



**Presque Isle City Council Meeting
Wednesday, June 3, 2020
6:00 PM
Presque Isle Council Chambers**

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:
Fernand Martin – 23 Howard Street
71 Dyer Street
Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

Citizen Comments

Consent Agenda

2. Approve Minutes from April 1st and May 6, 2020
3. Approve 2020 Warrants #12-20, totaling \$3,485,262.93
4. Approve Workers' Compensation Safety Incentive Program
5. Approve 2020 Tax Anticipation Note
6. Approve Paving Account Transfer
7. Approve Drug Forfeiture

Old Business

8. Goal Setting Review
9. Traffic Pattern Change to Chapman/Riverside Intersection
10. City Hall Renovations

New Business

11. Summer Events Update
12. A/V Equipment
13. Approve Liquor License

Manager's Report

Executive Session

Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

Announcements

Adjournment

The Office of the City Manager
Martin Puckett
Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	May 28, 2020
RE:	June 3rd Council Meeting starting at 6pm, City Council Chambers

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:
Fernand Martin – 23 Howard Street
71 Dyer Street
Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

Citizen Comments: Recommended to have public comments on items from May meeting agenda item as well.

Consent Agenda: Some items were discussed at May meeting. It is recommended to approve those items at this meeting.

2. Approve Minutes from April 1st and May 6, 2020
3. Approve 2020 Warrants #12-20, totaling \$3,485,262.93
4. Approve Workers' Compensation Safety Incentive Program: A new program that offers discounts from insurance provider.
5. Approve 2020 Tax Anticipation Note: Memo included from Finance Director.
6. Approve Paving Account Transfer: From May meeting.
7. Approve Drug Forfeiture: From May meeting

Old Business

8. Goal Setting Review: For review and discussion. Draft goals and survey results are included.
9. Traffic Pattern Change to Chapman/Riverside Intersection: MDOT agreed to have the regional traffic engineer assist in the project. Recommendations for safety improvements are included. Map included for clarification.
10. City Hall Renovations: Committee report included. RFP has been prepared, pre-submittal meeting scheduled for June 4th with proposal due on June 24th. Goal is to have a consulting designer this year for budgeting purposes.

New Business

11. Summer Events Update: While many large events across the state have been cancelled or postponed, we have developed smaller, creative events that fall within the current guidelines. There are three recommendations, one is for funding the movies in the park one for Parks & Rec facilities and summer programming and one for Turner Memorial Library. Approval of recommendations is requested.
12. A/V Equipment: Attached is a proposal for equipment to be installed at the industrial council for departments to have small videos conference meetings. Eric Warren from Greenmark IT will be present to discuss. A subcommittee and Industrial Council recommend a system be installed for city business.
13. Approve Liquor License: Attached is a request for Cheyenne Industries (DBA Bonanza). It is a new request. Staff supports approval of the application.

Manager's Report

Executive Session

Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

Announcements

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: TABLED: A hearing to condemn a dangerous buildings pursuant to M.R.S.A. Title 17§ 2851 owned by:

Fernand Martin – 23 Howard Street

71 Dyer Street

Roger Pelkey & Robin (Pelkey) Legassie – 9 Allen Street

INFORMATION

- 1) Memo from George Howe, dated May 11, 2020
- 2) Condemned Properties Narrative
- 3) Pictures
- 4) State Statutes

REQUESTED ACTION

Please see attached motion.



City of Presque Isle, Maine

From the desk of:

George Howe

Email: ghowe@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic & Community Development Tom King, City Clerk Chelsea Lynds-Beaulieu
DATE:	May 11, 2020
RE:	Recommendations on Dangerous Buildings

Based upon the evidence presented and the testimony of the Code Enforcement Officer concerning the condition(s) of the premise(s) owned by **Roger Pelkey & Robin LeGassie** located at 9 Allen Street, and **Fernand Martin** located at 23 Howard Street and 71 Dyer, I hereby by move:

- That the Council adjudge these properties to be a nuisance and dangerous to life or property;
- That the Council make and record an Order stating that the owner shall, within (30) days of service of this Order, abate all conditions creating a nuisance or dangerous condition to the satisfaction of the Code Enforcement Officer;
- That should the owner fail to comply with the specified time, the owner shall be assessed a civil penalty of \$100.00 per day and the City Council further directs the City Manager to cause the structure(s) to be demolished and removed. The cost of such demolition and removal shall be charged against the real estate upon which the structure sets and shall constitute a lien on such real estate.

Motion made by: _____ Seconded by: _____

CONDEMNED PROPERTIES

April 1, 2020

1. **23 Howard Street – Owned by Fernand Martin.** Condemned on November 8, 2018, due to the following: Structure has been vacant since for numerous years and is structurally unsafe with roof collapsing and all utilities have been disconnected from the building. The pictures show this as being 21 Howard Street as there are two (2) buildings on the property we have condemned the larger building.

There is a tax lien on the property for 2018 and will mature on November 24, 2020. A lien will be recorded in May 2020 for 2019 taxes. The 2018 & 2019 taxes are outstanding.

Katahdin Trust Company holds the mortgage on the property and the mortgage is crossed-collateralized with other properties.

Daigle Oil & PI Utilities District have writs of executions recorded.

2. **71 Dyer Street – Owned by Fernand Martin.** Condemned on October 28, 2019, due to the following: Structure is vacant and is structurally unsafe with roof collapsing and all utilities have been disconnected from the building.

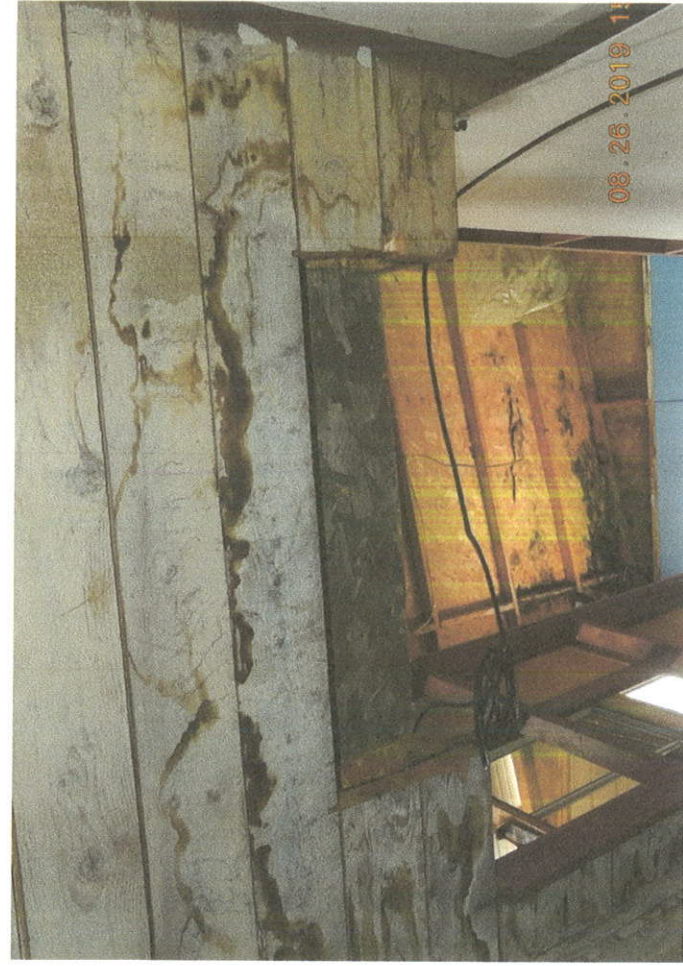
There is a tax lien on the property for 2018 and will mature on November 24, 2020. A lien will be recorded in May 2020 for 2019 taxes. The 2018 & 2019 taxes are outstanding.

Katahdin Trust Company holds the two mortgages on the property first one dated May 1, 2007 and the second mortgage is dated November 22, 2013. The mortgage is also crossed-collateralized with other properties.

Daigle Oil & PI Utilities District have writs of executions recorded.

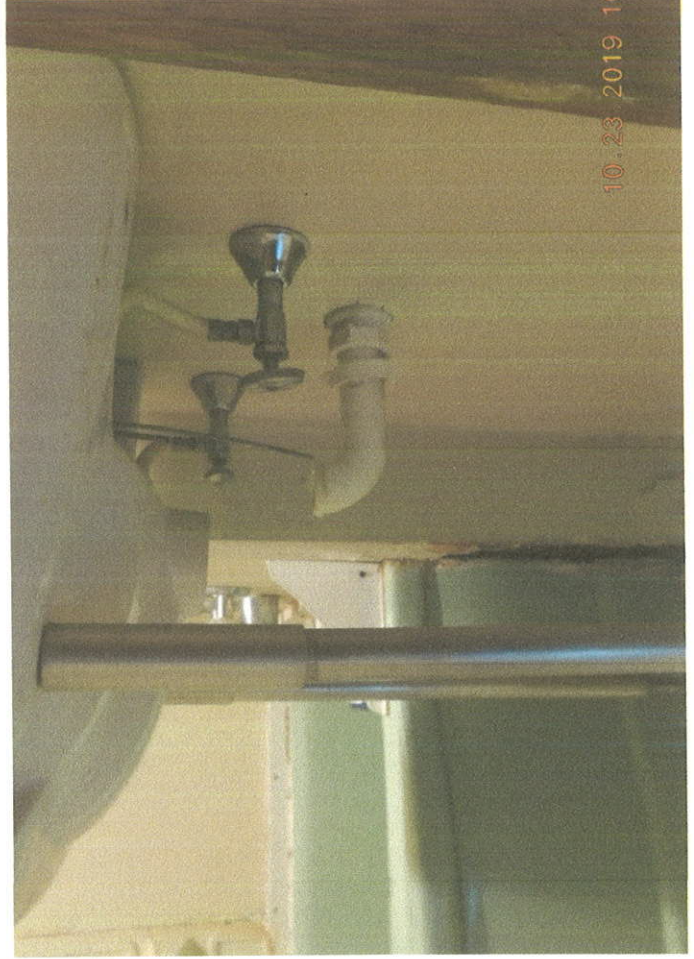
3. **9 Allen Street – Owned by Roger Pelkey & Robin (Pelkey) Legassie.** Condemned on August 29, 2019, due to the following: Part of the structure is structurally unsafe and has numerous electrical and heating issues. Apartments have been vacated by tenants and electrical has been disconnected from the apartments. There is still electrical feeding the store and the plumbing has not been disconnected from the building as it is also hooked-up to the stove.

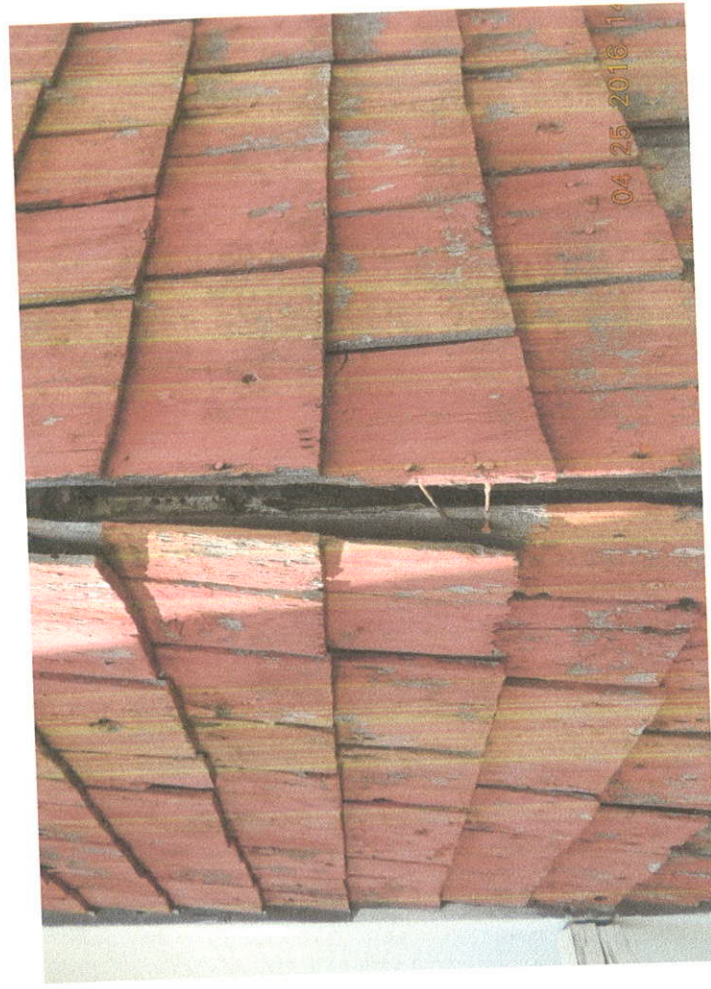
There is no mortgage on property and the 2019 taxes are paid.

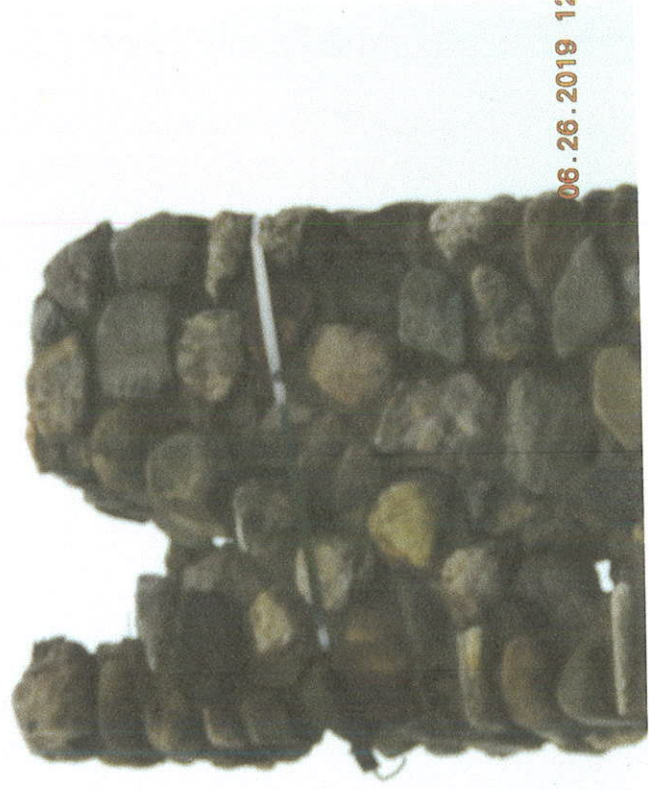












Maine Revised Statutes
Title 17: CRIMES
Chapter 91: NUISANCES

§2851. DANGEROUS BUILDINGS

The municipal officers in the case of a municipality or the county commissioners in the case of the unorganized or deorganized areas in their county may after notice pursuant to section 2857 and hearing adjudge a building to be a nuisance or dangerous, in accordance with subsection 2-A, and may make and record an order, in accordance with subsection 3, prescribing what disposal must be made of that building . The order may allow for delay of disposal if the owner or party in interest has demonstrated the ability and willingness to satisfactorily rehabilitate the building. If an appeal pursuant to section 2852 is not filed or, if an appeal pursuant to section 2852 is filed and the Superior Court does not order, stay or overturn the order to dispose of the building, the municipal officers or the county commissioners shall cause the nuisance to be abated or removed in compliance with the order. [2017, c. 136, §1 (AMD) .]

For the purposes of this subchapter, "building" means a building or structure or any portion of a building or structure or any wharf, pier, pilings or any portion of a wharf, pier or pilings thereof that is or was located on or extending from land within the boundaries of the municipality or the unorganized or deorganized area, as measured from low water mark, and "parties in interest" has the same meaning as in Title 14, section 6321. [2017, c. 136, §1 (NEW) .]

1. Notice.

[2017, c. 136, §1 (RP) .]

2. Notice; how published.

[2017, c. 136, §1 (RP) .]

2-A. Standard. To adjudge a building to be a nuisance or dangerous, the municipal officers or county commissioners must find that the building is structurally unsafe, unstable or unsanitary; constitutes a fire hazard; is unsuitable or improper for the use or occupancy to which it is put; constitutes a hazard to health or safety because of inadequate maintenance, dilapidation, obsolescence or abandonment; or is otherwise dangerous to life or property.

[2017, c. 136, §1 (NEW) .]

3. Recording of the order. An order made by the municipal officers or county commissioners under this section must be recorded by the municipal or county clerk, who shall cause an attested copy to be served upon the owner and all parties in interest in the same way service of process is made in accordance with the Maine Rules of Civil Procedure. If the name or address cannot be ascertained, the clerk shall publish a copy of the order in the same manner as provided for notice in section 2857.

[2017, c. 136, §1 (AMD) .]

4. Proceedings in Superior Court. In addition to proceedings before the municipal officers or the county commissioners, the municipality or the county may seek an order of demolition by filing a complaint in the Superior Court situated in the county where the building is located. The complaint must identify the location of the property and set forth the reasons why the municipality or the county seeks its removal. Service of the complaint must be made upon the owner and parties in interest in accordance with the Maine Rules of Civil Procedure. After hearing before the court sitting without a jury, the court shall issue

an appropriate order and, if it requires removal of the building, it shall award costs as authorized by this subchapter to the municipality or the county. Appeal from a decision of the Superior Court is to the law court in accordance with the Maine Rules of Civil Procedure.

[2017, c. 136, §1 (AMD) .]

SECTION HISTORY

1965, c. 284, (RPR). 1967, c. 401, §1 (AMD). 1973, c. 143, §1 (AMD).
1979, c. 27, §§1-3 (AMD). 1997, c. 6, §1 (AMD). 2017, c. 136, §1 (AMD).

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PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 2

SUBJECT

CONSENT AGENDA: 2020 Minutes

INFORMATION

- 1) April 1, 2020 Minutes
- 2) May 6, 2020 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from April 1st and May 6, 2020.



**Presque Isle City Council Special Executive
Session**

April 1, 2020

6:00 PM

Presque Isle City Council Chambers

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman M. Chasse, Councilors D. Cyr, J. Shaw via video software, Councilors C. Green, R. Smith, and J. Willette in person

Absent: None

City Manager Martin Puckett and City Clerk Thomas King were also present.

Public Hearing

1. Approval for a Marijuana License for Northern Maine Flower, with a location of 540 Main Street.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to issue a license to Benito Carrasco, Jr., operating as Northern Maine Flower, LLC., to operate a Medical Marijuana Retail Store at 540 Main Street

Vote: 7 – 0

2. Repass Ordinance due to Sunset Provision

BE IT RESOLVED by Councilor J. Willette, seconded by Deputy Chairman M. Chasse to re-pass Chapter 23 – Pawnbroker's Ordinance.

Vote: 7 – 0

Consent Agenda

3. March 4, 2020 Minutes
4. Warrants #8 - #11 – Totaling \$1,396,895.57
5. Employment Agency License for Maine Staffing Group

6. Employment Agency License for Tempo Employment Services
7. Pawnbroker License for Ben's Trading Post, LLC
8. Taxi Service License for Aroostook Cab Company
9. Taxi Service License for Town Taxi
10. Taxi Service License for Carney's Taxi
11. Bowling Alley License for Northern Lanes, Inc

BE IT RESOLVED by Councilor C. Green, seconded by Councilor R. Smith to approve the Consent Agenda as presented.

Vote: 7 - 0

12. Approve Drug Forfeiture

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Willette to authorize Chairman K. Freeman to sign the approval of transfers of forfeited drug proceeds.

Vote: 7 - 0

13. Bicentennial Parade Route

BE IT RESOLVED by Councilor R. Smith, seconded by Deputy Chairman M. Chasse to approve the Bicentennial Parade route.

Vote: 7 - 0

Old Business

14. Goal Setting Session

City Manager Puckett and the Council discussed municipal goal setting. An initial list was presented to the Council. Review and prioritization will take place in the coming weeks and more discussions will be held.

15. City Hall Update

Discussion only – an RFP has been advertised for engineering services. The deadline to receive the RFPs is April 30. Another update will be provided in future meetings.

16. COVID-19

Discussion only. City Manager Puckett reports that guidelines for maximum number of patrons at area businesses have been released. The number is based on square footage of the particular business.

Greg LaFrancois, CEO of TAMC, addressed the Council. So far there have been no positive tests for Covid-19 at TAMC. The hospital has doubled the number of available ICU beds in preparation and continue to cross-train staff. Mr. LaFrancois also answered questions from Councilors. He will return for future meetings to provide ongoing updates.

New Business

17. City Ethics Policy

Discussion only. City Manager Puckett reports the Ethics policy has not been updated since 2007. This will be revisited as necessary.

18. Chapman-Riverside Intersection

Discussion only. There is a safety concern with the intersection of Chapman Road and Riverside Drive, by the Splash Pad/Playground area. The City has been working with MDOT to find an adequate solution, be it a 3-way stop, additional signage and lights, etc. City Manager Puckett would like the Council to provide guidance. Discussion will continue at future meetings.

19. Dangerous Buildings

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor R. Smith to schedule a public Hearing for Dangerous Buildings for May 6, 2020.

Vote: 7 - 0

20. Ambulance

BE IT RESOLVED by Councilor C. Green, seconded by Chairman K. Freeman to approve to purchase two (2) 2016 Ford F-650 Diesel ambulances from Perry Hi-Way Hose Company, Inc. of Erie, Pennsylvania for a total of \$82,000.00.

Vote: 7 - 0

Manager's Report

City Manager Puckett extended a thank you to staff for their work during these unprecedented times.

Announcements

The next meeting of the Presque Isle City Council will be held on May 6, 2020 at 6:00 PM. It is to be determined whether this will be an in-person meeting or a virtual meeting.

Executive Session

Chairman K. Freeman closed the meeting to the public and proposed a short break before entering into Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations.

Councilors exited Executive Session at 9:14 PM.

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to authorize the City Manager to sign the Grant Writer/PIO contract.

Vote: 7 - 0

Adjournment

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to adjourn the meeting at 9:14 PM.

Vote 7 - 0

Attested by: _____
Thomas C. King, City Clerk



Presque Isle City Council Meeting

May 6, 2020

6:00 PM

Remote Access Meeting

Call to Order – Roll Call

Present: Chairman K. Freeman, Councilors D. Cyr, C. Green, J. Shaw, R. Smith, and J. Willette.

Absent: Deputy Chairman M. Chasse.

City Manager Martin Puckett and City Clerk Thomas King were also present.

Special Guests: State Senator Michael Carpenter, State Representatives David McCrea and Harold “Trey” Stewart; From Northern Light Health/ AR Gould: Greg LaFrancoise; From Presque Isle’s Sister City, Epping, New Hampshire: Adam Munguia, Chairman, Bob Jordan, Vice Chairman, and Gregory Dodge, Town Administrator.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 6:03 PM and led those present in the Pledge of Allegiance.

Public Hearing

1. Traffic Pattern Change to Chapman/Riverside Intersection

City Manager Puckett reports he received one e-mail comment regarding the possible placement of a stop sign at the north end of Chapman where it intersects Riverside. The commenter did not feel this would be safe, creating a potential for pedestrians to cross between stopped vehicles.

Rec and Parks Director Chris Beaulieu advised that MDOT informed him that a stop sign cannot be placed at the north end of Chapman due to the location of the crosswalk. Beaulieu reports that the MDOT traffic engineer is willing to work with the City to improve that intersection.

Public Services Director Dana Fowler advised the Uniform Code of Traffic Control does not allow a stop sign, as MDOT had stated. Options include moving the flashing beacon and crosswalk 100 feet south, or removing the crosswalk.

BE IT RESOLVED by Councilor J. Willette, seconded by Councilor C. Green to authorize the City Manager to secure the services of a traffic engineer to conduct a study of the Riverside Drive and Chapman Road intersection.

Vote: 6 – 0

2. Hearing: Dangerous Buildings

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Willette to reschedule the Hearing for Dangerous Buildings to June 3, 2020.

Vote: 6 – 0

Citizen Comments

Greg LaFrancois: Northern Light Health/AR Gould are going to start opening various services for appointments soon. The hospital has plenty of capacity for any spike in Covid-19 cases, and, to date, have had no positive cases at any of their facilities. There is no community transmission in Aroostook County. They have 17 ICU beds available. Mr. LaFrancois further stated that Aroostook County is past the peak infection rate period and more testing will be available soon, as well as antibody testing coming, possibly by mid-May.

Senator Michael Carpenter: Senator Carpenter advised that contrary to rumor, there is still \$275,000,000 in the State's "Rainy Day Fund". Senator Carpenter believes there will be adjustments to the State's opening phases. Given drops in revenue, budget adjustments will be necessary when the legislature goes back into session. The will likely affect revenue sharing.

Representative Harold "Trey" Stewart: Representative Stewart is hopeful for an accelerated opening. Economists are predicting a 25% drop in the State's GDP. The Department of Labor's unemployment situation is "a mess" and will be a slow fix. In regards to revenue sharing, federal funds can be redirected to municipalities. How that will proceed remains unknown.

Representative David McCrea: Representative McCrea states he has been very impressed and proud of County folk for their overall compliance with CDC

recommendations. He is a little concerned for surge of cases when the County becomes more open and folks are moving about more.

Consent Agenda

3. Consent Agenda

- a. April 1, 2020 Minutes
- b. Warrants #12 - #16, totaling \$1,319,390.27

BE IT RESOLVED by Councilor C. Green, seconded by Councilor J. Willette to approve the Consent Agenda as presented.

Vote: 6 - 0

Old Business

4. Goal Setting Session

Discussion only. Not all surveys were returned. City Manager Puckett presented the initial results and will collect the remainder of the surveys and compile the results for the Council for the June 3, 2020 City Council Meeting.

New Business

5. Paving Account Transfer

BE IT RESOLVED by Councilor C. Green, seconded by Councilor R. Smith to approve the transfer of \$10,000 from the Asphalt Account (009-09-04) to the Street Overlay reserve account (098-01).

Vote: 6 - 0

6. Assessing Update

Assessor Lewis Cousins presented the City Council with an update on his department's regional work with their contracted municipalities. Mr. Cousins also discussed potential impacts the Covid-19 situation may have in regards to setting the tax commitment in July.

Councilor Green exited the meeting at 7:36 PM.

Manager's Report

City Manager Puckett:

- Commended the work of Kim Smith on virtual tours of various historic buildings in and around the City.
- Reports the Farmer's Market is set to open May 22.
- City parks are ready to open for the season.
- A generous donation was made to the Library.
- Presque Isle Fire and Ambulance has received the two ambulances from Pennsylvania and commended Councilor D. Cyr with his input regarding transportation for the rigs to Maine.
- The District Attorney's Office has another drug related forfeiture. Requests approval from the Council to accept the forfeiture.

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Willette to accept the Drug Forfeiture proceeds as presented.

Vote: 5 - 0

Announcements

- Anyone interested in serving on a City Board or Committee is asked to contact the City Clerk or apply online.
- The next regularly scheduled meeting of the Presque Isle City Council is on Wednesday, June 3, 2020 at 6:00 PM in the Council Chambers at City Hall.

A brief discussion with the representatives from Epping, N.H. proceeded adjournment.

Adjournment

BE IT RESOLVED by Councilor R. Smith, seconded by Councilor J. Willette to adjourn the meeting at 7:52 PM.

Vote 5 - 0

Attested by: _____
Thomas C. King, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 3

SUBJECT

CONSENT AGENDA: 2020 Warrants #12 - #20, totaling
\$ 3,485,262.93

INFORMATION

1) Warrant #12	\$ 292,646.20
2) Warrant #13	\$ 177,014.56
3) Warrant #14	\$ 164,039.27
4) Warrant #15	\$ 599,363.74
5) Warrant #16	\$ 86,326.50
6) Warrant #17	\$ 277,430.67
7) Warrant #18	\$ 1,202,805.60
8) Warrant #19	\$ 572,565.26
9) Warrant #20	\$ 113,071.13

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve 2020 Warrant #12 - #20,
totaling \$ 3,485,262.93.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 4

SUBJECT

CONSENT AGENDA: Approve Workers' Compensation Safety Incentive Program

INFORMATION

- 1) Memo from Kellie Chapman, dated May 18, 2020
- 2) WCSIP Forum

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to enter into an agreement with the Workers' Comp Safety Incentive Program.



City of Presque Isle, Maine

The Office of
Human Resources
Kellie Chapman

Email: kchapman@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Kellie Chapman, Human Resource Director
DATE:	May 18, 2020
RE:	Worker's Comp Safety Incentive Program

Maine Municipal Association Risk Management Services has designed a program to work in partnership with our Workers' Compensation Fund members to improve workplace safety and the member's workers' compensation experience. The goals of this program are to:

- Reduce the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect members assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to enter into an agreement with the Worker's Comp Safety Incentive Program.

12 Second Street

Presque Isle, ME 04769-2459

Phone: 207.760.2718

Fax 207.764.2501

*The City of Presque Isle is an equal opportunity provider. To file a complaint, write to
HR Director, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2700.*



**MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM
RESOLVE FORM**

WHEREAS, the City of Presque Isle is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and

WHEREAS, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

WHEREAS, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

WHEREAS, MMA will provide necessary written program information, and offer assistance to participants; and

WHEREAS, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

WHEREAS, the City of Presque Isle is committed to providing a safe environment for its employees, citizens, and visiting public; and

WHEREAS, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW THEREFORE BE IT RESOLVED BY THE City of Presque Isle
to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

DATED THIS _____ **DAY OF** _____, 20____

ATTEST by Governing Board (signatures or e-signatures):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 5

SUBJECT

CONSENT AGENDA: Approve 2020 Tax Anticipation Note

INFORMATION

1) Memo from Brad Turner, dated May 29, 2020

REQUESTED ACTION

Please see attached resolve.



City of Presque Isle, Maine

Finance Department

From the desk of:

Bradley Turner

Email: bturner@presqueisleme.us

MEMORANDUM

TO:	Presque Isle City Council
FROM:	Bradley Turner, Finance Director
DATE:	May 29, 2020
RE:	2020 Tax Anticipation Note (TAN)

On April 3, 2020 letters and bid requirement sheets were sent to local financial institutions requesting bids for a tax anticipation note for the year 2020 in the amount of \$3,000,000. Bids were opened at 2 p.m. on May 29th 2020.

Bids were received from Katahdin Trust Company and Machias Savings Bank.

Katahdin offers a rate on the loan of 1.80% (no prepayment penalty)

Machias offers a rate on the loan of 1.99% (no prepayment penalty)

Both Financial Institutions offer the same rate for Lump-sum and for As-needed borrowings;

Both Financial Institutions require the City to pay for the legal opinion. (Est. \$1000)

It is my recommendation that the City accept the bid submitted from Katahdin Trust Company with a rate of 1.80% percent on the AS NEEDED basis.

The required resolve is attached.

RESOLVE

BE IT RESOLVED by _____ and seconded by _____ :

- 1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of up to \$3,000,000 principal amount of Tax Anticipation Notes of the City in anticipation of the receipt of taxes for the municipal fiscal year which commences January 1, 2020 and ends December 31, 2020.
- 2) That said Note shall be dated on or around June 18, 2020, shall mature on December 31, 2020, shall be signed by the Treasurer and countersigned by the Chair of the City Council, shall bear interest at the rate of 1.80% shall be payable at Katahdin Trust Company, Presque Isle, Maine unless another place of payment is specified by such institution, and otherwise be in such form and bear such details as the signers may determine.
- 3) That said Note is hereby sold and awarded to Katahdin Trust Company.
- 4) Said Note is hereby designated bank qualified, tax exempt obligation of the City for the 2020 calendar year pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.
- 5) That all things heretofore done and all action heretofore taken by the City, its municipal officers and agents in the authorization of said Note are hereby ratified, approved and confirmed and the Treasurer and Chair of the City Council are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefor.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 6

SUBJECT

CONSENT AGENDA: Paving Account Transfer

INFORMATION

1) Memo from Dana Fowler, dated April 20, 2020

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the transfer of \$10,000 from the Asphalt account 009-09-04 to the Street Overlay reserve account 098-01.



City of Presque Isle, Maine

The Department of
Public Services

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Council and City Manager Martin Puckett
FROM:	Dana H. Fowler, P.E., Director of Public Services <i>dfowler</i>
DATE:	April 20, 2020
RE:	Agenda Item: Transfer of Funds

The 2020 budget has a line item for asphalt paving and chip sealing. A portion of this line item Asphalt 009-09-04 is for paving and the budgeted amount for paving is transferred to a reserve account, Street Overlay account 098-01. Any transfer of funds other than those approved during the budget process requires approval of the City Council.

Bids for paving and chip sealing roads were opened on March 25, 2020. The low bid for chip sealing was less than the 2020 budgeted amount and the low bid for asphalt paving was much higher than what was anticipated during the budget process. Chip sealing will be \$10,000 less than the budgeted amount and paving will be at least \$100,000 over the budgeted amount, which will require a reduction in the amount of paving done this year. It is proposed to transfer \$10,000 from the Asphalt account to the Street Overlay account to help reduce the asphalt paving shortfall.

RECOMMENDATION

Be it resolved by _____ and seconded by _____ to approve the transfer of \$10,000 from the Asphalt account 009-09-04 to the Street Overlay reserve account 098-01.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 7

SUBJECT

CONSENT AGENDA: Approve Drug Forfeiture

INFORMATION

1) Transfer Agreements

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to authorize Chairperson, Kevin Freeman to sign the Approval of Transfers

UNIFIED CRIMINAL COURT
LOCATION: PRESQUE ISLE
DOCKET: AROCD-CR-19-40524

APPROVAL OF TRANSFER

(Impress Seal Here)

UNIFIED CRIMINAL COURT
LOCATION: PRESQUE ISLE
DOCKET: AROCD-CR-19-40605

Defendant *In Rem.*

APPROVAL OF TRANSFER

Chairperson
Presque Isle City Council

(Impress Seal Here)

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 8

SUBJECT

OLD BUSINESS: Goal Settings Session

INFORMATION

1) Survey Results

REQUESTED ACTION

Discussion only.

ANSWER CHOICES-

RESPONSES-

- Design ways to support/assist businesses looking to operate in the Presque Isle area	46.15% 6
- Design a new city website which is smartphone friendly, interfaces well with social media, and accepts online payments	38.46% 5
- City Hall Committee: evaluate proposals from consultants; hire consultant; work with consultant on designing renovations; develop drawings/bid package	30.77% 4
- Initiate first phase of paving State Aid streets with MDOT grant funds to include Blake and Griffin streets, and portions of Dyer and Skyway streets	30.77% 4
- Increase technological capabilities for departments operations to better communicate (CRM software, Video conference software & equipment, department laptops, etc.)	30.77% 4
- Expansion of the GIS data base. Collaboration with UMPL. Upgraded flown ground imagery, added informational layers, updated maps, increased functionality – Last year # 5 Council Goal. City GIS: continue to add layers to include high definition aerial photography, curbing, sidewalks, signage, and PIUD utilities	30.77% 4
- Continue building a vision for economic revitalization	23.08% 3
- Continue to build on existing and new regionalization efforts and in particular find a way to break down barriers with the existing SAD # 1 towns	23.08% 3
- Continue with and finalize the long term solution for City Hall	23.08% 3
- Implement 5 unit T hangar complex project	23.08% 3
- Expansion of high speed internet and video capabilities within the Presque Isle area	23.08% 3
- Complete Walking Loop Project/Bike Path Expansion - provide support to make this project happen	15.38% 2
- Develop Forum heating system replacement plan	15.38% 2
- Move forward with efforts to increase area collaboration efforts – police, fire, EMT, schools, waste, etc.	15.38% 2
-	15.38%

Develop progressive customer service training so consistent messaging is offered city-wide	2
- Revisiting the sidewalk conditions, develop a budget and cost estimates to repair the surfaces particularly resetting brickwork in strategic locations	15.38% 2
- Storm water/underground assessments and develop timeline to execute the plan. Continue partnering with UMPI to update catch basins/culverts and integrate into the City GIS system. Continue pipe camera assessment of storm drainage system	15.38% 2
- Install modern telecommunications and video conferencing capabilities at City Hall including a “Smart Board” for presentations in the Chambers	15.38% 2
- Continue to lead Tourism efforts to bring interest to our City and future employment opportunities	15.38% 2
- Downtown TIF- identify eligible projects	7.69% 1
- Revisit facade program	7.69% 1
- Build a brand and new city logo	7.69% 1
- Promote P.I. based on all of its current offerings and services	7.69% 1
- Replace 1979 Land Use Ordinance with updated version including new standards, modern protocols, and proper review processes and authority	7.69% 1
- Kennedy Brook Study - make sure we are meeting state/environmental requirements. Friends of Mantle Lake Group, coordination with UMPI. Defer runoff of nitrogen into the Mantle area.	7.69% 1
- Develop plan for new outdoor programming, staffing and transportation. Create additional non-athletic youth programming	7.69% 1
- Epping NH. Sister City concept	7.69% 1
- Better recruitment and retention efforts and improved onboarding protocols for potential employees	7.69% 1
- Set up procedures for daily work along with cross training (payables, AWS, possibly payroll	7.69% 1
- Complete the 6.5 million dollar rehab of Commercial Ramp including upgrade to fuel farm	7.69% 1

- Reliable electric power, clean air, clean abundant water, reasonable land prices, modern farming and wood harvesting practices, safe streets and schools, upgraded infrastructure systems, excellent emergency response services, medical services, etc..	7.69% 1
- Improve budget process and streamline to an updated real time working budget	7.69% 1
- Upgrade internet & Wi-Fi technology at Forum Secure high speed fiber optic internet connection for Public Works garage	7.69% 1
- Upgrade online services along	7.69% 1
- City's COVID-19 Response. Prioritize public safety to support community/hospital and keep personnel safe. Do we have adequate PPE, personnel coverage for future quarantines, etc.?	7.69% 1
- EMS Service - make sure we are balance out the right staff/customer level. Work towards paying off EMS loan from development fund and properly reserving/capitalizing future needs	7.69% 1
- Develop a program with UMPI/NMCC for police and EMS program, look at streamlining Paramedic program	7.69% 1
- Establishment of a Winter Festival January 2021	7.69% 1
- Online permit processing and history of subdivision plans Increase technological/online services for staff use and/or our respective constituency	0.00% 0
- Improve Recreation department's web presence & communication with public	0.00% 0
- Renovate hockey locker two new locker-rooms	0.00% 0
- Begin planning of future skate park	0.00% 0
- Bike path exercise station project	0.00% 0
- Host or Participate in a regional Selectman/Council Meeting to discuss collaborative efforts to date (tax assessment/ EMS) and where we can move from here	0.00% 0
- Convert existing street lights on Maysville Street and the decorative street lights on Main Street to LED fixtures	0.00% 0

- Signage to encourage use of the bypass	0.00% 0
- Recruitment and retention of Volunteer Firefighters and Career Fire/EMS.	0.00% 0
- Continue to work with EMS partners on coverage area and response. The closest ambulances responding to calls. Fire to continue to implement the automatic aid, map the 5 mile radius allowing the PUC to enter into the 911 PSAP dispatching systems	0.00% 0
- Identify possible events/festivals that would bring people to our community and showcase our amenities/uniqueness	0.00% 0
Total Respondents: 13	

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 9

SUBJECT

OLD BUSINESS: Traffic Pattern Change to
Chapman/Riverside Intersection

INFORMATION

1) Memo from Dana Fowler, dated May 26, 2020

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to proceed with the recommendations of MDOT Traffic Engineer, Ray DeMerchant.



City of Presque Isle, Maine

The Department of
Public Services

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Council and City Manager Martin Puckett
FROM:	Dana H. Fowler, P.E., Director of Public Services <i>DF</i>
DATE:	May 26, 2020
RE:	Agenda Item: Riverside Drive Intersection near Community Center

The City Council voted at their last meeting on May 6th to procure the services of a traffic engineer to make recommendations regarding the intersection at Riverside Drive and Chapman Road near the Community Center. Immediately prior to that meeting, Maine Department of Transportation Region 5 Traffic Engineer Ray DeMerchant indicated that he would assist the City with recommendations for the intersection. A 3-way stop (multi-stop) intersection requires an engineering study to be done first, but due to the disruption of normal traffic patterns resulting from the COVID-19 pandemic, a traffic study is not possible at the present time.

The remaining option is to consider relocating a single stop sign that is currently on Riverside Drive. Moving that stop sign to stop northbound traffic on Chapman Road would require the relocation of the existing pedestrian flashing beacon at least 100 feet further south of its present location. This is because the Manual on Uniform Traffic Control Devices (MUTCD) does not permit a stop sign and pedestrian flashing beacon to be co-located at the same crosswalk.

The opinion of the Recreation and Parks Department and I was that the pedestrian flashing beacon should stay where it is currently located. Thus the existing stop sign would have to stay at its present location at the end of Riverside Drive. This information was relayed to Ray DeMerchant (email attached), who made recommendations for improving pavement markings and signage at the intersection. Specifically, the stop bar and crosswalk pavement markings will be moved slightly and new centerline and edgeline paint striping added. New signage will also be added.

It is recommended that the recommendations of Ray DeMerchant be implemented.

RECOMMENDATION

Be it resolved by _____ and seconded by _____ to proceed with the recommendations of MDOT Traffic Engineer Ray DeMerchant.

Dana Fowler

From: Demerchant, Raymond <Raymond.Demerchant@maine.gov>
Sent: Thursday, May 14, 2020 11:27 AM
To: Dana Fowler
Cc: Martin Puckett; Chris Beaulieu; Chris Perkins
Subject: RE: Question RE 3-way Stop
Attachments: Presque Isle Chapman and Riverside Concept Plan_Street View 1_Reduced Size.pdf; Presque Isle Chapman and Riverside Concept Plan_Street View 2_Reduced Size.pdf; Presque Isle Chapman and Riverside Concept Plan_Street View 3_Reduced Size.pdf; Presque Isle Chapman and Riverside Prelim Concept Plan_2D.pdf; Tuff Curb Image.png

Categories: Action Required

All-

We've developed some preliminary ideas for the Riverside intersection. I've attached files showing the ideas. We used the aerial that you provided to provide a birds eye view of the design and also used photos to provide a street view perspective. These are things we've been utilizing at intersections to reduce confusion and provide more control with the intent of improving safety.

Some things to notice/consider:

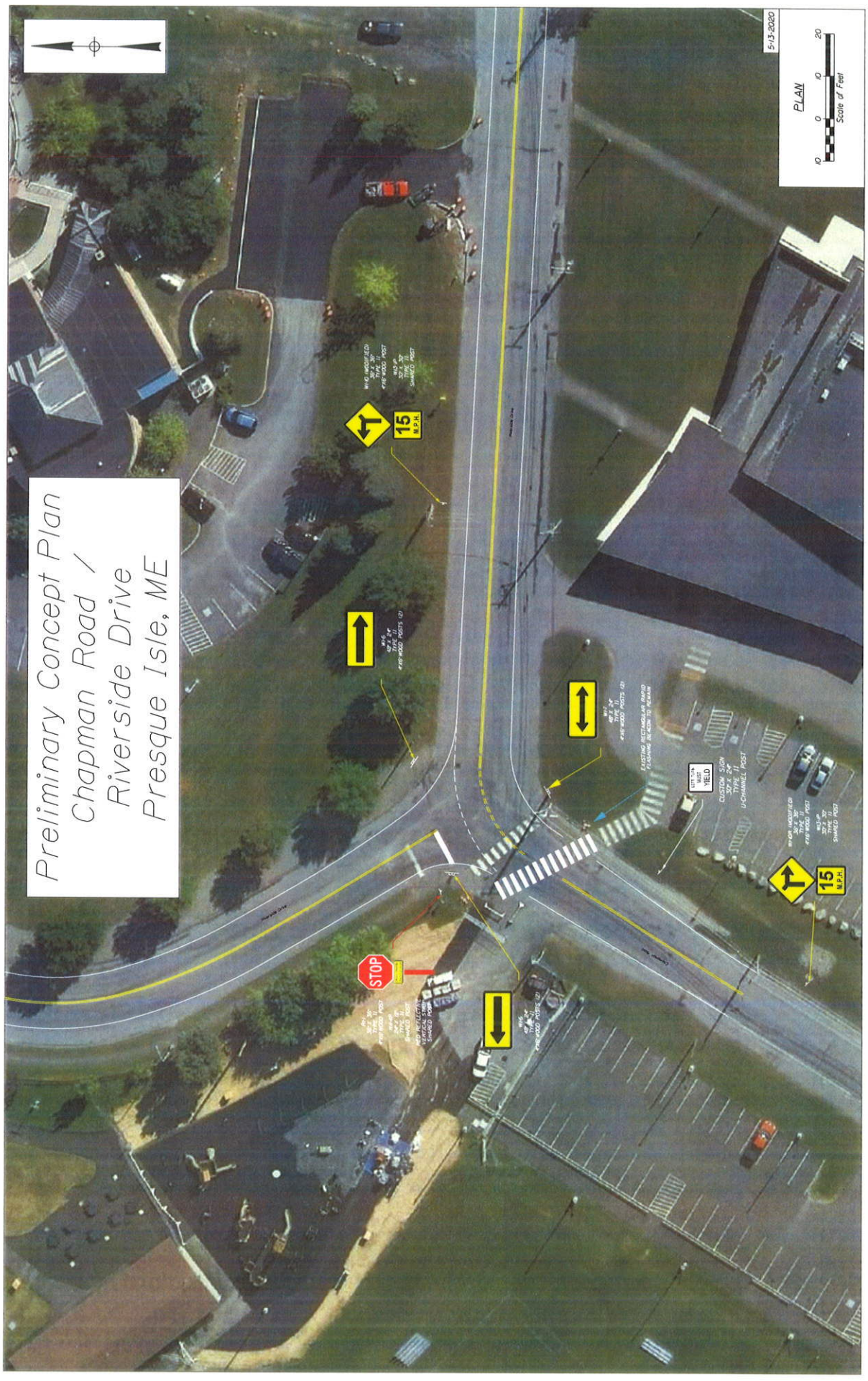
- 1) Stop bar and stop sign closer to intersection
- 2) New STOP sign with "Cross Traffic Does Not Stop" plate beneath and reflective strip on post
- 3) "Left Turn Must Yield" sign for Chapman northbound traffic
- 4) Durable recessed pavement markings may be a good idea to make the markings survive longer
- 5) Tuff Curb w/delineators could be installed approaching the crosswalk if drivers continue to take the curve too fast, offers a sense of restriction, see attached image
- 6) Consider "No Parking" signs along Chapman Rd. if people continue to park there, parked vehicles restrict visibility of approaching pedestrians

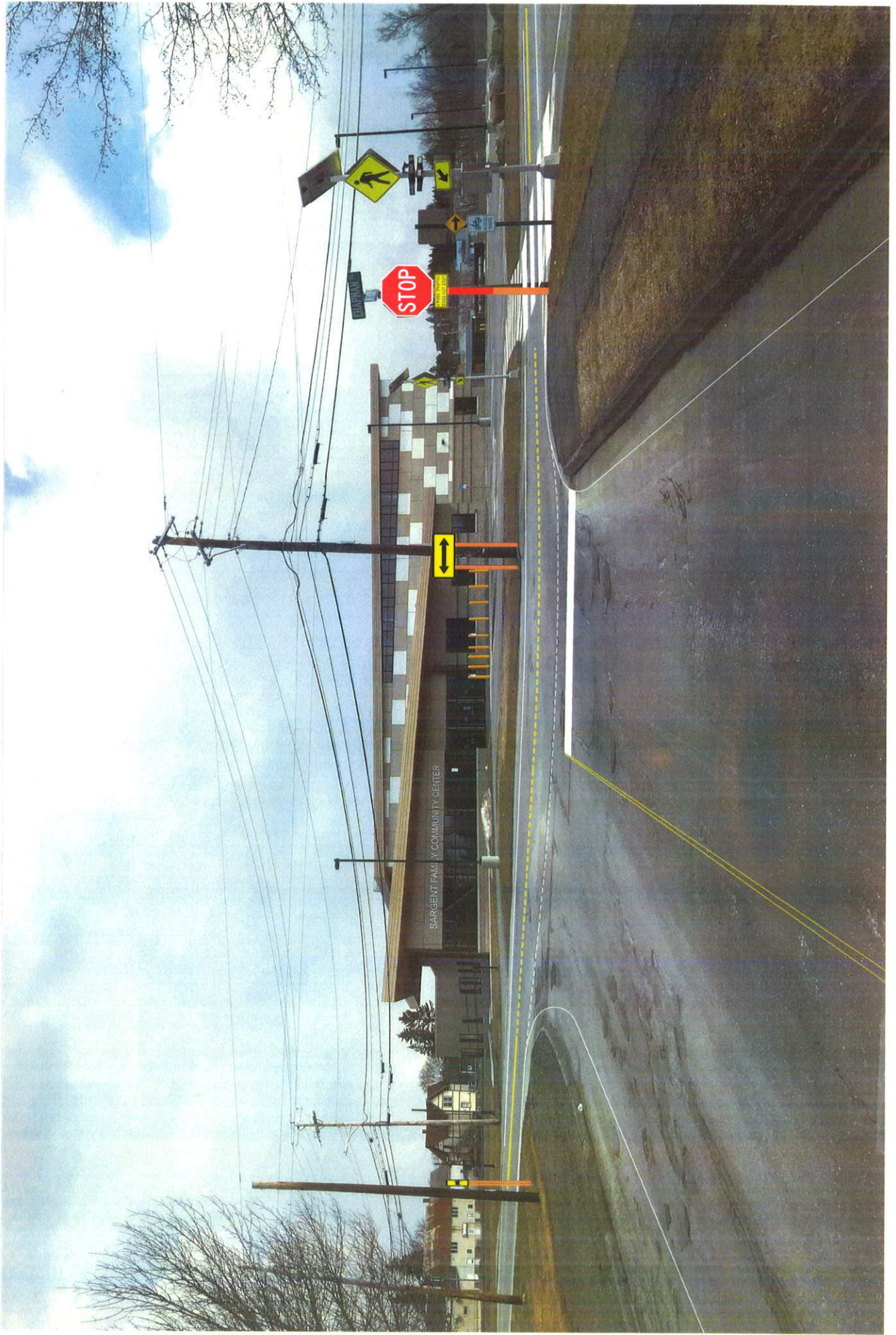
I'm looking forward to hear any comments you guys may have. Let me know if you have other ideas to incorporate into the design.

Ray E. DeMerchant, P.E.
Civil Engineer III, Traffic & Permitting
MaineDOT -- Northern Region
41 Rice Street
Presque Isle, Maine 04769

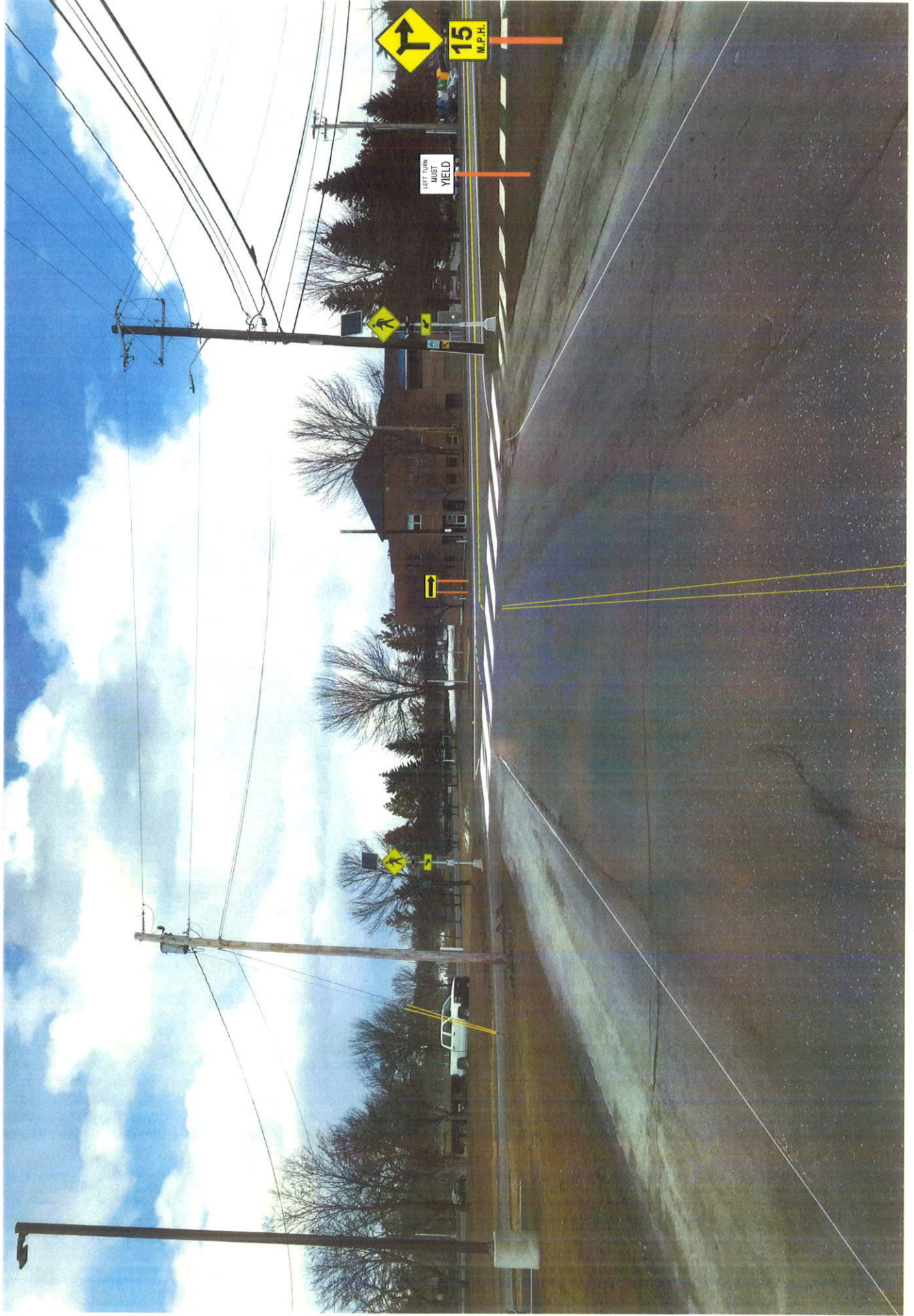
Phone: 207-764-2218
Cell: 207-592-6461
Fax: 207-764-2204
E-mail: raymond.demerchant@maine.gov

Preliminary Concept Plan
 Chapman Road /
 Riverside Drive
 Presque Isle, ME





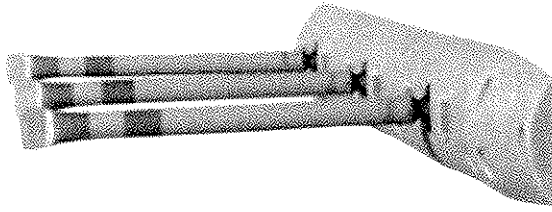
On Riverside Drive looking South Toward Chapman Road Intersection



On Chapman Road looking North Toward Riverside Drive Intersection



On Chapman Road looking West Toward Riverside Drive Intersection



Tuff Curb with Delineators

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 10

SUBJECT

OLD BUSINESS: City Hall Renovations

INFORMATION

- 1) Memo from City Hall Renovation Committee, dated
May 27, 2020

REQUESTED ACTION

Discussion only.



City of Presque Isle, Maine

The Department of
Public Services

Dana H. Fowler, P.E.

Email: dfowler@presqueisleme.us

MEMORANDUM

TO:	City Council and City Manager Martin Puckett
FROM:	City Hall Renovations Committee
DATE:	May 27, 2020
RE:	Agenda Item: Update on City Hall Renovations Project

The City Hall Renovations Committee (Mike Chasse, Doug Cyr, Martin Puckett, Tom Powers, Lewis Cousins, Dana Fowler) have completed a final draft of the Request For Proposals (RFP) for anticipated renovations to City Hall. The RFP has been prepared for design consultants and contractors that have indicated that they are interested in submitting proposals for the design of renovations for City Hall.

A pre-submittal meeting will be held on June 4th for those prospective designers and contractors who have previously indicated their interest in the project. The RFP package will be distributed to attendees at the pre-submittal meeting and discussed in detail. The RFP requires that proposals include qualifications, project time table, estimated cost of construction, and cost for their consulting design services.

Proposals are due on June 24, 2020. The Committee will review the proposals and make a recommendation to the City Council for the selection of a consulting designer. The goal of the Committee is to have a consulting designer in place this year and to ensure that there are adequate funds in the 2021 budget for the design, inspection, and construction work.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 11

SUBJECT

NEW BUSINESS: Summer Events Update

INFORMATION

- 1) Memo from Martin Puckett, dated May 28, 2020
- 2) Memo from Rec & Parks
- 3) Memo from Sonja Eyler, dated May 28, 2020
- 4) State of Maine Guidelines

REQUESTED ACTION

Recommendation: Approve the Library and Rec & Parks operations plan.

The Office of the City Manager
Martin Puckett
Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	May 28, 2020
RE:	Summer Events Updates

Many entities have had challenges offering events during the pandemic and have made decisions to cancel, postpone, or offer alternative, creative solutions. Locally, many events have been unfortunately, but understandably cancelled. City staff and advisory boards have been developing activities that follow Maine CDC, federal, and department specific entities.

Departments have been in close contact with surrounding towns, counterparts across the State, and State affiliations on a regular basis to discuss protocols, activities and facilities on a regular basis at least weekly. Plans change rapidly during this time.

The attached recommendations reflect the conversations with multiple groups to provide activities, programs, events that follow the guidelines, reduce potential risks in consideration of the public and staff, and limit the liability to the city.

The first item is Movies in the park. Detective Beck has been the primary volunteer to do the movies series with the help of his family. We believe that we can safely hold the series but have run into difficulties securing donations from local business. In the past, the series has been funded without taxpayer funding. To fund the program requires \$2,500 each season, from every other Friday, June 12th to October 30th.

The Presque Isle Downtown Committee has donated \$1,000 towards the project, and Graves Shop and Save agreed to donate the popcorn as they have in the past. While we have received other donations through citizens and businesses, an additional \$1,200 is needed to offer the full series like last year.

I am seeking support so we can fundraise the additional amount to hold the series.

The Parks & Rec and Library department have worked diligently on their recommendations. Both plans have been approved by their boards. The departments understand plans can change weekly and will be modified in the future. Additional services are being discuss with their respective committees. Since each department has difference facilities and services, it would be helpful to discuss separately.

Recommendation: Approve the Library and Parks and Rec operations plan.

**SARGENT FAMILY
COMMUNITY CENTER**
24 Chapman Road
764-2545



**THE
FORUM**
84 Mechanic Street
764-0491

Presque Isle, Maine 04769
www.pirec.org

Presque Isle Recreation & Parks Summer Programs 2020

A meeting was conducted with the Recreation & Parks advisory board, at which time it was unanimously agreed upon that we would operate summer programs within the latest CDC guidelines for community sports activities. The same would hold true for the decision to post signage at municipal playground locations. Some programs will not be conducted due to the nature of the activities not following CDC guidelines. A list of these activities has been included below. In lieu of these programs no longer being offered, we have increased the weekly frequency of many programs that we can offer. We will also continue to work toward offering “pop-up” activities for youth as well as adults throughout the summer months. Talks have already begun with our tai chi instructor to resume that offering as an outdoor activity. Following correspondence between Tyler Clark and Karen Jacobs, the splash pad will remain closed until social distancing as well as crowd limitations are lessened. Again, it has been agreed upon that the opening of the splash pad area needs to follow CDC guidelines for safe operation.

Cancelled programs:

Flag Football – close contact and 1 frequently touched/shared piece of equipment

Super-hero Club – close contact and many shared items throughout session

Basketball – Indoor, close contact and 1 frequently touched/shared piece of equipment

Pony League Baseball – competitive scrimmage play offering opportunities for close contact, travel between many surrounding communities

Junior Girls Softball - competitive scrimmage play offering opportunities for close contact, travel between many surrounding communities

Adult Co-ed and Men’s Softball - competitive scrimmage play offering opportunities for close contact, travel between many surrounding communities

Programs that are currently being offered:

Archery

Grads 4-5 W 9:30 AM

Grades 4-5 Th 9:30 AM

Grades 6-8 W 10:30 AM

Grades 6-8 Th 10:30 AM

Each session will have a max participant number of 10. Spacing will be encouraged and equipment will be sanitized between use.

**SARGENT FAMILY
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Kayaking

Grades 5-9

Tu 1:00 PM-4:00 PM

W 1:00 PM-4:00 PM

Th 1:00 PM-4:00 PM

Each session will have a max participant number of 10. Spacing encouraged. No Sharing of equipment. Equipment will be sanitized between use. Personal water bottles only. Parental transportation to and from activity sites.

Disc Golf

Grades 4-9

M 1:30 PM-4:30 PM

W 1:30 PM-4:30 PM

F 1:30 PM-4:30 PM

Spacing will be encouraged. No sharing of equipment. Personal water bottles only. Parental transportation to and from activity sites.

Mt. Biking

Grades 5-9

M 9:00 AM-12:00 PM

F 9:00 AM-12:00 PM

Spacing encouraged. No sharing of equipment. Personal water bottles only. Parental transportation to and from activity sites.

Geocache/Hiking

Grades 5-9

Tu 9:00 AM-11:30 AM

Each session will have a max participant number of 12. Spacing encouraged. Personal Water bottles only. Parental transportation to and from activity sites.

Gardening Club

Grades 2-3 Tu 2:00 PM

Grades 4-6 Tu 3:30 PM

Personal work stations. Spacing encouraged.

**SARGENT FAMILY
COMMUNITY CENTER**
24 Chapman Road
764-2545



**THE
FORUM**
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764-0491

www.pirec.org

Softball

Grades 3-5 M,W,F 12:00 PM-1:30PM

Skills and Drills based activities without scrimmage play. Smaller groups working with the same coach each session. Frequent sanitizing of hands and equipment. Personal water bottles only. Limited number of spectators allowed in observance of guidelines.

Baseball

Grades Pre-K-K Tu,Th 8:30 AM or 9:30 AM

Grades 1-2 Tu,Th 9:30 AM or 10:30 AM

Grades 2-3 Tu,Th 10:30 AM or 11:45 AM

Grades 4-6 M,W,F 8:30 AM or 10:00 AM

Skills and Drills based activities without scrimmage play. Smaller groups working with the same coach each session. Frequent sanitizing of hands and equipment. Personal water bottles only. Limited number of spectators in observance of the guidelines.

Tennis

Grade 3 Tu&Th 9:00 AM

Grade 4 M&W 11:00 AM

Grade 4 Tu&Th 10:00 AM

Grade 5 M&W 12:00 PM

Grade 5 Tu&Th 12:00 PM

Grade 6 M&W 10:00 AM

Grade 6 Tu&Th 1:00 PM

Grade 7-8 M&W 9:00 AM

Spacing encouraged. No sharing of equipment. Personal water bottles only.

Track & Field

Ages 7&8 Tu&Th 4:30 PM

Ages 9-14 Tu&Th 5:30 PM

Spacing encouraged. Personal water bottles only.



Mark & Emily Turner Memorial Public Library



Sonja P. Eyler
Library Director/Librarian

Email: seyler@presqueisleme.us

TO:	Presque Isle City Council
FROM:	Sonja P. Eyler, Library Director/Librarian
DATE:	5.28.2020
RE:	Curbside and by Appointment Library Services

Summary June 2020 – July 2020

- 1) The Library will resume the following in-person services beginning June 1st: fingerprinting by appointment only, a curbside reservation/pickup of borrowable materials, and proctoring exams for distance learners during modified business hours.
- 2) A continuation of virtual and online programs will continue twice per week as well as our enhanced social media presence, online summer reading program, and collaborating with Parks and Rec to conduct an outdoor Story Walk in parks throughout the City.
- 3) Staff will continue to work remotely whenever possible and answer all questions received in an online or virtual format.

Phased Reopening of Libraries: Reservation of Borrowable Materials and Curbside Pickup

The Library will offer limited services and programs as restrictions are lifted and a phased reopening plan for libraries and cultural centers is implemented in Maine. Reserving books within our collection (Interlibrary Loan is not offered at this time) and picking them up at a pre-determined place and time begins June 4th.

Staff will follow all CDC recommended guidelines including frequent hand washing, wearing cloth masks when feasible, and remain social distant while implementing curbside services. As this is a work in progress, we remain responsive to community concerns, adaptable to changes in recommendations, and helpful wherever feasible.

June 1, 2020 reopening by appointment:

This phase is designed to restore the most critical library services to our citizens while maintaining the safety of our staff and citizens. CDC recommended guidelines will be followed as well as recommendation from the American Library Association and the Maine State Library for curbside services. Library staff continues to work remotely except when an appointment for services is made. The following services are available during the first phase of recovery

- The Library will remain closed to the public for this first phase and all appointment services are restricted to the first floor of the library so that disinfecting efforts are achievable.

- Patrons may make appointments for services between the hours of 9 a.m. and 4:30 p.m. Monday – Friday and on Saturday open from 9 a.m. from 2 p.m. Examples of services include: proctoring an exam, fingerprinting, printing projects, passport document preparation, evaluation and/ or assistance, book recommendations.
- Fingerprinting services will also resume *by appointment only*.
- Assistance with technology is offered virtually, via email, online chat, and phone.
- Reservation of printed books and curbside pick-up of pre-ordered materials will begin June 15th.
- Virtual programs and story times will continue twice per week and includes outdoor Story Walks
- Enjoyment of the gardens and grounds is encouraged, while honoring social distancing.
- Parking & Connect Wi-Fi is available 24/7 with an enhanced signal.

Online Services Offered for Programs:

- Throughout June, we'll offer a Story Walk Program and an online Summer Reading Program online. A Story Walk is a path outside lined with pages of a book on signs. Children read the page and move onto the next until they've completed the story.
- Two online programs each week offered.
- The online book club will continue and now include an additional teen online book club.
- An online chat for library patrons will continue weekly.
- Reference services continue to be offered remotely.
- Printing services are available for curbside pickup.

Services Currently Being Considered:

- Virtual/Online Document Notarization
- Table at Farmer's Market to distribute story-themed craft supplies
- Home delivery instead of curbside pick up

The library staffers remain open to changes as new information or guidelines deemed important by our local officials are recommended. Thank you for your support and guidance and a special thanks to City Manager Martin Puckett for his careful and attentive leadership during this most unusual circumstance.

Respectfully submitted,



Sonja Plummer Eyler, Librarian



RESTARTING MAINE'S ECONOMY

COVID19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many guidance documents the State is preparing for organizations so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 2: Public and Community Buildings *Released May 20, 2020*

Public and community settings include, but are not limited to, municipal and county offices and libraries. As local communities and governing bodies determine the best way to safely re-open services, this document and the [COVID-19 Prevention Checklist General Guidance](#) reflect baseline steps. Other governing bodies and associations may release further guidance for specific types of public and community buildings. Libraries, in particular, should refer to the checklist published by the Maine Library Commission for further guidance: [COVID-19 Prevention Checklist – Public Library Guidance](#).

Operations

- Limit the number of individuals that can gather in a shared space, in accordance with Executive Orders from the [Office of the Governor](#).
 - People in a shared space must be able to maintain 6 feet of physical distance. If a space in your building cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.
- Understand the square footage of your building and limit the number of people in the building to no more than the maximum allowable described in the checklist guidance for [retail businesses](#).
- Require all staff, vendors, and visitors to maintain 6 feet of physical distance from individuals who are not part of their household group whenever possible.
- Require all staff, vendors, and visitors to wear a face covering, per Executive Order #49 FY

19/20. Face coverings are not required when individuals are alone in personal offices.

- Place signage at entrances and throughout buildings (particularly high traffic areas such as service counters and information desks) alerting staff and visitors to required occupancy limits, physical distancing requirements, and face covering policies.
- Inform patrons of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, social media assets, newspaper, etc.
- Provide services and conduct business by phone or internet to the greatest extent practicable.
- Consider installing non-porous physical barriers such as partitions or plexiglass barriers to protect visitors and staff. Barriers should be placed at visitor information desks, service counters, and other similar locations where it is not possible to maintain a minimum of 6 feet of physical distance.
- Limit activities that require staff and/or visitors to enter within 6 feet of another person, regardless of whether physical barriers are installed.
- Eliminate waiting rooms and lines to the greatest extent practicable. Where lines are unavoidable, ensure 6 feet of distance between individuals. This can be accomplished by demarcating 6-foot distances on floors or walls.
- Modify building traffic flow to minimize contact between staff, contractors, and visitors; consider one-way entrances and exits, if possible. Use floor decals and/or signage to establish travel patterns.
- Minimize traffic in enclosed spaces, such as elevators and stairwells. Consider limiting the number of individuals in an elevator at one time and designating one directional stairwells, if possible.
- Use digital rather than paper formats to the greatest extent practicable.
- Remove all unnecessary items such as brochures, magazines, newspapers, and any other unnecessary paper products from common areas.
- Minimize shared touch surfaces such as pens, tablets, receipts, etc.
- To the greatest extent practicable, implement hours where service can be safely provided to [individuals at higher risk for severe illness](#).
- If municipal space is used for other activities, those activities should follow appropriate guidelines for that activity (e.g. fitness, community gatherings, etc.).
- For contact tracing purposes, to the extent practicable, establishments should maintain a record including contact information for visitors and staff who have direct prolonged interaction.
 - Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Restrooms

- Limit restroom occupancy for group restrooms to allow for physical distancing.

- Clean and disinfect restrooms on a regular and scheduled basis (see General Cleaning and Disinfecting section).
- Remove any items that do not have to be in the restrooms (e.g., magazines, decor).
- Consider establishing separate restrooms for staff and visitors.
- Post handwashing signs in all restrooms.
- Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms in during initial stages of re-opening.

Employees

- Staff should consider whether they can work safely in a facility if they have any of these conditions and managers should discuss potential risks for individuals with the following:
 - People 65 or older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well controlled including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Require employees to practice good hand hygiene with frequent handwashing, especially after contact with patrons/visitors and high-touch surfaces.
- Where possible, stagger employee shifts and meal breaks to avoid crowding.
- Adjust seating in break rooms and other common areas to reflect physical distancing practices.
- Permit employees to take breaks and lunch outside, or in such other areas where physical distancing is attainable.
- Limit in-person gatherings or meetings of employees to the greatest extent practicable.
- Limit interactions between employees and outside visitors or delivery drivers; implement touchless receiving practices if possible.
- Adjust training/onboarding practices to limit number of people involved and allow for

6 foot spacing; use virtual/video/audio training when possible.

- Discourage employees from using colleagues' phones, desks, workstations, radios, handhelds/wearables, or other office tools and equipment.
- Provide employees training on:
 - physical distancing guidelines and expectations
 - monitoring personal health
 - proper wear, removal, and disposal of Personal Protective Equipment (PPE)
 - laundering of face coverings and uniforms: [Cleaning and Disinfecting Your Facility, How to Disinfect: Laundry](#) (CDC)
 - cleaning protocols, including how to safely and effectively use cleaning supplies: [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)
- Consider employee training in safe de-escalation techniques.

Transactions

- Promote "contactless" payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.)
- Where possible, card readers should be placed in front of physical barriers so visitors can swipe their own cards and enter their codes. Card readers and keypads should be cleaned and disinfected frequently. Hand sanitizer should be made available for visitors before and after transactions.
- Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, cash, or visitor paperwork.

General Cleaning and Disinfection

Refer to the following documents for guidance on general cleaning and disinfection:

- [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
- [Cleaning and Disinfecting Your Facility](#) (CDC)
- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)



RESTARTING MAINE'S ECONOMY

COVID-19 Prevention Checklist Industry Guidance

The State of Maine has adopted a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right. The plan is available at www.maine.gov/covid19/restartingmaine.

This is one of many industry guidance documents that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 2: Large Social Gatherings

Released May 20, 2020

Group social gatherings and large community events, such as weddings and other celebrations, bring people from multiple communities into close contact with each other and have the potential to increase COVID-19 transmission. The primary tools to control the spread of COVID-19 are to reduce exposure to respiratory droplets through physical distancing and face coverings, increase hand hygiene, and avoid shared items and common touch surfaces. The goals of this guidance are **to protect people** attending and working at the event and the local community from COVID-19 infection; and **to reduce community transmission** and introductions of COVID-19 into new communities.

Specific event features to consider when planning:

- crowd density
- nature of contact between participants (for example, a concert or religious event, indoors or outdoors, the layout of the venue)
- whether the event will be attended by registered or non-registered participants
- profession of the participants and their possible previous exposure
- number of participants coming from states or areas more heavily impacted by the COVID-19 outbreak within 14 days before the event
- age or health of participants
- type or purpose of event

- duration and mode of travel of participants
- increased duration of the event may increase risk of transmission

Projection of respiratory particles is increased during singing, yelling, dancing, sports, and games. Exposure to respiratory droplets with such activities increases the transmission risk of COVID-19 to attendees particularly in crowded areas and indoor settings.

If the event includes prolonged interaction for invited or registered participants, event organizers should maintain a record of participants including contact information for contact tracing purposes to the extent practicable. Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts of an infected person should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Maintain Physical Distancing At All Times

Organizers, staff, volunteers, and attendees are encouraged to follow physical distancing guidelines including maintaining a distance of at least 6 feet between individuals and a distance of 6 feet between household groups.

- Total group numbers must adhere to the gathering size limit as established by the Governor's current Executive Order.
 - Further breaking a gathering up into smaller groups is encouraged to reduce potential exposure.
- Face coverings should be worn in public settings when physical distancing is not possible.
- Consider designating areas of outdoor venues that provide visual cues to appropriately space seating, lawn chairs, blankets, etc. so that physical distancing may be practiced.
- Encourage visitors to bring their own food and supplies when possible.
- Food vendors should wear face coverings, practice hand hygiene, use barriers or tables to maintain physical distancing to the extent possible, and ensure that patrons do not crowd sales area.
 - If food is provided, any vendors or catering services should refer to the [Restaurant checklist](#).
- Signage can help attendees follow one-way traffic patterns to avoid crowding in paths or hallways.
- Consider designated entrances and exits to minimize face-to-face exposure of patrons entering and exiting the establishment.
- Consider displaying posters and signs around the venue to remind patrons to take steps to prevent the spread of COVID-19. These messages may include information about:
 - Staying home if you are sick or do not feel well, and what to do if you're sick or feel ill
 - Maintaining at least six feet between individuals
 - Covering coughs and sneezes with a tissue, then throwing the tissue in the trash

- Washing hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoiding touching eyes, nose, and mouth with unwashed hands.

Other general considerations

- Promoting appropriate hand hygiene and respiratory etiquette at large gatherings requires providing informational materials that reach a range of age groups and varying reading and educational levels. In addition, soap and water or alcohol-based hand sanitizers and tissues should be easily accessible in all common areas.
- Outside events are preferable to inside events in order to reduce the risk of exposure to respiratory droplets from attendees. Increase airflow through open windows and doors for indoor events to the extent practicable.
- For indoor events, understand the square footage of event space and limit the number of people in the building to no more than the maximum allowable described in the checklist guidance for [retail businesses](#).
- Crowding should be minimized where possible, and event organizers should consider using distancing measures to reduce close contact among people during the gathering (for example, by increasing the frequency of transport, staggering arrivals and departures, and minimizing congregation at sanitary stations and food and water distribution areas).
- If the event involves transactions:
 - Promote “contactless” payment options (e.g., online payments, pay by phone options, RFID credit and debit cards, Apple Pay, Google Pay, etc.)
 - Where possible, card readers should be placed in front of physical barriers so visitors can swipe their own cards and enter their codes.
 - Wash hands or use alcohol based hand sanitizer (at least 60% alcohol) after handling credit, debit, or identification cards, or cash.

General Cleaning and Disinfection

Refer to the following documents for guidance on general cleaning and disinfection:

- [COVID-19 Prevention Checklist General Guidance](#) (State of Maine)
- [Cleaning and Disinfecting Your Facility](#) (CDC)
- [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes](#) (CDC)



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This is one of many industry guidance documents the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Phase 2: Day Camps and Summer Recreation Programs

Released: May 20, 2020

A. Promote healthy hygiene practices

1. Teach and reinforce washing hands and covering coughs and sneezes among campers and staff.
2. Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
3. Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), tissues, and no-touch trashcans.
4. In settings where physical distancing is not possible, campers should wear face coverings when practicable and age, activity, and developmentally appropriate. See the [American Academy of Pediatrics website](https://www.aapublications.org/) for more information.
5. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
6. Provide educational materials in advance to families for sharing with campers prior to camp and reinforce awareness at staff and camper orientation and periodically thereafter for all throughout the camp experience.

B. High Risk Populations

COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs

Released: 5/20/2020

1. Vulnerable or high-risk populations require special consideration for day programs.
2. Parents of campers should work with their primary care provider and the camp director to determine if camp is a reasonably safe option for them.
3. Families of campers with high-risk individuals must consider COVID exposure risks if they send their camper to camp and determine if attendance at camp is safe.
4. Camp directors should follow the CDC requirements that special high-risk and vulnerable populations should continue to shelter in place through Phase 2.
5. Camp staff should consider whether they can work safely in camp if they have any of these conditions and camp directors should discuss potential risks for individuals with the following:
 - People 65 or older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well-controlled including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

C. Ensure social distancing

1. Camp directors should ensure camp and staff are separated into small groups that remain as consistent as possible over a camper's time in the program. Consider programs that function by group and dining/activity groups that are groups of groups.
 - a. The camp must adhere to gathering size limits as established by the Governor's executive order. When gathering size limits are raised, the smallest practical group size should still be utilized.
 - b. For instance, if gather size limits are 50, then a total of 50 campers and staff can come together as a larger group of smaller consistent groups.
 - c. Mixing between smaller groups should be discouraged, and when larger groups gather as a collection of smaller groups, physical distancing should be used between groups, and if physical distancing is not possible, face coverings should be used (if age and developmentally appropriate).

COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs

Released: 5/20/2020

2. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing and support proper hand hygiene.
3. At this time, campers from out of state are required to quarantine for 14 days prior to camp attendance.
4. Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
5. Space all seating to at least six feet apart.
6. Consider use of ground markings and other cueing tools to help campers maintain physical distancing in group settings.
7. Close communal use spaces such as dining rooms and playgrounds if possible; otherwise stagger use and disinfect in between use.
8. If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms.
9. No shared food utensils or self-service food or drink areas.
10. Day camps should assess their meal plans and consider campers bringing their own lunches this season. When camps use kitchen facilities for serving meals, create processes for service and clearing that minimize shared contact. For example, campers can bus their own trays and dishes if possible.
11. Access to vending machines should be limited due to the challenge of ongoing cleaning and disinfection of common touch surfaces.
12. Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents as much as possible. Encourage car-line drop-off and pick-up systems and single-family vehicles. Discourage carpooling and parents entering the camp area. Create distance of 6 feet between campers on buses, if possible. Use face coverings if unable to maintain physical distancing.
13. Camp directors will alter programmatic activities to reflect current recommendations for physical distancing and group size. When physical distancing is not possible, face coverings should be used.
14. Field trips to public gathering places and recreational places should be avoided. It may be possible to permit small groups to day travel to nearby recreational areas where interaction with the external community is not expected. If day camps choose to plan field trips, consider the risk of transportation and minimize contact intensity through physical distancing, face coverings, and traveling with small, consistent groups.
15. Planning should include accommodations for inclement weather that could impact physical distancing of staff and campers.

D. Limit sharing

1. Keep camper and staff member belongings separated from others' and in individually labeled containers, cubbies, or areas. All personal items must be labeled with owner's name.

COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs

Released: 5/20/2020

2. Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of campers at a time and clean and disinfect between use.
3. If food is offered to campers, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
4. Avoid sharing electronic devices, toys, books, and other games or learning aids.
5. Minimize what a camper brings to camp from home.

E. Intensify cleaning, disinfection, and ventilation

1. Refer to the [CDC cleaning guidance](#) for general information.
2. Clean and disinfect frequently touched surfaces within the camp and on buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.
3. Create processes for using bathrooms that encourage social distancing. Increase cleaning and disinfecting of bathrooms.
4. To clean and disinfect buses see guidance for [bus transit operators](#).
5. Ensure safe and correct application of disinfectants and keep products away from campers.
6. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
7. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
8. Clean sinks and bottle filling stations frequently. Provide disposable cups for water fountains and refillable water jugs.

F. Train all staff

1. Train all staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that physical distancing is maintained.

G. Monitoring and Preparing

1. Check for signs and symptoms of COVID-19 among staff and campers
2. Implement screenings safely and respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality must be maintained.
3. Camp directors may use examples of screening methods in [CDC's Supplemental Guidance for Child Care Programs that Remain Open](#) as a guide for screening campers and [CDC's Interim Guidance for Businesses and Employers](#) on screening staff.
4. Require staff to stay home if they are sick.

5. Require parents to keep sick campers home.

H. Plan for when a staff, camper, or visitor becomes sick

1. Work with camp directors, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. Camp nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.
2. Establish procedures to safely and promptly transport anyone sick home or to a healthcare facility.
3. Notify local and state health officials immediately of a possible case and work with them regarding appropriate communications with families while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
4. Close off areas used by someone who tested positive for COVID-19 and do not use before [cleaning and disinfection](#). Ensure safe and correct application of disinfectants and keep disinfectant products away from campers.
5. Advise sick staff members and camper families not to return until they have met CDC criteria to discontinue home isolation. Campers and staff should be evaluated by a medical provider and prior to returning obtain a physician's note saying they are safe to return to camp.
6. Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

I. Maintain healthy operations

1. Implement flexible sick leave policies and practices, if feasible.
2. Monitor absenteeism and have a roster of trained back-up staff.
3. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
4. Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.

J. Closing

1. Check State and local health department notices daily about transmission in the area and adjust operations accordingly.
2. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.

K. Pools and other aquatic activities

COVID-19 Prevention Checklist Phase 2: Day Camps and Summer Recreation Programs

Released: 5/20/2020

1. There is an increased risk of transmission in an indoor pool. Therefore, indoor pools are recommended to be limited to single swimming lanes.
2. Pools must continue to follow Governor's current Executive Order regarding gathering size.
3. Free/open swim times are not recommended for indoor pools at this time.
4. Keep swimming pools properly cleaned and disinfected. Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.
5. Swimming pool directors must plan for cleaning and disinfection of items that are typically shared between individuals.
6. Face coverings should not be worn in the pool.
7. Physical distancing must be maintained to the extent possible in the pool, on the pool deck, in diving board areas, and seating areas.
8. Common touch surfaces such as hand rails, ladders, and diving platforms, should be cleaned and disinfected frequently.
9. Use of hot tubs, spas, water playgrounds, or water parks is not recommended at this time. While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in hot tubs, spas, water playgrounds, and water parks, you should not use these facilities within local, state, or national parks at this time because:
 - a. They are often crowded and could easily exceed recommended guidance for gatherings.
 - b. It can be challenging to keep surfaces clean and disinfected.
 - c. The virus can spread when people touch surfaces and then touch their unwashed hands to their eyes, nose, or mouth.
10. Swimming in the ocean, lakes and ponds is allowed. Physical distancing must be maintained on any beach areas.

L. Camp activities

Not all regular camp activities may be appropriate when adhering to best practices to reduce the spread of COVID-19. Different activities carry different levels of risk based on contact intensity and duration, as well as the number of participants. COVID-19 is transmitted through respiratory droplets, therefore, activities that increase the spread of such droplets (e.g. singing or yelling in the close proximity of others) also carry increased risk. Camps are encouraged to focus on activities that require less group contact—this can include altering typical activities to reduce transmission risk. Resources such as the [Aspen Institute "Project Play" Return to Play Risk Assessment Tool](#) and the [American Camp Association's "Camp Operations Guide"](#) can assist camp directors and counselors as they consider the risks of common activities and plan potential adjustments to increase the safety of camp activities.



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Please note: This document may be updated as additional information and resources become available.

Phase 2: Community Sports *Released May 20, 2020*

Community sports activities for both youth and adults require unique consideration during the COVID-19 pandemic. Health experts recognize the role of outdoor recreation and exercise in promoting mental health, physical fitness, and cognitive development. Reducing exposure to respiratory droplets through physical distancing and face coverings, as well as increased hand hygiene and avoidance of shared and common touch items, remain the primary tools to mitigate the spread of COVID-19. Because of the increased possibility of infection through droplets, vigorous exercise in closely confined spaces should be avoided.

At this time, outdoor trainings with social distancing may be prudent. These guidelines focus on maximizing opportunities for social distancing and keeping small, distinct cohorts of participants whenever possible. To this end, travel teams or scrimmages between teams in the same community are strongly discouraged.

Sports activities present multiple challenges in the effective use of primary prevention strategies. These challenges include:

- Risk of exposure to the virus due to close physical proximity during sports activities through participation in the sport activity itself, group seating, and group travel.
- Increased risk during intense and sustained physical contact whether purposeful or accidental.
- Projection of respiratory particles during cardiovascular activities (panting), yelling or shouting as part of play, or common sneezing or coughing. This increase in respiration expulsion of droplets can well exceed the typical physical distancing recommendation of 6 feet between individuals.

- While face coverings are recommended to reduce the risk of viral transmission between individuals in public areas, face coverings are not compatible with many sports and inhibit respiration during exercise. Face coverings are not currently recommended for players during practice or competition. Face coverings can be used, if feasible, during coach strategy sessions and whenever possible.

Considerations for community sports activities

- Organizers of community sports activities are responsible for limiting the number of individuals that can gather in a shared space, in accordance with Executive Orders from the [Office of the Governor](#).
- Risk of virus transmission decreases in the outside environment. Indoor sports activities significantly increase exposure to respiratory droplets in the shared air space.
- Activities and sports typically require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19.
- Youth activities require adult supervision to ensure careful attention to mitigation strategies.
- Coaches, volunteers, leaders, and athletes must stay home if they are feeling ill or have any symptoms of COVID-19.
- Spectators must maintain 6 feet of physical distance between themselves and other spectators as well as players.
- Cleaning and disinfection of equipment and other shared items is a challenging consideration. Shared items and common touch items present opportunities for viral transmission.
- Hand hygiene is an important mitigation strategy, yet many sports activities occur in locations without restroom facilities for handwashing. Hand sanitizers with a minimum of 60% alcohol content should be used frequently. Providing a method to rinse hands before applying hand sanitizer is recommended for situations where participants may become dirty or dusty.
- Individuals participating in group sports should not share any food items or beverages. Water bottles may be labeled to avoid cross-contamination.
- Transportation to and from sports activities require attention to physical distancing. Carpooling with individuals from different households is not recommended. If buses are used, spread individuals out to the extent possible and increase the airflow with open windows.
- Oftentimes restroom facilities without running water, such as portable toilets, are not stocked with hand hygiene products. Encourage visitors to be prepared to bring their own hand sanitizer with at least 60% alcohol for use in these facilities.
- For contact tracing purposes, to the extent practicable, team leaders should maintain a record including contact information for athletes and coaches who have direct prolonged interaction.
 - Based on current knowledge, a close contact is someone who was within 6 feet of an

infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. Close contacts should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

- The [Aspen Institute “Project Play” Return to Play Risk Assessment Tool](#) is a helpful guide to consider the risk for particular sports activities. The guide includes recommendations for lowest, medium, and highest risk activities related to each sport. The guide currently includes sports such as bicycling, running, skateboarding, walking/hiking, yoga, baseball/softball, basketball, football, golf, lacrosse, soccer, swimming, and tennis, with other activities added as guidance is developed.

Swimming pools and other aquatic activities

- Pools must continue to follow Governor’s current Executive Order regarding gathering size.
- There is an increased risk of transmission in an indoor pool. Therefore:
 - Indoor pools are recommended to be limited to single swimming lanes.
 - Free/open swim times are not recommended for indoor pools at this time.
- Keep swimming pools properly cleaned and disinfected. Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.
- Swimming pool directors must plan for cleaning and disinfection of items that are typically shared between individuals.
- Face coverings should not be worn in the pool.
- Physical distancing must be maintained to the extent possible in the pool, on the pool deck, in diving board areas, and in seating areas.
- Common touch surfaces such as hand rails, ladders, and diving platforms should be cleaned and disinfected frequently.
- Use of hot tubs, spas, water playgrounds, or water parks is not recommended at this time. While proper operation, maintenance, and disinfection (with chlorine or bromine) should kill COVID-19 in hot tubs, spas, water playgrounds, and water parks, you should not use these facilities within local, state, or national parks at this time because:
 - They are often crowded and could easily exceed recommended guidance for gatherings.
 - It can be challenging to keep surfaces clean and disinfected.
 - The virus can spread when people touch surfaces and then touch their unwashed hands to their eyes, nose, or mouth.
- Swimming in the ocean, lakes, and ponds is allowed. Physical distancing must be maintained on any beach areas.

High Risk Populations

- Vulnerable or high-risk populations require special consideration for sporting activities.
- Parents should work with their primary care provider to determine if sports activities are a reasonably safe option for their child.
- The following populations are at higher risk. Higher risk should be considered in regard to participation in sporting activities as a player or a coach (and in some settings, as a spectator):
 - People 65 or older
 - People who live in a nursing home or long-term care facility
 - People of all ages with underlying medical conditions, particularly if not well controlled including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised: Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: A/V Equipment

INFORMATION

- 1) Memo from Martin Puckett, dated May 28, 2020
- 2) Quote

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve the proposal from Greenmark IT for \$2,720.00.

The Office of the City Manager
Martin Puckett
Email: mpuckett@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	May 28, 2020
RE:	A/V Equipment

The topic of creating a location for a small group of people (4-5) to have video conferencing has been discussed in the past, but COVID 19 has presented new challenges and a change in person to person meetings. There is a system in the public safety building that has been used in the past for multiple purposes but subject to availability.

The intent of the system is to reflect the global change of having in person meetings transition to telephonic/internet. We currently have group conversations with various businesses, state and federal agencies, many of which are done independently by city staff at separate computers. A group setting would improve the conversation and reduce individual computer problems.

The system would serve multiple purposes for all city departments: state & federal meetings, prospective businesses for economic development, site review, various trainings, webinars, etc.

The committee also discussed improvements to the current system that broadcasts from the council chambers through YouTube and the Public Access channel for future approval.

Eric Warren will be present at the meeting to answer questions.

Recommendation: to accept the proposal from Greenmark IT for \$2,720.

Number ERWQ1792

Date May 22, 2020

99 Fort Road, Presque Isle, ME 04769
t. 207-764-1834 f. 207-760-4409

Sold To

City of Presque Isle
Martin Puckett
12 Second Street
Presque Isle, ME 04769

Phone 207-760-2700
Fax

Ship To

City of Presque Isle
Martin Puckett
12 Second Street
Presque Isle, ME 04769

Phone 207-760-2700
Fax

Here is the quote you requested.

Salesperson	P.O. Number	Ship Via	Terms
Eric Warren		Deliver & Install	1%/10 - Net 30

Line	Qty	Description	Unit Price	Ext. Price
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1	1	Logitech ConferenceCam MeetUp Video Conferencing Camera - 30 fps - USB 2.0 - 3840 x 2160 Video - Microphone - Notebook	\$1,055.00	\$1,055.00
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THE PERFECT CONFERENCECAM FOR SMALL ROOMS
*MeetUp is Logitech's premier ConferenceCam designed for small conference rooms and huddle rooms. Stop crowding around laptops. With 4K optics and a super-wide 120-degree field of view, MeetUp makes every seat at the table clearly visible. And its integrated audio is optimized for huddle room acoustics, ensuring everyone can be heard as well as seen.***SUPER-WIDE FIELD OF VIEW FOR TIGHT SPACES**

*Logitech® MeetUp brings remarkable video quality to small conference rooms. Its 120-degree FOV easily accommodates huddle rooms with up to eight people. The 4K ultra high-def sensor and Logitech lens deliver extra sharp clarity, while pan, tilt, and zoom allow you to quickly refocus as needed.***UNIQUELY ENGINEERED SOUND DESIGN**
*MeetUp's integrated audio is optimized for huddle room acoustics, delivering exceptional sound in small rooms. Three beamforming mics and a custom-tuned speaker ensure meetings sound as great as they look. Add Expansion Mic for MeetUp to extend the audio range up to 4.2 meters.***AS EASY AS PLUG AND PLAY**

Step into a huddle room and instantly start a video collaboration. MeetUp plugs into a USB port and simply works. Use any video conferencing software application and cloud service, including the ones you already use.

DESIGNED FOR THE WAY PEOPLE MEET
Small conference rooms are growing in popularity, and MeetUp rises to the challenge. It provides

PRICES SUBJECT TO CHANGE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT \$100/HOUR - ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A MINIMUM LIMITED ONE YEAR WARRANTY UNLESS STATED OTHERWISE, COVERING PARTS AND LABOR FOR HARDWARE ONLY - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS, WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Line	Qty	Description	Unit Price	Ext. Price
------	-----	-------------	------------	------------

superb resolution, color balance, detail, and audio in tight spaces. With the included wall mount and compact design that minimizes cable clutter, MeetUp optimizes the huddle room experience.

EXTRAS PROVIDE MORE CONVENIENCE

Our free mobile app (available on Google Play and iTunes) turns your smartphone or tablet into a remote control for MeetUp. Add accessories such as the Logitech Expansion Mic and TV Mount for different room sizes and configurations. Order replacement parts if needed to keep everything up and running.

2	1	TCL 4 65S425 64.5" Smart LED-LCD TV - 4K UHD TV - LED Backlight - Dolby Digital Plus, Dolby Digital	\$530.00	\$530.00
---	---	---	----------	----------



STUNNING PICTURE

The 4-Series 4K TCL Roku TV delivers stunning picture performance while bringing all your favorite content through a simple, intuitive interface in a sleek modern design.

4K ULTRA HD RESOLUTION

Stunning Ultra HD offers four times the resolution of Full HD for enhanced clarity and detail.

HIGH DYNAMIC RANGE (HDR) TECHNOLOGY

Delivers bright and accurate colors for a lifelike viewing experience.

4K CREATIVE PRO UPSCALING

TCL's proprietary 4K Creative Pro upscaling engine allows you to view your HD content in near 4K quality.

ENDLESS ENTERTAINMENT

Your favorite broadcast TV, streaming channels, gaming console, and other devices are front-and-center. No more flipping through inputs or wading through complicated menus. Like apps on a smartphone, all your favorites are at your fingertips from the instant you turn it on. Choose from thousands of streaming channels that feature over 500,000 movie and TV episodes plus live sports, news, music, kids and family, food, science and tech, fitness, foreign language, and so much more.

CABLE, ANTENNA & STREAMING FRIENDLY

The best way to watch all of your favorite content - whether you stream it, pay for a cable or satellite subscription, or use the built-in tuner to enjoy free over-the-air channels - the TCL Roku TV makes it easy to enjoy it all.


POWERFUL MOBILE APP


Turn your smartphone or tablet into a convenient streaming companion. Use it as a remote, plug in headphones for private listening, search with your voice or keyboard, and share your own videos, music, and photos to your TV. Plus, cast movies and web videos to your TV with Netflix and YouTube mobile apps.

EASY-TO-USE REMOTE

The super-simple Roku TV remote has only 20 buttons to make navigating easier. With around half the buttons of a traditional TV remote, you won't have to struggle to find the button you need

PRICES SUBJECT TO CHANGE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT \$100/HOUR - ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A MINIMUM LIMITED ONE YEAR WARRANTY UNLESS STATED OTHERWISE, COVERING PARTS AND LABOR FOR HARDWARE ONLY - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Line	Qty	Description	Unit Price	Ext. Price
3	1	 <p>Dell OptiPlex 3000 3070 Desktop Computer - Core i5 i5-9500 - 8 GB RAM - 256 GB SSD - Small Form Factor - Windows 10 Pro 64-bit - Intel HD Graphics - DVD-Writer - English (US) Keyboard</p> <p><i>Productivity without compromise. Intelligent, sustainably built business desktops essential for speed and productivity in a space-saving design. With 9th gen Intel® Core™ Processors.</i></p> <p><i>Operating System Available with Windows 10 Pro - for a smooth, versatile PC experience. Expand your productivity. OptiPlex has over 25 years of experience delivering customer-led innovation for desktops by continuously creating faster and smarter experiences. Featuring versatile, space-saving form factors with customized deployment options and 9th gen Intel® Core™ Processors.</i></p> <p><i>Work smart Efficiency without limits: Ideal for education environments and call centers, these desktops come with the same reliability and space-saving benefits you've come to expect. Easy to maintain and mount, these essential desktops remove all barriers to success. Adjusted to your needs: The OptiPlex Small Form Factor All-in-One Stand provides integrated cabling for one power cord solution and the aesthetics of an all-in-one with the ultimate display flexibility your work demands. Built smart: With at least 39% post-consumer recycled plastics you can rest assured you're working smart and sustainably. Uncompromising productivity Power your workday: 9th gen Intel® Core™ Processors drive your workday like never before.</i></p>	\$835.00	\$835.00

4	1	 <p>Logitech Mounting Adapter for Video Conferencing Camera, Flat Panel Display, TV - 1 Display(s) Supported 90" Screen Support</p> <p><i>SECURELY MOUNT LOGITECH MEETUP TO A TV OR MONITOR Logitech TV Mount for MeetUp securely holds the MeetUp ConferenceCam either above or below a flat-panel monitor and attaches to the industry-standard VESA mounting points available on most TVs and monitors. Key Features ATTACH ABOVE OR BELOW MONITORS The TV mount's unique design allows MeetUp to be mounted above or below a monitor. Attaching MeetUp below the TV tends to provide the most natural video experience, but this mount offers both options. WORKS WITH MOST FLAT-PANEL TVs Most TVs follow the VESA standard for locating mounting points on the back of TVs. The TV Mount for MeetUp features a swing arm design and multiple mounting holes to fit almost any flat-panel monitor. A SIZE FOR EVERY SCREEN Get the perfect fit for screens big and small. Choose TV Mount for displays up to 55 inches (measured diagonally), or TV Mount XL for displays up to 90 inches in size.</i></p>	\$190.00	\$190.00
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PRICES SUBJECT TO CHANGE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT \$100/HOUR - ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A MINIMUM LIMITED ONE YEAR WARRANTY UNLESS STATED OTHERWISE, COVERING PARTS AND LABOR FOR HARDWARE ONLY - /WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS, /WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Line	Qty	Description	Unit Price	Ext. Price
5	1	<p>Logitech K400 Plus Touchpad Wireless Keyboard - Wireless Connectivity - USB Interface - English, French - TouchPad - Black</p>  <p><i>A compact keyboard with integrated touchpad puts all your controls in a single device. Enjoy your entertainment without the clutter of multiple devices. A wireless range of 10m (33') enables a responsive, uninterrupted connection in even the largest rooms. Watch video, stream music, connect with friends, browse web pages and more without annoying delays or dropouts. The familiar key layout eliminates the learning curve so you already know how to use the K400 Plus. Your media interactions are enhanced with comfortable keys, easy-access volume controls, and an arrow-key layout that simplifies navigation. A second left-click button permits two-hand navigation and selection. Shortcuts simplify control for Android and Windows users. Hot keys work right from the box with no configuration is required. Keyboard includes a unifying receiver, two AA batteries (pre-installed) and user documentation.</i></p>	\$45.00	\$45.00
6	1	<p>APC SurgeArrest Home/Office 8-Outlets Surge Suppressor - Receptacles: 8 x NEMA 5-15R - 1750J</p>  <p><i>180 degree Rotating Cord RetainerAdjustable Cable ManagementBuilding wiring fault indicatorCatastrophic Event ProtectionFail Safe ModeNoise FilteringPhone Line SplitterProtection Working IndicatorReceptacle Shock Safety ShuttersResettable circuit breakerRight Angle PlugTransformer Block Spacing</i></p>	\$30.00	\$30.00
7	1	<p>Belkin HDMI Audio/Video Cable - 15 ft HDMI A/V Cable for Audio/Video Device - HDMI Male Digital Audio/Video - HDMI Male Digital Audio/Video</p>  <p><i>Belkin manufactures the highest quality and largest selection of computer cables in the world. All Belkin cables carry an assurance of excellence obvious both inside and out. From our tough-but-flexible casings to our exclusive wiring configurations, Belkin cable technology guarantees peak performance and optimal data transmission. It's not surprising each also carries a Manufacturer's Lifetime Warranty.</i></p>	\$35.00	\$35.00

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Line	Qty	Description	Unit Price	Ext. Price
Please contact me if I can be of further assistance.			SubTotal	\$2,720.00
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$2,720.00

PRICES SUBJECT TO CHANGE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT \$100/HOUR - ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A MINIMUM LIMITED ONE YEAR WARRANTY UNLESS STATED OTHERWISE. COVERING PARTS AND LABOR FOR HARDWARE ONLY - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Logitech ConferenceCam MeetUp Video Conferencing Camera - 30 fps - USB 2.0

General Information



Manufacturer: Logitech

Manufacturer Part Number: 960-001101

Manufacturer Website <http://www.logitech.com>
Address:

Brand Name: Logitech

Product Line: ConferenceCam

Product Model: MeetUp

Product Name: MeetUp ConferenceCam with 120-degree FOV and 4K)
ptics

Marketing Information: **THE PERFECT CONFERENCECAM FOR SMALL
ROOMS**

MeetUp is Logitech's premier ConferenceCam designed for small conference rooms and huddle rooms. Stop crowding around laptops. With 4K optics and a super-wide 120-degree field of view, MeetUp makes every seat at the table clearly visible. And its integrated audio is optimized for huddle room acoustics, ensuring everyone can be heard as well as seen.

SUPER-WIDE FIELD OF VIEW FOR TIGHT SPACES

Logitech® MeetUp brings remarkable video quality to small conference rooms. Its 120-degree FOV easily accommodates huddle rooms with up to eight people. The 4K ultra high-def sensor and Logitech lens deliver extra sharp clarity, while pan, tilt, and zoom allow you to quickly refocus as needed.

UNIQUELY ENGINEERED SOUND DESIGN

MeetUp's integrated audio is optimized for huddle room acoustics, delivering exceptional sound in small rooms. Three beamforming mics and a custom-tuned speaker ensure meetings sound as great as they look. Add Expansion Mic for MeetUp to extend the audio range up to 4.2 meters.

AS EASY AS PLUG AND PLAY

Step into a huddle room and instantly start a video

collaboration. MeetUp plugs into a USB port and simply works. Use any video conferencing software application and cloud service, including the ones you already use.

DESIGNED FOR THE WAY PEOPLE MEET

Small conference rooms are growing in popularity, and MeetUp rises to the challenge. It provides superb resolution, color balance, detail, and audio in tight spaces. With the included wall mount and compact design that minimizes cable clutter, MeetUp optimizes the huddle room experience.

EXTRAS PROVIDE MORE CONVENIENCE

Our free mobile app (available on Google Play and iTunes) turns your smartphone or tablet into a remote control for MeetUp. Add accessories such as the Logitech Expansion Mic and TV Mount for different room sizes and configurations. Order replacement parts if needed to keep everything up and running.

Product Type: Video Conferencing Camera

Display & Graphics

Maximum Video Resolution: 3840 x 2160

Maximum Frame Rate: 30 fps

Built-in Devices

Microphone: Yes

Interfaces/Ports

Host Interface: USB 2.0

Physical Characteristics

Height: 4.1"

Width: 15.7"

Depth: 3.3"

Weight (Approximate): 2.30 lb

Miscellaneous

- Package Contents:
- MEETUP ConferenceCam with 120-degree FOV and 4K Optics
 - Remote Control
 - USB Cable
 - Power Supply
 - Wall Mount and Hardware
 - User Documentation

Device Supported: Notebook

Warranty

Limited Warranty: 2 Year

Prepared By
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207-764-1834
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<https://www.greenmarkit.com>

Product Data Powered by  **etilize**
A B2B PROJECT DATA COMPANY

Dell OptiPlex 3000 3070 Desktop Computer - Core i5 i5-9500 - 8 GB RAM - 256 GB SSD - Small Form Factor



General Information

Manufacturer: Dell Technologies

Manufacturer Part Number: CPJT9

Manufacturer Website <http://www.delltechnologies.com>

Address:

Brand Name: Dell

Product Line: OptiPlex

Product Series: 3000

Product Model: 3070

Product Name: OptiPlex 3070

Marketing Information: **Productivity without compromise.**

Intelligent, sustainably built business desktops essential for speed and productivity in a space-saving design. With 9th gen Intel® Core™ Processors.

Operating System

Available with Windows 10 Pro - for a smooth, versatile PC experience.

Expand your productivity.

OptiPlex has over 25 years of experience delivering customer-led innovation for desktops by continuously creating faster and smarter experiences. Featuring versatile, space-saving form factors with customized deployment options and 9th gen Intel® Core™ Processors.

Work smart

Efficiency without limits: Ideal for education environments and call centers, these desktops come with the same reliability and space-saving benefits you've come to expect. Easy to maintain and mount, these essential desktops remove all barriers to success.

Adjusted to your needs: The OptiPlex Small Form Factor All-in-One Stand provides integrated cabling for one power cord solution and the aesthetics of an all-in-one with the ultimate display flexibility your work demands.

Built smart: With at least 39% post-consumer recycled plastics you can rest assured you're working smart and sustainably.

Uncompromising productivity

Power your workday: 9th gen Intel® Core™ Processors drive your workday like never before.

Product Type: Desktop Computer

Processor & Chipset

Processor Manufacturer: Intel

Processor Type: Core i5

Processor Generation: 9th Gen

Processor Model: i5-9500

Processor Speed: 3 GHz

Memory

Standard Memory: 8 GB

Memory Technology: DDR4 SDRAM

Intel Optane Memory Ready: No

Storage

Total Solid State Drive Capacity: 256 GB

Optical Drive Type: DVD-Writer

Optical Media Supported: DVD±R/±RW

Display & Graphics

Graphics Controller Manufacturer: Intel

Graphics Controller Model: HD Graphics

Graphics Memory Technology: DDR4 SDRAM

Graphics Memory Accessibility: Shared

Network & Communication

Wireless LAN: No

Input Devices

Keyboard Localization: English (US)

Interfaces/Ports

Total Number of USB Ports: 10

Number of USB 2.0 Ports: 2

Number of USB 2.0 Ports 2
(Front):

Number of USB 2.0 Ports 2
(Rear):

Number of USB 3.1 Ports 2
(Front):

Number of USB 3.1 Ports 2
(Rear):

Software

Operating System Platform: Windows

Operating System: Windows 10 Pro (English/French/Spanish)

Operating System 64-bit
Architecture:

Physical Characteristics

Form Factor: Small Form Factor

Height: 11.4"

Width: 3.7"

Depth: 11.5"

Weight (Approximate): 11.60 lb

Miscellaneous

Package Contents:

- OptiPlex 3070
- System Power Cord
- Keyboard
- Mouse

Documentation: Safety/Environment and Regulatory

- Guide (English/French Multi-language)
- Quick Setup Guide

Energy Star: Yes

Environmentally Friendly: Yes

Environmental Certification:

- TCO
- China Energy Label (CEL)
- WEEE
- Korea E-Standby
- Korea Eco-Label
- EU RoHS
- China RoHS

Country of Origin: Mexico

Warranty

Limited Warranty: 3 Year

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 Eric R. Warren
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 207-764-1834
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<https://www.greenmarkit.com>

Product Data Powered by  **etilize**
an intel company

TCL 4 65S425 64.5" Smart LED-LCD TV - 4K UHD TV

General Information



Manufacturer: TCL Corporation

Manufacturer Part Number: 65S425

Manufacturer Website <http://www.tcl.com>

Address:

Brand Name: TCL

Product Series: 4

Product Model: 65S425

Product Name: 65" Class 4-Series 4K UHD HDR Roku Smart TV - 65S425

Marketing Information: **STUNNING PICTURE**

The 4-Series 4K TCL Roku TV delivers stunning picture performance while bringing all your favorite content through a simple, intuitive interface in a sleek modern design.

4K ULTRA HD RESOLUTION

Stunning Ultra HD offers four times the resolution of Full HD for enhanced clarity and detail.

HIGH DYNAMIC RANGE (HDR) TECHNOLOGY

Delivers bright and accurate colors for a lifelike viewing experience.

4K CREATIVE PRO UPSCALING

TCL's proprietary 4K Creative Pro upscaling engine allows you to view your HD content in near 4K quality.

ENDLESS ENTERTAINMENT

Your favorite broadcast TV, streaming channels, gaming console, and other devices are front-and-center. No more flipping through inputs or wading through complicated menus. Like apps on a smartphone, all your favorites are at your fingertips from the instant you turn it on. Choose from thousands of streaming channels that feature over 500,000 movie and TV episodes plus live sports, news, music, kids and family, food, science and tech, fitness, foreign language, and so much more.

CABLE, ANTENNA & STREAMING FRIENDLY

The best way to watch all of your favorite content - whether you stream it, pay for a cable or satellite subscription, or use the built-in tuner to enjoy free over-the-air channels - the TCL Roku TV makes it easy to enjoy it all.

POWERFUL MOBILE APP

Turn your smartphone or tablet into a convenient streaming companion. Use it as a remote, plug in headphones for private listening, search with your voice or keyboard, and share your own videos, music, and photos to your TV. Plus, cast movies and web videos to your TV with Netflix and YouTube mobile apps.

EASY-TO-USE REMOTE

The super-simple Roku TV remote has only 20 buttons to make navigating easier. With around half the buttons of a traditional TV remote, you won't have to struggle to find the button you need.

Product Type: Smart LED-LCD TV

Technical Information

Screen Size Class: 65"

Viewable Screen Size: 64.5"

Backlight Technology: LED

Aspect Ratio: 16:9

- Features:
- Progressive Scan
 - High Dynamic Range (HDR)
 - Closed Caption
 - Film Mode
 - Parental Control
 - Sport Mode
 - HDR10
 - RF Antenna Input

PC Streaming: Yes

Internet Access: Yes

Streaming Service: Roku

Video

Digital Tuner: ATSC
Video Signal Standard: 4K UHD TV
Standard Refresh Rate: 60 Hz
Motion Interpolation Clear Motion Index 120Hz
Technology:
Scan Format: 2160p

Audio

RMS Output Power: 16 W
Sound System:

- Dolby Digital Plus
- Dolby Digital

Network & Communication

Ethernet: Yes
Wireless LAN: Yes

Interfaces/Ports

HDMI: Yes
Total Number of HDMI 3
Ports:
USB: Yes
VGA: No

Energy & Performance

Energy Consumption per 180 kWh
Year:
Maximum Resolution: 3840 x 2160

Physical Characteristics

VESA Mount Standard: 400 x 200
Height: 33.3"
Width: 57.3"
Depth: 3.1"

Height with Stand: 36"
Width with Stand: 57.30"
Depth with Stand: 11.80"
Weight (Approximate): 38.80 lb
Weight with Stand (Approximate): 39.70 lb

Miscellaneous

- Package Contents:
- 65" Class 4-Series 4K UHD HDR Roku Smart TV - 65S425
 - Warranty Info
 - Quick Start Guide (QSG)
 - Remote Control
 - 2 x AAA Remote Control Battery

Energy Star: No

Warranty

Limited Warranty: 1 Year

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<https://www.greenmarkit.com>

Product Data Powered by  etilize
• Q&A PRODUCT DATA POWERED

Logitech Mounting Adapter for Video Conferencing Camera, Flat Panel Display, TV



General Information

Manufacturer: Logitech

Manufacturer Part Number: 939-001656

Manufacturer Website <http://www.logitech.com>

Address:

Brand Name: Logitech

Product Name: TV Mount for MeetUp

Marketing Information: **SECURELY MOUNT LOGITECH MEETUP TO A TV OR MONITOR**

Logitech TV Mount for MeetUp securely holds the MeetUp ConferenceCam either above or below a flat-panel monitor and attaches to the industry-standard VESA mounting points available on most TVs and monitors.

Key Features

ATTACH ABOVE OR BELOW MONITORS

The TV mount's unique design allows MeetUp to be mounted above or below a monitor. Attaching MeetUp below the TV tends to provide the most natural video experience, but this mount offers both options.

WORKS WITH MOST FLAT-PANEL TVS

Most TVs follow the VESA standard for locating mounting points on the back of TVs. The TV Mount for MeetUp features a swing arm design and multiple mounting holes to fit almost any flat-panel monitor.

A SIZE FOR EVERY SCREEN

Get the perfect fit for screens big and small. Choose TV Mount for displays up to 55 inches (measured diagonally), or TV Mount XL for displays up to 90 inches in size.

Product Type: Mounting Adapter

Product Information

Device Supported:

- Video Conferencing Camera
- Flat Panel Display
- TV

Number of Displays 1
Supported:
Maximum Screen Size 90"
Supported:

Physical Characteristics

Height: 27.6"
Width: 3.3"
Depth: 0.6"
Weight (Approximate): 1.82 lb

Miscellaneous

Package Contents:

- TV Mount for MeetUp
- Mounting Hardware
- User Documentation

Compatibility: Logitech MeetUp Video Conference Camera
TAA Compliant: No

Warranty

Limited Warranty: 2 Year

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<https://www.greenmarkit.com>

Product Data Powered by  etilize

Logitech K400 Plus Touchpad Wireless Keyboard

General Information



Manufacturer: Logitech

Manufacturer Part Number: 920-007119

Manufacturer Website <http://www.logitech.com>

Address:

Brand Name: Logitech

Product Model: K400 Plus

Product Name: K400 Plus Touchpad Wireless Keyboard

Marketing Information: A compact keyboard with integrated touchpad puts all your controls in a single device. Enjoy your entertainment without the clutter of multiple devices. A wireless range of 10m (33') enables a responsive, uninterrupted connection in even the largest rooms. Watch video, stream music, connect with friends, browse web pages and more without annoying delays or dropouts. The familiar key layout eliminates the learning curve so you already know how to use the K400 Plus. Your media interactions are enhanced with comfortable keys, easy-access volume controls, and an arrow-key layout that simplifies navigation. A second left-click button permits two-hand navigation and selection. Shortcuts simplify control for Android and Windows users. Hot keys work right from the box with no configuration is required. Keyboard includes a unifying receiver, two AA batteries (pre-installed) and user documentation.

Packaged Quantity: 1

Product Type: Keyboard

Keyboard/Keypad

Keyboard/Keypad Wireless

Connectivity Technology:

- Hot Keys:
- Mute
 - Volume Up
 - Volume Down

Keys Layout: QWERTY

- Localization:
- English
 - French

Pointing Device

Pointing Device Type: TouchPad

Interfaces/Ports

Keyboard/Keypad Host USB
Interface:

Physical Characteristics

Color: Black

Keyboard/Keypad Height: 0.93"

Keyboard/Keypad Width: 13.95"

Keyboard/Keypad Depth: 5.51"

Weight (Approximate): 13.76 oz

Miscellaneous

Package Contents:

- Wireless Touch Keyboard K400 Plus
- Unifying Receiver
- 2 x AA Batteries (Pre-Installed)
- User Documentation

Device Supported:

- Smart TV
- Computer

Assembly Required: No

Environmentally Friendly: Yes

Environmental Certification:

- RoHS
- WEEE

Country of Origin: China

Prepared By

Eric R. Warren

Greenmark IT, LLC

207-764-1834

eric@greenmarkit.com

<https://www.greenmarkit.com>

Product Data Powered by  etilize
FROM PRODUCT DATA COMPANY

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Approval Liquor License

INFORMATION

1) Application

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Malt, Spirituous and Vinous Liquor License for Cheyenne Industries, Inc, D/B/A Bonanza, located at 725 Main Street.



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only

License No:

Class: By:

Deposit Date:

Amt. Deposited:

Payment Type:

OK with SOS: Yes ☐ No ☐

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

Legal Business Entity Applicant Name (corporation, LLC): CHEYENNE INDUSTRIES, INC	Business Name (D/B/A): BONANZA
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 725 MAIN STREET
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: 15 INDUSTRIAL ST PRESQUE ISLE, ME 04769
Mailing address, if different from DBA address: 15 INDUSTRIAL STREET PRESQUE ISLE, ME 04769	Email Address: NORTHEASTLAND.PI@GMAIL.COM
Telephone # Fax #: 207-764-3747 207-764-3749	Business Telephone # Fax #: 207-764-3601
Federal Tax Identification Number: 01-0382512	Maine Seller Certificate # or Sales Tax #: SALES TAX #0191383
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☒ New Expected Start date: 07/01/2020
☐ Renewal Expiration Date: _____
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

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input checked="" type="checkbox"/> Other: <u>CLASS III & IV(malt liquor & wine ONLY)</u> | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

15 INDUSTRIAL STREET, PRESQUE ISLE, ME 04769

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☒ Yes ☐ No If **Yes**, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☐ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☐ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
NORTHEASTLAND HOTEL		436 MAIN ST PRESQUE ISLE, ME 04769

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
GEORGE HARRIS	02/07/2061 ¹⁹⁶¹	CARIBOU, ME

Residence address on all the above for previous 5 years	
Name	Address:
GEORGE HARRIS	FORT FAIRFIELD, ME
Name	Address:
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☐ Yes ☒ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

DINING ROOM (3 SECTIONS)

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: MSAD #1

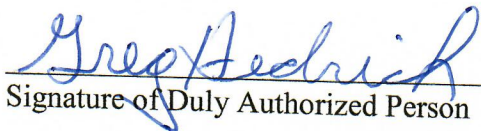
Distance: 1.10 miles

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 05/26/2020


Signature of Duly Authorized Person

Signature of Duly Authorized Person

GREG HEDRICH

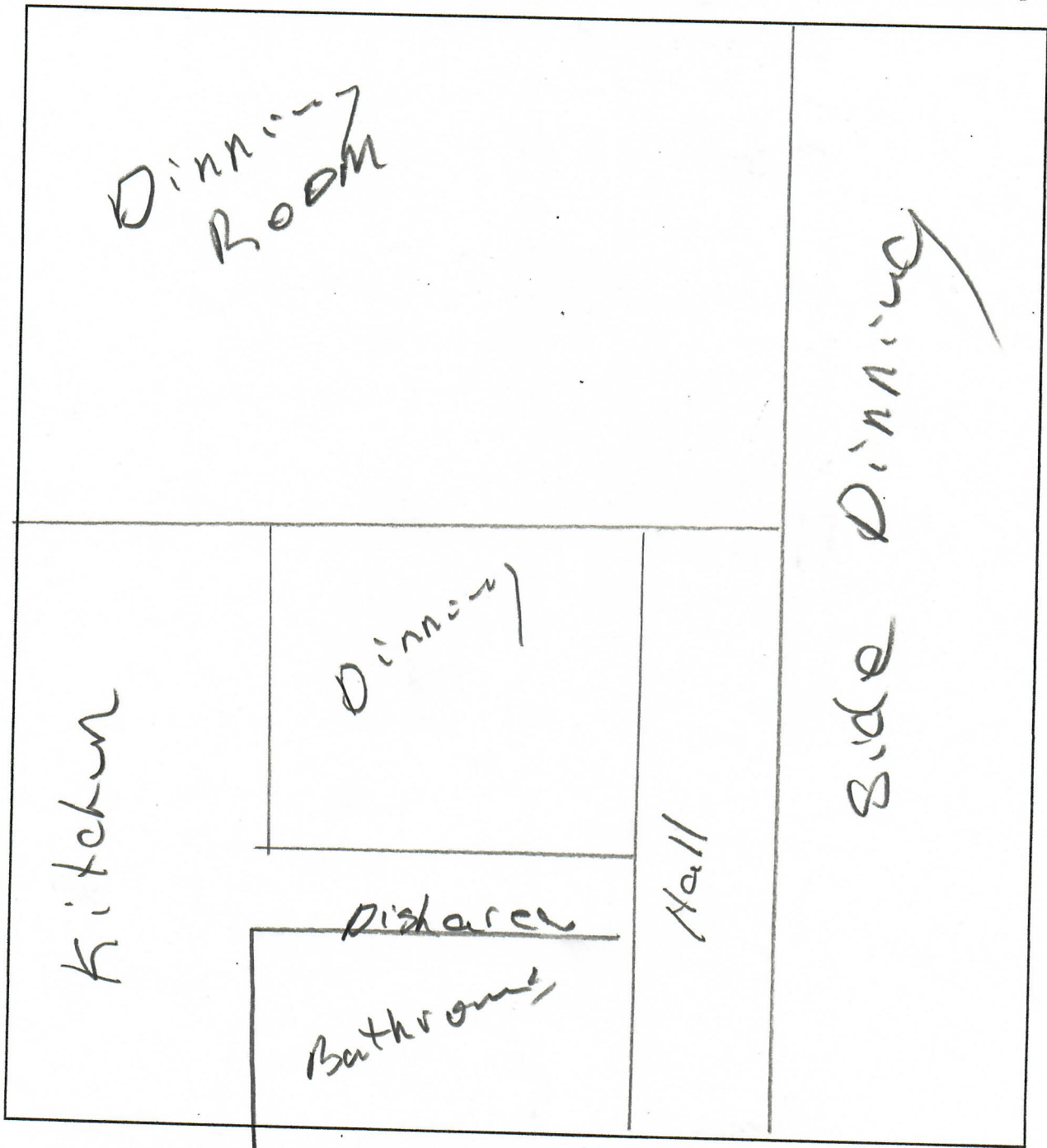
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? ☐ Municipal Officers of _____

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: CHEYENNE INDUSTRIES
2. Doing Business As, if any: BONANZA FAMILY RESTAURANT
3. Date of filing with Secretary of State: _____ State in which you are formed: MAINE
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
JOE HEDRICH III	15 INDUSTRIAL STREET, PI	06/02/1957		50.0000
GREG HEDRICH	15 INDUSTRIAL ST, PI	11/13/1958		50.0000

(Ownership in non-publicly traded companies must add up to 100%.)

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 3, 2020

AGENDA ITEM # EXECUTIVE SESSION

SUBJECT

EXECUTIVE SESSION: Pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations

INFORMATION

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to enter into Executive Session pursuant to 1 M.R.S.A. § 405(6)(E) to discuss Negotiations matter.

PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, June 3, 2020

- We still have Board/Committee openings if anyone has any interest in joining a Board or Committee please see the City Clerk or apply online.
- The next regularly scheduled meeting of the Presque Isle City Council is on Wednesday, July 1st, 2020 at 6:00 PM in the Council Chambers at City Hall.