

CALAIS CITY COUNCIL
APRIL 28, 2016

The second regular monthly meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 p.m.

Present was Mayor Moore presiding over Councilors Geel, Howard, Rogers, Mingo, Moreside and Nixon.

On a motion by Councilor Howard and a second by Councilor Nixon, it was unanimously voted to approve the following consent agenda:

- A. Previous Minutes
- B. Treasurer's Warrants City through April 27, 2016
\$ 189,587.92
- C. Treasurer's Warrants School through April 27, 2016
\$ 452,756.80
- D. Treasurer's Warrants Water through April 27, 2016
\$ 8,514.78
- E. Memorial Day Parade – May 30th at 9:00 a.m.
- F. Farmer's Market

The Mayor then called for a Public Hearing on the acceptance of a \$700,000 CDBG Public Infrastructure Grant. Following public comment, it was moved by Councilor Mingo, seconded by Councilor Geel, and unanimously voted to accept this grant to be used for wastewater treatment upgrades.

The City Manager then gave his report on the following:
--Olver Associates willing to assist with the Nash's Lake Dam Issue

The City Manager then asked that the Council consider suspending the Council Rules in order to add an item to the Executive Session.

On a motion by Councilor Nixon and a second by Councilor Geel, it was unanimously voted to suspend the Council Rules.

It was then moved by Councilor Moreside, seconded by Councilor Nixon, to add Union Negotiations to the Executive Session.

The Manager then informed the Council that there is a 1989 Cat Grader for sale by sealed bids by the City of Eastport, that he would like to submit a bid on. He asked that the Council consider

Attendance

Consent Agenda

Public Hearing – CDBG Public Infrastructure Grant

City Manager's Report

Suspend Rules/Add item to Exec Session

1989 Cat Grader

suspending the Council Rules in order to add this item to the agenda for a vote.

On a motion and a second by Councilors Howard and Moreside, it was unanimously voted to suspend the Council Rules and add to the Council Agenda "authorization to submit bid on 1989 Cat Grader".

The following Council Committee Reports were submitted:

1. **Finance Committee** – No report
2. **Property Committee** – met on Tuesday, April 26th to discuss Tax Acquired Property, Nash's Lake Road, and Devil's Head.
3. **Public Safety Committee** – No report
4. **Public Works Committee** – No report
5. **School Liaison Committee** – No report
6. **Economic/Community Development Committee** – met on Friday, April 22 to discuss Social Media, Banners and Signage. Also schedule a meeting for Friday May 6th at 8:00 a.m.

Council Nixon gave the CDRC report on the following:

- Music on the Green
- Get Mugged Downtown
- PBSO
- Downtown Lighting
- Hanging Flowers

The next agenda it was a discussion of the still available Tax Acquired Property. The City Clerk notified the Council that the sole bidders of the 28 Lincoln Street Property have changed their mind and have asked for a refund of part of their deposit. It was moved by Councilor Howard, seconded by Councilor Geel, and unanimously voted that since the bid amount only required a 10% deposit of \$530.00 and the deposit given was \$600.00 the Council authorized the refund of \$70.00.

It was then moved by Councilor Moreside, seconded by Councilor Geel, and unanimously voted to authorize the City Clerk to advertise the following pieces of property:

Submit Bid 1989 Cat Grader

Committee Reports

CDRC Report

Tax Acquired Property

Map 10, Block 5, Lot 4 – 28 Lincoln St

Map 2, Block 3, Lot 3 – North Street

Map 3, Block 2, Lot 21 – 22 Boardman St

Map 6, Block 6, Lot 2-1 – 43 North Street (RFP)

It was moved by Councilor Howard, seconded by Councilor Moreside, and unanimously voted to approve proposed Social Media Communications Policy and Guidelines.

INSERT POLICY

On a motion by Councilor Mingo and a second by Councilor Geel, it was unanimously voted to schedule a public hearing on May 12, 2016 at 6:00 p.m., to consider an amended ordinance for the authorization of a Safe Drinking Water Project and the issuance of a General Obligation Bond in the amount of \$271,690 for the Water Main replacements on portions of Temperance Street.

INSERT AMENDED ORDINANCE

The next agenda item was a request for a sewer abatement from Councilor Moreside. Following some discussion, this matter was referred to the Public Works Committee. The Committee will meet at 5:30 p.m. on May 12th.

On a motion by Councilor Howard and a second by Councilor Geel, it was unanimously voted to waive the City share of the Sub-surface wastewater disposal permit totaling \$187.50 for the Boy Scout Hall Septic Tank permit.

The next agenda item, St. Croix #1 Firehouse Repointing of Bricks was tabled.

Following a brief discussion on the Route 1 Banner Cabling and Signage, this item was tabled.

The next item was a discussion on whether or not to limit access on the road to Nash's Lake off of Hardscrabble Road. Following this discussion, it was moved by Councilor Moreside, seconded by Councilor Rogers, and unanimously voted to install a locked gate which will limit access to only recreational vehicles and property owners along this road, who will be given keys to the locked gate. During certain times, of the year, the gate will not be locked.

Social Media Policy

Schedule Public Hearing –
Amended Ordinance – Safe
Drinking Water Project

Sewer Abatement request

Waive fee – Septic Permit

St. Croix #1 – tabled

Rte. 1 Banners – tabled

Limit access to Nash's lake
off Hardscrabble Rd

City of Calais, Maine

Social Media Communications

Policy & Guidelines

DRAFT

The City of Calais strives to provide, taxpayers, residents, businesses and the public with accurate and timely information, communicated in a professional manner and in accordance with the laws regarding public access. The City of Calais has several objectives when doing so:

- To effectively inform businesses and citizens about the City of Calais.
- To demonstrate, underscore and clarify the role of the City of Calais, the administration and elected and appointed officials and their profound importance in managing a community.
- To demonstrate the vital services that Calais provides.

This policy provides guidelines for all communications with the exception of those forms of communications which are already governed by the city's Internet and Electronic Mail Policy from the City of Calais using various media including:

- Printed materials such as the Annual Report, Financial Statement, Audit Report, articles, brochures and documents produced as part of Calais's information dissemination effort.
- Electronic information tools such as the City website and social media sites.
- CTV the City's Local Cable Access Channel
- Media relations such as requests for interviews, news releases and media inquiries.
- Direct contact with City staff, elected and appointed officials.

GENERAL GUIDELINES FOR ALL COMMUNICATION (OFFICIAL AND PERSONAL)

City of Calais employees have a responsibility to help communicate accurate and timely information to taxpayers, businesses, residents and the general public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the attention of the City Manager's Office or other appropriate staff. Whether the communication is in the employee's official role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

ADDITIONAL GUIDELINES FOR COMMUNICATION

Handling General Requests:

Staff is responsible for communicating basic and routine information to customers in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be directed to the appropriate department or to the employee's

supervisor.

Handling Media Requests:

With the exception of routine events and basic information that is readily available to the public requests for interviews or information from the media are to be directed to the City Manager. Media requests include contact from people who say they represent print publications, such as weekly and daily newspapers and magazines; electronic media such as television and radio stations; and informational websites.

Electronic and Social Media Communication on Behalf of the City of Calais:

The City of Calais communicates to taxpayers, businesses, residents and the general public via its website (www.Calaismaine.org). The Calais city website is our primary internet presence and is the electronic "face" of the City of Calais.

Social media includes sites such as Facebook, Twitter, YouTube and others. The City of Calais recognizes that taxpayers, residents, businesses and the general public increasingly gather information through these and other electronic sites, sometimes to the exclusion of traditional media. It is necessary to use these tools to communicate effectively and fully.

The best and most appropriate uses of social media generally fall into three categories:

- To disseminate time-sensitive material quickly.
- To enhance the City of Calais's ability to put its messages before the widest audience possible.
- To initiate transparent conversations between the City of Calais, our taxpayers, residents, businesses, the media and general citizenry.

The City of Calais recognizes that the instantaneous, yet permanent, nature of these electronic tools can pose risk without effective controls. A starting point for discussion is that information and statements posted on websites and through social media reflect directly on the City of Calais and require great care. In recognition of these needs, the City will enforce "moderation of posts" and employ the "profanity filter" options for all social media pages in accordance with the page's Terms of Use.

Communication via electronic and social media on behalf of the City of Calais can be done only by the following employees: City Manager and designated staff.

'Personal' Communication That Can Become 'Public':

It is important for employees to remember that some personal communication of employees may reflect on the City of Calais, especially if personnel are commenting on: anything political in nature; federal, state or local government activities; or, City business. The following guidelines apply to personal communication including various forms of social media (Facebook, Twitter, blogs, YouTube, etc), letters to the editor of newspapers and personal endorsements.

- Remember that what you write is public and may be so for a long time. It may be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your supervisor or other employees to read, or that you would be embarrassed to see in a newspaper or on a prominent website.
- The City of Calais expects its employees to be truthful, courteous and respectful toward supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.
- In the workplace, Calais employees should always identify themselves as such during official communication.
- The City of Calais resources and working time should not be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account names or email names should not be tied to the City of Calais (e.g., Directorguy@Calaismainc.gov)

Other City of Calais Policies and Guidelines:

This guideline does not usurp or replace Calais's guidelines on computer usage and other HR policies already in place.

QUESTIONS

Questions related to this policy should be directed to your supervisor or the Director of Human Resources.

City of Calais Social Media

Terms of Use

Purpose

The Purpose of our social media page(s) is to disseminate information concerning news, events, and activities being conducted within the City of Calais. Thus according to this purpose we encourage positive interaction between the City of Calais and our community.

Conduct

Anyone using this site agrees that their posts and comments will be subject to moderation. This means that all posts will be reviewed prior to being posted on the Page. All posts and comments which contain off topic comment; offensive language; infringes on the copyright privileges of others; encourages illegal behavior; or discriminate against any person for any reason will be removed or will not be published to the page. Please understand that repeat offenders of this policy will be banned from the site. We seek positive and constructive comment from our community.

CITY OF CALAIS – AMENDED ORDINANCE
AUTHORIZATION OF
A SAFE DRINKING WATER PROJECT AND THE ISSUANCE OF A
GENERAL OBLIGATION BOND (~~\$217,352~~ 271,690)

The City of Calais hereby ordains as follows:

Section 1. That under the constitution and laws of the State of Maine and pursuant to Section 5772 of Title 30-A, M.R.S.A., and the Charter of the City, and other applicable authority under the constitution and laws of the State of Maine thereto enabling, the City of Calais is hereby authorized to borrow from the Maine Municipal Bond Bank a principal amount not to exceed Two Hundred ~~Seventeen~~ Seventy-One Thousand, ~~Three Hundred Fifty Two~~ Six Hundred Ninety Dollars (~~\$217,352~~ 271,690), for a period not to exceed thirty years, at such interest rates and on such further terms and conditions as may be determined by the Maine Municipal Bond Bank, with principal and interest to be payable annually at least (with the first installment payable within five years), the proceeds of which will be used substantially to finance safe drinking water projects in the City, including but not limited to water main replacements on portions of Temperance Street and related costs (the "Project"), and the obligations of the City with respect to such borrowing will be evidenced by a General Obligation Bond or Bonds of the City to be executed and delivered on behalf of the City by the City Treasurer and countersigned by a majority at least of the City Council in a principal amount not to exceed ~~\$217,352~~ 271,690 (the "Bond").

Section 2. That in anticipation of the receipt of the Bond proceeds for the Project and pursuant to the Charter of the City and Section 5772 of Title 30-A of the Maine Revised Statutes, as amended, and any other applicable authority under the laws of the State of Maine thereto enabling, the City of Calais is hereby authorized to borrow from the Maine Municipal Bond Bank or other lending institution approved by the City Treasurer and a majority at least of the City Council a principal amount not to exceed Two Hundred ~~Seventeen~~ Seventy-One Thousand, ~~Three Hundred Fifty Two~~ Six Hundred Ninety Dollars (~~\$217,352~~ 271,690) and in evidence thereof to execute and deliver one or more General Obligation Bond Anticipation Notes (the "Note") of the City for one or more periods not to exceed an aggregate of three years and to bear interest at such rate and said Note to be subject to such further terms and conditions as the Treasurer and a majority at least of the City Council shall approve, and said Note, together with interest thereon, to be a general obligation of the City, said Note to be executed and delivered on behalf of the City by the City Treasurer and countersigned by a majority at least of the City Council and intended to be repaid from the Bond and such Note may be refunded from time to time for one or more periods not to exceed an aggregate of three years.

Section 3. That the City Treasurer or Mayor and each of them hereby is authorized to execute such documents and do all things necessary or convenient in order to issue the Bond to the Maine Municipal Bond Bank and to issue the Note.

Section 4. That the term of the Bond shall not exceed the estimated period of utility of the Project, and further that sufficient taxes shall be levied by the City each year that the Bond is outstanding in the amount necessary to meet the payment of the principal and interest due and payable in that year pursuant to the Bond, and that such amount of principal and interest shall be included in the tax levy of the City for each year until the Bond has been paid in full.

Section 5. That the City Clerk shall distribute a copy of this Ordinance to each Council member and to the City Manager, and shall file a reasonable number of copies of this Ordinance at the following places: City Hall and such other places as may be directed by the City Manager.

Section 6a. That a Public Hearing be held at 6:00 p.m. in the City Council Chambers, City Building in Calais, Maine on or about September 10, 2015 for the purpose of taking testimony and comments from the public with respect to the proposed issuance of the Bond, and that notice of the public hearing be given by the City Clerk by publishing a summary of this ordinance in the Calais Advertiser on or about September 3, 2015 together with a notice setting forth the time and place for the public hearing, and for consideration of the proposed ordinance by the City Council at the meeting to be held on September 10, 2015 immediately following the public hearing.

Section 6b. That a Public Hearing be held at 6:00 p.m. in the City Council Chambers, City Building in Calais, Maine on or about May 12, 2016 for the purpose of taking testimony and comments from the public with respect to amendment of this ordinance, and that notice of the public hearing be given by the City Clerk by publishing a summary of this ordinance in the Calais Advertiser on or about May 5, 2015 together with a notice setting forth the time and place for the public hearing, and for consideration of the proposed amended ordinance by the City Council at the meeting to be held on May 12, 2016 immediately following the public hearing.

Section 7. That all actions heretofore taken by the municipal officers of the City of Calais relating to the selling of the City's General Obligation Bond and Note authorized hereby be and they hereby are ratified, approved, and confirmed.

Section 8. That the law firm of Preti Flaherty Beliveau & Pachios, LLP is hereby designated as bond counsel to the City to advise the City with respect to the issuance and sale of the Bond and Note and to prepare documents and render opinions as may be necessary or convenient for carrying out the purposes of this Ordinance.

Section 9. That the municipal officers and officials of the City are hereby authorized to execute all documents and certificates, and to take all action, including affixing the seal of the City, as may be necessary or convenient to carry out the full intent of the foregoing sections of this Ordinance or any one of them.

Section 10. That the City Treasurer is authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank in such form as the Maine Municipal Bond Bank

shall require, and municipal officers and officials of the City are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the City as may be necessary or convenient to carry out the intent of the foregoing orders or any one of them.

Section 11. That the City Treasurer is hereby authorized to execute an application to the Maine Public Utilities Commission for approval to issue the Bond in the principal amount of \$~~217,352~~ 271,690.

Section 12. That as soon as practicable after adoption of this ordinance, the City Clerk shall publish a summary of this ordinance in the Calais Advertiser together with a notice of its adoption.

I certify that I am the duly qualified City Clerk of the City of Calais, Maine and that the foregoing ordinance was introduced without amendments by Councilor Moreside at the regularly scheduled Council Meeting on August 13, 2015, was introduced with amendments by Councilor _____ at the regularly scheduled Council Meeting on April 28, 2016, and was adopted by the City Councilors of the City of Calais at the meetings of the City Councilors on September 10, 2015 and May 12, 2016 duly called and legally held in accordance with the laws of Maine and the City Charter, that the meeting was open to the public and that adequate and proper notice thereof was given in accordance with the laws of Maine and the City Charter, and that such ordinance, as amended, has been entered into and become a part of the permanent records of the City and remains in full force and effect and has not been rescinded or amended.

CITY OF CALAIS, MAINE

By: _____
Theresa Porter
City Clerk

(SEAL)

Dated at Calais, Maine
September 10, 2015 and May 12, 2016

The City Manager provided the Council with the following bids received on the Union Street Water Main Replacement Project and options for awarding the bid:

Fundy Contractors – Calais, ME	\$543,480.00
Sargent Corporation – Stillwater, ME	\$564,070.00

On a motion by Councilor Moreside and a second by Councilor Howard, it was unanimously voted to award the bid to Fundy Contractors, with the City extending the loan/grant through the Bond Bank.

Other items addressed with no Council action being taken at this time included:

- send letter to Moosehorn about Dam.
- Cedar Street Resident concern for paving
- Binder mix for Dump Road
- Label Calais as "Business Friendly"
- School Budget Meeting on May 4th at 4:00 p.m.
- Pool Funding Raising
- Painting pool with Calais Logo
- Cemetery Stone Repair
- MDOT Building Planning Meeting

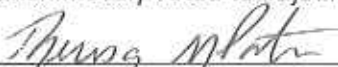
On a motion by Councilor Nixon, and a second by Councilor Mingo, it was unanimously voted to retire into Executive Session at 7:37 p.m. for the following:

- A. Personnel Issue Pursuant to Title 1 MRSA, 405 6 (a)
- B. Legal Issue Pursuant to Title 1 MRSA, 405 6 (e)
- C. Union Negotiations Pursuant to title 1 MRSA, 405 6 (d)

Open Session resumed at 8:00 p.m.

There being no further business to come before the City Council at this time, it was moved by Councilor Nixon, seconded by Councilor Geel, and unanimously voted to adjourn this meeting at 8:00 p.m.

ATTEST:



Theresa M Porter, City Clerk