

Calais City Building  
July 1, 2021

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 Howard presiding over Councilors Cody, Sherrard, Rogers, Mingo, Carr, and Moreside.

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

- A. *Previous Minutes*
- B. *Chase Fund for July - \$300.00*
- C. *Treasurer's Warrants City through June 30, 2021*  
\$ 330,013.05
- D. *Treasurer's Warrants School through June 30, 2021*  
\$ 725,510.62
- E. *Treasurer's Warrant Water through June 30, 2021*  
\$ 34,864.62
- F. *4<sup>th</sup> of July – Kids Games – Fire Dept Assn*

The mayor then opened the public hearing on the proposed Municipal, School, and Wastewater Budgets. Following some discussion on the City Council's displeasure of the School Superintendent not providing copies of their budget and not being present at this public hearing to answer questions, it was moved by Councilor Mingo and seconded by Councilor Moreside to approve the School Department Budget as presented. Voting in favor of this motion were Councilors Cody, Rogers, Mingo, Carr, Moreside and Mayor Howard. Councilor Sherrard was opposed. Motion carried.

It was then moved by Councilor Rogers and seconded by Councilor Cody to approve Resolutions #1 through #11, with fixed amounts as written. Voting in favor of this motion were Councilors Cody, Rogers, Mingo, Carr, Moreside and Mayor Howard. Councilor Sherrard was opposed. Motion carried.

It was then moved by Councilor Rogers and seconded by Councilor Mingo to approve Resolutions # 12 through 16, with recommended figures as written. Voting in favor of this motion were Councilors Cody, Rogers, Mingo, Carr, Moreside and Mayor Howard. Councilor Sherrard was opposed. Motion carried.

On a motion by Councilor Mingo and a second by Councilor Cody, it was unanimously voted to approve Resolution #17 as written.

Attendance

Consent Agenda

Public Hearings – Municipal,  
School, and Wastewater  
Budgets

**RESOLUTIONS for CALAIS CITY COUNCIL VOTE ON THE CALAIS SCHOOL BUDGET 2021-2022**

**REQUIRED ARTICLES/RESOLUTIONS FOR THE SCHOOL BUDGET IN MUNICIPAL SCHOOL UNITS:**

**RESOLUTIONS # THROUGH # TO AUTHORIZE EXPENDITURES IN COST CENTER CATEGORIES**

**RESOLUTION #1** Shall the council/city appropriate and authorize the School Committee to expend \$2,938,334.12 for Regular Instruction?

**RESOLUTION #2** Shall the council/city appropriate and authorize the School Committee to expend \$1,449,048.38 for Special Education?

**RESOLUTION #3** Shall the council/city appropriate and authorize the School Committee to expend \$1,199,500.26 for Technical Education?

**RESOLUTION #4** Shall the council/city appropriate and authorize the School Committee to expend \$175,975.08 for Other Instruction?

**RESOLUTION #5** Shall the council/city appropriate and authorize the School Committee to expend \$434,616.47 for Student and Staff Support?

**RESOLUTION #6** Shall the council/city appropriate and authorize the School Committee to expend \$423,406.35 for System Administration?

**RESOLUTION #7** Shall the council/city appropriate and authorize the School Committee to expend \$379,946.20 for School Administration?

**RESOLUTION #8** Shall the council/city appropriate and authorize the School Committee to expend \$400,733.60 for Transportation and Buses?

**RESOLUTION #9** Shall the council/city appropriate and authorize the School Committee to expend \$838,363.97 for Facilities Maintenance?

**RESOLUTION #10** Shall the council/city appropriate and authorize the School Committee to expend \$445,927.43 for Debt Service and Other Commitments?

**RESOLUTION #11** Shall the council/city appropriate and authorize the School Committee to expend **\$15,000.00** for All Other Expenditures?

**RESOLUTION #12** To see what sum the Council/city will appropriate for the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act (**Recommend \$5,437,990.90**) and to see what sum the Council/city will raise as the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

**Recommend \$1,290,070.00**

*“Explanation: The school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.”*

**RESOLUTION #13** To see what sum the Council/city will raise and appropriate for the annual payments on debt service previously approved by the Council/city voters for non-state-funded school construction projects, non-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12.

**Recommend \$0.00**

*Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the Council/city's long-term debt for major capital school construction projects and minor capital renovation projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters.*

**RESOLUTION #14** To see what sum the Council/city will raise and to appropriate the sum of (**Recommend \$0.00**) in additional local funds for school purposes under Maine Revised Statutes, Title 20-A, §15690.

**Recommend \$0.00**

***The following statement must accompany this article in subparagraph:***

*Explanation: The additional local funds are those locally raised funds over and above the school administrative unit's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the municipality/district budget for educational programs.*

**RESOLUTION # SUMMARIZES THE PROPOSED SCHOOL BUDGET**

**RESOLUTION #15** To see what sum the Council/city will authorize the school committee to expend for the fiscal year beginning July 1, 2021 and ending June 30, 2022 from the Council/city's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

**Recommend \$8,700,851.86**

**RESOLUTION #16** To see if the Council/city will appropriate \$0.00 for Adult Education and raise \$0.00 as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

**Recommend \$0.00**

**RESOLUTION #17** In the event that the Calais School Department receives more state education subsidy than the amount included in its budget, shall the School Board be authorized to use all or part of the additional state subsidy to increase expenditures for school purposes in cost center categories approved by the School Board, increase the allocation of finances in a reserve fund approved by the School Board, and/or decrease the local cost share expectation, as defined in Title 20-A, section 15671-A (1)(B), for local property taxpayers for funding public education as approved by the School Board?

On a motion by Councilor Sherrard and a second by Councilor Mingo, it was unanimously voted to approve the Wastewater Budget for the Fiscal Year July 1, 2021 – June 30, 2022, and approve the Annual Sewer Fund Appropriation as presented:

#### INSERT ANNUAL APPROPRIATION – SEWER FUND

It was then moved by Councilor Sherrard, seconded by Councilor Moreside, and unanimously voted to schedule a special City Council meeting on Thursday, July 15, 2021, at 6:00 p.m. to consider the proposed City Budget, and to allow the Finance Dept to operate and expend funds until a budget is approved, and to also allow the Finance Director to apply the proposed raises for City Employees.

The City Manager than gave his report on the following:

- list of "Follow Ups."
- Thank you letter from CBP for Fire Dept's Covid Vaccination Clinic.
- Equipment from St Croix Brewery Building belonging to City
- Music on the Green
- Festival, August 5, 6 & 7
- Ambulance Dept, Paramedic position available

On a motion by Councilor Moreside and a second by Councilor Mingo, it was unanimously voted to suspend the Council Rules and add a Personnel Issue to the Executive Session.

The following Council Committee Reports were submitted:

1. Finance Dept – No report
2. Property Committee – met prior to meeting to discuss, St Croix #1, Carl Bailey Courtyard, and John Chambers Pole removal request.
3. Public Safety Committee - Met to discuss the Fulltime Fire Department Position.
4. Public Works Committee – No report
5. School Liaison Committee – No report
6. Economic/community Development Committee – No report

At this time, City Attorney, Jonathan Pottle of Eaton Peabody gave his legal opinion of "Conflict of Interest".

The next agenda item, Carl Bailey's proposed Courtyard on Blake Street was tabled until the July 15<sup>th</sup> meeting.

On a motion by Councilor Sherrard and a second by Councilor Moreside, it was unanimously voted to accept the donation of

City Manager Report

Suspend Council Rules/Add Agenda item

Council Committee Reports

Conflict of Interest

Carl Bailey Proposal

Picnic Tables

## ANNUAL APPROPRIATION – SEWER FUND

### ORDERED:

The following be and hereby is the annual sewer fund appropriation resolve of the City of Calais for the fiscal year July 1, 2021 to June 30, 2022, which includes the amounts appropriated herein and revenue from sewage service charges and all other sources beginning July 1, 2021 and continuing for the fiscal year in the aggregate amount \$1,009,789 based on the budget approved by the City Council and made a part thereof, and the same is hereby appropriated for the fiscal year July 1, 2021 to June 30, 2022 for the lawful expenditures of the City of Calais and said amounts are declared not to be in excess of the estimated revenue from sewer service charges and other sources for the fiscal year beginning July 1, 2021.

Pursuant to Title 30-A M.R.S.A. Sec 3406 and the City of Calais Sewerage Ordinance the City Council hereby adopts the following rates for the City Sewerage Works:

Operation, Maintenance & Replacement:	\$ 5.93 per 100 cu. ft.
Debt Service:	\$ 4.45 per 100 cu. ft.
Total:	\$10.38 per 100 cu. ft.

The Tax Collector of the City of Calais is hereby directed to assess sewer service charges on a quarterly basis as determined by the water meter readings. All sewer service charges remaining unpaid after the date which they are due shall bear interest at a rate of 6% per annum, said interest to be added to and become a part of said sewer service charges.

### ORDERED:

That the sale or disposal of any real estate acquired by the City for non-payment of sewer service charges thereon be made in accordance with the City of Calais Property Tax And Sewer Lien Policy, the Treasurer being authorized to execute Municipal Quit-Claim Deeds for such property.

### ORDERED:

That the Treasurer for the time being of the City of Calais shall have full authority to execute and acknowledge all deeds of real property or any interest therein on behalf of the City of Calais, unless the City Council shall otherwise expressly order, the authority herein granted applying to conveyances of property, whether tax-acquired or not, and to be carried out in cases where the City Council has approved the conveyance specifically or where it is being made to remove a cloud on a title wherein the City has no actual interest in the property other than an apparent record interest, and also in those cases where a deed may be necessary or desirable to clear the record title to property following payment of back sewer service charges, expired sewer liens or other City interest in the property.

Picnic Tables from Crumbs Café to be placed at Triangle Park.

The City Manager presented the Council with the following bid results on a 2022 6-wheel dump truck.

Daigle & Houghton	
Hermon Maine	\$165,450.00

O'Connor Motors	
Augusta, ME	\$172,258.00

It was moved by Councilor Sherrard and seconded by Councilor Moreside to award this bid to Daigle & Houghton. To be financed for 5 years with up to an additional \$5,000 for a 5-year Powertrain Warranty. Voting in favor of this motion were Councilors Cody, Sherrard, Rogers, Mingo, Carr, and Moreside. Mayor Howard was opposed. Motion carried.

The City Manager informed the Council that there no bids received on a tilt deck trailer. It was then moved by Councilor Moreside and seconded by Councilor Mingo to authorize the Public Works Director to expend up to the budgeted \$10,199.00 to purchase a tilt deck trailer. Voting in favor of this motion were Councilors Cody, Rogers, Mingo, Carr, Moreside and Mayor Howard. Councilor Sherrard was opposed. Motion carried.

The City Manager presented the Council with the following bids received on Brick Work for the City Building and Library. He stated that there were no bids received on the Facia Repair at the City Building.

INSERT BIDS

On a motion by Councilor Sherrard and a second by Councilor Mingo, it was unanimously voted to award these bids to Maine Brick, Block and Stone in the amount of \$18,000 for the City Building and \$22,000 for the library.

The City Manager informed the Council that there were no bids received on the Fountain Park Mulching. It was moved by Councilor Sherrard, seconded by Councilor Mingo, and unanimously voted to rebid this item.

It was moved by Councilor Carr and seconded by Councilor Cody to authorize the Fire Chief to fill the Full-time Fire Department Position vacated by Tim Krug. Voting in favor of this motion were Councilors Cody, Sherrard, Mingo, and Carr. Councilors Rogers, Moreside and Mayor Howard were opposed. Motion carried.

Dump Truck Purchase

Tilt Deck Trailer

Brick Work Bids

Fountain Park Mulching

Permission to Fill Fire Dept Position

BIDS FOR CITY BUILDING BRICK REPAIR AND RESTORATION

BID

Maine Brick Block and Stone.....\$18,000.00

Jason Durgin -Owner  
1185 Alton Tanning Rd  
Alton, ME. 04468  
#207-904-9544

Maine Highlands Contracting.....\$39,900.00

Brock Starbird-Owner  
795 Lily Bay Rd.  
Unit 301  
Beaver Cove, ME 04441  
#207-478-9248

BIDS FOR LIBRARY BRICK REPAIR AND RESTORATION

BID

Maine Brick, Block, and Stone.....\$22,000.00

Jason Durgin – Owner  
See info above

Maine Highlands Contracting.....\$34,950.00

Brock Starbird- Owner  
See info above



It was moved by Councilor Sherrard and seconded by Councilor Rogers to purchase 325 cubic yds of Red Sand for the Waterfront Walkway from Richard Mingo Construction in the amount of \$6500.00 to be charged to Public Works CIP reserve. Voting in favor of this motion were Councilors Cody, Sherrard, Rogers, Carr, Moreside and Mayor Howard. Councilor Mingo abstained. Motion carried.

Waterfront Walkway Sand Purchase

On a motion by Councilor Moreside and a second by Councilor Mingo, it was unanimously voted to approve the 2021/22 Ambulance Budget as presented.

Ambulance Budget

INSERT AMBULANCE BUDGET

On a motion by Councilor Rogers and a second by Councilor Carr, it was unanimously voted to authorize submitting an application for a grant from MDOT for the update to the Transportation Chapter of the City's Comprehensive Plan.

MDOT Grant

At this time, Annaleis Hafford of Olver Associates updated the Council on the Current Performances of the City's Wells. No motion needed at this time.

City Well Performance

The next agenda item, Consideration of list of uses for ARPA funds was tabled.

ARPA Funds

On a motion by Councilor Rogers and a second by Councilor Cody, it was unanimously voted to contract with Eaton Peabody for the City's Labor Attorney.

Labor Attorney

It was moved by Councilor Sherrard and seconded by Councilor Cody to authorize the City Manager to sign the Police and Public Works Union Contracts. Voting in favor were Councilors Cody, Sherrard, Rogers, Mingo, and Carr. Councilor Moreside and Mayor Howard were opposed. Motion carried.

Union contracts

On a motion by Councilor Moreside and a second by Councilor Sherrard, it was unanimously voted to authorize the City Manager to fill the vacant full-time Paramedic Position in the Ambulance Dept.

Paramedic Position

The next agenda item, Handicap Ramp request was tabled.

On a motion by Councilor Sherrard and a second by Councilor Moreside, it was unanimously voted to authorize the use of the Memorial Park for a Memorial Service with Military Honors on August 21, 2021, at 11:00 a.m.

Memorial Park Use

FY22 Ambulance Budget Summary

	FY21	FY22	\$ Change	% Change
	As Passed	As Proposed		
Projected Revenues	1,344,936.00	1,332,412.00	(12,524.00)	-0.93%
Payroll - Regular Wages	307,400.00	314,700.00	7,300.00	2.37%
Payroll - Overtime Wages	64,000.00	64,000.00	-	0.00%
Payroll - Part Time	71,500.00	71,500.00	-	0.00%
Benefits - FICA/UC/WC	58,525.00	60,600.00	2,075.00	3.55%
Benefits - Life/Retirement	40,000.00	42,000.00	2,000.00	5.00%
Benefits - Health/Dental/IP	74,700.00	86,500.00	11,800.00	15.80%
Benefits - Flexible Spending Acct	1,875.00	1,875.00	-	0.00%
FF Wage Reimbursement	30,000.00	30,000.00	-	0.00%
Administrative - Manager	18,600.00	19,015.00	415.00	2.23%
Administrative - Finance	7,120.00	7,265.00	145.00	2.04%
Admin - PW Mechanic	4,700.00	4,700.00	-	0.00%
Dues	1,605.00	1,605.00	-	0.00%
Telephone	2,000.00	1,560.00	(440.00)	-22.00%
Rental Fees	13,520.00	13,625.00	105.00	0.78%
Capital Outlay - Ambulance	65,000.00	30,000.00	(35,000.00)	-53.85%
Fuel, Oil & Lube	18,000.00	26,450.00	8,450.00	46.94%
Tires	3,000.00	3,000.00	-	0.00%
Vehicle Maintenance	8,000.00	12,000.00	4,000.00	50.00%
Office Equipment	2,200.00	2,500.00	300.00	13.64%
Ambulance Equipment	21,000.00	20,000.00	(1,000.00)	-4.76%
Radios/Repair	900.00	900.00	-	0.00%
Office Supplies	800.00	800.00	-	0.00%
Janitorial Supplies	500.00	500.00	-	0.00%
Supplies - Oxygen	3,000.00	3,000.00	-	0.00%
Supplies - Pharmacy	3,500.00	3,500.00	-	0.00%
Supplies - Medical	11,000.00	11,000.00	-	0.00%
Medical Screenings	200.00	200.00	-	0.00%
Drug/Alcohol Testing	620.00	620.00	-	0.00%
Licenses & Fees	900.00	900.00	-	0.00%
Travel	500.00	800.00	300.00	60.00%
Property & Casualty	9,845.00	10,400.00	555.00	5.64%
Postage	300.00	300.00	-	0.00%
Advertising	1,000.00	1,000.00	-	0.00%
Clothing - Uniforms	2,500.00	2,500.00	-	0.00%
Education & Training	7,000.00	7,000.00	-	0.00%
Legal & Audit Fees	2,900.00	2,900.00	-	0.00%
Contract Svcs - Billing	26,500.00	26,500.00	-	0.00%
Contract Svcs - Maint	5,250.00	5,000.00	(250.00)	-4.76%
Contract Svcs - Back Up	600.00	600.00	-	0.00%
Contract Svcs - CRH	350.00	350.00	-	0.00%
Loan - Principal	15,439.00	19,800.00	4,361.00	28.25%
Loan - Interest	152.00	690.00	538.00	353.95%
Contractual Allowance	395,000.00	395,000.00	-	0.00%
Bad Debt	43,000.00	25,000.00	(18,000.00)	-41.86%
Subtotal	1,344,501.00	1,332,155.00	(12,346.00)	-0.92%
<b>Budgeted Net Income/(Loss)</b>	<b>435.00</b>	<b>257.00</b>	<b>(178.00)</b>	

The next agenda item was an update on Executive Session Etiquette. No motions needed.

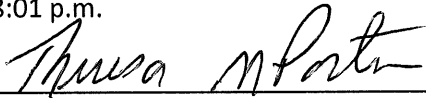
Other items addressed with no Council action being taken at this time included:

- Need for Portable Toilets at Triangle Park
- need for a School Zone sign on South Street
- Rotary Flowers look nice
- Installation of Floating Docks
- thanks to City Manager, Job well done
- poor cell phone service

On a motion by Councilor Sherrard and a second by Councilor Mingo, it was unanimously voted to retire into Executive Session at 7:49 p.m. for Union Negotiations and a Personnel Issue.

Open Session resumed at 8:01 p.m.

There being no further business to come before the City Council at this time, it was moved by Councilor Sherrard, seconded by Councilor Moreside, and unanimously voted to adjourn this meeting at 8:01 p.m.

ATTEST:   
Theresa M Porter, City Clerk

Other items

Executive Session

Adjourn