

**Calais City Council – Calais City Building
June 27, 2024 - Call to Order – 6:00 pm
Pledge of Allegiance – Moment of Silence**

Mayor: Arthur Mingo
Councilors:
Elery Beale
James Macdonald
Kevin Niles
William Quinn
Marcia Rogers
Michael Sherrard

1. Consent Agenda

- A. Previous Minutes (pages 2-12)
- B. Treasurer's Warrants City through June 26, 2024 §
- C. Treasurer's Warrants School through June 26, 2024 §
- D. Treasurer's Warrants Water through June 26, 2024 §
- E. Application for Perpetual Care-Lunn Lot (page 13)
- F. Liquor License Renewal-St Croix Acquisitions (Country Club) (page 14)
- G. Special Event Permit-CDRC Concert in Park (pages 15-16)

2. Old Business

- A. City Manager's Report
- B. Follow Ups (pages 17-19)
- C. Committee Reports
 - 1. Finance Committee- Sherrard
 - 2. Property Committee- Niles
 - 3. Public Safety Committee- Macdonald
 - 4. Public Works Committee- Quinn
 - 5. School Liaison Committee- Rogers
 - 6. Economic/Community Development Committee- Niles
 - 7. Welfare Committee-Beale
- D. McAllister Building-Loan #338

3. Opportunity for Public Input on New Business Agenda Items

4. New Business

- A. General Fund Budget Extension (page 20)
- B. School Department Budget Extension (page 20)
- C. FY 25 Wastewater Budget (page 21)
- D. FY 25 Ambulance Budget (page 22)
- E. Request Public Hearing for Zone Change: 478 North St-Map 3, Block 2, Lot 11
- F. 2011-2020 Water Write Offs (pages 23-25)
- G. City Hazard Mitigation Plan Update (page 26)

5. Executive Session

- A. Union Negotiations pursuant to MRSA Title 1, §405(6)(d)

6. Adjournment

CALAIS CITY COUNCIL
June 13, 2024

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, Quinn, and Macdonald. (Councilor Macdonald arrived at 6:05 pm)

On a motion by Councilor Quinn 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 June \$150*
- D. *Treasurer's Warrants City through June 12, 2024*
\$ 426,576.31
- E. *Treasurer's Warrants School through June 12, 2024*
\$ 1,072,142.76
- F. *Treasurer's Warrants Water through June 12, 2024*
\$ 80,752.64
- G. *Return of Votes Cast-State Primary Election*
- H. *Return of Votes Cast-Municipal Charter Amendment*
- I. *Liquor License Renewal-Maribi, LLC*
- J. *Special Event Permit-International Festival*

See Insert: Return of Votes Cast

The City Manager then gave his report. He wanted to remind the Council and the public of the upcoming Public Safety Committee meeting on June 27th at 5 PM. They will be reviewing various public safety related ordinances including the ATV and Fireworks ordinances. The upcoming School board meeting has been changed to June 24th at 6 PM at the high school. On the agenda is the proposed school budget. Lastly, he requested the Council suspend the rules and move new business item "McAllister Building" to executive session pursuant to MRSA Title 1, §405(6)(c) Councilor Sherrard made a motion to do so. Councilor Quinn seconded. All were in favor.

There were no updates given on follow-up items.

Attendance

Consent Agenda

City Manager's Report

Suspend the Rules-Move Item

Follow Ups

For committees, the youth outreach group formed in the Public Safety Committee met and chose Betsy Barnard as its chair. They also did some planning and discussed various ideas. As noted in the City Manager’s report, the Public Safety Committee will meet again on 6/27 at 5 PM.

The last item of old business was the final adoption of the Domesticated Livestock Ordinance. Councilor Quinn made a motion to adopt the ordinance. Councilor Macdonald seconded the motion. All were in favor.

See Insert: Domesticated Livestock Ordinance

New Business

The first item of new business was the consideration of a special event permit application from Calvary Chapel. Councilor Sherrard made a motion to approve the permit. Councilor Quinn seconded. All were in favor.

Next, the council considered a sewer abatement request from Kathryn Roskow for her property at 127 Union St. After a review of the request, Councilor Sherrard made a motion to deny the abatement. Councilor Beale seconded. All were in favor.

The council then listened to a presentation by a group from Healthy Acadia called Vapebusters. The group was made up of three students: Bradley Walton, Jamison Brown, Wyatt Short, and their coordinator Camisha Norris. The group shared their efforts to spread awareness among youth about the dangers of vaping.

The last item of new business was the discussion of sending a letter to the District Attorney detailing questions and concerns the council has regarding the prosecution of youth offenders. There were no motions made but the council directed the City Manager to draft such a letter.

Committee Reports

Domesticated Livestock Ordinance Adoption

Special Event Permit-Calvary Chapel

Sewer Abatement Request-127 Union St.

Healthy Acadia-Vapebusters Presentation

Letter to District Attorney

Other topics discussed with no action taken included:

- Posting of election results
- Library partnership with Sunrise Economic Council to provide IT assistance to patrons in conducting online business every other Tuesday from 2-4 PM
- Healthy Acadia Gateway to Opportunity (G2O) Program
- Youth wellness court
- Memorial Park Sound System
- Budget shortfall in school department

Executive Session

At this time, pursuant to MRSA Title 1, §405(6)(d) a motion was made to enter executive session for discussion of union negotiations and pursuant to MRSA Title 1, §405(6)(c) for discussion of the McAllister Building. The motion was made by Councilor Quinn and seconded by Councilor Macdonald. All were in favor. The Council entered executive session at 6:46 pm.

The council returned from executive session at 7:10 PM. No motions were made upon their return.

There being no further business to come before the City Council at this time, it was moved by Councilor Sherrard, seconded by Councilor Rogers, and unanimously voted to adjourn this meeting at 7:10 p.m.

ATTEST:



Brad D. Phillips, Clerk

Roundtable

Executive Session

Adjournment

RETURN OF VOTES CAST – JUNE 11, 2024 – PRIMARY AND CITY CHARTER AMENDMENT

At a legal meeting of the inhabitants of the City of Calais, in the County of Washington, qualified by the Constitution to vote, said City, on Tuesday, June 11, 2024, the inhabitants gave their votes upon the following. The same were received, sorted, counted and declared in open meeting, by the Warden who presided and in the presence of the Ward Clerk, who formed a list of the candidates and referendum questions voted for and against and made records thereof in the presence of the Warden in open meeting sealed up the copies of said records as appears by copies of said lists, duly attested by the Warden and Ward Clerk, and returned to the City Clerk of said Calais on the 11th day of June, 2024, the same being within twenty-four hours of said meeting.

The total Number of ballots cast: REP 190 DEM 46 Municipal 236

REPUBLICAN BALLOT

U.S. Senator

Kouzounas, Demi 135

Blank 55

Representative to Congress, District 2

Soboleski, Michael 37

Theriault, Austin 136

Blank 17

State Senator, District 6

Moore, Marianne 171

Blank 19

Representative to the Legislature, Dis. 9

Mingo, Arthur Kevin 165

Blank 25

County Commissioner, Washington District 1

Cassidy, Vinton E. 99

Howard, William W., III 88

Blank 3

DEMOCRATIC BALLOT

U.S. Senator

Costello, David Allen 37

Blank 9

Representative to Congress, District 2

Golden, Jared Forrest 44

Blank 2

State Senator, District 6

Goble, Jonathan C 38

Blank 8

Representative to the Legislature, Dis.9

McGaw, Darin L 41

Blank 5

QUESTION NO. 1

Shall the Municipality approve the Charter Amendment reprinted below?

Section 6.03 (b) to be amended as follows: The words “earlier than 60 days before the election and later than 12:00 Noon, 45 days prior to the election” shall be removed and the words “later than 12:00 noon, 60 days prior to the election” shall be added.

“The nomination petition for any one candidate shall be assembled and united into one petition and filed with the city clerk not later than 12:00 noon, 60 days prior to the election ~~earlier than 60 days before the election and later than 12:00 Noon, 45 days prior to the election.~~ No nomination shall be valid unless at the time of the filing of the nomination petition the candidate shall file with the city clerk in writing his or her consent under oath accepting the nomination. The candidate need sign the consent on only one nomination petition.”

Section 6.04 (a) to be amended as follows: The words “and no earlier than 42 days” shall be removed.

“Names. The name and residence of each candidate shall be given. On a date to be designated by the city clerk but no later than 40 days ~~and no earlier than 42 days~~ prior to the election, the city clerk shall determine, by lot, the order that said candidates’ names shall appear on the ballot; provided the proceedings shall be public and the candidates shall be given an opportunity to be present.”

YES 184

NO 44

BLANK 8

Return of Votes Cast approved by vote of the Calais City Council on 6/13/24.

Attest:



Brad D. Phillips

Clerk, City of Calais

CITY OF CALAIS
DOMESTICATED LIVESTOCK ORDINANCE

Sec. 1. - Purpose.

The purpose of this Domesticated Livestock Ordinance (“the Ordinance”) is to provide standards for the keeping of domesticated livestock within certain designated areas in the City of Calais. The Ordinance is intended to enable residents of single-family homes to keep a small number of domesticated farm animals on appropriately sized lots while limiting the potential adverse impacts on the surrounding neighborhood.

Sec. 2. - Definitions.

Domesticated farm animals: bovine, horses, donkeys, mules, sheep, goats, swine, llamas, alpacas, and all fowl including ducks, geese, guinea, chickens, turkey and the like.

Barns, stables, and other enclosures: any structure designed to provide safe and healthy living conditions for domesticated farm animals while minimizing adverse impacts to neighboring lot owners. The use of scrap, waste board, sheet metal, or similar materials as construction material is prohibited.

Trespass: An owner or keeper of an animal may not allow, without permission, any domesticated farm animals to enter onto and/or remain on the property of another or on any local, county, or state road or highway.

Removal: The owner or keeper of a domesticated farm animal is responsible, at the owner's or keeper's expense, for removing any animal found trespassing.

Household pets: Unless their numbers and variety qualify their keeping as a kennel or pet breeder, household pets such as dogs, cats, exotic birds, and reptiles may be kept on property in the City of Calais.

Animal Unit: The equivalent of: 1 bovine, horse, or llama; 2 donkeys, swine, or alpacas; 4 goats, sheep, geese, ducks, guinea fowl, turkeys, or rabbits; or 6 chickens (no roosters).

City Officials: City Animal Control Officer, Code Enforcement Officer, Local Health Officer and/or Calais Police Department.

Sec. 3. – Applicability.

This Ordinance applies to all property located in Calais as described: beginning at the mile marker on Main Street heading south and west to the traffic circle, then following the boundary of the international border to the boundary of Calais following the St. Croix River to the place of beginning. The applicable area of the Ordinance is further outlined in the map titled “Calais Domestic Livestock Ordinance”, incorporated herein.

Sec. 4. – Lot Sizes, Animal Units, and Setbacks.

For any property subject to this Ordinance, the following limitations apply for domesticated farm animals, excluding fowl:

- a) A single-family residence having a minimum lot area of 2 acres is required for the keeping of domesticated farm animals.
 - b) No more than 2 Animal Units ("AU") shall be kept on a lot with a single-family dwelling, except for lots totaling 3 acres or more may keep an additional 2 AUs for each additional acre.
 - c) Minimum setback: Any barns, stables, or other enclosures or structures used to house domesticated farm animals must be at least 35 feet from a property line and at least 50 feet from any residential dwelling located on an abutting property. Securely enclosed roaming or grazing areas must be at least 20 feet from any property line and at least 30 feet from any residential dwelling located on an abutting lot. Existing enclosures in place as of the date of this ordinance enactment shall be exempt.
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Sec. 5. Domesticated Fowl.

For any property subject to this Ordinance, the following limitations apply for domesticated fowl. Domesticated fowl is intended to mean chickens, ducks, geese, turkeys, guinea fowl, and the like.

- a) No more than one AU shall be kept on a lot with a single-family dwelling. The minimum lot size required is ½ acre and the minimum setback for fowl enclosure structures on the side and rear is 20 feet from abutting property owners. Fowl enclosure structures are not allowed on the front side or street side of a lot.
- b) A fowl enclosure structure shall be provided to provide safe and healthy living conditions for the fowl while minimizing adverse impacts to other residents in the neighborhood. An existing shed or garage, or portion of an existing building can be used if it meets the standards of this section.
- c) A building permit is required for a new fowl enclosure structure.
- d) Fowl enclosure structures must be enclosed on all sides and have a roof and doors. Access doors must be able to be shut and locked at night.
- e) A roaming pen must have a minimum of 10 sq. feet per fowl and must be constructed to not allow the fowl to get out without human assistance.

Sec. 6. Waste Storage and Removal.

- a) Provisions must be made for the storage and removal of domesticated farm animal waste, including manure. All stored waste and manure shall be covered and not consist of more than 3 cubic yards on lots of 2 acres or less. All other manure not used for composting or fertilizing shall be removed and legally disposed of.
- b) No manure shall be stored within 300 feet of the normal high-water mark of a water body, wetland, brook, stream, vernal pool, or well that supplies water for human consumption.
- c) Excessive odors from domesticated animals, manure, or other related substances shall not be perceptible at the property lines of abutting landowners.
- d) Manure storage must meet all applicable Maine Department of Agriculture, Conservation and Forestry Best Management Practices or similar State or Federal guidelines.

Sec. 7. Rodents, Insects and Parasites.

- a) The property owner shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites.
- b) Feed and water shall be unavailable to rodents, wild birds, and predators by way of rodent proof containers.
- c) Animals found to be infested with insects and parasites shall be removed by the City Official.

Sec. 8. Licensing Requirements.

A person who keeps domesticated animals shall obtain a license from the City Clerk for a fee of \$15.00. The license shall expire annually on the 1st day of April. The license shall be issued after favorable inspection of a property's compliance with this Ordinance by a City Official. The license fee is non-refundable if the license is not approved. There will be a late fee assessed to licenses that have expired, in the amount of \$25.00.

Sec. 9. Complaints.

When any person files a complaint with a City Official that this Ordinance is being violated, the City Official shall respond within 5 working days. All complaints and the action taken will be kept on file. It is at the discretion of the City Official whether a complaint is valid.

Sec. 10. Penalty.

Any person who violates any provision of this Ordinance commits a civil violation punishable by a civil penalty as set out in 30-A MRS § 4452 for each day the violation continues beyond the allotted correction period. In addition, the City may pursue all remedies and relief available at law and/or in equity, including without limitation the remedies and relief provided under 30-A MRS § 4452.

Sec 11. Severability.

If any section, subsection, clause, paragraph, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed to be a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Sec 12. Authority.

This Ordinance is adopted as a local building code ordinance pursuant to 30-A MRS §3001 and 30-A MRS § 3007.

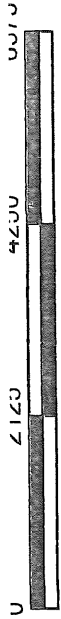
Sec 13. Non-Conforming Uses

- a) Property owners who legally kept domesticated farm animals and/or fowl prior to the enactment of this Ordinance are permitted to continue keeping those animals until they naturally die, are harvested, or otherwise removed from the property, provided they comply with all other provisions of this Ordinance, with the exception of keeping roosters, which is prohibited regardless of prior use.
- b) Property owners claiming grandfathered rights must provide evidence of the existence and age of the domesticated farm animals and/or fowl prior to the enactment of this Ordinance. Acceptable evidence may include dated photographs, receipts for livestock or feed, and/or sworn affidavits.
- c) All enclosures, structures, and practices must comply with the current provisions of this Ordinance. Grandfathered animals must be kept in conditions that meet the requirements for waste storage, setback distances, and other standards set forth in this Ordinance.
- d) Once a grandfathered animal or fowl naturally dies, is harvested, or is otherwise removed from the property, the property owner may not replace it unless the property conforms to the current Ordinance regulations regarding lot size, setbacks, animal units, and other requirements.
- e) Grandfathered rights do not transfer with the sale or transfer of property. New property owners must comply with all provisions of this Ordinance without exception.
- f) If a non-conforming use activity ceases beyond 7 days, property owners must comply with all provisions of this Ordinance without exception.

Sec 14. Effective Date.

This Ordinance shall be effective upon adoption by the City Council of the City of Calais pursuant to the City Charter authorization.

ADOPTED: 6/14/24 by the City Council of the City of Calais



Application For Perpetual Care of Burial Lot

COPY

To the City Council of Calais, Maine:

Council members,

The undersigned hereby requests the City of Calais to accept the sum of **two hundred fifty dollars** in trust, the income therefrom to be used for the perpetual care and preservation of the **Sonya Lunn** family burial lot in the Calais Cemetery and for no other purpose and being identified as follows:

Block: **12** Lot: **6 D** Section: **Downeast**

It being understood however, that said burial lot must be in a condition satisfactory to the Cemetery Committee of the Calais City Council, also that the City of Calais is not responsible for repairs due to acts of vandalism or other unnatural causes. It is further understood that if an interment is to be made after the acceptance of said lot by the Calais City Council, the person or persons having such interment made shall be liable for all costs to return said burial lot to its original condition.

Stones, monuments, shrubs, or markers shall not be placed on any lot without having first obtained the permission of the Superintendent of the Cemetery and all work done on a lot will be under the Superintendent's supervision.

I hereby certify that I have read and understand the above terms of agreement as stated.

Requested by: **Sonya Lunn**
Address: **21 Chandler St**
Calais, ME 04619

ORDER OF ACCEPTANCE

ORDERED: That the foregoing request be granted and that the said sum of **two hundred fifty dollars** be accepted in trust, the income therefrom to be expended for the perpetual care and preservation of the said family burial lot in the Calais Cemetery

The City Treasurer is hereby instructed to invest said sum as other Cemetery Trust Funds are invested.

Approved: **June 27, 2024**

_____ Mayor

Remarks:



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): St. Croix Aquisitions Inc.	Business Name (D/B/A): St. Croix Country Club
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 48 River Rd. Calais, ME 04619
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: PO Box 294 Calais, ME 04619
Mailing address, if different from DBA address:	Email Address: dconstant50@gmail.com
Telephone # Fax #: 207-214-3217	Business Telephone # Fax #: 207-454-8875 or 207-454-8017
Federal Tax Identification Number: 01-0232539	Maine Seller Certificate # or Sales Tax #: Sales Tax Reg# 0186689
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? New Expected Start date: _____
- Renewal Expiration Date: 07/24/2024

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
- Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: _____

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer) Wine Spirits

Date Submitted 6/24/24

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: 7/11/24 Time of Event : 6:30 PM

Location: Flat Iron Park

Estimated number of People Attending: 75-100

Summary of Event:

Outdoor Concert

Alcoholic Beverages ? YES NO (Circle one)

Amplified Sound ? YES NO (Circle one)

➡
(Over)

Street Closure Requirements: *(if applicable)*

None

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

Notify Calais PD of event

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

Electricity at stage

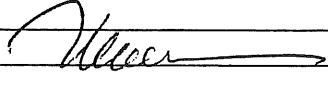
Sanitary Facilities Plan: *(if applicable)*

List of Proposed Vendors: *(if known and applicable)*

Organization: CDRC

Tax Status: Tax Exempt

Officers: Mike Ellis, Treasurer

Signature of President or Event Chair: 

Contact Person: Mike Ellis

Address: _____

Telephone: 454-2521

Date Submitted: 6/24/24

--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
WWII Honor Roll Boards 6/8/23	Council has approved the replacement of the honor roll located at the Milltown Park/Playground. Gathering cost estimates for the Red Beach honor roll replacement.	Updated 6/25/24
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 6/25/24
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.	Updated 6/21/24
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 6/21/24
Carl Bailey Main St. building repairs 3/14/24	Alley between Karens and Riverview is barricaded for safety	Updated 6/25/24

FOLLOW UP ITEM	STATUS	UPDATED STATUS
<p>City Armory 8/1/23</p>	<p>The State National Guard is considering divesting the Calais Armory.</p> <p>Updated 6/21/24</p>	<p>Currently waiting on the Maine National Guard to authorize the sale of the Armory. The city has first refusal to purchase depending on the appraised market value. All assets have been removed from the site. The Committee and the Guard General may decide to station the unit back to the Calais site and not sell. If the General and Committee authorize the Armory sale, the next step is a property appraisal and a phase I environmental site assessment.</p>
<p>City Emergency Comm Tower 4/1/23</p>	<p>City equipment to be transferred to the tower at Higgins Farm on Magurrewock Mt.</p> <p>Updated 6/25/24</p>	<p>Equipment is scheduled to be placed from Cemetary site to Magurrewock within the next 6 weeks upon FCC licensing and approval.</p>
<p>City Playground Fall Zones 11/9/23</p>	<p>Investigating better material for the ground base of the playgrounds</p> <p>Updated 6/25/24</p>	<p>Received initial quote for rubberized playground mulch at all city playgrounds, incorporate a border at the Union St Playground, and create fall zones for the equipment at the Red Beach playground.</p>
<p>City Tranfer Station Road 5/10/24</p>	<p>The City is currently deveoping a long term maintenance schedule for the dump road</p> <p>Updated 6/25/24</p>	<p>PW has placed brown pack and will grade the dump road and apply calcium chloride when needed.</p>

FOLLOW UP ITEM	STATUS	UPDATED STATUS
City Vet Clinic 11/30/23	Previous vet clinic retired two years ago and another vet would greatly benefit the community.	The Ec Dev Director for Calais/Baileyville has made this a high priority item and is currently investigating options on what will be needed to attract a veterinarian to our area.
Downtown Lamp posts/Lighting 9/28/23	Complete cost analysis for replacement lighting for downtown lamp posts.	The light fixture has been delivered, but the light pole is not scheduled for delivery until early May. PW will replace when the parts arrive. Currently, council is considering using the savings in the Street Lights line of the FY25 budget to replace several fixtures downtown.
Passamaquoddy Tribal recordings on a wax cylinder phonograph 2/8/24	The historic recordings took place in the area next to the Calais Free Library in 1890.	The city is collaborating with the Passamaquoddy Tribe to create an outdoor exhibit or monument at the original recording site. Downeast Regional Tourism is applying for grant funding to make improvements to the waterfront trail, including a trail start/end to the East coast Greenway. Also included in the design is a
Property Re-valuation for the city 1/1/23	The last city property valuation was performed in 1995.	To date, the city has ear-marked 100k toward a city-wide property valuation. A proposal including cost estimates has been submitted by the city assessor to conduct an in-house city wide valuation.

FISCAL YEAR 2024 BUDGET EXTENSION

Proposed Motion for FY 24 General Fund Extension:

“ I make a motion that the following order be adopted: The Calais City Council shall authorize to spend an amount not to exceed 2/12 of the total proposed 2024-2025 budget for the FY 2025 General Fund Annual Budget during the period from July 1, 2024 until the adoption of the FY 2025 Budget”

Proposed Motion for FY 24 Calais School Department Extension:

“ I make a motion that the following order be adopted: The Calais City Council shall authorize the Calais School Department to spend an amount not to exceed 2/12 of the total proposed 2024-2025 budget for the FY 2025 School Department Annual Budget during the period from July 1, 2024 until the adoption of the FY 2025 Budget”

CALAIS WASTEWATER TREATMENT PLANT 2024-2025 PROPOSED O&M BUDGET

Account#	Account Description	2021/2022 Budget	2021/2022 Actual Ops	2022/2023 Budget	2022/2023 Actual Ops	2023/2024 Budget	2023/2024 To-Date	2023/2024 Prorated	2024/2025 Proposed Budget	Difference	Account Description
5110	PAYROLL REGULAR WAGES	\$132,300.00	\$145,924.00	\$136,300.00	\$143,275.50	\$139,000.00	\$105,060.00	\$149,000.00	\$154,000.00	\$15,000.00	PAYROLL REGULAR WAGES
5115	PAYROLL OVERTIME WAGES	\$5,000.00	\$6,896.52	\$5,000.00	\$6,465.25	\$5,000.00	\$7,126.50	\$7,500.00	\$10,000.00	\$4,600.00	PAYROLL OVERTIME WAGES
5122	ADMINISTRATIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	ADMINISTRATIVE
5145	PAYROLL-ON CALL STIP	\$2,600.00	\$8,741.74	\$2,600.00	\$8,594.28	\$2,600.00	\$2,000.00	\$2,600.00	\$2,600.00	\$0.00	PAYROLL-ON CALL STIP
5200	BENEFITS - REGULAR	\$65,000.00	\$1,217.46	\$65,000.00	\$1,167.39	\$950.00	\$1,282.79	\$1,300.00	\$2,000.00	\$0.00	BENEFITS - REGULAR
5201	BENEFITS - OVERTIME	\$13,000.00	\$11,064.76	\$12,000.00	\$14,115.56	\$14,400.00	\$3,361.22	\$4,000.00	\$3,000.00	\$1,050.00	BENEFITS - OVERTIME
5310	WATER - SEWER PLANT	\$65,000.00	\$71,106.63	\$65,000.00	\$68,893.72	\$65,000.00	\$56,138.01	\$64,000.00	\$65,000.00	\$0.00	WATER - SEWER PLANT
5320	ELECTRICITY	\$6,000.00	\$7,300.17	\$6,000.00	\$5,908.66	\$6,000.00	\$5,277.78	\$6,700.00	\$7,200.00	\$600.00	ELECTRICITY
5330	HEATING FUEL - SEWER PLANT	\$3,200.00	\$3,609.40	\$3,000.00	\$3,739.57	\$3,000.00	\$3,203.04	\$3,900.00	\$3,500.00	\$0.00	HEATING FUEL - SEWER PLANT
5340	TELEPHONE	\$2,100.00	\$4,270.27	\$2,800.00	\$5,582.94	\$6,000.00	\$4,757.15	\$5,800.00	\$6,500.00	\$500.00	TELEPHONE
5510	FUEL, OIL & LUBE	\$3,500.00	\$81.88	\$2,000.00	\$68.09	\$2,000.00	\$2,839.41	\$2,900.00	\$2,900.00	\$0.00	FUEL, OIL & LUBE
5565	VEHICLE MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	VEHICLE MAINTENANCE
5566	VEHICLE PURCHASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	VEHICLE PURCHASE
5567	EQUIPMENT/TOOLS	\$500.00	\$281.57	\$500.00	\$697.05	\$500.00	\$504.03	\$504.03	\$500.00	\$0.00	EQUIPMENT/TOOLS
5710	REPAIR PARTS	\$20,000.00	\$17,960.00	\$20,000.00	\$31,409.64	\$20,000.00	\$29,306.80	\$30,000.00	\$30,000.00	\$5,000.00	REPAIR PARTS
5810	OFFICE SUPPLIES	\$1,400.00	\$839.94	\$1,000.00	\$1,066.17	\$800.00	\$653.95	\$900.00	\$900.00	\$100.00	OFFICE SUPPLIES
5820	JANITORIAL SUPPLIES	\$500.00	\$360.36	\$500.00	\$556.61	\$500.00	\$357.29	\$450.00	\$500.00	\$0.00	JANITORIAL SUPPLIES
5830	LAB SUPPLIES & CALIBRATIONS	\$11,000.00	\$12,502.77	\$7,000.00	\$12,242.60	\$9,000.00	\$9,540.38	\$9,600.00	\$9,600.00	\$0.00	LAB SUPPLIES & CALIBRATIONS
5935	OPERATIONAL SUPPLIES	\$2,000.00	\$1,487.02	\$2,000.00	\$1,746.24	\$2,000.00	\$577.21	\$600.00	\$1,000.00	\$0.00	OPERATIONAL SUPPLIES
5950	CHEMICALS	\$20,000.00	\$20,943.50	\$20,000.00	\$18,106.29	\$20,000.00	\$15,574.96	\$18,000.00	\$18,000.00	\$0.00	CHEMICALS
5920	BUILDING MAINTENANCE	\$10,000.00	\$3,837.74	\$10,000.00	\$7,109.82	\$8,000.00	\$3,009.96	\$4,000.00	\$5,000.00	\$0.00	BUILDING MAINTENANCE
6050	TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TRAVEL
6216	PROPERTY AND CASUALTY	\$3,675.00	\$3,675.00	\$4,040.00	\$4,040.00	\$4,800.00	\$4,800.00	\$4,800.00	\$5,300.00	\$500.00	PROPERTY AND CASUALTY
6410	POSTAGE	\$1,200.00	\$1,212.23	\$1,200.00	\$2,204.96	\$2,000.00	\$1,499.80	\$1,600.00	\$1,800.00	\$200.00	POSTAGE
6412	SAFETY	\$500.00	\$62.47	\$500.00	\$62.90	\$500.00	\$465.56	\$500.00	\$500.00	\$0.00	SAFETY
6420	CLOTHING/UNIFORMS	\$1,500.00	\$2,078.21	\$1,500.00	\$2,507.00	\$1,500.00	\$1,836.19	\$1,836.19	\$1,500.00	\$0.00	CLOTHING/UNIFORMS
6470	EDUCATION/TRAINING	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$2,787.76	\$350.00	\$500.00	\$0.00	EDUCATION/TRAINING
6507	ABATEMENTS	\$2,000.00	\$6,426.84	\$6,500.00	\$6,203.39	\$6,500.00	\$4,297.32	\$4,800.00	\$6,000.00	\$-500.00	CUSTOMER ABATEMENTS
6509	BAD DEBT	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	BAD DEBT
6510	LEGAL/AUDIT FEES	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$1,950.00	\$3,900.00	\$3,900.00	\$0.00	LEGAL/AUDIT FEES
6560	CONTRACTED MAINTENANCE	\$20,000.00	\$28,878.44	\$20,000.00	\$27,243.65	\$23,600.00	\$35,296.75	\$36,000.00	\$30,000.00	\$6,400.00	CONTRACTED MAINTENANCE
6565	SLUDGE DISPOSAL	\$65,000.00	\$76,890.67	\$70,000.00	\$127,121.50	\$104,000.00	\$104,823.19	\$115,000.00	\$120,000.00	\$16,000.00	SLUDGE DISPOSAL
6566	LICENSE FEES	\$2,000.00	\$2,853.90	\$2,000.00	\$3,117.16	\$2,000.00	\$1,075.88	\$1,075.88	\$1,200.00	\$0.00	LICENSE FEES
6568	CONTRACTED PUMPING SERVICES	\$15,000.00	\$12,720.00	\$15,000.00	\$9,026.72	\$12,000.00	\$2,100.00	\$2,500.00	\$10,000.00	\$-2,000.00	CONTRACTED PUMPING SERVICES
6570	TRIO SOFTWARE PURCHASE	\$1,300.00	\$1,084.11	\$1,300.00	\$4,191.00	\$1,400.00	\$1,129.80	\$1,400.00	\$1,400.00	\$0.00	TRIO SOFTWARE PURCHASE
6572	OUTSIDE LABORATORY TESTING	\$5,000.00	\$16,659.00	\$3,000.00	\$0.00	\$4,100.00	\$8,983.65	\$1,800.00	\$4,000.00	\$0.00	OUTSIDE LABORATORY TESTING
6574	CONTRACT SERVICES - ENGINEER	\$7,500.00	\$5,369.30	\$5,000.00	\$0.00	\$12,000.00	\$4,005.00	\$0.00	\$12,000.00	\$0.00	CONTRACT SERVICES - ENGINEER
7881	SANITARY SEWER REPAIR	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$4,005.00	\$0.00	\$5,000.00	\$0.00	SANITARY SEWER REPAIR
8050	SEWER LINE - PW MAINTENANCE	\$10,000.00	\$13,000.00	\$10,000.00	\$4,870.47	\$10,000.00	\$0.00	\$5,000.00	\$10,000.00	\$0.00	SEWER LINE - PW MAINTENANCE
8053	DEP SRF ASSET MANAGEMENT	\$13,000.00	\$0.00	\$13,000.00	\$13,000.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	DEP SRF ASSET MANAGEMENT
8060	CSO MASTER PLAN UPDATE	\$2,500.00	\$10,000.00	\$10,000.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	CSO MASTER PLAN UPDATE
8060	FUNDED DEPREASSET MANAGEMENT	\$534,625.00	\$574,881.00	\$542,890.00	\$647,907.24	\$603,150.00	\$683,117.74	\$595,321.10	\$650,300.00	\$27,150.00	FUNDED DEPREASSET MGMT.
TTD Total		\$475,164.00	\$565,565.52	\$464,016.00	\$647,907.24	\$436,137.00	\$333,087.71	\$333,087.71	\$333,744.00	-\$12,393.00	Total Debt
Total Budget (O&M and Debt)		\$1,009,783.00	\$1,006,706.00	\$1,006,706.00	\$1,006,706.00	\$949,287.00	\$618,186.45	\$928,388.81	\$954,044.00	-\$14,767.00	Total Budget (O&M and Debt)

Suggested motion for adoption of 2024-2025 Wastewater budget:

“I move that the Wastewater Budget for the fiscal year July 1, 2024, through June 30, 2025, be adopted as presented and to dispense with the reading of the Annual Appropriations.”

Suggested motion for adoption of 2024-2025 Ambulance budget:

“I move that the Ambulance Budget for the fiscal year July 1, 2024, through June 30, 2025, be adopted as presented.”

FY25 Ambulance Budget Summary

	FY24	FY25		
	As Passed	As Proposed	\$ Change	% Change
Projected Revenues	1,548,424.00	1,896,624.00	348,200.00	22.49%
Payroll - Regular Wages	395,500.00	503,600.00	108,100.00	27.33%
Payroll - Overtime Wages	70,000.00	80,000.00	10,000.00	14.29%
Payroll - Part Time	100,000.00	100,000.00	-	0.00%
Benefits - FICA/UC/WC	77,500.00	88,900.00	11,400.00	14.71%
Benefits - Life/Retirement	51,000.00	54,000.00	3,000.00	5.88%
Benefits - Health/Dental/IP	139,500.00	166,500.00	27,000.00	19.35%
Benefits - Flexible Spending Acct	1,875.00	2,375.00	500.00	26.67%
FF Wage Reimbursement	30,000.00	30,000.00	-	0.00%
Administrative - Manager	8,940.00	9,000.00	60.00	0.67%
Administrative - Finance	20,400.00	22,400.00	2,000.00	9.80%
Admin - PW Mechanic	5,530.00	5,790.00	260.00	4.70%
Dues	4,950.00	5,075.00	125.00	2.53%
Telephone	780.00	780.00	-	0.00%
Rental Fees	14,500.00	14,575.00	75.00	0.52%
Capital Outlay - Ambulance	30,000.00	30,000.00	-	0.00%
Fuel, Oil & Lube	27,000.00	27,000.00	-	0.00%
Tires	2,000.00	2,000.00	-	0.00%
Vehicle Maintenance	12,000.00	10,000.00	(2,000.00)	-16.67%
Office Equipment	3,075.00	4,075.00	1,000.00	32.52%
Ambulance Equipment	18,000.00	22,000.00	4,000.00	22.22%
Radios/Repair	2,000.00	2,000.00	-	0.00%
Office Supplies	600.00	600.00	-	0.00%
Janitorial Supplies	500.00	500.00	-	0.00%
Supplies - Oxygen	3,000.00	3,000.00	-	0.00%
Supplies - Pharmacy	2,500.00	2,000.00	(500.00)	-20.00%
Supplies - Medical	11,000.00	11,000.00	-	0.00%
Medical Screenings	700.00	700.00	-	0.00%
Drug/Alcohol Testing	770.00	770.00	-	0.00%
Licenses & Fees	900.00	1,325.00	425.00	47.22%
Travel	800.00	500.00	(300.00)	-37.50%
Property & Casualty	12,000.00	13,400.00	1,400.00	11.67%
Postage	300.00	200.00	(100.00)	-33.33%
Advertising	1,000.00	1,000.00	-	0.00%
Clothing - Uniforms	3,000.00	3,000.00	-	0.00%
Education & Training	7,000.00	7,000.00	-	0.00%
Legal & Audit Fees	2,900.00	3,105.00	205.00	7.07%
Contract Svcs - Billing	26,500.00	36,000.00	9,500.00	35.85%
Contract Svcs - Maint	9,500.00	11,700.00	2,200.00	23.16%
Contract Svcs - Back Up	600.00	600.00	-	0.00%
Contract Svcs - CRH	1,400.00	-	(1,400.00)	-100.00%
Loan - Principal	13,600.00	-	(13,600.00)	-100.00%
Loan - Interest	85.00	-	(85.00)	-100.00%
Contractual Allowance	395,000.00	575,000.00	180,000.00	45.57%
Bad Debt	40,000.00	45,000.00	5,000.00	12.50%
Subtotal	1,548,205.00	1,896,470.00	348,265.00	22.49%
Budgeted Net Income/(Loss)	219.00	154.00	(65.00)	

City of Calais

To: Calais City Council Members
From: Greg Williams, Tax Collector
Date: 6/21/2024
Re: Past-due water accounts/write-offs

I've submitted a list of recommended write-offs. These have been uncollected and on the books for many years, some dating back to 2009 and 2011. Many of these were submitted for small claims court action but remain unpaid. The agency we use for collections won't pursue any claims dating back over 4 years so that's why I'm recommending we write these off without further action. There is one on the list from 2021 so I am recommending we submit that account to collections. I continue efforts to collect from any more recent accounts that are not paid on-time and, when those attempts are unsuccessful, to submit them to you to send to collections.

Recommended Water Write Offs 6/27/24

Acct #	Name	Amount	Notes	Recommendation
4158	Barnard, Darrell	\$57.42	owed from Sept. 2014	Write off
4137	Barrett, Herbert	\$57.42	owed from Dec. 2013	Write off
4219	Bromley, John	\$121.16	owed from Dec. 2017 & March 2018	Write off
4012	Carter, Donna	\$243.60	owed from March, June & Sept. 2011	Write off
4145	Clark, Randy	\$57.42	owed from June 2014	Write off
4013	Cummings, Cami	\$72.70	owed from June 2011	Write off
4134	Holmes, Donald	\$489.07	owed from March & June 2013	Write off
4169	Doten, Danielle	\$118.66	owed from June & Sept. 2015	Write off
4173	Flynn, Amanda	\$137.76	owed from Sept. & Dec. 2015	Write off
4178	Galloway, Kevin	\$114.84	owed from March & June 2016	Write off
4139	Geel, Amanda	\$168.32	owed from March & June 2014	Write off
4212	Hendricks, Shaunti	\$191.24	owed from June & Sept. 2018	Write off
4205	Higgins-Benson, Jillian	\$137.76	owed from Sept. & Dec. 2017	Write off
4135	Holmes, Jessica	\$57.42	owed from March 2013	Write off
4132	Kelly, Jessica	\$114.84	owed from Sept. & Dec. 2013	Write off
4027	Kierstead, Bobbie Sue	\$91.80	owed from Sept. 2011	Write off
4028	Lawless, Angela	\$119.90	owed from March & June 2012	Write off
516	Leon, Peter	\$57.42	owed from March 2010	Write off
4214	Lunn, Sonya	\$153.04	owed from Sept. & Dec. 2018	Write off
4021	Mahar, Kelly	\$114.84	owed from June & Sept. 2011	Write off
4155	McLaughlin, Blaine	\$221.80	owed from March & June 2014	Write off
4183	McPherson, Ross	\$57.42	owed from Dec. 2012	Write off
4191	Moholland, Tari	\$118.66	owed from Sept. & Dec. 2016	Write off
4157	Moores, Amy Sue	\$77.54	owed from Sept. 2014	Write off
4197	Neptune, Brent	\$328.10	owed from March & June 2017	Write off
4016	Newell, Nara	\$57.42	owed from Sept. 2011	Write off
4198	Noyes, Antony	\$280.71	owed from June 2017	Write off
4153	Nutile, Karac	\$214.16	owed from June & Sept. 2014	Write off
4154	Pelletier, Debbie	\$114.84	owed from June & Sept. 2014	Write off
4138	Pollock, Elizabeth	\$122.48	owed from Dec. 2013 & March 2014	Write off

4223	Porter, Joseph	\$57.42	owed from Dec. 2019	Write off
4019	Prout, Ashley	\$418.89	owed from Sept. 2009 and June, Sept. & Dec. 2011	Write off
4226	Ritchie, Samantha	\$114.84	owed from March & June 2020	Write off
4227	Sabattus, Paul	\$168.32	owed from March & June 2020	Write off
4211	Shain, Donald	\$324.94	owed from Sept. & Dec. 2016	Write off
4030	Sprague, Josh	\$37.42	owed from Sept. 2012	Write off
4224	Sprague, Julia	\$76.52	owed from March 2020	Write off
4216	Staples, Kathleen	\$351.18	owed from Dec. 2018	Write off
4225	Tinker Co, Inc.	\$121.16	owed from Dec. 2017 & March 2018	Write off
4213	Townsend, Stephen	\$249.98	owed from Sept. 2018	Write off
4166	Turmenne, Lynn	\$57.42	owed from Dec. 2013	Write off
4152	Williams, Tara	\$57.42	owed from Sept. 2014	Write off
4238	Niles, Tyler	\$57.42	owed from March 2021	Write off and send to collections

WASHINGTON COUNTY, ME
HAZARD MITIGATION PLAN – 2024 UPDATE
RESOLUTION

WHEREAS, Natural and man-made disasters may occur at any time, we recognize that to lessen the impacts of these disaster we will save resources, property and lives in Washington County; and

WHEREAS, The creation of a Multi-Jurisdictional Hazard Mitigation Plan is necessary for the development of a risk assessment and effective mitigation strategy; and

WHEREAS, the two Tribal Governments at Pleasant Point and Indian Township are committed to the mitigation goals and measures as presented in this plan; and

WHEREAS, The 39 Towns, the Cities of Calais and Eastport, and the three plantations are committed to the mitigation goals and measures as presented in this plan; and

WHEREAS, THE Washington County Commissioners, acting on behalf of the County and the portion of the Unorganized Territory within its boundaries, are committed to the mitigation goals and measures as presented in this plan;

NOW THEREFORE WE the City Council of the City of Calais, join with the Tribal Governments, the City of Eastport, the 39 Towns, and the three Plantations and the County Commissioners in adopting the 2024 Washington County Hazard Mitigation Plan.

_____	_____
_____	_____
_____	_____
_____	_____

Calais City Council

JUNE - 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	Council Meeting 5 PM	Election Day Polls Open 8am to 8pm		Council Meeting 6 PM		
16	17	18	19	20	21	22
			Juneteenth Municipal Offices Closed			
23	24	25	26	27	28	29
		Budget Workshop 5 PM		Public Safety Committee 5 PM Council Meeting 6 PM		
30						