



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

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	June 29, 2021
RE:	July 7th 6pm, Mark & Emily Turner Memorial Public Library

Call to Order

Public Hearing:

1. Approval for a Marijuana License to Joe Pelkey and Chase Norton, d/b/a Star City Wellness, with location of 694 Main Street (Single Hearing): Staff recommends a conditional approval based on two code issues.
2. Approval for Special Permit for Music, Dancing and Entertainment Ignite Presque Isle d/b/a The Northeastland Hotel with location of 436 main Street (Single Hearing): Staff recommends approval.
3. Approval for a Marijuana License to Artevious Drury, Richardson's Remedies -Presque Isle LLC.: Staff recommends approval.
4. Dangerous Building 36 Elm St.: Staff has provided information about the building including pictures, time line and process of the public hearing. Council does have the ability to set a specific timeframe for removal if found to be a dangerous building.

Citizen Comments

Consent Agenda: Unless council wants to discuss items individually, staff recommends approving in one motion.

5. Approve Minutes from June 2nd, 2021: Standard Item
6. Approve 2021 Warrants: Standard Item
7. Approve Return of Votes Casts for MSAD #1 – Budget Validation Referendum held on June 22, 2021: Action required after an election.

Old Business

8. Forum HVAC: At the last meeting, Rec Director Gene Cronin reviewed options and costs. While we did discuss many options for the forum for improvements, we will need to move forward with the base bid and wait on the other items. Since it is an emergency shelter, we anticipate other funding opportunities will be available for the other upgrades. Staff recommend accepting proposal for heating system and ventilation upgrades.
9. City Hall Renovation Updates: Committee members will provide updates on renovation progress.
10. Annual Tax Commitment: The Finance Director has provided the resolves for the meeting and the Tax Assessor will lead the discussion about the assessment to provide

the Council with the information needed for commitment. Materials will be distributed. Staff recommends approving resolves once mill rate is determined.

New Business

11. Public Hearing for Maine CDBG Application. Memo attached from Director of Economic & Community Development, requesting a public hearing at the August 4th Meeting for administration of the program. Recommend approval.
12. PIDF Loans: The Presque Isle Development Fund have approved two separate loans for Neighborhood Books, LLC, one is a micro loan and the other is a FAME loan. Memos attached with recommendations to approve both loans.
13. Library Landscaping/parking Lot Enhancement. Memo attached from Sonja Eyler explaining the Parking Lot Improvement Plans recently approved by the trustees. While no action is required at the time, there is a request to include the plan when discussing future capital improvements.

Manager's Report: I expect guidance from the Treasury Department on the American Rescue Plan Act to become available between the drafting of this memo and the council meeting.

Announcements

Executive Session

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

Adjournment



Presque Isle City Council Meeting
Wednesday, July 7th, 2021
6:00 PM
Presque Isle Council Chambers

AGENDA

Roll Call

Pledge of Allegiance

Public Hearing

1. Approval for a Marijuana License to Joe Pelkey and Chase Norton, d/b/a Star City Wellness, with location of 694 Main Street (Single Hearing)
2. Approval for Special Permit for Music, Dancing and Entertainment Ignite Presque Isle d/b/a The Northeastland Hotel with location of 436 main Street (Single Hearing)
3. Approval for a Marijuana License to Artevious Drury, Richardson's Remedies -Presque Isle LLC.
4. Dangerous Building 36 Elm St

Citizen Comments

Consent Agenda

5. Approve Minutes from June 2, 2021
6. Approve 2021 Warrants #20 - #23, totaling \$ 1,316,107.39
7. Approve Return of Votes Casts for MSAD #1 – Budget Validation Referendum held on June 22, 2021

Old Business

8. Forum HVAC System
9. City Hall Renovation Updates
10. Annual Tax Commitment

New Business

11. Schedule CDBG Public Hearing
12. PIDF Loan
13. Library Landscaping/parking Lot Enhancement

Manager's Report

Executive Session

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

Announcements

Adjournment

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 1

SUBJECT

PUBLIC HEARING: Approval of a Marijuana License to Joe Pelkey and Lisa Norton, d/b/a Star City Wellness, with location of 694 Main Street

INFORMATION

- 1) Memo
- 2) Application
- 3) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Marijuana License to Joe Pelkey and Chase Norton, d/b/a Star City Wellness, with location of 694 Main Street.



City of Presque Isle, Maine

The Office of
Director of Economic & Community Development
Galen Weibley
Email: gweibley@presqueisleme.us

MEMORANDUM

TO:	Kim Finnemore, City Clerk & Martin Puckett, City Manager
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	June 30, 2021
RE:	Star City Wellness Renewal Application

Please find the enclosed renewal application by Star City Wellness for their medical marijuana retail store.

The City's Code Department conducted an inspection of the business upon receipt of the renewal application and determined the business is non-compliant with the following items.

- Failure of odor plan to control odor in establishment.
 - Applicant confirmed that he is ordering carbon filters and will install them promptly to mitigate odor in store.
- Adequate smoke detectors are not installed on premise to comply with Life Safety Codes
 - Applicant confirmed smoke detectors have been ordered and electrician will be installing ASAP (hopefully before the Council meeting)

DECD staff believe because the standards are not met, that the Council conditionally approve the renewal request subject to addressing the items of non-compliance to the satisfaction of the Code Enforcement Officer.

Please do not hesitate to contact me should you have any questions.

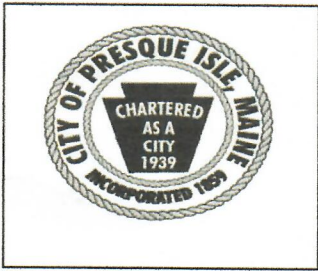
Suggested Motion: Mr. Chairman I move we approve to conditionally approve renewal of Star City Wellness Medical Marijuana Retail Establishment license at 483 Main Street upon addressing the items of non-compliance with the Code Enforcement Officer.

Enclosures:

*Renewal Application for Star City Wellness

*Police Chief Laurie Kelly's statement of compliance for the business in 2020

RENEWAL APPLICATION FOR ADULT USE AND MEDICAL MARIJUANA BUSINESS



CITY OF PRESQUE ISLE
12 SECOND STREET
PRESQUE ISLE, ME 04769
TEL: (207) 760-2703
FAX: (207) 764-2501
E-MAIL: panderson@presqueisleme.us

PLEASE FILL-OUT RENEWAL APPLICATION COMPLETELY

Date: 06-15-2021

Permit No: 7-21

1. **Owner of Property:** (If more than one attach a separate page listing all owner's information, see section G.C., must be a Maine Resident) Joseph Pellety / Lisa Norton (NP Rentals)

Physical Location (number of street or road): 694 main st

Mailing Address (if different from above): 26 North St PBM 122

Home Phone: _____ **Work Phone:** 207-540-1045 **Cell Phone:** 207-227-3695

E-Mail: jpellety68@gmail.com

2. **Marijuana Business Classification:** medical / caregiver store front

3. **Maine License Certification #:** CGR 28533 / CGR 28545

4. **Registered Business Name to be used:** JPCN Est LLC DBA Star City Wellness

5. **PRIOR Criminal Conviction History of all Owners, Officers, Members, or Employee's :** (attach separate Pg. if necessary)

Criminal Activity: _____

Date: _____

Place: _____

Jurisdiction: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION

"I hereby apply for a permit for a marijuana business. I agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to operate. Under MRSA 25, Section 2357 and the City of Presque Isle's Land Use and Development Code a Certificate of Occupancy **MUST** be obtained before the business hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application may include construction documents as required by the City of Presque Isle. **I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued, and the City of Presque Isle could levy fines against me for giving false information.**"

[Signature]
Signature of Applicant

06/15/2021
Date

6/17/2021

CHECKLIST

All lines must be completed

	YES	NO	Not Applicable	CEO Initials
Application Fee Submitted:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
All Owners / Partners Listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
License Type Listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Me License Certified:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Criminal History Listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

Standards

Security Standards:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Odor Plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Operating Plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Notices:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Police Dept. Approval:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Fire Dept. Approval:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

*****Office Use Only*****

Date Application Received: _____ Date CEO / Planning Bd. Review: _____ Approved _____ Denied _____

Reason for Denial: _____

CEO Signature: _____

License Renewal Fee

Marijuana Store: Annual Operation License Fee: \$2,500.00

Marijuana Manufacturing Facility: Annual Operation License Fee: \$2,500.00

Marijuana Testing Facility: Annual Operation License Fee: \$1,000.00

Adult Use Marijuana Cultivation:

Tier 1: 0 to 500 SF of plant canopy: Annual Permit/Licensing Fee: \$500.00

Tier 2: 501-2,000 SF of mature plant canopy: Annual License Fee: \$3,000.00

Tier 3: 2,001-7,000 SF of mature plant canopy: Annual License Fee: \$10,000.00

Tier 4: > than 7,000SF of mature plant canopy: Annual License Fee: \$30,000.00

Medical Marijuana Cultivation: Annual Operation License Fee: \$5,000.00

Adult Use Marijuana Nursery Cultivation: Annual License Fee: \$350.00

Star City Wellness

694 Main Street, Presque Isle, ME 04769 - (207)227-3444 - chasejnorton96@gmail.com

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

May 8, 2020

To whom it may concern,

Our business, Star City Wellness, will be owned and operated by myself (Chase Norton) as well as Joe Pelkey. Being in the Marijuana industry comes with its risks, and in this article I will be outlining our standards for security, odor, and operating to try and manage any potential threats to us as well as the general public.

Security

For our protection, we have decided to implement one of the best security systems offered per Inlution. Our system will include eight (8) cameras, all of which will be recording in 4k quality resolution (video/audio). Placement of these cameras is shown on the sketch of our floor plan. The camera feed will be stored through an internet-based system that will be accessible via our desktop computer in store as well as our personal cell phones. We will have up to 15 terabytes worth of *continuous* feed, as opposed to motion only. This will be able to record up to 45 days of 24/7 continuous feed. Our alarm system is also implemented by Inlution and will monitor both entrances to the store. These alarms will also be equipped with motion sensors to monitor any suspicious activity and notify us and the police department accordingly. Aside from any entry/exit signs, there will be signs that read 'monitored by security' as well as signs that will outline who is permitted in the public area as well as who will be allowed into our dispensary room.

For fire safety, we will work with the local fire department to get a Nox box for our main entrance that will allow ease of access in case a fire was to break out. Smoke detectors will be placed as recommended by our fire department. Exit signs will be in place, as well as a diagram that will show an evacuation plan for each room of the building. In the case of a fire, everyone in the store will have the resources they need to follow our plan. Fire extinguishers will also be put into place wherever our fire department recommends.

Odor

We will be implementing industrial carbon filters in each room that contains marijuana to control any odor that may be emitted. These rooms will be completely sealed off from the public. A separate circulating air system will be used to control the temperature of our dispensary room. In doing this, we are keeping all odor within our sealed room to be circulated and filtered through our carbon air scrubbers. Our dispensary room will have a security door in place that will require an employee to unlock for customers to be able to enter. All marijuana will be sealed in airtight containers and locked in a safe after hours. Prepackaged containers will be weighed the night before, and all supplies will be locked up afterwards. There will be absolutely no smoking of marijuana allowed in or around store property. We have verbal consent from both connected businesses as well as both property owners that do not oppose our store's proposal. Written consent can also be included if necessary. Any changes needed to compensate for excess odor will be done immediately, however, the system we will have in place should be adequate. The property owners for our space are Lisa Norton and Joe Pelkey (NP Rentals).

Operating Plan

We will be operating a *medical marijuana* retail store. As required by our city's ordinance, we will be separating our store into two areas; there will be a 'check-in' area with retail space for glass and CBD products. CBD products are federally legal and do not require a medical marijuana card. Each side will be completely sealed off from one

another with a connecting door. Once our customers' ID and medical card are verified, they will be permitted to go into our dispensary area where we will have display cases setup for their viewing. These cases will contain samples of our product for customers to view and smell. We will have a second employee that will be monitoring this room, as well as dispensing the product behind a counter in the back of the store. Customers will exit through the same locked door that they came in, allowing our dispensary area to remain secure at all times. Construction will be necessary for us to establish a separate room, and we are working with contractor Mark Prestwood to make the changes needed (shown on floor plan). As for acquiring products, all our suppliers will be legally licensed caregivers who will provide us with a receipt for sale. A resale certificate will be acquired through the state of Maine to allow the wholesale purchase of marijuana from suppliers to be exempt from sales tax. Suppliers will be located all over the state in areas such as, but not limited to, Bangor, Portland, and Aroostook County. Confirmed suppliers as of now are Halcyon Farms, located on 304 Hancock St. in Bangor, ME 04401 and Bill and Bink's located at 85 Aviation Dr. in Houlton, ME 04730. All records will be kept securely in an accounting style program such as QuickBooks and will be backed up daily. Other than Joe and I, we will have one employee starting out that will work for us full time. His information will be included with the rest of the documents. We will have full coverage for the business that will be written by United Insurance. This will insure any stolen or damaged goods. We will have worker's comp for our employees in the case that someone is injured on the job. All patient records will be kept confidential and be protected by a password. Cash and excess product will be kept in a safe at all times. . If any requirements were not met, amendments will be made to our operating plan immediately.

Sincerely,

Chase J. Norton, Owner

What is the prep room for? How will it be utilized?

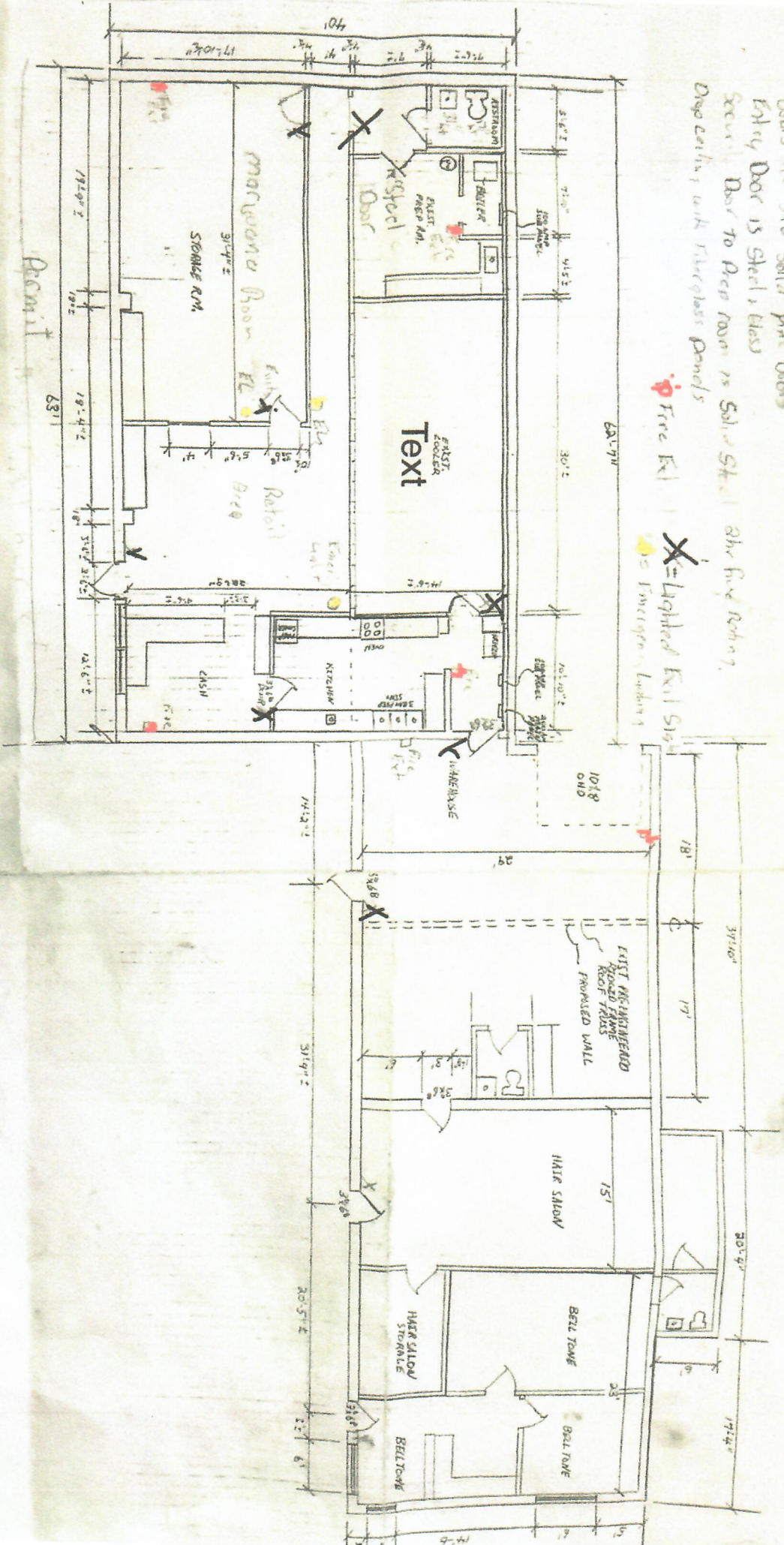
What will the existing locker be used for?

and for what?

Wall Thickness is 4" in covered by 5/8" Type X Sheetrock
 Doors are 5'x6' Solid Pine Doors
 Entry Door is Steel & Glass
 Sec'd Door to Prep room is Solid St. 1/2 hr Fire Rating.
 Diapering with Fiberglass Panels

Fire Exit

X = Lighted Exit Sign
 = Emergency Lighting



**NOTICE OF PUBLIC HEARING
CITY OF PRESQUE ISLE LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a **PUBLIC HEARING** on **July 7, 2021** at **6:00 PM** in the Mark & Emily Turner Memorial Public Library, at 39 Second Street, to consider a **Marijuana License from:**

**Star City Wellness
694 Main St.**

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Clerk's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or call at 760-2702.

ADA ASSISTANCE: Anyone needing special assistance at the public hearing due to a disability should contact the City of Presque Isle's City Clerk at 760-2702 at least two (2) business days prior to the meeting date.

Per City Council

Kimberly A. Finnemore

City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 2

SUBJECT

PUBLIC HEARING: Approval of a Special Permit for Music, Dancing and Entertainment for Northeastland Hotel with location of 436 Main Street

INFORMATION

- 1) Application
- 2) Public Hearing

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Special Permit for Music, Dancing and Entertainment for Northeastland, with location of 436 Main Street.

STATE OF MAINE
BUREAU OF ALCOHOLIC BEVERAGES
APPLICATION FOR
SPECIAL PERMIT FOR MUSIC, DANCING AND ENTERTAINMENT

1. Business Name THE NORTHEASTLAND HOTEL Phone # 207 768 5321

Address 436 MAIN STREET. PRESQUE ISLE
Street City

2. Describe in detail kind and nature of entertainment:

WEDDINGS, REUNIONS, CELEBRATIONS WHERE MUSIC
WILL BE PLAYED + DANCING.

3. Describe in detail the room or rooms to be used under this permit:

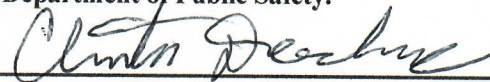
FIRST FLOOR EVENT ROOM, LOWER FLOOR BALLROOM

Dated At _____ On 6.3.21

This permit includes all types of entertainment, dancing is inclusive only if you have a dancing license issued by the State Fire Marshall's Office, Department of Public Safety.

\$20.00 Per Year – Single Dance

\$50.00 Per Year -- Dances


(Signature of Individual)

Make check payable to:

City of Presque Isle

(If partnership, by members)

\$50.00 Public Hearing Fee

(Name of Corporation)

THIS APPLICATION MUST BE APPROVED
BY THE MUNICIPAL OFFICERS OR COUNTY
COMMISSIONERS IN THE CASE OF
UNINCORPORATED PLACES

(Place Corporate Seal)

BY _____
(If a Corporation, by a duly authorized officer)

STATE OF MAINE

Aroostook County SS

Dated At _____, Maine On _____

The undersigned being Municipal Officers of the City of Presque Isle hereby approve the application in accordance with the provisions of Title 28A, Chapter 43, Licenses for the Sale of Liquor to be consumed on the Licensed Premises, §1054 Special permit for music, dancing or entertainment.

**NOTICE OF PUBLIC HEARING
CITY OF PRESQUE ISLE LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a **PUBLIC HEARING** on **July 7, 2021** at **6:00 PM** in the Mark & Emily Turner Memorial Public Library, at 39 Second Street, to Approval of the Special Permit for Music, Dancing and Entertainment From:

**The Northeastland Hotel
436 Main Street**

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Clerk's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or call at 760-2702.

ADA ASSISTANCE: Anyone needing special assistance at the public hearing due to a disability should contact the City of Presque Isle's City Clerk at 760-2702 at least two (2) business days prior to the meeting date.

Per City Council
Kimberly A. Finnemore
City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 3

SUBJECT

PUBLIC HEARING: Approval of a Medical Marijuana License to Richardson's Remedies, with location of 745 Main Street

INFORMATION

- 1) Memo from Penny Anderson, dated June 24, 2021
- 2) Application
- 3) Public Hearing Notice

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Medical Marijuana License to Richardson's Remedies to open and operate a medical marijuana store at 745 Main Street.



City of Presque Isle, Maine

From the desk of:

Penny Anderson

Email: panderson@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic and Community Development Kim Finnemore, City Clerk
DATE:	June 24, 2021
RE:	Richardson's Remedies Medical Marijuana

Please find the enclosed application by Richardson's Remedies to establish a medical marijuana retail store at 745 Main Street.

Payment has been received by the Code Enforcement Office for the license application and if approved, the City Clerk will collect the retail license fee. The Department of Economic & Community Development has received the applicant's completed forms and received no concerns from the Police or Fire Departments regarding the business' operations and proposed plans.

DECD staff believe the application is in compliance with the standards of the Council and respectfully request the council approve Richardson's Remedies application after hearing from the public.

RECOMMENDED: Motion by Councilor _____, seconded by Councilor _____ to approve a Medical Marijuana License to Richardson's Remedies to open and operate a medical marijuana store at 745 Main Street.



CITY OF PRESQUE ISLE
12 SECOND STREET
PRESQUE ISLE, ME 04769
TEL: (207) 760-2703 OR (207) 760-2770
FAX: (207) 764-2501

E-MAIL: panderson@presqueisleme.us or ghowe@presqueisleme.us

APPLICATION FOR ADULT USE AND MEDICAL MARIJUANA BUSINESS

PLEASE FILL-OUT APPLICATION COMPLETELY

Date: 06-14-2021

Permit No: 6-21

1. Owner of Property: (If more than one attach a separate page listing all owner's information, see section G.C., must be a Maine Resident) Property Owner: Tang Properties LLC; Business: Artevious Drury, Richardson Remedies-Presque Isle LLC
Physical Location (number of street or road): 745 Main St., Presque Isle, ME 04769
Mailing Address (if different from above): 9 Bog Road, Caribou, ME 04736
Home Phone: 207-484-8303 Work Phone: 207-484-8303 Cell Phone: 207-484-8303
E-Mail: arteviousd@gmail.com
2. Contractor: Richardson Rentals, LLC Phone: 207-768-0292 Cell Phone: 207-768-0292
3. Zone RBZ Map No. 048 Street No. 127 Lot No. 745 Lot Size. 2.07 Acre(s)
4. Existing use of Property: No current use; former use was a Chinese restaurant
5. Marijuana Business Classification: Medical Marijuana Caregiver Retail Store
6. Maine License Certification #: CGR25938
7. Registered Business Name to be used: Richardson Remedies - Presque Isle, LLC
8. PRIOR Criminal Conviction History of all Owners, Officers, Members, or Employee's: (attach separate Pg. if necessary)
Criminal Activity: None.
Date: _____ Attached: _____
Place: _____ - Letter of Intent to Purchase from Tang Properties LLC to
Jurisdiction: _____ Richardson Rentals LLC.
- Letter of Intent, to Lease from Richardson Rentals LLC to
Richardson Remedies - Presque Isle LLC.
9. Proof of Right, Title, or Interest Documentation: (Attach as necessary)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING APPLICATION

"I hereby apply for a permit for a marijuana business. I agree, prior to starting any electrical or plumbing work, to secure permits from the electrical and plumbing inspector. I understand that there may be other permits required from other agencies that I must obtain before being allowed to operate. Under MRSA 25, Section 2357 and the City of Presque Isle's Land Use and Development Code a Certificate of Occupancy **MUST** be obtained before the business hereby permitted is used or occupied. I understand that this permit application may be denied if not complete. A complete application may include construction documents as required by the City of Presque Isle. I understand that if the above information is not accurate this application will be invalid, a Stop Work Order issued, and the City of Presque Isle could levy fines against me for giving false information."

Artevious Drury
Artevious Drury (Jun 14, 2021 09:33 CDT)

Signature of Applicant

Jun 14, 2021

Date

CHECKLIST

All lines must be completed

	YES	NO	Not Applicable	CEO Initials
Application Fee Submitted:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
All Owners / Partners Listed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Contractor Listed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
License Type Listed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Me License Certified:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Criminal History Listed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Right, Title, Interest Verified:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Photo's Attached:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Driver's License Attached: (State ID)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Sketch Attached:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
City Map Attached:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS

Standards

School Setback:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Marijuana Business Setback:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Security Standards:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Odor Plan:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Operating Plan:	N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Notices:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GS
Police Dept. Approval:	<input type="checkbox"/> Pending	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Dept. Approval:	<input type="checkbox"/> Pending	<input type="checkbox"/>	<input type="checkbox"/>	

*****Office Use Only*****

Date Application Received: 6/14/21 Date CEO / Planning Bd. Review: N/A Approved _____ Denied _____

Reason for Denial: _____

CEO Signature: _____

**NOTICE OF PUBLIC HEARING
CITY OF PRESQUE ISLE LEGAL NOTICE**

NOTICE IS HEREBY given that the Presque Isle City Council will be hold a **PUBLIC HEARING** on **July 7, 2021** at **6:00 PM** in the Mark & Emily Turner Memorial Public Library, at 39 Second Street, to consider a **Marijuana License** from:

**Richardson Remedies
745 Main St.**

The public may attend the public hearing or submit written comments. You can obtain more information by contacting the City Clerk's Office at City Hall, 12 Second Street, Presque Isle, ME 04769 or call at 760-2702.

ADA ASSISTANCE: Anyone needing special assistance at the public hearing due to a disability should contact the City of Presque Isle's City Clerk at 760-2702 at least two (2) business days prior to the meeting date

Per City Council

Kimberly A. Finnemore

City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 4

SUBJECT

Public Hearing: Dangerous Building

INFORMATION

- 1) Memo from Galen Weibley
- 2) Memo from Martin Puckett
- 3) Photos of Property
- 4) Timeline

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to schedule a Public Hearing for Dangerous Building for May 6, 2020.



City of Presque Isle, Maine

The Office of
Director of Economic & Community Development
Galen Weibley
Email: gweibley@presqueisleme.us

MEMORANDUM

TO:	Martin Puckett-City Manager, Kim Finnemore-City Clerk & Members of the Presque Isle City Council
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	June 25, 2021
RE:	Dangerous Building Hearing for 36 Elm Street

The City Council will be conducting a dangerous building hearing for 36 Elm Street. This property was tax acquired in 2020 by the City which entered into a repurchasing agreement to allow the former owners to obtain ownership of the property by paying back the taxes outstanding. Since that time, the former owners have obtained a demolition permit and building permit with the City's Code Office to demolish the structure and build a tiny home in its place. Because of the high cost of building materials, the former owner's plan of action is to disassemble the material to reuse for the construction of the tiny home.

The property has received numerous complaints by the neighbors regarding the use of power tools and a generator at night since the property is without power. A temporary power supply was to be installed to alleviate the noise concerns by the neighbors however the former owners do not have the financial capacity to install a temporary utility pole. The former owners have relocated to a recreational vehicle for temporary housing while demolition occurs.

The former owners of the property are aware of the hearing will take their time to present their plans for demolishing and rebuilding on the property.

Please do not hesitate to contact me should you have any questions.

Enclosures:

- * Timeline of the City's interaction with 36 Elm Street
- * Photos of 36 Elm Street taken by the Code Officer on June 28, 2021



City of Presque Isle, Maine

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

MEMORANDUM

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	June 29, 2021
RE:	Public Hearing – Dangerous Building

On Wednesday evening, you will have a public hearing for a dangerous building. This memo is intended to provide you the necessary background information to assist you.

Essentially, you will be asked to listen to the evidence that will be presented to you to determine if the buildings being discussed meet the standard of being dangerous buildings, as defined within state law.

Legislative Authority

The Municipal Officers (City Council) of any community have been given the authority to act as a quasi-judicial board to determine whether a building meets the standard of a dangerous building. Further, should that determination be made, the Municipal Officers (MO) have the authority to order that the owner(s) correct or remove those items that cause the building to be dangerous. Should the order not be complied with, the MO can cause action to occur to abate the danger, and later bill the owner of the property for the costs associated.

Finally, should the bill not be paid, the community can then place a lien on the property that has the full enforcement weight of a tax lien. The vast majority of this authorization can be found in 17 M.R.S.A. § 2851, et seq.

Process

The City Council will act as the hearing body. The Council will need to determine several items.

First, you will need to listen to the testimony before you, follow up with any questions you may have, and then determine if the testimony and facts presented have met your understanding of the dangerous buildings statutes.

Next, if that is the case, the MO shall determine the correction action that is necessary and the time frame to meet that corrective action.

Finally, the MO should empower City staff to insure that the corrective action occurs, should the owners of the property not follow the order of the MO.

For the purpose of Wednesday night I will be handling the role of advising and assisting the staff that is presenting the case to the Council. To maintain objectivity, I will not be able to advise and assist the council. The Code enforcement officer will make recommendations for each property.

Here is the basic outline of the hearing:

1. Allow the city to present documentation and statements and allow council to ask questions
2. Allow the property owner to present documentation and statements and allow council to ask questions
3. Allow for either party to make final statements
4. Close Hearing and make a motion(s).



06.28.2021



06.28.2021



06.28.2021

TIME LINE 36 ELM STREET

1. 2017 – Tax Assessor determined that building had no value and removed from tax roll. Code Dept. just found this out on April 29, 2021.
2. May 2019 – Electrical disconnected from building.
3. August 5, 2019 – rec'd complaint
4. August 12, 2019 – condemned and placard.
5. August 13, 2019 – violation letter sent see attached.
6. May 1, 2020 – owner – Eric St. Laurent provided code office with a “Plan of Action” to repair the building.
7. November 19, 2020 – Mr. & Mrs. St. Laurent spoke w/Brad Turner, Finance Director to make payment schedule to pay back taxes.
8. November 24, 2020 – building tax acquired.
9. December 2, 2020 – Laurent's making weekly payments of \$25.00 to City. Payment in April, 2021 was for \$350.00
10. March 26, 2021 – rec'd complaint and inspected outside of property.
11. April 2, 2021 – violation letter sent see attached.
12. April 19, 201 – Mr. & Mrs. Laurent came into office and stated that they planned to demolish the house and rebuild a tiny home on the property. They also asked if while they were demolishing and building the tiny home they can live in a camper on site and was informed that they could do this. They were given an application for the demolition and the building permit.
13. April 20, 2021 – rec'd garbage complaint.
14. April 20, 2021 – violation letter sent also informed in that letter that they had a deadline of April 30, 2021 to obtained demolition and building permit. They didn't make this deadline.
15. May 7, 2021 – Spoke w/PI Utilities District and they state that there are no water lines going into the property and the sewer connection line is over 200 feet away.

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 5

SUBJECT

CONSENT AGENDA: 2021 Minutes

INFORMATION

1) June 2, 2021 Minutes

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve minutes from June 2, 2021.



Presque Isle City Council Meeting

June 2nd, 2021

6:00 PM

Mark & Emily Turner Memorial Public Library

Call to Order – Roll Call

Present: Chairman K. Freeman, Deputy Chairman J. Shaw, Councilors M. Chasse, D. Cyr, and J. Willette.

Councilor C. Green arrived at 6:09pm

Absent Councilor R. Smith

City Manager Martin Puckett and City Clerk Kimberly Finnemore were also present.

Pledge of Allegiance

Chairman K. Freeman called the meeting to order at 6:04 PM and led those present in the Pledge of Allegiance.

Public Hearing

1. Approval for a Malt, Spirituous and Vinous Liquor License for Ignite Presque Isle, d/b/a Presque Isle Hotel Company, with a location of 436 Main Street

Chairman K. Freeman opened the Public Hearing at 6:04 PM.

Jan Lucas spoke on behalf of Ignite Presque Isle

There were no citizen comments.

Chairman K. Freeman closed the Public Hearing at 6:05 PM.

BE IT RESOLVED by Deputy Chair J. Shaw, seconded by Councilor J. Willette to approve a Malt, Spirituous and Vinous Liquor License for Ignite Presque Isle, d/b/a Presque Isle Hotel Company.

Vote: 5- 0

2. Approval of a Malt, Spirituous and Vinous liquor License and Special Permit for Music, dancing & Entertainment for Presque Isle Inn, Inc. d/b/a Presque Isle Inn and Convention Center, with location of 116 Main Street.

Chairman K. Freeman opened the hearing at 6:06 PM.

There were no citizens comments.

Chairman K. Freeman closed the hearing at 6:08 PM.

BE IT RESOLVED by Deputy Chairman J. Shaw, seconded by Councilor J. Willette to approve a Malt, Spirituous and Vinous Liquor License and Special Permit for Music, Dancing & Entertainment for Presque Isle Inn, Inc. d/b/a Presque Isle Inn and Convention Center.

Vote: 5 - 0

Citizen Comments

Chairman K. Freeman opened the Citizen Comments at 6:07 Closed at 6:08 with no comments.

Consent Agenda

3. May 5, 2021 Minutes.
4. Warrant #16-#19 Totaling \$1,457,193.55
 - Warrant #16-\$64,113.27
 - Warrant #17-\$135,672.91
 - Warrant #18-\$1,080,805.45
 - Warrant #19-\$176,601.92

5. Approve 2021 Tax Anticipation Note

Brad Spoke on the Bid process. Aroostook Waste Solutions was the Lower bid.

6. Approve Reappointment to Northern Maine Development Commission.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to approve Consent Agenda articles # 3-#6 as presented.

Vote: 5 – 0

Old Business

7. Forum HVAC

Discussion only

8. Tax Acquired Property-12 & 16 Judd Street

City Manager Martin Puckett spoke on the 4 different possible actions.

- a. Demolish
- b. Negotiate with abutting land owner
- c. Place out to bid with time line of work to be done
- d. Place with Realtor.

BE IT RESOLVED by Councilor M. Chasse, seconded by Deputy Chairman J. Shaw to place with a Realtor for the next 30 days, Black Bear Realty.

Vote 4-1

New Business

9. Summer Events Update

City Manager Martin Puckett spoke on all the free up coming summer events in Presque Isle

10. Rental Housing Report

Galen Weibley spoke on the Rental Housing Working Group
Kevin Freeman spoke of his time on the Committee

BE IT RESOLVED by Councilor M. Chasse, seconded by Councilor Deputy Chairman

J. Shaw to adopt the Presque Isle Rental Housing Report as presented(amended). And that we schedule a joint public hearing between the City Council and Planning Board to review and discuss the draft Residential Rental Registration Ordinance on Thursday, July 15, 2021 at 6:00 PM at the Mark & Emily Turner Memorial Library's Akeley Gallery.

Vote 5-0

11. Dangerous Buildings List

Discussion only

12. Downtown TIF Policy

Galen Weibley spoke on the TIF Policy and updates

BE IT RESOLVED by Councilor J. Willette, seconded by Deputy Chairman J. Shaw to adopt the Downtown Tax Increment Financing District Policy for the City of Presque Isle.

Vote 5-0

13. Approval of Presque Isle Development Fund Loan

City Manager Martin Puckett spoke on the awarded Loan

BE IT RESOLVED by Deputy Chairman J. Shaw, seconded by Councilor C. Green to approve a Presque Isle Development Fund loan from the Presque Isle Development Fund to Bruce Guerrette, d/b/a Crown of Maine Motor's, Inc. as presented.

Vote 5-0

14. Assessment Updated

Lewis Cousins and City Manger Martin Puckett talked about the Assessment.,
Discussion only

Manager's Report

City Manager Martin Puckett spoke on June 22, 2021 State of Maine, Maine School Administrative District No. 1 District Budget Validation Referendum. Pole Hours 7AM

to 8PM. At the Community Center in the Multiply Purpose Room. City Manager M. Puckett talked about having fireworks during the July Celebration and asked the council if they would vote to approve up to \$3500.00 towards the firework display, Vote was 5-0.

Announcements

The next meeting of the Presque Isle City Council will be held at the Mark & Emily Turner Memorial Public Library on July 7, 2021 at 6:00 PM.

Executive Session

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor C. Green to enter into Executive Session at 8:04 PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Vote: 5 - 0

Council exited Executive Session at 8:23PM
No Action Taken

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor C. Green to enter into Executive Session at 8:25PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Council exited Executive Session at 9:23PM
No Action Taken

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor C. Green to enter into Executive Session at 9:24PM pursuant to 1 M.R.S.A. § 405(6)(D) to discuss Negotiations.

Council exited Executive Session at 10:13 PM
No Action Taken

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor C. Green to approve the 2021 advertising budget for the airport and authorize the City manager to commit up to \$625,000 of CARES Act Funding for future aviation funding. Second by Councilor C. Green

Vote 5-0

Adjournment

BE IT RESOLVED by Chairman K. Freeman, seconded by Councilor C. Green to adjourn the meeting at 10:13 PM.

Vote 5 -0

Attested by: _____
Kimberly A Finnemore, City Clerk

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 6

SUBJECT

CONSENT AGENDA: 2021 Warrants #20 - #23, totaling
\$ 1,316,107.39

INFORMATION

1) Warrant #20	\$ 86,011.14
2) Warrant #21	\$ 86,401.55
3) Warrant #22	\$ 807,551.67
4) Warrant #23	\$ 336,143.03

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve 2021 Warrant #20 - #23
totaling \$ 1,316,107.39.

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 7

SUBJECT

CONSENT AGENDA: Return of Votes Casts held on June 22,
2021

INFORMATION

1) Return of Votes Cast

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by
Councilor _____ to approve the Return of Votes Casts
held on June 22, 2021

MUNICIPAL CLERK'S RETURN AND CERTIFICATE
AS TO RESULTS OF VOTING

CITY OF PRESQUE ISLE

I certify that the results of the votes taken on Articles 1 and 2 of the Warrant and Notice of Election in Presque Isle for the Maine School Administrative District No. 1 Budget Validation Referendum held June 22, 2021 are as follows:

ARTICLE 1:

Yes 107
No 42
Blank 1

ARTICLE 2:

Yes 87
No 58
Blank 5

Dated: June 22nd, 2021

(Seal)

Signed: Kimberly A Finnemore
Kimberly Finnemore, Municipal Clerk
Presque Isle, Maine

Box 10 #2293743

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 8

SUBJECT

OLD BUSINESS: Forum HVAC

INFORMATION

1. Memo from Martin
2. Memo from Gene
3. Proposal Heating
4. Proposal Ventilation

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ To approve the proposal from Mechanical Services Inc. for the Heating System & Ventilation for \$503,343, and to authorize the city manager to obtain financing for \$260,348.26.



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

TO:	Honorable City Council
FROM:	Martin Puckett, City Manager
DATE:	June 29, 2021
RE:	Forum Heating and Ventilation System

At the last council meeting, Gene Cronin presented information on the replacing the HVAC system at the forum. At this point we will need to move forward with the base replacement of the heating and ventilation:

Heating: \$331,606.00
Ventilation: \$141,883.00
Total: \$503,343

We have \$242,994.74 in reserves and will need to obtain financing of the other portion.

Recommended Motion: To approve the proposal from Mechanical Services Inc. for the Heating System & Ventilation for \$503,343, and to authorize the city manager to obtain financing for \$260,348.26.

Presque Isle Recreation & Parks
Gene Cronin
Email: gcronin@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
FROM:	Gene Cronin, Rec & Parks Director
DATE:	May 27 th , 2021
RE:	Forum - HVAC System

Dear City Council,

Over the last 90 days we have worked closely with Mechanical Services to develop a plan to replace and upgrade the HVAC system at The Forum. We asked Mechanical Services to break the quote out in to 4 parts. These include heating, ventilation, air conditioning and dehumidification. However, the heating and ventilation portions will need to be done together as they compliment each other. The simple break down of costs are:

Heating: \$361,460.00
Ventilation: \$141,883.00
Air Conditioning: \$325,000.00
Dehumidification: \$249,770.00

We are also recommending that the insulation and siding be replaced on the exterior of the building similar to what is being done at Presque Isle High School. We have a quote from Buck Construction to strap, blue board and side the facility for \$178,010.00.

The last bit of exterior work would be to overlay the existing pavement with a 2" layer of asphalt at a cost of 115,000.00

Typically, on a project of this size and a building of this age you would also figure in a 15% overage contingency. 15% of the total project would be \$201,191.00.

I have included the quotes and a few pictures for your review. I am available to give a tour of the facility and the systems that we are looking to replace at any time. Please feel free to reach out with any questions.

Sincerely,
Gene Cronin



**MECHANICAL
SERVICES, INC.**
MAINE CONTROLS
mechanicalservices.com

400 PRESUMPSCOT STREET
PORTLAND, ME 04103

TEL. (207) 774-1531
FAX (207) 553-7006

72 FREEDOM PARKWAY
HERMON, ME 04401

TEL. (207) 947-6250
FAX (207) 848-5592

525 CENTRAL DRIVE
PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
FAX (207) 762-6088

40 GABRIEL DRIVE
AUGUSTA, ME 04330

TEL. (207) 626-0822
FAX (207) 621-1008

235 CAMDEN STREET, STE 32
PMB 184
ROCKLAND, ME 04841

TEL. (207) 701-5171

PROPOSAL and CONTRACT

Customer: City of Presque Isle
Address: 12 Second Street
Presque Isle, ME
Job Location: The Forum

SE#: 43031

Contact: Tyler Clark
T: 207.227.2630
F:
Date: 5/13/2021

Heating System Upgrades

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Item 1: Boiler Plant & DHW

Mechanical Services, Inc. shall provide labor and materials required to execute the below improvements to the heating and domestic hot water system at the Presque Isle Forum. The system upgrade will improve the facilities efficiency, reliability and performance, convert the system from oil to propane, as well as replace aged and dated equipment approaching its end of life.

Work in the boiler room shall include removal and disposal of:

- One (1) Cleaver Brooks boiler
- One (1) steel expansion tank
- Two (2) Taco floor mount circulating pumps
- Two (2) 119-gallon AO Smith domestic hot water (DHW) storage tanks
- One (1) DHW heat exchanger
- One (1) taco inline circulator that feeds the DHW heat exchanger
- One (1) taco DHW recirculating pump.
- Near Boiler piping within the boiler room.
- Boiler breeching to chimney. Opening to chimney shall be capped with a blank sheet metal plate.

The new boiler system that will provide heat and hot water to the facility will include four (4) Viessmann Vitodens high efficiency condensing propane hot water boilers. The boilers will be mounted on a factory supplied low loss distribution manifold racking system that interconnects the 4 boilers. The boilers will be connected to a Viessmann Vitocontrol-S cascade control system that allows all 4 boilers to link together as a singular unit to provide high turndown ratio and precisely match the system load. The system will also feature a Viessman BACnet gateway to interface with Maine Controls Building Automation System (covered in Item 3: Controls). Each of the 4 boilers has a rated input of 530 MBH (total of 2,120 MBH). This capacity is designed to adequately supply the high DHW load of the Zamboni, as well as comfortably heat the front end of the building (offices, front lobby, bathrooms, concession and skate rental), and rear of the building (locker rooms, rear lobby, and maintenance shop). The system is not designed to fully heat the Arena area, while also providing the large DHW load required by the Zamboni. The system does have the capability to temper increased ventilation to the Arena at these times. At times when there is no DHW load from the Zamboni, (Spring and Fall when ice is out), the new boiler system will have the capacity and functionality to heat the Arena area for events.

The boilers will individually be direct vented horizontally through the rear wall of the boiler room with rated polypropylene venting. The boilers will be supplied with combustion air Schedule 40 PVC pipe also installed through the rear wall. Vent

and combustion air pipes will terminate above anticipated snow level. All penetrations through the wall will be appropriately sealed upon completion.

The boilers will be piped to two new Taco floor mount pumps to supply hot water to the building. The pumps will feature variable frequency drives to modulate flow to the building depending on real time load. Also included with the pumps shall be new isolation valves, triple duty calves and suction diffusers. A 3-way mixing valve will also be installed in the boiler piping. The 3-way mixing valve will allow the water temperature to the building to be adjusted as needed to maximize efficiency while allowing the boilers to continue to output water at 180°F as required by DHW needs. Other functional items to be installed in the boiler room include a magnetic air and dirt separator and new ASME rated Expansion tank.

To supply DHW to the Zamboni, as well as the locker rooms, five (5) Viessmann Vitocell 300-V 79-gallon stainless steel indirect water heaters will be installed in the boiler room. Water heated by the new Viessmann boilers will be pumped through stainless steel heat exchangers in each tank. The combined 5 tanks are rated to provide 975 gallons per hour of 140°F water (heated from 50°F) while providing 395 gallons of DHW storage. The new water heaters will be connected to the existing DHW supply lines. A new DHW recirculation pump and hot water mixing/tempering valve will be installed.

Newly installed boiler rack system, hot water tanks, expansion tanks, and base mounted pumps will be installed on 4" poured concrete maintenance pads.

When work is completed, to increase reliability and efficiency of the system, the hot water heating system will be filled with mixture of water and 35% propylene glycol antifreeze. In the past, continuous flow of heated water has needed to be pumped through each of the arena air handlers all winter to avoid the freezing of the hot water coils. The introduction of glycol, flow through the coils can stop without the concern of the coil freezing and bursting. This eliminates the need to pump fluid through the coils at times when heat is not needed, which saves unnecessarily fuel usage.

New Equipment included in this contract:

- (4) Viessmann Vitodens B2HA-530 high efficiency 316 Ti stainless steel propane fired condensing boilers each with an input of 530 MBH.
- (1) 4-boiler hydronic low loss distribution manifold racking system complete with Vitocontrol-S cascade controls
- (4) Grundfoss UPS 26-150FC boiler pumps, Low Loss header and polyurethane foam insulation.
- (1) Vitogate 300 Communications Gateway for BacNet Building Management integration
- (5) 79 USG VITOCCELL-V 300 444 Ti stainless steel domestic hot water tank with built-in stainless steel heat exchanger coil, with 2 5/32 mineral wool, hand hole for cleaning access, powder coated, sheet metal enclosure.
- (2) Taco FI 2509 base mounted pumps with premium efficiency 5 HP motors and Aegis shaft grounding rings.
- (2) Taco SD040 suction diffusers.
- (2) Taco MPV040 triple duty valves.
- (1) Caleffi NA546100AM DirtMag air/dirt separator.
- (1) Schneider Electric 4" 3-Way Mixing Valve
- (1) Taco CBX600 ASME diaphragm expansion tank.
- (1) Taco PAX-130 ASME diaphragm potable water expansion tank.
- (5) Taco 0012 circulator pumps for domestic water tanks.
- (1) Taco 007 stainless steel hot water recirculation pump.

To supply propane to the new boilers, four (4) 1,000-gallon above ground LP tanks will be installed. The 4 tanks will be manifolded together, and an underground CTS propone line will be installed from the tanks to the second stage regulator at the building. The Tanks will each sit upon precast concrete pads atop a crushed stone base. Concrete jersey barriers will be set around the tank area for protection.

Item 2: Hydronic Terminal Equipment Replacement

Mechanical Services, Inc. shall provide labor and materials required to replace the hydronic heating units in the front and rear of the building. Work at each of the following units will include removal and disposal of the existing units, hanging the new units, and adapting piping connections to each unit. Necessary modifications to the drop ceiling will also be completed. Units are to be controlled via Maine Controls BMS (covered in Item 3: Controls)



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Units to be replaced:

- **Front Vestibule:** Replace with hydronic unit heater with one (1) new Sterling ceiling recessed cabinet unit heater
- **Front Lobby:** Replace floor mounted cabinet unit heater with one (1) new Sterling ceiling recessed cabinet unit heater.
- **Front Money Room:** Replace hydronic unit heater with one (1) new smaller Sterling ceiling recessed cabinet unit heater.
- **Front Skate Rental Space:** Replace hydronic unit heater with one (1) new Sterling hydronic unit heater.
- **Front Office & Bathroom:** Replace Taco circulator pump with one (1) new Taco 2400-20 cartridge circulator pump.
- **Rear Entry/Lobby:** Replace ceiling recessed cabinet unit heater with one (1) new Sterling ceiling recessed cabinet unit heater.
- **Rear Maintenance Shop:** Replace one hydronic unit heater and one cabinet unit heaters with two (2) new Sterling hydronic unit heaters.

In addition to the above mentioned units, the two (2) 40 gallon electric water heaters shall also be replaced. Both the water heater located in the Concession Area, as well as the water heater located in the referee locker room shall each be replaced with one (1) new 50-gallon AO Smith Voltex hybrid electric heat pump water heater. Each water heater installation shall include a Caleffi MixCal 521 adjustable thermostatic mixing valve.

Item 3: Controls

Maine Controls shall install expand upon the Direct Digital Controls (DDC) Building Management System (BMS) installed under the "Ventilation Upgrade" contract to control the boiler room, front office radiant zones, and the above mentioned hydronic terminal units throughout the Forum. The front end Tridium JACE 8000 installed under the ventilation is needed in order for the controls installed under this contract to function.

Maine Controls shall provide the following:

1. **Front End Interface (Must be installed under the ventilation contract. Front end JACE is not included in this proposal.)**
2. **Legacy Controller Replacement**
 - A. Provide and install Distech Controls, BACnet I.P. controllers.
 - B. The programming and configuration of these controllers is performed using the EC-gfx Program, which is a graphical programming interface. This software is freely distributed, non-licensed, and capable of being installed on any Windows based PC.
 - C. Customer is responsible for providing a network connection and IP address for each controller.
3. **Sequence of Operation**
 - A. The new system shall be programmed based on the sequence of operation provided.
 - B. Any requests for changes from the owner should be brought up before programming is started, and will be instituted pending any system limitations.
4. **Commissioning**
 - A. All newly installed controllers shall be fully tested and commissioned.
 - B. Remaining Legacy controllers shall be commissioned to the best of our abilities.
 - C. A deficiency report shall be provided to the owner detailing any failed legacy controllers or field devices. These deficiencies will be handled outside of this contract
5. **Owner Training**
 - A. Maine Controls shall provide user training as necessary to best utilize these new building controls.
 - B. Independent login credentials shall be created for each user
 - C. Initial building scheduling shall be set up.
 - D. Provide an Owner's document containing as-built system diagrams and current sequence of operation

Item 4: Oil Tank Removal



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Mechanical Services, Inc. shall provide labor and materials required to remove and disposal of the buried 6,000-gallon fuel oil tank. The tank will be removed by Precision Tanks, Inc. meeting current DEP 691 regulations. The area will be backfilled to grade with the last 36" being compacted gravel.

COST FOR THIS PROPOSED WORK SHALL BE:

Item 1: Boiler Room	Two Hundred Sixty-Five Thousand Five Hundred Fifty Dollars	(\$265,550.00)
Item 2: Heating Units	Forty-Six Thousand Eight Hundred Seventy Dollars	(\$46,870.00)
Item 3: Controls	Thirty-Eight Thousand Seven Hundred Dollars	(\$38,700.00)
Item 4: Oil Tank Removal	Ten Thousand Three Hundred Forty Dollars	(\$10,340.00)

This proposal requires a deposit of 0% or \$0.00. The balance will be invoiced at completion unless specified otherwise. Any additional work will be performed upon written authorization and will be invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 30 DAYS.

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By:

Signature Ryan Pulver Title: Project Engineer Date: 5/13/2021

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

Signature Title: _____ Date: _____



Heating • Air Conditioning • Refrigeration • Ventilation • Boiler & Duct Cleaning
Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service



**MECHANICAL
SERVICES, INC.**
MAINE CONTROLS
mechanicalservices.com

400 PRESUMPSCOT STREET
PORTLAND, ME 04103

TEL. (207) 774-1531
FAX (207) 553-7006

72 FREEDOM PARKWAY
HERMON, ME 04401

TEL. (207) 947-6250
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525 CENTRAL DRIVE
PRESQUE ISLE, ME 04769

TEL. (207) 554-1212
FAX (207) 762-6088

40 GABRIEL DRIVE
AUGUSTA, ME 04330

TEL. (207) 626-0822
FAX (207) 621-1008

235 CAMDEN STREET, STE 32
PMB 184
ROCKLAND, ME 04841

TEL. (207) 701-5171

PROPOSAL and CONTRACT

Customer:	City of Presque Isle	Contact: Tyler Clark
Address:	12 Second Street	T: 207.227.2630
	Presque Isle, ME	F:
Job Location:	The Forum	Date: 5/13/2021
	SE#: 43032	

Ventilation Upgrades

DESCRIPTION OF SERVICES COVERED BY THIS CONTRACT:

Mechanical Services, Inc. shall provide labor and materials required to execute the below ventilation upgrades to the Presque Isle Forum. These Upgrades will allow the HVAC system to efficiently, and reliably, supply the building with ventilation rates that meet or exceed the ASHRAE standards. Adequate outside air ventilation promotes satisfactory indoor air quality and is a key element in reducing the exposure of building occupants to airborne infectious aerosols.

Arena:

The main arena area is currently served by four (4) Trane air handling units installed in 1978. The units each consist of a belt driven fan, hot water coil, and a filter rack. the units are ducted to have the ability to pull return air from the space as well as bring outside air in. The unit features outside air and return air dampers to adjust the airflow of each. Currently there are no automated controls on these units. All adjustments (if functional) must be adjusted manually.

To make the units function properly and reliably, the following improvements will be made to each of the four (4) Units.

- New direct digital control (DDC) building management system (BMS) installed by Maine Controls.
- (1) New Variable Frequency Drive (VFD) to efficiently adjust fan speed.
- (1) New 5hp fan motor compatible with VFD.
- (2) New fan when bearings.
- (1) New Taco 1900 Series Close-coupled circulator pump.
- (1) New 3-way control valve with actuator to vary hot water flow through the coil.
- (2) New Ruskin low-leak dampers with actuators
- New flexible duct connectors.
- New insulated 2" piping from the hot water supply and return mains to the air handler. Piping shall include 2 isolation ball valves, drains, and air vent.
- Completed on 2 of the 4 units, a new Greenheck EHH-401 intake louver shall be installed. These louvers are designed to prevent wind driven rain and snow from entering the ductwork. The louver will also feature an aluminum bug screen.

Front Office:

There is currently no ventilation that serves the front office at the Forum. To bring the ventilation to meet the ASHRAE standard, one (1) new Renewaire EV-90 energy recovery ventilator (ERV) shall be installed. The unit will be ducted to the outside through the exterior wall for fresh air intake and stale air exhaust. To temper the air from the ERV, the ERV will be ducted into (2) ceiling recessed 9,000 btu/h Daikin ductless heat pump indoor units (one in each office). The two indoor units will be connected to a single 18,000 btu/hr Daikin Aurora multizone heat pump condenser. In addition to tempering the ventilation, the new Daikin heat pump will provide air conditioning and efficient supplemental heat to the front offices.

Controls:

1. Front End Interface

- A. Provide and install one Tridium JACE 8000 controller operating on the Niagara 4 Framework.
- B. The JACE will be provided with an open license. This allows any vendor's version of Niagara Workbench to be used as a programming tool.
- C. The JACE 8000 provides integrated control, supervision, data logging, alarming, scheduling, and network management, via a HTML5 based graphical view of the BAS.
- D. The graphical interface is compatible with any web browser and most mobile devices.
- E. The JACE will reside on the customer's local IP network
- F. Customer is responsible for providing a network connection and IP address
- G. This would allow for remote access (if desired), text and/or e-mail notification of any alarms.

2. Legacy Controller Replacement

- A. Provide and install Distech Controls, BACnet I.P. controllers.
- B. The programming and configuration of these controllers is performed using the EC-gfx Program, which is a graphical programming interface. This software is freely distributed, non-licensed, and capable of being installed on any Windows based PC.
- C. Customer is responsible for providing a network connection and IP address for each controller.

3. Sequence of Operation

- A. The new system shall be programmed based on the sequence of operation provided.
- B. Any requests for changes from the owner should be brought up before programming is started, and will be instituted pending any system limitations.

4. Commissioning

- A. All newly installed controllers shall be fully tested and commissioned.
- B. Remaining Legacy controllers shall be commissioned to the best of our abilities.
- C. A deficiency report shall be provided to the owner detailing any failed legacy controllers or field devices. These deficiencies will be handled outside of this contract

5. Owner Training

- A. Maine Controls shall provide user training as necessary to best utilize these new building controls.
- B. Independent login credentials shall be created for each user
- C. Initial building scheduling shall be set up.
- D. Provide an Owner's document containing as-built system diagrams and current sequence of operation.

COST FOR THIS PROPOSED WORK SHALL BE:

One Hundred Forty-One Thousand Eight Hundred Eighty-Three Dollars

(\$141,883.00)

This proposal requires a deposit of _____ 0% or \$0.00 _____. The balance will be invoiced at completion unless specified otherwise. Any additional work will be performed upon written authorization and will be invoiced separately from work described above.

THE FOLLOWING WORK IS NOT INCLUDED IN THIS PROPOSAL:

- The handling or disposal of, or any costs associated with the handling or disposal of, hazardous materials, special waste, or mold, or any byproduct thereof.
- Unless specifically provided for herein, Mechanical Services, Inc. is not responsible for the structural integrity of any portion or aspect of the building where this work will be performed, including the ability of the structure to support the load of the equipment being installed.
- All extra service to correct problems found during work described above.

WARRANTY: For a period of one year from the date of start-up, all parts and labor for new equipment provided by Mechanical Services, Inc.

THIS PROPOSAL IS VALID FOR 30 DAYS.



Heating • Air Conditioning • Refrigeration • Ventilation • Boiler & Duct Cleaning
Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service

Customer signature below attests to financial responsibility for payment of invoices in accordance with our terms of net 30 days. A finance charge of 1½% per month (annual percentage rate of 18%) will be charged on all amounts due and unpaid 30 days from invoice date. **Mechanical Services, Inc.** shall be entitled to recover from the customer all costs incurred, including reasonable attorney fees, for the collection of any amounts due.

All non-public, confidential or proprietary information of Mechanical Services, Inc., including, but not limited to, the scope and terms of this proposal, engineering processes, equipment selection, system sizing, operational sequences, trade secrets, technology, information pertaining to business operations and strategies, or information pertaining to pricing (collectively, "Confidential Information"), disclosed by Mechanical Services, Inc., whether disclosed orally or disclosed or accessed in written, electronic or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with this proposal or the provision of services hereunder is confidential, and shall not be disclosed or copied without the prior written consent of Mechanical Services, Inc.

Prepared By:

Signature **Ryan Pulver** Title: Project Engineer Date: 5/13/2021

ACCEPTANCE

Mechanical Services, Inc. is hereby authorized to perform the work as described in this proposal.

Accepted By: (typed or printed name) _____

Signature Title: _____ Date: _____



**MECHANICAL
SERVICES, INC.**
MAINE CONTROLS
mechanicalservices.com

Heating • Air Conditioning • Refrigeration • Ventilation • Boiler & Duct Cleaning
Temperature Controls & Energy Management Systems • Systems Design & Installation
Access Control & Video Monitoring • Preventive Maintenance • 24/7 Emergency Service

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 9

SUBJECT

OLD BUSINESS: City Hall Update

INFORMATION

1) Information Provided at Meeting

REQUESTED ACTION

Discussion only

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 10

SUBJECT

Old BUSINESS: Annual Tax Commitment

INFORMATION

1) Memo from Bradley Turner

REQUESTED ACTION

Please see attached resolves.



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:	June 30, 2021
RE:	Set 2021 mil rate

BE IT RESOLVED by.....and seconded by, that the City Council authorize the Tax Collector to collect payments of year 2022 taxes in advance.

BE IT RESOLVED by.....and seconded by....., that the Tax Commitment Date for 2021 is July 07, 2021.

BE IT RESOLVED by.....and seconded by....., that the 2021 taxes are due and payable on July 07, 2021.

BE IT RESOLVED by.....and seconded by....., that interest to be paid by the City of Presque Isle shall be at the rate of 3.00 percent per annum on reimbursements due to overpayment (abatement) of taxes.

BE IT RESOLVED by.....and seconded by, that interest on unpaid taxes shall be at the rate of 6.00 percent per annum. Interest on unpaid taxes will begin to accrue on October 15, 2021.

BE IT RESOLVED by.....and seconded by, that abatements shall be appropriated from the 2021 overlay.

BE IT RESOLVED by.....and seconded by, that the mill rate for 2021 to be assessed against all taxable real and personal property shall be _____mils with \$250,000 to be taken from the City's unassigned fund balance.

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 11

SUBJECT

NEW BUSINESS: Schedule CDBG Public Hearing

INFORMATION

- 1) Memo from Galen Weibley
- 2) Rural Housing Preservation Program Agreement
- 3) Info on the Program
- 4) Letter from Bruce Roope
- 5) Checklist
- 6) Sample Resolution/Warrants

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Public Hearing for Maine Community Development Block Grant Application.



City of Presque Isle, Maine

The Office of
Director of Economic & Community Development

Galen Weibley

Email: gweibley@presqueisleme.us

MEMORANDUM

TO:	Kim Finnemore, City Clerk; Martin Puckett, City Manager; & Brad Turner, City Finance Director
FROM:	Galen Weibley, Director of Economic & Community Development
DATE:	June 25, 2021
RE:	Public Hearing for Maine Community Development Block Grant Application

The City of Presque is assisting the Maine Department of Economic & Community Development in being a pass-through entity for their Rural Housing Preservation Community Development Block Grant (CDBG) Program. How the process works is the state of Maine will contract with a third party (Genesis) to administer the day to day applications and projects being conducted throughout the state. Genesis will then request fund by the Finance Director who will then request these funds from the Maine DECD Office of Community Development. This is a standard practice done between towns and cities with the State of Maine to comply with federal reporting requirements. The Finance Department will receive \$3,000.00 for acting as a pass through for the state upon completion of the projects in 2021-2022.

As part of the approval process, the City is required to submit a letter by the Planning Board that the proposed program in follows the City's Comprehensive Plan (completed) and conduct a public hearing by the legislative body before approving a resolution approving the City's administration of the program. City staff are requesting that the City Council advertise a public hearing 10-days in advance of the August 4th Council Meeting. During the August Council meeting, there will be additional plans and documents requiring approval but no action required

Please do not hesitate to contact me should you have any questions.

Suggested motion: Mr. Chairman, I move that we schedule a public hearing for a resolution accepting the City's administration of Maine's Community Development Block Grant Rural Housing Preservation Program at our August 4th council meeting.

(Enclosures)

- ***Project Development Checklist***
- ***Genesis Fund CDBG Set Aside Contract***
- ***Drafted Letter by the Presque Isle Planning Board***
- ***Draft Resolution Accepting Maine CDBG Program Funds for the Rural Housing Preservation Program***

12 Second Street

Presque Isle, ME 04769-2459

Phone: 207.760.2727

Fax 207.764.2501

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

Rural Housing Preservation Program Agreement

This 2021 Rural Housing Preservation Program Agreement (“Agreement”) by and between the City of Presque Isle, Maine, a Maine municipal corporation situated in Aroostook County, Maine (“Grantee”) and The Genesis Fund, a Maine non-profit corporation with its principal place of business in Brunswick, Maine is effective this __ day of _____, 20__.

WHEREAS, Grantee has entered into a Community Development Block Grant Agreement (the “CDBG Agreement”) with the State of Maine Department of Economic and Community Development (“DECD”), for the purpose of providing municipal administration of the 2021 Rural Housing Preservation Program; and

WHEREAS, DECD has selected The Genesis Fund to use certain designated proceeds from such grant to pay for acquisition, predevelopment and soft costs to preserve the affordability of rural multifamily housing properties.

NOW, THEREFORE, Grantee and The Genesis Fund:

1. Grant Period. This Agreement shall be in effect for a period of time beginning _____ and running through _____.
2. Service Area. State of Maine.
3. Funding Allocation. The total approved allocation is \$_____. Throughout the grant period The Genesis Fund shall bill Grantee for eligible expenses related to acquisition, predevelopment and soft costs for select rural multifamily housing properties as outlined in the program statement. The total amount of these Direct costs shall not exceed \$_____. The Genesis Fund fee will be \$_____, for which the Genesis Fund will also bill Grantee. The Grantee will be allowed a maximum of \$3,000 in Administrative funding; and
4. Supplemental Funding Allocations. During the grant period, additional funds and corresponding administration expense reimbursements in amounts to be determined at the time of disbursement may be approved by DECD. All Supplemental Funding Allocations issued to The Genesis Fund during the course of the grant period, regardless of amount, shall be covered by the terms of this Agreement, without the execution of an Amendment.
5. Terms & Conditions of Agreement. The Genesis Fund will use the proceeds as outlined in the CDBG program statement, and the CDBG Agreement, incorporated herein;
6. Separation of Corporate Entities. The Genesis Fund shall not represent itself as acting for or on behalf of the Grantee in administering the grant funds; shall not utilize the name “City of Presque Isle, Maine” in or in connection with any mortgage, promissory note, or other document; and shall itself do any and all things The Genesis Fund deems necessary or reasonable in administering the grant activities; and

7. Defend & Hold Harmless. The Genesis Fund shall defend and hold harmless the Grantee, its officers, agents, and employees, from and against any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description resulting from or arising out of The Genesis Fund's performance or non-performance of this Agreement and/or receipt, retention, or disbursement of Rural Housing Preservation Program grant funds, except any claim that results solely and directly from (A) the negligence or unlawful act of Grantee or DECD, or (B) action by The Genesis Fund taken in reasonable reliance upon an instruction or direction given by an authorized person acting on behalf of Grantee in accordance with this Agreement or the CDBG Agreement. Notwithstanding the foregoing, nothing herein is intended or may be deemed to constitute a waiver of any defense, immunity, or damages cap that may be available to the Grantee in the defense of any lawsuit or claim.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

Attest:

CITY OF PRESQUE ISLE, MAINE:

By:

Its:

The Genesis Fund:

By: Elizabeth Fleming-Ives

Its: Executive Director

Rural Housing Preservation Program

Program Statement: The State of Maine has over 8,000 units of federally assisted housing at risk from a series of dynamics including expiring restrictions, maturing mortgages, aging owners and subsequent conversion to market rate. These affordable projects are primarily in small rural Maine towns and may be the only affordable and/or rental housing in the community. The loss to the communities is staggering when compared to new construction costs and volatile demand from the private market. The federal government no longer has any production funding for development of new affordable housing projects. Preservation of the existing federal assistance is crucial to stable housing conditions in Maine's rural communities.

Due to complex regulation and restrictions there is a gap in funding the successful transfers of these assets to new owners and protecting the most valuable segment - the affordable rental unit for local Maine residents. The RHP Program will provide an additional grant resource which will serve as the missing piece to solving the gaps and challenges found in many of these transactions.

Threshold Criteria: RHP Program funds will be distributed through a set aside of CDBG funds provided to the City of Presque Isle as the lead community. The lead community will establish a legally binding contract with the Genesis Fund, a statewide Community Development Financial Institution, to provide funds for the preservation and rehabilitation of multifamily rental properties in rural Maine communities for the benefit of low-income households. The Genesis Fund is actively and intricately involved in this work on policy, on technical assistance and on financing the solutions. A seasoned administrator of CDBG funds, the Genesis Fund has a demonstrated track record of successfully implementing this resource for the direct benefit to low income households.

Eligible activities: Funds will be used for property acquisitions; to reduce debt financing burdens on the protected unit rents; to cover transaction and soft costs to accomplish the transfers; and for closing charges.

Maximum RHP Grant Amount: \$1,000,000. Allocations to each rural multifamily property will be determined by the Genesis Fund. RHP funds will be used to fill gaps in project financing.

Matching Funds: The Genesis Fund will bring together capital resources and technical assistance to facilitate the transfer of rural multifamily properties to new owners. These resources include a new State Housing Tax credit, a dedicated set aside in the Maine QAP of LIHTC for preservation of rural federally assisted housing, and a dedicated loan fund at Genesis for preservation supported by Federal Home Loan Bank of Boston. These and other resources will adequately supply matching funds RHP Program.

Maximum Administrative Costs: The RHP Program allows expenditures for general and rehabilitation administration. The total general and rehabilitation expenditures will not exceed

15% of the grant amount. The City of Presque Isle is allowed a maximum of \$3,000 in general administrative funding.

Property Standards: All rehabilitation activities completed with this Program will comply with federal, state and local building codes and requirements and will meet any applicable federal agency property standards.



City of Presque Isle, Maine

The Office of
Chairman of the Presque Isle Planning Board
Bruce Roope

June 18, 2021

Dear Commissioner Johnson,

Thank you for considering the City of Presque Isle as a financial partner to help in administering the Maine Community and Economic Development Department's Rural Housing Preservation Program.

The City's Planning Board met on June 17, 2021 to discuss the state's proposed rural housing preservation program with the help of federal Community Development Block Grant funds to protect the most vulnerable residents across the state. We believe, as a collective board, that your proposed plan would not be in conflict with the City's Comprehensive Plan. In fact, we believe the program will continue our City's vision of revitalizing our older housing stock and continue growth efforts in a smart growth approach. Additionally, the City is adding new policy goals as part of the comprehensive planning process for 2021 to include:

- Encouraging a diversity of housing for all income and age groups
- Encouraging and promoting affordable housing

We are excited to support this innovative program that will help to address the challenges of preserving affordable housing in older housing stock communities in rural Maine. Again, thank you for considering Presque Isle and please do not hesitate to contact me should you have any questions.

Sincerely,

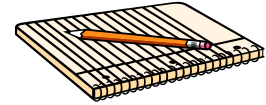
Bruce Roope
Chairman
City of Presque Isle Planning Board

12 Second Street Presque Isle, ME 04769-2459 Phone: 207.760.2727 Fax 207.764.2501

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HR Manager, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2700.*

Project Development Checklist

Table of Contents



STEP	Task to be completed	Workbook Page (form)	Completed Date	Submitted to OCD
1	Getting Organized!	3		
2	Advisory Committee formed Submit membership list to OCD Policy Statement #13 –Complaint Policy	4		
3	Project Development Reviews and Documentation	7		
	Planning Board Review - Submit letter from Planning Board certifying that the necessary Planning Board approval has been secured	7		
	Public Hearing - Submit copy of notice and signed copy of minutes	7		
	Legislative Body Approval - Submit copy of Town warrant/vote or Council Resolution	7		
	Regional Council Review - Submit cover letter showing Project Development package was sent to Regional Council	7		
	Interlocal Agreement - <i>(If multi-community project)</i>	8 (13)		
	Standards of Conduct - Submit adopted standards with seal	8 (14-16)		
	Fair Housing Resolution - Submit adopted resolution with seal	8 (17)		
	Fair Housing Self-Assessment - Submit signed checklist	8 (18-19)		
	ADA/Section 504 Certification Section 504 Self- Evaluation & Transition Plan - Submit appropriate adopted declaration with seal.	9 (20-25)		
	Residential Anti-Displacement & Relocation Plan Submit adopted plan with seal	9 (26-27)		
	Employment Profile – Submit completed form.	9 (28)		
	Equal Employment Opportunity Statement Submit adopted EEO Statement with seal.	9 (30)		
	New Vendor/Vendor Update Form & EFT Will be provided by DPM			
4	Environmental Review – Submit ERR prior to CDBG contract.	31		
5	Finalizing Cost Estimates – Submit the Budget Summary	31-32		
6	Spending CDBG Funds – Contracting/Labor Standards Policy Statement # 4	33-38		
7	Program Income Plan – Submitted as part of Phase II. Contact DPM Policy Statement #7	39-42		
8	Developing Program Guidelines - Micro-Enterprise Grant/Loan, Façade Grant & Housing Rehabilitation Programs. Contact DPM	43		
9	Organizing your CDBG Files	43		
10	HUD Fair Housing Logos	44		

Project Development Completed/Approved:

Date:

DPM Signature

SAMPLE COUNCIL RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Town/City of _____ wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and **the community has conducted at least one duly advertised public hearing**; and

WHEREAS, the Town/City of _____ is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Community of _____ that the Town/City Manager (or other local government official or officer):

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: _____ Amount: _____

Program: _____ Amount: _____

To the Department of Economic and Community Development on behalf of the Community of _____, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Community of _____ required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Community of _____ and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: _____

Municipal Seal

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

SAMPLE TOWN MEETING WARRANT ARTICLE

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Date: _____

Shall the Town/City of _____ vote to approve a Community Development Block Grant project development application(s) for the following program(s) and dollar amounts:

Program: _____ Amount: _____

Program: _____ Amount: _____ ;

and to submit same to the Department of Economic and Community Development and if said program is approved, to authorize the municipal officers to accept said grant funds, to make such assurances, assume such responsibilities, and exercise such authority as are necessary and reasonable to implement such programs. Furthermore, the Town/City of _____ is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program.

**MUST BE SUBMITTED
WITH CERTIFIED SIGNATURE(s)**

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # 12

SUBJECT

NEW BUSINESS: Approval of Presque Isle Development Fund
Loan

INFORMATION

1) Memo's from Penny

REQUESTED ACTION

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Regional Economic Development Revolving Loan (FAME) from the Presque Isle Regional Economic Development Revolving Loan Program (REDRLP) to Laura Hale, d/b/a Neighborhood Books, LLC. In the amount of Twenty-Five Thousand Dollars (\$25,000.00), amortized over Ten (10) year period at an interest rate of three and a quarter percent (3.25%) per annum.

BE IT RESOLVED by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Micro Loan from the Presque Isle Micro Loan Fund to Laura Hale, d/b/a

Neighborhood Books, LLC. In the amount of Ten Thousand Dollars (\$10,000.00), amortized over a Five (5) year period at an interest rate of three and a quarter percent (3.25%) per annum.



City of Presque Isle, Maine

Presque Isle Development Fund
From the desk of:
Penny Anderson
Email: panderson@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic and Community Development Kim Finnemore, City Clerk
DATE:	June 24, 2021
RE:	Recommendation from Presque Isle Development Fund

At the June 23, 2021, meeting of the Presque Development Fund the Presque Isle Micro Loan Fund loan listed below was considered and recommended to the City Council for approval by the Presque Development Fund Trustees. Please add this to the agenda for the meeting on July 7, 2021.

RECOMMENDED: Motion by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Micro Loan from the Presque Isle Micro Loan Fund to Laura Hale, d/b/a Neighborhood Books, LLC. in the amount of Ten Thousand Dollars (\$10,000.00), amortized over a Five (5) year period at an interest rate of three and a quarter percent (3.25%) per annum.

Mrs. Laura Hale and Mr. Brandon Hale will personally guarantee the loan.

The purpose of the loan is for operate a bookstore.



City of Presque Isle, Maine

Presque Isle Development Fund
From the desk of:
Penny Anderson
Email: panderson@presqueisleme.us

MEMORANDUM

TO:	Honorable City Council
CC:	Martin Puckett, City Manager; Galen Weibley, Director of Economic and Community Development Kim Finnemore, City Clerk
DATE:	June 24, 2021
RE:	Recommendation from Presque Isle Development Fund

At the June 23, 2021, meeting of the Presque Development Fund the Presque Isle Regional Economic Development Revolving Loan Program loan listed below was considered and recommended to the City Council for approval by the Presque Development Fund Trustees. Please add this to the agenda for the meeting on July 7, 2021.

RECOMMENDED: Motion by Councilor _____, seconded by Councilor _____ to approve a Presque Isle Regional Economic Development Revolving Loan (FAME) from the Presque Isle Regional Economic Development Revolving Loan Program (REDRLP) to Laura Hale, d/b/a Neighborhood Books, LLC. in the amount of Twenty-Five Thousand Dollars (\$25,000.00), amortized over a Ten (10) year period at an interest rate of three and a quarter percent (3.25%) per annum.

Mrs. Laura Hale and Mr. Brandon Hale will personally guarantee the loan.

The purpose of the loan is for operate a bookstore and purchase inventory.

PRESQUE ISLE CITY COUNCIL MEETING

For:

June 2, 2021

AGENDA ITEM # 13

SUBJECT

NEW BUSINESS: Library Landscaping/parking Lot
Enhancement

INFORMATION

- 1) Memo from Sonja Eyler
- 2) Letter from Bridgham Engineering & Land Surveying,
Inc.

REQUESTED ACTION

Discussion only



Mark & Emily Turner Memorial Public Library



Sonja

Plummer

Eyler

Library Director/Librarian

Email: seyler@presqueisleme.us

TO:	Presque Isle City Council
FROM:	Sonja P. Eyler, Library Director/Librarian
DATE:	7.3.2021
RE:	Parking Lot Renovation

Summary:

The Library Board of Trustees requested a proposal for civil engineering services from Bridgham Engineering and Land Surveying, Inc. for Phase 2 of the previous parking lot improvements constructed in the fall of 2014. While we do not have a specific date in mind for the project, the Trustees look to at least 2022 before moving forward.

At the June 2021 Regular Trustee meeting, the Trustees allocated \$6,200 for Bridgham to provide site planning and preliminary design services.

An additional \$6,300 is necessary for project management should the Trustees decide to move forward. It is not a foregone conclusion that the project will move forward. The Trustees believe that planning documents and drawings that accurately detail the project will assist in that decision-making process and to secure funding.

Costs are not known at this time. At the completion of the Bridgham Proposal, they expect to have an estimate. The Trustees envision funding the project with a combination of funding sources including: private foundations and grants, the Library Charitable Trust, and would request that the library's capital improvement plans be part of the funding plans.

Scope of Work (as described by Bridgham):

1. Prepare an existing conditions plan to evaluate the existing site conditions and to develop the proposed parking lot and site improvement options.

2. Develop approximately 2 to 3 possible site design options for review and consideration by the Building Committee. Proposed site improvements will consider, at a minimum, the following items:

- Addressing the existing pavement issues by reconstruction, rehabilitation, or repair.*
- Protection of adjacent landscaped areas with curbing.*
- Snow removal and snow storage.*

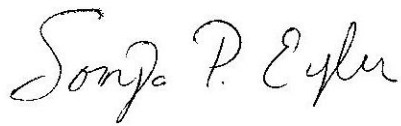
- *Alternate dumpster locations and screening fence.*
- *Alterations to landscaped area by entrance sidewalk.*

3. Meet with the Building Committee to present and discuss site improvement options developed under Task 2 above, and to obtain comments and feedback.

4. Develop preliminary site design documents based on the comments and feedback received. Provide a preliminary opinion of probable construction cost of the desired improvements.

I've attached the Proposal for your information. It contains more details on the current structural base failure and issues that implementing this project would solve. Please feel comfortable asking any further questions and we will do our best to answer.

Respectfully,

A handwritten signature in black ink that reads "Sonja P. Eyler". The script is cursive and fluid, with the first name "Sonja" being the most prominent part of the signature.

Sonja Plummer Eyler, Librarian
City of Presque Isle

BRIDGHAM ENGINEERING & LAND SURVEYING, Inc.

PO Box 4146

Presque Isle, Maine 04769-4146

TEL: 207 298-0933 E-MAIL: gerrish.bill@gmail.com

June 20, 2021

(Transmitted via email on this date)

Mark and Emily Turner Memorial Library
Board of Trustees
39 Second Street
Presque Isle, Maine 04769

**Re: Job No. 5211
Proposal for Civil Engineering Services (Revised)
Mark and Emily Turner Memorial Library**

Dear Board Members:

Per my recent meeting with Mr. Kevin Sipe and our follow-up discussions, I am providing you with this proposal to provide site planning and preliminary design services for the proposed improvements to the library parking lot. Upon review of the project records, it appears that the previous parking lot improvements were constructed in the fall of 2014 with miscellaneous work being finished in the spring of 2015.

A majority of the parking lot was reconstructed or expanded in 2014 with a gravel subbase course, a crushed aggregate base course, and new asphalt pavement. In general, these areas appear to be performing well. However, due to budget limitations, several areas in the easterly section of the parking lot were not reconstructed in 2014. Instead, these areas received an asphalt pavement overlay. Several of the overlay areas are currently exhibiting signs of structural base failure resulting in settlement of the pavement surface and significant pavement cracking. Joint cracking has developed in other areas of the parking lot which is typical of pavement that is 6 to 7 years old. These cracks should be sealed or repaired to prevent water from infiltrating the base materials which could cause premature deterioration of the pavement. I have attached some photos showing the pavement distresses described herein.

It is also apparent that snow removal operations are taking their toll on the turf and landscaped areas surrounding the parking lot. Due to the site limitations and steep slopes surrounding the parking lot, there is simply not enough room to store the snow. Options to provide snow storage space and protection of the adjacent areas with curbing are being considered. This may involve relocating the dumpsters and/or providing screening fence around the dumpsters. In addition, alterations to the landscaped area near the southwest corner of the building are also being considered.

Our proposed scope of work for the planning and preliminary civil design services to address the issues described is summarized as follows:

1. Prepare an existing conditions plan to evaluate the existing site conditions and to develop the proposed parking lot and site improvement options.
2. Develop approximately 2 to 3 possible site design options for review and consideration by the Building Committee. Proposed site improvements will consider, at a minimum, the following items:
 - Addressing the existing pavement issues by reconstruction, rehabilitation, or repair.
 - Protection of adjacent landscaped areas with curbing.

- Snow removal and snow storage.
 - Alternate dumpster locations and screening fence.
 - Alterations to landscaped area by entrance sidewalk.
3. Meet with the Building Committee to present and discuss site improvement options developed under Task 2 above, and to obtain comments and feedback.
 4. Develop preliminary site design documents based on the comments and feedback received. Provide a preliminary opinion of probable construction cost of the desired improvements.

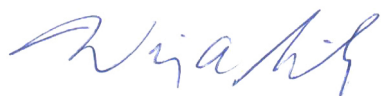
Our cost to complete the planning and preliminary civil design work as summarized above is not expected to exceed \$6,200. We propose to complete this work on a time-and-expense basis, but our total fee for the work described above will not exceed \$6,200 without prior approval.

Should you decide to move forward with the desired site improvements, we can then develop final design plans, details and specifications that will be suitable contractor bidding and for construction. We would also be happy to provide bidding and construction phase services upon request.

We wish to thank you for this opportunity to submit this proposal and please contact me if you have any questions or comments or if you require any additional information.

Sincerely,

Bridgham Engineering and Land Surveying, Inc.

A handwritten signature in blue ink, appearing to read "W. A. Gerrish".

William A. Gerrish, PE, PLS









PRESQUE ISLE CITY COUNCIL ANNOUNCEMENTS

Wednesday, July 7, 2021

- The next regularly scheduled meeting of the Presque Isle City Council is on Wednesday, August 4, 2021 at 6:00 PM at the Mark & Emily Turner Memorial Library's Akeley Gallery.
- Rec & Parks next Movie nights are on July 16th and 30th, check Facebook for other city events.

PRESQUE ISLE CITY COUNCIL MEETING

For:

July 7, 2021

AGENDA ITEM # EXECUTIVE SESSION

SUBJECT

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

PRESQUE ISLE CITY COUNCIL MEETING

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