

CALAIS CITY COUNCIL  
DECEMBER 19, 2013

The monthly meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 pm

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

The first order of business was a special presentation honoring Jack Monaghan for his years of service as a School Crossing Guard for the children of Calais Elementary School.

On a motion by Councilor Mingo and a second by Councilor Parks, it was unanimously voted to approve the following Consent Agenda Items as published:

- A. Previous Minutes
- B. Treas. Warrants City through December 18,2013  
\$ 825,279.05
- C. Treas. Warrants School through December 18, 2013  
\$ 1,124,452.22
- D. Treas. Warrants Water through December 18, 2013  
\$ 63,937.42
- E. Monthly Departmental Reports
- F. Chase Fund for December - \$225.00

The Mayor then called for a public hearing on the proposed amendment to the General Assistance Ordinance Appendixes.

There being no public concern voiced, it was moved by Councilor Mingo, seconded by Councilor Dwelley, and unanimously voted to approve this amendment to the General Assistance Ordinance.

At this point, the City Manager gave her report on the following items:

- Joint meeting with Baileyville Council
- Closing City Offices at Noon on Christmas Eve
- 4% Health Insurance Increase
- Write-offs to be addressed at next meeting
- Nashes Lake Dam

Attendance

Jack Monaghan

Consent Agenda

Public Hearing – GA  
Ordinance

City Manager’s Report

The following Council Committee Reports were submitted:

1. Finance Committee – No report
2. Property Committee – No report
3. Public Safety Committee – No report
4. Public Works Committee – No report
5. School Liaison Committee – No report
6. Economic/Community Dev. Committee – Website is ready will bring a report next meeting.

There was no Public Input on Agenda Items

On a motion by Councilor Howard and a second by Councilor Parks, it was unanimously voted to authorize Saturday, December 28, 2013 as the annual free household trash day for Calais residents with Saturday, January 4, 2014 as an alternate date for inclement weather.

It was moved by Councilor Dwelley, seconded by Councilor Rogers, and unanimously voted to authorize the expense of an additional \$1758.56 from the Calais Police Department CIP, Bullet Proof Vests reserve account to purchase bullet proof vests and carriers in the amount of \$3,723.56.

On a motion by Councilor Nixon and a second by Councilor Howard, it was unanimously voted to grant authorization to participate in the Local Traffic Signs Grant Program by submitting a letter of Interest identifying the list of roads (Washington, Lincoln, Garfield, Union and Palmer) Calais would like Maine Local Roads Center to review for traffic sign replacement which would require a 10% local match.

The next agenda item was a discussion of the 2014-2015 Budget Process Calendar for the Calais School Department. No motion needed.

It was moved by Councilor Mingo, seconded by Councilor Parks, and unanimously voted to authorize purchasing four (4) complete sets of structural firefighting ensembles and an additional helmet, pair of gloves, and protective hood from IPS for a total package order price not to exceed \$8,400 and the funds to be expended from Firefighter Protective Clothing CIP.

## Committee Reports

Free Household Trash Day

Police CIP Expense

Local Traffic Signs Grant

School Budget Schedule

Fire – CIP Expense

On a motion by Councilor Parks and a second by Councilor Mingo, it was unanimously voted to accept a grant from the Maine Health Access Foundation in the amount of \$4750 with a 5% match of \$250 to be expended from the Ambulance Reserve and then use those funds to purchase radio communications equipment from PCT in the amount not to exceed \$5000.

Maine Health Access  
Foundation Grant

On a motion by Councilor Dwelley and a second by Councilor Howard, it was unanimously voted to authorize a withdrawal in the amount of \$73,656.16 from Public Works CIP-Paving Program reserve account.

PW – CIP

It was moved by Councilor Mingo, seconded by Councilor Dwelley, and unanimously voted to authorize the City Clerk to send out a 30 day notice of redemption to the tax acquired real estate and sewer tax property owners of record allowing then 30 days to pay all real estate, water, and sewer taxes owed on the property in full by the end of the 30 day period of redemption and to accept the funds and issue a quitclaim deed when paid in full.

Tax and Sewer Acquired  
Property

On a motion by Councilor Howard and a second by Councilor Rogers, it was unanimously voted to authorize the installation of an additional street light on St. Croix Drive.

Street Light

It was moved by Councilor Howard, seconded by Councilor Mingo, and unanimously voted to accept an offer of \$1000 from an estate for an unpaid ambulance bill. The remainder of the balance will be included in the list of write-offs at a later date.

Estate offer

At this point, Annaleis Hafford of Olver Associates presented the Council with the proposed 2014 Water Department Budget. Following this presentation, it was moved by Councilor Dwelley, seconded by Councilor Mingo, and unanimously voted to approve this budget as presented and to also authorize the finance department to carry over the remainder of the unused 2013 budget to be used toward capital projects.

Water Department Budget

INSERT WATER DEPT BUDGET

The following bids were received on the sale of surplus city property:

Bids on Surplus property

INSERT BID SHEET

TABLE 1 - CALAIS WATER DEPARTMENT - PROPOSED 2014 BUDGET

City/Account#	Account Description	Expended 2009	Expended 2010	Expended 2011	Expended 2012	Budget 2013	Expended to-Date 2013	Proposed Budget 2014	Difference between 2013 Budget and 2014 Budget
<b>PREVIOUS BUDGET</b>									
0170	PRINCIPAL - REFINANCE - UNION TRUST	\$0.00	\$0.00	\$17,200.00	\$17,200.00	\$17,200.00	\$16,717.75	\$16,193.00	-\$1,007.00
0175	PRINCIPAL - DWSRF CLEVELAND ST.	\$2,393.00	\$4,785.00	\$4,785.00	\$4,785.00	\$4,785.00	\$4,785.00	\$4,785.00	\$0.00
0177	PRINCIPAL - DWSRF SOUTH ST.	\$32,661.00	\$32,660.71	\$32,660.71	\$32,660.71	\$32,661.00	\$32,660.71	\$32,661.00	\$0.00
0179	PRINCIPAL - DWSRF RESERVOIR/FILTER BACKWASH	\$742.00	\$1,483.34	\$1,483.34	\$1,483.34	\$1,483.34	\$1,483.34	\$1,483.34	\$0.00
0181	PRINCIPAL - RD 91-08	\$8,433.00	\$6,854.15	\$9,483.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0183	PRINCIPAL - RD 91-10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0185	PRINCIPAL-GMAC 820-4	\$47,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0187	PRINCIPAL-GMAC 820-5	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0188	DWSRF - LAFF PRICE	\$25,000.00	\$19,483.34	\$0.00	\$0.00	\$19,483.34	\$19,483.34	\$19,483.34	\$0.00
0190	DWSRF - MIDLAND/BROOKS/SPRING/GERMAIN	\$0.00	\$0.00	\$0.00	\$12,741.66	\$13,652.00	\$12,741.66	\$13,652.00	\$900.00
0192	DWSRF - CLARK/SCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0195	PRINCIPAL-LONG TERM DEBT - 1ST N - PF	\$2,971.00	\$3,080.51	\$3,186.32	\$3,297.50	\$3,410.00	\$3,633.40	\$3,750.00	\$340.00
0197	LONG TERM DEBT- SRF REFINANCE	\$81,833.00	\$81,832.84	\$81,832.84	\$81,832.84	\$81,833.00	\$81,832.84	\$81,833.00	\$0.00
0199	PRINCIPAL - B.H.B. & TRUST - Water Line	\$6,403.00	\$6,661.47	\$7,093.18	\$7,153.43	\$7,503.00	\$0.00	\$7,503.00	\$984.00
0408	REG ASSESSMENT TAX	\$4,800.00	\$5,245.75	\$3,150.79	\$3,524.75	\$3,500.00	\$3,085.00	\$3,500.00	\$0.00
0410	DUES	\$1,000.00	\$1,611.40	\$2,734.32	\$1,744.32	\$1,800.00	\$689.32	\$1,800.00	\$0.00
0420	INTEREST - UNION TRUST	\$0.00	\$0.00	\$5,375.89	\$4,845.87	\$4,359.00	\$2,926.83	\$2,729.00	-\$1,630.00
0421	ADMIN - DWSRF CLEVELAND STREET	\$120.00	\$239.26	\$239.26	\$239.26	\$240.00	\$239.26	\$240.00	\$0.00
0425	ADMIN FEE - DWSRF FILTER BACKWASH	\$39.00	\$74.16	\$74.28	\$74.16	\$75.00	\$74.16	\$75.00	\$0.00
0427	INTEREST - RD 91-08	\$9,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0429	INTEREST - RD 91-10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0431	INTEREST - GMAC 820-4	\$4,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0433	INTEREST - GMAC 820-5	\$3,900.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0435	INTEREST - 1ST NAT'L P	\$1,367.00	\$1,256.16	\$1,048.57	\$937.68	\$929.00	\$1,356.43	\$1,356.43	\$0.00
0437	INTEREST - RD WATER SOURCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0439	INTEREST - B.H.B. & TRUST - Water Line	\$6,075.00	\$5,900.68	\$5,552.07	\$5,363.06	\$5,060.00	\$2,203.23	\$3,318.00	-\$1,742.00
0440	DWSRF 2009F Administration Fee	\$0.00	\$974.16	\$974.16	\$767.46	\$975.00	\$974.16	\$975.00	\$0.00
0442	DWSRF 2010 Administration Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5110	REGULAR WAGES	\$116,500.00	\$92,997.20	\$120,416.40	\$118,191.30	\$123,500.00	\$99,311.30	\$123,500.00	\$0.00
5115	OVERTIME WAGES	\$7,900.00	\$6,837.33	\$7,965.61	\$5,688.35	\$7,500.00	\$3,792.30	\$5,000.00	-\$2,500.00
5120	PAYROLL-ON CALL STIPEND	\$2,600.00	\$1,800.00	\$2,100.00	\$3,100.00	\$2,600.00	\$2,200.00	\$2,400.00	\$0.00
6017	SHARE-CLERICAL WAGES - 33%	\$7,521.00	\$8,339.76	\$9,437.01	\$7,698.24	\$9,336.00	\$9,269.02	\$9,336.00	\$66.76
6018	SHARE-MANAGER WAGES - 15%	\$7,814.00	\$15,986.44	\$5,791.64	\$6,571.26	\$8,496.24	\$8,496.24	\$8,496.24	\$0.00
6019	SHARE-FIN DIR WAGES- 25%	\$10,642.00	\$11,272.24	\$10,314.15	\$10,533.60	\$9,750.00	\$9,530.57	\$9,971.00	\$221.00
6046	CONTRACTED FRINGE BENEFITS REGULAR	\$79,000.00	\$57,881.74	\$66,142.64	\$66,187.13	\$72,000.00	\$55,614.33	\$11,670.00	\$258.60
6047	CONTRACTED FRINGE BENEFITS OVERTIME	\$1,680.00	\$1,327.02	\$4,444.54	\$1,024.09	\$1,800.00	\$682.61	\$65,000.00	-\$7,000.00
6048	EMPLOYEE BENEFITS - CITY ADMINISTRATION	\$10,000.00	\$10,668.79	\$9,138.36	\$10,278.57	\$15,963.13	\$14,578.49	\$18,669.00	\$2,705.87
6151	PURCHASED POWER	\$42,000.00	\$36,657.17	\$38,657.17	\$28,973.45	\$33,000.00	\$25,601.73	\$30,000.00	-\$3,000.00
6202	MATERIALS AND SUPPLY - OFFICE	\$750.00	\$369.01	\$23.67	\$1,114.35	\$1,000.00	\$1,770.55	\$2,000.00	\$1,000.00
6204	CHEMICALS	\$18,000.00	\$13,292.34	\$15,714.12	\$15,195.65	\$15,000.00	\$16,055.93	\$16,000.00	\$3,000.00
6205	MATERIALS AND SUPPLY - MAINTENANCE	\$30,000.00	\$16,393.43	\$26,539.50	\$16,182.14	\$30,000.00	\$6,815.63	\$15,000.00	-\$15,000.00
6206	MATERIALS AND SUPPLY - OPERATION	\$15,000.00	\$8,618.24	\$5,736.38	\$4,720.29	\$10,000.00	\$2,925.86	\$6,500.00	-\$3,500.00
6207	SUPPLIES/CUSTOMER ACCOUNTS	\$6,000.00	\$8,853.35	\$12,882.51	\$6,722.23	\$8,500.00	\$12,602.62	\$15,000.00	\$6,500.00
6208	MAT & SUP ADMIN & GEN	\$2,500.00	\$3,689.32	\$4,413.78	\$4,208.41	\$4,000.00	\$2,063.86	\$3,500.00	-\$500.00
6209	MDOT WATER REPAIRS	\$2,500.00	\$1,130.00	\$0.00	\$0.00	\$500.00	\$100.00	\$500.00	\$0.00
6318	CONTRACT SVCIENGINEER	\$10,000.00	\$10,129.90	\$6,735.93	\$4,115.90	\$7,500.00	\$868.26	\$7,500.00	\$0.00
6328	CONTRACT SVC/ACCOUNTANT	\$11,700.00	\$12,671.34	\$12,597.92	\$11,456.50	\$13,000.00	\$11,568.37	\$13,000.00	\$0.00
6351	CONTRACT SVC/ WATER TREATMENT	\$10,000.00	\$7,981.50	\$16,513.20	\$2,261.00	\$9,000.00	\$3,062.65	\$5,000.00	-\$4,000.00
6358	CONTRACT SVC/DISTRIBUTION SYS. REPAIRS	\$20,000.00	\$16,172.08	\$9,880.28	\$16,341.94	\$30,000.00	\$11,379.18	\$20,000.00	-\$10,000.00
6400	BUILDING MAINTENANCE & REPAIRS	\$0.00	\$2,931.34	\$0.00	\$115.14	\$15,000.00	\$0.00	\$15,000.00	\$0.00
6426	RENTAL EQUIPMENT	\$600.00	\$19.80	\$0.00	\$0.00	\$500.00	\$55.00	\$500.00	\$0.00
6506	TRANSPORTATION EXPENSE/VEHICLE MAINT.	\$4,000.00	\$15,515.73	\$4,678.31	\$5,848.40	\$5,500.00	\$4,616.53	\$5,500.00	\$0.00
6598	INSURANCE - RISK POOL	\$5,000.00	\$2,200.00	\$3,000.00	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00	\$0.00
6608	ADVERTISING - GEN ADMINIS.	\$1,000.00	\$505.59	\$503.13	\$431.64	\$600.00	\$302.00	\$600.00	\$0.00
6751	MISC EXP/STATE TESTING	\$6,200.00	\$6,842.55	\$5,941.96	\$5,913.18	\$6,500.00	\$5,332.90	\$6,500.00	\$0.00
6755	TRAINING	\$1,500.00	\$155.00	\$554.00	\$455.00	\$1,000.00	\$75.00	\$1,000.00	\$0.00
6757	HEATING FUEL	\$3,500.00	\$4,836.40	\$4,527.59	\$4,231.38	\$5,000.00	\$2,772.17	\$4,500.00	-\$500.00
6758	MISC EXPENSE	\$1,000.00	\$337.94	\$68.05	\$19.43	\$200.00	\$113.85	\$200.00	\$0.00
6765	CONTINGENCY ALLOWANCE - (King / Chapel Improvements)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
<b>YTD Total</b>		<b>\$709,298.00</b>	<b>\$595,309.73</b>	<b>\$580,464.00</b>	<b>\$554,879.37</b>	<b>\$667,566.77</b>	<b>\$507,058.22</b>	<b>\$649,298.00</b>	<b>-\$12,268.77</b>

**Bids for City Property**

We have received the following bids on City owned property:

**1993 GMC Isuzu (Cemetery Truck)**

Harry Smith, Calais	\$ 1727.07
Eddie Moreside, Calais	\$ 2551.00
Rocky Williams	\$ 1799.99
Gerald Brown, Princeton	\$ 951.43

**1998 Dodge Ram Pick-up**

Harry Smith, Calais	\$ 1127.07
Rod Tirrell, Calais	\$ 405.00

**( 2 ) Bloggett Pizza Oven**

Harry Smith, Calais	\$ 54.14
Dianne McLaughlin, Princeton	\$ 1520.00

**Onan Cummings Generator**

Harry Smith, Calais	\$ 427.07
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**Amitrol Boiler Mate**

Harry Smith, Calais	\$ 1.07
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**(18) Invacare Oxygen Concentrators**

Harry Smith, Calais	\$ 15.07
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On a motion by Councilor Mingo and a second by Councilor Howard it was unanimously voted to award the bid for the 1993 Isuzu to Eddie Moreside in amount of \$2551.00.

It was moved by Councilor Dwelley, seconded by Councilor Howard, and unanimously voted to award the bid for the 1998 Dodge Ram to Harry Smith in the amount of \$1127.07.

It was moved by Councilor Parks, seconded by Councilor Howard, and unanimously voted to award the bid for 2 Bloggett Pizza Ovens to Dianne McLaughlin in the amount of \$1520.00.

It was moved by Councilor Mingo, seconded by Councilor Parks, and unanimously voted to reject the bid on the Onan Cummings Generator.

It was moved by Councilor Nixon, seconded by Councilor Dwelley, and unanimously voted to reject the bid on the Amitrol Boiler Mate.

On a motion by Councilor Rogers and a second by Councilor Howard, it was unanimously voted to award the bid for the 18 Invacare Oxygen Concentrators to Harry Smith in the amount of \$15.07.

On a motion by Councilor Nixon and a second by Councilor Parks, it was unanimously voted to authorize the set up of a "Schoodic Sculpture Park Donation" account for the purpose of future maintenance of the Schoodic Sculpture and beautification of the Schoodic Sculpture area and to accept donations into the account.

The next agenda item was a discussion on the hours of operation for the Calais Free Library. Following a brief discussion it was decided that the administration will look into this issue and report back to the Council.

The next item was a discussion on the removal of the lattice work at the Downtown fountain. No motion at this time.

The next discussion was of snowplowing at the schools. This item will be looked into by administration as well.

The Agenda item Municipal Budget was next. The purpose of this agenda item was to make sure that all departments keep a close eye on their budgets and not overspend. Planning for CIP program was also addressed. Perhaps a workshop will be scheduled.

Schoodic Sculpture Park  
Donation Account

Library Hours

Lattice at downtown  
Fountain

Snowplowing at Schools

Municipal Budget

On a motion by Councilor Mingo and a second by Councilor Dwelley, it was unanimously voted to accept the settlement in the amount of \$1,329.13 for the 2001 Ames Department Stores personal property taxes as stipulated in the settlement of claims and authorize the City Manager to sign the Agreement.

Ames Dept Store Settlement

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

Other Items

- Explanation of the Attorney General Ruling and remaining procedures for the July 3<sup>rd</sup> shooting incident.
- cost for new downtown street lights
- Status of City Manager's Contract
- Complaints from Downtown Business owner.
- Veteran's Day Ceremony at High School
- Nice job being done by CDRC
- Thanks to Public Works Dept for snowplowing.
- Need for City Charter Committee to revamp City Charter
- Co-ordination of City and School Budgets
- Thanks to Police Dept for their Professionalism
- Congrats to Councilor Howard on birth of Granddaughter
- Merry Christmas and Happy New Year

On a motion by Councilor Mingo and a second by Councilor Parks, it was unanimously voted to retire into executive Session at 7:50 to discuss the following:

Executive Session

- A. Poverty Abatement Request Title 1, MRSA §405 6 (f)
- B. Legal Issue Pursuant to Title 1, MRSA §405 6 (e)

Open session resumed at 8:08 p.m.

Open Session

On a motion by Councilor Nixon and a second by Councilor Parks, it was unanimously voted to grant a Poverty Abatement for the 2011 Tax, Interest and costs for Account # 2353 in the amount of \$1017.84 and the 2011 Sewer tax, interest and cost for account #3251 in the amount of \$338.62.

Poverty Abatements

It was moved by Councilor Dwelley, seconded by Councilor Mingo, and unanimously voted to re-enter Executive Session at 8:09 p.m.

Executive Session

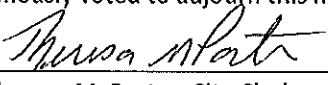
Open session resumed at 9:05 p.m.

Open Session

There being no further business to come before the City Council at this

Adjourn

time, it was moved by Councilor Nixon, seconded by Councilor Rogers,  
and unanimously voted to adjourn this meeting at 9:05 p.m.

ATTEST:   
Theresa M. Porter, City Clerk