONT'D</b>						
<b>3 - Housing Department Assets</b>	0.00	0.00	0.00	558,221.28	558,221.28	0.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-42,929.19</b>	<b>-55,668.84</b>	<b>-13,046.31</b>	<b>166,124.98</b>	<b>168,778.30</b>	<b>-53,015.52</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	-42,929.19	-55,668.84	-13,046.31	166,124.98	168,778.30	-53,015.52
483-01 DUE TO FUND 1	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
484-01 DUE TO FUND 1	1,098,430.63	1,101,941.30	11,197.06	0.00	168,778.30	1,270,719.60
	-1,202,756.00	-1,219,006.32	-24,243.37	166,124.98	0.00	-1,385,131.30
<b>Fund Balance</b>	<b>42,929.19</b>	<b>55,668.84</b>	<b>13,046.31</b>	<b>392,096.30</b>	<b>389,442.98</b>	<b>53,015.52</b>
500-00 Expense Control	0.00	0.00	-11,197.06	168,778.30	223,318.00	54,539.70
510-00 Revenue Control	0.00	0.00	24,243.37	223,318.00	166,124.98	-57,193.02
600-00 Fund Balance	42,929.19	55,668.84	0.00	0.00	0.00	55,668.84
<b>4 - FSS Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>263,064.00</b>	<b>263,064.00</b>	<b>0.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-36,273.79</b>	<b>-26,938.31</b>	<b>24,336.42</b>	<b>72,088.00</b>	<b>95,488.00</b>	<b>-3,538.31</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	-36,273.79	-26,938.31	24,336.42	72,088.00	95,488.00	-3,538.31
483-01 DUE TO FUND 1	29,638.03	44,398.71	36,927.06	0.00	36,927.06	81,325.77
484-01 DUE FROM FUND 1	529,111.26	529,218.06	5,476.39	0.00	58,560.94	587,779.00
	-595,023.08	-600,555.08	-18,067.03	72,088.00	0.00	-672,643.08
<b>Fund Balance</b>	<b>36,273.79</b>	<b>26,938.31</b>	<b>-24,336.42</b>	<b>190,976.00</b>	<b>167,576.00</b>	<b>3,538.31</b>
500-00 Expense Control	0.00	0.00	-42,403.45	95,488.00	95,488.00	0.00
510-00 Revenue Control	0.00	0.00	18,067.03	72,088.00	72,088.00	0.00
600-00 Fund Balance	36,273.79	26,938.31	0.00	23,400.00	0.00	3,538.31
<b>5 - ECONOMIC DEV Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,829,169.03</b>	<b>1,829,169.03</b>	<b>0.00</b>
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Liabilities</b>	<b>-627,087.00</b>	<b>-540,454.37</b>	<b>140,735.89</b>	<b>805,220.71</b>	<b>551,055.65</b>	<b>-794,619.43</b>
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
473-00 DOWNTOWN TIF	-627,087.00	-540,454.37	140,735.89	805,220.71	551,055.65	-794,619.43
474-00 TRAIL GROOMER RESERVE	433,867.10	433,867.10	-47,386.57	47,386.57	65,771.00	452,251.53
475-00 REVOLVING LOAN RESERVE	32,764.72	32,764.72	1,289.37	0.00	24,953.41	57,718.13
476-00 FIRE STATION RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
483-01 DUE TO FUND 1	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
484-01 DUE FROM FUND 1	3,977,489.86	4,064,122.49	194,626.99	0.00	460,331.24	4,524,453.73
	-5,321,360.64	-5,321,360.64	-7,793.90	757,834.14	0.00	-6,079,194.78
<b>Fund Balance</b>	<b>627,087.00</b>	<b>540,454.37</b>	<b>-140,735.89</b>	<b>1,023,948.32</b>	<b>1,278,113.38</b>	<b>794,619.43</b>
500-00 Expense Control	0.00	0.00	-147,240.73	422,948.32	516,187.00	93,238.68

## General Ledger Summary Report

Fund(s): ALL  
December

01/22/2026  
Page 8

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	Debits	---- Y T D ----	Credits	Balance Net
<b>5 - ECONOMIC DEV CONT'D</b>							
510-00 Revenue Control	0.00	0.00	6,504.84	601,000.00	676,738.38		75,738.38
600-00 Fund Balance	627,087.00	540,454.37	0.00	0.00	85,188.00		625,642.37
<b>Final Totals</b>	<b>6,723.90</b>	<b>-595,321.12</b>	<b>0.00</b>	<b>91,822,897.51</b>	<b>91,227,576.39</b>		<b>0.00</b>

## Expense Summary Report

Fund: 1  
December01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	921,139.88	96,346.38	927,621.20	-6,481.32	100.70
17 - HEALTH & SANITATION	272,886.00	30,046.84	279,834.59	-6,948.59	102.55
18 - MUNICIPAL BUILDING	75,726.00	12,562.94	75,353.15	372.85	99.51
20 - GENERAL ASSISTANCE	49,571.00	3,927.41	46,366.29	3,204.71	93.54
22 - TAX ASSESSMENT	222,676.00	24,079.49	163,045.36	59,630.64	73.22
25 - LIBRARY	295,936.00	29,417.44	279,090.69	16,845.31	94.31
31 - FIRE/AMBULANCE DEPARTMENT	2,683,480.50	327,593.25	2,496,266.53	187,213.97	93.02
35 - POLICE DEPARTMENT	2,703,226.00	204,763.95	2,213,512.13	489,713.87	81.88
38 - PROTECTION	387,144.00	33,145.53	392,548.96	-5,404.96	101.40
39 - CARIBOU EMERGENCY MANAGEMENT	7,845.00	359.81	4,500.81	3,344.19	57.37
40 - PUBLIC WORKS	3,036,888.50	241,379.61	2,894,211.39	142,677.11	95.30
50 - RECREATION DEPARTMENT	667,258.00	64,667.48	660,590.62	6,667.38	99.00
51 - PARKS	191,553.00	21,302.22	192,681.27	-1,128.27	100.59
60 - AIRPORT	72,801.00	10,771.73	75,903.76	-3,102.76	104.26
61 - CARIBOU TRAILER PARK	1,834.00	-232.32	1,834.00	0.00	100.00
65 - CEMETERIES	6,750.00	0.00	6,750.00	0.00	100.00
70 - INS & RETIREMENT	140,500.00	30,971.03	138,382.38	2,117.62	98.49
80 - UNCLASSIFIED	28,675.00	4,400.59	37,617.29	-8,942.29	131.18
85 - CAPITAL IMPROVEMENTS	1,045,758.00	0.00	1,045,758.00	0.00	100.00
Final Totals	12,811,647.88	1,135,503.38	11,931,868.42	879,779.46	93.13

## Expense Summary Report

Fund: 2

December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	75,787.00	5,004.67	63,991.97	11,795.03	84.44
Final Totals	75,787.00	5,004.67	63,991.97	11,795.03	84.44

## Expense Summary Report

Fund: 3

December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	223,318.00	11,197.06	168,778.30	54,539.70	75.58
Final Totals	223,318.00	11,197.06	168,778.30	54,539.70	75.58

### Expense Summary Report

01/22/2026  
Page 1

Fund: 4  
December

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	95,488.00	42,403.45	95,488.00	0.00	100.00
Final Totals	95,488.00	42,403.45	95,488.00	0.00	100.00

## Expense Summary Report

Fund: 5  
December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	455,601.00	142,991.25	368,829.63	86,771.37	80.95
12 - NYLANDER MUSEUM	54,711.00	4,249.48	48,243.69	6,467.31	88.18
Final Totals	510,312.00	147,240.73	417,073.32	93,238.68	81.73

**Revenue Summary Report**

Fund: 1

December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	8,230,740.00	372,552.76	8,597,866.37	-367,126.37	104.46
20 - GENERAL ASSISTANCE	14,400.00	1,594.94	19,589.53	-5,189.53	136.04
22 - TAX ASSESSMENT	1,278,500.00	371,032.00	1,096,381.48	182,118.52	85.76
23 - CODE ENFORCEMENT	6,700.00	147.50	7,240.00	-540.00	108.06
25 - LIBRARY	3,500.00	166.50	3,423.29	76.71	97.81
31 - FIRE/AMBULANCE DEPARTMENT	1,932,389.00	191,435.95	1,827,876.41	104,512.59	94.59
35 - POLICE DEPARTMENT	102,471.00	12,153.59	15,954.59	86,516.41	15.57
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	0.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	230,942.00	211,107.67	271,290.00	-40,348.00	117.47
50 - RECREATION DEPARTMENT	22,100.00	1,712.50	12,788.00	9,312.00	57.86
51 - PARKS	220.00	0.00	110.00	110.00	50.00
60 - AIRPORT	44,400.00	1,804.81	35,750.94	8,649.06	80.52
70 - INS & RETIREMENT	0.00	0.00	5,986.00	-5,986.00	----
Final Totals	11,868,762.00	1,163,708.22	11,896,656.61	-27,894.61	100.24

**Revenue Summary Report**

Fund: 2

December

01/22/2026

Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	81,000.00	75,819.41	75,819.41	5,180.59	93.60
Final Totals	81,000.00	75,819.41	75,819.41	5,180.59	93.60

## Revenue Summary Report

Fund: 3  
December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	223,318.00	24,243.37	166,124.98	57,193.02	74.39
Final Totals	223,318.00	24,243.37	166,124.98	57,193.02	74.39

## Revenue Summary Report

Fund: 4  
December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	72,088.00	18,067.03	72,088.00	0.00	100.00
Final Totals	72,088.00	18,067.03	72,088.00	0.00	100.00

**Revenue Summary Report**

Fund: 5

December

01/22/2026  
Page 1

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	600,000.00	6,504.53	676,734.73	-76,734.73	112.79
12 - NYLANDER MUSEUM	1,000.00	0.31	3.65	996.35	0.36
Final Totals	601,000.00	6,504.84	676,738.38	-75,738.38	112.60

City of Caribou  
Investment Report  
December

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value
Machias Savings Bank	General Checking Acct					3.28%		50,467.51	8,031,622.44
Machias Savings Bank	Section 125 Checking Acct					3.25%		1,305.63	147,182.90
Machias Savings Bank	American Rescue Plan Act Checking Acct					3.25%		3,556.04	422,889.04 **
ACFS & Loans	Retirement Saving Acct					4.35%		16,710.70	15,000,427.14 *
ACFS & Loans	Retirement Saving Acct Secured	9/13/2024	9/13/2027	1095	245,000.00	2.00%	8,173.38	1,500,000.00 *	
Norstate Federal Credit Union	Certificate of Deposit	9/18/2024	9/18/2026	730	183,628.43	4.20%	15,424.79	2,041.03	193,832.32
County Federal Credit Union	Certificate of Deposit	9/5/2024	9/5/2028	1460	215,000.00	4.09%	35,174.00	2,323.51	226,936.23
Acadia Federal Credit Union	Certificate of Deposit	9/12/2025	9/12/2026	365	235,000.00	3.73%	8,765.50	1,241.65	237,196.59
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDBG) (Originated from State of Maine Grant)					3.28%		1,441.28	262,208.45
<b>Trust Funds</b>									
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.20%		0.51	971.05
ACFS & Loans	Clara Paper Mem Fund (Savings Acct)	5/4/2017	9/26/2027	1095	21,810.76	0.20%		0.35	679.36
ACFS & Loans	The Roderrick Living Trust (Money Market)	9/25/2024	4/13/2028	1825	1,928.32	1.20%		16.35	4,361.21
ACFS & Loans	Hamilton Library Trust (CD)	4/13/2023	4/9/2028	1095	3,559.22	3.85%		19.84	2,026.20
ACFS & Loans	Knox Library Trust (CD)	4/9/2025	4/9/2028	1095	7,200.20	4.10%	729.64	41.58	3,988.72
ACFS & Loans	Knox Library Trust (CD)	4/13/2023	4/13/2028	1825	14,302.37	4.10%	885.62	80.72	7,744.60
ACFS & Loans	Jack Rath Library Trust(CD)	7/21/2025	7/21/2026	365	52,504.87	4.10%	2,931.99	162.58	15,598.57
ACFS & Loans	Dorothy Cooper Scholarship (CD)	11/4/2025	11/4/2026	365	7,868.17	3.78%	1,984.68	500.33	53,343.39
ACFS & Loans	Philip Turner Library Mem(CD)	3/27/2025	3/27/2030	1825	14,374.27	4.00%	295.06	81.19	8,274.80
ACFS & Loans	Margaret Shaw Library Mem(CD)	3/2/2024	3/2/2026	730	12,150.09	4.50%	2,874.85	148.68	14,822.16
ACFS & Loans	Gordon Robertson Mem(CD)	12/9/2025	3/9/2026	91	6,345.17	0.80%	1,093.51	147.14	13,189.76
ACFS & Loans	Memorial Investment(CD)	3/2/2024	3/2/2026	730	7,154.19	4.50%	643.88	12.66	6,387.18
ACFS & Loans	G. Harmon Memorial(CD)	11/29/2025	11/29/2026	365	8,023.37	3.75%	300.88	86.64	7,766.38
ACFS & Loans	Ken Matthews Scholarship(CD)	3/27/2025	3/27/2030	1825	4,989.32	4.00%	997.86	83.60	8,387.54
ACFS & Loans	Barbara Brewer Fund(CD)							38.61	5,054.57

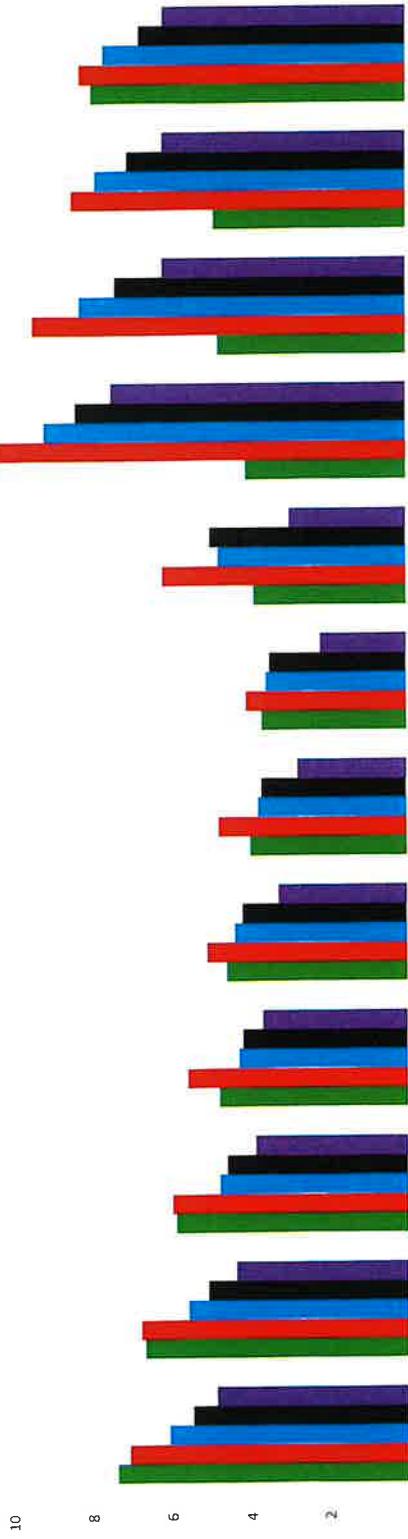
\*Market Value does not reflect interest received due to the fact that interest will be received quarterly and recorded as a revenue  
\*\*Checking Value does not reflect interest received due to the fact that interest will be received monthly and recorded as a revenue

## Cash Trend

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

2025 ■ 2024 ■ 2023 ■ 2022 ■ 2021 ■

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	Cash in Millions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2025	7.40	6.70	5.90	4.80	4.60	4.00	3.70	3.50	4.10	4.80	4.90	8.00	
2024	7.10	6.80	6.00	5.60	5.10	4.80	4.10	6.20	10.50	9.50	8.50	8.30	
2023	6.10	5.60	4.80	4.30	4.40	3.60	3.60	4.80	9.20	8.30	7.90	7.70	
2022	5.50	5.10	4.60	4.20	4.20	3.70	3.50	5.00	8.40	7.40	7.10	6.80	
2021	4.90	4.40	3.90	3.70	3.30	2.80	2.20	3.00	7.50	6.20	6.20	6.20	



## City Manager's Report

January 26, 2026

### Economic Projects

<b>River Front - Powerplants</b>	Diesel Plant - Work is ongoing. Steam Plant - Kick off meeting will be held February 2.
<b>Broadband Initiative</b>	No new updates.
<b>Ogren Dump Solar Project</b>	No new updates.
<b>Events and Marketing</b>	The Snow Bowl will be held at Spud Speedway February 27 to March 1. More details are available at the Spud Speedway website.
<b>Landbank</b>	No new updates.
<b>Chapter 13 Rewrite</b>	No new updates.
<b>Federal American Rescue Plan Act</b>	No new updates.
<b>Blight Cleanup</b>	No new updates.
<b>Birdseye Cleanup</b>	Brownfields RLF project is ongoing.
<b>Caribou Development Committee</b>	No new updates.
<b>River Front - Master Plan</b>	The Riverfront Master Plan is underway. There is a survey online that we encourage residents to complete to share their vision for an improved Caribou Riverfront.
<b>Façade Improvement Program</b>	Already receiving inquiries for the Spring 2026 funding cycle.
<b>Aldrich ATV/Snowmobile Storage</b>	No new updates.
<b>Caribou Economic Growth Council</b>	CEGC met on 1/22.
<b>Business Outreach</b>	Eric is working with several possible businesses.

### Other Administrative Projects

<b>Tax Acquired Property Policy</b>	No new updates.
<b>Nylander</b>	No new updates.
<b>Fire Structural Work</b>	No new updates.
<b>Fire Station Renovations</b>	Design Development phase on tonight's meeting.
<b>Police Station</b>	Project kick-off 1/22. Potential sites will be visited soon.
<b>River Road</b>	A River Road land owner has reached out.
<b>Investment Policy</b>	No new updates.
<b>Cable Franchise Renewal</b>	No new updates.
<b>Airport</b>	Committee meeting held 1/13/2026.
<b>Personnel Policy</b>	No new updates.
<b>New LED Street lights</b>	No new updates.
<b>Comp Plan Update</b>	No new updates
<b>LD 2003 Implementation</b>	No new updates.
<b>15 Prospect Street</b>	No new updates.
<b>Water Street Fire</b>	The ESA Phase I with funding provided by EPA Brownfields funding through Maine DEP to assess the site was held 1/15/2026.
<b>Age-Friendly Efforts</b>	On tonight's agenda.
<b>Personnel Changes</b>	The Caribou Fire department is hiring.
<b>DOT Village Partnership</b>	Final Report has been sent by TYLin.
<b>Aroostook Waste Solutions</b>	Please dispose of rechargeable batteries properly. You can take them to Lowes or the Tri-Community Landfill. (Do <b>not</b> dispose of with your waste). Keep an eye on your rechargeable batteries while charging. Unplug chargers when not in use.
<b>Cary Medical Center</b>	No new updates.
<b>Other Updates</b>	Any new updates on the Aroostook River Bridge project will be posted on our website.
<b>Administrative Approvals</b>	Liquor license for Rendezvous Restaurant & American Legion Post # 15.

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** January 26, 2026  
**RE:** Discussion on adopting a 2026 Code of Conduct by resolution

---

In November 2024, the citizens of Caribou voted to amend the Caribou City Charter, stating, “The City Council will adopt by resolution, a Code of Conduct, annually, prior to January 31. This Code of Conduct will apply to the members of the Caribou City Council.”<sup>1</sup>

At the last City Council meeting, I presented the Code of Conduct that was adopted by Resolution by the City Council in 2025. After the meeting, I asked the members of the City Council for feedback on this topic.

**Suggested action:**

This is an item for discussion at tonight’s meeting. If there is a consensus on language of a resolution and code of conduct, it can be brought back for adoption at the next regular City Council meeting.

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<sup>1</sup> Caribou City Charter, Section 2.04

**CARIBOU CITY COUNCIL  
CODE OF CONDUCT  
ADOPTED: February 24, 2025**

**Section 1: Purpose**

The City of Caribou is committed to the highest ethical standards and practices, protecting employees, partners, volunteers, elected and appointed officials, vendors, and the organization from unethical, illegal or damaging actions and statements by individuals, either knowingly or unknowingly. When the City of Caribou acts in an ethical manner, addresses issues proactively, and uses best business judgment and practices, it establishes a positive reputation and protect the interests of our Citizens. The purpose of this policy is to establish a culture of transparency, openness, trust, fairness, equity, and to emphasize the employees', citizens', and committee members' expectation to be treated ethically and with fair business practices. This policy will serve to guide behavior and to ensure ethical conduct throughout City government, operations, and in municipal facilities. Effective ethics is a team effort involving the participation and support of every City of Caribou employee as well as all appointed or elected officials.

**Section 2: Code of Conduct**

The Code of Conduct is designed to define the behavior, manners and courtesy expected of City Council members as they interact with each other, City staff, and their constituents while representing the City of Caribou. City Council members shall demonstrate honesty and integrity in every action and statement.

1. We will abide by the City Charter and the Constitution and laws of the State of Maine and agree to confine our actions as members of the City Council to the authority granted by those documents.
2. We acknowledge that we are bound by the City Charter to act as a body and have no individual authority to act outside of the meetings of the City Council.
3. We will solicit and listen to input from all our residents and endeavor to be as responsive as possible.
4. We agree that principled dissent and debate among City Council members and the public is encouraged. Discussions should be conducted in a professional manner with all participants treating each other with civility and respect.
5. We acknowledge that we act as a body and as such, all members will cooperate in the implementation of City Council decisions.
6. We will respect the proper roles of elected officials and City staff in ensuring open and effective government.
7. We will not publicly criticize City staff and will work through the City Manager in support of the day-to-day administration of the City.

8. We will keep all matters discussed in Executive Sessions strictly confidential.
9. We will follow the City Charter's guidance on Conflicts of Interest and agree to avoid situations where we might derive or appear to derive personal benefit from actions or decisions made in our official capacity.

#### Section 3: Compliance and Enforcement

The City Council shall annually review the Code of Conduct for relevancy and applicability. The intentional actions by City Council members that do not follow proper conduct will be addressed by the City Council. City Council members are obliged to point out infractions of the Code of Conduct at the time they occur. If the offenses continue, then the matter should be referred to the Mayor. If the Mayor is the individual whose actions are in question, then the matter should be referred to the Deputy Mayor.

#### Section 4: Adoption

NOW, THEREFORE, BE IT RESOLVED BY THE CARIBOU CITY COUNCIL that the members of the Caribou City Council hereby agree to abide by the terms of the attached Code of Conduct.

DATE ENACTED: February 24, 2025

#### AUTHORIZED SIGNATURES

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Councilor Daniel Bagley

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Councilor Jennifer Kelley

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Councilor Tamara Lovewell

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Deputy Mayor Jody Smith

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Councilor Joan Theriault

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Councilor Paul Watson

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Mayor Courtney Boma

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Attest: City Clerk Danielle Brissette  
Municipal Seal



## **Resolution #1, 2025 Series**

### **A Resolution of the Caribou City Council Establishing Code of Conduct for Members of the Caribou City Council**

**WHEREAS**, members of the City of Caribou City Council are committed to making our community a safe, confident, prosperous, and enjoyable place to live, work, and visit; and

**WHEREAS**, it is a great honor to serve the City, and with that honor comes great responsibility and a duty to hold ourselves accountable to our fellow residents; and

**WHEREAS**, the Caribou City Council Charter committee proposed that the Caribou City Council adopt a Code of Conduct for members on an annual basis; and

**WHEREAS**, at the municipal election held on November 5, 2024, a majority of voters cast their votes to amend the Caribou City Charter to require that the Caribou City Council adopt a Code of Conduct by resolution prior to January 31 of each year; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CARIBOU CITY COUNCIL** that the members of the Caribou City Council hereby agree to abide by the terms of the attached Code of Conduct.

This resolution was duly passed and approved by a majority of the City Council of the City of Caribou this 24<sup>th</sup> day of February 2025.

---

Courtney Boma, Mayor

Attest: Danielle Brissette, City Clerk

[City Seal]

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



**MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** January 26, 2026  
**RE:** Fire Station Project, Design Development Approval

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Amanda Jandreau is the Project Manager on the Fire Station project, and a Senior Structural Engineer at Harriman. She will attend the meeting to discuss the Design Development documents, budget, and narrative for the Fire Station project.

Complete information was provided for your review at the previous City Council meeting. A selection of documents are provided in this packet, along with the budget.

If these drawings are acceptable, the project can then move forward to the Construction Documents phase, and then the project can be put out for bid.

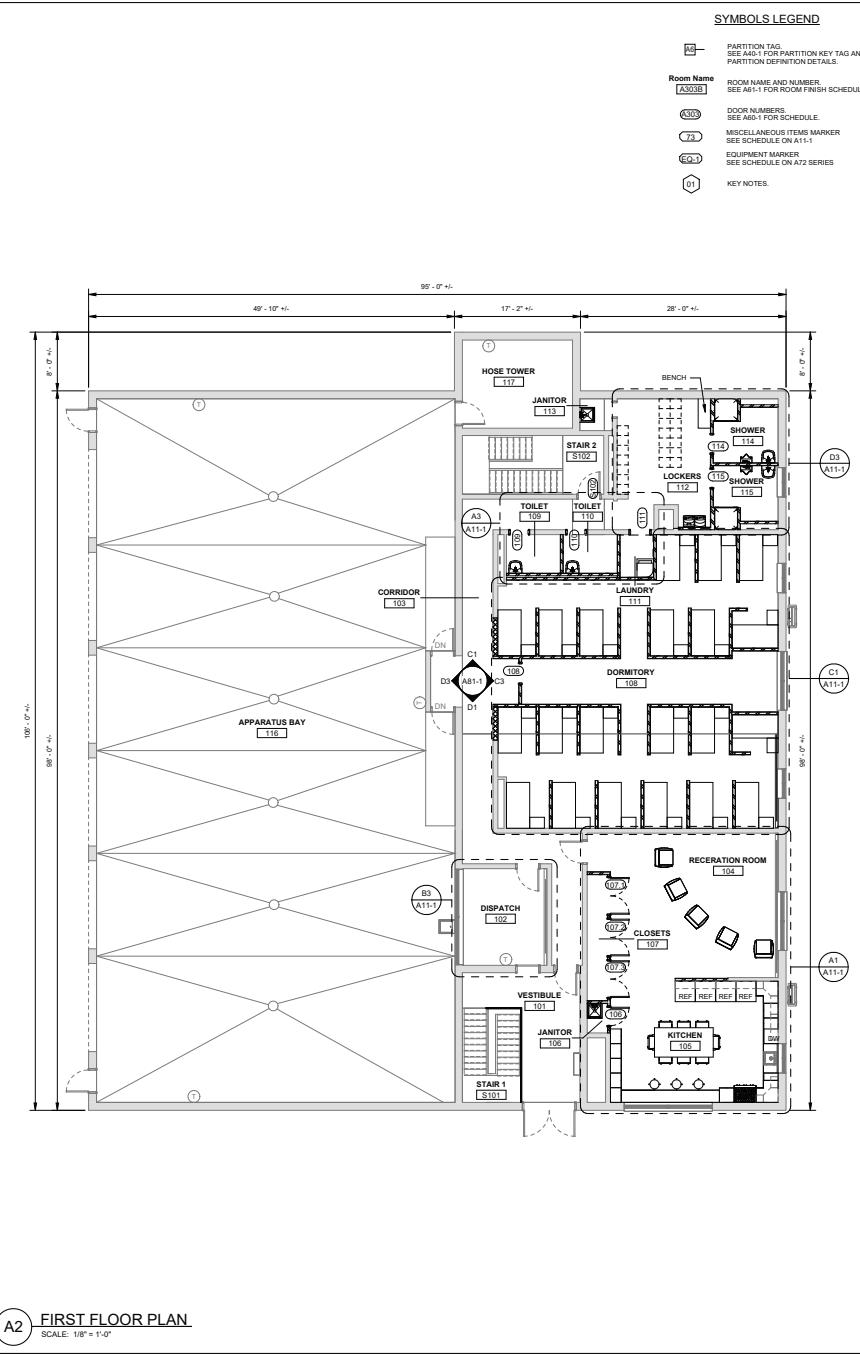
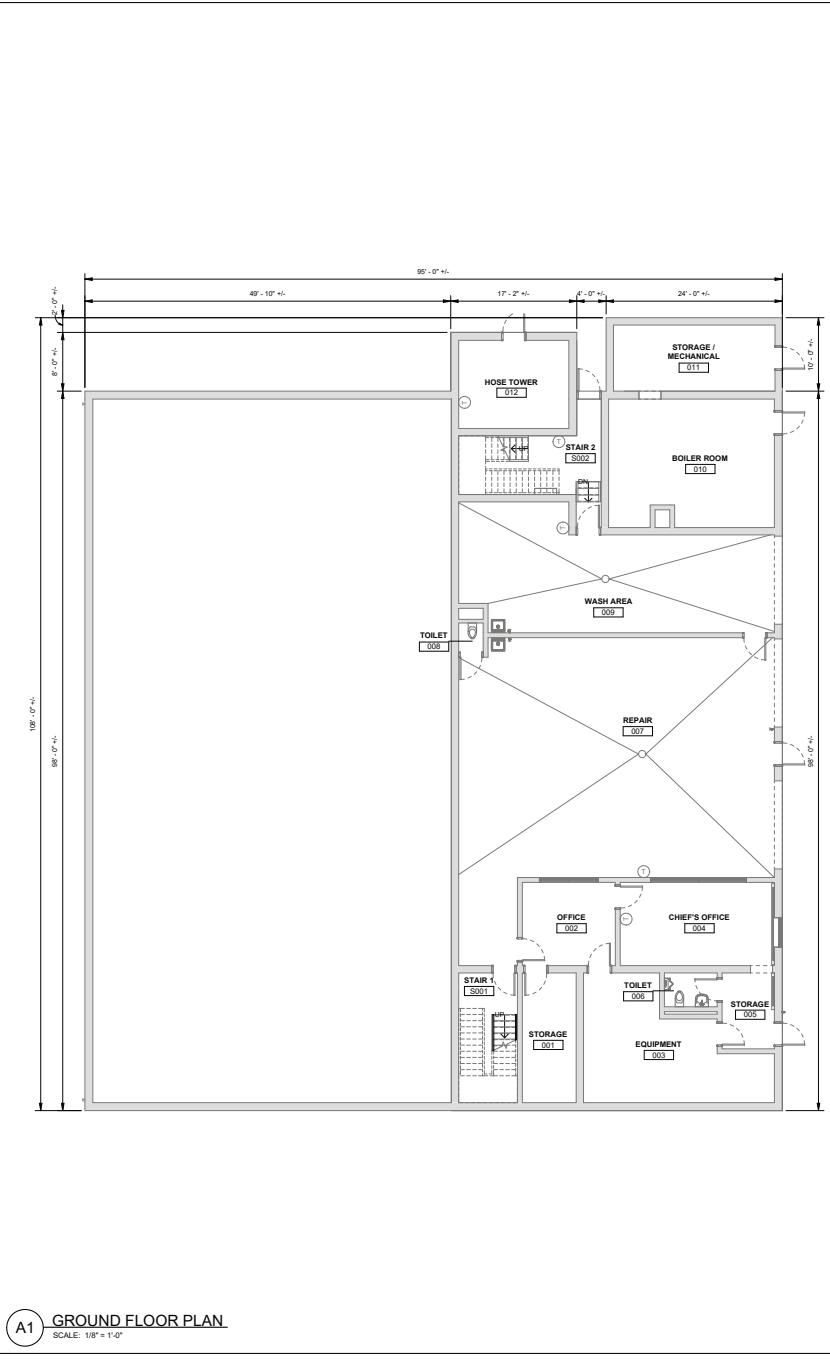
**Suggested action:**

Please make a motion to “approve the Design Development Documents as presented by Harriman”

Second

Discussion

Vote



## Harriman

## RENOVATIONS TO EXISTING FIRE STATION AND LIONS BUILDING

CARIBOU, MAINE

Project No.

#### GENERAL NOTES

1. DO NOT SCALE DRAWINGS, USE DIMENSIONS ONLY.
2. REFER TO A-01 FOR ARCHITECTURAL ABBREVIATIONS, AND LEGENDS.
3. REFER TO A-01 SERIES FLOOR PLANS FOR INTERIOR ELEVATIONS AND PLAN ENLARGEMENT CALL-OUTS.
4. REFER TO A-01 SERIES FOR DOOR TYPES AND DETAILS. SEE DOOR SCHEDULE FOR DOOR AND TRIM FINISHES. DOORS ARE TO BE PAINTED TO MATCH ADJACENT WALL COLOR, U.N.O.
5. REFER TO A-01 SERIES REFLECTED CEILING PLANS FOR CEILING TYPES.
6. FLOOR PLAN CUT AT 4'-0" AFF U.N.O.
7. LOCATE EDGE OF DOOR FRAME 4' FROM ADJACENT WALL. DOOR SWINGS U.N.O.
8. WHERE WALL TYPES VARY ADJUST STUD LOCATION AS REQUIRED TO ALIGN WALL FINISHES.
9. "ALIGN" AS INDICATED ON DRAWINGS SHALL BE UNDERSTOOD TO MEAN THE FINISH FACE OF WALLS ARE TO BE IN ALIGNMENT.
10. INSTALL GYPSUM BOARD CONTROL JOINTS EVERY 30 LINEAR FEET MAXIMUM AND ALIGN WITH DOOR AND WINDOW FRAMES. WIRE JOINTS SHALL BE T.O. IN THE DRAWING ELEMENTS AND REFLECTED CEILING PLANS. VERIFY LOCATIONS WITH ARCHITECTURE.
11. PROVIDE FINISHED WALL BEHIND ALL EQUIPMENT AND CASEWORK.
12. PROVIDE SOLID WOOD BEADING ON BUCING MATERIAL. PROVIDE SOLID WOOD GRAB BARS, CASEWORK, AV, AND WALL MOUNTED EQUIPMENT IN THE BATHROOMS.
13. FURNITURE ON DRAWINGS IS SHOWN FOR REFERENCE ONLY. FURNITURE AND THEIR GRAPHIC SYMBOLS REPRESENT A GENERIC UNDERSTANDING OF THE FURNITURE'S SIZE AND FUNCTION. ACTUAL PRODUCT MAY DIFFER SIGNIFICANTLY.
14. DIMENSIONS LOCATING PARTITIONS ARE TO FACE OF GPW UNLESS NOTED OTHERWISE.



PRELIMINARY  
NOT FOR  
CONSTRUCTION

## DESIGN DEVELOPMENT

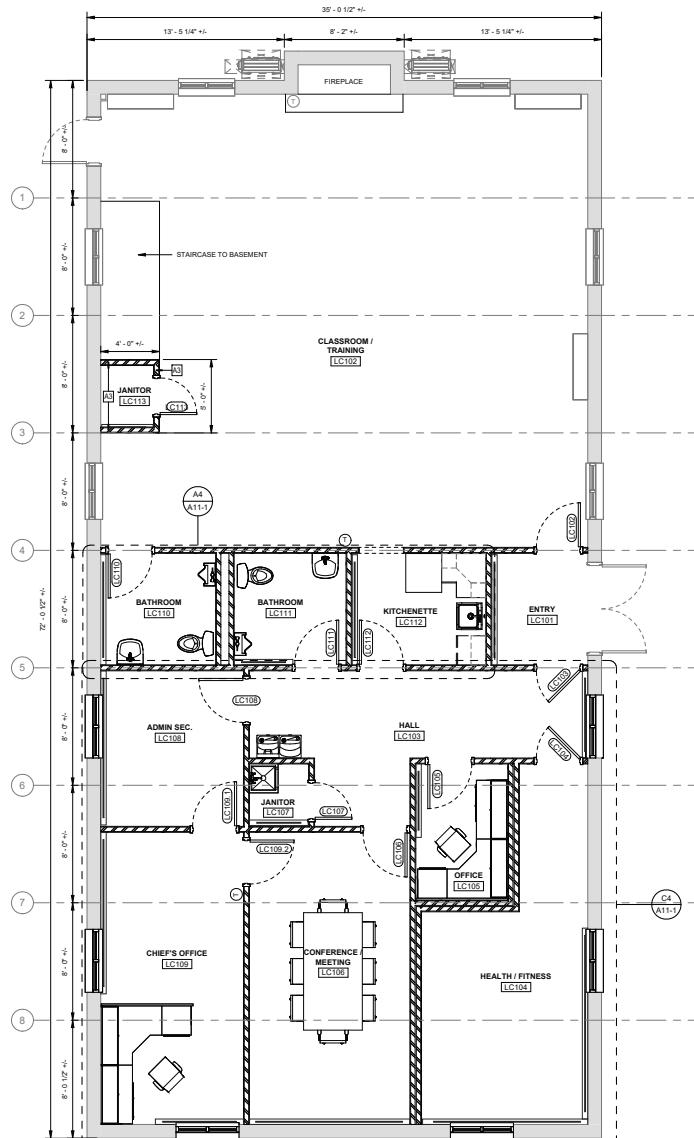
JANUARY 9, 2026

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#### Reviewing Documentation

## FIRE STATION FLOOR PLANS

A10-1



**Harriman**

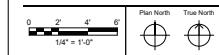
**RENOVATIONS TO EXISTING FIRE STATION AND LIONS BUILDING**

CARIBOU, MAINE

Harriman Project No. 25162

**GENERAL NOTES**

- DO NOT SCALE DRAWINGS. USE DIMENSIONS ONLY.
- REFER TO A60-1 FOR ARCHITECTURAL ABBREVIATIONS AND LEGENDS.
- REFER TO A61 SERIES FLOOR PLANS FOR INDIVIDUAL ELEVATIONS AND PLAN ENLARGEMENT CALL-OUTS.
- REFER TO A60 SERIES FOR DOOR TYPES AND DETAILS. EXISTING DOORS ARE TO BE RELOCATED AND FRAME FINISH. WOOD DOORS ARE TO BE PAINTED TO MATCH ADJACENT WALL COLOR. U.N.O.
- REFLECTED CEILING PLANS ARE REFLECTED CEILING PLANS FOR CEILING TYPES.
- FLOOR PLAN CUT AT 4'-0" AFF U.N.O.
- LOCATE EDGE OF DOOR FRAME 4' FROM ADJACENT PERPENDICULAR WALL. U.N.O.
- WHERE WALL TYPES VARY, ADJUST STUD LOCATION AS REQUIRED TO ALIGN WALL FINISHES.
- "ALLOW AS SHOWN ON DRAWINGS" SHALL BE UNDERSTOOD TO MEAN THE FINISH FACE OF WALLS OR COLUMNS.
- INSTALL GYPSUM BOARD CONTROL JOINTS EVERY 30 INCHES, MAXIMUM, AND ALIGN WITH DOOR AND WINDOW JAMBES WHERE POSSIBLE. U.N.O. IN THESE AREAS, REFER TO THE APPROPRIATE CEILING PLANS. VERIFY LOCATIONS WITH ARCHITECT.
- PROVIDE FINISHED WALL BEHIND ALL EQUIPMENT AND CASEWORK.
- PROVIDE SOLID WOOD BLOCKING OR BACKING MATERIAL FOR ALL WALL HUNG GRAB BARS. CROSS-BLOCKING IS REQUIRED IN ALL CEILINGS.
- FURNITURE ON DRAWINGS IS SHOWN FOR REFERENCE ONLY. EQUIPMENT AND OTHER GRAPHIC SYMBOLS REPRESENT A GENERIC UNDERSTANDING OF THE ROOM'S USE AND FUNCTION. ACTUAL PRODUCT MAY DIFFER SLIGHTLY.
- DIMENSIONS LOCATING PARTITIONS ARE TO FACE OF GROUND UNLESS NOTED OTHERWISE.



**PRELIMINARY NOT FOR CONSTRUCTION**

**DESIGN DEVELOPMENT**

JANUARY 9, 2026

Revision Date: Revision Description:

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Drawn by: TCL

**LIONS CLUB FLOOR PLANS**

**A10-2**

**51**

# Harriman

## RENOVATIONS TO EXISTING FIRE STATION AND LIONS BUILDING

CARIBOU, MAINE

Harriman Project No. 25162

### GENERAL NOTES

1. REFER TO A01 FOR ARCHITECTURAL ABBREVIATIONS, AND LEGENDS.
2. REFER TO A10 SERIES FLOOR PLANS FOR INTERIOR ELEVATIONS AND PLAN ENLARGEMENT CUTOFFS.
3. REFER TO A60 SERIES FOR DOOR TYPES AND DETAILS. SEE DOOR SCHEDULE FOR DOOR AND PIANO HINGE INFORMATION. DOORS ARE SHOWN REFLECTED TO MATCH ADJACENT WALL COLOR, U.N.O.
4. REFER TO A70 SERIES REFLECTED CEILING PLANS FOR CEILING TYPES.
5. REFER TO A00-5 FOR STANDARD MOUNTING HEIGHTS.
6. REFER TO A80-1 FOR STANDARD INTERIOR DETAILS.

### SYMBOLS LEGEND

PARTITION TAG. SEE A40-1 FOR PARTITION KEY TAG AND PARTITION DEFINITION DETAILS.

ROOM NAME. SEE A41-1 FOR ROOM FINISH SCHEDULE.

DOOR NUMBER. SEE A60-1 FOR SCHEDULE.

MISCELLANEOUS ITEMS MARKER. SEE SCHEDULE ON A11-1.

EQUIPMENT MARKER. SEE SCHEDULE ON A72 SERIES.



## PRELIMINARY NOT FOR CONSTRUCTION

### DESIGN DEVELOPMENT

JANUARY 9, 2026

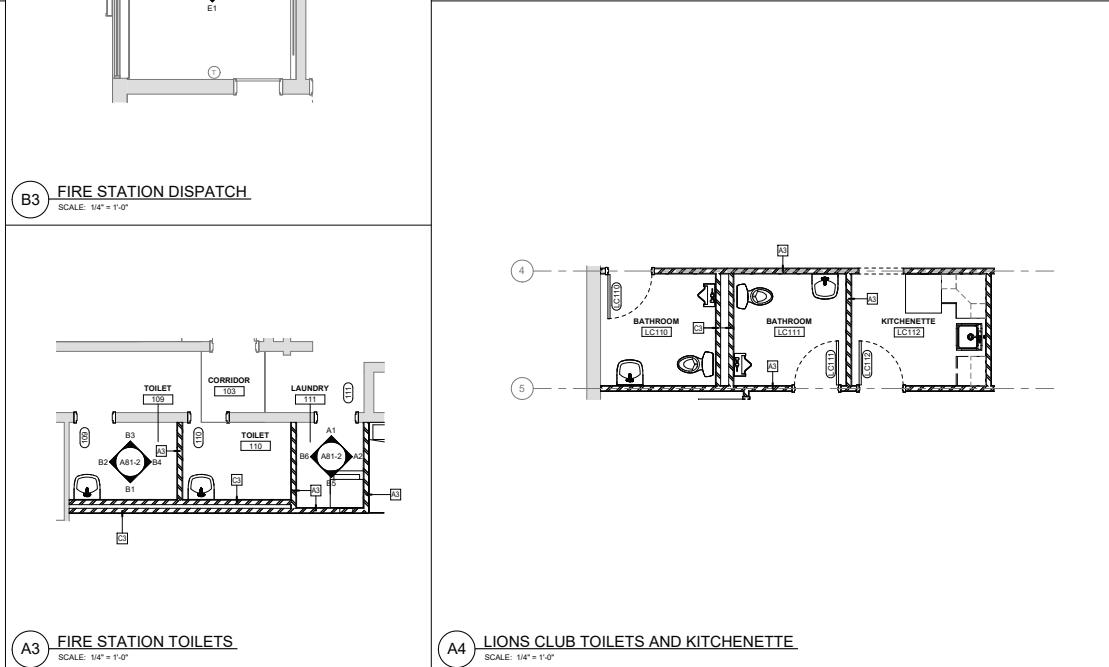
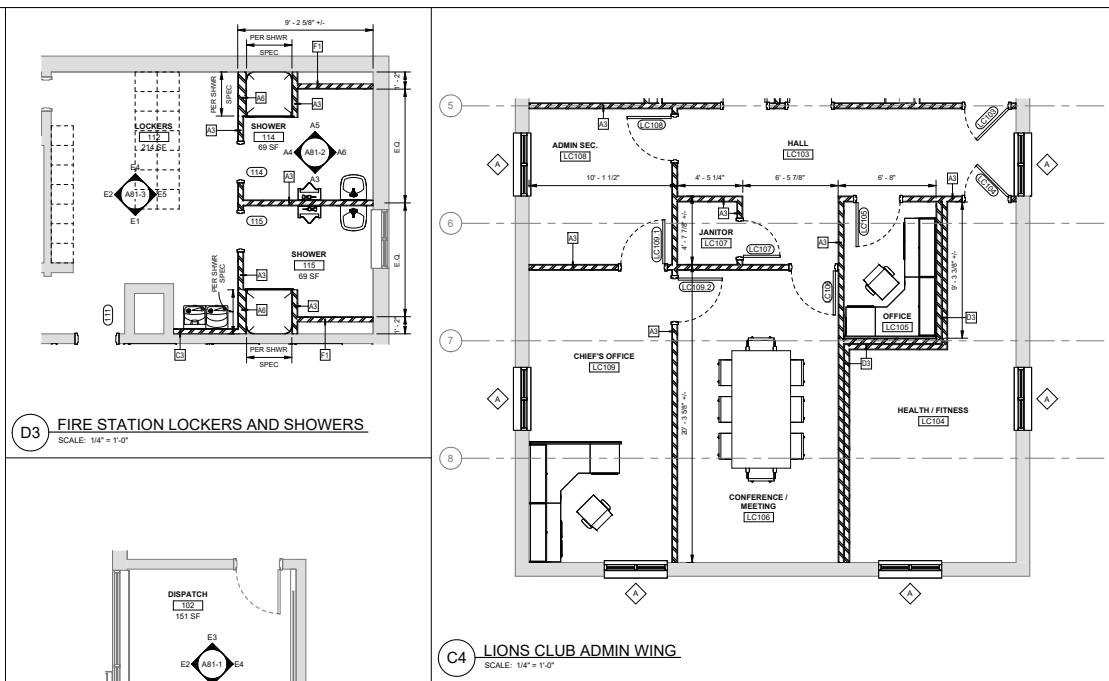
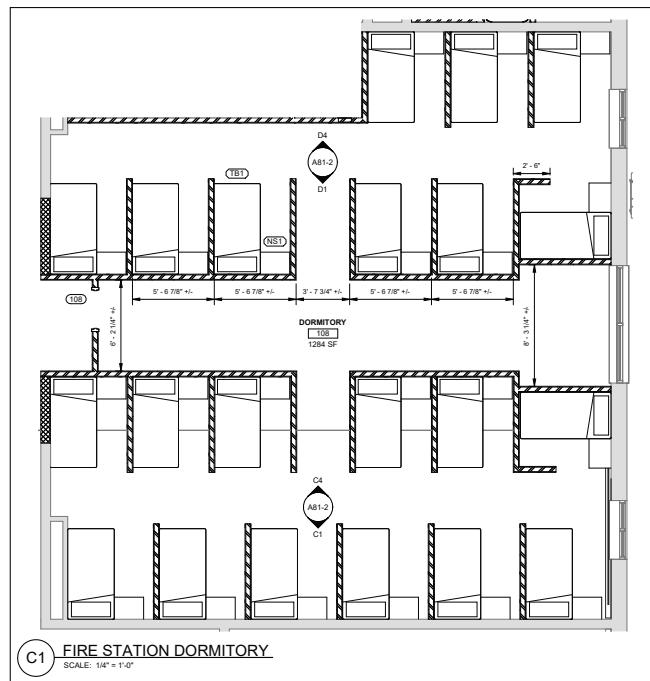
Revision Date	Revision Description

Drawn by: TCL

### ENLARGED PLANS

A11-1

52





## GENERAL NOTES

- 1 WHERE CONNECTED TO A 20A BRANCH CIRCUIT SUPPLYING AN INDIVIDUAL RECEPTACLE, THE RECEPTACLE SHALL BE RATED AT 20A.
- 2 OVERHEAD, FLOOR MOUNTED AND GRADE MOUNTED ELECTRICAL EQUIPMENT MINIMUM REQUIREMENT: 4" CONCRETE SLAB OR ENTRANCE, POLYFIBER REINFORCED CONCRETE, 4" INSULATED CONCRETE, OR 1" CONCRETE PLATE TO BE PLACED ON IT. REFER TO ELECTRICAL DETAIL SHEET FOR REQUIREMENTS FOR GENERATOR OR SWITCHGEAR PADS THAT MAY EXCEED THESE REQUIREMENTS.
- 3 - NOT USED -
- 4 - NOT USED -
- 5 CIRCUIT WIRING IS NOT SHOWN EXCEPT FOR SHARING OF NEUTRALS. WHERE SHARING IS SHOWN, THE SHARING OF NEUTRALS IS PREFERRED.
- 6 PROVIDE PROPER NUMBER OF CONDUCTORS TO SUPPORT LOADS AND DROPPING SCHEDULED. THE SHARING OF NEUTRALS IS PREFERRED.
- 7 CIRCUIT NUMBERS AT DEVICES CORRESPOND TO PANELBOARD NUMBER (SEE PANELBOARD SCHEDULE). BRANCH CIRCUITS SHALL BE SIZED ACCORDING TO THE CIRCUIT BREAKER SIZES AND NOT ACCORDING TO THE OVERALL CIRCUIT SIZE AS SHOWN ON THE ELECTRICAL EQUIPMENT SCHEDULE.

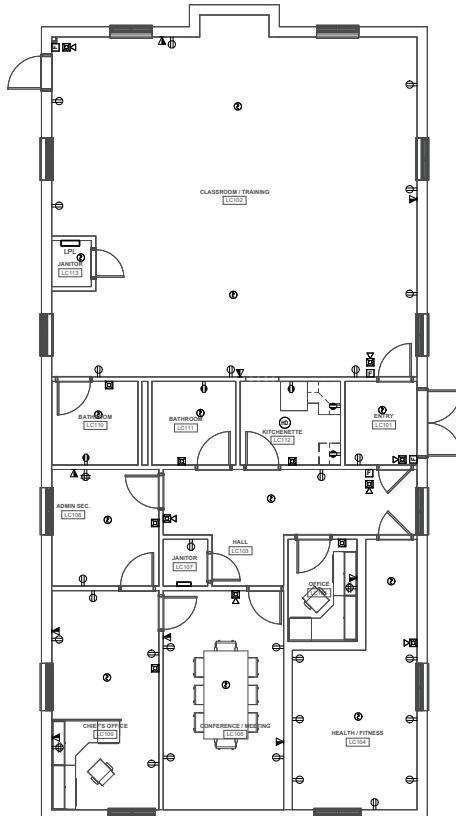
Harriman

RENOVATIONS TO  
EXISTING FIRE STATION  
AND LIONS BUILDING

CARIBOU, MAINE

Harriman Project No. 25162

## KEY NOTES



1 FIRST FLOOR PLAN - POWER AND SYSTEMS - LIONS CLUB

SCALE: 3'10" = 1'-0"

Graphic Scale  
0' 1' 2' 3' 4' 5' 6' 7' 8' 9' 10'  
Download: [www.powerscal.com](http://www.powerscal.com)

PRELIMINARY  
NOT FOR  
CONSTRUCTION

## DESIGN DEVELOPMENT

JANUARY 9, 2026

Revision Date: Revision Description:

Drawn by: GMC

FIRST FLOOR PLAN  
POWER AND SYSTEMS-  
LIONS CLUB

E20-3

54

Caribou Fire Station	PCM (SD)	Harriman Deducts	Adjusted	PCM (DD)	2023 Costs	Notes
DIVISION 1 - GENERAL CONDITIONS	0	0	\$ -			
DIVISION 2 - DEMOLITION	\$ 108,959.85	\$ 19,724.00	\$ 89,235.85	\$ 106,134.55	\$ 98,705.13	no new opening at chief's existing office
DIVISION 2 - SITE WORK	\$ 159,127.98	\$ 94,106.00	\$ 65,021.98	\$ 29,936.52	\$ 27,840.96	no new retaining wall
DIVISION 3 - BUILDING CONCRETE	\$ 56,626.67	\$ 54,738.78	\$ 1,887.89	\$ 1,750.00	\$ 1,627.50	no new retaining wall
DIVISION 4 - MASONRY	\$ 12,600.00	\$ 12,600.00	\$ -	\$ 5,625.00	\$ 5,231.25	no new opening at chief's existing office
DIVISION 5 - STEEL	\$ 6,875.00	\$ 3,000.00	\$ 3,875.00	\$ 7,800.00	\$ 7,254.00	no new opening at chief's existing office
DIVISION 6 - CARPENTRY	\$ 4,901.00	\$ 0.00	\$ 4,901.00	\$ 3,101.00	\$ 2,883.93	
DIVISION 7 - THERMAL MOISTURE PROTECTION	\$ 11,803.00	\$ 0.00	\$ 11,803.00	\$ 11,803.00	\$ 10,976.79	
DIVISION 8 - OPENINGS	\$ 99,300.00	\$ 34,500.00	\$ 64,800.00	\$ 82,600.00	\$ 76,818.00	can reduce by another 8000 if we make new windows in Lions an alternate
DIVISION 9 - FINISHES	\$ 240,783.13	\$ 32,960.00	\$ 207,823.13	\$ 222,547.13	\$ 206,968.83	no epoxy flooring
DIVISION 10 - SPECIALTIES	\$ 49,132.50	\$ 6,650.00	\$ 42,482.50	\$ 43,157.50	\$ 40,136.48	reuse existing fire extinguishers, defib cabinet, reduced benches to 2
DIVISION 11 - EQUIPMENT	\$ 24,800.00	\$ 7,300.00	\$ 17,500.00	\$ 24,800.00	\$ 23,064.00	
DIVISION 12 - FURNISHINGS	\$ 1,728.00	\$ 0.00	\$ 1,728.00	\$ 1,728.00	\$ 1,607.04	<b>this does not include murphy beds, reach out for quote</b>
DIVISION 12 - CASEWORK AND MILLWORK	\$ 17,100.00	\$ 0.00	\$ 17,100.00	\$ 50,400.00	\$ 46,872.00	
DIVISION 13 - SPECIAL CONSTRUCTION	0	0	\$ -	\$ -	\$ -	
DIVISION 14 - CONVEYING	0	0	\$ -	\$ -	\$ -	
DIVISION 21 - SPRINKLER	\$ 136,000.00	\$ 27,200.00	\$ 108,800.00	\$ 108,800.00	\$ 101,184.00	
DIVISION 22 - PLUMBING	\$ 148,560.00	\$ 5,000.00	\$ 143,560.00	\$ 156,476.24	\$ 145,522.90	
DIVISION 23 - HVAC	\$ 463,769.62	\$ 0.00	\$ 463,769.62	\$ 442,660.98	\$ 411,674.71	
DIVISION 26 - ELECTRICAL	\$ 406,923.23	\$ 71,502.00	\$ 335,421.23	\$ 326,488.38	\$ 303,634.19	reduced number of fixtures and more economical type, can possibly make FA in Lions an alternate

<b>CONSTRUCTION SUBTOTAL</b>	\$ 1,948,989.98
<b>GENERAL CONDITIONS</b>	\$ 330,000.00
<b>CONSTRUCTION SUBTOTAL</b>	\$ 2,278,989.98
<b>DESIGN / ESTIMATE CONTINGENCY (5%)</b>	\$ 113,949.50
<b>CONSTRUCTION SUBTOTAL</b>	\$ 2,392,939.48
<b>OVERHEAD AND PROFIT (3%)</b>	\$ 71,788.18
<b>CONSTRUCTION SUBTOTAL</b>	\$ 2,464,727.66
<b>BOND AND INSURANCE (2%)</b>	\$ 49,294.55
<b>CONSTRUCTION SUBTOTAL</b>	\$ 2,514,022.22
<b>ESCALATION - ASSUME Spring 2026 START (3%)</b>	\$ 75,420.67
<b>CONSTRUCTION GRAND TOTAL</b>	\$ 2,589,442.88

\$ 1,579,709.20	\$ 1,625,808.30	\$ 1,512,001.72
\$ 330,000.00	\$ 330,000.00	\$ 330,000.00
\$ 1,909,709.20	\$ 1,955,808.30	\$ 1,842,001.72
\$ 95,485.46	\$ 97,790.42	\$ 92,100.09
\$ 2,005,194.66	\$ 2,053,598.72	\$ 1,934,101.80
\$ 60,155.84	\$ 61,607.96	\$ 58,023.05
\$ 2,065,350.50	\$ 2,115,206.68	\$ 1,992,124.86
\$ 41,307.01	\$ 42,304.13	\$ 39,842.50
\$ 2,106,657.51	\$ 2,157,510.81	\$ 2,031,967.36
\$ 63,199.73	\$ 64,725.32	\$ 60,959.02
<b>\$ 2,169,857.24</b>	<b>\$ 2,222,236.13</b>	<b>\$ 2,092,926.38</b>

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



**MEMO**

**To: Mayor and City Council Members**  
**From: Penny Thompson, City Manager**  
**Date: January 26, 2026**  
**Re: 2026 Contract for Computer Network Support Services with Oak Leaf**

---

The City of Caribou has received the 2026 Contract for Computer Network Support Services with Oak Leaf. There is no change in the annual cost from 2025 to 2026.

Oak Leaf provides the City with fantastic service, and we are very pleased with his knowledge and willingness to stop by anytime to help with our computer issues.

**Suggested Action**

Please review and if acceptable, please make a motion to approve the 2026 Contract for Computer Network Support Services with Oak Leaf and authorize City Manager Penny Thompson to execute the contract for 2026.

Second.

Discussion.

Vote.

## **Contract for Computer Network Support Services**

This agreement for Professional Services, is by and between Oak Leaf Systems, Inc., a corporation, with its principal office at 128 Sweden Street, Caribou, Maine (hereinafter "Oak Leaf Systems"), and the City of Caribou, a municipality, with its principal office at 25 High Street, Caribou, Maine (hereinafter "City").

WHEREAS, the City finds that Oak Leaf Systems is qualified and willing to perform certain work hereinafter described in accordance with the provisions of this Agreement; and

WHEREAS Oak Leaf Systems and the City wish to enter into agreement to describe the framework under which services will be provided.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

### **1.0 Services**

#### **1.1 Computer and Network Services**

##### **Computer Support and Maintenance**

The annual maintenance contract includes troubleshooting and support services for the City's existing network devices, seven firewall devices, and three (3) servers located at the City Office, Caribou Public Library, Public Works office, Parks and Recreation department, Fire Department, Police Department and Ambulance Billing Department. Furthermore, support services shall be provided for City owned computers in their offices throughout Caribou. Support services will include setup and configuration, file and printer access, Internet access, e-mail, general network support and general computer support.

##### **IT Management Services**

Oak Leaf will provide IT and Project Management services as needed as part of this contract to plan for necessary systems and infrastructure to support business objectives. In addition, our management services will include maintenance and monitoring of existing systems, including developing a thorough understanding of the City's business processes so appropriate technology can be selected and recommended. Part of this will include proactive recommendations of technology that could help improve various processes, and/or provide more robust reliable systems required to support day to day operations.

##### **Hardware**

Oak Leaf will also provide services to diagnose and repair defective hardware on all computers and network devices. When applicable, Oak Leaf will work with the City to obtain all parts under any manufacturer's warranty still in effect. If no warranty is in effect on the failed equipment, the City will be responsible for the cost of replacing the equipment as needed.

##### **Software**

Oak Leaf will provide support services for the following software: Windows 10, 8, 7, 2019 Server and Office 365 services and applications. In addition, we will work with City staff and software vendors for proprietary or non-standard software to obtain support for those products, including TRIO, Amazon/Ortivus and HaPPy.

##### **Antivirus**

Antivirus service will be included free of charge for City-owned PC and Mac computers as part of this agreement going forward.

##### **Infrastructure Maintenance**

Oak Leaf will also provide preventative network maintenance, which includes general preventative maintenance for the servers, hubs and switches, firewalls, and cabling in the aforementioned offices. Oak Leaf will provide network mapping of the entire network and track IP addressing throughout the wide area network to ease identification of location for addition and removal of networked devices. Preventative maintenance includes regular inspection of physical devices and environment, and review of pertinent systems logs.

#### **New Installations**

In addition to supporting existing computer hardware and software, we will also provide installation services for new computer equipment as part of this agreement. Installation of new equipment/software shall be limited to no more than ten (10) new desktop computers during the duration of this agreement. New equipment shall be defined as equipment not owned by the City at the starting date of this agreement.

#### **Network Security Checks**

Oak Leaf will provide a security risk assessment of the City's network on a quarterly basis. As part of this, we will provide detailed quarterly examination of the server for application of necessary security fixes, and other known threats. In addition, we will update firewall software with vendor supplied updates on a quarterly basis to address any security holes in it. Finally, we will assess the latest available fixes and patches for the various desktop computers in the office and make recommendations about which one(s) to apply for security reasons.

#### **General IT Consulting**

Oak Leaf will provide general consulting services to City management to help design, develop, and implement various technologies and plans to support the business plans and objectives of the City. Furthermore, we will work with City staff to provide additional expertise about information technology when required for procurement of outside funding or when required for documentation of systems by various entities.

#### **Exceptions**

In general, Oak Leaf will provide information technology related support services to the City to support its business needs and objectives. Under the terms of this agreement, installation or running of cable for network or other use is not included and shall be governed by a separate agreement. In addition, web development, web hosting, and application development services are also not included in this agreement and shall be governed by a separate contract.

#### **1.2 Service Level Agreement (SLA)**

Oak Leaf Systems will provide timely response to support issues, system failures and maintenance tasks to maintain functional computer and telephone systems.

#### **Response Times**

Oak Leaf will provide support through a combination of telephone, on-site and remote administration services for City offices. Oak Leaf guarantees the following response times:

- **System Down Emergency** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support , and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Urgent Support Call** - four (4) hour or less initial response times for telephone support, four (4) hour or less initial remote dial-in diagnostic support, and no later than next business day on-site support for critical failures based upon a determination made by Oak Leaf Systems representative and severity of the issue.
- **Non-Critical Issues** - Non-critical issues will be scheduled according to Oak Leaf staff availability. In most cases, that will be provided as a next business day service.

The City will be entitled to one (1) network support professional responding to problem(s) at a time under the terms of this agreement. In the event multiple simultaneous critical issues arise, the City will be responsible for prioritizing issues and Oak Leaf staff will fix the issues as quickly as possible according to the prioritization given. Oak Leaf shall not be responsible for delays in correcting issues resulting from shipping or other delays with replacement of hardware by a third party, whether Oak Leaf staff arrange for replacement and/or shipping of failed equipment or not.

## **Coverage**

This service level agreement is for the following coverage.

<b>Option</b>	<b>Coverage</b>
<b>12 x 5</b>	This SLA will be available Monday through Friday between 7:00 a.m. and 7:00 p.m., excluding State and Federal holidays.

## **Definitions**

The following definitions shall apply to all support calls.

### **System Down Emergency**

A system down emergency is defined as a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact more than one (1) computer.

An example of system down emergency is the inability of more than one computer to send/receive e-mails.

### **Urgent Support Call**

An urgent support call is defined as:

- 1) a problem or problems that is/are preventing use of a computer system by staff for required job functions that impact one (1) computer.
- 2) A problem or problems that is/are impacting normal use of more than one (1) computer

Examples of urgent support calls include the inability of one computer to send/receive e-mail while all other computers are working properly, inability of one computer to access the file server while all others are working properly.

### **Non-critical Issues**

All other support issues are defined as non-critical.

Examples of non-critical issues include installation of new software, equipment, or implementation of new features on any computer to enable features not previously used, user needs assistance learning new functions, or computer needs to have latest service pack installed for maintenance of up to date systems.

## **SLA Terms and Conditions**

SLA terms and conditions require that the City notify Oak Leaf about critical system emergencies that require emergency response as defined above using Oak Leaf's SLA Response Method. That response method currently is to call in to Oak Leaf's voice mail system and leave a message in the designated mailbox. Oak Leaf on call staff will automatically be notified of the waiting message and will respond according to the terms outlined above. Oak Leaf reserves the right to change the notification method at any time, but will provide thirty (30) days advance written notice before any change is made. Oak Leaf Systems will be closed for all State and Federal holidays.

### **Penalty**

Oak Leaf guarantees response times according to the aforementioned conditions and methods of response. If Oak Leaf staff do not respond in the time specified, the City will be entitled to a credit of one percent (1%) of the monthly contract fee for the month in which the service call was initiated for every thirty (30) minutes late the initial response is provided, up to a maximum of fifteen (15) percent of the total monthly contract amount aggregated on all calls in any one month.

Client is responsible for providing written notification of late service call within thirty (30) days of incident and providing documentation to support claim.

### **Limitation of Liability**

In no event will Oak Leaf Systems, its licensors, officers, employees or suppliers have any liability to CUSTOMER for any damages, including but not limited to lost profits, loss of business, loss of use or of data, any unauthorized access to, alteration, theft, or destruction of CUSTOMER'S computers, computer systems, data files, programs or information, or costs of procurement of substitute goods or services, or for any indirect, special, or consequential damages however caused. The parties agree that the terms in this LIMITATION OF LIABILITY section represent a reasonable allocation of risk. The foregoing LIMITATION OF LIABILITY and exclusion of certain damages shall apply, regardless of the success or effectiveness of other remedies.

CUSTOMER'S sole remedy arising out of or related to this agreement shall be limited to a refund of fees paid by CUSTOMER for the services giving rise to the liability during the one year period immediately preceding the date the alleged liability arose.

#### **1.3 Force Majeure**

Acts of God, or of the public enemy, acts of government, fires, flood, epidemics, labor disputes, unavoidable material delays, or freight embargo which may cause Vendor not to perform under this agreement shall constitute an excusable delay.

#### **2.0 Cost and Schedule**

See attached Schedule A.

#### **3.0 COMPLETE AGREEMENT**

This agreement, including any attachments, constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all previous communications, representations, understandings, and agreements, either oral or written between the parties or any official or representative thereof. This agreement shall be modified only by an instrument in writing and signed by duly authorized representatives of the parties.

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year indicated below.

The City of Caribou, Maine

OAK LEAF SYSTEMS, INC.

Penny Thompson

City Manager

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

Robert S. Sowers

DATE: 12/29/25

**Schedule A****Contract Costs, Term, and Payments****1.0 Computer and Network Support**

Oak Leaf Systems will provide computer and network support services as described herein for a fee of \$31,800.

**2.0 TERM**

This contract shall be effective for a period of twelve (12) months from the date indicated below.

Effective Date: January 1, 2026

**3.0 Payment Schedule**

All fees contained herein shall be billed in twelve (12) equal monthly invoices.

CARIBOU ADMINISTRATION  
25 HIGH STREET  
CARIBOU, ME. 04736



**MEMO**

**To:** Mayor and City Council Members  
**From:** Penny Thompson, City Manager  
**Date:** January 26, 2026  
**Re:** Acceptance of 3-year contract with NEPBA Local 605

---

Negotiations between the City of Caribou and the NEPBA Local 605 (patrolman's union) have resulted in a temporary agreement which can be accepted by a majority vote of the Caribou City Council this evening.

If there is any discussion needed, this item could be discussed in executive session under MRSA, Title 1 §405.6.B.

**Suggested Action:**

Please make a motion to accept the contract as presented. Second the motion and after any discussion, please vote to approve.

# AGREEMENT

BY AND BETWEEN

**CITY OF CARIBOU, MAINE**

AND THE



**NEW ENGLAND  
POLICE BENEVOLENT ASSOCIATION  
LOCAL 605**

January 1, 2026 through December 31, 2028

INDEX **Will be adjusted on the final copy.**

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This Agreement is entered into by and between the City of Caribou, Maine, hereinafter referred to as the Employer, and NEPBA Local Union No. 605, a member of the New England Police Benevolent Association, Inc., hereinafter referred to as the Union.

## THE PARTIES MUTUALLY AGREE AS FOLLOWS

### ARTICLE 1 - PREAMBLE

Pursuant to the provisions of the Municipal Public Employees Labor Relations Law (Title 26, M.R. S.A., Sections 961 through 974 1964, as amended), the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morale and to promote effective and efficient municipal operations.

### ARTICLE 2 - RECOGNITION

The City hereby recognizes that the Union is the sole and exclusive representative of all Patrolmen and Dispatchers in the Caribou Police Department, except as provided herein, for the purpose of bargaining with respect to wages, hours of work, and working conditions.

The City agrees not to enter into any agreement or contracts with those employees covered under this agreement, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such Agreement shall be null and void.

### ARTICLE 3 - UNION SECURITY - DUES CHECK - OFF

All Policemen and Dispatchers of the Caribou Police Department shall have the right to join or not join the Union. No employee shall be favored or discriminated against either by the City or by the Union because of his/her membership or non-membership in the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees covered under this agreement without discrimination, interference, restraint, or coercion.

The City recognizes that employees who are part of the Union may have obligations to pay monthly dues to the Union. The City agrees, upon receipt of individually signed authorization cards to deduct the Union established dues and or fees, uniforms assessments and initiation fees, etc. from the wages of each Union member employee. The City will then remit such check-off to the Secretary-Treasurer of Local #605 before the first day of the month immediately next succeeding. Such remittance shall be accompanied by an itemized statement showing the name of each employee and the amount checked off for dues

### ARTICLE 4 - MANAGEMENT RIGHTS AND DEPARTMENTAL RULES

The City retains all right and authority to manage and direct its employees, except as otherwise specifically provided in this Agreement. Such rights shall include and shall not be limited to: operation and management of the City's Police Department; the direction of the working force; the right to hire, discharge and discipline; to change assignments; to promote or demote, to suspend, to reduce or expand the working forces; to transfer, to maintain discipline, to establish work schedules, to introduce new, improved or changed methods of work to facilities; to change, combine or eliminate jobs, work tasks, or positions.

The City's not exercising of such functions in a particular way, shall not be deemed a waiver of its right to exercise such function or preclude the City from exercising the same in some other way not in conflict with the express provisions of this agreement.

Authorized agents of the Union shall have access to the Employer's establishment during normal business hours, from 8:00 a.m. to 5:00 p.m. on Monday through Friday for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the working schedule. For the purpose of scheduled meetings, a twenty-four (24) hour notice to the Chief will be required before this Article can be implemented.

## **ARTICLE 5 - STRIKES AND SLOWDOWNS**

For the duration of this Agreement, the Union, its officers, representatives, stewards and members shall not, directly or indirectly, authorize, instigate, cause, and encourage, ratify, support or suggest or condone, nor shall any employee, directly or indirectly take part in any strike, slowdown, or stoppage of work, boycott, picketing, or other interruption of work, or take any action or inaction which would involve suspension or interference with the normal work of the City Department, mass resignation, or absenteeism.

Failure or refusal on the part of any employee or agent to comply with any provision of this Article 5 shall be cause for whatever disciplinary action, including suspension or discharge, deemed necessary by the City. In consideration of no-strike pledge by the Union and employees, the City shall not lockout employees for the duration of this Agreement. Neither the violation of any provision of this Agreement nor the commission of any act constituting an unfair labor practice or otherwise made unlawful by any federal, state or local law shall excuse employees, the Union or the City from their obligations under the provisions of this Article 5. Alleged violation of any provision of this Article 5 is appealable immediately by either party, to the Superior Court, within and for the County of Aroostook and State of Maine for the purpose of securing specific performance of the provisions of this Article 5.

## **ARTICLE 6 - SENIORITY**

### Section 1. Seniority List

A seniority list shall be established naming all the employees covered by this Agreement, with the employees with the greatest seniority (years of service) listed first. Seniority shall be based upon the employee's last date of hire. Seniority, for the purpose of this Agreement, shall be interpreted to mean length of continuous service with the city only and shall be a major factor in all matters affecting work-shift assignments, layoff, recall and shall be the governing factor for vacation preference, provided all other qualifications are equal.

### Section 2. Layoffs According to Seniority

In the event it becomes necessary for the City to layoff employees for any reason, employees shall be laid off in the inverse order of their seniority, by classification with bumping rights. All affected employees shall receive a two (2) calendar week advance notice of layoff, and the City shall meet with the affected employees prior to the actual occurrence of layoff. Employees shall be recalled from layoff according to their seniority. No new employees shall be hired until all employees on layoff have been afforded recall notices.

### Section 3. List Updates

The seniority list shall be made available to the Union within thirty (30) days after the signing of this Agreement or upon a new hire within the department and posted on the Department bulletin board. Corrections to the seniority list shall be made within thirty (30) days of such posting. After such thirty (30) day period, the seniority list shall be deemed correct.

### Section 4. Seniority Upon Returning to Work After Retirement

As stated in the Maine Public Employees Retirement System (PLD Plan), a Bona fide termination is required under State of Maine and Federal Law for an individual to retire. For contractual purposes a "Bona fide termination" to draw state retirement benefits will not constitute a break in continuous service as prescribed in section 1, nor affect seniority upon returning to work in the department.

## ARTICLE 7 - DUTIES OF EMPLOYEES

The duties of the employees covered by this Agreement shall be the enforcement of City ordinances, state and federal statutes, the patrolling of the City streets and highways for crime prevention and traffic control and the preservation of life and property, and the carrying out of the duties normally required of a police department. However, nothing herein shall be construed as diminishing the current duties of the employees, duties to those consistent with prior practices, or as precluding the assignment of new duties to carry out the general purposes served by present duties as changing conditions or technology warrant.

Employees may be permitted to perform services for private interest and be gainfully employed outside the department, provided, prior approval and consent thereof is obtained from the Chief of Police.

## ARTICLE 8 - HOURS OF WORK - WORK WEEK – WAGES

### Section 1 a. 12 Hour Shift Cycle

The normal work week for all employees covered by this Agreement shall be an average six-week cycle of forty-two (42) hours per week which shall be guaranteed each week provided the employee reports for work each day of his/her schedule. A shift shall be defined as twelve (12) hours worked within a 24-hour day.

Section 1 b. The regular work tour shall be twelve (12) hours for those members assigned to a patrol and dispatch function unless changed by the Chief of Police. The two (2) daily work shifts shall be 6:00 a.m. to 6:00 p.m. and 6:00 p.m. to 6:00 a.m.

Patrolmen will be permitted to swap shifts with other Patrolmen with the approval of the Chief or appropriate Supervisor with at least 24 hours prior notification. No employee shall work more than eighteen (18) hours in a twenty-four (24) hour period.

	MON	TUES	WED	THURS	FRI	SAT	SUN
Squad 1	DS	DS	OD	OD	DS	DS	DS
	OD	OD	DS	DS	OD	OD	OD
Squad 2	NS	NS	OD	OD	NS	NS	NS
	OD	OD	NS	NS	OD	OD	OD
Squad 3	OD	OD	DS	DS	OD	OD	OD
	NS	NS	OD	OD	NS	NS	NS
Squad 4	OD	OD	NS	NS	OD	OD	OD
	DS	DS	OD	OD	DS	DS	DS

## Section 2. Wages

For base pay purposes, 40 hours will be paid at straight time, and 2 hours will be at time and a half or at 3 hours straight time. The salary for each employee, for forty (40) hours, shall be as shown in Table I below, for the period of January 1, 2026 through December 31, 2028. The parties agree to do yearly Market Adjustments, prior to adding the COLA, of \$50.00 to each weekly step (Table 1), effective January 1, 2026, January 1, 2027, and January 1, 2028.

The wages in Table 1 (see attached) shall be increased by a Cost-of-Living Adjustment (COLA) as follows:

Effective January 1, 2026	Three percent (3%)
Effective January 1, 2027	Three percent (3%)
Effective January 1, 2028	Three percent (3%)

A new Patrolman that is a graduate of the Maine Criminal Justice Academy will typically be hired at the one (1) year base salary and will progress through the remaining steps each year thereafter.

Administration shall have the ability to place new hires into the wage scale dependent upon factors such as previous experience, number of years out of the Academy, educational attainment, etc. No placement shall be made greater than the number of applicable years after graduating the Academy between one and twenty. The base wage as outlined in the contract will advance successively by one step each year until top step has been reached. Upon reaching the 5-year scale, there shall be no early advancement on the longevity pay (after eight years) as this benefit is defined as a seniority benefit. There will be no advance in any other seniority benefit.

In addition to the base weekly salaries listed in Table 1 (attached):

1. Shift Supervisor Pay: An Officer assigned the responsibility for supervising a shift shall be paid \$1.50 per hour for all hours worked as shift supervisor.
2. Shift Differential — All bargaining unit members assigned to work during the hours of 6:00 P.M. 6:00 A.M. shall be paid-\$1.00 (01/01/26); \$1.05 (01.01/27); and \$1.15 (01/01/28) per hour for hours worked during those time periods.
3. Educational Incentive: The department will excuse a person, when necessary, from a portion of a shift to attend an approved school and provide coverage, when necessary, to replace the vacancy.
4. Section 3. Base Hourly Rates

The employee's base hourly rate shall be computed by dividing forty (40) into the employee's base weekly salary as set forth in Section 2 above.

Effective 01/01/27, a bargaining unit member who has more than eight (8) years and less than twelve (12) years of service shall receive an increase of \$20 per week added to their base wages.

A member who has more than twelve (12) years and less than sixteen (16) years of service shall receive an increase of an additional \$20 per week (\$40 total) added to their base wages.

A member who has more than sixteen (16) years and less than twenty (20) years of service shall receive an increase of an additional \$20 per week (\$60 total) added to their base wages.

A member who has more than twenty (20) years of service shall receive an additional \$20 per week (\$80 total) added to their base wages.

#### Section 4. Time and a Half Pay

Employees shall be paid at the rate of one and one-half (1½) times their base hourly rate for all hours defined in Section 5.1 — 5.3 as follows:

1. All hours worked in excess of the employee's normal work week shall be paid for at one and one-half (1½) times the employee's base hourly rate.
2. Worked on the employee's regular scheduled days off.
3. Compensated for special duties and off-duty court time as provided for in Sections "F", through "I" below.

#### Section 5. Payroll Week

The payroll week shall start at 6:00 a.m. on Tuesday and end at 6:00 a.m. the following Tuesday .

#### Section 6. Special Duties:

Full – time employees who work on any other function shall be paid at the rate of one and one half times their current hourly rate, including for grant funded functions, with a guaranteed minimum of not less than four (4) hours for each assignment. The City of Caribou shall, to the best of their ability, apply for any applicable or other overtime grant, OUI, seatbelt grants and any other such grants awarded by the Bureau of Highway & Traffic Division, or other such agencies, provided any grant match can be met if applicable in the current fiscal year. An officer's presence within jurisdiction required by and reimbursed by any governmental agency or grant shall be offered to regular full-time employees first.

#### Section 7. Overtime and Special Duty Assignments:

All available patrolman's overtime and special duty shifts will be offered first to Full Time Patrol Officers until 48 hours prior to the occurrence. If not filled, the Chief or Shift Supervisor shall contact Full Time Officers on a shift-seniority basis prior to calling Reserve Officers. If no Full-time Officer agrees to serve, it will then be offered to Reserve Officers at the Reserve's normal rate of pay. Any Officer canceling overtime or special duty shifts inside of the 48 hours will be responsible for finding a replacement, except in the case of illness or emergency.

#### Section 8. Court Time:

Any employee covered by this Agreement who is required to attend Court outside of his/her regular work shift shall receive a minimum of two (2) hours of pay at his/her applicable hourly overtime rate for such attendance. If an employee is notified prior to 5 p.m. that his/her presence is not needed for the next day, no court time shall be allowed. Court time contiguously annexed to the end or beginning of a shift of which the Officer was working or is scheduled to work will be paid at the rate of one and one half (1 ½) times the Officer's regular hourly rate for the actual number of hours spent in court beyond the end of the regular shift or before the regular scheduled shift. If he is required to stay in attendance at such court for more than two (2) hours, in any one day, he shall be paid for the actual hours spent that day. Provided, however, that any and all fees, compensation or allowances, to which any officer is or would be entitled to for such Court Time, as provided for by statute or Court order, shall be turned over and paid to the City, and not retained by the officer.

The employee shall have an eight (8) hour break between the end of court proceedings and the start of their shift, providing their shift would begin on the same day as court.

### Section 9. Superior Court Time:

Officers required to attend superior court proceedings will be scheduled only for day shifts during the trial proceedings. Actual hours worked for the Superior Court appearance will be recorded and hours worked will be reconciled to the shift paid. Hours in Superior Court greater than the regularly scheduled shift-hours will be paid at time and a half (1 ½). For court time less than regularly scheduled shift hours, the net will be owed to the City and may be paid back from comp time and or overtime earned on an equivalent hourly basis. The "owed" time will not be subtracted from the officer's normal weekly pay period unless requested by the officer. The Chief shall track this time as he does comp time or other time owed or accrued. The employee shall have an eight (8) hour break between the end of court proceedings and the start of their shift, providing their shift would begin on the same day as court.

An employee scheduled to appear in Superior Court outside of the City limits of Caribou shall receive a meal allowance if applicable.

### Section 10. Holiday Pay:

The following holidays shall be paid for all employees covered by this Agreement

1. New Year's Day	6. Juneteenth Day	10. Veteran's Day
2. Martin Luther King	7. Independence Day	11. Thanksgiving Day
3. President's Day	8. Labor Day	12. Christmas Day
4. Patriot's Day	9. Indigenous Peoples Day	
5. Memorial Day		

An employee who is not scheduled to work a holiday will receive holiday pay at one time their salary for that shift. (one time base)

An employee who is scheduled to work on a holiday as listed above, shall be paid two times their hourly rate for that shift. (two times base)

An employee who is called in to duty on a holiday, and it is not a scheduled work day, shall be paid at the rate of two times the employee's hourly rate plus the base rate. (three times base).

### Section 11 Comp Time:

Comp time can be accumulated up to 40 hours in lieu of overtime. This comp time has to be used in increments of shifts or four (4) hour blocks. These exchange days may be taken only when the shift is adequately covered by other regularly scheduled personnel. Accumulated Comp Time shall be maintained by the city and made available with employees' paychecks.

### Section 12. Direct Deposit:

All employees are required to enroll in the Employer's direct deposit program.

## ARTICLE 9 - USE OF PRIVATE AUTOMOBILE

When an employee is required by the City to use his/her private automobile for police or City business, the employee shall be paid for the use of his/her car at the rate established annually by the City Council.

## ARTICLE 10 – INSURANCE

### Section 1:

As part of the fringe benefit package offered to qualifying employees, the City currently makes

available health insurance coverage to all regular full-time employees. The City also makes available the option of dependent coverage to qualifying employees as an additional fringe benefit. The City will pay 80% of the total premium and the employee will pay 20% of the total premium of the plan/s.

The employer shall provide employees with a prescription drug card as long as it is offered under the group insurance plan/s.

The Plan in effect shall remain in effect during the life of this Contract or until such time as the Working Group recommends a change so ratified by an affirmative vote of the Union and the City Council.

The Plan shall be Maine Municipal Employee Health Trust — 80/20 POS-200 (Baxter) or PPO-500 (Katahdin). The City shall offer a Health Reimbursement Account (HRA) in conjunction with both plans to cover qualifying medical expenses.

The City will provide HRA funding in the amount of 50% of the maximum Out-of-Pocket expense for a Single, Single with Children, or Family Coverage per year for the POS-200 Plan (Baxter).

The City will provide HRA funding in the amount of 60% of the maximum Out-of-Pocket expense for a Single, Single with Children, or Family Coverage per year for the PPO-500 Plan (Katahdin).

Employees may choose, during the open enrollment period, from the above listed plan options.

Any unused HRA Funding amount in a calendar year can be rolled over in the HRA to the following year up to the maximum out of pocket cost for the selected plan. The maximum amount available in the HRA at any time will be the maximum out of pocket cost for the selected plan.

The City shall offer an incentive/stipend to members of the bargaining unit to opt out of taking the standard offer of the health insurance plan of choice. This is an option for employees not to take the standard offer insurance in which the member must provide proof of other insurance plan. The incentive will be comprised of a cash incentive to be paid directly to the employee in each payroll period.

#### Section 2 – Maine Paid Family Medical Leave Act

The Maine Paid Family and Medical Leave (PFML) law rules and payroll withholdings began on January 1, 2025. Benefits are scheduled to become available on May 1, 2026.

The State-mandated contribution per employee is one percent (1%) of an individual's wages. For the term of this Agreement, the City will pay the required one percent (1%) of the contribution. Any change to the State-mandated contribution rate between 2026 and 2028 shall allow the parties to meet for the sole purpose of negotiating any proposed changes to the contribution split.

## ARTICLE 11 - PENSIONS

The City agrees to continue to participate in the Social Security Retirement system.

The City agrees to participate in the Maine State Public Employees Retirement System (MEPERS) and maintain coverage for the duration of this Agreement.

As of January 1, 2019, all employees who are retired but Return To Work (RTW) with the city are eligible for a retirement benefit equal to the city's ICMA retirement program or payment of any applicable MEPERS RTW penalty fees, whichever is greater. Retirees electing to fully participate in the City's ICMA plan will be responsible for any MEPERS RTW fees and will have such deducted from their wages for remittance by the City to MEPERS.

The City agrees to participate, for all bargaining unit members, in the participating local district (PLD) Special Plan #3C of the Maine State Retirement System.

## ARTICLE 12 - LEAVES OF ABSENCE

### Section 1 . Sick Leave

- 1 . Sick leave shall accrue at the rate of twelve (12) hours for each full calendar month of service beginning with the first calendar month of employment,

The employer wishes to encourage employees to build up their accrued sick leave to provide security for those instances when the employee is unable to perform duties because of sickness. Upon accruing the maximum number of hours, the employer will permit the employee to bank additional unused hours for additional security, to be used only when a long-term illness of the employee occurs which can be documented by the employee's physician. The employer will also permit the employee to cash in any accrued sick leave beyond nine hundred sixty (960) hours at the rate of \$6.25 per hour. The determination to bank or cash in these sick leave hours will be done during the month of January each year and will be paid out to the employee or credited to the sick leave bank in February of each year, or paid upon separation.

For Employees hired on or after January 1, 2014 there shall be no payout of sick time accumulated beyond the nine hundred sixty (960) hours.

2. Sick leave for members of the Caribou Police Department may only be used in the following cases:
  - (a) Personal illness or physical incapacity of such degree as to render the employee unable to perform the duties of his/her position, unless the employee is found capable of other work in the department by the Chief of Police and assigned to such other work. If requested, the employee shall furnish the Chief of Police a certificate from his/her attending Physician. If the said Physician certifies that the employee is unable to perform his/her duties due to illness or physical incapacity, the Physician's bill for such examination shall be paid for by the City. If the Physician does not so certify, his/her bill shall be paid for by the employee. The Chief of Police or City Manager will have the authority to visit an employee to verify illness if necessary.
  - (b) Attendance upon members of the family within the household of the employee when their illness requires care by such employee not to exceed twelve (12) days per year. The employee will be compensated with regularly earned sick time or through their accrued sick bank. A physician's certification of need may be requested by the City, and if it requests certification, the City will pay any additional cost incurred in obtaining the certification.
  - (c) Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one-hour, and will be charged to accrued sick leave in direct proportion to the regular work days absent.
  - (d) Employees shall see that their department head is notified of the reason for their absence not previously arranged for as soon as possible, but not less than thirty (30) minutes from the unexpected absence.
3. Employees hired before December 31, 2013: Upon death of the employee, or upon retirement and discontinuance of employment with the City, the employee or his/her estate shall be paid unused sick leave benefits up to a maximum of the number of hours in their sick bank as of December 31, 2015.

Upon termination of employment in good standing with the City, the employee will be compensated for their accrued, but unused sick leave, not to exceed 960 hours, according to the following schedule:

After 5 years continuous employment — 25%  
After 10 years continuous employment — 50%  
After 15 years continuous employment — 75%  
After 20 years continuous employment — 100%

The payout can be made to the employee or a retirement account offered by the City in accordance with IRS Guidelines, at the employee's option.

For employees hired on or after January 1, 2014: Upon death of the employee, or upon retirement and discontinuance of employment with the City there shall be no payout of unused sick leave benefits.

#### Section 2. Bereavement Leave

1. In the event of the death of the employee's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, or grandchildren, step-mother, step-father, stepchild, the employee shall be entitled to up to three (3) days leave for the purpose of attendance at the funeral and assisting in the necessary family arrangements, and up to five (5) days leave for out of state funerals. Such leave shall be with pay and without any deduction from sick leave.
2. An amount of time, determined by the Chief, but in no case to exceed one (1) day will be allowed for attendance at funerals of the following relatives of the employee not provided for under "Section 2" (1) above: aunt, uncle, niece, nephew, brother-in-law, sister-in-law, or any other relative, when such relative is living in the same household as the employee. Said time off shall not be chargeable to sick leave.

#### Section 3. On-the-Job-injury

Employees covered by this Agreement who are injured on the job shall receive in addition to compensation paid or payable under the Maine Workers' Compensation Act, an amount sufficient to bring them up to full normal weekly salary while any incapacity exists and until they are either placed on disability retirement or return to active duty. Absence because of such injuries shall not be charged to accumulated sick leave.

#### Section 4. Vacation

The following vacation schedule is available to regular full-time employees:

After six months of service the employee will receive 1 work week.

After 1 year of service the employee will receive 1 additional work week.

After 2 years of service the employee will receive 2 work weeks' vacation plus one day. After the completion of each additional year, the employee will receive one additional day per year until the completion of 5 years.

After 5 years of service the employee will receive 3 workweeks. After the completion of each additional year, the employee will receive an additional one half of a day (6 hours) per year until the completion of 15 years.

After 15 years of service the employee will receive 4 work weeks.

After the completion of each additional year, the employee will receive one additional day per year until the completion of 20 years.

After 20 years of service the employee will receive 5 work weeks.

The above vacation schedule differs from other city departments to recognize the particular schedule of the Police Department whereby 7-day, 24-hour coverage is required.

Entitlement to vacations under this Section shall be determined as of the first day of the year in which the vacation is taken. Vacations shall be granted according to classification and then according to seniority in the Department.

The Chief will be responsible for the final approval of vacation. Once approved, the vacation shall be considered "locked in" and cannot be bumped by a senior or ranking Officer. Officers requesting to be moved to a different shift will not be allowed to bump previously assigned vacation for that shift. If the Chief or his/her designee moves an Officer to a new shift, the Chief will accommodate the previously assigned vacation times.

For the duration of this contract, employees may take vacations in any increments of their choosing, with the approval of the Police Chief or appropriate supervisor, provided the request does not conflict with previously assigned vacation times. For requests of two (2) or more vacation days the employee must make the request with at least 48-hour notice.

In the event of dismissal of an employee, for cause, or if an employee voluntarily leaves his/her employment, said employee shall be entitled to vacation pay for all unused vacation.

The employer encourages employees to use all of their annual accrued vacation; however, under some circumstances an employee may not be able to use their full allotted vacation. Vacation banks shall be capped at the levels currently in them as of December 31, 2015. Starting January 1, 2016 vacation shall be used in the year it was accrued or by the last day of February of the following year.

In the event that an employee covered hereby dies during the term of this Agreement, his/her accrued vacation credits, if any, shall be paid in the wage equivalent, to the beneficiary on file, or to the estate of the employee if there is no beneficiary on file.

## ARTICLE 13 - CLOTHING

The City agrees that all employees covered by this Agreement shall be provided at no cost to the employees, all uniforms, shoes and other equipment, which it deems necessary for the regular performance of the employee's duties. The City shall provide and pay for the cleaning of uniforms and jackets requiring dry cleaning and shall provide and maintain equipment as needed. The City shall also provide all members of the Department with proper identification cards and badges, which may be carried by the employee while off duty.

Each employee covered by this Agreement shall be reimbursed for the replacement cost of personal effects that shall be damaged or destroyed in the performance of his/her duties, up to a maximum of \$300.00, (except prescription eyeglasses, dentures, hearing aids and personal weapon if Chief has permitted to carry.) provided that such loss is reported to the Chief or to the supervisor during or at the end of the employee's tour of duty.

## ARTICLE 14 - INDEMNIFICATION AND LEGAL SERVICES

The City agrees to provide and pay for a policy of insurance indemnifying and saving harmless the police officers from civil liability for accidental injury to third parties or their property while in the performance of police duties and for legal services in defending such claims.

The City agrees to indemnify any police officer for legal fees incurred by him in defense of a criminal prosecution arising from conduct of the officer while in the performance of his/her official duties.

## **ARTICLE 15 - PROBATION PERIOD RESIDENCE REQUIREMENT**

All new employees that are not certified or have not received a waiver from the Maine Criminal Justice Academy Board upon hire shall serve a probationary period of twelve (12) months following certification or receipt of waiver as per Title 30A, Section 2701 M.R.S.A.

All new employees who are certified as full-time law enforcement officers by the Maine Criminal Justice Academy or have received a waiver from the Maine Criminal Justice Academy Board shall serve a probationary period of six (6) months provided that the employee has served at least twelve (12) months as a full-time police officer.

Probationary employees shall have no seniority rights during the first six (6) months of the probationary employment period and shall be subject to all other clauses of this Agreement. Such employees who have worked said six (6) months shall be known as regular employees and the total probationary period shall be considered part of the seniority time.

All employees of the Police Department, upon completion of their probationary period, must reside within the municipality of Caribou, or within a driving response time of 40 minutes from the Police Station, whichever distance is greater. Any such employee who has not established a residence as herein above stated shall be subject to dismissal.

It being the intent of the parties hereto, that as to those current members of the Police Department, they shall not be compelled to change their residency as a condition of their continued employment with the Department. Provided, however, that in the event such member(s) desires to change his/her present abode, he must reside in the same municipality as he previously did or move to within the above prescribed distance from the Police Station.

## **ARTICLE 16 - GRIEVANCE PROCEDURE**

### **Section 1 . Grievance Process**

A grievance is a dispute concerning the interpretation, application, or alleged violation of the specific terms or provisions of this Agreement. Any grievance arising between the City and the Union or an employee represented by the Union, shall be settled in the following manner:

#### **1 . Step -One – Police Chief**

Within five (5) days of the date the grievance arises; the employee and the steward shall discuss the grievance with the employees Police Chief in an effort to resolve the grievance. If the grievance is not resolved with the employees Police Chief, then the grievance shall proceed to Step Two.

#### **2. Step Two – City Manager**

If the matter is not satisfactorily resolved by the Police Chief, the aggrieved and the steward may, within five (5) days after orally discussing same with the Police Chief, submit a written appeal to the City Manager. The City Manager, within five (5) days after receiving the appeal, shall meet with the aggrieved employee in an attempt to adjust the grievance. The

City Manager shall give the grievant and the steward a written decision within five (5) workdays following said meeting.

**3. Step Three — City Council or its Designee**

If the Union is not satisfied with the disposition of the grievance at Step Two, it may submit a written appeal to the City Council or its designee within ten (10) days after receiving a decision at Step Two. The Council or its designee within fifteen (15) days following the hearing, shall give the employee and Union a written decision. If the Union does not proceed with the grievance to the Fourth Step within the time limits prescribed in the following subsection and no extension of time is mutually agreed upon, the grievance shall be considered to be satisfactorily resolved.

**4. Step Four— Arbitration**

If the grievance is not satisfactorily resolved at Step Three, the Union may appeal to arbitration within ten (10) days after a decision at Step Three is rendered. A request for arbitration may be initiated by the Union serving upon the City Council a notice in writing of an intent to proceed to arbitration. The notice shall identify the Agreement provision in dispute, the issue(s) to be determined, and the employee or employees involved. Upon receipt of a notice requesting arbitration, the parties shall request arbitration of the dispute under the procedures of the Maine Board of Arbitration and Conciliation.

- (a) The arbitrator shall have no power or authority to add to, subtract from, or modify the provisions of this Agreement in arriving at a decision of the issue(s) presented and shall confine his/her decision solely to the application and interpretation of this Agreement.
- (b) The costs of arbitration shall be shared equally by the parties- Each party shall bear the cost of preparing and presenting his/her own case.

**Section 2. Grievance Withdrawals**

A grievance may be withdrawn by the Union or the aggrieved employee at any time and the withdrawal of any grievance shall not be prejudicial to the positions taken by the parties as they relate to that grievance or any future grievances.

**Section 3. Time Limits**

1. The time limits set forth in the grievance procedure shall, unless extended by mutual written agreement of the City and the Union, be binding and any grievance not timely presented or timely processed thereafter, shall not be arbitral.
2. Saturdays, Sundays and Holidays shall not be included in the time limits set forth in this grievance procedure.

**ARTICLE 17 - SAVING CLAUSE**

If any provision of this Agreement shall be contrary to any laws or a City Ordinance, such invalidity shall not affect the validity of the remaining provisions. The Local Union shall have the right to negotiate suitable replacement on any provision found to be invalid.

**ARTICLE 18 - DISCIPLINARY PROCEDURES**

**Section 1. Discharge or Suspension of an Employee**

The Employer shall not discharge nor suspend any employee without just cause. In all cases

involving the discharge or suspension of an employee, the Employer must immediately notify the employee in writing of his/her discharge or suspension and the reason therefor. Such written notice shall also be given to the Steward, and a copy mailed to the Local Union Office, within one (1) working day from the time of the discharge or suspension, unless requested otherwise by the employee.

It is agreed that any Police Officer may be suspended without pay if said employee's right to operate a motor vehicle in the State of Maine is suspended or revoked. The employee shall receive no seniority time during such suspension. Restoration to service shall depend upon obtaining the right to operate a motor vehicle in the State of Maine.

In the event of a crime or Grand Jury Indictment, the employee may be suspended without pay pending final adjudication of that pending court case. Conviction of a misdemeanor may result in a dismissal depending upon conditions and circumstances.

#### Section 2. Warning Notices

Warning notices of the specific complaints against any employee must be in writing and a copy of the same to the Steward if the employee so chooses.

The discipline notices herein provided shall remain in effect for 12 months for a minor infraction and 18 months for a major infraction, as determined by the Chief, from the date upon which the complaint and discipline notice are based.

#### Section 3 Wages Upon Separation

Any employee discharged must be paid in full for all wages owed him/her by the Employer, including earned vacation pay, if any, on the next pay period from the date of discharge.

#### Section 4. Appeal of Discharge or Suspension

A discharged or suspended employee must advise his/her Local Union in writing, within five (5) working days after receiving notification of such action against him/her, of his/her desire to appeal the discharge or suspension. Notice of appeal from discharge or suspension must be made to the Employer in writing within ten (10) days from the date of discharge or suspension.

#### Section 5. Reinstatement

Should it be proven through arbitration or court action that an injustice has been done in the disciplining or suspending of an employee, the discharged or suspended employee shall be fully reinstated in his/her position and compensated at his/her usual rate of pay for lost work opportunity. If the Union and the employer are unable to agree as to the settlement of the case, then it may be referred to the grievance machinery as set forth in Article 16, within five (5) days after the above notice of appeal is given to the employer.

### ARTICLE 19 - UNION ACTIVITIES

#### Section I - Time off for Union Activities

The Employer agrees to grant the necessary time off, but not in excess of one (1) week without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or to serve in any capacity on other official Union business, provided, prior to posting of the work schedule, written notice is given to the Employer by the Union specifying length of time off. The Union agrees that, in making its request for time off for Union activities, due consideration shall be given to the number of members affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

### Section 2 - No Discrimination Because of Union Activities

Any employee member of the Union acting in any official capacity whatsoever shall not be discriminated against for his/her acts as such officer of the Employer's business, nor shall there be any discrimination against any employee because of Union activities or membership.

### Section 3 - Time off While Performing Union Duties

All employees covered by this Agreement who are Stewards of the Union, shall be allowed time off with pay for official Union business with representatives of management upon appointment, if there is sufficient manpower available to cause no interference with departmental operations. Representatives of the Union shall be allowed time off with pay during their regular work or shift hours to investigate grievances or to attend grievance hearings, but in no case shall such time exceed a total of two (2) hours per week for not more than the shop steward or alternate.

No time off or leave of absence shall be permitted under this Article, unless the Chief determines there is sufficient manpower available for normal departmental operations.

It is understood and agreed that all employees have productive work to perform and will not leave their jobs during working hours to attend Union matters, except as provided above.

## ARTICLE 20 - BULLETIN BOARDS

The City agrees to provide suitable space for and maintain a bulletin board in each work location. The Union shall limit its use of the bulletin board to official Union business, such as meeting notices and Union bulletins.

## ARTICLE 21 - TRAINING OPPORTUNITY

The City will post all notices of training opportunities in Aroostook County and at the Maine Criminal Justice Academy. The City shall make available training opportunities within budgetary restraints. Hours spent in authorized training and related travels are considered hours worked. As the training budget and schedules allow; all full-time officers will be able to attend Urban Rifle School and be afforded the opportunity to attend specialty training such as but not limited to Interview and Interrogation, Evidence Collection, Drafting Search Warrants, and any other fundamental hands on training not adequately covered in the on-line training curriculum

## ARTICLE 22 - EXAMINATIONS

Physical examinations shall be paid for by the City and shall be taken annually. The City shall contract with physicians for these physical exams. Should an employee choose to go to another doctor, the City shall make payment for that doctor at the contract rate.

The City will pay \$500 once a year to an employee after they satisfactorily complete the 40% BLETP Entrance Standards as established by the Maine Department of Public Safety. The City will offer no more than two (2) testing opportunities annually. The City will post the testing dates at least sixty (60) days in advance of the testing date.

## ARTICLE 23- EMPLOYEE / MANAGEMENT CONFERENCES

Conferences between representatives of the City and up to two (2) members of the unit may be arranged by mutual consent of the parties to discuss matters of mutual concern including methods of improving the relationship between the parties. Such meetings shall be planned in advance and shall be held at hours mutually agreed upon by the parties. Employees, acting on behalf of the unit, shall suffer no loss of time or pay should such meetings fall within the regular work hours. Disputes arising under this provision shall not be subject to the grievance procedure contained herein.

## ARTICLE 24 - GENDER NEUTRAL LANGUAGE

All references to employees in this Agreement designate both sexes and whenever the male gender is used, it shall be construed to include male and female employees.

## ARTICLE 25 - DEFECTIVE EQUIPMENT

The Employer shall not require employees to take out on the streets or highways any vehicle that is not deemed by certified inspectors to be in safe operating condition or equipped with the safety elements prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate such equipment unless such refusal is unjustified. All equipment which is refused because not mechanically sound or properly equipped shall be appropriately tagged so that it cannot be used by other drivers until the equipment passes required safety Inspections.

The Employer shall also make sure all City (Police Department) owned along with issued property and equipment is in a working, functioning and satisfactory condition. Improperly functioning equipment shall be brought to the attention of the City and the City shall make all attempts to remedy the issue in a timely manner.

## ARTICLE 26 - TERM OF THE AGREEMENT

This Agreement shall govern the rights of the parties from January 1, 2026 until and including December 31, 2028. It shall be automatically renewed for succeeding one (1) year periods unless either party shall notify the other in writing of its intention to renegotiate at least one hundred twenty (120) days from December 31, 2028 or within one hundred twenty (120) days prior to December 31, as aforesaid, if wages, rates of pay or any other matters requiring appropriation of money by the City are to be renegotiated.

This Agreement may be amended at any time by mutual agreement.

**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS ON THE DAY AND YEAR FIRST ABOVE WRITTEN.**

FOR THE UNION:

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Phillip Matthews, Union Representative

FOR THE CITY:

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Penny Thompson, City Manager

NEPBA LOCAL 605:

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Jonathan Stewart, President

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Kevin St. Peter, Vice President

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\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

Attest:

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Danielle Brissette, City Clerk

THE CITY COUNCIL:

---

Courtney Boma, Mayor

---

Jody Smith, Deputy Mayor

---

Dan Bagley, City Councilor

---

Jennifer Kelley, City Councilor

---

Tamara Lovewell, City Councilor

---

Lori Knight Phair, City Councilor

---

Paul Watson, City Councilor

**TABLE 1**  
**PATROL**

		<b>2026</b>		<b>2027</b>		<b>2028</b>	
		Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
Years of Service							
Non-Academy		\$1,329.7506	\$33.2438	\$1,421.1431	\$35.5286	\$1,515.2774	\$37.8819
0 -1		\$1,398.4825	\$34.9621	\$1,491.9370	\$37.2984	\$1,588.1951	\$39.7049
2		\$1,450.2503	\$36.2563	\$1,545.2578	\$38.6314	\$1,643.1155	\$41.0779
3		\$1,480.3881	\$37.0097	\$1,576.2997	\$39.4075	\$1,675.0887	\$41.8772
4		\$1,508.2290	\$378.7057	\$1,604.9759	\$40.1244	\$1,704.6251	\$42.6156
5		\$1,526.6866	\$38.1672	\$1,623.9872	\$40.5997	\$1,724.2068	\$43.1052
6		\$1,539.2526	\$38.4813	\$1,636.9302	\$40.9233	\$1,737.5381	\$43.4385
7		\$1,552.2924	\$38.8073	\$1,650.3612	\$41.2590	\$1,751.3720	\$43.7843
8		\$1,560.6766	\$39.0169	\$1,658.9969	\$41.4749	\$1,760.2668	\$44.0067
9		\$1,569.0505	\$39.2263	\$1,667.6220	\$41.6906	\$1,769.1507	\$44.2288
10		\$1,577.4347	\$39.4359	\$1,676.2577	\$41.9064	\$1,778.0455	\$44.4511
11		\$1,585.8189	\$39.6455	\$1,684.8935	\$42.1223	\$1,786.9403	\$44.6735
12		\$1,594.2340	\$39.8559	\$1,693.5610	\$42.3390	\$1,795.8679	\$44.8967
13		\$1,602.6594	\$40.0665	\$1,702.2392	\$42.5560	\$1,804.8064	\$45.1202
14		\$1,611.0848	\$40.2771	\$1,710.9173	\$42.7729	\$1,813.7449	\$45.3436
15		\$1,619.5102	\$40.4878	\$1,719.5955	\$42.9899	\$1,822.6834	\$45.5671
20		\$1,627.9356	\$40.6984	\$1,728.2737	\$43.2068	\$1,831.6219	\$45.7905
		\$50 to base/ 3% COLA		\$50 to base/ 3% COLA		\$50 to base/ 3% COLA	

**LONGEVITY**

Years of Service		<b>2026</b>		<b>2027</b>		<b>2028</b>	
		Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
8				\$20.00	\$0.50	\$20.00	\$0.50
12				\$40.00	\$1.00	\$40.00	\$1.00
16				\$60.00	\$1.50	\$60.00	\$1.50
20				\$80.00	\$2.00	\$80.00	\$2.00

## DISPATCH

		<b>2026</b>		<b>2027</b>		<b>2028</b>	
		Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
Years of Service							
1		\$1,102.1000	\$27.5525	\$1,186.6630	\$29.6666	\$1,273.7629	\$31.8441
2		\$1,122.7000	\$28.0675	\$1,207.8810	\$30.1970	\$1,295.6174	\$32.3904
3		\$1,143.3000	\$28.5825	\$1,229.0990	\$30.7275	\$1,317.4720	\$32.9368
4		\$1,163.9000	\$29.0975	\$1,250.3170	\$31.2579	\$1,339.3265	\$33.4832
5		\$1,184.5000	\$29.6125	\$1,271.5350	\$31.7884	\$1,361.1811	\$34.0295
6		\$1,194.8000	\$29.8700	\$1,282.1440	\$32.0536	\$1,372.1083	\$34.3027
7		\$1,205.1000	\$30.1275	\$1,292.7530	\$32.3188	\$1,383.0356	\$34.5759
8		\$1,225.7000	\$30.6425	\$1,313.9710	\$32.8493	\$1,404.8901	\$35.1223
9		\$1,236.0000	\$30.9000	\$1,324.5800	\$33.1145	\$1,415.8174	\$35.3954
10		\$1,246.3000	\$31.1575	\$1,335.1890	\$33.3797	\$1,426.7447	\$35.6686
11		\$1,266.9000	\$31.6725	\$1,356.4070	\$33.9102	\$1,448.5992	\$36.2150
12		\$1,287.5000	\$32.1875	\$1,377.6250	\$34.4406	\$1,470.4538	\$36.7613
13		\$1,308.1000	\$32.7025	\$1,398.8430	\$34.9711	\$1,492.3083	\$34.3077
14		\$1,328.7000	\$33.2175	\$1,420.0610	\$35.5015	\$1,514.1628	\$37.8541
15		\$1,369.9000	\$34.2475	\$1,462.4970	\$36.5624	\$1,557.8719	\$38.9468
20		\$1,390.5000	\$34.7625	\$1,483.7150	\$34.0929	\$1,579.7265	\$39.4932
		\$50 to base/ 3% COLA		\$50 to base/ 3% COLA		\$50 to base/ 3% COLA	

## LONGEVITY

Years of Service		<b>2026</b>		<b>2027</b>		<b>2028</b>	
		Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
8				\$20.00	\$0.50	\$20.00	\$0.50
12				\$40.00	\$1.00	\$40.00	\$1.00
16				\$60.00	\$1.50	\$60.00	\$1.50
20				\$80.00	\$2.00	\$80.00	\$2.00

**MEMORANDUM OF AGREEMENT**  
BETWEEN THE  
CITY OF CARIBOU, ME  
AND  
NEPBA LOCAL 605.c

The City of Caribou, ME and the New England Police Benevolent Association, Inc. (“Local 605 or Union”) hereby agree that the collective bargaining agreement between the City and Local 605 will be extended for three (3) years, through December 31, 2028, with the changes agreed to by the parties’ negotiating teams and set forth below. The bargaining teams shall sponsor and support such ratification.

**WHEREAS**, the City of Caribou (the “City”) and New England Police Benevolent Association, Inc., Local 605 (the “Union”), have bargained collectively for a new collective bargaining agreement (the “New Agreement”) for the period January 1, 2026 through December 31, 2028.

**WHEREAS**, the City and the Union have reached an agreement.

**NOW THEREFORE**, in consideration of the mutual promises herein, the Union and the City agree that the following changes will be incorporated into the collective bargaining agreement, subject to the required ratifications and funding by City.

**1. ARTICLE 2 – RECOGNITION**

*Amend the first paragraph of this section to include dispatcher; Section to read:*

The City hereby recognizes that the Union is the sole and exclusive representative of all **patrolmen Patrolmen and Dispatchers** in the Caribou Police Department, except as provided herein, for the purpose of bargaining with respect to wages, hours of work, and working conditions.

**2. ARTICLE 3 – UNION SECURITY – DUES CHECK**

*Amend the first sentence of the first paragraph to read:*

All **Policemen and Dispatchers** of the Caribou Police Department shall have the right to join or not join the Union.

**3. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Delete Section 1a in its entirety.*

**Section 1a. 8 Hour Shift Cycle**

~~The normal work week for all employees covered by this Agreement shall be forty (40) hours per week which shall be guaranteed each week provided the employee reports for~~

~~work each day of his/her schedule. A shift shall be defined as 8 hours worked within a 24-hour day.~~

~~Non floating employees shall not be moved from their assigned schedule without prior consent of the employee. Patrolman designated as a Floater will be scheduled as per the needs of the City and shall be guaranteed forty (40) hours the same as non floating officers.~~

~~Floater's schedules shall not be changed from the posted schedule without a 24 hour notice or by mutual consent. There shall be a maximum of three (3) Floaters. Senior Float will only float after a junior Float or Floaters. An Officer shall not be designated as a Float unless hired as such or by mutual consent.~~

~~Patrolmen will be permitted to swap shifts with other Patrolmen with the approval of the Chief or appropriate Supervisor with at least 24 hours prior notification.~~

#### 4. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES

*Amend Section 1b 12 Hour Shift Cycle – re-letter as “1a” and rewrite as follows:*

~~Effective May 6, 2016, the The normal work week for all employees covered by this Agreement shall be an average six-week cycle of forty-two (42) hours per week which shall be guaranteed each week provided the employee reports for work each day of his/her schedule. A shift shall be defined as twelve (12) hours worked within a 24-hour day.~~

*Delete the following in this section.*

~~Non floating employees shall not be moved from their assigned schedule without prior consent of the employee. Patrolman designated as a Floater will be scheduled as per the needs of the City and shall be guaranteed forty two (42) hours the same as non floating officers.~~

~~Floater's schedules shall not be changed from the posted schedule without a 24 hour notice. There shall be a maximum of three (3) Floaters. Senior Float will only float after a junior Float or Floaters. An Officer shall not be designated as a Float unless hired as such or by mutual consent.~~

~~Patrolmen will be permitted to swap shifts with other Patrolmen with the approval of the Chief or appropriate Supervisor with at least 24 hours prior notification. No employee shall work more than eighteen (18) hours in a twenty four (24) hour period.~~

~~Renumber as 1b (fifth paragraph), is amended effective June 06, 2025 to read: The regular work tour shall be twelve (12) hours for those members assigned to a patrol and~~

dispatch function, unless changed by the Chief of Police. The two (2) daily work shifts shall be 6:00 a.m. to 6:00 p.m and 6:00 p.m to 6:00 a.m. ~~The work schedule shall be known as the “Pittman schedule” and shall replace the current schedule reflected in the C.B.A.~~

*The first chart shall remain.*

Patrolmen will be permitted to swap shifts with other Patrolmen with the approval of the Chief or appropriate Supervisor with at least 24 hours prior notification. No employee shall work more than eighteen (18) hours in a twenty-four (24) hour period.

~~The regular work tour shall be twelve (12) hours for those members assigned to a Patrol or Dispatch function, unless changed by the Chief of Police. The two (2) daily work shifts shall be 6:00 a.m. to 6:00 p.m and 6:00 p.m to 6:00 a.m.~~

*The next chart is deleted.*

~~The schedule provided in section 1b is the currently accepted schedule of shift duties after having been through a one (1) year trial period (2016) and having passed a one (1) year administration discretionary reversion period (2017). Hereafter, bargaining and consultation with the Union is necessary, to revert back to the schedule listed in section 1a or institute any other shift schedule.~~

## 5. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES

*Amend the first paragraph of Section 2 Wages to read:*

For base pay purposes, 40 hours will be paid at straight time and 2 hours will be at time and a half or at 3 hours straight time. The salary for each employee, for forty (40) hours, shall be as shown in Table 1 below, ~~for the period of January 1, 2022 through December 31, 2022 for the period of January 1, 2026 through December 31, 2028~~. The parties agree to do yearly Market Adjustments, prior to adding the COLA, of \$50.00 to each weekly step (Table 1), effective January 1, ~~2023~~ 2026, January 1, ~~2024~~ 2027, and January 1, ~~2025~~ 2028.

## 6. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES

*Amend the second paragraph of Section 2 Wages to read:*

~~Beginning January 1, 2022, and annually thereafter, the~~ The wages in Table 1 shall be increased by a Cost of Living Adjustment (COLA) as follows:

**Effective January 1, 2026 Three percent (3%)**

**Effective January 1, 2027 Three percent (3%)**

**Effective January 1, 2028 Three percent (3%)** ~~determined by the rolling ten (10) year average of the CPI-U for the Northeast New England Division all items index as~~

~~computed by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor.~~

**Wages will be retroactive to January 1, 2026.**

**The table shall be added as an addendum to this Agreement.**

**7. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend the next to last sentence in the third paragraph to read:*

Upon reaching the 5-year scale, there shall be no early advancement on the longevity pay (after ~~eight~~ ~~six~~ years) as this benefit is defined as a seniority benefit. There will be no advance in any other seniority benefit.

**8. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Table 1 Base Weekly Salaries (Patrolmen) to the current 2026 through 2028 wages and report them in both hourly and weekly rate of pay*

**9. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Table 1 Base Weekly Salaries (Patrolmen) by adding a NEW Step 20 Years which is two percent (2%) higher than the step at 15 years.*

**10. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Table 2: Base Weekly Salaries (Dispatchers) to the current 2026 through 2028 wages and report them in both hourly and weekly rate of pay.*

**11. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Table 2 Base Weekly Salaries (Dispatchers) by adding a NEW Step 20 Years which is two percent (2%) higher than the step at 15 years.*

**12. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend the paragraph (#1 and #2) following the dispatch wage schedule to read:*

1 Shift Supervisor Pay: An Officer assigned the responsibility for supervising a shift shall be paid ~~\$0.50~~ **\$1.50** per hour for all hours worked as shift supervisor.

2. Shift Differential – ~~Patrolmen: An Officer~~ All bargaining unit members assigned to work during the hours of 6:00 P.M. to 6:00 A.M. shall be paid ~~\$.80 (1/1/23); \$0.85 (1/1/24); and \$0.90 (1/1/25)~~ **\$1.00 (01/01/26); \$1.05 (01/01/27); and \$1.15 (01/01/28)** per hour for hours worked during those time periods.

**13. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Add a NEW fifth section of Section 3 to read:*

Effective 01/01/27 a bargaining unit member who has more than eight (8) years and less than twelve (12) years of service shall receive an increase of \$20 per week added to their base wages. A member who has more than twelve (12) years and less than sixteen (16) years of service shall receive an increase of an additional \$20 per week (\$40 total) added to their base wages. A member who has more than sixteen (16) years and less than twenty (20) years of service shall receive an increase of an additional \$20 per week (\$60 total) added to their base wages. A member who has more than twenty (20) years of service shall receive an additional \$20 per week (\$80 total) added to their base wages.

#### **14. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Section 6 – Special Duties to delete the entire first paragraph*

~~Outside duties or assignments that are sponsored by the following non-profit organization or agencies, or other similar non-profit organizations or agencies, which come under the City's jurisdiction, where police guidance, surveillance or presence is required at a rate of \$50.00 per Officer per duty. For the duration of this Contract, a Special Duty, as defined in Section F., shall be a four (4) hour block. For Duties running longer than four (4) hours, the prorated fee of \$12.50 per hour shall be paid in one (1) hour increments. Examples listed below:~~

- ~~1. School and/or student sponsored functions.~~
- ~~2. Functions sponsored by Rotary Club, Kiwanis Club, Lions Club, Lioness Club, Veterans organizations, church organizations or Chamber of Commerce.~~
- ~~3. Parades~~
- ~~4. Cary Medical Center functions, not including acts of medical provision~~
- ~~5. Municipally sanctioned events.~~

#### **15. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend the second paragraph of Section 6 Special Duties to read:*

Full-time employees who work on any other function shall be paid at the rate of one and one half times their current hourly rate, ~~except including~~ for grant funded functions which shall be paid at one and one half (1 ½) times their current hourly rate or forty-five (\$45.00) dollars an hour, whichever is greater, with a guaranteed minimum of not less than four (4) hours for each assignment. The City of Caribou shall, to the best of their ability, apply for any applicable or other overtime grant. OUI, seatbelt grants and any other such grants awarded by the Bureau of Highway & Traffic Division, or other such agencies, provided any grant match can be met if applicable in the current fiscal year. An officer's presence within jurisdiction required by and reimbursed by any governmental agency or grant shall be offered to regular ~~fulltime~~ **full-time** employees first.

#### **16. ARTICLE 8 – HOURS OF WORK – WORK WEEK – WAGES**

*Amend Section 8 to add a NEW paragraph at the end to read:*

The employee shall have an eight (8) hour break between the end of court proceedings and the start of their shift, providing their shift would begin on the same day as court.

## 17. ARTICLE 8 – HOURS OF WORK – WAGES

*Delete the last paragraph of Section 10 Holiday Pay:*

~~The parties agree to continue the current practice of all holiday pay staying at 8 hours per day for officers not on shift on the actual holiday.~~

## 18. ARTICLE 10 – INSURANCE

*Amend the Article by deleting the first five (5) paragraphs:*

~~The City of Caribou and NEPBA Local 605 shall form a Committee made up of 2 employees from the NEPBA Police Department Unit, 2 employees of the Teamsters Fire and Ambulance Unit, 2 employees from the AFSCME Public Works Unit and 6 non-union employees. Management shall be represented by the City Manager and the Human Resource Director and or their designee. Management shall provide administrative support, research and advisement to the Committee as necessary.~~

~~The task of the Committee shall be the deliberation, evaluation and making of proposals for alternative to health insurance and sick leave policies in their work place. The Committee will be given appropriate administrative support. All meetings of the Committee shall be open with a posted agenda, time, place and date. The Committee shall establish their rules of procedure.~~

~~Should the Committee reach a consensus on a different Health Insurance plan/s then the Health Insurance plan currently in effect or alternatives to the sick leave policies, the Committee will request that the City and the Union open the contract/s on either or both issues unrelated. The City and Union agree that Committee consensus shall constitute mutual agreement to open the Contract/s.~~

~~A majority vote of both the City Council and Union must be obtained before implementing any Committee consensus changes in health insurance or alternative to the sick leave policies.~~

~~The established Committees will remain in effect and active until such time it is mutually agreed by the Union and City that said Committee is no longer needed.~~

## 19. ARTICLE 10 – INSURANCE

*Amend the current 9<sup>th</sup> paragraph to read:*

The Plan shall be Maine Municipal Employee Health Trust – 80/20 POS-200 (**Baxter**) or PPO-550 (**Katahdin**). The City shall offer a Health Reimbursement Account (HRA) in

conjunction with both plans to cover qualifying medical expenses.

## 20. ARTICLE 10 —INSURANCE

*Add a NEW Section 2 – Maine Paid Family Medical Leave Act to read:*

The Maine Paid Family and Medical Leave (PFML) law rules and payroll withholdings began on January 1, 2025. Benefits are scheduled to become available on May 1, 2026.

The State-mandated contribution per employee is one percent (1%) of an individual's wages. For the term of this Agreement, the City will pay the required one percent (1%) of the contribution. Any change to the State-mandated contribution rate between 2026 and 2028 shall allow the parties to meet for the sole purpose of negotiating any proposed changes to the contribution split.

## 21. ARTICLE 11 – PENSIONS

*Amend the last paragraph to read:*

~~Effective January 1, 2023~~, The City agrees to participate, for all bargaining unit members, in the participating local district (PLD) Special Plan #3C of the Maine State Retirement System.

## 22. ARTICLE 12 – LEAVES OF ABSENCE

*Amend Section 1 Sick Leave paragraph 1 to read:*

~~Sick leave shall accrue at the rate of eight (8) hours for such full calendar month of service beginning with the first calendar month of employment, if employees work an eight (8) hours shift.~~ Sick leave shall accrue at the rate of twelve (12) hours for each full calendar month of service beginning with the first calendar month of employment, ~~if employees work a twelve (12) hour shift.~~

## 23. ARTICLE 12 –LEAVES OF ABSENCE

*Amend the second line in Section 4 Vacation to read:*

After ~~1~~ 1 year of service the employee will receive 1 additional workweek.

## 24. ARTICLE 13 —CLOTHING

*Amend the second paragraph to read:*

Each employee covered by this Agreement shall be reimbursed for the replacement cost of personal effects that shall be damaged or destroyed in the performance of his/her duties, up to a maximum of \$300.00, (except prescription ~~eye glasses eyeglasses~~, dentures, hearing aids and personal weapon if Chief has permitted to carry.) provided that such loss is reported to the Chief or to the supervisor during or at the end of the

employee's tour of duty.

**25. ARTICLE 16 – GRIEVANCE PROCEDURE**

*Amend Section 1 – Grievance Process, subsection 1 to read:*

1. Step-One ~~police~~ Police Chief

**26. ARTICLE 18 – DISCIPLINARY PROCEDURES**

*Amend the second line of the second paragraph to read:*

**The employee** Employee shall receive no seniority time during such suspension.

**27. ARTICLE 26 – TERM OF THE AGREEMENT**

*Amend the dates within the paragraph to reflect a three (3) year agreement.*

**28. HOUSEKEEPING**

*Amend the names at the end of the document to reflect the persons authorized to sign the Agreement.*

**This** Agreement is subject to ratification by the City of Caribou and by New England Police Benevolent Association, Inc. Local 605 and to appropriation. This Agreement shall not be implemented unless the parties have ratified and fully executed the Agreement.

**This** Agreement has been duly executed by authorized representatives of the City of Caribou and by New England Benevolent Association, Inc. Local 605.

**IN WITNESS WHEREOF**, the Union and the City, by their authorized representatives, have set their hands to this Memorandum of Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF CARIBOU**

**NEW ENGLAND POLICE BENEVOLENT  
ASSOCIATION, INC., LOCAL 605**

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Penny Thompson, City Manager

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Jonathan Stewart, President

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Penny Thompson, City Manager

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Kevin St. Peter, Vice President

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



## **MEMO**

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** 2026 City Budget process  
**DATE:** January 26, 2026

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Per the City Charter, Section 5.06 Budget

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

**A. Expense Budget**

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

**B. Capital Expense Budget**

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

**C. Income Budget**

- ⊗ On or before January 15: The City Manager will provide detailed Income Estimate Report to the City Council for current year.
- ⊗ On or before February 15: The City Manager shall provide a written estimated Income Budget for the current year to the City Council and Caribou's citizens. This estimated Income Budget must provide the following detailed income information for each main general ledger account and each general ledger sub-account: three year average of actual income, previous year's income budget, previous year's actual income, proposed current year income budget, and proposed level of taxation for municipal budget based on previous year valuation.

**D. Complete City Budget**

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

**E. Set the Rate of Taxation**

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



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**RE:** 2026 City Budget decisions  
**DATE:** January 26, 2026

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Since we cannot produce the needed reports until the financials for the month of December 2025 have been approved, the City Council can still make some decisions about the 2026 budget.

For example:

What priorities have the City Council identified that affect the spending priorities for 2026?

In 2024 and 2025, the City Council voted not to fund any contributions. Does the City Council want to consider requests for contributions in 2026?

In 2025, there was a discussion about increasing funding for cemetery maintenance, due to the rising costs.

In 2025, funding for the Caribou Emergency Management stipend was cut, could that be revisited?

In 2025, much of the lapsed appropriation was again from unfilled open positions. Should there be a discussion about recruitment and retention for key positions?

One priority that has been identified by members of the Caribou City Council is a stable or flat tax rate. What programs and services should be scaled back to meet this objective?



# CARIBOU FIRE & AMBULANCE DEPARTMENT



Chief Brian P. Lajoie

## Monthly Report – December 2025

### Call Summary

Category	Number of Calls	Category	Number of Calls
Ambulance Calls	227	Fire Calls	24
BLS Calls	126	Structure Fires	9
ALS Calls	101	Chimney	0
Canceled Calls	1	Rescue	0
Drug/Behavioral Calls	11	Silent Alarms	16
Outside Community Calls	51		
PIFT Transfers	0		
LifeFlight Transfers	4		
Long Distance Transfers	1		
<b>Total Calls for December:</b>	<b>251</b>		

### Monthly Activities & Events

#### December 2, 2025:

Chief Lajoie attended walk through training session at Cary Medical Center Radiology Department for MRI facility training with the entire department (1800 hrs.). Caribou Volunteer Fire Department monthly meeting followed the walk through.

#### December 8 through 12, 2025:

Chief Lajoie attended the Regional Alliance for Fire Training Fire Officer IV class in Brunswick Maine. Chief is happy to report successful completion and is now a Pro Board-Certified Fire Officer IV which is the highest level that can be achieved in the fire officer series.

#### December 13, 2025:

Chief Lajoie is pleased to report that Mike DiVito, Adam Chartier, Eric Dickinson, Chad McCarthy, and Ryan Hall have completed and passed their Fire Officer I certification and are all now Pro Board-Certified Fire Officer I. This is a big step in training our future officers of the department.

**December 15, 2025:**

Chief Lajoie attended the Caribou City Council Meeting (1800 hrs.).

**December 16, 2025:**

Chief Lajoie attended the MDOT Caribou Aroostook River Bridge EMS/Fire/Police Coordination Meeting via Zoom (0800 hrs.).

Chief Lajoie attended the Harriman Bi-Weekly Building Renovation Meeting via Zoom (1300 hrs.).

**December 17, 2025:**

Chief Lajoie attended department head meeting and the City Council Chambers (0830 hrs.).

**December 18, 2025:**

Chief Lajoie attended union fact finding negotiations at the Caribou Public Library (1000 to 1600 hrs.).

**December 19, 2025:**

Chief Lajoie attended union fact finding negotiations at the Caribou Public Library (0900 to 1300 hrs.).

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**Station & Equipment Maintenance**

Crews completed all monthly building and apparatus checks for December.

- Snowmobile & Trailer received detailed cleaning including exterior.

Respectfully submitted,

Brian P. Lajoie  
Fire Chief, FO IV