CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, October 19, 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.

1. **Roll Call**
2. **Invocation/Inspirational Thought**
3. **Pledge of Allegiance**
4. **Declaration of any Conflict of Interest**
5. **Public Forum (PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email** dbrissette@cariboumaine.org**)**
6. **Bid Openings, Awards, and Appointments** **PAGES**
   a. Facade Improvement Grant bid recommendations 02-03
   b. Appointment of two election clerks 04
7. **Public Hearings and Possible Action Items**
   a. Public Hearing on Ordinance 10, 2026 Series, "An Ordinance to Amend Chapter 17 General Assistance"
8. **Reports by Staff and Committees** 05-12
   a. September 2026 Financials – Finance Director Carl Grant 13-32
   b. Request for return of item on loan to the Nylander Museum 33-34
   c. City Manager's Report 35-36
9. **Unfinished Business**
   a. IAFF 5191 (Caribou Fire and Ambulance) contract adoption
10. **New Business, Ordinances and Resolutions** 37-88
    a. Introduction of Ordinance 11, 2026 series, "An Ordinance to make changes to Chapter 19 "Policy for Tax Acquired Property" 89-126
11. **Reports and Discussion by Mayor and Council Members** **REPORTS**
12. **Next Meetings:** Regular Meetings on November 16, 2026 and December 14, 2026 127-135
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 (Police Station real estate)
    b. Executive Session for union negotiations pursuant to 1 MRSA §405.6.D (AFSCME Local 0220 Public Works)
    c. Executive Session for economic development pursuant to 1 MRSA § 405.6.C
14. **Adjournment**

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Clerk ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Danielle Brissette, City Clerk

CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736

MEMO

TO: Caribou City Council Members
FROM: Eric Sanderson, Economic & Community Development Specialist
DATE: October 13, 2026
RE: Façade Improvement Grant Applications & Review Committee Recommendation

Introduction

The City of Caribou's Façade Improvement Grant Program is financed via Tax Increment Financing (TIF) program funding for the Downtown TIF and RC-2 District TIF. Each year, the City Council has allocated $40,000 to be applied for biannually, with applications due each Spring and Fall. The Fall round of funding this year had three applications submitted by the due on September 30th. The application form, program fact sheet, and scoring criteria are all contained in the materials attached to this memo. $25,824.20 is available for this Fall Round after previous funding allocations.

Applications

Three applications were received. The three applicants and corresponding review is described below:

Applicant	Business	Address	Project	Amount Requested
Val Ayers	Ay Ay Tacos	117 Sweden Street	Signage, electrical work for sign, back door, paint, retaining wall brick work	$7,500
Scott LaFleur	Best Western Caribou Inn	19 Main Street	Three large signs for Bukcs Bar & Tundra Breakfast	$1,500
Jeff Robertson	Caribou United Methodist Church	74 High Street	Remove and repair front steps	$7,500

Total: $16,500

Review Committee Recommendation

Val Ayers, Ay Ay Tacos – 117 Sweden Street

Upon review, the Committee agreed that this was a highly visible location on Sweden Street and a great project. If invoices can be submitted as a condition of the award and the property owner (since this is a lease) consents, the recommendation is approval.

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

Scott LaFleur, Best Western Caribou Inn – 19 Main Street

This project was for three large sign as part of Bucks Bar & Tundra Breakfast. The Committee agreed this is a high visibility location, and a business that has made substantial improvements over the last several years. Although the request was for $1,500, the Committee believes 50% of the project cost, or up to $1,600 is eligible for the project. The recommendation is to award up to $1,600 for the signage project.

Recommendation: Approve award in the amount of up to $1,600

Jeff Robertson, Caribou United Methodist Church, 74 High Street

The Committee voted in favor of the project, noting it is high visibility, conditional on further information being provided about the repair work, as the estimate only speaks to removal.

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

Conclusion

Each of the projects eligible were in high visibility and would visually improve the properties. With over $25,000 available this round, the Review Committee recommends award of up to $16,600.

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 $16,600".

Second

Discussion

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette, City Clerk
RE: Appointment of Election Clerks
DATE: October 8, 2026

Pursuant to Maine Revised Statutes Title 21-A, Section 503-A, nominations for election clerks must be submitted to the municipal officers during each general election year, which occurs in even-numbered years.

The City has received interest from Michelle Barnes and Courtney Wall to serve as Election Clerks.

If appointed their term would begin on October 19, 2026, and expire on April 30, 2028.

Recommended Motion:

Move to approve the appointment of Michelle Barnes and Courtney Wall to the City of Caribou Election Clerk list, with a term expiring April 30, 2028.

Second, discuss, and vote.

CITY CLERK'S OFFICE
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Ordinance No. 10, 2026 Series—Amendment to Chapter 17, General Assistance
DATE: October 16, 2026

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

Tonight, we will have a public hearing on Ordinance No. 10 2026 Series, Amending Chapter 17 General Assistance.

Suggested Action:

Open the Public Hearing and note the time for the minutes
Ask if there are any comments from those in attendance
Ask if there are any comments from those in attendance
After all public comments, ask for any feedback, question's 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 ask the Caribou City Council how it wishes to proceed. For example, a motion could be made to "Approve and adopt ordinance number 10, 2026 series An ordinance to amend Chapter 17 General Assistance."

Second

Discussion

Vote

Ordinance Introduced by Deputy Mayor Smith
on September 21, 2026

Ordinance No. 10, 2026 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE AMENDING CHAPTER 17 General Assistance
Short Title: An ordinance Amending General Assistance Guidelines

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

Section I. Amendments to Ordinance

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

OVERALL MAXIMUMS

# in Household	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
One	$655.00	$692.00	$742.00	$766.00	$803.00	$1,036.00
Two	$717.00	$754.00	$812.00	$842.00	$871.00	$1,044.00
Three	$840.00	$881.00	$951.00	$1,043.00	$1,085.00	$1,346.00
Four	$1,132.00	$1,185.00	$1,281.00	$1,421.00	$1,486.00	$1,839.00
Five	$1,254.00	$1,353.00	$1,464.00	$1,524.00	$1,569.00	$1,913.00
Six	$1,329.00	$1,428.00	$1,539.00	$1,599.00	$1,644.00	$1,988.00

Add $75 for each additional person

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

The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2026, those amounts are:

2025-2026 FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	$71.16	$306.00
2	$130.70	$562.00
3	$ 187.91	$808.00
4	$237.91	$1,023.00
5	$283.02	$1,217.00
6	$340.23	$1,463.00
7	$375.81	$1,616.00
8	$428.14	$1,841.00
NOTE: For each additional person add $225.00 per month.		

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

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

	UNHEATED		HEATED	
Number of Bedrooms	Weekly	Monthly	Weekly	Monthly
0	$199	855	$234	$1,006
1	$199	$855	$235	$1,011
2	$246	$1,059	$304	$1,306
3	$347	$1,492	$417	$1,793
4	$349	$1,500	$433	$1,861
Recovery Residence			$176.25	$758.25
26+ rooms			$123.38	$530.78

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

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

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

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

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

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

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

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

Funeral Maximums

Burial Maximums

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

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

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

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

Cremation Maximums

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

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

This ordinance, being introduced on -September 21, 2026 and a public hearing being held on October 19, 2026was duly passed by the City Council of the City of Caribou, Maine, this _____ day of October 2026

_____ Courtney Boma, Mayor

_____ Jody Smith, Deputy Mayor

_____ Daniel Bagley, Councilor

_____ Jennifer Kelley, Councilor

_____ Lori Knight Phair, Councilor

_____ Tamara Lovewell, Councilor

_____ Paul Watson, Councilor

Attest: _____
Danielle Brissette, City Clerk

COPIES OF THE FINAL, CLEAN COPY

OF THE GENERAL ASSISTANCE ORDINANCE

CAN BE FOUND:

On the City website: caribou maine.org

In the City Clerks' office: 25 High Street

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

MUNICIPALITY OF _____

GENERAL ASSISTANCE ORDINANCE

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

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

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

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

[*For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]*

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

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

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

_____ _____
(Print Name) (Signature)

_____ _____
(Print Name) (Signature)

_____ _____
(Print Name) (Signature)

_____ _____
(Print Name) (Signature)

_____ _____
(Print Name) (Signature)

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

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: October 19, 2026
RE: Financial Reports presented by Finance Director Carl Grant

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Finance Director Carl Grant will present the following Financial Report:

- September 2026 Financial Reports

Suggested action:

After the presentation, please make the following motion:

Motion to accept the September 2026 Financial Report as presented

Second

Discussion

Vote

FINANCIAL NOTES

For period ending September 30, 2026

GENERAL LEDGER

Assets for the month ended at 18,259,244.64, with a cash balance of 9,492,695.00. 2026 tax receivable for the month came in at 7,228,741.05 collected for the month of September. A rate of 80.4% collected, compared to last year at this same time 8.2% collected, about 72.2% more than last year. 2026 prepayments were 32,036.32 for the month.

Liabilities came in at 13,133,805.04 and the fund balance ended at 5,125,439.60.

Expenses

September expenses for the month were a total of 953,560.39 with a YTD percentage to budget of 72.8%, down 2.2% to budget.

Revenues

Revenues for the month were 605,160.63 with a YTD percentage to budget of 84.7%, this is a 9.7% increase to the budget.

Excise tax collection was 160,341.15 for the month with a YTD collection of 1,342,681.00, this is over budget by 1.3%.

Revenue Sharing came in at 282,903.45 for the month with a YTD collection of 2,221,042.79, this is over budget by 12.2% or 311,542.79.

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

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

General Ledger Summary Report

Fund(s): ALL
September

Account		Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund		-18,645.05	323,195.44	0.00	79,236,498.08	79,559,693.52	0.00
Assets		**15,236,519.68**	**15,173,870.15**	**-1,368,485.72**	**37,476,281.76**	**34,390,907.27**	**18,259,244.64**
101-00	CASH (BANK OF MACHIAS)	8,461,148.99	8,031,622.44	5,985,076.13	19,356,560.03	17,895,487.47	9,492,695.00
102-00	RECREATION ACCOUNTS	69,492.32	97,823.33	0.00	0.00	0.00	97,823.33
103-00	NYLANDER CHECKING	1,800.23	1,799.54	-0.30	0.31	5.18	1,794.67
110-00	SECTION 125 CHECKING FSA	32,668.50	33,494.21	-637.47	28,973.28	17,652.99	44,814.50
110-11	2025 SECTION 125 CHECKING HRA	46,148.43	113,688.69	0.00	0.00	28,844.65	84,844.04
110-12	2026 SECTION 125 CHECKING HRA	0.00	0.00	-2,507.04	112,686.61	45,151.72	67,534.89
111-00	RETIREMENT INVESTMENT	1,500,427.14	1,500,427.14	0.00	0.00	0.00	1,500,427.14
111-01	RETIREMENT INVESTMENT SECUREI	1,500,000.00	1,603,230.49	0.00	0.00	0.00	1,603,230.49
115-00	AMERICAN RESCUE PLAN ACT-NEU'S	423,081.23	422,889.04	0.00	0.00	0.00	422,889.04
116-01	CD NORSTATE FEDERAL CREDIT UN	245,000.00	245,842.76	0.00	0.00	0.00	245,842.76
116-02	CD COUNTY FEDERAL CREDIT UNI	191,791.29	193,832.32	2,056.30	6,135.42	0.00	199,967.74
116-04	CD ACADIA FEDERAL CREDIT UNION	224,612.72	226,936.23	2,395.56	7,037.32	0.00	233,973.55
116-05	CD KATHDIN TRUST COMPANY	235,954.94	237,196.59	-5,712.79	3,516.20	5,712.79	235,000.00
117-00	RLF #10 INVESTMENT	260,767.17	262,208.45	713.60	6,118.05	0.00	268,326.50
120-00	PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00	DIESEL INVENTORY	48,665.62	10,679.00	5,889.98	207,458.00	189,892.17	28,244.83
124-00	GAS INVENTORY	13,583.39	15,065.05	-3,065.07	83,465.00	94,150.56	4,379.49
125-00	ACCOUNTS RECEIVABLE	14,665.32	57,233.05	7,616.85	602,359.70	623,368.41	36,224.34
130-00	COMSTAR RECEIVABLES	227,308.42	418,651.77	13,596.70	1,424,830.90	1,449,228.17	394,254.50
140-00	RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00	CDC LOANS REC (1280)	28,311.38	21,240.13	0.00	0.00	0.00	21,240.13
180-00	DR. CARY CEMETERY INVESTMENT	970.54	971.05	0.50	1.48	0.00	972.53
181-00	HAMILTON LIBRARY TR. INVEST	2,006.36	2,026.20	20.42	60.03	0.00	2,086.23
182-00	KNOX LIBRARY INVESTMENT	11,611.02	11,733.32	126.15	370.53	0.00	12,103.85
183-00	CLARA PIPER MEM INV	679.01	679.36	0.35	1.04	0.00	680.40
184-00	JACK ROTH LIBRARY INVEST	15,435.99	15,598.57	167.72	492.61	0.00	16,091.18
185-00	KEN MATTHEWS SCHOLARSHIP FUN	8,303.94	8,387.54	81.15	238.58	0.00	8,626.12
187-00	DOROTHY COOPER MEM INV	52,843.06	53,343.39	442.17	1,457.08	0.00	54,800.47
189-00	MARGARET SHAW LIBRARY INV	14,673.48	14,822.16	153.20	450.12	0.00	15,272.28
190-00	GORDON ROBERTSON MEM INV	13,042.62	13,189.76	111.96	364.21	0.62	13,553.35
191-00	MEMORIAL INVESTMENT	6,374.14	6,387.18	13.13	38.88	0.00	6,426.06
192-00	G. HARMON MEM INV	7,679.74	7,766.38	73.20	227.63	0.00	7,994.01
193-00	BARBARA BREWER FUND	5,003.18	5,054.57	52.23	153.49	0.00	5,208.06
194-00	RODERICK LIVING TRUST	4,344.86	4,361.21	16.54	48.90	0.00	4,410.11
196-00	PHILIP TURNER LIBRARY INV	8,193.61	8,274.80	80.06	888.36	652.99	8,510.17
198-00	TAX ACQUIRED PROPERTY	60,732.73	141,575.19	0.00	0.00	6,115.98	135,459.21
198-18	TAX ACQUIRED PROPERTY 2018	0.00	0.00	0.00	9,004.48	9,004.48	0.00
198-19	TAX ACQUIRED PROPERTY 2019	0.00	0.00	0.00	6,638.32	6,638.32	0.00
198-22	TAX ACQUIRED PROPERTY 2022	38,565.22	0.00	0.00	14,591.20	14,591.20	0.00
198-23	TAX ACQUIRED PROPERTY 2023	25,079.38	0.00	0.00	11,645.18	11,645.18	0.00
198-24	TAX ACQUIRED PROPERTY 2024	27,030.34	0.00	0.00	2,428.90	2,428.90	0.00
198-25	TAX ACQUIRED PROPERTY 2025	27,748.60	0.00	0.00	2,937.00	2,937.00	0.00
200-25	2025 TAX RECEIVABLE	1,109,196.59	1,109,196.59	0.00	32,761.27	1,141,957.86	0.00
200-26	2026 TAX RECEIVABLE	-77,310.75	-77,310.75	-7,228,741.05	12,144,870.86	9,682,246.51	2,385,313.60
200-27	2027 TAX RECEIVABLE	0.00	0.00	-32,036.32	3,334.45	42,883.31	-39,548.86
205-21	2021 LIENS RECEIVABLE	2,939.33	2,939.33	0.00	0.00	2,135.99	803.34
205-22	2022 LIENS RECEIVABLE	4,658.33	4,658.33	0.00	0.00	2,280.35	2,377.98
205-23	2023 LIENS RECEIVABLE	14,120.34	14,120.34	0.00	0.00	5,221.97	8,898.37
205-24	2024 LIENS RECEIVABLE	236,573.36	236,573.36	-770.66	173.14	102,898.50	133,848.00
205-25	2025 LIENS RECEIVABLE	0.00	0.00	-17,897.61	530,572.46	211,279.00	319,293.46

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00	4,645.51
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00	4,936.98
210-14 2014 PP TAX RECEIVABLE	5,657.51	5,657.51	0.00	0.00	0.00	5,657.51
210-15 2015 PP TAX RECEIVABLE	6,458.43	6,458.43	0.00	0.00	0.00	6,458.43
210-16 2016 PP TAX RECEIVABLE	9,917.99	9,917.99	0.00	0.00	0.00	9,917.99
210-17 2017 PP TAX RECEIVABLE	10,948.59	10,948.59	0.00	0.00	0.00	10,948.59
210-18 2018 PP TAX RECEIVABLE	11,450.12	11,450.12	0.00	0.00	0.00	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,524.08	12,524.08	0.00	0.00	0.00	12,524.08
210-20 2020 PP TAX RECEIVABLE	13,993.47	13,993.47	0.00	0.00	0.00	13,993.47
210-21 2021 PP TAX RECEIVABLE	12,173.69	12,173.69	-68.94	0.00	68.94	12,104.75
210-22 2022 PP TAX RECEIVABLE	12,587.55	12,587.55	-21.28	0.00	1,025.70	11,561.85
210-23 2023 PP TAX RECEIVABLE	13,020.61	13,020.61	0.00	0.02	380.42	12,640.21
210-24 2024 PP TAX RECEIVABLE	9,339.22	9,339.22	-462.59	6.08	1,010.31	8,334.99
210-25 2025 PP TAX RECEIVABLE	16,476.26	16,476.26	-2,648.33	233.52	4,153.47	12,556.31
210-26 2026 PP TAX RECEIVABLE	-836.60	-836.60	-101,530.52	283,198.02	171,596.26	110,765.16
210-27 2027 PP TAX RECEIVABLE	0.00	0.00	-140.57	0.00	143.09	-143.09
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	364,689.18	364,690.52	-1.34
304-00 FICA W/H	18.26	18.26	0.00	543,232.44	543,205.38	45.32
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	127,046.80	127,040.48	10.59
306-00 STATE WITHHOLDING	0.00	0.00	0.00	187,295.47	187,295.47	0.00
307-00 M.S.R.S. W/H	-167.65	-167.65	0.00	168,623.14	168,623.14	-167.65
307-01 MSRS EMPLOYER	-2,435.54	-2,435.51	0.00	257,480.53	257,539.77	-2,494.75
308-00 AFLAC INSURANCE	-0.96	0.00	-0.08	5,583.60	5,584.32	-0.72
309-00 DHS WITHHOLDING	0.00	0.00	0.00	12,409.00	12,409.00	0.00
312-00 HEALTH INS. W/H	-34,227.88	-34,227.88	-3,597.40	236,149.88	242,617.59	-40,695.59
315-00 TEAMSTERS W/H	0.00	0.00	0.00	4,083.00	4,083.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	8,780.00	8,780.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,574.72	2,574.72	0.00
318-00 MMA INCOME PROTECTION	-9,992.64	-9,906.89	-184.00	38,868.05	39,516.35	-10,555.19
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	16,415.00	16,415.00	0.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	74,047.25	74,007.25	40.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	31,247.12	31,247.12	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	14,981.94	14,981.94	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-3,016.01	-2,920.53	78.79	12,363.60	12,606.02	-3,162.95
323-01 LIFE OVER 50K	-32.16	-32.16	0.00	32.16	0.00	0.00
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	950.00	950.00	0.00
324-01 PAID FAMILY MEDICAL LEAVE	12,192.59	0.00	0.00	44,302.07	44,302.07	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	33,349.46	33,349.46	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	11,365.37	11,365.37	0.00
329-00 SALES TAX COLLECTED	-160.70	-160.70	-35.00	221.06	182.95	-122.59
330-00 VEHICLE REG FEE (ST. OF ME)	-4,754.75	868.00	6,715.00	272,474.50	284,977.50	-11,635.00
331-00 BOAT REG FEE INLAND FISHERIES	15,466.49	0.00	49.50	17,642.75	17,962.75	-320.00
332-00 SNOWMOIBLE REG (F&W)	-7,710.90	0.00	0.00	14,799.51	14,799.51	0.00
333-00 ATV REGISTRATION (F&W)	-15,466.49	0.00	4,123.19	18,969.71	19,850.21	-880.50
335-00 PLUMBING PERMITS (ST. OF ME)	-1,475.00	77.50	-172.50	0.00	915.00	-837.50
336-00 CONCEALED WEAPON PERMIT	985.00	985.00	0.00	1,020.00	2,005.00	0.00
338-00 CONNOR EXCISE TAX	3.76	0.00	2,682.42	54,001.74	58,611.62	-4,609.88
339-00 CONNOR BOAT EXCISE	53.80	0.00	0.00	205.80	205.80	0.00
340-00 DOG LICENSES (ST. OF ME)	-655.00	0.00	-1.00	884.00	894.00	-10.00
341-00 FISHING LICENSES (ST. OF ME)	-510.00	0.00	18.00	3,329.00	3,329.00	0.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,081.25	0.00	-606.00	3,170.25	3,834.50	-664.25
347-00 NEPBA UNION PD	0.00	0.00	0.00	7,365.00	7,365.00	0.00

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
Liabilities	**9,657,975.21**	**9,977,911.38**	**-1,020,085.96**	**8,284,418.15**	**11,440,311.81**	**13,133,805.04**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	9,657,975.21	9,977,911.38	-1,020,085.96	8,284,418.15	11,440,311.81	13,133,805.04
352-00 NYLANDER MUSEUM RESERVE	18,148.93	18,148.93	0.00	0.00	40.00	18,188.93
360-00 RETIREMENT INV FUND	3,000,427.14	3,103,657.63	0.00	0.00	0.00	3,103,657.63
360-01 AMERICA RESCUE PLAN ACT-NEU'S	423,081.23	422,889.04	0.00	0.00	0.00	422,889.04
360-02 RIVERFRONT COMMITTEE RESERVE	22,800.00	29,240.75	0.00	0.00	0.00	29,240.75
360-03 GENERAL ASSISTANCE RESERVE	726.33	726.33	0.00	94.99	0.00	631.34
360-04 DOT VPI	-67,487.45	-67,487.45	0.00	0.00	60,677.02	-6,810.43
360-06 GASB AUDIT RESERVE	-17,300.00	-17,300.00	0.00	34,462.50	20,500.00	-31,262.50
360-08 SOLAR RECYCLING	8,808.00	8,808.00	734.00	0.00	3,670.00	12,478.00
362-00 RLF #10 RESERVE	260,767.17	262,208.45	713.60	0.00	6,118.05	268,326.50
365-02 REC CENTER IMPROVEMENTS	25,431.94	25,431.94	0.00	0.00	27,000.00	52,431.94
365-03 LAND ACQUISTIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	3,222.38	3,222.38	0.00	0.00	0.00	3,222.38
365-05 PARK IMPROVEMENT RESERVE	3,614.71	3,614.71	0.00	856.00	1,321.00	4,079.71
365-07 REC/PARKS COMPUTER RESERVE	-114.00	-114.00	0.00	0.00	0.00	-114.00
365-09 RECREATION EQUIPMENT RESERVE	-15,808.33	-15,808.33	0.00	0.00	0.00	-15,808.33
365-10 REC LAWN MOWER RESERVE	14,595.44	14,595.44	0.00	10,479.99	5,000.00	9,115.45
365-11 TRAIL MAINTENANCE RESERVE	0.00	0.00	-341.00	493.16	0.00	-493.16
365-12 CRX/TOS RESERVE	28,214.11	28,214.11	-245.47	2,868.20	3,182.84	28,528.75
365-13 RECREATION - COLLINS POND	8,136.09	8,136.09	0.00	0.00	5,000.00	13,136.09
365-17 RECREATION VAN RESERVE	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-20 SKI TRAIL/SNOW SHOE RENTAL	2,900.72	2,900.72	0.00	0.00	0.00	2,900.72
365-22 NON APPROP SKI RENTAL PROGRAM	16,065.40	16,065.40	0.00	0.00	400.00	16,465.40
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	22,350.56	22,350.56	0.00	0.00	0.00	22,350.56
365-27 PARK VEHICLE RESERVE	730.00	730.00	-49,864.83	50,864.83	47,831.83	-2,303.00
365-28 VETERAN MEMORIAL PARK RESERVE	4,744.76	4,744.76	0.00	423.37	0.00	4,321.39
365-29 LAKERS RESERVE	16,948.60	16,948.60	0.00	0.00	0.00	16,948.60
365-30 REC - CARIBOU MILL POND CDS PR	-57,786.00	-57,786.00	0.00	0.00	57,786.00	0.00
366-01 LIBRARY BUILDING RESERVE	66,891.33	66,891.33	0.00	8,554.05	7,600.00	65,937.28
366-02 LIBRARY MEMORIAL FUND	35,184.10	35,184.10	0.00	4,089.86	20,622.86	51,717.10
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-14 LIBRARY BOARD OF TRUSTEES RESE	4,983.75	4,983.75	0.00	0.00	305.00	5,288.75
366-15 MCA CONNECTIVITY HUB GRANT	365,370.30	344,220.30	-255,075.00	1,374,207.63	0.00	-1,029,987.33
367-01 POLICE DONATED FUNDS	-2,244.99	-2,244.99	-140.00	2,258.94	12,350.00	7,846.07
367-02 POLICE DEPT EQUIPMENT	280,714.94	267,586.70	-5,035.39	80,679.89	29,194.93	216,101.74
367-03 POLICE CAR RESERVE	382.73	382.73	0.00	52,849.00	217,847.00	165,380.73
367-04 POLICE CAR VIDEO SYSTEM	2,707.75	2,707.75	-792.00	1,213.00	0.00	1,494.75
367-05 DRINK GRANT PERSONNEL	17,200.11	17,200.11	0.00	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	6,058.22	6,058.22	0.00	0.00	2,041.00	8,099.22
367-07 POLICE DIGITAL FILING	-2,570.64	-2,570.64	0.00	3,896.00	0.00	-6,466.64
367-08 MAJOR SYSTEMS REPLACEMENT	78,122.49	78,122.49	0.00	2,500.00	2,800.00	78,422.49
367-09 NEW POLICE STATION	-420,142.72	-420,142.72	-12,158.34	33,415.07	0.00	-453,557.79
367-10 POLICE OFFICER RECRUITMENT RES	76,789.11	76,789.11	0.00	12,000.00	0.00	64,789.11
367-12 COPPS NEW POLICE STATION	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00
368-01 FIRE EQUIPMENT RESERVE	-15,370.77	-15,370.77	0.00	0.00	82,000.00	66,629.23
368-02 FIRE HOSE RESERVE	14,995.17	14,995.17	0.00	20,905.00	6,500.00	590.17
368-03 FIRE DEPT FOAM RESERVE	7,392.50	7,392.50	0.00	0.00	0.00	7,392.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
368-06 FIRE/AMB COMPUTER RESERVE	2,147.90	2,147.90	0.00	0.00	0.00	2,147.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	-39,251.81	-39,251.81	-4,175.65	37,486.93	9,746.82	-66,991.92
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	35,619.75	49,034.17	0.00	0.00	200,000.00	249,034.17
368-11 FIRE/AMB VEHICLE RESERVE	35,000.00	35,000.00	-56,341.00	56,341.00	45,000.00	23,659.00
368-12 FIRE/AMB UNIFORM RESERVE	7,178.59	24,063.25	0.00	0.00	0.00	24,063.25
368-13 FIRE/AMB LADDER TEST RESERVE	1,042.15	5,042.15	0.00	0.00	0.00	5,042.15
368-14 FIRE/AMB CONTRACT SERVICE RESE	9,200.00	9,200.00	0.00	0.00	20,000.00	29,200.00
368-15 FY24 FIRE DEPT CDS REQUEST RES	-5,023.90	-29,023.90	-2,405.00	81,664.82	62,434.93	-48,253.79
368-16 FIRE/AMB TURNOUT GEAR RES	0.00	1,349.86	0.00	0.00	0.00	1,349.86
368-17 FIRE/AMB BOOTS RESERVE	0.00	1,313.50	0.00	0.00	0.00	1,313.50
368-18 FIRE/AMB RADIO COMMUNICATION	0.00	1,080.12	0.00	0.00	1,860.00	2,940.12
369-01 AMBULANCE SMALL EQUIP RESERVE	-51,418.34	-51,418.34	-4,481.24	27,504.84	94,650.00	15,726.82
369-02 AMBULANCE STAIRCHAIRS	2,084.31	2,084.31	0.00	0.00	0.00	2,084.31
369-03 AMBULANCE RESERVE	377,454.67	377,454.67	0.00	0.00	237,500.00	614,954.67
369-06 EMS SUSTAINABILITY GRANT 25	112,856.06	112,956.06	0.00	112,956.06	0.00	0.00
370-03 PW EQUIPMENT RESERVE	271.48	271.48	636.30	0.00	236,818.30	237,089.78
370-04 STREETS/ROADS RECONSTRUCTION	192,072.82	192,072.82	-3,818.33	159,366.27	167,743.80	200,450.35
370-05 CURBING RESERVE	45,178.30	45,178.30	0.00	10,100.00	0.00	35,078.30
370-06 FUEL TANK RESERVE	1,622.40	-3,832.48	748.21	18,897.00	26,340.59	3,611.11
370-07 PW BUILDING RESERVE	34,780.86	33,124.24	0.00	11,779.02	13,500.00	34,845.22
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	10,051.86	10,051.86	0.00	0.00	0.00	10,051.86
371-01 ASSESSMENT REVALUATION RESERV	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	435.50	435.50	0.00	435.50	0.00	0.00
371-05 ASSESSING TRAVEL & TRAINING	3,262.52	5,262.52	0.00	0.00	0.00	5,262.52
372-01 AIRPORT RESERVE	108,987.43	105,077.43	10,594.25	302,435.84	227,116.37	29,757.96
372-04 AIRPORT HANGER SECURITY DEPOS	1,635.00	1,635.00	0.00	180.00	180.00	1,635.00
373-01 GEN GOVT COMPUTER RESERVE	16,197.97	16,197.97	0.00	214.50	0.00	15,983.47
373-02 CITY COMPREHENSIVE PLAN	21,356.04	21,356.04	0.00	0.00	0.00	21,356.04
373-03 MUNICIPAL BUILDING RESERVE	43,418.68	43,418.68	0.00	4,197.64	30,000.00	69,221.04
373-04 VITAL RECORDS RESTORATION	8,276.50	8,276.50	0.00	0.00	0.00	8,276.50
373-07 T/A PROPERTY REMEDIATION RESEI	15,783.70	15,783.70	0.00	0.00	868.00	16,651.70
373-08 HRA CONTRIBUTION RESERVE	100,476.43	100,476.43	0.00	0.00	0.00	100,476.43
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-17 LADDER ENGINE TRUCK	117,571.76	117,571.76	0.00	0.00	95,000.00	212,571.76
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	14,769.26	22,769.26	0.00	6,600.00	0.00	16,169.26
373-25 2025 HRA RESERVE	46,148.43	113,688.69	0.00	28,844.65	0.00	84,844.04
373-26 2026 HRA RESERVE	0.00	0.00	-2,507.04	45,151.72	112,686.61	67,534.89
373-51 GENERAL GOVERNMENT TRAINING I	9,519.03	10,561.15	0.00	0.00	599.00	11,160.15
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	4,923.25	2,339.52	0.00	0.00	0.00	2,339.52
374-05 FACADE RESERVE	14,066.66	49,850.40	0.00	0.00	0.00	49,850.40
374-06 BLIGHT RECOVERY FUND RESERVE	329.55	329.55	116.40	0.00	116.40	445.95
374-07 CECD HOP GRANT (HOUSING NEEDS	-10,725.00	-10,725.00	0.00	23,625.00	30,000.00	-4,350.00
374-08 CECD HOP ORDINANCE GRANT	0.00	0.00	-330.00	668.75	10,000.00	9,331.25
380-05 BROWNFIELD GRANT	-6,484.57	-133,534.63	-14,528.38	422,391.00	541,397.25	-14,528.38
380-06 NBRC RIVERFRONT/WATER REDEVE	-154,279.01	-154,279.01	-1,133.55	67,784.41	0.00	-222,063.42
380-08 2025 EPA BROWNFIELDS CLEANUP (	-4,714.01	-4,714.01	-5,402.35	68,361.66	0.00	-73,075.67
380-09 2024 BIRDSEYE BRLF CLEANUP G	0.00	0.00	0.00	7,220.71	0.00	-7,220.71
380-10 DEMOLISH/REHAB PP RESERVE	14,190.85	14,190.85	0.00	17,107.39	40,574.43	37,657.89

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
385-00 COMMUNITY DEVELOPMENT MATCH	13,711.74	1,826.74	0.00	10,725.00	32,075.00	23,176.74
387-00 BOUCHARD TIF	8,799.11	2,294.58	0.00	1,618.10	23,677.00	24,353.48
388-00 HILLTOP TIF	71,031.34	71,031.34	0.00	58,580.61	68,671.00	81,121.73
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	5,000.00	11,241.09
398-00 RECREATION ACCTS FUND BALANCE	69,492.32	97,823.33	0.00	0.00	0.00	97,823.33
399-00 PARKING LOT MAINTENANCE RES	9,309.03	9,309.03	0.00	0.00	55,000.00	64,309.03
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	419,395.22	419,395.22	0.00	0.00	0.00	419,395.22
406-00 TRAILER PARK RESERVE	44,156.85	43,869.52	0.00	0.00	0.00	43,869.52
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	1,261,978.00	1,261,980.13
414-00 CEMETARY RERSERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
415-00 LIONS COMMUNITY CENTER RESER\	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	-106,753.90	-91,753.90	0.00	5,539.28	60,000.00	-37,293.18
419-00 DUE FROM CDC (1280)	28,311.38	21,240.13	0.00	0.00	0.00	21,240.13
421-00 DEFERRED TAX REVENUE	1,298,571.79	1,511,617.96	0.00	0.00	0.00	1,511,617.96
422-00 KEN MATTHEWS SCHOLARSHIP FUN	8,303.94	8,387.54	81.15	0.00	238.58	8,626.12
423-00 DR. CARY CEMETERY TRUST FUND	970.54	971.05	0.50	31.65	1.48	940.88
424-00 HAMILTON LIBRARY TRUST FUND	2,006.36	2,026.20	20.42	0.00	60.03	2,086.23
425-00 KNOX LIBRARY MEMORIAL FUND	11,611.02	11,733.32	126.15	0.00	370.53	12,103.85
426-00 CLARA PIPER MEM FUND	679.01	679.36	0.35	0.00	1.04	680.40
427-00 JACK ROTH LIBRARY MEM FUND	15,435.99	15,598.57	167.72	0.00	492.61	16,091.18
429-00 BARBARA BREWER FUND	5,003.18	5,054.57	52.23	0.00	174.08	5,228.65
430-00 D. COOPER MEM FUND	52,843.06	53,343.39	442.17	0.00	1,457.08	54,800.47
432-00 MARGARET SHAW LIBRARY MEMORI	14,673.48	14,822.16	153.20	0.00	450.12	15,272.28
433-00 GORDON ROBERTSON MEM FUND	13,042.62	13,189.76	111.96	0.62	364.21	13,553.35
434-00 MEMORIAL INVESTMENT	6,374.14	6,387.18	13.13	0.00	38.88	6,426.06
435-00 RODERICK LIVING TRUST	4,344.86	4,361.21	16.54	0.00	48.90	4,410.11
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	0.00	0.00	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	295,323.52	418,651.77	0.00	0.00	0.00	418,651.77
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,193.61	8,274.80	80.06	652.99	235.37	7,857.18
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
448-00 NYLANDER DONATIONS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
456-04 2026 TAXPAYER RELIEF FUND	0.00	27,894.61	0.00	27,894.61	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-84.87	-84.87	0.00	1,589.71	1,295.00	-379.58
461-00 CRAFT FAIR	20,551.95	20,551.95	224.00	2,220.80	458.00	18,789.15
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	3,374.17	8,358.58	0.00	0.00	0.00	8,358.58
465-00 THURSDAYS ON SWEDEN	265.00	265.00	0.00	0.00	0.00	265.00
465-01 STORY OF CARIBOU	5,732.00	5,732.00	0.00	0.00	0.00	5,732.00
465-02 CARIBOU CARES ABOUT KIDS	351.35	4,511.35	0.00	3,944.97	0.00	566.38
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	290.00	2,524.00	0.00	0.00	0.00	2,524.00
469-00 DENTAL INSURANCE	3,815.37	3,815.37	486.48	20,487.36	21,409.72	4,737.73
470-00 EYE INUSRANCE	707.63	707.63	42.28	2,591.73	2,655.90	771.80
471-00 RC2 TIF	331,730.44	331,730.44	-14,529.48	14,529.48	147,681.00	464,881.96
472-00 ANIMAL WELFARE	25,038.21	25,038.21	0.00	50.00	1,986.00	26,974.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	-8,878.83	8,878.83	0.00	6,541.17
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
476-00 FLEET VEHICLE ACCOUNT	100.00	100.00	0.00	0.00	0.00	100.00
477-00 LED STREET LIGHTS	58,597.78	58,597.78	0.00	0.00	0.00	58,597.78

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
1 - Gen Fund CONT'D						
478-00 G. HARMON MEM FUND	7,679.74	7,766.38	73.20	0.00	207.04	7,973.42
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	1,386,502.15	1,386,502.15	0.00	0.00	140,029.39	1,526,531.54
483-03 DUE TO FUND 3	1,372,047.52	1,385,131.30	22,879.78	0.00	106,272.43	1,491,403.73
483-04 DUE TO FUND 4	660,568.39	672,643.08	12,071.77	0.00	42,474.29	715,117.37
483-05 DUE TO FUND 5	6,072,690.25	6,079,194.78	0.00	0.00	823,083.90	6,902,278.68
484-02 DUE FROM FUND 2	-1,360,719.36	-1,364,009.12	-3,114.23	125,451.67	0.00	-1,489,460.79
484-03 DUE FROM FUND 3	-1,269,999.10	-1,273,065.66	-14,450.83	124,392.92	0.00	-1,397,458.58
484-04 DUE FROM FUND 4	-586,750.48	-587,779.00	-4,809.07	47,163.73	0.00	-634,942.73
484-05 DUE FROM FUND 5	-4,352,173.98	-4,524,453.73	-87,965.56	355,543.45	0.00	-4,879,997.18
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	0.00	0.00	0.00	307.41	0.00	-307.41
488-01 BUSINES DISTRCT HOLIDAY LIGHTS	-2,595.30	6,480.70	0.00	0.00	0.00	6,480.70
490-00 T/A PROPERTY REMEDIATION RES	31,481.77	31,481.77	0.00	0.00	0.00	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.63	-1,082,828.63	-518,125.44	4,260,530.64	5,814,904.00	471,544.73
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	80.00	0.00	-47.20	999.80	1,120.60	120.80
497-00 DEATH RECORDS STATE FEE	191.60	0.00	5.80	1,930.60	2,084.20	153.60
498-00 MARRIAGE RECORDS STATE FEE	26.40	0.00	17.60	336.00	396.40	60.40
Fund Balance	**5,597,189.52**	**4,872,763.33**	**-348,399.76**	**33,475,798.17**	**33,728,474.44**	**5,125,439.60**
500-00 EXPENDITURE CONTROL	0.00	0.00	-953,560.39	10,546,115.35	14,393,285.26	3,847,169.91
510-00 REVENUE CONTROL	0.00	0.00	605,160.63	21,148,835.82	19,305,189.57	-1,843,646.25
520-00 BRENDA BOURGOINE LIBRARY INV	0.00	0.00	0.00	0.00	2,105.00	2,105.00
600-00 FUND BALANCE	5,597,189.52	4,872,763.33	0.00	1,780,847.00	27,894.61	3,119,810.94
2 - Snowmobile Trail Maintenance	0.00	0.00	0.00	346,481.06	346,481.06	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-30,963.38**	**-27,673.62**	**725.50**	**200,771.95**	**265,061.07**	**36,615.50**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-30,963.38	-27,673.62	725.50	200,771.95	265,061.07	36,615.50
365-11 TRAIL MAINTENANCE RESERVE	-5,180.59	-5,180.59	-2,388.73	60,742.56	139,609.40	73,686.25
483-01 DUE TO FUND 1	1,360,719.36	1,364,009.12	3,114.23	0.00	125,451.67	1,489,460.79
484-01 DUE FROM FUND 1	-1,386,502.15	-1,386,502.15	0.00	140,029.39	0.00	-1,526,531.54
Fund Balance	**30,963.38**	**27,673.62**	**-725.50**	**145,709.11**	**81,419.99**	**-36,615.50**
500-00 Expense Control	0.00	0.00	-725.50	64,709.11	77,555.99	12,846.88
510-00 Revenue Control	0.00	0.00	0.00	81,000.00	0.00	-81,000.00
600-00 Fund Balance	30,963.38	27,673.62	0.00	0.00	3,864.00	31,537.62
3 - Housing Department	0.00	0.00	0.00	460,043.35	460,043.35	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-40,652.24**	**-50,669.46**	**-11,428.95**	**109,272.43**	**124,392.92**	**-35,548.97**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-40,652.24	-50,669.46	-11,428.95	109,272.43	124,392.92	-35,548.97
409-00 HOUSING RESERVE	61,396.18	61,396.18	-3,000.00	3,000.00	0.00	58,396.18

General Ledger Summary Report

Fund(s): ALL
September

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ---- Debits	Credits	Balance Net
3 - Housing Department CONT'D						
483-01 DUE TO FUND 1	1,269,999.10	1,273,065.66	14,450.83	0.00	124,392.92	1,397,458.58
484-01 DUE TO FUND 1	-1,372,047.52	-1,385,131.30	-22,879.78	106,272.43	0.00	-1,491,403.73
Fund Balance	**40,652.24**	**50,669.46**	**11,428.95**	**350,770.92**	**335,650.43**	**35,548.97**
500-00 Expense Control	0.00	0.00	-11,450.83	121,392.92	229,383.05	107,990.13
510-00 Revenue Control	0.00	0.00	22,879.78	228,129.00	106,267.38	-121,861.62
600-00 Fund Balance	40,652.24	50,669.46	0.00	1,249.00	0.00	49,420.46
4 - FSS	0.00	0.00	0.00	158,301.02	158,301.02	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-29,419.20**	**-3,538.31**	**-7,262.70**	**42,474.29**	**47,163.73**	**1,151.13**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-29,419.20	-3,538.31	-7,262.70	42,474.29	47,163.73	1,151.13
409-00 HOUSING RESERVE	44,398.71	81,325.77	0.00	0.00	0.00	81,325.77
483-01 DUE TO FUND 1	586,750.48	587,779.00	4,809.07	0.00	47,163.73	634,942.73
484-01 DUE FROM FUND 1	-660,568.39	-672,643.08	-12,071.77	42,474.29	0.00	-715,117.37
Fund Balance	**29,419.20**	**3,538.31**	**7,262.70**	**115,826.73**	**111,137.29**	**-1,151.13**
500-00 Expense Control	0.00	0.00	-4,809.07	47,163.73	68,783.00	21,619.27
510-00 Revenue Control	0.00	0.00	12,071.77	68,158.00	42,354.29	-25,803.71
600-00 Fund Balance	29,419.20	3,538.31	0.00	505.00	0.00	3,033.31
5 - ECONOMIC DEV	0.00	0.00	0.00	1,694,276.47	1,694,276.47	0.00
Assets	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Liabilities	**-842,777.88**	**-717,884.70**	**87,965.56**	**848,950.60**	**448,674.60**	**-1,118,160.70**
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-842,777.88	-717,884.70	87,965.56	848,950.60	448,674.60	-1,118,160.70
473-00 DOWNTOWN TIF	569,868.30	528,986.26	0.00	25,866.70	73,245.00	576,364.56
474-00 TRAIL GROOMER RESERVE	57,718.13	57,718.13	0.00	0.00	19,886.15	77,604.28
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	4,352,173.98	4,524,453.73	87,965.56	0.00	355,543.45	4,879,997.18
484-01 DUE FROM FUND 1	-6,072,690.25	-6,079,194.78	0.00	823,083.90	0.00	-6,902,278.68
Fund Balance	**842,777.88**	**717,884.70**	**-87,965.56**	**845,325.87**	**1,245,601.87**	**1,118,160.70**
500-00 Expense Control	0.00	0.00	-87,965.26	339,678.57	509,791.44	170,112.87
510-00 Revenue Control	0.00	0.00	-0.30	451,000.30	735,810.43	284,810.13
600-00 Fund Balance	842,777.88	717,884.70	0.00	54,647.00	0.00	663,237.70
Final Totals	-18,645.05	323,195.44	0.00	81,895,599.98	82,218,795.42	0.00

Expense Summary Report

Fund: 1

September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	1,084,106.00	80,426.09	813,126.66	270,979.34	75.00
17 - HEALTH & SANITATION	294,360.00	22,755.00	204,946.44	89,413.56	69.62
18 - MUNICIPAL BUILDING	74,209.00	3,692.34	54,509.08	19,699.92	73.45
20 - GENERAL ASSISTANCE	74,661.00	6,538.63	43,958.59	30,702.41	58.88
22 - TAX ASSESSMENT	237,313.00	12,489.12	157,521.11	79,791.89	66.38
25 - LIBRARY	313,810.00	18,941.08	215,050.25	98,759.75	68.53
31 - FIRE/AMBULANCE DEPARTMENT	3,038,986.00	233,716.75	1,720,510.75	1,318,475.25	56.61
35 - POLICE DEPARTMENT	2,733,176.00	217,276.04	2,085,295.80	647,880.20	76.30
38 - PROTECTION	395,629.00	32,219.48	295,175.43	100,453.57	74.61
39 - CARIBOU EMERGENCY MANAGEMENT	9,155.00	350.85	6,826.64	2,328.36	74.57
40 - PUBLIC WORKS	3,167,529.00	204,568.23	2,257,789.80	909,739.20	71.28
50 - RECREATION DEPARTMENT	722,678.00	51,836.07	525,029.59	197,648.41	72.65
51 - PARKS	215,899.00	17,173.10	159,317.50	56,581.50	73.79
60 - AIRPORT	73,747.00	33,364.16	69,389.70	4,357.30	94.09
61 - CARIBOU TRAILER PARK	2,140.00	258.34	2,089.65	50.35	97.65
65 - CEMETERIES	8,750.00	0.00	7,250.00	1,500.00	82.86
70 - INS & RETIREMENT	167,762.00	17,614.40	151,202.66	16,559.34	90.13
80 - UNCLASSIFIED	29,950.00	340.71	27,700.44	2,249.56	92.49
85 - CAPITAL IMPROVEMENTS	1,511,502.00	0.00	1,511,502.00	0.00	100.00
Final Totals	14,155,362.00	953,560.39	10,308,192.09	3,847,169.91	72.82

Expense Summary Report

Fund: 2
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	77,136.00	725.50	64,289.12	12,846.88	83.35
Final Totals	77,136.00	725.50	64,289.12	12,846.88	83.35

Expense Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	229,378.00	11,450.83	121,387.87	107,990.13	52.92
Final Totals	229,378.00	11,450.83	121,387.87	107,990.13	52.92

Expense Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	68,663.00	4,809.07	47,043.73	21,619.27	68.51
Final Totals	68,663.00	4,809.07	47,043.73	21,619.27	68.51

Expense Summary Report

Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	450,645.00	85,094.03	301,643.12	149,001.88	66.94
12 - NYLANDER MUSEUM	55,002.00	2,871.23	33,891.01	21,110.99	61.62
Final Totals	505,647.00	87,965.26	335,534.13	170,112.87	66.36

Revenue Summary Report

Fund: 1
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	8,345,185.00	477,194.27	8,282,413.84	62,771.16	99.25
20 - GENERAL ASSISTANCE	16,900.00	1,561.20	19,686.39	-2,786.39	116.49
22 - TAX ASSESSMENT	1,096,100.00	0.00	394,946.46	701,153.54	36.03
23 - CODE ENFORCEMENT	6,730.00	1,397.50	7,630.00	-900.00	113.37
25 - LIBRARY	3,500.00	0.00	2,788.89	711.11	79.68
31 - FIRE/AMBULANCE DEPARTMENT	2,091,085.56	109,338.17	1,336,052.60	755,032.96	63.89
35 - POLICE DEPARTMENT	158,027.00	4,619.63	42,554.34	115,472.66	26.93
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	1,800.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	268,942.00	0.00	49,294.66	219,647.34	18.33
50 - RECREATION DEPARTMENT	26,400.00	645.00	18,863.27	7,536.73	71.45
51 - PARKS	200.00	0.00	0.00	200.00	0.00
60 - AIRPORT	35,850.00	8,604.86	45,768.86	-9,918.86	127.67
70 - INS & RETIREMENT	0.00	0.00	5,274.00	-5,274.00	----
Final Totals	12,051,319.56	605,160.63	10,207,673.31	1,843,646.25	84.70

Revenue Summary Report

Fund: 2
September

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

Revenue Summary Report

Fund: 3
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	228,129.00	22,879.78	106,267.38	121,861.62	46.58
Final Totals	228,129.00	22,879.78	106,267.38	121,861.62	46.58

Revenue Summary Report

Fund: 4
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	68,158.00	12,071.77	42,354.29	25,803.71	62.14
Final Totals	68,158.00	12,071.77	42,354.29	25,803.71	62.14

Revenue Summary Report

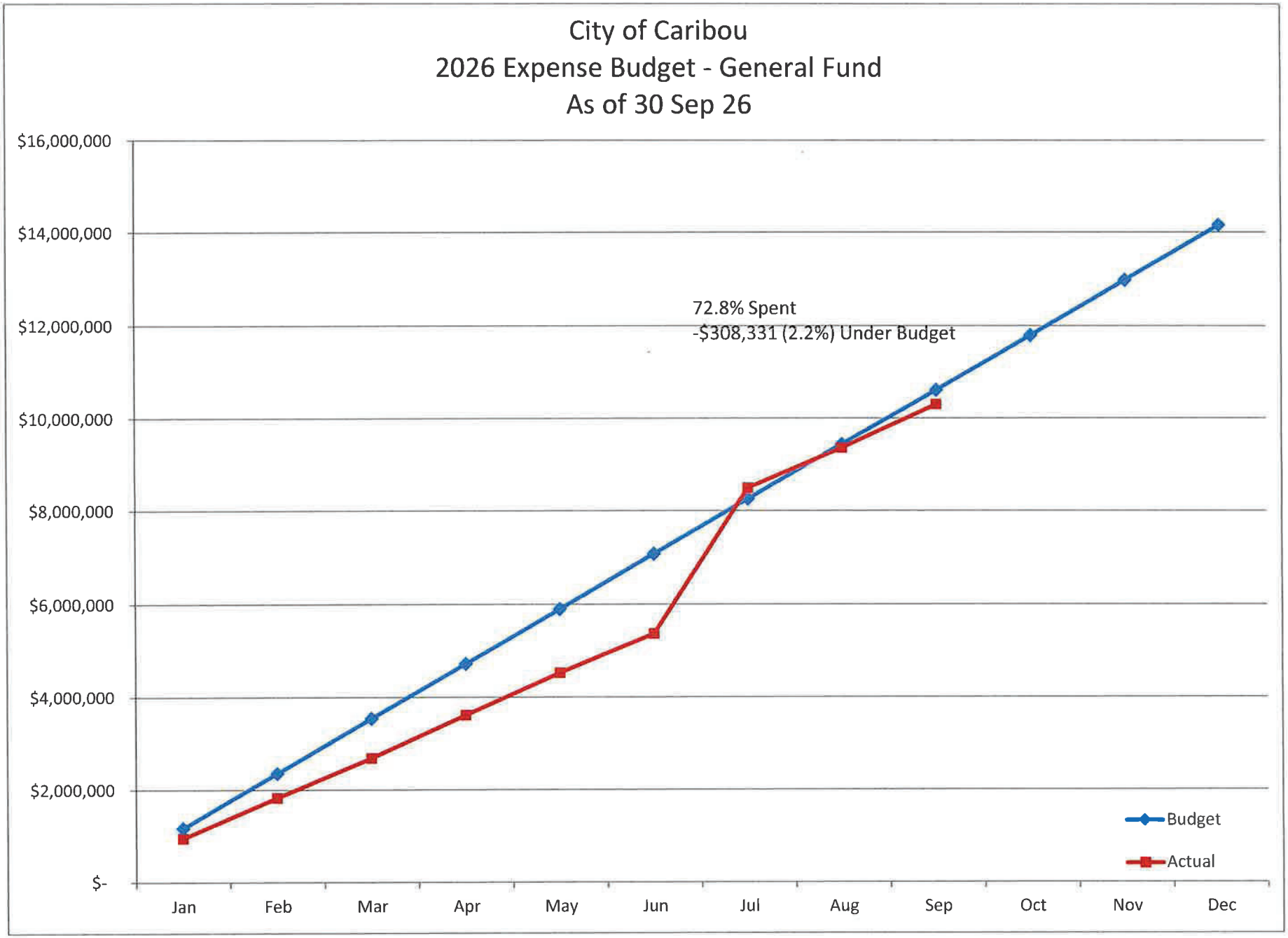
Fund: 5
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	450,000.00	0.00	735,808.00	-285,808.00	163.51
12 - NYLANDER MUSEUM	1,000.00	-0.30	2.13	997.87	0.21
Final Totals	451,000.00	-0.30	735,810.13	-284,810.13	163.15

City of Caribou
Investment Report
September

Financial Institution	Investment & Type	Purchase/Reinvest Date	Maturity Date	Length (Days)	Purchase Price	Interest Rate	Estimated Earnings	Amount Int Rec During Period	Market Value	
Machias Savings Bank	General Checking Acct					3.29%		29,689.00	9,492,695.00	
Machias Savings Bank	Section 125 Checking Acct					3.29%		1,687.34	197,193.43	
Machias Savings Bank	American Rescue Plan Act Checking Acct					3.29%		3,439.64	422,889.04	**
ACFS & Loans	Retirement Saving Acct					4.35%		21,700.05	1,500,427.14	*
ACFS & Loans	Retirement Saving Acct Secured					2.00%		8,016.15	1,603,230.49	*
Norstate Federal Credit Union	Certificate of Deposit	9/13/2024	9/13/2027	1095	245,000.00	3.93%	28,885.50	2,407.13	245,842.76	*
County Federal Credit Union	Certificate of Deposit	9/18/2026	9/18/2028	730	183,628.43	3.50%	12,853.99	2,056.30	199,967.74	
Acadia Federal Credit Union	Certificate of Deposit	9/5/2024	9/5/2028	1460	215,000.00	4.09%	35,174.00	2,395.56	233,973.55	
Katahdin Trust Company	Certificate of Deposit	9/12/2026	5/12/2027	304	235,000.00	3.50%	6,850.41	730.46	235,000.00	
Machias Savings Bank	RLF #10 Checking Acct (Loan fund Adm By CDBG) (Originated from State of Maine Grant)					3.29%		1,955.23	268,326.50	
Trust Funds										
ACFS & Loans	Dr. Cary Cemetery (Savings acct)					0.20%		0.50	972.53	
ACFS & Loans	Clara Piper Mem Fund (Savings Acct)					0.20%		0.35	680.40	
ACFS & Loans	The Roderick Living Trust (Money Market)	5/4/2017			21,810.76	1.20%		16.54	4,410.11	
ACFS & Loans	Hamilton Library Trust (CD)	9/25/2024	9/26/2027	1095	1,928.32	3.85%	222.72	20.42	2,086.23	
ACFS & Loans	Knox Library Trust (CD)	4/13/2023	4/13/2028	1825	3,559.22	4.10%	729.64	42.88	4,114.67	
ACFS & Loans	Knox Library Trust (CD)	4/9/2025	4/9/2028	1095	7,200.20	4.10%	885.62	83.27	7,989.18	
ACFS & Loans	Jack Roth Library Trust(CD)	4/13/2023	4/13/2028	1825	14,302.37	4.10%	2,931.99	167.72	16,091.18	
Machias Savings Bank	Dorothy Cooper Scholarship (CD)	7/21/2026	5/21/2027	304	54,527.44	3.00%	1,362.44	442.17	54,800.47	
County Federal Credit Union	Philip Turner Library Mem(CD)	11/4/2025	11/4/2026	365	7,868.17	3.75%	295.06	80.06	8,510.17	
County Federal Credit Union	Margaret Shaw Library Mem(CD)	3/27/2025	3/27/2030	1825	14,374.27	4.00%	2,874.85	153.20	15,272.28	
Machias Savings Bank	Gordon Robertson Mem(CD)	3/2/2026	10/2/2026	214	13,294.23	3.30%	257.22	111.96	13,553.35	
ACFS & Loans	Memorial Investment(CD)	9/9/2026	12/9/2026	91	6,345.17	0.80%	12.66	13.13	6,426.06	
County Federal Credit Union	G. Harmon Memorial(CD)	3/5/2026	3/5/2028	730	7,827.90	3.65%	571.44	73.20	7,994.01	
County Federal Credit Union	Ken Matthews Scholarship(CD)	11/29/2025	11/29/2026	365	8,023.37	3.75%	300.88	81.15	8,626.12	
County Federal Credit Union	Barbara Brewer Fund(CD)	3/27/2025	3/27/2030	1825	4,989.32	4.00%	997.86	52.23	5,208.06	

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


City of Caribou
2026 Expense Budget - General Fund
As of 30 Sep 26
$16,000,000
$14,000,000
$12,000,000
$10,000,000
$8,000,000
$6,000,000
$4,000,000
$2,000,000
$-
72.8% Spent
-$308,331 (2.2%) Under Budget
Budget
Actual
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

Caribou Public Library

Where heritage meets innovation

15 October 2026

City Council
City Manager Penny Thompson
25 High St.
Caribou, ME 04736

To Mayor Boma, City Councilors, and Penny Thompson,

The Library Director and City Manager made aware that there was a piece on loan from the Tardy family on display at the Nylander Museum. It is a gold frame with a bubble enclosure, and contains a photograph featuring Henry Nylander.

The Tardys have requested that this piece be returned to their family from the Museum's collection, to officially end their loan period, and were advised to submit this request to council.

It is the recommendation of the Library Director that the photograph and associated frame be returned to the Tardy family, with the Council's permission to officially remove it from loan, for museum records.

Recommended Action:

Staff requests that a member of the City Council make a motion to "Return the photograph of Henry Nylander to the Tardy family and officially end their loan period to the Nylander Museum."

Respectfully,

Peter J. Baldwin Jr

Peter J. Baldwin Jr.
Library Director

From: Harold & Debbie Tardy
To: Penny Thompson
Subject: Henry Nylander photo
Date: Monday, October 5, 2026 5:06:09 PM

To, Mayor Courtney Booma
and Members of the Caribou City council

I am writing this letter to request the photo and picture frame that was on loan to the Nylander museum by Debbie Tardy be returned to me.

Thank you for your attention to this matter
Debbie Tardy
[This email comes from outside of your organization. Please be cautious opening or clicking on any attachments or links.]

City Manager's Report
October 19, 2026

Economic Projects

River Front - Powerplants	Diesel Plant - Work is finished. Positive media coverage. Steam Plant - Working with the QEP to commence work now that the Diesel Plant demo is complete.
Broadband Initiative	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Craft Fair weekend brings many shoppers to town. Stay tuned for more information about upcoming Small Business Saturday events.
Landbank	Chapter 19 Revision on tonight's agenda.
Chapter 13 Rewrite	Planning Board taking up ordinance work in meetings and workshops.
Federal American Rescue Plan Act	Funds must be spent by 12/31/2026; Next month will include information on the motions required to reallocate funds to approved projects.
Blight Cleanup	Caribou's CEO Tim St. Peter has followed up on dangerous building actions and notices of violation.
Birdseye Cleanup	Brownfields RLF project is ongoing.
Caribou Development Committee	Several initiatives are ongoing.
River Front - Master Plan	The Riverfront Master Plan is underway. There is an updated Riverfront Master Plan draft available for review and comments.
Façade Improvement Program	Approval of committee recommendations is on tonight's agenda.
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	No new updates.
Business Outreach	Several Central Aroostook municipalities have been invited to present at a MEREDA breakfast in December.

Other Administrative Projects	
Tax Acquired Property Policy	On tonight's agenda
Nylander	One item (return of loaned item) is on tonight's agenda
Fire Structural Work	No new updates.
Fire Station Renovations	Work ongoing
Police Station	Executive Session tonight
River Road	No new updates.
Investment Policy	No new updates.
Cable Franchise Renewal	No new updates.
Airport	Next meeting 10/21/2026 at the airport.
Personnel Policy	Hannah has been working on updates.
New LED Street lights	No new updates.
Comp Plan Update	No new updates
LD 2003 Implementation	The City received a grant to assist with ordinance re-writes to comply.
15 Prospect Street	No new updates.
Water Street Fire	The City has requested additional technical assistance from EPA & DEP.
Age-Friendly Efforts	Senior Santa and ice bucket program was discussed at the most recent meeting.
Aroostook Waste Solutions	Please dispose of rechargeable batteries properly. You can take them to Lowes or the Tri-Community Landfill. (Do **not** dispose of with your waste). Keep an eye on your rechargable batteries while charging. Unplug chargers when not in use.
Cary Medical Center	No new updates.
Other Updates	Many projects ongoing.
Administrative Approvals	Country Farms Market, VFW Post 9389

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

To: **Mayor and City Council Members**
From: **Penny Thompson, City Manager**
Date: **October 19, 2026**
Re: **Acceptance of 3-year contract with IAFF Local 5191, Caribou Professional Firefighters' Assn**

Negotiations between the City of Caribou and the Caribou Professional Firefighters' Association, IAFF Local 5191 resulted in a MOU which was approved at the July 20, 2026, Regular Caribou City Council meeting. Staff were directed to incorporate the accepted language into a successor bargaining agreement along with the municipal legal counsel. The agreement can be accepted by a majority vote of the Caribou City Council this evening.

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

Suggested Action:

Please make a motion to "accept the Caribou Professional Firefighters' Association, IAFF Local 5191 contract as presented".

Second the motion.

Ask if there is any discussion

Then please vote to approve.

Memorandum of Understanding
Approved at the July 20, 2026
Caribou City Council meeting

City of Caribou, Maine
and
Caribou Professional Fire Fighters Association, IAFF Local 5191

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is by and between the City of Caribou (Employer) and the Caribou Professional Firefighters Association, IAFF Local 5191 (Union).

Whereas, the Employer and the Union agree to implement the proposals presented by MLRB Fact Finders, Patt Dunn and Joan Morin, that includes implementing a 42-hour work week for firefighters, which will require filling of four (4) full-time firefighter positions, which will require the creation of one (1) new position and filling the three (3) vacant full-time firefighter positions;

Whereas, the parties agree to establish a hiring bonus program to assist with recruitment for these positions;

Whereas, additionally, Employer will pay a ratification bonus for current bargaining unit members; and

Now Wherefore, the parties have agreed to the Fact Finders Proposals the Parties agree to the following while the parties continue to put the Successor CBA redline together for review and approval by their respective principles and the following:

1) **Article 8, Section 1 (Duties of Employees):** Add "Any approved secondary employer must maintain a primary base of operations within a sixty (60) mile radius."

2) **Article 9 (Hours of Work):** The City's final offer (specifically Bullet #1) and ensure that the following work schedule is incorporated into the CBA at the appropriate place: "Work Schedule = 24 on; 48 off; 24 on; 96 off."

3) The Parties agree that the provisions from the current Article 9 will remain in effect until the City hires the four (4) vacant CFD positions and/or until the implementation of the new 42-hour work week schedule, which will take place as soon as the vacant positions are filled.

Section 1: Hours of work for Fire Department employees shall be on duty for twenty-four (24) hours, off duty for forty-eight (48) hours on a continuous rotation. Workday shall be defined as twenty-four (24) hours

Section 2: The guaranteed workweek will consist of a minimum of fifty-six (56) hours per week on an average three (3) week cycle. For base pay purposes, fifty-three of those average weekly hours will be paid at straight time, and three will be paid at time and a half.

Section 3: The hourly and average base weekly wages for the Fire Department shall be as follows (which reflects a 4.25% increase which became effective January 1, 2026):

7/17/26
7/28/26

Section 4: Pay Scale Effective January 1, 2025

FF1/EMT	15.10	15.10	15.10	15.39	15.96	16.65
FF2/EMT	15.10	15.10	15.15	15.56	16.12	16.87
FF1/ADV	15.22	15.34	15.67	16.20	16.85	17.56
FF2/ADV	15.34	15.45	15.84	16.40	17.07	17.80
FF1/PAR	15.90	16.72	17.46	18.45	19.02	19.79
FF2/PAR	16.12	16.93	17.70	20.61	19.54	20.03

4) The Parties agree that the following provisions from Article 19 will remain in effect until the 42-hour work week is implemented, the following vacation schedule is available to regular full-time employees:

After 6 months of service the employee will receive 5 days or 120 hours of vacation.
After 5 years of service the employee will receive 7 days or 168 hours of vacation.
After 8 years of service the employee will receive 8 days or 192 hours of vacation.
After 11 years of service the employee will receive 9 days or 216 hours of vacation.
After 14 year of service the employee will receive 10 days or 240 hours of vacation.
After 17 years of service the employee will receive 11 days or 264 hours of vacation.
After 20 years of service the employee will receive 12 days or 288 yours of vacation.
After 22 years of service the employee will receive 13 days or 312 hours of vacation.
After 25 years of service the employee will receive 14 days or 336 hours of vacation.

For the purpose of calculating vacation, one day shall be defined as 24 hours.

5) **Hiring Bonus for New Employees:** Additionally, the City has agreed to provide a hiring bonus for new employees to assist in recruiting qualified candidates for the four (4) firefighter positions (one new position and three (3) vacant positions), The Employer shall provide a hiring bonus of Ten Thousand Dollars ($10,000) to each of the four newly hired firefighters filling those positions. The amount to fund the bonuses will be placed in reserve for this purpose and will be enough for the department to hire the four firefighter positions. The bonus for new employees will be paid on the following schedule:

a. After first full week of employment: $1,500
b. After 1 month of employment: $2,000
c. After 6 months of employment: $2,500
d. After 12 months of employment: $4,000

The payment will be made provided the employee remains employed at each of the dates outlined above. The payment will be made in the regularly scheduled payroll period following the date that each milestone occurs.

6) **Article 9 (Wages):** Implement the new wage scale that the Parties tentatively agreed to once the four (4) vacant positions are filled.

7/28/26
7/28/26

7) **Signing Bonus for Current Unit Employees:** In recognition of their ongoing dedication and support during these challenging times, the Employer will pay a $1,000 ratification bonus to current bargaining unit employees. This ratification bonus shall be paid in full at the next regularly scheduled payroll following ratification of the collective bargaining agreement by both parties.

8) **Article 18 (Overtime):** Overtime compensation shall be paid at a rate of one and one-half (1.5) times the employee's base hourly rate for all hours worked over a 48-hour workweek. Hours worked for purposes of overtime will include sick and bereavement leave hours.

9) **Earned Paid Leave (EPL):** The first 40 hours of any leave time in a year will be designated as Earned Paid Leave (EPL).

10) **Article 22 (Leave of Absence – Sick Leave):** Sick leave may be utilized in one (1) hour increments. The sick leave accrual cap shall be 1,008 hours, which is equivalent to 42 days at 24 hours per day (42 × 24 = 1,008).

11) **Article 22 (Leave of Absence – Vacation Leave):** Vacation leave shall be set at two-hundred eighty-eight (288) hours (equivalent to six (6) weeks at forty-eight (48) hours per week) upon completion of twenty years (20) of service.

12) If the City is unable to fill these positions by September 1, 2026, the parties will commence negotiations regarding the implementation date for the unit employees' wages. Should negotiations fail, the matter will be submitted to interest arbitration.

13) Since the Parties have agreed to the Fact Finders proposals, the Parties have agreed that these proposals as sited above will be considered tentatively agreed upon along with the others successor CBA articles and proposals .

Except as expressly modified by this MOU, all terms and conditions of the current collective bargaining agreement and the tentative agreements entered into by the parties for their successor collective bargaining agreement shall remain unchanged and in full force and effect unless changed by mutual consent of the parties.

This MOU and its terms shall become effective upon execution by both parties.

Michael J. Crouse

For the Union
Michael J. Crouse, Designated Representative
For IAFF Local 5191

7/17/26
Date:

Penny Thompson

For the City
Penny Tompson, City Manager
City of Caribou

7/28/2026
Date:

IAFF CONTRACT 2025 – 2027

REDLINE VERSION

FIRE DEPARTMENT

AGREEMENT

Between

CITY OF CARIBOU, MAINE

and

CARIBOU PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 5191

This Agreement is entered into by and between the City of Caribou, Maine, hereinafter referred to as the Employer, and Caribou Professional Firefighters, IAFF Local 5191 hereinafter referred to as the Union.

Effective January l, 2025 through December 31, 2027

CITY Language in Red
UNION Response in blue

.ARTICLE 1
PREAMBLE

Section 1: Pursuant to the provisions of the Municipal Public Employees Labor Relations Law (Title 26, M.R.S.A., 961 through 974, 1964, as amended), the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morals and to promote effective and efficient municipal operations.

ARTICLE 2
RECOGNITION

Section 1: The City hereby recognizes that the Union is the sole and exclusive representative of all Firefighters, Crew Chiefs and Captains in the Caribou Fire Department, except as provided herein, for the purpose of bargaining with respect to wages, hours of work, and working conditions.

Section 2: The City agrees not to enter into any agreement or contracts with its employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

ARTICLE 3
UNION SECURITY - DUES CHECKOFF

Section 1: All Fire Fighters, Crew Chiefs and Captains of the Caribou Fire Department shall have the right to join or not join the Union. No employee shall be favored or discriminated against either by the City or by the Union because of their membership or non-membership in the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees covered under this agreement without discrimination, interference, restraint, or coercion.

Section 2: The City recognizes that employees who are part of the Union may have obligations to pay monthly dues to the Union. The City agrees upon receipt of individually signed authorization cards, to deduct the Union established dues and or fees, uniform assessments fees, etc. from the wages of each Union member employee.

Section 3: The City will then remit such check off to the Union before the first day of the month immediately next succeeding. Such remittance shall be accompanied by an itemized statement showing the names of each employee and the amount checked off for dues.

ARTICLE 4
MANAGEMENT RIGHTS

Section 1: The City retains all right and authority to manage and direct its employees, except as otherwise specifically provided in this Agreement. Such rights shall include and shall not be limited to: operation and management of the City's Fire and Ambulance Department; the direction of the working force; the right to hire, discharge and discipline; to change assignments; to promote or demote, to suspend, to reduce or expand the working forces; to transfer, to maintain discipline, to establish work schedules, to introduce new, improved or changed methods of work to facilities; to change, combine or eliminate jobs, work tasks, or positions.

Section 2: The City's not exercising such functions in a particular way shall not be deemed a waiver of its right to exercise such function or preclude the City from exercising the same in some other way, not in conflict with the express provisions of this agreement.

Section 3: The City may hire temporary, seasonal or per diem help for special events or short-handed occurrences.

Section 4: The City may not retain temporary, seasonal, per diem help as a means of permanently displacing regular full-time employees.

ARTICLE 5
STRIKES AND SLOWDOWNS PROHIBITED

Section 1: For the duration of this agreement, the Union, its officers, representatives and members shall not, directly or indirectly, authorize, instigate, cause and encourage, ratify, support or suggest or condone, nor shall any employee, directly or indirectly, take part in any strike, slowdown, or stoppage of work, or other interruption of work, or take any action or inaction which would involve suspension or interference with the normal work of the City Department, mass resignation, or absenteeism.

Section 2: Failure or refusal on the part of any employee or agent to comply with any provision of this Article 5 shall be cause for whatever disciplinary action, including suspension or discharge, deemed necessary by the City. In consideration of no-strike pledge by the Union and employees, the City shall not lock out employees for the duration of this Agreement. Neither the violation of any provision of this Agreement nor the commission of any act constituting unfair labor practices or otherwise made unlawful by any Federal, State or local law, shall excuse employees, the Union or the City from their obligations under the provisions of this Article 5. Alleged violation of any provision of this Article 5 is appealable immediately by either party to the Superior Court within and for the County of Aroostook and State of Maine for the purpose of securing specific performance of the provisions of this Article 5.

ARTICLE 6
TIME OFF WHILE PERFORMING UNION DUTIES

Section 1: All employees covered by this Agreement who are members of the local unit executive board of the Union shall be allowed time off with pay for official Union business with representatives of management upon appointment if there is sufficient manpower available to cause no interference with Departmental operations. The unit President and/or designee on the executive board shall be allowed time off with pay during their regular work or shift hours to investigate grievances or to attend grievance hearings, but in no case shall such time exceed a total of two (2) hours per day for not more than one (l) representative.

Section 2: No time off or leave of absence shall be permitted under this Article 6, unless the Fire Chief determines there is sufficient manpower available for normal departmental operations.

Section 3: It is understood and agreed that all employees have productive work to perform and will not leave their jobs during work hours to attend Union matters, except as provided above.

ARTICLE 7
SENIORITY & PERSONNEL REDUCTIONS

Section 1: In the event of either layoffs or recall to duty following such layoffs, seniority of the employees within the division or specialized field involved (work classification) shall be the governing factor but shall not be the sole consideration in matters affecting work shifts.

Section 2: Seniority shall also be the deciding factor in promotions to higher paying jobs and for filling of jobs vacancies when two or more senior employees are equally qualified.

Section 3: Extra work assignments shall be assigned to the regular employees by seniority on a rotation basis, provided the senior employee is available at the time the work is assigned and is qualified to do the work. If no member of the department is available and/or qualified, cross-trained volunteer firemen may be called. If no cross-trained person is available, a person qualified for the job assignment, e.g., an EMT for ambulance, may be called.

Section 4: In cases of scheduled special events requiring on-scene ambulance stand-by, such as coverage at racetracks, one member of the department and qualified (EMT) volunteers may be retained. If no member of the department is available and/or qualified, a cross-trained volunteer fireman may be called. On prescheduled non-emergency out-of-County transports, one member of the department and qualified (EMT) volunteers may be retained. If no member of the department is available and/or qualified, one cross-trained volunteer fireman may be called. Extra work assignments shall include such outages as FMLA, sickness, injury, attendance upon family members, or unpaid leave and shall be treated as any other assignments or outages when backfilling staff. As per past practice, the Chief shall consult with the Union regarding extra work assignments.

Section 5: Employees working on such extra work assignments. shall be paid at the rate of one and one-half (1 1/2) times the straight hourly rate.

Section 6: When the opportunity arises for members of the department to attend training, employees, on a seniority basis, who have not had previous opportunity to receive such training shall be given first consideration. All training shall be done in accordance with state law. The term training under this part shall include schools, conferences, workshops, on-line courses, etc. approved by administration. The department will cover registration and material costs for approved training. Administration must approve any off-shift training and related compensation. A notice of training shall be posted at least two (2) weeks prior to the start of the event whenever possible.

Section 7: The City shall establish a seniority list, and it shall be brought up to date on January first (1st) each year and posted on the bulletin board as soon as practicable thereafter. A copy of the seniority list ~~same~~ shall be sent to the designated representative of the Union. Any objection to the seniority list, as posted, must be reported to the city within ten (10) days from the date of posting or it shall stand as accepted; and any further and/or subsequent objection shall become null and void.

Section 8: A break in employment to draw early state retirement benefits will not constitute a break in seniority or employment.

ARTICLE 8
DUTIES OF EMPLOYEES

Section 1: The duties of the employees covered by this agreement shall be the protection of life and property; the prevention, control and extinguishment of fire; participation in training, inspection services and fire prevention activities; public education and provision of emergency medical care; participation in training and public health and safety functions; the care, custody and maintenance of fire and emergency medical care equipment, apparatus and quarters, and carrying out of the duties normally required of a Fire Department as defined in the "job description/duties" referred to in Article 4. However, nothing shall be construed as diminishing the current duties of the employees, duties to those consistent with prior practices, or as precluding the assignment of new duties to carry out the general purpose served by present duties as changing conditions or technology warrant. ~~Employees may be permitted to perform services for private interest and be gainfully employed outside of the department, provided prior approval and consent thereof is obtained from the Fire Chief, primarily for the purposes of avoiding schedule conflicts and of maintaining codes of conduct.~~

The Union shall be notified 90 (ninety) days prior to a change in Ambulance service area. A staffing study shall be performed before any outside communities with more than 100 (one hundred) ambulance calls per year are taken on by the city. This study will be agreed upon by both parties.

Section 2: All employees must maintain a current State of Maine EMS license. The State notifies the holder of the EMS license of pending expiration or status changes. It is therefore imperative that the employee notify the Chief of any status change or lapse of said License. Failure to notify the Chief of any status change prior to expiration or change in License status will result in immediate disciplinary actions up to suspension without pay pending reconciliation of License status. Any changes in, or suspension of, said license must be reported to the Chief immediately.

Pay to be adjusted to proper EMS license level with effective date of change. In special circumstances, a reasonable amount of time will be allowed for relicensing.

Section 3: All drivers are to be licensed commercial vehicle operators to aid in the reduction of deaths, accidents, injuries, and loss of fire equipment due to fire apparatus related accidents.

This policy applies to all drivers responsible for operating fire department vehicles that have gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination vehicle weight of 20,001 pounds or more. Operators that meet the above requirements must obtain a Class B Commercial Driver's License with both an air brake endorsement and tank endorsement and complete an emergency vehicle operators' course if the vehicle is involved in emergency response.

a) Current and future employees will have two (2) years from the effective date of this agreement or their date of hire, whichever is later, to obtain the commercial license.

b) CDL applications will be made available for all drivers meeting the above criteria. The application fee will be covered by the Fire Department. Any related fees, if there are any, for an initial test and one retake will be covered by the department for both written and practical examinations. Employees will be responsible for any retake testing fees after the first retake exams.

c) If there are some unforeseen circumstances where an individual cannot meet the above standard or needs extra time to complete, each situation will be evaluated by the Fire Chief to determine validity and will be handled accordingly.

d) As outlined in the MDOL Compliance Directive 24-11, the Fire Chief shall determine the annual training standard for the department with regards to maintaining capabilities as a CDL driver.

Section 4: ~~Outside~~ Secondary Employment: Unit Employees may be permitted to perform services for private interest and be gainfully employed outside of the department, provided prior approval and consent thereof is obtained from the Fire Chief, primarily for the purposes of avoiding schedule conflicts and of maintaining codes of conduct.

a) Unit Employees understand that their primary job and hence employment responsibility is with the City of Caribou. The City agrees not to interfere with any unit employee working a second job as long as the employment does not interfere with this primary responsibility to the City. In addition, any secondary employment or business ownership must not adversely impact the operations of the Caribou Fire and Ambulance Department or the reputation of the City of Caribou.

b) Newly hired unit employees (after the execution of this agreement) that are employed in any Secondary employment shall provide written notice to the Fire Chief and City Manager seeking approval. Such approval shall not be granted if:

1) There is no clear demonstration that the employee shall be free to leave to respond to any emergency call backs, or;

2) The outside employment requirements would adversely affect the ability of the employee to perform their functions within the City, or

3) Secondary employment must maintain primary base of operations within a sixty (60) miles radius required for employment with the City of Caribou.

4) Unit Employees may not work their secondary employment in a Fire/EMS position within twelve (12) hours of the start of their regular shift with CFAD.

ARTICLE 9
HOURS OF WORK – OVERTIME – WAGES

Section 1: Prior to the implementation of the 42-hour workweek as outlined in Section 2, unit employees worked a continuous rotation of twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. The workday was defined as twenty-four (24) hours. The guaranteed workweek was average at least fifty-six (56) hours over a three-week cycle, with fifty-three hours paid at straight time and three hours paid at time and a half for base pay purposes. The intent of that provision was to establish a forty-two (42) hour average workweek while providing that overtime compensation is earned only after an employee has actually worked forty-eight (48) hours during the workweek.

Section 2. New Work Week: Effective August 24th, 2026, the workweek for unit employees was changed to be a rotating schedule that averages forty-two (42) hours per workweek over the established work cycle. It is the intent of the parties that employees shall receive compensation based upon this average workweek, regardless of the actual number of scheduled hours worked in any individual workweek within the established work cycle. Accordingly, unit employees shall be receiving compensation equivalent to a minimum of forty-two (42) straight-time hours each workweek, representing the average hours of the established work cycle based on the wages outlined in Appendix A.

Section 3: New Work Schedule: The schedule for unit employees shall consist of twenty-four (24) hours on duty, forty-eight (48) hours off duty, twenty-four (24) hours on duty and ninety-six (96) hours off duty.

Section 4. New Overtime Threshold: The overtime threshold for calculating employees' overtime shall be forty-eight (48) hours worked during each workweek.

a) Because employees are compensated for an average forty-two (42) hour workweek, an employee must actually work an additional six (6) hours at the straight-time rate before becoming eligible for overtime compensation.
b) The parties acknowledge that paid vacation leave constitutes paid leave and shall not be considered hours worked for purposes of determining overtime eligibility.
c) Accordingly, when an employee utilizes vacation leave during a workweek, the employee must first work the number of hours replaced by vacation leave, in addition to the required six (6) straight-time hours, before qualifying for overtime compensation.

Section 5: Compensatory Time: In lieu of overtime pay, the employee may choose compensatory time off at a rate of one and a half hours for each hour of overtime worked up to 120 hours maximum at any one time; they may take that time off when the shift permits their absence from duty without a replacement being

scheduled. The employer agrees to record accumulation of overtime per employee and post such a list quarterly for review of the bargaining unit member.

Section 6: Call Back Overtime: Employees who report for callback, i.e., work outside their normal scheduled hours of work shall not be required to perform any work not directly connected with the express purpose of the callback except under the following circumstances: Help is requested or required to maintain emergency equipment or apparatus. In the event that the callback is to be for an extended period of time such as out of county transfers, said person shall work on a crew like a member of that crew, performing duties requested by the captain or their designee.

a) When an employee receives a call back, the city shall pay for a minimum of two (2) hours at time and one half (1 1/2). If the callback exceeds two hours, the city shall pay all remaining time at the established time and one half (1 1/2) rate, to the highest quarter hour.

Section 7: When an employee is required by the City to use their private automobile for fire or city business, the employee shall be paid for the use of their car at the rate established annually by the City Council.

Section 8: Call Back Stipends: The City will pay a stipend to members of the department who are willing to be on callback duty for 24 hours. The first two members to volunteer for a given 24-hour period will receive a stipend of $72.00 per person. Any other staff volunteering for the same period will receive a stipend of $50 per person. This stipend will be over and above the regular callback pay. All volunteers for call back duty must remain within 15 minutes of the fire station for the full 24-hour period. The shift going off duty would have first choice for the call back duty. After that, full-time members would be chosen from the callback board. If no full-time members want the stipend, the paid call force will be utilized in the same manner. Swapping on call will be allowed between members.

a) Employees who wish to be "available" for call back for emergency or routine responses, should be within approximately 15 minutes of the fire station. Travel time shall be determined using a commonly accepted travel time calculators including but not limited to Waze, Google Maps, or Apple maps.

b) The City will pay a stipend of $150.00 per person for any transfer over sixty (60) miles away with a patient, this will be over and above the regular callback pay. All employees, including paid call force, may volunteer for these long-distance transfer call backs with the long-distance transfer duties being made available to full-time employees first.

c) The above stipends will not be considered part of the weekly wage rate but will be paid as part of the weekly payroll.

ARTICLE 10
WORK ASSIGNMENTS

Section 1: The employer agrees to respect the jurisdictional rules of the Union and shall not direct or require their employees or persons other than the employees in the bargaining unit here involved to

perform work which is recognized as the work of the employees in said units. This is not to interfere with bona fide contracts with bona fide unions.

Section 2: Meals on Trips: The City shall reimburse for the reasonable cost of meals for any trip beyond 60 miles.

ARTICLE 11
MILITARY CLAUSE

Section 1: Employees enlisting, entering or already in the military of the United States, pursuant to the provisions of the Universal Military Training and Service Act and amendments thereto shall be granted all rights and privileges provided by the Act and/or other State and Federal statutes.~~**Section 1:** Employees enlisting, entering ot already in the military of the United States, pursuant to the provisions of the Universal Military Training and Service Act and amendments thereto shall be granted all rights and privileges provided by the Act and/or other State and Federal reg~~

ARTICLE 12
UNION BULLETIN BOARDS

Section 1: The Employer agrees to provide suitable space for the Union bulletin board. Postings by the Union on such boards are to be confined to official business of the Union.

ARTICLE 13
UNION ACTIVITIES

Section 1: Any employee member of the Union acting in an official capacity whatsoever shall not be discriminated against for their acts as such officer of the Union so long as such acts do not interfere with the conduct of the Employer's business, nor shall there be any discrimination against any employee because of union membership or activities.

ARTICLE 14
INSPECTION PRIVILEGES

Section 1: Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues, and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the working schedule.

Section 2: Authorized agents of the Union shall have access to the Employer's establishment during normal business hours from 7:00 a.m. to 5:00 p.m. on Monday through Friday for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the

Agreement is being adhered to, provided, however, that there is no interruption of the working schedule. A twenty-four (24) hour notice to the Chief will be required before this Article can be implemented.

ARTICLE 15
GRIEVANCE PROCEDURE

Section 1: A grievance is a dispute concerning the interpretation, application, or alleged violation of the specific terms or provisions of this Agreement. Any grievance arising between the City and the Union or an employee represented by the Union shall be settled in the following manner:

a) **Step One: Fire Chief Level:** Within Ten (10) working days of the date of the grievance arises, the employee and the unit President or their designee shall jointly discuss the grievance with the employee's Fire Chief in an effort to resolve the grievance. If the grievance is not resolved with the employee's Fire Chief, then the grievance shall proceed to Step Two.

Step Two - City Manager Level: If the matter is not satisfactorily resolved by the Fire Chief, the aggrieved and the unit President or their designee may, within five (5) days after orally discussing the same with the Fire Chief, submit a written appeal to the City Manager. The City Manager, within five (5) workdays after receiving the appeal, shall meet with the aggrieved employee in an attempt to adjust the grievance. The City Manager shall give the grievant and the unit President a written decision within five (5) workdays following said meeting.

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

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

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

Section 2: A grievance may be withdrawn by the Union or the aggrieved employee at any time and the withdrawal of any grievance shall not be prejudicial to the positions taken by the parties as they relate to that grievance or any future grievances.

Section 3: The time limits set forth in the grievance procedure shall unless extended by mutual written agreement of the City and the Union, be binding and any grievance not timely presented or timely processed thereafter, shall not be arbitral.

Section 4: Saturdays, Sundays and Holidays shall not be included in the time limits set forth in this grievance procedure.

ARTICLE 16
JURY DUTY PAY

Section 1: Employees shall be granted a leave of absence for jury duty or jury service and be paid the difference in salary pay and jury pay with no interruption in accumulated benefits. Employees shall notify the Employer within forty-eight (48) hours after they receive jury notice.

ARTICLE 17
DEFECTIVE EQUIPMENT

Section 1: The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate such equipment unless such refusal is unjustified. All equipment which is refused because it is not mechanically sound or properly equipped shall be appropriately tagged so that it cannot be used by other drivers until the Maintenance Department has adjusted the complaint.

ARTICLE 18
HOLIDAYS

Section 1: Holidays: The following holidays shall be paid holidays for all employees covered by this Agreement:

New Year's Day	Veteran's Day	Martin Luther King Day
Washington's Birthday	Labor Day	Juneteenth
Patriot's Day	Indigenous	People Day
Memorial Day	Thanksgiving Day	
Independence Day	Christmas Day	

a) The holiday rate of pay shall be eight (8) hours pay if the holiday is not worked, with an additional eight (8) hours pay to those employees who do work. Employees who work a complete twenty-four (24) hour shift on an assigned Holiday shall be paid a total of sixteen (16) hours of Holiday pay. Those who work a twelve (12) hour shift that fills a shift vacancy shall receive a total of twelve (12) hours of Holiday pay.

b) In recognition of Thanksgiving and Christmas being family holidays, an employee shall be allowed to receive a two (2) hour mealtime leave with their family at home.

c) The City will pay a stipend of $96.00 per person for 24 hours for two members of the department as stated above for all Holidays listed in this article.

ARTICLE 19
VACATIONS

Section 1: Effective January 1st, 2027, The following vacation scheduled is available to regular full-time employees:

After 6 months of service the employee will receive 1 week or 48 hours of vacation.
After 1 year of service the employee will receive 2 weeks or 96 hours of vacation.
After 5 years of service the employee will receive 3 weeks or 144 hours of vacation.
After 10 years of service the employee will receive 4 weeks or 192 hours of vacation.
After 15 year of service the employee will receive 5 weeks or 240 hours of vacation.
After 20 years of service the employee will receive 6 weeks or 288 hours of vacation.

Normally, one week of vacation leave (accrual) will equal forty-eight (48) hours.

Section 2: On any anniversary of employment with the department, the employee will be granted any increase in vacation entitled to that employee which will be taken before January 1 or within three months, whichever is greater.

Section 3: Entitlement to vacations under this Section shall be determined as of the first (1st) day of the year in which the vacation is taken. Vacations shall be granted at the discretion of the Fire Chief or designee according to seniority in the Department; however, all vacation requests require approval of the Fire Chief or designee. As per past practice, a minimum of 12 hours must be used at a time. No more than one employee per work shift may be on vacation at any given time without approval of the Fire Chief or designee.

Section 4: In the event of dismissal of an employee, for cause, or if an employee voluntarily leaves their employment, said employee shall be entitled to vacation pay for all unused vacation.

Section 5: Employees who voluntarily return from vacation to cover a regularly assigned shift will only be paid straight time during that shift. Employees called in from vacation will be paid time and one half for that call back duty. An employee on vacation may only be called back from vacation to cover during

their regularly assigned shift after all other full-time employees have been offered the opportunity to cover that shift at an overtime rate.

Section 6: Vacation banks shall be capped at the present levels currently in them as of December 31, 2015. Starting January l, 2016, vacation shall be used in the year it was accrued except employees may roll over unused vacation until the last day of February of the next year in accordance with the city's personnel policy. (See Appendix A.)

Section 7: In the event that an employee covered dies during the term of this Agreement, their accrued vacation credits, if any, shall be paid in the wage equivalent, to the beneficiary on file, or to the estate of the employee if there is no beneficiary on file.

ARTICLE 20
INSURANCE

Section 1: The City of Caribou and the Union shall form a Committee made up of 2 employees from the Fire and Ambulance Department Unit, 2 employees of the Police Department Unit, 2 employees from the AFSCME Public Works Unit and 6 non-union employees. Management shall be represented by the City Manager and the Human Resource Director and or their designees. Management shall provide administrative support, research and advisement to the Committee as necessary. The established Committee will remain in effect and active until such time that it is mutually agreed by the Union and City that said Committee is no longer needed.

Section 2: The task of the Committee shall be the deliberation, evaluation and making of proposals for alternatives to Health Insurance and Sick Leave Policies in their respective workplace. The Committee will be given appropriate administrative support. All meetings of the Committee shall be open with a posted agenda, time, place and date. The Committee shall establish their rules of procedure.

Section 3: Should the Committee reach a consensus on a different Health Insurance plan/s than the Health Insurance plan currently in effect or alternatives to the Sick Leave Policies; the Committee will request that the City and the Union open the contract/s on either or both subjects not tied to each other. The City and Union agree that the Committee consensus shall constitute mutual agreement to open the Contract/s. A majority vote of both the City Council and Union must be obtained before implementing any Committee consensus changes in health insurance or alterations to sick leave policies.

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

Section 4: As part of the fringe benefit package offered to qualifying employees, the City currently makes available health insurance coverage to all regular full-time employees. The City also makes available the option of dependent coverage to qualifying employees as an additional fringe benefit. The

City will pay 80% of the total premium and the employee will pay 20% of the total premium of the approved plans.

Section 5: The employer shall provide employees with a prescription drug card as long as it is offered under the group insurance plan/s.~~**Section 6**: The employee may choose the Baxter Plan (formerly POS Plan 200), or the Katahdin Plan (formerly PPO 500) .. The City shall offer a Health Reimbursement Account (HRA) in conjunction with Baxter, or Katahdin plan/s. The Plan in effect shall remain in effect during the life of this Contract or until such time as the Working Group recommends a change so ratified by an affirmative vote of the Union and the City Council.Maine Municipal Employee Health Trust – 80%/20% Baxter or Katahdin.~~

~~The City shall offer a Health Reimbursement Account (HRA) in conjunction with the Baxter and Katahdin. Employees may choose, during the open enrollment period, from the above-listed plan options.~~

~~**Section 7: Health Reimbursement Arrangement (HRA):** The City shall offer a Health Reimbursement Account (HRA) in conjunction with the Baxter and Katahdin plans. Employees may choose, during the open enrollment period, from the above-listed plan options. The HRA applies to deductibles and coinsurance only.~~

Section 6: During the open enrollment period, employees may choose between the Baxter Plan (formerly POS Plan 200) and the Katahdin Plan (formerly PPO-500). The current healthcare plan(s) shall remain in effect throughout the duration of this Agreement unless a change is recommended by the Working Group and ratified by an affirmative vote of the Union and City Council. The Healthcare Premiums to the Maine Municipal Employee Health Trust will be shared, with 80% of the premium paid by the Employer and 20% by the employee for either the Baxter or Katahdin plans.

Section 7:Health Reimbursement Arrangement (HRA): Associated with the above health care plans, the City will provide an HRA for unit employees as outlined below:

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

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

(c) The HRA will cover deductibles, coinsurance and other expenses authorized by the plan.

(d) ~~Starting 2014~~ Any unused HRA Funding amount in a calendar year can be rolled over in the HRA to the following year up to the maximum out of pocket cost for the selected plan. The maximum amount available in the HRA at any time will be the maximum out of pocket cost for the selected plan.

(e) If an employee decides not to participate in the health care plan, and that plan provides a life insurance benefit at no cost to those in the health care plan, the city will pay the cost of the life insurance benefit for that employee.

Section 8: Physical examinations shall be paid by the City and shall be taken annually. The City shall contract with physicians for these physical exams. Should an employee choose to go to another doctor, the city shall make payment for that doctor at the contract rate.

Section 9: The City agrees to allow a payroll deduction for a dental, eye and prescription plan whose cost may be borne totally by the employee.

ARTICLE 21
PENSIONS

Section 1: The City Agrees to continue to participate in the Social Security Retirement System.

Section 2: The City agrees to participate in the Maine State Retirement System and maintain the present, or better, coverage for the duration of this agreement.

Section 3: Employees will be included in the MainePERS Special Plan 3C (⅔ with a COLA) after twenty-five (25) years.

Section 4: As of January 1, 2019, all employees who are retired but Return to Work (RTW) with the city are eligible for a retirement benefit equal to the city's general employee retirement program or payment of any applicable MEPERS RTW penalty fees, whichever is greater. Retirees electing to fully participate in the City's general retirement plan, either through ICMA or other similar retirement investment option, will be responsible for any MEPERS RTW fees and will have such deducted from their wages for remittance by the City to MEPERS.

ARTICLE 22
LEAVE OF ABSENCE

Section 1: Sick Leave: Sick leave shall accrue at the rate of (24) hours for each calendar month of service beginning with the first (1st) calendar month of employment. The City shall post every six (6) months the amount of accrued sick leave of each employee.

Section 2: Upon accruing the maximum number of hours, the employer will permit the employee to bank additional unused hours for added security, to be used only when a long-term illness of the employee occurs which can be documented by the employee's physician. ~~Until the implementation of the 42-hour work week, the employer will also permit the employee to cash in any accrued sick leave, beyond one thousand three hundred forty-four (1344) hours at the rate of $2.10 per hour.~~ Effective January 1st, 2027, ~~Following the implementation of the 42-hour work week,~~ The employer will ~~also~~ permit the employee to cash in any accrued sick leave, beyond one thousand eight (1008) hours at the rate of $2.10 per hour.

The determination to bank or cash in these sick leave hours will be done during the month of' January each year and will be paid out to the employee or credited to the sick leave bank in February of each year or paid upon separation.

~~The City shall post every six (6) months the amount of accrued sick leave of each employee.~~

Section 3: Sick leave for members of the Caribou Fire Department may only be used in the following cases:

a) Personal illness or physical incapacity of such degree as to render the employee unable to perform the essential duties of their position unless reasonable accommodation can be made.

b) If requested, the employee shall furnish the Fire Chief with a certificate from their attending physician. If the said physician certifies that the employee is unable to perform their duties due to illness or physical incapacity, the physician's bill for such examination shall be paid for by the employer; if the physician does not certify , their bill shall be paid by the employee.

c) Attendance upon members of the family within the household of the employee when their illness requires care by such employee, not to exceed twelve (12) workdays, at twenty-four (24) hours pay per day, per year provided the employee has accrued sick time. Employees will be compensated with regularly earned sick time or through their accrued sick bank. The twenty-four (24) hours shall be defined as herein stated for purposes of this paragraph only.

d) Absences for a fraction of part of a workday that are chargeable to sick leave in accordance with these provisions may be charged in an amount not less than a one (1) hour increment and will be charged to accrued sick leave in direct proportion to the regular workdays absent.

e) Employees shall see that their Supervisor is notified of the reason for their absence not previously arranged for as soon as possible, but not less than thirty (30) minutes for the unexpected absence. The Chief may require direct notification, when at their discretion it is deemed necessary.

f) For employees hired before December 31, 2013: Upon retirement and discontinuance of employment with the City, the employee shall be paid unused sick leave benefits up to a maximum of the number of hours in their sick bank as of December 31, 2015 (See Appendix B).

g) Upon termination of employment in good standing with the City, the employee will be compensated for unused sick leave, not to exceed 1,008 hours, according to the following schedule:

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

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

i) **Death Benefit**: Notwithstanding the above, if a current employee dies, 100% of any unused and banked sick leave will be paid to the employee's estate for disbursement to employee designated beneficiaries.

j) **Retirement:** Shall be defined as the discontinuance from work with the City after submitting a two-week notification and having been employed by the City for at least (5) years and qualifying for withdrawal from their retirement plan and or social security.

Section 4: Bereavement Leave: In the event of the death of the employee's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, brothers and sisters-in-law, sons or daughters-in-law, grandmother, grandfather, grandchildren, stepfather or stepmother, stepchild, step brothers or sisters, or other related individual residing with the employee, the employee shall be allowed up to three (3) days leave of absence for the purpose of attendance at the funeral and assisting in the necessary family arrangements. Such leave shall be with pay and without any deduction for sick leave.

An amount of time, not to exceed one (1) day, will be granted for attendance at funerals of the following relatives of the employee, who are not covered under Section 4 above: aunt, uncle, niece, or nephew. Such time off shall not be chargeable to sick leave.

Section 5: On-The-Job-Injury: Employees covered by this Agreement who are injured on the job shall receive, in addition to compensation paid or payable under the Worker's Compensation Act, an amount sufficient to bring them up to full normal weekly salary while any incapacity exists and until they are either placed in disability retirement or return to active duty. Absence because of such injuries shall not be charged to accumulated sick leave.

Employees covered by this Agreement experiencing an on-the-job accident or injury should refer to the processes and procedures as set forth in the City of Caribou Personnel Policy. The Policy outlines insurance coverage, reporting, medical assessment, medical bills, and compensation not outlined in this Section.

Section 6:Unpaid Leave of Absence: Employees who are disabled because of injury or sickness shall be granted an unpaid leave of absence for up to one (l) year, as deemed medically warranted by attending physician and at the discretion of the Chief and the City Manager.

Section 7:Earned Paid Leave: The first forty (40) hours of any leave time taken in a year, including vacation leave, and sick leave, or bereavement leave, will be designated as Earned Paid Leave (EPL).

ARTICLE 23
CLOTHING

Section 1: The City agrees that all employees covered by this Agreement shall be provided initially, at no cost to the employees, all station uniforms to include, two Class B long sleeve shirts, two Class B short sleeve shirt, two polo shirts, two pairs of shorts, and three Class B pairs of pants, one all season jacket, winter hat, footwear, and gloves. The City will pay for cleaning of a uniform requiring dry cleaning and any clothing that has been contaminated with body fluids. The City further agrees to replace

any of the above-named items on an "as needed" basis. However, before any new clothing is to be issued, the replaced article(s) must be relinquished to the department as required by the Fire Chief.

Section 2: Uniform Allowance: Each employee shall receive a $500.00 uniform credit annually to replace duty uniforms as needed and maintain current uniform in good condition. Once the credit is used it will be the employee's responsibility to replace articles as needed unless ruined in regular performance of the job. Any unspent funds in an account will be forfeited for that year. In addition, Employees shall be allotted $350.00 per year for one (1) pair of regulation work boots. Boot allotment may roll over to a maximum of $700.00 for a single purchase of regulation work boots in that work year.

Section 3: Each employee covered by this Agreement shall be reimbursed for the replacement cost of personal effects that shall be damaged or destroyed in the performance of their duties up to a maximum of $300.00 (except prescribed necessary medical devices, prescription eyeglasses, dentures or hearing aids) provided that such loss is reported to the Chief, Supervisor or Senior Person on shift during or at the end of the employee's shift.

The City will not compensate for damage or loss of items that are unnecessary to the job such as jewelry, chains and earrings (except wedding rings).

Section 4: Personal Appearance: The uniformed personnel when reporting for regular duty shall have clean clothes, neat and well pressed, nametags, shoes shined, hair neat and be clean shaven. The Chief or supervisor in charge shall inspect all crew members for the above minimum standards. Violations of this section may result in disciplinary action.

Section 5: Station duty shorts may be worn between May 1st and October 1st of each year unless otherwise approved by the Chief.-

ARTICLE 24
INDEMNIFICATION AND LEGAL SERVICES

Section 1: The City agrees to provide and pay for a policy of insurance indemnifying and saving harmless the fire fighters from civil liability for accidental injury to third (3rd) parties of their property while in the performance of firefighting and emergency medical duties and for legal services in defending such claims.

Section 2: The City agrees to indemnify any firefighter and emergency medical technician for legal fees incurred while in the performance of their official duties.

ARTICLE 25
PROBATION PERIOD & RESIDENCE REQUIREMENT

Section l: Probation Period: All appointments shall, in the first instance, be made for a probationary period of six (6) months; and employees shall work under the provisions of this Agreement within which time they may be dismissed without protest by the Union. All appointees employed after said probationary period shall be placed on the seniority list (original date of hire) as regular employees, with the right to available work for which they can qualify. The probationary period may be extended for a second six-month period, only for cause, substantiated in writing by the Chief. The Union may review the cause for extension and must mutually agree prior to extending.

Section 2: Residence Requirement: All employees of the Fire Department, upon completion of their probationary period, must reside within 60 miles of the Fire Station. ~~Travel time shall be determined using a commonly accepted travel time indicator e.g., google maps, etc.~~ Any employee who has not established a residence as herein above stated shall be subject to dismissal.

a) It being the intent of the parties hereto that as to those members of the Fire Department, they shall not be compelled to change their residency as a condition of their continued employment with the Department. Provided however, that in the event such member(s) desires to change their present abode, they must reside in the same municipality as they previously did or meet the above drive time requirement to said Fire Station.

ARTICLE 26
SAVINGS CLAUSE

Section 1: If any provision of this Agreement shall be contrary to any laws or a City Ordinance, such invalidity shall not affect the validity of the remaining provisions.

ARTICLE 27
DISCIPLINARY PROCEDURES

Section 1: The Employer shall not discharge nor suspend any employee without just cause. In all cases involving the discharge or suspension of an employee, the Employer must immediately notify the employee in writing of their discharge or suspension and the reason therefore; such written notice shall also be given to the unit President, and a copy mailed to the Local Union Office, within one (l) working day from the time of the discharge or suspension, unless requested otherwise by the employee.

Section 2: Warning notices of specific complaints against any employee must be in writing and a copy of the same to the unit President.

Section 3:Any employee discharged must be paid in full for all wages owed to the employee ~~them~~ by the Employer, including earned vacation pay, if any, on the next pay period from the date of discharge.

Section 4: A discharge or suspended employee must advise their Local Union in writing, within five (5) working days after receiving notification of such action against them, of their desire to appeal the discharge or suspension. Notice of appeal from discharge or suspension must be made to the Employer in writing within ten (10) days from the date of discharge or suspension.

Section 5: Should it be proven that an injustice has been done to a discharged or suspended employee, the employee shall be fully reinstated in their position and compensated at their usual rate of pay for lost work opportunity. If the Union and the Employer are unable to agree as to the settlement of this case, then it may be referred to the grievance machinery as set forth in Article 15, within five (5) days after the above notice of appeal is given to the Employer.

ARTICLE 28
EMPLOYEE/MANAGEMENT CONFERENCES

Section 1: Conferences between representatives of the City and the executive board of the unit may be arranged by mutual consent of the parties to discuss matters of mutual concern including methods of improving the relationship between the parties. Such meetings shall be planned in advance and shall be held at hours mutually agreed upon by the parties. Employees, acting on behalf of the unit, shall suffer no loss of time or pay should such meetings fall within the regular work hours. Disputes arising under this provision shall not be subject to the grievance procedure contained herein.

ARTICLE 29
TERM OF AGREEMENT

Section 1: his Agreement shall govern the rights of the parties from January l, 2025, until and including December 31, 2027. It shall be automatically renewed for succeeding one (1) year periods unless either party shall notify the other in writing of its intention to renegotiate at least sixty (60) days from December 31, or within sixty (60) days prior to December 31, in any succeeding years, and at least one hundred and twenty (120) days before December 31, as aforesaid, if wages, rates of pay or any other matters requiring appropriation of money by the City are to be negotiated. This Agreement may be amended at any time by mutual agreement.

~~ARTICLE 30~~
~~GENDER NEUTRAL LANGUAGE~~

~~**Section 1:** All references to employees in this Agreement designate both sexes and whenever the male gender is used, it shall be construed to include male and female employees.~~

IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year first above written.

For IAFF LOCAL 5191

Signature _____

Printed Name _____

Date _____

For CITY OF CARIBOU

Signature _____

Printed Name _____

Date _____

APPENDIX A
WAGES

Section 1: The following is the wage scale for unit employees

2026															
	Starting	**1 yr**	**2 yr**	**3 yr**	**4 yr**	**5 yr**	**6 yr**	**8 yr**	**10 yr**	**12 yr**		**14 yr**	**16 yr**	**18 yr**	**20 yr**
FF1/EMT	24.10	24.10	24.10	24.39	24.96	25.85	26.32	26.53	26.75	26.97		27.19	27.30	27.50	27.62
FF2/EMT	24.10	24.10	24.15	24.56	25.12	26.33	26.80	27.02	27.25	27.47		27.69	27.81	28.01	28.13
FF1/ADV	24.22	24.34	24.67	25.20	25.85	26.56	27.04	27.26	27.48	27.71		27.94	28.05	28.26	28.37
FF2/ADV	24.34	24.45	24.84	25.40	26.07	27.62	28.12	28.35	28.58	28.81		29.05	29.17	29.38	29.51
FF1/PAR	24.90	25.72	26.46	27.45	28.02	28.79	29.31	29.55	29.79	30.04		30.28	30.41	30.63	30.76
FF2/PAR	25.12	25.93	26.70	28.54	29.61	29.82	30.36	30.61	30.86	31.11		31.36	31.50	31.72	31.86

Section 2: Captain's Pay: Captains shall receive sixty-five dollars ($65.00) per week above their base pay. Employees working temporarily as an acting. Captain shall be compensated at the higher rate for all time spent as an acting Captain.

APPENDIX B
EMPLOYEE ACRUED BENEFITS BANK

CFAD Leave Banks 12/31/15			
Employee		**Vacation Bank**	**Sick Bank**
Chartier	Adam	120	
Divito	Michael	240	
Dow	Scott	560	1,344.00

Michaud	Scott	360	844.97
Thornton	John	72	1,123.38

IAFF CONTRACT 2025 – 2027

CLEAN COPY VERSION

FIRE DEPARTMENT

AGREEMENT

Between

CITY OF CARIBOU, MAINE

and

CARIBOU PROFESSIONAL FIREFIGHTERS' ASSOCIATION, IAFF LOCAL 5191

This Agreement is entered into by and between the City of Caribou, Maine, hereinafter referred to as the Employer, and Caribou Professional Firefighters, IAFF Local 5191 hereinafter referred to as the Union.

Effective January l, 2025 through December 31, 2027

.ARTICLE 1
PREAMBLE

Section 1: Pursuant to the provisions of the Municipal Public Employees Labor Relations Law (Title 26, M.R.S.A., 961 through 974, 1964, as amended), the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morals and to promote effective and efficient municipal operations.

ARTICLE 2
RECOGNITION

Section 1: The City hereby recognizes that the Union is the sole and exclusive representative of all Firefighters, Crew Chiefs and Captains in the Caribou Fire Department, except as provided herein, for the purpose of bargaining with respect to wages, hours of work, and working conditions.

Section 2: The City agrees not to enter into any agreement or contracts with its employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

ARTICLE 3
UNION SECURITY - DUES CHECKOFF

Section 1: All Fire Fighters, Crew Chiefs and Captains of the Caribou Fire Department shall have the right to join or not join the Union. No employee shall be favored or discriminated against either by the City or by the Union because of their membership or non-membership in the Union. The Union recognizes its responsibility as bargaining agent and agrees to represent all employees covered under this agreement without discrimination, interference, restraint, or coercion.

Section 2: The City recognizes that employees who are part of the Union may have obligations to pay monthly dues to the Union. The City agrees upon receipt of individually signed authorization cards, to deduct the Union established dues and or fees, uniform assessments fees, etc. from the wages of each Union member employee.

Section 3: The City will then remit such check off to the Union before the first day of the month immediately next succeeding. Such remittance shall be accompanied by an itemized statement showing the names of each employee and the amount checked off for dues.

ARTICLE 4
MANAGEMENT RIGHTS

Section 1: The City retains all right and authority to manage and direct its employees, except as otherwise specifically provided in this Agreement. Such rights shall include and shall not be limited to: operation and management of the City's Fire and Ambulance Department; the direction of the working force; the right to hire, discharge and discipline; to change assignments; to promote or demote, to suspend, to reduce or expand the working forces; to transfer, to maintain discipline, to establish work schedules, to introduce new, improved or changed methods of work to facilities; to change, combine or eliminate jobs, work tasks, or positions.

Section 2: The City's not exercising such functions in a particular way shall not be deemed a waiver of its right to exercise such function or preclude the City from exercising the same in some other way, not in conflict with the express provisions of this agreement.

Section 3: The City may hire temporary, seasonal or per diem help for special events or short-handed occurrences.

Section 4: The City may not retain temporary, seasonal, per diem help as a means of permanently displacing regular full-time employees.

ARTICLE 5
STRIKES AND SLOWDOWNS PROHIBITED

Section 1: For the duration of this agreement, the Union, its officers, representatives and members shall not, directly or indirectly, authorize, instigate, cause and encourage, ratify, support or suggest or condone, nor shall any employee, directly or indirectly, take part in any strike, slowdown, or stoppage of work, or other interruption of work, or take any action or inaction which would involve suspension or interference with the normal work of the City Department, mass resignation, or absenteeism.

Section 2: Failure or refusal on the part of any employee or agent to comply with any provision of this Article 5 shall be cause for whatever disciplinary action, including suspension or discharge, deemed necessary by the City. In consideration of no-strike pledge by the Union and employees, the City shall not lock out employees for the duration of this Agreement. Neither the violation of any provision of this Agreement nor the commission of any act constituting unfair labor practices or otherwise made unlawful by any Federal, State or local law, shall excuse employees, the Union or the City from their obligations under the provisions of this Article 5. Alleged violation of any provision of this Article 5 is appealable immediately by either party to the Superior Court within and for the County of Aroostook and State of Maine for the purpose of securing specific performance of the provisions of this Article 5.

ARTICLE 6
TIME OFF WHILE PERFORMING UNION DUTIES

Section 1: All employees covered by this Agreement who are members of the local unit executive board of the Union shall be allowed time off with pay for official Union business with representatives of management upon appointment if there is sufficient manpower available to cause no interference with Departmental operations. The unit President and/or designee on the executive board shall be allowed time off with pay during their regular work or shift hours to investigate grievances or to attend grievance hearings, but in no case shall such time exceed a total of two (2) hours per day for not more than one (l) representative.

Section 2: No time off or leave of absence shall be permitted under this Article 6, unless the Fire Chief determines there is sufficient manpower available for normal departmental operations.

Section 3: It is understood and agreed that all employees have productive work to perform and will not leave their jobs during work hours to attend Union matters, except as provided above.

ARTICLE 7
SENIORITY & PERSONNEL REDUCTIONS

Section 1: In the event of either layoffs or recall to duty following such layoffs, seniority of the employees within the division or specialized field involved (work classification) shall be the governing factor but shall not be the sole consideration in matters affecting work shifts.

Section 2: Seniority shall also be the deciding factor in promotions to higher paying jobs and for filling of jobs vacancies when two or more senior employees are equally qualified.

Section 3: Extra work assignments shall be assigned to the regular employees by seniority on a rotation basis, provided the senior employee is available at the time the work is assigned and is qualified to do the work. If no member of the department is available and/or qualified, cross-trained volunteer firemen may be called. If no cross-trained person is available, a person qualified for the job assignment, e.g., an EMT for ambulance, may be called.

Section 4: In cases of scheduled special events requiring on-scene ambulance stand-by, such as coverage at racetracks, one member of the department and qualified (EMT) volunteers may be retained. If no member of the department is available and/or qualified, a cross-trained volunteer fireman may be called. On prescheduled non-emergency out-of-County transports, one member of the department and qualified (EMT) volunteers may be retained. If no member of the department is available and/or qualified, one cross-trained volunteer fireman may be called. Extra work assignments shall include such outages as FMLA, sickness, injury, attendance upon family members, or unpaid leave and shall be treated as any other assignments or outages when backfilling staff. As per past practice, the Chief shall consult with the Union regarding extra work assignments.

Section 5: Employees working on such extra work assignments. shall be paid at the rate of one and one-half (1 1/2) times the straight hourly rate.

Section 6: When the opportunity arises for members of the department to attend training, employees, on a seniority basis, who have not had previous opportunity to receive such training shall be given first consideration. All training shall be done in accordance with state law. The term training under this part shall include schools, conferences, workshops, on-line courses, etc. approved by administration. The department will cover registration and material costs for approved training. Administration must approve any off-shift training and related compensation. A notice of training shall be posted at least two (2) weeks prior to the start of the event whenever possible.

Section 7: The City shall establish a seniority list, and it shall be brought up to date on January first (1st) each year and posted on the bulletin board as soon as practicable thereafter. A copy of the seniority list shall be sent to the designated representative of the Union. Any objection to the seniority list, as posted, must be reported to the city within ten (10) days from the date of posting or it shall stand as accepted; and any further and/or subsequent objection shall become null and void.

Section 8: A break in employment to draw early state retirement benefits will not constitute a break in seniority or employment.

ARTICLE 8
DUTIES OF EMPLOYEES

Section 1: The duties of the employees covered by this agreement shall be the protection of life and property; the prevention, control and extinguishment of fire; participation in training, inspection services and fire prevention activities; public education and provision of emergency medical care; participation in training and public health and safety functions; the care, custody and maintenance of fire and emergency medical care equipment, apparatus and quarters, and carrying out of the duties normally required of a Fire Department as defined in the "job description/duties" referred to in Article 4. However, nothing shall be construed as diminishing the current duties of the employees, duties to those consistent with prior practices, or as precluding the assignment of new duties to carry out the general purpose served by present duties as changing conditions or technology warrant.

The Union shall be notified 90 (ninety) days prior to a change in Ambulance service area. A staffing study shall be performed before any outside communities with more than 100 (one hundred) ambulance calls per year are taken on by the city. This study will be agreed upon by both parties.

Section 2: All employees must maintain a current State of Maine EMS license. The State notifies the holder of the EMS license of pending expiration or status changes. It is therefore imperative that the employee notify the Chief of any status change or lapse of said License. Failure to notify the Chief of any status change prior to expiration or change in License status will result in immediate disciplinary actions up to suspension without pay pending reconciliation of License status. Any changes in, or suspension of, said license must be reported to the Chief immediately.

Pay to be adjusted to proper EMS license level with effective date of change. In special circumstances, a reasonable amount of time will be allowed for relicensing.

Section 3: All drivers are to be licensed commercial vehicle operators to aid in the reduction of deaths, accidents, injuries, and loss of fire equipment due to fire apparatus related accidents.

This policy applies to all drivers responsible for operating fire department vehicles that have gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination vehicle weight of 20,001 pounds or more. Operators that meet the above requirements must obtain a Class B Commercial Driver's License with both an air brake endorsement and tank endorsement and complete an emergency vehicle operators' course if the vehicle is involved in emergency response.

a) Current and future employees will have two (2) years from the effective date of this agreement or their date of hire, whichever is later, to obtain the commercial license.

b) CDL applications will be made available for all drivers meeting the above criteria. The application fee will be covered by the Fire Department. Any related fees, if there are any, for an initial test and one retake will be covered by the department for both written and practical examinations. Employees will be responsible for any retake testing fees after the first retake exams.

c) If there are some unforeseen circumstances where an individual cannot meet the above standard or needs extra time to complete, each situation will be evaluated by the Fire Chief to determine validity and will be handled accordingly.

d) As outlined in the MDOL Compliance Directive 24-11, the Fire Chief shall determine the annual training standard for the department with regards to maintaining capabilities as a CDL driver.

Section 4: Secondary Employment: Unit Employees may be permitted to perform services for private interest and be gainfully employed outside of the department, provided prior approval and consent thereof is obtained from the Fire Chief, primarily for the purposes of avoiding schedule conflicts and of maintaining codes of conduct.

a) Unit Employees understand that their primary job and hence employment responsibility is with the City of Caribou. The City agrees not to interfere with any unit employee working a second job as long as the employment does not interfere with this primary responsibility to the City. In addition, any secondary employment or business ownership must not adversely impact the operations of the Caribou Fire and Ambulance Department or the reputation of the City of Caribou.

b) Newly hired unit employees (after the execution of this agreement) that are employed in any Secondary employment shall provide written notice to the Fire Chief and City Manager seeking approval. Such approval shall not be granted if:

    1) There is no clear demonstration that the employee shall be free to leave to respond to any emergency call backs, or;

    2) The outside employment requirements would adversely affect the ability of the employee to perform their functions within the City, or

3) Secondary employment must maintain primary base of operations within a sixty (60) miles radius required for employment with the City of Caribou.

4) Unit Employees may not work their secondary employment in a Fire/EMS position within twelve (12) hours of the start of their regular shift with CFAD.

ARTICLE 9
HOURS OF WORK – OVERTIME – WAGES

Section 1: Prior to the implementation of the 42-hour workweek as outlined in Section 2, unit employees worked a continuous rotation of twenty-four (24) hours on duty followed by forty-eight (48) hours off duty. The workday was defined as twenty-four (24) hours. The guaranteed workweek was average at least fifty-six (56) hours over a three-week cycle, with fifty-three hours paid at straight time and three hours paid at time and a half for base pay purposes. The intent of that provision was to establish a forty-two (42) hour average workweek while providing that overtime compensation is earned only after an employee has actually worked forty-eight (48) hours during the workweek.

Section 2. New Work Week: Effective August 24th, 2026, the workweek for unit employees was changed to be a rotating schedule that averages forty-two (42) hours per workweek over the established work cycle. It is the intent of the parties that employees shall receive compensation based upon this average workweek, regardless of the actual number of scheduled hours worked in any individual workweek within the established work cycle. Accordingly, unit employees shall be receiving compensation equivalent to a minimum of forty-two (42) straight-time hours each workweek, representing the average hours of the established work cycle based on the wages outlined in Appendix A.

Section 3: New Work Schedule: The schedule for unit employees shall consist of twenty-four (24) hours on duty, forty-eight (48) hours off duty, twenty-four (24) hours on duty and ninety-six (96) hours off duty.

Section 4. New Overtime Threshold: The overtime threshold for calculating employees' overtime shall be forty-eight (48) hours worked during each workweek.

a) Because employees are compensated for an average forty-two (42) hour workweek, an employee must actually work an additional six (6) hours at the straight-time rate before becoming eligible for overtime compensation.
b) The parties acknowledge that paid vacation leave constitutes paid leave and shall not be considered hours worked for purposes of determining overtime eligibility.
c) Accordingly, when an employee utilizes vacation leave during a workweek, the employee must first work the number of hours replaced by vacation leave, in addition to the required six (6) straight-time hours, before qualifying for overtime compensation.

Section 5: Compensatory Time: In lieu of overtime pay, the employee may choose compensatory time off at a rate of one and a half hours for each hour of overtime worked up to 120 hours maximum at any one time; they may take that time off when the shift permits their absence from duty without a replacement being scheduled. The employer agrees to record accumulation of overtime per employee and post such a list quarterly for review of the bargaining unit member.

Section 6: Call Back Overtime: Employees who report for callback, i.e., work outside their normal scheduled hours of work shall not be required to perform any work not directly connected with the express purpose of the callback except under the following circumstances: Help is requested or required to maintain emergency equipment or apparatus. In the event that the callback is to be for an extended period of time such as out of county transfers, said person shall work on a crew like a member of that crew, performing duties requested by the captain or their designee.

a) When an employee receives a call back, the city shall pay for a minimum of two (2) hours at time and one half (1 1/2). If the callback exceeds two hours, the city shall pay all remaining time at the established time and one half (1 1/2) rate, to the highest quarter hour.

Section 7: When an employee is required by the City to use their private automobile for fire or city business, the employee shall be paid for the use of their car at the rate established annually by the City Council.

Section 8: Call Back Stipends: The City will pay a stipend to members of the department who are willing to be on callback duty for 24 hours. The first two members to volunteer for a given 24-hour period will receive a stipend of $72.00 per person. Any other staff volunteering for the same period will receive a stipend of $50 per person. This stipend will be over and above the regular callback pay. All volunteers for call back duty must remain within 15 minutes of the fire station for the full 24-hour period. The shift going off duty would have first choice for the call back duty. After that, full-time members would be chosen from the callback board. If no full-time members want the stipend, the paid call force will be utilized in the same manner. Swapping on call will be allowed between members.

a) Employees who wish to be “available” for call back for emergency or routine responses, should be within approximately 15 minutes of the fire station. Travel time shall be determined using a commonly accepted travel time calculators including but not limited to Waze, Google Maps, or Apple maps.

b) The City will pay a stipend of $150.00 per person for any transfer over sixty (60) miles away with a patient, this will be over and above the regular callback pay. All employees, including paid call force, may volunteer for these long-distance transfer call backs with the long-distance transfer duties being made available to full-time employees first.

c) The above stipends will not be considered part of the weekly wage rate but will be paid as part of the weekly payroll.

ARTICLE 10
WORK ASSIGNMENTS

Section 1: The employer agrees to respect the jurisdictional rules of the Union and shall not direct or require their employees or persons other than the employees in the bargaining unit here involved to perform work which is recognized as the work of the employees in said units. This is not to interfere with bona fide contracts with bona fide unions.

Section 2: Meals on Trips: The City shall reimburse for the reasonable cost of meals for any trip beyond 60 miles.

ARTICLE 11
MILITARY CLAUSE

Section 1: Employees enlisting, entering or already in the military of the United States, pursuant to the provisions of the Universal Military Training and Service Act and amendments thereto shall be granted all rights and privileges provided by the Act and/or other State and Federal statutes.

ARTICLE 12
UNION BULLETIN BOARDS

Section 1: The Employer agrees to provide suitable space for the Union bulletin board. Postings by the Union on such boards are to be confined to official business of the Union.

ARTICLE 13
UNION ACTIVITIES

Section 1: Any employee member of the Union acting in an official capacity whatsoever shall not be discriminated against for their acts as such officer of the Union so long as such acts do not interfere with the conduct of the Employer's business, nor shall there be any discrimination against any employee because of union membership or activities.

ARTICLE 14
INSPECTION PRIVILEGES

Section 1: Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues, and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the working schedule.

Section 2: Authorized agents of the Union shall have access to the Employer's establishment during normal business hours from 7:00 a.m. to 5:00 p.m. on Monday through Friday for the purpose of adjusting disputes, investigating working conditions, collection of dues and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the working schedule. A twenty-four (24) hour notice to the Chief will be required before this Article can be implemented.

ARTICLE 15
GRIEVANCE PROCEDURE

Section 1: A grievance is a dispute concerning the interpretation, application, or alleged violation of the specific terms or provisions of this Agreement. Any grievance arising between the City and the Union or an employee represented by the Union shall be settled in the following manner:

a) **Step One: Fire Chief Level:** Within Ten (10) working days of the date of the grievance arises, the employee and the unit President or their designee shall jointly discuss the grievance with the employee's Fire Chief in an effort to resolve the grievance. If the grievance is not resolved with the employee's Fire Chief, then the grievance shall proceed to Step Two.

b) **Step Two - City Manager Level:** If the matter is not satisfactorily resolved by the Fire Chief, the aggrieved and the unit President or their designee may, within five (5) days after orally discussing the same with the Fire Chief, submit a written appeal to the City Manager. The City Manager, within five (5) workdays after receiving the appeal, shall meet with the aggrieved employee in an attempt to adjust the grievance. The City Manager shall give the grievant and the unit President a written decision within five (5) workdays following said meeting.

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

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

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

Section 2: A grievance may be withdrawn by the Union or the aggrieved employee at any time and the withdrawal of any grievance shall not be prejudicial to the positions taken by the parties as they relate to that grievance or any future grievances.

Section 3: The time limits set forth in the grievance procedure shall unless extended by mutual written agreement of the City and the Union, be binding and any grievance not timely presented or timely processed thereafter, shall not be arbitral.

Section 4: Saturdays, Sundays and Holidays shall not be included in the time limits set forth in this grievance procedure.

ARTICLE 16
JURY DUTY PAY

Section 1: Employees shall be granted a leave of absence for jury duty or jury service and be paid the difference in salary pay and jury pay with no interruption in accumulated benefits. Employees shall notify the Employer within forty-eight (48) hours after they receive jury notice.

ARTICLE 17
DEFECTIVE EQUIPMENT

Section 1: The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety prescribed by law. It shall not be a violation of this Agreement where employees refuse to operate such equipment unless such refusal is unjustified. All equipment which is refused because it is not mechanically sound or properly equipped shall be appropriately tagged so that it cannot be used by other drivers until the Maintenance Department has adjusted the complaint.

ARTICLE 18
HOLIDAYS

Section 1: Holidays: The following holidays shall be paid holidays for all employees covered by this Agreement:

New Year's Day	Veteran's Day	Martin Luther King Day
Washington's Birthday	Labor Day	Juneteenth
Patriot's Day	Indigenous	People Day
Memorial Day	Thanksgiving Day	
Independence Day	Christmas Day	

a) The holiday rate of pay shall be eight (8) hours pay if the holiday is not worked, with an additional eight (8) hours pay to those employees who do work. Employees who work a complete twenty-four (24) hour shift on an assigned Holiday shall be paid a total of sixteen (16) hours of Holiday pay. Those who work a twelve (12) hour shift that fills a shift vacancy shall receive a total of twelve (12) hours of Holiday pay.

b) In recognition of Thanksgiving and Christmas being family holidays, an employee shall be allowed to receive a two (2) hour mealtime leave with their family at home.

c) The City will pay a stipend of $96.00 per person for 24 hours for two members of the department as stated above for all Holidays listed in this article.

ARTICLE 19
VACATIONS

Section 1: Effective January 1st, 2027, The following vacation scheduled is available to regular full-time employees:

After 6 months of service the employee will receive 1 week or 48 hours of vacation.
After 1 year of service the employee will receive 2 weeks or 96 hours of vacation.
After 5 years of service the employee will receive 3 weeks or 144 hours of vacation.
After 10 years of service the employee will receive 4 weeks or 192 hours of vacation.
After 15 year of service the employee will receive 5 weeks or 240 hours of vacation.
After 20 years of service the employee will receive 6 weeks or 288 hours of vacation.

Normally, one week of vacation leave (accrual) will equal forty-eight (48) hours.

Section 2: On any anniversary of employment with the department, the employee will be granted any increase in vacation entitled to that employee which will be taken before January 1 or within three months, whichever is greater.

Section 3: Entitlement to vacations under this Section shall be determined as of the first (1st) day of the year in which the vacation is taken. Vacations shall be granted at the discretion of the Fire Chief or designee according to seniority in the Department; however, all vacation requests require approval of the Fire Chief or designee. As per past practice, a minimum of 12 hours must be used at a time. No more than one employee per work shift may be on vacation at any given time without approval of the Fire Chief or designee.

Section 4: In the event of dismissal of an employee, for cause, or if an employee voluntarily leaves their employment, said employee shall be entitled to vacation pay for all unused vacation.

Section 5: Employees who voluntarily return from vacation to cover a regularly assigned shift will only be paid straight time during that shift. Employees called in from vacation will be paid time and one half for that call back duty. An employee on vacation may only be called back from vacation to cover during their regularly assigned shift after all other full-time employees have been offered the opportunity to cover that shift at an overtime rate.

Section 6: Vacation banks shall be capped at the present levels currently in them as of December 31, 2015. Starting January l, 2016, vacation shall be used in the year it was accrued except employees may roll over unused vacation until the last day of February of the next year in accordance with the city's personnel policy. (See Appendix A.)

Section 7: In the event that an employee covered dies during the term of this Agreement, their accrued vacation credits, if any, shall be paid in the wage equivalent, to the beneficiary on file, or to the estate of the employee if there is no beneficiary on file.

ARTICLE 20
INSURANCE

Section 1: The City of Caribou and the Union shall form a Committee made up of 2 employees from the Fire and Ambulance Department Unit, 2 employees of the Police Department Unit, 2 employees from the AFSCME Public Works Unit and 6 non-union employees. Management shall be represented by the City Manager and the Human Resource Director and or their designees. Management shall provide administrative support, research and advisement to the Committee as necessary. The established Committee will remain in effect and active until such time that it is mutually agreed by the Union and City that said Committee is no longer needed.

Section 2: The task of the Committee shall be the deliberation, evaluation and making of proposals for alternatives to Health Insurance and Sick Leave Policies in their respective workplace. The Committee will be given appropriate administrative support. All meetings of the Committee shall be open with a posted agenda, time, place and date. The Committee shall establish their rules of procedure.

Section 3: Should the Committee reach a consensus on a different Health Insurance plan/s than the Health Insurance plan currently in effect or alternatives to the Sick Leave Policies; the Committee will request that the City and the Union open the contract/s on either or both subjects not tied to each other. The City and Union agree that the Committee consensus shall constitute mutual agreement to open the Contract/s. A majority vote of both the City Council and Union must be obtained before implementing any Committee consensus changes in health insurance or alterations to sick leave policies.

Section 4: As part of the fringe benefit package offered to qualifying employees, the City currently makes available health insurance coverage to all regular full-time employees. The City also makes available the option of dependent coverage to qualifying employees as an additional fringe benefit. The City will pay 80% of the total premium and the employee will pay 20% of the total premium of the approved plans.

Section 5: The employer shall provide employees with a prescription drug card as long as it is offered under the group insurance plan/s.

Section 6: During the open enrollment period, employees may choose between the Baxter Plan (formerly POS Plan 200) and the Katahdin Plan (formerly PPO-500). The current healthcare plan(s) shall remain in effect throughout the duration of this Agreement unless a change is recommended by the Working Group and ratified by an affirmative vote of the Union and City Council. The Healthcare Premiums to the Maine Municipal Employee Health Trust will be shared, with 80% of the premium paid by the Employer and 20% by the employee for either the Baxter or Katahdin plans.

Section 7:Health Reimbursement Arrangement (HRA): Associated with the above health care plans, the City will provide an HRA for unit employees as outlined below:

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

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

(c) The HRA will cover deductibles, coinsurance and other expenses authorized by the plan.

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

(e) If an employee decides not to participate in the health care plan, and that plan provides a life insurance benefit at no cost to those in the health care plan, the city will pay the cost of the life insurance benefit for that employee.

Section 8: Physical examinations shall be paid by the City and shall be taken annually. The City shall contract with physicians for these physical exams. Should an employee choose to go to another doctor, the city shall make payment for that doctor at the contract rate.

Section 9: The City agrees to allow a payroll deduction for a dental, eye and prescription plan whose cost may be borne totally by the employee.

ARTICLE 21
PENSIONS

Section 1: The City Agrees to continue to participate in the Social Security Retirement System.

Section 2: The City agrees to participate in the Maine State Retirement System and maintain the present, or better, coverage for the duration of this agreement.

Section 3: Employees will be included in the MainePERS Special Plan 3C (⅔ with a COLA) after twenty-five (25) years.

Section 4: As of January 1, 2019, all employees who are retired but Return to Work (RTW) with the city are eligible for a retirement benefit equal to the city's general employee retirement program or payment of any applicable MEPERS RTW penalty fees, whichever is greater. Retirees electing to fully participate in the City's general retirement plan, either through ICMA or other similar retirement investment option, will be responsible for any MEPERS RTW fees and will have such deducted from their wages for remittance by the City to MEPERS.

ARTICLE 22
LEAVE OF ABSENCE

Section 1: Sick Leave: Sick leave shall accrue at the rate of (24) hours for each calendar month of service beginning with the first (1st) calendar month of employment. The City shall post every six (6) months the amount of accrued sick leave of each employee.

Section 2: Upon accruing the maximum number of hours, the employer will permit the employee to bank additional unused hours for added security, to be used only when a long-term illness of the employee occurs which can be documented by the employee's physician. The employer will permit the employee to cash in any accrued sick leave, beyond one thousand eight (1008) hours at the rate of $2.10 per hour.

The determination to bank or cash in these sick leave hours will be done during the month of' January each year and will be paid out to the employee or credited to the sick leave bank in February of each year or paid upon separation.

Section 3: Sick leave for members of the Caribou Fire Department may only be used in the following cases:

a) Personal illness or physical incapacity of such degree as to render the employee unable to perform the essential duties of their position unless reasonable accommodation can be made.

b) If requested, the employee shall furnish the Fire Chief with a certificate from their attending physician. If the said physician certifies that the employee is unable to perform their duties due to illness or physical incapacity, the physician's bill for such examination shall be paid for by the employer; if the physician does not certify , their bill shall be paid by the employee.

c) Attendance upon members of the family within the household of the employee when their illness requires care by such employee, not to exceed twelve (12) workdays, at twenty-four (24) hours pay per day, per year provided the employee has accrued sick time. Employees will be compensated with regularly earned sick time or through their accrued sick bank. The twenty-four (24) hours shall be defined as herein stated for purposes of this paragraph only.

d) Absences for a fraction of part of a workday that are chargeable to sick leave in accordance with these provisions may be charged in an amount not less than a one (1) hour increment and will be charged to accrued sick leave in direct proportion to the regular workdays absent.

e) Employees shall see that their Supervisor is notified of the reason for their absence not previously arranged for as soon as possible, but not less than thirty (30) minutes for the unexpected absence. The Chief may require direct notification, when at their discretion it is deemed necessary.

f) For employees hired before December 31, 2013: Upon retirement and discontinuance of employment with the City, the employee shall be paid unused sick leave benefits up to a maximum of the number of hours in their sick bank as of December 31, 2015 (See Appendix B).

g) Upon termination of employment in good standing with the City, the employee will be compensated for unused sick leave, not to exceed 1,008 hours, according to the following schedule:

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

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

i) **Death Benefit**: Notwithstanding the above, if a current employee dies, 100% of any unused and banked sick leave will be paid to the employee's estate for disbursement to employee designated beneficiaries.

j) **Retirement:** Shall be defined as the discontinuance from work with the City after submitting a two-week notification and having been employed by the City for at least (5) years and qualifying for withdrawal from their retirement plan and or social security.

Section 4: Bereavement Leave: In the event of the death of the employee's spouse, child, mother, father, brother, sister, mother-in-law, father-in-law, brothers and sisters-in-law, sons or daughters-in-law, grandmother, grandfather, grandchildren, stepfather or stepmother, stepchild, step brothers or sisters, or other related individual residing with the employee, the employee shall be allowed up to three (3) days leave of absence for the purpose of attendance at the funeral and assisting in the necessary family arrangements. Such leave shall be with pay and without any deduction for sick leave.

An amount of time, not to exceed one (1) day, will be granted for attendance at funerals of the following relatives of the employee, who are not covered under Section 4 above: aunt, uncle, niece, or nephew. Such time off shall not be chargeable to sick leave.

Section 5: On-The-Job-Injury: Employees covered by this Agreement who are injured on the job shall receive, in addition to compensation paid or payable under the Worker's Compensation Act, an amount sufficient to bring them up to full normal weekly salary while any incapacity exists and until they are either placed in disability retirement or return to active duty. Absence because of such injuries shall not be charged to accumulated sick leave.

Employees covered by this Agreement experiencing an on-the-job accident or injury should refer to the processes and procedures as set forth in the City of Caribou Personnel Policy. The Policy outlines insurance coverage, reporting, medical assessment, medical bills, and compensation not outlined in this Section.

Section 6:Unpaid Leave of Absence: Employees who are disabled because of injury or sickness shall be granted an unpaid leave of absence for up to one (l) year, as deemed medically warranted by attending physician and at the discretion of the Chief and the City Manager.

Section 7:Earned Paid Leave: The first forty (40) hours of any leave time taken in a year, including vacation leave, and sick leave, or bereavement leave, will be designated as Earned Paid Leave (EPL).

ARTICLE 23
CLOTHING

Section 1: The City agrees that all employees covered by this Agreement shall be provided initially, at no cost to the employees, all station uniforms to include, two Class B long sleeve shirts, two Class B short sleeve shirt, two polo shirts, two pairs of shorts, and three Class B pairs of pants, one all season jacket, winter hat, footwear, and gloves. The City will pay for cleaning of a uniform requiring dry cleaning and any clothing that has been contaminated with body fluids. The City further agrees to replace any of the above-named items on an "as needed" basis. However, before any new clothing is to be issued, the replaced article(s) must be relinquished to the department as required by the Fire Chief.

Section 2: Uniform Allowance: Each employee shall receive a $500.00 uniform credit annually to replace duty uniforms as needed and maintain current uniform in good condition. Once the credit is used it will be the employee's responsibility to replace articles as needed unless ruined in regular performance of the job. Any unspent funds in an account will be forfeited for that year. In addition, Employees shall be allotted $350.00 per year for one (1) pair of regulation work boots. Boot allotment may roll over to a maximum of $700.00 for a single purchase of regulation work boots in that work year.

Section 3: Each employee covered by this Agreement shall be reimbursed for the replacement cost of personal effects that shall be damaged or destroyed in the performance of their duties up to a maximum of $300.00 (except prescribed necessary medical devices, prescription eyeglasses, dentures or hearing aids) provided that such loss is reported to the Chief, Supervisor or Senior Person on shift during or at the end of the employee's shift.

The City will not compensate for damage or loss of items that are unnecessary to the job such as jewelry, chains and earrings (except wedding rings).

Section 4: Personal Appearance: The uniformed personnel when reporting for regular duty shall have clean clothes, neat and well pressed, nametags, shoes shined, hair neat and be clean shaven. The Chief or supervisor in charge shall inspect all crew members for the above minimum standards. Violations of this section may result in disciplinary action.

Section 5: Station duty shorts may be worn between May 1st and October 1st of each year unless otherwise approved by the Chief.

ARTICLE 24
INDEMNIFICATION AND LEGAL SERVICES

Section 1: The City agrees to provide and pay for a policy of insurance indemnifying and saving harmless the fire fighters from civil liability for accidental injury to third (3rd) parties of their property while in the performance of firefighting and emergency medical duties and for legal services in defending such claims.

Section 2: The City agrees to indemnify any firefighter and emergency medical technician for legal fees incurred while in the performance of their official duties.

ARTICLE 25
PROBATION PERIOD & RESIDENCE REQUIREMENT

Section l: Probation Period: All appointments shall, in the first instance, be made for a probationary period of six (6) months; and employees shall work under the provisions of this Agreement within which time they may be dismissed without protest by the Union. All appointees employed after said probationary period shall be placed on the seniority list (original date of hire) as regular employees, with the right to available work for which they can qualify. The probationary period may be extended for a second six-month period, only for cause, substantiated in writing by the Chief. The Union may review the cause for extension and must mutually agree prior to extending.

Section 2: Residence Requirement: All employees of the Fire Department, upon completion of their probationary period, must reside within 60 miles of the Fire Station. Any employee who has not established a residence as herein above stated shall be subject to dismissal.

a) It being the intent of the parties hereto that as to those members of the Fire Department, they shall not be compelled to change their residency as a condition of their continued employment with the Department. Provided however, that in the event such member(s) desires to change their present abode, they must reside in the same municipality as they previously did or meet the above drive time requirement to said Fire Station.

ARTICLE 26
SAVINGS CLAUSE

Section 1: If any provision of this Agreement shall be contrary to any laws or a City Ordinance, such invalidity shall not affect the validity of the remaining provisions.

ARTICLE 27
DISCIPLINARY PROCEDURES

Section 1: The Employer shall not discharge nor suspend any employee without just cause. In all cases involving the discharge or suspension of an employee, the Employer must immediately notify the employee in writing of their discharge or suspension and the reason therefore; such written notice shall also be given to the unit President, and a copy mailed to the Local Union Office, within one (l) working day from the time of the discharge or suspension, unless requested otherwise by the employee.

Section 2: Warning notices of specific complaints against any employee must be in writing and a copy of the same to the unit President.

Section 3: Any employee discharged must be paid in full for all wages owed to the employee by the Employer, including earned vacation pay, if any, on the next pay period from the date of discharge.

Section 4: A discharge or suspended employee must advise their Local Union in writing, within five (5) working days after receiving notification of such action against them, of their desire to appeal the discharge or suspension. Notice of appeal from discharge or suspension must be made to the Employer in writing within ten (10) days from the date of discharge or suspension.

Section 5: Should it be proven that an injustice has been done to a discharged or suspended employee, the employee shall be fully reinstated in their position and compensated at their usual rate of pay for lost work opportunity. If the Union and the Employer are unable to agree as to the settlement of this case, then it may be referred to the grievance machinery as set forth in Article 15, within five (5) days after the above notice of appeal is given to the Employer.

ARTICLE 28
EMPLOYEE/MANAGEMENT CONFERENCES

Section 1: Conferences between representatives of the City and the executive board of the unit may be arranged by mutual consent of the parties to discuss matters of mutual concern including methods of improving the relationship between the parties. Such meetings shall be planned in advance and shall be held at hours mutually agreed upon by the parties. Employees, acting on behalf of the unit, shall suffer no loss of time or pay should such meetings fall within the regular work hours. Disputes arising under this provision shall not be subject to the grievance procedure contained herein.

ARTICLE 29
TERM OF AGREEMENT

Section 1: his Agreement shall govern the rights of the parties from January l, 2025, until and including December 31, 2027. It shall be automatically renewed for succeeding one (1) year periods unless either party shall notify the other in writing of its intention to renegotiate at least sixty (60) days from December 31, or within sixty (60) days prior to December 31, in any succeeding years, and at least one hundred and twenty (120) days before December 31, as aforesaid, if wages, rates of pay or any other matters requiring appropriation of money by the City are to be negotiated. This Agreement may be amended at any time by mutual agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands on the day and year first above written.

For IAFF LOCAL 5191

Signature _____

Printed Name _____

Date _____

For CITY OF CARIBOU

Signature _____

Printed Name _____

Date _____

APPENDIX A
WAGES

Section 1: The following is the wage scale for unit employees

2026															
	Starting	**1 yr**	**2 yr**	**3 yr**	**4 yr**	**5 yr**	**6 yr**	**8 yr**	**10 yr**	**12 yr**		**14 yr**	**16 yr**	**18 yr**	**20 yr**
FF1/EMT	24.10	24.10	24.10	24.39	24.96	25.85	26.32	26.53	26.75	26.97		27.19	27.30	27.50	27.62
FF2/EMT	24.10	24.10	24.15	24.56	25.12	26.33	26.80	27.02	27.25	27.47		27.69	27.81	28.01	28.13
FF1/ADV	24.22	24.34	24.67	25.20	25.85	26.56	27.04	27.26	27.48	27.71		27.94	28.05	28.26	28.37
FF2/ADV	24.34	24.45	24.84	25.40	26.07	27.62	28.12	28.35	28.58	28.81		29.05	29.17	29.38	29.51
FF1/PAR	24.90	25.72	26.46	27.45	28.02	28.79	29.31	29.55	29.79	30.04		30.28	30.41	30.63	30.76
FF2/PAR	25.12	25.93	26.70	28.54	29.61	29.82	30.36	30.61	30.86	31.11		31.36	31.50	31.72	31.86

Section 2: Captain's Pay: Captains shall receive sixty-five dollars ($65.00) per week above their base pay. Employees working temporarily as an acting. Captain shall be compensated at the higher rate for all time spent as an acting Captain.

APPENDIX B
EMPLOYEE ACRUED BENEFITS BANK

CFAD Leave Banks 12/31/15			
Employee		**Vacation Bank**	**Sick Bank**
Chartier	Adam	120	
Divito	Michael	240	
Dow	Scott	560	1,344.00
Michaud	Scott	360	844.97
Thornton	John	72	1,123.38

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: October 19, 2026
RE: Introduction of Ordinance 11, 2026 Series, "An ordinance to ammend Chapter 19, "Policy for Tax Acquired Property"

At tonight's meeting, the City Council is requested to introduce Ordinance No. 11, 2026 Series, which would amend Chapter 19, Policy for Tax Acquired Property. A public hearing will be scheduled for a subsequent Council meeting to consider adoption.

Recommended Action:

Introduce Ordinance No. 11, 2026 Series, amending Chapter 19, Tax Acquired Property, and schedule the required public hearing for the next Caribou City Council meeting.

Redlined copy of the amended ordinance

Chapter 19 - Policy for Tax Acquired Property

Section 1.0 General Purpose Statement
Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property
Section 3.0 Consideration of Lien Waivers
Section 4.0 Waiver of Foreclosure
Section 5.0 Tax Acquired Properties Management
Section 6.0 Disposal of Tax Acquired Properties
Section 7.0 Reclaiming Property After Foreclosure
Section 8.0 Public ~~Bid~~Sale Process for Tax Acquired Properties
Section 9.0 Savings Clause

Chapter 19: ~~POLICY FOR~~DISPOSITION OF TAX ACQUIRED PROPERTY

Section 1.0 General Purpose Statement

The purpose of this ~~policy~~ Chapter is to establish procedures ~~and guidelines~~ for the management and disposition of real property acquired for non-payment of taxes, service charges, and/or fees, as provided for in State law under MRSA Title 36, as amended from time to time. ~~However, nothing in these guidelines shall limit or restrict the authority of the City Council to manage or dispose of tax acquired property, as granted under City Charter and State law, within the best interest of the City of Caribou.~~

All p~~P~~roperties as may be subject to Tax Lien from time to time shall be treated as in MRSA Title 36 of State Law and as further outlined in this Chapter. Special considerations of all p~~P~~roperties may be granted under Sections 1.0 - 4.0, as amended. All other p~~P~~roperties as NOT acted upon under Sections 1.0-4.0 of this ~~Policy~~ Chapter shall be subject to and acted upon by the tax laws of the State of Maine and this Chapter.

Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property

2.1 At the same time that Notice of Foreclosures are sent, pursuant to MRSA Title 36 §943, the Tax Collector shall make available for review the list of pending properties. Said properties shall be reviewed by City Administration to include, but not limited to, the Tax Collector, City Manager, Code Enforcement Officer, Assessor and Fire Chief for the purposes of conducting the Review of the Property under Section 2.2.

2.2 Review of the Property as defined under Section 2.1 shall be ~~initially~~ conducted initially by City Administration. City Administration shall examine such p~~P~~roperties for such factors as situations involving known deposits or exposures of hazardous waste, conditions of p~~P~~roperties that might be considered a public safety or health hazard, terms and or conditions that might preclude or prevent reasonable foreclosure by tax lien, landlord-related claims, market value at time of foreclosure and any other factors deemed within the best interest of the City. The Review of the Property shall be conducted as an assessment to the City's ability to perfect such liens and reasonable collection, as a minimum, the net sum of all back taxes owed at the time of foreclosure.
~~the net sum of all back taxes owed at time of foreclosure.~~

2.3 If necessary, after completion of the Review of the Property by City Administration, a list of p~~P~~roperties shall be compiled with descriptions of said properties~~y~~, locations by Map and Lot and ~~a~~ recommendations as to why each ~~the~~ ~~P~~property should not be subject to automatic tax lien foreclosure pursuant to MRSA Title 36.

2.4 City Administration shall complete a checklist documenting the steps of the process described in this ~~policy~~ Chapter for each tax-acquired property.

Section 3.0 Consideration of Lien Waivers

City Administration shall present the list derived under 2.3 to the City Council for final approval. Review and approval by the City Council shall determine a final list of p~~P~~roperties that will not expire under automatic tax lien foreclosure processes, pursuant to MRSA Title 36 §943. Properties identified under Section 2.3 that are ~~acted upon~~selected by the City Council ~~and or Designee~~ shall be subject to a Waiver of Foreclosure Action under section 4.0.

Section 4.0 Waiver of Foreclosure

Any ~~P~~properties ~~as~~ that are identified and ~~acted upon~~approved under Section 3.0 shall be subject to a Waiver of Foreclosure, pursuant to MRSA Title 36 §944. The Tax Collector shall prepare, prior to redemption of tax lien, the Waiver of Foreclosure form and shall submit the same to the ~~appropriate Registry of~~Southern Aroostook Registry of Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief, as amended from time to time. ~~Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief as amended from time to time.~~

Section 5.0 Tax Acquired Properties Management

5.1 The City reserves all rights provided under MRSA Title 14 regarding protection of claims;~~.~~

5.2 Following the foreclosure of tax lien Property, the Tax Collector shall within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the property may be reclaimed at the sole discretion of the City Council and in accordance with this Chapter. Notice also will indicate the prior owner's potential rights to have the property sold in accordance with MRSA Title 36 §943-C.

~~(a) within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said Property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the Property may be reclaimed at the sole discretion of the City Council and in accordance with this chapter. Notice will also indicate the prior owner's potential rights to have the property sold in accordance with 36 M.R.S. §943-C.~~

5.3 In the event that a tax-acquired property remains or becomes vacant for 60 consecutive days following the date of foreclosure of the tax liens under which the City becomes the owner of a property,

(a) City Administration shall obtain liability coverage for the property.
(b) For those tax-acquired properties ~~which~~ that are abandoned and contain structures,

(1) City Administration shall cause the property to be posted with no trespassing signs and secure the structures from entry.
(2) City Administration shall send notice to the prior owner of record notifying them of the C~~c~~ity's securing actions and the means by which the owner can access the property to retrieve personal property. This notice also shall ~~also~~ indicate that personal property unclaimed within 30 days shall be considered abandoned and may be disposed of at the discretion of the City in accordance with ~~M.R.S.A~~MRSA Title 30-A, Section 3106 Disposition of A~~a~~bandoned P~~p~~roperty.

(c) For tax-acquired properties ~~acquired and which may be~~ that are occupied, the C~~c~~ity affirms its rights of protection from any obligations or responsibility under verbal or written contracts made prior to foreclosure. It is the C~~c~~ity's intent that no situation nor obligation occur in which the C~~c~~ity will act in a landlord role.

(1) The C~~c~~ity shall expeditiously dispose of any tax-acquired properties ~~under this part by public bid or conveyance~~ under Section 6.1
(2) If the C~~c~~ity intends to dispose of the property but will continue to own and control it beyond 60 days after foreclosure, the C~~c~~ity shall send notice to the property tenant(s) and inform them of the C~~c~~ity's ownership in the property and advise the tenant(s) to seek legal counsel with regard to any matters between them and the prior owner or future owner.

(3) If the Ceity intends to retain the property under 6.1(c), the Ceity shall, within 5 days of City Council decision to retain the properties, notify the prior land owner and any tenants of the property that the Ceity has ownership and that the tenants will have 60 days from City Council decision or until April 30 of the current year, whichever is later, to vacate the premises.

5.4 The Tax Collector shall, not more than 60 days after expiration of a tax lien, prepare a listing of all tax--acquired pProperties and submit the same to the City Council for determination of preferred disposal method as allowed under Section. 6.0.

Section 6.0 Disposal of Tax Acquired Properties

6.1 The City Council may exercise the following four options for disposal of tax--acquired property:

(a) permit the prior owner to reclaim their property as provided under Section 7.0~~,~~;
(b) ~~Place~~ Attempt to sell the acquired property~~ies~~ ~~for for market value~~, as provided under Section 8.0;~~public bid or sale as outlined under Section 8.0,~~
(c) Retain ~~acquired~~ the property~~ies~~ for public purpose. Considerations for such determinations shall include, but not be limited to, property that may have recreational or open space values, economic importance, potential for necessary present or future public easements, location or additions for public facilities or other criteria as determined by the City Council~~,~~; or
(d) After abating past due taxes, convey the property to a ~~local non-profit organization~~"Land Bank Entity," as approved by the
City Council ~~as a landbank entity for the city~~ and pursuant to Chapter 22 Land Bank Program of these ordinances, ~~and~~ in order to have the property restored or redeveloped. ~~Public Bid procedures are not necessary for properties to be conveyed under this part so long as contractual agreements are made which provide, as a minimum, for the city to be fully compensated~~
~~for taxes abated within one year from conveyance, and the city will receive payments in lieu of taxes if~~
~~the property remains in non profit status longer than one year from conveyance.~~

6.2 Properties not reclaimed by the prior owner, directed for retention, or conveyed to a ~~non-profit~~"Land Bank Entity, ~~or directed for retention~~ under 6.1~~-~~(a), (c) or (d), respectively, shall be ~~placed~~ listed for sale~~-~~ on the open market~~by Public Bid~~, pursuant to Section 8.0 and MRSA Title 36 ~~-~~ §946-C;

6.3 After City Council determination of the preferred disposal method under Section 6.1~~0~~, ~~they~~ City Council may~~, by majority action, alter~~ elect to change the preferred method for any or all properties up until the time the properties are disposed.

Section 7.0 Reclaiming Property After Foreclosure

At the discretion of the City Council, the prior owner(s) of a tax--acquired property may reclaim his/her/their property if, by January 31 of the year after foreclosure, all past due taxes, fees and costs related to the acquired property have been paid. Furthermore, if blight conditions are evident, as determined by the City Council, a consent agreement may be required that stipulates timeframes and requirements for cleanup and restoration of the property in accordance with C~~e~~ity building and property maintenance codes.

Section 8.0 Public ~~Bid~~ Sale Process for Tax Acquired Properties

Pursuant to MRSA Title 36 Section §946-C, and notwithstanding any provision of law to the contrary, after the foreclosure process under MRSA Title 36 §942 and §943 is completed and the right of redemption has expired, if the City chooses to sell the tax-acquired property to someone other than the former owner under 6.1(b), the City shall use the sale process described below in 8.1 – 8.10. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives and "tax-acquired property" means real property taken by the City for nonpayment of property taxes. If the City agrees to sell the property back to the former owner under 6.1(a), the alternative sale process described in 8.5 does not apply. If the sale to the former owner is not completed, the requirements of this section apply.

8.1 List the property for sale at the highest reasonable price at which the property is anticipated to sell with a real estate broker or agent licensed under Title 32, chapter 114. The contracted real estate broker or agent

may not hold an elected or appointed office in the City and may not be a current employee of the City of Caribou;

8.2 Convey the property via quitclaim deed to the successful buyer at the highest price at which the property is able to sell within 12 months after listing;

8.3 Pay to the former owner any sale proceeds in excess of:
(a) The sum of all taxes owed on the property;
(b) The sum of all taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the municipality;
(c) All accrued interest;
(d) Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees, to the extent that those fees are not included in the broker or agent fee agreement;
(e) Any other expenses incurred by the municipality in selling, maintaining or improving the property, including, but not limited to, documented administrative costs and reasonable attorney's fees;
(f) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
(g) Unpaid sewer, water or other utility charges and reasonable fees imposed by the municipality;

8.4 Provide to the former owner a written accounting of the amount of excess sale proceeds, itemizing any deductions made pursuant to 8.3(a) – (g), at the former owner's request;

8.5 If, after 3 attempts, the City is unable to contract with a real estate broker or agent for the sale of the property as described in 8.1, or the broker or agent is unable to sell the property within 12 months after listing, the City Council may sell the property in any other manner it deems appropriate, in accordance with existing State law, the Caribou City Charter, and local ordinances, as long as the City pays the former owner any excess sale proceeds as calculated in 8.4;

8.6 If, after the sale of a tax-acquired property there exist any excess sale proceeds as described in 8.3, at least 30 days prior to disbursement of those excess sale proceeds to the former owner, the City Council shall send written notice of the City's intent to pay the former owner the excess sale proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property. This notice does not limit the right of a lienholder to pursue any claims to the excess sale proceeds against the former owner otherwise available by law;

8.7 If the City is unable, after reasonable diligence, to locate the former owner of a tax-acquired property in order to send the notice required in 8.6, the City, once a week for 3 consecutive weeks, shall place a notice in a newspaper of general circulation in Aroostook County. The notice must include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds, and the date by which the excess sale proceeds must be claimed;

8.8 If, after provision of notice under 8.7, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the City shall transfer the excess sale proceeds to the Unclaimed Property Fund under MRSA Title 33, §2141;

8.9 Within 10 days of payment of any excess sale proceeds to the former owner, the City shall record in the Southern Aroostook Registry of Deeds a notice signed by the municipal officers. The notice must include the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid to the former owner, a description of the tax-acquired property that was sold and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the taking pursuant to MRSA Title 36 §946-B;

8.10 Receipt of excess sale proceeds by the former owner pursuant to this section is deemed to be a waiver of any right of the former owner to commence any action pursuant to MRSA Title 36 Section §946-B. Failure of the City to file the notice required by 8.9 does not nullify or otherwise affect the validity of the waiver under this subsection. This subsection may not be construed to prevent the former owner from commencing an action for damages relating to the effective conveyance of excess sale proceeds or the amount of excess sale proceeds.

~~8.1 Upon the positive vote of the City Council under Section 5.4, properties shall be placed for competitive Public Bid under this section, except that the special sale process required by 36 MRSA 943-C for qualifying homestead property shall be used if the property is to be sold to anyone other than the former owner(s).~~

~~8.2 The City Administration shall provide a minimum 10 day notice of properties available for public bid. Such notice shall be advertised at least once in the local paper and on the city's website.~~

~~(a) Advertisement of a property or properties shall contain a notification to potential Bidders that it shall be the responsibility of any successful Bidder to establish any tenant owner relationships or to evict any current occupants.~~
~~(b) All advertisements shall list the property by Map and Lot and 911 address, shall give a minimal description, contain any minimum bid information, a statement advising bidders and additional information request contacts. Such advertisements shall substantially contain at least the following context:~~

FOR SALE BY BID

City of Caribou

The **City of Caribou** is soliciting competitive sealed bids for the sale of Tax Acquired Property.

Property #1: Tax Map____ Lot____ (Description example *a 1972 Westbrook 12 x 60 mobile home unit, no land, located in the Caribou Trailer Park, N Main Street. Unit must be removed from the Park within 30 days of acquisition.)* Minimum Bid -_____

Interested parties must submit their bids in writing in a sealed envelope with the words "Property Bid # 1 Map ___ Lot___ addressed and delivered to Caribou City Office, 25 High Street, Caribou, Maine 04736, no later than 2:00PM on [Day of Week, Month, Date, Year] and will be publicly opened by City Administration in the Council Chambers at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Any bids not containing proper deposit will be rejected. Deposits will be return to unsuccessful bidders. Bids will be acted upon by the City Council at 7:00PM on *[Date]* during the [Regular or Special] Council meeting. The City Council reserves the right to accept or reject any or all bids deemed to be within the best interest of the City of Caribou. Purchasers of City owned property will be issued Quitclaim deeds for the City's interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Property is currently occupied and it shall be the sole responsibility of the Buyer to establish any tenant occupant contract or to effect legal eviction actions and the Buyer shall bear all expenses in effecting such actions, pursuant to Maine law. Bids not paid within 30 days shall be deemed void and deposit will be forfeited to the municipality as damages.

8.3 The City Manager, with approval of the Council, shall set minimum bids for all properties. Considerations for the minimum Bid shall include at least the amount of outstanding taxes in total, any liens for water or sewer held by the Caribou Utilities District, fees for legal work or advertising or any other associated costs.

8.4 All bids shall be submitted with an Administration provided Notice and Acknowledgement form, on which the bidder/buyers acknowledge inherent risks associated with the purchase/acquisition of property by municipal quitclaim deed per an expired tax lien.

8.5 The City Administration shall provide a summary of all submitted bids for Council consideration. Upon review of the submitted bids, the Council may accept, not accept, or reject any or all bids for the properties advertised. The Council shall provide within their bid approving motion any pre-authorization to administration for actions subsequent to a void of an accepted Bid, namely should an accepted bid be deemed void pursuant to non-payment within 30 days of bid acceptance, administration shall move to the next highest bid deemed by the City Manager to be within the City's best interest.

8.6 Should the City Council reject or choose not to accept any Bids, or an accepted Bid becomes void or no bids were received, the City Manager may take any of the following actions:

a) Provided the selling price is not lower than the advertised minimum bid, offer by negotiated sale by Quitclaim deed the property to last owner of record, any abutting landowner, other bidders on the property, or other interested Parties,
b) Re-Advertise the property for competitive Bid
c) Retain the Property subject to Section 5.0, or
d) other actions as deemed by the City Manager to be within the best interest of the City.

~~8.7 Unless waived or amended by the City Council, a portion of net receipts from the sale of properties shall be deposited into G-1-490-00 Tax Acquired Property Remediation Reserve to be used to secure, plan, remediate, and re-employee tax acquired properties for future sale to private ownership and to return said properties to the taxable base. A portion of not less than 20% of the net receipts from the sale of the property, after satisfying the past due taxes, lien costs, and interest shall be deposited to the Reserve. The remaining balance of sale receipts shall be credited to the non-property tax revenue account of R-10-01-05 City Owned Property. The Council may waive or amend the amount of the deposit to Reserve at anytime dependent upon the Reserve balance versus the need as determined within the best interest of the City at such time~~.

Section 9.0 Savings Clause

In the event that this Policy or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent and final jurisdiction or any administrative agency having final jurisdiction, or the City Council, such determination shall not prevent the appropriate collection of real property taxes as set forth under MRSA Title 36 as amended from time to time.

Historical Note: Chapter 19 as adopted by City Council June 14, 2021, as amended November 16, 2026.

Clean copy of the amended ordinance

Chapter 19 - Policy for Tax Acquired Property

Section 1.0 General Purpose Statement
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Chapter 19: DISPOSITION OF TAX ACQUIRED PROPERTY

Section 1.0 General Purpose Statement

The purpose of this Chapter is to establish procedures for the management and disposition of real property acquired for non-payment of taxes, service charges, and/or fees, as provided for in State law under MRSA Title 36, as amended from time to time.

All properties as may be subject to Tax Lien from time to time shall be treated as in MRSA Title 36 of State Law and as further outlined in this Chapter. Special considerations of all properties may be granted under Sections 1.0 - 4.0, as amended. All other properties as NOT acted upon under Sections 1.0-4.0 of this Chapter shall be subject to and acted upon by the tax laws of the State of Maine and this Chapter.

Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property

2.1 At the same time that Notice of Foreclosures are sent, pursuant to MRSA Title 36 §943, the Tax Collector shall make available for review the list of pending properties. Said properties shall be reviewed by City Administration to include, but not limited to, the Tax Collector, City Manager, Code Enforcement Officer, Assessor and Fire Chief for the purposes of conducting the Review of the Property under Section 2.2.

2.2 Review of the Property as defined under Section 2.1 shall be conducted initially by City Administration. City Administration shall examine such properties for such factors as situations involving known deposits or exposures of hazardous waste, conditions of properties that might be considered a public safety or health hazard, terms and or conditions that might preclude or prevent reasonable foreclosure by tax lien, landlord-related claims, market value at time of foreclosure and any other factors deemed within the best interest of the City. The Review of the Property shall be conducted as an assessment to the City's ability to perfect such liens and reasonable collection, as a minimum, the net sum of all back taxes owed at the time of foreclosure.

2.3 If necessary, after completion of the Review of the Property by City Administration, a list of properties shall be compiled with descriptions of said properties, locations by Map and Lot and recommendations as to why each property should not be subject to automatic tax lien foreclosure pursuant to MRSA Title 36.

2.4 City Administration shall complete a checklist documenting the steps of the process described in this Chapter for each tax-acquired property.

Section 3.0 Consideration of Lien Waivers

City Administration shall present the list derived under 2.3 to the City Council for final approval. Review and approval by the City Council shall determine a final list of properties that will not expire under automatic tax lien foreclosure processes, pursuant to MRSA Title 36 §943. Properties identified under Section 2.3 that are selected by the City Council shall be subject to a Waiver of Foreclosure Action under section 4.0.

Section 4.0 Waiver of Foreclosure

Any properties that are identified and approved under Section 3.0 shall be subject to a Waiver of Foreclosure, pursuant to MRSA Title 36 §944. The Tax Collector shall prepare, prior to redemption of tax lien, the Waiver of Foreclosure form and shall submit the same to the Southern Aroostook Registry of Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief, as amended from time to time.

Section 5.0 Tax Acquired Properties Management

5.1 The City reserves all rights provided under MRSA Title 14 regarding protection of claims;

5.2 Following the foreclosure of tax lien Property, the Tax Collector shall within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the property may be reclaimed at the sole discretion of the City Council and in accordance with this Chapter. Notice also will indicate the prior owner's potential rights to have the property sold in accordance with MRSA Title 36 §943-C.

5.3 In the event that a tax-acquired property remains or becomes vacant for 60 consecutive days following the date of foreclosure of the tax liens under which the City becomes the owner of a property,

(a) City Administration shall obtain liability coverage for the property.
(b) For those tax-acquired properties that are abandoned and contain structures,

(1) City Administration shall cause the property to be posted with no trespassing signs and secure the structures from entry.
(2) City Administration shall send notice to the prior owner of record notifying them of the City's securing actions and the means by which the owner can access the property to retrieve personal property. This notice also shall indicate that personal property unclaimed within 30 days shall be considered abandoned and may be disposed of at the discretion of the City in accordance with MRSA Title 30-A, Section 3106 Disposition of Abandoned Property.

(c) For tax-acquired properties that are occupied, the City affirms its rights of protection from any obligations or responsibility under verbal or written contracts made prior to foreclosure. It is the City's intent that no situation nor obligation occur in which the City will act in a landlord role.

(1) The City shall expeditiously dispose of any tax-acquired properties under Section 6.1
(2) If the City intends to dispose of the property but will continue to own and control it beyond 60 days after foreclosure, the City shall send notice to the property tenant(s) and inform them of the City's ownership in the property and advise the tenant(s) to seek legal counsel with regard to any matters between them and the prior owner or future owner.
(3) If the City intends to retain the property under 6.1(c), the City shall, within 5 days of City Council decision to retain the properties, notify the prior land owner and any tenants of the property that the City has ownership and that the tenants will have 60 days from City Council decision or until April 30 of the current year, whichever is later, to vacate the premises.

5.4 The Tax Collector shall, not more than 60 days after expiration of a tax lien, prepare a listing of all tax-acquired properties and submit the same to the City Council for determination of preferred disposal method as allowed under Section. 6.0.

Section 6.0 Disposal of Tax Acquired Properties

6.1 The City Council may exercise the following four options for disposal of tax-acquired property:

(a) permit the prior owner to reclaim their property as provided under Section 7.0;
(b) Attempt to sell the acquired property , as provided under Section 8.0;
(c) Retain the property for public purpose. Considerations for such determinations shall include, but not be limited to, property that may have recreational or open space values, economic importance, potential for necessary present or future public easements, location or additions for public facilities or other criteria as determined by the City Council; or
(d) After abating past due taxes, convey the property to a "Land Bank Entity," as approved by the City Council and pursuant to Chapter 22 Land Bank Program of these ordinances, in order to have the property restored or redeveloped.

6.2 Properties not reclaimed by the prior owner, directed for retention, or conveyed to a "Land Bank Entity, under 6.1(a), (c) or (d), respectively, shall be listed for sale on the open market, pursuant to Section 8.0 and MRSA Title 36 §946-C;

6.3 After City Council determination of the preferred disposal method under Section 6.1, City Council may elect to change the preferred method for any or all properties up until the time the properties are disposed.

Section 7.0 Reclaiming Property After Foreclosure

At the discretion of the City Council, the prior owner(s) of a tax-acquired property may reclaim his/her/their property if, by January 31 of the year after foreclosure, all past due taxes, fees and costs related to the acquired property have been paid. Furthermore, if blight conditions are evident, as determined by the City Council, a consent agreement may be required that stipulates timeframes and requirements for cleanup and restoration of the property in accordance with City building and property maintenance codes.

Section 8.0 Public Sale Process for Tax Acquired Properties

Pursuant to MRSA Title 36 Section §946-C, and notwithstanding any provision of law to the contrary, after the foreclosure process under MRSA Title 36 §942 and §943 is completed and the right of redemption has expired, if the City chooses to sell the tax-acquired property to someone other than the former owner under 6.1(b), the City shall use the sale process described below in 8.1 – 8.10. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives and "tax-acquired property" means real property taken by the City for nonpayment of property taxes. If the City agrees to sell the property back to the former owner under 6.1(a), the alternative sale process described in 8.5 does not apply. If the sale to the former owner is not completed, the requirements of this section apply.

8.1 List the property for sale at the highest reasonable price at which the property is anticipated to sell with a real estate broker or agent licensed under Title 32, chapter 114. The contracted real estate broker or agent may not hold an elected or appointed office in the City and may not be a current employee of the City of Caribou;

8.2 Convey the property via quitclaim deed to the successful buyer at the highest price at which the property is able to sell within 12 months after listing;

8.3 Pay to the former owner any sale proceeds in excess of:
(a) The sum of all taxes owed on the property;
(b) The sum of all taxes that would have been assessed on the property during the period following

foreclosure when the property is owned by the municipality;
(c) All accrued interest;
(d) Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees, to the extent that those fees are not included in the broker or agent fee agreement;
(e) Any other expenses incurred by the municipality in selling, maintaining or improving the property, including, but not limited to, documented administrative costs and reasonable attorney's fees;
(f) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
(g) Unpaid sewer, water or other utility charges and reasonable fees imposed by the municipality;

8.4 Provide to the former owner a written accounting of the amount of excess sale proceeds, itemizing any deductions made pursuant to 8.3(a) – (g), at the former owner's request;

8.5 If, after 3 attempts, the City is unable to contract with a real estate broker or agent for the sale of the property as described in 8.1, or the broker or agent is unable to sell the property within 12 months after listing, the City Council may sell the property in any other manner it deems appropriate, in accordance with existing State law, the Caribou City Charter, and local ordinances, as long as the City pays the former owner any excess sale proceeds as calculated in 8.4;

8.6 If, after the sale of a tax-acquired property there exist any excess sale proceeds as described in 8.3, at least 30 days prior to disbursement of those excess sale proceeds to the former owner, the City Council shall send written notice of the City's intent to pay the former owner the excess sale proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property. This notice does not limit the right of a lienholder to pursue any claims to the excess sale proceeds against the former owner otherwise available by law;

8.7 If the City is unable, after reasonable diligence, to locate the former owner of a tax-acquired property in order to send the notice required in 8.6, the City, once a week for 3 consecutive weeks, shall place a notice in a newspaper of general circulation in Aroostook County. The notice must include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds, and the date by which the excess sale proceeds must be claimed;

8.8 If, after provision of notice under 8.7, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the City shall transfer the excess sale proceeds to the Unclaimed Property Fund under MRSA Title 33, §2141;

8.9 Within 10 days of payment of any excess sale proceeds to the former owner, the City shall record in the Southern Aroostook Registry of Deeds a notice signed by the municipal officers. The notice must include the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid to the former owner, a description of the tax-acquired property that was sold and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the taking pursuant to MRSA Title 36 §946-B;

8.10 Receipt of excess sale proceeds by the former owner pursuant to this section is deemed to be a waiver of any right of the former owner to commence any action pursuant to MRSA Title 36 Section §946-B. Failure of the City to file the notice required by 8.9 does not nullify or otherwise affect the validity of the waiver under this subsection. This subsection may not be construed to prevent the former owner from commencing an action for damages relating to the effective conveyance of excess sale proceeds or the amount of excess sale proceeds.

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Section 9.0 Savings Clause

In the event that this Policy or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent and final jurisdiction or any administrative agency having final jurisdiction, or the City Council, such determination shall not prevent the appropriate collection of real property taxes as set forth under MRSA Title 36 as amended from time to time.

Historical Note: Chapter 19 as adopted by City Council June 14, 2021, as amended November 16, 2026.

Ordinance 11, 2026 Series

Ordinance Introduced by Councilor _____
on October 19, 2026

Ordinance No. 11, 2026 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE TO AMEND CHAPTER 19, POLICY FOR TAX ACQUIRED PROPERTY

Short Title: Amend Chapter 19 Policy for Tax Acquired Property

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 19 Policy for Tax Acquired Property; and

WHEREAS the Caribou City Council was established to administer Chapter 19 of City Code; and

WHEREAS the Caribou City Council and staff had a first read of the proposed ordinance changes at the September 21, 2026 and October 19, 2026 City Council meetings, and introduced the ordinance at its October 19, 2026 City Council meeting; and

WHEREAS the Caribou City Council held a Public Hearing at its November 16, 2026 meeting; 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:

Chapter 19 Revision to Policy for Tax Acquired Property Ordinance
The Caribou Policy for Tax Acquired Property, Chapter 19 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 of 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 October 19, 2026, and a public hearing being held on November 16, 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 19 - Policy for Tax Acquired Property

Section 1.0 General Purpose Statement
Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property
Section 3.0 Consideration of Lien Waivers
Section 4.0 Waiver of Foreclosure
Section 5.0 Tax Acquired Properties Management
Section 6.0 Disposal of Tax Acquired Properties
Section 7.0 Reclaiming Property After Foreclosure
Section 8.0 Public ~~Bid~~Sale Process for Tax Acquired Properties
Section 9.0 Savings Clause

Chapter 19: ~~POLICY FOR~~DISPOSITION OF TAX ACQUIRED PROPERTY

Section 1.0 General Purpose Statement

The purpose of this ~~policy~~ Chapter is to establish procedures ~~and guidelines~~ for the management and disposition of real property acquired for non-payment of taxes, service charges, and/or fees, as provided for in State law under MRSA Title 36, as amended from time to time. ~~However, nothing in these guidelines shall limit or restrict the authority of the City Council to manage or dispose of tax acquired property, as granted under City Charter and State law, within the best interest of the City of Caribou.~~

All p~~P~~roperties as may be subject to Tax Lien from time to time shall be treated as in MRSA Title 36 of State Law and as further outlined in this Chapter. Special considerations of all p~~P~~roperties may be granted under Sections 1.0 - 4.0, as amended. All other p~~P~~roperties as NOT acted upon under Sections 1.0-4.0 of this ~~Policy~~ Chapter shall be subject to and acted upon by the tax laws of the State of Maine and this Chapter.

Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property

2.1 At the same time that Notice of Foreclosures are sent, pursuant to MRSA Title 36 §943, the Tax Collector shall make available for review the list of pending properties. Said properties shall be reviewed by City Administration to include, but not limited to, the Tax Collector, City Manager, Code Enforcement Officer, Assessor and Fire Chief for the purposes of conducting the Review of the Property under Section 2.2.

2.2 Review of the Property as defined under Section 2.1 shall be ~~initially~~ conducted initially by City Administration. City Administration shall examine such p~~P~~roperties for such factors as situations involving known deposits or exposures of hazardous waste, conditions of p~~P~~roperties that might be considered a public safety or health hazard, terms and or conditions that might preclude or prevent reasonable foreclosure by tax lien, landlord-related claims, market value at time of foreclosure and any other factors deemed within the best interest of the City. The Review of the Property shall be conducted as an assessment to the City's ability to perfect such liens and reasonable collection, as a minimum, the net sum of all back taxes owed at the time of foreclosure.
~~the net sum of all back taxes owed at time of foreclosure.~~

2.3 If necessary, after completion of the Review of the Property by City Administration, a list of p~~P~~roperties shall be compiled with descriptions of said properties~~y~~, locations by Map and Lot and ~~a~~ recommendations as to why each ~~the~~ ~~P~~property should not be subject to automatic tax lien foreclosure pursuant to MRSA Title 36.

2.4 City Administration shall complete a checklist documenting the steps of the process described in this ~~policy~~ Chapter for each tax-acquired property.

Section 3.0 Consideration of Lien Waivers

City Administration shall present the list derived under 2.3 to the City Council for final approval. Review and approval by the City Council shall determine a final list of p~~P~~roperties that will not expire under automatic tax lien foreclosure processes, pursuant to MRSA Title 36 §943. Properties identified under Section 2.3 that are ~~acted upon~~selected by the City Council ~~and or Designee~~ shall be subject to a Waiver of Foreclosure Action under section 4.0.

Section 4.0 Waiver of Foreclosure

Any ~~P~~properties ~~as~~ that are identified and ~~acted upon~~approved under Section 3.0 shall be subject to a Waiver of Foreclosure, pursuant to MRSA Title 36 §944. The Tax Collector shall prepare, prior to redemption of tax lien, the Waiver of Foreclosure form and shall submit the same to the ~~appropriate Registry of~~Southern Aroostook Registry of Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief, as amended from time to time. ~~Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief as amended from time to time.~~

Section 5.0 Tax Acquired Properties Management

5.1 The City reserves all rights provided under MRSA Title 14 regarding protection of claims;~~.~~

5.2 Following the foreclosure of tax lien Property, the Tax Collector shall within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the property may be reclaimed at the sole discretion of the City Council and in accordance with this Chapter. Notice also will indicate the prior owner's potential rights to have the property sold in accordance with MRSA Title 36 §943-C.

~~(a) within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said Property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the Property may be reclaimed at the sole discretion of the City Council and in accordance with this chapter. Notice will also indicate the prior owner's potential rights to have the property sold in accordance with 36 M.R.S. §943-C.~~

5.3 In the event that a tax-acquired property remains or becomes vacant for 60 consecutive days following the date of foreclosure of the tax liens under which the City becomes the owner of a property,

(a) City Administration shall obtain liability coverage for the property.
(b) For those tax-acquired properties ~~which~~ that are abandoned and contain structures,

(1) City Administration shall cause the property to be posted with no trespassing signs and secure the structures from entry.
(2) City Administration shall send notice to the prior owner of record notifying them of the C~~c~~ity's securing actions and the means by which the owner can access the property to retrieve personal property. This notice also shall ~~also~~ indicate that personal property unclaimed within 30 days shall be considered abandoned and may be disposed of at the discretion of the City in accordance with ~~M.R.S.A~~MRSA Title 30-A, Section 3106 Disposition of A~~a~~bandoned P~~p~~roperty.

(c) For tax-acquired properties ~~acquired and which may be~~ that are occupied, the C~~c~~ity affirms its rights of protection from any obligations or responsibility under verbal or written contracts made prior to foreclosure. It is the C~~c~~ity's intent that no situation nor obligation occur in which the C~~c~~ity will act in a landlord role.

(1) The C~~c~~ity shall expeditiously dispose of any tax-acquired properties ~~under this part by public bid or conveyance~~ under Section 6.1
(2) If the C~~c~~ity intends to dispose of the property but will continue to own and control it beyond 60 days after foreclosure, the C~~c~~ity shall send notice to the property tenant(s) and inform them of the C~~c~~ity's ownership in the property and advise the tenant(s) to seek legal counsel with regard to any matters between them and the prior owner or future owner.

(3) If the Ceity intends to retain the property under 6.1(c), the Ceity shall, within 5 days of City Council decision to retain the properties, notify the prior land owner and any tenants of the property that the Ceity has ownership and that the tenants will have 60 days from City Council decision or until April 30 of the current year, whichever is later, to vacate the premises.

5.4 The Tax Collector shall, not more than 60 days after expiration of a tax lien, prepare a listing of all tax--acquired pProperties and submit the same to the City Council for determination of preferred disposal method as allowed under Section. 6.0.

Section 6.0 Disposal of Tax Acquired Properties

6.1 The City Council may exercise the following four options for disposal of tax--acquired property:

(a) permit the prior owner to reclaim their property as provided under Section 7.0~~,~~;
(b) ~~Place~~ Attempt to sell the acquired property~~ies~~ ~~for for market value~~, as provided under Section 8.0;~~public bid or sale as outlined under Section 8.0,~~
(c) Retain ~~acquired~~ the property~~ies~~ for public purpose. Considerations for such determinations shall include, but not be limited to, property that may have recreational or open space values, economic importance, potential for necessary present or future public easements, location or additions for public facilities or other criteria as determined by the City Council~~,~~; or
(d) After abating past due taxes, convey the property to a ~~local non-profit organization~~"Land Bank Entity," as approved by the
City Council ~~as a landbank entity for the city~~ and pursuant to Chapter 22 Land Bank Program of these ordinances, ~~and~~ in order to have the property restored or redeveloped. ~~Public Bid procedures are not necessary for properties to be conveyed under this part so long as contractual agreements are made which provide, as a minimum, for the city to be fully compensated~~
~~for taxes abated within one year from conveyance, and the city will receive payments in lieu of taxes if~~
~~the property remains in non profit status longer than one year from conveyance.~~

6.2 Properties not reclaimed by the prior owner, directed for retention, or conveyed to a ~~non-profit~~"Land Bank Entity, ~~or directed for retention~~ under 6.1~~-~~(a), (c) or (d), respectively, shall be ~~placed~~ listed for sale~~-~~ on the open market~~by Public Bid~~, pursuant to Section 8.0 and MRSA Title 36 ~~-~~ §946-C;

6.3 After City Council determination of the preferred disposal method under Section 6.1~~0~~, ~~they~~ City Council may~~, by majority action, alter~~ elect to change the preferred method for any or all properties up until the time the properties are disposed.

Section 7.0 Reclaiming Property After Foreclosure

At the discretion of the City Council, the prior owner(s) of a tax--acquired property may reclaim his/her/their property if, by January 31 of the year after foreclosure, all past due taxes, fees and costs related to the acquired property have been paid. Furthermore, if blight conditions are evident, as determined by the City Council, a consent agreement may be required that stipulates timeframes and requirements for cleanup and restoration of the property in accordance with C~~e~~ity building and property maintenance codes.

Section 8.0 Public ~~Bid~~ Sale Process for Tax Acquired Properties

Pursuant to MRSA Title 36 Section §946-C, and notwithstanding any provision of law to the contrary, after the foreclosure process under MRSA Title 36 §942 and §943 is completed and the right of redemption has expired, if the City chooses to sell the tax-acquired property to someone other than the former owner under 6.1(b), the City shall use the sale process described below in 8.1 – 8.10. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives and "tax-acquired property" means real property taken by the City for nonpayment of property taxes. If the City agrees to sell the property back to the former owner under 6.1(a), the alternative sale process described in 8.5 does not apply. If the sale to the former owner is not completed, the requirements of this section apply.

8.1 List the property for sale at the highest reasonable price at which the property is anticipated to sell with a real estate broker or agent licensed under Title 32, chapter 114. The contracted real estate broker or agent

may not hold an elected or appointed office in the City and may not be a current employee of the City of Caribou;

8.2 Convey the property via quitclaim deed to the successful buyer at the highest price at which the property is able to sell within 12 months after listing;

8.3 Pay to the former owner any sale proceeds in excess of:
(a) The sum of all taxes owed on the property;
(b) The sum of all taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the municipality;
(c) All accrued interest;
(d) Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees, to the extent that those fees are not included in the broker or agent fee agreement;
(e) Any other expenses incurred by the municipality in selling, maintaining or improving the property, including, but not limited to, documented administrative costs and reasonable attorney's fees;
(f) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
(g) Unpaid sewer, water or other utility charges and reasonable fees imposed by the municipality;

8.4 Provide to the former owner a written accounting of the amount of excess sale proceeds, itemizing any deductions made pursuant to 8.3(a) – (g), at the former owner's request;

8.5 If, after 3 attempts, the City is unable to contract with a real estate broker or agent for the sale of the property as described in 8.1, or the broker or agent is unable to sell the property within 12 months after listing, the City Council may sell the property in any other manner it deems appropriate, in accordance with existing State law, the Caribou City Charter, and local ordinances, as long as the City pays the former owner any excess sale proceeds as calculated in 8.4;

8.6 If, after the sale of a tax-acquired property there exist any excess sale proceeds as described in 8.3, at least 30 days prior to disbursement of those excess sale proceeds to the former owner, the City Council shall send written notice of the City's intent to pay the former owner the excess sale proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property. This notice does not limit the right of a lienholder to pursue any claims to the excess sale proceeds against the former owner otherwise available by law;

8.7 If the City is unable, after reasonable diligence, to locate the former owner of a tax-acquired property in order to send the notice required in 8.6, the City, once a week for 3 consecutive weeks, shall place a notice in a newspaper of general circulation in Aroostook County. The notice must include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds, and the date by which the excess sale proceeds must be claimed;

8.8 If, after provision of notice under 8.7, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the City shall transfer the excess sale proceeds to the Unclaimed Property Fund under MRSA Title 33, §2141;

8.9 Within 10 days of payment of any excess sale proceeds to the former owner, the City shall record in the Southern Aroostook Registry of Deeds a notice signed by the municipal officers. The notice must include the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid to the former owner, a description of the tax-acquired property that was sold and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the taking pursuant to MRSA Title 36 §946-B;

8.10 Receipt of excess sale proceeds by the former owner pursuant to this section is deemed to be a waiver of any right of the former owner to commence any action pursuant to MRSA Title 36 Section §946-B. Failure of the City to file the notice required by 8.9 does not nullify or otherwise affect the validity of the waiver under this subsection. This subsection may not be construed to prevent the former owner from commencing an action for damages relating to the effective conveyance of excess sale proceeds or the amount of excess sale proceeds.

~~8.1 Upon the positive vote of the City Council under Section 5.4, properties shall be placed for competitive Public Bid under this section, except that the special sale process required by 36 MRSA 943-C for qualifying homestead property shall be used if the property is to be sold to anyone other than the former owner(s).~~

~~8.2 The City Administration shall provide a minimum 10 day notice of properties available for public bid. Such notice shall be advertised at least once in the local paper and on the city's website.~~

~~(a) Advertisement of a property or properties shall contain a notification to potential Bidders that it shall be the responsibility of any successful Bidder to establish any tenant owner relationships or to evict any current occupants.~~
~~(b) All advertisements shall list the property by Map and Lot and 911 address, shall give a minimal description, contain any minimum bid information, a statement advising bidders and additional information request contacts. Such advertisements shall substantially contain at least the following context:~~

FOR SALE BY BID

City of Caribou

The **City of Caribou** is soliciting competitive sealed bids for the sale of Tax Acquired Property.

Property #1: Tax Map____ Lot____ (Description example *a 1972 Westbrook 12 x 60 mobile home unit, no land, located in the Caribou Trailer Park, N Main Street. Unit must be removed from the Park within 30 days of acquisition.)* Minimum Bid -_____

Interested parties must submit their bids in writing in a sealed envelope with the words "Property Bid # 1 Map ___ Lot___ addressed and delivered to Caribou City Office, 25 High Street, Caribou, Maine 04736, no later than 2:00PM on [Day of Week, Month, Date, Year] and will be publicly opened by City Administration in the Council Chambers at that time. All bids must include a 10% deposit of bid amount in the form of a certified check or money order, return address and phone contact information to be considered. Any bids not containing proper deposit will be rejected. Deposits will be return to unsuccessful bidders. Bids will be acted upon by the City Council at 7:00PM on *[Date]* during the [Regular or Special] Council meeting. The City Council reserves the right to accept or reject any or all bids deemed to be within the best interest of the City of Caribou. Purchasers of City owned property will be issued Quitclaim deeds for the City's interest under Maine law and should verify any or all encumbrances against the property outside those held by municipal tax lien or deed. No warranties or guaranties can be granted by the municipality to the successful bidder. Property is currently occupied and it shall be the sole responsibility of the Buyer to establish any tenant occupant contract or to effect legal eviction actions and the Buyer shall bear all expenses in effecting such actions, pursuant to Maine law. Bids not paid within 30 days shall be deemed void and deposit will be forfeited to the municipality as damages.

8.3 The City Manager, with approval of the Council, shall set minimum bids for all properties. Considerations for the minimum Bid shall include at least the amount of outstanding taxes in total, any liens for water or sewer held by the Caribou Utilities District, fees for legal work or advertising or any other associated costs.

8.4 All bids shall be submitted with an Administration provided Notice and Acknowledgement form, on which the bidder/buyers acknowledge inherent risks associated with the purchase/acquisition of property by municipal quitclaim deed per an expired tax lien.

8.5 The City Administration shall provide a summary of all submitted bids for Council consideration. Upon review of the submitted bids, the Council may accept, not accept, or reject any or all bids for the properties advertised. The Council shall provide within their bid approving motion any pre-authorization to administration for actions subsequent to a void of an accepted Bid, namely should an accepted bid be deemed void pursuant to non-payment within 30 days of bid acceptance, administration shall move to the next highest bid deemed by the City Manager to be within the City's best interest.

8.6 Should the City Council reject or choose not to accept any Bids, or an accepted Bid becomes void or no bids were received, the City Manager may take any of the following actions:

a) Provided the selling price is not lower than the advertised minimum bid, offer by negotiated sale by Quitclaim deed the property to last owner of record, any abutting landowner, other bidders on the property, or other interested Parties,
b) Re-Advertise the property for competitive Bid
c) Retain the Property subject to Section 5.0, or
d) other actions as deemed by the City Manager to be within the best interest of the City.

~~8.7 Unless waived or amended by the City Council, a portion of net receipts from the sale of properties shall be deposited into G-1-490-00 Tax Acquired Property Remediation Reserve to be used to secure, plan, remediate, and re-employee tax acquired properties for future sale to private ownership and to return said properties to the taxable base. A portion of not less than 20% of the net receipts from the sale of the property, after satisfying the past due taxes, lien costs, and interest shall be deposited to the Reserve. The remaining balance of sale receipts shall be credited to the non-property tax revenue account of R-10-01-05 City Owned Property. The Council may waive or amend the amount of the deposit to Reserve at anytime dependent upon the Reserve balance versus the need as determined within the best interest of the City at such time~~.

Section 9.0 Savings Clause

In the event that this Policy or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent and final jurisdiction or any administrative agency having final jurisdiction, or the City Council, such determination shall not prevent the appropriate collection of real property taxes as set forth under MRSA Title 36 as amended from time to time.

Historical Note: Chapter 19 as adopted by City Council June 14, 2021, as amended November 16, 2026.

The ordinance will then be adopted as such:

Chapter 19 - Policy for Tax Acquired Property

Section 1.0 General Purpose Statement
Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property
Section 3.0 Consideration of Lien Waivers
Section 4.0 Waiver of Foreclosure
Section 5.0 Tax Acquired Properties Management
Section 6.0 Disposal of Tax Acquired Properties
Section 7.0 Reclaiming Property After Foreclosure
Section 8.0 Public Sale Process for Tax Acquired Properties
Section 9.0 Savings Clause

Chapter 19: DISPOSITION OF TAX ACQUIRED PROPERTY

Section 1.0 General Purpose Statement

The purpose of this Chapter is to establish procedures for the management and disposition of real property acquired for non-payment of taxes, service charges, and/or fees, as provided for in State law under MRSA Title 36, as amended from time to time.

All properties as may be subject to Tax Lien from time to time shall be treated as in MRSA Title 36 of State Law and as further outlined in this Chapter. Special considerations of all properties may be granted under Sections 1.0 - 4.0, as amended. All other properties as NOT acted upon under Sections 1.0-4.0 of this Chapter shall be subject to and acted upon by the tax laws of the State of Maine and this Chapter.

Section 2.0 Pre-Foreclosure Review and Evaluation of Liened Property

2.1 At the same time that Notice of Foreclosures are sent, pursuant to MRSA Title 36 §943, the Tax Collector shall make available for review the list of pending properties. Said properties shall be reviewed by City Administration to include, but not limited to, the Tax Collector, City Manager, Code Enforcement Officer, Assessor and Fire Chief for the purposes of conducting the Review of the Property under Section 2.2.

2.2 Review of the Property as defined under Section 2.1 shall be conducted initially by City Administration. City Administration shall examine such properties for such factors as situations involving known deposits or exposures of hazardous waste, conditions of properties that might be considered a public safety or health hazard, terms and or conditions that might preclude or prevent reasonable foreclosure by tax lien, landlord-related claims, market value at time of foreclosure and any other factors deemed within the best interest of the City. The Review of the Property shall be conducted as an assessment to the City's ability to perfect such liens and reasonable collection, as a minimum, the net sum of all back taxes owed at the time of foreclosure.

2.3 If necessary, after completion of the Review of the Property by City Administration, a list of properties shall be compiled with descriptions of said properties, locations by Map and Lot and recommendations as to why each property should not be subject to automatic tax lien foreclosure pursuant to MRSA Title 36.

2.4 City Administration shall complete a checklist documenting the steps of the process described in this Chapter for each tax-acquired property.

Section 3.0 Consideration of Lien Waivers

City Administration shall present the list derived under 2.3 to the City Council for final approval. Review and approval by the City Council shall determine a final list of properties that will not expire under automatic tax lien foreclosure processes, pursuant to MRSA Title 36 §943. Properties identified under Section 2.3 that are selected by the City Council shall be subject to a Waiver of Foreclosure Action under section 4.0.

Section 4.0 Waiver of Foreclosure

Any properties that are identified and approved under Section 3.0 shall be subject to a Waiver of Foreclosure, pursuant to MRSA Title 36 §944. The Tax Collector shall prepare, prior to redemption of tax lien, the Waiver of Foreclosure form and shall submit the same to the Southern Aroostook Registry of Deeds for recording. The City shall retain all rights as granted under MRSA Title 36 for continued actions of equitable relief, as amended from time to time.

Section 5.0 Tax Acquired Properties Management

5.1 The City reserves all rights provided under MRSA Title 14 regarding protection of claims;

5.2 Following the foreclosure of tax lien Property, the Tax Collector shall within 15 days after foreclosure, notify the owner of record at the last known address by certified mail, return-receipt that his/her right to redeem said property has expired, pursuant to MRSA Title 36. Such notification shall advise the owner of record that the property may be reclaimed at the sole discretion of the City Council and in accordance with this Chapter. Notice also will indicate the prior owner's potential rights to have the property sold in accordance with MRSA Title 36 §943-C.

5.3 In the event that a tax-acquired property remains or becomes vacant for 60 consecutive days following the date of foreclosure of the tax liens under which the City becomes the owner of a property,

(a) City Administration shall obtain liability coverage for the property.
(b) For those tax-acquired properties that are abandoned and contain structures,

(1) City Administration shall cause the property to be posted with no trespassing signs and secure the structures from entry.
(2) City Administration shall send notice to the prior owner of record notifying them of the City's securing actions and the means by which the owner can access the property to retrieve personal property. This notice also shall indicate that personal property unclaimed within 30 days shall be considered abandoned and may be disposed of at the discretion of the City in accordance with MRSA Title 30-A, Section 3106 Disposition of Abandoned Property.

(c) For tax-acquired properties that are occupied, the City affirms its rights of protection from any obligations or responsibility under verbal or written contracts made prior to foreclosure. It is the City's intent that no situation nor obligation occur in which the City will act in a landlord role.

(1) The City shall expeditiously dispose of any tax-acquired properties under Section 6.1
(2) If the City intends to dispose of the property but will continue to own and control it beyond 60 days after foreclosure, the City shall send notice to the property tenant(s) and inform them of the City's ownership in the property and advise the tenant(s) to seek legal counsel with regard to any matters between them and the prior owner or future owner.
(3) If the City intends to retain the property under 6.1(c), the City shall, within 5 days of City Council decision to retain the properties, notify the prior land owner and any tenants of the property that the City has ownership and that the tenants will have 60 days from City Council decision or until April 30 of the current year, whichever is later, to vacate the premises.

5.4 The Tax Collector shall, not more than 60 days after expiration of a tax lien, prepare a listing of all tax-acquired properties and submit the same to the City Council for determination of preferred disposal method as allowed under Section. 6.0.

Section 6.0 Disposal of Tax Acquired Properties

6.1 The City Council may exercise the following four options for disposal of tax-acquired property:

(a) permit the prior owner to reclaim their property as provided under Section 7.0;
(b) Attempt to sell the acquired property , as provided under Section 8.0;
(c) Retain the property for public purpose. Considerations for such determinations shall include, but not be limited to, property that may have recreational or open space values, economic importance, potential for necessary present or future public easements, location or additions for public facilities or other criteria as determined by the City Council; or
(d) After abating past due taxes, convey the property to a "Land Bank Entity," as approved by the City Council and pursuant to Chapter 22 Land Bank Program of these ordinances, in order to have the property restored or redeveloped.

6.2 Properties not reclaimed by the prior owner, directed for retention, or conveyed to a "Land Bank Entity, under 6.1(a), (c) or (d), respectively, shall be listed for sale on the open market, pursuant to Section 8.0 and MRSA Title 36 §946-C;

6.3 After City Council determination of the preferred disposal method under Section 6.1, City Council may elect to change the preferred method for any or all properties up until the time the properties are disposed.

Section 7.0 Reclaiming Property After Foreclosure

At the discretion of the City Council, the prior owner(s) of a tax-acquired property may reclaim his/her/their property if, by January 31 of the year after foreclosure, all past due taxes, fees and costs related to the acquired property have been paid. Furthermore, if blight conditions are evident, as determined by the City Council, a consent agreement may be required that stipulates timeframes and requirements for cleanup and restoration of the property in accordance with City building and property maintenance codes.

Section 8.0 Public Sale Process for Tax Acquired Properties

Pursuant to MRSA Title 36 Section §946-C, and notwithstanding any provision of law to the contrary, after the foreclosure process under MRSA Title 36 §942 and §943 is completed and the right of redemption has expired, if the City chooses to sell the tax-acquired property to someone other than the former owner under 6.1(b), the City shall use the sale process described below in 8.1 – 8.10. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives and "tax-acquired property" means real property taken by the City for nonpayment of property taxes. If the City agrees to sell the property back to the former owner under 6.1(a), the alternative sale process described in 8.5 does not apply. If the sale to the former owner is not completed, the requirements of this section apply.

8.1 List the property for sale at the highest reasonable price at which the property is anticipated to sell with a real estate broker or agent licensed under Title 32, chapter 114. The contracted real estate broker or agent may not hold an elected or appointed office in the City and may not be a current employee of the City of Caribou;

8.2 Convey the property via quitclaim deed to the successful buyer at the highest price at which the property is able to sell within 12 months after listing;

8.3 Pay to the former owner any sale proceeds in excess of:
(a) The sum of all taxes owed on the property;
(b) The sum of all taxes that would have been assessed on the property during the period following

foreclosure when the property is owned by the municipality;
(c) All accrued interest;
(d) Fees, including advertising, mailing, recording, property listing and real estate broker's or agent's fees, to the extent that those fees are not included in the broker or agent fee agreement;
(e) Any other expenses incurred by the municipality in selling, maintaining or improving the property, including, but not limited to, documented administrative costs and reasonable attorney's fees;
(f) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
(g) Unpaid sewer, water or other utility charges and reasonable fees imposed by the municipality;

8.4 Provide to the former owner a written accounting of the amount of excess sale proceeds, itemizing any deductions made pursuant to 8.3(a) – (g), at the former owner's request;

8.5 If, after 3 attempts, the City is unable to contract with a real estate broker or agent for the sale of the property as described in 8.1, or the broker or agent is unable to sell the property within 12 months after listing, the City Council may sell the property in any other manner it deems appropriate, in accordance with existing State law, the Caribou City Charter, and local ordinances, as long as the City pays the former owner any excess sale proceeds as calculated in 8.4;

8.6 If, after the sale of a tax-acquired property there exist any excess sale proceeds as described in 8.3, at least 30 days prior to disbursement of those excess sale proceeds to the former owner, the City Council shall send written notice of the City's intent to pay the former owner the excess sale proceeds. The notice must be sent by first-class mail and certified mail, return receipt requested, to the last known address of the former owner and the last known address of each record holder of an interest in the tax-acquired property. This notice does not limit the right of a lienholder to pursue any claims to the excess sale proceeds against the former owner otherwise available by law;

8.7 If the City is unable, after reasonable diligence, to locate the former owner of a tax-acquired property in order to send the notice required in 8.6, the City, once a week for 3 consecutive weeks, shall place a notice in a newspaper of general circulation in Aroostook County. The notice must include the name of the former owner, a description of the tax-acquired property that was sold, the amount of the excess sale proceeds, and the date by which the excess sale proceeds must be claimed;

8.8 If, after provision of notice under 8.7, a former owner fails to claim the excess sale proceeds within 30 days of the final published notice, the City shall transfer the excess sale proceeds to the Unclaimed Property Fund under MRSA Title 33, §2141;

8.9 Within 10 days of payment of any excess sale proceeds to the former owner, the City shall record in the Southern Aroostook Registry of Deeds a notice signed by the municipal officers. The notice must include the name of the former owner to whom the excess sale proceeds were paid, the amount of the excess sale proceeds, the date on which the excess sale proceeds were paid to the former owner, a description of the tax-acquired property that was sold and a statement that receipt of the excess sale proceeds by the former owner is deemed to be a waiver of the former owner's right to commence any action challenging the taking pursuant to MRSA Title 36 §946-B;

8.10 Receipt of excess sale proceeds by the former owner pursuant to this section is deemed to be a waiver of any right of the former owner to commence any action pursuant to MRSA Title 36 Section §946-B. Failure of the City to file the notice required by 8.9 does not nullify or otherwise affect the validity of the waiver under this subsection. This subsection may not be construed to prevent the former owner from commencing an action for damages relating to the effective conveyance of excess sale proceeds or the amount of excess sale proceeds.

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Section 9.0 Savings Clause

In the event that this Policy or any part of it shall at any time be held to be contrary to law, void, or invalid by any court of competent and final jurisdiction or any administrative agency having final jurisdiction, or the City Council, such determination shall not prevent the appropriate collection of real property taxes as set forth under MRSA Title 36 as amended from time to time.

Historical Note: Chapter 19 as adopted by City Council June 14, 2021, as amended November 16, 2026.

CARIBOU FIRE & AMBULANCE DEPARTMENT

Chief Brian P. Lajoie

Monthly Report – September 2026

Call Summary

Category	*Number of Calls*	*Category*	*Number of Calls*
Ambulance Calls	**211**	**Fire Calls**	**31**
BLS Calls	110	Structure Fires	2
ALS Calls	101	Chimney	0
Canceled Calls	1	Rescue	0
Drug/Behavioral Calls	7	Silent Alarms	29
Outside Community Calls	46		
PIFT Transfers	0		
LifeFlight Transfers	12		
Long Distance Transfers	0		

Total Calls for September: 243

Monthly Activities & Events

September 1, 2026:
Chief Lajoie performed a fire inspection and building walk through at Cary Medical Center and associated Pines Health departments with staff from Cary Medical Center.

September 1, 2026:
Chief Lajoie attended Caribou Volunteer Fire Department monthly meeting. (1830 hrs.).

September 3, 2026:
Chief Lajoie attended a meeting at the Caribou Tech Center in reference to the CDL program. (1030 hrs.).

September 9, 2026:
Chief Lajoie attended building renovation contractor meeting with architect and contractor. (1030hrs.).

September 9, 2026:
Chief Lajoie attended the Maine EMS Region IV Advisory Council meeting via Zoom (1530 hrs.).

September 9, 2026:
Chief Lajoie attended Aroostook County Fire Chiefs advisory board meeting in Presque Isle. (1800 hrs.).

September 14, 2026:
Building renovations officially kicked off with abatement taking place.

September 16, 2026:
Chief Lajoie attended Maine Fire Chiefs quarterly meeting in Brunswick Maine. (0900 – 1400 hrs.).

September 21, 2026:
Chief Lajoie attended city council meeting at the city council chambers. (1800 hrs.).

September 22, 2026:
Chief Lajoie attended a Zoom with Log Rx. (1000hrs.)

September 23, 2026:
Chief Lajoie attended department head meeting at the city council chambers. (0830 hrs.).

September 23, 2026:
Chief Lajoie attended building renovation Zoom with architect and designer. (1500hrs.).

September 23, 2026:
Chief Lajoie attended Aroostook County Fire Chiefs fall meeting at Maine Forest Service headquarters Ashland. (1800 hrs.).

September 30, 2026:
Building renovations continue with demolition officially taking place.

Station & Equipment Maintenance

Crews completed all monthly building and apparatus checks for September.

Ambulance 22 was cleaned and waxed.

Respectfully submitted,
Brian P. Lajoie
Fire Chief, FO IV

CARY MEDICAL CENTER

Board of Directors
September 14, 2026
5:00 p.m.

Present: Kevin Barnes, Chairman, Dr. Carl Flynn, Meagan Thompson, Jane McCall, Mike Gahagan, Neal Griffeth, Curt Paterson, Clara Collins, Dr. Irene Djuanda, Dr. Caleb Swanberg, COS; Kris Doody, RN, CEO; Chelsea Desrosiers, COO/CFO; Jenn Plant, CNO; Dr. Regen Gallagher, CMO,
Zoom: Paula Parent, RN, CHRO; Chip Holmes, Ovation Healthcare
Excused: Doug Plourde, Penny Thompson
Guests: Diane Gove, Pines Health Services Board Member

Welcome: Kevin Barnes, Chairman, Board of Directors welcomed everyone to the meeting.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Kevin Barnes, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:08 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of July 6, 2026 were reviewed.	Upon motion, duly made and seconded, it was so VOTED to approve the July 6, 2026 meeting minutes as presented.	
3. Report of Chief of Staff	Dr. Caleb Swanberg, Chief of Staff, provided the following updates from the August 26th MSEC Meeting: **Appointment Courtesy Medical Staff – Alejo Visuara Maldonado, MD (Anesthesiology);** The complete appointment application and provider profile of Alejo Visuara Maldonado, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Alejo Visuara Maldonado, MD to the Courtesy Medical Staff with privileges as requested through December 21, 2027. Dr. Bawa was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action. **Appointment Active Medical Staff – Wendy Crawford, MD (Orthopedics);** The complete appointment application and provider profile of Wendy Crawford, MD was reviewed with no discrepancies. She reported two malpractice claims, both closed without payment. The report from the National Practitioner's Data Bank contained no reports. The claims were reviewed with no reservations to present and recommend approval of appointment. Upon motion duly made and	Upon motion, duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented. Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Alejo Visuara Aldonado, MD to the Courtesy Medical Staff. Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Wendy Crawford, MD to	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	seconded it was so VOTED to recommend approving provisional appointment of Wendy Crawford, MD to the Active Medical Staff with privileges as requested through December 21, 2027. Dr. Bawa was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	the Active Medical Staff.	
	Appointment Courtesy Medical Staff - Samuel Okonta, MD (Emergency Medicine); The complete appointment application and provider profile of Samuel Okonta, MD was reviewed with no discrepancies. He reported five malpractice claims, two pre-trial settlements, two closed without payment, and one pending in court. The report from the National Practitioner's Data Bank contained two medical malpractice settlement payments. The claims were reviewed with no reservations to present and recommend approval of appointment. It was noted due to low volume of procedural sedations Dr. Okonta will need to be proctored for procedural sedation. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Samuel Okonta, MD to the Courtesy Medical Staff with privileges as requested through December 31, 2027. Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action	Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Samuel Okonta, MD to the Courtesy Medical Staff.	
	Appointment Courtesy Medical Staff - Aaron Ratner, DO (Emergency Medicine); The complete appointment application and provider profile of Aaron Ratner, DO was reviewed with no discrepancies. He reported two malpractice claims, with payments. The report from the National Practitioner's Data Bank contained four medical malpractice payment reports. (There are only two cases). The claims were reviewed with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Aaron Ratner, DO to the Courtesy Medical Staff with privileges as requested through December 31, 2027. The ultrasound privileges were approved based on Dr. Ratner completing his Emergency Medicine training in 2015 and the ACEP recommendation for criteria is Residency completed after 2008 Dr. Collamore was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Aaron Ratner, DO to the Courtesy Medical Staff.	
	Resignation - Lee Ann Baggott, MD; The resignation of Lee Ann Baggott, MD was received effective September 1, 2026. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation Lee Ann Baggott, MD as presented. This was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Lee Ann Baggott, MD effective September 1, 2026.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Resignation - Karen Caldemeyer, MD; The resignation of Karen Caldemeyer, MD was received effective May 1, 2026. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation of Karen Caldemeyer, MD as presented. This was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Karen Caldemeyer, MD effective May 1, 2026.	
	Resignation - Laurie Gutstein, MD; The resignation of Laurie Gutstein, MD was received effective May 31, 2026. Upon motion duly made and seconded, it was so VOTED to recommend approving the resignation of Laurie Gutstein, MD as presented. This was forwarded to the Board of Directors for action.	Upon motion duly made and seconded, it was so VOTED to approve the resignation of Laurie Gutstein, MD effective May 31, 2026.	
	Physician Capital Equipment – Discussion ensued regarding need for an ultrasound machine in the OR. The Medical Staff Executive Committee voted to approve and prioritize the purchase of a new ultrasound machine for the Operating Room.	This information will be added to the Physician Capital Equipment as prioritized.	
	PFT's – Kris Doody provided an update regarding Jessica Evans, MD, Pulmonology and a Critical Care Fellow at Maine Medical Center. Dr. Evans has signed a contract with Cary Medical Center to read PFT's. Dr. Evans is a native of Van Buren.	Informational.	
4. Quality Management Patient Safety Report	Dr. Gallagher reported the following from the July QM Committee Meeting: **Old Business/Follow-up** – Revision of Lactate Order Set for Sepsis. **Utilization/Case Management** – No reports. **Patient Safety Reports –** Patient Safety Survey Follow-up on Action Plan, 2025-2026 Star Rating Review – CMS can change the weight of the rating which can improve or worsen Cary's score. **Health Equity** – SDOH January – June 2026 Report was reviewed at the meeting. **QHIP** – 2025 QHIP results were reviewed at the meeting. **QM Compliance Indicators reviewed were** – Rehab, ACU, ER, Environmental Services, Nutritional	Upon motion duly made and seconded, it was so VOTED to approve the Quality Management and Patient Safety report as presented.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Services, Security Department **Patient Safety Committee** – The Patient Safety Committee did not meet in July and August. **Dashboard** – The 2026 dashboard was in the packet for review. Dr. Gallagher provided the following updates. There are no core measure updates, medical staff indicators are doing well, and Q2 department measures are almost complete. Jenn Plant reviewed how the most recent quarter compared with the prior three quarters for ACU, ICU and Maternal Child all showed improvement in RN communication, physician communication and staff responsiveness; ICU and Maternal Child also showed improvement in medication communication and restful environment.		
5. Report of Chairman, Board of Directors – Kevin Barnes, Chairman **a. Report from Board Members – PHS, MSEC, Department Leadership**	Kevin Barnes provided the following updates: **PHS Board of Directors Meeting** – Doug Plourde and Kevin Barnes attended the Pines July and August Board Meeting, respectively. There is a new ad for robotic orthopedic surgery. There have been several photos of employees participating in the local parades during the summer. HRSA Grant funding for a medical office building is still in the approval stage at a federal level. **MSEC Meeting** – Clara Collins attended the meeting and reported that Dr. Swanberg covered all items during the Chief of Staff report. **Department Leadership** – Jane McCall attended the meeting and reported the following items were reviewed. An update on Child Labor Laws was provided. A review of all employees below the age of 16 was completed to ensure compliance. Financials were reviewed. A report was provided on recent overtime. Emily Jose provided information on 2027 Capital and Budget changes. Ben Willey reviewed facilities. Information was provided about the upcoming employee recognition and Best Places in Maine recognition Cary received for the sixth year in a row. Kris Doody provided an update on recent physician recruitment activity.	Informational.	
6. Report of CEO – Kris Doody **a. Physician Recruitment and Retention**	Kris Doody reported the following, noting more information is available in the CEO Report for Cary and Pines: • **Emergency Medicine** – Dr. Aaron Ratner signed a contract for per diem emergency medicine coverage; he has completed orientation and has started covering shifts in September. There was a site visit with Dr. Peck. • **Hospitalist** – Site visits were completed with two hospitalists, Dr. Syed Ishaq and Dr. Owen	Informational.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Igbinosa. Dr. Ishaq and Dr. Igbinosa have signed contracts to begin providing coverage in September and October, respectively. Dr. Ravneed Dhanoa, Hospitalist will be coming for a site visit. Dr. Dhanoa is a J-1 candidate. • **Pain Management** – Conversations with Dr. Mario Serafini are ongoing. Dr. Serafini would like to start providing coverage in late fall 2026. Dr. Jonathan Herland, Pain Management Physician, will be retiring at the end of 2026. • **Anesthesia** – Dr. Alex Visuara, Anesthesiologist and Dr. Terry Parsons Anesthesiologists, have signed contracts to provide part-time coverage. They have begun providing coverage.		
b. **Best Places to Work in Maine 2026**	**Best Places to Work in Maine 2026** – Cary Medical Center has been named Best Places to Work in Maine 2026 for the 6th consecutive year. Pines Health Services has received recognition for five out of six years, including 2026. The celebration is scheduled for October 13th in Augusta.		
c. **Federal Update**	**Federal Update** – Kris Doody reported that staff for the Senate Appropriations Committee in Washington, D.C. were on site for a visit. The team toured Maternal Child and Radiology with new FUJI system. The staff also requested an update on the Congressionally Directed Spending (CDS) items including the EMR, EPIC, air handlers and the medical office building. It was noted that EPIC has requested information from Cary. Cary is awaiting Epic's proposal.		
d. **Rural Health Transformation Grant Submission**	**Rural Health Transformation Grant (RHTP) Submission** – Kris Doody reported Pines has received approval for $400K and Cary has received approval for $300K for expenses already incurred. The next phase of RHTP is focused on Alternative Payment Methodology (APM).		
e. **Other**	**Child Labor Law Violation** – Paula Parent provided a report of events regarding HR employment requirements of a minor following an investigation of a 15-year-old employee without a work permit. Although not required, a letter outlining the State law violation and the plan of correction was submitted to the Maine State Department of Labor. No further action was needed. An audit was conducted of all other minors employed at Cary and no other violations were identified. **Oxygen Tank Placement** – Kris Doody reported a federal complaint survey was completed by the fire marshal regarding the temporary oxygen tank placement. Cary has responded to CMS twice with a plan of correction. Due to the Rehab building being a wooden structure, the temporary oxygen tank needs to be relocated. The relocation will be completed by the end of September. **Mock Survey –** The Joint Commission Mock Survey will be conducted by Ovation Healthcare. They will be onsite during the week of January 11, 2027.		

CARY MEDICAL CENTER

Board of Directors
September 14, 2026
5:00 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
7. Report of Finance & Personnel Committee **a. June and July Financials**	Chelsea Desrosiers provided the following updates: **June and July Financials** - Chelsea Desrosiers provided an overview of the June and July 2026 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, gross charges, expenses, and net income (loss). **Financial Assistance Program Policy** – The policy was included in the packet for review and approval. The Finance and Personnel Committee voted to approve the policy as presented and recommend approval by the Board of Directors.	Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee as reported. Upon motion duly made and seconded, it was so VOTED to approve the Financial Assistance Policy as recommended by the Finance and Personnel Committee.	
8. Compliance Quarterly Report	Dr. Regen Gallagher provided the following updates: **Physician Contract Audit** – The audit was completed August 2026 for FY 2025. An underpayment of $1500 was noted and corrected. No other payment issues were noted. **Fiscal Audits** – Several audits are underway on an ongoing basis. **Compliance Hotline** – There were no calls made to the Compliance Hotline. The hotline is advertised widely with signage around the organization, is reviewed in Annual Training and is included in any other compliance related communications. **Contracts** – Contracts were fully executed for a CRNA and a direct contract locum physician. **Policies –** The compliance policies have been reviewed by Cary's attorney. They have been included in the Board packet for review and approval. The policies are: • Compliance Committee Charter, Compliance Program, Detecting and Preventing Fraud, Waste, and Abuse, Anti-Kickback, Stark, and Self-Referrals, False Claims Act, Gifts, Gratuities and Business Courtesies, Business Associate Agreement, Business Associate Agreement Form, Risk Management Plan, Code of Conduct, Security Breach Notification and Follow-up.	Upon motion duly made and seconded, it was so VOTED to approve the Compliance Quarterly Report as presented. Upon motion duly made and seconded, it was so VOTED to approve all compliance policies as presented.	

CARY MEDICAL CENTER

Board of Directors
September 14, 2026
5:00 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
9. Nursing Quarterly Report	Jenn Plant provided the following updates from Nursing: • Current Nursing Recruitment – Posted vacant RN positions include Case Management, Emergency Department, Oncology. CNA and Tech positions are open in the ED, Oncology and the OR. • Nursing Overview – Position Status – The number of part-time and per-diem employees has decreased; the number of full-time employees has increased. • Patient Safety Measures include patient falls and Medication Verification – Bar Code Scanning. Both areas have improved for 2026. • American Heart Association 2026 Annual Education Compliance – The goal is 95% compliance. All AHA courses are above the 95% compliance goal. Cary's goal is to obtain additional PALS instructors. • Recent Education Opportunities – Ultrasound-guided IV Insertion Course, Trauma Nursing Core Course, Zoll Defibrillator Training, ACLS/PALS/BLS, IV Therapy Course, Basic Cardiac Course. Ms. Plant reported on the benefits of on-site courses versus employees traveling to Bangor for education.	Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.	
10. Ovation Healthcare Updates	Chip Holmes provided the following updates: • The Ovation Healthcare updates were included in the packet for review. • Ovation will be on site to conduct a Joint Commission Mock Survey the week of January 11, 2027. • Annual Disclosure from Ovation regarding Group Purchasing – Safe Harbor. Cary Medical Center had $14M in expenditures with savings of $1.2M. • The American Hospital Association with a savings of $18K through Ovation has been submitted. • The Jefferson Cary Golf Tournament received a $1500 donation from Ovation in July. • Chip shared he is happy to be back from medical leave and thanked everyone for their well wishes.	Informational.	
11. Other, Adjournment & Next Meeting	**Employee Recognition** – Kris Doody reminded everyone about the Cary and Pines Employee Recognition on Friday, September 18th at the Caribou VFW. The theme is Rock-n-Roll. **Executive Session** – Upon motion duly made and seconded, it was so VOTED to go into Executive Session at approximately 6:06 p.m. The Board came out of Executive Session at approximately 6:19 p.m.	Informational.	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 6:20 p.m. **Next Meeting** – The next meeting of the Board of Directors is scheduled for Monday, October 5, 2026, 5:00 p.m.		

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

Respectfully submitted,

Kris Doody, RN, MSB, CEO