

## 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, August 10, 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</b> (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>PAGES</b>   |
| <b>6. Minutes</b>                                                                                                                                                                                                                                 | 02             |
| a. May 11, 2026, Regular City Council meeting                                                                                                                                                                                                     | 03-12          |
| b. June 15, 2026, Regular City Council meeting                                                                                                                                                                                                    | 13-23          |
| c. June 29, 2026, Regular City Council meeting                                                                                                                                                                                                    | 24-28          |
| d. July 20, 2026, Regular City Council meeting                                                                                                                                                                                                    | 29-39          |
| <b>7. Bid Openings, Awards, and Appointments</b>                                                                                                                                                                                                  |                |
| a. Bid Opening for 103 Water Street (Starch Plant) demolition                                                                                                                                                                                     | 40             |
| b. Façade Improvement Grant, summer application period committee recommendations                                                                                                                                                                  | 41-43          |
| <b>8. Public Hearings and Possible Action Items</b>                                                                                                                                                                                               |                |
| a. Ordinance 6, 2026 Series Animal Control Ordinance Public Hearing                                                                                                                                                                               | 44-79          |
| <b>9. Reports by Staff and Committees</b>                                                                                                                                                                                                         |                |
| a. City Manager's Report                                                                                                                                                                                                                          | 80-86          |
| <b>10. Unfinished Business</b>                                                                                                                                                                                                                    |                |
| a. No unfinished business for this meeting                                                                                                                                                                                                        |                |
| <b>11. New Business, Ordinances and Resolutions</b>                                                                                                                                                                                               |                |
| a. Execution of a Quitclaim Deed for taxes paid                                                                                                                                                                                                   | 87-88          |
| b. Brook Street Housing Proposal from the Caribou Development Committee                                                                                                                                                                           | 89-101         |
| c. Consideration of local CDBG application process                                                                                                                                                                                                | 102-115        |
| d. Referendum question on Fire Department Ladder Truck                                                                                                                                                                                            | 116-117        |
| <b>12. Reports and Discussion by Mayor and Council Members</b>                                                                                                                                                                                    | <b>REPORTS</b> |
| <b>13. Next Meetings:</b> Regular Meeting September 21, 2026, and October 19, 2026                                                                                                                                                                | 118-119        |
| <b>14. Executive Session(s)</b> (May be called to discuss matters identified under MRSA, Title 1, §405.6)                                                                                                                                         |                |
| a. Executive Session for economic development pursuant to 1 MRSA § 405.6.C (Hospital District)                                                                                                                                                    |                |
| b. Executive Session for attorney consultation pursuant to 1 MRSA §405.6.E (80B Complaint)                                                                                                                                                        |                |
| <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: August 10, 2026**  
**Re: City Council Meeting Minutes**

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Tonight, in your packet for review is the set of minutes from the:

May 11, 2026, Regular City Council Meeting

June 15, 2026, Regular City Council Meeting

June 29, 2026, Regular City Council Meeting

July 20, 2026, Regular City Council Meeting

**Requested Action**

Please review.

Motion to accept the minutes of:

May 11, 2026, Regular City Council Meeting

June 15, 2026, Regular City Council Meeting

June 29, 2026, Regular City Council Meeting

July 20, 2026, Regular City Council Meeting.

Second

Discussion

Vote

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

The Caribou City Council held a regular City Council Meeting on Monday, May 11, 2026, in the Council Chambers with the following members present: Councilors Knight Phair, Lovewell, and Watson were present for the meeting. Councilor Kelley was present via Zoom. Mayor Boma, Deputy Mayor Smith, and Councilor Bagley were absent from the meeting. At the start of the meeting there was a consensus between the councilors present that Councilor Watson would lead the meeting.

Department Managers Lisa Plourde (Housing Director), Brian Lajoie (Fire Chief), Tim St. Peter (Code Enforcement), Eric Sanderson (Economic & Community Development Specialist) and Corey Saucier (Police Chief), were present for the meeting.

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

The meeting was broadcast via Spectrum and YouTube.

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

Councilor Lovewell read an invocation.

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

Councilor Watson 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

Councilor Watson read a letter from business owners at 118 Bennett Drive:

“The Business Tenants of 118 Bennett Drive

5/7/2026

To: The Caribou City Council

Re: The pending order for the building to be vacated on 5/14/26.

We, the tenants of 118 Bennett Drive, are asking for reconsideration of the pending order for us to vacate the building on 5/14/26. Our understanding is that the sprinkler system in the former Sherwin Williams unit is not functioning. It is also our understanding that the businesses currently occupying the building have functioning sprinkler systems. We feel that in the event of a fire originating in the former Sherwin Williams unit which is at very end of the building, there would still be ample time for us to evacuate. Most of the tenants remaining in the building can evacuate within five seconds. Also, there are concrete walls separating the older section of the building and the newer section of the building which is occupied by Russell Clowes Insurance Agency and Norseman Barbering Company. Finally, the current tenants only occupy the building

during daytime and evening hours. There are no overnight occupants who sleep in the building. We appreciate your consideration and thank you for your time.”

Tim St. Peter read a memo he prepared into the meeting:

“Madam Mayor and Honorable Council Members,

On April 14<sup>th</sup>, I received a complaint stating that the sprinkler system of 118 Bennett Drive had been turned off due to a head breaking, causing a water leak. Further conversation with the complainant found that the system had frozen causing the breakage and that these items were noted in an inspection report from March.

I contacted the Eastern Fire and requested a copy of the inspection report. Upon review of the report, multiple deficiencies were noted by the inspector. The report states that a third of the building is unprotected due to a sectional valve being turned off. Also noted in the report is that the system was tagged with an emergency bulletin (red tag).

On April 22<sup>nd</sup>, I mailed the first notice of violation with a deadline of April 30<sup>th</sup>. I notified the tenants of the building that I had sent a notice to the owner, advised them of the process and what may happen if the building was not brought into compliance. No contact from the owner was received. I inquired with Eastern Fire to see if repairs had been scheduled. As of May 1<sup>st</sup>, no repairs had been scheduled. A second notice was sent out on May 1<sup>st</sup>, with a deadline of May 11<sup>th</sup>. Again, I notified the tenants of building. This time in writing with a notice that if compliance was not reached the building would need to be vacated until repairs are made.

NFPA Code requires the building to be completely protected. (2016 NFPA 4.1 & 8.1.1) The International Property Maintenance Code, which is adopted locally, requires the owner of a building to maintain sprinkler systems in accordance with NFPA 25. ( 2015 IPMC 704.1.1) While the sprinkler system in the tenants’ spaces is, to my knowledge, working, the system needs to be working completely to effectively protect the building. Without the full system operation, a fire would be too large for the sprinkler system to effective but the time it reached a protected space. ”

Mr. St. Peter explained that there is a way for the City to make the repairs to the property and then assess the amount to the property taxes if that route is needed to be taken.

Manager Thompson stated that the Code officer is working to get a quote for repair.

Council had a brief discussion regarding needing the repairs completed in a timely manner, and how the City is willing to work with the business owners.

Jaimi Irving, Owner of Norseman Barbering, Co.

Ms. Irving spoke with concern regarding what the landlord may and may not do. She explained that some businesses are leaving the location. She explained that it is a rollercoaster with the landlord, and that she has been told that the building is condemnable and that it can’t be insured.



**Council Agenda Item #6:** Minutes

a. Minutes from the March 9, 2026, City Council Workshop

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to accept the minutes from March 9, 2026, as presented.

Roll Call Vote: J. Kelley – Yes, L. Knight Phair – Yes, T. Lovewell – Yes, P. Watson – Yes (So Voted)

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

a. Public Works Bids for the 2026 Season – PW Director Chris Perkins

Chris Perkins, Public Works Director presented the Council with the bid results for the 2026 season, as well as suggestions for bid acceptance.

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to accept the bid suggestions from page 5 of the Council Packet.

- |                                              |                                        |
|----------------------------------------------|----------------------------------------|
| • Paint Striping: Fineline Pavement Striping | • Shim & Patch: Soderberg Construction |
| • Culverts: E.J. Prescott                    | • Crack Sealing (Caribou Municipal     |
| • Winter Sand: JBBC                          | Airport): 180 Sealcoating              |
| • Paving: Soderberg Construction             |                                        |

Roll Call Vote: J. Kelley – Yes, L. Knight Phair – Yes, T. Lovewell – Yes, P. Watson – Yes (So Voted)

b. Appointment of Election Workers for 2026 to 2028 – City Clerk Danielle Brissette

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to approve the list of Election clerks as presented.

The appointment would be from May 1, 2026 to April 30, 2028.

2026-2028 Election Clerks:

|                  |                           |
|------------------|---------------------------|
| Patty Adams      | Carole Doody              |
| Barbara Aiken    | Bill Francis              |
| Joan Albert      | Cherie Garman             |
| Janice Beaulieu  | Dale Gordon               |
| Sheri Blackstone | Diane Gove                |
| Rhonda Bossie    | Gail Hagelstein           |
| Beth Collamore   | Carla Hanson              |
| Karen Conroy     | Hannah Holmes             |
| Julie Cook       | Meagan (Corriveau) Irving |
| Patty Corriveau  | Kay Judkins               |
| Darylen Cote     | Dave Keaton               |
| Ashley Cyr       | Jacqueline Lambert        |

Anissa Levesque  
Elizabeth Long  
Idella Marquis  
Linda McLaughlin  
Betty McNeal  
Jennifer Olson  
Katherine Panaro  
Dawn Peterson

Chad Saunders  
Janet Schofield  
Steven Stubbs  
Deborah Sirois  
Nancy Solman  
Karen Thibodeau  
Nancy Todd

Roll Call Vote: J. Kelley – Yes, L. Knight Phair – Yes, T. Lovewell – Yes, P. Watson – Yes (So Voted)

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

a. Public Hearing for Economic Development CDBG Grant for BEE VR Theme Park

Open Public Hearing 6:29 PM

Eric Sanderson, Economic & Community Development Specialist, explained that the Community Development Block Grant (CDBG) program, administered by the Federal Department of Housing and Urban Development (HUD), and by the Department of Economic & Community Development (DECD) in Maine, supports projects that benefit low and moderate income persons and jobs and addresses urgent community needs. Through the allocation with DECD, the City of Caribou is allowed one Community Development Block Grant Program award each year for each sub-category of project type. For the 2025 award year funding under the Economic Development CDBG program, the City has worked with Travis Bernaiche, of BEE VR Theme Park on Sweden Street to submit an application that will support creation of a low to moderate income job in Caribou.

During the Fall of 2025, City staff worked with Mr. Bernaiche and our partners at Northern Maine Development Commission (NMDC) to submit a preliminary application of our intent to apply to DECD for a CDBG Economic Development Program grant. In January of 2026, the City received notification from DECD that upon review of the application, we were invited to formally apply for the Economic Development Program Grant in the amount of \$30,000 which would support one full-time equivalent job for low to moderate income individuals. Under the CDBG rules, the City must hold two public hearings and provide municipal legislative body approval for the grant. The first hearing, where the City Council voted to apply for and receive the CDBG funds, was held on February 23rd. This serves as the second hearing, after confirmation of the award from DECD, which the City Council must formally accept.

There were no comments made by the public.

Closed Public Hearing: 6:31 PM

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to accept the Community Development Block Grant Economic Development Program grant for BEE VR Theme Park, located at 284 Sweden Street.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

b. Public Hearing on Ordinance 01, 2026 Series, Amend Chapter 13 Section 13-204 Land Use Table

Open Public Hearing: 6:34 PM

There were no comments made by the public.

Closed Public Hearing: 6:35 PM

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to approve Ordinance 1, 2026 Series Amending Chapter 13 Section 13-204 Land Use Table.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

c. Public Hearing on Ordinance 02, 2026 Series, Amend Chapter 13 Section 13-700.39 General Requirements for Land Uses, Registered Medical Cannabis Dispensaries

Open Public Hearing: 6:35 PM

There were no comments made by the public.

Closed Public Hearing: 6:35 PM

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to approve Ordinance 02, 2026 Series, Amending Chapter 13 Section 13 700.39 General Requirements for Land Uses, Registered Medical Cannabis Dispensaries.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

d. Public Hearing on Ordinance 03, 2026 Series, Amending Chapter 13 Section 13-700.41 Prohibiting Adult Use Cannabis

Open Public Hearing 6:36 PM

There were no comments made by the public.

Closed Public Hearing: 6:37 PM

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to approve Ordinance 03, 2026 Series, Amending Chapter 13 Section 13 700.41 Prohibiting Adult Use Cannabis.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

e. Public Hearing on Ordinance 04, 2026 Series, Amending Chapter 7 Section 11 Registered Medical Cannabis Dispensaries

Open Public Hearing: 6:38 PM

There were no comments made by the public.

Closed Public Hearing: 6:39 PM

Motion made by Councilor Locewell, seconded by Councilor Knight Phair to approve Ordinance 04, 2026 Series, Amending Chapter 7 Section 11 Registered Medical Cannabis Dispensaries.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

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

a. February 2026 Financial Reports – Finance / HR Director Carl Grant

Carl Grant, Finance Director reviewed the February 2026 Financial reports for the City.

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to accept the February financial report as presented.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

b. March 2026 Financial Reports – Finance / HR Director Carl Grant

Carl Grant, Finance Director reviewed the March 2026 Financial reports for the City.

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to accept the March financial report as presented.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

c. Retirement Contribution Memo – Finance / HR Director Carl Grant

Carl Grant, Finance Director and HR Director explained that he is proposing a change to the personnel handbook. He explained that this is working towards the goals that came forward last year with the study for wages and employee benefits. The changes proposed would bring the non-union employees closer to what unionized employees are receiving for retirement.

Mr. Grant asked the Council to introduce the changes to the personnel handbook as an ordinance so that a public hearing could be held at a later date.

Councilor Lovewell introduced the changes.

d. Dangerous Buildings Report – Code Enforcement Officer Tim. St. Peter

Tim St. Peter, Code Enforcement Officer explained that the City is working with several different properties including 374 W. Presque Isle Rd, 8 Spring Street, and 96 Main Street.

Mr. St. Peter explained that he would be working to schedule hearings for future meetings on the properties.

e. City Manager's Report

Manager Thompson reviewed the City Manager's Report dated May 11, 2026.

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

a. Fleet Vehicle Proposal by Police Department & Enterprise – Police Chief Corey Saucier

Police Chief, Corey Saucier provided the city Council with a copy of the proposed lease agreement and highlighted the changes that were made since the last meeting.

Council noticed that there are still some areas that would need to be updated to remove the sales tax as the City is tax exempt. They have also requested an insurance quote for insuring a fleet of leased vehicles.

Councilor Watson stated that it would should to be brought back to a full council for further consideration.

b. Fire Department Ladder Truck acquisition options – Fire Chief Brian Lajoie

Rick Emmonds of Allegiance Fire & Rescue and Angie Deming of Republic First National joined via Zoom to discuss Lease and Purchase agreements and options. They explained that since the COVID pandemic the price of the apparatus has gone up by 45-50%. There are different options available for terms of loans or leases.

Council asked if they went the route with the companies would they be able to lock in a price, and what would happen for changes and requirements in the future such as emission changes.

Mr. Emmonds explained that you could lock in the rates for a 36-40 month term, and that if changes to emissions happens in the future as planned that price is included in the quote.

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to table the discussion until a future meeting with the full council present.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

c. 2026 Municipal Budget

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to table the discussion regarding the 2026 Municipal Budget until the next meeting.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

**Council Agenda Item #11:** New Business, Ordinances and Resolutions

a. CDBG Public Service Program Grant – Economic & Community Development Specialist Eric Sanderson

Eric Sanderson, Economic & Community Development Specialist for the City of Caribou explained that the Community Development Block Grant (CDBG) program, administered by the Federal Department of Housing and Urban Development (HUD), and by the Department of Economic & Community Development (DECD) in Maine, supports projects that benefit low- and moderate-income persons and jobs and addresses urgent community needs. Through the allocation with DECD, the City of Caribou is allowed one Community Development Block Grant Program award each year per CDBG program sub-area. For the 2025 award year funding for the Public Service program area, the City has worked with the Children's Museum of Aroostook County (CMAC) to submit Letter of Intent (LOI) for an application that will create a hands-on Science, Technology, Engineering, and Math (STEM) program at the Museum. The program, proposed as "Caribou STEM Start", aligns with CDBG objectives and would request \$50,000 to hire a teacher, invest in learning equipment, and create a foundational educational program in Caribou. The program would also serve as a reliable after-school care option throughout the academic year, with access to affordable child-care a huge issue in Aroostook County.

Mr. Sanderson stated that as of right now, City staff has worked with CMAC staff and our partners at Northern Maine Development Commission (NMDC) to submit a preliminary LOI of our intent to apply to DECD for a CDBG Public Service Program grant. Under the CDBG rules, the City must hold a public hearing and provide municipal legislative body approval to formally apply the grant if invited to apply by DECD. Due to this being a later application in the CDBG program cycle, the LOI deadline of April 24th, and applications are due by June 5th, 2026. This leaves just over a month to receive legislative body approval to apply for the grant if invited to apply.

Mr. Sanderson is asking for a special meeting of the City Council to consent to formal application for the grant. As of writing this memo, the City has not heard back from DECD on an invitation to apply, thus, a hearing could not be scheduled for the May City Council meeting. The June 5th application deadline falls before the regularly-scheduled June council meeting on June 15th. If the City wishes to apply, a hearing would need to be scheduled before Friday, June 5th. The first Monday in June is 1st.

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to schedule a Special City Council Meeting for June 1<sup>st</sup> to hold a public hearing for a Community Development Block Grant Public Service Program grant for the Children's Museum of Aroostook County, located at 52 Sweden Street.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

b. Motions for June 9, 2026, State Primary and RSU #39 Budget Validation Referendum Election

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to set the opening time as 8:00 a.m., and to appoint Danielle Brissette as Election Warden, Kristina Drinkall and Amber Madore as Deputy Wardens for the June 9, 2026 Election.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

c. Countersign the RSU #39 Budget Validation Referendum notice

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to countersign the RSU#39 Budget Validation Referendum Notice.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

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

Councilor Knight Phair gave a shout out to Gary for all of his work in the community.

Councilor Lovewell commended the Riverfront Redevelopment Committee for all of their work, and stated that they are doing a great job.

Councilor Watson thanked everyone for their support as he chaired the meeting, and stated that there are lots of great things happening with the riverfront. He also stated that there will be a memorial day parade that goes from the Court house to the Veteran's Park. He would also like to see some information brought forward regarding emergency management from the City side of things.

**Council Agenda Item #13:** Next meeting: Special City Council Meeting June 1, 2026, Regular City Council Meeting June 15, 2026

**Council Agenda Item #14:** Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §4056)

a. Executive Session for economic development pursuant to 1 MRSA. Title 1 §405.6.C (Power Plant Sale)

Motion made by Councilor Lovewell, seconded by Councilor Knight Phair to enter into executive session to discuss economic development pursuant to 1 MRSA. Title 1 §405.6.C regarding the Power Plant Sale.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

Council exited executive session at 8:54PM

No action taken.

**Council Agenda Item #15:** Adjournment

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell to adjourn the meeting at 8:58PM.

Roll Call Vote: T. Lovewell – Yes, L. Knight Phair – Yes, Kelley – Yes, Watson – Yes (So Voted)

Danielle Brissette, Secretary



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

The Caribou City Council held a Regular City Council meeting on Monday, June 15, 2026, at 6:00 PM in the Council Chambers with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Knight Phair, Lovewell and Watson. Councilor Kelley was absent.

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

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

The meeting was covered by Cameron Levasseur of “The County” and broadcast via Spectrum and YouTube.

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

Deputy Mayor Smith read the 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

Gail Hagelstein, Caribou Resident

Ms. Hagelstein came in to thank everyone for the work that has gone into the municipal budget, she commended the City staff and Council for the work that went in and stated that it shows dedication. She urged the City not to make cuts to off set the rise in the RSU and County budgets.

**Council Agenda Item #6:** Minutes

- a. Minutes from the March 16, 2026, Regular City Council Meeting
- b. Minutes from the June 1, 2026, Special City Council Meeting

Motion made by Councilor Lovewell, seconded by Councilor Watson to move the slate and approve the minutes from both March 16, 2026 and June 1, 2026 meetings.

Roll Call Vote: D. Bagley – 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. RSU #39 Student Recognitions

Deputy Mayor Smith explained Caribou City Council acknowledges the dedication, hard work and the positive impact that each one of our student athletes has on our community. From those who participate in Little League and the programs offered at the Caribou Parks and Recreation Department to those who play varsity sports as champion Caribou Vikings, we commend your strength and resilience. Caribou student athletes embody the spirit of teamwork, perseverance, sportsmanship and their efforts are a source of inspiration for their peers and their community.

The Council would also like to take this opportunity to commend the parents and family members who play a vital role in shaping their character, values and supporting their academic and athletic success. Working alongside your student athletes, you celebrate their victories and offer support during challenging times, you help them to balance their commitments and achieve their goals.

The Caribou City Council recognizes that coaches are more than just instructors; they are mentors, role models, and motivators who guide and support student-athletes on their journey. Their expertise, empathy, and unwavering support are instrumental in shaping not only athletes but also our future citizens. The achievements of student athletes and the dedication of coaches impact positively on our community by fostering a sense of pride, unity and sportsmanship. Their presence on and off the court creates a positive environment for everyone.

Therefore, tonight, the Caribou City Council would like to honor some special student athletes and coaches from Caribou High School. By recognizing and celebrating the achievements of student athletes and coaches, the Caribou City Council hopes to inspire future generations to pursue their dreams, embrace challenges, and contribute positively to our community.

Mayor Boma presented certificates to Brock Gagnon, Wrestling Regional/State Champion, New England Qualifier and to Pierce Gorneault, Cross Country Northern Maine Champion.

The Council congratulated both students for their accomplishments.

Deputy Mayor Smith explained that career and technical education at the high school level plays a vital role in preparing students for success in both college and the workforce. By offering hands-on learning experiences and real-world skills, these programs empower students to explore diverse career pathways, develop technical expertise, and build confidence in their abilities. These programs not only enhance academic achievement but also foster critical thinking, teamwork, and problem-solving skills that are essential in today's rapidly changing world.

The achievements of students in career and technical education programs are a testament to the dedication and support of their instructors, administrators, and families. Instructors and administrators work tirelessly to create engaging learning environments and provide guidance that helps students reach their full potential. Parents and guardians offer encouragement and

motivation, ensuring that students remain focused and driven. Together, this network of support enables students to excel and achieve remarkable accomplishments.

Tonight, the Caribou City Council is proud to recognize Brady Barnes, who has been named the Caribou Tech Center Student of the Year and has earned a SkillsUSA Gold Medal. By celebrating Brady's achievements, we honor not only his hard work and determination but also the collective efforts of those who have supported him along the way. This recognition serves as an inspiration for all students to pursue their passions and strive for excellence in their chosen fields.

Mayor Boma presented a certificate to Brady Barnes, and he was congratulated by the Council.

b. Recognize recent passings of former Mayor Gary Aiken & Former Deputy Mayor Joan Theriault

Mayor Boma stated that the Caribou City Council wishes to respectfully honor the memory and service of former Mayor Gary Aiken. Mayor Aiken served the Caribou community with distinction as a member of the City Council from 2012 to 2017 and as a member of the Caribou Utilities District from 2023 to 2025. He brought valuable insights from his career as an executive in the potato processing industry, applying his business acumen to the betterment of local government. Mayor Aiken passed away on May 7, 2026. He is survived by his wife of over fifty-six years, Barbara Aiken, their sons Matthew and Jeffrey, and their families, including his cherished granddaughter, Paige.

The Caribou City Council also extends our heartfelt farewell to former Deputy Mayor Joan Theriault. A lifelong resident of Caribou, Mrs. Theriault, was deeply committed to her role on the City Council, serving from 2012 through 2025 with unwavering dedication and never missing a meeting. She was known for her attentive listening and thorough research on issues affecting her constituents. Councilor Theriault approached her service with an open mind and was often referred to as "the voice of reason". Mrs. Theriault passed away on May 21, 2026, and is lovingly remembered by her husband of over sixty years, Paul Theriault, and their daughter Denise.

The City Council expresses its deepest gratitude for the exemplary service and lasting contributions of both Mayor Aiken and Deputy Mayor Theriault. Their legacies will continue to inspire all who serve the Caribou community.



c. Employee Milestone Recognitions

Deputy Mayor Smith stated that the City of Caribou is recognizing this year's milestone anniversaries! We are very fortunate to have such loyal, dedicated and skilled employees!

Mayor Boma presented the employees with milestone anniversaries with certificates in appreciation for their service and tenure with the City.

Employee Milestone Anniversaries:

5 Years:

Alyssa Singer (Library)

Kristina Drinkall (Clerk's Office)

10 Years:

Chad McCarthy (Fire & Ambulance)

Carl Morrow (Public Works)

Kennth O'Bar (Fire & Ambulance)

15 Years:

Nathan Germain (Parks & Rec)

25 Years:

James Burby (Public Works)

30 Years:

Scott Jackson (Police Department)

35 Years:

Lynn Jack-Merritt (Parks & Rec)

Kevin St. Peter (Police Department)

d. Bid results – asbestos abatement at 49 Herschel Street

Tim St. Peter, Code Enforcement Officer explained that the City has requested bids to remove the asbestos from 49 Herschel Street in Caribou.

Mr. St. Peter stated that he would recommend County Abatement, Inc to be awarded the bid as the low bidder.

Motion made by Councilor Lovewell, seconded by Councilor Watson to authorize City Manager Penny Thompson to execute a contract with County Abatement, Inc. for asbestos removal at 49 Herschel Street.

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

e. Bid Results – debris removal on an as-needed basis

Tim St. Peter, Code Enforcement Officer explained that the City has requested bids from contractors for the cleanup of properties as needed. This will generally be related to removal of trash and other debris from properties when the owner is uncooperative or unresponsive to notices of violations.

Mr. St. Peter explained that due to contractor availability and the nature of varying projects I would recommend contracting with both bidders. This will ensure that properties are cleaned in reasonable times if one of the contractors is busy.

Councilor Bagley asked if there would still be bids for jobs.

Mr. St. Peter explained that with these contracts it would allow for them to work with the companies, but that larger projects could still go out to bid.

Motion made by Councilor Eatson, seconded by Councilor Knight Phair to authorize City Manager Penny Thompson to execute contracts with Soderberg Construction Co, and MSU Property Maintenance for debris removal on an as-needed basis.

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

f. Façade Improvement Grant – Spring Grant Period

Eric Sanderson, Economic & Community Development Specialist explained that the City of Caribou's Façade Improvement Grant Program is financed via Tax Increment Financing (TIF) program funding for the Downtown TIF and RC-2 District TIF. Each year, the City Council has allocated \$40,000 to be applied for biannually, with applications due each Spring and Fall. The Spring round of applications was opened up in April, with the deadline to apply by April 27th.

Two applications were received, with one withdrawing from consideration. The remaining applicant and review is described below:

| Applicant   | Business              | Address                | Project                                                     | Amount Requested |
|-------------|-----------------------|------------------------|-------------------------------------------------------------|------------------|
| Joey Cowett | North End Landscaping | 1078 Presque Isle Road | Address drainage issues, gutter installation, driveway work | \$7,500          |

**Total: \$7,500**

Mr. Sanderson explained that upon review, the Committee determined the paving and drainage work associated with Mr. Cowett's application was ineligible for the program, however, with the gutters being attached to the façade of the building, it recommended funding of \$618.13 to cover 50% cost of the work by Desco Seamless Gutters.

The Committee is recommending that the Council approve the award in the amount of \$618.13.

Mr. Sanderson also explained that with only one grant application reviewed, and only \$618.13 recommended for award at this time out of \$20,000 available to Caribou businesses, the review committee strongly encourages the City Council to open a Summer round of grant applications for the remaining \$19,381.87. Since April, there have been several businesses that have visibly improved their properties in both TIF districts. If agreeable to the City Council, a Summer Application could be released by the Economic Development Department, and additional outreach (e.g. delivering applications to eligible businesses) could occur through the end of June.

Council had a brief discussion regarding options regarding the application because paving is not included, they discussed looking at the application criteria and possibly bringing it back at a later date.

Motion made by Deputy Mayor Smith to allocate 2026 funds for the Façade Improvement Grant pursuant to the Review Committee's recommendation in the amount of \$618.13.

Roll Call Vote: D. Bagley – 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 Watson to open up a Summer 2026 application for Façade Improvement Grant program funding up to the remaining amount of \$19,381.87.

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

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

a. April 2026 Financial Reports – Finance / HR Director Carl Grant

Carl Grant, Finance Director reviewed the April 2026 Financial report for the City of Caribou.

Deputy Mayor Smith asked about the remaining ARPA Funds.

Manager Thompson explained that the ARPA funds have been committed to projects, and just not spent yet.

Motion made by Councilor Watson, seconded by Councilor Lovewell to accept the April financials as presented.

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

b. Retirement Contribution Memo (Reintroduce Ordinance) – Finance / HR Director Carl Grant

Carl Grant, Finance / HR Director provided the City Council with Ordinance No. 5, 2026 Series, and ordinance to amend Chapter 2 Administration Ordinance of the City of Caribou Retirement.

Councilor Bagley asked what the price tag would look like with the changes.

Mr. Grant explained that it would be up to \$100,000 per year.

Deputy Mayor Smith introduced Ordinance No 5, and the public hearing will be held at the July 120th Regular City Council Meeting.

c. Request to redeem tax-acquired property – Finance / HR Director Carl Grant

Carl Grant, tax collector, explained that the previous owner of a property would like to purchase it back from the city.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to sell the properties back to the previous owner Map 16 Lot 27 in the amount of \$2,350.82 and Map 16 Lot 27-H in the amount of \$418.67.

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

d. Results of the June 9, 2026 Election – City Clerk / Election Warden Danielle Brissette

Danielle Brissette, City Clerk provided a copy of the election results to the City Council from the June 9, 2026 Primary and RSU #39 Budget Validation Elections.



**2026 Caribou & Connor Twp Election Totals**  
**State Primary, Caribou Municipal Election, RSU #39 Budget Validation**  
**Tuesday, June 9, 2026**

| <b>State Primary Results: Caribou</b>                                                                                                                                            |                      |                                        |                     |                                    |                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------|---------------------|------------------------------------|---------------------------|
| <b>Democratic Primary Election:</b>                                                                                                                                              |                      |                                        |                     |                                    |                           |
| <b>Governor</b>                                                                                                                                                                  |                      | <b>Rep to Congress (Dist. 2)</b>       |                     | <b>U.S. Senator</b>                |                           |
| 53                                                                                                                                                                               | Bellows, Shenna      | 173                                    | Baldacci, Joseph M  | 67                                 | Costello, David A         |
| 334                                                                                                                                                                              | Jackson, Troy Dale   | 157                                    | Dunlap, Matthew G   | 129                                | Mills, Janet T            |
| 56                                                                                                                                                                               | King, Angus III      | 38                                     | Loud, Paige         | 333                                | Platner, Graham C         |
| 23                                                                                                                                                                               | Pingree, Hannah M    | 149                                    | Wood, Jordan        | 1                                  | Laflamme, Andrea          |
| 75                                                                                                                                                                               | Shah, Nirav D        |                                        |                     |                                    |                           |
| <b>State Senator ( Dist 1)</b>                                                                                                                                                   |                      | <b>Rep to the Legislature (Dist 3)</b> |                     | <b>District Attorney (Dist 8)</b>  |                           |
| 497                                                                                                                                                                              | McLaughlin, Vaughn J | 13                                     | McCrea, David H     | 494                                | Wells-Puckett, Kari Ann   |
|                                                                                                                                                                                  |                      | <b>Register of Deeds</b>               |                     |                                    |                           |
|                                                                                                                                                                                  |                      | 14                                     | Ouellette, Amy M    |                                    |                           |
| <b>Republican Primary Election:</b>                                                                                                                                              |                      |                                        |                     |                                    |                           |
| <b>Governor</b>                                                                                                                                                                  |                      | <b>U.S. Senator</b>                    |                     | <b>Rep to Legislature (Dist 3)</b> |                           |
| 139                                                                                                                                                                              | Bush, Jonathan J     | 735                                    | Collins, Susan M    | 28                                 | Bernard, Susan            |
| 330                                                                                                                                                                              | Charles, Robert B    |                                        |                     | 3                                  | McCarthy, Jack W          |
| 17                                                                                                                                                                               | Jones, David J       | <b>State Senator (Dist 1)</b>          |                     | <b>Rep to Legislature (Dist 4)</b> |                           |
| 11                                                                                                                                                                               | Libby, James D       | 655                                    | Daigle, Lucien J.B. | 701                                | Guerrette, Timothy Conrad |
| 89                                                                                                                                                                               | Mason, Garrett Paul  |                                        |                     |                                    |                           |
| 33                                                                                                                                                                               | McCarthy, Owen Z     | <b>Rep to Congress (Dist 2)</b>        |                     | <b>Register of Deeds</b>           |                           |
| 93                                                                                                                                                                               | Midgley, Benjamin T  | 691                                    | LePage, Paul R      | 632                                | Richardson, Melissa L     |
| 28                                                                                                                                                                               | Wessles, Robert J    |                                        |                     |                                    |                           |
| <b>Regional School Unit No. 39 Budget Validation Referendum Election</b>                                                                                                         |                      |                                        |                     |                                    |                           |
| <b>Article 1:</b> Do you favor approving the Regional School Unit No. 39 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting? |                      |                                        |                     |                                    |                           |
| 673                                                                                                                                                                              | Yes                  |                                        |                     | 649                                | No                        |
| <b>Article 2:</b> Do you wish to continue the budget validation referendum process in the Regional School Unit 39 for an additional three (3) years?                             |                      |                                        |                     |                                    |                           |
| 960                                                                                                                                                                              | Yes                  |                                        |                     | 352                                | No                        |

e. City Manager's Report

Manager Thompson opened a discussion regarding the 2026 Annual Tax Rate.

Mrs. Thompson explained that the City of Caribou is facing a critical financial challenge that demands immediate attention and decisive action. Recent figures show significant increases in both the Aroostook County Tax bill (up \$75,520 or 6.37%) and the RSU#39 Appropriation (up \$358,058 or 6.56%). These two obligations alone account for 60% of the property tax collected and are entirely outside the City Council's control.

Council had a discussion regarding not cutting services because of other budgets and worry of what would happen and the unintended consequences if the budget is cut yet still living within the means. They talked about coming up with a plan and not being in the same situation year after year.

Manager Thompson explained that the Caribou Development Committee would like to set up a workshop with the City Council.

Council discussed options and chain of command for items to be put on the agenda. They stated that workshops can be valuable, but no decisions can be made in a workshop session. Through general consent of the Council items will be handled through the chain of command.

Manager Thompson presented change orders to the City Council for the Library MCA Connectivity project.

Council had a brief discussion regarding the change orders and the absence of the library director at the wishes of Haley Ward.

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to deny authorization for the change order dated May 21, 2026 in the amount of \$43,000 for additional engineering services completed on project number 10963.008.

Concerns were raised as to the whereabouts of the Library director and the absence of Haley Ward at the meeting.

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

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

a. 2026 Municipal Budget

Manager Thompson explained since our last meeting, the Fire Chief has been made aware of new DEA requirements and is available to provide details.

Chief Lajoie explained that there are new mandates implemented by the federal Drug Enforcement Agency (DEA) that directly affect EMS Agencies throughout the state, including our department.

The Protecting Patient Access to Emergency Medications Act of 2017 (PPAEMA) was signed into federal law on November 17, 2017. Final DEA regulations associated with this Act were published on February 5, 2026, and officially took effect on March 9, 2026.

These regulations significantly change how EMS agencies obtain, secure, track, administer, inventory, and dispose of controlled substances carried on ambulances.



Historically, EMS agencies in Maine operated under Maine EMS authority and statewide protocols with medications supplied primarily through hospital pharmacy systems. Under the finalized DEA regulations, EMS agencies are now required to establish direct DEA registrations and assume responsibility for all controlled substance compliance requirements under federal law.

As a result, the Caribou Fire & Ambulance Department is now required to establish a DEA-compliant controlled substance management program.

The estimated cost for the department is \$25,000 for all of the safety devices needed to store the medications.

Departments statewide have recently been advised that they have approximately 60 days to establish compliance plans and begin implementation efforts.

Council and Chief Lajoie had a brief discussion regarding the licensing and requirements to implement the new requirements for handling narcotics.

Police Chief, Corey Saucier explained that he has been working with Enterprise for the lease program to replace fleet for the department. He is suggesting that the Council approve the modifications to the enterprise lease program.

Council had a brief discussion regarding the lease and regarding going to bid for the future of leasing and purchasing new vehicles in the meantime. They requested information from the Chief regarding the current repairs that are needed to get the fleet in proper order.

Chief Saucier explained that Cruiser 900 has a coolant leak, needs transmission and catalytic converter totaling over \$13,000 in repairs. Cruiser 901 needs a transmission and will cost approximately \$10,500. Cruiser 902 was recently in an accident and is totaled.

Council had a brief discussion regarding the budgets, and the possibility of spending down current balances to purchase items that are needed rather than requesting additional funds when there is money in accounts.

**Council Agenda Item #11:** New Business, Ordinances and Resolutions

a. Spud Speedway 2026 Rates and Coverage

Chief Lajoie proposed a set of rates for the 2026 special event coverage. Mr. Lajoie explained that the proposed Special Event Coverage Rate Schedule for 2026, along with a new Policy and Guidelines for EMS, Fire, and Rescue Coverage at Motorsports Events which is in line with NFPA 610 standards (Guide for Emergency and Safety Operations at Motorsports Venues).

These proposals are intended to ensure that private events requiring dedicated emergency services are adequately staffed, appropriately funded, and operated in a manner that protects the public, event participants, and the City of Caribou.

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to accept the rate charge as presented by Chief Lajoie.

Roll Call Vote: D. Bagley – 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, that the city pick up half of the cost for event coverage for all events as was done last year.

Council had a discussion regarding discounting the fees for service for special event coverage, and regarding what kind of coverage and events are being covered by the city staff.

Staff is also creating a policy regarding event coverage, and the standards.

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

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

Deputy Mayor Smith stated that the Capital budget committee should have it all wrapped up soon.

Councilor Lovewell stated that there are lots of great things coming up with the Riverfront committee, and lots of exciting things happening in the community.

Councilor Bagley stated that he has attended planning board meetings and that they are working on ordinances to rewrite chapters seven and thirteen. He stated that the airport committee is meeting tomorrow and the development committee has a meeting scheduled for the 17<sup>th</sup>.

**Council Agenda Item #13:** Next Meeting, June 29, 2026

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

a. Executive Session for union negotiations to 1 MRSA §405.6.D (IAFF 5191 Caribou Fire and Ambulance)

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to enter into executive session at 8:20 PM to discuss union negotiations pursuant to 1 MRSA §405.6.D, IAFF 5191 Caribou Fire and Ambulance.

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

Council exited executive session at 9:01PM

Motion made by Councilor Watson, seconded by Councilor Knight Phair to approve the mediated settlement memo that was provided to the city by the fact-finders regarding the Caribou

June 15, 2026

26-12 Pg. 11

IAFF 5191 successor Collective Bargaining Agreement with the exception that the ratification bonus for existing employees contemplated in Article 9 will be \$1,000.

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

**Council Agenda Item #15:** Adjournment

Motion made by Councilor Knight Phair, seconded by Councilor Lovewell at 9:05PM.

Roll Call Vote: D. Bagley – 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, June 29, 2026, in the Council Chambers with the following members present: Mayor Boma, Councilors Bagley, Knight Phair, Lovewell and Watson. Deputy Mayor Smith and Councilor Kelley were absent.

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

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

The meeting was covered by Cameron Levasseur of “The County” and broadcast via Spectrum and YouTube.

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

Councilor Watson read the 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

Gail Hagelstein, Caribou Resident

Ms. Hagelstein came in to speak about the budget considerations and thanked the City and Staff for all of their work and dedication to the municipal budget. She explained that she understands the increases to the budgets that effect the mil rate for the City and that she wanted to stress the importance of not cutting the budget.

**Council Agenda Item #6:** Minutes

a. Minutes of the April 13, 2026, Regular City Council Meeting

Motion made by Councilor Watson, seconded by Councilor Lovewell to accept the minutes from the April 13, 2026, meeting as presented.

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

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

a. RSU #39 Student Recognitions – CCS and CHS Show Choirs

Mayor Boma explained that Caribou citizens have a lifelong interest in all aspects of music. A love of music is often instilled through our Caribou School department with programs like band, strings, and choir. From an early age, young people sing in their church choir and start dance lessons at the Maine Dance Academy. Over the years, several national acts have played at the Caribou Performing Arts Center and on Thursdays on Sweden Street, the local bands play to an enthusiastic crowd. It is safe to say that performing is a passion shared by many in our community.

The Caribou City Council is pleased to welcome members of the Caribou Community School Show Choir and Caribou High School Show Choir to be recognized for their dedication to this vibrant music program that combines singing with choreographed dancing. Your success continues the long-standing tradition of Show Choir and Jazz Choir in the Caribou School System, thanks to talented and devoted program staff. Students and advisers, your commitment to learning the songs and dance routines and hours of practice paid off with a “Gold” at the state level competition.

It is also an acknowledgement of the parents who devote a significant amount of effort into promoting their child’s participation in musical theater. From providing rides and snacks for practice to sewing costumes and listening to the same songs hundreds of times to cheering on the performances downstate, it’s the parents who provide love and encouragement for this high level of creativity and self-expression.

Mayor Boma presented certificates to the students in Show Choir.

CHS:

|                   |                    |
|-------------------|--------------------|
| Bella Albert      | Emma Graves        |
| Chloe Boma        | Jadyn Holmes       |
| Emma Coty         | Elyza Landeen      |
| Kaytlin Crouse    | Abigail Mierzwa    |
| Heather Gustin    | Mallory Maynard    |
| Morgan Lahey      | Charlotte Plourde  |
| Meredith Lahey    | Kassidy Porter     |
| Ava Powers        | Elizabeth Robbins  |
| Isabella Robbins  | Dean Gibson        |
| Annabelle Smith   | Aubrey Plante      |
| Katelyn Stedman   | Michaela Rhinebolt |
| Madison Thibault  | Emmett Singer      |
| Gretchen Towle    | Maggie Bell        |
| Jane Towle        | Trevor LaPlante    |
| Sadielee Violette | Jasmine York       |
| Mitchell Hewitt   | Sadie Hunter       |
| Brooklyn Boutot   |                    |

Amy Hunter – Director

Rebekkah Willey – Assistant Director

CCS:

Evan Hamilton

Hailey Johnson

Amelia Cook

Aiva Elliott

Bailey Cochran

Hudson Codrey

Addy Elliott

Camilla Boma

Ava Adams

Winnie Stedt

Emma Sandstrom

Addy Ginish

Emma Goodwin

Jilly Langworthy

Giselle Raymond

Addy Nadeau

Addy Powers

Emma Adams

Marigan Maynard

Sophie Morrow

Araya Mojica

Delilah Anderson

Bella Adams

Ella Dillon

Lexie Ouellette

Evelyn Irving

Clark Sheridan

Jorja Raymond

Ava Rosser

Bella Belyea

Zoey Baker

Georgianna Anderson

Brooklyn Boutot

Alexa Guyette

Quinn Gervais

Amy Hunter – Director

Amy Stedman – Assistant Director

The Council congratulated the Students for their achievements, hard work and dedication.

**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. May 2026 Financial Reports – Finance/HR Director Carl Grant

Carl Grant (Finance & HR Director) reviewed the May 2026 Financial report for the City of Caribou.

Motion made by Councilor Watson, seconded by Councilor Knight Phair to accept the May 2026 financial report as presented.

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

b. City Manager's Report

Manager Thompson presented the City Manager's report dated June 29, 2026.

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

a. 2026 Municipal Budget

Council had a discussion regarding taking a separate vote for the Capital budget from the other budgets. They also discussed plans for the Police department vehicles, and scheduled projects. The Council discussed leasing vs purchasing vehicles for the departments in need and the availability to purchase vehicles that are ready and available.

Motion made by Councilor Lovewell, seconded by Councilor Watson to accept the expense and income budgets as presented.

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

Motion made by Councilor Knight Phair, seconded by Councilor Watson to accept the Capital budget as presented.

Roll Call Vote: D. Bagley – No, L. Knight Phair – Yes, T. Lovewell – Yes, P. Watson – Yes, C. Boma– Yes (So voted)

**Council Agenda Item #11:** New Business, Ordinances and Resolutions

a. Updates to the Animal Control Ordinance – Economic & Community Dev Specialist Eric Sanderson

Eric Sanderson (Economic & Community Development Specialist) reviewed the reasons for updating the Animal control ordinance for the City of Caribou. He explained that it gives the officers more authority to handle situations regarding animals.

Council had a brief discussion regarding the proposed changes to the ordinance in the City and the limitations on numbers of dogs that can be owned. They also discussed the zones that are affected by the changes, and suggested using the terminology of inside the DOT compact zone as identifying borders.

The proposed ordinances will be brought back to a future meeting for introduction.

b. 2026 Tax Commitment update

Manager Thompson explained that she is still waiting for information regarding the Business personal property taxes. She explained that the City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU39 on or before the 30th of June each year.

Staff cannot provide the information needed to recommend a rate of taxation because the City budget was not approved by the date of this meeting.

If the budget is set at this meeting, staff can bring back a recommendation at the next regular meeting, July 20.

Based on the 2025 value of a mil (\$503,472) and the budget increases received from the County of Aroostook (\$75,520), RSU#39 (\$358,058), and the anticipated increase to the municipal budget (\$697,519), the anticipated increase to the tax rate will be 2.25 mils. The 2025 tax rate was 22.00 mils. The 2026 tax rate is estimated to be 24.25 mils. Since many items (real estate valuation, personal property valuation, exemptions, reimbursements, etc.) factor in the 2026 value of a mil, that will likely change.

The City of Caribou 2026 certified ratio (which also affects the tax rate) is 99%.

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

Councilor Watson explained that he has been working through the last two (2) years on a Homeless Veteran Project. He explained that they currently have a tiny home that sleeps three (3), and that they are working on four (4) more units for Caribou and three (3) for Fort Fairfield. They will be hosting an open house at the VFW on the 11<sup>th</sup> and 12<sup>th</sup>.

Councilor Bagley stated that August 15<sup>th</sup> and 16<sup>th</sup> there will be events in conjunction with Skydiving held at the municipal airport. They are working on lots of big plans and it is very exciting.

**Council Agenda Item #13:** Next Meeting: Regular Meeting July 20, 2026

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

Council did not enter executive session.

**Council Agenda Item #15:** Adjournment

Motion made by Councilor Watson, seconded by Councilor Knight Phair to adjourn the meeting at 7:15PM

Danielle Brissette, Secretary



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

The Caribou City Council held a regular City Council Meeting on Monday, July 20, 2026 in the Council Chambers with the following members present: Mayor Boma, Deputy Mayor Smith, Councilors Bagley, Lovewell, Kelley, Knight Phair, and Watson.

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

Penny Thompson, City Manager, was 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

Councilor Watson expressed a conflict with item 10C as the VFW hosts the event.

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

\*Felicia Blackstone came in with a North Mall Mural Proposal.

Ms. Blackstone explained that the project will be inspired by the roots of Caribou, Maine. Many things will connect all of the walls to be a continuous story; The sky will be obvious throughout each wall, the ever-changing seasons and the wildlife and nature seen here as the day changes from day to night will also highlight all that Caribou has to offer. The far right last two walls will tell the “end” of the story finishing with the summer season in the evening.

The first part of the project wall will be the last two walls to the right of the North mall. The first section she is proposing to work on is the farthest two walls on the right side.

She explained that some of the items that will be shown in the mural are a farmers’ market in the bed of a truck, the Aroostook River bridge, people floating in kayaks and many other items through the history of Caribou.

\*Jeff Bernard, president of Caribou Viking Riders ATV Club

The President of the Caribou Viking Riders ATV Club came to speak about their request for limited ATV access on designated portions of Belanger Road, Albair Road, Brissette Road, and Townline Road.

“I believe you already have our written proposal, so I do not want to spend this time simply reading the letter back to you. Instead, I would like to briefly explain why this request is important, provide an update on our progress, and address some of the potential safety and road-related concerns.

This request became necessary after the Club unexpectedly lost permission to use a previously established off-road trail corridor. The loss of that permission was not caused by misconduct by the Club or its members, but it created a significant break in the local trail system and disconnected riders from a portion of the existing 633F trail network.

The proposed municipal road access would restore that connection while we continue working toward a more permanent off-road solution. We are not asking for unrestricted ATV use on city roads. We are requesting a clearly defined connection, along a specific route, for the specific purpose of restoring continuity within the existing trail system.

Since submitting our proposal, we have confirmed that at least one landowner along the proposed corridor is willing to allow the Club to utilize their property as part of this connection . This is an encouraging step and demonstrates that we are continuing to work directly with landowners rather than relying solely on municipal road access.

We will continue pursuing additional landowner permissions and off-road alternatives, particularly on the eastern side of Van Buren Road. Our long-term preference remains an offroad trail connection whenever one can be secured safely and responsibly. The requested road access is intended to provide a practical temporary solution while those efforts continue.

It is also important to compare this proposal with ATV access that already exists within Caribou.

Riders currently travel along a portion of Van Buren Road north of the North Caribou Park and the Access Highway and Madawaska Rd connecting our trail with the Limestone Trail System. These existing accesses require ATVs to travel alongside regular vehicle traffic for a measurable distance. To our knowledge, that access has operated without significant issues or known damage to the roadway itself. That history demonstrates that designated access can operate responsibly when the route is clearly communicated, and riders understand where they are permitted to travel.

By comparison, the new proposal would primarily require riders to cross Van Buren Road to continue from one portion of the designated route to another. Removing significant travel alongside traffic on Van Buren Road for an extended distance, riders would make a direct and clearly marked crossing.

We understand that the Council must consider public safety, nearby residents, road conditions, and the City's responsibilities. We respect those concerns and are willing to work through any reasonable conditions the City may establish.

The Club is prepared to assist with signage, route markings, rider education, online communication, and safety messaging. We would also work cooperatively with the City and law enforcement to make sure riders understand that this is a designated connection, not general permission to travel freely on surrounding roads.

Maintaining this connection is important beyond the convenience of individual riders. A functioning trail network supports local residents, visiting riders, area businesses, restaurants, fuel stations, lodging establishments, and the tourism-related economic activity associated with ATV recreation.

When a key section of trail becomes disconnected, it affects the usefulness of the entire network. This proposal would restore an important link while allowing the Club time to continue seeking a permanent off-road alternative.

We believe this request is measured, limited, and responsible. It does not create a greater burden than road access that already exists, and in the case of Van Buren Road, the proposed crossing may involve less interaction with vehicle traffic than the extended roadside travel currently permitted.

Tonight, I respectfully ask the Council to support the proposed designated access or move the request forward for any necessary review and reasonable conditions.

We appreciate the City's past cooperation with the ATV community, and we look forward to continuing that partnership in a safe and responsible manner.”

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

a. Bid opening for the purchase of Police Cruisers

Chief Saucier explained that bid packets were sent out to multiple dealerships, and the best offer received back was from Griffeth Ford in Caribou. Chief Saucier is asking that we purchase seven (7) 2027 Ford Police Interceptor Utility AWD vehicles in response to the City of Caribou Police Vehicle Bid that was due on July 9, 2026.

Council had a discussion with Chief Saucier regarding purchasing vehicles to get them by until going to referendum in November for the lease, they also looked at options on where they could get money to cover purchases through the capital funds that the department has available.

Motion made by Councilor Watson, seconded by Councilor Knight Phair to purchase seven (7) vehicles with an additional \$91,000 from the small equipment fund and a total cost not to exceed \$478,000.

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. Bid opening for the purchase of Z mower

Gary Marquis (Superintendent of Parks & Recreation) explained that he is requesting to purchase a new zero turn mower for the department. The request has been part of the Capital Equipment program for this year.

Mr. Marquis explained that he received three bids back from two Caribou dealers.

The staff is recommending that the City Council allow the department purchase the Scag Tiger Cat II from Luke's Small Engine shop.

Motion made by Councilor Bagley, seconded by Councilor Lovewell to purchase the Scag Tiger Cat II with a 61" deck and 32hp Kohler motor in the amount of \$10,479.99 coming from account G 1-365-10.

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. Bid opening for the purchase of Fire Chief vehicle

Chief Brian Lajoie explained that he has recently solicited for bids to purchase a new Fire Chief vehicle. He explained that he received several vehicles back, with the lowest bid being on a 2026 Chevrolet Tahoe SSV from Colonial Municipal Group in the amount of \$56,341.00.

Chief Lajoie explained that the funding for the purchase will come from the Fire Department Vehicle Reserve account which has a balance of \$80,000.00.

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to purchase the 2026 Chevrolet Tahoe SSV from Colonial Municipal Group in the amount of \$56,341.00.

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:** Public Hearings and Possible Action Items

a. Public Hearing on Ordinance 5 – Non-Union Retirement

Open Public Hearing: 6:39PM

There were no comments made by the public.

Closed Public Hearing 6:40PM

Motion made by Deputy Mayor Smith, seconded by Councilor Watson to approve Ordinance 5, amending Chapter 2 Retirement.

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. Public Hearing on Dangerous Building at 8 Spring Street

Open Public Hearing: 6:40PM

Tim St. Peter (Code Enforcement Officer) explained that the building is in disrepair and that the owner of the property is deceased.

There were no comments made by the public.

Closed Public Hearing: 6:41PM

Motion made by Councilor Watson, seconded by Councilor Lovewell to declare the structure located at 8 Spring Street to be dangerous and a nuisance and order the code officer to have the building removed.

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. Public Hearing on Dangerous building at 96 Main Street

Open Public Hearing: 6:42PM

Danyal Botting explained that her father has had health concerns and that they are trying to take care of the property.

Tim St. Peter (Code Enforcement Officer) explained that the action is looking at the potato house and barn for the dangerous buildings action. He is asking that the council declare the property to be dangerous and have the owners develop a plan to remediate the unstable buildings.

Closed Public Hearing: 6:46PM

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to declare the structures located at 96 Main Street to be dangerous and a nuisance and order the owner to develop a plan to remove the buildings and have it approved by the code officer within 30 days.

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. Public Hearing on Dangerous Building at 374 West Presque Isle Road

Open Public Hearing: 6:47PM

Tim St. Peter (Code Enforcement Officer) explained that the structure located at 374 West Presque Isle Road be deemed a dangerous building. He explained that the owner of the property is deceased, and the property has not gone through probate.

There were no comments made by the public.

Closed Public Hearing: 6:48PM

Motion made by Councilor Watson, seconded by Deputy Mayor Smith to declare the structure located at 374 West Presque Isle Road to be a dangerous and order the code officer to have the building removed.

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

a. June 2026 Financial Reports – Finance / HR Director Carl Grant

Carl Grant, HR & Finance Director reviewed the June 2026 Finance reports for the City of Caribou.

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

b. City Manager's Report

Manager Thompson reviewed the City Manager's report dated July 20, 2026.

**Council Agenda Item #9:** Unfinished business

a. Signing of Quitclaim deed to former owner, approved at the June 15, 2026, meeting

Information was provided to the Council in their packet to release the property via quit claim deed back to the previous owner.

b. Memorandum of Understanding with IAFF 5191

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to authorize City Manager Penny Thompson to sign the Memorandum of Understanding with IAFF 5191, and make all necessary redline changes to the collective bargaining agreement, consistent with the MOU.

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

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

a. Request for a Mobile Veterinarian Clinic on Municipal Property

Eric Sanderson, Economic & Community Development Specialist explained that in June, staff received a request from representatives of the Aroostook Mobile Pet Center, a group that works with the Maine State Animal Welfare Department, to temporarily locate a mobile animal clinic in Caribou. One of the primary volunteers and Caribou resident, Norma Milton, requested use of a municipal facility in town to provide this vital service in Central Aroostook County. The clinic, operated out of a camper-like van, would need access to a small building, water, and power hookups. Councilor Watson, Parks & Recreation Superintendent, Gary Marquis, and Economic Development staff met with Ms. Milton later in June to discuss some potential City-owned sites.

In our communications, the staff made clear that any temporary use of a municipal facility or property will require approval by the City Council.

The van would provide spay and neuter services, vaccines, and insect prevention/remediation for approximately 120 cats across the three days each month. With this in mind, staff believes the Collins Pond Park and building facility would work well for the clinic use. The water and power hookups are on the side of the building, and the van could park at the rear (northeast side) of the building. The request is for use of property in Caribou for approximately three days per month from as early as August this Summer, to October 1st, 2026, to park the mobile clinic van, utilizing a nearby building for a recovery area. Aroostook Mobile Pet Center would also like to plan out clinic locations for 2027, and is similarly requesting to be considered for use of the Collins Pond Park and building from mid-May of 2027 through October 1st, 2027, also for three days per month.

In previous years, the van has been set up at the Parks & Recreation property on Bennett Drive, however that space is very active in the Summer and early Fall months and was discussed to not be a good fit at this time. The previous uses at the Parks & Recreation property involved minimal water and electrical use, not contributing substantially to any costs to the City's monthly utility bills. The group running the mobile veterinarian clinic at that time did provide a donation to the City for its time and facilities, and Ms. Milton has indicated the Aroostook Mobile Pet Center would be amenable to doing something similar this year.

Norma Milton also explained that in the future they would like to expand services for well-being clinics for dogs also, so that they can receive their vaccinations that they need.

Motion made by Councilor Watson, seconded by Councilor Kelley to allow use of the Collins Pond Park and building facilities to be used by the Aroostook Mobile Pet Center for approximately three days per month from August to October 1, 2026, and from mid-May to October 1st, 2027.

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. Introduction of Ordinance 6, 2026 Series, to Amend Chapter 3 Article 1, Dog Ordinance

Eric Sanderson, Economic & Community Development Specialist explained that he has made some small adjustments to the proposed ordinance such as the number of dogs that a home can have. He stated that he is bringing the ordinance back tonight to be introduced so that a public hearing can be held at a later date.

Deputy Mayor Smith introduced Ordinance 6, 2026 Series, to Amend Chapter 3 Article 1, Dog Ordinance.

c. Application to License Games of Chance for “Ride For A Cure” at the Caribou VFW

Councilor Watson thanked everyone for their consideration and stated that Ride for A Cure is a huge benefit for Aroostook County.

Motion made by Deputy Mayor Smith, seconded by Councilor Lovewell to approve the games of chance application for Ride For A Cure.

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

d. Ballot for Election to MMA’s Legislative Policy Committee

Manager Thompson explained that she has provided copies a copy of the ballot for Council consideration. Caribou is in the Dist. 1 voting area and needs to vote for two candidates. There are two candidates on the ballot.

Motion made by Councilor Watson, seconded by Councilor Lovewell to vote for Sandra Fournier and Suzie Paradis to Serve as representatives of District 1 on the 2026-2028 MMA Legislative Policy Committee.

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

e. 7 Water Street building discussion

Manager Thompson explained that On January 25, 2023, there was a fatal fire at 7 Water Street. Through their attorney, the owners of the property offered to convey the property to the City of Caribou.

The City of Caribou has been working with the Maine DEP to create a plan to clean up the property. However, the owners are prohibiting the engineers hired by Maine DEP to continue their work which requires entering the property to take samples. Through their attorney, the owners of the property have offered again to convey the property to the City of Caribou.

When speaking with my contacts at Maine DEP, the municipality has access to brownfield funds if they acquire the property involuntary (like through the automatic lien foreclosure process as with the power plants). These funds can also be used if the municipality takes “all appropriate inquiries” before voluntary acquisitions. Since the City (through Maine DEP 128a funding) received an ESA Phase 1 on February 6, 2026, which can be used to satisfy the “all appropriate inquiries” test for six months which would expire on August 6.

Motion made by Councilor Watson, seconded by Councilor Kelley to accept a deed from Brian and Sharon Bickford for the property at 7 Water Street, and continue the process of clean-up with the DEP, and abate the unpaid taxes from account E 80-01-201-01 Abatements.

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



f. 2026 Tax Commitment motions

Motion made by Councilor Watson, seconded by Councilor Knight Phair to approve Resolution #7, 2026 Series, A Resolution of the Caribou City Council establishing the 2026 Tax mil rate and collection items.

Councilor Bagley expressed his concern and stated that a 2.5 mil increase is too much and he is not comfortable with it. He stated that he believes that a mil could be cut from Capital Budgets.

Councilor Watson explained that they could go back and look, but to no avail, we have to pay for the services that we need for the community.

Councilor Bagley stated that the biggest adjustments would have been to spend the money that is in the accounts.

Councilor Knight Phair explained that her fear is that the money would no longer be available for the projects that are planned for the future.

Mayor Boma stated that the departments plan for 5-year projections, and that is why they build reserves for future projects.

Councilor Lovewell stated that there is a plan for the money in the accounts, and it has all been set aside for future projects.

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

Motion made by Councilor Knight Phair, seconded by Councilor Watson to close the municipal building to the public at 1:00PM on Thursday, December 31, 2026, so that City staff can complete the year end process.

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

g. Continued discussion regarding Downtown Mall Mural (from Public Input)

Motion made by Councilor Watson, seconded by Councilor Knight Phair that we accept the proposal from Felica Blackstone to begin the mural at the north mall using account E 11-01-385-01 to fund the project.

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

Councilor Bagley stated that he is glad to see something like this happen, but he is uncomfortable, he would like to cast a broader net for input from others. He stated that he would like the project to go out to an RFP.

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

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

Councilor Bagley stated that August 15<sup>th</sup> will be the Skydiving event at the Municipal Airport and other events are planned for the same date.

Councilor Lovewell stated that she is excited for all the fun things that are coming up and the nice weather.

Deputy Mayor Smith reminded everyone about Thursdays on Sweden Street, and that the lodge would be present selling French fries and dough boys.

Councilor Knight Phair expressed her concern regarding e-bikes and scooters. She stated that many operators do not follow the rules of the road, they may not have much experience and often are moving fast without any helmets and protective gear. She urged everyone to be cautious when traveling.

Councilor Kelley stated that she is excited about the upcoming mural project.

Mayor Boma said she is excited for the projects coming up and to see samples of the artwork for the mural.

**Council Agenda Item #12:** Next Regular Meeting August 10, 2026

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

a. Executive Session for economic development pursuant to 1 MRSA §405.6.C (CMAC)

Motion made by Councilor Watson to move into executive session for economic development pursuant to 1 MRSA 405.6.C. CMAC at 7:38PM.

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

Council exited executive session at 8:05PM

Motion made by Councilor Watson, seconded by Councilor Lovewell Councilor Lovewell to provide staff support to the Children’s Museum of Aroostook County until 12/31/2026 as outlined in the agreement presented by staff and present statistics on usage on a monthly basis.

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

**Council Agenda Item #14:** Adjournment

July 20, 2026

26-14 Pg. 11

Motion made by Councilor Lovewell, seconded by Mayor Boma to adjourn the meeting at 8:08PM

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

Danielle Brissette, Secretary



## *City of Caribou, Maine*

*Code Enforcement Office*

*Tim St. Peter*

*04736tstpeter@cariboumaine.org*

*207-493-4231*

### **MEMO**

**To: Caribou City Council**

**From: Tim St. Peter, Code Officer**

**Date: Aug 7, 2026**

**Re: 103 Water St Demo**

Madam Mayor and Honorable Council Members,

On July 14<sup>th</sup>, 2026, an RFP for the demolition of 103 Water St. was issued. We received three bids in response to the RFP. After reviewing the proposals in detail, staff recommend awarding the contract to Soderberg Construction Co. with a bid of \$68,350.

This project is funded through a grant from NBRC. The above bid totals slightly less than 70% of the budget for this project.

Suggested Action:

Madam Mayor, I move to award Soderberg Construction Co the contract to demolish 103 Water St.



## MEMO

**TO: Caribou City Council Members**

**FROM: Eric Sanderson, Economic & Community Development Specialist**

**DATE: August 4, 2026**

**RE: Façade Improvement Grant Applications & Review Committee Recommendation**

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### Introduction

The City of Caribou's Façade Improvement Grant Program is financed via Tax Increment Financing (TIF) program funding for the Downtown TIF and RC-2 District TIF. Each year, the City Council has allocated \$40,000 to be applied for biannually, with applications due each Spring and Fall. With the Spring round of funding this year having only one award for less than \$700, the City Council voted to open a Special Summer round of Façade Improvement Grant applications, which were due on July 24<sup>th</sup>. The application form, program fact sheet, and scoring criteria are all contained in the materials attached to this memo.

### Applications

Seven eligible applications were received. The seven applicants and corresponding review is described below:

| Applicant      | Business                      | Address           | Project                                                                             | Amount Requested |
|----------------|-------------------------------|-------------------|-------------------------------------------------------------------------------------|------------------|
| Jen Anderson   | Thrive Body Spa               | 73 Sweden Street  | Paint porches, lattice work, fix white fence, handicap ramp, sign at back entrance  | \$2,000          |
| Adam St. Peter |                               | 539 Main Street   | New doors (entry & overhead), new windows, new trim, new vinyl siding, new signage  | \$7,500          |
| Bill Flagg     | Powers Theater                | 46 Sweden Street  | Reface rear/Center Street side of building                                          | \$7,250          |
| Yuri Samayoa   |                               | 545 Main Street   | Windows, metal siding, new facade and overhang                                      | \$7,500          |
| Todd Russell   | Russell-Clowes Insurance      | 562 Main Street   | Two sign face changes on free-standing sign frame, one sign face change on building | \$2,250          |
| Gerri Nadeau   | County Ag & Timber Candle Bar | 7 Dow Siding Road | Two metal signs, one for County Ag, and one for Timber Candle Bar on the building   | \$1,675.80       |
| Lisa Cotts     | Former Maryjo's               | 465 Main Street   | New siding, windows, gutters as part of building remodel                            | \$7,500          |

**Total: \$35,675.80**

### Review Committee Recommendation

*Jen Anderson, Thrive Body Spa – 46 Sweden Street*

Upon review, the Committee agreed that this was a highly visible location on Sweden Street and a great project that uses local labor.

**Recommendation: Approve award in the amount of \$2,000**

*Adam St. Peter – 539 Main Street*

This project was a full façade renovation, using local labor and materials and in a highly visible spot on South Main Street. The Committee ranked this as one of the highest scored applications

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

*Bill Flagg, Powers Theater, 46 Sweden Street*

The Committee noted that this project was also prominent, and that Mr. Flagg received Fall of 2025 funding so he had been awarded funds in a previous round. The work was done locally and siding quoted by S.W. Collins, so the application scored highly on use of local labor and parts.

**Recommendation: Approve award in the amount of \$7,250**

*Yuri Samayoa – 545 Main Street*

The Committee recognizes the investment and time that this property owner took, and loved to see it as a first time applicant, and ranked this application as the highest scored. The labor was local, it is a high visibility location, and cleaned up a blighted property considerably.

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

*Todd Russell, Russell-Clowes Insurance – 562 Main Street*

This project was also rated highly, with Big O's Signs and Lettering used as a contractor, and also being an extremely visible spot on South Main Street. The Committee was encouraged to see this building bought and continued to be utilized by an existing Caribou business.

**Recommendation: Approve award in the amount of \$2,250**

*Gerri Nadeau, County Ag & Turf Supply & Timber Candle Bar – 7 Dow Siding Road*

This project is also in a highly visible spot, however the applicant has gotten a previous façade improvement grant. The Committee fully supports this project and recommends funding.

**Recommendation: Approve award in the amount of \$1,675.80**

This project was also highly scored as a full renovation of the former Maryjo's café, and the owner presenting to the group indicating two local bakers and chefs planning to run a new café. It is in a high visibility location with local parts used, and replaced the roof that was previously falling in.

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

Conclusion

Each of the projects eligible were in high visibility, most used local labor, and almost all would or did visually improve commercial properties. With \$35,675.80 requested this round and only \$19,381.87 available, the shortfall totals \$16,293.93. After some discussion, it was noted that that several applicants who had applied in 2023 and 2024 had not completed work for funded projects within the required 18-month timeframe of the program. With this in mind, the City Manager checked the account balance of the Façade Improvement Grant account, which is \$33,338.72, with an additional \$6,661.28 to be moved from the Facade Reserve account. With this \$40,000 currently available, and the knowledge that more facade funds will be re-allocated to it due to incomplete projects from awards that were not completed in 2022-2023, the Review Committee, recommends all projects be awarded funding for a total of \$35,675.80.

**Suggested Action:**

After discussion, please make a motion “to allocate 2026 funds for the Façade Improvement Grant pursuant to the Review Committee’s recommendation in the amount of \$35,675.80”.

Second

Discussion



## MEMO

**TO:** Caribou City Council Members  
**FROM:** Penny Thompson, City Manager  
**DATE:** August 10, 2026  
**RE:** Public Hearing

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Tonight there is one public hearing scheduled.

Agenda item number 8: Public Hearings and Possible Action Items

a. Public hearing on Ordinance 6 – Animal Control Ordinance

Eric Sanderson, Economic Development

For the public hearing, please:

Open the Public Hearing and note the time for the minutes

Ask the staff member to present the information at the podium

Ask if there are any comments from those in attendance

After all public comments, ask for any feedback, questions or comments from the members of the City Council

After all City Council comments, please close the Public Hearing and note the time for the minutes

Ask for the wishes of the City Council

### **Suggested action:**

After hearing the information, please make a motion

Second

Discussion

Vote



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



## **MEMO**

**TO: Caribou City Council**

**FROM: Eric Sanderson, Economic & Community Development Specialist**

**DATE: August 4, 2026**

**RE: Updates to Chapter 3, Article I – Animal Control Ordinance**

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### Introduction

Over the Winter and Spring, staff has worked with the Police Department and volunteers from the Planning Board to update the City Charter Chapter 3 – Animals and Fowl, Article I Dog Ordinance. As proposed, the title of the ordinance would be updated to “Article 1 Animal Control Ordinance”. The Ordinance explicitly states the existing authority of the Police Department as the Animal Control Officer for encounters and calls for animals in distress, whereas the previous ordinance spoke to the “Dog Constable” or “Police Officer”. The update serves to have more consistent standards with respect to condition of animal facilities and the ability of the Caribou Police Department to effectively respond to calls for animal control. A copy of Ordinance 6, 2025 Series containing the red-lined and clean copy updates of the Ordinance is attached to this memo.

### Updated Standards

The updated standards have been made after review of other communities with Animal Control Ordinances in Maine, including Presque Isle and Bangor. Included are definitions for an “owner”, “disturbance”, and “animal cruelty and abuse”. Many of the existing standards such as dogs running at large are maintained, but are expanded upon to more closely match language observed elsewhere in an effort to be as comprehensive as possible. Keeping animals outside in unsafe hot or cold conditions, animal waste, bites, and the procedure for Rabies diagnoses are also covered.

The Planning Board held a public hearing at its May 14<sup>th</sup> Planning Board meeting, voting to advance the standards to the City Council for consideration. Upon its review for considering introducing this Ordinance (Ordinance 6, 2026 Series), the City Council requested language be added to provide exceptions on the limit on number of dogs, increasing that limit in the urban compact from three dogs to five, and speak to repeat offenses. Staff have updated Sec. 3-301 Number of Dogs Limited to reflect a limit of five dogs in the urban compact, excluding this limit for properties in the R-3, properties engaged in farming, commercial breeding, racing, or boarding of dogs, and those engaged in animal husbandry. Language related to repeated offenses is included in Sec. 3-106 Violation and states “repeated violation of this ordinance may be cause for having privileges to own and license a dog within the City of Caribou revoked, subject to review and recommendation by the parties named herein with Right to Enforcement”. Staff have provided a summary of Animal Control calls received by the Police Department for 2025 from January-December as Attachment 1 for the City Council’s reference.

### Requested updates from Staff

The Police Department has requested that if the Council wishes to continue working on this Ordinance, that Article VII on when dogs be dispatched be updated to “require owners to pay costs for transport and necropsy of the animal”. This will limit the financial burden on the City for the rare scenario a dog would need to be taken to the University of Maine at Orono lab and a necropsy conducted to determine what state of mind the animal was in when it was dispatched.

### Public Comment

Staff recognize and appreciate the amount to of comments received on this ordinance update, and have provided some context below for the City Council's consideration.

### *Number of Dogs Limited*

Much of the comments received pertain to the limit on number of dogs. During the Planning Board process, that limit was set at three to start the conversation on this ordinance. As it has progressed through the City Council and been introduced as Ordinance 6, 2026 Series, that number was requested to be increased and was updated to five dogs with the exceptions for farm animals and outside of the urban compact noted above. Staff previously noted 5 dogs requires a Kennel license from the state, however we should clarify that this is for breeding and mushers only, so more than 6 dogs as a domesticated pet does not require a kennel license, however, the dogs still need to be licensed through the City Clerk. The City Clerk would like to note that all dog licenses filed are State licenses.

The City Clerk's office has noted 533 dog licenses have been issued in 2026 in Caribou. On file, of those the City has 258 (48%) being for 1 dog. 174 (32.6%) of licenses are for two dogs, 10% for three dogs, 3.8% for four dogs, 2.8% for five dogs, and 2.3% for six dogs. With such few licenses issued for three to five dogs, the Police Department has indicated it has not received any calls for disturbances related to three or more animals.

### *Barking or Howling Dogs*

The standard in the current Dog Ordinance stipulates "on complaint made to the Dog Constable that any dog in the City has unreasonably disturbed the quiet of any persons...the Dog Constable shall issue notice to the owner ordering that such dog be kept under proper control". As proposed the Animal Control Ordinance would provide more structure, defining "Barking or Howling Dogs" as more than 30 seconds after 10PM, and more than 15 minutes of continuous barking between 6AM-10PM. This change was intended to provide additional clarity.

In speaking with the Police Department, Chief Saucier has indicated that responses to complaints had previously been handled as noise complaints, and that this ordinance would provide more specifics on when a complaint would need to be addressed. It would be handled the same as a complaint currently is, but just be more defined as to when that becomes a disturbance as opposed to subjective.

### *Use of "City Official" versus "Officer"*

One of the written comments received asks to not update "Constable or Officer" to "City of Caribou Official". It seems "officer or constable" being used may be preferred by the community so as to designate trained, professional officers to respond to these calls as opposed to other municipal staff or officers.

### Conclusion

This ordinance update was crafted with the intent to improve animal welfare standards, provide clarity in enforcement of the City's animal control standards, and to provide for the health, safety, and welfare of Caribou residents. We understand the City Council may have additional questions and changes at this time in considering this ordinance, and we are happy to work with residents and Council members alike.

### Suggested Action

The ordinance has been introduced, and the City Council may wish to make further changes to the Ordinance.

### Attachment 1 – 2025 Animal Control Calls in Caribou

| Complaint                                              | Number of Complaints | Percentage of Complaints | Time Spent  | Time Spent/Week               |
|--------------------------------------------------------|----------------------|--------------------------|-------------|-------------------------------|
| Loose/Found Dogs                                       | 120                  | 66%                      | 43.55 Hours | 0.86 Hours/Week               |
| Domesticated Animal Welfare                            | 18                   | 10%                      | 5.2 Hours   | 0.1 Hours (6 minutes)/Week    |
| Aggressive/Barking Dog                                 | 16                   | 9%                       | 5.5 Hours   | 0.11 Hours (7 minutes)/Week   |
| Horse, Deer, Fox, Bear, Raccoon, Groundhog, Dove, Crow | 20                   | 11%                      | 6 Hours     | 0.12 Hours (7.3 minutes)/Week |
| Misc. Dog/Cat                                          | 6                    | 3%                       | 3 hours     | 0.06 Hours (3 minutes)/Week   |
| Farm Animals                                           | 1                    | <1%                      | 1 Hour      | 0.02 Hours (1 minute)/Week    |

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## Chapter 3 – Animals and Fowl

### ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE

#### Section

- 3-101 ~~“Owner” and/or “Keeper” Defined~~ Purpose
- 3-102 ~~Disturbance~~ Owner
- 3-103 ~~Dogs Running at Large~~ Disturbance
- 3-104 ~~Impounding Dogs Found Running at Large~~ Not to Create a Nuisance
- ~~3-104 B Removal & Disposal of Fees~~
- 3-105 ~~Dogs Presenting an Immediate Threat~~ Animal Cruelty and Abuse
- 3-106 Violation
- 3-107 Right to Enforcement

### ARTICLE II IMPOUNDMENT FEES

#### Section

- 3-201 Impoundment Fees

### ARTICLE III NUMBER OF DOGS LIMITED

#### Section

- 3-301 Number of Dogs Limited

### ARTICLE IV BARKING OR HOWLING DOGS

#### Section

- 3-401 Barking or Howling Dogs

### ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES

#### Section

- 3-501 Animal Waste and Other Disturbances

### ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS

#### Section

- 3-601 Disposition of Dogs that Have Bitten Persons

### ARTICLE VII RABIES

#### Section

- 3-701 Rabies

### ARTICLE VIII WHEN DOGS MAY BE KILLED

#### Section

- 3-801 When Dogs May Be Killed

## Chapter 3 Animal and Fowl

### ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE

#### Sec. 3-101 ~~“Owner” and/or “Keeper” Defined~~ Purpose

~~The word “owner” when applied to the proprietorship of a dog shall include every person having a right of property in such dog, and every person who keeps or harbors such dog or has it in their care, and every person who permits such dog to remain on or about any premises occupied by them. The word “keeper” means a person in possession or control of a dog. A person becomes a “keeper” of a stray dog if the person feeds that animal for at least 10 consecutive days.~~

The purpose of this Ordinance is to control unreasonable noise disturbances created by domesticated animals or livestock living as domesticated animals and to control domesticated animals running at large. This Ordinance also assists a municipal officer of the City of Caribou to make a judgement call as to whether an animal is in distress due to cruelty or neglect as defined in Section 3-105.

#### Sec. 3-102 ~~Disturbance~~ Owner

~~On complaint being made to the Dog Constable that any dog within the City has unreasonably disturbed the quiet of any persons whosoever by continued barking or howling, or in any manner, the Dog Constable shall issue notice to the “owner” and/or “keeper” of such dog ordering that such dog be kept under proper control.~~

The word “owner” when applied to the proprietorship of a domesticated pet shall include every person having a right of property in such animal, and every person who keeps or harbors such animal or has it in their care, and every person who permits such animal to remain on our about any premises they occupy.

#### Sec. 3-103 ~~Dogs Running At Large~~ Disturbance

~~No person who is an “owner” and/or “keeper” of a dog, as defined by Section 3-101 of this Article, shall cause or permit any dog to run at large within the City, as herein defined. Dogs, while on any public way or public place shall be under restraint. The word “restraint” shall mean that a dog shall be controlled by a leash; or, at “heel”, beside the competent person and obedient to that person’s commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any dog while on the property of its “owner” and/or “keeper”.~~

On compliant being made to any City of Caribou Official that any domesticated animal within the City has unreasonably disturbed the quiet of any persons whoseever by continued barking or howling, or in any manner, the Officer shall issue notice to the owner of such animal ordering that such animal shall be kept under proper control.

### **Sec. 3-104 Impounding Dogs Found Running At Large Not to Create a Nuisance**

A domesticated animal shall be considered a nuisance if it soils, defiles or defecates on any public or private property, other than the owner's property; and the owner shall be obligated to remove and properly dispose of such waste promptly from any such public or private property.

No person who is an "owner" and/or "keeper" of an animal, as defined by Section 3-102 of this Article, shall cause or permit any animal to run at large within the City, as herein defined. Animals, while on any public way or public place shall be under restraint. The word "restraint" shall mean that a animal shall be controlled by a leash; or, at "heel", beside the competent person and obedient to that person's commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any animal while on the property of its "owner" and/or "keeper".

Any ~~Constable or Police~~ Caribou Official or Officer is hereby authorized and empowered to go upon any premises and enter any building other than a dwelling to seize and impound any ~~dog animal~~ or ~~dogs animals~~ which have been found running at large or which are in violation of any of the provisions of this Article or of any order issued hereunder when such ~~Constable or Police~~ Official or Officer is in immediate pursuit of such ~~dog animal~~ or ~~dogs animals~~. Upon seizing and impounding such ~~an dog animal~~, the ~~Constable or Police~~ Official or Officer shall collect a fee of \$25.00 from the "owner" and/or "keeper" upon releasing the ~~dog animal~~. In the alternative the ~~Constable or Police~~ Caribou Official or Officer may prosecute the "owner" and/or "keeper" of the ~~dog animal~~.

### **Sec. 3-104-B Removal & Disposal of Feces**

~~It is a violation of this Section for any person who possesses or controls a dog, except guide dogs who fails to properly remove, dispose of any feces left by his or her dog on any publicly owned property or upon the premises of any person other than the owner without that person's permission.~~

### **Sec. 3-105 Dogs Presenting an Immediate Threat Animal Cruelty and Abuse**

~~After filing of complaint to the Dog Constable and/or Police Officer, if the dog poses an immediate threat to the public, the dog shall, at the discretion of the officer, be subject to muzzling, restraint and/or transported to the animal shelter for quarantine purposes at the "owner's" and/or "keeper's" expense for a period of ten (10) days.~~

Animals shall have the right to the five freedoms of animal welfare: freedom to turn around, get up, lie down, scratch, and stretch their limbs completely.

#### **A. Definitions**

- i. "Animal Cruelty" means any act of inflicting unnecessary physical or mental pain on a living creature.
- ii. "Animal Neglect" means any willful omission of lack of care for a living animal in a confined space.

### **Sec. 3-106 Violation**

Any person found to be in violation of any provision of this Ordinance or any order issued

hereunder, shall be liable to punishment by fine not less than fifty dollars (\$50.00) but not to exceed one hundred dollars (\$100.00); and each day during which such violation continues shall constitute a new offense. Said fine to be payable to the City of Caribou. Repeated violation of this ordinance may be cause for having privileges to own and license a dog within the City of Caribou revoked, subject to review and recommendation by the parties named herein with Right to Enforcement per Sec. 3-107, below.

### **Sec. 3-107 Right to Enforcement**

It shall be the duty of any designated official under the authority of the City of Caribou City Manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.

## **ARTICLE II IMPOUNDMENT FEES**

### **Sec. 3-201 Impoundment Fees**

Any animal impounded hereunder may be reclaimed during shelter business hours, as herein provided upon payment by the owner to City's designated shelter provider, of impoundment fees and board charges, plus the price of any shots which the animal may have received while in the care of the shelter. If the City of Caribou has incurred these costs, the owner of the animal must pay the fees outlined above to the City. The Caribou Police Department may waive fees owed to the City under this section at its discretion, with the decision designated to the Chief of Police.

## **ARTICLE III NUMBER OF DOGS LIMITED**

### **Sec. 3-301 Number of Dogs Limited**

It shall be unlawful for any person or persons to keep or harbor within the City more than five dogs over six months old on any premises, house, barn, or other building or in or about all buildings occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared a nuisance pursuant to Article I of this Ordinance.

A. The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than five dogs, as aforesaid, on any one premises.

B. This limitation shall not apply to the below:

- a. Properties located outside of the State Urban Compact Zone;
- b. Properties located in the Caribou R-3 Rural Mixed Housing Zoning District
- c. Any person, group of persons, or corporations with dogs utilized primarily for operation and protection for agricultural uses
- d. Any person, group of persons, or corporation engaged in the commercial business of racing, breeding, buying, selling or boarding of dogs or operating a veterinary establishment;
- e. Any person, group of persons, or corporation engaged in animal husbandry, animal rescue groups, or animal shelters, as defined and subject to required



## **ARTICLE IV BARKING OR HOWLING DOGS**

### **Sec. 3-401 Barking or Howling Dogs**

#### **A. Nighttime.**

- i. It shall be unlawful for any person to confine a dog(s) in an open-air enclosure, including a fenced yard, where its barking may disturb the quiet of the neighborhood after 10:00 p.m. or before 6:00 a.m. Said dog(s) shall be confined within a reasonably soundproof building during those hours so that any barking will not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City. Said dog(s) shall be allowed outdoors, however, so long as it is accompanied by a person at all times and does not bark for longer than 30 seconds.
- ii. Notwithstanding the provisions of Subsection A(1) of this section, sled dogs covered by a valid kennel license issued by the municipality or a State authority may be confined in an open-air enclosure after 10:00 p.m. or before 6:00 a.m. so long as any barking does not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City.

B. Daytime. It shall be unlawful for any owner or person responsible to said owner to permit the continual barking of any dog(s) between 6:00 a.m. and 10:00 p.m. Continued barking shall mean the barking of any dog or dogs for a period of 15 minutes or more, during which the dog or dogs do not fall silent for more than one minute.

C. Warning. It shall be the policy of the City of Caribou to issue a written warning for a violation of this section and take no further enforcement action, provided that no complaint has been made of a previous violation of this section regarding the owner of the dog or the property in question within the 90 days prior to the violation date.

D. This section does not apply to dogs engaged in herding livestock or to agricultural guard dogs engaged in protecting livestock or warning the owners of danger to the livestock.

## **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

### **Sec. 3-501 Animal Waste and Other Disturbances**

- A. No person shall dispense, feed, or otherwise make available to any species of wildlife, including birds, either on such person's property or on the property of another or of the City, any type or amount of food in a manner that:
- i. Creates an unclean, unsafe, or unsanitary condition;
  - ii. Results in the accumulation of droppings, feces, or feathers;
  - iii. Attracts other wildlife; vermin, or pests;
  - iv. Creates an unreasonable disturbance;
  - v. Constitutes a private or public nuisance; or

- vi. Otherwise deleteriously affects the quiet enjoyment by others of any private or public property.

## **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

### **Sec. 3-601 Disposition of Dogs that Have Bitten Persons**

- A. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any persons as to cause abrasion of the skin, to sell or give away such dog or to permit or allow such dog to be taken beyond the limits of the City, except under the care of a licensed veterinarian. It shall be the duty of such owner or keeper, upon receiving notice of the character aforesaid, to immediately place such dog under confinement for a period of at least 10 days. The Caribou Animal Control Official or Officer shall be notified immediately by the person in charge of the death of any dog while under confinement.
- B. The City Animal Control Official or Officer shall investigate all dog bites referred to them.
- C. Any dog which shall have been bitten by another dog suspected of having rabies shall be immediately impounded for observation as provided in this section.
- D. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any person as to cause abrasion of the skin, to destroy such animal without permission from the City Animal Control Official or Officer.

## **ARTICLE VII RABIES**

### **Sec. 3-701 Rabies**

- A. Upon positive diagnosis of rabies in any animal within the City, the Chair of the Council shall proclaim and invoke a City-wide quarantine for a period of 30 days, and upon the invoking of such quarantine no animal shall be taken into the streets or be permitted to be in the streets during such period of quarantine.
- B. During such period of rabies quarantine as herein described, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed or, at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held 30 days under quarantine by the owner in the same manner as other animals are quarantined.
- C. In the event that there are additional positive cases of rabies occurring during the period of quarantine, such period of quarantine may be extended by the Chair of the Council for an additional six months.
- D. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Control Official or Officer.

- E. The Animal Control Official or Officer shall direct the disposition of any animal found to be infected with rabies.
- F. No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the Animal Control Official or Officer.

## **ARTICLE VIII WHEN DOGS MAY BE KILLED**

### **Sec. 3-801 When Dogs May Be Killed**

If any dangerous, fierce or vicious dog cannot be safely taken up and impounded, such dog may be slain by any police officer of duly authorized animal control officer. In all cases where any dog which has bitten a person or caused an abrasion of the skin of any person is slain by any police officer, whether by order of the court or otherwise, and a period of less than 15 days has elapsed since the day on which such dog bit any person or caused an abrasion of the skin of any person, it shall be the duty of the police officer slaying such dog to forthwith deliver the carcass and brain to the Chief of Police.

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**Historical Note:** Chapter 3, Section 110 of Caribou City Ordinances, as amended December 12, 1968 and June 4, 1980; Amended February 23, 1998, July 13, 1998 & May 12, 1999; Section 3-104 as amended by City Council April 8, 2013.  
Article I, Section 3 amended, and Articles II, III, IV, V, VI, VII and VIII added by City Council on MONTH, #, YEAR.  
State Law Reference: 7 M.R.S.A. §3913; 7 M.R.S.A.

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## **Chapter 3 – Animals and Fowl**

### **ARTICLE I ANIMAL CONTROL ORDINANCE**

#### **Section**

|       |                          |
|-------|--------------------------|
| 3-101 | Purpose                  |
| 3-102 | Owner                    |
| 3-103 | Disturbance              |
| 3-104 | Not to Create a Nuisance |
| 3-105 | Animal Cruelty and Abuse |
| 3-106 | Violation                |
| 3-107 | Right to Enforcement     |

### **ARTICLE II IMPOUNDMENT FEES**

#### **Section**

|       |                  |
|-------|------------------|
| 3-201 | Impoundment Fees |
|-------|------------------|

### **ARTICLE III NUMBER OF DOGS LIMITED**

#### **Section**

|       |                        |
|-------|------------------------|
| 3-301 | Number of Dogs Limited |
|-------|------------------------|

### **ARTICLE IV BARKING OR HOWLING DOGS**

#### **Section**

|       |                         |
|-------|-------------------------|
| 3-401 | Barking or Howling Dogs |
|-------|-------------------------|

### **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

#### **Section**

|       |                                     |
|-------|-------------------------------------|
| 3-501 | Animal Waste and Other Disturbances |
|-------|-------------------------------------|

### **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

#### **Section**

|       |                                              |
|-------|----------------------------------------------|
| 3-601 | Disposition of Dogs that Have Bitten Persons |
|-------|----------------------------------------------|

### **ARTICLE VII RABIES**

#### **Section**

|       |        |
|-------|--------|
| 3-701 | Rabies |
|-------|--------|

### **ARTICLE VIII WHEN DOGS MAY BE KILLED**

#### **Section**

|       |                         |
|-------|-------------------------|
| 3-801 | When Dogs May Be Killed |
|-------|-------------------------|

## **Chapter 3 Animal and Fowl**

### **ARTICLE I ANIMAL CONTROL ORDINANCE**

#### **Sec. 3-101 Purpose**

The purpose of this Ordinance is to control unreasonable noise disturbances created by domesticated animals or livestock living as domesticated animals and to control domesticated animals running at large. This Ordinance also assists a municipal officer of the City of Caribou to make a judgement call as to whether an animal is in distress due to cruelty or neglect as defined in Section 3-105.

#### **Sec. 3-102 Owner**

The word “owner” when applied to the proprietorship of a domesticated pet shall include every person having a right of property in such animal, and every person who keeps or harbors such animal or has it in their care, and every person who permits such animal to remain on or about any premises they occupy.

#### **Sec. 3-103 Disturbance**

On complaint being made to any City of Caribou Official that any domesticated animal within the City has unreasonably disturbed the quiet of any persons whatsoever by continued barking or howling, or in any manner, the Officer shall issue notice to the owner of such animal ordering that such animal shall be kept under proper control.

#### **Sec. 3-104 Not to Create a Nuisance**

A domesticated animal shall be considered a nuisance if it soils, defiles or defecates on any public or private property, other than the owner’s property; and the owner shall be obligated to remove and properly dispose of such waste promptly from any such public or private property.

No person who is an “owner” and/or “keeper” of an animal, as defined by Section 3-102 of this Article, shall cause or permit any animal to run at large within the City, as herein defined. Animals, while on any public way or public place shall be under restraint. The word “restraint” shall mean that a animal shall be controlled by a leash; or, at “heel”, beside the competent person and obedient to that person’s commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any animal while on the property of its “owner” and/or “keeper”.

Any Caribou Official or Officer is hereby authorized and empowered to go upon any premises and enter any building other than a dwelling to seize and impound any animal or animals which have been found running at large or which are in violation of any of the provisions of this Article or of any order issued hereunder when such Official or Officer is in immediate pursuit of such animal or animals. Upon seizing and impounding such an animal, the Official or Officer shall collect a fee of \$25.00 from the “owner” and/or “keeper” upon releasing the animal. In the alternative the Caribou Official or Officer may prosecute the “owner” and/or “keeper” of the animal.

### **Sec. 3-105 Animal Cruelty and Abuse**

Animals shall have the right to the five freedoms of animal welfare: freedom to turn around, get up, lie down, scratch, and stretch their limbs completely.

#### **A. Definitions**

- i. “Animal Cruelty” means any act of inflicting unnecessary physical or mental pain on a living creature.
- ii. “Animal Neglect” means any willful omission of lack of care for a living animal in a confined space.

### **Sec. 3-106 Violation**

Any person found to be in violation of any provision of this Ordinance or any order issued hereunder, shall be liable to punishment by fine not less than fifty dollars (\$50.00) but not to exceed one hundred dollars (\$100.00); and each day during which such violation continues shall constitute a new offense. Said fine to be payable to the City of Caribou. Repeated violation of this ordinance may be cause for having privileges to own and license a dog within the City of Caribou revoked, subject to review and recommendation by the parties named herein with Right to Enforcement per Sec. 3-107, below.

### **Sec. 3-107 Right to Enforcement**

It shall be the duty of any designated official under the authority of the City of Caribou City Manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.

## **ARTICLE II IMPOUNDMENT FEES**

### **Sec. 3-201 Impoundment Fees**

Any animal impounded hereunder may be reclaimed during shelter business hours, as herein provided upon payment by the owner to City’s designated shelter provider, of impoundment fees and board charges, plus the price of any shots which the animal may have received while in the care of the shelter. If the City of Caribou has incurred these costs, the owner of the animal must pay the fees outlined above to the City. The Caribou Police Department may waive fees owed to the City under this section at its discretion, with the decision designated to the Chief of Police.

## **ARTICLE III NUMBER OF DOGS LIMITED**

### **Sec. 3-301 Number of Dogs Limited**

It shall be unlawful for any person or persons to keep or harbor within the City more than five dogs over six months old on any premises, house, barn, or other building or in or about all buildings occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared a nuisance pursuant to Article I of this Ordinance.

- A. The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than five dogs, as aforesaid, on any one premises.
- B. This limitation shall not apply to the below:
  - a. Properties located outside of the State Urban Compact Zone;
  - b. Properties located in the Caribou R-3 Rural Mixed Housing Zoning District
  - c. Any person, group of persons, or corporations with dogs utilized primarily for operation and protection for agricultural uses
  - d. Any person, group of persons, or corporation engaged in the commercial business of racing, breeding, buying, selling or boarding of dogs or operating a veterinary establishment;
  - e. Any person, group of persons, or corporation engaged in animal husbandry, animal rescue groups, or animal shelters, as defined and subject to required municipal approvals in Chapter 13 City of Caribou Land Use Ordinance;

## **ARTICLE IV BARKING OR HOWLING DOGS**

### **Sec. 3-401 Barking or Howling Dogs**

- A. Nighttime.
  - i. It shall be unlawful for any person to confine a dog(s) in an open-air enclosure, including a fenced yard, where its barking may disturb the quiet of the neighborhood after 10:00 p.m. or before 6:00 a.m. Said dog(s) shall be confined within a reasonably soundproof building during those hours so that any barking will not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City. Said dog(s) shall be allowed outdoors, however, so long as it is accompanied by a person at all times and does not bark for longer than 30 seconds.
  - ii. Notwithstanding the provisions of Subsection A(1) of this section, sled dogs covered by a valid kennel license issued by the municipality or a State authority may be confined in an open-air enclosure after 10:00 p.m. or before 6:00 a.m. so long as any barking does not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City.
- B. Daytime. It shall be unlawful for any owner or person responsible to said owner to permit the continual barking of any dog(s) between 6:00 a.m. and 10:00 p.m. Continued barking shall mean the barking of any dog or dogs for a period of 15 minutes or more, during which the dog or dogs do not fall silent for more than one minute.
- C. Warning. It shall be the policy of the City of Caribou to issue a written warning for a violation of this section and take no further enforcement action, provided that no complaint has been made of a previous violation of this section regarding the owner of the dog or the property in question within the 90 days prior to the violation date.



- D. This section does not apply to dogs engaged in herding livestock or to agricultural guard dogs engaged in protecting livestock or warning the owners of danger to the livestock.

## **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

### **Sec. 3-501 Animal Waste and Other Disturbances**

- A. No person shall dispense, feed, or otherwise make available to any species of wildlife, including birds, either on such person's property or on the property of another or of the City, any type or amount of food in a manner that:
- i. Creates an unclean, unsafe, or unsanitary condition;
  - ii. Results in the accumulation of droppings, feces, or feathers;
  - iii. Attracts other wildlife; vermin, or pests;
  - iv. Creates an unreasonable disturbance;
  - v. Constitutes a private or public nuisance; or
  - vi. Otherwise deleteriously affects the quiet enjoyment by others of any private or public property.

## **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

### **Sec. 3-601 Disposition of Dogs that Have Bitten Persons**

- A. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any persons as to cause abrasion of the skin, to sell or give away such dog or to permit or allow such dog to be taken beyond the limits of the City, except under the care of a licensed veterinarian. It shall be the duty of such owner or keeper, upon receiving notice of the character aforesaid, to immediately place such dog under confinement for a period of at least 10 days. The Caribou Animal Control Official or Officer shall be notified immediately by the person in charge of the death of any dog while under confinement.
- B. The City Animal Control Official or Officer shall investigate all dog bites referred to them.
- C. Any dog which shall have been bitten by another dog suspected of having rabies shall be immediately impounded for observation as provided in this section.
- D. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any person as to cause abrasion of the skin, to destroy such animal without permission from the City Animal Control Official or Officer.

## **ARTICLE VII RABIES**

### **Sec. 3-701 Rabies**

- A. Upon positive diagnosis of rabies in any animal within the City, the Chair of the Council shall proclaim and invoke a City-wide quarantine for a period of 30 days, and upon the invoking of such quarantine no animal shall be taken into the streets or be permitted to be in the streets during such period of quarantine.

- B. During such period of rabies quarantine as herein described, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed or, at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held 30 days under quarantine by the owner in the same manner as other animals are quarantined.
- C. In the event that there are additional positive cases of rabies occurring during the period of quarantine, such period of quarantine may be extended by the Chair of the Council for an additional six months.
- D. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Control Official or Officer.
- E. The Animal Control Official or Officer shall direct the disposition of any animal found to be infected with rabies.
- F. No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the Animal Control Official or Officer.

## **ARTICLE VIII WHEN DOGS MAY BE KILLED**

### **Sec. 3-801 When Dogs May Be Killed**

If any dangerous, fierce or vicious dog cannot be safely taken up and impounded, such dog may be slain by any police officer or duly authorized animal control officer. In all cases where any dog which has bitten a person or caused an abrasion of the skin of any person is slain by any police officer, whether by order of the court or otherwise, and a period of less than 15 days has elapsed since the day on which such dog bit any person or caused an abrasion of the skin of any person, it shall be the duty of the police officer slaying such dog to forthwith deliver the carcass and brain to the Chief of Police.

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**Historical Note:** Chapter 3, Section 110 of Caribou City Ordinances, as amended December 12, 1968 and June 4, 1980; Amended February 23, 1998, July 13, 1998 & May 12, 1999; Section 3-104 as amended by City Council April 8, 2013. Article I, Section 3 amended, and Articles II, III, IV, V, VI, VII and VIII added by City Council on MONTH, #, YEAR. State Law Reference: 7 M.R.S.A. §3913; 7 M.R.S.A.

## Ordinance 6, 2026 Series

**Ordinance No. 6, 2026 Series  
City of Caribou  
County of Aroostook  
State of Maine**

**AN ORDINANCE TO AMEND CHAPTER 3, ARTICLE I, DOG ORDINANCE**

Short Title: Amend Chapter 3 Article I Dog Ordinance

**WHEREAS** the City of Caribou is a Local Unit of Government under the State of Maine and is granted home rule authority under Maine Revised Statutes, Title 30-A, §3001; and

**WHEREAS** the City of Caribou has adopted Chapter 3 Article I Dog Ordinance; and

**WHEREAS** the Caribou City Council was established to administer Chapter 3 of City Code; and

**WHEREAS** the Caribou Planning Board conducted a public meeting and hearing May 14, 2026, to receive comments on proposed changes to Chapter 3, the Dog Ordinance of the City of Caribou, including Article I, and proposed additions of Article II, III, IV, V, VI, VII, and VIII, which includes the proposed Animal Control Ordinance, which hearing was preceded by the notification to the general public in accordance with City notification procedures; and

**WHEREAS** the Caribou Planning Board has forwarded a positive recommendation to the City Council for the proposed Article I Animal Control Ordinance” which includes the subsequent amendments proposed as Article II, III, IV, V, VI, VII, and VIII; and

**WHEREAS** the Caribou City Council and staff had a first read of the proposed ordinance changes at the August 10, 2026, City Council meeting and forwarded feedback to staff who made the adjustments which were reviewed by legal counsel who viewed the updates to not be substantive enough to remand back to the Planning Board; and

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

**Section I. Chapter 3 Revision to Animals and Fowl, Article I Dog Ordinance**

The Caribou Dog Ordinance Chapter 3, Article I, is hereby amended as indicated in the attached Exhibit A.

## **Section II. Severability**

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

## **Section III. Posting and Effective Date**

This ordinance, being introduced on July 20, 2026, and a public hearing being held on August 10, 2026, was duly passed by the City Council of the City of Caribou, Maine, this \_\_\_\_\_ day of \_\_\_\_\_ 2026. This ordinance shall become effective 30 days after adoption by the City Council.

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

\_\_\_\_\_  
Jody Smith, Deputy Mayor

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

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

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

\_\_\_\_\_  
Paul Watson, Councilor

\_\_\_\_\_  
Lori Knight - Phair, Councilor

Attest:

\_\_\_\_\_  
Danielle Brissette, City Clerk

**Chapter 3 – Animals and Fowl**

**ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE**

**Section**

- 3-101 ~~“Owner” and/or “Keeper” Defined~~ Purpose
- 3-102 ~~Disturbance~~ Owner
- 3-103 ~~Dogs Running at Large~~ Disturbance
- 3-104 ~~Impounding Dogs Found Running at Large~~ Not to Create a Nuisance
- ~~3-104 B — Removal & Disposal of Fees~~
- 3-105 ~~Dogs Presenting an Immediate Threat~~ Animal Cruelty and Abuse
- 3-106 Violation
- 3-107 Right to Enforcement

**ARTICLE II IMPOUNDMENT FEES**

**Section**

- 3-201 Impoundment Fees

**ARTICLE III NUMBER OF DOGS LIMITED**

**Section**

- 3-301 Number of Dogs Limited

**ARTICLE IV BARKING OR HOWLING DOGS**

**Section**

- 3-401 Barking or Howling Dogs

**ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

**Section**

- 3-501 Animal Waste and Other Disturbances

**ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

**Section**

- 3-601 Disposition of Dogs that Have Bitten Persons

**ARTICLE VII RABIES**

**Section**

- 3-701 Rabies

**ARTICLE VIII WHEN DOGS MAY BE KILLED**

**Section**

- 3-801 When Dogs May Be Killed

## Chapter 3 Animal and Fowl

### ARTICLE I ~~DOG~~ ANIMAL CONTROL ORDINANCE

#### Sec. 3-101 ~~“Owner” and/or “Keeper” Defined~~ Purpose

~~The word “owner” when applied to the proprietorship of a dog shall include every person having a right of property in such dog, and every person who keeps or harbors such dog or has it in their care, and every person who permits such dog to remain on or about any premises occupied by them. The word “keeper” means a person in possession or control of a dog. A person becomes a “keeper” of a stray dog if the person feeds that animal for at least 10 consecutive days.~~

The purpose of this Ordinance is to control unreasonable noise disturbances created by domesticated animals or livestock living as domesticated animals and to control domesticated animals running at large. This Ordinance also assists a municipal officer of the City of Caribou to make a judgement call as to whether an animal is in distress due to cruelty or neglect as defined in Section 3-105.

#### Sec. 3-102 ~~Disturbance~~ Owner

~~On complaint being made to the Dog Constable that any dog within the City has unreasonably disturbed the quiet of any persons whosoever by continued barking or howling, or in any manner, the Dog Constable shall issue notice to the “owner” and/or “keeper” of such dog ordering that such dog be kept under proper control.~~

The word “owner” when applied to the proprietorship of a domesticated pet shall include every person having a right of property in such animal, and every person who keeps or harbors such animal or has it in their care, and every person who permits such animal to remain on our about any premises they occupy.

#### Sec. 3-103 ~~Dogs Running At Large~~ Disturbance

~~No person who is an “owner” and/or “keeper” of a dog, as defined by Section 3-101 of this Article, shall cause or permit any dog to run at large within the City, as herein defined. Dogs, while on any public way or public place shall be under restraint. The word “restraint” shall mean that a dog shall be controlled by a leash; or, at “heel”, beside the competent person and obedient to that person’s commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any dog while on the property of its “owner” and/or “keeper”.~~

On compliant being made to any City of Caribou Official that any domesticated animal within the City has unreasonably disturbed the quiet of any persons whoseever by continued barking or howling, or in any manner, the Officer shall issue notice to the owner of such animal ordering that such animal shall be kept under proper control.

### **Sec. 3-104 Impounding Dogs Found Running At Large Not to Create a Nuisance**

A domesticated animal shall be considered a nuisance if it soils, defiles or defecates on any public or private property, other than the owner's property; and the owner shall be obligated to remove and properly dispose of such waste promptly from any such public or private property.

No person who is an "owner" and/or "keeper" of an animal, as defined by Section 3-102 of this Article, shall cause or permit any animal to run at large within the City, as herein defined. Animals, while on any public way or public place shall be under restraint. The word "restraint" shall mean that a animal shall be controlled by a leash; or, at "heel", beside the competent person and obedient to that person's commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any animal while on the property of its "owner" and/or "keeper".

Any ~~Constable or Police~~ Caribou Official or Officer is hereby authorized and empowered to go upon any premises and enter any building other than a dwelling to seize and impound any ~~dog animal~~ or ~~dogs animals~~ which have been found running at large or which are in violation of any of the provisions of this Article or of any order issued hereunder when such ~~Constable or Police~~ Official or Officer is in immediate pursuit of such ~~dog animal~~ or ~~dogs animals~~. Upon seizing and impounding such ~~an dog animal~~, the ~~Constable or Police~~ Official or Officer shall collect a fee of \$25.00 from the "owner" and/or "keeper" upon releasing the ~~dog animal~~. In the alternative the ~~Constable or Police~~ Caribou Official or Officer may prosecute the "owner" and/or "keeper" of the ~~dog animal~~.

### **Sec. 3-104-B Removal & Disposal of Feces**

~~It is a violation of this Section for any person who possesses or controls a dog, except guide dogs who fails to properly remove, dispose of any feces left by his or her dog on any publicly owned property or upon the premises of any person other than the owner without that person's permission.~~

### **Sec. 3-105 Dogs Presenting an Immediate Threat Animal Cruelty and Abuse**

~~After filing of complaint to the Dog Constable and/or Police Officer, if the dog poses an immediate threat to the public, the dog shall, at the discretion of the officer, be subject to muzzling, restraint and/or transported to the animal shelter for quarantine purposes at the "owner's" and/or "keeper's" expense for a period of ten (10) days.~~

Animals shall have the right to the five freedoms of animal welfare: freedom to turn around, get up, lie down, scratch, and stretch their limbs completely.

#### A. Definitions

- i. "Animal Cruelty" means any act of inflicting unnecessary physical or mental pain on a living creature.
- ii. "Animal Neglect" means any willful omission of lack of care for a living animal in a confined space.

### **Sec. 3-106 Violation**

Any person found to be in violation of any provision of this Ordinance or any order issued



hereunder, shall be liable to punishment by fine not less than fifty dollars (\$50.00) but not to exceed one hundred dollars (\$100.00); and each day during which such violation continues shall constitute a new offense. Said fine to be payable to the City of Caribou. Repeated violation of this ordinance may be cause for having privileges to own and license a dog within the City of Caribou revoked, subject to review and recommendation by the parties named herein with Right to Enforcement per Sec. 3-107, below.

### **Sec. 3-107 Right to Enforcement**

It shall be the duty of any designated official under the authority of the City of Caribou City Manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.

## **ARTICLE II IMPOUNDMENT FEES**

### **Sec. 3-201 Impoundment Fees**

Any animal impounded hereunder may be reclaimed during shelter business hours, as herein provided upon payment by the owner to City's designated shelter provider, of impoundment fees and board charges, plus the price of any shots which the animal may have received while in the care of the shelter. If the City of Caribou has incurred these costs, the owner of the animal must pay the fees outlined above to the City. The Caribou Police Department may waive fees owed to the City under this section at its discretion, with the decision designated to the Chief of Police.

## **ARTICLE III NUMBER OF DOGS LIMITED**

### **Sec. 3-301 Number of Dogs Limited**

It shall be unlawful for any person or persons to keep or harbor within the City more than five dogs over six months old on any premises, house, barn, or other building or in or about all buildings occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared a nuisance pursuant to Article I of this Ordinance.

A. The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than five dogs, as aforesaid, on any one premises.

B. This limitation shall not apply to the below:

- a. Properties located outside of the State Urban Compact Zone;
- b. Properties located in the Caribou R-3 Rural Mixed Housing Zoning District
- c. Any person, group of persons, or corporations with dogs utilized primarily for operation and protection for agricultural uses
- d. Any person, group of persons, or corporation engaged in the commercial business of racing, breeding, buying, selling or boarding of dogs or operating a veterinary establishment;
- e. Any person, group of persons, or corporation engaged in animal husbandry, animal rescue groups, or animal shelters, as defined and subject to required

## **ARTICLE IV BARKING OR HOWLING DOGS**

### **Sec. 3-401 Barking or Howling Dogs**

#### **A. Nighttime.**

- i. It shall be unlawful for any person to confine a dog(s) in an open-air enclosure, including a fenced yard, where its barking may disturb the quiet of the neighborhood after 10:00 p.m. or before 6:00 a.m. Said dog(s) shall be confined within a reasonably soundproof building during those hours so that any barking will not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City. Said dog(s) shall be allowed outdoors, however, so long as it is accompanied by a person at all times and does not bark for longer than 30 seconds.
- ii. Notwithstanding the provisions of Subsection A(1) of this section, sled dogs covered by a valid kennel license issued by the municipality or a State authority may be confined in an open-air enclosure after 10:00 p.m. or before 6:00 a.m. so long as any barking does not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City.

B. Daytime. It shall be unlawful for any owner or person responsible to said owner to permit the continual barking of any dog(s) between 6:00 a.m. and 10:00 p.m. Continued barking shall mean the barking of any dog or dogs for a period of 15 minutes or more, during which the dog or dogs do not fall silent for more than one minute.

C. Warning. It shall be the policy of the City of Caribou to issue a written warning for a violation of this section and take no further enforcement action, provided that no complaint has been made of a previous violation of this section regarding the owner of the dog or the property in question within the 90 days prior to the violation date.

D. This section does not apply to dogs engaged in herding livestock or to agricultural guard dogs engaged in protecting livestock or warning the owners of danger to the livestock.

## **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

### **Sec. 3-501 Animal Waste and Other Disturbances**

A. No person shall dispense, feed, or otherwise make available to any species of wildlife, including birds, either on such person's property or on the property of another or of the City, any type or amount of food in a manner that:

- i. Creates an unclean, unsafe, or unsanitary condition;
- ii. Results in the accumulation of droppings, feces, or feathers;
- iii. Attracts other wildlife; vermin, or pests;
- iv. Creates an unreasonable disturbance;
- v. Constitutes a private or public nuisance; or

- vi. Otherwise deleteriously affects the quiet enjoyment by others of any private or public property.

## **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

### **Sec. 3-601 Disposition of Dogs that Have Bitten Persons**

- A. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any persons as to cause abrasion of the skin, to sell or give away such dog or to permit or allow such dog to be taken beyond the limits of the City, except under the care of a licensed veterinarian. It shall be the duty of such owner or keeper, upon receiving notice of the character aforesaid, to immediately place such dog under confinement for a period of at least 10 days. The Caribou Animal Control Official or Officer shall be notified immediately by the person in charge of the death of any dog while under confinement.
- B. The City Animal Control Official or Officer shall investigate all dog bites referred to them.
- C. Any dog which shall have been bitten by another dog suspected of having rabies shall be immediately impounded for observation as provided in this section.
- D. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any person as to cause abrasion of the skin, to destroy such animal without permission from the City Animal Control Official or Officer.

## **ARTICLE VII RABIES**

### **Sec. 3-701 Rabies**

- A. Upon positive diagnosis of rabies in any animal within the City, the Chair of the Council shall proclaim and invoke a City-wide quarantine for a period of 30 days, and upon the invoking of such quarantine no animal shall be taken into the streets or be permitted to be in the streets during such period of quarantine.
- B. During such period of rabies quarantine as herein described, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed or, at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held 30 days under quarantine by the owner in the same manner as other animals are quarantined.
- C. In the event that there are additional positive cases of rabies occurring during the period of quarantine, such period of quarantine may be extended by the Chair of the Council for an additional six months.
- D. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Control Official or Officer.

- E. The Animal Control Official or Officer shall direct the disposition of any animal found to be infected with rabies.
- F. No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the Animal Control Official or Officer.

## **ARTICLE VIII WHEN DOGS MAY BE KILLED**

### **Sec. 3-801 When Dogs May Be Killed**

If any dangerous, fierce or vicious dog cannot be safely taken up and impounded, such dog may be slain by any police officer of duly authorized animal control officer. In all cases where any dog which has bitten a person or caused an abrasion of the skin of any person is slain by any police officer, whether by order of the court or otherwise, and a period of less than 15 days has elapsed since the day on which such dog bit any person or caused an abrasion of the skin of any person, it shall be the duty of the police officer slaying such dog to forthwith deliver the carcass and brain to the Chief of Police.

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**Historical Note:** Chapter 3, Section 110 of Caribou City Ordinances, as amended December 12, 1968 and June 4, 1980; Amended February 23, 1998, July 13, 1998 & May 12, 1999; Section 3-104 as amended by City Council April 8, 2013.  
Article I, Section 3 amended, and Articles II, III, IV, V, VI, VII and VIII added by City Council on MONTH, #, YEAR.  
State Law Reference: 7 M.R.S.A. §3913; 7 M.R.S.A.

The ordinance will then be adopted as such:

## **Chapter 3 – Animals and Fowl**

### **ARTICLE I ANIMAL CONTROL ORDINANCE**

#### **Section**

|       |                          |
|-------|--------------------------|
| 3-101 | Purpose                  |
| 3-102 | Owner                    |
| 3-103 | Disturbance              |
| 3-104 | Not to Create a Nuisance |
| 3-105 | Animal Cruelty and Abuse |
| 3-106 | Violation                |
| 3-107 | Right to Enforcement     |

### **ARTICLE II IMPOUNDMENT FEES**

#### **Section**

|       |                  |
|-------|------------------|
| 3-201 | Impoundment Fees |
|-------|------------------|

### **ARTICLE III NUMBER OF DOGS LIMITED**

#### **Section**

|       |                        |
|-------|------------------------|
| 3-301 | Number of Dogs Limited |
|-------|------------------------|

### **ARTICLE IV BARKING OR HOWLING DOGS**

#### **Section**

|       |                         |
|-------|-------------------------|
| 3-401 | Barking or Howling Dogs |
|-------|-------------------------|

### **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

#### **Section**

|       |                                     |
|-------|-------------------------------------|
| 3-501 | Animal Waste and Other Disturbances |
|-------|-------------------------------------|

### **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

#### **Section**

|       |                                              |
|-------|----------------------------------------------|
| 3-601 | Disposition of Dogs that Have Bitten Persons |
|-------|----------------------------------------------|

### **ARTICLE VII RABIES**

#### **Section**

|       |        |
|-------|--------|
| 3-701 | Rabies |
|-------|--------|

### **ARTICLE VIII WHEN DOGS MAY BE KILLED**

#### **Section**

|       |                         |
|-------|-------------------------|
| 3-801 | When Dogs May Be Killed |
|-------|-------------------------|

## **Chapter 3 Animal and Fowl**

### **ARTICLE I ANIMAL CONTROL ORDINANCE**

#### **Sec. 3-101 Purpose**

The purpose of this Ordinance is to control unreasonable noise disturbances created by domesticated animals or livestock living as domesticated animals and to control domesticated animals running at large. This Ordinance also assists a municipal officer of the City of Caribou to make a judgement call as to whether an animal is in distress due to cruelty or neglect as defined in Section 3-105.

#### **Sec. 3-102 Owner**

The word “owner” when applied to the proprietorship of a domesticated pet shall include every person having a right of property in such animal, and every person who keeps or harbors such animal or has it in their care, and every person who permits such animal to remain on or about any premises they occupy.

#### **Sec. 3-103 Disturbance**

On complaint being made to any City of Caribou Official that any domesticated animal within the City has unreasonably disturbed the quiet of any persons wherever by continued barking or howling, or in any manner, the Officer shall issue notice to the owner of such animal ordering that such animal shall be kept under proper control.

#### **Sec. 3-104 Not to Create a Nuisance**

A domesticated animal shall be considered a nuisance if it soils, defiles or defecates on any public or private property, other than the owner’s property; and the owner shall be obligated to remove and properly dispose of such waste promptly from any such public or private property.

No person who is an “owner” and/or “keeper” of an animal, as defined by Section 3-102 of this Article, shall cause or permit any animal to run at large within the City, as herein defined. Animals, while on any public way or public place shall be under restraint. The word “restraint” shall mean that a animal shall be controlled by a leash; or, at “heel”, beside the competent person and obedient to that person’s commands; or, on or within a vehicle being driven or parked on any public way. A leash shall not be more than eight (8) feet long. Nothing, within this Article shall be held to require the leashing of any animal while on the property of its “owner” and/or “keeper”.

Any Caribou Official or Officer is hereby authorized and empowered to go upon any premises and enter any building other than a dwelling to seize and impound any animal or animals which have been found running at large or which are in violation of any of the provisions of this Article or of any order issued hereunder when such Official or Officer is in immediate pursuit of such animal or animals. Upon seizing and impounding such an animal, the Official or Officer shall collect a fee of \$25.00 from the “owner” and/or “keeper” upon releasing the animal. In the alternative the Caribou Official or Officer may prosecute the “owner” and/or “keeper” of the animal.

### **Sec. 3-105 Animal Cruelty and Abuse**

Animals shall have the right to the five freedoms of animal welfare: freedom to turn around, get up, lie down, scratch, and stretch their limbs completely.

#### **A. Definitions**

- i. “Animal Cruelty” means any act of inflicting unnecessary physical or mental pain on a living creature.
- ii. “Animal Neglect” means any willful omission of lack of care for a living animal in a confined space.

### **Sec. 3-106 Violation**

Any person found to be in violation of any provision of this Ordinance or any order issued hereunder, shall be liable to punishment by fine not less than fifty dollars (\$50.00) but not to exceed one hundred dollars (\$100.00); and each day during which such violation continues shall constitute a new offense. Said fine to be payable to the City of Caribou. Repeated violation of this ordinance may be cause for having privileges to own and license a dog within the City of Caribou revoked, subject to review and recommendation by the parties named herein with Right to Enforcement per Sec. 3-107, below.

### **Sec. 3-107 Right to Enforcement**

It shall be the duty of any designated official under the authority of the City of Caribou City Manager to include, but not limited to the Chief of Police, the Code Enforcement Office, the City Health Officer or any other authorized designee to enforce the provisions of this section.

## **ARTICLE II IMPOUNDMENT FEES**

### **Sec. 3-201 Impoundment Fees**

Any animal impounded hereunder may be reclaimed during shelter business hours, as herein provided upon payment by the owner to City’s designated shelter provider, of impoundment fees and board charges, plus the price of any shots which the animal may have received while in the care of the shelter. If the City of Caribou has incurred these costs, the owner of the animal must pay the fees outlined above to the City. The Caribou Police Department may waive fees owed to the City under this section at its discretion, with the decision designated to the Chief of Police.

## **ARTICLE III NUMBER OF DOGS LIMITED**

### **Sec. 3-301 Number of Dogs Limited**

It shall be unlawful for any person or persons to keep or harbor within the City more than five dogs over six months old on any premises, house, barn, or other building or in or about all buildings occupied by any one family, and the keeping or harboring of dogs as aforesaid is hereby declared a nuisance pursuant to Article I of this Ordinance.



- A. The payment of a license or licenses on dogs shall not be construed to allow the keeping of more than five dogs, as aforesaid, on any one premises.
- B. This limitation shall not apply to the below:
  - a. Properties located outside of the State Urban Compact Zone;
  - b. Properties located in the Caribou R-3 Rural Mixed Housing Zoning District
  - c. Any person, group of persons, or corporations with dogs utilized primarily for operation and protection for agricultural uses
  - d. Any person, group of persons, or corporation engaged in the commercial business of racing, breeding, buying, selling or boarding of dogs or operating a veterinary establishment;
  - e. Any person, group of persons, or corporation engaged in animal husbandry, animal rescue groups, or animal shelters, as defined and subject to required municipal approvals in Chapter 13 City of Caribou Land Use Ordinance;

## **ARTICLE IV BARKING OR HOWLING DOGS**

### **Sec. 3-401 Barking or Howling Dogs**

- A. Nighttime.
  - i. It shall be unlawful for any person to confine a dog(s) in an open-air enclosure, including a fenced yard, where its barking may disturb the quiet of the neighborhood after 10:00 p.m. or before 6:00 a.m. Said dog(s) shall be confined within a reasonably soundproof building during those hours so that any barking will not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City. Said dog(s) shall be allowed outdoors, however, so long as it is accompanied by a person at all times and does not bark for longer than 30 seconds.
  - ii. Notwithstanding the provisions of Subsection A(1) of this section, sled dogs covered by a valid kennel license issued by the municipality or a State authority may be confined in an open-air enclosure after 10:00 p.m. or before 6:00 a.m. so long as any barking does not annoy, disturb, injure or endanger the comfort, repose, peace or safety of any individual in the City.
- B. Daytime. It shall be unlawful for any owner or person responsible to said owner to permit the continual barking of any dog(s) between 6:00 a.m. and 10:00 p.m. Continued barking shall mean the barking of any dog or dogs for a period of 15 minutes or more, during which the dog or dogs do not fall silent for more than one minute.
- C. Warning. It shall be the policy of the City of Caribou to issue a written warning for a violation of this section and take no further enforcement action, provided that no complaint has been made of a previous violation of this section regarding the owner of the dog or the property in question within the 90 days prior to the violation date.

- D. This section does not apply to dogs engaged in herding livestock or to agricultural guard dogs engaged in protecting livestock or warning the owners of danger to the livestock.

## **ARTICLE V ANIMAL WASTE AND OTHER DISTURBANCES**

### **Sec. 3-501 Animal Waste and Other Disturbances**

- A. No person shall dispense, feed, or otherwise make available to any species of wildlife, including birds, either on such person's property or on the property of another or of the City, any type or amount of food in a manner that:
- i. Creates an unclean, unsafe, or unsanitary condition;
  - ii. Results in the accumulation of droppings, feces, or feathers;
  - iii. Attracts other wildlife; vermin, or pests;
  - iv. Creates an unreasonable disturbance;
  - v. Constitutes a private or public nuisance; or
  - vi. Otherwise deleteriously affects the quiet enjoyment by others of any private or public property.

## **ARTICLE VI DISPOSITION OF DOGS THAT HAVE BITTEN PERSONS**

### **Sec. 3-601 Disposition of Dogs that Have Bitten Persons**

- A. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any persons as to cause abrasion of the skin, to sell or give away such dog or to permit or allow such dog to be taken beyond the limits of the City, except under the care of a licensed veterinarian. It shall be the duty of such owner or keeper, upon receiving notice of the character aforesaid, to immediately place such dog under confinement for a period of at least 10 days. The Caribou Animal Control Official or Officer shall be notified immediately by the person in charge of the death of any dog while under confinement.
- B. The City Animal Control Official or Officer shall investigate all dog bites referred to them.
- C. Any dog which shall have been bitten by another dog suspected of having rabies shall be immediately impounded for observation as provided in this section.
- D. It shall be unlawful for the owner or person keeping or harboring any dog, when notified that such dog has bitten any person or has so injured any person as to cause abrasion of the skin, to destroy such animal without permission from the City Animal Control Official or Officer.

## **ARTICLE VII RABIES**

### **Sec. 3-701 Rabies**

- A. Upon positive diagnosis of rabies in any animal within the City, the Chair of the Council shall proclaim and invoke a City-wide quarantine for a period of 30 days, and upon the invoking of such quarantine no animal shall be taken into the streets or be permitted to be in the streets during such period of quarantine.

- B. During such period of rabies quarantine as herein described, every animal bitten by an animal adjudged to be rabid shall be forthwith destroyed or, at the owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held 30 days under quarantine by the owner in the same manner as other animals are quarantined.
- C. In the event that there are additional positive cases of rabies occurring during the period of quarantine, such period of quarantine may be extended by the Chair of the Council for an additional six months.
- D. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Control Official or Officer.
- E. The Animal Control Official or Officer shall direct the disposition of any animal found to be infected with rabies.
- F. No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the Animal Control Official or Officer.

## **ARTICLE VIII WHEN DOGS MAY BE KILLED**

### **Sec. 3-801 When Dogs May Be Killed**

If any dangerous, fierce or vicious dog cannot be safely taken up and impounded, such dog may be slain by any police officer of duly authorized animal control officer. In all cases where any dog which has bitten a person or caused an abrasion of the skin of any person is slain by any police officer, whether by order of the court or otherwise, and a period of less than 15 days has elapsed since the day on which such dog bit any person or caused an abrasion of the skin of any person, it shall be the duty of the police officer slaying such dog to forthwith deliver the carcass and brain to the Chief of Police.

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**Historical Note:** Chapter 3, Section 110 of Caribou City Ordinances, as amended December 12, 1968 and June 4, 1980; Amended February 23, 1998, July 13, 1998 & May 12, 1999; Section 3-104 as amended by City Council April 8, 2013. Article I, Section 3 amended, and Articles II, III, IV, V, VI, VII and VIII added by City Council on MONTH, #, YEAR. State Law Reference: 7 M.R.S.A. §3913; 7 M.R.S.A.

**CARIBOU CITY MANAGER  
PENNY THOMPSON  
25 HIGH STREET  
CARIBOU, ME. 04736**



**MEMO**

**TO: Caribou City Council Members**  
**FROM: Penny Thompson, City Manager**  
**DATE: August 10, 2026**  
**RE: City Manager's Report**

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The grants update one-pager has been updated.

I have included flyers for upcoming events at the airport, and a reminder that the final Thursdays on Sweden Street is this Thursday from 6 – 9 pm and it is Bike Night with Music by Jerry T and French Toast with Northern Maine Brewing in the Outdoor Café.

And, as promised, we are starting to talk about the 2027 Municipal Budget by discussing what the City Council can control – and what it can't. There is additional information online at:

[www.cariboumaine.org/taxbill](http://www.cariboumaine.org/taxbill)

The City Council approves only the budget related to municipal services which comprises 42% of the 2026 Tax Bill. This amount includes Public Works, Fire and Ambulance, Police, Parks and Recreation, Library and Nylander Museum, Code Enforcement and Tax Assessment, General Government services and more.

**Suggested Action:**

This is for information only. No action required.

# GRANT PROJECT UPDATES

## AUGUST 2026



### OPPORTUNITY ZONES

TO BEGIN 1/1/2027

Caribou has applied for inclusion in the program. The White House sent a clarifying memo in mid-July. We expect to receive an announcement from the Governor's office this fall.



### CDBG: COMMUNITY DEVELOPMENT BLOCK GRANT

\$30,000

Helping a local business with equipment



### NORTHERN BORDER REGIONAL COMMISSION (NBRC)

RIVERFRONT PLAN & PROJECTS \$472,550

- The Riverfront Master Plan is in its final stages. Both the Railroad Station and Starch Plant have been purchased. The Starch Plant RFP for demolition is now being advertised.

### CONGRESSIONALLY DIRECTED SPENDING REQUESTS

#### SENATOR COLLINS:

FY23 - POLICE STATION

\$2.5 MILLION

The City Council is now looking into the refurbishment of an existing building. Harriman has been selected to assist with this search

\$4.459 MILLION

FY23 - CARIBOU POND & PARK RECLAMATION PROJECT

Project Manager contract has been awarded to Aviest Engineering of Caribou. Soderberg Construction of Caribou has been awarded the contract for excavation.

FY24 - IMPROVEMENTS TO FIRE STATION

\$1.359 MILLION

Design and Engineering contract awarded to Harriman. Amanda Jandreau of Caribou is the project lead. Buildings Etcetera of Houlton has been awarded the contract for renovations.

#### SENATOR KING:

FY24 - ENERGY IMPROVEMENTS AT LIBRARY

Staff has been in touch with Senator King's office.



### EPA BROWNFIELDS

FY2023 CLEANUP GRANT

\$900,000

- Demolition completed.

FY2025 CLEANUP GRANT

\$4 MILLION

- QEP contract awarded to Sevee & Maher.

FY2026 ASSESSMENT GRANT

\$500,000

- Assessment Grant awarded and paperwork is complete, waiting for the EPA Cooperative Agreement

RLF AT BIRDSEYE: In process with County Environmental Engineering.



MAINE  
CONNECTIVITY  
AUTHORITY

\$1.8 MILLION

This is a fully funded project at the Caribou Public Library. A.M. Construction is the contractor with several local sub-contractors.

### ARPA NEU FUNDS:

ALL FUNDS MUST BE SPENT BY 12/31/2026

### ARPA - AROOSTOOK COUNTY MATCHING FUNDS

FY2022 \$150,000 Fire Department Upgrades

FY2023 \$100,349 Public Safety Equipment: COMPLETE

FY2024 \$269,425 Fire Department Upgrades

FY2024 \$100,000 Public Safety Equipment: COMPLETE



DECD HOUSING OPPORTUNITY PROGRAM GRANT

HOUSING NEEDS & ACTION PLAN

\$30,000

- COMPLETE

ORDINANCE UPDATES

\$10,000

- For ordinance amendments to comply with recent land use statutes.



### FAA/MAINE DOT AVIATION DIV.

APRON PROJECT \$628,445

SNOW REMOVAL EQUIPMENT \$545,000

Both projects are complete.

## Care. Envision. Do. CARIBOU 2036

Did you know that a successful grant application starts with well-constructed planning documents? The City of Caribou is working on their 2026-2036 Comprehensive Plan which will be the foundation for grant applications going forward.

JOIN THE CONVERSATION: [CARIBOUMAINE.ORG/CARIBOU2036](https://cariboumaine.org/caribou2036)





*Bring your own lawn chairs!*

Enjoy the entertainment,  
explore the vehicles, and  
experience one of Caribou's  
newest summer traditions!

*Outdoor Cafe  
provided by the  
Caribou VFW*

Join KCAR Airport, the City of Caribou, Maine, and the  
Caribou Parks & Recreation Department for the  
inaugural **Propellers & Pistons** event!

This exciting new summer event brings together  
aviation, skydiving, classic vehicles, live entertainment,  
and great food for a full day of family-friendly fun!

*Something  
for EVERYONE!*

EVENT ADMISSION **FREE**  
Skydiving, food, & drinks for a cost.

★ ALL AGES WELCOME! ★



*We look forward to seeing you  
at KCAR for a day of aviation,  
horsepower, music, and  
community fun!*

**CARIBOU**  
Parks & Rec. Dept.





# 6TH ANNUAL OKTOBERFEST CELEBRATION

Saturday, September 12, 2026 | 5:00-8:00 p.m.  
Caribou Municipal Airport (KCAR)  
12 Airport Dr., Caribou, ME 04736



**SPECIALTY BREWS**  
from local brewers



**FOOD TRUCKS,**  
music, and games



**COSTUME CONTEST:**  
Wear your best Dirndl or  
Lederhosen



**GAMES:** Throw the Keg and  
Beer Stein Holding



Presented by the  
Central Aroostook  
Chamber of  
Commerce

TICKET

## TICKETS:

**\$15 in advance | \$20 at the door**

Buy tickets: [centralaroostookchamber.com/countys-oktoberfest](https://centralaroostookchamber.com/countys-oktoberfest)

\*Ticket price includes beer and a tasting glass.



## **Components of the Municipal Tax Bill**

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

In 2026, the municipal portion of the Property Tax bill was 42% of the amount paid. If your tax bill was \$1,000 then you paid **\$420** to fund your city departments. The city department budgets are set by the City Council.

In 2026, the Aroostook County portion of the Property Tax bill was 11% of the amount paid. If your tax bill was \$1,000 then you paid **\$110** to fund the services provided by the County of Aroostook. The County budgets are set by the Aroostook County Commissioners and Aroostook County Finance Committee.

In 2026, the RSU#39 portion of the Property Tax bill was 47% of the amount paid. If your tax bill was \$1,000 then you paid **\$470** to fund the school department. The RSU#39 budget is recommended by the RSU#39 Board of Education and approved by voters.

## **Determining the RSU#39 Portion of the Municipal Tax Bill**

The County of Aroostook and the RSU#39 are on a fiscal year that is different from the City of Caribou. No additional calculations are needed when determining the amount due for the County portion as their invoice reflects the 12-month portion due (and in 2024, 2025, and 2026 includes an additional amount associated with their transition to a new fiscal year). However, the RSU#39 invoices the municipality monthly based on the school year's budget that was approved by voters. Therefore, the amount raised by the municipality for the RSU#39 includes 6 months from the prior year budget and 6 months from the current year budget. For 2026, that was half of the 2025-2026 warrant of \$5,412,308.57 and half of the 2026-2027 warrant of \$6,217,499. This year, the RSU#39 school budget was passed on June 9, 2026, on the first vote.

## **Calculating the Municipal Tax Bill**

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

Using the most recent 2026 tax year as an example: The total taxable valuation in Caribou was \$506,405,578. The amount of property tax to be raised at commitment was: \$12,406,937 (the sum of: Municipal = \$5,330,055; County = \$1,261,978; and RSU# 39 = \$5,814,904). For 2026,  $\$12,406,937 / \$506,405,578$  produces a tax rate of .0245 or a "mil rate" of 24.5. Staff members are often asked "how much is a mil"? The definition of a mil as it relates to currency is .001 of a US dollar. In valuation terms, a mil would be .001 of the taxable valuation or \$506,405,578, so a "mil rate" of 24.5 means the City raised 24.5 "mils" ( $\$506,405.578 \times 24.5 = \$12,406,937$ ). Regarding the 2025 compound tax rate of 22.0, the mil rate attributed to municipal spending is 10.28 mil, Aroostook County is 2.7 mil and RSU#39 is 11.52 mil.



## Reconciling the Maine DOE ED279 and the Municipal Tax Bill

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

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

ED 279

STATE OF MAINE DEPARTMENT OF EDUCATION  
AUGUSTA 04333

9/15/2025

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

ORG ID : 1468

RSU 39

2025 - 2026

Section 4 : Calculation of Required Local Contribution - Mill Expectation

Section : 4

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

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

2

3

B) State Valuation by Member Municipality

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

Caribou

Stockholm

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

| Member Municipality | Total Allocation by Municipality | Required Local Contribution by Municipality | Calculated Mill Rate | State Contribution by Municipality (Prior to adjustments) |
|---------------------|----------------------------------|---------------------------------------------|----------------------|-----------------------------------------------------------|
| Caribou             | 16,511,551.06 -                  | 2,698,945.00                                | 6.10                 | 13,812,606.06                                             |
| Stockholm           | 409,489.17 -                     | 114,883.33                                  | 6.10                 | 294,605.84                                                |
| Total               | 16,921,040.23 -                  | 2,813,828.33                                |                      | 14,107,211.90                                             |

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

1 – School year      2 – Valuation used      3 – Mil Expectation      4 – Amount to be raised in warrant Article 12  
(This represents the January 1 to June 30, 2026 portion of RSU#39 contribution as an illustration).

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

Note on #3: The Maine Department of Education has their own set of procedures for determining what the municipality will contribute to education. The Maine DOE formula is “Required Local Contribution = the current Mill Rate multiplied by the municipal valuation”. The Maine DOE sets the current Mill Rate as a cap that the municipality will be required to contribute to education per the Essential Programs and Services (EPS) funding formula. The EPS funding formula is used to equitably distribute the limited state funding. For the 2026 fiscal year (shown), the local contribution cap was a 6.30 Mill Rate. In 2027, it is 5.645.

Note on #4: Maine statute dictates how the education budgets are organized and presented. The amount shown in # 4 can be found in Article 12 of the RSU#39 budget. This is the amount (half from each year) used in the calculation  $(\$2,698,945 + \$2,739,988.91) / 2 = \$2,719,466.96$ . Article 12 raises the funds needed to receive the “Essential Programs and Services Funding” provided for in Maine Statute.

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

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

For Article 14, the RSU 25-26 budget book shows Article 14 as \$2,441,936 and the RSU 26-27 budget book shows Article 14 as \$3,208,808.06. This is the amount (half from each) is used in the calculation  $(\$2,441,936 + \$3,208,808.06) = \$5,650,744.06 / 2 = \$2,825,372.03$ .

The voters of Caribou need to pass **Article 12**, as its passage appropriates the funding required to leverage the state money. With the passage of **Article 14**, the RSU#39 raises funds over and above what the state requires. Note: Only the City of Caribou pays 100% of the amount raised in Article 14, the Town of Stockholm pays 0%.

After the voters pass the RSU#39 budget, the school sends the city a copy of the approved warrant and a spreadsheet to calculate what needs to be raised. This is the spreadsheet from 2026:

| COMPUTATION TO DETERMINE<br>CITY APPROPRIATION TO THE<br>GENERAL FUND and ADULT ED FUNDS COMBINED |                                               |              |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------|
| <b>Caribou</b>                                                                                    |                                               |              |
| <b>School's Fiscal Year 2026-2027 City Appropriation</b><br>7/1/26- 12/31/26                      |                                               | \$ 6,217,499 |
| <b>School's Fiscal Year 2025-2026 City Appropriation</b><br>7/1/25- 6/30/26                       |                                               | \$ 5,412,309 |
|                                                                                                   | Increase based on school year                 | \$ 805,190   |
| <b>City's Fiscal Year 2026</b>                                                                    |                                               |              |
| 1/1/26- 6/30/26 (\$6,217,499.10 /2)                                                               |                                               | \$ 3,108,750 |
| 7/1/26-12/31/26 (\$5,412,309 /2)                                                                  |                                               | \$ 2,706,155 |
| <b>Total Appropriation</b>                                                                        |                                               | \$ 5,814,904 |
|                                                                                                   | City's 2025 Calendar year appropriation       | \$ 5,456,846 |
|                                                                                                   | Increase appropriation based on calendar year | \$ 358,058   |

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

Penny Thompson, City Manager

[pthompson@cariboumaine.org](mailto:pthompson@cariboumaine.org)

(207) 493 – 5961 (direct line)

**City of Caribou**  
**Finance/HR Department**  
**MEMORANDUM**

**DATE:**     \_August 10, 2026\_\_\_\_\_

**TO:**       \_Council\_\_\_\_\_

**FROM:**     \_Carl Grant, Finance/HR Director\_\_\_\_\_

**SUBJECT:**   \_Property lien to discharge, Quitclaim Deed required\_\_\_\_\_

Request was made by a law office to complete a transfer of owner ship, it was found that a lien against the property wasn't formally discharged, after a lapse of time a quitclaim is needed by lien party to convey clear ownership.

MUNICIPAL QUITCLAIM DEED WITHOUT COVENANTS

KNOW ALL PERSONS BY THESE PRESENTS THAT the Inhabitants of the Municipality of Caribou, a body corporate and politic located in Aroostook County, State of Maine, for consideration paid, release to David & Sandy Marrett a certain parcel of land with buildings thereon, if any, located in the Municipality of Caribou, Aroostook County, State of Maine, identified as follows.

Map 028, Lot 127 on the Tax Maps of the Municipality of Caribou, prepared by Blackstone Land Surveying and dated April 1, 2004, on file in the Office of the Assessors at Caribou, Maine. The Municipality of Caribou has acquired its interest in said parcel of land through automatic foreclosure of a lien dated May 23, 2014 recorded in Book 5307, Page 287 of the Southern Aroostook County Registry of Deeds.

The Inhabitants of the Municipality of Caribou have caused this instrument to be signed in it's corporate name by Courtney Boma, Jody Smith, Dan Bagley, Jennifer Kelley, Tamara Lovewell, Paul Watson and Lori Knight Phair, it's Municipal Officers duly authorized.

Witness our hand and seals this 10<sup>th</sup> day of August 2026.

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <u>Courtney Boma, Mayor</u>         | <u>Jody Smith, Deputy Mayor</u>   |
| <u>Dan Bagley, Councilor</u>        | <u>Jennifer Kelley, Councilor</u> |
| <u>Tamara Lovewell, Councilor</u>   | <u>Paul Watson, Councilor</u>     |
| <u>Lori Knight Phair, Councilor</u> |                                   |

ACKNOWLEDGEMENT

|                   |             |
|-------------------|-------------|
| State of Maine    | Date: _____ |
| _____ County, ss. |             |

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

Before me,

|                      |
|----------------------|
| <u>Notary Public</u> |
| <u>(Print Name)</u>  |

My commission expires:



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

*Municipal Building*  
25 High Street  
Caribou, ME 04736  
*Telephone (207) 493-3324*  
*Fax (207) 498-3954*

**PROPOSAL**

**TO: Caribou City Council**

**DATE: August 1, 2026**

**FROM: Eric Sanderson, Economic Development Specialist**

**RE: Brook Street Housing Proposal**

**Introduction**

Economic Development staff, in conjunction with the Caribou Development Committee (CDC), is pleased to present a proposal for a development project for the City Council to consider. The proposal is for development of housing on a City owned 23 acre parcel on Brook Street. As proposed, the project scope is based on a direct goal from the City's Housing Action Plan (see Attachment 1) to create more inventory on public land in locations with access to amenities and infrastructure. The draft sketch for development includes 33 lots (see Attachment 2), but the exact mix of units may need to be scaled down based on existing conditions, utilities, and public input to be conducted. The current proposal is to fund a survey to support a first phase of development with 6-8 lots along existing frontage of Brook Street. The CDC has begun drafting an MOU for any potential development agreement for after the property is surveyed and a more informed design can be created. The request is below:

1. Does the City Council support development of housing on this property?
2. If so, based on discussions with Engineering & Survey firms (see Attachment 3 for estimates) we kindly request funding in the amount not to exceed \$20,000 for surveying, to set pins, and begin environmental analysis of existing conditions on site for the first phase of a residential subdivision, consisting of 6-8 lots along the existing section of Brook Street.

**Planning & Zoning Information**

- Located in R-2 Residential Mixed-Use Zone.
- Allows Single Family (9,000 sq. ft. minimum lot size) & Duplex Units (10,500 sq. ft. minimum lot size).
- Located in Comp Plan Growth Area
- See Attachment 1 for Housing Action Plan Information

**Fiscal Impact**

- Conservative estimate of \$180,000 assessed value per home, existing tax rates would create approximately \$4,500 in assessable value per lot, or \$27,000-\$36,000 annually for Phase I, or approximately \$90,000/year at full build.

**Caribou Utilities District**

**Water**

- Served by Caribou Utilities District (CUD), the nearest feasible connection is a 6" water main line about 200 ft. from the site on Bradley Street (see Attachment 2)

**Sewer**

- Served by CUD. Existing sewer may be able to be used, subject to Engineering review. Sewer needs to be accurately located/surveyed.
- Grade on southeast half of site presents insufficient elevation for gravity sewer without construction of additional pump station.
- Design must have lots large enough, or avoid sewer area so CUD can have easement to access, maintain, and replace system infrastructure
- Depending on City Code and Fire Department Review, Fire Hydrants may be required. All infrastructure connections and hydrants must be installed to CUD specification and at the cost of the developer

**Electricity**

Served by Versant Power, a 1,000-4,999kW capacity line would likely need to be tied into about 530 feet away on Washburn Street.

**Property Acquisition & Assessing:** There are four things to consider when determining "Highest and Best Use": Legally Permissible, Physically Possible, Financially Feasible, Maximally Productive. For the legally permissible component, the property, Map 10 Lot 1, on Brook Street, was purchased from High Meadow Realty Trust in 2008, with Book 4630 Page 104. There are some easements reserved but Assessing does not see any restrictions on transferring the property.

**Suggested Action**

After discussion, if the City Council supports this request, please make a motion "to allocate up to \$20,000 from Account Number G5-473-00 for surveying, existing conditions analysis, and pin setting for the City-owned Brook Street property, further identified as Tax Map 10, Lot 001-C to support development of housing on the property".

Second

Attachment 1 - Project Scope, Housing Action Plan References

Discussion

Attachment 2 - Subdivision Sketch & Utility Maps (CUD, Versant)

Attachment 3 - Engineering Estimates for Survey

## **Attachment 1 – Project Scope & Housing Action Plan References**

### Scope of Work

The scope of the proposal is to fund a Land Survey, pins, and existing conditions analysis for the City-owned Brook Street parcel, further identified as Map 10, Lot 1 of the Caribou Tax Maps. This proposal is not intended to gain approval by the City Council of a specific design, rather, to take the first step to creating housing on a property in Caribou that the Housing Action Plan identified as a high potential property for residential use.

### Housing Action Plan References:

The 2026 Housing Action Plan identified one of the best programmatic steps the City can take to improve housing availability is to publish and market developable parcels via an inventory to attract development desired by the community. In conversations with the development community, staff have found that costs of the required leg work to develop (e.g. surveys, pins, environmental assessments etc.) deter investment into creating housing in our community. By doing this leg work in a land survey, as well as further environmental assessments awarded for this property through U.S. EPA grants, this site will become much more feasible to create the housing that Caribou needs, and be the first property actively marketed per the Housing Action Plan.

Additionally, the Plan found that more naturally affordable units, such as small homes, cottages, and accessory dwellings would benefit young families and individuals such as seniors looking to downsize into smaller homes in Caribou.

The survey undertaken as part of the Housing Action Plan process indicated strong support for diversified housing types such as duplexes and townhomes as part of providing a more diverse inventory of smaller units in Caribou.

### Next Steps

If funding of a land survey is approved, the Economic & Community Development Staff and Caribou Development Committee would prepare a RFP or RFB to solicit proposals or bids for this service.

### Conclusion

While the exact layout and mix of units is not finalized, a survey and existing conditions analysis will help market housing development in Caribou and inform a design that would be developed via a community-driven process, with public input on what residents want and need.



## Executive Summary

The City of Caribou faces a pivotal moment in its housing future. This *Housing Action Plan* (HAP) provides a comprehensive, actionable roadmap to guide Caribou's housing strategies in response to shifting demographic trends, an aging housing stock, and persistent affordability pressures, particularly for renters and lower-income households. Building upon the City's recently completed Housing Needs Assessment, the HAP connects market data, demographic analysis, and public input into a focused, community-driven housing strategy.

The HAP organizes its recommendations across three strategic areas: **financial, regulatory, and programmatic.**

Key financial recommendations include:

- Utilizing identified federal, state, and local funding sources for housing development and preservation;
- Establishing a dedicated Affordable Housing Trust Fund and a weatherization and rehabilitation assistance program;
- Expanding the current existing Landlord Incentive Program;
- Lowering construction and infrastructure costs by supporting development through coordinated public improvements, cost-sharing for utility extensions, and bulk purchasing strategies;
- Exploring property tax reduction and deferral options for seniors and income-qualified homeowners; and,
- Expanding the City's existing TIF District to include priority growth areas.

Regulatory recommendations include:

- Modernizing Caribou's zoning code and development standards in alignment with recent Maine state legislation (including LD 1829, LD 2003, LD 427, and LD 997), including:
  - Reductions to minimum lot areas, setbacks, and lot frontages;
  - Increases to maximum lot coverage and building heights; and,
  - Expanded by-right allowances for missing-middle and mixed-use housing types.
- Offering pre-approved design templates for missing middle and ADUs to enable local developers; and,
- Developing a suite of development incentives — height bonuses, parking reductions, fee waivers, expedited review, and public land donations or below-market sales — to make qualifying affordable and senior housing projects financially viable.

Programmatic and administrative recommendations include:

- Publishing and marketing a developable parcel inventory to attract developers;
- Establishing an annual housing production reporting framework;
- Formalizing a Land Bank Program in partnership with local and state partners;



## Introduction

This *Housing Action Plan* serves as a roadmap to guide Caribou's efforts to meet current and future housing needs. It builds upon the City's recently completed Housing Needs Assessment, connecting housing market data, demographic data, and public input into one focused housing strategy. The goal of this action plan is to help the City respond to changing market conditions and evolving housing challenges by providing a series of actionable regulatory, financial, and programmatic housing strategies that support **increased housing diversity, accessibility, and affordability**.

It provides direction for how local policies, partnerships, and investments can work together to shape a balanced and resilient housing market. The goal is to guide policy decisions, prioritize investments, and ensure that Caribou can offer safe, high-quality, and attainable housing for residents today and in the decades ahead.

## Key Takeaways

The quantitative and qualitative data collected revealed several key findings that helped to guide the policy and programmatic recommendations contained in the *Housing Action Plan*:

### ***Caribou's population is shrinking and aging.***

The City's population declined 10% from 2010–2024 and is projected to fall another 10% by 2040, driven by outmigration and limited job growth. Meanwhile, Caribou's median age increased sharply from 47.6 to 52.3 since 2018, faster than the county or state, and driving demand for senior-friendly and accessible housing.

### ***Households are small and getting smaller.***

61% of renter households and 52% of owner-occupied households are single-person households, necessitating smaller, more naturally affordable units, like ADUs, cottages, and small homes. Such units would benefit young families and individuals, seniors looking to downsize, and low-income residents.

### ***Caribou's housing stock is old, and units are aging out of the housing market.***

60% of all homes were built before 1970, and almost no new housing (especially rentals) has been built in the last 20 years. Furthermore, many of the City's vacant homes are unusable, with units categorized as "other vacant" (often deteriorated or under repair) rising from 31% to 54% of all vacant units. This limits available options for residents and signals a need for increased maintenance and preservation efforts.



# Caribou Housing Action Plan

*Caribou's housing stock is largely undiversified, but community feedback shows broad support for more diverse housing.*

The majority (68%) of Caribou's housing units are traditional single-family detached homes. Small multi-family (2-4 units) comprises an additional 17% of Caribou's housing stock. The community survey and resident open house showed strong interest in diversified housing types, like ADUs, apartments, duplexes, triplexes, and townhomes.

*Homeownership is rising and home values remain stable, but rental options are tight.*

Homeownership rates increased from 63% to 74% since 2018, now matching Maine and Aroostook County; however, home prices remain far below Maine overall (about \$250k below state typical value). While Caribou remains comparatively affordable for homeowners, the share of high-quality and affordable rental options is stagnating or even declining, as almost no new renter housing has been built in the 2010s or 2020s, and older housing units continue to age out of the market.

*Large income disparities exist between renters and homeowners, and the rental market is inexpensive, but still strained.*

75% of renters earn under \$50,000, compared to 37% of homeowners. 45% of renters are extremely low-income ( $\leq 30\%$  AMI), compared to just 13% of homeowners. Median rent of \$696 is slightly higher than what the typical renter can afford (\$655/month), and 42% of renters remain cost burdened, spending more than 30% of their gross income on housing costs.





## Programmatic Recommendations

Zoning reforms and financial tools lay the groundwork for housing progress, but sustained, long-term impact requires institutional capacity, active partnerships, and ongoing coordination. The recommendations in this section build on Caribou's existing assets, including the Caribou Housing Authority, the Aroostook County Action Program (ACAP), and the City's downtown TIF District, while identifying new opportunities to expand the City's reach through land banking, employer partnerships, nonprofit collaborations, and targeted outreach to property owners with underutilized or vacant parcels.

Recommendations are organized across five areas: identifying and marketing developable parcels, annual housing production reporting, expanding partnerships (including land banking and employer-assisted housing), and administrative updates.

### Identifying and Marketing Developable Parcels

The map on the following page shows several parcels identified by the City as opportunities for potential residential redevelopment, as well as city-owned parcels generally.

The analysis revealed 1,173 acres of city-owned land, including 201 acres of city-owned land determined to have high potential for residential redevelopment. This represents around 2.7% and 0.4% of the city's total residential land area (44,139 acres), demonstrating significant developable City land. By publishing these identified parcels and marketing them to developers, along with key information such as total average, utility and infrastructure connections, and zoning, the city can save developers time and money and direct development toward desired growth areas. The following table summarizes the total acres of identified land owned by the city, including land owned by the city for redevelopment, as well as the total acres of residential land and total acres of land in the City, as calculated by GIS.

**Table 1-9 Redevelopment Land Area**

| City Owned<br>Redevelopment Land | All City Owned Land | Residential Land Area | Total Land Area |
|----------------------------------|---------------------|-----------------------|-----------------|
| 201.01 acres                     | 1172.77 acres       | 44138.64 acres        | 51260.00 acres  |

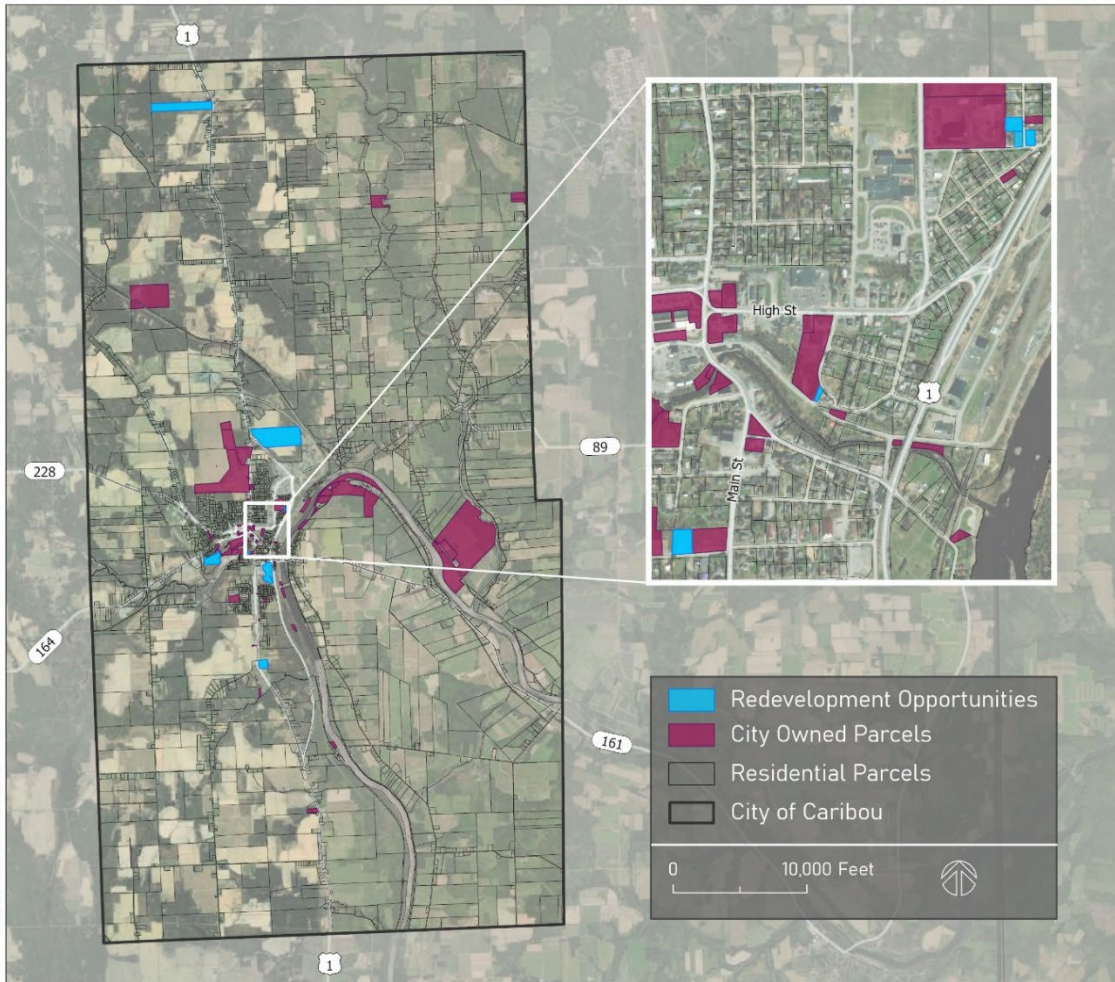
This inventory can be further expanded to include any future city-owned parcels, as well as privately-owned parcels suitable for development. As noted earlier, donating these parcels or providing them at below market-rate prices for developers who provide housing that benefits the community (such as senior and/or affordable housing), directly lowers the cost of development and can enable such housing that may be otherwise not feasible. A map of potential redevelopment opportunities in Caribou is shown on the next page.



# Caribou Housing Action Plan

## Redevelopment Opportunities in Caribou, Maine

The parcels highlighted in blue are city owned parcels that have been identified as potential redevelopment opportunities in Caribou. The inset zooms in on five of the smaller redevelopment opportunity parcels that aren't distinguishable on the main map. The remaining city owned parcels are shown in pink, and residential parcel boundaries are symbolized by a dark grey outline.



Disclaimer: This map is for informational purposes only and does not constitute guidance for development. All data are approximate estimates and are subject to change. Users must conduct independent, site-specific evaluation to determine actual suitability, constraints, and permitting requirements prior to any development activity.



**City of Caribou**

Data: City of Caribou, 2025.



## Implementation Plan

This implementation table offers the City of Caribou with a clear, actionable framework for moving its housing strategies forward. It translates the goals and strategies into specific steps with assigned responsibilities, timelines, and intended outcomes. With this structure in place, City staff, leaders, and partners can better coordinate efforts, allocate resources, and track progress on key initiatives.

Regular review is encouraged to assess progress, identify what's working, and adjust as the City's needs evolve. These strategies represent important steps toward meeting Caribou's community vision of being a family-friendly, safe place to live, work and play for all ages.



**(0–2 years)** — Actions that can be initiated or completed quickly, often requiring only local ordinance/resolution or administrative action



**(2–5 years)** — Actions requiring interagency coordination, new programs, or capital formation



**Ongoing** — Continuous or annual responsibilities

| Strategy                                                                                                                                                             | Timeline                                                                                                | Intended Impacts                                                                                                                                    | Responsible Department(s)                                 | Anticipated Costs                                                            | Staff Capacity                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Establish incentives for affordable/senior housing: density bonuses, parking reductions, waived/deferred fees, expedited review and permitting; land donations/sales | <br><b>Short-term</b>  | Directly lowers and enables development costs for projects benefiting community; drives desired development                                         | Code Enforcement; Planning Board; Public Works            | <b>Low</b> (potential foregone fee revenue and land value)                   | <b>Medium</b> – Requires ongoing review, monitoring, and incentive administration        |
| Establish Affordable Housing Monitoring and Compliance Framework (letters of compliance, on-site inspections, enforcement for non-compliance)                        | <br><b>Short-term</b>  | Ensures designated affordable units remain maintained and affordable for full affordability term; protects public investment in incentive programs  | Code Enforcement; Housing; City Administration            | <b>Low</b> (inspection, reporting, and enforcement activities)               | <b>Medium</b> – Requires recurring inspections, recordkeeping, and compliance monitoring |
| Publish and Market Developable Parcel Inventory and Establish a Pathway for Development Proposals                                                                    | <br><b>Short-term</b> | Saves developers time and money; directs development to desired growth areas; increases transparency; facilitates public land donation/sale process | Economic Development; City Administration; Tax Assessment | <b>Low</b> (GIS analysis, website/database development, marketing materials) | <b>Low</b> – Requires periodic updates and coordination between departments              |

**Attachment 2 – Subdivision Sketch & Utility Maps (Caribou Utilities District, Versant Power)**







### Attachment 3 - Engineering & Design Firm Survey Estimates for Phase I and Future Phases

**From:** Bill Gerrish <bgerrish@sebagotechnics.com>  
**Sent:** Tuesday, July 28, 2026 5:26 PM  
**To:** Eric Sanderson  
**Subject:** RE: [External] Caribou Subdivision Plan

Hi Eric,

First here is a rough breakdown of the \$30,000 to \$35,000 estimate for the first phase:

- Site Boundary & Topographical Survey = \$7,000 to \$8,000
  - Schematic Design Phase (25% complete) = \$2,500 to \$3,500
  - Design Development Phase (55% complete) = \$16,000 to \$18,000
  - Permit Document Phase (75% complete to approval) = \$4,500 to \$5,500
- Total Phase 1 Estimate = \$30,000 to \$35,000

I think your suggestion to complete some up-front environmental assessments is a great idea. I took a quick look at your site when doing the original estimate and it looks like the 100-year flood zone encroaches quite a bit into the lots that are on Proposed Road C. For this type of development, we often recommend doing a feasibility study/concept plan as the first step. Without doing any specific field work except for a site walk, we can put together a pretty good existing conditions plan using existing available data for property lines, Lidar topography, NWI wetlands, FEMA flood zones, NRCS soils mapping, any significant wildlife habitat areas, or other site features or limitations. We then plot all the required setbacks from the resource areas and municipal zoning. This allows us to determine the suitable areas on the site, and we can prepare one or two concept plans showing how the site can be developed. In short, for a relatively low cost (typically less than \$5,000) you can have a pretty good idea of how best to develop your site before jumping right into the surveying and design work.

If you would like to consider a feasibility study/concept plan, I would be happy to provide you with a proposal. Otherwise feel free to get back to me by phone or email if you have any questions or would like any additional information.



## Eric Sanderson

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**From:** Drew Olehowski <dolehowski@haleyward.com>  
**Sent:** Monday, July 27, 2026 9:21 AM  
**To:** Eric Sanderson  
**Subject:** RE: Caribou Subdivision Plan

Hey Eric,

The Boundary Survey needs to encompass the entire parent parcel. There is no splitting up that piece of it into phases as you need to determine the legal boundary of the whole parcel, not just a portion of it. The existing conditions only need to be done in the proposed development area, so that could be broken up into phases. If we were only to do existing conditions in Phase 1 to start, we could supplement that with online available LIDAR data to at least get an idea of what we would need to accommodate in future phases.

### Phase 1

Boundary Survey of the parent parcel + existing conditions of Phase 1 + Setting pins for Phase 1 = \$18,500

### Phase 2

Existing Conditions of Phase 2 + Setting pins for Phase 2 = \$9,500

Let me know if this is clearer. Thanks,

Drew Olehowski, PE  
Project Manager  
t: 207.283.9151 d: 207.404.5893 m: 207.576.6488

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



## **MEMO**

**TO: Caribou City Council**

**FROM: Eric Sanderson, Economic & Community Development Specialist**

**DATE: August 4, 2026**

**RE: Adoption of Local Community Development Block Grant Application Process**

---

### Introduction

The Community Development Block Grant (CDBG) program, administered by the Federal Department of Housing and Urban Development (HUD), and by the Department of Economic & Community Development (DECD) in Maine, supports projects that benefit low and moderate income persons and jobs and addresses urgent community needs. Through the allocation with DECD, the City of Caribou is allowed one Community Development Block Grant Program award each year per CDBG program sub-area.

### Request

Since only one application per program area is allowed to be pursued per year, the City needs to make that decision on which business's application it will move forward with through the formal CDBG application process. As the City has expanded its Economic Development Department and programming, more of Caribou local businesses have been interested in applying for these grants to support working capital, equipment purchases, and more. To ensure equity, fair noticing, and review of applicants, the Economic & Community Development staff is proposing the attached application and process to be considered, for which the recommendation is to renew annually as each fiscal year's CDBG funds are made available at the Federal level.

### Suggested Action

If the City Council is comfortable with use of this program statement, eligibility criteria, and application process for CDBG Economic Development Program applications at the local review level first, the below motion is requested to be made:

“Motion to approve the City of Caribou Program Statement, Application Process, and Scoring Criteria for the State of Maine 2026 CDBG Economic Development Grant Program”

Second

Discussion

Vote



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## **City of Caribou**

### **Community Development Block Grant Program Statement**

## **State of Maine 2026 CDBG Economic Development Grant Program**

### **Introduction**

The City of Caribou is pleased to announce the opportunity for local businesses to apply for the State of Maine 2026 Community Development Block Grant (CDBG) Economic Development Program. This program is designed to assist businesses with enhancing their operations, expanding services, and contributing to the overall economic vitality of our community.

### **Objective**

The primary objective of the CDBG Economic Development Grant Program is to provide financial assistance to businesses that will result in the creation or retention of jobs, particularly for low- and moderate-income persons, and to support projects that enhance economic opportunities and improve the quality of life in the City of Caribou.

### **Eligibility Criteria**

To be eligible for consideration, businesses must meet the following criteria:

1. **Location:** The business must be located in Caribou.
2. **Job Creation/Retention:** The project must create or retain jobs, benefiting low- and moderate-income individuals.
3. **Project Viability:** The project must demonstrate financial viability and the ability to achieve the proposed economic development outcomes.
4. **Other Funding Sources:** Economic Development CDBG grants are intended to fill a gap in project funding.
5. **Compliance:** The business must comply with all local, state, and federal regulations, including environmental and labor standards.



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## **Application Process**

The City of Caribou will select one business to apply for the CDBG Economic Development Grant. The selection process will be competitive and based on the following steps:

### **Step 1: Business Interest Submission Form**

Interested businesses must submit a business interest form (Attachment 1) to the City of Caribou. The form should include:

- Business name and contact information
- UEI if available
- Detailed project description
- Estimated project cost and funding sources
- Expected economic impact, including job creation/retention
- Detailed budget and timeline

### **Step 2: Business Review**

The City's Selection Committee, comprised of a member of the City Council, the City Manager, Economic Development Specialist, Code Enforcement Officer, one (1) representative of the Caribou Development Committee, and one (1) representative of the Caribou Economic Growth Council will review all submissions based on the eligibility criteria and project merits.

The Selection Committee will evaluate the business interest form using a scoring system based on:

- Job creation/retention potential
- Financial viability and sustainability
- Economic impact on the community
- Alignment with local economic development goals

The Committee will recommend one business to the City Council for final approval.

### **Step 5: Final Approval and Application Submission**

The selected business will work with the City of Caribou to prepare and submit the initial Letter of Intent to the State of Maine. The City, in partnership with the Northern Maine Development



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Commission (NMDC) will provide support and guidance throughout the application process to ensure compliance with CDBG requirements.

### **Contact Information**

For more information or assistance with the application process, please contact: Eric Sanderson, Economic & Community Development Specialist, City of Caribou. Phone: (207) 498-5096 | Email: [esanderson@cariboumaine.org](mailto:esanderson@cariboumaine.org)

### **Public Announcement**

The City of Caribou is excited to announce the opportunity for local businesses to apply for the State of Maine 2026 CDBG Economic Development Grant Program. This grant aims to support projects that create or retain jobs and enhance our community's economic vitality. Interested businesses must submit a pre-application by [Insert Deadline Date]. Preference will be given to projects that demonstrate significant job creation or retention, particularly for low- and moderate-income individuals. Please note that the selection process is competitive, and the final funding decision rests with the Maine State DECD. For more details, including eligibility criteria and application forms, visit <https://www.maine.gov/decd/community-development/cdbg-program/application-process>

### **City of Caribou: CDBG Economic Development Grant Program Scoring System**

#### **Scoring Criteria**

Each application will be evaluated based on the following criteria, with a maximum possible score of 100 points:

#### **1. Job Creation/Retention Potential (25 points)**

- **High (21-25 points):** The project will create or retain 10 or more jobs, with at least 51% of these jobs benefiting low and moderate-income individuals.
- **Medium (11-20 points):** The project will create or retain 5-9 jobs, with at least 51% of these jobs benefiting low and moderate-income individuals.
- **Low (0-10 points):** The project will create or retain fewer than 5 jobs or less than 51% of these jobs will benefit low and moderate-income individuals

#### **2. Financial Viability and Sustainability (20 points)**



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- **High (16-20 points):** The project demonstrates strong financial viability, with detailed financial statements and a solid business plan indicating long-term sustainability.
- **Medium (8-15 points):** The project demonstrates moderate financial viability, with some financial statements and a basic business plan indicating potential sustainability.
- **Low (0-7 points):** The project demonstrates low financial viability, with limited or no financial statements and an unclear business plan.

### 3. Economic Impact on the Community (25 points)

- **High (21-25 points):** The project significantly enhances the local economy, providing substantial benefits such as increased tax revenue, new services, or major infrastructure improvements.
- **Medium (11-20 points):** The project moderately enhances the local economy, providing some benefits such as additional tax revenue, new services, or minor infrastructure improvements.
- **Low (0-10 points):** The project provides minimal economic enhancement, with few or no tangible benefits to the local economy.

### 4. Alignment with Local Economic Development Goals (15 points)

- **High (11-15 points):** The project strongly aligns with the City's Comprehensive Plan and economic development goals.
- **Medium (6-10 points):** The project moderately aligns with the City's Comprehensive Plan and economic development goals.
- **Low (0-5 points):** The project has little or no alignment with the City's Comprehensive Plan and economic development goals.

### 5. Project Feasibility (10 points)

- **High (8-10 points):** The project is highly feasible, with a clear and realistic timeline, budget, and well-defined steps for implementation.
- **Medium (4-7 points):** The project is moderately feasible, with a basic timeline, budget, and some defined steps for implementation.
- **Low (0-3 points):** The project is minimally feasible, with an unclear or unrealistic timeline, budget, and poorly defined steps for implementation.



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### **Total Score Calculation**

The total score for each application will be the sum of the points awarded in each of the six criteria categories. The maximum possible score is 100 points.

### **Scoring Sheet**

| <b>Criteria</b>                                 | <b>Max Points</b> | <b>Applicant Score</b> |
|-------------------------------------------------|-------------------|------------------------|
| Job Creation/Retention Potential                | 25                |                        |
| Financial Viability and Sustainability          | 20                |                        |
| Economic Impact on the Community                | 25                |                        |
| Alignment with Local Economic Development Goals | 15                |                        |
| Project Feasibility                             | 15                |                        |
| <b>Total Score</b>                              | <b>100</b>        |                        |

Each member of the Selection Committee will complete a scoring sheet for each application. The scores from all members will be averaged to determine the final score for each application. The business with the highest average score will be recommended for the CDBG Economic Development Grant LOI.

### **Process for Mitigating Bias Concerns and Managing Tight Timeline**

#### **Step 1: Public Announcement and Information Session**

- **Public Notice:** Announce the availability of the CDBG grant and the selection process through multiple channels (local newspaper, City website, social media, public bulletin boards).
- **Information Session:** Hold a public information session (in-person and/or virtual) within the first few days of the announcement to explain the grant, eligibility criteria, application process, scoring system, and timeline. Ensure transparency and answer any questions.

#### **Step 2: Formation of a Selection Committee**

- **Committee Composition:** Form a diverse selection committee that includes City officials, and community representatives. Ensure that the committee includes individuals with no conflicts of interest.





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- **Training:** Provide training to the committee members on the scoring criteria and the importance of impartiality and confidentiality.

### **Step 3: Clear Communication of Selection Criteria and Process**

- **Detailed Guidelines:** Provide detailed written guidelines on the application process, eligibility criteria, and scoring system. Make this document publicly available.
- **Submission Deadline:** Clearly communicate the submission deadline (e.g., two weeks from the announcement date) and ensure it is feasible for applicants.

### **Step 4: Application Submission and Acknowledgment**

- **Submission Process:** Accept applications via multiple methods (email, physical drop-off at Municipal Building) to accommodate different preferences.
- **Acknowledgment Receipt:** Send an acknowledgment receipt to each applicant upon submission, confirming their application has been received.

### **Step 5: Transparent Evaluation Process**

- **Application Review:** The selection committee reviews all applications independently using the standardized scoring system.
- **Scoring Sheets:** Each committee member completes a scoring sheet for each application, with detailed notes justifying their scores.
- **Committee Meeting:** Hold a committee meeting to discuss the scores and reach a consensus. Ensure that this meeting is documented.

### **Step 6: Announcement of Selected Business**

- **Public Announcement:** Announce the selected business publicly and explain the rationale behind the decision based on the scoring criteria.
- **Feedback Opportunity:** Offer feedback to non-selected applicants. Provide them with their score breakdown and constructive feedback on their application and offer information and referrals for alternate funding sources.

### **Step 7: Conflict Resolution Mechanism**

- **Grievance Process:** Establish a formal grievance process for applicants who believe the selection process was biased. This process should include:
  - A designated contact person for grievances.
  - A timeline for submitting grievances (e.g., within one week of the announcement).





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- A committee or neutral party to review and respond to grievances.

### **Timeline Overview**

- **Day 1:** Public announcement of the grant opportunity and information session.
- **Days 2-4:** Hold public information session and training for selection committee members.
- **Days 5-10:** Businesses prepare and submit their business interest forms.
- **Days 11-14:** The selection committee reviews applications, holds meeting to discuss scores, and finalizes the selection.
- **Day 15:** Public announcement of the selected business and offer feedback opportunity for non-selected applicants.
- **Day 16-21:** Grievance submission and resolution process.

### **Conflict of Interest Disclosure Form**

#### **Purpose**

The purpose of this form is to ensure the impartiality and integrity of the selection process for the CDBG Economic Development Grant Program by identifying and addressing any potential conflicts of interest.



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## **Instructions**

All members of the selection committee must complete and sign this form prior to reviewing any applications. If a conflict of interest is identified, the member must abstain from participating in the evaluation and selection process for the affected application(s).

### **Committee Member Information**

- **Name:**
- **Position/Title:**
- **Date:**

### **Conflict of Interest Disclosure**

Please review the following statements and mark the appropriate box.

#### **1. Direct Financial Interest**

- Do you, your immediate family, or your business have a direct financial interest in any of the businesses applying for the CDBG Economic Development Grant?
  - ☐ Yes
  - ☐ No

If yes, please describe the nature of the financial interest:

---

#### **2. Employment or Other Financial Relationship**

- Are you employed by, or have you had any financial relationship with, any of the businesses applying for the CDBG Economic Development Grant within the past year?
  - ☐ Yes
  - ☐ No

If yes, please describe the nature of the relationship:

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#### **3. Personal Relationships**

- Do you have any personal relationships (family, friends, etc.) with any of the owners, employees, or representatives of the businesses applying for the CDBG Economic Development Grant that could affect your impartiality?



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- ☐ Yes
- ☐ No

If yes, please describe the nature of the relationship:

---

#### **4. Other Potential Conflicts**

- Are there any other potential conflicts of interest not covered above that could affect your impartiality in the selection process?
  - ☐ Yes
  - ☐ No

If yes, please describe the nature of the potential conflict:

---

#### **Acknowledgment and Certification**

By signing below, I acknowledge that I have reviewed the above statements and disclosed any potential conflicts of interest. I understand that if a conflict of interest is identified, I must abstain from participating in the evaluation and selection process for the affected application(s).

- **Signature:**
- **Date:**



## Disclaimer

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### Please Note:

The submission of an application to the City of Caribou for the CDBG Economic Development Grant Program does not guarantee funding. All applications will be reviewed and scored by the City of Caribou's selection committee. The selected application will then be submitted to the Maine Department of Economic and Community Development (DECD) for final approval.

The final decision on funding lies solely with the Maine State DECD. The DECD will review the submitted application and make the final determination regarding the award of the grant. The City of Caribou cannot guarantee that the selected business will receive funding.

By submitting an application, you acknowledge and accept that the selection process is competitive and that funding is contingent upon approval by the Maine State DECD.



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**Attachment 1 – City of Caribou Business Interest Form to Apply for  
CDBG Economic Development Program Funding**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Unique Entity Identifier (UEI):** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Detailed Project Description:** \_\_\_\_\_

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**Estimated Economic Impact and Job Creation/Retention:** \_\_\_\_\_

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**How will this project benefit Low and Moderate Income (LMI) Individuals per the CDBG Economic Development Program Guidelines?** \_\_\_\_\_

---

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---

**Estimated Project Cost and Funding Sources:** \_\_\_\_\_

---

---

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**How will this project remain financially viable and sustain the business and/or job creation as part of this grant?:** \_\_\_\_\_

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**Please describe the economic impact on the community:** \_\_\_\_\_

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**How does the project align with Local Economic Development Goals (City Council Goals, Comprehensive Plan, etc.):** \_\_\_\_\_

---

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**Please describe the project feasibility (ability to hire employees, purchase equipment, and execute the proposed project as part of this grant application):** \_\_\_\_\_

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**Is the project, use, business, etc. in compliance with City of Caribou Codes and Ordinances? If not, how will this be rectified or applicable permits/approvals received?:**

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**Detailed Budget & Timeline:** \_\_\_\_\_

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# City of Caribou

*Office of the Fire Chief  
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## MEMORANDUM

**To:** Mayor & Members of the Caribou City Council  
**Cc:** City Manager  
**From:** Brian P. Lajoie, Fire Chief  
**Date:** August 10, 2026  
**Subject:** Request for Approval of Referendum Question Authorizing the Purchase of a Replacement Aerial Ladder Truck

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Included in this memorandum for your consideration this evening is a proposed referendum question and if approved by the City Council, will authorize placement of the question before the voters of the City of Caribou at the next available municipal election. The proposed referendum question has been reviewed and approved by the City's Municipal Attorney to ensure it complies with applicable legal requirements and is appropriate for placement on the municipal ballot. The requested authorization would provide the City with the flexibility to pursue the most advantageous funding option available, including the use of municipal funds, reserves, grants, bonds, lease-purchase financing, or conventional bank financing, as determined by the City Council.

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## Proposed Referendum Question

City of Caribou

### Referendum Question

#### Authorization to Purchase a Replacement Aerial Ladder Truck

**“Shall the City of Caribou be authorized to expend up to \$2,900,000 for the purchase of a replacement aerial ladder truck, together with all necessary equipment and accessories for the Caribou Fire & Ambulance Department to be funded from any combination of municipal funds, reserves, grants, the issuance of bonds, lease-purchase, or bank financing as determined by the City Council.”**

YES ☐

NO ☐

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**“The City Council recommends approval.”**



## **Explanatory Statement**

The Caribou Fire & Ambulance Department is requesting voter authorization to expend up to \$2,900,000 for the purchase of a replacement aerial ladder truck.

The department's current ladder truck has served the city well for many years but has reached the end of its reliable service life. As emergency apparatus ages, maintenance costs continue to increase, replacement parts become more difficult to obtain, and the likelihood of extended downtime rises significantly. These factors reduce operational reliability and can impact the department's ability to respond effectively to emergencies.

An aerial ladder truck is one of the department's most critical emergency response vehicles. It provides elevated access for rescue operations, aerial fire suppression, roof ventilation, elevated master stream operations, technical rescue capabilities, and firefighter access to upper floors of residential, commercial, industrial, educational, and healthcare facilities. The apparatus also responds throughout Aroostook County under mutual aid agreements when neighboring communities require aerial resources.

The City of Caribou protects a diverse community that includes multi-story apartment buildings, schools, healthcare facilities, commercial occupancies, industrial properties, municipal buildings, and other structures where aerial capabilities are essential for effective emergency operations.

The proposed authorization establishes a maximum expenditure of \$2,900,000. The actual purchase price will depend on final specifications, competitive bidding, available grants, and financing options. Approval of the referendum does not require the City to spend the full authorized amount but instead provides flexibility to secure the best available pricing and financing while ensuring the city can purchase a modern aerial ladder truck that meets current operational and safety standards.

Replacing the department's aging aerial ladder truck will improve operational reliability, reduce escalating maintenance expenses, enhance firefighter safety through modern technology and safety features, and ensure the city continues to provide the high level of fire protection and emergency response services expected by the citizens of Caribou.

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## **Recommendation**

Approval of this request will allow the citizens of Caribou to authorize replacing one of its most essential public safety assets while ensuring the Caribou Fire & Ambulance Department remains capable of providing safe, effective, and reliable emergency services for many years to come.

Respectfully submitted,

Brian P. Lajoie  
Fire Chief  
Caribou Fire & Ambulance Department



# CARIBOU FIRE & AMBULANCE DEPARTMENT



Chief Brian P. Lajoie

## Monthly Report – July 2026

### Call Summary

| <i>Category</i>              | <i>Number of Calls</i> | <i>Category</i>   | <i>Number of Calls</i> |
|------------------------------|------------------------|-------------------|------------------------|
| <b>Ambulance Calls</b>       | <b>209</b>             | <b>Fire Calls</b> | <b>24</b>              |
| BLS Calls                    | 121                    | Structure Fires   | 2                      |
| ALS Calls                    | 88                     | Chimney           | 0                      |
| Canceled Calls               | 0                      | Rescue            | 0                      |
| Drug/Behavioral Calls        | 14                     | Silent Alarms     | 22                     |
| Outside Community Calls      | 47                     |                   |                        |
| PIFT Transfers               | 0                      |                   |                        |
| LifeFlight Transfers         | 11                     |                   |                        |
| Long Distance Transfers      | 0                      |                   |                        |
| <b>Total Calls for July:</b> | <b>233</b>             |                   |                        |

### Monthly Activities & Events

#### July 1, 2026:

Employment opportunity application acceptance opened for the department to fill four vacant positions.

#### July 8, 2026:

Chief Lajoie attended the Maine EMS Region IV Advisory Council meeting via Zoom (1530 hrs.).

#### July 14, 2026:

Chief Lajoie attended a Haz-Mat Team Chiefs meeting via Zoom with Maine Emergency Management Agency, 1300hrs.

#### July 15, 2026:

Chief Lajoie attended a briefing at Caribou Community School on key card access and verifying all key cards in the department's possession, 0800 hrs.

**July 20, 2026:**

Chief Lajoie attended the City Council Meeting at 1800hrs. City Council Chambers.

**July 22, 2026:**

Chief Lajoie attended a Zoom meeting with Operative IQ representative going over DEA accountability software for the department, 1000hrs.

**July 23, 2026:**

Chief Lajoie attended Cary Medical Center pharmacy meeting with area fire/ems departments to discuss DEA changeover procedures from Cary pharmacy to department possession, 0900 hrs.

**July 23, 2026:**

Chief Lajoie attended a Zoom meeting with Log Rx representative going over DEA accountability software for the department, 1100hrs.

**July 23, 2026:**

Meeting and walkthrough at CFD with Radio Communication Management representatives to provide an estimate on new radio base station and necessary devices for the department to be included in the chief's capital improvement plan, 1330 hrs.

**July 28, 2026:**

Chief Lajoie started DEA application process for the department.

**July 31, 2026:**

Employment opportunity application acceptance closed for the department to fill four vacant positions.

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**Station & Equipment Maintenance**

Crews completed all monthly building and apparatus checks for July.

- Ambulance 24 received detailed cleaning of cab interior, all compartments, and exterior waxing.

Respectfully submitted,  
Brian P. Lajoie  
Fire Chief, FO IV