

**RECORD OF SPECIAL MEETING
ELLSWORTH CITY COUNCIL**

DATE: FEBRUARY 27, 2015

TIME: 8:00 AM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

**CITY COUNCIL PRESENT: BEATHEM, BLANCHETTE, CROSTHWAITE,
FORTIER, PERKINS AND PHILLIPS.**

CITY COUNCIL ABSENT: MOORE

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY
MOTE, TERI DANE, MICHAEL HANGGE, MICHELE GAGNON, AND DAVID
COLE-INTERIM MANAGER.**

Call to Order.

Chairman Crosthwaite called the special meeting of the Ellsworth City Council to order at 8:00 AM.

Unfinished Business.

Council Order #021511, Request of the City Planner to accept the proposal of BCM Planning for a Senior Housing Study. (Tabled from the 02/09/2015 Regular Meeting)

Michelle Beal, City Manager explained this is a request for a study on housing for middle income seniors. The City has had many requests from groups identifying the lack of development for this type of housing. Currently there is housing for low income seniors; however, at this time there are no options available for seniors that do not meet the income level criteria. Beal stated as this topic is addressed with potential developers the concept of proving the desired market keeps coming up. This involves identifying what Ellsworth is looking for in regards to housing units whether it is apartments or cottages, for example. The type of available services needs to be identified as well. Questions such as these have not been answered successfully from looking at national databases. Beal spoke with developers to narrow down the topics that would need to be answered in order to have them consider Ellsworth for development in this market. The information was than given to Michele Gagnon, City Planner who developed the Request for Proposals (RFP) which was sent out to several businesses. Only one proposal was received back, it was from BCM Planning LLC, see attachment #1 for the complete proposal. The City has used BCM Planning LLC before on the Workforce Housing Study. BCM did an excellent job on that study and the information obtained is still used within the Planning Department. Beal stated this study could be funded through TIF funds, according to Tammy Mote, Finance Director. The cost will be \$32,000 with a very substantial scope of work to be completed. Beal stated she will be meeting with the staff for Senator Collins next week, as Collins is the Chair of the Committee on Aging. The discussion will include a description of the barriers Ellsworth is encountering with this project. Ruth Foster is writing a letter to Senator Collins as well, describing what she and her friends are experiencing. Chairman Crosthwaite agreed that the Workforce

Call to Order.

Unfinished Business.

Approved - Council Order #021511, negotiate a final contract with BCM Planning for a Senior Housing Study with a not to exceed expense of \$32,000 to come from Economic Development TIF funds.

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Study has been referred to many times especially during economic development discussions. Crosthwaite confirmed the work completed by BCM Planning LLC is respected throughout the State. The study will be completed within six months, or approximately by September 30, 2015. Beal stated Micki Sumpter, Economic Development Director has also been working on this project with Beal and Gagnon. The City has joined the AARP Senior Living Program. Gagnon stated she has spoken with Bruce Mayberry, Principal of BCM Planning, LLC who confirmed he is ready to start the project as soon as the City is. Crosthwaite confirmed there is nothing on the City's side that would delay the start of the project. Sumpter stated she will be attending meetings on the Legislature level to monitor the progress on this topic as well as offer help with the funding piece. Councilor Fortier had a concern with Section C, Role of Team Members; he would like to see a copy of the final negotiated scope of work when it is completed. This would help the City stay on task, and see if this added information changes the final funding line item. Attachment #1 is a presentation not a formal contract; Fortier is requesting the Council have a chance to review the final contract. Gagnon stated after discussing the project with Mayberry, he felt the final price would be lower than the anticipated \$32,000 once the final scope of work is negotiated. Fortier clarified the motion should include a not to exceed figure. Fortier did not feel the Council would need to approve a change to the final contract; however, would like to receive a copy of the final contract just for informational purposes. Councilor Beatham asked Sumpter to give a brief explanation of how this project will be used for economic development purposes. Sumpter explained this survey would be used by economic development to validate the need for this type of housing; for example developers need to know if they build the desired housing units the purchasers will come. The study could also prove there is not a true need for mid-level housing at this time, and that information would be used to justify that decision as well. Sumpter reiterated that she will utilize the data that comes from this study. Gagnon stated the proposal was structured to have BCM Planning LLC look at the entire housing picture. They will be capturing the needs and unmet needs of the entire elderly community. Elderly has been defined in the proposal as 52 and over. The focus of the study will be on independent healthy living. Beal added this will be a regional view and survey. The Bond that is being considered at the Legislature level is not designed to help with mid-level housing; it will only be beneficial to the low income level housing needs. Sumpter added that while this study is taking place the concept of housing for the professional is being addressed and developed, although not through a formal study. Sumpter believes the two concepts complement each

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other.

On a motion by Fortier, seconded by Phillips, it was unanimously

RESOLVED to approve Council Order #021511, negotiate a final contract with BCM Planning for a Senior Housing Study with a not to exceed expense of \$32,000 to come from Economic Development TIF funds.

New Business.

Executive session to discuss personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A.

David Cole remained in the Executive Session.

On a motion by Phillips, seconded by Beathem, it was unanimously

RESOLVED to approve entering executive session to discuss personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A at 8:23 AM.

On a motion by Fortier, seconded by Beathem, it was unanimously

RESOLVED to approve adjourning from the executive session at 8:34 AM.

Council Order #021514, Request of Chairman Crosthwaite to approve the appointment of an Interim City Manager and to accept the agreement for the position as presented.

See attachment #2 for the employment letter. Councilor Fortier clarified officially David Cole would become Interim City Manager on March 23, 2015. Cole's first official day of work with the City of Ellsworth will be March 2, 2015, while Michelle Beal is still the City Manager.

On a motion by Fortier, seconded by Blanchette, it was unanimously

RESOLVED to approve Council Order #021514, Request of the Council Chairman to hire David Cole as Interim City Manager with his official work

New Business.

Approved - Entering executive session to discuss personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A at 8:23 AM.

Approved - Adjourning executive session at 8:34 AM.

Approved - Council Order #021514, Request of the Council Chairman to hire David Cole as Interim City Manager with his official work starting on March 23, 2015 as per the provided employment agreement (attachment #2).

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*starting on March 23, 2015 as per the provided employment agreement
(attachment #2). Further be it moved that Mr. Cole will start at his duties on
March 2, 2015 and become Interim City Manager on March 23, 2015.*

**Further be it moved
that Mr. Cole will
start at his duties on
March 2, 2015 and
become Interim City
Manager on March
23, 2015.**

Adjournment.

**Approved -
Adjournment at 8:39
AM.**

On a motion by Phillips, seconded by Fortier, it was unanimously

RESOLVED to approve adjournment at 8:39 AM.

A TRUE COPY

**ATTEST: _____
HEIDI-NOËL GRINDLE**