

**Calais City Council – Calais City Building  
March 27, 2025 - Call to Order – 6:00 pm  
Pledge of Allegiance – Moment of Silence**

*Mayor: Marcia Rogers*

**Councilors:**

*Elery Beale  
Peter Foster  
James Macdonald  
Kevin Niles  
William Quinn  
Michael Sherrard*

**1. Consent Agenda**

- A. Previous Minutes (pages 2-4)*
- B. Treasurer's Warrants City through March 26, 2025* §
- C. Treasurer's Warrants School through March 26, 2025* §
- D. Treasurer's Warrants Water through March 26, 2025* §
- E. Chamber of Commerce-Annual Concert in the Park (pages 5-6)*
- F. Chamber of Commerce-Annual Street Fair (pages 7-8)*

**2. Public Hearings**

- A. General Obligation Bond Extension Ordinance to Support Downeast Broadband Utility (pages 9-12)*

**3. Old Business**

- A. City Manager's Report*
- B. Follow Ups (pages 13-15)*
- C. Committee Reports*
  - 1. Finance Committee- Macdonald*
  - 2. Property Committee- Quinn*
  - 3. Public Safety Committee- Beale*
  - 4. Public Works Committee- Foster*
  - 5. School Liaison Committee- Macdonald*
  - 6. Economic/Community Development Committee- Niles*
  - 7. Welfare Committee- Sherrard*

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

**5. New Business**

- A. Scheduling of Annual Spring Free Dump Day*
- B. Citywide Yard Sale Day-Proclamation Request*

**6. Roundtable**

- A. Public Comments*
- B. Council Comments*

**7. Adjournment**

CALAIS CITY COUNCIL  
March 13, 2025

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 Rogers presiding over Councilors Sherrard, Beale, Foster, Quinn, and Macdonald.

On a motion by Councilor Quinn and a second by Councilor Macdonald 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 March \$150.00*
- D. *Treasurer's Warrants City through March 12, 2025*  
\$ 270,761.01
- E. *Treasurer's Warrants School through March 12, 2025*  
\$ 335,333.89
- F. *Treasurer's Warrants Water through March 12, 2025*  
\$ 14,891.70

The Interim City Manager then gave his report. The only item he brought forth was a request to suspend the rules and add Capital Improvement Plan and School Playground Equipment to the new business agenda. Councilor Quinn made a motion to do so. Councilor Foster seconded. All were in favor.

The only follow-up item mentioned was the downtown street lighting.

For committees, the School Liaison Committee met on 3/12 and discussed the school's ED 279 report along with a general update.

The Public Works Committee met prior to this meeting and reviewed the upcoming summer projects along with the department's equipment needs.

The Public Safety Committee has scheduled a meeting for 3/27 at 5 PM in the Council Chambers.

Continuing with old business, the council then listened to a presentation by Kevin Brodie with Protect Maine's Fishing Heritage. He discussed the benefits of the city adopting an aquaculture ordinance as other communities have done. No

Attendance

Consent Agenda

Manager's Report

Follow-Ups

Committee Updates

Aquaculture Presentation

motions were made but it was decided to send the proposed ordinance to the Property Committee for further review.

### **New Business**

The Council then moved on to new business. The first item on the agenda was a review of the city's updated Emergency Action Plan. No motions were made. The plan is to be further discussed at the Public Safety Committee meeting on 3/27.

The next item of new business was consideration of an application to the city's Downtown CHARM Grant Program. Councilor Quinn made a motion to approve the application from Motiv8er Productions LLC in the amount of \$15K. Councilor Beale seconded. The motion carried with only Councilor Sherrard opposed.

Continuing in new business, the council then scheduled a public hearing on the extension of a general obligation bond ordinance to support the Downeast Broadband Utility. Councilor Quinn made a motion to schedule the hearing for 3/27/25 at 6 PM. Councilor Foster seconded. All were in favor.

City Assessor Walton then made a request for the council to appoint Bob Wheeler, who recently obtained his certification, as deputy assessor. Councilor Foster made a motion to do so. Councilor Sherrard seconded the motion. All were in favor.

Mayor Rogers then briefly discussed the city's Capital Improvement Plan (CIP) and the need for it to be updated. Department heads are currently working on a 5-year plan. No motions were made.

Lastly, the council discussed the school playground equipment, and the \$20k debt owed to the city for it by the School Department. Councilor Macdonald made a motion to forgive the loan the city made to the school. The motion failed having not received a second.

### **Other topics discussed with no action taken included:**

- Calais Library is hoping to resume tax preparation assistance next year

Emergency Action Plan

CHARM Grant Application

Public Hearing-DBU Bond Ordinance

Appointment of Deputy Assessor

Capital Improvement Plan

School Playground Equipment

Roundtable

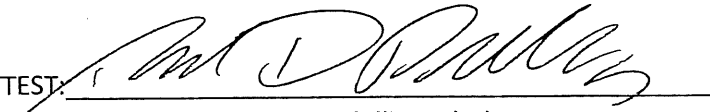
**Executive Session**

At this time, pursuant to MRSA Title 1, §405(6)(c) a motion was made to enter executive session for discussion of the purchase or sale of city property. The motion was made by Councilor Quinn and seconded by Councilor Sherrard. All were in favor. The Council entered the executive session at 6:32 pm.

The council returned from executive session at 6:45 PM. No motions were made upon returning from the Executive Session.

There being no further business to come before the City Council at this time, it was moved by Councilor Sherrard seconded by Councilor Beale and unanimously voted to adjourn this meeting at 6:46 p.m.

ATTEST

  
\_\_\_\_\_  
Brad D. Phillips, Clerk

Executive Session

Adjournment

Date Submitted 03/25/25

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: Thursday, Aug. 7, 2025 Time of Event : 4-9pm (includes set up/tear down time)

Location: Flat Iron Park

Estimated number of People Attending: 300

Summary of Event:  
Annual Concert in the Park  
\_\_\_\_\_  
\_\_\_\_\_

Alcoholic Beverages ? YES NO (Circle one)

Amplified Sound ? YES NO (Circle one)

⇒  
(Over)

Street Closure Requirements: *(if applicable)*

n/a

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

n/a

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

porta-potty (typically already in place by city from other summer park events)

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Sanitary Facilities Plan: *(if applicable)*

see above

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

n/a

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Organization: St. Croix Valley Chamber of Commerce

Tax Status: \_\_\_\_\_

Officers: DeeDee Travis, Chair

Signature of President or Event Chair: \_\_\_\_\_

Contact Person: Jayna Smith

Address: 517 Main Street

Telephone: 207-214-0565

Date Submitted: 03/25/2025

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--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.

Date Submitted 03/25/25

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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: Saturday, Aug. 9, 2025 Time of Event : 7am-5pm


Location: Main Street

Estimated number of People Attending: 750

Summary of Event:  
Annual Street Fair

Alcoholic Beverages ? YES NO (Circle one)

Amplified Sound ? YES NO (Circle one)

  
(Over)

Street Closure Requirements: *(if applicable)*  
street lights to Jo's Diner & Pizzeria, possibly Sawyer Street to North Street

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

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

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Sanitary Facilities Plan: *(if applicable)*  
port-a-potty end of Monroe Street

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List of Proposed Vendors: *(if known and applicable)*  
food, crafters, etc.

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Organization: St. Croix Valley Chamber of Commerce  
Tax Status: \_\_\_\_\_  
Officers: DeeDee Travis, Chair  
Signature of President or Event Chair: \_\_\_\_\_  
Contact Person: Jayna Smith  
Address: 517 Main Street  
Telephone: 207-214-0565  
Date Submitted: 03/25/2025

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- 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.



**CITY OF CALAIS, MAINE—ORDINANCE**  
**AUTHORIZING OF EXTENSION OF THE GENERAL OBLIGATION OF THE CITY**  
**THROUGH THE ISSUANCE OF A GENERAL OBLIGATION BOND OR**  
**GUARANTEE (UP TO \$1,900,000) TO SUPPORT ITS BROADBAND PROJECT**

WHEREAS, Under the constitution and laws of the State of Maine and pursuant to Section 5772 of Title 30-A, M.R.S.A., the Charter of the City of Calais (the “City”), and an Ordinance entitled “Authorization of the Issuance of a General Obligation Bond of the City (up to \$1,600,000) to Support its Broadband Project,” duly adopted by the City Council of the City on October 26, 2017 (the “2017 Ordinance”), the City is authorized to borrow, directly or indirectly, an amount not to exceed \$1,600,000, the proceeds to be used to finance a local broadband utility to expand broadband access in the City (the “Broadband Project”), and

WHEREAS, Pursuant to a certain Interlocal Agreement, originally between the City and the Town of Baileyville and entered into by the City on August 29, 2017, and subsequently amended to reflect the addition of additional municipalities (the “Interlocal Agreement”), the City agreed to the creation of and admission to the Downeast Broadband Utility, (the “DBU”) which is authorized to and has borrowed short-maturity funds to finance the Broadband Project on behalf of its member municipalities, and to guarantee its allocable share of the debt thereof, and

WHEREAS, the total debt of the DBU allocable to the City pursuant to the Interlocal Agreement is \$1,900,000,

NOW THEREFORE, the City of Calais hereby ordains as follows:

Section 1. That in addition to the \$1,600,000 authorized pursuant to the 2017 Ordinance, the City is authorized to borrow, directly or indirectly, via the issuance of general obligation bonds of the City or by guaranteeing revenue obligation bonds of the DBU or otherwise, a total cumulative amount of up to \$1,900,000 from a lending institution to be selected by the City Treasurer or the DBU, the proceeds to be used, directly or indirectly, to support the City’s efforts to finance the Broadband Project as undertaken by the DBU, for a period not to exceed thirty (30) years. If, in the discretion of the City Council, the borrowing contemplated hereby shall be accomplished by the issuance of bonds of the City, such bonds shall be at such interest rate or rates and on such further terms and conditions as may be determined by the City Council (the “Council”), with principal and interest to be payable at least annually, the proceeds to be used for the “Broadband Project,” and such borrowing will be evidenced by one or more General Obligation Bonds of the City to be executed and delivered on behalf of the City by the City Treasurer and to be countersigned by a majority at least of the Council in a cumulative principal amount not to exceed \$1,900,000. If the borrowing contemplated hereby shall be accomplished by the City guaranteeing the debt of the DBU to the extent of \$1,900,000, such debt shall be issued by the DBU pursuant to the terms and conditions of the Interlocal Agreement, and, to the extent payments on such DBU bond cannot be made from revenues of the DBU, shall be secured to the extent of a maximum cumulative amount of \$1,900,000 by the general obligation of the City.

Section 2. That the City Treasurer, the City Manager and the Mayor, and each of them individually, are hereby authorized to execute such certificates, loan agreements and other documents and do all things necessary or convenient to issue the debt and/or guarantee authorized hereby.

Section 3. That under no circumstances shall the term of any bond issued in connection with this Ordinance have a term in excess of the estimated period of utility of the Broadband Project, which is hereby estimated to be not less than 30 years, and further that sufficient taxes shall be levied by the City each year that, should a Bond issued hereunder be outstanding, the taxes raised by the City shall be sufficient to pay all principal and interest due and payable in that year pursuant to such Bond are then outstanding, and that such amount of principal and interest shall be included in the tax levy of the City for each year until any such Bond has been paid in full.

Section 4. That the City Clerk shall distribute a copy of this Ordinance to each Council member and to the City Manager, and shall file a reasonable number of copies of this Ordinance at City Hall and such other places as may be directed by the City Manager.

Section 5. That a public hearing shall be held at 6:00 p.m. in the City Council Chambers of the City Building in Calais, Maine on March 27, 2025, for the purpose of taking testimony and comments from the public with respect to this Ordinance, the Broadband Project and the proposed issuance of the Bond, and that notice of the public hearing be given by the City Clerk by publishing a summary of this ordinance in the Calais Advertiser as soon as practicable after March 13, 2025, together with a notice setting forth the time and place for the public hearing, and for consideration of the proposed ordinance by the City Council at the meeting to be held on March 27, 2025, immediately following the public hearing.

Section 6. That all actions taken to date by the municipal officers of the City related to the 2017 Ordinance and the Broadband Project authorized hereby be and they hereby are ratified, approved and confirmed.

Section 7. That the law firm of Eaton Peabody is hereby designated as Bond Counsel for the City to advise the City with respect to the issuance and sale of the Bond or the issuance of the guarantee, and to prepare documents and render opinions as may be necessary or convenient for that purpose.

Section 8. That the municipal officers and officials of the City are hereby authorized to execute any and all documents and certificates, and to take all actions, including affixing the seal of the City, as may be necessary or convenient to carry out the intent of this Ordinance, and further that if any member of the City Council or officer of the City who has signed or sealed the Note or the Bond or any certificate delivered in connection therewith shall cease to be such officer or official before the Note or Bond have been authenticated or delivered by the City, such Note or Bond nonetheless may be authenticated, issued and delivered with the same force

and effect as though the person or persons who signed or sealed such Note or Bond had not ceased to be such officer or official; and any such Note or Bond may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Note or Bond shall be the proper officers and officials of the City, although at the nominal date of such Note or Bond such person or persons shall not be such officer or official.

Section 9. That as soon as practicable after adoption of this ordinance, the City Clerk shall publish a summary of this ordinance in the Calais Advertiser together with a notice of its adoption.

I certify that I am the duly qualified City Clerk of the City of Calais, Maine and that the foregoing ordinance was introduced at the regularly scheduled meeting of the City Council on March 13, 2025, and was adopted by the City Councilors of the City of Calais at the meeting of the City Council on March 27, 2025, duly called and legally held in accordance with the laws of Maine and the City Charter, that the meeting was open to the public and that adequate and proper notice thereof was given in accordance with the laws of Maine and the City Charter, and that such ordinance has been entered into and become a part of the permanent records of the City and remains in full force and effect and has not been rescinded or amended.

CITY OF CALAIS, MAINE

By: \_\_\_\_\_  
Brad Phillips  
City Clerk

(SEAL)

Dated at Calais, Maine  
March 27, 2025

FOLLOW UP ITEM	STATUS	UPDATED STATUS
<p>WWII Honor Roll for Red Beach Park/Playground 9/1/22</p>	<p>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.</p>	<p>Updated 3/10/25 Reconfiguring the layout of the Red Beach playground and location for Veterans Honor Roll. The stone has been ordered and Boone Ridge Construction is scheduled to deliver and place the playground equipment in January if possible. If not, the equipment and the monument will be placed in the Spring.</p>
<p>ATV access along RT. 1 through the Moosehorn 9/23/21</p>	<p>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.</p>	<p>Updated 3/10/25 The in-person public meeting held at the Moosehorn was well attended and there were many positive comments in support of the trail extension from Ayers Junction. The next step is for the RUAC to make a recommendation to the MDOT.</p>
<p>Calais Waterfront Improvements 9/23/21</p>	<p>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.</p>	<p>Updated 3/10/25 Senator Collins, Senator King, and Representative Golden have all submitted our request for Congressional Direct Spending to the Appropriations Committee in the amount of \$3mm to fund the city Waterfront Pier Project. The new pier has been designed and approved by the civil/structural engineers. The funding for this project has been included in the Transportation, Housing, and Urban Development appropriations bill approved by the US Senate Appropriations Committee.</p>

FOLLOW UP ITEM	STATUS	UPDATED STATUS
City Armory 8/1/23	The State National Guard is considering divesting the Calais Armory.	<p>Updated 3/10/25</p> <p>According to Col Dionne of the Maine National Guard, the Commissioner of the Military Bureau and Veterans Services has ordered an appraisal of the Armory. Once the appraisal amount has been determined, the next step for council is to consider whether to exercise our right of first refusal.</p>
City Emergency Comm Tower 4/1/23	City equipment to be transferred to the tower at Higgins Farm on Magurrewock Mt.	<p>Updated 3/24/2025</p> <p>Equipment is scheduled to be placed this week from Cemetery site to Magurrewock. FCC licence ha been approved. Fire/EMS has requested a generator be placed at the Water Tower Site to maintain comms during power outages.</p>
City sidewalks 9/26/24	Citizen complaints of the condition of the city sidewalks	<p>3/10/2025</p> <p>PW Director has inspected the city sidewalks and will be prioritizing by condition to include in the FY 25/26 city paving program.</p>
City Vet Clinic 11/30/23	Previous vet clinic retired two years ago and another vet would greatly benefit the community.	<p>3/10/2025</p> <p>The Ec Dev Director for Calais/Baileville has made this a high priority item. At a recent DED meeting there was discussion of the possibility of our communities offering a veterinarian scholarship to a local student that's willing to commit to the area upon college graduation. There was also discussion regarding the level of commitment from the communities to recruit a qualified vet candidate to the area.</p>

FOLLOW UP ITEM	STATUS		UPDATED STATUS
Downtown Lamp posts/Lighting 9/28/23	Complete cost analysis for replacement lighting for downtown lamp posts.	3/10/2025	The council has committed to installing 30 new light fixtures to improve the lighting downtown. The funds for this project will come from the city's downtown TIF program.
Property Revaluation for the city 1/1/23	The last city property valuation was performed in 1995.	3/10/2025	Council approved an in-house city-wide revaluation and currently has 150K earmarked to fund the project. The assessor placed notification of the upcoming reval in with the resident tax bills and is currently advertising for two property listers.

# MARCH - 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			School Liaison Committee 5 PM @ High School	Public Works Committee 5 PM Council Meeting 6 PM		
16	17	18	19	20	21	22
23	24	25	26	27	28	29
				Public Safety Committee 5 PM Council Meeting 6 PM		
30	31					