

**Calais City Council – Calais City Building**  
**April 27, 2023 - Call to Order – 6:00 pm**  
**Pledge of Allegiance – Moment of Silence**

**Mayor:** *Arthur Mingo*

**Councilors:**

*Elery Beale*

*Mark Carr*

*James Macdonald*

*Kevin Niles*

*Marcia Rogers*

*Michael Sherrard*

**1. Consent Agenda**

- A. Previous Minutes (pages 2-4 )*
- B. Treasurer's Warrants City through April 26, 2023* \$
- C. Treasurer's Warrants School through April 26, 2023* \$
- D. Treasurer's Warrants Water through April 26, 2023* \$
- E. Special Event Application-International Festival (pages 5-6 )*

**2. Old Business**

- A. City Manager's Report*
- B. Follow Ups (pages 7-8)*
- C. Committee Reports*
  - 1. Finance Committee- Sherrard*
  - 2. Property Committee- Carr*
  - 3. Public Safety Committee- Macdonald*
  - 4. Public Works Committee- Carr*
  - 5. School Liaison Committee- Rogers*
  - 6. Economic/Community Development Committee- Sherrard*
  - 7. Welfare Committee-Beale*
- D. Mowing Bids*

**3. Opportunity for Public Input on New Business Agenda Items**

**4. New Business**

- A. Presentation-State of Law Enforcement in Washington County*
- B. Living Innovations Request for Garden (page 9)*
- C. Sewer Abatement Request (pages 10-11)*
- D. Security Camera Purchase-Verkada (pages 12-15)*

CALAIS CITY COUNCIL

April 18, 2023

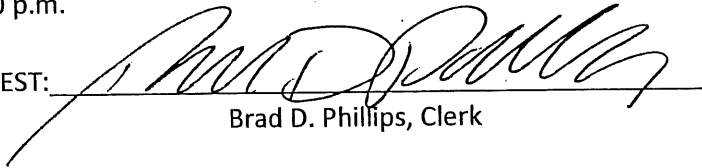
A special meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 p.m.

Present was Mayor Mingo presiding over Councilors Sherrard, Rogers, Beale, and Macdonald.

The purpose of the meeting was for the council to meet with incoming School Superintendent Mary Anne Spearin. The council shared several concerns that members of the community had voiced to them. Discussion was held regarding the issues but no motions were made. Mrs. Spearin also took time to share her thoughts on the future of the Calais school system. The scheduling of future meetings between the Council and the Superintendent's office was also discussed.

There being no further business to come before the City Council at this time, it was moved by Councilor Rogers, seconded by Councilor Beale, and unanimously voted to adjourn this meeting at 6:50 p.m.

ATTEST:



Brad D. Phillips, Clerk

Attendance

Discussion

Adjournment

CALAIS CITY COUNCIL

April 13, 2023

The first 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 Mingo presiding over Councilors Sherrard, Rogers, Beale, Carr, and Macdonald.

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

- A. *Previous Minutes*
- B. *Approval of Monthly Departmental Reports*
- C. *Approval of Chase Fund for April \$150*
- D. *Treasurer's Warrants City through April 12, 2023*  
\$ 506,856.51
- E. *Treasurer's Warrants School through April 12, 2023*  
\$ 719,033.06
- F. *Treasurer's Warrants Water through April 12, 2023*  
\$ 50,932.00
- G. *Liquor License Renewal-Riverview Restaurant*
- H. *Liquor License Renewal-Calais Motor Inn*

The City Manager then gave his report. He congratulated Rec Director Craig Morrison on being recognized as Recreation Association Member of the Month by the Maine Recreation and Parks Association. He also thanked the Calais Fire Department and Association for hosting another great Easter egg hunt for the community. He also wanted to let the public know that the second half of the Main Street water project was getting underway, and he appreciated the public's patience throughout the construction.

No updates were given on follow up items.

The Public Works committee scheduled a meeting for 5:30 pm on April 27, 2023.

**New Business**

The council then moved on to new business. The first item was consideration of a Voluntary Road Toll Application from the Masonic Lodge. A motion was made by Councilor Macdonald to approve the application for the North Street location. Councilor Rogers seconded the motion. It carried with all in favor.

Attendance

Consent Agenda

City Manager's Report

Follow Ups

Committee Updates

Road Toll Application

Next the council discussed submission of a grant application for the 2023 Homeland Security Grant program. Councilor Rogers made a motion to move forward with submission of the grant application. Councilor Carr seconded. All were in favor.

Homeland Security Grant Application

The last item of new business was a discussion of the sale of the former Visitor's Center building at 15 Union St. The current owner wishes to sell the building but needs council approval to do so. Councilor Rogers made a motion to grant permission to the owner to go ahead with the sale. Councilor Macdonald seconded. All were in favor.

Sale of former Visitor's Center building

#### Other Items Discussed

Other topics discussed with no action taken included:

Roundtable

- Thanks again to Public Works for winter road maintenance
- Congratulations to new school superintendent
- Congratulations again to Craig Morrison on his award
- Condolences to Fire Chief Lee on the passing of a family member
- Thanks to PAWS for their spay and neuter program and to Craig Morrison for assisting through use of the Rec Center
- Thank you to Councilor Beale on his efforts regarding computer upgrades and the Homeland Security Grant process

#### Executive Session

Executive Session


At this time, pursuant to MRSA Title 1, §405 (6)(d), a motion was made to enter executive session for discussion of a personnel matter. The motion was made by Councilor Carr and seconded by Councilor Rogers. The motion carried with all in favor. The council entered executive session at 6:11 pm.

The council returned from executive session at 7:04pm. No motions were made.

There being no further business to come before the City Council at this time, it was moved by Councilor Rogers, seconded by Councilor Macdonald, and unanimously voted to adjourn this meeting at 7:04 p.m.

Adjournment

ATTEST:

  
Brad D. Phillips, Clerk

Date Submitted 4/19/2023

### SPECIAL EVENT PERMIT APPLICATION

All special events applications will be reviewed and interpreted as a major or minor event by the City Manager, City Clerk, Police Chief and other appropriate department managers. No person may conduct a Major or Minor Special Event on City Property without a Special Events Permit issued by the Calais City Council pursuant to the Special Events Permit Ordinance.

Special Event shall mean any event, sponsored by an individual, corporation, partnership or other entity or organization intended primarily for recreational, entertainment or charitable purposes, which requires the use of City Property of the City of Calais, Maine.

- ☐ Minor Event shall mean an event not exceeding four hours in duration and/or less than 100 people affiliated with the event. (i.e. wedding ceremony with equipment such as tent, chairs, sound, etc.)
- ☒ Major Event shall mean an event exceeding four hours in duration and/or more than 100 people affiliated with the event. (i.e. community festival; carnival; street dance; charitable walk for a cause) Also, a major event clearly involves additional city services (i.e. police protection; more than one vendor needing electrical usage; etc.)

City Property shall mean any land owned by the City of Calais, Maine.

I/We hereby request from the Calais City Council to hold a special event.

Date of Event: Aug 2-5 Time of Event: various

Location: Main Street + Triangle Park

Estimated number of People Attending: 1000 +

Summary of Event:

International Festival Events; Street Fair, Parade, Puppet Show, Sidewalk Chalk, CBRC Chair Affair, Fireworks + Music, Road Races, Skate Park events, Alumni Basketball, Cemetery Tour

Alcoholic Beverages ? YES ☒ NO (Circle one)

Amplified Sound ? ☒ YES NO (Circle one)

➡  
(Over)

Street Closure Requirements: (if applicable)

Parade: Main Street From Union Street to South Street  
Street Fair: Main Street From North Street to Union Street

Plan for Security, Parking and Traffic: (if applicable)

City Services Required: (Utilities, police, cleanup, etc.) (if applicable)

Sanitary Facilities Plan: (if applicable)

(2) Porta Potties

List of Proposed Vendors: (if known and applicable)

Street Fair will have many vendors - Chambers of Commerce  
Runs this event.

Organization: International Festival Committee

Tax Status:

Officers:

Signature of President or Event Chair: Laurel Perkins

Contact Person: Laurel Perkins

Address:

Telephone: 214-6580

Date Submitted: 4-19-2023

--Return completed application to Calais City Clerk, P.O. Box 413, Calais, ME 04619.

--Applications for "Minor Events" must be submitted thirty (30) days prior to event.

--Applications for "Major Events" must be submitted four (4) months prior to event.

**--Applicants must attach certificate of general liability insurance with application.**

--Events serving alcoholic beverages require alcohol insurance with the City of Calais listed as additional insured on liability policy of not less than \$400,000.

--Applicants to be responsible for additional costs for clean up and street closure.

FOLLOW UP ITEM	STATUS	UPDATED STATUS
ARPA Funds 7/1/21	Submitted ARPA funds request 9/20. City share now adjusted to 317,000. Approved allocations-\$158,720. Main St. Water/Sewer Project, \$33,319. City Employee Bonuses, and phase 1 IT upgrades approved for \$44,710. Princeton Airport Plow donation- \$10,000, Gap funding for the projected water rate increase - \$28,000. ARPA Fund Balance- \$42,251.00.	Updated 4/25/23  Suggested uses for remaining funds- City Building Heat pumps, and emergency back-up generators, security cameras, Phase II IT, and matching grant funds.
ATV access along RT. 1 through the Moosehorn 9/23/21	Council approved the request from the Sunrise Trail Coalition to form an Advisory Council between Calais, Baring, and Charlotte. Advisory Council is to submit a proposal to MDOT to use the rail corridor from Ayers Junction to Calais for public recreational use.	No update to report.  MDOT has established 3 of the 6 requested advisory councils. The Calais Branch is request #6 and is slated for review within the next few months. Recent request to place an Island Institute Fellow was not approved.
Calais Waterfront Improvements 9/23/21	Boat ramp repaired by PW, site clearing, and sweepings layed down for a base to create greenspace/picnic area next to snowdump area behind the bowling club. Continue to receive waterfront pier reconstruction costs.	Updated 4/25/23  Currently working with MDOT on funding options to include the waterfront pier improvements. Calderwood has completed the design phase and is scheduled to present to the city in May.
City IT upgrades 1/10/23	Phase II and improved Audio/Visual for Council Chambers	Updated 4/25/23  Refocus Data provided cost estimates for the Phase II IT upgrades.Council voted to go out to bid for this work.
City Website- 3/23/23	Continue to update and ensure the city website is user friendly and as interactive as possible.	Updated 4/25/23  Currently our residents can pay their real estate, personal property taxes, dog licenses, and their water/sewer bills through the city website. Also, any and all public notifications can be posted on the site.
Main Street Sewer/Water Project 5/1/21	Project 50% complete.	Updated 4/25/23  Gordon Construction has mobilized for the second half of the project and is currently hooking up the temporary water supply to effected households along Main St. and preping for milling/repaving on Hinkley Hill.

FOLLOW UP ITEM	STATUS	UPDATED STATUS
Public Safety Building	All council approved improvements have been completed at the Public Safety Building with the exception of the added restroom and rear door for the FD, which is 90% complete.	Updated 4/25/2023 The FD new bathroom is near completion. The hose tower has been repaired, rear door has been ordered, and the scba wash station has been installed. .
Security Cameras/Lighting	Submitted Grant Application to Homeland Security for a city-wide security camera system.	Updated 4/25/23 Gathering cost estimates for cameras and installation to set the cameras throughout the city.
St. Croix #1 Firehouse- 6/1/22	St Croix #1 Firehouse Association 501 (3c) is in the filing process of dissolving the non-profit.	No Update to report. Interior repairs to the truck bay floor and ADA accessible rear entrance scheduled for mid- April. Several organizations have expressed interest to use the site in the future. Once the handicap accessibility issues have been addressed, council shall determine the best use of the building for the residents.
Union St. Playground- 4/1/22	DE Community Partners donated playground equipment to be installed at Union St. Playground.	Updated 4/25/23. The PW and Rec Depts have removed the playground equipment at the Union St. Park. The donated playground equipment has been placed on site.

## Mike Ellis

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**From:** Laurie Preston <lpreston@livinginnovations.com>  
**Sent:** Monday, April 24, 2023 1:26 PM  
**To:** Manager@calaismaine.org  
**Subject:** Garden at 5 Lowell street

Mr. Ellis

We would like to have a raised garden at the property of 5 Lowell Street. Approximately a 12X12 area , this would be contained. We would like to teach our individuals how to grow their own food and process it, give back to the community as well. We support individuals with intellectual disabilities. Thank you for your time with this matter. You can reach me at 207-214-2272 with a decision.

Sincerely,  
Laurie Preston



Laurie Preston Team Lead  
Living Innovations\*a service of Mosaic  
Office: 207-255-3733  
Cell: 207-762-0890

5 Lowell Street, Suite #2  
Calais, Maine 04619  
Office: 207-255-3733  
Cell:207-756-2300  
Fax: 207-255-3611  
[lpreston@livinginnovations.com](mailto:lpreston@livinginnovations.com)

*Do you know someone who is compassionate, caring and loves helping others?  
Someone who is searching for a career that makes a difference?*

If so, send them our way!

Living Innovations is seeking Direct Support Professionals and Shared Living Providers to join our team and support adults with disabilities to live a good life at home and in the community.

Refer Direct Support Professionals [HERE](#) Shared Living Providers [HERE](#) today!

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## City Building

11 Church Street 207-454-2521

P.O. Box 413 Fax: 207-454-2757

Calais, ME 04619 Email: cityclerk@calaismaine.org

# REQUEST FOR SEWER ABATEMENT

## Sewer Abatement Policy:

- Requests for a sewer abatement due to a leak etc., must be submitted within 90 days of the billing date in question.
- Proof of the type of leak and subsequent repair of the leak must be submitted with the request form (plumbing bill, receipt for materials, photos etc.)
- The Water Department must inspect the area of the leak to determine whether or not the excess water entered the sewer system. (Contact the Water Dept. @ 207-214-9900)
- Abatement requests will be considered by the Calais City Council at a regularly scheduled meeting. Abatement amounts, if approved, will be based upon the highest of the previous three quarterly sewer bills.

Name: Katherine A. Bump Telephone: 207 454.3792  
Address: 29 Steamboat St Date of Bill: 03/31/23  
Calais, Maine 04619 Amount of Bill: \$2,117.52

## Description of the circumstances and details of the leak:

House temporary Vacant.  
In line Water filter Cannister froze and burst  
Causing Water <sup>to</sup> Stream into basement. Dirt floor  
basement. Water seeped into ground. No overhead  
sewer lines involved. Plumbers repair bill attached.

## For City Personnel Usage:

Acct # 4

Amount of Bill in Question: \$2,117.52

Previous Three Bills: \$145.32

\$166.08

\$145.32

Potential Abatement Amount: \$1951.44

Date Request Received: 4/18/23

☒ Proof of Repair Received

☒ Report from Water Dept. Received

Date of Abatement Approval: \_\_\_\_\_

Date of Abatement Denial: \_\_\_\_\_

# City of Calais Water Department

## Customer Complaint/Water Abatement Form

Name: Kathrin Berry

Address: 29 Steamboat St.

Phone:

Nature of Complaint: Leak on meter and water filter and would like water abatement

Taken by: Marc Barnard

Action Taken: We were called to 29 Steamboat on 2/21/23 after the owners found water in their basement. On our arrival I found roughly 3' or more of water in their basement. The Water Department assisted the owners by pumping the water outside to prevent the water from reaching the boiler. After the leak was stopped the owner's called local plumbers to have the leak repaired.

Iron was sampled at the time of visitation: N/A

Cl2 residual: N/A

Mike Ellis

**From:** Trae Williams <trae.williams@verkada.com>  
**Sent:** Monday, March 27, 2023 12:07 PM  
**To:** Mike Ellis  
**Subject:** 5 Year, 3 Year, 1 Year - 10 Outdoor Cameras with Mounts - Calais Camera Upgrades  
**Attachments:** Q-66904-R8H3-0 - City of Calais - Verkada Cameras - 5 year (1).pdf; Q-66902-R4S7-0 - City of Calais - Verkada Cameras - 1 Year (1).pdf; Q-66903-L5G0-0 - City of Calais - Verkada Cameras - 3 year (1).pdf; Total Cost of Ownership.png

City Manager Ellis,

Attached are the quotes for 10 exterior cameras, if there are any interior ones needing replacement please let me know as that would drop the price; interior cameras don't require a mount and are also cheaper cameras (not water resistant, no heating pad included).

As mentioned, these cameras are older models that are still covered under the 10-Year Warranty and replaced with the newer models if they ever fail.

The hope here would be to take advantage of the savings here and have them installed when able, it's just running cable as seen with the trial that was set up. I'll give you a call to sync on this one, looking forward to hearing your thoughts.

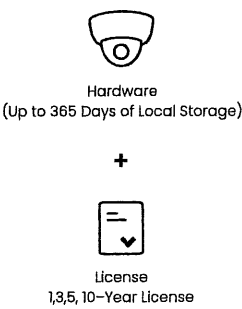
The real value is that you would no longer need servers to maintain tied to cameras, and tying these cameras into other projects like panic buttons, camera monitoring, access control and more.

Trae  
Controlled Total Cost of Ownership

Transparent pricing, 10-year warranty  
and best in class support

License Overview

- No hidden costs - predictable renewal costs
- 10-year warranty on all hardware; next day RMAs
- 24/7 technical support
- No ongoing maintenance costs
- No ongoing software costs
- Automatic firmware updates
- Unlimited users



Trae Williams  
New England Territory Manager  
M: 216.849.7261  
Verkada Security Solutions  
*Attitude and Effort*





3131 24<sup>th</sup> Ave S  
Moorhead, MN 56560

Phone: 877.553.0777  
Fax: 218.227.0498

## Quote

Quote ID: Q-66902-R457

To:	Account Manager:	
City of Calais	Michael Ellis	Faith Anderson
		Phone:
		Email: fanderson@bytespeed.com

### Summary

Total Amount: \$6,150.00 Effective Until: 4/21/2023

### Details

Quantity	Product ID	Product	Price	Sub Total
10	10P2005	CAMERA, VERKADA CD41 OUTDOOR, 5MP, FIXED LENS, 30 DAYS OF STORAGE, CD41-30E-HW	\$385.00	\$3,850.00
10	10P2090	MOUNT, VERKADA L-BRACKET MOUNT, ACC-MNT-3	\$80.00	\$800.00
10	10P2019	LICENSE, VERKADA 1 YEAR CAMERA LICENSE, LIC-1Y	\$150.00	\$1,500.00

SubTotal	\$6,150.00
Total Tax	\$0.00
Shipping	
Total	\$6,150.00



3131 24<sup>th</sup> Ave S  
Moorhead, MN 56560

Phone: 877.553.0777  
Fax: 218.227.0498

## Quote

Quote ID: Q-66903-L5G0

To:	Account Manager:
City of Calais	Faith Anderson
Michael Ellis	Phone:
	Email: fanderson@bytespeed.com

### Summary

Total Amount: \$8,550.00 Effective Until: 4/21/2023

### Details

Quantity	Product ID	Product	Price	Sub Total
10	10P2005	CAMERA, VERKADA CD41 OUTDOOR, 5MP, FIXED LENS, 30 DAYS OF STORAGE, CD41-30E-HW	\$385.00	\$3,850.00
10	10P2090	MOUNT, VERKADA L-BRACKET MOUNT, ACC-MNT-3	\$80.00	\$800.00
10	10P2040	LICENSE, VERKADA 3 YEAR LICENSE, LIC-3Y	\$390.00	\$3,900.00

SubTotal	\$8,550.00
Total Tax	\$0.00
Shipping	
Total	\$8,550.00



3131 24<sup>th</sup> Ave S  
Moorhead, MN 56560

Phone: 877.553.0777  
Fax: 218.227.0498

## Quote

Quote ID: Q-66904-R8H3

To:	Account Manager:	
City of Calais	Michael Ellis	Faith Anderson
		Phone:
		Email: fanderson@bytespeed.com

### Summary

Total Amount: \$10,650.00 Effective Until: 4/21/2023

### Details

Quantity	Product ID	Product	Price	Sub Total
10	10P2005	CAMERA, VERKADA CD41 OUTDOOR, 5MP, FIXED LENS, 30 DAYS OF STORAGE, CD41-30E-HW	\$385.00	\$3,850.00
10	10P2090	MOUNT, VERKADA L-BRACKET MOUNT, ACC-MNT-3	\$80.00	\$800.00
10	10P2020	LICENSE, VERKADA 5 YEAR LICENSE, LIC-5Y	\$600.00	\$6,000.00

SubTotal	\$10,650.00
Total Tax	\$0.00
Shipping	
Total	\$10,650.00

# APRIL - 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9 Easter Sunday	10	11	12	13 Council Meeting 6pm	14	15
16	17 Patriots Day Municipal Offices Closed	18	19	20	21	22
23	24	25	26	27 Public Works Committee Mtg 5:30 Council Meeting 6pm	28	29
<u>30</u>						