

**RECORD OF REGULAR MEETING
ELLSWORTH CITY COUNCIL**

DATE: JULY 21, 2014

TIME: 7:00 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

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

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY
MOTE, TERI DANE, RICHARD TUPPER, MICHAEL HANGGE, LEANN BEAL,
PENNY WEINSTEIN, TINA HOWES, RUSS GRAY, DAN HIGGINS, APRIL
CLIFFORD, AND JAY BROWN.**

Call to Order.

Chairman Phillips called the regular meeting of the Ellsworth City Council to order at 7:00 p.m.

Pledge of Allegiance.

All stood for the pledge of allegiance.

Rules of Order.

The meeting was conducted under Robert's Rules of Order and other rules adopted at the November 12, 2013 Annual Organizational Meeting of the Ellsworth City Council. After being recognized by the Chairman, a person may speak not more than three (3) minutes on any one item on the agenda. In addition, the person may speak not more than two (2) minutes in rebuttal.

Adoption of minutes from the following meeting (s) of the Ellsworth City Council:

06/02/2014 Special Meeting.

06/06/2014 Special Meeting.

06/16/2014 Regular Monthly Meeting.

06/30/2014 Special Meeting.

On a motion by Fortier, seconded by Moore, it was

RESOLVED to approve adoption of minutes from the following meeting (s) of the Ellsworth City Council: 06/02/2014 Special Meeting, 06/06/2014 Special Meeting, 06/16/2014 Regular Monthly Meeting and 06/30/2014 Special Meeting as presented this evening.

A final vote was taken on the above motion with 5 councilors voting in favor of the motion, 1 abstaining from the vote on the 06/30/2014 minutes (Crosthwaite) and 1 abstaining from the vote on the 06/16/2014 minutes (Phillips).

Call to Order.

Pledge of Allegiance.

Rules of Order.

Approved - Adoption of minutes from the following meeting (s) of the Ellsworth City Council: 06/02/2014 Special Meeting, 06/06/2014 Special Meeting, 06/16/2014 Regular Monthly Meeting and 06/30/2014 Special Meeting as presented this evening.

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City Manager's Report.

Michelle Beal, City Manager reminded everyone that the Rotary Club's Blueberry breakfast would be held this Saturday, July 26 from 7 AM to 10:30 AM. This will be held at RF Jordan's on Water Street, hopefully next year it will be held at the new Knowlton Park.

Beal announced that on August 2, 2014 the City would be participating in the Household Hazardous and Universal Waste Collection event. Ellsworth citizens need to preregister at City Hall and take their free registration to the event. This process ensures the City stays within budget. Beal read a list of materials that would be accepted at this event from 9 AM to 1 PM at the Ellsworth High School.

Beal provided an update on the Beechland Road Reconstruction project. At this time it is moving along very nicely, a large portion of the project has already been completed. The Beechland Road can be utilized by the public from 7 PM to 7 AM and all day on Saturdays and Sundays. The road is very passable while it is open to the public. The blasting portion of the project will begin on July 22 and extend through most of the week.

Committee Reports.

➤ *Recreation Commission.* Councilor Fortier stated the Commission did not meet this month.

➤ *Harbor Commission.* Chairman Phillips reported that the Commission met with very little discussion. The gas sales were reported to be up this summer. The slip rentals are filling up and the Harbor is becoming very active.

Citizens' Comments.

There were no citizens' comments this month. Councilor Fortier asked for clarification on agenda item #13 in regards to whether Chairman Phillips would be taking public comment at that time or should citizens make comments under this item. Phillips stated he would take comments during item #13 even though it is not listed as an official public hearing.

**City Manager's
Report.**

Committee Reports.

Citizens' Comments.

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Presentation of Awards.

There were no awards to be presented this month for years of service with the City of Ellsworth.

Chairman Phillips asked the Council if they would consider adding item #20B, an executive session for the purpose of discussing personnel matters.

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

RESOLVED to approve adding item #20B, Executive Session to discuss personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A.

UNFINISHED BUSINESS

There were no items under Unfinished Business this month.

CONSENT AGENDA

CONSENT AGENDA: All items with an asterisk () are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.*

*Council Order #071401, Request of the Deputy Treasurer/Tax Collector to accept payments on tax acquired timeshare units per the attached spreadsheet and to authorize the City Manager to release said properties through Municipal Quit-Claim Deeds. **

See attachment #1 for a list of timeshare units to be quit-claimed.

*Council Order #071402, Request of the Recreation Commission to accept the resignation from Nick Sarro, as a full board member with a term to expire of June 30, 2015. **

Presentation of Awards.

Approved - Adding item #20B, Executive Session to discuss personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A.

Unfinished Business.

Consent Agenda.

Approved - Consent Agenda as presented this evening.

Council Order #071401, Quit-Claim timeshare unit.

Council Order #071402 resignation from Nick Sarro.

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On a motion by Moore, seconded by Crosthwaite, it was unanimously

RESOLVED to approve the Consent Agenda as presented this evening.

NEW BUSINESS

*Public hearing and action on the applications for issuance for the following
license (s):*

*Ellsworth Elks Lodge #2743, 317 High Street, for renewal of a City Class B
License (Victualer, Alcohol and Special Amusement) and renewal of a State Malt,
Spirituos and Vinous Club-On Premise Catering Liquor License.*

The staff reports the premises are in compliance with required codes and
ordinances necessary to issue the requested licenses.

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of Ellsworth Elks Lodge #2743, 317 High
Street, for renewal of a City Class B License (Victualer, Alcohol and Special
Amusement) and renewal of a State Malt, Spirituous and Vinous Club-On
Premise Catering Liquor License.**

*Public hearing and action on amendments to City of Ellsworth Code of Ordinances
Chapter 36, General Assistance Ordinance.*

Tina Howes, General Assistance Administrator presented the requested changes to
Appendix A, GA Overall Maximums. Howes explained the requested
amendments tonight were approved at the Legislative level in July 2013 as part of
a two year implementation program. This should be the last year that Appendix A
will need to be changed mid cycle. The Maximums are usually amended in

New Business.

**Approved -
Ellsworth Elks Lodge
#2743, 317 High
Street, for renewal of
a City Class B
License (Victualer,
Alcohol and Special
Amusement) and
renewal of a State
Malt, Spirituous and
Vinous Club-On
Premise Catering
Liquor License.**

**Approved – The
request of the
General Assistance
Administrator to
amend Appendix A
of the Ellsworth
Code of Ordinances
Chapter 36, General**

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October or November. The Legislative action required the maximums be increased by approximately \$10 per individual within the household. Appendix A is the only appendix changing at this time the remaining ones may be changed in October following the release of the HUD and Thrifty Food Plan figures. See attachment #2 for a complete explanation.

Public hearing opened.

There were no comments.

Public hearing closed.

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

RESOLVED to approve the request of the General Assistance Administrator to amend Appendix A of the Ellsworth Code of Ordinances Chapter 36, General Assistance Ordinance, with an effective date of July 1, 2014 as presented in attachment #2.

Council Order #071403, Discussion and direction on possible amendments to the City of Ellsworth Code of Ordinances Chapter 59, Consumer Fireworks and Commercial Outdoor Public Fireworks/Pyrotechnics Display Ordinance.

Councilor Beathem explained there had been discussions concerning reviewing this Ordinance (attachment #3) later if problems arose, since a few years have passed since the Ordinance was enacted he had some questions that now need to be addressed. Beathem asked the Fire Chief if the City of Ellsworth has had any incidents from the use of consumer fireworks. Richard Tupper, Fire Chief stated since this Ordinance was passed there were two minor incidents. Both incidents were small in nature resulting from minors setting off fireworks causing a small grass fire and a tree stump to catch on fire. Beathem also asked Tupper if he had any concerns with the Ordinance as it is written today. Tupper stated his only concern is once the firework is lit and is deployed there is no telling where it will end up. Beathem further inquired if Tupper had any knowledge in regards to surrounding towns making changes to their Ordinances. Tupper did not know of any specific changes they may have made, however he stated he would be willing to research the topic. Approximately 7 members of the audience were identified as

Assistance Ordinance, with an effective date of July 1, 2014 as presented in attachment #2.

No formal action was taken or required by the Council on this item.

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being at the meeting for the sole purpose of discussing the Fireworks Ordinance following Beatham asking for a show of hands from the audience. All seven members of the audience were in favor of restrictions being added to the current Ordinance. Beatham is proposing to the Council this evening that a workshop be held on this Ordinance, that the Fire Department be directed to conduct some research in regards to what changes have been made to surrounding town ordinances as well as which towns have implemented restrictions and that the audience be given time to address the Council tonight with their concerns. Beatham encouraged the audience to attend the workshops when they are held so that good group discussions can be conducted in regards to public concerns as well as necessary amendments. Councilor Phillips invited members of the public to speak this evening as well as invited them to the workshops which would be publically advertised and would be a little less formal than the meeting this evening.

Public hearing opened.

Chris Keefe from Laurel Street inquired on the best way to know when the public hearings will be held. Michelle Beal, City Manager encouraged interested members of the public to send her an email so that she could add them to a list that would in turn receive an email when the date and time is finalized for the workshop. Beal also listed face book, the City website, and the Ellsworth American as other places to check for notice of the workshop. To be sure those present tonight were personally invited to the workshop, Tammy Mote; Finance Director circulated a sign up sheet to gather email addresses. Beal encouraged the audience to share concerns tonight as well as through emails prior to the workshop so that a draft including amendments could be presented at the workshop ensuring the workshop is as productive as possible. Keefe listed the following concerns: the number of consecutive nights his neighbors shoot fireworks leading to sleep deprivation, the fire hazard associated with them, environmental pollution, and Veteran's with PTSD.

Bob Hessler, Laurel Street stated he is concerned with the pollution from fireworks especially when they are shot over Branch Lake the City's drinking water source. Hessler stated the intent is not terrorizing however the affects of shooting fireworks is for some people, pets, and wildlife. Hessler explained the act of shooting fireworks during the allowable hours including the extended holiday

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hours can be used as a tool to purposely bother a neighbor leading to neighborhood problems.

Ann Keefe, Laurel Street echoed the fact that sleep is being lost on this street. She reiterated how the act of shooting fireworks has lead to an atmosphere of neighbors against neighbors. Following unsuccessful attempts to discuss her concerns with neighbors, Keefe felt only a City ordinance would help alleviate neighborly feuds over the use of fireworks. An ordinance would make any restrictions law and not just a neighbor asking for consideration. Keefe spoke in regards to some of the louder, larger fireworks being set off as potentially being illegal to possess and fire based on conversations she has had with knowledgeable people.

Paula Marlo, Maple Street spoke on an incident that occurred a year ago when her neighbors shot fireworks off leaving her with heart problems. Besides the noise, and pollution from the fireworks, she felt it is dangerous to anyone with heart problems, military or ex-military. Marlo was concerned with the situation as it relates to giving neighbors a means to be aggravating deliberately.

Public hearing closed.

Chairman Phillips thanked the audience for attending and sharing their concerns. The staff will schedule a workshop, reach out directly to those attending this meeting as well as advertise the workshop publically. Councilor Moore sympathized with the residents as he often sees and hears the fireworks from Trenton as well as from the other side of the Bay. Moore stated the Council is very serious about trying to resolve the concerns shared tonight.

Janice Piper, Laurel Street stated she has all the same issues already shared by her neighbors. Her main concern was the number of times her pets have been disturbed this summer. Piper stated the City Hall employees and Police dispatchers are very kind when complaints are called in concerning this topic.

The City Council directed Michelle Beal, City Manager to build a team of staff members who will then provide some recommendations to the Council. Phillips stated a workshop would be held to see if the ordinance can be amended to make it a little more neighbor friendly.

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No formal action was taken or required by the Council on this item.

Public hearing and action on Council Order #071404, Request of the Finance Director/Treasurer to consider an order authorizing the issuance of general obligation bonds (and notes in anticipation thereof) in an amount not to exceed \$1,500,000 for the reconstruction of Beechland Road.

Tammy Mote, Finance Director/Treasurer explained the next two items pertain to the request to borrow \$1,500,000 for a bond anticipation note for the Beechland Road reconstruction project. The first item meets the public hearing requirement of the City Charter, where the second item on the agenda would actually award the bid that was sent out as an RFP process to one of the local area banks. Mote plans on going to permanent financing in March 2015. Councilor Fortier questioned the intention of permanent financing in March due to the project not being completed until late May or early June when the final paving is applied. Mote explained she would combine all the temporary financing at that time to save the City money.

Public hearing opened.

There were no comments made.

Public hearing closed.

In lieu of reading the Order Authorizing Issuance of up to \$1,500,000 of the City's General Obligation Bonds and Notes in Anticipation Thereof to Finance Construction and Reconstruction of Beechland Road was attached to the minutes as attachment #4.

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

RESOLVED to approve Council Order #071404, Order Authorizing Issuance of up to \$1,500,000 of the City's General Obligation Bonds and Notes in Anticipation Thereof to Finance Construction and Reconstruction of the Beechland Road as presented in attachment #4.

Public hearing and action on Council Order #071405, Request of the Finance Director/Treasurer to award a \$1,500,000 Bond Anticipation Note (BAN) for the

Approved - Council Order #071404, Order Authorizing Issuance of up to \$1,500,000 of the City's General Obligation Bonds and Notes in Anticipation Thereof to Finance Construction and Reconstruction of the Beechland Road as presented in attachment #4.

Approved - Council Order #071405, the

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reconstruction of Beechland Road.

Tammy Mote, Finance Director/Treasurer explained an RFP was sent out to local banks. This was the first time a tie was received on the interest rate provided, they both bid .78% which is a fabulous rate. Due to one of the banks not clearly establishing a one year term as part of the Note, Mote is recommending awarding the BAN to The First since they did meet the requirements of the RFP.

Public hearing opened.

There were no comments.

Public hearing closed.

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

RESOLVED to approve Council Order #071405, the Order Awarding \$1,500,000 Bond Anticipation Note for the Beechland Road Project to The First Bank at an annual rate of .78% as presented in attachment #5.

Council Order #071406, Request of the Fire Chief to purchase extrication tools and upgrades from IPS at a cost of \$29,352.00 funded from the Capital Improvement Fire Equipment Account.

Richard Tupper, Fire Chief stated the list of equipment being requested was submitted to Council prior to the meeting as part of attachment #6. Tupper stated the extrication equipment the Department is currently using was purchased in 1999. It is fifteen years old and during that time the technology has advanced dramatically leaving the current equipment outdated and nearly obsolete. One of the key components of this request is to upgrade the current cutting device. Tupper explained the technical components of this upgrade. The end result will increase the Department's ability to safely and quickly extricate a victim from the modern vehicle and improve the interoperability when coordinating efforts with mutual aid departments. Chairman Phillips inquired how the old equipment would be disposed of. Tupper stated two of the pumps will be traded in, and the remaining equipment will be upgraded with a conversion kit. This purchase is being recommended from IPS since they are the only Holmatro dealer in the State. Many

Order Awarding \$1,500,000 Bond Anticipation Note for the Beechland Road Project to The First Bank at an annual rate of .78% as presented in attachment #5.

Approved - Council Order #071406, Request of the Fire Chief to purchase the New car Technology extrication tool and convert the old hoses and tools to the Core technology to aid in our interoperability, also to use the trade in program to upgrade our obsolete mini-pumps, at a cost of \$29,352.00 to be funded from the Capital

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of the existing Ellsworth tools were manufactured by Holmatro as well as those used by the Departments that Ellsworth has mutual aid agreements with. Councilor Crosthwaite inquired if this purchase would be funded from the Capital Improvement Fire Equipment Account and how much funding was available for this purchase. Tupper stated it would come from that account and originally \$30,000 was budgeted. This project is under budget.

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

RESOLVED to approve Council Order #071406, Request of the Fire Chief to purchase the New Car Technology extrication tool and convert the old hoses and tools to the Core Technology to aid in our interoperability, also to use the trade in program to upgrade our obsolete mini-pumps, at a cost of \$29,352.00 to be funded from the Capital Improvement Fire Equipment Account.

Council Order #071407, Request of the Fire Chief to sole-source the purchase of four (4) Scott, Self Contained Breathing Apparatus from Industrial Protection Services for \$20,560 from the Capital Account 9090900-59014.

Richard Tupper, Fire Chief explained this request continues the replacement program that was started in Fiscal Year 2011. Due to the self-contained breathing apparatus units (SCBA) being very expensive, Tupper would like to replace four units at a time rather than replacing all of them at once. There have been select years when only two units were replaced due to other items requiring immediate replacement or maintenance. In the past some units have been saved to be used as spares, at this time the Department has ten spare reserve units. The spare reserve units are placed on the trucks in case of an emergency while the other units are being cleaned and dried. This purchase will include four units being traded in. This is a sole source request from IPS, two bids were received. See attachment #7, for a complete explanation and the bid from IPS. The bids were only separated by approximately \$45; however, IPS currently services the units. Tupper is recommending the purchase be awarded to IPS.

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

RESOLVED to approve Council Order #071407, the purchase of four (4) Scott, Self Contained Breathing Apparatus from Industrial Protection Services for

**Improvement Fire
Equipment Account.**

**Approved - Council
Order #071407, the
purchase of four (4)
Scott, Self Contained
Breathing Apparatus
from Industrial
Protection Services
for \$20,560 from the
Capital Account
9090900-59014.**

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\$20,560 from the Capital Account 9090900-59014.

Council Order #071408, Request of the City Manager to purchase spectator bleachers for the Ellsworth School Department.

Michelle Beal, City Manager stated the Council had received a packet including a letter from the new Superintendent of Ellsworth Schools pertaining to this item, see attachment #8. The request to replace the bleachers at Del Luce Stadium was addressed at an earlier budget workshop in connection with the one-time expenses associated with acquiring the Ellsworth School Department again. At that time the replacement cost was thought to be approximately \$150,000. The Council had previously asked Beal to obtain quotes from the School Department to replace the bleachers as they currently were including the costs to remove the existing bleachers. Since this initial discussion took place the bleachers have been removed, along with the nearby trees. The quotes contained in attachment #8 are substantially less than expected, with the lowest quote being \$91,909. This quote would leave a substantial amount of money, possibly to be used at the Ellsworth Football Stadium and approximately \$4,040 utilized for additional maintenance at the soccer field. Beal stated there was a plan at one time for all the soccer events to be held at the High School and leave the Del Luce Stadium for the track events. It has since been discovered scheduling would be difficult with a football team and four soccer teams. If the Council were to support the purchase of new bleachers at Del Luce Stadium it would make it easier to have two stadiums when scheduling games, tournaments and track and field events. A request has been made for an allowance to come back to the Council at a later date with a quote for bleachers at the Ellsworth High School Football Stadium. Tonight the request is to purchase an 800 seat capacity bleacher system for Del Luce Stadium at a cost of \$91,909 and maintenance work of the soccer field at a cost of \$4,040. Councilor Moore clarified that this expense was a part of what the Council was already aware of and had already anticipated as being included with the one-time costs associated with departing from RSU #24. Beal clarified that the Council had previously been told the bleachers were a safety concern, that there was a potential someone could get hurt on them, and that they did not meet ADA regulations. Once the City has been told about those concerns and something happens where an injury occurs, the City would be facing a negligence case where tort laws would not cover the City. In light of that discussion the City had made the decision to remove the bleachers immediately and that decision led to how the bleachers should be replaced. The

Approved - Council Order #071408, Request of the Ellsworth School Department for funding the purchase of an 800 seat capacity bleacher system for Del Luce Stadium at a cost of \$91,909 and maintenance work of the soccer field at a cost of \$4,040. Funding to be included in the "One-time school cost" funding.

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City had said they would assume the responsibility of ensuring the bleachers were replaced, if the field were to remain a soccer field. Moore asked Dan Higgins, Ellsworth Superintendent or Jay Brown, Athletic Director to explain how the proposed bleachers are constructed differently than the bleachers that have been removed. Brown explained the removed bleachers were made of wood and the proposed bleachers would be aluminum. The new bleachers would substantially out last the wooden bleachers. Beal further explained the new bleachers meet ADA code including a ramp as well as they are a locked system containing backs which would limit the ability for a child to fall through the bleachers. The wooden bleachers have been there since the field was constructed in 1987 or 1988.

Councilor Fortier explained the one-time costs consideration as it related to this request and the remaining items on the agenda this evening, in regards to the Council previously agreeing to finance those expenses. Councilor Perkins inquired if the intent concerning the bleachers for the Ellsworth High School Football Field was to order those in a smaller section so that the cost fit within the remaining funds and then expand as funds become available. Higgins stated that would be the intent, a representative will be on site tomorrow to conduct a site review for installing a 300 – 500 seat system with the ability to expand that system to an 800 seating capacity unit over time. Councilor Blanchette inquired what other uses the bleachers at the High School would have other than football games. Higgins stated it could involve hosting a regional football game, possibility of having soccer games on the football field, and gives the Community two full size facilities with adequate seating. There was a lengthy discussion on the possibilities that become available with having adequate seating at both facilities. Higgins explained the proposed upgrades to the soccer field at Del Luce Stadium as contained in attachment #8. The more expensive option would make the field unavailable for the fall season. The second option would replace and repair the more heavily worn spots and provide a little more loam coating to allow for better grass. Option two can be accomplished and still allow for the field to be used for the fall season. Higgins stated following the implementation of option two is ensuring the annual maintenance plan is appropriate. Fortier asked for a clarification on option two before a motion was formed, Higgins clarified he would like to recommend the lower cost option. The purchase will be made by the City through a purchase order; therefore the Council would not need to authorize the City Manager to sign any documents. Blanchette inquired if this maintenance work went out to bid. Higgins stated this would be a sole source purchase to a company that performs maintenance work on many athletic fields around the State. Brown stated there are

**RECORD OF REGULAR MEETING
ELLSWORTH CITY COUNCIL**

DATE: JULY 21, 2014

TIME: 7:00 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

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

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY
MOTE, TERI DANE, RICHARD TUPPER, MICHAEL HANGGE, LEANN BEAL,
PENNY WEINSTEIN, TINA HOWES, RUSS GRAY, DAN HIGGINS, APRIL
CLIFFORD, AND JAY BROWN.**

other companies that perform this specialized type of maintenance; however, this is the company that currently performs maintenance work on other Ellsworth School fields. There was a lengthy discussion on what other maintenance work this company currently performs for the School Department as well as why this portion of the project was not put out to bid at this time; however may be in future years. Fortier stated this funding request is a one-time decision by the Council; any related expenses in the future will be handled within the School Department yearly budget.

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

RESOLVED to approve Council Order #071408, Request of the Ellsworth School Department for funding the purchase of an 800 seat capacity bleacher system for Del Luce Stadium at a cost of \$91,909 and maintenance work of the soccer field at a cost of \$4,040. Funding to be included in the "One-time school cost" funding.

Council Order #071409, Request of the Finance Director to award a bid for the purchase of a new maintenance truck for the Ellsworth School Department.

Tammy Mote, Finance Director stated this request is part of the one-time start up costs for the Ellsworth School Department. This request is on behalf of Russ Gray, Transportation/Facilities Director for the Ellsworth School Department. Gray was present to answer any questions on the request to purchase a new pickup truck with plow. See attachment #9 for the request and low bid received. The separation agreement from RSU #24 left the Ellsworth School Department with one pickup truck for several employees to use at multiple facilities. The truck that is being recommended meets all the specifications that were requested. There was a short discussion concerning trucks previously owned by different City Departments as it related to the timeframe in which rust and other deficiencies resulted in disposing of the vehicle. The Council was considering awarding the bid to the lowest bidder on the truck and plow that met specifications.

On a motion by Fortier, seconded by Moore, it was

RESOLVED to approve Council Order #071409, Request of the Finance Director to award a bid to Darlings Ford of Bangor to purchase a pickup truck

Approved - Council Order #071409, Request of the Finance Director to award a bid to Darlings Ford of Bangor to purchase a pickup truck and plow for the Ellsworth School Department in the amount of \$28,512. This purchase is to be funded from the Ellsworth School Department One Time Costs (Account number 10-20298).

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FORTIER, MOORE, PERKINS AND PHILLIPS.**

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY
MOTE, TERI DANE, RICHARD TUPPER, MICHAEL HANGGE, LEANN BEAL,
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CLIFFORD, AND JAY BROWN.**

and plow for the Ellsworth School Department in the amount of \$28,512. This purchase is to be funded from the Ellsworth School Department One Time Costs (Account number 10-20298).

Before a vote was taken on the above motion Fortier stated he envisioned the routine maintenance being handled at the School garage and the only time the truck would be taken to Bangor would be for warranty items. Gray seemed to agree with this statement.

A final vote was taken on the above motion with 6 members voting in favor (Blanchette, Crosthwaite, Fortier, Moore, Perkins, and Phillips) and 1 member abstaining from the vote (Beathem).

Council Order #071410, Request of the Finance Director to purchase an employee time clock program and associated hardware for the Ellsworth School Department.

Tammy Mote, Finance Director explained this item was overlooked when the list of one-time cost factors were discussed. April Clifford, Information Technology Coordinator was present to discuss the necessity of the requested software and the efficiencies it offers to the Ellsworth School Department business office. Clifford stated the discussions that occurred during the separation agreement concerning this software did not turn out as originally thought, leading to this request. The vendor that is listed in attachment #10 was chosen because the hardware has already been purchased and installed within the Schools. This program allows employees to punch in and out with a number or badge. The physical time clocks that are installed at the schools will remain at those schools. This agent will combine with the current software so that there is only one database. This system is important because it allows the work hours to be tracked on hourly staff members, by entering a different code Title funding can be tracked, and it is easier to report on certain types of Grant funding. Staff members have the ability to electronically request time off through this program. While the Ellsworth Schools were under the RSU #24 structure the system was not being utilized to full capacity. The program eliminates human error with payroll. Reports can also be created to display all employees who punch in late for work, it reflects employees who are working later than scheduled, and limits can be placed on certain employees so that they cannot accumulate unnecessary overtime.

Approved - Council Order #071410, Request of the Finance Director to purchase Time Clock software for the Ellsworth School Department in the amount of \$12,373. This purchase is to be funded from the Ellsworth School Department One-Time Costs (Account number 10-20298).

**RECORD OF REGULAR MEETING
ELLSWORTH CITY COUNCIL**

DATE: JULY 21, 2014

TIME: 7:00 PM

PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS

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

CITY COUNCIL ABSENT:

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY
MOTE, TERI DANE, RICHARD TUPPER, MICHAEL HANGGE, LEANN BEAL,
PENNY WEINSTEIN, TINA HOWES, RUSS GRAY, DAN HIGGINS, APRIL
CLIFFORD, AND JAY BROWN.**

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

RESOLVED to approve Council Order #071410, Request of the Finance Director to purchase Time Clock software for the Ellsworth School Department in the amount of \$12,373. This purchase is to be funded from the Ellsworth School Department One-Time Costs (Account number 10-20298).

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

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

RESOLVED to approve entering executive session at 8:12 PM for the purpose of discussing personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A.

Michelle Beal, City Manager invited Tammy Mote, Finance Director to attend the executive session. Chairman Phillips stated there will be no action after adjournment from the Executive Session except to adjourn from the Council Meeting.

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

RESOLVED to approve adjournment from the executive session at 8:45 PM.

Adjournment.

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

RESOLVED to approve adjournment at 8:46 PM.

A TRUE COPY

ATTEST: _____
HEIDI-NOËL GRINDLE

Approved - Entering executive session at 8:12 PM for the purpose of discussing personnel matters in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6A.

Approved - Adjournment from the executive session at 8:45 PM.

Approved - Adjournment at 8:46 PM.