

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: OCTOBER 20, 2014**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON,  
ELENA PIEKUT, MICHELE GAGNON, AMANDA TUPPER, AND PENNY  
WEINSTEIN.**

*Call to Order.*

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

*Pledge of Allegiance.*

All stood for the pledge of allegiance.

*Rules of Order.*

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

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

- 09/15/2014 Regular Monthly Meeting.
- 09/29/2014 Special Meeting.

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

**RESOLVED to approve the adoption of minutes from the 09/15/2014 Regular Monthly Meeting and 09/29/2014 Special Meeting.**

*City Manager's Report.*

City Manager Michelle Beal thanked the City Councilors and the volunteers that helped with the free cleanup day. This was a huge success. The exact tonnage collected has not been calculated yet; however, six roll off containers were filled that day. Beal heard from many people throughout the City how much they appreciated this event.

**Call to Order.**

**Pledge of Allegiance.**

**Rules of Order.**

**Approved - Adoption of minutes from the 09/15/2014 Regular Monthly Meeting and 09/29/2014 Special Meeting.**

**City Manager's Report.**

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*Committee Reports.*

➤ *Harbor Commission:* Councilor Blanchette reported the Harbor Commission met on October 8, 2014. The condition of the existing Harbormaster's boat was discussed in regards to how inadequate it is when meeting the increased demands on it. These demands include moving the larger floating docks around the harbor, assistance provided to other boaters, and the motor is at times unreliable. The boat does not have a reliable depth finder, chart plotter, and the boat is marginal at best. The Commission is checking with Homeland Security for any available funding to purchase an upgraded boat. Future harbor plans was another topic of discussion at the October meeting. There was a lengthy discussion on this topic, resulting in the Commissioners wanting to hold a public meeting with the Council, City Manager and members of the public. The Commissioners will be holding another meeting on Wednesday night to discuss some more ideas on the future plans for the expanded harbor area. Blanchette shared some of the ideas that were discussed that evening.

➤ *Ellsworth Historical Society:* Councilor Blanchette announced that the owners of the new store being built on the Whitney Property have offered to the Ellsworth Historical Society the Whitney House and two acres of property at no charge. Blanchette has spoken with Teri Cormier in regards to getting in touch with City Manager Michelle Beal and Economic Development Director Micki Sumpter. The Society would be looking for ideas on financing as they would be moving their headquarters to this location, while at the same time maintaining both buildings.

➤ *MDI Area League of Towns:* Councilor Fortier stated he attended the annual goal setting meeting last week along with City Manager Michelle Beal. Fortier listed the five key items that the League has decided to focus on this coming year. They were the following: County Commissioners/County governance issues, future of garbage through PERC, and the last three pertained mostly to the Island towns in regards to investigating the possibility of combining all the police departments, dispatch centers, and creating a regional human resource center. Fortier stated there was a lot of discussion that evening, and great information was provided. He will provide the Council with a report next month, as he has been asked to cover their next monthly meeting when the Manager of Cumberland County will be speaking. Hancock County Commissioner Steve Joy accepted Fortier's invitation to join him

**Committee Reports.**

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at this meeting.

Chairman Phillips noted although it was not a meeting, he attended the Ellsworth Fire Department's Open House last Saturday for Fire Prevention Week. The Fire Department did a wonderful job, the information was well presented and the attendance was high, according to Phillips.

*Citizens' Comments.*

There were no citizens' comments this month.

Councilor Fortier announced he chose not to wear a tie this evening in an effort to bring awareness to the upcoming cold weather season. The \$25 donation he made (\$20 is required by Council rules, if a Councilor chooses not to wear a shirt and tie to the regular meeting) will go into the City's heating fund that is administered by the General Assistance Director. Fortier encouraged citizens to make a monetary contribution to the Heating Fuel Discretionary Fund or if not financially able, just check on their neighbors as the temperatures begin to fall.

Councilor Fortier also reminded the public that there will be Trunk or Treat in the City Hall parking lot near the Fire Department. This event will be held on October 31, 2014. Trick or Treating will be taking place at City Hall, Police Department, Fire Department, and Main Street businesses prior to the Trunk or Treat event.

*Presentation of Awards.*

*Guy "Bernie" Hussey, for 30 years of service with the Ellsworth Public Works Department.*

Bernie Hussey was present to accept his service award from Chairman Phillips on behalf of the Ellsworth citizens.

*Adam Wilson, for 15 years of service with the Ellsworth Public Works Department.*

Adam Wilson was present to accept his service award from Chairman Phillips on behalf of the Ellsworth citizens.

**Citizens' Comments.**

**Presentation of Awards.**

**B. Hussey – 30 years of service.**

**A. Wilson – 15 years of service.**

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UNFINISHED BUSINESS

There were no items under Unfinished Business this month.

CONSENT AGENDA

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

There were no items under the Consent Agenda this month.

NEW BUSINESS

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

*Louise Joy and Tommy Joy d/b/a Edward Joy & Sons, 129 North Street, for renewal of a City Junkyard/Automobile Graveyard Permit.*

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

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

***RESOLVED to approve the request of Louise Joy and Tommy Joy d/b/a Edward Joy & Son, 129 North Street, for renewal of a City Junkyard/Automobile Graveyard Permit.***

**Unfinished Business.**

**Consent Agenda.**

**New Business.**

**Approved - Louise Joy and Tommy Joy d/b/a Edward Joy & Son, 129 North Street, for renewal of a City Junkyard/Automobile Graveyard Permit.**

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*James B. Card II d/b/a Jimbo's Junkin, 635 North Street, for renewal of a City  
Junkyard/Automobile Graveyard Permit.*

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

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of James B. Card II d/b/a Jimbo's Junkin,  
635 North Street, for renewal of a City Junkyard/Automobile Graveyard Permit.**

Prior to a vote being taken on the above motion, Councilor Fortier asked Dwight  
Tilton, Code Enforcement Officer to provide a quick report on the success of their  
water treatment. In past years the impact on the quality of water has been a big  
concern in regards to a junkyard being located in close proximity to a water source.  
Tilton stated this has been an ongoing process for the past four years, one of the  
conditions the Planning Board set forth within the approval of the expanded  
junkyard was to require Mr. Card have the water tested each year. Tilton has  
obtained a legal opinion on having the water testing requirement reversed for Card  
since he now owns the McGregor property. However, having the water tested  
annually, protects Mr. Card, the City, and all the other neighbors within that water  
shed. The plan at this time is to continue with the annual water tests. Very good  
results were obtained through this testing.

**A vote was taken on the above motion with all members voting unanimously in  
favor.**

*Hane Yee, Inc. d/b/a China Hill Restaurant, 301 High Street, for renewal of a City  
Class B License (food, liquor, and amusement) and renewal of a State Restaurant*

**Approved - James B.  
Card II d/b/a Jimbo's  
Junkin, 635 North  
Street, for renewal of  
a City  
Junkyard/Automobile  
Graveyard Permit.**

**Approved - Hane  
Yee, Inc. d/b/a China**

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*(Class I, II, III, IV) Malt, Spirituous, Vinous Liquor License.*

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

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of Hane Yee, Inc. d/b/a China Hill  
Restaurant, 301 High Street, for renewal of a City Class B License (food, liquor,  
and amusement) and renewal of a State Restaurant (Class I, II, III, IV) Malt,  
Spirituous, Vinous Liquor License.**

*Overeas LLC d/b/a Sylvia's Café, 248 State Street Suite #8 (Mill Mall), for  
renewal of a City Class C License (food and liquor) and renewal of a State  
Restaurant (Class III & IV) Malt and Vinous Liquor License.*

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

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of Overeas LLC d/b/a Sylvia's Café, 248  
State Street Suite #8 (Mill Mall), for renewal of a City Class C License (food and  
liquor) and renewal of a State Restaurant (Class III & IV) Malt and Vinous**

**Hill Restaurant, 301  
High Street, for  
renewal of a City  
Class B License  
(food, liquor, and  
amusement) and  
renewal of a State  
Restaurant (Class I,  
II, III, IV) Malt,  
Spirituous, Vinous  
Liquor License.**

**Approved - Overeas  
LLC d/b/a Sylvia's  
Café, 248 State Street  
Suite #8 (Mill Mall),  
for renewal of a City  
Class C License (food  
and liquor) and  
renewal of a State  
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***Liquor License.***

*Council Order #101401, Request of the City Planner and the Public Works Director to hire a consultant to conduct the Stormwater Infrastructure Inventory and Mapping.*

Michele Gagnon, City Planner presented a proposal/contract to hire Sebago Technics to conduct an inventory and mapping of stormwater infrastructure in the urban area of Ellsworth. The proposal/contract is attached to the minutes as attachment #1. Gagnon stated lack of knowledge and understanding of the City's stormwater system impacts public safety, economic development, environmental quality, and aesthetics. Stormwater differs from other municipal infrastructures such as water and sewer because it is not finite. Managing stormwater is difficult because there are no controls on how much it rains, and stormwater comes from everywhere including beyond the City's geographic boundaries. It has been proven that rain fall is increasing as is the pervious areas within the City. These factors translate into more stormwater to manage; currently the stormwater systems are not designed to manage these conditions. The system includes old sewer pipes. Developing an inventory of the stormwater infrastructure does not differ from developing an inventory of water lines, sewer lines, road conditions, or creating an economic development strategy. The Planning Department has applied and received the funds to conduct an inventory of the stormwater system. Without this inventory the City will not be able to continue to plan for stormwater management. Gagnon asked the Council to consider hiring Sebago Technics to conduct an inventory, and a mapping of the stormwater infrastructure in the urban area. The project will consist of the following three tasks: data collection and data base creation, system mapping and validation and finally preliminary hydrologic modeling. This project will help the City make informed decisions when drafting ordinances, while reviewing developer's project plans at the Planning Board level, as well as during infrastructure updates and routine maintenance periods. This is particularly important as the City has inherited the State's system. Gagnon explained this project will help avoid unsightly retention ponds which also waste developable land, contribute to sprawl, and create more stormwater to manage. Gagnon introduced Larry Wilson, Public Works Director, and Stephen Sawyer from Sebago Technics. The suggested motion contained an error within the funding sources; Gagnon revised the amount from the Grant Applications Account as

**Approved - Council Order #101401, the contract with Sebago Technics for Stormwater Infrastructure Inventory and Mapping in the amount of \$50,000; \$25,000 from the Maine Coastal Program of the Department of Agriculture, Conservation, and Forestry; \$1,800 from the Stormwater Management Account, and \$23,200 from the Grant Applications Account.**

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\$23,200 instead of the printed amount of \$21,200. City Manager, Michelle Beal explained four proposals were requested. The proposals were provided to the Council. Beal stated because this is a request for service there is not a strict way of performing these tasks; therefore the City requested proposals on reaching the successful outcome as provided within the RFP documents. The companies provided the details on how they would reach the desired outcome. There was a committee which reviewed the proposals, scored the proposals and conducted interviews. Following the interview process on the proposals, the committee chose Sebago Technics. Councilor Beatham questioned the cost differences between the Sebago and Sewall proposals in regards to the number of features that would be covered. There was a lengthy explanation and discussion on the features covered under each proposal received. Gagnon explained the selling point on choosing Sebago Technics was not the number of features covered or the overall cost since those elements were worth fewer scoring points than the ability to work with the City and the manner in which the project would be approached. Gagnon stated the reason Sebago was chosen was because the lead person on the project has worked for the City of Bangor for ten years in the public works department. He is a certified surveyor as well as the person who implemented the GIS program in Portland. There was a level of confidence in his ability to understand the field work, translate that field work to the office support, manage that data, transfer that data into the system and create the necessary reports. The same level of confidence was not reached with the Sewall Company. Stephen Sawyer from Sebago Technics spoke on his proposal and explained the cost elements in regards to the features covered. This was a very technical clarification on the process of calculating the features. Sawyer stated he is confident that one of his crews can complete three locations in an hour; that is the best calculation they can offer on completing the work. Once the amount of money available for the project was determined, Sebago calculated their unit prices and divided that into the available funds to determine how many structures and culverts they could inventory. The end result may vary on the exact break down of how many structures versus culverts are inventoried. It would be impossible for either company to commit to inventorying the complete City based on the lack of available information and funding. Sebago is not charging the City on the basis of their time but rather on the number of features they locate and there is a fixed price per feature. Sawyer felt this was a fair proposal to both the City and Sebago Technics. Sawyer explained they will be approaching the project in a very logical and practical manner. The project will be organized by

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watersheds, starting at the bottom and working to the top so if they cannot complete the entire urbanized area, individual watersheds will be entirely completed. This process will allow the project to be added on to at any given time. Beatham asked if the price of \$70 per structure and \$30 per culvert was a fixed set price; Sawyer confirmed that is a set price not an estimate as the proposal may indicate. Councilor Fortier clarified with Gagnon that the amount from the Grants Application Account should be \$23,200. Gagnon confirmed this was the correct number. Councilor Perkins inquired if there was a particular reason this account was being utilized instead of something else. Tammy Mote, Finance Director stated this account was designed years ago to provide matching funds when required by grant applications. Councilor Crosthwaite asked Gagnon to explain how much City money would be utilized for this project. Gagnon stated the grant would provide \$25,000, \$1,800 would come from the City Stormwater Management Account and \$23,200 would come from the City Grant Application Account. This would not be from the operational money. One account specifically pertains to stormwater and the other account deals with matching grants. Crosthwaite asked if funds would need to be budgeted next year to finish the project, this project appears it may need to be completed in stages. Gagnon explained the remaining phases they have envisioned for this project. Beal explained this project came before the Council during budget time and was rejected because the project would have cost the City \$50,000 at that time. Since that time the City has received a \$25,000 grant; Beal felt the City would have missed a great opportunity if this project was not brought back to the Council at this time. Half of the work is now being paid for with Ellsworth tax funds and the other half with monies that did not come from Ellsworth tax payers. Chairman Phillips felt after this study is completed there is a chance Ordinances may be amended to make it a little more reasonable and easy to build within the City. Some of the costs that are currently absorbed by the developers will decrease, restrictions will be lifted allowing for a better use of the land; however before that is reached there will likely be an extension to this project or a similar project will come before the Council again. Fortier asked if the information gained from this project could be sold to a developer wishing to move into an inventoried area, as a way to help off-set some of this expense to the City. Beal stated Stormwater Districts can be established and it would be another impact fee; however, many Cities are creating those to off-set the expense of cleaning up those areas. Beatham asked if the City did everything possible on their part to offer the best information for this RFP. Gagnon stated she believed they did given the knowledge and

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information available to them. Beal confirmed all the information available to the City was provided during the RFP and many of the maps utilized on projects have already been proven to have missing elements. Councilor Moore asked if once the information is obtained would there be a chance that some of the retention ponds could be removed. Gagnon stated at this time it is unclear if that could happen.

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

**RESOLVED to approve Council Order #101401, the contract with Sebago Technics for Stormwater Infrastructure Inventory and Mapping in the amount of \$50,000; \$25,000 from the Maine Coastal Program of the Department of Agriculture, Conservation, and Forestry; \$1,800 from the Stormwater Management Account, and \$23,200 from the Grant Applications Account.**

**A final vote was taken on the above motion with 5 members voting in favor (Blanchette, Moore, Fortier, Perkins, and Phillips) and 2 members voting in opposition (Beathem and Crosthwaite).**

*Council Order #101402, Appointment of Amanda Tupper as Tax Collector by the City Council.*

Tammy Mote, Finance Director announced that the Finance Department has chosen Amanda Tupper to serve as the Tax Collector. Recently, Tupper has served as the Deputy City Clerk and the Administrative Assistant to the Public Works Department. She is doing a great job and is taking on a lot of responsibilities. This position requires Council approval on an annual basis per State Statues. Mote is requesting the Council appoint Tupper tonight through June 30, 2015.

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

**RESOLVED to approve Council Order #101402, appoint Amanda Tupper as the Tax Collector with a term to expire June 30, 2015.**

*Council Order #101403, Request of the Finance Director to award a bid to purchase a tractor for the Ellsworth School Department.*

**Approved - Council Order #101402, appoint Amanda Tupper as the Tax Collector with a term to expire June 30, 2015.**

**Approved - Council Order #101403, Request of the**

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Tammy Mote, Finance Director stated this was another request from the Ellsworth School Department for a one-time cost that was identified during the budget process. The tractor would be used for snow removal, grounds maintenance and plowing. Russ Gray, Facilities Director with the Ellsworth School Department was present to answer any questions about the purchase. Gray explained in 2002 the Ellsworth School Department purchased a tractor for the High School. At that time it was felt the tractor would have a ten to fifteen year life span. Five years ago, the School Department became an RSU, that tractor originally purchased for the Ellsworth High School, than became the property of the RSU. The RSU utilized that tractor at all the other schools. The only school the tractor was not used at was the Peninsula School, because they had their own tractor. The RSU purchased a trailer to transport this tractor with. The fifteen year cycle the School was hoping to get out of this tractor is now dropped back. Three years ago while the tractor was being inspected at the John Deere dealership it was determined the time had come to think about replacing the tractor. Unfortunately, at that time the School lost a lot of subsidy, custodial positions at the Ellsworth High School and Sumner High School were cut out of the budget. In light of these cuts, the timing was not right to request a tractor. Each year since, through the budget process a request has been made to trade in this tractor for a newer model. A few years ago the custodial position at Sumner High School was reinstated; however, the custodial position has not been replaced at the Ellsworth High School yet. During the budget cycle this Spring, the request for a tractor was reviewed by Jack Turcotte and Gray, the feeling was if there ever was a time to make this request this may be the time to do it. At some point this tractor will need to be replaced. See attachment #2 for a complete request as well as the quotes received. Councilor Moore inquired if the price from Greenway Equipment reflects a trade-in value. Gray confirmed the quote does include a trade-in value of \$7,500 resulting in a total due of \$30,827.32. Gray described how the tractor would physically look compared to the current model owned by the Ellsworth School Department. Although this tractor is slightly larger, the only real difference is the new tractor was bid to include a cab. This tractor will be used during all four seasons. Councilor Beatham inquired how many hours on the current John Deere tractor. Gray was not sure how many hours were on the tractor; however, Councilor Perkins read off one of the quotes 1,324 hours. Councilor Blanchette inquired if the quote was correct when it stated the attachable sweeper unit would also be traded in. Gray stated it would be traded in since the City will be sweeping the school yards. The sweeper unit was purchased during the

**Finance Director to award a bid to Greenway Equipment Sales in Ellsworth to purchase a tractor for the Ellsworth School Department in the amount of \$ 30,827.32. This purchase is to be funded from the Ellsworth School Department One Time Costs (Account number 10-20298).**

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: OCTOBER 20, 2014**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON,  
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WEINSTEIN.**

RSU time since that work was being bid out each year. During that time not all the sweeping was adequate so the sweeper unit was purchased to clean up some of the work. They felt this unit would not be needed since the work performed by the City will be adequate. Blanchette asked if the current sweeper unit would fit on the new tractor. Gray stated it would not fit on the new unit as specified; a different model would have needed to be purchased if the intent was to keep the sweeper unit. Chairman Phillips inquired if the current tractor had a backhoe; Gray stated that would be an addition to the new tractor. Gray stated they currently perform a lot of work with the backhoe on the Kubota, which is located at the Hancock County Technical School. Councilor Fortier was concerned with the one-time designation on the replacement of a piece of equipment that will be financially bonded with interest for ten years. Fortier did not feel this was a one-time cost, but rather replacing something that should have been replaced during the last three budget years. Fortier recognized this was the financial path they agreed on months ago. Blanchette inquired why a tractor would be traded in with only 1,324 hours on it. Gray stated it doesn't get the constant running time due to the short stunts it is used for; however, to look at the machine the wear and tear on the machine is obvious. The current tractor appears to be undersized for the work required of it and that is the reason the tractor needs to be replaced with so few hours on it. This new tractor is large enough to complete the work without the damage to the unit. Phillips asked if the Superintendent and/or the School Board has seen this proposal and approved the purchase. Gray stated they have not seen this proposal; however, they have seen the request for a tractor and budgeted \$32,000 for the purchase. In an effort to alleviate the concern raised concerning the Council approving this purchase without the School Department formally approving the exact purchase, Beal explained this is a different process than what the School has and the City is paying for this piece of equipment through the City's procurement policy, not the School Department's policy. Everyone involved is aware of the purchase, and the budgeted amount; however, Gray was not required to go before the School Board because the City will be making the final approval on whether to purchase this exact piece of equipment or not and therefore Gray is only required to appear before the Council. This is the process that has been utilized for all the one-time costs by the School Department. Moore inquired if the City owns the tractor that has been transporting the current tractor, it was confirmed they do. Fortier inquired if it would be inappropriate to ask that a letter signed by the Superintendent be included in the file with the purchase order so there is no question whether this purchase was made

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY, LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON, ELENA PIEKUT, MICHELE GAGNON, AMANDA TUPPER, AND PENNY WEINSTEIN.**

with the knowledge of the School Board. There was a short discussion in regards to if a letter would be necessary for all the other items purchased as one-time costs as well. Mote explained when she wrote her memo, attached as attachment #2; it was forwarded to the Superintendent so that he would be aware the purchase would be heard at this meeting. Fortier stated Mote's email to the Superintendent will be adequate, since contact was made in regards to the purchase. Moore felt it would not hurt to have a sign off by the Superintendent.

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

**RESOLVED to approve Council Order #101403, Request of the Finance Director to award a bid to Greenway Equipment Sales in Ellsworth to purchase a tractor for the Ellsworth School Department in the amount of \$ 30,827.32. This purchase is to be funded from the Ellsworth School Department One Time Costs (Account number 10-20298).**

Before a vote was taken Councilor Crosthwaite inquired if an accompanying letter was part of the motion. Fortier stated he would trust the senior staff to have that reassurance.

**A final vote was taken on the above motion with all members voting unanimously in favor.**

*Council Order #101404, Request of the Finance Director to withdraw \$2,183 from the JUMP playground reserve account for repairs and replacement parts at the JUMP playground.*

Tammy Mote, Finance Director explained recently a few pieces of the playground equipment have been broken and are beyond repair. The replacement items include Clifford the Dog, the race car, and the plastic tire swing. When the JUMP 2 Playground was constructed, a reserve account was created to have funds available for replacement parts and repairs to the equipment. This reserve account currently has a balance of \$22,177. See attachment #3 for the replacement equipment quote. GameTime is the only company that carries these particular items; as they were the company the original parts were purchased from when the playground was rebuilt. Chairman Phillips inquired if the Public Works Department would be installing the

**Approved - Council Order #101404, Request of the Finance Director to withdraw \$2,183 from the JUMP playground reserve account for repairs and replacement parts.**

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**DATE: OCTOBER 20, 2014**

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON,  
ELENA PIEKUT, MICHELE GAGNON, AMANDA TUPPER, AND PENNY  
WEINSTEIN.**

equipment; Bernie Hussey confirmed he would be installing the new equipment. Councilor Beathem inquired if this damage was caused from normal wear and tear. It was confirmed that the damage was just from a lot of use over the ten to twelve years the playground has been in existence. This damage was not caused from vandalism. Councilor Fortier asked if the plan was to wait until Spring to install the new equipment. It was confirmed that the installation would take place in the Spring.

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

**RESOLVED to approve Council Order #101404, Request of the Finance Director to withdraw \$2,183 from the JUMP playground reserve account for repairs and replacement parts.**

*Council Order #101405, Request of the Public Works Director to purchase a 2015 pickup truck with plow for the Public Works Department.*

Larry Wilson, Public Works Director stated on Wednesday, October 8, 2014 the City of Ellsworth held a bid opening for a new 2015 truck to be used by the Foreman. Wilson stated the truck Hussey currently uses will be passed down to one of the other employees and a truck will be retired. Five companies were invited to bid; however, only four bids were returned. Darling's Ford was the lowest bidder at a cost of \$27,779; however, they only bid on a 6' 3/4" bed and an 8' bed was requested. This bid did not meet specification. Wilson is recommending the Council award the bid to Darling's Chevrolet in the amount of \$33,663. Wilson did not feel it was worth taking a truck to Bangor for the warranty work when the price difference is \$27. A trip to Bangor for warranty work requires two employees be away from work. See attachment #4 for a complete packet of bids received. Councilor Blanchette inquired if this truck had an extended cab. Highway Foreman Bernie Hussey explained this truck has a double cab. The language of an extended cab has been converted to double cab. There will be door handles on all four doors. This would not be a crew cab; crew cabs add another 2' 1/2" to the truck. This truck will have an 8' bed. All the deviations on the Darling's model are acceptable. Councilor Fortier stated the wording within the bid specifications did not indicate if the mirrors are heated. Wilson confirmed it is now standard equipment to have heated mirrors; however, he did verify this with PJ Davis who submitted the bid

**Approved - Council Order #101405, Request of the Public Works Director to award the purchase of a new 2015 Chevy CK25953 pickup truck for the Public Works Department to Darlings Chevrolet, at a cost of \$33,663 to be paid for through the Highway Equipment Capital Improvement Account.**

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON,  
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sheet. There was a short discussion on the warranties included with each model as well as the plows that were bid on.

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

**RESOLVED to approve Council Order #101405, Request of the Public Works Director to award the purchase of a new 2015 Chevy CK25953 pickup truck for the Public Works Department to Darlings Chevrolet, at a cost of \$33,663 to be paid for through the Highway Equipment Capital Improvement Account.**

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

*Council Order #101406, Request of the City Manager for approval to hire an additional employee in the Finance Department.*

Michelle Beal, City Manager provided an explanation on Council Order #101406 and Council Order #101407 at the same time as they were closely related. Beal explained over the past six months, Tammy Mote, Finance Director and Beal have been discussing ways to reorganize their Departments. This included ways to get the abundance of work completed, efficiently, and in a timely manner. Beal stated the solution appears to require an additional person. Beal would like assistance in her office in regards to taking care of projects which are planned for over the winter months and then completed over the spring, summer and fall months. It becomes overwhelming to oversee the projects along with all the economic development items, personnel concerns and helping out the other departments. Beal stated she needs help; however, does not need a full-time employee in her office. She needs a part-time employee who is available and knows what she is doing all the time. Mote needs a clerical position in her office as well, to keep up with all that is happening in the Finance Department. The Finance Department oversees tax collection, utility billing, liens, accounts payable, accounts receivable, payroll, and human resources. See attachment #5 for a complete explanation and plan of redistribution of duties. Through this realignment of duties, Mote would be able to assume the role of Deputy City Manager. The plan is for Beal and Mote to work very closely on all aspects of their positions. Beal called other municipalities that

**Approved - Council Order #101406, Request of the City Manager to hire an additional employee in the Finance Department.**

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

**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
LARRY WILSON, CHRIS COLEMAN, RICHARD TUPPER, ADAM WILSON,  
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have full time Deputy City Managers to find out what the job descriptions were, and how they were able to organize the position. The answer seemed to be assign the Deputy a couple of tasks that are definitely their responsibility, meet with them every single day, and make sure they know every single thing you are involved with so that they can pick up things off from the Manager as the task presents itself. If this is approved by the Council, Mote will take care of City projects, work with Wilson on overseeing road projects, make decisions on which projects will be engineered as well as what order projects will take place, and help with personnel issues. Chairman Phillips stated this proposal was the result of a directive given to Beal. Phillips felt this was a well thought out solution to a problem the Council identified many months ago. A solution is very much needed. Councilor Fortier noted on a Holiday, the City Manager, Finance Department, Economic Development, and an Inspector were all working to complete projects and the Council cannot expect to have this continue and keep the employees. Fortier felt this was a very much need. Councilor Beatham noted how amazing it was the number of things that come up within an hour or two that require Beal's attention. He feels it is impossible to manage efficiently everything at one time. Phillips echoed the comments made by Fortier and Beatham. Councilor Crosthwaite had concerns with how the work load would affect the Administrative Assistant. Crosthwaite felt this would add additional work to other employees other than the top management. Beal stated Penny Weinstein would still remain her Administrative Assistant and Mote would utilize her staff to help her with administrative duties. Beal listed the duties Weinstein currently oversees and noted she would not be able to ask her to take on more projects. Fortier asked if the agreement was that Amanda Tupper would help in the Clerk's Office with the Election and would move into the Finance Office after the Election. Beal stated Tupper had already moved into the Finance Office. Tupper will help on Election day and as time allows prior to Election Day.

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

**RESOLVED to approve Council Order #101406, Request of the City Manager to hire an additional employee in the Finance Department.**

Before a vote was taken Fortier inquired if attachment #5, salary list and funding sources needed to be adopted by the Council. Beal stated the Council does not

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**CITY COUNCIL ABSENT:**

**KEY SPEAKERS PRESENT: CITY MANAGER MICHELLE BEAL, TAMMY  
MOTE, TERI DANE, DWIGHT TILTON, RUSS GRAY, BERNIE HUSSEY,  
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WEINSTEIN.**

traditionally adopt that information unless additional funding is needed for the budget. Beal stated the Council does not set salary they set positions.

**A vote was taken on the above motion with all members voting unanimously in favor.**

*Council Order #101407, Request of the City Manager to confirm the appointment of Tammy Mote as Deputy City Manager/Finance Director.*

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

**RESOLVED to approve Council Order #101407, Request of the City Manager to confirm the appointment of Tammy Mote as Deputy City Manager/Finance Director.**

*Adjournment.*

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

**RESOLVED to approve adjournment at 8:35 PM.**

**A TRUE COPY**

**ATTEST: \_\_\_\_\_  
HEIDI-NOËL GRINDLE**

**Approved - Council Order #101407, Request of the City Manager to confirm the appointment of Tammy Mote as Deputy City Manager/Finance Director.**

**Approved - Adjournment at 8:35 PM.**