

MEETING NOTICE

The regular monthly meeting of the Ellsworth City Council will be held on Monday, May 19, 2025, at 6:00 PM in the Ellsworth City Hall Council Chambers

Meetings will be broadcast live on:

Facebook: <https://www.facebook.com/ellsworthme>

YouTube: <https://www.youtube.com/c/CityofEllsworthMaine>

Spectrum Channel 1303

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Rules of Order.
4. Adoption of the Ellsworth City Council minutes from the following meeting:
 - April 21, 2025, Regular Meeting
5. Presentation of Awards.
 - Pride Month Proclamation
 - Deputy Chief Shawn Willey – Commendation Award
 - Sergeants Chad Wilmot and Kelvin Mote – Commendation Award
 - Corporals Rob Angelo and Shawn Merchant – Commendation Award
 - Officer Erick Skinner – Commendation Award
 - Game Warden Eric Rudolph – Commendation Award
 - Cory Michaud-Kidder and Caleb DiDonato – MMA's 7th Grade Essay Contest Winners
6. City Manager's Report.
7. Committee Reports.
 - Planning Board: Request to appoint Lisa LaRue as an alternate with a term expiring 6/30/28 and Matthew Outhier as an alternate with a term expiring 6/30/2027.
8. Citizen's Comments.
9. Councilor Comments.

UNFINISHED BUSINESS

10. 207 Collectibles LLC d/b/a Ellsworth Candlepin Alley, 25 Eastward Lane Suite 6, for a new City Class B License (Victualer, Liquor and Amusement).

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.

11. Council Order #052500 Request of the Deputy City Clerk to appoint Wardens, Ward Clerks and Election Workers for the June 10, 2025. *

NEW BUSINESS

12. Public Hearing and action on the application(s) for renewal for the following license(s):

- Shinbashi Inc d/b/a Shinbashi, 139 High Street, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class I, II, III & IV) Malt, Spirituous and Vinous Liquor License.
- Primary Organic Therapy Inc d/b/a Curaleaf Maine, 3 Myrick Street Suite B, for renewal of a Medical Marijuana Dispensary License including a City Victualer License.
- Brian Langley d/b/a Union River Lobster Pot, 8 South Street, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class I, II, III & IV) Malt, Spirituous and Vinous Liquor License.
- Cresswell Investments LLC d/b/a Airline Brewing Company, 173 Main Street, for renewal of a City Class B License (Victualer, Liquor and Amusement) and renewal of a State Restaurant (Class II and IV) Malt and Vinous Liquor License.
- Scott Kenny d/b/a Jordan's Snack Bar, 200 Downeast Highway, for renewal of a City Class B License (Victualer, Liquor and Amusement) and renewal of a State Restaurant (Class I, II, III & IV) Liquor License.
- Giri Ellsworth Inc d/b/a Hawthorn Extended Stay by Wyndham, 215 High Street, for renewal of a City Lodging License.
- Zeppas NY Pizza, 92 Water Street, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Liquor License (Class III and IV).
- LJO LLC d/b/a Forest Ridge Campground, 40 Flockamoosen Way, for renewal of a City Lodging License.
- Corporate Chefs, LLC, 21 Kingsland Crossing, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Restaurant (Class I, II, III & IV) Liquor License.
- Melvin Lambert d/b/a Charlie's Pizza, 18 Hancock Street, for renewal of a City Class C License (Victualer and Liquor) and renewal of a State Off Premise Beer Only License.

13. Council Order #052501 Ratification of the appointment of Twila Fisher as the incoming Economic Development Director.

14. Council Order #052502 Discussion on the Brae drive utilities issue.

15. Council Order #052503 Public Hearing and action on the request of the Deputy City Clerk to amend the fee schedule for the City of Ellsworth Code of Ordinances, Chapter 14, Licenses and Permits.
16. Council Order #052504 Public Hearing and action on the request of the Code Enforcement Officer on repealing Chapter 26 "Plumbing and Septic System Permit Fees," amending Chapter 41 "Electrical Installation and Inspection Ordinance" and amending Chapter 56, Article 2 "Plan Approval and Permitting Procedures" to create Chapter 67 "Unified Building Fee Ordinance."
17. Council Order #052505 Public Hearing and action on the request of the Fire Chief to amend the fee schedule for the City of Ellsworth Code of Ordinances, Chapter 4, Fire Protection and Prevention Ordinance.
18. Council Order #052506 Request of the Fire Chief to sole source purchase an automated chest compression device.
19. Council Order #052507 Public Hearing and action on the request of the City Manager to allocate Tax Increment Financing funds for grant consulting services.
20. Council Order #052508 Public Hearing and action on the request of the Finance Director to amend Council Order #112400 to reallocate bond proceeds to additional projects.
21. Council Order #052509 Request of the City Manager to accept the bid for engineering services relative to the Courthouse Road project.
22. Council Order #052510 Request of the City Manager to accept the bid for surveying services relative to the Courthouse Road project.
23. Council Order #052511 Public Hearing and potential action on the purchase of fee/easement rights to portions of the Adams and Merrill properties off High Street for the extension and incorporation of Merrill Lane as a public way.
24. Executive session to discuss labor negotiations between the City of Ellsworth and the Ellsworth City Hall Clerks Unit Massachusetts and Northern New England Laborers District Council 327 in accordance with MRSA Title 1, Chapter 13, Section 405, Paragraph 6D.
25. Discussion and action on labor negotiations between the City of Ellsworth and the Ellsworth City Hall Clerks Unit Massachusetts and Northern New England Laborers District Council 327.
26. Council Order #052512 Public Hearing and action on Budget Resolutions for FY2026.
27. Adjournment.

MEETING NOTICE

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YouTube: <https://www.youtube.com/c/CityofEllsworthMaine>

Spectrum Channel 1303

AGENDA

1. Call to Order. *Councilor Smith absent*
2. Pledge of Allegiance.
3. Rules of Order.
4. Adoption of the Ellsworth City Council minutes from the following meeting:
 - March 17, 2025, Regular Meeting
 - April 3, 2025, Special Meeting

Move to adopt T Mote, seconded by P Lyons, passed 6-0

5. Presentation of Awards.
 - Larry Gardner – 25 years of service
 - Arbor Day Proclamation

6. City Manager's Report.

Sara Devlin, Deputy City Manager –

The budget season is nearing conclusion. Our target was to hold increases to around 2.9% to align with the 2024 consumer price index inflation figure. The school is currently proposing an approximate 5% increase over last year and the municipal budget is approximately a 1% increase over last year. Despite being a largely maintenance budget, we have been able to add some meaningful investments, including funding a full-time Parks and Recreation Director and the addition of four key public safety personnel. The school budget is slated to be voted on tonight (4/21) and there will be one more final budget workshop in the coming weeks for the municipal side. We expect to bring the full budget to the Council for adoption at the May meeting, which will allow staff the time needed to prepare and send out tax bills on schedule. Also we are beginning to plan for the allocation of Economic Development TIF surplus funds, with around \$500,000 in new capacity created by a reduction in the district debt service and an increase in value of the TIF Districts.

The Courthouse Collaboration – we have reached a major milestone outlining the land swap and road construction deal between the city, the state judiciary, and the Wardwell family; this framework allows the authority granted by the Council earlier this year. The next steps include finalizing the purchase agreements with the Merrill, Adams, and Wardwell families for an approximately .22 mile road that the city will construct. Once those are ready we will bring the land acquisitions back to the Council for approval, the anticipated values remain within the scope

of the FY25 local road account. A detailed update and options for funding will follow in the near future.

Hiring updates for Economic Development and Planning – we are thrilled to share that we have extended an offer, and it has been accepted for the Economic Development Director; after a very competitive process that included over 40 applicants and multiple rounds of interviews. We are waiting to finalize the references and background check before a more detailed public announcement but are very confident that this individual will be transformational for the team. The search for our next City Planner has actively begun, we began interviews today (4/21) and will hopefully be coming to a final decision in the coming weeks.

Downtown Façade Grant program – the latest round of our downtown façade grant program received more interest than funding would support, which is a testament to the commitment of our small business owners to invest in and enhance the downtown experience for both residents and visitors. We are proud to partner in this work and will be exploring ways to extend the program in the future.

Beautification and Park Investments – planning is underway for the plantings along Main Street, High Street, the marina, Knowlton Park and City Hall just ahead of Memorial Day. A special thank you to Caleb from the Highway Department, who not only helps in road operation but coordinates our beautification program; the paperwork, planning and planting included. To save funds we are assembling our own hanging baskets and planters and would love volunteers to help, interested residents can email Charlie. Additional park improvements include new playground equipment being installed, the splash pad being resurfaced, a proposed \$50,000 investment in Knowlton Park upgrades in the FY26 budget and transitioning to a year-round maintenance staff for Parks and Recreation areas replacing our current seasonal framework.

Road work – paving season has begun and there are two major components. We have our city funded work which totaled \$1.6 million, and was awarded earlier this year, the focus areas are currently in the summer zones, like the Harbor, Marina and Boggy Brook Road. Demeyer field is going to be the site of a little league tournament in early summer. Many thanks to all involved in preparing those sites for the work. The other major work is state-led, including High Street, Washington Junction Road and the intersection on Bridge Hill where Bucksport Road and Surry Road connect. For a full schedule and updates you can visit the city website or follow us on social media.

7. Committee Reports.

J Stein, Recreation Commission – they met April 15th, and were very excited to hear about a Parks and Recreation person. They have a lot of things they have been trying to get done, so having help will be great. They will launch a “park day”, May 24th 9-11am. It was going to be a cleanup day but since the Public Works Department will have their trash cans out they don’t think there will be a lot to clean up, so they want to show off newly installed equipment and check out the park.

T White – Arbor Day is Friday, April 25th. There will be a talk at the Moore Center from 5:30 to 7pm, where the speaker will be talking about how to set up a tree trust. The trust could be used to set money aside for maintenance and planting of trees in the future.

S O’Halloran, Finance Committee – at the meeting on Friday he believes the entire group was very excited about how far ahead of last year we are in the budget season. It seems that in one year’s time there has been huge progress, and everyone has worked really hard on it. Unlike previous years, this year there was a lot of information available to them. There was also a speaker that mentioned that the city has a judgement against a family in town. It is due to a violation of

an ordinance, which he understands, but he feels that instead of taking them to court there could have been a workout plan or something else done.

8. Citizen's Comments.

PJ Keenan, Ellsworth Chamber Director – would like to invite everyone to the Annual Meeting on May 8th, in the YMCA parking lot. Tickets can be purchased on the Chamber website or by calling and your ticket includes dinner.

Cara Romano, Director of Heart of Ellsworth – Heart of Ellsworth is thrilled to bring two festivals to town next month, Maine Seaweed Week and Jane's Walk. Seaweed Week will take place April 25th thru May 4th. The annual statewide celebration highlights Maine's vibrant seaweed harvest and robust production of seaweed adjacent products. We are proud to be the first accredited Main Street Community and only town/city in the state to be a hub for Seaweed week. It is sponsored locally by Maine Coast Sea Vegetables and Star 97.7 and features ten downtown businesses offering seaweed inspired food specials, creative beverages and seaweed floral arrangements. There will be an evening seaweed market and art show on Thursday May 1st from 4-7pm at the 16 State Street Makers Space building. Jane's walk is an international festival of free volunteer-led walking conversations. The walks invite community members to explore local history, share stories and engage by walking and talking with community members and leaders. Ellsworth will host six Jane's walks this year in collaboration with non-profits, local residents and a few Council members.

Patrick Shea – he used to live in Clinton for a while and he understands how hard it is to work through the budget process because he was part of the Parks and Rec committee and was involved with the community. He believes more can be done to cut the budget, and that the City Manager and Deputy City Manager need to make sure that department heads are using vehicles efficiently and that tax dollars are being spent properly. Kudos to the Public Works Department for trying to stay ahead of all the areas we have, but sidewalks should be taken care of better. He believes that we should have improved signage around the Old Burial Grounds and a sign at Woodbine and other cemeteries letting people know that dogs shouldn't be allowed. Also there should be hours posted because there is a state law that governs them.

9. Councilor Comments.

J Stein – following up to one of the comments made in the citizens comments, he believes that some emergency vehicles need to remain idling by law or their SOPs, but we could look into other vehicles.

S O'Halloran – one of the things that he has learned through the budget process is that this year has been the best in the four years that he has been here, and he commends everyone for what has gone on. He feels that sometimes he needs to dig more to get information, which can be hard to do, but this year has been full of information. He would invite every presentation next year to build off this year. Transparency is key, and this year there has been more transparency than in previous years, which is a great things for the city.

UNFINISHED BUSINESS

CONSENT AGENDA

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NEW BUSINESS

10. Public Hearing and action on the application(s) for renewal for the following license(s):

- Ellsworth Hampton Inn, 4 Downeast Highway, for renewal of a City Lodging House License.
- Ellsworth Moose Lodge #2698, 47 Foster Street, for renewal of a City Class B License (Victualer, Liquor and Amusement) and renewal of a State Liquor License.
- Twin Hills Cottages of Acadia, 210 Twin Hill Road, for renewal of a City Lodging House License.

Move to approve the renewals as presented, T Mote, seconded by T White, passed 6-0

****New Business****

- 207 Collectibles LLC d/b/a Ellsworth Candlepin Alley, 25 Eastward Lane Suite 6, for a new City Class B License (Victualer, Liquor and Amusement).
- Acadia Provisions, 425 High Street, for a new City Class C License (Victualer and Liquor) and a new State On Premise Beer and Wine Liquor License.
- Pentacle LLC d/b/a Thaiconic, 78 Downeast Highway, for a new City Class C License (Victualer and Liquor) and new State On Premise Beer and Wine Liquor License.

Move to approve Acadia Provisions, T Mote, seconded by T White, passed 6-0

Move to approve Pentacle LLC d/b/a Thaiconic, P Lyons, seconded by J Stein, passed 6-0

Move to table 207 Collectibles LLC d/b/a Ellsworth Candlepin Alley, T Mote, seconded by J Stein, passed 6-1 (S O'Halloran opposed)

11. Council Order #042500 Presentation from Ellsworth Police Department on loitering policies. (Sponsored by Councilor O'Halloran)

S O'Halloran – a gentleman brought this issue to a Finance Committee meeting, so he thought bringing it to a Council meeting, where more people could learn about it, would be beneficial.

Troy Bires, Police Chief – After a little research, in our ordinances, Chapter 11 Use of Streets section 113, addresses loitering. It states that no person shall loiter in any street or place, doorway, store after being ordered by the police to move. That is the extent of our loitering ordinance in the city and was added to the ordinance in May of 1976. The PD enforces criminal trespass laws, so if someone were to call about a person on their property, they would give them a warning for trespass and have them move along. The only exception to this is for the homeless, there is a separate protocol for them that they follow. Talking about the people in the medians with signs, there have been several cities who have tried to pass an ordinance to do away with people standing there begging for money, etc., but they were taken to court and lost because it was deemed a violation of first amendment rights. If people are moved on from private property, blocking or impeding traffic or violating any other laws, the PD can address that, but the incident that was brought to the Finance Committee, he doesn't believe that they were intentionally driven to the private property. The PD gets very few complaints about people in the median and when

they do receive the calls, they explain that there isn't much that they can do about it unless they are actively walking up to your car and asking you for something or impeding traffic or are being unsafe.

Jarad Wilbur – since the City of Portland was sued in 2013, many municipalities have put verbiage in their ordinances, not to take away rights, but to make sure that intersections with high accident rates don't have loitering there. To protect the person in the median and also to protect the person in the automobile.

Chief Bires – ordinance wise, it would be up to the Council, if they wanted to develop one, then the PD would enforce it.

J Stein – he also did some research because he wasn't entirely sure what they were going to be talking about, and he was struck by Portland's action, review of ordinance and then lawsuit. The ACLU is who sued, and ended up winning, they said it would restrict free speech under the guise of safety. There wasn't currently an issue but there could have been and what this was taking away from people's rights.

Patrick Shea – he stated that there has been a lot of loitering, and some of the people in the intersection violate Maine's distracted driving law because they cause people to look the other way so they are not paying attention to where they are driving.

12. Council Order #042501 Public Hearing and action on the Ellsworth School Budget Resolutions for FY2026.

- a) Order Approving State/Local EPS Funding Allocation for Public Education from Pre-Kindergarten to Grade 12 for Ellsworth Schools for FY2026.

Move to approve as written, T Mote, seconded by P Lyons, 5-1 (S O'Halloran abstained)

- b) Order Approving Non-State Funded School Construction Debt Service for Ellsworth Schools for FY2026.

Move to approve as written, T Mote, seconded by P Lyons, passed 5-1 (S O'Halloran abstained)

- c) Order Raising and Appropriating Additional Local Funds for Ellsworth Schools for FY2026.

Move to approve as written, T Mote, seconded by P Lyons, passed 5-1 (S O'Halloran abstained)

- d) Order Approving Total School Operating Budget for Ellsworth Schools for FY2026.

Move to approve as written, T Mote, seconded by P Lyons, passed 5-1 (S O'Halloran abstained)

- e) Order Appropriating and Raising Funds for Adult Education for FY2026 as Required by the Maine Revised Statutes, Title 20-A M.R.S.A §8602-A(1).
- f) Order to Raise Local Funds for Food Service in the Ellsworth Public Schools for FY2026.
- g) Order to Authorize Expenditure of Grants and Other Receipts for School Department Programs.
- h) Order to Authorize the Establishment of Reserves from Balance of Funds at Year End.
- i) Order to Authorize the Addition to Reserves from Balance of Funds at Year End.

j) Order Authorizing Disposition of Additional State Subsidy.

Move to approve as written, P Lyons, seconded by T White, passed 5-1 (S O'Halloran abstained)

13. Council Order # 042502 Public Hearing and action on the request of the Arbor Commission for amendments to the City of Ellsworth, Code of Ordinances, Chapter 43, Tree Ordinance. *Casey Hanson – bringing back the tree ordinance with edits from January. The ordinance was originally made in 1991 and was very limited; so when the commission came back into being, one of their goals was to update it. There were a few things that needed to be adjusted, which the commission agreed with, the biggest thing that needed to be changed was permits. This is only protecting trees on city property not on private property. They added pruning and cutting standards as addendums to the ordinance, which were taken from the American National Standards Institute (ANSI).*

A question was asked about what role the Code Enforcement office would have in this and Councilors had a discussion about it and determined that the Tree Warden would be the one issuing the permit and violations and that this ordinance is giving them the power to do so.

Mike Harris, Public Works Director – for clarification for everyone, he asked who the Tree Warden currently is, to which the response was Charlie (City Manager). So at this time someone looking to do tree work would go through the process with him. Councilor White, a member of the Arbor Commission, stated that they would like to change who the Tree Warden is. They would like to ideally have it be someone who is a certified arborist.

Patrick Shea – as he stated earlier in the meeting, he was on the parks and recreation committee and board. The chairman of the Parks and Recreation board was the tree warden. They maintained green spaces, walking trails, baseballs fields, basketball court and river park. It was hard crafting the ordinance because some of the trees were on the other side of the sidewalk, which was actually in the right-of-way.

Sue McLean, Tax Collector/City Clerk – asked for an example of why someone would need a permit, because it sounds like the trees are on public property. Casey responded that people don't always know that a tree that they think is on their property is actually in the right of way. Councilor White also added that an instance she has run into a lot is curb cuts, for example someone putting in a new driveway.

Casey – they also have a Community Tree Steward this year, and one of his major projects is to figure out the right-of-ways and which trees the city actually owns. Councilor Lyons added that it is important for the city to know which trees are ours because we are responsible for them.

Robert Grant, Code Enforcement Officer – he read the ordinance for the first time tonight (4/21) and his question is about article 9, violations and penalties. It says that it may result in fines and penalties for violations but is not specific as to what they may be. There is no language to define how it would be assessed.

Chair Beal – asked about the permit fee and had they discussed a dollar amount and whether the Tree Warden would collect that or if it should be part of Chapter 14, Licenses and Permits, and go through the Clerk's Office. It was generally agreed that having it go through the Clerk's Office was the best and that we will research a reasonable fee to cover the administration time for the permit.

Stephen Shea – this is the first time he has been able to look at this updated ordinance. His question is, has there been problems with trees in general the way we are doing it now with the City Manager taking care of things? Councilor White stated that no one that is trained to understand

trees is looking at them right now. She believes that it is a problem because sometimes trees might get damaged during construction or removed when they don't need to be. Mr. Shea asked why the City Manager can't continue to do this and why we need to appoint a new position. Councilors assured him that they are not appointing a new position at this time, that this is only approving the ordinance, but there might be the potential of the Parks and Recreation Director to take over that position or later on when there are more people in the department one of them could take it on.

There was discussion about the wording for the appointment of the Tree Warden, so that it can stay with the City Manager until another option comes available. It was decided that changing the language to say "The City Council shall annually appoint a Tree Warden, if possible with forestry and/or arborist credentials" would cover us for now and in the future.

Move to adopt the amendments to the City of Ellsworth Code of Ordinance, Chapter 43 Tree Ordinance, subject to three revisions. First, article 3.1 to say, "The City Council shall annually appoint a Tree Warden, if possible with forestry and/or arborist credentials." Second, article 5.1 after "A permit" add "issued by the tree warden" third article 9.1, add a comma after penalties and "pursuant 30-A M.R.S., section 4452, and finally in appendix 1, Tree Removal Standards, section 4, second bullet change "through the Arbor Commission" to "to the Board of Appeals", P Lyons, seconded by J Stein, passed 5-1 (S O'Halloran opposed)

14. Council Order # 042503 Request of the Public Works Director to amend the current contract with Northeast Paving to include mill and paving the Franklin Street Parklet.

Mike Harris, Public Works Director – we put out an invite to bid and received bids on local roads and ended up well under the total we had anticipated to spend so the parklet came up as a good candidate to try to get paved before the season this year. He is here with a change order to the local roads contract. He has already spoken with Northeast Paving, they looked at the location and gave him the price, so he would like to request to expend the additional funds on the work.

Councilor Stein – believes it is great that we have this extra money because we came under bid and that we want to spruce up the parklet, but is it the best use of it? Is paving what we want to see for the future or would it be better utilized as another permeable surface, depending on how we want to use it? The Rec Commission has had some ideas as well as Heart of Ellsworth for the space.

Cara Romano, Heart of Ellsworth – many people have been working on this project since before the pandemic. In 2017/18, Taste of Ellsworth started and the whole concept of that was to frame it up that space for it to eventually become a public space. Their design committee has been tirelessly working for many years and have come up with a concept sketch for the space. Over the past few years she has been doing some research with other "Main Streets" around the state that have put together similar plans to this, and Westbrook is a great case study that we should consider. We have stormwater here, and there they have a transformer. The situation is very similar and theirs is done. She agrees with Chair Beal that \$26,000 is a lot of money to put into something that may not be there in another two years. She would encourage everything to really think about this and when conversations about this at the city level happen, Heart of Ellsworth Design Committee would like to be involved and can also help with funding.

Councilor Lyons – asked if the stormwater work could be done without repaving it? PWD Harris responded that yes the work can be done what they will end up doing is patching it, so it would be partially paved with that. Councilor Lyons followed up with if we didn't pave it for another year

would we be risking any safety issues? PWD Harris responded no, it is just like a lot of the streets that haven't been paved in long time, that is has frost heaves and such.

Several Councilors liked the idea of improving the space and paving it but don't want to spend the money if we are going to end up tearing it up in the next few years to do something else. They would rather work with Heart of Ellsworth and other groups and get the space figured out first.

Councilor O'Halloran – likes what he is hearing but wants to talk little about the process. He doesn't believe that rushing into this plan is going to serve anyone well, and is glad that it sounds like they won't be acting on this item. He is troubled with not putting this out to bid, we have a policy that anything over \$15,000 goes out to bid. He doesn't believe that jumping at giving this contractor an extra job just because we came under the bid is right because it needs to go through the proper process.

Move to reject the request of the Public Works Director for paving of the Franklin Street Parklet, T Mote, seconded by J Stein, passed 6-0

15. Council Order #042504 Discussion and action on the request of the City Manager to approve the annual reports for affordable housing tax increment financing districts.

This is an annual report that we have to submit to the state, Finance put together the report. It is accounting of what we have for our affordable housing tax increment financing districts.

Move to approve the annual reports for tax year April 1, 2024 through March 31, 2025 for affordable housing tax increment financing districts Leonard Lake, Oriole Way and Oriol Way Senior in the City of Ellsworth, J Stein, seconded by T White, passed 5-1 (S O'Halloran opposed)

16. Council Order # 042505 Discussion and action on the request of the City Manager to allocate Tax Increment Financing funds for consulting services for review and possible changes to the current TIF District Plan, the City's Capital Improvement Plan, and certain City Ordinances.

DCM Devlin – this came up during the budgeting process, when we identified some areas that we would likely need some consulting help on. When they reviewed the TIF districts and what was authorized to be used for funding, they thought moving the funds from the general fund to use them with the TIF funding to work towards implementing the comprehensive plan, housing needs assessment and the business attraction plan. They would like to review the TIF districts and realign them and possibly create additional ones, work on the Capital Improvement Plan (CIP), which she is currently working on and is a very large task and do a policy and ordinance review so they can be updated to more evenly match what is in the Comprehensive Plan, Housing Needs Assessment and Business Attraction plan. City Manager Pearce identified the surplus TIF Funding that is undesignated to use to get the consultants jump started in this fiscal year.

Councilor Lyons is in support of this, he thinks that it is time for us to reevaluate our TIF Districts and the programming and knowing how stretched some staff is hiring a consultant, who is more of an expert in the area, to do the work is important.

Move to authorize the City Manager to allocate surplus funds from the city's economic development tax increment financing (TIF) account for the purpose of securing consulting services related to: (1) the review and potential amendment of the City's current TIF District Development Program; (2) an update to the City's Capital Improvement Plan with a focus on economic development readiness; and (3) policy and ordinance review related to housing and business development. These consulting services shall be funded from surplus TIF funds

consistent with the city's adopted TIF District plan. The city manager shall ensure that all expenditures comply with the plan's allowable uses and provide the City Council with updates as the work progresses and RFPs are reviewed and selected for final approval by Council, P Lyons, seconded by J Stein, passed 5-1 (S O'Halloran opposed)

17. Executive Session pursuant to 1 M.R.S.A §405 (6)D to discuss labor negotiations between the City of Ellsworth and the Ellsworth Police Association (affiliated with the Maine Association of Police – MAP).

Move to enter executive session, J Stein, seconded by P Lyons, passed 6-0

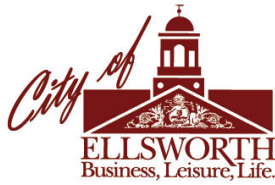
Move to exit executive session, J Stein, seconded by P Lyons, passed 6-0

18. Discussion and action on labor negotiations between the City of Ellsworth and the Ellsworth Police Association (affiliated with the Maine Association of Police – MAP)

Move to approve the contract negotiated with the Police Union for the period of July 1, 2025 to June 30, 2028 as proposed, P Lyons, seconded by T White, passed 5-0 (T Mote recused herself)

19. Adjournment.

Move to adjourn, P Lyons , seconded by J Stein, passed 5-0



Proclamation of Pride Month

WHEREAS, the City of Ellsworth strives to be a community that is welcoming and supportive of all its members; and

WHEREAS, across the Nation, June has been declared Pride Month to commemorate the Stonewall Riots and the subsequent work toward achieving equal justice and equal opportunity for lesbian, gay, bisexual, transgender, and queer (LGBTQ+) Americans; and

WHEREAS, all LGBTQ+ individuals should be able to live their lives with dignity, respect, and free from the fear of harassment; and

WHEREAS, The City of Ellsworth is committed to ensuring that all residents and visitors in our community are treated with dignity and respect regardless of race, gender, age, sexual orientation, or gender identity and expression; and

WHEREAS, Ellsworth supports the legal non-discrimination protections for LGBTQ+ Mainers made into law in 2005; and

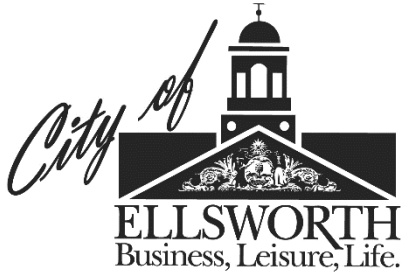
WHEREAS, Pride Month is an opportunity to recognize and support the Ellsworth LGBTQ+ community and acknowledge the ongoing work of the citizens of Ellsworth to advocate for equal rights and acceptance of all people regardless of race, gender, age, sexual orientation, gender identity, and gender expression; and

WHEREAS, June Pride month is an occasion to recognize that when some individuals are denied the promise of equality, then all citizens are affected,

Now THEREFORE, be it resolved that the City Council of Ellsworth, Maine does hereby proclaim the month of June as Pride month in the City of Ellsworth and urges all members of our community to advocate for equality and to work together to advance the principles of equal rights, justice, and opportunity for all of their fellow citizens.

Signed this 19th day of May 2025.

_____, Michelle Beal, City Council Chair



Planning Department

1 City Hall Plaza ▪ Ellsworth, ME 04605-1942
Phone (207) 669-6608 ♦ Fax (207) 667-4908
bmerrill@ellsworthmaine.gov/www.ellsworthmaine.gov

Memo

To: City Council
CC: Sara Devlin, Deputy City Manager
From: Brittany Merrill, Planning Department
Date: May 8, 2025
Re: Appointment of Planning Board Members

Suggested Motion:

Move to appoint Lisa LaRue as alternate (1) Planning Board member with a term to expire 6/30/2025.

Move to appoint Matthew Outhier as alternate (2) Planning Board member with a term to expire 6/30/2026.

Background:

Two names are on your agenda for the May 19, 2025, meeting for appointment as alternate members to the Planning Board.

A committee made up of Assistant City Planner Brittany Merrill, Planning Board Chair John Deleo, and Planning Board Vice-Chair Rick Lyles with oversight from Deputy City Manager Sara Devlin, recently interviewed three applicants who were interested in serving on the board. The Board has two alternate positions with two-year terms that have been vacant since May and November of 2024.

The two candidates chosen by the committee to fill the currently vacant alternate positions are Lisa LaRue and Matthew Outhier. Both have a wealth of professional experience to draw from, an appreciation for the Planning Board's role and purpose in development and zoning matters, and a desire to serve the community they call home.

Lisa LaRue is being recommended for appointment as first alternate. The seat has been vacant since November 2024, and the term expires June 30, 2025.

LaRue is a resident of Ellsworth and has extensive training and experience with zoning and planning boards. This includes providing training for the State of New Jersey on plan review, ADA requirements, and many other development-related topics. She will bring a wealth of experience to the Ellsworth Planning Board.

Matthew Outhier is being recommended for appointment as second alternate. This seat has been vacant since May 2024, and the term expires June 30, 2026.

Outhier is a resident of Ellsworth and a licensed professional (civil) engineer currently employed by Acadia National Park. He has considerable experience in land development-related activities which will be valuable to the Planning Board, especially when reviewing larger development proposals.

September 30, 2024

City of Ellsworth

Matt Williams City Planner

1 City Hall Plaza

Ellsworth, ME 04605

Mr. Williams,

I am submitting this letter to inform you that I am interested in the open seat on the Ellsworth Planning Board. I have been a homeowner in Maine for 13 years and a resident in Ellsworth for three. I believe that it is time for me to take an active role in the future development of our area. The Planning Board plays a crucial role in that process

I served on a NJ Municipal Zoning Board for 7 years – two of those as Vice Chair. That was followed by 1 year on the Planning Board. The community was similar to Ellsworth in size and population.

My 25+ year career and certifications with the State of New Jersey included many Land Use and Development related topics such as: Zoning Officer, Building Official, Fire Inspector, Site Plan Review, Plumbing Inspector, Housing Inspector, Hotel and Multiple Dwelling Inspector, Mechanical Inspector, Construction Official and more. I have a degree in Code Enforcement that included engineering and design courses. In addition, I was a nationally recognized consultant and educator on topics such as Barrier Free, ADA, OSHA, Fire Alarms, Housing Inspection, Plan Review, Burglar Alarms, Hydrogen Fuel Technology, Means of Egress, Commercial and Residential Plan Review etc.

With these experiences I do believe that I would bring useful insight to review of applications brought before the board. It would be my honor to serve the residents of Ellsworth to ensure that the regulations and intentions of the City and its ordinances are followed.

Thank you for your consideration,

Lisa LaRue

135 Windsor Way

Ellsworth, ME 04605

609-314-1334

Brittany Merrill

From: Matthew Outhier <mouthier@gmail.com>
Sent: Wednesday, November 6, 2024 12:39 PM
To: Matthew Williams
Subject: Planning Board Member
Attachments: Outhier Resume Division Chief.pdf

Hi Matt,

I was at the offices last night voting, and saw your flyer looking for two volunteers to join the Planning Board. The wife and I moved to the area in March, and I'm looking to get involved in the community. I'm a licensed civil engineer in Maine and California with a deep background in land development. I'm currently the Chief of Project Management at Acadia National Park. My resume is about a year out of date and doesn't include my current role. If you want to see something more current, I can get it updated.

Are you still looking for a couple of volunteer members?

--

Matt Outhier

MATTHEW OUTHIER, PE, MSCE

41150 Riverbend Ln • Ahwahnee, CA 93601 • (209) 347-0563 • matt_outhier@nps.gov

U.S. Citizen

Veteran's Preference: No

EXPERIENCE

Acting Branch Chief/Supervisory Civil Engineer GS-0810-12/13

Facilities Management Division, Design & Engineering Branch

NPS, Yosemite National Park

5083 Foresta Road

El Portal, CA 95318

Mike Vantzelfden, Chief of Facilities

(209)379-1077, mike_vantzelfden@nps.gov

- Acting detail began May 7, 2023; 120 day GS-13 Temporary Promotion tentative EOD June 18, 2023 (tentative offer accepted)
- **Managing Human Resources**
 - Serves as Quicktime Certifier for Branch
 - Seasonal intern on-boarding guidance and assistance, managing housing requests.
 - Provide mid-year EPAP check ins on time.
 - Employee conduct conversations and management
 - Actively conducting Human Resource Duties listed below under Civil Engineer GS-0810-12
- **Oral Communication**
 - Communicates weekly with Chief of Facilities regarding status of Branch.
- **Project Management**
 - Drafts proposals for funding through Hetch Hetchy Water and Power (HHWP)
 - Actively conducting Project Management duties listed below under Civil Engineer GS-0810-12
 - Monitors the professional quality of projects through personal involvement and subordinate supervisors.
 - Manage a multi-disciplinary team to identify technical or policy issues, coordinates solutions and keeps projects within established scope, schedule, and budget.
 - Leads and works with professional design and construction disciplines.
- **Technical Competence**
 - Serves as Park Chief Engineer and acts as Subject Matter Expert across all divisions in the park.

May 7, 2023
to Present
40 hrs/week
1 month

Civil Engineer GS-0810-12

Facilities Management Division, Design & Engineering Branch

NPS, Yosemite National Park

5083 Foresta Road

El Portal, CA 95318

Kerstin Henry, former Design and Engineering Branch Chief

(906) 630-1479, kerstin.henry@gmail.com

Alyssa Sharp, Acting Design and Engineering Branch Chief

(209) 347-9189, Alyssa_Sharp@nps.gov

- **Managing Human Resources**
 - Serves as hiring manager and supervisor for Yosemite's first rear-round engineering internship.
 - Navigates USAStaffing requests, HR Portal, and organization chart updates.

October 1,
2018 to May
7, 2023
40 hrs/week
4 years, 7
months

- Updates Position Descriptions (PD's) for engineering internship positions.
- Revises Job Analysis (JA's) for engineering intern positions.
- Reviews certs and arranges for interviews.
- Serves as chair and member for countless interviews in and out of Design & Engineering.
- Creates workplans for engineering student interns.
- Mentored three UC Merced engineer students in the Yosemite Leadership Program Summer Internship (YLPIS).
- **Oral Communication**
 - Provides guidance to other project managers, park staff, and customers through project oversight activities and effective communication.
 - Presents potential projects at the park's multidisciplinary Project Planning Meeting.
 - Presents projects at Bureau Investment Review Board (BIRB) and Investment Review Board (IRB) meetings.
 - Provides status updates on projects and workload at weekly Branch meeting.
- **Project Management**
 - Serves as a senior project manager responsible for the overall management, control, coordination, and execution of assigned projects.
 - Applies project management principles to assure individual projects adhere to approved scope, schedule, and budget.
 - Serves as the project manager and Contracting Officer's Representative (COR/COTR) for Architect/Engineer and Construction contracts.
 - Coordinates with Denver Service Center (DSC) and Pacific West Region (PWR) in awarding A/E and construction contracts ranging from \$100k to \$6M+.
 - Negotiate Architecture/Engineering (A/E) services, construction management services, and construction contracts to carry out a multi-year program of work.
 - Writes Scope of Work (SOW's) for Architect/Engineer and Construction Contracts.
 - Facilitates Scoping Trips, Value Analysis Workshops, and Design Charette's for projects in Title I/Title II design stages.
 - Serves on Technical Evaluation Panels (TEP's) as both member and chairperson.
 - Conducts Substantial Complete walks at the close of construction.
 - Creates Planning, Environment & Public Comment (PEPC) entries for new projects.
 - Creates Project Management Information System (PMIS) entries for new projects.
 - Shepherds projects through compliance process.
 - Writes grant proposals seeking funding through Yosemite Conservancy.
 - Determines project goals, objectives, and establishes deadlines and milestones.
- **Technical Competence**
 - Provides professional project management and civil engineering expertise for the planning, design, construction, expansion, and rehabilitation of park utilities, infrastructure, and facilities, in a park that includes numerous buildings and facilities of various types and uses, an extensive park-managed road and trail system, and an extensive park-managed utility system that includes water, wastewater, electrical, and telecommunications systems.
 - Prepares and provides briefings, progress reports, completion reports, findings, and recommendations to senior management.
 - Utilizes AutoCAD Civil 3D software to accomplish civil engineering design work and drawing preparation.
 - Creates Construction Specifications for projects.

- Prepares Class A, B, and C Independent Government Estimates (IGE's).
- Responds to Requests for Information (RFI's) and prepares Modifications during construction.
- Reviews and approves Division 1 and technical submittals from construction contractors.
- Processes as-builts provided by construction contractors into the Park's basemaps.
- Installed piezometers and groundwater monitoring wells.
- Replaced composting toilet and waste crib in the backcountry.
- Provides technical expertise and provides recommendations that informs park leadership on significant and controversial issues, including the Glen Aulin bridge replacement and the Washburn Fire debris deflectors.
- Learned how to operate Leica Total Station and Trimble SX12 scanner.
- Processes and creates topographic maps.
- **Additional Duties:**
 - Act as Design & Engineering Branch Chief and Facilities Division Chief in their absence and made operational decisions regarding program execution in the reopening of Glacier Point Road.
 - Holds Supervisor (SP) and Real Property (RP) roles in FBMS
 - Serves as interim land surveyor (3 years).
 - Red Carded for Wildland Fire, served on the Department of Interior Burned Area Emergency Response (BAER) Team for the Washburn Fire in Yosemite. Currently red carded for the 2023 fire season.

Okay to contact Supervisors: Yes

Senior Civil Designer/Civil Engineer

Stantec Consulting LTD, Community Development
38 Technology Drive
Irvine, CA 92618
Dale Watson, PE, Senior Project Manager
(949) 923-6933, Dale.Watson@stantec.com

March 2015
to Sept.
2018
40 hrs/week
3 years, 7
months

- **Technical Competence:**
 - Responsible for site design, grading, storm drain, sewer, domestic water, recycled water design for various projects including residential, commercial, and recreational parks
 - Responsible for pursuing various permits, addressing plan check comments from various agencies.
 - 3-D modeling for electrical substation facilities in Southern California.
 - Served as a Site Inspector on the Critical Infrastructure Team for Nationwide Infrastructure Support Technical Assistance Consultants (NISTAC) for the Public Assistance Program through FEMA for Hurricane Harvey (DR-4332-TX) Relief in Texas on a 6-month assignment.

Okay to contact Supervisor: Yes

Adjunct Faculty Member

California State Polytechnic University
3801 W Temple Ave
Pomona, CA 91768
Kenneth Lamb, PE
(909) 869-3422, kwlamb@cpp.edu

January
2017 thru
Dec. 2017
10 hrs/week
12 months

- Adjunct faculty member teaching Engineering Hydraulics Laboratory to 24 students
- Supervising experiments in pipe friction and losses, pump performance, open channel flow, water distribution network analysis, and open channel water surface profiles.
- Review and provide feedback for lab reports.

Okay to contact Supervisor: Yes

Project Manager

Southern California Edison
6 Pointe Drive
Brea, CA 92821
Yvette Seymour
Yvette.Seymour@sce.com

Sept. 2014
to March
2015
40 hrs/week
7 months

- **Project Management:**

- Managed and supported over 300 substation, transmission, and distribution projects in the development, design, and construction phase.
- Managed project cost and budget, scope, schedule, and resources. Contributed to planning, tracking, and reporting project performance.
- Experience interfacing and collaborating with team members, management, different departments, vendors, and stake holders.
- Experience consulting with clients and identifying their needs, developing action plans, identifying deliverables, and presenting results.
- Experience providing exceptional service to internal and external customers, ability to manage information and risk.

Okay to contact Supervisor: Yes

Engineer 2

Southern California Edison
1 Innovation Way
Pomona, CA, 91768
Todd Engle
Todd.Engle@sce.com

August 2010
to Sept.
2014
40 hrs/week
4 years, 1
month

- **Technical Competence:**

- Responsible for substation grading plans, including paving, fencing, earthwork, and drainage features. Prepare drawings and calculations for submittal to city and county entities to obtain grading permits. Represent the Civil 1 Group at engineering job walks.
- Created Spill Prevention Control and Countermeasure (SPCC) BMP's for electrical transformers.
- Spearheaded 3-D modeling for electrical substations, developing realistic renderings of future and existing substation projects for use with clients and management, while staying current with relevant technology and innovation.

Okay to contact Supervisor: Yes

Civil Design Manager

New Horizon Engineering & Surveying, LLC
252N 200W
Cedar City, UT 84720
Scott Neil, PE
(435) 531-6133

October
2004 to
March 2007
32 hrs/week
2 years, 7
months

- **Technical Competence:**

- Responsible for design and submittal of subdivisions, including: utility design, conceptual plans, preliminary plats, construction drawings, quantity takeoffs, final plats, as-builts, and working with reviewing agencies for plan approvals. Also prepared and submitted zone change maps, annexation maps, and site plans.

Okay to contact Supervisor: Yes

CAD Operator

DMC Design Group
170 N Maple St, #101
Corona, CA 92880
David Cospo

March 2004
to October
2004
32 hrs/week
8 months

- **Technical Competence:**
 - Responsible for redlines and drawing quality control.
 - Responsible for hydrology models and basin design.

Okay to contact Supervisor: No

EDUCATION

California State Polytechnic University, Pomona, Pomona, CA

Received
June 2017

- Master of Science
 - Major: Civil Engineering - Environmental and Water Resources
 - Related course work: Municipal Hydraulic Systems, Advanced Wastewater Treatment, Advanced Water Treatment, Applied Hydrology, River Mechanics, GIS Applications in Civil Engineering, Project Management, Research Methods, The Urban Development Process, Land Use Entitlements, Environmental Assessment – California Environmental Quality Act (CEQA)

Arizona State University, Polytechnic, Mesa, AZ

Received
Dec. 2009

- Bachelor of Science
 - Major: Engineering
 - Focus: Land Planning
 - Related course work: Transportation Engineering, Engineering Statistics, Fluid Mechanics, Materials Selection, Differential Equations, Linear Algebra, GIS in Natural Resources, Civil Land Development, Hydrogeology and Soils, Stormwater, Thermo-Fluids, Manufacturing Processes

Southern Utah University, Cedar City, UT

Received
June 2007

- Associate of Science, General Studies
- Attended 2004-2007

California State Polytechnic University, Pomona, Pomona, CA

- Major: Civil Engineering
- No degree awarded, attended 2003-2004

Fullerton College, Fullerton, CA

- Major: None declared
- No degree awarded, attended 2000 -2003

TRAININGS / CERTIFICATES

- Licensed Professional Civil Engineer, State of California, C 87626
- Qualified SWPPP Developer/Practitioner, CASQA, 27249

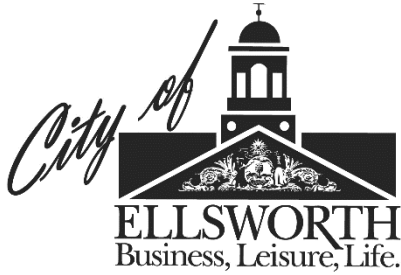
- FAC COR Level II Certificate – obtained 8/27/2019
- Valid California Driver's License – B6303593
- Microsoft Excel Part 2
- Microsoft Project
- ASCE - Cost Estimating
- Asbestos Project Designer - Initial
- Asbestos Awareness
- Supervising Youth
- Vanishing Treasures Training Program: Topics in Historic Preservation
- Introduction to the Planning, Environment and Public Comment System (PEPC)
- NPS Fundamentals
- Wildland Fire – Red Card
- Burned Area Emergency Specialist (BAES)
- CLE 001 Value Engineering
- CON 121 Contract Planning
- CON 124 Contract Execution
- CON 0070 Source Selection
- On-Site Wastewater Treatment – Level 1

REFERENCES

Barney Riley
Retired Chief, Facilities Management and Engineering, YOSE
barneyriley@gmail.com
(559) 666-0269 cell

Kerstin Henry
Supervisory Engineer, Army Corps of Engineers
kerstin_henry@nps.gov
(906) 630-1479 cell

Alyssa Sharp
Acting Branch Chief, Design & Engineering, YOSE
alyssa_sharp@nps.gov
(209) 379-1065
(209) 347-9189 cell



City Clerk's Office

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 669-6680

edowling@ellsworthmaine.gov

Memo

To: City Council
CC: Charles Pearce, City Manager
From: Ebony Kramp-Dowling
Date: April 21, 2025
Re: New Business Licenses

Suggested Motion:

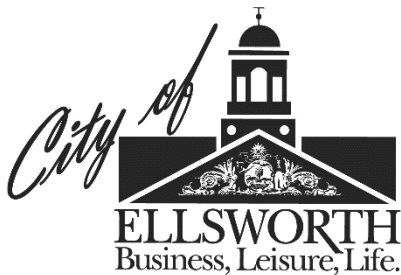
Move to approve the new Business License for 207 Collectibles LLC d/b/a Ellsworth Candlepin Alley.

Background:

207 Collectibles LLC d/b/a Ellsworth Candlepin Alley:

In November, Amanda Thurlow sold D'Amanda's to Ryan Lounder, who was operating Strike N' Slice, a food vendor, as part of the bowling alley. Ryan combined both businesses and began operating as Ellsworth Candlepin Alley under the business license for Strike N' Slice. After many attempts to reach Amanda regarding her business license with no response, Code Enforcement went to the location to post a stop work order on April 1, 2025. On April 2, 2025, Ryan came in and filled out the new business license application to combine the businesses. He will not require a new liquor license because he held the previous one under Strike N' Slice, but he will need to update the premise name with the State. We are allowing him to continue to operate as he was, so as to not disrupt business and because of his understanding and cooperativeness.

All licensing fees have been paid, inspections done and licensed signed off on by all required departments.



Social Services

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 669-6630

thowes@ellsworthmaine.gov

Memo

To: City Council
CC: Charles Pearce, City Manager
From: KaTina Vanadestine
Date: 04/24/2025
Re: Appointment of Election workers

Suggested Motion:

Move to approve the appointment of the Wardens, Ward Clerks and Election Clerks as described in the memo provided for the June 10th, 2025, City of Ellsworth School Budget Validation Special Municipal Referendum Election.

Background:

Title: Appointment of Warden, Ward Clerks and Election workers for the four voting districts

WHEREAS, Title 21A provides that the City Clerk shall appoint Wardens and Ward Clerks with the approval of the municipal officers; and

WHEREAS, these appointments are made before each election,

RESOLVED, to appoint the following people to their respective Wards:

W1 – City Hall Auditorium

Amanda Ray	Warden
Bunnie Daniels	Ward Clerk
Marcia Monk	Deputy Registrar
Susan Walsh	Election Clerk
Rhonda Parker	Election Clerk

W3-Maine Coast Baptist Church

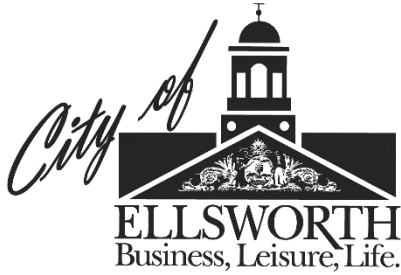
Peg Olson	Warden
Judy Blood	Ward Clerk
Ann Luther	Deputy Registrar
Linda Maxwell	Election Clerk
Aileen Young	Election Clerk
Helen Kazura	Election Clerk
Beth Smart	Election Clerk

W2 – Your Place Community Center

Lynn O'Kane	Warden
Robert Hessler	Ward Clerk
Mary Ann Lock	Deputy Registrar
Galen O'Kane	Election Clerk
Paul Lock	Election Clerk
Fred Beyer	Election Clerk
Leslie Beyer	Election Clerk
Kristi Alexander	Election Clerk
Helen Cochrane	Election Clerk
Judy Grohe	Election Clerk
Rhonda Loncto	Election Clerk

W-4 City Hall Council Chambers

Twyla Bryant	Warden
Margo Newman	Ward Clerk
Ashlie Brown	Deputy Registrar/ Election Clerk
Kelly Tupper	Election Clerk
Kathy Young	Election Clerk
Lisa El-Hajj	Election Clerk
Sarah Morton	Election Clerk



City Clerk's Office

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 669-6680

edowling@ellsworthmaine.gov

Memo

To: City Council
CC: Charles Pearce, City Manager
From: Ebony Kramp-Dowling
Date: May 19, 2025
Re: Business License Renewals

Suggested Motion:

Move to approve the Business License renewals for Shinbashi Inc d/b/a Shinbashi, Primary Organic Therapy d/b/a Curaleaf Maine, Brian Langley d/b/a Union River Lobster Pot, Cresswell Investments LLC d/b/a Airline Brewing Company, Scott Kenny d/b/a Jordan's Snack Bar, Giri Ellsworth Inc d/b/a Hawthorn Extended Stay by Wyndham, Zeppas NY Pizza, LJO LLC d/b/a Forest Ridge Campground, Corporate Chefs LLC and Melvin Lambert d/b/a Charlie's Pizza.

Background:

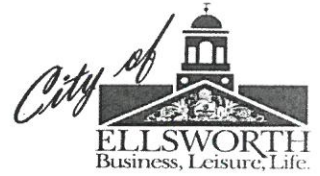
All licensing fees have been paid, inspections done and licensed signed off on by all required departments.

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

SHINBASHI INC.
SHINBASHI INC.
ATTN: BI JIAO CHEN
139 HIGH STREET
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 31 State Tax ID:
Business Name: SHINBASHI INC. State License #:
Business Address: 139 HIGH STREET Business Email: kenwu1950@yahoo.com
Business Phone: Business Fax:
Type of Business:
Mailing Address: ATTN: BI JIAO CHEN, ELLSWORTH ME 04605
Owner Name: CHEN BIJIAO Owner Phone:
Owner Address: 139 HIGH STREET, ELLSWORTH ME 04605

Fees	Fee Based On	Quantity	Amount
\$65.00 per Year			\$ 65.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 145.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.

Signature

Print Name

Date

Please return signed application and payment to the City of Ellsworth

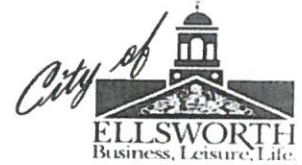
Office Use Only: Date Received: 4/21/25 Receipt No: 32.000000158

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

CURALEAF MAINE
MAINE ORGANIC THERAPY
3 MYRICK STREET PLAZA SUITE B
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 32

State Tax ID: 1147885

Business Name: ~~MAINE ORGANIC THERAPY~~
Primary Organic Therapy, dba Curaleaf

State License #: DSP105

Business Address: 3 MYRICK STREET

Business Email: licensing@curaleaf.com

Business Phone: 207-776-3813

Business Fax:

Type of Business: Medical cannabis store

Mailing Address: 3 MYRICK STREET PLAZA SUITE B, ELLSWORTH ME 04605

Owner Name: ~~SHAPAZIAN VERNONE & LOIS W TRUSTEE~~ Owner Phone: 207-776-3813
Primary Organic Therapy, Inc.

Owner Address: ~~P O BOX 681, ELLSWORTH ME 04605~~ 3 Myrick Street Plaza, Unit B, Ellsworth

Fees	Fee Based On	Quantity	Amount
\$35.00 per year		1	\$ 35.00
\$80. Public Hearing Notice Fee		1	\$ 80.00
\$1000.00 per year		1	\$ 1,000.00
Total License Fees:			\$ 1,115.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.


Signature

Edward Kremer
Print Name

4/21/25
Date

Please return signed application and payment to the City of Ellsworth

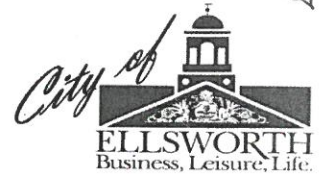
Office Use Only: Date Received: 4/28/25 Receipt No: 32.000000163

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

UNION RIVER LOBSTER POT LLC
BRIAN D LANGLEY
11 SOUTH STREET
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 56

State Tax ID:

Business Name: BRIAN D LANGLEY

State License #:

Business Address: 8 SOUTH STREET

Business Email: info@lobsterpot.com

Business Phone: 207-667-0625

Business Fax:

Type of Business:

Mailing Address: 11 SOUTH STREET, ELLSWORTH ME 04605

Owner Name: LANGLEY BRIAN D

Owner Phone:

Owner Address: 11 SOUTH STREET, ELLSWORTH ME 04605

Fees	Fee Based On	Quantity	Amount
\$65.00 per Year			\$ 65.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 145.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.


Signature

Brian Langley
Print Name

4/5/2025
Date

Please return signed application and payment to the City of Ellsworth

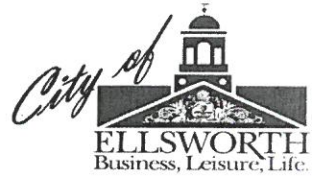
Office Use Only: Date Received: 4/14/25 Receipt No: 32.000000148

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

AIRLINE BREWING COMPANY
CRESSWELL INVESTMENTS, LLC
132 PEAKED MOUNTAIN DRIVE
AMHERST ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 185

State Tax ID:

Business Name: CRESSWELL INVESTMENTS, LLC

State License #:

Business Address: 173 MAIN STREET

Business Email: gary@abcmaine.beer

Business Phone: 936-827-0009

Business Fax:

Type of Business:

Mailing Address: 132 PEAKED MOUNTAIN DRIVE, AMHERST ME 04605

Owner Name: LLC CRESSWELL INVESTMENTS

Owner Phone: 936-827-0009

Owner Address: 132 PEAKED MOUNTAIN DRIVE, AMHERST ME 04605

Fees	Fee Based On	Quantity	Amount
\$85.00 per year			\$ 85.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 165.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

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Signature

GARY J CRESSWELL
Print Name

9 APR 25.
Date

Please return signed application and payment to the City of Ellsworth

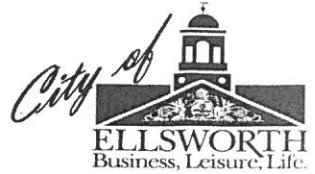
Office Use Only: Date Received: 4/14/25 Receipt No: 32000000149

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

JORDAN'S SNACK BAR
KENNY SCOTT
200 DOWNEAST HIGHWAY
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 268

State Tax ID:

Business Name: KENNY SCOTT

State License #:

Business Address: 200 DOWNEAST HIGHWAY

Business Email: laberew2013@gmail.com

Business Phone: 207-233-1766

Business Fax:

Type of Business:

Mailing Address: 200 DOWNEAST HIGHWAY, ELLSWORTH ME 04605

Owner Name: KENNY SCOTT

Owner Phone: 207-233-1766

Owner Address: 200 DOWNEAST HIGHWAY, ELLSWORTH ME 04605

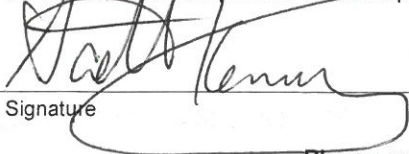
Fees	Fee Based On	Quantity	Amount
\$85.00 per year			\$ 85.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 165.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.


Signature

Scott Kenny
Print Name

4/20/25
Date

Please return signed application and payment to the City of Ellsworth

Office Use Only: Date Received: 5/7/25 Receipt No: 32.000000165

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

HAWTHORN EXTENDED STAY BY WYNDHAM
GIRI ELLSWORTH INC
2300 CROWN COLONY DR SUITE 203
QUINCY MA 02169



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 481 State Tax ID: 86-3514425
Business Name: GIRI ELLSWORTH INC State License #:
Business Address: 215 HIGH STREET Business Email: AP@girihotels.com
Business Phone: 617-481-6954 617-770-3722 Business Fax:
Type of Business: CORP
Mailing Address: 2300 CROWN COLONY DR SUITE 203, QUINCY MA 02169
Owner Name: HAWTHORN EXTENDED STAY Owner Phone: 207-667-9341
Owner Address: 215 HIGH STREET, ELLSWORTH ME 04605

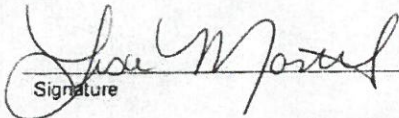
Fees	Fee Based On	Quantity	Amount
\$30 + 2/room Lodging House		87	\$ 204.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 284.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

Fees due before new license will be issued Current License expires on 05/31/2025

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Signature

Lisa Martel
Print Name

4/25/25
Date

Please return signed application and payment to the City of Ellsworth

Office Use Only:

Date Received:

4/28/25

Receipt No:

32.000000160

City of Ellsworth

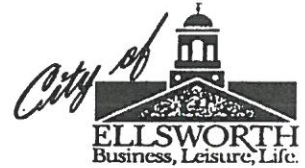
One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

CORPORATE CHEFS, LLC

~~775 WOODLANDS PARKWAY SUITE 100~~
~~RIDGELAND, MS 39157~~

Attn: Business Tax
4920 Westway Park Blvd., Ste 150
Houston, TX 77041



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 647

State Tax ID: 1001-7997

Business Name: CORPORATE CHEFS, LLC

State License #:

Business Address: 21 KINGSLAND CROSSING

Business Email: tax-cchefs@elior-na.com

Business Phone: 601-664-3236

Business Fax:

Type of Business: CORP

4920 Westway Park Blvd., Suite 150, Houston, TX 77041

Mailing Address: ~~775 WOODLANDS PARKWAY SUITE 100 RIDGELAND, MS 39157~~

Owner Name: None

Owner Phone: 601-664-3236

Owner Address: , Same as mailing

Fees	Fee Based On	Quantity	Amount
\$65.00 per Year			\$ 65.00
\$80. Public Hearing Notice Fee		1	\$ 80.00

Total License Fees: \$ 145.00

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Fees due before new license will be issued Current License expires on 05/31/2025

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Eric Omerza
Signature

Eric Omerza
Print Name

4/23/25
Date

Please return signed application and payment to the City of Ellsworth

Office Use Only:

Date Received:

4/30/25

Receipt No:

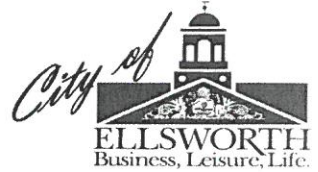
CC

City of Ellsworth

One City Hall Plaza
Ellsworth ME 04605

Business License Renewal Form

CHARLIE'S PIZZA
MELVIN LAMBERT
18 HANCOCK STREET
ELLSWORTH ME 04605



Please review the information we have on record, for your business. Make note of any changes or corrections, return the signed application, along with your payment to the City Office (address shown above) as soon as possible for quick processing and to avoid lapse in license. If you have any questions call 207-669-6680.

If you are no longer in business, please check this box and return the form. ☐

Account Number: 351 State Tax ID:
Business Name: MELVIN LAMBERT State License #:
Business Address: 18 HANCOCK STREET Business Email:
Business Phone: 207-735-7863 Business Fax:

Type of Business:

Mailing Address: 18 HANCOCK STREET, ELLSWORTH ME 04605

Owner Name: ~~WHITMORE ROGER C~~ *Melvin Lambert* Owner Phone:

Owner Address: ~~20 NORTHEAST COVE WAY, ELLSWORTH ME 04605~~

Fees	Fee Based On	Quantity	Amount
\$65.00 per Year			\$ 65.00
\$80. Public Hearing Notice Fee			\$ 80.00

Total License Fees: \$ 145.00

Fees are due upon receipt. Payments can be made via cash or check, or by using a credit or debit card. Use of credit or debit will incur a 2.5% consumer fee. You can mail your renewal, liquor application and fees to City Clerk, 1 City Hall Plaza, Ellsworth, ME 04605.

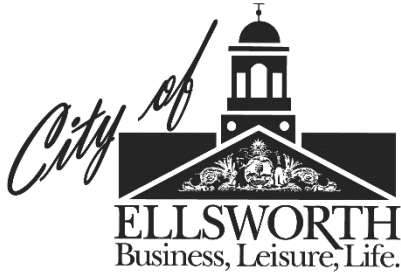
Fees due before new license will be issued Current License expires on 01/31/2025

All applications and remittances are accepted subject to audit and approval and do not constitute a license to do business. The foregoing information is correct to the best to my knowledge. The applicant hereby acknowledges his responsibility to maintain the business in compliance with all applicable laws and ordinances.

[Signature] Melvin Lambert 4-9-2025
Signature Print Name Date

Please return signed application and payment to the City of Ellsworth

Office Use Only: Date Received: 4/9/25 Receipt No: 32.000000145



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov



Memo

To: City Council

From: Charles Pearce, City Manager

Date: May 13, 2025

Re: Ratification of the appointment of Twila Fisher as incoming Economic Development Director

Suggested Motion:

Move to ratify the appointment of Twila Fisher as the Economic Development Director, as an administrative employee reporting to the City Manager and Deputy City Manager, in accordance with the City Charter and applicable personnel policies, effective immediately.

Background:

A job description with general duties described is attached as part of the packet. Ms. Fisher is filling this position that has been vacant since November 2024.

Press Release Announcing Twila Fisher's Hire

The City of Ellsworth is pleased to announce the appointment of Twila Fisher as the new Economic Development Director, effective June 9, 2025.

Ms. Fisher brings over 20 years of experience in both the public and private sectors, with a proven track record in designing and implementing innovative economic and community development strategies. She most recently served as the Director of Community and Economic Development at The Hill School in Pottstown, Pennsylvania, where she also led the Hobart's Run Neighborhood District as Executive Director. Her earlier work includes serving in the Department of Community Development for the City of Reading, Pennsylvania.

“I’m thrilled to join the City of Ellsworth and contribute to its continued growth and vitality,” said Ms. Fisher. “I look forward to listening, learning, and working alongside residents, businesses, and community partners to build on the city’s momentum and create opportunities that serve everyone.”

Ms. Fisher brings extensive experience in forging partnerships, aligning resources with needs, and designing creative solutions to social challenges. Her areas of expertise include municipal and historic preservation planning, workforce development and training, sustainability and climate action planning, and federal and state grant implementation.

Ms. Fisher holds an Executive Master of Science in Cities from the London School of Economics, a Master of Arts in Public Administration from the University of Pennsylvania, and a Bachelor of Arts in Political Science from Columbia University.

“I’m so excited to welcome Twila Fisher to the City of Ellsworth as our new Economic Development Director. Twila was the top scorer in both the resume review and interview rounds and stood out not just for her credentials, but for her genuine passion for community-driven work. Out of a large and competitive applicant pool, it’s refreshing—and rare—to land your top choice. But more importantly, Twila is the *right* choice for Ellsworth.

She brings a strong mix of academic excellence and real-world experience in both economic and community development. She’s managed complex, high-stakes initiatives like the Thriving Communities grant process—exactly the kind of strategic opportunity Ellsworth is currently pursuing, with the potential to bring tens of millions in investment to our city. Twila also impressed us with her commitment—traveling to Ellsworth in person for both interviews—and with her clear desire to be part of this community. She’s someone who will hit the ground running, take the time to understand local needs, and move quickly to deliver results. We’re thrilled to have her on board.” – City Manager Charlie Pearce.

Ellsworth City Charter on Administrative Appointments:

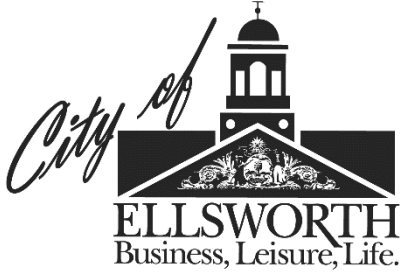
Sec. 6.03 - Appointed Administrative Officials. The Council will annually appoint the following appointed Administrative Officials. Except as provided herein, appointed Administrative Officials will be subject to the City’s Personnel Rules, will report to the City Manager, and will perform the duties ascribed to them by general law, this Charter, City Ordinance, or assigned to them by the City Manager. (a) Assessor. The Assessor may not be removed from office based on disagreement with respect to assessing practice employed by the assessor where such practice is generally accepted and lawful; (b) City Clerk; (c) Treasurer; (d) Tax Collector; (e) Agent to the Overseers.

Sec. 6.04 - City Attorney. The City Attorney will serve as chief legal advisor to the Council, the City Manager and all City departments, boards, agencies and commissions, except for a School Board and except in matters involving criminal activity and prosecution. The City Attorney may

represent the City in all legal proceedings and perform any other duties prescribed by ordinance and law. The City Attorney may be a law firm under contract with the City, or an employee of the City of Ellsworth appointed by the Council in which case the City Attorney will be considered an appointed Administrative Official.

Sec. 6.05 - Confirmed Administrative Employees. The City Manager will annually appoint the following Administrative Employees subject to confirmation by the Council, provided that the City elects to create, fill, and maintain such positions. In the event the City elects to create, fill, and maintain a department head position or deputy department head position not listed herein, such positions will be deemed to be confirmed Administrative Employees. Confirmed Administrative Employees will be subject to the City's Personnel Rules (unless a member of a collective bargaining unit), will report to the City Manager, and will perform the duties ascribed to them by general law, this Charter, City Ordinance, or assigned to them by the City Manager. 21 Effective July 1, 2024 (a) Building Inspector; (b) Building Maintenance Supervisor; (c) City Planner; (d) Code Enforcement Officer; (e) Community Development Director; (f) Electrical Inspector; (g) Emergency Preparedness Director; (h) Fire Chief; (i) Harbormaster; (j) Health Officer; (k) Plumbing Inspector; (l) Police Chief; (m) Police Lieutenant; (n) Superintendent of Highways; (o) Superintendent of Wastewater Treatment; (p) Superintendent of Water Department; (q) Technology coordinator (r) Tree Warden; (s) Welfare Director; and (t) Any Deputies or alternates to any of the above positions.

Sec. 6.06 - Oath of Office. Upon hire, promotion, appointment, or confirmation, all appointed Administrative Officials and confirmed Administrative Employees, police department personnel, and the City Manager must be sworn to the faithful discharge of the duties incumbent upon him or her and to support the Constitutions of the United States and the State of Maine, the laws of the State of Maine, this Charter, and City ordinances.



City of Ellsworth

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

CC: Charles Pearce, City Manager

From: Ebony Kramp-Dowling

Date: May 15, 2025

Re: Brae Drive Water Infrastructure and Private Road Status



Suggested Motion:

No action or motion being recommended at this time.

Background:

At the February 18, 2025, City Council meeting, Brae Drive was brought before the Council. Residents spoke at length about the water leak, repairs that were done in the past by Public Works, the fact that they pay water and sewer bills which they believed should cover the repairs, and the uniqueness of their situation being a subdivision in the center of town next to other roads that were accepted by the city. It was determined, upon legal review, that the city cannot use taxpayer funds to repair private road infrastructure in a similar way to how we cannot repair internal water or sewer lines within private homes.

After the discussion, it was decided to table this until staff was able to do some research regarding Brae Drive and the roads around it.

At the March 17, 2025, City Council meeting, the issue was brought back to Council with documentation ranging from late 1962 through 1996 showing all conversations regarding Brae Drive and why it is still a private road. The final determination and next steps that came from this research are that the city cannot assume responsibility for the repair of this private infrastructure. However, if the water leak worsen and it is determined to be an emergency, the city may intervene to prevent public harm but will bill all Brae Drive residents for the cost of the work. Alternatively, residents may opt to bring the road to City standards. If they choose this option, the city could bond for the project, and a special assessment would be levied on Brae Drive residents to cover

the cost over a designated period. Some though not all of the residents of Brae Drive have expressed opposition to this idea. Or this council could rule that this is a special circumstance and instruct the city manager to pursue cost estimates and funding sources for the repair of the lines at total city expense.

Residents wished to bring this back for discussion with the Council, however the April 21, 2025 meeting falling during April vacation many were not available, so it was requested to be on the May agenda. Attached is the memo from the March 17th meeting and the documentation that was found while researching Brae Drive.

6-35



STATE OF MAINE
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ELLSWORTH, MAINE.
SUBDIVISION OF LAND OWNED BY
EARLE D. & CHARLES A. HOLT
BEING A PART OF LAND DESCRIBED IN BOOK 726 PAGE 232
BY *Earle D. Holt* 1949
SCALE 1" = 60'

RECORD OF MEETINGS
CITY COUNCIL
ELLSWORTH, MAINE

Regular Meeting

DATE OF MEETING: Dec. 17, 1962

SHEET NO. 11

TIME: 7:45 p.m.

PLACE: City Hall

~~COUNCILORS PRESENT:~~

A Petition for the City to accept a street 300' west of Pond Street and 400' from Forest Avenue was presented and

On motion duly made by Adams and seconded by McNally, it was

RESOLVED, That 400' only of H & S Drive be accepted. On the foregoing Davis did not vote.

City to accept 400' of
H & S Drive

Public Notice having been given and Public Hearing held in accordance with Sec. 24 of Chap. 61, R. S. 1954,

On motion duly made and seconded, it was unanimously

Liquor license
applications approved

RESOLVED, That approval of liquor license applications in accordance with the provisions of Sec. 33, Chap. 61, R. S., 1954, as amended, and approval of Amusement Permit in accordance with the provisions of Chap. 61, Sec. 40, is given the following:

Restaurant Malt Liquor: Brookside Restaurant;
Panos Grill;

Class "A" Restaurant Spirituous & Vinous Liquor License: Brookside Restaurant;

Hotel Spirituous & Vinous Liquor License, Hotel Malt Liquor License and Special Amusement Permit for Dancing & Entertainment: Jasper's Restaurant & Motel.

Members of the American Legion appeared before the Council relative to the Legion's lease of City-owned building. After discussion it was agreed that Attorney Povich draft a copy of the lease for the Council's approval.

Copy of lease to be
presented Council for
approval relative to
American Legion

RECORD OF MEETINGS
CITY COUNCIL
ELLSWORTH, MAINE

Regular Meeting

DATE OF MEETING: February 19, 1969 SHEET NO. X

TIME: 7:45 p.m.

PLACE: Council Chambers, City Hall.

~~COUNCILLORS PRESENT:-~~

salary & wage order-continued

(Highway) (48 HOUR WEEK)

Temporary labor	1.50 per hour
Dump attendant	18.00 per week

Librarian	2236
Children's librarian	1612
Ass't librarian	1508
Part-time girl	1.50 per hour
Janitor	1508

On motion duly made by Toothaker and seconded by Moore, Martha Davis was unanimously appointed Ward Clerk Pro Tem in ward one to fill the vacancy created by the absence from the city of the ward clerk on election day, March 3, 1969.

Martha Davis appointed
Ward Clerk Pro Tem
in Ward One on March
3, 1969

On motion duly made by Moore and seconded by Maddocks, the Manager's appointment of Edward J. Murphy as custodian of the public library to fill the vacancy created by the death of Jotham Buzzell was unanimously confirmed by the Council.

Edward J. Murphy
custodian of Library

On motion duly made by Maddocks and seconded by Moore, it was unanimously

RESOLVED, To offer tax acquired property on North Street, Ellsworth Falls, for sale by bid. Bids to be received until 4:30 p.m. March 18. (Assessors' Map 46, Lot 34.)

To offer tax acquired
property for sale by
bid. (Hyler Lot)

The City Attorney reported on the status of H & S Drive saying that he has acquired all necessary easements to make it a 40' right-of-way from the point it was previously accepted to the intersection of Western Avenue. As far as Western Avenue is concerned there are 4 land owners. He has received easements from 2. One says he will be willing to sign if the City will pay him \$1,000.

City Attorney reports
on H & S Drive &
Western Ave status

RECORD OF MEETINGS
CITY COUNCIL
ELLSWORTH, MAINE

Regular Meeting

DATE OF MEETING: February 19, 1969 SHEET NO. X1

TIME: 7:45 p.m.

PLACE: Council Chambers, City Hall.

~~COUNCILLORS PRESENT:~~

On motion duly made by Maddocks and seconded by Moore, it was unanimously

RESOLVED, That the City accept as a public street 40 feet in width a portion of H & S Drive. The center line of said street is described as follows:

Beginning at a point in the center of H & S Drive which measures 400 feet northerly of Forest Avenue; thence in a general northeasterly direction and always following the center line of H & S Drive as shown on Plan of land of Earle D. and Charles A. Holt dated 1949 and recorded in Hancock Registry of Deeds in Plan Book 6, Page 35, a distance of 600 feet to Western Avenue as shown on said Plan.

600 feet of H & S
Drive accepted

On motion duly made by Maddocks and seconded by Moore, it was unanimously

RESOLVED, That the City accept as a public street, 40 feet in width, a portion of Western Avenue. The center line of said street is described as follows:

Beginning at a point in the center of Western Avenue which lies directly opposite the division line of between Lot 29 and Lot 30 as shown on Plan of land of Earle D. and Charles A. Holt dated 1949 and recorded in Hancock Registry of Deeds Plan Book 6, Page 35; thence in a general northwesterly direction and always following the center line of said street a distance of 151 feet.

151 feet of Western
Avenue accepted

On motion duly made by Sargent and seconded by Toothaker, it was unanimously

RESOLVED, That acceptance of the remaining portion of Western Avenue be postponed indefinitely.

Remaining portion of
Western Ave not
accepted

Relative to amending the original vote of acceptance of Hancock Street extension the City Attorney contacted Ronald Alley, Surveyor, who will supply him with a plan showing the center line as it now exists. Mr. Alley will not be back in

MINUTES
ELLSWORTH PLANNING BOARD MEETING
AUGUST 9, 1976

The meeting was called to order at approximately 7:40 p.m. Members present were Chairman Richard Kane, Sheldon Beal, Anthony Giunta, Philip Hurley, and Richard Salisbury.

Before commencing with Item #1, Chairman Kane read and accepted, with thanks and regret, a letter of resignation from alternate member Steven Vittum.

Item #1: Approval of minutes of regular meeting of July 12, 1976 and special meeting of July 26, 1976.

On a motion duly made and seconded, it was unanimously voted to approve both the July 12, 1976 and July 26, 1976 regular and special meeting minutes.

Item #2: Request of George Vittum for final approval of a subdivision on the Vittum and Boggy Brook Roads.

Board member Richard Salisbury presented the plan for Mr. Vittum, and disqualified himself from voting on this item. Two minor changes had been made since preliminary approval: lot #4 was made larger, and lot #2 was made with less frontage. Surface water will be handled by open ditches. The Vittum Road has been mostly rebuilt by the City, and the Boggy Brook Road will be rebuilt in the near future. The subdivision is in the I-1 zone.

On a motion made by Mr. Hurley and seconded by Mr. Giunta, there was a vote of 4 members to grant final approval.

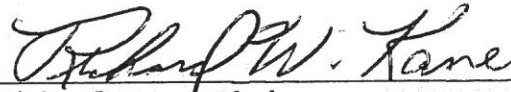
Item #3: Request of Robert Ray to construct an apartment building off Dean Street, in an R-1 zone.

Mr. Ray stated that since he had discovered, prior to the meeting, that his development does constitute a subdivision, he would like to present it as such at a special meeting. The members voted on August 25th as a date for this meeting.

Item #4: Request of Robert Ray for Planning Board discussion of a new street off Forest Avenue.

Mr. Ray owns 10 lots in the area of the proposed street. In order for the Board to consider this request, and to make a recommendation to the City Council, Mr. Ray would have to widen the street to provide for an 18' pavement and a 33' right-of-way.

There being no further business, it was unanimously voted to adjourn.

A handwritten signature in cursive script, reading "Richard W. Kane", written over a horizontal line.

Richard Kane, Chairman
Ellsworth Planning Board

MINUTES
ELLSWORTH PLANNING BOARD
OCTOBER 12, 1976

The meeting was called to order by Vice-Chairman Anthony Giunta, in the absence of the Chairman. Other members present were Richard Salsbury, Sheldon Beal and alternate Ralph Sargent, who was designated as a voting member in the absence of regular members.

Item #1: Approval of minutes of August 25, 1976 special meeting, and September 13, 1976 regular meeting.

On motions duly made and seconded, minutes of both meetings were accepted as written.

Item #2: Request of Robert Ray for final approval of a subdivision on Dean Street.

Mr. Ray presented a plan showing land perimeters only (without buildings) on the advice of his lawyer, Frank Walker. The Board agreed that for subdivision approval, Mr. Ray would have to draw in plans for the apartment buildings.

A neighbor spoke from the audience, stating that Mr. Ray had started construction on the project. Mr. Ray explained that he was only digging clay out of a bank there to use in his Spring Hill subdivision.

A motion was made by Mr. Beal and seconded by Mr. Sargent to table this item until Mr. Ray draws up a plan with the building locations. There was a unanimous vote.

Item #3: Request of Jack Marshall for approval of a 50- unit mobilehome park on the Bucksport Road - cancelled.

Item #4: Request of Eugene Toothaker for preliminary approval of a subdivision off Union Street, in the R-1/R-2 zone.

Atty. James Silsby, representing Mr. Toothaker, presented the plan of 14, 15,000 square foot lots. Two streets, off Maddocks Avenue and Union Street, will serve the subdivision, and will be served by City sewer and water.

Mr. Salsbury was disqualified from voting on this item because he had surveyed the subdivision, but mentioned that run-off would be taken care of by shifting drainage of all lots to the east, with only lot #7 flowing westerly, where the drainage problem exists.

On a motion made by Mr. Giunta and seconded by Mr. Sargent, it was voted to have John Lord define the boundary line between the R-1 and R-2 zones within 10 days; and on a motion by Mr. Giunta and seconded by Mr. Beal, there was a unanimous vote to table this item.

Item #5: Request of Robert Ray for Planning Board consideration of a new street off Forest Avenue.

The lots that would be served by this new street were approved as a subdivision in the 1960's. Mr. Ray has a 33' right-of-way for the road and intends to have a 24' travel width. Mr. Harland Urquhart, a resident of Forest Avenue, spoke from the audience against building a street on only a 33' right-of-way. He mentioned that property owners on H & S Drive had had to give up property to make that road wide enough for school buses, snow plows, etc., and that he did not want to see that problem here. Also mentioned was that allowances have to be made for utility poles and ditches.

On a motion by Mr. Sargent and seconded by Mr. Giunta, it was unanimously voted to table this item until Mr. Ray can show that he can build an adequate street inside 33'.

Item #6: Request of Casper Sargent for an amendment to the Zoning Ordinance, to allow multi-family dwellings in the C-1 zone.

Mr. Sargent's request stems from the request of a client to install professional offices on the first floor of the former Whitecaps building, and apartments, including one for the owner, on the second floor. The ordinance definition of "incidental uses" was discussed, and it was thought that under that, the commercial zone might allow for residential rentals in addition to the primary use of the building.

The City Manager stated that an opinion should be obtained from the City Attorney on this; and a motion was made by Mr. Sargent that a public hearing, set for November 8, be held to consider this request. The motion was seconded and voted on.

Item #7: Request of Ben Fregeau to establish a residence and repair shop for electrical motors on the Lamoine Road in an R-2 zone - cancelled.

There being no further business, the meeting was adjourned.



Richard Kane, Chairman

MINUTES
ELLSWORTH PLANNING BOARD MEETING
DECEMBER 13, 1976

The meeting was called to order at 7:50 p.m. Members present were Chairman Richard Kane, Anthony Giunta, Richard Salsbury, and alternate Dale Jordan. Also in attendance was City Attorney Bernard Staples. Dale Jordan was designated as a voting member in the absence of regular members.

Item #1: Approval of Planning Board Minutes of October 12 and November 8, 1976 Meetings.

On a motion made by Mr. Salsbury and seconded by Mr. Giunta, it was unanimously voted to approve the minutes of both meetings as written.

Item #2: Public Hearing. Amendment to Article X, Section 4 of the Zoning Ordinance, to permit multi-family dwellings in the C-1 (Commercial) zone.

At the November meeting, the Board voted to recommend to the City Council that multi-family dwellings be allowed in existing buildings in the C-1 and C-2 zones, provided they adhere to Section 13 a-i of the Zoning Ordinance, excluding (b) - minimum lot size. It was also stated that this would allow for individual consideration before both the Planning Board and the Board of Appeals for yard requirements. Atty. Staples was present at the meeting to suggest that the Board should consider whether or not a building used for multi-family dwellings could be re-built in case of fire or destruction. The November 8 vote did not provide for this. Members of the audience and Planning Board members mentioned that the basic objective behind the Board's vote was to preserve the architecture of old houses, and to utilize the old existing buildings. Mr. Salsbury questioned if they could limit re-building (in case of destruction) to large lot sizes, in order to prevent large apartment buildings going up in the C-1 and C-2 zones. This item was tabled for further study.

Item #3: Public Hearing. Amendment to the official zoning map to extend the C-2 (Commercial) zone boundary along Route 3 to the Ellsworth/Trenton border; and to extend the C-2 zone along Route 1 to the Ellsworth/Lamoine border.

It was decided that no action should be taken on this item until a meeting is set up with the towns of Lamoine and Trenton.

Item #4: Request of Robert Ray for Planning Board review of a new street off Forest Avenue.

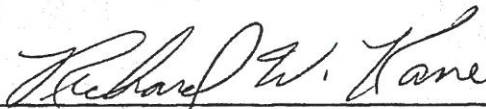
It was mentioned here that Mr. Giunta would disqualify himself from voting on Items 4 and 5 because he has a client who could possibly make his vote a conflict of interest.

Members of the audience spoke in opposition to the City approving this road because an adequate street could not be built inside a 33' right-of-way. Under City Ordinances, in new subdivisions, streets are required to have 50' right-of-ways before approval, and even though Robert Ray's street is grandfathered under the old subdivision ordinance, the Planning Board voted to make an unfavorable recommendation to the Council on this street because the 33' wide right-of-way, with 4' ditches, would not be ample for run-off.

Item #5: Request of Robert Ray to locate a structure for the storage and sale of building materials on the Christian Ridge Road, in an R-2 zone.

This would be permitted under special exception approval, after a building permit has been applied for and refused, and after review and recommendation to the Board of Appeals by the Planning Board. Mr. Salsbury made a motion to recommend to the Board of Appeals that special exception permission be granted upon proof that Mr. Ray can comply with the 300' distance requirement between structures, and the other requirements set forth. Mr. Jordan seconded the motion, and there was a vote of 3 in favor.

The meeting was adjourned at 10:05 p.m.


Richard Kane, Chairman

RECORD OF MEETINGS
CITY COUNCIL
ELLSWORTH, MAINE

DATE OF MEETING: January 28, 1991 SHEET NO. III

TIME:

PLACE:

COUNCILLORS PRESENT:

On motion by McCormick, seconded by Williams, it was unanimously

Liquor license -
Eastward Lunch

RESOLVED, to approve the request of Adelbert Gaspar, d/b/a Eastward Lunch, for a full time malt and vinous liquor license.

On motion by Beathem, seconded by Patten, it was unanimously

Junkyard Permit - R.
Kane & Sons

RESOLVED, to approve the request of R. Kane & Sons for renewal of a junkyard permit.

On motion by Patten, seconded by Beathem, it was unanimously

Junkyard Permit -
Obsolete Automotive

RESOLVED to approve the request of Edward Weirick, d/b/a Obsolete Automotive, for renewal of a junkyard permit.

Residents of Brae Drive, so called, appeared before the Council to discuss possible acceptance of Brae Drive as a city street.

Discussion on Brae Dr.

Brae Drive is part of an old subdivision that was recorded back in 1976. At that time it was laid out with a 33' right-of-way and the developer was told by the Planning Board that it did not meet the standards of the Subdivision Ordinance which called for a 50' right-of-way. It remains a private way even though many homes have been built there. The Street Design and Acceptance Ordinance provides that a street cannot be accepted that doesn't meet the standards set forth in the Ordinance.

Several members in the audience spoke on the issue, declaring that the street meets all the standards with the exception of the 50' right-of-way. It was also indicated that it was in better condition than many other streets in the city.

No action was taken on this item.

**RECORD OF MEETINGS
ELLSWORTH CITY COUNCIL**

Date of Meeting: April 15, 1996

Sheet No. 3

Peter Roy came before the council on behalf of his client, Edward Thomas, for a change of zoning classification of 8 Union Street (Map 137 Lot 3) from R-1 to R-1A. Mr. Thomas is a psychologist and wants to put professional offices in that building. Mr. Roy informed the Council that he had gone before the Planning Board and came away with a partial blessing, a three to two vote not to recommend approval. He indicated that this is the only R-1 lot on the street, the others being in either R-1A or R-1H.

Zone change - 8 Union
Street R-1 to R-1A

Kenneth Blaisdell, owner of the property, presented the Council with petitions signed by neighbors in the immediate vicinity of the house endorsing the request.

Several people in the audience expressed concern over the zone change and would like it to stay residential.

On motion by Beathem, seconded by Kane it was

RESOLVED, to grant the request of Peter Roy, on behalf of Edward Thomas, for a zone change classification of 8 Union Street (Map 137 Lot 3) from R-1 to R-1A. Five in favor; Patten opposed.

A list of street names were presented by the Street re-naming/Re-numbering Committee for consideration. Public hearings have been held by the Committee.

List of street
names approved

Councilor Phillips was concerned that the list indicated Phillips Way is a private road. He wanted the record to show that a portion of that road had been determined to be a public way.

Residents of Sargent Street requested that the name of their street not be changed and suggested that their street should have priority over Sargent Drive because that is a private road with mostly summer residents.

Carol Oliver, Chairperson of the Committee, explained that the guidelines did not allow for duplicate names such as the two Sargents and that the oldest names and the number of people living on a particular street should be considered. Sargent Drive was established about ten years prior to Sargent

**RECORD OF MEETINGS
ELLSWORTH CITY COUNCIL**

Date of Meeting: April 15, 1996

Sheet No. 4

Street and has about five times as many people on it. That is why they were given priority.

On motion by Fortier, seconded by Beathem, it was

RESOLVED, to accept the recommendations of the Street Re-naming/Re-numbering Committee as set forth in the report. (copy attached) Effective date to be set at a later time. Five in favor; Kane opposed.

Kristina Matthews appear before the Council to discuss a flooding problem on her property at 133 State Street. Her back yard is a low spot right next to the Moore School and the snow melt combined with heavy rains floods her back yard with up to two feet of water. She asked the Council if they could provide some relief such as putting in drains to take the water away from her property.

It was generally agreed to have the City Manager look into it and if he feels it necessary to have Woodward & Curran, engineers for the City, to look at it.

On motion by Beathem, seconded by Patten, it was unanimously

RESOLVED, to reimburse Sharon Lawless (Life Sports) \$386.61 for overages in real estate taxes paid for the years 1994 and 1995 due to a mapping error.

Councilor Kane's request, to discuss Senator Goldthwaite's position on the type of government she serves under, was brought before the Council.

Chairman Clarke suggested that this might not be the proper forum for this discussion. He indicated that he has talked with the Senator over the phone and she is willing to meet with Mr. Kane to discuss this.

Councilor Kane felt this was Council business because he feels that if somebody is down in Augusta working for the improper form of government, that it has a direct effect on the people and should be addressed by the Council. He indicated that he was not trying to display any form of disrespect for the Senator.

Flooding problem at
133 State Street

Reimbursement for rea
estate taxes to
Sharon Lawless

Request to discuss
Senator Goldthwaite
withdrawn

ELLSWORTH STREET NAMING & NUMBERING COMMITTEE
RECOMMENDATIONS TO CITY COUNCIL
APRIL 15, 1996

1. MAIN STREET shall begin at the fork on Bridge Hill and end at the town line with Hancock.
2. HIGH STREET shall begin at the intersection with Main Street and end at the town line with Trenton.
3. STATE STREET shall begin at the lower Main Street traffic light and end at the inter-section with North Street.
4. SURRY ROAD shall begin at the fork on Bridge Hill and end at the Surry town line.
5. DOWNEAST HIGHWAY shall begin at the intersection with High Street and end at the Hancock Town Line.
6. BUCKSPORT ROAD shall begin at the fork on Bridge Hill and end at the Orland town line.
7. CHRISTIAN RIDGE ROAD shall begin at the intersection with the Bucksport Road and end at the Bangor Road (Route 1A).
8. INFANT STREET shall begin at the intersection with Christian Ridge Road and dead-end near Leonard's Lake.
9. RED BRIDGE ROAD shall begin at the intersection with Christian Ridge Road and end at the Bangor Road (Route 1A).
10. SHORE ROAD shall begin at the intersection with State Street and end at the intersection with the Bangor Road (Route 1A).
11. LAKES LANE shall begin at the intersection with State Street and end at the cul-de-sac at the end of Foss Estates.
12. UNION STREET shall begin at the intersection with Main Street and end at the town line with Hancock.
13. STERLING STREET shall begin at the intersection with State Street and end at Third Street.
14. CENTRAL STREET shall begin at the intersection with State Street and end at Sterling Street.
15. POND AVENUE shall begin at the intersection with Fourth Street and end at Forrest Avenue.
16. Sargent Street shall be renamed RAYMOND FLETCHER STREET.
17. Russ Smith Road shall be renamed SMITH ROAD.
18. Lamoine Road shall be DOUGLAS HIGHWAY.
19. Oak Lane shall be renamed SHADY LANE.
20. Green Way shall be renamed EVERGREEN WAY.
21. Frank Bor Way shall be renamed BOR WAY.
22. H & S Drive shall be renamed HOLT DRIVE.
23. East Maple Street shall be renamed FOSTER STREET.
24. West Maple Street shall be renamed MAPLE STREET.
25. North Branchview Drive shall be renamed BRANCHVIEW NORTH.

**RECORD OF MEETING
ELLSWORTH CITY COUNCIL**

DATE: December 16, 1996

PAGE: VIII

Steven Joy came before the Council requesting clarification of the sewer line on Brae Drive.

Clarification of sewer line
on Brae Drive

A lengthy discussion ensued regarding private sewer lines versus public sewer lines. It was Mr. Joy's belief that because his building permit said there was a public water and sewer supply that the lines were public. He had paid a \$350 hookup fee to the City which the City is entitled to because the sewerage ends up at the treatment plant.

Mr. Joy is in dispute with Robert Ray, who claims to be the owner of the sewer line, over a \$7500 hookup fee.

On motion by Fortier, seconded by Clarke, it was unanimously

RESOLVED, the City Council take the position that the sewer line on Brae Drive is owned by Robert Ray.

At a recent Council meeting certain street names were changed as well as the beginnings and endings. Work had already been done by the E-911 Committee and the measurements would have to be done again because of the changes. A workshop was held and it was felt that the changes could be modified to keep some of the earlier names in town and also work with the Street Naming Committee.

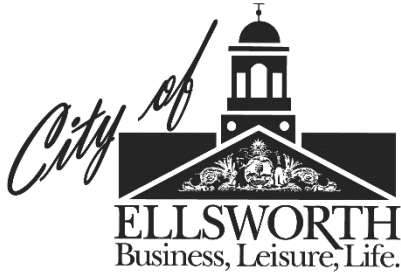
Street name changes

Members of the Historical Preservation Committee again made a plea that the Council keep the names as voted at the last meeting for historic reasons.

On motion by Clarke and duly seconded it was

RESOLVED, to make the following changes as outlined in a letter dated December 9, 1996:

Main Street shall begin at the fork on Bridge Hill and end at the town line with Hancock; State Street shall begin at the lower Main Street traffic light and end with the intersection with North Street; Surry Road shall begin at the fork on Bridge Hill and end at the Surry town line; Bucksport Road shall begin at the fork on Bridge Hill and end at the Orland town line; Shore Road shall begin at the intersection



City Clerk's Office

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

CC: Charles Pearce, City Manager

From: Ebony Kramp-Dowling, Deputy City Clerk

Date: 5/8/25

Re: City of Ellsworth Code of Ordinances, Chapter 14, Licenses and Permits

Suggested Motion:

Move to approve the request of the Deputy City Clerk to amend the fee schedule for the City of Ellsworth Code of Ordinances, Chapter 14, Licenses and Permits as presented, effective immediately.

Background:

The City of Ellsworth Code of Ordinances, Chapter 14, Licenses and Permits, has not had its fee schedule amended since 2007. With inflation and the cost of doing business rising, it seemed like an appropriate time to review the fees we are charging for a business license.

Currently the fee for Public Hearing notices is set at \$80.00 and because the cost of printing in local papers has gone up, we are losing money. I have been tracking them each month and the fee ranges from \$90.00 to \$110.00. I would like to raise the Public Hearing notice fee to \$100.00, which would even out the fee instead of losing money.

The Business License fees that I would like to raise would be raised to cover the cost of employees time involved for inspections, paperwork and postage. A typical inspection takes an hour of time for Code Enforcement and the Fire Inspector and in total the time it takes me to bill and mail the renewals, attend the meetings for approval and then mail the license after it has been approved comes out to approximately an hour. \$75.00 would be the base fee for businesses that require an inspection, such as a small Class C Establishment or Victualer with the exception of a Lodging House which would be \$60.00 plus \$3.00 per room. The \$60.00 would cover their inspection while the per room charge would cover my time.

At the April 21, 2025, meeting, Chapter 43 Tree Ordinance, was adopted and refers to a fee for a tree work permit. I have added the permit fee to the fee schedule as well as a few other changes to provide clarity and consistency with current articles in the ordinance.

Summary of Proposed Changes:

Article 1, Definitions: adding tree work to the definitions to clearly define what is considered to be tree work.

Article 2, License/Permit Fee Schedule: updating various license/permit fees and adding the tree work permit and Business permit renewal.

Article 3, Delegation of Authority: adding the Tree Warden as an authority.

Article 3, Action Criteria: adding “K. Current Tree Ordinance”.

Article 4, Required License/Permit: adding tree work as section 423 and updating victualers to section 424. Section 423 will state that “No person shall remove, cut, prune, plant or cause root disturbance without obtaining a permit in accordance with Article III Section 304 through 315.”

current business license fees vs. other towns our size

Type of License	Ellsworth	Bath	Old Orchard	Presque Isle	Topsham
Amusement	\$35.00	\$35.00	\$15.00		
Special Amusement	\$35.00	\$0.00	\$150.00	\$40.00	\$50.00
Arcades (12 devices or less)	\$20.00				
Arcades (over 12 devices)	\$35.00				
Business Permit	\$10.00				
Carnival/Circus	\$110.00	\$100.00/\$100.00			
FSE Malt & Vinous		\$100.00			\$100.00
FSE Malt or Vinous		\$100.00			\$100.00
FSE Malt/Vinous/Spirits		\$100.00	\$325.00		\$100.00
Class A Establishment	\$100.00				
Class B Establishment	\$85.00				
Class C Establishment	\$65.00				
Driveways	no fee				
Closing-out sales	\$10.00				
Closing-out sales	\$10.00				
Consumer Fireworks Retail Sales License	\$500.00				
Junkyard/Automobile Graveyard/Recycling	\$200.00			\$50.00	
Junkyard/Automobile Graveyard/Recycling 100+ from highway	\$55.00		\$150.00 \$500.00 \$0.00	\$250.00	
Liquor	\$35.00			\$20.00	
Lodging House	\$30.00 + \$2.00/rm			\$100.00	
Mass Gathering	\$110.00				
Medical Marijuana Dispensary	\$1,000.00				
Mobile Vending Unit	\$45.00	\$50.00	\$75.00		\$50.00
Pole/Wire Permit	\$8.00				
Public Hearing Fee	\$80.00			\$115.00	
Street Opening	min. \$25.00				
Taxicabs	\$35.00	\$100.00	\$150.00	\$100.00	\$50.00
Taxi Driver	\$20.00	\$35.00		\$25.00	\$25.00
Taxi Stands	\$110.00				
Transient Seller	\$10.00	\$35.00			
Victualer	\$35.00	\$100.00	\$200.00		\$50.00
Off-Premise Consumption	\$35.00			\$10.00	
Bed & Breakfast (less than 5 rooms)	\$35.00				
Bed & Breakfast (5-15 rooms)					
Bed & Breakfast (15+ rooms)					
Wrecker/Towing Service	\$110.00		\$150.00		

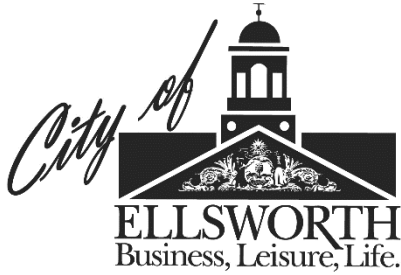
proposed changes

Type of License	Term	Current Fee	Proposed Fee	Change
Amusement	1 year	\$35.00	\$40.00	+5.00
Special Amusement	1 year	\$35.00	\$40.00	+5.00
Arcades (12 devices or less)	1 year	\$20.00	\$25.00	+5.00
Arcades (over 12 devices)	1 year	\$35.00	\$40.00	+5.00
Business Permit	1 year	\$10.00	\$20.00	+10.00
Business Permit Renewal	1 year	\$0.00	\$10.00	+10.00
Carnival/Circus	Per day	\$110.00	\$110.00	0
Class A Establishment	1 year	\$100.00	\$120.00	+20.00
Class B Establishment	1 year	\$85.00	\$95.00	+10.00
Class C Establishment	1 year	\$65.00	sm - \$75	+10.00
			med - \$115	+50.00
			lg - \$150	+85.00
Driveways	30 days	no fee	no fee	0
Closing-out sales	60 days	\$10.00	\$10.00	0
Closing-out sales	60 day ext	\$10.00	\$10.00	0
Consumer Fireworks Retail Sales License	1 year	\$500.00	\$500.00	0
Junkyard/Automobile Graveyard/Recycling	1 year	\$200.00	\$200.00	0
Junkyard/Automobile Graveyard/Recycling 100+ from highway	1 year	\$55.00	\$75.00	+20.00
Liquor	1 year	\$35.00	\$50.00	+20.00
Lodging House	1 year	\$30.00 +	\$60.00 +	+30.00
		\$2.00/rm	\$3.00/rm	+1.00/rm
Mass Gathering	Per day	\$110.00	\$110.00	0
Medical Marijuana Dispensary	1 year	\$1,000.00	\$1,000.00	0
Mobile Vending Unit	1 year	\$45.00	\$65.00	+20.00
Pole/Wire Permit	1 time	\$8.00	\$8.00	0
Public Hearing Notice Fee	Yearly	\$80.00	\$100.00	+20.00
Street Opening	30 days	min. \$25.00	min. \$25.00	0
Taxicabs	1 year	\$35.00	\$40.00	+5.00
Taxi Driver	1 year	\$20.00	\$25.00	+5.00
Taxi Stands	1 year	\$110.00	\$110.00	0
Transient Seller	30 days	\$10.00	\$10.00	0
Victualer	1 year	\$35.00	\$75.00	+45.00
Off-Premise Consumption	Per event	\$35.00	\$35.00	0
Bed & Breakfast (less than 5 rooms)	1 year	\$35.00	\$35.00	0
Bed & Breakfast (5-15 rooms)	1 year		\$50.00	+50.00
Bed & Breakfast (15+ rooms)	1 year		\$60.00 +	+60.00
			\$3.00/rm	+3.00/rm
Wrecker/Towing Service	1 year	\$110.00	\$110.00	0

0-3000sq. ft
3001-8000sq. ft
8001+ sq. ft

new

new



Code Enforcement

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

CC: City Manager Pearce, Deputy City Manager Devlin

From: Robert Grant, Code Enforcement Officer

Date: May 8, 2025

Re: Amendment to Chapter 56, Article 2, Section 208.1 to remove building permit fee schedule, repeal of Chapter 26 "Plumbing and Septic System Permit Fees," repeal of Chapter 41 "Electrical Installation and Inspection Ordinance" and the creation of Chapter 67 "Unified Building Permit Fee Schedule"

Suggested Motion:

Move to recodify the building fee schedule contained in Chapter 56, Article 2, Chapter 26, Plumbing and Septic System Permit Fees, and Chapter 41, the Electrical Installation and Inspection Ordinance, into Chapter 67 of the Ellsworth City Code to be called the Unified Building Ordinance.

Background:

The Code Enforcement Officer requests approval to remove Table 208.1 "Building Permit Fee Rates" from Chapter 56, Article 2, Section 208. The reason for this is to allow for the Code Enforcement Officer to be able to replace Table 208.1 with a separate fee schedule that would not be a part of Chapter 56 and require Planning Board approval when changes are needed to be made. This would allow for more regular updates to the permit fees. As it stands, the fees have not been updated in at least 20 years. When they were adopted into Chapter 56, they were not updated at the time and have not been done since.

I would also like to make it a requirement of the new fee schedule ordinance that the fees be reviewed every 3-5 years and updated as needed at the discretion of the Code Enforcement Officer. The larger goal is to move all other fees related to building, such as electrical, plumbing and other permits issued by the Code Office into one, easy-to-find ordinance and not have them spread over several ordinances as it is currently arranged.

Below I have given 208.1 as it is presented in Chapter 56, Article 2:

208 PLAN REVIEW AND BUILDING PERMIT FEE SCHEDULE

208.1 Building Permit Fees.

Before a building permit may be issued, the applicant shall show right, title or interest and pay a fee to the Code Enforcement Officer in accordance with the fee schedule in Table 208.1 below:

Table 208.1 BUILDING PERMIT FEE RATES					
	New Construction and Additions	Demolition	Alterations* per estimated cost	Activities within the Shoreland Zone setbacks*	Minor Use Site Plan*
One- & two- Family Dwellings	\$0.17 per sf	\$0.05 per sf	\$3 per \$1,000 cost	\$25 flat fee	\$100 flat fee
Accessory Structures	\$0.15 per sf	\$0.05 per sf	\$3 per \$1,000 cost	\$25 flat fee	\$100 flat fee
Other Buildings	\$0.20 per sf	\$0.05 per sf	\$3per \$1,000 cost	\$25 flat fee	\$100 flat fee
NOTES:					
sf = building size in square feet.			Number of Stories	Story Factor	
The chart above provides the Building Permit Fee Rates for one-story buildings. To calculate the fee for multi-story building construction, addition or demolition, multiply the total building square footage by the Rate and by the appropriate Story Factor provided at right.			1.0	1.00	
			1.5	1.45	
			2.0	1.70	
			2.5	1.85	
			3.0	2.05	
			3.5	2.30	
*Do Not use the Story Factor at right to calculate the fee for alterations, Shoreland Zone, and Minor Use Site Development Plan as these are flat fees.			4.0	2.45	
More than one fee may be applicable.					
Note: To learn about other fees that may apply to your project such as, but not limited to, electrical, internal plumbing, utility hook-ups, development fee, licensing, etc. please dial 207-667-4910 during regular business hours.					

I would recommend the change made be as follows:

208 PLAN REVIEW AND BUILDING PERMIT FEE SCHEDULE

208.1 Building Permit Fees.

Before a building permit may be issued, the applicant shall show right, title or interest and pay a fee to the Code Enforcement Officer in accordance with Chapter 67 “Unified Building Permit Fee Schedule.”

Table 208.1 would be removed. The building fees would go into the new ordinance, (likely Chapter 67) and updated Minor Use Site Development Plan fees would remain in 208.2 at flat fee of \$200. To date with my time with the Code Office, we have never issued a \$100 Minor Use Site Plan, so I do not think this fee is necessary any longer. I propose making all Minor Use Site Development Plans a \$200 flat fee.

Chapter 26, The Plumbing and Septic System Permit Fee Ordinance, has not been amended since 1999. It does not even reflect the current state minimums in the fee schedule. I propose to repeal

it and take the bulk of the language within Chapter 26 and move it into its own article inside the new Chapter 67. The fees would be updated to reflect the new State Minimums plus the additional \$5 per fixture fee that I propose.

Chapter 41, “Electrical Installation and Inspection Ordinance” has not been amended since 2002. That amendment had nothing to do with increasing the fees. It has been over 30 years since the electrical fees have increased, which I learned after I spoke with several long-time electricians in the city who have always worked with the fees at the level they are currently. Similarly to Chapter 26, I propose repealing Chapter 41 and moving the bulk of the language into Chapter 67 along with the updated electrical fee schedule.

As I stated when I presented this information for the first time to the Finance Committee some months ago, when I discovered the \$40,000 budget shortfall for my office, I began investigating the reason why. What I came up with was largely because no fee schedule updates had been made in at least 20 years, which is when Dwight Tilton was hired to the Code Enforcement Officer. I confirmed with him that none of the fees were ever adjusted while he was the Code Officer. This means that every time someone applies for a permit with the Code Office, a small portion of the expenses are subsidized by the general fund to cover the Office’s operating costs.

I used the average square footage of all single-family homes built in the last five years and multiplied that total by .17 (the price per square foot of a single-family dwelling building permit) to get my average building permit fee for the last five years. This is not a perfect system, but I kept changing my multiplier for the fees until I arrived at .25 per square foot being about the right amount of increase to help the Code Office budget break even. I adjusted the other fees accordingly until I came up with the fees as presented in my memo and in the proposed ordinance.

Councilor Lyons suggested looking at what a permit fee from 2005 would cost today based solely on inflation. Presented below is a screenshot from the Bureau of Labor Statistics CPI Inflation Calculator that shows 17 cents in March of 2005 would be 28 cents as of March 2025. The price of a commercial building permit in Ellsworth is .20 per square foot. As shown below, the CPI Inflation Calculator for 20 cents in 2005 would be 33 cents today. This reaffirmed my math-based approach to setting the fees is about where the fees need to be to remain fair for everyone but at the same time keep the Code Office solvent and not having to rely on the general fund to operate.



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MORE SOURCES OF DATA

CPI Inflation Calculator

CPI Inflation Calculator

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Further evidence that the fee increase is fair and long overdue is the research I did into other neighboring and similar sized municipalities. Below is my proposed fee schedule increases and the fees other municipalities as a comparison.

Code Enforcement Proposed Fee Schedule Update

Permit Type	Current Fee	Proposed (First)	Change	Proposed (second)	Total	Bar Harbor	Bath	Brewer	Rockland
Residential	.17/Sq Ft	.25/ Sq Ft	.13/ Sq Ft	.30/ Sq Ft	.5/ Sq Ft	.41/Sq Ft	.40/Sq Ft	.50/Sq Ft	\$60 application fee, .50/ Sq Ft permit fee
Accessory	.15/Sq Ft	.23/ Sq Ft	.13/Sq Ft	.30/ Sq Ft	.07/ Sq Ft	.21/Sq Ft	.40/Sq Ft	.25/Sq Ft	\$60 application fee, .50/ Sq Ft permit fee
Commercial	.20/Sq Ft	.30/Sq Ft	.20/Sq Ft	.40/ Sq Ft	.10/ Sq Ft	.63-\$1.24/Sq Ft	.60/Sq Ft	.50/Sq Ft	\$100 application fee, .75/ Sq Ft permit fee
Alteration	\$3/\$1000 est. cost	\$5/\$1000 est. cost	\$2/\$1000 Est. cost	None	No Change	\$10/\$1000 Res \$12-21/\$100 Comm	.40/Sq Ft	.50/Sq Ft	\$5/\$1000 of value of construction
Demolition	.05/Sq Ft	.10/Sq Ft	.05/Sq Ft	.15/ Sq Ft	.05/ Sq Ff	Not listed	Not listed	\$60	\$100 plus deposit up to \$3500
Res Electric	\$35	\$50	\$15	None	No Change	\$108	.10/Sq Ft, \$60 minimum	\$70	\$50, \$1 per fixture outlet
Comm Elec	\$50 Under \$10k, .5% of est cost over \$5k	\$100 under \$10k, 1% of the est cost over \$5k	\$50 Under \$10k, .5% of est cost over \$5k	None	No Change	\$108 minimum, 1% of estimated cost	.15/sq ft, \$60 minimum	\$70, plus 1% of est cost	\$50, \$1 per fixture outlet
Internal Plumbing	\$10/fixture \$40 min (State Min)	\$15/fixture, \$60 min	\$5/fixture, \$20 min	None	No Change	\$22/fixture, \$51 min	\$10/fixture \$40 min	\$12/fixtur e, \$60 min	\$10/fixture, \$64 minimum
Septic	State minimum	State minimum	No Change	State Minimum	No Change	\$459 non-engineered, \$820 engineered	Not listed	State minimum	Not listed
Occupancy	\$0	\$50	\$50	No Change	No Change	Not listed	\$60	\$50, \$25 for rechecks	Not listed



Ellsworth Fire Department
1 City Hall Plaza, Ellsworth, Maine 04605
Phone (207) 667-8666 ♦ Fax (207) 667-4908
www.ellsworthmaine.gov



MEMORANDUM

TO: Ellsworth City Council

FROM: Fire Chief Scott Guillerault

DATE: April 28, 2025

SUBJECT: Amendment to Fee Schedule for Fire Protection and Prevention Ordinance, Chapter 4, Article II, Subsection(s) 2.2-2.2.3

Suggested Motion:

Move to approve the request of the Fire Chief to amend the fee schedule for the City of Ellsworth Fire Protection and Prevention Ordinance, Chapter 4, Fee Schedule, as presented.

Background:

This memo addresses the need to reinstate the fee schedule for services outlined in the City of Ellsworth Fire Protection and Prevention Ordinance, specifically within Chapter 4, Article II, subsections 2.2-2.2.3. As you are aware, these fees were discontinued in December 2020, creating a situation where valuable fire inspection and prevention services are currently provided without corresponding revenue.

The reinstatement of this fee schedule is crucial for the long-term sustainability and effectiveness of our fire protection and prevention initiatives. The lack of fees currently places the entire financial burden of these services on taxpayers, including costs for plan reviews and inspections for private development projects.

Reinstating the fee schedule will ensure proper funding, re-establish a discontinued revenue source, and provide equitable cost distribution, particularly for services benefiting private development.

The proposed amended fee schedule will be presented for your review and consideration. We believe reinstating these fees is a vital step in ensuring community safety and fiscal responsibility.

We urge your approval of the suggested motion.

Respectfully,
Scott Guillerault, Fire Chief

Proposed Amendment to City of Ellsworth Ordinances

Chapter 4: Fire Protection and Prevention

Article II: Adoption of State Codes and Standards; Plan Review Fees

Section 2.1: Adoption of State Codes, Standards, Rules, and Statutes

The City of Ellsworth hereby adopts, by reference, all current and future revisions of Codes, Standards, Rules, and Statutes, including all additions and omissions thereto, as formally adopted by the State of Maine Fire Marshal's Office and Title 25, Chapters 313 through 321 of the Maine Revised Statutes, as the regulatory basis for inspection, plans review, and enforcement pertaining to all buildings other than one- and two-family dwellings. This adoption is inclusive of, and shall automatically incorporate, all subsequent amendments and revisions duly promulgated by the State of Maine.

Specifically included within this adoption are the following, as currently in effect and as hereafter amended and adopted by the State of Maine:

- National Fire Protection Association (NFPA) codes and standards.
- Maine Uniform Building and Energy Code (MUBEC), which encompasses the following International Codes as adopted by the State of Maine:
 - International Building Code.
 - International Residential Code.
 - International Energy Conservation Code.
 - International Existing Building Code.
 - International Mechanical Code

(Note: The Standards, Rules, Codes, and Maine Revised Statutes adopted by the State Fire Marshal's Office are detailed in the appended document, which shall be understood to incorporate all subsequent amendments and revisions promulgated by the aforementioned State authority.)

Section 2.2: Review of Public Building Construction Projects

The City of Ellsworth shall review construction projects of public buildings as described in Title 25, Section 2468 of the Maine Revised Statutes.

Section 2.2.1: Fire & Life Safety Plan Review Fee Schedule

A. Fee Establishment:

Pursuant to the requirements of the Maine Administrative Procedure Act, the City of Ellsworth hereby establishes the following fee schedule for the examination of all plans for construction, reconstruction, or repairs submitted to the City of Ellsworth that require review for fire and life safety compliance:

B. Fee Limitation:

The City of Ellsworth shall not charge a developer a fee for fire and life safety plan review that exceeds \$0.04\$ per square foot of the gross building area.

C. Other Fees:

This fee limitation does not prevent the City of Ellsworth from charging other applicable fees for other construction-related permits, inspections, or life safety-related projects, as established by separate ordinances or regulations.

Fire Protection and Prevention Inspection Fee Schedule

Explanation of categories

Base	This is the approximate cost to have the Fire Inspector conduct a two-hour inspection. The base rate is 125.00
Building Class	Building class is established in accordance with the current edition of the International Building Code (IBC). A modifier is used to reflect the hazards associated with occupancy, which increase the complexity of the inspection.
Square Footage	This modifier reflects the cost table established in the current Permit Fee Schedule.

Occupancy Hazard Classifications

Hazard Class	Modifier	Description of Hazard Classification in accordance with the current adopted edition of the International Building Code (IBC)
Low	1	• Small assembly spaces without compounding factors • Religious and educational rooms with occupancy loads of less than 100 without compounding factors. • Assembly group A-5
Low	2	• Assembly group A-1, A-3, A-4 • Business group B, except for the following: ○ Dry cleaning (the actual process) – Moderate ○ Laboratories – Moderate ○ Food processing with onsite bulk haz-mat – Very High • Factory group F-2 • All of group I • All of group R • Storage group S-2
Moderate	3	• Assembly group A-2 • Factory group F-1 • Storage group S-1
High	4	• As noted,
Very High	5	• All of group H except for section 307.1.1. Section 307.1.1 should be classified as High.

Calculating the inspection fee

Square footage modifier

1-2,000 = 0.2

2,001 – 5,000 = 0.3

5,001 – 10,000 = 0.4

10,001 – 15,000 = 0.5

15,001 – 20,000 = 0.6

20,001 – 25,000 = 0.7

25,001 and above = 0.8

Ex: For a 2000 square foot call center, the calculation would be as follows.

Base fee x square footage modifier x hazard classification modifier = amount due

$$\$125.00 \times 0.2 = 25$$

$$\$125.00 + \$24 = \$150$$

$$\$150.00 \times 2 = \$300.00$$

Additional Fees

Satisfactory Re-inspection	No additional charge
Unsatisfactory re-inspection without a plan in place or noncompliance with the plan of correction.	Repeat the amount of the initial inspection fee
Second, unsatisfactory re-inspection without a plan in place or noncompliance with the plan of correction.	Double the amount of the original
Third, unsatisfactory re-inspection without a plan in place or noncompliance with the plan of correction.	Double the previous re-inspection fee and referral for possible citation. Citation Penalty \$100 minimum - \$2500 maximum
Pre-inspections / pre-build review (This is a required local review and not a formal plans review conducted by the SFMO)	\$50
Site Inspections are conducted when requested by the contractor or required by code, ordinance, or statute.	\$50

Occupancy load calculation	\$50
Emergency vehicle access evaluation	\$70
Founded Complaints	\$100
Founded Serious Complaints	\$200
Repeat Complaints	Triple the original fee and referral for possible citation. Citation Penalty \$100 minimum - \$2500 maximum

Commercial Fire Alarm Plan Review & Permit Fees

Fire Alarm Plan Review	Minimum \$100 plus 0.20/ square foot of building area
Installation and/or modification of fire alarm/detection, smoke control system inspection Fee (re-inspections)	\$100
Installation and/or medication of alarm/decoction/smoke control system inspection Fee (initial)	\$100
Replacement or modification of the Fire Alarm Control Panel with existing devices inspection fee (initial)	\$200
Replacement or modification of the Fire Alarm control Panel with existing Devices Inspection fee (re-inspections)	\$100

Commercial Sprinkler System Plan Review & Permit Fees

Sprinkler Connection Fee	\$275
Fire pump installations each	\$100
Installation and/or modification of automatic Sprinkler System (initial)	\$225

Other Permit Fees:

Blasting permit per day \$100.00

General- Annual Inspections Fees

Annual inspection (required for all facilities that are required to submit tier II reports) \$225.00

Penalties

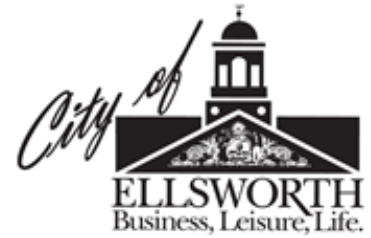
False Alarm (per calendar Year) *

First incident	No Charge
Second Incident	No Charge
Third Incident	\$250.00
Fourth Incident	\$250.00
Fifth Incident	\$500.00
All future incidents	\$1000.00

*Due to mechanical defect failure of the system, or repeated false activation due to the *carelessness* of occupants/employees



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MEMORANDUM

TO: Ellsworth City Council

FROM: Ellsworth Fire department

DATE: April 28, 2025

SUBJECT: Approval Request – EMS Equipment

Recommended Motion:

Move to authorize the purchase of two Lucas Device v3.1 CPR devices in the amount of \$38,905.54 from Stryker Sales, LLC. with funding to come from Maine EMS Sustainability Grant and FD Training Site Revenue.

Background:

The Fire Department is requesting Council authorization to purchase two Lucas v3.1 Devices. The Ellsworth Fire Department, operating with limited manpower and a steadfast commitment to providing high-quality care on every call even without an ambulance immediately on scene, would significantly benefit from the LUCAS v3.1 automated chest compression device. This technology ensures continuous, guidelines-consistent CPR without rescuer fatigue, which is crucial when personnel are stretched thin and manual compressions cannot be sustained for extended periods or during patient movement. By providing tireless and effective chest compressions, the LUCAS v3.1 frees up our firefighters to perform other vital interventions, thereby enhancing overall resuscitation efforts and increasing the potential for improved patient outcomes from the moment of arrival.

Quotes have been obtained to ensure the most cost-effective pricing. Stryker is a sole-source vendor for Lucas v3.1 devices. The sole source letter is attached.

The materials and associated costs are as follows:

2- LUCAS 3, v3.1 Chest Compression System, (Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery)

\$18,646.47ea. \$37,292.94

2-LUCAS External Power Supply \$279.95ea. \$559.90

2-LUCAS 3 Battery - Dark Grey - Rechargeable LiPo \$526.35ea. \$1,052.70

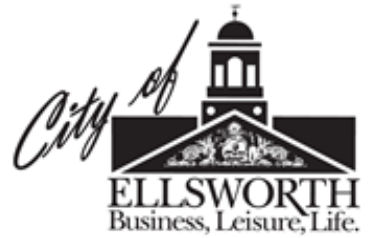
Total Cost: \$38,905.54

Funding for these purchases will come from funds awarded by Maine EMS Sustainability Grant in the amount of \$35,509.12, with the balance \$3,396.42 coming from 15-210-53010 Fire Department Training Site revenue.

Respectfully,
Scott Guillerault, Fire Chief



Ellsworth Fire Department
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Phone (207) 667-8666 ♦ Fax (207) 667-4908
www.ellsworthmaine.gov



MEMORANDUM

TO: Ellsworth City Council

FROM: Ellsworth Fire department

DATE: April 28, 2025

SUBJECT: Justification for Sole Source Procurement - Stryker LUCAS v3.1

The Ellsworth Fire Department requires the Stryker LUCAS v3.1 Automated Chest Compression Device to enhance cardiac arrest care with limited manpower. The LUCAS v3.1 ensures continuous, high-quality CPR without rescuer fatigue, freeing our firefighters for other vital tasks and improving potential patient outcomes.

Critically, the LUCAS v3.1 is the **only** automated chest compression device that integrates directly with our existing LIFENET system and LIFEPAK 15 monitors. This seamless data transfer is essential for efficient patient care reporting and integration with our state EMS system.

Due to this unique and necessary integration capability offered exclusively by Stryker, we request sole source approval for the LUCAS v3.1 to maintain a streamlined and effective patient care data workflow.

Respectfully,
Scott Guillerault, Fire Chief

November 2024

Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. for the following products:

- New LIFEPAK® 35 monitor/defibrillators
- New LIFEPAK® 15 monitor/defibrillators
- New LIFEPAK 20e defibrillator/monitors
- New LIFEPAK CR2 automated external defibrillators
- New LIFEPAK CR2 cellular automated external defibrillators
- New LIFEPAK 1000 automated external defibrillators
- New HeartSine® samaritan PAD automated external defibrillators
- New LUCAS® chest compression system
- CODE-STAT™ data review software and service

Stryker is the sole source provider in all markets for the following products and services:

- RELI™ (Refurbished Equipment from the Lifesaving Innovators) devices
- LIFENET® system and related software
- ACLS (non-clinical) LIFEPAK defibrillator/monitors
- LIFELINKcentral™ Government Campus Solution
- MultiTech 4G and Titan III gateways
- Factory-authorized inspection and repair services which include repair parts, upgrades, inspections and repairs.

Stryker does not authorize any third parties to sell these products or services in the markets listed above. We will not fulfill orders placed by non-authorized businesses seeking to resell our products or services. If you have questions, please feel free to contact your local Stryker customer service representative at 800.442.1142.

Sincerely,



Matt Van Der Wende, Vice President, Americas Sales

Stryker or its affiliated entities own, use, or have applied for the following trademarks or services marks: LIFELINKcentral, LIFEPAK, LUCAS, CODE-STAT, RELI, LIFENET, Stryker. All other trademarks are trademarks of their respective owners or holders. The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.

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Emergency Care

11811 Willows Road NE, Redmond, WA 98052 USA | P +1 425 867 4000 | Toll-free +1 800 442 1142 | stryker.com

stryker

LUCAS[®] 3, v3.1

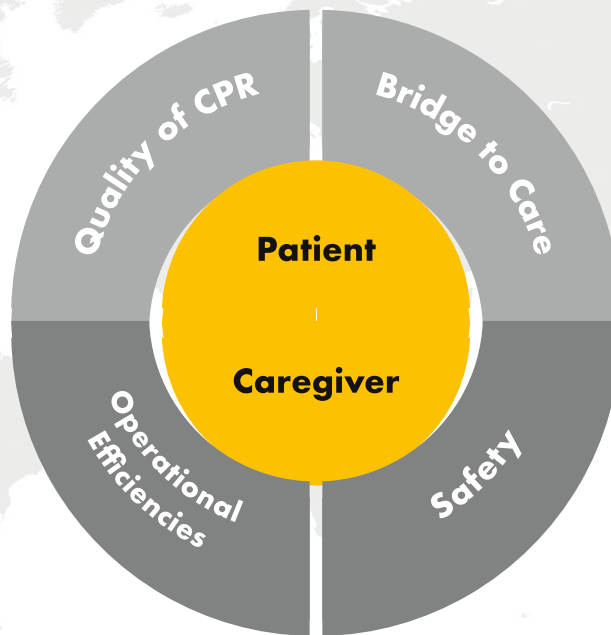
Chest Compression System



Your partner in life support

Consistency. It's a powerful thing.

The LUCAS Chest Compression System helps emergency care teams around the world do what they do best — save lives. With high-quality chest compressions and fewer interruptions than manual CPR, LUCAS is your partner that will administer Guidelines-consistent, high-quality compressions until the job is done.²⁶



CPR quality

- Delivers Guidelines-consistent, high-quality chest compressions at recommended rate and depth while allowing for full chest recoil^{6,24,25}
- Fewer interruptions, compared to manual CPR, leading to higher chest compression fraction^{1,2} and increased blood flow to the brain^{3,4}
- Higher EtCO₂ values, compared to manual CPR, which can be indicative of higher chance of ROSC⁵

Operational efficiencies

- Calms the event and reduces stress by eliminating the need to manage a compression rotation schedule²⁴
- Frees up care givers to focus on other tasks²⁴
- Utilizes data integration capabilities to enhance post event analysis and quality improvement efforts²⁹

Bridge to care

- Overcomes caregiver fatigue by providing Guidelines-consistent chest compressions for multiple hours if required*²⁶
- Allows for hands-free, high-quality chest compressions during transport^{1,6}
- Extends reach of care and allows for treatment of underlying cause during CPR (e.g. ECMO/PCI)²²

Safety

- Rescuers can avoid awkward and potentially dangerous situations when performing CPR during patient transport²⁶
- Potential to reduce CPR-related injuries to the CPR provider²⁶
- Reduces X-ray exposure of CPR provider during PCI²⁷

* When using multiple batteries or an external power source. Battery typically lasts for 45 minutes of operation

Proven. Safe. Effective.



For over 15 years the LUCAS Chest Compression System has been helping lifesaving teams around the world deliver high performance, Guidelines-consistent chest compressions to cardiac arrest patient in the field, on the move and in the hospital.

The LUCAS device has been proven safe and effective in a large randomized controlled trial, the highest level of clinical evidence.¹⁰

LUCAS by the numbers

50,000+

With over 50,000 devices in the global market, a patient is treated approximately every 2 minutes^{7,8}

16,830

In a successful 2 hour 45 minute resuscitation, LUCAS administered 16,830 Guidelines-consistent compressions⁹

>99%

Operational reliability in clinical use¹⁰

+60%

Increased blood flow to the brain vs. manual CPR³

>99%

of survivors had good neurological outcomes in large randomized LINC trial¹⁰

95%

of patients fit in the LUCAS device^{10,11}



“We know CPR is difficult to do well. People slow down. They don’t always do it appropriately — even professional rescuers. A machine doesn’t get tired; it is consistent, and consistency is key.”

—Charles Lick, MD Medical Director, Allina Medical Transport & Emergency Department Director, Buffalo Hospital²³

Your power to improve CPR quality

Less interruptions to CPR on the scene and during transport

30-40% of patients who have achieved return of spontaneous circulation (ROSC) on the scene will re-arrest prior to hospital arrival and may require CPR during transportation.^{20,21}

On-scene¹

LUCAS device	90%	10%
Manual CPR	81%	19%

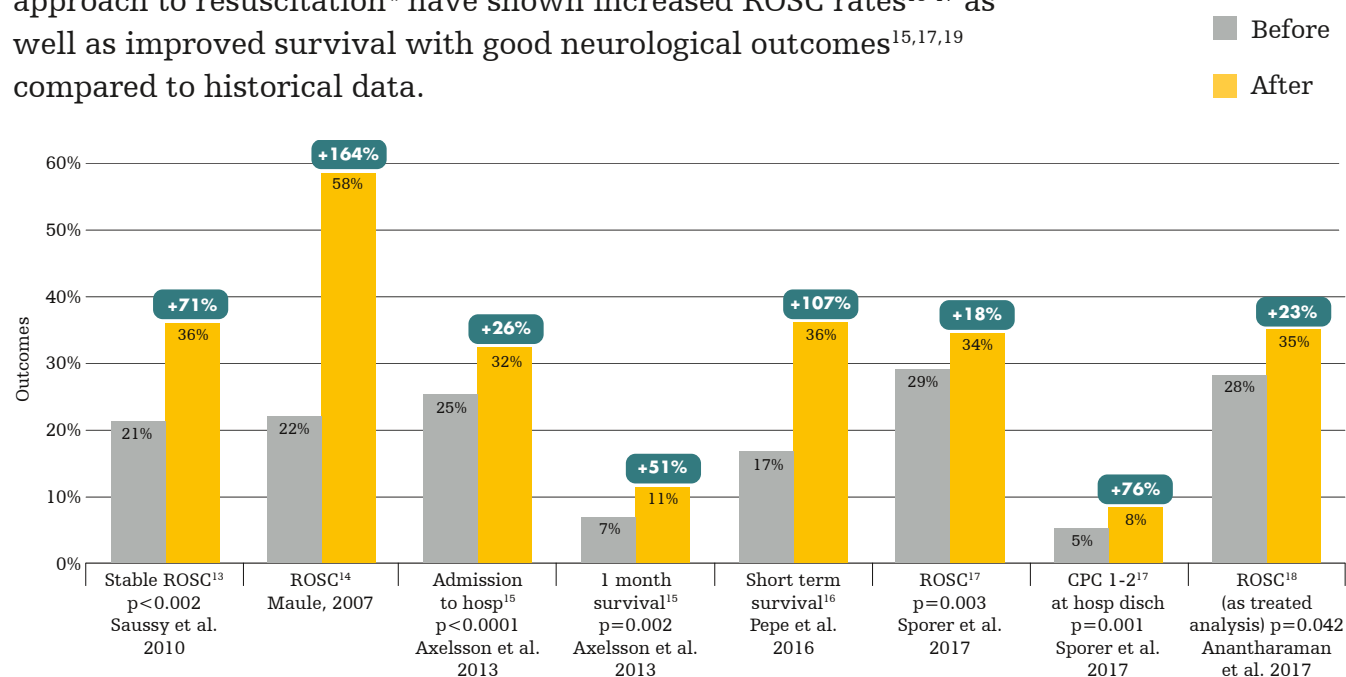
During transportation¹

LUCAS device	92%	8%
Manual CPR	73%	27%

■ Hands-on-Ratio ■ Hands-off-Ratio

LUCAS can contribute to improved outcomes

Systems of care implementing LUCAS together with a comprehensive approach to resuscitation* have shown increased ROSC rates¹³⁻¹⁷ as well as improved survival with good neurological outcomes^{15,17,19} compared to historical data.



*May include additional therapies or changes of protocols

LUCAS 3, v3.1 at a glance

7 seconds

The two-step application (back plate, then upper part) makes the LUCAS device quick and easy to deploy, as short as a median 7 second interruption time when transitioning from manual CPR.¹²

Battery allows for 45 min continuous run time. Plug in the external power supply for prolonged operation/charging



Check Battery charge status through the Carrying Case top window

Compact, lightweight carrying case included with every device



The carbon fiber LUCAS PCI back plate (optional) is intended specifically for use in the cath lab, with its radiotranslucent material minimizing image shadows



Wi-Fi® connectivity for device Post-Event reports and asset notifications over e-mail

Comprehensive post-event analysis of LUCAS and LIFEPAK® data in CODE-STAT™ 11 data review software

Patient straps secure patient arms during transport

Release rings to remove the upper part from the back plate

Disposable suction cup with optional pressure pad release during ventilations

Compression rate can be set at 102, 111 or 120 to meet unique protocols

Stabilization strap helps keep device in correct position on patient

Standard low profile back plate, easy to place

High-quality CPR

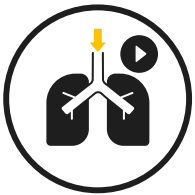
If the patient is lying on a soft surface, the LUCAS device delivers Guidelines-consistent depth, overcoming the “mattress effect”.

LUCAS 3, 3.1 setup options*

The LUCAS 3, v3.1 was designed with enhanced data capabilities to allow for better post-event reporting and asset management. With Wi-Fi and Bluetooth connectivity, your LUCAS device can be configured to meet your protocols within your LIFENET account. Integration with CODE-STAT 11 now allows for precise and timely post-event reviews that can help with training and quality improvements.



Increase compression rate **without** sacrificing depth.^{3,17,28} Compression rate can be fixed or variable during operation at 102, 111, or 120 compressions per minute while still maintaining desired depth between 1.8 to 2.1 inches/45 to 53mm (depth fixed during operation).



Adjust ventilation alerts, pause length and count



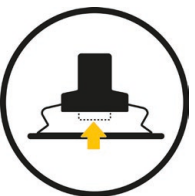
Auto-lowering of piston (AutoFit or QuickFit)



Adjustable depth: 1.8 and 2.1 $\pm$ 0.1 inches / 45 to 53 $\pm$ 2mm (fixed during operation)



Audible CPR timer: 1-15 minutes (in 1 min. increments)



Optional pressure pad release (0.4 inches/10 mm) allows for chest rise during ventilation

* Setup options should be changed only under the direction of a physician knowledgeable in cardiopulmonary resuscitation who is familiar with the literature in this area

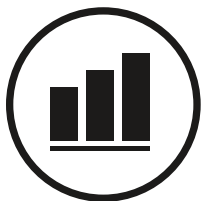
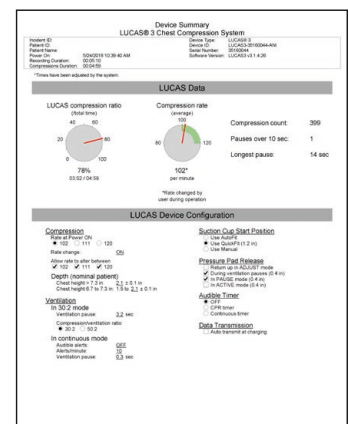
Connected care



Post-Event reporting

Key metrics and dashboards:

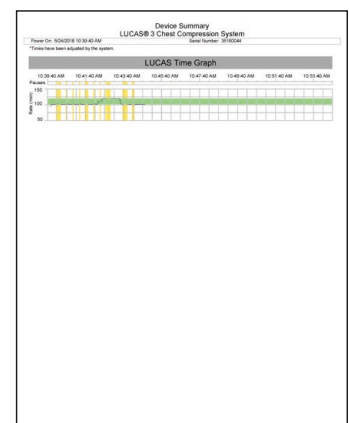
- Compression time, ratio, and rate
- Count, number of pauses > 10 sec.
- Duration of longest compression pauses
- Visual timeline of the event



Post-Event reporting

CODE-STAT 11 allows for LUCAS Post-Event Reports to be merged with reports from LIFEPAK 15 and LIFEPAK 20/20e devices.

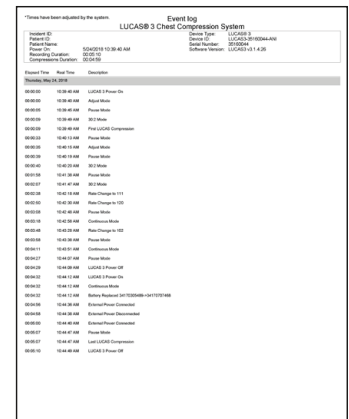
Merged reports give a comprehensive view of cardiac arrest cases and can be used in quality improvement and training efforts.



Asset management

LIFENET offers easily accessible asset dashboard for fleet status at latest device check-in.

Gives notifications of expiring and expired LUCAS batteries.



Selected specifications

For further details on specifications, please see the LUCAS 3, v3.1 Data Sheet (GDR 3336665) or LUCAS 3, v3.1 Instructions for Use.

Therapy

- Rate: 102 ± 2 compressions per minute
- Depth: 2.1 ± 0.1 inches / 53 ± 2 mm*
- Compression duty cycle: $50 \pm 5\%$
- ACTIVE 30:2 mode: 30:2 compression to ventilation ratio
- ACTIVE Continuous mode
- Ventilation alerts and pauses

Above specifications are factory default settings and for nominal patients. The LUCAS 3, v3.1 setup options allows you to tailor rate, depth and ventilation alerts and pauses within certain values, as well as setting up an optional audible timer, sending device data reports and connecting to Wi-Fi networks.

*For smaller patients with sternum height less than 7.3 inches / 185 mm: 1.5 to 2.1 ± 0.1 inches / 40 to 53 ± 2 mm

Device

Dimension

- Assembled (HxWxD):
22.0 x 20.5 x 9.4 inches / 56 x 52 x 24 cm
- In carrying case (HxWxD):
22.8 x 13.0 x 10.2 inches / 58 x 33 x 26 cm

Weight

- Device with Battery (no straps): 17.7 lbs / 8.0 kg
- Battery: 1.3 lbs / 0.6 kg

Environment

- Operating temperature:
+32°F to +104°F / +0°C to +40°C
-4°F / -20°C for 1 hour after storage at room temperature
- Storage temperature:
-4°F to +158°F / -20°C to +70°C
- Device IP classification (IEC 60529): IP43

Eligible patients

- No patient weight limitation
- Chest height: 6.7 to 11.9 inches / 17.0 to 30.3 cm
- Maximum chest width: 17.7 inches / 44.9 cm

Power specifications

Power source: Proprietary battery alone or with external power supply or car power cable

Battery

- Type: Rechargeable Lithium-ion Polymer (LiPo)
- Capacity: 3300 mAh (typical), 86 Wh
- Voltage (nominal): 25.9 V
- Run time (nominal patient): 45 minutes (typical).
Extended run time connecting to external power supply
- Service life: Recommendation to replace battery every 3 to 4 years or after 200 uses

Power supply

- Input: 100-240VAC, 50/60Hz, 2.3A, Class II
- Output: 24VDC, 4.2A
- Car power cable: 12-28VDC/0-10A
- Charging (at room temperature, +72°F / +22°C)
Using external power supply:
 - Less than two hours
- Using external battery charger:
 - Less than four hours

Your
partner
in life
support



—in the **field**



—on the **move**



—in the **hospital**

Reference:

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The LUCAS 3 device is for use as an adjunct to manual CPR when effective manual CPR is not possible (e.g., transport, extended CPR, fatigue, insufficient personnel).

For further information, please contact Stryker at 800 442 1142 (U.S.), 800 668 8323 (Canada) or visit our website at stryker.com

Emergency Care

This document is intended solely for the use of healthcare professionals. A healthcare professional must always rely on his or her own professional clinical judgment when deciding whether to use a particular product when treating a particular patient. Stryker does not dispense medical advice and recommends that healthcare professionals be trained in the use of any particular product before using it.

The information presented is intended to demonstrate Stryker's product offerings. A healthcare professional must always refer to operating instructions for complete directions for use indications, contraindications, warnings, cautions, and potential adverse events, before using any of Stryker's products. Products may not be available in all markets because product availability is subject to the regulatory and/or medical practices in individual markets. Please contact your representative if you have questions about the availability of Stryker's products in your area. Specifications subject to change without notice.

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The absence of a product, feature, or service name, or logo from this list does not constitute a waiver of Stryker's trademark or other intellectual property rights concerning that name or logo.



Manufactured by:

Jolife AB
Scheelevägen 17
Ideon Science Park
SE-223 70 Lund
Sweden

Distributed by:

Physio-Control, Inc.
11811 Willows Road NE
Redmond, WA, 98052
U.S.A.
Toll free 800 442 1142
stryker.com

Distributed by:

Stryker Canada
2 Medicorum Place
Waterdown, Ontario
L8B 1W2
Canada
Toll free 800 668 8323



LUCAS X 2

Quote Number:11094723

Version:1

Prepared For:ELLSWORTH FIRE DEPT

Attn:

Quote Date:04/14/2025

Expiration Date:07/13/2025

Remit to:Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Rep:Matthew Lampen

Email:matthew.lampen@stryker.com

Phone Number:

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	ELLSWORTH FIRE DEPT	Name:	ELLSWORTH FIRE DEPT	Name:	ELLSWORTH FIRE DEPT
Account #:	20131464	Account #:	20131464	Account #:	20131464
Address:	1 CITY HALL PLZ	Address:	1 CITY HALL PLZ	Address:	1 CITY HALL PLZ
	ELLSWORTH		ELLSWORTH		ELLSWORTH
	Maine 04605		Maine 04605		Maine 04605

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	2	\$18,646.47	\$37,292.94
2.0	11576-000071	LUCAS External Power Supply	2	\$279.95	\$559.90
3.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	2	\$526.35	\$1,052.70
Equipment Total:					\$38,905.54

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$38,905.54

Comments:

PLEASE NOTE, THIS IS QUTOED AT GROUP PURCHASE DISCOUNT. PRICING IS ATTACHED TO BUNDLE UNITS.

Prices: In effect for 30 days

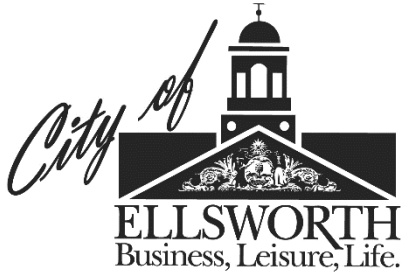


LUCAS X 2

Quote Number:	11094723	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Rep:	Matthew Lampen
Prepared For:	ELLSWORTH FIRE DEPT	Email:	matthew.lampen@stryker.com
Attn:		Phone Number:	
Quote Date:	04/14/2025		
Expiration Date:	07/13/2025		

Terms: Net 30 Days

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

From: Charles Pearce, City Manager

Date: May 15, 2025

Re: Authorization to Use FY25 Economic Development Omnibus TIF Surplus for Grants
Management Consultant

Suggested Motion:

Move to authorize the City Manager to issue a Request for Proposals for a Grants Management Consultant, with total costs not to exceed \$15,000, to be funded from the FY2025 surplus in the Economic Development Tax Increment Financing (TIF) account.

Background:

As the City of Ellsworth continues to pursue ambitious goals outlined in the 2024 Comprehensive Plan, Housing Task Force Plan, and Business Attraction Strategy, it is increasingly clear that a more robust and professionalized approach to grant identification and management is needed. Additionally, with the launch of our 1-, 5-, and 10-year Capital Improvement Plan (CIP), it is imperative that we maximize external funding opportunities to ease the tax burden on residents and accelerate implementation timelines. This proposal was originally made to the city council as part of the FY2026 budgeting process. However, due to the immediate need for this service, and the availability of surplus funding in the FY2025 Economic Development TIF, we decided to move this item forward in this funding cycle rather than wait until post July 1st, 2025.

Proposal

I am requesting City Council approval to allocate \$15,000 from the FY2025 Economic Development Omnibus Tax Increment Financing (TIF) surplus of \$160,000 to fund the initial engagement of a Grants Management Consultant.

Justification

1. Improved Access to Funding:

A dedicated consultant can proactively pursue federal, state, and private grant opportunities to support capital investments in infrastructure, public safety, housing, broadband, and economic development.

2. Efficient Grant Administration and Compliance:

Securing a grant is only the first step. A consultant will ensure regulatory compliance,

accurate reporting, and effective implementation—minimizing the risk of claw backs or administrative errors that could jeopardize future funding.

3. **Relief for City Staff and Improved Coordination:**

Currently, grant-related duties are distributed across departments, many of which lack dedicated capacity. Centralizing these efforts under a skilled consultant will allow department heads and staff to focus on their core responsibilities while improving coordination across projects.

4. **Strategic Alignment with Long-Term Plans:**

A consultant will help develop and implement a grant strategy that aligns with the city's existing plans, helping us prioritize and pursue funding that directly supports our identified goals.

5. **Sustainable Funding Model:**

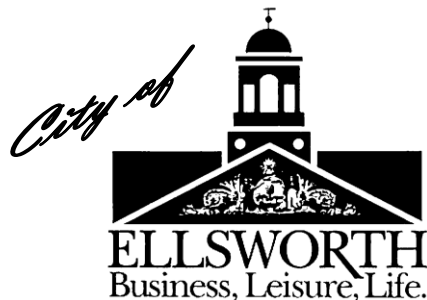
Many grant programs allow administrative costs to be reimbursed as part of the grant award. Over time, a well-managed grants program will become budget positive and pay for itself over time.

Recommended Actions

- Approve the allocation of up to \$15,000 in FY25 Economic Development Omnibus TIF surplus to support a one-year grant management services contract.
- Direct staff to issue a Request for Proposals (RFP) for qualified consultants.
- Establish a staff working group to evaluate submissions and coordinate ongoing grant priorities and reporting needs.

Conclusion

Investing in professional grant management services will greatly increase our capacity to bring external funds into the city, streamline compliance, and ensure that Ellsworth remains competitive in funding arenas. With clear alignment to our adopted strategic plans and a funding source that does not impact the general fund, this proposal is both timely and fiscally prudent.



Office of the City Treasurer

1 City Hall Plaza ▪ Ellsworth, ME 04605-1942
Phone (207) 669-6624 ▪ Fax (207) 667-4908
www.ellsworthmaine.gov

MEMO

Date: May 9, 2025

To: City Council Members

From: Charlie Pearce

RE: Order Amending Order #112400 to Reallocate Bond Proceeds to Additional Projects

Suggested Motion:

Order amending the current General Obligation BOND to include additional projects and an increase in the original Surry Road Contingency as defined in the original order. The amendment includes the following:

Summary of Projects and Bond Amounts:

During the Budget Workshop on April 8th, the Council reviewed and discussed the One-Year Capital Improvement Plan, which encompassed all departmental requests alongside recommendations from the City Manager.

Key Discussions

- The Council engaged in discussions about each request while considering potential funding options.
- One viable funding option discussed was reallocating the FY 25 BAN surplus, as the Local Roads segment of the FY 25 BAN was under budget, resulting in a surplus of **\$486,250**.

Project Description	Bond Amount	Useful Life (est.)
Excavator	\$153,600	20 years
Trench Box	\$14,400	20 years
Camera	\$42,000	10 years
Sidewalk Plow	\$100,000	10 years
Vertical Balers (2)	\$32,000	25 years
Surry Road Water Main	\$107,000	25 years

Total \$449,000

Excavator and Trench Box

The City has been renting an excavator for approximately 6 to 7 months each year at an annual cost of around \$30,000. Given the frequency of use, the total rental costs over the years now exceed the price of purchasing a comparable machine outright. These machines have a life expectancy of 20 years or more in maintained properly.

As we continue to reorganize the Public Works Department, the need for a larger, City-owned excavator will become increasingly important. The upcoming Courthouse Road project as well as the School Track, are just two few examples where a larger excavator will be essential to complete the work efficiently and safely.

In addition, we are requesting the purchase of a trench box, which is necessary to allow employees to safely work below ground during water main repairs and other excavation tasks. Our current excavator does not have the lifting capacity to handle a full-size trench box, limiting our ability to perform this work in-house. This piece of equipment will last at least 20 years with proper maintenance.

The estimated cost for both the excavator and trench box is \$280,000. This cost would be shared between the Highway Department (60% totaling \$167,400) and the Water and Wastewater Enterprise Accounts (20% each totaling \$112,200). This investment would improve efficiency, enhance worker safety, and eliminate ongoing rental costs, resulting in long-term savings for the City.

Camera

The Public Works Department is requesting the City approve the purchase of a new pipe inspection camera system to be shared among the Water, Wastewater, and Highway Departments. The cost of the equipment would be approximately **\$126,000** split equally between the highway, water and wastewater departments. This equipment will significantly reduce our reliance on outside contractors for video inspections and enhance our ability to maintain critical infrastructure in-house.

Currently, the City pays several thousand dollars annually for various video inspection services. For example, the Wastewater Department alone spends over \$40,000 each year to have approximately one-third of the sewer collection system cleaned and video inspected by Vortex Services. With the recent investment in a combination vac/jetter truck, we estimate that we could save approximately \$20,000 annually by performing this work ourselves using a City-owned inspection camera system.

The Highway Department is responsible for cleaning and vacuuming stormwater catch basins throughout the City. A pipe inspection camera would also enable the Department to inspect stormwater culverts, helping to identify blockages, structural issues, or other maintenance needs. Last year, the City paid Vortex approximately \$90,000 for culvert inspections alone.

The Water Department has used inspection cameras in the past to examine large valves, including those on backwash filters. Having our own system would streamline this work and reduce downtime.

In summary, this investment would improve operational efficiency across three departments, enhance our ability to manage infrastructure proactively, and result in substantial long-term cost savings.

Sidewalk Plow

Our existing sidewalk plows are experiencing increasing mechanical issues due to their age and heavy use. This results in frequent breakdowns which lead to delays in clearing sidewalks, leaving them snow-covered and hazardous for pedestrians, including students walking to school, elderly residents, and individuals with disabilities. Repair costs for the aging equipment are escalating, consuming a portion of our budget that could be better allocated to other essential services. Unclear sidewalks pose a significant safety risk to pedestrians, potentially leading to falls and injuries. This also hinders accessibility for those who rely on sidewalks for transportation.

Investing in a new sidewalk plow will provide numerous benefits to the City of Ellsworth and its residents. New plows are equipped with more powerful engines, wider clearing paths, and advanced features that will allow our crews to clear sidewalks more quickly and efficiently after snowfall. A new machine will significantly reduce the risk of breakdowns, ensuring consistent and timely sidewalk clearing operations. Investing in new equipment will result in lower long-term maintenance costs compared to continuously repairing aging machinery. Clear and safe sidewalks will reduce the risk of pedestrian accidents and improve accessibility for all residents, promoting a more walkable and livable community. Maintaining clear sidewalks demonstrates the city's commitment to public safety and accessibility, enhancing our community's image.

While the initial investment is significant, reduced maintenance costs, increased efficiency, and potentially lower labor costs associated with faster clearing can lead to cost savings over the lifespan of the new equipment.

The estimated cost for a new sidewalk plow is approximately **\$100,000**. This figure includes the cost of the unit itself and potential ancillary equipment or training. We have included a detailed breakdown of this cost in the attached budget request. We believe that the long-term benefits of improved efficiency, reduced maintenance, and enhanced public safety justify this investment.

Based on the significant challenges posed by our aging equipment and the numerous benefits of investing in a new sidewalk plow, we strongly recommend the approval of this purchase. This investment is crucial to ensure the safety and accessibility of our sidewalks during the winter months and will ultimately benefit all residents of Ellsworth.

Vertical Balers

The Solid Waste Department currently operates two vertical balers used to compact cardboard, plastics, and other recyclable materials. These units have surpassed their expected service life and are increasingly unreliable, requiring frequent maintenance and causing operational delays. In their current condition, they also present safety concerns due to worn components and outdated safety systems.

Replacing the two existing balers with modern, energy-efficient units will minimize equipment

downtime and maintenance costs, ensuring uninterrupted recycling operations. Modern units are equipped with up-to-date safety features, reducing the risk of injury to staff. New balers operate faster and more effectively, improving throughput and reducing staff time spent on material handling.

The existing balers are no longer reliable or cost-effective to maintain. Replacing them now will improve operational efficiency, enhance safety, and support the City's long-term waste management goals

Increase to the Surry Road Water Main Discrepancy

The original BAN allocated \$200,000 for the Surry Road Water Main project contingency. Since that time, the consultant for the project, Woodard and Curran, has developed a detailed cost proposal for the Construction Administration and Inspection related to the project. In that proposal, there is a cost breakdown for the project cost and project funding, which highlights the funding discrepancy between the Drinking Water Program State Revolving Fund (SRF) and lead service line (LSL), which estimates a \$307,000 project deficit. To have the appropriate funding for this project, we need to increase the project contingency by \$107,000, from the BAN. The project scope and budget is attached.

CITY OF ELLSWORTH

Council Order # 052508

TITLE: Order Amending Order #112400 to Reallocate Bond Proceeds to Additional Projects

WHEREAS, pursuant to Order #112400 adopted November 18, 2024 (the “Prior Order”), the Ellsworth City Council authorized the City's general obligation bonds in an amount not to exceed \$2,795,000 to finance miscellaneous vehicles, equipment, road, utility and other municipal capital improvements (the “Original Projects”, as more specifically described in the Prior Order); and

WHEREAS, pursuant to such Prior Order, the City issued its \$2,575,000 2025 General Obligation Bond Anticipation Note dated January 10, 2025 (the “BAN”); and

WHEREAS, the City Council now desires amend the Prior Order to reallocate unspent proceeds of the BAN to additional projects;

NOW, THEREFORE, by the City Council of the City of Ellsworth be it hereby:

ORDERED, THAT the Prior Order be and hereby is amended to provide that the Projects as defined in the Prior Order (and being referred to in this Order as the Original Projects), be and hereby is amended to include the following additional project (the “Additional Projects”):

	<u>Project Description</u>	<u>Reallocate Bond Proceeds (est.)</u>	<u>Useful Life (est.)</u>
•	Excavator	\$153,600	20 years
•	Trench Box	\$14,400	20 years
•	Camera	\$42,000	10 years
•	Sidewalk Plow	\$100,000	10 years
•	Surry Road Contingency	\$107,000	25 years
•	Vertical Balers (2)	\$32,000	25 years

BE IT FURTHER ORDERED THAT unspent proceeds of the BAN (currently estimated to be \$486,250), be and hereby are reallocated and appropriated to fund such Additional Projects, the specific amount of such allocation to any Additional Projects to be in such amount as the City Manager shall determine is necessary and appropriate to effect and implement such Additional Project;

BE IT FURTHER ORDERED THAT that if the actual cost of any Project (consisting of both the Original Projects and the Additional Projects) differs from the estimated cost, whether due to completion, delay or abandonment of the Project, or for any other reason, the City Manager is authorized, in her discretion, to reallocate proceeds of the Bonds to any other listed Project or to any other project or improvement for which the City Council has authorized (but not yet issued) the City’s general obligation bonds;

BE IT FURTHER ORDERED THAT, in all other respects, the Prior Order is hereby ratified and confirmed, the terms of which are hereby incorporated herein by reference as if more fully set forth herein.



April 8, 2025

Charlie Pearce, City Manager
City of Ellsworth
One City Hall Plaza
Ellsworth, ME 04605

Re: Surry Road Water Main Replacement
Proposal for Engineering Services During Construction

Dear Charlie:

Thank you for giving Woodard & Curran (W&C) another opportunity to assist the City of Ellsworth (The City) with its infrastructure engineering needs. We are pleased to submit this proposal for your review for construction administration and inspection services for the Surry Road Water Main Replacement Project scheduled to be under.

PROJECT UNDERSTANDING

In 2019, The City utilized a Capacity Development Grant from the Drinking Water Program to update a hydraulic model and complete an evaluation of the distribution system. The system was evaluated for excessive headloss and fire flow capacity. While there were no areas identified with excessive headloss, Surry Road and its connecting neighborhoods (Westwood, Mountainview and Hillside) have been identified as having fire flow restrictions compared to what is considered optimum. Inadequate fire flows less than 500 gallons per minute (gpm) have been predicted by the hydraulic model and observed fire flow tests. Requirements of fire flows are based on the maximum Insurance Services Office (ISO) rated fire flow demand in the zone, which generally ranges between 500 and 1,500 gpm in residential areas similar to Surry Road.

The pipe in this area is cast iron and asbestos-cement and was believed to have been installed in the 1960s, putting it close to the end of its anticipated useful life. The City has experienced seven main breaks in this area over the past five years, leading to six boil water orders due to risk of contamination caused by the loss of pressure in the main. Additionally, the Hillside and Mountainview Drive neighborhoods will benefit from looping the existing dead-end mains to improve water quality and reduce the potential for disinfection byproducts (DBPs) formation in the system.

The scope of this Project includes installation of approximately 6,000 feet of 8-inch ductile iron water main to replace the existing 8-inch cast iron and asbestos cement pipe that runs along Surry Road, Mountainview Drive and Hillside Drive, and providing a looped connection at the ends of Mountainview and Hillside via an existing dirt road that connects the two roads. The existing cross-country main from Mountainview Drive to Hillside Drive that runs behind several homes on Surry Road will be abandoned.

The Project includes design of the new class 52 cement-lined ductile iron (CLDI) water main, removal and disposal of existing water mains, temporary water mains, line stops and/or insertion valves as required to maintain water service during construction, new valves, new



hydrants, replacement of service connections from the new water main to the property line and trench pavement.

This project was placed out to bid on July 16, 2024. Bids were submitted by Eastwood Contractors, Inc., Gordon Contracting, Inc., Ranger Construction, RF Jordan, and Sargent Corporation. Following our detailed review of the bids, it was determined the low bidder was Sargent Corporation with a total bid of \$2,990,000 (Base Bid and Bid Alternatives). The Sargent bid was accepted by the City on September 17, 2024. The contract was then awarded and a preconstruction meeting was held on January 29, 2025 with representatives of the Owner, Engineer, and Contractor present. A mobilization schedule has not yet been provided by Sargent however it is anticipated that work will commence in early May.

SCOPE OF SERVICES

The scope includes the construction phase engineering services to assist the City with administration and oversight of the Contract with Sargent. W&C agrees to provide the following Services to Client.

1. Construction Administration

- a. General Administration including award Contract signing, submittals and shop drawing review, and processing pay requests.
- b. Review of Contractor-submitted Pay Applications and preparation of the Funding Agency Pay Requisitions.
- c. Conduct monthly progress meeting and Project close-out meeting.
- d. Respond to Contractor questions clarifying design elements, oversight and management of field inspector and communication of construction progress and updates to Owner.
- e. Coordinate Davis-Bacon Wage requirements during construction, including certifying of Contractor supplied payrolls, conducting wage interviews, and following up with the Contractor when discrepancies are found.

2. Full-Time Construction Oversight

- a. Daily, Full-time Contractor supervision, verification of proper construction methods, documentation, and weekly updates.
- b. Coordination with homeowners in the project area to update them on progress and minimize disruptions to service.

3. Post-Construction Services

- a. Provide Record Drawings utilizing the Contractor supplied As-Builts.
- b. Coordinate with the Contractor to address Warranty Items that may arise.
- c. Coordinate any Project close-out necessary for the District to obtain funding agency reimbursement.



PROPOSED SCHEDULE

The Contract was awarded to Sargent Corporation on August 19, 2024. We have initiated our coordination with Sargent, and they are prepared to mobilize to the Project site in May 2025. It is the intent of the schedule to complete the construction phase of work in September 2025.

COMPENSATION

We propose to complete the Construction Administration services for a lump sum not-to-exceed fee of \$88,000, On-Site Construction Oversight for under a Time and Materials basis not-to-exceed fee of \$108,000, and Post-Construction services for a lump sum not-to-exceed fee of \$8,000. The total fee proposed is \$204,000 and is summarized in the table below.

Description	Labor Costs	Expenses ¹ / Subs
Construction Administration	\$85,000	\$3,000
On-Site Construction Oversight ²	\$8,000	\$100,000
Post-Construction Services	\$7,500	\$500
Subtotal	\$100,500	\$103,500
Total Fee	\$204,000	

1. Estimated expenses include postage and travel expenses.
2. The construction estimate is based on 50 hours per week for a 17-week (120 day) construction period. A 4-week period assuming 20 hours per week for pre-mobilization coordination, layout, temporary water, and post-construction warranty issues coordination and inspection has also been budgeted.

A funding award from Drinking Water State Revolving Fund (DWSRF) was secured by the City in 2023 totaling \$3,177,000. This amount is a combination of the 2023 DWSRF regular allocation of \$2,954,000 and an additional award of \$223,000 in lead service line (LSL) funding. Award of the Sargent Bid with Bid Alternatives exceeded the funds available from the DWSRF, therefore the City also intends to seek a General Obligation bond to cover other project related expenses such as these engineering services during construction, financing and bond counsel costs, and to establish a 5% construction contingency in case unforeseen project related expenses arise during the completion of the construction.

The table on the next page presents a summary of the total project costs and available funding to assist the City to determine the amount of additional funding necessary to complete the project.



	DWSRF Application	Project Actual		Secured Project Funding	Funding Source
Construction	\$2,225,000	\$2,990,000		-	-
Preliminary Expenses	\$10,000	\$0		-	-
Land and Rights	\$20,000	\$0		-	-
Legal and Admin	\$0	\$0		-	-
Engineering Admin	\$110,000	\$88,000		-	-
Inspection	\$89,000	\$108,000		-	-
Engineering – Other	\$0	\$8,000		-	-
Financing Expenses	\$10,000	\$10,000		\$1,033,900	2023 DWSRF Principal Forgiveness
Equipment	\$15,000	\$0		\$100,350	2023 LSL Loan
Contingency	\$445,000	\$250,000		\$122,650	2023 LSL Principal Forgiveness
DWP Fee	\$30,000	\$30,000		\$1,920,100	2023 DWSRF Loan
Subtotal	\$2,954,000	\$3,484,000		\$3,177,000	Subtotal
2022 DWSRF Design PF	-	\$157,000		\$157,000	2022 DWSRF Design PF
Total	\$2,954,000	\$3,641,000		\$3,334,000	Total
	\$(307,000)				Funding Discrepancy



TERMS AND CONDITIONS

All services will be performed in accordance with the Terms and Conditions executed between the City of Ellsworth and Woodard & Curran dated June 24, 2019.

CLOSING

If this proposal is acceptable, please print and sign/date below, and return one copy to our office to act as our Authorization to Proceed.

If you require additional information, or have any questions, please contact me at 207-945-5105 or nmclaughlin@woodardcurran.com. Once again, we appreciate this opportunity to work with you and the rest of the staff who serve the City of Ellsworth.

Sincerely,

WOODARD & CURRAN, INC.

A handwritten signature in blue ink, appearing to read "N. T. McLaughlin".

Nathan T. McLaughlin. P.E.
Vice President

PN: 0231546.05

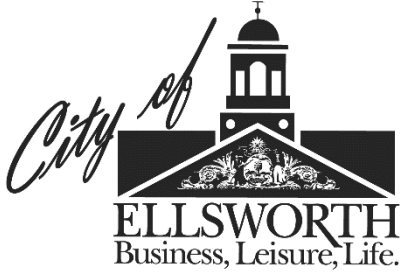
AUTHORIZATION TO PROCEED

CITY OF ELLSWORTH

Signature Date

Charles Pearce
Name (printed)

City Manager
Title



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

From: Charles Pearce, City Manager

Date: May 15, 2025

Re: Approval of Engineering Services Contract – Merrill Lane Project

Suggested Motion:

Move to authorize the City Manager to enter into a contract with Andrew McCullough Engineering for an amount not to exceed \$96,650 for the provision of design and engineering services for the Merrill Lane public roadway project.

Background:

As part of the Courthouse Collaboration Agreement between the City of Ellsworth, the Maine Judicial Branch, and Mrs. Alice Wardwell, the City is responsible for the design and construction of a new public road—Merrill Lane—that will provide access to the future Hancock County Courthouse. To support this effort, the City issued a Request for Proposals (RFP) on April 14, 2025, seeking qualified engineering firms to provide the design work required for roadway layout, stormwater planning, environmental permitting, and utility coordination.

The scope of the work includes:

- Roadway design for a 66' right-of-way
- Preliminary and final stormwater infrastructure planning
- Environmental compliance and coordination with Moyse Environmental Services (wetlands consultant)
- Utility layout (water, sewer, electric)
- Grading, profiles, erosion control, and construction notes
- Initial Road design deliverables timed to meet a June 1, 2025 submission deadline for permit planning, with additional phases completed by July 1 and November 1.

Proposal Review:

Andrew McCullough Engineering was the sole respondent to the RFP, submitting a complete and responsive proposal on April 16, 2025. The firm is a long-standing Ellsworth-based engineering consultant with direct experience delivering similar infrastructure projects for both the City of Ellsworth and other surrounding municipalities. Relevant completed projects include:

- Red Bridge Road Reconstruction
- Knowlton Park Site Design
- Oak and Davis Street Sidewalk Improvements
- Water Street Parking Lot and Stormwater Improvements

The proposal clearly outlines a phased deliverables schedule to meet the expedited project timeline, and identifies an experienced project team. The City will retain flexibility to later contract for construction oversight as needed.

Budget and Cost:

The total estimated cost for the defined scope of design services is \$96,650, based on hourly billing rates. Funding is available in the Capital Road outlay account.

Conclusion:

Given the firm's familiarity with local conditions, experience delivering successful City projects, and the need to maintain our project timeline with the Maine Judicial Branch, I recommend approving this contract.

**Merrill Lane/ Courthouse Access Road
Proposal**

Submittal to:

**City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605**

Submitted by:

**Andrew McCullough
Engineering Consultants
93 Bucksport Road
Ellsworth, ME 04605
207-667-6551
mccengr@gmail.com**

Submittal Date:

April 16, 2025

Project Outline

This project has an expedited time frame for completion of the plans and permit submissions for the Access Road. Further, I understand that the survey work required, test borings and wetland delineation/ classification, and preparing the permit applications to State and Federal Agencies is the responsibility of others. Determination of Right/ Title/ Interest is the responsibility of others. Traffic Management Plans specifically near the intersection of High Street and Merrill Lane is the responsibility of others. We will be utilizing the topography from LIDAR for the grading plans, profiles, etc.

The intent of this outline of work is to include the information required for plans for the Courthouse Access including Water, Sewer and Overhead Electric, Stormwater, Erosion Control, Site Grading, Road Profile, etc. There may be changes to this scope over time as the project plan evolves. Work will be billed at the hourly rates listed in the proposal. This proposal does not include construction oversight at this time, but may be included in the future.

Deliverables

List of Deliverables by June 1:

Road Layout, Preliminary Stormwater Calculations, Preliminary Stormwater Management Plan

List of Deliverables by July 1:

Road Layout, Stormwater Quantity and Quality Calculations, Stormwater Management Plan, Erosion Control Plan, Stormwater Narrative, Details, Notes, Maintenance Plan, Measures taken to Avoid and Minimize Impacts, Alternatives for NRPA and Stormwater Permit Applications.

List of Deliverables by November 1:

Road Profile, Road Cross Sections, Plans and profiles for Sewer and Water Utilities, Preliminary Layout of Utility Poles, Construction Details, Construction Notes

Successfully Completed Projects and on-going Projects Include:

Red Bridge Road, Vinegar Hill Reconstruction, City of Ellsworth

Red Bridge Road, Branch Lake Stream Crossing Replacement, City of Ellsworth

Oak and Davis Street Sidewalk Improvements, City of Ellsworth

Outdoor Basketball Courts, City of Ellsworth

Water Street Parking Lot Reconstruction, City of Ellsworth

Dr. Charles C. Knowlton Park, City of Ellsworth

Moose Island Causeway Reconstruction, Town of Stonington

Oceanville Marsh Road Improvements-Storm Resiliency Project, Town of Stonington

Hagen Dock Expansion and Improvements, Town of Stonington

Hales Wood Road, Bridge Replacement, Towns of Brooklin and Sedgwick

Betsy's Cove Town Landing Improvements, Town of Brooksville.

Rates:

The rates for this project are:

Engineering \$225.00 per hour

Engineer Meetings \$250 per hour

Technician \$125 per hour

Administrator: \$75/ hour

24 x 36 Plots/ Prints/ Copies \$12 each

The estimated cost for the scope of work outlined above is \$96, 650.

Please review and contact me with any questions.

Respectfully Submitted,

Andrew McCullough, PE

Request for Proposals (RFP): Engineering and Design Services for Merrill Lane

Date Issued: April 14, 2025

Proposals Due: **Friday, April 18th 2025 at 5pm.**

Overview

The City of Ellsworth is soliciting proposals from qualified engineering firms to provide design services for a new public road, Merrill Lane, including stormwater infrastructure. The project will support access to a new Hancock County Courthouse to be located on the “Wardwell Property” off High Street, as outlined in the Courthouse Collaboration Agreement between the City, the Maine Judicial Branch, and Mrs. Alice Wardwell.

Scope of Work

- Design of Merrill Lane as a public road (minimum 66’ ROW), connecting High Street to the proposed courthouse site.
- Stormwater planning and related environmental compliance.
- Coordination with wetlands consultant Moyse Environmental Services (already contracted).
- Preparation of initial road design materials suitable for submission to the Maine Judicial Branch no later than June 1, 2025 for permitting purposes.
- Design must minimize wetland impact and remain within a 0.62-acre disturbed area.
- Examination/Inspection of work during construction to ensure compliance with design standards.

Proposal Requirements

- Firm qualifications and examples of similar projects.
- Knowledge of local, state, and environmental permitting standards.
- Total estimated hours for the work.
- Hourly billing rates.
- Availability of key personnel for an expedited timeline.

Selection Criteria

- Demonstrated ability to meet deadlines and work efficiently.
- Knowledge of Maine DOT, DEP, and City of Ellsworth regulations.
- Experience with similar road and courthouse-related infrastructure projects.
- Cost-effectiveness and clarity of work estimate.

Additional Information

Details on the road location, project scope, and relevant legal context can be found in the “Courthouse Collaboration Agreement,” available upon request or at City Hall.

Submission

Please submit proposals via email or in person by **Friday, April 18th at 5pm.**

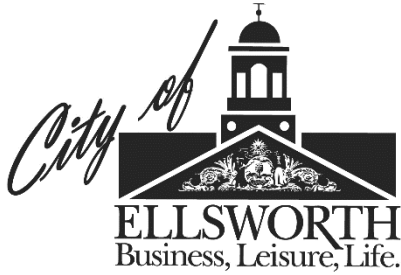
City of Ellsworth – City Manager's Office

1 City Hall Plaza

Ellsworth, ME 04605

Attn: Merrill Lane Engineering RFP

Or email to: cpearce@ellsworthmaine.gov



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo



LAND SURVEYORS AND LAND USE CONSULTANTS

Helping You Protect Your Land Investment

Most Common Questions Answered

To: City Council

From: Charles Pearce, City Manager

Date: May 15, 2025

Re: Recommendation to Approve Surveying Contract for Merrill Lane – Herrick & Salsbury, Inc.

Suggested Motion:

Motion to approve the selection of Herrick & Salsbury, Inc. for surveying services on the Merrill Lane roadway project in an amount not to exceed \$14,180, with optional services authorized at staff discretion up to an additional \$7,055.

Overview

As part of our ongoing coordination with the Maine Judicial Branch on the future Hancock County Courthouse relocation, and per our collaboration agreement, the City issued a Request for Proposals (RFP) on April 14, 2025, seeking surveying services for the design and permitting of the proposed Merrill Lane public roadway. This road will provide the necessary access to the courthouse site and is subject to precise boundary, utility, and topographic conditions, with a required completion timeline of June 1, 2025.

Two proposals were received by the deadline of April 18, 2025. After a thorough review of qualifications, proposed scope of work, timeline, and cost, City staff recommends engaging **Herrick & Salsbury, Inc.** for the Merrill Lane survey project.

Recommendation

I respectfully request City Council authorization to proceed with engaging Herrick & Salsbury, Inc. of Ellsworth, Maine, as the surveying firm for this project at a total base cost of \$14,180, with optional geotechnical coordination services available for an additional \$7,055 if deemed necessary during project execution.

Selection Rationale

The proposal submitted by Herrick & Salsbury was determined to be the most responsive and cost-effective based on the following criteria:

1. Cost Competitiveness

- Herrick & Salsbury's base cost of \$14,180 was less than the alternative proposal submitted by Colliers Engineering & Design, which proposed a lump sum of \$20,000. And while the potential additional \$7,055 is deemed necessary during project execution may put it slightly above the Colliers proposal, Herrick and Salsbury's local presence still makes them the better fit for this project.

2. Local Expertise

- Herrick & Salsbury has over six decades of surveying experience in the Ellsworth region and an in-depth understanding of City and Maine DOT standards. Their recent work includes infrastructure surveying and permitting on nearby projects such as the Village Way subdivision and the Home2 Suites development.

3. Expedited Timeline

- The firm has the capacity and availability to deliver all required survey materials by June 1, 2025, meeting the timeline established in the RFP. This includes boundary surveys, topographic data, utility identification, and legal descriptions required for acquisition and design coordination.

4. Alignment with Project Goals

- The proposed scope meets all elements in the RFP, including coordination with Moyse Environmental Services and the design engineer, preparation of deed descriptions, and support for minimizing wetland impacts.

The competing proposal from Colliers Engineering & Design, while technically complete and professional, was ultimately not selected due to higher cost, lack of specific experience in the Ellsworth region, and a more generalized familiarity with local permitting and standards. The city is very thankful for Colliers submission and we will definitely be reaching out to them again on future project potentials as they seem to be an excellent firm and if the project plan was not as expedited, engaging their services could be of great value to the city.

Next Steps

Upon Council approval, staff will issue a formal notice to proceed and coordinate kickoff with Herrick & Salsbury. Work is expected to commence within one week of authorization to ensure delivery before the required June 1 deadline.

Please don't hesitate to contact me with any questions or if you wish to review the full proposals.



LAND SURVEYORS
AND LAND USE
CONSULTANTS

Stephen R. Salsbury, President
Professional Land Surveyor, ME 2207
steve@herrickandsalsbury.com

Helping You Protect Your Land Investment

April 17, 2025

City of Ellsworth
Att: Charles Pearce, Manager
One City Hall Plaza
Ellsworth, ME 04605

Re: Merrill Lane surveying RFP

Dear Charlie,

This email is in response to your advertised RFP for land surveying services for the proposed Merrill Lane public roadway project.

Qualifications:

3 licensed land surveyors on staff

2 other survey staff

In business for 63 years

Familiarity with project, MDOT requirements and the City design standards for rights of way

Other similar projects of recent: Village Way subdivision (included new road and water line design), Home2 Suites hotel development (road and infrastructure survey and design)

State and local permitting for both projects

Capacity to deliver project on expedited timeline, deliverables by June 1, 2025

Scope of work:

Conduct a boundary survey of Merrill property, Adams property and Wardwell property to the extent necessary to determine boundaries of City acquired road boundaries

Conduct a topographical survey to provide contours and elevations of features within project boundaries (Minimum 66' wide strip)

Locate and identify existing visible utilities, drainages and improvements within project boundaries (Minimum 66' wide strip)

Provide geometry of proposed new road in coordination of design engineer

Prepare three (3) metes and bounds descriptions for City attorney to use in preparing deeds to acquire roadway over Merrill, Adams and Wardwell lands

Coordination with Moyse Environmental

Coordination with chosen Engineer

130 Oak Street, Suite 1 • Ellsworth, ME 04605 • 207.667.7370 • P.O. Box 652
123 Main Street, Suite C-1 • Northeast Harbor, ME 04662 • 207.276.0565 • P.O. Box 9

Merrill Lane RFP

April 17, 2025

Page 2

Hourly rates:

Project manager, \$275 per hour

Staff surveyor, \$160 per hour

Preparing legal descriptions, \$190 per hour

Cad/drafting, \$160 per hour

Cost of work outlined in above scope, \$14,180.00

Participation in staff meetings and other project management will be invoiced at \$275.00 per hour, invoiced in 0.10 hour increments.

Provided that the proposed route of the new road does not substantially change, deliveries of the existing conditions plan to the project engineer will be handed off prior to June 1, 2025.

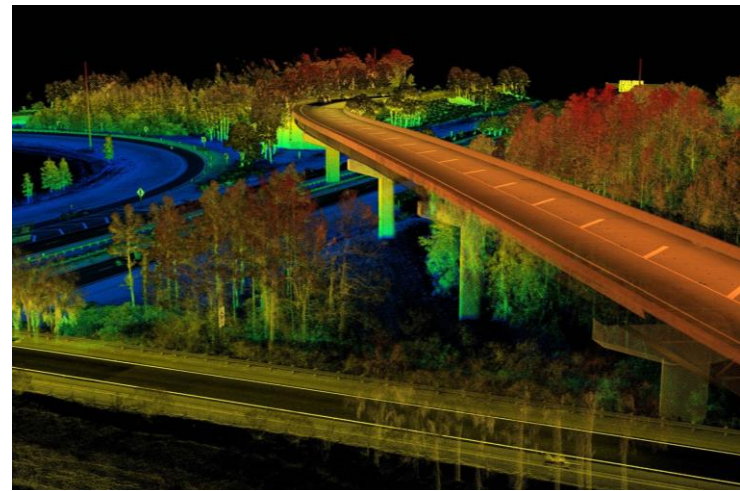
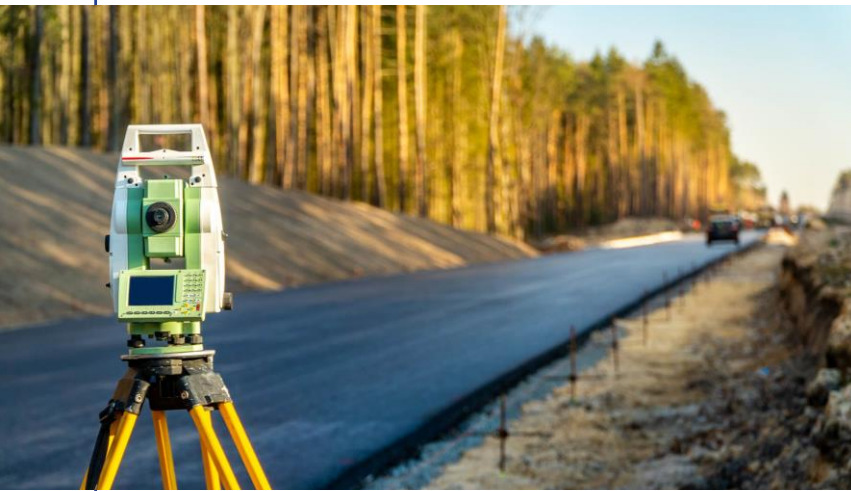
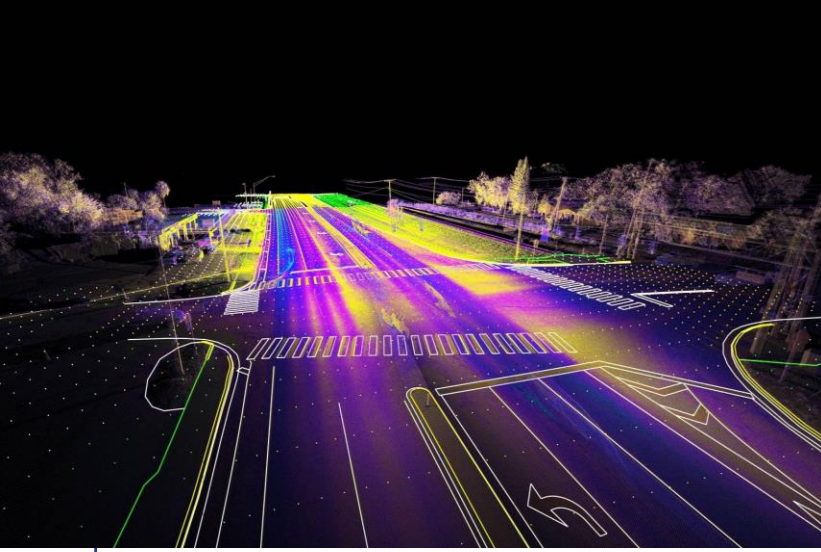
Optional services outside RFP:

Boring probes every 50 feet to determine ledge quantities. This work will be performed by SW Cole. A tabulation of bedrock depths will be provided to the project engineer for quantity estimating. Herrick & Salsbury, Inc. will mark out the road location every 50 feet and establish the existing ground elevation every 50 feet prior to SW Cole doing the probing work. This also includes dig-safe notifications. Cost for this additional service will be \$7,055.00

Thank you for this opportunity to present our proposal to you. Please let me know if you have any questions.

Regards,

Steve Salsbury, President



Engineering
& Design

Request for Proposals (RPF): Surveying
Services for

Merrill Lane – City of Ellsworth, Maine

City Manager's Office, Charles Pearce

1 City Hall Plaza, Ellsworth, ME 04605

Prepared By:

Tara Mullen, PLS

tara.mullen@collierseng.com

207.325.1914

Colliers Engineering & Design, Inc.

4/18/2025
Proposal No. 25005996P
41 Church Road
Brunswick, ME

Accelerating success.

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Section I: Firm Description

About

Colliers Engineering & Design is a trusted provider of multi-discipline engineering, design, and consulting services to public and private sector clients. Headquartered in Holmdel, New Jersey with 75 offices throughout the United States, we specialize in providing a comprehensive suite of services including civil / site, transportation, geospatial / survey, infrastructure, governmental, geotechnical / environmental, telecommunications and utilities. Our team of over 2500 talented professionals utilize the most advanced technologies to deliver customized solutions for our clients.

With two offices located in Maine, in Brunswick and Biddeford, our local staff of 15 surveyors has been providing advanced surveying solutions to our Maine partners since 2017, formerly as Northern Survey Engineering.

Firm History

Colliers Engineering & Design was founded in 1984 under the name Maser Consulting by Executive Chairman Richard M. Maser. Initially focused on civil/site development, municipal, traffic and land surveying services, the company built a solid foundation for the future through diversification of services, strategic hires, and leading-edge technology. Over the next three decades, the firm evolved into a full-service consulting and engineering design firm. Over its history, the company has consistently been recognized nationally by Engineering News Record as a Top 500 Design Firm and ranked on The Zweig Group Hot Firm List of fastest growing companies.

Culture Statement

At Colliers Engineering & Design, employees come first. Our ability to maintain a family atmosphere is nurtured through the promotion of integrity, collaboration, and socialization. Colliers Engineering & Design's employees are engaged in their work, comfortable in their environment and feel they are part of something much more than a job. Continuous learning and a focus on personal and professional development allow Colliers Engineering & Design and its employees to adapt and excel in an evolving marketplace. Our culture establishes a strong foundation of professionals who provide our clients with the highest level of service and quality and is the foundation of our success.

Qualifications

Colliers Engineering & Design is a multi-discipline firm with over 80 offices and 3500 employees nationwide, including a team of over 450 surveyors. Our professional survey team has an excellent track record for consistent, accurate, and thorough data collection and map preparation. Since 1984, our firm has been providing professional engineering and surveying services to municipal, federal, and local government agencies, as well as both public and private sector clients. We meet our clients' expectations through a coordinated team effort combining skilled personnel and the latest technological instrumentation.

Over the past 5 years, our team in Maine has worked extensively with MaineDOT regions 1 & 2 to provide surveying services and right of way mapping. Using our Mobile Mapping platform, we have collected LiDAR data for hundreds of miles of state highways across the state. Recent projects include survey of 6 miles of Route 1 from Damariscotta to Northport, 2 miles of Route 26 in Oxford, and 8 miles of Routes 22 & 114 in Scarborough, which included boundary & right of way research, recon and mapping, topographic survey, and subsurface utility mapping.

At Colliers Engineering & Design, surveying goes beyond conventional land and boundary surveys to include both static and mobile 3D Hi-Definition laser scanning, LiDAR mobile mapping, UAV, GPR, and rail and tunnel surveys. Our professionals use a wide variety of instruments and methods to collect data from a multitude of subjects including complex facilities; building assets; bridges and structures; roadways, railways and taxiways; tunnel corridors and clearances, all of which require specialized measurement equipment and experienced operators.

Our commitment to a response-driven approach is largely derived from our experience on large-scale, team-oriented projects in which the coordination of a multitude of moving parts is dependent upon deliberate communication tactics to drive efficiency. We apply this same approach to projects of all sizes, working with our clients to understand the end-goal, inform and educate on the best methods available, and apply our expertise in the latest technology to deliver results that exceed expectations.

Survey Team Highlights

- Licensed Survey Professionals located nationally
- Staff of over 450 cross-trained and dedicated professionals
- 100+ fully equipped Survey Crews (40 Hour OSHA Certified)
- 50+ Drone platforms, including LiDAR & other specialty sensors
- GPS, Robotic Instruments, 3D Hi-Definition Laser Scanners, Ground Penetrating Radar, AMBERG Rail Survey Cart System, Subsurface Utility Engineering and Mobile LiDAR Mapping Units

Section II: Project Team

- **Tara Mullen, PLS, Project Manager**

Ms. Mullen has 10 years of academic and professional experience working for surveying, civil engineering, and aerial mapping firms in New England. As part of the Colliers Engineering & Design Team, Tara's daily responsibilities include Project Management for a variety of Surveying projects, with a strong focus on Architectural/Engineering Design Topographic & Existing Conditions Surveys to support development projects. Her focus is on integrating her academic background with her industry experience, working both in the field performing surveys and the office to provide highly accurate and reliable results for her clients.

- **Sean Pierce, PLS, Principal Surveyor**

Mr. Pierce is Licensed in 5 states and has over 17 years of professional and managerial experience in the surveying industry with a broad focus area ranging from residential and commercial development to large-scale energy and transportation infrastructure. Working for many local and national survey and survey/civil firms throughout the northeast, he is experienced in boundary, topographic, infrastructure, transportation, and transmission line routing surveys. Mr. Pierce is responsible for overseeing operations in New England and specializes in identifying and orchestrating better workflows on complex projects and is focused on incorporating the latest in precision mapping technology into survey project workflows, including Unmanned Aerial Systems Mapping and High-Definition Terrestrial Laser Scanning.

- **Josh Eon, PLS, Project Manager**

Mr. Eon has over 12 Years of survey experience in a broad range of survey work including Terrestrial Laser Scanning, UAV/UAS Based LiDAR & Photogrammetry collection, Boundary / Topographic surveying, and numerous forms of high precision construction layout. He is also the Lead UAV/Aerial Mapping specialist for the New England region and a FAA Part 107 certified UAV pilot.

Support Staff:

- | | |
|------------------------|---------------------------------------|
| • Paul Babbidge, PLS | Sr. Project Surveyor |
| • Sean Flanagan, PLS | Sr. Project Surveyor |
| • Richard Kusaba, LSIT | Technical Specialist |
| • Dan O'Connell | Project Surveyor and UAS Pilot |
| • Logan Mather | Project Surveyor and Lidar Specialist |
| • Scott Gray | Project Surveyor |
| • Sean Conley | Project Surveyor |
| • Israel Daiute | Survey Technician |
| • Noah Schilling | Survey Technician |
| • Sean Roberts | Survey Technician |
| • Eric Pierce | Survey Technician |
| • Jay Skillings | Survey Technician |
| • Liz Soucie | Survey Administrator |

Section III: Project References

Spurwink Road Boundary & Existing Conditions Survey for the Town of Scarborough

Boundary, Topographic & Existing Conditions Survey of over 10,500 linear feet of Spurwink Road, from Ocean Ave to the Cape Elizabeth Town Line at Spurwink River, to support the expansion/improvement of the travelled way. Title research, surveying, and utility coordination including intensive investigation of drainage structures.

- Project Value: \$25,000.00
- Completed: 2022
- Contact: Patrick Coughlin - patrickc@stgermain.com, 207.591.7000

Maine DOT Route 1 – Damariscotta to Northport for Maine DOT

Maine DOT contracted CED to provide survey and mapping over 6 miles of Route 1. To accomplish this in the most timely and cost effective manner, the road surface and topography was collected using Mobile vehicle mounted LiDAR.

- Project Value: \$180,000
- Completed: 2024
- Contact: Mark Daigle- Mark.Daigle@maine.gov

Route 236 Kittery to Eliot, ME for Maine DOT

Mapping of 4 miles of highway corridor. Control network established with RTK GPS vectors and adjusted by least squares analysis, including ground targeting. Data was collected utilizing a combination of terrestrial scanning, mobile LiDAR and aerial LiDAR, extracted in TopoDOT and compiled in Open Roads Designer. Subsurface utilities were marked to QL-B and surveyed, and inverts measured.

- Project Value: \$110,000.00
- Completed: 2024
- Contact: Christopher Knight, christopher.knight@maine.gov

Route 22 & 114 Portland to Scarborough, ME, for Maine DOT

Mapping 8 miles of highway corridor. Control network established with RTK GPS vectors and adjusted by least squares analysis, including ground targeting. Data was collected utilizing mobile LiDAR and aerial LiDAR, extracted in TopoDOT and compiled in Open Roads Designer. Subsurface utilities were marked and surveyed, and inverts measured. Records compilation and research to establish record rights of way, and field surveying of property monuments for abutting properties.

- Project Value: \$280,000.00
- Completed: on-going
- Contact: Christopher Knight, christopher.knight@maine.gov

New Bedford Regional Airport for City of New Bedford

The City of New Bedford owns 70 acres adjacent to the existing Airport, which borders residential properties. Services include Boundary, Topography and Wetland delineation. Due to the size of the property and dense scrub vegetation, UAS LiDAR methods were used to collect site topography, through coordination of a flight plan with the active airport. The property boundaries include numerous parcels from a 1920's lotting plan, which posed challenges in defining the subject boundaries. The project was tied to airport control.

- Project Value: \$63,500
- Completed: (ongoing)
- Contact: Scot Servis Scot.Servis@newbedford-ma.gov

Section IV: Letter Proposal

Via email
April 18, 2025

City of Ellsworth – City Manager’s Office
Attn: Charles Pearce
1 City Hall Plaza
Ellsworth, ME 04605

Attn: Merrill Lane Surveying RFP

Mr. Pearce,

Colliers Engineering & Design, Inc., is pleased to submit this proposal to provide professional surveying services for the proposed Merrill Lane public roadway project, (see figure 1). We understand that the survey scope is boundary and topographic survey of the proposed Merrill Lane Corridor.

The property will be a collaborative agreement between of City of Ellsworth, the Maine Judicial Branch, and Mrs. Alice Wardwell. The survey will include portions of:

- Map 131, Lot 40, Merrill Furniture Company, book 1100, page 584
- Map 131, Lot 41, High Street Property Trust, book 2353, page 54
- Map 131, Lot 73, Troy Adams, book 7162, page 489
- Map 21, Lot 15, Alice B Wardell, book 7213, page 915

The proposed roadway is approximately 1,800 ft +/- in length and will have a minimum width of 66 ft wide, to support acceptance by the municipality as a public way. This estimate is based on a preliminary review of the property records and site characteristics and includes all the services necessary to determine the impacted property boundaries, and document site conditions and topography, and provide right of way mapping.

A boundary survey will be conducted to the extent needed define the proposed 66 foot right of way. All site features will be located suitable to show 1 ft contours, and improvements suitable to serve as the bases for engineering design work. We will coordinate with Moyse Environmental Services to ensure wetlands are depicted accurately. Subsurface utilities will be marked out and located. The results will consist of certified and recordable plans detailing our findings and associated AutoCAD drawing files and a surface xml file.

We are prepared to commence work within 1-2 weeks from acceptance of this contract and formal notice to proceed. We anticipate the duration of field work is approximately 2 weeks, though it is dependent on many unknown factors currently. The total estimated duration to delivery of the base mapping is four weeks from notice to proceed.

The order in which the following scope of services are presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized

services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design, Inc. to meet project schedules.

Scope of Services

Boundary Survey

We understand the boundary survey portion is limited to determining the current location of Merrill Lane as well as to support fixing the location of the proposed 66 ft right of way over the following properties:

- Map 131, Lot 40, Merrill Furniture Company, book 1100, page 584
 - Map 131, Lot 41, High Street Property Trust, book 2353, page 54
 - Map 131, Lot 73, Troy Adams, book 7162, page 489
 - Map 21, Lot 15, Alice B Wardell, book 7213, page 915
(A full boundary survey of each parcel is excluded)
- Research with town, county & state record repositories to determine the boundary of record for the impacted parcels. Research will also include any abutting parcels and potential access easements (see exception 1).
 - Field survey to locate any existing monuments or evidence of ownership to establish the property lines of record on the ground, including measurements on abutting parcels to confirm title;
 - A determination of the boundary will be made by a Maine Professional Licensed Land Surveyor;
 - Site features and improvements will be located, including existing woods roads and encroachments if any.
 - A certified plan will be created depicting the results of the survey in accordance with the local recording standards;

Topography

- Topographic data will be collected via Unmanned Aerial System (UAS) based LiDAR (within Figure 1). Ground survey will be supplemented to locate critical topographic features and spot shots to verify the collected LiDAR data. The resulting data set will be tested to meet national map accuracy standards (90% within 1/2 contour interval) for the specified contour interval using ASPRS methods;
- Wetland flag locations (by others) within the subject area will be GPS survey located;
- All existing improvements within the proposed right of way corridor will be GPS survey located, including paving, driveways, walkways, sidewalks, curbing, traffic striping, signage, mailboxes, fences, walls, drainage features, standalone trees greater than 6 inches, landscaping, and changes in vegetative cover such as woodlands at the drip edge.
- Surface evidence of utilities will be survey located, including manholes, catch basins, valves, handholes, cleanouts, shutoffs, exposed conduit, meters, culverts, utility poles, guy wires, etc.
- Two semi-permanent benchmarks will be established on site.

Utility Investigation and Mapping

Utility Records Research.

Conduct comprehensive utility records research and collect applicable utility owner records to assist in identifying utility owners that may have facilities on or be affected by the project. Includes interfacing with utility owners/operators to ascertain the availability and completeness of record documents and to obtain verbal or historical information on existing subsurface facilities and operational status. All utility records obtained through this process will be included as an attachment in the final deliverable.

SUE QL-B Buried Utility Mapping (Horizontal Mapping of Utilities).

Designating the presence and approximate horizontal location of subsurface utilities using geophysical techniques including, electromagnetic utility designating equipment and Ground Penetrating Radar (GPR). Colliers Engineering & Design will provide the following designating services to aid the Client:

- Subsurface utilities investigation will be coordinated by the surveyor, and any underground utilities marked using a combination of electromagnetic and ground penetrating radar (GPR) methods; / Subsurface utilities investigation will be coordinated by the surveyor, and any underground utilities marked using a combination of electromagnetic and ground penetrating radar (GPR) methods within Figure 1;

Survey Location & Measure Inverts:

- Any markings provided above will be survey located, and mapped in conjunction with surface evidence of utilities identified by ground survey.
- Storm and sanitary manhole pipes and inverts will be measured from the surface. Manhole covers will be removed using a mechanical lift device, if feasible. We will note the size, type, material and depth as available and inspectable from the surface (without entering the structure). The direction of flow will be shown on the plans. Manhole covers that have been paved over, welded shut, or deemed to be in poor condition will not be removed and pipes and inverts will be taken from available mapping.

Right of Way Mapping

Based on the results of the mapping completed from the above tasks, proposed right of way boundaries will be created in conjunction with the City and other stake holders. This proposed location will be based on the mapping provided in the RFP titled "Proposed Site Layout – Option 3" dated February 12, 2025. Any significant changes from that proposed layout may entail modifications to the scope and fee. The resulting survey plan will depict the proposed baseline and right of way limits, any additional grading, construction or utility easements, and will be suitable for recording. If requested, a legal metes and bounds descriptions will be written.

Deliverables

Deliverables will consist of the following items:

1. Certified plan completed by a Maine Professional Licensed Land Surveyor Sealed, both PDF and paper copies.
2. AutoCAD files: showing all planimetric and generated topographic contours in the format requested by the Town.
3. Associated surface xml file.

Fee Schedule

Right of Way Survey, Merrill Lane

\$20,000, Lump Sum

Time Frame

We are prepared to commence work within 1 -2 weeks from acceptance of this contract and formal notice to proceed. We anticipate the duration of the work is approximately 2 - 3 weeks. We anticipate the duration of field work is approximately 2 weeks, though it is dependent on many unknown factors currently. The total estimated duration to delivery of the base mapping is four weeks from notice to proceed. Provided formal notice is provided by May 2, 2025, we anticipate being able to meet the June 1, 2025 proposed deadline.

Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement.

1. A complete boundary survey of each parcel is excluded.
2. This survey does not include any time associated with the resolution of boundary conflicts that may result from this survey. Additional support can be provided on a time & materials basis.
3. Client to coordinate all site access, including any gates/fences, plowing, security clearances, and communication with landowner (if different from client).
4. No time is included for permits, applications, submissions to regulatory bodies or meetings.
5. Services not specifically outlined above;
6. No traffic control is anticipated. Police details will be provided as needed as a direct pass through cost. Structures in the traveled way may not be able to be opened without additional traffic protection or coordination with public works.
7. All data will be in reference to the Maine State Plane Coordinate System East Zone NAD83 (2011) and NAVD88.
8. A tree location survey is not included. The limits of vegetative cover changes (i.e. field vs. wooded) will be shown but individual trees in wooded areas will not be identified with size/type.

Any alteration or deviation from the above outlined scope and specifications may result in extra costs. Additional services will only be completed after written acceptance.



Engineering
& Design

Billing Rates

Technical Staff Rates	
Billing Titles	Hourly Rates
Principal	195.00
Senior Project Manager	175.00
Project Manager	160.00
Technical Specialist	140.00
Sr. Project Surveyor	125.00
Project Surveyor	105.00
Survey Technician	95.00
Survey/SUE Crew – 1 Person w/ Equipment	135.00
Each Additional Crew Member	50.00
Survey Administrator	75.00

Reimbursable Expenses	
General Expenses	Cost + 10%
Travel	GSA Rates
Sub-Consultants/Sub-Contractors	Cost + 10%
Traffic Details	Direct Cost
Mileage Reimbursement*	0.625 / Per Mile

*Rates are valid for 12 months from award, and subject to a 5% year over year increase unless otherwise negotiated.

*Mileage reimbursement subject to change based upon IRS standard mileage rate.

Project Specific Rates

Rates are effective through December 31, 2025

Section II – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract. By Signing below, the terms and pricing as outlined in this contract and the attached "Agreement for Professional Consulting Services" are hereby accepted, and Colliers Engineering & Design, Inc. is authorized to perform the work as specified.

Signature

Date

Printed Name

Title

If you find this proposal acceptable, please sign where indicated above in Section III, and return one signed copy to this office. **Payment terms are NET30.** This proposal is valid until (60 days per business terms). We accept check, ACH, & credit cards. If you would like to pay via credit card please let us know and we will provide you with a phone number and project number to reference.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,

Colliers Engineering & Design, Inc.

A handwritten signature in cursive script that reads "Tara Mullen".

Tara Mullen, PLS
Project Manager

[illegible]

Figure 1: Topographic limits (green)

Section V: Business Terms & Conditions

Colliers Engineering & Design, including its affiliates and subsidiaries, ("CED") agrees to provide professional services under the following terms and conditions:

The term Client referenced herein is the person, persons, corporation, partnership, or organization referenced in the proposal between Colliers Engineering & Design and said Client.

1.0 SCOPE OF SERVICES:

CED will provide a description of the Services requested under this agreement in written form (the "Scope of Services" or "Proposal"). Services not expressly in the Scope of Services are excluded from it, and CED will assume no responsibility to perform excluded services under this Agreement, or any later executed agreement. If more Services become necessary during a project, CED may provide such Services using its Technical Staff Hourly Rate Schedule in effect at the time of Services, and attached as [Section II](#).

The proposed fees in this Agreement shall be open for acceptance for 60 days from the date the Scope of Services is provided. If: (a) this Agreement is executed more than 60 days after CED's provision of the Scope of Services to Client; (b) CED's fees for the Scope of Services are proposed on a lump sum or unit price basis; (c) CED's provision of Services continues 12 months after the commencement of Services or Effective Date of this Agreement, including where the Services are not yet completed; or (d) the Client suspends CED's Services for period of more than 30 days, then CED reserves the right to increase its fees for the Scope of Services upon mutual agreement of the Parties.

2.0 STANDARD OF CARE:

In performing Services, CED will exercise its professional judgment, made based on the information available to it, and use the same degree of care and skill ordinarily exercised in similar circumstances and conditions by reputable consultants performing comparable services in the same locality during the same period. CED further represents that it will perform all Services following any scope, instructions, or specifications provided by the Client to CED. We shall exercise the usual and customary professional care in our efforts to follow applicable code, regulations, laws, rules, ordinances, or such other requirements in effect at the time of this Agreement. NO OTHER REPRESENTATION OR WARRANTY, EXPRESSED OR IMPLIED, IS MADE.

3.0 INVOICES:

CED will invoice client monthly. CED's invoices will include a description of Services performed based on percentage completed, and a summary of professional fees, expenses, and other disbursements and charges. In the event Client requests a more detailed invoice format, CED reserves the right to increase its fees for time incurred by its staff to prepare the requested invoice. If Client fails to submit comments or objections in writing within 14 days of Client's receipt of an invoice, the accounting of the invoice shall be considered correct, and Client waives any objection to payment of the invoice.

Expenses incurred for Services, equipment, and facilities not offered by CED shall be invoiced at a rate not to exceed their cost, plus fifteen percent (15%). Reimbursable expenses will include, but not be limited to, application fees, printing and reproduction, mileage, courier and express delivery service, special/overnight mailings, facsimile transmissions, specialized equipment and laboratory charges, and costs of acquiring materials at the Client's request or which are necessary for the completion of a Scope of Services.

CED shall invoice All Services provided on an overtime basis at ONE AND ONE-HALF TIMES (1.5x) the rates provided in Section II – Technical Staff Hourly Rate Schedule in effect at the time of provision of the Services.

4.0 PAYMENT:

CED invoices are payable in full within 30 days of receipt by the Client. In the event Client has not objected to an invoice under Section 3 above, and fails to make payment within 30 days of receipt thereof, CED reserves the right to assess interest of one and one-half percent (1.5%) on any outstanding invoiced amounts due. In the event payment is not made in accordance with the terms here, CED reserves any and all rights, at law or in equity, to pursue payment from the Client, including, but not limited to the withdrawal of any applications to federal, state, or local regulatory agencies and boards filed by CED on behalf of the Client ("Applications"). Before the withdrawal of any Application, CED will provide the Client with 14 days' written notice and opportunity to cure. Client shall be responsible for all fees and costs incurred by CED to collect invoiced amounts due to it, including CED's reasonable attorneys' fees and costs.

5.0 RETAINER:

CED reserves the right to request a retainer from the Client before beginning Services on a project. Any retainer paid by the Client will be held in trust by CED. CED shall have the right to apply the retainer, in its reasonable discretion, to any unpaid invoice. Additionally, in the event any retainer held by CED is depleted, CED shall have the right to request replenishment thereof prior to performing any further or additional services.

6.0 RIGHT OF ENTRY/JBSITE:

Client will provide access to the location where CED's Services are to be performed and right of entry for all CED personnel and equipment needed for the completion of the Scope of Services. CED will take all reasonable precautions to minimize any damage to the property, it being understood by the parties that in the normal course of CED's Services damage may occur, the repair or remediation of which is not part of the Scope of Services, this Agreement, or CED's obligation.

Client shall furnish or cause to be furnished to CED any and all documents and information related to: (a) surface and subsurface site conditions, which CED requires knowledge of for the proper performance of the Scope of Services; and (b) the identity, location, quantity, nature or characteristics of any hazardous or toxic substances at, on, or under the project site. CED may rely on the accuracy and completeness of Client provided documents and information provided by Client, Client's consultants and contractors, and information from public records pursuant to this Section in performing the Scope of Services required under this Agreement, and the Client shall assume all responsibility and liability for their accuracy and completeness.

CED shall not have authority over or responsibility for the construction means, methods, techniques, sequences, or procedures. Except as otherwise provided for here, CED shall be responsible only for its employees, subconsultants, and subcontractors on any project site. Neither the professional activities nor the presence of CED or its employees or subcontractors on a project site shall imply that CED controls the operations of others, nor shall this be construed to be an acceptance by CED of any responsibility for jobsite safety.

7.0 UTILITIES:

CED will take reasonable precautions per the professional standard of care to avoid damage or injury to subterranean structures or utilities during the performance of its Services. The Client agrees to indemnify, defend, and hold CED harmless for any claims or damages to subterranean structures or utilities, which have not been marked-out under the One-Call system, or are omitted or incorrectly conveyed on any documents, plans or specifications provided to CED.

8.0 TERMINATION OR SUSPENSION OF SERVICES:

Should Client fail to make payments in accordance with this Agreement or an invoice, or is otherwise in material breach of this Agreement, CED will provide seven days written notice to the Client, and opportunity to cure, before suspending performance of its Services until Client makes all payments due under this agreement. CED will have no liability whatsoever to the Client for any costs or damages from such suspension, and the Client agrees to indemnify, defend, and hold CED harmless from any claim or liability resulting from Client's failure to make payment and any resulting suspension by CED.

This Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to satisfy the terms of this document, or suspension of CED's Services for more than 90 days. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, CED may elect to complete any analyses and records as are necessary for its internal record keeping, including a report of the Services performed before termination. CED shall be paid for all Services performed before the termination notice date, plus reasonable termination expenses including, but not limited to, the costs of completion of any reports or analyses for its internal record-keeping purposes.

9.0 SUBCONSULTANTS/SUBCONTRACTORS:

Client shall directly retain any third parties whose Services are needed in connection with the Scope of Services including, but not limited to, consultants, contractors, drillers, analytical laboratories, transporters, other experts (collectively, "Contractors"), unless prohibited from doing so. If included in the Scope of Services, CED will advise the Client in selecting Contractors and will help the Client coordinate and monitor the Contractors' performance. In no event will CED assume any liability or responsibility for a Contractor's failure to perform, regardless of whether CED contracts directly with said Contractors, or only coordinates and monitors their work. If CED does engage a Contractor on behalf of the Client, Client will be invoiced all expenses incurred, including rental of special equipment necessary for the work, at a rate not to exceed their cost, plus twenty percent (20%), as they are incurred.

Client, by engaging CED to advise it or retain Contractors on its behalf, agrees to defend, indemnify and hold CED, its directors, officers, employees, and other agents harmless from and against any and all claims, losses, liabilities, damages, demands, costs, or judgments arising out of or relating in any way to the performance or non-performance of work by said Contractors. In addition, Client agrees to pursue recovery of and assert any claims based on its loss, expenses and/or damages solely and directly against those Contractors. In consideration of such indemnity and waiver, CED agrees to assign its rights and/or claims against those subconsultants/subcontractors under the Contractors' agreements with CED, to the Client.

10.0 AGREED REMEDY:

CED shall be liable to the Client only for direct damages to the extent caused by CED's negligence in the performance of its Services. CED SHALL NOT BE LIABLE FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR EXEMPLARY DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS UNDER THIS AGREEMENT.

To the fullest extent permitted by law, the total liability, in the aggregate, of CED and CED's officers, directors, employees, agents and consultants to Client and anyone claiming by, through or under Client, for injuries, claims, losses, expenses, or damages arising out of in any way related to CED's Services, the project or this Agreement, including, but not limited to, negligence, strict liability, breach of contract, or breach of warranty, shall not exceed six times the total compensation received by CED under this Agreement or the applicable CED insurance limits, whichever is less, excluding reimbursable expenses and any Contractor or subconsultant fees produced supporting the project or pursuant to this Agreement. If the project contemplated within this Agreement includes multiple phases, such liability limit shall be calculated using, and applicable only to, the particular phase in which the direct damages occur under.

The Parties agree that CED's Services in connection with the project shall not subject CED's individual employees, officers, or directors to any personal legal exposure for the risks associated with the project, Services, or arising out of this Agreement. As a result, the Client agrees that as

the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against CED, a New Jersey corporation, and not against any of CED's employees, officers, or directors.

11.0 ASSIGNS:

The Client may not delegate, assign, sublet, or transfer its obligations or interest in the Agreement without the written consent of CED.

CED shall not, in connection with any such assignment by the Client, have to execute any documents that may, in the sole judgment of CED, increase CED's contractual or legal obligations or risks, or impact the availability or costs of its professional or general liability insurance.

CED may assign this Agreement without the Client's consent if such assignment is to (a) a parent, affiliate, or subsidiary, (b) an acquiror of assets, or (c) a successor by merger.

The Agreement shall not create any rights or benefits to third-parties other than the Client and CED, and nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third-party against the Client or CED. CED's Services under this agreement are being performed solely for the benefit of the Client, and no other entity will have any claim against CED arising out of this Agreement, CED's nonperformance or performance of Services under this agreement.

12.0 OWNERSHIP AND RESTRICTION ON REUSE OF DOCUMENTS:

All drawings, calculations, reports, plans, specifications, electronic files, field data, notes, and other documents and instruments ("Documents") prepared by CED are and remain the property of CED as instruments of service. The Documents may not be copied by the Client or others on extensions of this project, or on any other project. The Client agrees not to use CED's Documents for marketing purposes, for projects other than the project for which the Documents were prepared by CED, or for future modifications to this project, without CED's express written permission. Any use, reuse, or distribution to third parties without such express written permission, or project-specific adaptation by CED will be at the Client's sole risk and without liability to CED, its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors.

If electronic Document production is required by this Agreement, Client request, or the project, CED will provide the Client electronic Documents subject to the following conditions:

The Client must execute CED's Electronic Media Release form before any distribution of electronic files. The Client recognizes that data, plans, specifications, reports, documents, or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Client acknowledges that electronic Documents provided to the Client are for informational purposes only and are not intended as an end-product. CED makes no representation of any warranties, either express or implied, about the fitness or suitability of the electronic Documents. Accordingly, the Client agrees to waive all claims against CED and CED's subconsultants relating in any way to the unauthorized use, reuse or alteration of the electronic Documents. Any unlicensed use or reuse of the electronic Documents without CED's written consent will violate its copyright. Only original plans and reports of the most recent date bearing the signature and the embossed seal of the professional will be considered Documents of record.

CED shall not be required to sign any documents, no matter by whom requested, that would result in CED having to certify, guaranty, or warrant the existence of conditions that would require knowledge, services or responsibilities beyond the scope of this Agreement.

13.0 DELAYS:

CED shall not be responsible for delays caused by factors beyond its reasonable control, including, but not limited to, accidents, epidemics, pandemics, acts of God, fires, hurricanes, floods, explosions, strikes, boycotts, labor disputes, failure of the Client to provide timely information, review, approval, or rejection of CED's Services or work product, faulty performance by Client Contractors of any level, and acts of Government, which, in the opinion of CED, could not have been reasonably foreseen and mitigated ("Force Majeure Delays"). The occurrence of any Force Majeure Delay will entitle CED to an extension of time in performing the Scope of Services, and CED will notify the Client of the resultant increase in the total cost of providing the Scope of Services. Client shall be solely responsible for compensating CED for the resultant increase in cost. The Client agrees that CED shall not be responsible for damages, nor shall CED be considered in default of this Agreement, arising out of, or relating to any Force Majeure Delay.

The fees quoted in this Agreement assume that upon authorization, the project will begin through to completion without a stop work order or suspension by the Client. Should a stop work order or request to suspend CED's Services be received from the Client before completion of the Scope of Services, CED reserves the right to assess added fees to recommence its Services for the project.

14.0 INDEMNIFICATION:

CED shall keep, at its own expense, Workers' Compensation Insurance, Comprehensive General Liability Insurance and Professional Liability Insurance at all times and will, upon request, furnish certificates of insurance to the Client.

To the fullest extent permitted by law, Client shall indemnify and hold harmless CED and its agents, officers, directors and employees, subcontractors or subconsultants (collectively referred to in the remainder of this Section as CED) from and against all claims, damages, losses and expenses, whether direct, indirect, consequential, special, or punitive, including, but not limited to, reasonable attorneys' fees and costs, court costs and arbitration costs arising out of or relating to: (a) CED's Services; (b) Hazardous Materials; (c) unauthorized use, distribution, or reuse of Documents without CED's involvement and written consent; (d) Force Majeure Delays; (e) Construction Observation Services; (f) Design Services; (g) Topographic Mapping Services; (h) Earthwork Analysis Services; or (i) any claims against CED arising from the acts, omissions or work

of third-parties, Contractors, or others, unless it is determined by a court of competent jurisdiction that CED is guilty of negligence, gross negligence, or willful misconduct in connection with the Services and such negligence, gross negligence, or willful misconduct was the sole cause of the damages, claims, and liabilities.

This indemnification shall not apply to claims, damages, losses, or expenses which are decided by a court of competent jurisdiction to result from the gross negligence or willful misconduct by CED in fulfilling its obligations under this Agreement.

15.0 GOVERNING LAW:

The laws of the State within which the project is located will govern the validity of this Agreement, its interpretation and performance, without regard to any conflicts or choice of law statutes. Any litigation arising from this Agreement shall be brought in the State of the project and Services, and venued in State or Federal Court of said State.

16.0 INVALID TERMS:

The invalidity of any one or more provisions of this Agreement shall not affect the validity or continuing force and effect of any other provision, and the partial invalidity of any provision of this Agreement shall not invalidate the remainder.

17.0 SURVIVAL:

All express representations, indemnifications, or limitations of liability in this Agreement will survive the termination of this Agreement or completion of all Services of CED under this Agreement.

18.0 ENTIRE AGREEMENT:

This Agreement forms the final and complete Agreement between the Client and CED. It supersedes all prior or contemporaneous communications, representations, or Agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly, has had the opportunity to have questions explained by independent counsel, and is satisfied with the terms contained here. Amendments to this Agreement shall not be binding unless made in writing and executed by the Parties.

To the extent Client provides its own Agreement, and that Agreement conflicts with or is silent about any term or condition expressed here, these conditions shall prevail and shall be binding on the Parties.

Project Scope Specific Terms and Conditions, as applicable.

19.0 CONSTRUCTION OBSERVATION SERVICES:

If the Scope of Services for this Agreement includes Construction Observation Services (as hereinafter defined), then the provisions below shall apply:

During the project's construction phase, CED shall consult, advise, and act as Client's representative (the "Construction Observation Services") as provided in the Scope of Services. The extent and limitations of the duties, responsibilities, and authority of CED as outlined in the Scope of Services and CED's Proposal shall not be changed, unless agreed to in writing by the Parties.

CED's Services during the construction phase are intended to provide Client greater confidence that the completed work of Client's Contractor will conform to the approved plans, drawings, specifications, and related documents (the "Construction Documents"). CED need not make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work. CED shall not, during visits to the project site or because of observation of Contractor's work, supervise, direct, or have control over Contractor's work, nor shall CED have authority over or responsibility for the means, methods, techniques, sequences, safety precautions, programs incident to the work, or procedures of construction performed by Contractor. CED shall not be responsible for any failure of Contractor to follow laws, rules, regulations, ordinances, codes, or orders applicable to its furnishing and performing of its work. So, CED neither guarantees the performance of any Contractor, nor assumes responsibility for any Contractor's failure to perform its work per the Construction Documents.

If the Scope of Services for this Agreement includes Design Services, but does not include Construction Observation Services, then the provisions below shall apply:

The parties understand and agree that CED's Services under this Agreement do not include construction observation or review of a Contractor's performance or any other construction phase services, and that the Client will provide such observation or review. The Client assumes all responsibility for any interpretation of the Construction Documents, or observation and supervision performed by others, and expressly waives any claims against CED in any way arising out of or related thereto.

If the Parties agree that CED will provide any construction phase services, CED shall be compensated per a written agreement executed between the Parties.

20.0 OPINIONS OF PROBABLE COST:

In reviewing CED's opinions of probable construction cost, the Client understands that CED has no control over costs, the price of labor, equipment, materials, or the Contractor's method of pricing. Any opinions of probable construction costs provided by CED are based on CED's judgment, qualifications, and experience as a design professional familiar with the construction industry. CED makes no representation or warranty, expressed or implied, as to the accuracy of such opinions as compared to bids or actual costs.

21.0 HAZARDOUS MATERIALS:

As for Services involving hazardous materials as defined in this Section, CED has neither created nor contributed to the creation or existence of any actually or potentially hazardous, radioactive, toxic, or otherwise dangerous substance or condition at any project site, its compensation is in no way commensurate with the potential liability that may be linked to a material or substance or project site, and thus it shall not have any responsibility or liability related thereto.

If the Scope of Services for this Agreement does not include services related to hazardous materials, including, but not limited to, asbestos, smoke, vapors, soot, fumes, acids, alkalis, toxic or hazardous chemicals and substances, radioactive materials, liquids, gases, or any other harmful material, whether in the air, surface soil or subsurface soil, rock, water or groundwater, watercourse, objects at the project site, or any tangible or intangible matter ("Hazardous Materials"), then the following provision shall apply:

The Parties acknowledge that CED's Scope of Services includes no services related to Hazardous Materials. In the event CED or any other party encounters Hazardous Materials at the project site, or should it become known in any way that such Hazardous Materials may be present at the project site or any adjacent areas that may affect the performance of CED's services, CED may, at its sole option and without liability for consequential or any other damages, suspend performance of Services until the Client works to identify, abate, and/or remove the Hazardous Materials, and to warrant that the project site complies with all applicable laws, codes, regulations, and administrative orders.

22.0 TOPOGRAPHIC MAPPING:

If the Scope of Services for this Agreement includes Topographic Mapping, then the provisions below shall apply:

CED shall perform the Services necessary to produce the required Topographic Mapping and/or shall retain an independent subconsultant to perform Topographic Mapping services. The Topographic Mapping shall be prepared in conformity to generally accepted standards for aerial mapping services. CED's sole responsibility and liability on the accuracy or completeness of the Topographic Mapping is limited to the correction of any inaccurate information. CED's correction of any inaccurate information shall be the Client's sole remedy related to any Topographic Mapping and information derived from it.

If the location of subsurface information is to be provided by CED, the topographic survey shall be limited to the extent of the information provided by the Client or others. CED shall not be responsible for any unknown conditions not identified in the information provided to CED, or any unknown condition beyond the reasonable scope of the information obtained because of any testing, test pit excavations, boring, or samples taken by CED.

23.0 EARTHWORK ANALYSIS:

In reviewing CED's earthwork analysis, calculations, reports, or opinions ("Earthwork Analysis"), the Client understands that CED's data is based on the topographic mapping used as a base map for plan preparation, and that topographic mapping has certain standard tolerances and accuracy limits. The Client further understands that based on earthwork differences resulting from topographic map accuracy limitations, construction changes, topsoil depth, replacement of unsuitable soils, weather conditions, construction means and methods, soil conditions, earthwork calculation methods, soil volume calculation methods, and other factors, some of which are unique to each Contractor and project site, it is impossible to definitively predict quantities that will ultimately be determined as associated with a particular project site. As such, CED's sole responsibility and liability on the accuracy or completeness of the Earthwork Analysis is limited to the correction of any inaccurate information. To find actual quantities and costs associated with required earthwork, the Client must solicit construction bids from qualified Contractors and must require such Contractors to find existing topographic conditions, subgrade conditions, construction plans, and procedures.

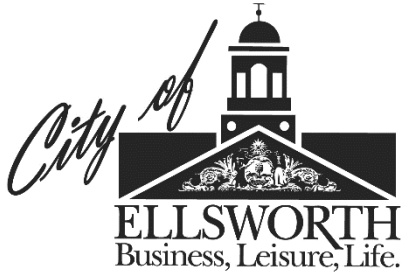
24.0 STORAGE OF CLIENT MATERIAL:

CED shall keep in its storage facility samples collected as part of its Services for three months after issuance of final reports. All samples will later be disposed of following proper regulations in place at the time. Extended storage of samples can be arranged at an added cost to be set up on a project-by-project basis.

25.0 GENERAL CONSTRUCTION ADMINISTRATION:

If the Scope of Services for this Agreement includes General Construction Administration ("GCA"), then the provisions below shall apply:

CED will provide GCA services per this Agreement and the edition of AIA Document A201-2017, "General Conditions of the Contract for Construction", excluding documents E203- 2013 ("Building Information Modeling and Data Exhibit") and G702-2013 ("Project Building Information Modeling Protocol Form") referenced in it. Any other modifications made to the General Conditions, if adopted as part of this Agreement, shall be enforceable under this Agreement only to the extent that they align with this Agreement or approved in writing by CED.



City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

Memo

To: City Council

From: Charles Pearce, City Manager

Date: May 15, 2025

Re: Authorization to Enter into Property Acquisition and Easements for Merrill Lane Public Way Extension

Suggested Motion:

Move to authorize the City Manager to enter into contract agreements for the acquisition of fee interest rights in land for the production of a public way and the extension of Merrill Lane as part of the Courthouse Collaboration Agreement, at a cost not to exceed \$215,000, with funds to be taken from the Local Roads Capital Account. The City Manager is further authorized to enter into easement granting agreements with the Wardwell, Adams, and Merrill families, and the Maine State Judiciary, for access rights, roadway improvements, and utility tie-ins related to the public way.

Purpose

This memo requests City Council authorization for the City Manager to enter into property acquisition contracts and easement agreements necessary for the creation of a new public roadway—an extension of Merrill Lane—which is integral to the development of the new Hancock County Judicial Center on the Wardwell Property, as outlined in the Courthouse Collaboration Agreement.

Background:

The City of Ellsworth stands at a pivotal moment, preparing for what is likely to be the most significant public investment in decades: the construction of a new Hancock County Judicial Center. Following a statewide needs assessment, Ellsworth was identified by the Maine Judicial Branch as the municipality with the greatest need for a new courthouse. This project represents not only a civic anchor, but a catalyst for long-term economic and community development.

While the judiciary initially proposed a site on Surry Road, community and council concern over rural character impacts and the loss of potential urban investment opportunities led to an extensive public engagement and site evaluation process. As a result of that collaboration, the Wardwell Property, located in the city's designated Urban Core growth zone, was selected as the preferred site.

This decision:

- Aligns with Ellsworth's Comprehensive Plan, promoting smart growth and minimizing sprawl.
- Offers significant economic potential, with the courthouse serving as an anchor for future housing, commercial, and recreational development.
- Opens the door to leveraging external grant funding, TIF revenues, impact fees, and state infrastructure partnerships to support surrounding public improvements.

To realize this vision and stay in line with the steps outlined in previous city council decisions and the courthouse collaboration, the City must take immediate steps to establish public access infrastructure—specifically the Merrill Lane extension—connecting High Street to the courthouse site. This road construction requires acquisition of certain parcels in full (fee interest) and the negotiation of easements for utilities, drainage, and roadway tie-ins.

The cost for these purchases, ~\$175,000 for the Merrill parcel, and ~\$30,000 for the Adams parcel, and a granting of access rights to the eventual road over the other parcels to the Wardwells, is based on valuation determinations from the city assessor. In addition to these being fair compensation amounts for the taking of these parcels, they also avoid the city having to enter into an eminent domain proceeding, which the legal proceedings and additional time are likely to increase the cost of this project.

Next Steps and Strategic Vision

This is the first of several forthcoming actions to position this area as a vibrant hub of civic and economic activity. In upcoming City Council meetings, we may present and discuss:

- The framework for a new Tax Increment Financing (TIF) district around the courthouse and Merrill Lane corridor based on the work of the recently RFP'd consultant project;
- Opportunities for Credit Enhancement Agreements (CEAs) to stimulate private development towards housing;
- Legal options related to rights of first refusal on the larger Wardwell holdings between High and Main Streets—parcels that could host housing, mixed-use, and recreational development in the future.
- Further detailed project cost and descriptions of the courthouse road project once final designs have been prepared and project mobilization timelines and plans have been created.

By taking these steps now, we move decisively toward shaping the future of Ellsworth—balancing civic infrastructure, economic vitality, and neighborhood integrity in a way that reflects the values of our Comprehensive Plan and the priorities of our community.

AREA SUMMARY TABLE

CITY OF ELLSWORTH PROPERTY (MERRILL LANE ROW)

NEW IMPERVIOUS AREA
- MERRILL LANE EXTENSION = 26,823 SF +/- = 0.62 ACRES +/-
TOTAL ESTIMATED
WETLAND IMPACT = 2,550 SF +/-

STATE OF MAINE PROPERTY (17.9 ACRES & LONG LANE ROW)

NEW IMPERVIOUS
- COURTHOUSE BUILDING = 24,900 SF +/-
- COURTHOUSE PAVEMENT = 73,225 SF +/-
TOTAL NEW IMPERVIOUS AREA = 98,125 SF +/- = 2.25 ACRES +/-
TOTAL ESTIMATED WETLAND IMPACT = 2,230 SF +/-

LEGEND

- EXISTING PINS FOUND AS NOTED
- PRELIMINARY PROPERTY LINE
- PROPOSED DIVISION LINE
- ADJACENT BOUNDARY LINE
- PRELIMINARY RIGHT OF WAY LINE
- PROPOSED PAVEMENT
- PROPOSED GRAVEL
- PROPOSED BUILDING
- POSSIBLE WETLAND IMPACT
- EXISTING IMPERVIOUS AREA TO BE PAVED
- PVP - POTENTIAL VERNAL POOL
- APPROXIMATE FRESHWATER WETLAND
- WETLAND TYPE BOUNDARY
- WETLAND TYPE
- APPROXIMATE INLAND WADING BIRD HABITAT
- STREAM

NOTES

- BOUNDARY LINES AND OTHER INFORMATION SHOWN ON THIS PLAN ARE BASED ON A PRELIMINARY BOUNDARY SURVEY PREPARED BY HERRICK & SALSBUURY, INC., FOR THE CITY OF ELLSWORTH, MERRILL LANE/LONG LANE, ELLSWORTH, ME, DATED JANUARY 12, 2025, REVISED JANUARY 14, 2025.
- EXISTING CONDITIONS SHOWN ON THIS PLAN ARE BASED ON INFORMATION PROVIDED BY OTHERS AND WERE NOT FIELD VERIFIED BY NORTHEAST CIVIL SOLUTIONS, INC.

THIS PLAN IS FOR REVIEW
PURPOSES ONLY AND IS NOT
INTENDED FOR CONSTRUCTION
OR RECORDING

Revision	By	Date	Change
1	SCK	1/14/24	

PROJECT NUMBER: 43131 ACAD FILE: 43131-SITE-OPT-3.DWG SCALE: 1" = 80' DATE: FEBRUARY 12, 2025

PROPOSED SITE LAYOUT PLAN - OPTION 3

Owner:
HANCOCK COUNTY COURTHOUSE
MERRILL LANE/LONG LANE, ELLSWORTH, ME

Prepared For:
NORTH PEAK ARCHITECTURE
P.O. BOX 338, LYMAN, MAINE 04002

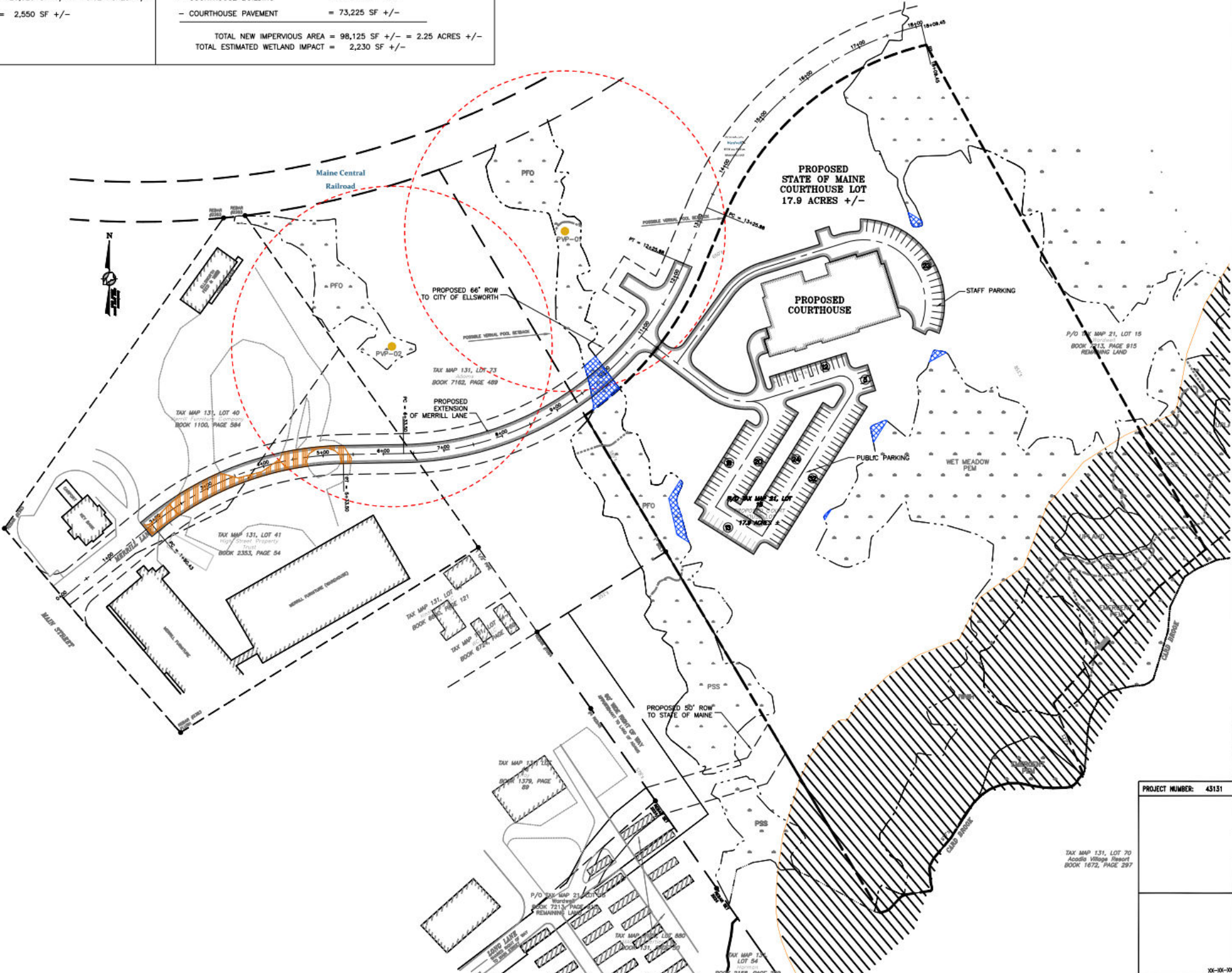


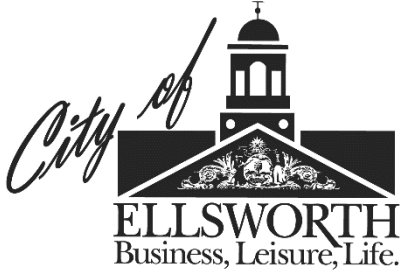
SURVEYING • ENGINEERING • LAND PLANNING
Northeast Civil Solutions
INCORPORATED
381 PAYNE ROAD, SCARBOROUGH, MAINE 04074

tel 207.883.1000
e-mail / website
info@northeastcivilsolutions.com
www.northeastcivilsolutions.com

SHEET 1 OF 1

0 80' 160' 320'





City Manager

1 City Hall Plaza ▪ Ellsworth, ME 04605

Phone (207) 667-2563

ellsworthmaine.gov

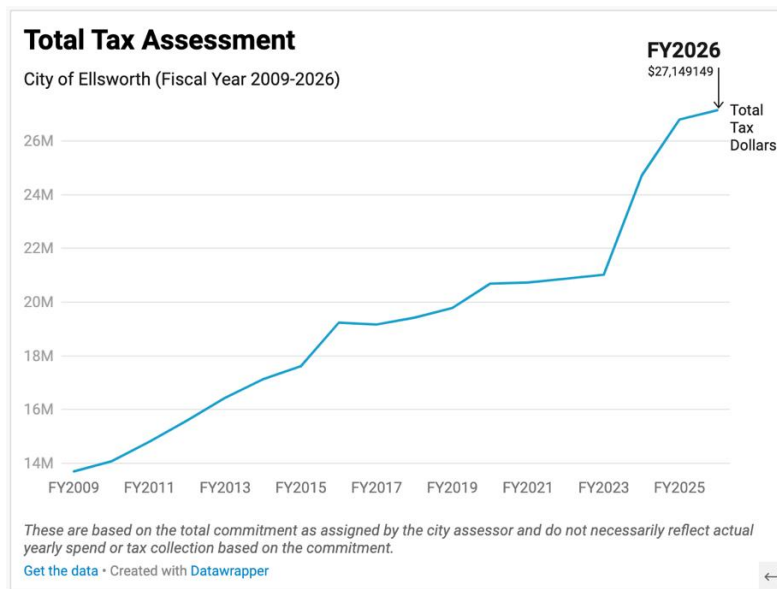
Memo

To: City Council

From: Charles Pearce, City Manager

Date: May 15, 2025

Re: Budget Resolutions for FY2026



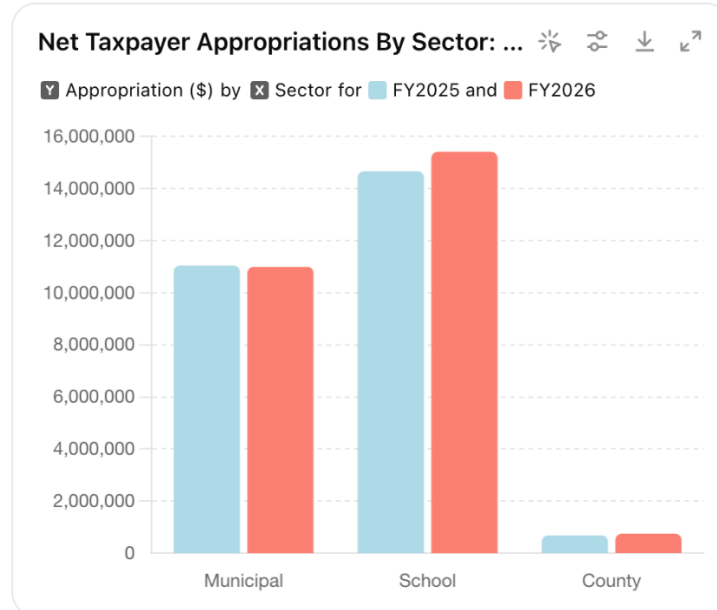
Dear City Council Members,

I am pleased to report that after months of thorough collaboration with department staff, the school department, and this City Council, we have finalized the Fiscal Year 2026 budget. Thanks to the dedication of our finance team and the shared commitment across City Hall to fiscal responsibility, we are delivering a budget with an anticipated net spending increase of 2.9%, aligned with the Consumer Price Index (CPI) inflation rate for 2024.

This comes after two years of considerable tax growth in the city —16.8% in FY2024 and 7.3% in FY2025—which underscored the need to restore predictability and discipline to our city budgeting. We heard that message loud and clear. This year marks a turning point toward steadier, inflation-aligned fiscal planning that the taxpayers of Ellsworth can count on moving forward.

Net Taxpayer Appropriations – FY2026:

- **Municipal Appropriation: Down .4%**, from \$11,044,416 to \$10,770,099
- **School Appropriation: Up 5.1%**, from \$14,664,580 to \$15,411,386
- **County Appropriation: Up 9.3%**, from \$683,743 to \$747,446



While the net municipal appropriation is calculated at 2.9%, the actual tax rate impact on Ellsworth property owners may be lower once new property valuations and FY2025 tax base growth are fully factored. We are currently estimating a 5% citywide valuation increase, which could reduce the mill rate to approximately 16.84, down from 17.45 in the previous fiscal year. Final commitments will be shared at the June Council meeting where we will also set the tax bill due dates for Fall and Spring, along with sample tax bill estimates across a range of property values to provide the council/public with clear expectations and opportunity to weigh in on the setting of final valuation rates.

FY2026 Budget Highlights and Strategic Investments

New Staff Investments

Parks and Recreation Director – After years of discussion and strong support from the community and council candidates alike, Ellsworth will officially welcome a Parks & Recreation Director. With over 27 city-owned, partnered, and private recreational assets, this role will bring long-needed oversight and coordination to Ellsworth’s public spaces. This role was pre-funded in the previous budget cycle in order to save funds in FY2026.

City Janitor – We are bringing janitorial services in-house for the first time in several years, creating both cost savings and service expansion. For a modest net increase in spending here due to the fact that we will likely be cancelling cleaning contractor services upon bringing a staffer on board, the city will receive over 1000 additional annual labor hours to support maintenance at Knowlton Park, the Marina, Police Department, City Hall, and URCL.

2 Additional Firefighters – Call volume at Ellsworth Fire Department has risen 277% since 2018 following the city's assumption of EMS responsibilities. Two additional firefighters will begin in FY2026, addressing service demand and workforce stability. Due to an anticipated military leave, the budget funds only 1.5 FTEs this cycle.

Additional Dispatcher – Dispatch staffing has been stretched thin due to growth in public safety call volume. Adding one new dispatcher will relieve staffing gaps and reduce the reliance on police leadership for shift coverage. To save funds in FY2026 this hire will not occur until halfway through the fiscal year.

Additional Police Officer – With increased call volumes, regional responsibilities, and attrition due to retirements and competition from other departments, Ellsworth's growing city demands the addition of one more police officer. This new position supports continuity during staffing transitions and helps strengthen long-term recruitment and retention. To save funds in FY2026 this hire will not occur until halfway through the fiscal year.

Capital Improvements

Informed by Council feedback, we allocated strategic capital investments through the **FY2026 General Fund, FY2025 BAN Surplus**, and proposed **FY2026 BAN/BOND** funding:

General Fund:

- Dispatch Radio Console: \$28,000
- Knowlton Park Splash Pad Resurfacing: \$25,000
- Police Station Sign: \$15,000

FY2025 BAN Surplus Reallocation: (For approval at May Council Meeting):

- Highway: Excavator, Sidewalk Plow, Trench Box, Camera — \$310,000
- Solid Waste: Vertical Balers — \$32,000

Proposed FY2026 BAN/BOND: (For further discussion with council in early summer)

- Fire Dept. Tanker 4 Replacement — ~\$600,000
- School Track Replacement — ~\$1,000,000

Our teams are also building out a comprehensive and data driven 5 and 10-Year Capital Improvement Plan with consultant support and a software integration, ensuring that investments are aligned with further community input and Ellsworth's strategic growth and infrastructure needs.

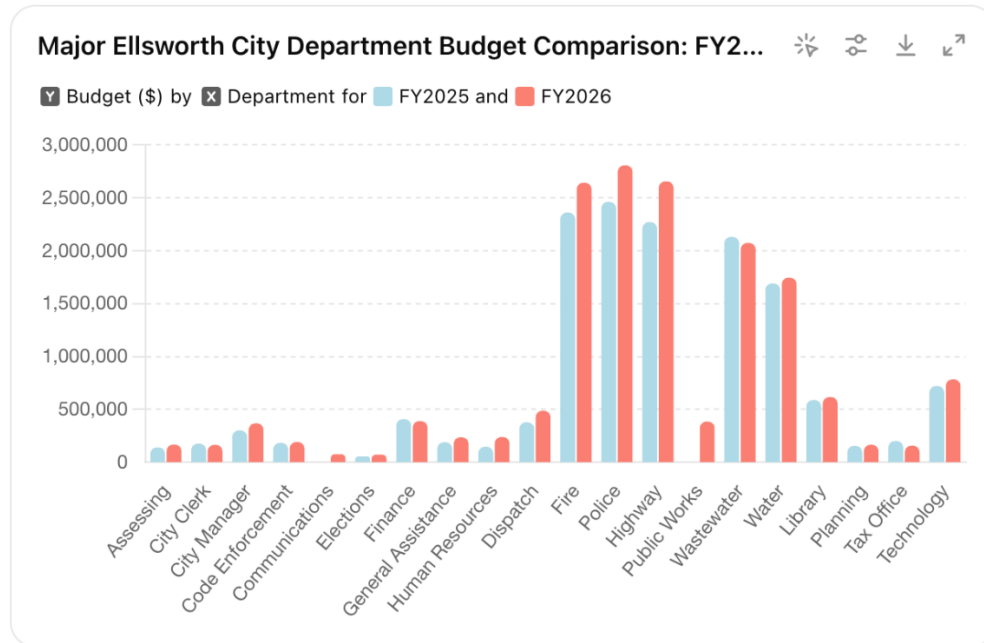
Technology, Economic Development & Facilities

- **Wayfinding Signage:** Funded through Economic Development TIF, these improvements support tourism, downtown navigation, and business visibility.
- **Website Redesign:** A new mobile-friendly, ADA-accessible site with a citywide event calendar.
- **URCI Improvements:** Investments in repairs and maintenance to support long-term viability of the innovation center.
- **Citywide VOIP System:** Upgrading outdated phone systems to allow seamless remote work, emergency communication, and cross-department collaboration.

- **Security Upgrades:** Improved electronic access systems for City Hall.

Workforce Development and Compensation

- **Expanded Professional Development:** A new training initiative for both technical and leadership skills across departments.
 - **Performance-Based Pay:** Transitioning from a general COLA across the board increase to expanded merit-based raises tied to a newly implemented performance review process.
 - **Tuition Reimbursement:** A formalized program offering college funding in exchange for service commitments to the city to improve key staff retention.
-



(NOTE: Much of the Highway Department's increase reflects the shift of over \$300,000 in capital road costs that in FY2025 were in the general capital budget and are now in the departmental budget. The Police Department now similarly holds more than \$100,000 in capital-related expenses. Human Resources is also now directly tracking legal and insurance costs that were previously consolidated elsewhere. These changes improve transparency by aligning expenses with the departments that use them.)

What Comes Next

Now that the budget has been finalized, additional milestones for annual year 2025 include:

- **June Council Meeting:** Finalization of the tax commitment and due dates, publication of sample tax bills, and official mill rate adoption.
- **Strategic Planning Process:** A summer session to align the council's top priorities with budget capacity and staff bandwidth.
- **TIF Reimagining Process:** With over \$400,000 in FY2026 TIF surplus revenue available, a consultant will guide updates to Ellsworth's TIF districts to reflect modern strategic needs.
- **Comprehensive CIP Rollout:** Aligning capital needs with bonding schedules to prevent future budget shocks.

- **Ordinance Rewrite:** RFP has been posted and a consultant will be engaged soon to rewrite ordinance based on modern business friendly needs and process streamlining.

We are also pursuing updates towards the citizen referendum approved launching of a new recreational cannabis licensing program, revisiting our city land inventory for potential sales, and laying the groundwork for once in a generation transformative grant opportunities through the Village Partnership Initiative and Thriving Communities program which has the potential to bring tens of millions of additional state and federal funds to Ellsworth to invest in our High Street commercial district and Main/Water St downtown district.

Gratitude & Foundational Improvements

The foundation for this year's successful budget was laid during FY2025 through significant modernization of Ellsworth's budgeting infrastructure. FY2025 marked the first full year of building and tracking our municipal budget directly within our integrated financial software system. This shift allowed for greater transparency, more accurate forecasting, and monthly reporting across departments in detail to the Council. Department heads and finance staff alike undertook extensive efforts to ensure fluency in the new system, and the payoff has already been evident in better decision-making, real-time monitoring of expenditures, and a more collaborative, data-driven budgeting process.

Weekly financial reviews and month-end reports are now possible because of this software transformation. These tools have given the council, staff, and the public a clearer picture of how dollars are being spent and how trends evolve across the fiscal year. We can now analyze historical growth by department, flag inconsistencies earlier, and ensure a higher degree of accountability throughout the organization.

This wouldn't have been possible without the extraordinary dedication and professionalism of our Finance Department:

- Ashlie Brown, who has become the operational backbone of our finance office;
- Nate Moore, whose fiscal insight and leadership has brought both discipline and responsiveness to our process;
- Deb Worden and Leah Cagulada-Pierce, whose diligence keeps the day-to-day functioning of the department humming.

We also owe a tremendous debt of gratitude to the new Deputy City Manager Sara Devlin, who quickly stepped into the budgeting process with clarity, energy, and a commitment to excellence that helped bring this work over the finish line. Sara will now oversee the Finance Department going forward, and her ability to foster teamwork across departments has already made a measurable impact.

Special thanks also go to Deputy IT Director Nate Burkhardt, who has become an indispensable part of our budgeting operations for two years in a row now. Nate's extraordinary skills in municipal budgeting, data analytics, and formula creation have dramatically improved how we present financial information to both council and the public. His work, and that of this entire team, has helped institutionalize a smarter, more responsive budgeting process that will benefit Ellsworth for years to come.

Finally, to this City Council—thank you. Your dedication, institutional knowledge, and thoughtful engagement brought depth and balance to every part of this process. Whether in workshops, one-on-one conversations, or through written feedback, your participation helped shape a budget that is financially responsible, forward-thinking, and rooted in shared community values.

This year has demonstrated what Ellsworth can accomplish when we align around shared values of transparency, strategic investment, and fiscal accountability. I look forward to building on this progress together.

Sincerely,

Charlie Pearce
City Manager, City of Ellsworth, Maine

Title: Adoption of Budget for Fiscal Year 2026

BE IT HEREBY RESOLVED, that the sum of **\$27,155,150** which constitutes the estimated requirements of the various city accounts for the Fiscal Year 2026, based upon the budget submitted by the City Manager as provided by the Charter, be raised assessments upon the inhabitants of the City of Ellsworth and upon the estates on non-resident proprietors with the City for the present municipal year, and that the sums hereby appropriated, in addition to sums as otherwise provided, the amount for each purpose being specified as follows:

ACCOUNT APPROPRIATION

GENERAL GOVERNMENT

0100	Legislative	\$31,850.00	
0110	City Manager	\$367,820.00	
0115	Communications	\$88,600.00	
0120	City Clerk	\$164,802.00	
0130	Finance	\$388,850.00	
0131	Human Resources	\$239,450.00	
0135	Tax Office	\$190,816.00	
0140	Assessment	\$167,361.00	
0145	Code Enforcement	\$191,408.00	
0150	Planning	\$165,654.00	
0155	Legal	\$0.00	
0160	Elections	\$70,800.00	
0165	Economic Development	\$228,586.00	
0170	Technology	\$783,615.00	
0171	COBI	\$33,450.00	
0180	Joint Office Services	\$49,500.00	
0185	Insurance	\$60,590.00	
0190	Employee Benefits	\$3,520,588.00	
0192	Miscellaneous	\$64,500.00	
	SUBTOTAL		\$6,808,240

PUBLIC SAFETY

0200	Police Department	\$2,871,086.00	
0210	Fire Department	\$2,643,443.00	
0220	Dispatch	\$487,360.00	
0230	Hydrant Rental	\$460,000.00	
0240	Streetlights	\$110,000.00	
0250	Traffic Signals	\$36,600.00	
	SUBTOTAL		\$6,608,489

PUBLIC WORKS

0300	Public Works	\$2,656,258.00	
0310	Public Works Garage	\$0.00	
0320	Public Works Admin	\$384,604.00	
0380	Parks/Trees/ Cemetery	\$74,400.00	
0520	Harbor	\$105,460.00	
0340	Solid Waste Disposal	\$660,324.00	
0382	Water Supply Protection	\$100,508.00	
	SUBTOTAL		\$3,981,554

HEALTH & HUMAN SERVICES

0400	General Assistance	\$236,184.00	
0430	Social Services	\$37,000.00	
	SUBTOTAL		\$273,184

TIF

35-000	URCI	\$73,150.00	
36-000	TIF 1	\$50,000.00	
36-700	TIF Debt	\$154,672.00	
37-000	TIF 2	\$344,438.00	
38-000	TIF 3	\$70,284.00	
39-000	TIF 4	\$124,974.00	
			\$817,518

RECREATION

0500	Library	\$616,862.00	
0504	Historic Preservation	\$8,000.00	
0505	Historical Society	\$3,500.00	
0510	Recreation	\$186,850.00	
0515	Arbor Commission	\$7,500.00	
	SUBTOTAL		\$822,712

MUNICIPAL BUILDINGS

0600	City Hall	\$239,727.00	
0640	Misc. City Property	\$142,010.00	
	SUBTOTAL		\$381,737

DEBT SERVICE

0700	Debt		\$2,477,630
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COUNTY TAX

0800 County Tax

\$747,446

TOTAL MUNICIPAL BUDGET

\$22,918,510

CAPITAL IMPROVEMENTS

0900	CAPITAL IMPROVEMENTS	<u>\$0</u>
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TOTAL MUNICIPAL BUDGET & CIP	\$22,918,510
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REVENUES

Other Taxes (non-property)	\$2,239,000.00
Intergovernmental Revenue	\$3,986,200.00
Licenses/Permits	\$270,450.00
Departmental Income	\$1,295,545.00
Other Revenues	\$2,314,100.00
TIF Revenues	<u>\$1,069,451.00</u>

TOTAL MUNICIPAL REVENUE	\$11,174,746
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NET MUNICIPAL BUDGET FOR FY 2026	\$11,743,764
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ELLSWORTH SCHOOL DEPARTMENT	<u>\$15,411,386</u>
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TOTAL AMOUNT TO BE RAISED BY PROPERTY TAXES FY 2026	<u><u>\$27,155,150</u></u>
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IT IS FURTHER RESOLVED, that the City of Ellsworth City Council approves the budgets for the following departments in the amount specified:

FY 2026 90-900 Capital Improvements Budget

Local Road Improvement	\$0.00
Information Technology	\$0.00
Highway Building	\$0.00
Highway Equipment	\$0.00
Transfer Station	\$0.00
Police Equipment	\$0.00
Library	\$0.00
Fire Equipment	\$0.00
TOTAL	\$0.00

FY 2026 10-500 Ellsworth Public Library Budget

REVENUE

General Fund Appropriation	\$559,110.00
Miscellaneous Revenues	\$7,000.00
Cardholder Fees	\$12,000.00
Approp. From Towns	\$38,752.00
Annual Fund/Fundraising	\$0.00
Investment Fund Revenue	\$0.00
TOTAL REVENUES	\$616,862.00

EXPENDITURES

Payroll Full-time	\$395,000.00
Payroll Part-time	\$112,952.00
Telephone	\$1,500.00
Power	\$17,000.00
Water	\$825.00
Printing & Advertising	\$2,500.00
Office Supplies	\$3,500.00
Postage	\$1,000.00
Travel & Car Expense	\$300.00
Dues & Memberships	\$500.00
Training Expense	\$0.00
Conferences & Meetings	\$1,500.00
Professional Servcies	\$12,000.00
Safety Equipment	\$0.00
Building Repairs & Maintenance	\$10,000.00

Data Processing	\$10,500.00
Property Insurance	\$3,535.00
Heat	\$15,000.00
Periodicals	\$2,000.00
Books	\$20,000.00
Audio Visual	\$0.00
Electronic Collection	\$4,800.00
Legal	\$1,500.00
Employee Appreciation	\$950.00
Capital Outlay - Equipment	\$0.00
Capital Outlay - Building	\$0.00
Social Security	\$0.00
Health Insurance	\$0.00
Workers Compensation	\$0.00
Maine PERS	\$0.00
ICMA Retirement	\$0.00
Cafeteria Plan	\$0.00
Group Dynamics	\$0.00
TOTAL PUBLIC LIBRARY	\$616,862.00

FY 2026 Water Department Budget

REVENUE

Water Billings	\$1,250,000.00
Private Fire Protection	\$150,000.00
Other Water Revenues	\$0.00
Public Fire Protection	\$460,000.00
Interest Revenue	\$0.00
Other Miscellaneous Revenues	\$0.00
TOTAL WATER REVENUES	\$1,860,000.00

EXPENDITURES

Wages Full-Time	\$286,931.00
Public Works Administration	\$131,474.00
Source of Supply Electricity	\$100,000.00
Src of Supply Ops - Chemicals	\$85,000.00
Payroll Overtime	\$65,000.00
Health Insurance - AdmGen	\$65,000.00
Water Treatment Maint & Supply	\$60,000.00
Office Rental	\$56,700.00
Professional Services	\$53,750.00
Admin & Gen'l Exp EE Benefits	\$53,000.00

Building Maintenance	\$50,000.00
Trans & Dist Maint & Supply	\$46,000.00
Capital Outlay - Reserved	\$35,000.00
Vac Truck Lease	\$33,880.00
Watershed Protection Budget	\$33,850.00
Water Truck Lease (Gen'l Fund)	\$35,850.00
Debt Service for Safety Items	\$20,154.00
Accounting Serv Adm & Gen Exp	\$18,000.00
Insurances	\$17,329.00
Vehicle & Equipment Maintenanc	\$15,000.00
Customer Accts Exp	\$15,000.00
Gasoline	\$13,000.00
IT Services Expense	\$12,162.00
Misc Expense - Admin Gen	\$10,000.00
Worker's Comp- AdminGen	\$8,000.00
Src Supply Ops - Heating Fuel	\$8,000.00
Minor Tools & Equipment	\$7,600.00
On Call	\$6,500.00
Training	\$5,000.00
Telephone	\$4,080.00
Tuition Reimbursement	\$4,000.00
Safety	\$3,500.00
Uniforms and Clothing	\$3,500.00
Dues & Memberships	\$3,400.00
Information & Technology	\$3,000.00
Office Supplies	\$2,000.00
Legal	\$2,000.00
Printing & Advertising	\$1,000.00
Licenses	\$1,000.00
Employee Appreciation	\$500.00
Subtotal	\$1,375,160.00
Capital Expense	\$181,592.00
Debt Service	\$180,892.00
TOTAL WATER EXPENDITURES	\$1,737,644.00

FY 2026 Wastewater Department Budget

REVENUE

User Fees	\$1,730,000.00
Septage Revenue	\$650,000.00
Sewer Lien Payments	\$6,000.00
Sewer Permits	\$10,000.00

TOTAL WASTEWATER REVENUE**\$2,396,000.00****EXPENDITURES**

2015 GOB - Wastewater	\$386,800.00
Payroll Full Time	\$222,100.00
Power	\$210,000.00
Public Works Administration	\$131,474.00
Sludge Disposal	\$120,000.00
Plant Chemicals	\$120,000.00
2023 GOB - Wastewater	\$94,847.00
Health Insurance	\$78,200.00
2011 CWSRF - Wastewater	\$76,759.00
Professional Services	\$68,750.00
Building Maintenance	\$50,000.00
Collection System Maintenance	\$40,000.00
Payroll Overtime	\$40,000.00
Vac Truck Lease	\$33,880.00
Insurances	\$26,710.00
Social Security	\$19,000.00
Fuel	\$18,000.00
Billing Expense	\$18,000.00
Flores	\$15,000.00
Laboratory Supplies	\$15,000.00
Maine State Retirement	\$14,000.00
2012 CWSRF - Wastewater	\$13,834.00
IT Services Expense	\$12,162.00
Vehicle Lease	\$10,920.00
On Call	\$10,400.00
ICMA Contributions	\$8,200.00
Worker's Compensation	\$7,300.00
Miscellaneous Supplies	\$6,000.00
Conferences & Meetings	\$5,100.00
Minor Equipment & Tools	\$5,000.00
Information & Technology	\$5,000.00
Vehicle & Equipment Maintenance	\$3,500.00
Safety	\$3,500.00
Uniforms and Clothing Expense	\$3,300.00
Licenses	\$3,200.00
Telephone	\$2,800.00
Water	\$2,700.00
Office Supplies	\$2,000.00
Legal	\$1,500.00
Printing & Advertising	\$500.00

Employee Appreciation	\$500.00
Postage & Shipping	<u>\$200.00</u>
 SUBTOTAL OPERATING BUDGET	 \$1,969,007.00
 Capital	 \$97,200.00
Capital Outlay - Reserve	<u>\$0.00</u>
 TOTAL WASTEWATER EXPENDITURES	 \$2,066,207.00

City Budget Overview

2026 Fiscal Year

City Budget Overview

2026 Fiscal Year

Budget Review

Total Budget	FY2026 Proposed	FY2025 Approved	FY2024 Approved	FY2023 Approved
Municipal Net Appropriation	10,996,317	11,044,416	10,515,039	8,970,524
School Appropriation	15,411,386	14,664,580	13,469,271	11,517,466
County Tax	747,446	683,743	586,248	554,119
Total Budget	27,155,149	26,392,739	24,570,558	21,042,109
Percent Change	2.9%	7.4%	16.8%	1.1%

Municipal Budget	FY2026 Budget	FY2025 Budget	FY2024 Budget	FY2023 Budget
Municipal Expenses	22,171,063	18,905,971	-	-
Municipal Revenues	-11,174,746	-7,861,556	-	-
Municipal Net Appropriation	10,996,317	11,044,416	10,515,039	8,970,524
Percent Change	-0.4%	5.0%	17.2%	2.8%

School Budget	FY2026 Estimate	FY2025 Approved	FY2024 Approved	FY2023 Approved
School Appropriation	15,411,386	14,664,580	13,469,271	11,517,466
Percent Change	5.1%	8.9%	16.9%	-0.40%

County Tax	FY2026 Billed	FY2025 Billed	FY2024 Billed	FY2023 Billed
County Tax	747,446	683,743	586,248	554,119
Percent Change	9.3%	16.6%	5.8%	4.9%

Assessments	FY2026 Estimate	FY2025 Actual	FY2024 Actual	FY2023 Actual
Estimated and Previous	1,612,691,358	1,535,896,532	1,428,292,794	1,339,002,520
Percent Change	5.0%	7.5%	6.7%	20.4%

Mil Rates	FY2026 Estimate	FY2025 Actual	FY2024 Actual	FY2023 Actual
Estimated and Previous	16.84	17.45	17.30	15.70

City Budget Overview

2026 Fiscal Year

Budget Review

Municipal Appropriations

Code	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget
General Government	6,815,839	6,830,081	6,829,406	6,493,958	5,427,141
Public Safety	6,608,488	6,604,488	6,615,700	5,687,423	4,547,679
Public Works	3,981,553	3,994,553	4,256,036	3,148,982	2,511,614
Social Services	37,000	30,150	55,000	34,150	20,600
Recreation	205,850	205,850	240,850	202,150	139,650
Facilities Maintenance	381,737	381,737	318,587	272,799	252,880
Debt	2,477,630	2,477,630	2,636,458	744,604	1,140,421
County Tax	747,446	747,446	747,446	683,743	586,248
Library	616,862	615,862	606,713	587,666	703,798
Totals	21,872,405	21,887,797	22,306,197	17,855,475	15,330,031
<i>Percent Change</i>	-0.1%	-1.9%	24.9%	16.5%	-
Capital Improvements	0	0	6,871,137	695,154	2,438,342
TIF	1,046,104	1,045,104	892,846	1,039,085	0
Totals	1,046,104	1,045,104	7,763,983	1,734,239	2,438,342
<i>Percent Change</i>	0.1%	-86.5%		-28.9%	-
Total Appropriations	22,918,509	22,932,901	30,070,180	19,589,714	17,768,373
<i>Percent Change</i>	-0.1%	-23.7%	53.5%	10.3%	-

Municipal Revenues

Code	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Actuals
Municipal Taxes	2,239,000	2,259,000	2,259,000	2,124,000	1,844,000
Inter-Government Revenue	3,986,200	3,986,200	3,986,200	2,893,960	3,001,954
Licenses and Permits	270,450	271,950	271,950	208,938	339,300
Department Revenue	2,364,996	2,363,496	2,318,496	1,827,758	1,428,065
Other Revenue	2,314,100	2,274,100	2,274,100	806,900	275,300
Total Revenues	11,174,746	11,154,746	11,109,746	7,861,556	6,888,619
<i>Percent Change</i>	0.2%	0.4%	41.3%	14.1%	-
Net Municipal Budget	11,743,763	11,778,155	18,960,434	11,728,159	10,879,754
	-0.3%	-37.9%	61.7%	7.8%	-

School Department

	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Actuals	
School Department	15,411,386	15,682,424	15,682,424	14,664,580	13,469,271	
Totals	15,411,386	15,682,424	15,682,424	14,664,580	13,469,271	0
<i>Percent Change</i>	-1.7%	0.0%	6.9%	8.9%	-	-

City Budget Overview

Expenditure Breakdown

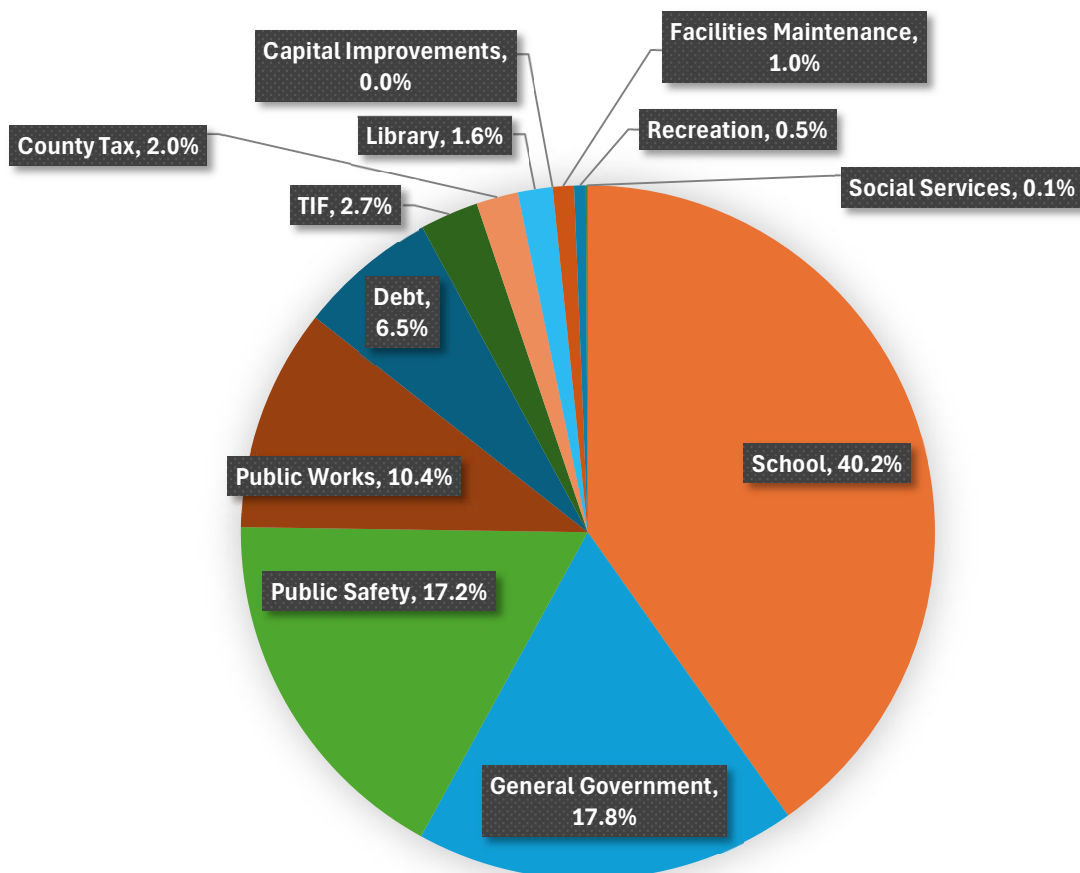
City Budget Overview

2026 Fiscal Year

Summary

EXPENDITURES

	Expense Distribution	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget
School	40.2%	15,411,386	15,682,424	15,682,424	14,664,580	13,469,271
General Government	17.8%	6,815,839	6,830,081	6,829,406	6,493,958	5,427,141
Public Safety	17.2%	6,608,488	6,604,488	6,615,700	5,687,423	4,547,679
Public Works	10.4%	3,981,553	3,994,553	4,256,036	3,148,982	2,511,614
Debt	6.5%	2,477,630	2,477,630	2,636,458	744,604	1,140,421
TIF	2.7%	1,046,104	1,045,104	892,846	1,039,085	0
County Tax	2.0%	747,446	747,446	747,446	683,743	586,248
Library	1.6%	616,862	615,862	606,713	587,666	703,798
Capital Improvements	0.0%	0	0	6,871,137	695,154	2,438,342
Facilities Maintenance	1.0%	381,737	381,737	318,587	272,799	252,880
Recreation	0.5%	205,850	205,850	240,850	202,150	139,650
Social Services	0.1%	37,000	30,150	55,000	34,150	20,600
Totals		38,329,895	38,615,326	45,752,604	34,254,294	31,237,644
<i>Percent Change</i>		<i>-0.7%</i>	<i>-15.6%</i>	<i>33.6%</i>	<i>9.7%</i>	<i>-</i>



City Budget Overview

2026 Fiscal Year

Detail

EXPENDITURES

General Government

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-140	Assessing	167,361	166,361	166,061	140,381	132,071	
10-120	City Clerk	164,802	185,017	185,017	175,742	141,285	
10-110	City Manager	367,820	344,780	362,280	300,980	521,080	
10-171	COBI	33,450	33,450	34,450	33,450	32,100	
10-145	Code Enforcement	191,408	188,908	207,408	183,085	191,955	
10-115	Communications	88,600	88,100	89,290	0	0	
10-160	Elections	70,800	73,300	73,300	55,403	50,700	
10-190	Employee Benefits	3,520,588	3,520,588	3,502,174	3,362,437	2,602,785	
10-130	Finance	388,850	387,350	354,650	407,191	527,921	
10-400	General Assistance	236,184	236,184	236,184	188,710	110,208	
10-131	Human Resources	239,450	252,950	221,350	146,991	6,500	
10-185	Insurance	60,590	60,590	60,590	156,731	126,350	
10-180	Joint Office	49,500	49,500	49,500	53,000	55,700	
10-155	Legal Services	0	0	0	70,000	54,000	
10-100	Legislative	31,850	31,850	20,500	21,500	25,200	
10-192	Miscellaneous	64,500	64,500	113,000	121,906	43,750	
10-150	Planning	165,654	163,154	161,154	154,768	134,534	
10-135	Tax Office	190,816	214,883	213,883	200,793	161,865	
10-170	Technology	783,615	768,615	778,615	720,890	509,137	
Totals		6,815,839	6,830,081	6,829,406	6,493,958	5,427,141	0
Percent Change		-0.2%	0.0%	5.2%	19.7%	-	-

Public Safety

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-220	Dispatch	487,360	487,360	487,260	377,208	312,903	
10-210	Fire Department	2,643,443	2,641,943	2,663,255	2,361,094	1,809,071	
10-200	Police Department	2,871,086	2,868,586	2,858,586	2,461,521	1,956,205	
10-230	Public Fire Protection	460,000	460,000	460,000	366,000	366,000	
10-240	Street Lights	110,000	110,000	110,000	85,000	77,500	
10-250	Traffic Signals	36,600	36,600	36,600	36,600	26,000	
Totals		6,608,488	6,604,488	6,615,700	5,687,423	4,547,679	0
Percent Change		0.1%	-0.2%	16.3%	25.1%	-	-

City Budget Overview

2026 Fiscal Year

Detail

EXPENDITURES

Public Works

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-520	Harbor	105,460	104,460	143,760	84,830	52,375	
10-380	Parks/Trees/Cemeterie	74,400	74,400	68,000	68,000	37,850	
10-300	Public Works	2,656,258	2,670,258	2,884,387	2,270,474	1,764,580	
10-320	Public Works Admin	384,604	384,604	384,604	0	0	
10-310	Public Works Garage	0	0	0	42,250	42,250	
10-340	Solid Waste	660,324	660,324	674,778	614,323	549,005	
10-381	Water Supply Protectio	100,508	100,508	100,508	69,105	65,554	
	Totals	3,981,553	3,994,553	4,256,036	3,148,982	2,511,614	0
	<i>Percent Change</i>	-0.3%	-6.1%	35.2%	25.4%	-	-

Social Services

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-430	Social Services	37,000	30,150	55,000	34,150	20,600	
	Totals	37,000	30,150	55,000	34,150	20,600	0
	<i>Percent Change</i>	22.7%	-45.2%	61.1%	65.8%	-	-

Recreation

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-504	Historic Preservation	8,000	8,000	8,000	8,000	6,000	
10-515	Arbor Commission	7,500	7,500	7,500	7,500	0	
10-505	Historical Society	3,500	3,500	5,000	3,500	2,000	
10-510	Recreation	186,850	186,850	220,350	183,150	131,650	
	Totals	205,850	205,850	240,850	202,150	139,650	0
	<i>Percent Change</i>	0.0%	-14.5%	19.1%	44.8%	-	-

Facilities Maintenance

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-600	City Hall	239,727	239,727	226,577	206,157	182,630	
10-640	Misc City Property	142,010	142,010	92,010	66,642	70,250	
	Totals	381,737	381,737	318,587	272,799	252,880	0
	<i>Percent Change</i>	0.0%	19.8%	16.8%	7.9%	-	-

City Budget Overview

2026 Fiscal Year

Detail

EXPENDITURES

Debt

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-700	Debt	2,477,630	2,477,630	2,636,458	744,604	1,140,421	
	Totals	2,477,630	2,477,630	2,636,458	744,604	1,140,421	0
	<i>Percent Change</i>	0.0%	-6.0%	254.1%	-34.7%	-	-

County Tax

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-800	County Tax	747,446	747,446	747,446	683,743	586,248	
	Totals	747,446	747,446	747,446	683,743	586,248	0
	<i>Percent Change</i>	0.0%	0.0%	9.3%	16.6%	-	-

Library

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-500	Library	616,862	615,862	606,713	587,666	703,798	
	Totals	616,862	615,862	606,713	587,666	703,798	0
	<i>Percent Change</i>	0.2%	1.5%	3.2%	-16.5%	-	-

Capital Improvements

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
90-900	Capital Improve	0	0	6,871,137	695,154	2,438,342	
	Totals	0	0	6,871,137	695,154	2,438,342	0
	<i>Percent Change</i>	0.0%	-100.0%	888.4%	-71.5%	-	-

City Budget Overview

2026 Fiscal Year

Detail

EXPENDITURES

TIF

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
35-000	URCI	73,150	73,150	73,150	0	0	
36-000	TIF 1	50,000	50,000	50,000	25,000	0	
36-165	Economic Dev	228,586	227,586	184,375	201,701	0	
36-700	TIF Debt	154,672	154,672	45,625	283,269	0	
37-000	TIF 2	344,438	344,438	344,438	337,685	0	
38-000	TIF 3	70,284	70,284	70,284	68,906	0	
39-000	TIF 4	124,974	124,974	124,974	122,524	0	
Totals		1,046,104	1,045,104	892,846	1,039,085	0	0
<i>Percent Change</i>		0.1%	17.1%	-14.1%	-	-	-

School

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-195	School	15,411,386	15,682,424	15,682,424	14,664,580	13,469,271	
Totals		15,411,386	15,682,424	15,682,424	14,664,580	13,469,271	0
<i>Percent Change</i>		-1.7%	0.0%	6.9%	8.9%	-	-

Expenditure Totals

	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
General Government	6,815,839	6,830,081	6,829,406	6,493,958	5,427,141	
Public Safety	6,608,488	6,604,488	6,615,700	5,687,423	4,547,679	
Public Works	3,981,553	3,994,553	4,256,036	3,148,982	2,511,614	
Social Services	37,000	30,150	55,000	34,150	20,600	
Recreation	205,850	205,850	240,850	202,150	139,650	
Facilities Maintenance	381,737	381,737	318,587	272,799	252,880	
Debt	2,477,630	2,477,630	2,636,458	744,604	1,140,421	
County Tax	747,446	747,446	747,446	683,743	586,248	
Library	616,862	615,862	606,713	587,666	703,798	
Capital Improvements	0	0	6,871,137	695,154	2,438,342	
TIF	1,046,104	1,045,104	892,846	1,039,085	0	
School	15,411,386	15,682,424	15,682,424	14,664,580	13,469,271	
Totals	38,329,895	38,615,326	45,752,604	34,254,294	31,237,644	0
<i>Percent Change</i>	-0.7%	-15.6%	33.6%	9.7%	-	-

City Budget Overview

Revenue Breakdown

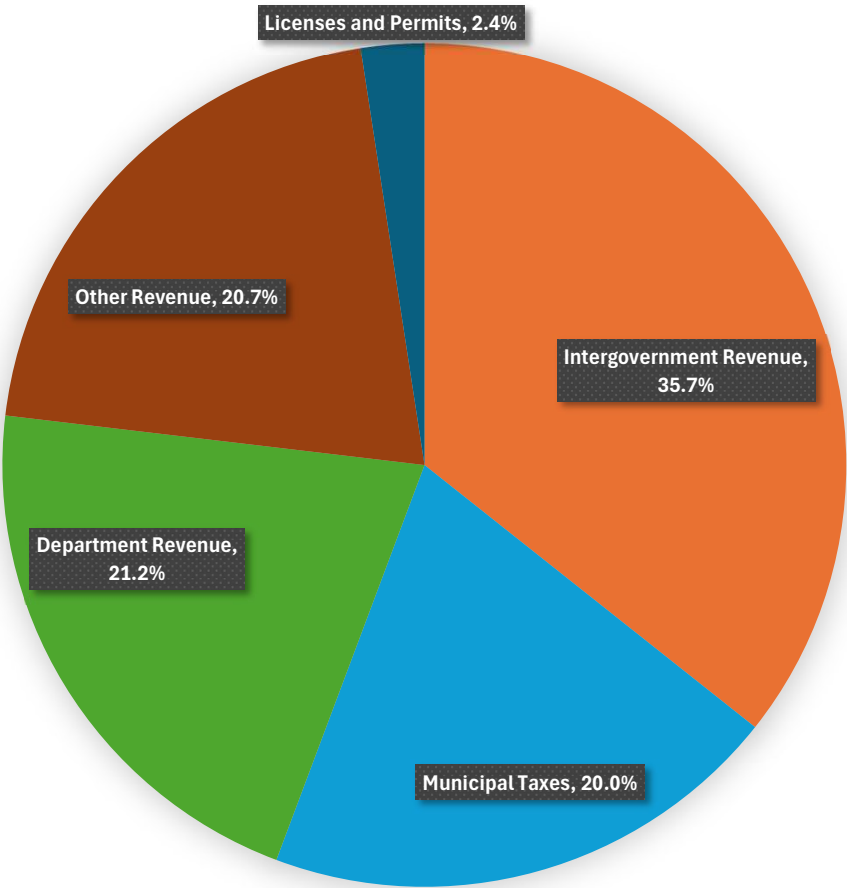
City Budget Overview

2026 Fiscal Year

Summary

REVENUES

	Revenue Distribution	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget
Intergovernment Revenue	35.7%	3,986,200	3,986,200	3,986,200	2,893,960	3,001,954
Municipal Taxes	20.0%	2,239,000	2,259,000	2,259,000	2,124,000	1,844,000
Department Revenue	21.2%	2,364,996	2,363,496	2,318,496	1,827,758	1,428,065
Other Revenue	20.7%	2,314,100	2,274,100	2,274,100	806,900	275,300
Licenses and Permits	2.4%	270,450	271,950	271,950	208,938	339,300
Net Totals		11,174,746	11,154,746	11,109,746	7,861,556	6,888,619
<i>Percent Change</i>		0.2%	0.4%	41.3%	14.1%	-



City Budget Overview

2026 Fiscal Year

Detail

REVENUES

Municipal Taxes

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-000-40105	Boat Excise Tax	14,000	14,000	14,000	14,000	14,000	
10-130-40230	Interest	75,000	75,000	75,000	85,000	85,000	
10-130-40235	Lien Notice Costs	0	20,000	20,000	25,000	45,000	
10-000-40110	MV Excise Tax	2,150,000	2,150,000	2,150,000	2,000,000	1,700,000	
10-000-40200	Revenue from Taxation	0	0	0	0	0	
	Net Totals	2,239,000	2,259,000	2,259,000	2,124,000	1,844,000	0
	<i>Percent Change</i>	-0.9%	0.0%	6.4%	15.2%	-	-

Inter Government Revenue

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-000-40205	BETE Reimbursement	300,000	300,000	300,000	100,000	100,000	
10-000-40195	Homestead Revenue	725,000	725,000	725,000	640,000	640,000	
10-000-40130	Local Roads Revenue Sharing	220,000	220,000	220,000	190,000	190,000	
10-000-40135	Snowmobile Refund	1,200	1,200	1,200	1,200	1,200	
10-000-40145	State Revenue Sharing	2,575,000	2,575,000	2,575,000	1,836,760	1,944,754	
10-000-40140	Tree Growth Reimbursement	160,000	160,000	160,000	120,000	120,000	
10-000-40155	Veterans Reimbursement	5,000	5,000	5,000	6,000	6,000	
	Net Totals	3,986,200	3,986,200	3,986,200	2,893,960	3,001,954	0
	<i>Percent Change</i>	0.0%	0.0%	37.7%	-3.6%	-	-

Licenses and Permits

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-120-40220	Animal Control Fees	0	1,500	1,500	1,200	650	
10-145-40240	Building Permits/Map Sales	125,000	125,000	125,000	107,423	175,000	
10-120-40215	City Clerk Fees	23,000	23,000	23,000	22,000	28,900	
10-120-40125	Dog Fees	250	250	250	250	250	
10-145-40250	Electrical Permits	40,000	40,000	40,000	24,677	52,000	
10-150-40260	Misc. Revenue & Donations	200	200	200	200	0	
10-000-40210	Motor Vehicle Reg Fees	27,500	27,500	27,500	25,000	25,000	
10-150-40255	Planning Board Fees	9,000	9,000	9,000	8,000	8,500	
10-145-40245	Plumbing Permits	30,000	30,000	30,000	10,688	41,000	
10-120-40225	State & City Licenses	15,500	15,500	15,500	9,500	8,000	
	Net Totals	270,450	271,950	271,950	208,938	339,300	0
	<i>Percent Change</i>	-0.6%	0.0%	30.2%	-38.4%	-	-

City Budget Overview

2026 Fiscal Year

Detail

REVENUES

Departmental Revenue

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-000-40430	Cemetery Trust Fund Rev	13,000	13,000	13,000	0	0	
35-000-44120	Operating Transfer In	50,000	50,000	50,000	0	0	
35-000-40185	City Property Rent	24,000	24,000	24,000	0	0	
10-340-40315	Commercial Solid Waste Billing	4,500	4,500	4,500	35,000	35,000	
10-381-40320	Courtesy Boat Inspection Progr	4,000	4,000	4,000	0	0	
10-520-40350	Docking Fees	8,500	8,500	8,500	8,500	8,500	
10-160-40100	Election Revenue	100	100	100	0	0	
10-340-40320	Electronic Waste Revenue	1,900	1,900	1,900	0	0	
10-210-40295	EMS Medical Provider Revenue	15,000	15,000	15,000	15,000	0	
10-200-40390	External Gov Funding	0	0	0	75,000	0	
15-210-44010	FD Training Site Revenue	1,500	1,500	1,500	0	0	
10-130-40345	Financial Services Revenue	32,000	32,000	32,000	32,000	32,000	
10-210-40290	Fire Department Revenue	37,000	37,000	37,000	20,000	18,000	
10-520-40185	Harbor City Property Rent	3,000	3,000	3,000	3,200	2,000	
10-520-40375	Harbor Gas Revenue	45,000	45,000	45,000	40,000	16,000	
10-520-40265	Harbor Misc Revenue	3,500	3,500	3,500	3,500	3,500	
10-520-40365	Harbor Slip Revenue	21,000	21,000	21,000	17,000	17,000	
10-520-40370	Harbor Waiting Fee Revenue	300	300	300	300	300	
10-300-40295	Highway Revenue	5,000	5,000	5,000	5,000	7,500	
10-170-40360	IT Services Revenue	30,000	30,000	30,000	30,000	0	
10-170-40365	IT Enterprise Services	24,324	24,324	24,324	0	0	
10-500-40340	Library Cards	12,000	12,000	12,000	12,000	0	
10-500-40345	Library Misc Revenue	0	0	0	0	0	
10-500-40335	Library Rev from Other Towns	38,752	38,752	38,752	38,752	37,000	
10-500-40330	Library Revenue	7,000	7,000	7,000	7,000	55,450	
10-520-40355	Mooring Fees	3,000	3,000	3,000	3,000	3,000	
10-000-40120	Photocopies	500	500	500	500	0	
10-200-40280	Police Fines & Fees	500	500	500	5,000	1,200	
10-200-40385	Police Grant Funding	50,000	50,000	50,000	68,000	0	
10-200-40275	Police Revenues	10,500	9,000	9,000	7,000	25,000	
10-320-40100	PW Admin Revenue	384,604	384,604	384,604	0	0	
10-510-40265	Recreation Misc Revenue	200	200	200	200	0	
10-340-40310	Recycling Revenues	22,000	22,000	22,000	22,000	22,000	
10-340-40305	Resident Trash Stickers	275,000	275,000	230,000	230,000	230,000	
10-340-40300	Solid Waste Scale Revenue	42,000	42,000	42,000	5,000	5,000	
10-000-40400	TIF Revenue	1,023,826	1,023,826	1,023,826	1,023,826	867,115	
10-110-40400	TIF Revenue	45,625	45,625	45,625	45,625	0	
10-115-40400	TIF Revenue	0	0	0	0	0	
10-381-40420	Water Supply Revenue	33,850	33,850	33,850	0	25,000	
10-400-40325	Welfare General Assistance	92,015	92,015	92,015	75,355	17,500	
Net Totals		2,364,996	2,363,496	2,318,496	1,827,758	1,428,065	0
<i>Percent Change</i>		0.1%	1.9%	26.8%	28.0%	-	-

City Budget Overview

2026 Fiscal Year

Detail

REVENUES

Other Revenue

Code	Type	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
10-520-40150	Alewife Sales	40,000	0	0	0	0	
85-000-44005	ARPA Revenue	0	0	0	372,672	0	
90-000-44040	Bond Proceeds Revenue	1,700,000	1,700,000	1,700,000	0	0	
10-000-40160	Cable TV Franchise	80,000	80,000	80,000	89,000	89,000	
10-171-40270	COBI Revenue	8,000	8,000	8,000	8,000	7,500	
10-000-44020	Development Fee Revenue	10,000	10,000	10,000	10,000	0	
10-200-40285	District Court Fees	1,000	1,000	1,000	1,000	800	
90-900-40445	Grant Revenue	0	0	0	125,000	0	
10-000-40380	Insurance Dividends	15,000	15,000	15,000	18,128	0	
10-000-40115	Miscellaneous Fines	5,000	5,000	5,000	0	0	
10-000-40265	Miscellaneous Revenue	0	0	0	20,000	20,000	
10-000-40165	P.I.L.O.T.	25,000	25,000	25,000	30,000	30,000	
10-000-40175	Sale of Real Estate	3,000	3,000	3,000	5,000	0	
10-000-40170	Sale of Surplus Property	100	100	100	100	0	
10-000-40395	Solar Credit	70,000	70,000	70,000	75,000	75,000	
10-000-40340	Sweep Interest Revenue	300,000	300,000	300,000	0	0	
10-000-40415	Voluntary Contributions	57,000	57,000	57,000	53,000	53,000	
10-000-40425	Workforce Housing TIF	0	0	0	0	0	
Net Totals		2,314,100	2,274,100	2,274,100	806,900	275,300	0
<i>Percent Change</i>		1.8%	0.0%	181.8%	193.1%	-	-

Revenue Totals

	Council Approved	Manager Adjust	Dept Request	FY2025 Budget	FY2024 Budget	
Municipal Taxes	2,239,000	2,259,000	2,259,000	2,124,000	1,844,000	
Intergovernment Revenue	3,986,200	3,986,200	3,986,200	2,893,960	3,001,954	
Licenses and Permits	270,450	271,950	271,950	208,938	339,300	
Department Revenue	2,364,996	2,363,496	2,318,496	1,827,758	1,428,065	
Other Revenue	2,314,100	2,274,100	2,274,100	806,900	275,300	
Net Totals	11,174,746	11,154,746	11,109,746	7,861,556	6,888,619	0
<i>Percent Change</i>	0.2%	0.4%	41.3%	14.1%	-	-

Finance Memo

To: City Council, City of Ellsworth

From: Nate Moore, Finance Director

Date: May 13, 2025

Subject: Analysis of City Bond Capacity

Introduction

This memo provides an analysis of the City of Ellsworth's current bond capacity, considering financial metrics, existing debt obligations, and projected revenue streams. Understanding our bond capacity will help guide future infrastructure investments and capital projects.

Current Financial Overview

1. Total Assessed Value:

- Current 2025 State Valuation: \$1,659,400,000
- This figure serves as the basis for our tax revenue and overall borrowing capacity.

2. Debt Service Limitations:

- According to state regulations, the City of Ellsworth can issue bonds up to a maximum of 15% of its assessed value.
- Current allowable debt limit: \$248,910,000

3. Existing Debt Obligations:

- Current outstanding bonds: \$22,678,229
- Annual debt service payments: \$1,892,208 (Includes Enterprise accounts)
- Remaining bond term: 1-20 years.

4. Debt Service Coverage Ratio:

- Annual revenues (e.g., municipal taxes, licenses/permits, etc.): \$11,174,746
- Annual debt service payments: \$1,892,208 (Includes Enterprise accounts)
- Debt Service Coverage Ratio = Annual Revenues / Annual Debt Service = 5.91
- A ratio above 1.0 indicates that revenues are sufficient to cover debt obligations.

Projected Revenue Streams

- **Property Tax Revenue:** Projected growth of 5% annually.
- **Municipal Revenue:** Expected growth of 12% due to previous year-to-year trends.
- **Grant Opportunities:** Potential for state and federal grants for infrastructure projects.

Bond Capacity Calculation

Based on the above analysis:

1. Maximum Bond Capacity:

- Allowable debt limit: \$248,910,000
- Less current outstanding debt: \$22,678,229
- Available bond capacity: \$226,231,771

2. Potential Projects:

- List of proposed projects and their estimated costs (as shown in the debt breakdown graph):
 - School Track: \$1,000,000 (City Portion Only)
 - Tanker #4 (Fire Dept.): \$600,000
 - Total of all Projects: \$1,600,000

City Comparisons (Annual Debt Service FY25)

Biddeford - \$4,420,737

Brewer - \$2,399,043

Bath - \$1,877,125

Conclusion

The City of Ellsworth has a solid bond capacity that allows for strategic investment in infrastructure and public services. It is essential to consider both the current debt obligations and future revenue projections to ensure sustainable financial management. Further discussions with the City Council will help determine the best path forward for utilizing our bond capacity effectively.

Recommendations

- Schedule a meeting to discuss potential projects and funding strategies.
- Consider a detailed financial forecast for the next 5-10 years to assess long-term impacts on bond capacity.

Please feel free to reach out with any questions or for further clarification.

Best regards,
Nate Moore
Finance Director
City of Ellsworth
nmoore@ellsworthmaine.gov

Summary of Change Report: 03/13/2025

1. Tax Budget:

- Correct payroll line to specify salary payments for Sue and the percentage of pay from the clerk's payroll line.
 - The tax payroll line pays for 50% of Sues budget now and not her whole salary, the remaining amount pays for Ginny and Jims salary as well.
 - Sue = \$41,200.00
 - Ginny=\$65,228.80
 - Jim=\$56,347.20
- Tax revenue should be listed under the Tax Department, not the Finance Department.
 - We created a new account under the Tax Department budget and this revenue has been moved from the Finance Department to the Tax Department

2. Clerk Budget:

- Remove the dog fee line and merge it with the animal control fee line.
 - We need to keep the dog fee line under the clerk's budget to account for the agent fee that goes to the clerk's department.
- Add a line for the Police Department to transfer the animal control fee to fund the Animal Control Officer.
 - I spoke with Shawn, and he would like the revenue for the town fees that pay for the animal control officer to go to account 10-200-40275 Police Revenues
- The following breakdown is for dog registration fees this shows what goes to the state, the town to pay for an animal control officer, and what goes to the clerks for agent fees:
- For **spayed or neutered dogs**, the registration fee is **\$6.00**:
 - **\$2.00** goes to the town for animal control.
 - **\$1.00** is the agent fee, which goes to the clerks' office.
 - **\$3.00** goes to the state.
- For **dogs that are not spayed or neutered**, the registration fee is **\$11.00**:
 - **\$10.00** goes to the state.
 - **\$1.00** is the agent fee, which stays with the clerks' office.

- For dogs registered **after January 31st**, the fee is **\$25.00**, and the full amount stays with the town to fund animal control.
- For **kennel registrations**, the fee is **\$42.00**:
 - **\$30.00** goes to the state.
 - **\$10.00** goes to the town for animal control.
 - **\$2.00** is the agent fee, which stays with the clerks' office.
- The Clerks payroll line has been updated to reflect the Union pay increase as well as the eyeglasses stipend.

3. **Joint Office Budget:**

- No council comments or changes noted.

4. **Elections Budget:**

- Correct payroll numbers as actuals are incorrect.
 - This has been updated to show actuals. We also removed the deputy registrar line and combined that with payroll part time and decreased the amount from 29K to 26K per a conversation with Tina. The 26K is a more accurate reflection of the cost of payroll for elections.
- Update the Elections page, as it is currently the wrong version (per Nate's message).
 - This has been updated and is all set.

5. **General Assistance Budget:**

- No council comments or changes noted.

6. **Communications Budget:**

- Update the page, as the wrong version was pulled (per Nate's check).
 - This has been updated and is all set.
- Reduce the Office Equipment line to \$950.00.
 - Office equipment line has been updated to reflect \$950.00, drone has been removed from the budget.
- Add Daupler 25% to the budget of \$15K (\$3,750).
 - This has been added to the professional services line.

7. **Assessing Budget:**

- No council comments or changes noted.

8. Library Budget:

- Inquire if library renovations will be added to the Capital Improvement Plan.
 - This has been added to the CIP.

9. Human Resources Budget:

- Reduce the legal budget, as all union negotiations will be handled by the associated department's legal line, not HR.
 - This has been lowered and the difference was moved to Legislative Budget for legal
 - Decreased legal line by 10k only put 5K into Legislative Budget
- Added \$750.00 to professional services line to account for e signatures along with Paychex
 - This has been added.
- Added \$6,000.00 for unpaid summer intern program for equipment/subscriptions.
 - This has been brought down to \$2,500.00 per council and added to the budget under professional services line item.

10. Employee Benefits Budget:

- Update the income protection line as per Kerri's email from 03/13/2025 (around 2:30 PM).
 - This is all set and updated in the budget to reflect income protection
- Verify Paid Family Medical Leave numbers to ensure accuracy.
 - This has been verified with Kerri.
- Workers Compensation was done at 200K in error, this needs to be increased to 230K per Kerri.
 - This has been increased from 200K to 230K per Kerris's request.

11. Finance Budget:

- Move the lien notice revenue line to the Tax Budget.
 - This has been moved from Finance to the Tax department.
- Obtain the breakdown for legal costs and compare it to this year's budget.
 - This year to date as off 04/02/2025 is roughly \$83.6K and we roughly budgeted \$70K for FY26. We went ahead and bumped each department up by \$1K to try to budget more accurately.
- Update the Miscellaneous budget, as the TIF line is missing.

- This has been updated and the Tif line has been added

Summary of Change Report: 03/20/2025

1. Fire Department Budget:

- Schedule a meeting with Charlie to discuss next steps for the budget and determine if Scott needs to represent at the April 10th meeting.
 - Scott met with Charlie, and they discussed next steps.
- Obtain a full breakdown of the cost to hire a Full-Time Employee (FTE), including all benefits, fringe, and IT costs for licenses and equipment if necessary.
 - Jason from IT: \$500.00 a year for an FTE for the Fire Department
 - Kerri HR Fringe: \$117,847.83 for an FTE for the Fire Department

2. Police and Dispatch Budget:

- Council wants to wait until the Mil Rate is determined before deciding on the addition of a new full-time dispatcher.
 - Jason from IT: \$500.00 a year for an FTE for Dispatch
 - Kerri HR Fringe: \$115,382.83 for an FTE for Dispatch
- Updated the cost associated with union contracts.
- The half dispatch and the half police officer are in the budget with the new union contract numbers.

3. Code Budget:

- Clarify that the Misc Fines Revenue from FY24 is from a solar field permit, and Lori and Glen agreed to use the funds for violator enforcement.
- Consider encumbering this revenue rather than using the Violator Enforcement Fund (10-145-51610). If not encumbered, the \$64K should go into the general fund, and the original \$20K department request should be moved to the legal line (increase to \$25K for violator court actions).
 - The Violator Enforcement fund (10-145-51610) account should be eliminated. Thus, moving the 64K from the revenue account (that came from solar field project) to a liability account that has been created and removing the \$20K ask from the budget account 10-145-51610. Code will use the liability account that encumbered the 64K funds from the solar field permit until that runs out. Once those funds are used, we will then start to budget for a violator enforcement fund again.

4. Planning Budget:

- Council requests an invitation for the Card Brook Clean-Up Day.
 - Brittany sent the invite to council
- Created a new line after budget presentation for FY25 need to carry over to FY26 called Clean Up Days, this is for Green Days/clean up around Ellsworth, Card brook and other events. This possibly should be moved to the rec budget.
 - Amount added at \$500.00 and line explanation updated.

5. IT Budget:

- Council does not want the plotter to be bonded; it should be accounted for in the budget if purchased (no BAN/BOND).
 - Added this back into the budget under data processing lin.
 - Charlie thinks this \$15k should be taken out. Not sure the council wanted it in, just that if it was in it can't be bonded for. Still agree here. With council adding back in the police officer to the budget need to make every bit count. I don't think we need the new plotter this year. Can wait till next year.
 - This has been removed from the budget.
- Jason needs to gather budget numbers for all new FTEs recommended by other departments (currently only Fire and Police?).
 - This has been supplied to finance.

6. Street Light Budget:

- No council comments or changes.

7. Traffic Signals Budget:

- No council comments or changes.

8. COBI Budget:

- No council comments or changes.

9. Economic Development Budget:

- No council comments or changes.

10. TIF Budget:

- Council requests a list of current TIF fund usage
 - Jeremy sent to council.
- Cara from the Heart of Ellsworth inquired about the possibility of a downtown TIF; Charlie will look into it and provide more information (likely to be raised again at the April 3rd meeting).
 - Sent Charlie an email.
- TIF contract has been sent to the council
 - Jeremy sent to council.
- TIF money needs to be transferred to its own bank account
 - Bank account already set up at The First National Bank.

11. City Manager Budget:

- Council requests reducing the payroll stipend line to \$20,000.
 - This has been reduced to \$15,000.00, per Charlie's recommendation.
- Employee appreciation should be adjusted to \$300 to account for three employees.
 - This has been updated to reflect \$300.00
- Detailed line explanation required for Training, Conferences, and Meetings, including all conferences and training the department plans to attend.
 - Updated line explanation provided by Sara.

Summary of Change Report: 03/25/2025

1. Legislative Budget:

- **Stipend Increase:** At Charlie's request, the stipend amount for the legislative budget will be increased to **\$18,850.00**. Although there was some discussion regarding this not aligning with the Charter, it was decided to bring the stipend adjustment forward per the manager's request and allow the council to vote on it.
 - Stipend has been increased to \$18,850.00
- **Conference and Meeting Line:** Nancy requested the training and conference line be reinstated to **\$500.00** to allow council members to attend MMA conferences and training sessions.
 - This has been reinstated to \$500.00.
 - After another meeting this was adjusted again to be \$2K.

- **Ethics Training/Conferences:** Michelle proposed that the council consider attending additional training and conferences focused on ethics.
- Charlie would like to discuss training/travel budget and amount
- Added legal line used 5K from the decreased amount from HR's legal line

Summary of Change Report: 03/27/2025

1. Harbor Budget:

- The Harbor Commission has requested that the Alewives revenue be moved to the Harbor Revenue category.
 - This revenue line has been moved to the Harbor budget.

2. Water Supply Protection Budget:

- Ensure that the Clerk's Budget accounts for the \$10K revenue from Water Supply Protection, which covers the extra work the clerks do for this program.
 - Revenue line was added to clerk's budget to show this rev need to update the notes

3. Public Works Admin Budget:

- Correct the detail page to reflect the new requests being added, including the lease for a new car for Amanda.
 - This has been updated and new large ask for the lease has been added.

4. Public Works Highway Budget:

- Clarify the first payment due for the vac truck.
 - First payment was confirmed by Mike Harris to be made in November of 2025.
- Update the Public Works Admin amount as it needs to be corrected.
 - The amount has been updated.
- Add Daupler to the budget.
 - This was added to professional services.
- The detail page must be updated to reflect all new budget requests.
 - Updated with what Amanda sent to Finance

5. Solid Waste Budget:

- No changes or Council comments noted.

6. Water Budget:

- Update the detail page to reflect all new requests.
 - Updated with what Amanda sent to Finance
- Investigate and confirm the water fund balance
 - This is currently being worked out with Caselle and audit team.
- The Council raised the question of whether water will keep the reserve account; clarification needed on whether it should remain.
 - Finance looked into this, and water is allowed to have a reserve account.
- Added \$11,350.00 to the vehicle lease line, Reggie is requesting two new leases which would be \$24,000.00, the current lease vehicle for \$11,350.00 was left off.
 - Charlie wants to know if this accounts for turning the other vehicles in?
 - Reached out to Reggie and he said the quote was without turning in the old trucks.

7. Waste Water Budget:

- Clarify if the Super intendent position salary should be removed, as Mike is currently serving in the role, or if it's to remain in the budget for future filling. This is Charlie's purview to decide, as per the Council.
 - Removed the super intendent position from the budget
- Provide the annual amount for how much wastewater is not charging the City and School for wastewater services, as the Council wants to understand the financial impact of not charging them.
 - Amanda sent a break down the total amount of unpaid sewer for school and City is \$53,829.00 and unpaid water for Knowlton Park is \$5,247.26. Total of \$59,076.26.
 - School = \$29,683.56
 - City = \$24,145.44
 - Unpaid Water for Knowlton Park = \$5,247.26
- Remove the Capital Outlay line from the budget
 - This has been removed.

8. Facilities Budget:

- The Council seems to agree on the new hire for Facilities. This is updated and in the budget.
 - To hire an FTE this would be roughly \$91,985.65
 - \$55,000.00 salary Fring \$36,485.65
 - IT costs would be roughly \$500.00
- Charlie will pull back Knowlton Park and re-evaluate the manager adjustment.
 - Per Charlie below:
 - Spoke with council and no one seems inclined to pull back funding on Knowlton Park considering all of the citizen demands for better service/maintenance there this year.
- Pump House Point should be moved from the Water budget to the city side of the budget, as the city now uses it, and it should be included in the City's debt schedule.
 - Pump House Point has been added moved to facilities budget
 - Charlie thinks it now belongs under facilities. And will need to be in the depreciating asset portion of the new CIP.
- Demeyers Field requires a new line item under Facilities Budget, as the current GL is for the Recreation Department.
 - Created new account for Jim and took this out of recreational budget and now Jim has this in his budget only.
- Added \$7.5K to payroll
 - Increased the salary budget by an additional \$7,500 to make a compensation adjustment for Jim. His current salary is approaching parity with the incoming janitorial staff. Jim will also be taking on the management of an additional team member, a significant change in scope that warrants a salary review. Moreover, he consistently goes above and beyond, regularly working weekends and after hours. This adjustment is both appropriate and overdue.
- Put back GL 10-600-51315 to what the departmental ask was for supplies to account for the cleaning. Dept ask was 10K Carlies recommendation was 6K after consideration that was brought back up to 10K.

Summary of Change Report: 04/03/2025

1. Heart of Ellsworth:

- No comments, no changes.

2. Garden Club:

- No comments, no changes.

3. Snowmobile Club:

- No comments, no changes.

4. Chamber of Commerce:

- No changes, no comments.

5. Parks, Trees, and Cemeteries:

- Need to print out three copies for council members who didn't have copies in their budget book.

6. Arbor Commission:

- No comments, no changes.

7. Recreation Commission:

- Recreation Fair has been removed from the budget and the Ice Rink line has been removed as well.

8. The Grand:

- Need to fix the department request numbers.
 - Updated the department request within the budget to reflect the application that was submitted.

9. Concert Band:

- No changes, no council comments.

10. YMCA:

- No changes, no council comments.

11. The Music Institute:

- Need to update the department request numbers.
 - Updated the department request within the budget to reflect the application that was submitted.

12. Historical Society:

- No comments, no changes.

13. Historic Preservation:

- Nancy Smith sent an email to Finance that she is recommending this to be brought back up to 8K, same as budgeted last year. Nancy said that they will spend down the 2025 budgeted amount. This has been updated in the budget.

14. Friends in Action:

- This needs to be moved from Social Services and added to Miscellaneous. Look into when the last time was that we received two applications from Friends in Action.
 - This has been moved from Social Services to the Miscellaneous budget.

15. Loaves and Fishes:

- Need to add the application to the budget books.
 - This was in the file not sure why it was in the budget book, will make sure this gets into the new version.

16. WIC:

- No comments, no changes.

17. Downeast Community Partners:

- No comments, no changes.

18. Hospice Volunteer:

- No comments, no changes.

19. Eastern Area Agency on Aging:

- No comments, no changes.

20. SPCA:

- No show.

21. Downeast Wood Bank:

- Ask the City Highway Department what they do with fallen trees to see if it's possible to donate our trees to Downeast.
 - Emailed Brian Moon and asked him what we do with fallen trees or tress that have to be cut down in Ellsworth. He said they get sent to the chipper or they throw them into a burn pile to later be burned. I let him know council may request that they start utilizing the Downeast Woodbank

either drop the wood off to them or call them to have them come pick up the wood.

22. Northern Light Home Care:

- No comments, no changes.

23. Families First Community Center:

- No changes, no comments.

24. H.O.M.E. Inc.:

- No changes, no comments.

25. Next Step Domestic Violence Project:

- Need to add the application to the budget.
 - Application was saved to the file not sure how it didn't make it into the budget book we will make sure this is in the final printed budget.

26. Hancock County Homes:

- Need to add the correct application.
 - The correct application is in the file, and this will be printed in the final budget version.

CIP (Capital Improvement Plan) Changelog Summary: 04/08/2025

1. Highway

- Sara will report back to the council at a later date regarding the total miles of sidewalks in Ellsworth.

2. Solid Waste:

- No comments from the council.

3. Fire Department:

- Question raised about whether Scott has a CIP in place for vehicle and equipment replacement.
 - Scott was going to get this to council as he said he has a tracker for this.
- Inquiry about a schedule for upcoming large-ticket items and future budget cycles.
 - Scott said he can get this due to having his tracker.
- Request for the exact interest rate on the Fire Truck lease.

4. Police Department:

- No comments from the council.

5. Facilities:

- Council authorized Jim to schedule the resurfacing of the splash pad for June and to get it on May's council agenda.
- Council clarified that the City Hall Cupola project should be referred to as a "Cupola Roof Repair" to avoid confusion with a beautification project, as it is urgently needed to address water leaks.

6. School:

- No comments from the council.

7. Waste Water:

- No comments from the council.

8. Water:

- No comments from the council.

9. **Nancy Smith** expressed support for purchasing a sidewalk plow due to unsafe sidewalks during winter months, which cause safety concerns for pedestrians. She also supports purchasing a new tanker truck (#4).

10. Michelle Beal:

- Requested to see a debt service schedule in the budget to understand when future payments will drop off and how that affects future years.
 - Charlie would also like to see an expected debt services are created based on roads funding once the BAN gets converted to a BOND, as well as if we were to move forward with putting the track and tanker 4 into a BAN/BOND cycle.
 - This is in the budget. Nate has added the BAN per Charlies request
- Questioned whether the city should have a bond anticipation note (BAN) cycle every year and raised concerns about the aggressiveness of leases and debt management.

11. Solid Waste - Discussion with Mike Harris:

- Michelle Beal asked when the city last negotiated its price with the county for solid waste services and suggested renegotiating since the price increase occurred.
- Michelle also indicated there may be an escalator clause in the county contract, as they oversee the plantation.

- Mike Harris will investigate and try to find the contract to review the terms and see when it was last negotiated. The council agreed on the need to renegotiate the contract with the county.

Summary of Change Report: 04/10/2025

1. Public Works Administration

- Code Car Contract: Received the updated contract—monthly payment is \$498.23, not \$750 as initially reported to Finance.
- Updated Quote: Shawn requested a new quote from Enterprise; expected increase to approximately \$520/month, totaling \$6,240 annually.
- $\$520.00 \times 12 = \$6,240.00 / 3$ (Water, Wastewater, and Highway) = \$2080.00
- Mileage Note: Effective January 2025, mileage reimbursement is \$0.70/mile. Once Amanda reaches 2,100 miles, that would offset the city's annual cost of the vehicle.

2. Social Services Funding Adjustments

- All council members agreed with Jon Stein's email regarding revised funding allocations:
- | Organization | New Allocation |
|--------------------------------------|-----------------------|
| Friends in Action | \$10,000 |
| Loaves & Fishes | \$6,000 |
| WIC | \$6,750 |
| Next Step Domestic Violence Project | \$6,000 |
| H.O.M.E. Inc. | \$5,000 |
| Downtown Community Partners | \$4,250 |
| Families First Community Center | \$3,000 |
| Hospice Volunteers of Hancock County | \$2,000 |
| Eastern Area Agency on Aging | \$1,500 |
| S.P.C.A. of Hancock County | \$1,250 |
| Downtown Woodbank | \$1,250 |
| All other agencies | \$0 |
- Note: Hancock County Home Foundation initially allocated \$1,000, later reduced to \$0. Emmaus funding has been redirected to H.O.M.E. Inc.
 - This has been updated in the budget.

3. Patrick Lyons Comment

- Supported the City Manager's recommendations for Heart of Ellsworth and The Grand. As long as we note and make them aware of potential to increase funding through TIF reimagining.
 - Charlie has reached out to The Heart of Ellsworth and The Grand and had this conversation with them,

4. Police Department

- Proposal to split staffing between 1/2 dispatch and 1/2 police officer for FY26.
- This is done and been added to the budget.

5. Fire Department

- Concerns raised over \$12,000 vehicle quote for the fire inspector... too high.
 - Reached out to Scott for the quote and he said he didn't have one that this was budgeted off a conversation he had with Shawn. No actual quote was received, Scott said he will work on reaching out to Enterprise and Darlings to get a quote.
 - They City is meeting with Enterprise on 05/08/2025 to get quotes.
 - Consideration of a code car model; discussed with Shawn who estimates \$520/month (\$6,240/year). Charlie and team meeting with Enterprise.
- Reached out to Scott to see if he can send us the quote for the truck.
 - Scott didn't have a quote, meeting with Enterprise and Charlie.

Union River Center for Innovation: The Next Decade

Executive Summary

The Union River Center for Innovation (URCI) was founded to enhance the economic ecosystem in the greater Ellsworth area as a business incubator in the life sciences sector and has served the region for a decade. Although there were a handful of businesses incubated during that time, they have not had a significant impact on the overall economic climate in Ellsworth or the region with the most successful entities moving out of the area due to logistics challenges.

Although the incubator function of the center has been significantly reduced with just one incubator tenant on site, in the past few years and partly attributable to the COVID pandemic, the viability of the center as a coworking space has increased significantly.

Informed by the lessons learned at URCI, in 2023, the City commissioned a business attraction survey and plan. When complete, the document cited four industry sectors well suited to thrive in the greater Ellsworth region: Specialty Food, Beverage, and Distribution; Building Trades; Tourism, and Health Services.

With any institution, staying fresh and relevant is vital to survival, as URCI enters its second decade, it is a perfect time to re-imagine and plan for the future of the center.

Looking Back

The Incubator

After a decade in operation as a business incubator, the center has incubated several businesses:

- Geno Typing Center of America (GTCA)
- Novo Biosciences
- Eagre Games
- Hydro Photon
- Monoclonals
- Bub n' Muthas

Of these businesses, Eagre Games seems to have closed its doors as its website redirects to a fence installer company; Hydro-Photon was purchased by Katadyn and it doesn't appear that they are continuing with R&D at the Center as once agreed to; Novo Biosciences shows no location nearby; Monoclonals has relocated to Philadelphia; Bub n' Muthas has relocated to S. Carolina, and although GTCA continues to lease an office at the Center, they have relocated to Waterville.

The companies who have relocated did so because of logistics / access to transport. Recognizing that maybe this region isn't suited to becoming a bioscience hub, the City of Ellsworth commissioned a Business Attraction study and plan.

The Co-Workspace

With figures available dating back to 2022 and including the summers of 2023 and 2024, seasonal co-work tenants have averaged 20 / year and have accounted for a total of 400 full rental days for the period from the end of March to the beginning of November. In each year There were a handful of prospective tenants turned away each year due to lack of available

space. This demand was organic with little to no promotion or advertisement and generated total revenue for the 3 seasons of \$8,000+/-.

URCI Today

The Community Lab

Ten years is a long time in the life of a bio-lab and that is evident at the URCI community lab. While most of the equipment is operational, much is also obsolete. Currently, only the one tenant who is in the incubator program is utilizing the lab space.

In early April, a tour of the URCI lab was requested by Sarah Delmar, a consultant who had been commissioned by Maine Technology Institute (MTI) to conduct a survey of community lab space across the state. During her visit, she noted that the lab, in its current state, barely meets biosafety level 1 (BSL-1) requirements. In her report to MTI, she noted 4 community labs in the state with all but URCI offering at least 1,600 square feet compared to URCI's less than 300. Of the 4 labs she surveyed, only one has multiple tenants and the others, while "nominally classified" as shared lab spaces (including URCI) only have 1 current incubator tenant each.

URCI's current tenant has stated that the existing lab space and equipment limits what he can do as far as his R&D and that he's had to travel out of state on occasion to further his research at another lab that he has access to.

In keeping with the mission to use the center to grow the local economy, it is important to use this information to inform as to the highest and best use for the next decade and beyond.

Workspace

Today, URCI has all but one co-workspace rented on a long-term basis, and there are four private offices available either for long-term or by the day. One of those offices is large enough to be converted into an additional four co-workspaces which will likely be full for the summer months – assuming they are ready to rent.

Rental Revenue

A market study of coworking rental / membership fees indicates that \$40/sf/yr for private office and \$180/month for a coworking desk are affordable and competitive rates. Current private office tenants pay anywhere from \$20 to \$40/sf and co-work desk tenants pay \$150/month.

Entrepreneurial Programming and Support

Business Advisors

Through a collaboration with Coastal Enterprises Inc. (CEI), there is a general business advisor, Eric Treworgy, onsite at URCI providing business advising at no charge to the client. Eric also teaches workshops on varying topics that are presented at URCI.

Alison Lane is the Small Business Development Center (SBDC) regional advisor for Greater Bangor area, and Hancock and Waldo Counties. Alison holds office hours at URCI a couple of days per month either sharing Eric's space or using the conference room to meet area clients by appointment. Alison is also a presenter for URCI workshops.

Workshops and Training

This spring, URCI launched its Entrepreneurial Exploration workshop series; the sessions were designed to familiarize budding entrepreneurs (or seasoned ones looking to branch into a new venture) with the journey to getting business off the ground. The ultimate

objective was to prepare participants to work with a business advisor by familiarizing them with the overall process, the elements of a business plan, and the financial terminology that in many cases is quite intimidating.

Topics were:

- So, you have an idea for a new business or new line within your current business.
- Starting a Business? Do you have what it takes?
- Starting a business? So, what's the plan?
- Starting a business? Let's demystify the financials!

There was a total of 18 registered participants with anywhere from 8 to 12 in attendance at each session. Surveys administered at the end of each session indicated that every session was a huge hit. The series is planned to be offered every 3 to 4 months on a continuing basis.

Development of additional workshops is under way and exploring topics that include women in business, marketing 101, business succession planning, how to navigate the path to opening a childcare center, and others as they are suggested.

Looking Ahead

URCI in the Near Future

Whether URCI evolves into a new type of incubator, or it remains simply a co-working space to serve the community, it needs some sprucing up with paint, carpet in a couple of high-traffic areas, and minor renovation to the lavatories and kitchen. In the longer term, the lab will need to be addressed – depending on how it will be re-imagined.

Business Attraction

We all hear location, location, location.... It's critical no matter how you look at things and rather than be deterred after learning that Ellsworth's location may not be suited to the life sciences industry, why not embrace the fact that the food industry and building trades will flourish here. How can a reinvented URCI support and incubate businesses in those sectors?

What do the businesses need and want?

URCI developed and conducted a survey specifically for food industry professionals and building trade professionals. While the tradespeople response to the survey was minimal, the food industry folks provided some valuable feedback, and most are happy to participate in an advisory panel to analyze the results and develop some recommendations about how URCI and the City can better support and cultivate that business sector.

Factfinding

TS2 Consulting has been contracted by the City to do some program development as well as explore how to evolve the center into its second decade. To that end, an audit of the URCI website, a revenue study, a review of the incubator and affiliate programs, and the convening of a food advisory committee to help inform options for the highest and best use of the lab space are under way.

UnionRiverInnovation.com

The URCI website needs, at the very least, a sitewide refresh to address the following:

- User experience and navigability
- Functionality around rental of coworking and private office space

- User engagement as it relates to registering for class offerings and participation in surveys and other market research and outreach activities.
- ADA Compliance
- Content and accuracy and datedness of information served up from the site

In the longer term, when there is a clear vision and mission for URCI 2.0, a wholesale rebrand may be in order.

Action Item: An RFP for day-to-day website hosting and maintenance, a website refresh, and an add alternate of a complete website rebrand and rebuild was issued on April 16. and as of May 12, there were nearly 60 potential submitters. Bids are due on May 15, and a vender will be selected in time to have a contract commence on July 1,2025.

Rental Revenue

Private office space currently has a vacancy rate of 36% and of the current available co-workspace, there is 25% vacancy. Currently there is no outside advertising in place to promote the available spaces.

At current rent rates and vacancy percentage, the monthly revenue is approximately \$2,600. At the current occupancy rates, and an increase in rent to the market norms of \$40/sf and \$180 /desk rates, monthly revenue would increase to \$4,300. At full occupancy, including converting one private office to 4 additional co-workspaces, the monthly revenue would exceed \$8,000 / month.

Proposed Action Item: Increase rents for new tenants based on \$40/ sf for private office space and \$180 / month for co-workspace.

Incubator and Affiliate Programs

Assuming that the center will reevaluate its overall mission going forward, the affiliate and incubator programs should be paused where new participants are concerned until the new focus has been established.

Food Advisory

A business attraction survey was developed to focus on specialty food and beverage and building trades. The survey data was collected via a webform that was served from the City and URCI websites. Folks were invited to participate through a press release in the newspaper, radio announcements, social media posts, and an email campaign sent to more than 500 area businesses. There was a decent response from the food services / farming sector with several respondents willing to serve on a food advisory committee.

Action Item: The committee has been convened and is planning to meet every 4 weeks at URCI to evaluate the survey responses, get additional input from industry peers, and ultimately develop a set of recommendations for the role that URCI / the City might play in further cultivating Ellsworth as a food industry growth hub.

Public Relations and Marketing

Throughout the Summer

Plans are in the works for 'Evening Market on the Lawn' at URCI to coincide with the summer concert series at Harbor Park. Between 4:30 and 7:30 PM, a select number of area makers will showcase their products. This initiative will help promote area makers and crafters as well as bring attention to URCI. TS2 Consulting, on behalf of URCI, will be on hand to answer questions, offer tours, and provide literature about the Center.

Early August

Dirigo Labs has asked to conduct an event at URCI to provide information about various federal funding opportunities for startups of all sizes. While not completely confirmed, the event will potentially consist of an invitation only symposium geared to larger operations in the afternoon of August 7th followed by a reception on the lawn in the early evening open to everyone.

Late August

According to the website, the Center is at its 10th anniversary and, to celebrate, is hosting a Chamber of Commerce Business After Hours on August 28th. This coincides with the MaineBiz Start-ups and Entrepreneurs issue which features information about MTI funding support. An invitation has been extended to MTI to sponsor, attend the event, and participate as a speaker.