

Calais City Council Meeting – Council Chambers - Calais City Building

October 24, 2013 - 6:00 P.M.

Pledge of Allegiance – Moment of Silence

Mayor: Marianne Moore

Councillors:

Chris Bernardini

Alan Dwelley

Billy Howard

Arthur Mingo

Anne Nixon

W. Thomas Parks

1. Consent Agenda

- A. *Previous Minutes (pages 2-6)*
- B. *Treasurer's Warrants City through October 23, 2013* §
- C. *Treasurer's Warrants School through October 23, 2013* §
- D. *Treasurer's Warrants Water through October 23, 2013* §
- E. *Municipal Election Warrant*
- F. *Liquor License Renewal – St. Croix Club, Inc*
- G. *Perpetual Care Application - Max Gayton Lot by Max Gayton*

2. Public Hearing

- A. *Liquor License Application – Chen Family Garden Restaurant, 43 North St*

3. Old Business

- A. *City Manager's Report*
- B. *Committee Reports*
 - 1. *Finance Committee-Howard*
 - 2. *Property Committee-Mingo*
 - 3. *Public Safety Committee-Dwelley*
 - 4. *Public Works Committee-Parks*
 - 5. *School Liaison Committee- Bernardini*
 - 6. *Economic/Community Development Committee – Bernardini*

4. Public Input on Agenda Items

5. New Business

- A. *Dawson Fund Expenditure – Chambers of Commerce Dues(page 7)*
- B. *CIP Withdrawal – Fire Department(page 7)*
- C. *Telegraph Journal – Holiday Advertisement (pages 7 – 9)*

6. Executive Session

- A. *Legal Issue Pursuant to Title 1, MRSA §405 6 (e)*

CALAIS CITY COUNCIL
October 10, 2013

The first regular monthly meeting of the Calais City Council was held this date in the Lecture Hall at Washington County Community College at 6:00 p.m.

Present was Mayor Moore presiding over Councilors Nixon, Dwelley, Mingo, Bernardini, Howard, and Parks.

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

- A. Previous Minutes
- B. Monthly Departmental Reports
- C. Chase Fund for October - \$150.00
- D. Treasurer's Warrants City through October 9, 2013
\$ 384,042.52
- E. Treasurer's Warrants School through October 9, 2013
\$ 378,228.64
- F. Treasurer's Warrants Water through October 9, 2013
\$ 32,485.38

The Mayor then called for a public hearing on the proposed Emergency Business District Revitalization Ordinance. Following a brief comment period, it was moved by Councilor Mingo, seconded by Councilor Bernardini, and unanimously voted the Business District Revitalization Emergency Ordinance as presented.

At this point, the Assistant City Manager, Jim Porter, introduced Cary Weston of Sutherland Weston Marketing Communications. Mr. Weston gave a brief presentation on their proposal of the City's new logo and webpage design. No motion needed at this time.

At this point, the City Manager gave her report. She asked that the City Council consider suspending the Council rules in order to add an agenda item of a CIP withdrawal for a debt payment.

On a motion by Councilor Mingo and a second by Councilor Dwelley, it was unanimously voted to suspend the Council rules to add this agenda item.

Attendance

Consent agenda

Public Hearing – Emergency
Business District
Revitalization Ordinance

City Logo Presentation

City Manager report

Suspend rules

On a motion by Councilor Howard and a second by Councilor Dwelley, it was unanimously voted to authorize \$51,562.58 to be expended from CIP-Debt to pay the annual payment plus interest on the Public Works Dump Trunk and Loader.

CIP Withdrawal – Debt

The following Council Committee Reports were submitted:

Committee Reports

1. **Finance Committee** – No report
2. **Property Committee** – No report
3. **Public Safety Committee** – met at Noon to discuss the possibility of purchasing a 4th Ambulance from the City of Caribou.
4. **Public Works Committee** – No Report
5. **School Liaison Committee** – No Report
6. **Economic/Community Development Committee** – No Report

On a motion by Councilor Bernardini and a second by Councilor Mingo, it was unanimously voted to authorize the re-designation of Municipal CIP Reserve Accounts in the amount of \$173,900 as listed and designate \$9,000 from unassigned fund balance for a combined total of \$182,900 to be used as other revenue toward the FY 14 School budget.

Re-designation of Funds

Equipment Reserve	\$17,600
Tennis Court Resurfacing	\$40,000
Playground	\$30,000
Community Ctr Roof	\$ 2,600
Cemetery Truck	\$ 4,000
Softball Fencing	\$ 6,000
ADA Pool Compliance	\$ 5,000
City Building Electrical	\$ 7,000
City Building Plumbing	\$ 5,000
Library Copier	\$ 600
DOL Safety Compliance	\$ 3,400
RIP Rap Walkway	\$15,000
Cemetery Office Siding	\$ 1,100
Side Entrance Canopy	\$ 4,000
Red Beach Station Maint.	\$ 1,600
Fire Truck	\$10,000
Cemetery Gravestone	\$ 5,000
Transfer Station Retaining Wall	\$10,000

Fire Dept SCBA	\$ 2,000
Fire Dept Protective Clothing	\$ 2,000
Fire Dept Firefighting Equip.	\$ 2,000
TOTAL	\$173,900

It was then moved by Councilor Mingo, seconded by Councilor Dwelley, and unanimously voted to approve the Calais School Administrative Unit Budget for the Fiscal Year 2013-2014 in the total amount of \$8,612,734.63.

On a motion by Councilor Dwelley and a second by Councilor Nixon, it was unanimously voted to authorize the re-designation of FEMA 2010 Disaster Funds to Rain Storm Disaster July 2013 and use unexpended funds in the amount of \$11,304.60 to reimburse the Public Works and Fire Dept Overtime Wage Lines in the amount of \$3,397.15 and use the remaining balance of \$7,907.45 towards gravel and culverts.

The next agenda item was the consideration of purchasing a 4th ambulance. Following a discussion it was moved by Councilor Dwelley and seconded by Councilor Bernardini to authorize the purchase, decaling, and outfitting to include a powered stretcher of the 2008 Ford E450 Ambulance with less than 60,000 miles, VIN # 1FDXE45P68DA42685 from the City of Caribou for an amount not to exceed \$53,000 and to be distributed from the ambulance Reserve Fund. Voting in favor of this motion were Councilors Dwelley, Bernardini, parks, and Mayor Moore. Councilors Mingo, Nixon, and Howard were opposed. Motion carried.

On a motion by Councilor Bernardini and a second by Councilor Parks, it was unanimously voted to authorize payment to Brann & Isaacson in the amount of \$7,461.32 for professional services incurred during the withdrawal process from AOS 77 and authorize the expense to be funded through unassigned fund balance.

It was moved by Councilor Howard, seconded by Councilor Nixon, and unanimously voted to authorize the Recreation Director to solicit bids for the replacement of the front steps at the Community Center.

School Budget

Re-Designation of FEMA Funds

Ambulance Purchase

AOS Withdrawal Legal Fees

Solicit Bids – Community Center Steps replacement

It was moved by Councilor Bernardini, seconded by Councilor Nixon, and unanimously voted to authorize the School to spend an additional 1/12 of the proposed school budget not to exceed \$717,727.89.

On a motion by Councilor Howard and a second by Councilor Mingo, it was unanimously voted to authorize the purchase of a Rhino PD55 pneumatic post driver and all adaptors, hose and regulator from White Sign Company in Stillwater, ME in the amount of \$2,740.00 and authorize the funds to be expended from the sign post driver CIP account.

The PW Director presented the Council with the following Bid results for the Downtown Light Pole Painting Project:

Harville Painting, Skowhegan, ME	\$13,266
C&D Contractors, Calais, ME	\$ 3,400

On a motion by Councilor Parks and a second by Councilor Nixon, it was unanimously voted to award the pole painting project to C&D Contractors from Calais in the sum of \$3,400 to include all materials and labor pending approval of General Liability and Workers Comp Insurance with the funds to be expended from the Dawson Account.

It was moved by Councilor Dwelley, seconded by Councilor Parks, and unanimously voted to authorize that the threshold for fixed assets be amended to \$5000 effective July 1, 2012.

On a motion by Councilor Howard and a second by Councilor Mingo, it was unanimously voted to set the November 2013 regular Council meeting for November 7, 2013 and schedule December, 2013 regular Council meeting for December 12, 2013.

On a motion by Councilor Mingo and a second by Councilor Parks, it was unanimously voted to re-appoint Jim Porter as Code Enforcement Officer, Building Official, and Licensed Plumbing Inspector for the City of Calais,

It was moved by Councilor Dwelley and seconded by Councilor Bernardini to approve the Quarter Ending September 30, 2013 Sewer Commitment in the amount of \$234,992.82. Voting in favor

School Dept 1/12 budget expenditure

Sign Post Driver

Light Pole Painting

Increase Fixed Asset Threshold

Nov & Dec Meeting dates

Porter appointments

Sewer Commitment

were Councilors Parks, Bernardini, Mingo, Dwelley, and Nixon, Councilor Howard was opposed. Motion carried.

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

- suggestion to change Asst City Manager Job Title
- need to get started on right foot and work on to new budgets together
- absentee ballot available on Friday
- thank you letter from Chamber of Commerce, Festival events
- suggestion that having 4th ambulance would reduce wear and tear on other ambulances
- Happy Birthday to City Manager

There being no further business to come before the City Council at this time, it was moved by Councilor Bernardini, seconded by Councilor Mingo, and unanimously voted to adjourn this meeting at 7:01 p.m.

ATTEST: 
Theresa M. Porter

Other Items

Adjourn

Dawson Fund Expenditure (Chamber Dues \$440.00)

The St. Croix Valley Chamber of Commerce sent out membership renewal letters to their regular members for 2014. The City of Calais is a regular member of the Chamber and supports the Chamber's efforts to promote commerce.

Recommendation

Authorization to expend \$440.00 from the Dawson Fund for the City of Calais 2014 membership dues to the St. Croix Valley Chamber of Commerce.

CIP Withdrawal-Fire Department (Firefighting Equipment)

Calais Fire -- EMS must replace the intake relief valve on Ladder 1. This required equipment bleeds off quick water pressure spikes that can happen when using fire hydrants. If these pressure spikes are not relieved at the pump, they can damage our equipment, or worse, injure firefighters who may be using hoses and nozzles during active firefighting. Being in service for between 15 and 20 years, neoprene pieces on the inside have worn out and broke. We are attempting to rebuild the valve in house at this time using normal operating budget for the repair parts. If this effort fails, we will need to replace it quickly using Capital Improvement funds.

Calais Fire-EMS is requesting authorization to replace one (1) 4" Storz inlet x 6" NH female thread outlet Piston Intake Relief Valve for the Ladder truck.

Vendors & Prices:

Darley:	\$1177.95 + \$30.00 shipping
K&T:	\$1300.00
MES:	\$927.99 + shipping included

Recommendation

Recommend authorization for replacing one (1) Intake Relief Valve for Ladder 1 from Municipal Emergency Services, Inc. for \$927.99 and the funds to be expended from Fire Department CIP-Firefighting Equipment

Telegraph Journal Ad Notice

Susie Wood, Sales Representative for Brunswick News Inc, contacted the City about sponsoring an ad in their Christmas feature in the Telegraph Journal (Saint John Paper). This runs for 6 weeks starting November 1st-December 6th \$90 per 3 X 2 ad. Deadline for booking is October 25, 2013.

St. Croix Valley Chamber of Commerce

39 Union Street, Calais, ME 04619

(207)454-2308

www.visitstcroixvalley.com

visitstcroixvalley@myfairpoint.net

September 26, 2013

Ms. Diane Barnes
Calais City Manager
Calais City Building
P.O. Box 413
Calais, Maine 04619

Dear Diane,

The Chamber's calendar year will close on September 30th and as such, it is time for membership renewal (Investment Statement enclosed). We are hoping that 2013, to date, has been a good one for you and for the City of Calais.

During this past year, the Chamber has been working to promote commerce in the St. Croix Valley in several different ways. For example, we have worked with Federal, State and local officials to forge a connecting ATV trail system from Ayer's Junction to the City of Calais. This trail will now allow for recreational vehicles to travel from Ellsworth to Calais on a direct route as well as to connect with the trail system north of Calais. Not only does the State of Maine have the largest ATV trail system in the country, it also generates more than \$250 million in revenue. The Chamber has also worked with various agencies to help place large groups of workers that need temporary housing. We have worked closely with travel agencies and groups to plan visits to the Valley and have worked consistently and constantly to promote our region and our members (please see the enclosed brochure).

In April, the Chamber sponsored an "Eggs 'N Issues" for its members and their guests (The Port Authority of Eastport and Mobilize Maine were the topics) and in October will be sponsoring a Business After Hours with special guest, Governor LePage.

In addition to the annual Chamber Golf Tournament, Concert in the Park and Street Fair, the Chamber also contracted with Smokey's Greater Shows to bring another attraction to the Valley. These events, along with membership dues, create the operating budget for the St. Croix Valley Chamber of Commerce. The City of Calais is a valued Chamber member and we hope that you will remain so. As always, if there is anything that the Chamber can do for you, please don't hesitate to call.

Sincerely,


Julie Jordan
Executive Director

BNI

Advertiser Name: BNI Signature Cover Ad
Advertiser Code: BNISIGAD
Size: 6.00 x 8.75 in.
Sales Rep: Susie Wood

Ad Number: 5952321R

Current Date: Nov 07 2012 04:22PM
Start Date: 11/9/2012
End Date: 11/9/2012
Color: CMY
Client Approval OK

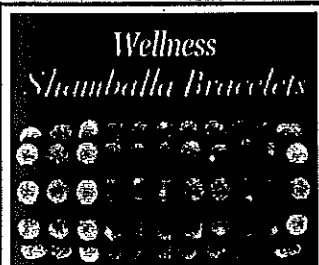
Corrections



BOSTON

SHOE STORE

261 Main Street, Calais, Maine
Monday-Saturday 9-5pm
Tel: 454-2844
Email: bostonshoe@gmail.com




Wellness
Shamballa Bracelets

Sale!
All in stock
Shamballa Bracelets
50% OFF!
Was \$100 now \$50
One week only!
Layaway now for Christmas!

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[[750]] Select



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Discover Choices • Create Success


Program Offerings

- | | |
|--------------------------------|--|
| Adventure Recreation & Tourism | Heating Technology |
| Automotive Technology | Heavy Equipment Operation |
| Building Construction | Heavy Equipment Maintenance |
| Business Management | Human Services* |
| Business Management: | Liberal Studies |
| International Commerce | Mechanical Technology |
| Culinary & Baking | Medical Assisting |
| Early Childhood Education | Medical Office Technology |
| Education | Plumbing Technology |
| Engine Specialist | Powersport Equipment/Small Engine Technician |
| Entrepreneurship | Residential & Commercial Electricity |
| General Technology | Welding Technology |
| Geographic Information Systems | |



One College Drive
Calais, ME 04619
1-207-454-1000 (Outside ME)
1-800-210-6932 (Inside ME)

www.wccc.me.edu



* This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. WCCC is an ED/AA Employer

Kendall's Fine Jewelers
293 Main Street, Calais, Maine | 207-454-8814
Mon-Sat 8:30am-5pm, Fri evenings until 6pm

LOAN PAYMENT RECORD.xls

LOAN NAME	#	LOAN DATE	AMT OF LOAN	MIN PYMT	TERM	INT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	PYMNT	DATE	BALANCE
KAREN'S DINER		11/10/2011	15000.00	277.95	5	4.25%	4/26/13	277.95	5/29/13	277.95	7/31/13	277.95	8/29/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	277.95	9/30/13	9,617.81
BORDER TOWN SUBZ	318	7/5/2012	6073.98	264.44	5	3.25%	4/30/13	264.44	4/30/13	264.44	6/4/13	300.00	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	264.44	9/4/13	2,276.77
JULIANNA'S	171	9/14/2007	10000.00	199.19	5	7.25%																													5,640.14	
LITTLE MUNCHKINS (A WOOD)	172	5/25/2008	15916.00	150.00	10	4.25%	4/18/13	150.00	5/16/13	150.00	6/24/13	150.00	8/16/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9/27/13	150.00	9,521.73	
WASH CTY CREMATORIUM	174	6/17/2009	15000.00	277.95	5	4.25%	4/2/13	277.95	5/10/13	277.95	6/28/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	277.95	9/12/13	2,447.59		
CARL BAILEY	175	1/13/2012	15000.00	277.94	5	4.25%																												13,946.74		
RICHARD DAVIS	176	4/13/2012	15000.00	277.94	5	4.25%																													12,766.04	
JO'S PIZZA		6/13/2013	120000.00	786.12	15	2.25%					6/13/13	786.12	7/12/13	786.12	8/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	786.12	9/12/13	117,530.26		
HAIR SHANTY	324	12/30/2011	60000.00	393.05	15	2.25%	4/30/13	393.05	5/31/13	393.05	6/28/13	393.05	8/2/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	9/30/13	393.05	54,446.04	
CLARKS VARIETY (VINCENT DAY)	326	4/15/2003	68376.00	725.24	10	5.00%	4/24/13	725.24	6/3/13	725.24	7/3/13	725.24	7/29/13	725.24	8/28/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	725.24	9/24/13	14,602.71		
TOWNHOUSE	328	1/20/2006	50000.00	490.31	10	6.00%			5/31/13	490.31																									21,611.58	
JC PENNEY	335	5/30/2013	70500.00	656.62	10	2.25%					6/17/13	656.62	8/5/13	656.62	8/26/13	656.62																			68,910.36	
CALAIS SCREEN PRINTING	331	8/10/2005	30000.00	189.00	10	2.25%	5/8/13	189.00	7/9/13	189.00	7/9/13	189.00	8/13/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	189.00	9/19/13	15,029.11		
KWONG WAH	333	5/1/2008	110000.00	796.15	15	4.00%			5/9/13	100.00																									82,402.83	
ST. CROIX CLUB	334	12/18/2009	50000.00	465.70	10	2.25%	4/9/13	465.70	5/13/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	465.70	8/6/13	33,587.54



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 4
219 HOGAN ROAD
BANGOR, MAINE 04401-5603

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

October 10, 2013

Theresa Porter, Town Clerk
City of Calais
PO Box 413
Calais, ME 04619

Subject: Mill & Fill Beginning on ST RTE 9 Calais at intersection of NORTH ST and MAIN ST and extending 0.41 mile to the end of MAIN ST.
WIN: 020407.00

Dear Ms. Porter:

The Maine Department of Transportation is planning to design and advertise the subject project in the winter-spring of 2013-2014, with construction scheduled for spring/summer, 2014.

The project is further described as follows: **Beginning on ST RTE 9 Calais at intersection of NORTH ST and MAIN ST and extending 0.41 mile to the end of MAIN ST.**

After the new pavement is place, no permit to open this segment of highway will be granted for a period of three (3) years as provided in Title 23, M.R.S.A. §3352. The purpose of this letter is to make the necessary notifications of the project to abutters, municipal officials and occupants of the highway under the provisions of 23 M.R.S.A. §3351. **We hereby request that you provide a copy of this notice to all municipal officials, employees, and boards with responsibilities for utility and/or land-use planning/permitting, and that you post this letter on any municipal public bulletin boards, media outlets and/or municipal websites <http://calaismaine.org/>**

If you have, plan to have or have knowledge of underground utility facilities within the limits of this project, please inform MaineDOT Region Office of their location as soon as possible in order that they may be properly considered during the design and construction of the proposed project. Properly located facilities are a consideration for protection against damage from construction operations.

Should you have any questions, concerns or other areas of interest, we would appreciate your comments and input. You may contact me, Shawn Davis, Project Manager at 941-4754.

Sincerely,

Shawn Davis, P.E.
Project Manager II
Highway Program, Region 4
SD/veb

Maine Department of Transportation

Project Manager - Projex Main Information

WIN: 020407.00 - CALAIS, MAIN STREET

WIN:	020407.00	PSN:	59467	Region:	4 - EASTERN REGION
Federal Project:	STP-2040(700)	Length Miles:	0.41		
Project Title:	CALAIS, MAIN STREET	Kilometers:	0.66		
Asset Group:	Highways	PCE Type:			
Asset Type:	Rural Highways	Multi Code:			
Work Type:	Preservation	Ancestor WIN:			
Scope:	Mill and Fill				
Program Area:	Highway Resurfacing: Region 4				
Lead Unit:	Highway Program	Lineage WIN:			
Project Status:	Active	Project Manager:	DAVIS, SHAWN		
Asset Group:	Highways	Project Type:	10-Capital Improvement Programme		
Description:	Beginning on ST RTE 9 Calais at intersection of NORTH ST and MAIN ST and extending 0.41 mile to the end of MAIN ST.				

OCTOBER - 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 City Council - 6:00	18	19
20	21 Columbus Day	22	23	24	25	26
27	28	29	30	31 City Council - 6:00		
				Happy Halloween!		

