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, November 16, 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. RFP results: FY2026 Brownfields Assessment Grant QEP — 02
   b. RFP results: FY2025 Brownfields Clean-up Grant Contractor — 03-05
7. **Public Hearings and Possible Action Items**
   a. Ordinance 11, 2026 Series: An ordinance to amend Chapter 19 — 06-47
   b. Medical Cannabis Dispensary Application: Richardson's Remedies — 48-68
   c. Medical Cannabis Dispensary Application: Safe Alternatives — 69-92
8. **Reports by Staff and Committees**
   a. Election Results – City Clerk & Election Warden Danielle Brissette — 93
   b. Update on Caribou Fire Department Ladder Truck – Fire Chief Brian Lajoie — 94
   c. City Manager's Report — 95-98
9. **Unfinished Business**
   a. ARPA Funds reallocation prior to 12/31/2026 — 99-101
10. **New Business, Ordinances and Resolutions**
    a. Blanket Letters for Games of Chance – City Clerk Danielle Brissette — 102
    b. Consideration of waivers for unpaid 2024 taxes & the upcoming automatic foreclosure process — 103-104
11. **Reports and Discussion by Mayor and Council Members**
12. **Next Meetings:** Regular Meeting December 14, 2026
13. **Executive Session(s)** (May be called to discuss matters identified under MRSA, Title 1, §405.6)
    a. Executive Session for consideration of a hardship or poverty abatement under 36 MRSA §841.2
    b. Executive Session for labor negotiations pursuant to 1 MRSA § 405.6.D (Public Works Union)
    c. Executive Session for personnel matters pursuant to 1 MRSA § 405.6.A (City Manager Review)
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 ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: November 16, 2026
RE: RFP Results: FY2026 Brownfields Assessment Grant QEP

The City of Caribou was awarded a FY2026 Brownfields Assessment Grant for $500,000. The grant officially started on October 1, 2026. The first step is for the City to hire a firm as the Qualified Environmental Professional to administer the grant and conduct the assessments.

The RFP was advertised and the city received six bids from:

Arsdale Enviro LLC	Monroe, New York
Campbell Environmental Group	Falmouth, Maine
Credere Associates LLC	Westbrook, Maine
County Environmental Engineering, Inc.	Caribou, Maine
SME – Sevee & Maher Engineers	Cumberland, Maine
St. Germain – An Aventia Company	Westbrook, Maine

Staff have started to review the submissions. With the quality of candidates applying, it is evident that we will need to conduct interviews with the firms to make an informed decision. Following the interviews, I will bring a recommendation back for your approval at the next Caribou City Council meeting.

I am requesting that one or two members of the City Council review the submissions and agree to be on the selection committee.

Suggested action:

Please confirm the commitment of one or two members of the Caribou City Council to volunteer to assist with this selection process.

Thank you!

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: November 16, 2026
RE: RFP Results: FY2025 Brownfields Clean-Up of Steam Plant

The following is a summary of the cleanup contractor bidding process for the EPA Brownfields-funded cleanup of the Caribou Power Steam Plant, provided

The City of Caribou and SME, the City's qualified environmental professional (QEP), received bids from 4 firms (see list below) by the bid submittal deadline (Thursday, 11/5/2026 at 2pm).

- EnviroVantage
- Jackson Demolition
- S&R Corporation
- Total Wrecking

See attached bid summary sheet (PDF & Excel spreadsheet).

- Jackson Demolition was the low bidder (base bid: $3,904,615.00 & alternate deductive bid: $3,984,894.00)
- S&R Corporation was the 2nd low bidder (base bid: $4,282,000.00 & alternate deductive bid: $4,098,000.00)
- EnviroVantage was the 3rd low bidder (base bid: $4,543,650.00 & alternate deductive bid: $4,895,395.00)
- Total Wrecking was the highest bidder (base bid: $7,692,000.00 & alternate deductive bid: $7,350,479.00)

- On November 6, 2026, Aaron Martin of SME interviewed project representatives from each firm to discuss their base bid costs and provide clarification/confirmation of their deductive alternative bid items (see notes at bottom of bid summary sheet).

- On November 9 and 10, 2026, Aaron Martin conducted telephone interviews with 2 of Jackson Demolitions references (Justin Brown of Southern Company) and (Rick Boyd of Dominion Energy). Both references provided positive reviews of Jackson Demolition and recommended them for future work.

- On November 12, 2026, Aaron Martin, Nick Sabatine, and Jaime Madore of SME lead a video conference call with Ted Wolfertz and Chris Redmond of MEDEP and Jim Byrne of EPA. Contractor bidding results and experience (prime contractors and their subcontractors) along with project funding was discussed during the call. MEDEP and EPA personnel stated they did not have prior project experience with Jackson Demolition or one of their subs (Green Rock). MEDEP and EPA provided positive reviews for County Abatement (Jackson Demoltion's other subcontractor). MEDEP and EPA personnel concurred with the bid summary results and did not object if the City of Caribou contracted with Jackson Demolition.

- On November 13, 2026, Aaron Martin, Nick Sabatine, and Jaime Madore lead a video conference call with the project team members from Jackson Demolition, Green Rock, and County Abatement. Contractor

and subcontractor experience, communications, scope of work, and project funding were discussed during the call. Jackson Demolition and their subcontractors acknowledged the limited project funding ($4M Brownfields Cleanup Grant) and stated that they did not underbid the project, anticipating change orders. Jackson Demolition personnel stated they do not believe change orders are anticipated for the project.

Based on the information provided above, SME recommends that the City of Caribou should award the project to Jackson Demolition with their base bid cost of $3,904,615.00.

Please note the project budget below:

- QEP: SME billings through 10/26/26: $85,671.29.
- Cleanup Contractor: ACV/ Republic (oils & transformers): $47,516.20
- Cleanup Contractor: Jackson Demolition: $3,904,615.00

Total Budget through 10/26/26 & Jackson Demolition's Base Bid Cost: **$4,037,802.49**

Note: Total Budget above does not include SME project billings/budget after 10/26/26 to execute project cleanup as the City's QEP.

During SME's call with MEDEP and EPA on November 12, 2026, MEDEP and EPA stated the potential for supplemental funding to be provided by various sources, including the City of Caribou's FY26 Community-Wide Brownfields Assessment Grant, MEDEP Brownfields funding, Northern Regional Border Commission's Catalyst program, Community Development Block Grant, among others.

Additional note from Penny:

Amount in G 1-380-10 Demo/Rehab Power Plants $37,657.89 (From the recycled materials in Diesel Plant)

Suggested action:

Please make a motion to "authorize City Manager Penny Thompson to contract with Jackson Demolition for the demolition of the Caribou Steam Plant at the base bid price of $3,904,615."

Second

Discussion

Vote

Brownfields Cleanup of Former Caribou Power Steam Plant, 142 Lower Lyndon Street, Caribou, Maine
Bid Opening: November 5, 2026 at 2:00 p.m. EST

Bidder Name	Time Bid Received	Bid Amount $	SC Date	FC Date	Job Training	Overhead	Addenda Noted (3)	Bid Bond/ Guarantee	Subcontractors	Unit Prices Form	Bid Item 1 Mob/Demob	Bid Item 2 Asbestos Abatement & Disposal (Non-friable paid by Caribou/Friable paid by Contractor)	Bid Item 3 PCB Bulk Product Waste Removal & Disposal	Bid Item 4 Universal Waste & Mercury-Containing Equipment Disposal	Bid Item 5 Silicone-Containing Transformers Disposal	Bid Item 6 Removal & Disposal of Petroleum Product in Equipment/Piping (Allotment up to 2,000 Gallons)	Bid Item 6 Per Gallon Cost of Waste Oil if Quantity >2,000 gallongs	Bid Item 7 Building Demolition (Contractor Pays Disposal Fees & Recieves Recycling Credits)	Total	Deductive Alternate 4b Universal Waste & Mercury-Containing Equipment Disposal (Disposal Fees Paid by Caribou)	Deductive Alternate 7b Building Demolition (Caribou Pays Disposal Fees & Recieves Recycling Credits)	Copy of Bid Bond/Check	Form 6600-06	Quals
EnviroVantage	11/5/26 @ 11:47AM	$ 4,543,650.00	Per schedule	Per schedule	No	25/10/30	Yes	X	N/A	Yes	$ 172,000.00	$ 2,114,870.00	$ 132,620.00	$ 124,020.00	$ 38,095.00	$ 213,535.00	$133.46/gallon	$ 1,748,510.00	$ 4,543,650.00	$ 86,520.00	$ 2,137,755.00	X	X	X
Jackson Demolition Service	11/5/26 @ 1:19PM	$ 3,904,615.00	11/1/2027	12/1/2027	No	15/10/5	Yes	X	County Abatement, Green Rock Strategies	Yes	$ 82,821.00	$ 2,396,050.00	$ 195,521.00	$ 48,282.00	$ 24,595.00	$ 13,320.00	$6.66/gallon	$ 1,144,026.00	$ 3,904,615.00	$ 6,694.00	$ (86,973.00)	X	X	X
S&R Corporation	11/5/26 @ 1:53PM	$ 4,282,000.00	10/7/2027	10/28/2027	No	10/5/0	Yes	X	County Abatement	Yes	$ 214,000.00	$ 2,171,000.00	$ 170,000.00	$ 82,000.00	$ 39,200.00	$ 40,800.00	$9/gallon	$ 1,565,000.00	$ 4,282,000.00	$ (38,000.00)	$ (146,000.00)	X	X	X
Total Wrecking & Environmental	11/5/26 @ 1:56PM	$ 7,692,000.00	9/15/2027	11/1/2027	No	27/13/30	Yes	X	County Abatement, Rain for Rent, Select Water, Soderburg Construction, Masse Earthworks, Alloy Group	Yes	$ 1,025,766.00	$ 1,873,829.00	$ 327,315.00	$ 151,115.00	$ 28,626.00	$ 46,640.00	$23.32/gallon	$ 4,238,709.00	$ 7,692,000.00	$ 26,476.00	$ 315,045.00	X	X	X

Deductive Alternate Bid Table

Bidder Name	Task 1	Task 2	Task 3	Task 4b	Task 5	Task 6	Task 7b	Total with Deductive Alternates
EnviroVantage	$ 172,000.00	$ 2,114,870.00	$ 132,620.00	$ 86,520.00	$ 38,095.00	$ 213,535.00	$ 2,137,755.00	$ 4,895,395.00
Jackson Demolition Service	$ 82,821.00	$ 2,396,050.00	$ 195,521.00	$ 41,588.00	$ 24,595.00	$ 13,320.00	$ 1,230,999.00	$ 3,984,894.00
S&R Corporation	$ 214,000.00	$ 2,171,000.00	$ 170,000.00	$ 44,000.00	$ 39,200.00	$ 40,800.00	$ 1,419,000.00	$ 4,098,000.00
Total Wrecking & Environmental	$ 1,025,766.00	$ 1,873,829.00	$ 327,315.00	$ 124,639.00	$ 28,626.00	$ 46,640.00	$ 3,923,664.00	$ 7,350,479.00

Contractor Telephone Interviews (November 6, 2026): Aaron Martin (SME)
EnviroVantage (Vince Marcisso): confirmed base and alternative bid costs. For deductive alternative costs, Vince stated that costs for Task 4 should be substituted with Task 4b and costs for Task 7 should be substituted for Task 7b.
Jackson Demoliton (Josh Frederick): confirmed base and alternative bid costs. For deductive alternative costs, Josh stated that costs for Task 4b should be subtracted from Task 4 and costs for Task 7b should be added to Task 7.
S&R Corporation (Michael Loomis): confirmed base and alternative bid costs. For deductive alternative costs, Michael stated that costs for Task 4b should be subtracted from Task 4 and costs for Task 7b should be subtracted from Task 7.
Total Wrecking (James Lumley): confirmed base and alternative bid costs. For deductive alternative costs, James stated that costs for Task 4b should be subtracted from Task 4 and costs for Task 7b should be subtracted from Task 7.

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: **Caribou City Council Members**
FROM: **Penny Thompson, City Manager**
DATE: **November 16, 2026**
RE: **Public Hearings**

Tonight there are three public hearings scheduled.

Agenda item number 7: Public Hearings and Possible Action Items

a. Ordinance 11, 2026 Series, "An Ordinance to Amend Chapter 19, Policy for Tax Acquired Property" Public Hearing
b. Medical Cannabis Dispensary Application: Richardson Remedies Public Hearing
c. Medical Cannabis Dispensary Application: Safe Alternatives Public Hearing

For each public hearing, please:

Open the Public Hearing and note the time for the minutes
Ask the staff member to present the information at the podium
Ask if there are any comments from those in attendance
After all public comments, ask for any feedback, questions or comments from the members of the City Council
After all City Council comments, please close the Public Hearing and note the time for the minutes
Ask for the wishes of the City Council

Suggested action:

After hearing the information, please ask the Caribou City Council how it wishes to proceed. For example, a motion could be made to "Approve and adopt ordinance number 11, 2026 series An ordinance to amend Chapter 19 Policy for Tax Acquired Property."

Second

Discussion

Vote

CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736

MEMO

TO: Caribou City Council Members
FROM: Eric Sanderson, Economic & Community Development Specialist
DATE: November 13, 2026
RE: Updates to Chapter 19 Policy for Tax Acquired Property

Introduction

A working group of Deputy Mayor Smith, Councilor Bagley, City Manager Thompson, and staff from Finance, Tax Assessing, Code Enforcement, and Economic Development Departments has worked through changes to the City of Caribou Chapter 19 Policy for tax acquired property. The updates codify the Chapter 19 from previously being called "Policy" and significantly enhance the language and provisions for sale of tax acquired properties. These new provisions are congruent with State law and the requirements set forth in Tyler vs. Hennepin County, which gives previous owners stake in any proceeds of any sale of a Tax Acquired Property less owed taxes and expenses incurred by the City in the process.

Key Summary of Updates

The updates are primarily centered on codifying existing legal processes the City must follow in any sale of tax acquired properties, including notifying the owner of record by certified mail, listing the property for the highest reasonable price with a licensed real estate broker, and distribution of any sale proceeds in excess of taxes owed and expenses incurred by the City in selling or maintaining the property throughout the process.

In terms of development in the City of Caribou, the update to the Ordinance most importantly improves upon the four options for the disposal of tax acquired property the City has in this process. These options are: permit the prior owner to reclaim the property (through payment of taxes owed), attempting to sell the property (as provided in the updated Ordinance language), retention of the property for public purpose, and finally conveying to a "Land Bank Entity" as approved by the City Council. This final and fourth provision outlined in Section 6.0(d) will allow the City the greatest flexibility to get the property cleaned up and prepared for sale, and typically uses excess sale proceeds for cleanup of other tax acquired properties for further sale, and so on. This entity and process have the potential to vastly improve Caribou's ability to re-activate blighted properties, improve the City's commercial tax base, and get inactive residential properties back in use to aid in the housing shortage we are currently experiencing.

Congruence with Caribou Housing Action Plan

The Caribou Housing Action Plan, completed in 2026 recommends programmatic and administrative actions the City can take, with a Land Bank Program called out specifically. These updates set up the City to act on this recommendation and goal of the Housing Action Plan, and is a great opportunity for our redevelopment efforts in Caribou. The excerpts from the Housing Action Plan are attached to this memo.

Attachments

Attachment 1 – Excerpts from Housing Action Plan Related to Land Bank

Attachment 1- Excerpts from Housing Action Plan Related to Land Banks

Executive Summary

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

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

Key financial recommendations include:

- Utilizing identified federal, state, and local funding sources for housing development and preservation;
- Establishing a dedicated Affordable Housing Trust Fund and a weatherization and rehabilitation assistance program;
- Expanding the current existing Landlord Incentive Program;
- Creating utility and infrastructure fee deferral or waiver programs to lower development costs for qualifying affordable and senior housing projects;
- Exploring property tax reduction and deferral options for seniors and income-qualified homeowners; and,
- Expanding the City's existing TIF District to include priority growth areas.

Regulatory recommendations include:

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

Programmatic and administrative recommendations include:

- Formalizing a Land Bank Program in partnership with local and state partners;
- Publishing and marketing a developable parcel inventory to attract developers;
- Pursuing employer-assisted housing partnerships with major local employers;
- Expanding code enforcement capacity; and,

As part of the downtown revitalization effort following the 2008 Caribou Downtown District Plan, the City created a Downtown TIF District. The current Maine Department of Transportation Village Partnership program is expanding this downtown revitalization effort with transportation and infrastructure improvements.

Financial Recommendations

Expanding the community's financial toolkit is essential to making affordable housing development and preservation economically viable. The recommendations below address barriers across the full housing spectrum, from new construction feasibility to long-term affordability preservation.

Affordable Housing Trust Fund

Establishing a dedicated Affordable Housing Trust Fund would provide a flexible local funding source to support a range of housing activities, including gap financing for affordable developments, low-interest construction and permanent loans, and direct grants to income-qualified homeowners or nonprofit developers. Potential trust fund capitalization strategies may include general fund appropriations or state and federal pass-through dollars. Revolving loans can help to maintain fiscal health by ensuring previously loaned funds are repaid and reused for future housing efforts. A locally controlled fund allows Caribou to respond quickly to development opportunities and fill financing gaps that federal programs cannot address.

Rehabilitation and Maintenance Assistance

Preserving the existing affordable housing stock is often more cost-effective than producing new units. A dedicated rehabilitation program offering forgivable loans or grants to low- and moderate-income homeowners and small landlords would help address deferred maintenance, code compliance issues, and energy efficiency/weatherization improvements. Prioritizing rehabilitation funding for older housing stock can extend the useful life of naturally occurring affordable housing and prevent displacement.

Landlord Incentive Program

The existing landlord incentive program offers $500 signing bonuses to new Section 8 landlords. As housing costs increase and affordability pressures tighten, Caribou should explore increasing funding and expanding benefit tiers to encourage greater participation. In addition to increasing signing bonuses, security deposit coverage, vacancy loss protection, and unit repair assistance help reduce the financial risk landlords perceive when leasing to Housing Choice Voucher holders or other cost-burdened renters.

Partnerships with Land Trusts and Nonprofits

Formalizing partnerships with community land trusts (CLTs) and nonprofit housing developers can extend the reach of local housing dollars. CLTs in particular provide a mechanism for permanent affordability by separating land ownership from building ownership, reducing acquisition costs for future buyers and renters. The municipality should consider land donations, below-market land sales, or direct funding partnerships with established CLT and nonprofit entities to co-produce and steward affordable units. Land trusts are discussed in further detail in the section on ***Land Banks.***

Expanding Partnerships

Caribou's housing conditions are shaped by slowed regional job growth and housing supply dynamics that extend beyond municipal boundaries. Partnerships with nonprofit organizations, community-based organizations and land banks, and employers can expand the city's capacity to implement housing strategies while aligning efforts with workforce development, transportation planning, and broader economic initiatives across Aroostook County and Northern Maine. These collaborations are well-suited for predevelopment activities, new housing production, preservation of naturally occurring affordable housing, shared equity and workforce housing approaches, and targeted homeownership and rehabilitation programs — improving competitiveness for state and federal resources, expanding homeownership access, and contributing to neighborhood stability for residents with limited financial capacity.

Land Banks

The City has been exploring the use of land banking for affordable housing efforts, in which the City (with a potential partner) could acquire, hold, and manage land with the goal of utilizing it to support affordable housing. Such a strategy typically involves using vacant, tax-delinquent, or underutilized parcels, and developing them with deed restrictions or long-term ground leases to ensure continued affordability. though a formal land bank program has not yet been created, the City has authority to do so under Chapter 19, Section 6.0 "Disposal of Tax Acquired Properties", which allows conveyance to a "landbank entity" as one option for disposal.

Current proposed concepts include partnering with the Caribou Economic Growth Council (CEGC) and Business Investment Group (BIG) to execute such a program, as well as partnering with the Maine Redevelopment Land Bank Authority, which was established in 2022 to assist regional and local land banks. The program could be funded through initial seed money from the City's general fund, TIF funds, or other available revenue sources, and can be continuously funded by permitting and license fees. Future fees on uses such as vacant buildings and rental housing licenses can supplement this, and once operational, the proposed land bank would be self-sustaining using a revolving fund model, in which proceeds from completed projects are reinvested. Notably, the City would need to form an LLC to transfer tax-acquired properties with a clean title from former owners through a consent agreement.

Case Study: Sanford, Maine, and Rumford, Maine Land Banks

The City of Sanford, Maine has been operating a land bank program successfully for over 5 years, initially capitalized with $500,000 ($250,000 TIF + $250,000 loan). The program is a partnership between the City government and the private real estate sector and aims to transform vacant and abandoned properties into safe and affordable housing. Similarly, the City of Rumford recently instituted land bank practices and funds the program at $75,000 per year, mostly to cover demolition costs of abandoned and blighted properties.

Employer-assisted Housing

Employers can play a pivotal role in addressing local housing needs by investing in or facilitating housing opportunities for their workforce. Employer-assisted housing initiatives leverage the resources and interests of major local or regional employers to reduce housing cost burdens, improve employee

Publish and Market Developable Parcel Inventory and Establish a Pathway for Development Proposals	Short-term	Saves developers time and money; directs development to desired growth areas; increases transparency; facilitates public land donation/sale process	Economic Development; City Administration; Tax Assessment
Pursue Employer-Assisted Housing Partnerships (down payment/rental assistance, master leasing agreements, development partnerships with major employers)	Short-term	Reduces housing cost burden for workforce; improves employee attraction and retention; aligns housing production with workforce needs	Economic Development; Housing; City Administration
Expand Code Enforcement Capacity (evaluate need for full-time dedicated officer) to support housing quality, land banking, and neighborhood stability	Short-term	Strengthens housing quality oversight; enables effective enforcement of affordability conditions and land bank operations; addresses blight proactively	Code Enforcement; City Administration
Formalize Volunteer Committees through ordinance/resolution (clear charges, reporting relationships, meeting schedules, staff liaisons) including a Housing Advisory Committee	Short-term	Converts civic energy into durable outcomes; improves oversight and tracking of HAP recommendations; strengthens coordination with nonprofit partners and developers	City Administration; General Government; Housing
Formalize Land Bank Program (in partnership with CEGC/BIG and Maine Redevelopment Land Bank Authority) to acquire, hold, and develop tax-delinquent and vacant parcels	Mid-term	Transforms blighted and vacant properties into affordable housing; provides long-term affordability through deed restrictions and ground leases; builds self-sustaining revolving fund	Economic Development; City Administration; Code Enforcement

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
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.

Ordinance 11, 2026 Series

Ordinance Introduced by Deputy Mayor Smith
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 ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736

MEMO

TO: Caribou City Council
FROM: Eric Sanderson, Economic & Community Development Specialist
DATE: November 13, 2026
RE: Public Hearing & License Application Registered Medical Cannabis Dispensary at 9 Bog Road

Public Hearing

Agenda Item #7b is a Public Hearing on a Medical Cannabis Dispensary Application for Richardson Remedies.

For the public hearing, please:

Open the Public Hearing and note the time for the minutes
Ask the staff member to present the information at the podium
Ask if there are any comments from those in attendance
After all public comments, ask for any feedback, questions or comments from the members of the City Council
After all City Council comments, please close the Public Hearing and note the time for the minutes.
Ask for wishes of the City Council

Suggested Action:

After hearing the information, please ask the City Council how it wishes to proceed. For example, a motion could be made to "Approve the Medical Cannabis Dispensary License Application of Richardson Remedies, LLC at 9 Bog Road".

Second

Discussion

Vote

Background Memorandum

Introduction

At its May 11, 2026 meeting, the Caribou City Council adopted new standards in Chapter 7 Licensing & Permits, and Chapter 13 Caribou Land Use Ordinance related to Registered Medical Cannabis Dispensaries, which requires Site Design Review for such establishments in Caribou. These were further revised, reviewed, and approved by the City Council based on the Planning Board's review in August of 2026 to reduce the buffer requirement to residential uses from 300 feet to 100 feet. That was approved by the City Council at its September 21st Regular Meeting.

Pursuant to the new process outlined in Chapter 7 Licensing & Permits, the City Clerk forwarded the application to the Planning Board to conduct a Public Hearing and Site Design Review for an application for a Registered Medical Cannabis Dispensary by Mr. Derrell Richardson located at 9 Bog Road. The property is further identified as Map 015, Lot 051-B, and is in the R-3 Zoning District.

Relevant Planning Board Standards

The licensing process for Registered Medical Cannabis Dispensaries in Caribou outlined in Chapter 7 Licenses and Permits requires applicants go through Site Design Review with the Planning Board before licensing review with the ultimate permit authority of the City Council. The use is permitted in the R-3 Zoning District by Planning Board review, which further stipulates the necessity of this Site Design Review. The application is attached as Attachment 1 of this memo.

Abutter & Public Notification

Pursuant to the new standards, abutter notification of the pending application is required within 500 feet. Letters were sent to abutters within 500 feet of the development notifying of both the Planning Board's Site Design Review hearing on November 12th, and the City Council's Public Hearing on November 16th. These abutter notification letters are provided as Attachment 2 of this memo. The new standards also require a public hearing notification in a newspaper of general circulation (The County). Both notices of the Planning Board's public hearing for November 12th and City Council public hearing for November 16th is included as Attachment 3 to this memo.

Planning Board Review

The Planning Board held its public hearing on Thursday, November 12th at 6PM. One neighbor was present and provided comment which can be viewed in Attachment 4 from the Draft meeting minutes. Upon closure of the public hearing and review of the application, the Board discussed that the application is not for any new construction or expansion to the exterior, and the mitigation systems the applicant uses for odor. The Planning Board voted to approve the application with no conditions. The Findings of Fact is attached as Attachment 5 of this memo.

City Council

Chapter 7 Section 1102(9) describes the City Council's factors in the permit review process. After abutter notification and the Public Hearing, the City Council shall record its decision and indicate the reason(s) for denial, if applicable and that a permit may be denied on one or more of the following grounds:

a. Findings of fact and recommendations by the Planning Board based on the Site Design Review
b. Conviction of the applicant of any Class A, Class B, or Class C crime;
c. Conditions of record, such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity, or other such conditions cause by persons patronizing the or

employed by the permitted premises that unreasonably disturb, interfere with, or affect the ability of persons or businesses residing or located in the vicinity of the permitted premises to use their property in a reasonable manner.

d. Repeated incidents of record, such as breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the permitted premises and cause by persons patronizing or employed by the permitted premises; or
e. Any violation of Federal, State, or local laws, regulations or policies directly related to the operation of the Registered Medical Cannabis Dispensary.

Upon completion of the City Council's review, and if approved, the City will need to complete an Office of Cannabis Policy Maine Medical Cannabis Program Dispensary Local Authorization Form.

Conclusion

This memo, its attachments, and all relevant standards and information have been provided to the City Council pursuant to the newly adopted licensing process for Registered Medical Cannabis Dispensaries in Chapter 7. If staff can provide any additional information regarding the Planning Board's review we are happy to do so as the City Council considers the license application of Mr. Richardson to operate Richardson Remedies at 9 Bog Road.

Attachments

Attachment 1 – Site Design Review Application

Attachment 2 – Abutter Notice of Planning Board Hearing and Review & City Council Hearing and Review

Attachment 3 – Notice of Planning Board Public Hearing and City Council Hearing in Newspaper (The County).

Attachment 4 – Draft Meeting Minutes of November 12, 2026 Planning Board Meeting

Attachment 5 – Findings of Fact for Derrell Richardson Site Design Review

Building Inspections & Code Enforcement
Permit Fee Payments
(Please pay at the front counter on the first floor)

Date: 9/25/26 Permit Number: _____

Customer Name: Darrell Richardson

(13) - Building Permit:	Flat $50 fee ($100 if apply after construction begins)		$ 50
(14) - Plumbing permit:	(Internal: $10 / fixture ($40 minimum) External: Complete disposal system is $250 Refer to Fee Schedule 3A for partial	75% Caribou	$ 30.-
		25% State	$ 10.-
Shellfish Surcharge:	$15 (full system - external only)	100% State	$ _____
53 - Zoning Document fee:			$ _____
(54) - Site Design Application:	$90 + $10 / 2000 sq ft		$ $125
55 - Board of Appeals Application:	$90		$ _____
56 - Certificate of Occupancy:	$25		$ _____
57 - Demolition Permit:	$250 (waived if apply in advance)		$ _____
58 - Sign Permit:	$50 / permit *(not per sign)*		$. _____
59 - Subdivision Application:	$180 (first three)+ $10/each additional lot		$. _____
62 - Misc. Inspection Service:	$40		$. _____
68 -Rezoning Request:	$100		$ _____
69 - Code Amendment Request:	$100		$. _____
		TOTAL:	$. 215

Plumbing Inspections: Please call Brandon Saucier 554-0654
Building Inspections: Please call Tony Michaud 493-5966

You can also call the department at (207) 493 - 3324 X 3 (Tony & Penny)

Site Design Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493 – 3324 option 3
pthompson@caribou maine.org

Fee 10/1

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of $90.00 plus $10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: Derrell Richardson

Development Name: _____

Location of Property (Street Locations): 9 Bog Rd.

City of Caribou Tax Map: 015 Lot: 051-B Zone: R3

Site Design Review Application – City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Please provide a brief description of this project.

Medical marijuana dispensary

Person and address to which all correspondence regarding this application should be sent to:

Derrell Richardson Phone: 207-768-0474

9 Bog Rd Caribou, ME 04736

E-mail: Richardsonremedies.ami@gmail.com

If applicant is a corporation, check if licensed in Maine ( ) Yes ( ) No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

Phone:

Phone:

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 5261 Page # 30 (attach copy of deed)

What interest does the applicant have in any abutting property?

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? ( ) Yes ( ) No

Is any portion of the property within a Flood Hazard Zone? ( ) Yes ( ) No

Total area or acreage of parcel: 120 Total area or acreage to be developed: 120

Has this land been part of subdivision in the past five years? ( ) Yes (✓) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) _____

_____

Indicate any restrictive covenants to be placed in the deed -- (Please attach list)

Does the applicant propose to dedicate any recreation area, or common lands? (____) Yes (____) No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year ____/____ Completion: ____/____

Does any portion of the proposal cross or abut an adjoining municipal line? (____) Yes (✓) No

Does this development require extension of public services? (____) Yes (✓) No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: $_____

Water Supply: Private Well: (✓) Public Water Supply: (____)

Sewerage Disposal: Private SSWD: (✓) Public Sewer: (____)

Estimated sewerage disposal gallons per day: (_____/ day)

Does the building require plan review by the State Fire Marshal Office? (____) Yes (✓) No
(Attach Barrier free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? (____) Yes (____) No

Does the building have an automatic sprinkler system? (____) Yes (✓) No

Does the building have an automatic fire detection system? (✓) Yes (____) No

Will the development require a hydrant or dry hydrant fire pond? (____) Yes (✓) No

Concept Plan Review Criterion

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The

Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. ____ Name and address of the owner of record and applicant (if different).

2. ____ Name of the proposed development and location.

3. ____ Names and addresses of all property owners within 500 feet of the property.

4. ____ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.

5. ____ Names and addresses of all consultants working on the project.

6. ____ 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
   Plans to be included:
   - Boundary Survey
   - Storm Water Management
   - Erosion and Sediment Control
   - Finish Grading Plan
   - Site Improvement Detail
   - Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

   ____ a. Graphic scale and north arrow.

   ____ b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.

   ____ c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.

   ____ d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.

   ____ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.

   ____ f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.

   ____ g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.

   ____ h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.

   ____ i. Conceptual treatment of on and off site storm water management facilities.

   ____ j. Location and sizes of existing and proposed sewer and water services including connections.

   ____ k. Conceptual treatment of landscaping buffers, screens, and plantings.

____ l. Location of outdoor storage areas, fences, signage and accessory structures.

____ m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.

____ n. All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights.

Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: Donald R [illegible] Date: 9-29-26

Final Site Design Review Criteria by Planning Board

Date: _____

		Yes	No	N/A
A.	Conformance with Comprehensive Plan	____	____	____
B.	Traffic	____	____	____
C.	Site Access	____	____	____
D.	Parking & Vehicle Circulation	____	____	____
		Yes	**No**	**N/A**
E.	Pedestrian Circulation	____	____	____
F.	Site Conditions	____	____	____
G.	Open Space	____	____	____
H.	Sanitary Sewage	____	____	____
I.	Water	____	____	____
J.	Emergency Vehicle Access	____	____	____
K.	Waste Disposal	____	____	____
L.	Buffering	____	____	____
M.	Natural Areas	____	____	____
N.	Exterior Lighting	____	____	____
O.	Stormwater Management	____	____	____
P.	Erosion & Sediment Control	____	____	____
Q.	Buildings	____	____	____
R.	Existing Landscaping	____	____	____
S.	Infrastructure	____	____	____
T.	Advertising Features	____	____	____
U.	Design Relationship to Site & Surrounding Properties	____	____	____

V.	Scenic Vistas & Areas		___	___	✓
W.	Utilities		___	___	✓
X.	Mineral Exploration		___	___	✓
Y.	General Requirements	(Pg. 859)	___	___	✓
Z.	Phosphorus Export		___	___	✓

City of Caribou, Maine
Planning Board

Site Design Review for: Richards Remidies

Address: 9 Bog Rd

On 11/12/26 (date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.
The application was: **Denied / Approved / Approved with conditions**

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

_____

_____

_____

_____

_____

Date: ___/___/___

Conditions of Approval:

_____

_____

_____

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.caribou maine.org

NOTICE OF APPLICATION FOR SITE DESIGN REVIEW

Date: Oct 26,2026

To: Property Owners within 500 feet of 9 Bog Rd,

NOTICE IS HEREBY GIVEN that an application for **Site Design Review** has been submitted to the City of Caribou for review under **Sec. 13-300 (Site Design Review Ordinance)** of the Caribou Land Use Ordinances.

Project Description
This public hearing is required per initial licensing requirements for Registered Medical Cannabis Dispensaries under Chapter 7, Art. XI, in conjunction with the proposed site design review at the above referenced property.

Meeting Details & Public Comment
The Planning Board will review this application at an upcoming meeting:

- **Date:** November 12, 2026
- **Time:** 6:00 PM
- **Location:** Caribou City Council Chambers, City Hall, 25 High Street, Caribou, ME 04736
- **Purpose of Meeting:** Public Hearing

Opportunity for Review & Public Comment

- **Application Access:** Copies of the application, site plans, and supporting documentation are available for public inspection during regular business hours at the Code Enforcement Office, Caribou City Hall, 25 High Street, Caribou, Maine.
- **Written Comments:** Written comments regarding this proposal may be submitted prior to the meeting by mail or email to:
  - **Mail:** Code Enforcement Office, City of Caribou, 25 High Street, Caribou, ME 04736
  - **Email:** Tim St. Peter (tstpeter@caribou maine.org) or
    Eric Sanderson (esanderson@caribou maine.org)

If you have any questions or require additional information, please contact the Code Enforcement Office at (207) 493-3324, or via email at tstpeter@caribou maine.org or esanderson@caribou maine.org.

Sincerely,

Tim St. Peter

Code Enforcement Office
City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.caribou maine.org

NOTICE OF APPLICATION FOR CITY COUNCIL REWVIEW

Date: Oct 26,2026

To: Property Owners within 500 feet of 9 Bog RD,

NOTICE IS HEREBY GIVEN that an application licensure of registered Medical Cannabis Dispensary has been submitted to the City of Caribou for review under **Chapter 7 Article XI** of the Caribou Land Use Ordinances.

Project Description
This public hearing is required per initial licensing requirements for Registered Medical Cannabis Dispensaries under Chapter 7, Art. XI, in conjunction with the proposed site design review at the above referenced property.

Meeting Details & Public Comment
The City Council will review this application at an upcoming meeting:

- **Date:** November 16, 2026
- **Time:** 6:00 PM
- **Location:** Caribou City Council Chambers, City Hall, 25 High Street, Caribou, ME 04736
- **Purpose of Meeting:** Public Hearing

Opportunity for Review & Public Comment

- **Application Access:** Copies of the application, site plans, and supporting documentation are available for public inspection during regular business hours at the Code Enforcement Office, Caribou City Hall, 25 High Street, Caribou, Maine.
- **Written Comments:** Written comments regarding this proposal may be submitted prior to the meeting by mail or email to:
  - **Mail:** Code Enforcement Office, City of Caribou, 25 High Street, Caribou, ME 04736
  - **Email:** Tim St. Peter (tstpeter@caribou maine.org) or
    Eric Sanderson (esanderson@caribou maine.org)

If you have any questions or require additional information, please contact the Code Enforcement Office at (207) 493-3324, or via email at tstpeter@caribou maine.org or esanderson@caribou maine.org.

Sincerely,

Tim St. Peter

Code Enforcement Office
City of Caribou, Maine

CYR MANAGEMENT
is accepting applications for 1 and 2 bedroom apartments for the following locations:
Applewood Apartments
7 Willimantic Ct., Presque Isle, ME.
Birchwood Apartments
10 Coventry Ct., Presque Isle, ME.
Woodland Terrace
14 Dewberry Dr., Presque Isle, ME.
Windermere Apartments
2 Windermere Rd., Easton, ME.
Income limits do apply
For more information, please call 207.764.6333
TTY 711
"This institution is an equal opportunity provider and employer"

FOR RENT
1 bedroom apartment, 3/4 furnished, all utilities included. Private parking, in residential area in Limestone. Call 325-4948

HOULTON QUALITY HEATED APARTMENTS
Conveniently located in downtown area. To see available units go to broadwayrents.com

NORTH RIDGE APARTMENTS
Caribou, ME

IMMEDIATE 2 bedroom vacancies

North Ridge offers such amenities as on site coin-op laundry, with all new washing machines, individual entrances, country setting and a large open area with a playground. All utilities included. Some units offer private balconies, non smoking and smoking buildings.

*We currently have one ground floor unit that is partially handicap accessible.

Section 8 vouchers are accepted.

Income limits apply.

Call Kyle, Karen or Kelly at Maine Development Associates 1-800-639-1747

Applications can also be printed from our website mainedevelopment.com.

Equal Housing Opportunity

RLW MANAGEMENT, INC. is a professional property management company. We offer 1, 2, 3 bedroom apts. & homes in CARIBOU when available. Some units are subsidized, as well as designed for person(s) with disabilities. All of our units include amenities such as garbage removal, lawn care, snow removal & 24 hour maintenance at very competitive rates. Most units include heat & hot water. We accept Section 8 & other Housing Vouchers. Please call 207-498-3097 for availability. TTY Dial 711. Equal housing and employment opportunity.

Rooms for Rent

PRESQUE ISLE - 1, 2 AND 3 BEDROOM HOUSES FOR RENT
References and Security deposit required. Call for more info 764-3473 EHO.

ROOMS FOR RENT
We have 4 locations in PRESQUE ISLE. Room prices are $95 and up per week. EHO 764-3473.

Wanted

WANTED
Used motor oil, hydraulic oil, ATF, vegetable oil, call 757-8594.

Yard / Garage Sale & Fundraising

PRESQUE ISLE MOVING SALE
42 Midway Dr. (street across from NMCC entrance). 16", 17", 18" tires - like new; 2 electric snowblowers -like new; misc. household items; Cub Cadet riding lawn mower; 9'x10' storage shed. All week 9am-5pm.

VIEW MORE CLASSIFIEDS ONLINE at classifieds.thecounty.me

Legal Notices

LEGAL NOTICE OF PUBLIC HEARING
CITY OF CARIBOU

The City of Caribou Planning Board will hold two public hearings on Thursday, November 12th, 2026 at 6PM during its regularly scheduled meeting. The hearings will be held at the Caribou Municipal Building located at 25 High Street, Caribou, Maine.

- To review the Site Design Review application of Derrell Richardson for a Registered Medical Cannabis Dispensary at 9 Bog Road pursuant to Chapter 13 Land Use Ordinance of the City of Caribou
- To review the Site Design Review application of Safe Alternatives for a Registered Medical Cannabis Dispensary at 1137 Presque Isle Road pursuant to Chapter 13 Land Use Ordinance of the City of Caribou

Materials for the meeting may be accessed in the City Clerk's office and on the City's website at https://www.cariboumaine.org. Applications are available for public inspection during regular business hours at the Code Enforcement Office. For additional information relating to the applications, please contact Eric Sanderson, Economic & Community Development Specialist at (207) 498-5096 or esanderson@cariboumaine.org.

November 4, 2026

Legal Notices

PLEASANT LAKE PHASE 1 TRAILS PROJECT

Northern Border Regional Commission project: GT-25FAC-00002

Maine Trails Program project: MTP25111

The project includes construction of approximately eight (8) miles of singletrack trails.

Email Steve Kasacek (steve@outdoorsi.org) for a copy of the RFP.

November 4, 2026

C HEARING
OU

l a public hearing, 00 pm in the City gh Street, Caribou,

Ordinance to make Acquired Property"

to attend.

8, November 4, 2026

Legal Notices

TOWN OF PORTAGE LAKE
NOTICE OF PUBLIC HEARING

The Town of Portage Lake Planning Board shall hold a Public Hearing on Thursday, November 12th, at 6:30 PM in the Town Hall, 20 School Street, Portage Lake, ME.

The purpose of this meeting is to hear public comments on a proposed Solar Ordinance. A copy of the ordinance is available at the town hall.

The Public is invited to attend.

November 4, 11, 2026

THE MONTHLY MEETING OF THE CARIBOU UTILITIES DISTRICT WILL BE HELD TUESDAY, NOVEMBER 10, 2026 IN THE CITY OF CARIBOU, COUNCIL CHAMBERS, LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 5:30 P.M.
Published November 4, 2026

ng to say you?
Phone: 207-990-8128

PLACE YOUR AD
207-990-8020

COMMERCIAL LOT
FOR SALE BY OWNER
355 North St., Houlton, ME
Septic: 2005 install
Septic: 2024 Inspec.
Shallow well
Dimensions 150' X 150'
Zoned: BB
DOT est. 5000 vehicles/day
$265K w/ owner financing
651-340-5800

FOR RENT

Legal Notices

WN MEETING WARRANT
vember 12, 2026

Town of Frenchville in the County of Aroostook, State

re hereby required to notify and warn the voters of the tate, qualified by law to vote in town affairs, to meet at id town on Thursday, the 12th day of November, 2026 re to act on articles numbered one thru all said articles

THE COUNTY
The County Classifieds Deadlines:

Liners & Non-Legal Classifieds:	Legals and Obituaries:
4 p.m. Friday prior to publication date	8:30 a.m., Wednesday prior to publication date.

Questions? Contact us at:
classifieds@bangordailynews.com

: to authorize the expenditure of up to $99,900 in USDA
ment of Agriculture, Conservation and Forestry, Bureau
ied with equity in the 2020 Pisten Bully snowmobile
ully snowmobile trail groomer and affiliated equipment.

to enter an agreement with the Frenchville Snowmobile
f the Town's Pisten Bully snowmobile trail groomer for
1, 2026 to October 31, 2027.

to enter an agreement with the Frenchville Snowmobile
f the Snowmobile Club's Ski Doo Skandic snowmobile
one year, from November 1, 2026 to October 31, 2027.

ite to authorize the acceptance and expending of funds
stated purpose and authority to contract based on terms
terest of the Town by the Select Board.

: to increase the previously approved Bond Anticipation
#1 Rehabilitation project by an additional two hundred
$240,000.00).

November 4, 2026

garage. Immediate occupancy.
Heat included. Security deposit
& references required.
Bartley Gardens
Smyrna Street, Houlton
Call 207-318-8250

View and sign
obituary guestbooks
at
obituaries.thecounty.me
THE COUNTY

Legal Notices

LEGAL NOTICE OF PUBLIC HEARING
CITY OF CARIBOU

The Caribou City Council will hold a series of public hearings, Monday, November 16, 2026, at 6:00 p.m. in the City Council Chambers located at 25 High Street, Caribou, Maine.

- Medical Cannabis Dispensary Application from Richardson's Remedies
- Medical Cannabis Dispensary Application from Safe Alternatives

Information regarding the public hearings will be available in the City Clerk's office at City Hall, 25 High Street.

Interested individuals are encouraged to attend.

November 4, 2026

CUSTOMER SERVICE REPRESENTATIVE

(Part-Time)

Position Overview: Bangor Publishing Company is seeking a motivated, customer-focused, and detail-oriented individual to join our team as a Part-Time Customer Service Representative.at Print Works in Presque Isle, ME. This role provides essential front-line support to walk-in customers and telephone callers while assisting with printing orders, classified advertisements, newspaper subscriptions, and general administrative services.

This is a 25 hour a week position with a schedule of
9:00AM-2:00PM Monday through Friday.
This position has a pay range of $16.50-$18 an hour.

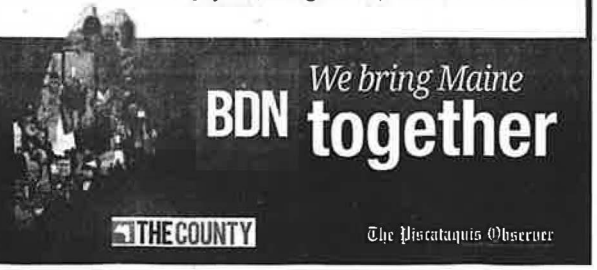
Key Responsibilities

- Provide exceptional customer service to clients via telephone, email, and walk-in traffic.
- Provide photocopying, faxing/email, and laminating services for walk-in customers.
- Assist walk-in customers with newspaper subscriptions, classified advertising, obituaries and in-memoriam notices.
- Assist customers with print orders. Write and price print orders as needed. Review orders with customers to confirm specifications and expectations.
- Provide backup coverage for the Print Works telephone line.
- Data entry of print invoices into our accounts receivable system.
- Use software to process print orders, classified advertisements and subscriptions
- Maintain knowledge of products, prices & deadlines for print shop and newspapers.
- Provide administrative support across departments.

Qualifications & Requirements

- 1+ years of customer service experience required.
- Proficiency with basic computer applications (Google Workspace, data entry software).
- Strong communication, math, spelling, and grammar skills.
- Ability to multitask, manage time effectively, and maintain attention to detail.

How to Apply: If you think you are our next great hire please send your resume and cover letter to Jenny Dyer, Recruiter, at jdyer@bangordailynews.com.



'ARTMENTS
RS HILL:
'OR UPCOMING
/NHOUSES.
Y INCOME,
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APARTMENTS AVAILABLE TO RENT

ONE and TWO BEDROOM UNITS

Eagle Lake Development has smoke-free apartments available to rent. These apartments are ready to move-in for persons 62 years old or older or disabled, regardless of age, with or without children. Rent is 30% of adjusted gross income and includes heat, electricity, water, sewer, garbage removal, and maintenance. We also offer discounted cable service. Call for an application at (207) 444-5125 Monday through Friday or write: ELDC, PO Box 256, Eagle Lake, ME 04739-0256.

Eagle Lake Development Corporation is an Equal Opportunity Provider and Employer.

"In accordance with Federal laws and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)"

Scovil Apartments

Applications are being accepted for one, two & three bedroom apartments.

Locations available:
Presque Isle & Mars Hill

Rent is 30% of adjusted income for some two bedroom apts. in Mars Hill only. Income limits may apply.

Most apartments include: Heat, hot water, laundry facilities & 24 hour maintenance.
One Easy Monthly Payment.

For more information or an application call
Ronni at 425-3192 ext. 207

*** This institution is an equal opportunity provider & employer.*

Dalton Scovil, owner.
www.scovilapartments.com

City of Caribou, Maine

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

DRAFT MINUTES
Caribou Planning Board
Regular Meeting
Thursday, November 12, 2026, at 6:00 p.m.

Public Comments submitted prior to the meeting no later than 4:00 pm on Thursday, November 12, 2026, will be read during the meeting. Send comments to Economic & Community Development Specialist, Eric Sanderson at esanderson@cariboumaine.org.

Members in Attendance: Frank McElwain (Chair), Steve Wentworth, Rick Williams, Eric Hitchcock
Liaisons in Attendance: Dan Bagley (City Council)
Staff in Attendance: Tim St. Peter (Code Enforcement Officer), Eric Sanderson (Economic Development)

I. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest

II. Acceptance of Minutes
   a. October 8, 2026 Caribou Planning Board

   Motion by Eric Hitchcock to accept the minutes, seconded by Steve Wentworth. Motion passes 3-0-1 (Rick Williams Abstains)

III. Public Forum

IV. Public Hearings

   a. Application for Registered Medical Cannabis Dispensary – Derrell Richardson, 9 Bog Road

   The Public Hearing was opened at 6:02PM.

   Bob Plourde gave public comment, noting he lives about 125 yards from the development. He indicated his issue with the smell of the business and impact to his property value and ability to sell the property due to the odor. He indicated he is opposed to any expansion of the business, especially citing concern sitting outside. No other public comment was present at the meeting or received in writing.

   The Public Hearing was closed at 6:08PM

V. New Business

   a. Review Site Design Review Application for Registered Medical Cannabis Dispensary 9 Bog Road
      i. Staff Memo and Review of Application

   The Board asked if Mr. Richardson is expanding the business, to which he responded that the building was not expanding, but that the business is hiring additional employees. When asked about the smells brough up by Mr. Plourde in the Public Hearing, he indicated he uses charcoal filters. The Board asked about if growing

operations are occurring there, to which Mr. Richardson indicated his staff for growing is no longer with him so he is not growing at this time. He indicated his State license has strict requirements for odor, no consumption of Cannabis on the property, and security.

Motion to approve the application by Steve Wentworth, seconded by Rick Williams. The application was approved 4-0-0.

City of Caribou, Maine

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

Site Design Review
Findings of Fact
November 12, 2026

Applicant: **Derrell Richardson | Richardson Remedies**
9 Bog Road
Caribou, ME 04736

Location: 9 Bog Road | Tax Map 015, Lot 051-B | R-3 Zoning District

On November 12, 2026, the Planning Board of the City of Caribou opened a public hearing on the application of Derrell Richardson (hereinafter referred as the "Applicant") to operate a Registered Medical Cannabis Dispensary pursuant to the City of Caribou Chapter 13 Land Use Ordinances Section 13-300 Site Design Review Ordinance.

Based on the application, testimony given during the public hearing, and information provided in the application, the Caribou Planning Board makes following Findings of Fact in the Site Design Review Application of Derrell Richardson located at 9 Bog Road, Map 15, Lot 51-B:

Sec. 13-303 Site Design Review Criteria

A. *Conformance with Comprehensive Plan*

The Planning Board finds that the application does conform with the Comprehensive Plan.

B. *Traffic*

The Planning Board finds the application does meet site traffic criteria.

C. *Site Access*

The Planning Board finds the application does meet site access criteria.

D. *Parking and Vehicle Circulation*

The Planning Board finds the application does meet parking and vehicle circulation criteria.

E. *Pedestrian Circulation*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

F. *Site Conditions*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

G. *Open Space*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

H. *Sanitary Sewage*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

I. *Water*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

J. *Emergency Vehicle Access*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

K. *Waste Disposal*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

L. *Buffering*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

M. *Natural Areas*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

N. *Exterior Lighting*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

O. *Stormwater Management*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

P. *Erosion and Sedimentation Control*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Q. *Buildings*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

R. *Existing Landscaping*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

S. *Infrastructure*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

T. *Advertising Features*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

U. *Design Relationship to Site and Surrounding Properties*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

V. *Scenic Vistas and Areas*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

W. *Utilities*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

X. *Mineral Exploration*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Y. *General Requirements*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Z. *Phosphorous Export*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Decision on Site Design Review of Derrell Richardson, 9 Bog Road, Caribou, Map 15, Lot 51-B

On November 12, 2026, the members of the Caribou Planning Board met to consider the applicant's proposal under Site Design Review criteria at the property referenced above. The application was **approved.**

CARIBOU ECONOMIC DEVELOPMENT
25 HIGH STREET
CARIBOU, ME 04736

MEMO

TO: Caribou City Council
FROM: Eric Sanderson, Economic & Community Development Specialist
DATE: November 13, 2026
RE: Public Hearing & License Application Registered Medical Cannabis Dispensary at 1137 Presque Isle Road

---

Public Hearing

Agenda Item #7c is a Public Hearing on a Medical Cannabis Dispensary Application for Safe Alternatives.

For the public hearing, please:

Open the Public Hearing and note the time for the minutes
Ask the staff member to present the information at the podium
Ask if there are any comments from those in attendance
After all public comments, ask for any feedback, questions or comments from the members of the City Council
After all City Council comments, please close the Public Hearing and note the time for the minutes.
Ask for wishes of the City Council

Suggested Action:

After hearing the information, please ask the City Council how it wishes to proceed. For example, a motion could be made to "Approve the Medical Cannabis Dispensary License Application of Safe Alternatives at 1137 Presque Isle Road".

Second

Discussion

Vote

Background Memorandum

Introduction

At its May 11, 2026 meeting, the Caribou City Council adopted new standards in Chapter 7 Licensing & Permits, and Chapter 13 Caribou Land Use Ordinance related to Registered Medical Cannabis Dispensaries, which requires Site Design Review for such establishments in Caribou. These were further revised, reviewed, and approved by the City Council based on the Planning Board's review in August of 2026 to reduce the buffer requirement to residential uses from 300 feet to 100 feet. That was approved by the City Council at its September 21st Regular Meeting.

Pursuant to the new process outlined in Chapter 7 Licensing & Permits, the City Clerk forwarded the application to the Planning Board to conduct a Public Hearing and Site Design Review for an application for a Registered Medical Cannabis Dispensary by Safe Alternatives located at 1137 Presque Isle Road. The property is further identified as Map 002, Lot 048-C, and is in the RC-2 Zoning District.

Relevant Planning Board Standards

The licensing process for Registered Medical Cannabis Dispensaries in Caribou outlined in Chapter 7 Licenses and Permits requires applicants go through Site Design Review with the Planning Board before licensing review with the ultimate permit authority of the City Council. The use is permitted in the RC-2 Zoning District by Planning Board review, which further stipulates the necessity of this Site Design Review. The application is attached as Attachment 1 of this memo.

Abutter & Public Notification

Pursuant to the new standards, abutter notification of the pending application is required within 500 feet. Letters were sent to abutters within 500 feet of the development notifying of both the Planning Board's Site Design Review hearing on November 12th, and the City Council's Public Hearing on November 16th. These abutter notification letters are provided as Attachment 2 of this memo. The new standards also require a public hearing notification in a newspaper of general circulation (The County). Both notices of the Planning Board's public hearing for November 12th and City Council public hearing for November 16th is included as Attachment 3 to this memo.

Planning Board Review

The Planning Board held its public hearing on Thursday, November 12th at 6PM. No public comment was provided on the application. Upon closure of the public hearing and review of the application, the Board discussed that the application is for the existing business and it is not expanding at this time. A note was made that the lease provided ended on November 1, 2026, so an updated copy of the lease or permission signed by the owner of the property would need to be provided. The Planning Board then voted to approve the application with conditional upon the receipt of the updated lease or otherwise signed permission of the owner for the project. The Findings of Fact is attached as Attachment 5 of this memo. Regarding the condition to provide the updated signed lease, a lease signed by the owner of the property has been provided by the applicant that is valid until November 1, 2028, which is attached as Attachment 6 to this memo.

City Council

Chapter 7 Section 1102(9) describes the City Council's factors in the permit review process. After abutter notification and the Public Hearing, the City Council shall record its decision and indicate the reason(s) for denial, if applicable and that a permit may be denied on one or more of the following grounds:

a. Findings of fact and recommendations by the Planning Board based on the Site Design Review

b. Conviction of the applicant of any Class A, Class B, or Class C crime;
c. Conditions of record, such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity, or other such conditions cause by persons patronizing the or employed by the permitted premises that unreasonably disturb, interfere with, or affect the ability of persons or businesses residing or located in the vicinity of the permitted premises to use their property in a reasonable manner.
d. Repeated incidents of record, such as breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the permitted premises and cause by persons patronizing or employed by the permitted premises; or
e. Any violation of Federal, State, or local laws, regulations or policies directly related to the operation of the Registered Medical Cannabis Dispensary.

Upon completion of the City Council's review, and if approved, the City will need to complete an Office of Cannabis Policy Maine Medical Cannabis Program Dispensary Local Authorization Form.

Conclusion

This memo, its attachments, and all relevant standards and information have been provided to the City Council pursuant to the newly adopted licensing process for Registered Medical Cannabis Dispensaries in Chapter 7. If staff can provide any additional information regarding the Planning Board's review we are happy to do so as the City Council considers the license application of Safe Alternatives to operate at 1137 Presque Isle Road.

Attachments

Attachment 1 – Site Design Review Application
Attachment 2 – Abutter Notice of Planning Board Hearing and Review & City Council Hearing and Review
Attachment 3 – Notice of Planning Board Public Hearing and City Council Hearing in Newspaper (The County).
Attachment 4 – Draft Meeting Minutes of November 12, 2026 Planning Board Meeting
Attachment 5 – Findings of Fact for Safe Alternatives Site Design Review
Attachment 6 – Updated Lease per Planning Board Conditions

Building Inspections & Code Enforcement
Permit Fee Payments

(Please pay at the front counter on the first floor)

Date: 10/27/24 Permit Number: _____

Customer Name: ~~Saft~~ Safe Alternatives

13 - Building Permit:	Flat $50 fee ($100 if apply after construction begins)		$_____
14 - Plumbing permit:	Internal: $10 / fixture ($40 minimum) External: Complete disposal system is $250 Refer to Fee Schedule 3A for partial	75% Caribou	$_____
		25% State	$_____
Shellfish Surcharge:	$15 (full system - external only)	100% State	$_____
53 - Zoning Document fee:			$_____
54 - Site Design Application:	$90 + $10 / 2000 sq ft		$ 100.00
55 - Board of Appeals Application:	$90		$_____
56 - Certificate of Occupancy:	$25		$_____
57 - Demolition Permit:	$250 (waived if apply in advance)		$_____
58 - Sign Permit:	$50 / permit *(not per sign)*		$_____
59 - Subdivision Application:	$180 (first three)+ $10/each additional lot		$_____
62 - Misc. Inspection Service:	$40		$_____
68 -Rezoning Request:	$100		$_____
69 - Code Amendment Request:	$100		$_____
		TOTAL:	$ 110 -

Plumbing Inspections: Please call Brandon Saucier 554-0654 CK# 2465

Building Inspections: Please call Tony Michaud 493-5966

You can also call the department at (207) 493 - 3324 X 3 (Tony & Penny)

Site Design Application

Planning & Code Enforcement
City of Caribou
25 High St.
Caribou, Maine 04736

(207) 493 – 3324 option 3
pthompson@caribou maine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of $90.00 plus $10.00 per 2000 square feet of total gross floor area for commercial, industrial or other non residential applications.

Please print or type all information

Name of Property Owner / Developer: Ouellette Enterprises LLC - Josh Ouellette

Development Name: Safe Alternatives

Location of Property (Street Locations): 1137 Presque Isle Rd

City of Caribou Tax Map: 2 Lot: C18-C Zone: R-C2

Site Design Review Application – City of Caribou, Maine

Site Design approval will not be considered complete until the Planning Board has determined it has all of the necessary information to review the proposal and render a decision. You are advised to meet with the Code Enforcement Officer prior to completing the application as it may not be necessary to comply with all of the items shown on the form. The review of your application shall consist of at least (2) two presentations to the Planning Board and possibly additional presentations until all required information has been provided. A "Performance Bond" may be required prior to approval of this project.

Applicant Information

Please provide a brief description of this project.

Ordinance Change - re apply - applied 10/26/2016

no changes to property

Person and address to which all correspondence regarding this application should be sent to:

Safe Alternatives

P.O. Box 351

Caribou ME 04736

Phone: 207-492-2651

E-mail: operations@safealternativesmaine.com

If applicant is a corporation, check if licensed in Maine (✓) Yes (___) No
(Attach copy of Secretary of State Registration)

Name of Land Surveyor, Engineer, Architect or other Design Professionals. (attach list if needed)

_____ Phone: _____

_____ Phone: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

Lease - Since ~~2017~~ 2016
(Attach supportive legal documentation)

General Information

Aroostook County Registry Deeds: Book # 5496 Page # 213 (attach copy of deed)

What interest does the applicant have in any abutting property? owns property across Street

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? (___) Yes (✓) No

Is any portion of the property within a Flood Hazard Zone? (___) Yes (✓) No

Total area or acreage of parcel: 1 Ac. Total area or acreage to be developed: N/A

Has this land been part of subdivision in the past five years? (___) Yes (✓) No

Identify existing use(s) of land (farmland, woodlot, residential, etc.) _____

Commercial

Indicate any restrictive covenants to be placed in the deed -- (Please attach list)

Does the applicant propose to dedicate any recreation area, or common lands? (___) Yes (✓) No

Recreation area(s) Estimated Area & Description: _____

Common land(s) Estimated Area & Description: _____

Anticipated start date for construction: month / year ___/___ Completion: ___/___

Does any portion of the proposal cross or abut an adjoining municipal line? (___) Yes (✓) No

Does this development require extension of public services? (___) Yes (✓) No

Roads: _____ Storm Drainage: _____ Sidewalks: _____ Sewer Lines: _____ Other: _____

Estimated cost for infrastructure improvements: $ 0.

Water Supply: Private Well: (✓) Public Water Supply: (___)

Sewerage Disposal: Private SSWD: (✓) Public Sewer: (___)

Estimated sewerage disposal gallons per day: (20 / day)

Does the building require plan review by the State Fire Marshal Office? (___) Yes (✓) No
(Attach Barrier free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? (___) Yes (✓) No

Does the building have an automatic sprinkler system? (___) Yes (✓) No

Does the building have an automatic fire detection system? (✓) Yes (___) No

Will the development require a hydrant or dry hydrant fire pond? (___) Yes (✓) No

Concept Plan Review Criterion

The Planning Board shall review applications first as a Concept Plan. Concept Plan Review is intended to insure the proposed plan is in conformance with the Caribou Comprehensive Plan and all City Ordinances. The completed application and concept plans shall be delivered to the Code Enforcement Office no less than 21 days prior to the first day of the next month. The

Chairman of the Planning Board shall determine the schedule and agenda of the next meeting when the application and plans will receive Concept Plan Review. At a minimum, Concept Plan applications shall include the following:

1. ____ Name and address of the owner of record and applicant (if different).

2. N/A Name of the proposed development and location.

3. ____ Names and addresses of all property owners within 500 feet of the property.

4. ✓ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant. [redacted] Leased 2016-Present

5. N/A Names and addresses of all consultants working on the project.

6. N/A 1 complete set of plans, 24" X 36" & 10 complete sets of plans, 11" X 17"
   Plans to be included:
   - Boundary Survey
   - Storm Water Management
   - Erosion and Sediment Control
   - Finish Grading Plan
   - Site Improvement Detail
   - Building Elevations and Structural Plans

7. **Plans to show the following elements for review:**

N/A a. Graphic scale and north arrow.

N/A b. Location and dimensions of any existing or proposed easements and copies of existing covenants or deed restrictions.

N/A c. Name, registration number, and seal of the land surveyor, architect, engineer, and/or similar professional who prepared the Plan.

N/A d. All property boundaries, land area, and zoning designations of the site, regardless of whether all or part is being developed at this time.

✓ e. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines. See attachment 100ft

N/A f. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.

N/A g. Location and names of streets and rights-of-way within 200' and adjacent to the proposed development.

N/A h. Proposed finish grades and graphic arrows indicating the direction of storm water runoff.

N/A i. Conceptual treatment of on and off site storm water management facilities.

N/A j. Location and sizes of existing and proposed sewer and water services including connections.

N/A k. Conceptual treatment of landscaping buffers, screens, and plantings.

✓ l. · Location of outdoor storage areas, fences, signage and accessory structures. using existing edge Sign

N/A m. Context map illustrating the area surrounding the site which will be affected by the proposal including all streets, sidewalks, intersections, storm water drainage ways, sanitary sewer lines and pump stations, nearby properties and buildings, zoning Districts, and geographic features such as, but not limited to, wetlands, natural features, historic sites, flood plains, significant scenic areas, and significant wildlife habitats as provided in the Comprehensive Plan.

✓ n. · All proposed signage and exterior lighting including the location, size and wording of all signs, type of exterior lights, radius of light, manufacturer's specifications sheet, and the ground level intensity in foot- candles of all exterior lights. existing

Final Site Design Plan Requirements

Following approval of the Concept Plan Review, the Planning Board may by majority vote schedule the Site Design Application for Final Plan Review. Final Plan Review must be at least 30 days following Concept Plan Approval. If additional information is required by the Planning Board following the Concept Plan Review, a complete set of revised plans shall be provided for final review and approval. If additional information or a change of information is required, the revised plans shall be delivered to the Code Enforcement Office at least 21 days prior to the next scheduled meeting.

Final Site Design Plan Review shall require three (3) 24" X 36" sets of plans for Board Signatures.

If the Planning Board determines that third party review will be necessary to make a sound decision, the applicant will be responsible for any fees incurred for the third party review.

During the Final Site Design Review the Chairman or designee shall determine that all of the elements of review 7-a., through 7-n. above have been addressed. The chair may then call for a motion.

If the Final Plan is approved by the Planning Board, no work may commence for a period of 30 days following the date of approval.

Final Site Design Plans shall provide an area designated for all seven Planning Board members signatures.

Applicant Signature:

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: Kathy R Date: 10/13/2026

LEASE EXTENSION ADDENDUM

1137 Presque Isle Road, Caribou, ME 04736

This LEASE AGREEMENT (the "Lease") is dated as of October 31, 2016 between **OUELLETTE ENTERPRISES, LLC.**, a Maine limited liability company ("the Lessor"), and **SAFE ALTERNATIVES**, a Maine non-profit corporation (the "Lessee").

Lessor hereby agrees to extend the lease to Lessee and Lessee hereby agrees to lease from Lessor the Leased Premises described below in accordance with the terms and conditions hereinafter set forth in the Lease Terms dated October 31, 2016 in the building (the "Building") located at 1137 Presque Isle Rd, Caribou, Maine, consisting of +/- 1,200 square feet, with ancillary parking areas in the City of Caribou, Maine (the "Property").

1. **Property Name**: 1137 Presque Isle Road, Caribou, Maine.

2. **Base Rent**: Lassee agrees to pay the Lessor a Base rent of [redacted] per month, such rent commencing on November 1, 2024.

3. **Initial Extension Term**: Two (2) years, commencing on November 1, 2024.

    a. **Year ONE -** [redacted] per month
    b. **Year TWO-** [redacted] per month

4. **Updates to original lease agreement**: Lessee has agreed to take on all lawn and property maintenance for the term of this lease extension. This is inclusive of, but not limited to; lawn mowing, snow plowing, and driveway sanding.

5. **Lessee Termination Rights**: In the event there are changes in federal, state or local laws or regulations during the term of this lease extension that adversely affect Lessee's ability to operate business in the Leased Premises, Lessee shall have the option to terminate early, at any time following the enactment of such changes by providing Lessor with reasonable evidence of said changes in regulations. If Lessee elects to exercise this option, it shall provide Lessor at least ninety (90) days written notice thereof, which notice shall designate a date of termination, and the term hereof shall expire on such date, at which point this Lease shall terminate and be of no further force and effect.

6. **First Right of Refusal to Purchase**: Provided that Lessee is not then in default of this Lease, in the event that Lessor intends to list the leases premises for sale, Lessor first shall provide Lessee with the first right of refusal to purchase the premises with notice of the terms and conditions upon which Lessor is willing to sell the leased premises. There will be fourteen (14) day negotiation period and if no agreement is reached within that timeframe, the first right of refusal option shall automatically be deemed to be waived by Lessee.

9/25/24

Lessor: Ouellette Enterprises, LLC Date

9/27/24

Lessee: Safe Alternatives Date

V.	Scenic Vistas & Areas		___	___	✓
W.	Utilities		___	___	✓
X.	Mineral Exploration		___	___	✓
Y.	General Requirements	(Pg. 859)	___	___	✓
Z.	Phosphorus Export		___	___	✓

City of Caribou, Maine
Planning Board

Site Design Review for: Safe Alternatives

Address: 1137 Presque Isle Rd

On 11/12/26 (date) the members of the Caribou Planning Board met to consider the application for Site Design Review on the property referenced above.
The application was: **Denied** / **Approved** / **Approved with conditions**

Approved by the Caribou Planning Board

Signed: _____ Chairman of the Planning Board

_____

_____

_____

_____

_____

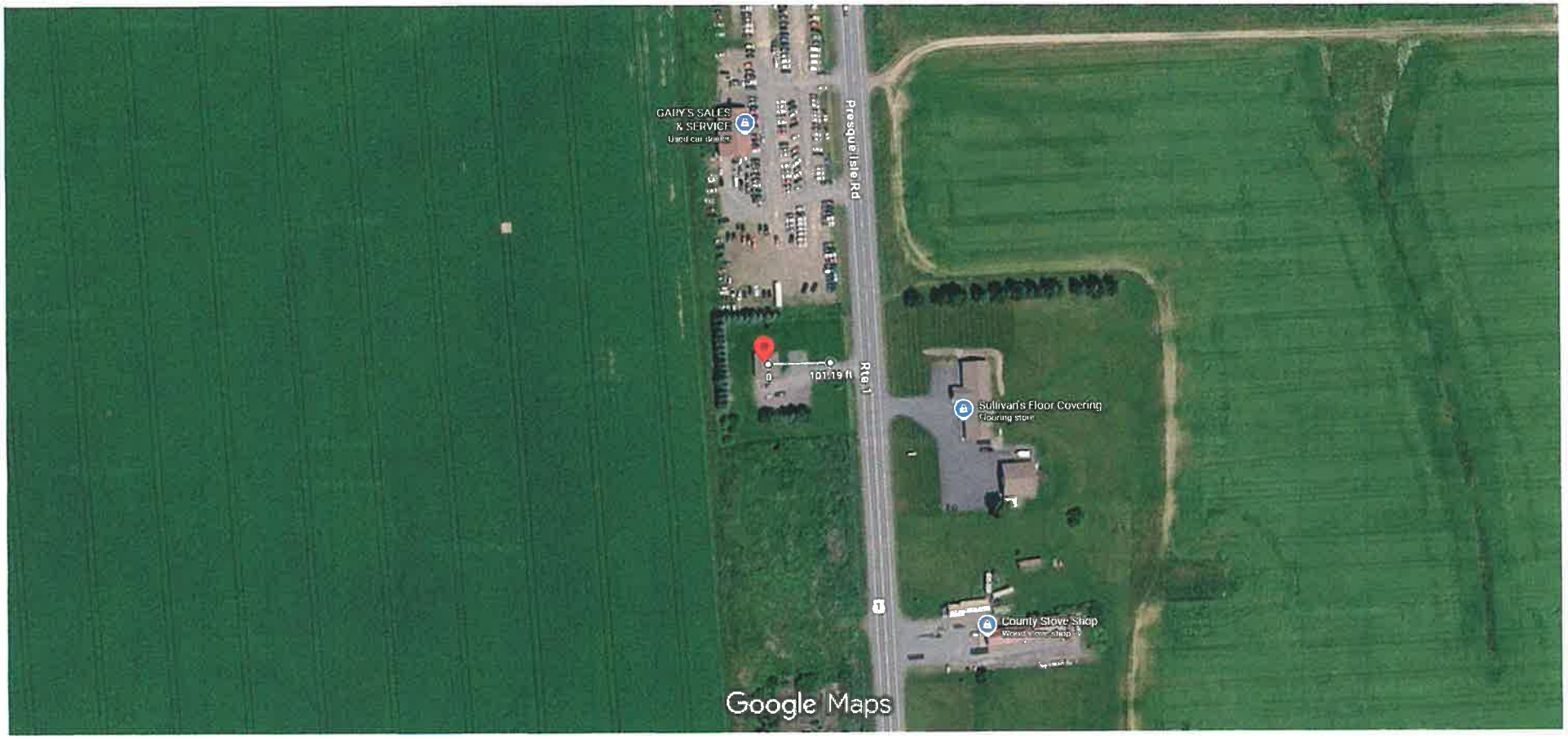
_____

Date: 11 / 12 / 26

Conditions of Approval:

owners or Leasee to provide updated lease or permission

Google Maps 1137 Presque Isle Rd



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 100 ft

Measure distance
Total distance: 101.19 ft (30.84 m)

no residential dwellings within ~~100~~ 100 ft.

Google Maps 1137 Presque Isle Rd



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 50 ft

Measure distance
Total distance: 101.19 ft (30.84 m)

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.cariboumaine.org

NOTICE OF APPLICATION FOR SITE DESIGN REVIEW

Date: Oct 26,2026

To: Property Owners within 500 feet of 1137 Presque Isle Rd,

NOTICE IS HEREBY GIVEN that an application for **Site Design Review** has been submitted to the City of Caribou for review under **Sec. 13-300 (Site Design Review Ordinance)** of the Caribou Land Use Ordinances.

Project Description
This public hearing is required per initial licensing requirements for Registered Medical Cannabis Dispensaries under Chapter 7, Art. XI, in conjunction with the proposed site design review at the above referenced property.

Meeting Details & Public Comment
The Planning Board will review this application at an upcoming meeting:

- **Date:** November 12, 2026
- **Time:** 6:00 PM
- **Location:** Caribou City Council Chambers, City Hall, 25 High Street, Caribou, ME 04736
- **Purpose of Meeting:** Public Hearing

Opportunity for Review & Public Comment

- **Application Access:** Copies of the application, site plans, and supporting documentation are available for public inspection during regular business hours at the Code Enforcement Office, Caribou City Hall, 25 High Street, Caribou, Maine.
- **Written Comments:** Written comments regarding this proposal may be submitted prior to the meeting by mail or email to:
  - **Mail:** Code Enforcement Office, City of Caribou, 25 High Street, Caribou, ME 04736
  - **Email:** Tim St. Peter (tstpeter@caribou maine.org) or Eric Sanderson (esanderson@caribou maine.org)

If you have any questions or require additional information, please contact the Code Enforcement Office at (207) 493-3324, or via email at tstpeter@caribou maine.org or esanderson@caribou maine.org.

Sincerely,

Tim St Peter

Code Enforcement Office
City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 498-3954
www.caribou maine.org

NOTICE OF APPLICATION FOR CITY COUNCIL REWVIEW

Date: Oct 26,2026

To: Property Owners within 500 feet of 1137 Presque Isle Rd,

NOTICE IS HEREBY GIVEN that an application licensure of registered Medical Cannabis Dispensary has been submitted to the City of Caribou for review under **Chapter 7 Article XI** of the Caribou Land Use Ordinances.

Project Description
This public hearing is required per initial licensing requirements for Registered Medical Cannabis Dispensaries under Chapter 7, Art. XI, in conjunction with the proposed site design review at the above referenced property.

Meeting Details & Public Comment
The City Council will review this application at an upcoming meeting:

- **Date:** November 16, 2026
- **Time:** 6:00 PM
- **Location:** Caribou City Council Chambers, City Hall, 25 High Street, Caribou, ME 04736
- **Purpose of Meeting:** Public Hearing

Opportunity for Review & Public Comment

- **Application Access:** Copies of the application, site plans, and supporting documentation are available for public inspection during regular business hours at the Code Enforcement Office, Caribou City Hall, 25 High Street, Caribou, Maine.
- **Written Comments:** Written comments regarding this proposal may be submitted prior to the meeting by mail or email to:
  - **Mail:** Code Enforcement Office, City of Caribou, 25 High Street, Caribou, ME 04736
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    Eric Sanderson (esanderson@caribou maine.org)

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Sincerely,

Tim St. Peter

Code Enforcement Office
City of Caribou, Maine

CYR MANAGEMENT
is accepting applications for 1 and 2 bedroom apartments for the following locations:
Applewood Apartments
7 Willimantic Ct., Presque Isle, ME.
Birchwood Apartments
10 Coventry Ct., Presque Isle, ME.
Woodland Terrace
14 Dewberry Dr., Presque Isle, ME.
Windermere Apartments
2 Windermere Rd., Easton, ME.
Income limits do apply
For more information, please call 207.764.6333
TTY 711
"This institution is an equal opportunity provider and employer"

FOR RENT
1 bedroom apartment, 3/4 furnished, all utilities included. Private parking, in residential area in Limestone. Call 325-4948

HOULTON QUALITY HEATED APARTMENTS
Conveniently located in downtown area. To see available units go to broadwayrents.com

NORTH RIDGE APARTMENTS
Caribou, ME

IMMEDIATE 2 bedroom vacancies

North Ridge offers such amenities as on site coin-op laundry, with all new washing machines, individual entrances, country setting and a large open area with a playground. All utilities included. Some units offer private balconies, non smoking and smoking buildings.

*We currently have one ground floor unit that is partially handicap accessible.

Section 8 vouchers are accepted.

Income limits apply.

Call Kyle, Karen or Kelly at Maine Development Associates 1-800-639-1747

Applications can also be printed from our website mainedevelopment.com.

Equal Housing Opportunity

RLW MANAGEMENT, INC. is a professional property management company. We offer 1, 2, 3 bedroom apts. & homes in CARIBOU when available. Some units are subsidized, as well as designed for person(s) with disabilities. All of our units include amenities such as garbage removal, lawn care, snow removal & 24 hour maintenance at very competitive rates. Most units include heat & hot water. We accept Section 8 & other Housing Vouchers. Please call 207-498-3097 for availability. TTY Dial 711. Equal housing and employment opportunity.

Rooms for Rent

PRESQUE ISLE - 1, 2 AND 3 BEDROOM HOUSES FOR RENT
References and Security deposit required. Call for more info 764-3473 EHO.

ROOMS FOR RENT
We have 4 locations in PRESQUE ISLE. Room prices are $95 and up per week. EHO 764-3473.

Wanted

WANTED
Used motor oil, hydraulic oil, ATF, vegetable oil, call 757-8594.

Yard / Garage Sale & Fundraising

PRESQUE ISLE MOVING SALE
42 Midway Dr. (street across from NMCC entrance). 16", 17", 18" tires - like new; 2 electric snowblowers -like new; misc. household items; Cub Cadet riding lawn mower; 9'x10' storage shed. All week 9am-5pm.

VIEW MORE CLASSIFIEDS ONLINE at classifieds.thecounty.me

Legal Notices

LEGAL NOTICE OF PUBLIC HEARING
CITY OF CARIBOU

The City of Caribou Planning Board will hold two public hearings on Thursday, November 12th, 2026 at 6PM during its regularly scheduled meeting. The hearings will be held at the Caribou Municipal Building located at 25 High Street, Caribou, Maine.

- To review the Site Design Review application of Derrell Richardson for a Registered Medical Cannabis Dispensary at 9 Bog Road pursuant to Chapter 13 Land Use Ordinance of the City of Caribou
- To review the Site Design Review application of Safe Alternatives for a Registered Medical Cannabis Dispensary at 1137 Presque Isle Road pursuant to Chapter 13 Land Use Ordinance of the City of Caribou

Materials for the meeting may be accessed in the City Clerk's office and on the City's website at https://www.cariboumaine.org. Applications are available for public inspection during regular business hours at the Code Enforcement Office. For additional information relating to the applications, please contact Eric Sanderson, Economic & Community Development Specialist at (207) 498-5096 or esanderson@cariboumaine.org.

November 4, 2026

Legal Notices

PLEASANT LAKE PHASE 1 TRAILS PROJECT

Northern Border Regional Commission project: GT-25FAC-00002

Maine Trails Program project: MTP25111

The project includes construction of approximately eight (8) miles of singletrack trails.

Email Steve Kasacek (steve@outdoorsi.org) for a copy of the RFP.

November 4, 2026

C HEARING
OU

l a public hearing, 00 pm in the City gh Street, Caribou,

Ordinance to make Acquired Property"

to attend.

8, November 4, 2026

ng to say you?

Phone: 207-990-8128

Legal Notices

TOWN OF PORTAGE LAKE
NOTICE OF PUBLIC HEARING

The Town of Portage Lake Planning Board shall hold a Public Hearing on Thursday, November 12th, at 6:30 PM in the Town Hall, 20 School Street, Portage Lake, ME.

The purpose of this meeting is to hear public comments on a proposed Solar Ordinance. A copy of the ordinance is available at the town hall.

The Public is invited to attend.

November 4, 11, 2026

PLACE YOUR AD
207-990-8020

COMMERCIAL LOT
FOR SALE BY OWNER
355 North St., Houlton, ME
Septic: 2005 install
Septic: 2024 Inspec.
Shallow well
Dimensions 150' X 150'
Zoned: BB
DOT est. 5000 vehicles/day
$265K w/ owner financing
651-340-5800

THE MONTHLY MEETING OF THE CARIBOU UTILITIES DISTRICT WILL BE HELD TUESDAY, NOVEMBER 10, 2026 IN THE CITY OF CARIBOU, COUNCIL CHAMBERS, LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 5:30 P.M.
Published November 4, 2026

Legal Notices

WN MEETING WARRANT
vember 12, 2026

Town of Frenchville in the County of Aroostook, State

re hereby required to notify and warn the voters of the tate, qualified by law to vote in town affairs, to meet at id town on Thursday, the 12th day of November, 2026 re to act on articles numbered one thru all said articles

FOR RENT

THE COUNTY
The County Classifieds Deadlines:

Liners & Non-Legal Classifieds:	Legals and Obituaries:
4 p.m. Friday prior to publication date	8:30 a.m., Wednesday prior to publication date.

Questions? Contact us at:
classifieds@bangordailynews.com

: to authorize the expenditure of up to $99,900 in USDA
ment of Agriculture, Conservation and Forestry, Bureau
ied with equity in the 2020 Pisten Bully snowmobile
ully snowmobile trail groomer and affiliated equipment.

to enter an agreement with the Frenchville Snowmobile
f the Town's Pisten Bully snowmobile trail groomer for
1, 2026 to October 31, 2027.

to enter an agreement with the Frenchville Snowmobile
f the Snowmobile Club's Ski Doo Skandic snowmobile
one year, from November 1, 2026 to October 31, 2027.

ite to authorize the acceptance and expending of funds
stated purpose and authority to contract based on terms
terest of the Town by the Select Board.

: to increase the previously approved Bond Anticipation
#1 Rehabilitation project by an additional two hundred
$240,000.00).

November 4, 2026

Heat included. Security deposit
& references required.

Bartley Gardens
Smyrna Street, Houlton

Call 207-318-8250



View and sign
obituary guestbooks
at
obituaries.thecounty.me

THE COUNTY

Legal Notices

LEGAL NOTICE OF PUBLIC HEARING
CITY OF CARIBOU

The Caribou City Council will hold a series of public hearings, Monday, November 16, 2026, at 6:00 p.m. in the City Council Chambers located at 25 High Street, Caribou, Maine.

- Medical Cannabis Dispensary Application from Richardson's Remedies
- Medical Cannabis Dispensary Application from Safe Alternatives

Information regarding the public hearings will be available in the City Clerk's office at City Hall, 25 High Street.

Interested individuals are encouraged to attend.

November 4, 2026

CUSTOMER SERVICE REPRESENTATIVE

(Part-Time)

Position Overview: Bangor Publishing Company is seeking a motivated, customer-focused, and detail-oriented individual to join our team as a Part-Time Customer Service Representative.at Print Works in Presque Isle, ME. This role provides essential front-line support to walk-in customers and telephone callers while assisting with printing orders, classified advertisements, newspaper subscriptions, and general administrative services.

This is a 25 hour a week position with a schedule of
9:00AM-2:00PM Monday through Friday.
This position has a pay range of $16.50-$18 an hour.

Key Responsibilities

- Provide exceptional customer service to clients via telephone, email, and walk-in traffic.
- Provide photocopying, faxing/email, and laminating services for walk-in customers.
- Assist walk-in customers with newspaper subscriptions, classified advertising, obituaries and in-memoriam notices.
- Assist customers with print orders. Write and price print orders as needed. Review orders with customers to confirm specifications and expectations.
- Provide backup coverage for the Print Works telephone line.
- Data entry of print invoices into our accounts receivable system.
- Use software to process print orders, classified advertisements and subscriptions
- Maintain knowledge of products, prices & deadlines for print shop and newspapers.
- Provide administrative support across departments.

Qualifications & Requirements

- 1+ years of customer service experience required.
- Proficiency with basic computer applications (Google Workspace, data entry software).
- Strong communication, math, spelling, and grammar skills.
- Ability to multitask, manage time effectively, and maintain attention to detail.

How to Apply: If you think you are our next great hire please send your resume and cover letter to Jenny Dyer, Recruiter, at jdyer@bangordailynews.com.



We bring Maine BDN together

THE COUNTY The Piscataquis Observer

'ARTMENTS
RS HILL:
'OR UPCOMING
/NHOUSES.
INCOME,
W/D HOOKUP.
OUSEHOLD INCOME:
0 FOR 4 PEOPLE
FOR 6 PEOPLE
QUALIFY.
PPLICATION AT
M OR CALL US
SOCIATES
IAL 711.
TUNITY

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OM VACANCY AND FUTURE
HANDICAP.
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lice station.
den/flower beds
arate dining room.
rooms.
o no stairs!
units.
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weather!
given to extremely low
320/3; $33,000.
ible.
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nedevelopment.com
37-1220)
Organization.
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APARTMENTS AVAILABLE TO RENT

ONE and TWO BEDROOM UNITS

Eagle Lake Development has smoke-free apartments available to rent. These apartments are ready to move-in for persons 62 years old or older or disabled, regardless of age, with or without children. Rent is 30% of adjusted gross income and includes heat, electricity, water, sewer, garbage removal, and maintenance. We also offer discounted cable service. Call for an application at (207) 444-5125 Monday through Friday or write: ELDC, PO Box 256, Eagle Lake, ME 04739-0256.

Eagle Lake Development Corporation is an Equal Opportunity Provider and Employer.

"In accordance with Federal laws and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)"

Scovil Apartments

Applications are being accepted for one, two & three bedroom apartments.

Locations available:
Presque Isle & Mars Hill

Rent is 30% of adjusted income for some two bedroom apts. in Mars Hill only. Income limits may apply.

Most apartments include: Heat, hot water, laundry facilities & 24 hour maintenance.
One Easy Monthly Payment.

For more information or an application call
Ronni at 425-3192 ext. 207

*** This institution is an equal opportunity provider & employer.*

Dalton Scovil, owner.
www.scovilapartments.com

City of Caribou, Maine

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

DRAFT MINUTES
Caribou Planning Board
Regular Meeting
Thursday, November 12, 2026, at 6:00 p.m.

Public Comments submitted prior to the meeting no later than 4:00 pm on Thursday, November 12, 2026, will be read during the meeting. Send comments to Economic & Community Development Specialist, Eric Sanderson at esanderson@cariboumaine.org.

Members in Attendance: Frank McElwain (Chair), Steve Wentworth, Rick Williams, Eric Hitchcock
Liaisons in Attendance: Dan Bagley (City Council)
Staff in Attendance: Tim St. Peter (Code Enforcement Officer), Eric Sanderson (Economic Development)

I. Call Meeting to Order, Determine Quorum, disclosure of conflicts of interest

II. Acceptance of Minutes
   a. October 8, 2026 Caribou Planning Board

   Motion by Eric Hitchcock to accept the minutes, seconded by Steve Wentworth. Motion passes 3-0-1 (Rick Williams Abstains)

III. Public Forum

IV. Public Hearings

   b. Application for Registered Medical Cannabis Dispensary – Safe Alternatives, 1137 Presque Isle Road

   The Public Hearing was opened at 6:08PM. No public comment was present at the meeting or received in writing. The Public Hearing was closed at 6:10PM.

V. New Business

   b. Review Site Design Review Application for Registered Medical Cannabis Dispensary 1137 Presque Isle Road
      i. Staff Memo and Review of Application

   Eric Hitchcock made a motion to approve the application, conditional on the provision of updated lease extension or documentation otherwise from owner indicating their permission of the use by the applicant of the property. Seconded by Rick Williams. Motion passes unanimously 4-0-0.

City of Caribou, Maine

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

Site Design Review
Findings of Fact
November 12, 2026

Applicant: **Safe Alternatives**
P.O. Box 351
Caribou, ME 04736

Location: 1137 Presque Isle Road | Tax Map 002, Lot 048-C | RC-2 Zoning District

On November 12, 2026, the Planning Board of the City of Caribou opened a public hearing on the application of Safe Alternatives (hereinafter referred as the "Applicant") to operate a Registered Medical Cannabis Dispensary pursuant to the City of Caribou Chapter 13 Land Use Ordinances Section 13-300 Site Design Review Ordinance.

Based on the application, testimony given during the public hearing, and information provided in the application, the Caribou Planning Board makes following Findings of Fact in the Site Design Review Application of Safe Alternatives located at 1137 Presque Isle Road, Map 2, Lot 48-C:

Sec. 13-303 Site Design Review Criteria

A. *Conformance with Comprehensive Plan*

The Planning Board finds that the application does conform with the Comprehensive Plan.

B. *Traffic*

The Planning Board finds the application does meet site traffic criteria.

C. *Site Access*

The Planning Board finds the application does meet site access criteria.

D. *Parking and Vehicle Circulation*

The Planning Board finds the application does meet parking and vehicle circulation criteria.

E. *Pedestrian Circulation*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

F. *Site Conditions*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

G. *Open Space*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

H. *Sanitary Sewage*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

I. *Water*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

J. *Emergency Vehicle Access*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

K. *Waste Disposal*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

L. *Buffering*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

M. *Natural Areas*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

N. *Exterior Lighting*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

O. *Stormwater Management*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

P. *Erosion and Sedimentation Control*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Q. *Buildings*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

R. *Existing Landscaping*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

S. *Infrastructure*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

T. *Advertising Features*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

U. *Design Relationship to Site and Surrounding Properties*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

V. *Scenic Vistas and Areas*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

W. *Utilities*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

X. *Mineral Exploration*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Y. *General Requirements*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Z. *Phosphorous Export*

The Planning Board finds this criteria is not applicable as the site is already developed and occupied by the existing business, thus there is no change related to the applicable standards.

Decision on Site Design Review of Safe Alternatives, 1137 Presque Isle Road, Caribou, Map 2, Lot 48-C

On November 12, 2026, the members of the Caribou Planning Board met to consider the applicant's proposal under Site Design Review criteria at the property referenced above. The application was **approved with conditions.**

Conditions of Approval:

The owner or lease to provide updated lease or permission for the proposed use of the property.

LEASE EXTENSION ADDENDUM

1137 Presque Isle Road, Caribou, ME 04736

This LEASE AGREEMENT (the "Lease") is dated as of October 31, 2016 between **OUELLETTE ENTERPRISES, LLC.**, a Maine limited liability company ("the Lessor"), and **SAFE ALTERNATIVES**, a Maine non-profit corporation (the "Lessee").

Lessor hereby agrees to extend the lease to Lessee and Lessee hereby agrees to lease from Lessor the Leased Premises described below in accordance with the terms and conditions hereinafter set forth in the Lease Terms dated October 31, 2016 in the building (the "Building") located at 1137 Presque Isle Rd, Caribou, Maine, consisting of +/- 1,200 square feet, with ancillary parking areas in the City of Caribou, Maine (the "Property").

1. **Property Name**: 1137 Presque Isle Road, Caribou, Maine.

2. **Base Rent**: Lassee agrees to pay the Lessor a Base rent of $[redacted] per month, such rent commencing on November 1, 2026.

3. **Initial Extension Term**: Two (2) years, commencing on November 1, 2026.

   a. **Year ONE -** $[redacted] per month
   b. **Year TWO-** $[redacted] per month

4. **Lessee Termination Rights:** In the event there are changes in federal, state or local laws or regulations during the term of this lease extension that adversely affect Lessee's ability to operate business in the Leased Premises, Lessee shall have the option to terminate early, at any time following the enactment of such changes by providing Lessor with reasonable evidence of said changes in regulations. If Lessee elects to exercise this option, it shall provide Lessor at least ninety (90) days written notice thereof, which notice shall designate a date of termination, and the term hereof shall expire on such date, at which point this Lease shall terminate and be of no further force and effect.

5. **First Right of Refusal to Purchase:** Provided that Lessee is not then in default of this Lease, in the event that Lessor intends to list the leases premises for sale, Lessor first shall provide Lessee with the first right of refusal to purchase the premises with notice of the terms and conditions upon which Lessor is willing to sell the leased premises. There will be fourteen (14) day negotiation period and if no agreement is reached within that timeframe, the first right of refusal option shall automatically be deemed to be waived by Lessee.

Karen Ouellette 10/20/26 _____

Lessor: Ouellette Enterprises, LLC Date **Lessee: Safe Alternatives Date**

CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

To: Mayor and City Council Members
From: Danielle Brissette, City Clerk
Date: November 12, 2026
Re: November 3, 2026, Election results

State Offices, Candidates & Questions					
UNITED STATES SENATOR					
2056	Collins, Susan M	0	Olson, Sigrid Ann	0	Turcotte, Michael
1114	Jackson, Troy D	0	Oswald, Gina	0	Webb, Ashley
1	Andrews, Brent	0	Steinberger, Joseph	52	Blank

REPRESENTATIVE TO CONGRESS (Dist 2)		GOVERNOR		STATE SENATOR (Dist 1)	
1342	Dunlap, Matthew G	300	Bennett, Rick	1789	Daigle, Lucien J.B.
1798	Lepage, Paul R	1657	Charles, Robert B	1354	McLaughlin, Vaughn J.
1	Ward, Gregory A	1216	Pingree, Hannah M	80	Blank
82	Blank	0	Glowa, John		
		0	Wilcox, Randy		
		50	Blank		

REPRESENTATIVE TO THE LEGISLATURE (Dist 3)		REPRESENTATIVE TO THE LEGISLATURE (Dist 4)		COUNTY TREASURER (Aroostook)	
110	Bernard, Susan	2606	Guerrette, Timothy Conrad	33	Smith, Leigh S
40	McCrea, David H	465	Blank	3190	Blank
2	Blank				

REGISTER OF DEEDS (Aroostook Northern District)		REGISTER OF DEEDS (Aroostook Southern District)		DISTICT ATTORNEY (Dist 8)	
106	Ouellette, Amy M	2504	Richardson, Melissa L	2299	Wells-Puckett, Kari Ann
46	Blank	567	Blank	924	Blank

Municipal Offices, Candidates & Questions					
City Council		**Regional School Unit #39**		**Jefferson Cary Memorial Hospital Fund**	
1553	LaCasse JR, George	1224	Gordon, Dale	2563	Stewart, Tiffany
1990	Lovewell, Tamara	1192	Peterson, Christina	499	BLANK
1591	Whitney, Jeff	1873	Swanberg, Melissa		
4004	BLANK	1835	BLANK		

Municipal Questions:					
Shall the City of Caribou be authorized to expend up to $2,900,000 for the purchase of a replacement aerial ladder truck, together with all necessary equipment and accessories for the Caribou Fire & Ambulance Department to be funded from any combination of municipal funds, reserves, grants, the issuance of bonds, lease-purchase, or bank financing as determined by the City Council. "The City Council recommends approval."					
1800	Yes	1085	No	177	Blank

No action needed. This is for information only.

City of Caribou

Office of the Fire Chief
Brian P Lajoie

Caribou Fire Dept.
121 High Street
Caribou, ME 04736
Telephone (207) 493-4205
Fax (207 493-4222
firechief@caribouмaine.org
www.caribouфire.com

To: Caribou City Council, Mayor Boma, Manager Thompson
From: Brian P. Lajoie, Fire Chief
Date: November 12, 2026
Re: November 16 Council discussion following referendum approval

With Caribou voters approving authorization to spend up to $2.9 million on a new ladder truck, I am requesting that the Council resume our discussion of financing and the steps needed to move the purchase forward. We paused those discussions pending the referendum outcome, and voter approval now allows us to continue that work.

I want to personally thank the voters of Caribou for their confidence in the department and their support for this purchase. A new ladder truck will help protect our firefighters and the residents of Caribou and all the communities we serve. We take seriously the responsibility to use this authorization carefully and secure an apparatus that meets our operational needs.

I have contacted the vendors we have been working with and requested updated pricing, including any changes since our earlier discussions. They are reviewing those figures and will provide current information. Build times continue to fluctuate, but there may be an opportunity to secure an approximately 18-month build, depending on the financing approach and the availability of a production slot when we are ready to commit.

Our last Council discussion focused on leasing the apparatus, while Councilor Bagley suggested that we also explore a bond. City Manager Thompson informed me last week that she had spoken with a USDA contact who recommended looking into financing through the USDA Community Facilities Program. The City Manager and I are scheduled to meet with a USDA representative on November 16, the same day as this Council meeting. We hope to bring useful information from that discussion to the Council, including whether the program is a suitable option for this purchase and what steps would be required to pursue it.

My goal is to secure a firm purchase price as soon as possible to reduce our exposure to potential price increases at the beginning of 2027. Securing a production slot promptly would also help bring the replacement truck to the department sooner. An 18-month build would be a substantial benefit, although that timeline remains subject to vendor confirmation and our ability to finalize financing and purchase arrangements.

I ask the Council to review the updated vendor information and the results of the USDA discussion, then provide direction on the financing option to pursue. This will allow us to finalize specifications and work toward a purchase agreement within the voter-approved authorization.

Respectfully,

Brian P. Lajoie
Fire Chief

City Manager's Report
November 16, 2026

Economic Projects

River Front - Powerplants	Diesel Plant - Work is finished. More work is underway to remediate the site with the funds remaining in the grant. This includes removing underground piping and remaining petroleum.
Broadband Initiative	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Small Business Saturday is right around the corner. This is your reminder to shop local this holiday season. Look for flyers on the various events happening this month.
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; On the agenda is information about 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 nearing completion.
Caribou Development Committee	Several initiatives are ongoing.
River Front - Master Plan	There is an updated Riverfront Master Plan draft available for review and comments.
Façade Improvement Program	No new updates.
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 on December 9.

Other Administrative Projects	
Tax Acquired Property Policy	On tonight's agenda
Nylander	No new updates.
Fire Structural Work	No new updates.
Fire Station Renovations	This project is underway.
Police Station	No new updates.
River Road	No new updates.
Investment Policy	No new updates.
Cable Franchise Renewal	No new updates.
Airport	Next meeting 11/17/2026 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. Ongoing.
15 Prospect Street	No new updates.
Water Street Fire	The City has requested additional technical assistance from EPA & DEP.
Age-Friendly Efforts	Please consider picking up an extra gift this holiday season to brighten the day of a shut-in neighbor. The Caribou Age-Friendly committee has a Senior Santa program to do that.
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	Rendezvous Restaurant







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in each Decorating Contest category!

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Business Passport Scavenger Hunt

Christmas COMES TO Caribou



Christmas COMES TO Caribou

Home & Business *Decorating Contest*

$500 ~ $250 ~ $100
prizes for 1st, 2nd, and 3rd place in each category!

REGISTER NOW!

Christmas COMES TO Caribou

Win a 2026 signature Christmas ornament!

The Great Christmas Character Hunt

November 1 to 28

(Click on a date for additional event information)









CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736

MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: November 16, 2026
RE: ARPA Fund reallocation

The following two pages have a history of the ARPA NEU Funds that were allocated to the City of Caribou. Those funds must be expended by December 31, 2026. In 2024, the Caribou City Council allocated $220,000 to help fund a sewer line extension but that project did not move forward so those funds need to be reallocated to other projects which received ARPA NEU funds. During the budget approval process, the Capital Expense Budget Committee suggested that these funds be used for Fire and Police Equipment as follows:

Use $160,000 of ARPA Funds for "Fire and Police equipment" in the 2026 Budget
- $ 60,000 towards the Ladder Truck — Acct# G-1-373-17 Ladder Engine
- $100,000 towards the police fleet vehicle project — Acct# G-1-367-03 Police Car

Use remaining funds available for other "Fire and Police equipment" needed, specifically
- $ 60,000 towards the preemption emitters for police and fire vehicles (most important during the Fort Street Bridge project anticipated to begin next year) — Acct # G-1-476-00 Fleet Vehicle

These were factored in during the calculation of the annual mil rate but there was not a formal motion to reallocate the funds, so I am asking the Caribou City Council to do that at this meeting.

Suggested action:

After any questions, please make a motion to, "Reappropriate $220,000 of ARPA funds from the South Main Street Sewer Line Extension project to the following accounts:

G 1-373-17	$ 60,000
G 1-367-03	$100,000
G 1-476-00	$ 60,000"

Second

Discussion

Vote

Caribou ARPA NEU

HISTORY:

As a response to the Covid-19 pandemic, on March 11, 2021, President Joe Biden signed the American Rescue Plan Act (ARPA) into law. This spending bill was a way to provide relief to state and local governments in funding their response to the pandemic. The funds that came into the state of Maine were divided among the state, counties, and municipalities. The six largest metropolitan areas were given their entitlement funds in a different manner than the other localities who were deemed "Non-Entitlement Units" (NEUs). NEUs (like Caribou) were given funds in two payments from the state. Caribou received a total of $802,872.50.

Originally, there were strict limitations on how the funds could be spent. The relief could support urgent response efforts, replace lost public sector revenue to help retain jobs for vital public services which included the option to provide premium pay for essential workers, provide for economic stabilization for households and businesses, and address public health and economic challenges that contributed to the unequal impact of the population by investing in water, sewer, and broadband infrastructure.

Over the years, the "final rule" was updated. Many municipalities have used it to fund public services and provide premium pay for public employees, build critical infrastructure and support community development.

Funds not obligated by December 31, 2024, will need to be repaid to the US Treasury. (All funds were obligated prior to December 31, 2024.) All funds must be spent by December 31, 2026.

The amounts obligated have been for:

Broadband Study	$159,000
County ARPA Program Assistant	$16,037.86 (2% of ARPA NEU funds)
Match for 2022 County ARPA	$234,340 (EMS equipment and station upgrades)
Match for 2023 County ARPA	$100,349 (Fire & Police equipment)
Advertising / Tech support for ARPA projects	$ 5,657 (Public hearing ads, engineering)
Chadwick Baross Sewer Line extension	$220,000 (Approved at 03.25.2024 meeting)
Police Department mid-year increase 2024	$67,488.64 (Approved at 09.23.2024 meeting)
TOTAL SPENT OR OBLIGATED	$802,872.50

The Chadwick-Baross line extension project will not be going forward. Therefore, there is $220,000 in funding that must be obligated and spent on other projects prior to December 31, 2026. A stipulation of re-appropriating the funds is that it can only be moved to another established project.

During the time that the City Council was making tough decisions about the budget, some items for consideration in the reclassification that were given included:

- Use additional funds towards the "Fire Station upgrades" project (we received an award for matching funds from the County of Aroostook for the sewer project that was reappropriated to the "Fire Station upgrades" project since the County had also contributed funds towards the Caribou Fire Station upgrade project).

- Use additional funds towards "Fire and Police equipment" which could be designated to help fund the assigned cruised project in the police department through Enterprise, or, the ladder truck for the Fire Department or a combination of both.

- Premium pay for Public Safety employees (sign-on stipends).

- Transducers for police and fire vehicles (thinking ahead to the Aroostook River Bridge project.

The Capital Budget Committee made this recommendation:

Use $160,000 of ARPA Funds for "Fire and Police equipment" in the 2026 Budget
$60,000 towards the Ladder Truck
$100,000 towards the police fleet vehicle project
Use remaining funds available for other "Fire and Police equipment" needed, specifically
$60,000 towards the preemption emitters for police and fire vehicles (most important during the Fort Street Bridge project anticipated to begin next year)

The budget was adopted and the annual mil rate set by using these funds to offset the capital budget but there was not a separate motion to reallocate these ARPA funds into these projects.

This is something that needs to be decided due to the December 31, 2026, deadline.

City of Caribou, Maine

Municipal Building
25 High Street
Caribou, ME 04736
Telephone (207) 493-3324
Fax (207) 493-4207
www.caribou maine.org

To: Mayor and Council Members
From: Danielle M. Brissette, City Clerk
Date: November 9, 2026
Re: Approval of Beano of Games of Chance Licenses

The American Legion Post #15 has applied for licenses to run the following Games of Chance:
1. Bingo- to be held no more than 3 times per week
2. Texas Hold 'Em- to be held no more than 4 times per month
3. Sealed tickets- sold no more than 5 times per week
4. Cards – played no more than five times per week

The Lister-Knowlton VFW Auxiliary has applied for a license to run the following Games of Chance:
1. Bingo- to be held no more than 2 times per week

The Knights of Columbus have applied for licenses to run the following Games of Chance:
1. Bingo – to be held no more than one time per week
2. Sealed Tickets – sold no more than one time per week

The Lister-Knowlton VFW Post 9389 has applied for a license to run the following Games of Chance:
1. Bingo – to be held no more than two times per week
2. Cards/Cribbage - daily 8:00 a.m. to 4:00 p.m.

The licenses would be good from January 1, 2027 - December 31, 2029

The Police Chief, Fire Chief and Code Enforcement have all reviewed and are okay with them.

Staff is recommending Council Approval.

City of Caribou
Certified Business-Friendly

City of Caribou
Finance Department
MEMORANDUM

DATE: _November 16, 2026_

TO: _____Council_

FROM: _Carl Grant, Finance Director_____

SUBJECT: _Waivers of Foreclosure for properties_

This is the meeting that the Caribou City Council would need to approve Waivers of Foreclosures.

The following list shows the properties that are still unpaid as of 11-11-26, leaving 92 unpaid, I suspect about half will be paid by the foreclosure date of November 23th, as history shows that the balances are paid at the last possible moment.

I'm pleased to report, that last year's waivers of 19, 5 accounts have been paid this year leaving only 14 properties unpaid with under 9,000 dollars outstanding on an over 12 million dollar commitment, that's a collection rate of 99.9%.

11/11/2026

		Tax Collector						Assessor							
								Value							Address
Property Account #	Comment	Original Amount	Amount Due	Projected Lien at Foreclosure	Outstanding CUD Water	Outstanding CUD Sewer	CUD Total	Land	Building	Personal	Total Taxable	Mobile Home (Y/N)	In MH Park (Y/N)	MH in Park	In TIF (Y/N)	
		$ 1,200	$ 40,000	$ 1,200	$ 300	$ 400	$ 700	$ 5,000	$ 100,000	$ -	$ 105,000	n	n		n	
87		$ 1,725	$ 2,076	$ 2,103			$ -	$ 21,700	$ 92,300		$ 114,000	n	n			1258 Presque Isle Rd
175		$ 1,301	$ 6	$ 6			$ -	$ 15,700	$ 48,100		$ 63,800	n	n			398 West Presque Isle Rd
193	MH - with l	$ 589	$ 747	$ 756			$ -	$ 20,300	$ 8,200		$ 28,500	y	n			378 West Presque Isle Rd
194	MH - with l	$ 770	$ 960	$ 972			$ -	$ 26,000	$ 11,500		$ 37,500	y	n			374 West Presque Isle Rd
271		$ 3,955	$ 4,693	$ 4,755			$ -	$ 108,000	$ 8,600		$ 116,600	n	n			96 Main Street
278	Land Only	$ 419	$ 567	$ 574			$ -	$ 20,600	$ -		$ 20,600	n	n			Presque Isle Rd
279	Garage	$ 544	$ 695	$ 703			$ -	$ 20,600	$ 6,000		$ 26,600	n	n			97 Dow siding Rd
285		$ 574	$ 739	$ 748			$ -	$ 15,700	$ 12,300		$ 28,000	n	n			21 Dow Siding Rd
344	Land Only	$ 1,592	$ 822	$ 835			$ -	$ 78,100	$ -		$ 78,100	n	n			98 Hardison Rd
386		$ 3,452	$ 4,096	$ 4,150			$ -	$ 24,400	$ 145,000		$ 169,400	n	n			181 Hardison Rd
387		$ 1,601	$ 1,931	$ 1,956			$ -	$ 18,200	$ 60,300		$ 78,500	n	n			187 Hardison Rd
466	Homestea	$ 351	$ 478	$ 484			$ -	$ 21,400	$ 25,000		$ 46,400	n	n			212 Old Washburn Rd
559		$ 1,778	$ 2,148	$ 2,175			$ -	$ 21,700	$ 65,200		$ 86,900	n	n			74 Lombard Rd
590	Homestea	$ 3,423	$ 2,858	$ 2,915			$ -	$ 23,600	$ 212,000		$ 235,600	n	n			485 Washburn Rd
614	Homestea	$ 61	$ 130	$ 131			$ -	$ 22,400	$ 23,900		$ 46,300	n	n			34 West Presque Isle Rd
692	Homestea	$ 447	$ 582	$ 589			$ -	$ 15,700	$ 35,600		$ 51,300	n	n			250 E Presque Isle Rd
784	Land Only	$ 30	$ 54	$ 54			$ -	$ 1,500	$ -		$ 1,500	n	n			Grimes Rd
792	Warehous	$ 693	$ 870	$ 881			$ -	$ 31,400	$ 2,500		$ 33,900	n	n			652 Grimes Rd
813		$ 4,143	$ 2,991	$ 3,033			$ -	$ 21,300	$ 63,600		$ 84,900	n	n			91 Lombard Rd
905	Mobile Ho	$ 32	$ 105	$ 106			$ -	$ -	$ -		$ -	y	y	1		557 Access Highway Lot #4
916	Mobile Ho	$ 83	$ 174	$ 200			$ -		$ 3,900		$ 3,900	y	y	1		312 Washburn St Lot #21
997	MH - with l	$ 681	$ 854	$ 865			$ -	$ 19,200	$ 13,700		$ 32,900	y	n			5 Powers Rd
999	MH w/gara	$ 751	$ 945	$ 957			$ -	$ 22,200	$ 14,400		$ 36,600	y	n			29 Powers Rd
1019	Land Only	$ 246	$ 347	$ 351			$ -	$ 12,100	$ -		$ 12,100	n	n			274 Access Highway
1070	Homestea	$ 268	$ 381	$ 385			$ -	$ 21,700	$ 20,400		$ 42,100	y	n			266 Fort Fairfield Rd
1279		$ 1,427	$ 1,737	$ 1,759			$ -	$ 24,000	$ 45,800		$ 69,800	n	n			454 Van Buren Rd
1418	Mobile Ho	$ 107	$ 184	$ 186			$ -	$ -	$ 5,100		$ 5,100	y	y	1		215 Powers Rd Lot #3
1430	Mobile Ho	$ 68	$ 139	$ 140			$ -	$ -	$ 32		$ 32	y	y	1		215 Powers Rd Lot #37
1530	MH - with l	$ 6	$ 75	$ 75			$ -	$ 20,400	$ 9,000		$ 29,400	y	n			199 Madawaska Rd
1633	Hotel w/ M	$ 4,573	$ 5,416	$ 5,488			$ -	$ 218,200	$ 5,900		$ 224,100	n	n			563 Access Highway
1636	Mobile Ho	$ 11	$ 71	$ 72			$ -	$ -	$ 500		$ 500	y	y	1		558 Access Highway Lot #3
1673	Mobile Ho	$ 201	$ 294	$ 297			$ -	$ -	$ 9,600		$ 9,600	y	y	1		590 Access Highway Lot #38
1697	Land Only	$ 1,365	$ 1,615	$ 1,637			$ -	$ 67,000			$ 67,000	n	n	n		248 Baird Rd
1748		$ 3,895	$ 4,632	$ 4,693			$ -	$ 35,100	$ 150,300		$ 185,400	n	n			947 Access Highway
1804		$ 589	$ 746	$ 755			$ -	$ 18,200	$ 10,700		$ 28,900	n	n			898 Van Buren Rd
1823		$ 751	$ 937	$ 949			$ -	$ 32,400	$ 4,400		$ 36,800	n	n			393 Watson Memorial Dr
1914	Homestea	$ 4,434	$ 5,225	$ 5,294			$ -	$ 51,300	$ 195,600		$ 246,900	n	n			621 Van Buren Rd
2022	Homestea	$ 1,365	$ 1,665	$ 1,686			$ -	$ 18,700	$ 77,700		$ 96,400	n	n			9 Sawyer RD
2089	Land Only	$ 383	$ 525	$ 531			$ -	$ 18,800			$ 18,800	n	n			1298 Van Buren Rd
2104		$ 869	$ 1,093	$ 1,106			$ -	$ 23,800	$ 17,900		$ 41,700	n	n			1284 Van Buren Rd
2210	MH - with l	$ 285	$ 392	$ 396			$ -	$ 25,200	$ 17,500		$ 42,700	y	n			723 Madawaska Road
2232	Land Only	$ 47	$ 114	$ 115			$ -	$ 2,300	$ -		$ 2,300	n	n			Van Buren Rd
2679		$ 75	$ 164	$ 165			$ -	$ 8,900	$ 30,400		$ 39,300	n	n			20 Church St
2734	Land Only	$ 178	$ 267	$ 269			$ -	$ 8,700	$ -		$ 8,700	n	n			River Road
2836		$ 1,843	$ 2,214	$ 2,243			$ -	$ 11,800	$ 78,500		$ 90,300	n	n			5 Northern Ave
2840	Homestea	$ 736	$ 808	$ 819			$ -	$ 13,500	$ 52,000		$ 65,500	n	n			63 Fontaine Drive
2847	Land Only	$ 64	$ 134	$ 135			$ -	$ 3,100	$ -		$ 3,100	n	n			Fontaine Drive
2848	Land Only	$ 64	$ 134	$ 135			$ -	$ 3,100	$ -		$ 3,100	n	n			Fontaine Drive
2849	Land Only	$ 190	$ 282	$ 285			$ -	$ 9,300	$ -		$ 9,300	n	n			Fontaine Drive
2850	Homestea	$ 740	$ 934	$ 945			$ -	$ 10,800	$ 54,900		$ 65,700	n	n			36 Fontaine Drive
2856		$ 1,772	$ 2,131	$ 2,159			$ -	$ 11,400	$ 75,600		$ 87,000	n	n			33 Fontaine Drive
2872		$ 1,631	$ 1,966	$ 1,991			$ -	$ 17,100	$ 25,100		$ 42,200	n	n			54 York Street
2933	Homestea	$ 749	$ 575	$ 584			$ -	$ 17,500	$ 55,500		$ 73,000	n	n			105 Sincock St
2976	Homestea	$ 1,575	$ 1,499	$ 1,520			$ -	$ 13,000	$ 93,700		$ 106,700	n	n			54 River Road
2986		$ 1,051	$ 1,288	$ 1,304			$ -	$ 14,600	$ 35,400		$ 50,000	n	n			63 River Road
3052		$ 1,449	$ 797	$ 808			$ -	$ 15,100	$ 55,900		$ 71,000	n	n			172 High St
3063		$ 895	$ 1,105	$ 1,119			$ -	$ 13,900	$ 30,100		$ 44,000	n	n			185 High Street
3134		$ 2,577	$ 3,090	$ 3,130			$ -	$ 14,400	$ 106,700		$ 121,100	n	n			42 Sweden St
3138		$ 3,745	$ 4,439	$ 4,497			$ -	$ 23,300	$ 152,800		$ 176,100	n	n			60 Sweden St
3226	Land Only	$ 34	$ 99	$ 99			$ -	$ 1,700	$ -		$ 1,700	n	n			Lyndon St
3344	Storage	$ 449	$ 593	$ 600			$ -	$ 9,100	$ 12,900		$ 22,000	n	n			4 Roosevelt
3345	Storage	$ 3,225	$ 3,840	$ 3,890			$ -	$ 23,500	$ 128,700		$ 152,200	n	n			12 Roosevelt
3358		$ 2,204	$ 1,251	$ 1,270			$ -	$ 14,200	$ 93,900		$ 108,100	n	n			5 Spring
3359		$ 730	$ 913	$ 924			$ -	$ 17,300	$ 38,200		$ 55,500	n	n			8 Spring St
3360		$ 1,265	$ 1,547	$ 1,567			$ -	$ 15,600	$ 46,400		$ 62,000	n	n			12 Spring
3488		$ 2,152	$ 2,576	$ 2,610			$ -	$ 17,400	$ 119,300		$ 136,700	n	n			12 Pioneer
3519	Land Only	$ 56	$ 124	$ 125			$ -	$ 2,700	$ -		$ 2,700	n	n			Limestone St
3590		$ 1,076	$ 467	$ 473			$ -	$ 14,000	$ 41,300		$ 55,300	n	n			23 Bennett
3606		$ 1,061	$ 1,300	$ 1,317			$ -	$ 12,700	$ 69,200		$ 81,900	n	n			3 Veronica St
3610		$ 1,575	$ 1,919	$ 1,943			$ -	$ 13,100	$ 93,500		$ 106,600	n	n			5 Hancock St
3611	Land only	$ 68	$ 148	$ 149			$ -	$ 3,400	$ -		$ 3,400	n	n			3 Hancock St
3643	Recycling	$ 1,475	$ 71	$ 66			$ -	$ 15,700	$ 54,100		$ 69,800	n	n			203 Limestone St
3644		$ 96	$ 172	$ 173			$ -	$ 4,700	$ -		$ 4,700	n	n			197 Limestone St
3681		$ 1,089	$ 724	$ 734			$ -	$ 17,200	$ 70,200		$ 87,400	n	n			3 Elmwood
3765		$ 2,842	$ 3,383	$ 3,427			$ -	$ 17,200	$ 122,300		$ 139,500	n	n			29 Park St
3930	Homestea	$ 1,868	$ 2,239	$ 2,268			$ -	$ 17,000	$ 74,600		$ 91,600	n	n			20 Pioneer Ave
4114	Land Only	$ 58	$ 164	$ 127			$ -	$ 2,900	$ -		$ 2,900	n	n			180 Limestone
4573		$ 1,958	$ 2,161	$ 2,191			$ -	$ 21,000	$ 72,900		$ 93,900	n	n			24 Water Street
4703		$ 826	$ 1,042	$ 1,055			$ -	$ 17,100	$ 23,400		$ 40,500	n	n			83 Washburn
4759	Mobile Ho	$ 5,481	$ 6,361	$ 6,446			$ -	$ 224,300	$ 44,600		$ 268,900	n	y			296 Washburn St
4804	Building O	$ 1,031	$ 1,265	$ 1,281			$ -	$ -	$ 48,800		$ 48,800	n	n			28 West Presque Isle Rd
4877	Mobile Ho	$ 11	$ 71	$ 72			$ -	$ -	$ 500		$ 500	y	y	1		577 Access Highway Lot 12
4891	Mobile Ho	$ 216	$ 312	$ 313			$ -	$ -	$ 7,000		$ 7,000	y	y	1		312 Washburn Lot #17
4920	Mobile Ho	$ 180	$ 16	$ 17			$ -	$ -	$ 8,400		$ 8,400	Y	n			590 Access Highway
4938	Land Only	$ 255	$ 366	$ 370			$ -	$ 12,500	$ -		$ 12,500	n	n			374 Belanger Rd
5069	Mobile Ho	$ 137	$ 219	$ 221			$ -		$ 500		$ 500	y	y	1		296 Washburn St. Lot #36
5070	Land Only	$ 197	$ 289	$ 292			$ -	$ 9,700	$ -		$ 9,700	n	n			Fontaine Drive
5076	Land Only	$ 96	$ 172	$ 173			$ -	$ 4,800	$ -		$ 4,800	n	n			Fort Fairfield Road
5120	Land Only	$ 77	$ 149	$ 150			$ -	$ 3,800	$ -		$ 3,800	n	n			Hardison Road
5121	MH - Murp	$ 11	$ 71	$ 72			$ -	$ -	$ 500		$ 500	Y	Y	1		557 Access Highway Lot #10
5164	Land Only	$ 274	$ 379	$ 384			$ -	$ 13,400	$ -		$ 13,400	n	n			Ogren Road
5175	Land Only	$ 330	$ 444	$ 449			$ -	$ 16,200	$ -		$ 16,200	n	n			Albair Road
		$ 101,622	$ 111,783	$ 113,220												

**Accounts to be waive	13
Accounts waived in 202	13 Filed w/ Registry 19, on 1-31 had 18
Deceased	12
Building only on leased l	1

CARIBOU FIRE & AMBULANCE DEPARTMENT

Chief Brian P. Lajoie

Monthly Report – October 2026

Call Summary

Category	*Number of Calls*	*Category*	*Number of Calls*
Ambulance Calls	**202**	**Fire Calls**	**35**
BLS Calls	109	Structure Fires	1
ALS Calls	93	Chimney	0
Canceled Calls	1	Rescue	0
Drug/Behavioral Calls	6	Silent Alarms	34
Outside Community Calls	53		
PIFT Transfers	1		
LifeFlight Transfers	10		
Long Distance Transfers	3		
Total Calls for October:	**238**		

Monthly Activities & Events

October 1, 2026:
Chief Lajoie attended a Zoom with Maine EMS in reference to Service Licensing for the upcoming year. (1400hrs.)

October 5, 2026:
Chief Lajoie attended a Zoom with Maine Department of Transportation in reference to the Aroostook River bridge project. (1000hrs.)

October 6, 2026:
Chief Lajoie and officers of the volunteer fire department conducted interviews on two volunteer firefighter candidates. (1730hrs.)

October 6, 2026:
Chief Lajoie attended Caribou Volunteer Fire Department monthly meeting. (1830 hrs.).

October 13, 2026:
Chief Lajoie attended a contractor meeting with Harriman Associates and Buildings Etc. contractor in reference to building renovations that are ongoing. (1000hrs.)

October 13, 2026:
Chief Lajoie attended the Haz-Mat chiefs meeting via Zoom (1300 hrs.).

October 15, 2026:
Chief Lajoie attended a Zoom with Log Rx. (1400hrs.)

October 19, 2026:
Chief Lajoie attended city council meeting at the city council chambers. (1800 hrs.).

October 22, 2026:
Chief Lajoie attended department head meeting at the city council chambers. (0830 hrs.).

October 22, 2026:
Chief Lajoie along with Chief Saucier and Code Enforcement Tim St. Peter conducted an inspection at Richardson's Remedies on the Bog Road as part of licensing renewal. (1000hrs.).

October 22, 2026:
Chief Lajoie along with Chief Saucier and Code Enforcement Tim St. Peter conducted an inspection at Safe Alternatives on Route 1 as part of licensing renewal. (1500hrs.).

October 29, 2026:
Chief Lajoie attended a RSU 39 ERP meeting held at the Aroostook County EMA Office. (0900hrs.)

Station & Equipment Maintenance

Crews completed all monthly building and apparatus checks for October.

Ambulance 21 was cleaned and waxed.

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