

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: JANUARY 08, 2018**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

**CITY COUNCIL PRESENT: BEATHEM, CROSTHWAITE, FORTIER,  
HAMILTON, HUDSON, AND MOORE.**

**CITY COUNCIL ABSENT: BLANCHETTE**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,  
JENNIFER MADORE, REGGIE WINSLOW, MARK REMICK, GLENN  
MOSHIER AND HEIDI GRINDLE.**

*Call to Order.*

Councilor Fortier called the regular meeting of the Ellsworth City Council to order at 7:00 PM in absence of Chairman Blanchette.

Councilor Fortier called for nominations for a Chairman pro tem. Councilor Crosthwaite nominated Fortier for Chairman pro tem. Councilor Moore seconded the nomination. Fortier asked for additional nominations, seeing none he called for a vote on all those in favor of Fortier for Chairman pro tem.

A vote was taken with Fortier being unanimously elected Chairman pro tem for the January 8, 2018 Regular Council meeting.

*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 13, 2017 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:*

- 12/18/2017 Regular Council Meeting.

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

**RESOLVED to approve tabling minutes from the December 18, 2017 Regular Council Meeting.**

*City Manager's Report.*

**Call to Order.**

**Nomination of  
Chairman pro tem.**

**Pledge of Allegiance.**

**Rules of Order.**

**Approved - Tabling  
minutes from the  
December 18, 2017  
Regular Council  
Meeting.**

**City Manager's  
Report.**

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MOSHIER AND HEIDI GRINDLE.**

David Cole, City Manager thanked the Public Works crew and all those who were on the roads last week keeping the public safe during the storm. Cole noted the City of Ellsworth crews do a great job and extended the City's appreciation for this diligent work. He also thanked the Police, Fire and Ambulance as well as everyone from the surrounding area that helped contribute to keeping the public safe. Cole reminded the public that Winter Carnival will take place on February 10, 2018; watch the City's website for more information. This event will involve fireworks, sled races, skating and ice events at the rink.

*Committee Reports.*

➤ *Recreation Commission:* Councilor Fortier explained the skating rink was flooded, the ice formed, and then a foot of snow fell on the rink. Unfortunately the snow ruined the ice. A volunteer crew has been working on the quality issue that resulted from the snow storm. Councilor Crosthwaite noted he saw some people skating today. Fortier noted the quality of the ice should improve over the course of the winter as the Recreation Commission will continue to monitor it and apply treatments. City Manager Cole noted all the work being done on the skating rink has been conducted by volunteers including Fortier; the City is very appreciative of their dedication to this project.

*Citizens' Comments.*

There were no citizens' comments this month.

*Presentation of Awards.*

There were no presentations to award this evening.

*UNFINISHED BUSINESS*

*Public hearing and action on proposed amendments to Ellsworth Code of Ordinances Chapter 5 Sewer Ordinance. (Formal public hearing was held on December 18, 2017.)*

Chairman pro tem Fortier noted the formal public hearing was held on December 18, 2017; however, he will open the floor up for further public comment if there is any. David Cole, City Manager presented this item in Michael Harris, Wastewater

**Committee Reports.**

**Citizens' Comments.**

**Presentation of Awards.**

**Unfinished Business.**

**Approved -  
Amendment to  
Chapter 5 Sewer  
Ordinance Article XI  
as presented effective  
immediately  
(attachment #1A**

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Superintendent's absence. Cole noted the information provided to the City Council prior to the meeting, has been reviewed by the City's legal counsel (attachment #1 contains the complete request and proposed language). This language is consistent with the original amendment proposed at the December 18, 2017 meeting with the only change being now any exception will return to the full Council for review. Other than that it is consistent with the guidance gained at the previous Council meeting and he would recommend approval. Councilor Crosthwaite inquired from a procedural standpoint, based on the Council tabling the minutes from the December meeting, and considering this item was on that meeting agenda, can the Council proceed with this request. He realizes the Council would like to proceed and really should; however, was not sure if that is permissible procedurally. Crosthwaite was not sure why this item was tabled. Fortier noted this item was tabled to get verbiage changed; he had a couple issues with the Wastewater Superintendent, although completely qualified to do it, granting a waiver on an Ordinance that the City Council passed. Fortier noted as he read (attachment #1) all the nuances he had requested were addressed and the attorney has reviewed it. Fortier also questioned proceeding although the minutes have not been approved; however, recommended continuing on regardless. If a challenge is made with the procedure, it can be addressed at that time. Councilor Moore recalled the Council was seeking a clarification only following the December 18, 2017 Council meeting. Fortier inquired if anyone from the audience wanted to speak on the Ordinance changes. The official public hearing has already been held on December 18, 2017.

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

**RESOLVED to approve the amendment to Chapter 5 Sewer Ordinance Article XI as presented effective immediately (attachment #1A clean copy of Ordinance including approved language).**

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.*

**clean copy of  
Ordinance including  
approved language).**

**Consent Agenda.**

**Approved - Consent  
agenda as presented.**

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MOSHIER AND HEIDI GRINDLE.**

*Council Order #011800, Request of the Finance Director to accept payments on tax acquired time share units per the attached spreadsheet and to authorize the City Manager to release said properties through Municipal Quit-Claim Deeds. \**

See attachment #2 for the list of timeshare units that were sold during the course of the last month, along with the sale price and purchaser information.

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

**RESOLVED to approve the consent agenda as presented.**

**NEW BUSINESS**

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

*Jeff & Diane Kelly-Lokocz D/B/A 86This!, 125 Main Street, for renewal of a City Class C (Victualer and Liquor) License 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 and that no delinquent tax or utility bills exist.

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of Jeff & Diane Kelly-Lokocz D/B/A 86This!, 125 Main Street, for renewal of a City Class C (Victualer and Liquor) License and renewal of a State Restaurant (Class III & IV) Malt and Vinous Liquor License.**

*GC Pizza Hut, LLC d/b/a Pizza Hut, 211 High Street, for renewal of a City Class C*

**Approved –  
CO #011800,  
payments on tax  
acquired time share  
units, issue quit-  
claim deeds.**

**New Business.**

**Approved - Jeff &  
Diane Kelly-Lokocz  
D/B/A 86This!, 125  
Main Street, for  
renewal of a City  
Class C (Victualer  
and Liquor) License  
and renewal of a  
State Restaurant  
(Class III & IV) Malt  
and Vinous Liquor  
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**Approved - GC Pizza**

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*(Liquor and Victualer) License and renewal of a State Restaurant (Class IV) Malt  
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 Moore, seconded by Hudson, it was unanimously*

**RESOLVED to approve the request of GC Pizza Hut, LLC d/b/a Pizza Hut, 211  
High Street, for renewal of a City Class C (Liquor and Victualer) License and  
renewal of a State Restaurant (Class IV) Malt Liquor License.**

*Susan Scherbel d/b/a Dyon's, 35 Eastward Lane, for renewal of a City Class C  
(Victualer and Liquor) License 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 and that no delinquent tax or  
utility bills exist.

Public hearing was opened.

There were no comments.

Public hearing was closed.

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

**RESOLVED to approve the request of Susan Scherbel d/b/a Dyon's, 35  
Eastward Lane, for renewal of a City Class C (Victualer and Liquor) License  
and renewal of a State Restaurant (Class III & IV) Malt and Vinous Liquor  
License.**

**Hut, LLC d/b/a Pizza  
Hut, 211 High Street,  
for renewal of a City  
Class C (Liquor and  
Victualer) License  
and renewal of a  
State Restaurant  
(Class IV) Malt  
Liquor License.**

**Approved - Susan  
Scherbel d/b/a  
Dyon's, 35 Eastward  
Lane, for renewal of  
a City Class C  
(Victualer and  
Liquor) License and  
renewal of a State  
Restaurant (Class III  
& IV) Malt and  
Vinous Liquor  
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MOSHIER AND HEIDI GRINDLE.**

*Council Order #011801, Request of the Wastewater Superintendent for approval of a Special Exception for the Beckwith Pines Housing project per the Ellsworth Code of Ordinances Chapter 5, Sewer Ordinance.*

Michael Harris, Wastewater Superintendent explained based on the new Article XI, Special Exception being approved earlier this evening; he is now requesting the first project be approved under the provisions of Article XI. Harris provided the Council with the Finding of Facts as they pertain to the project and the reasons why he felt the project met the Special Exception requirements (see attachment #3 for the complete request and required documents to be considered for a special exception). Mr. Wight, the developer was present at the meeting in the event the Council had questions or concerns. Chairman pro tem Fortier felt the Finding of Facts as provided answered all of his questions. The Finding of Facts was written in collaboration between Harris, David Cole, City Manager, and Michele Gagnon, City Planner. Councilor Moore noted by reviewing the documents provided it appears the two parties who want to use the same sewer line have met the text book version of why an exception would be approved. Harris stated the infrastructure was originally built for this to happen. The reason the Ordinance had to be applied was because the original owner was going to build both phases of the housing project; however, he eventually sold the second phase of the project to a different owner before the units were built and tied into the existing sewer line. The existing sewer line was built to accommodate both phases of the project. Harris stated it only makes common sense to allow them to tie into the line with the condition that they meet the requirements laid out in the Special Exceptions document. Councilor Beathem inquired if item #4B Maintenance Agreement was in place. Harris was not positive if it was at this point; however, if it is not currently in place then he is asking for the authority to either grant the exception if the developer gives the City a copy of the maintenance agreement to review. If the maintenance agreement is not provided then he has not met the Special Exception requirements and Harris will not be able to grant one until the City receives that document. The developer will not be allowed to connect to the front unless the City has that document. Fortier noted the developer would not be eligible for an Occupancy Permit either until the sewer is connected. The Council allowed Michael Wight the opportunity to speak as the developer if he so wished; he did not comment on the discussion.

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

**Approved - Council Order #011801, authorize the Wastewater Superintendent to grant a special exception to the Beckwith Pines Housing Project as presented (attachment #3) this evening in accordance with Ellsworth Code of Ordinances Chapter 5 Sewer Ordinance Article XI. Include the testimony that Harris provided stating everything will be in place (maintenance agreement) before he signs it (the Special Exception form).**

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***RESOLVED to approve Council Order #011801, authorize the Wastewater Superintendent to grant a special exception to the Beckwith Pines Housing Project as presented (attachment #3) this evening in accordance with Ellsworth Code of Ordinances Chapter 5 Sewer Ordinance Article XI. Include the testimony that Harris provided stating everything will be in place (maintenance agreement) before he signs it (the Special Exception form).***

Before a vote was taken on the above motion Councilor Crosthwaite inquired if the motion should include what Harris was asking in regards to the agreement and Harris being the signer. The consensus of the Council felt the motion contained the wording as presented which covers the concern. Crosthwaite noted, it states a responsible individual must be designated and wondered if the Council should designate Harris. Fortier stated it could be added if Crosthwaite would like to offer that language as a friendly amendment. Hudson accepted the designation of Harris as a friendly amendment; Beathem seconded the amendment.

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

*Council Order #011802, Request of the City Manager to confirm the appointment of Reggie Winslow as the new Ellsworth Water Department Superintendent.*

David Cole, City Manager explained sometime after Larry Wilson was named as the Public Works Director in addition to remaining the Water Superintendent, a position was created titled Water Foreman. This position was designed to oversee the Department on a day to day basis as the Public Works Director's time would be divided in many directions. It took some time to find the right candidate; however, approximately 16 months ago the City was fortunate to hire Reggie Winslow as the Water Foreman. The goal at that time was to start a succession plan for when Larry Wilson retired. It was decided at that time Winslow would be eligible for the Water Superintendent position once Wilson retired, given the fact he was already performing the day to day duties. Winslow currently holds a Class V Water license and during the previous 16 months has proven himself competent of running the operation. Winslow and his wife Darcel were present at the meeting. Councilor Hamilton asked for a brief history as it relates to the budget. Particularly, if this position is currently in the budget or if the request tonight requires amending that now to include this new position. Cole explained the

**Approved - Council Order #011802, Request of the City Manager to confirm the appointment of Reggie Winslow as the new Ellsworth Water Department Superintendent.**

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position is currently in the budget. Instead of holding the title of Foreman, Winslow will have the title Water Superintendent. Tammy Mote, Finance Director stated the financial impact was addressed during the planning process. Mote felt there might even be a savings within the budget as the City has been paying Winslow as the Foreman as well as a portion of Wilson's salary from the Water Department.

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

**RESOLVED to approve Council Order #011802, Request of the City Manager to confirm the appointment of Reggie Winslow as the new Ellsworth Water Department Superintendent.**

*Council Order #011803, Appointment of an Interim Treasurer by the City Council.*

Chairman pro tem Fortier noted agenda items #14 - #16 would all be discussed at the same time and then there would be separate motions made for each agenda item. Tammy Mote, Finance Director confirmed the explanation provided by Fortier was correct. Mote explained as of February 2, 2018, the Finance Director/Treasurer positions will become vacant due to the resignation of Mote. The Treasurer position is a City Council appointment and the Finance Director position is a City Manager appointment. After discussions with the Finance Committee, the recommendation is to appoint Jennifer Madore as the Interim Finance Director and Interim Treasurer. Madore has worked for the City of Ellsworth for the past two years, serving as second in command and does a wonderful job. Amanda Tupper who served as the Tax Collector for the past few years resigned from her position; last Friday was her final day with the City. The Finance Department had already been in the process of hiring for that position with a decision being made today. Kelly Herrick accepted that position with a starting date of January 22, 2018. Mote is asking for the Council to appoint Jennifer Madore as Tax Collector from January 8, 2018 until January 21, 2018 and then appoint Kelly Herrick as the Tax Collector effective January 22, 2018. As these are Council appointments it will eliminate the need to have another appointment at the February Council meeting.

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

**RESOLVED to approve Council Order #011803, Appoint Jennifer Madore as**

**Approved - Council Order #011803, Appoint Jennifer Madore as the Interim Treasurer, effective February 3, 2018.**

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MOSHIER AND HEIDI GRINDLE.**

*the Interim Treasurer, effective February 3, 2018.*

*Council Order #011804, Request of the City Manager to confirm the appointment of an Interim Finance Director.*

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

**RESOLVED to approve Council Order #011804, Request of the City Manager to confirm the appointment of Jennifer Madore as Interim Finance Director, effective February 3, 2018.**

*Council Order #011805, Appointment of an Interim Tax Collector by the City Council.*

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

**RESOLVED to approve Council Order #011805, Appoint Jennifer Madore as the Interim Tax Collector, effective January 8 through January 21, 2018, and move to appoint Kelly Herrick as Tax Collector, effective January 22, 2018.**

*Council Order #011806, Request of the Finance Director to award a \$1,100,000 Bond Anticipation Note (BAN).*

Tammy Mote, Finance Director explained this past week the City accepted bids for a Bond Anticipation Note (BAN). See attachment #4 for the complete request and bid from Key Bank. The proceeds from the BAN will be used for several projects including the State Street Drainage Reconstruction, Repair, and Upgrade; Bayside Road Reconstruction, Repair, and Upgrade; Harbor Fuel Tanks Upgrade Replacement; and the Water Street Parking Lot Reconstruction Project. In August of 2017, the Council approved the borrowing of these funds; this is the next step in the process. Seven bids were received with Key Bank being the low bidder at a rate of 1.79%. As this is a wonderful rate, Mote is recommending it be awarded to the low bidder. Councilor Beathem questioned why the request is for \$1.1 million;

**Approved - Council Order #011804, Request of the City Manager to confirm the appointment of Jennifer Madore as Interim Finance Director, effective February 3, 2018.**

**Approved - Council Order #011805, Appoint Jennifer Madore as the Interim Tax Collector, effective January 8 through January 21, 2018, and move to appoint Kelly Herrick as Tax Collector, effective January 22, 2018.**

**Approved - Council Order #011806, Award the Bond Anticipation Note (BAN) low bid to Key Bank at an interest rate of 1.79 percent for a \$1.1 million BAN as presented (attachment #4).**

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however, some of the paperwork states \$1.18 million. Mote explained she didn't ask to borrow the funds for the Alexis Way project. That project was placed out to bid a few months ago and it came back a lot higher than what was anticipated. Mote was not comfortable borrowing that money right now in case that project doesn't come through. A request will need to be made at a later time for those funds. It would be a stand-alone project; if it comes in around \$80,000 it may be a local note instead. Mote anticipates going out for permanent financing in a year from now.

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

**RESOLVED to approve Council Order #011806, Award the Bond Anticipation Note (BAN) low bid to Key Bank at an interest rate of 1.79 percent for a \$1.1 million BAN as presented (attachment #4).**

*Council Order #011807, Request of the Police Chief to authorize the promotion of two patrol officers to the rank of Corporal.*

Glenn Moshier, Police Chief provided the Council with the background information and justification for the proposal tonight (attachment #5), prior to the meeting. Within the budget last year there were funds for a third Sergeant's position. The command staff currently consists of the Police Chief, Captain, Lieutenant who is in charge of the Detective, as well as two Patrol Sergeants. Moshier explained as the rank and patrol becomes younger the Department is seeing the need for additional supervision for times when the Sergeants are unavailable and eventually for supervision during the day patrol. There is currently no direct supervision available during the day patrol. In an effort to ensure there is the necessary supervision to support the younger, just learning, officers a decision was made to design a proposal which would promote two Corporals. The two Corporals will fill a direct supervisory role with the patrol. They will not have the same administrative tasks that the Sergeants or other Command staff have nor will they participate in any disciplinary type of action toward the patrol officers. They will be a strictly frontline supervisor. This plan can be accomplished by promoting two Corporals for less financially than it would cost to promote one Sergeant based on the proposal (attachment #5) presented this evening. The Corporal positions would be paid at a grade one step higher than the patrol officers but one step below what the current Sergeants are paid at. Councilor Moore inquired if any special training would be required for the

**Approved - Council Order #011807, creation of two Corporal positions within the command staff of the Ellsworth Police Department.**

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Corporal positions. Moshier stated he would look for supervisory trainings similar to what the Chief and other command staff officers have taken. Initially, the Corporals will work in their current shifts so they will also be under the supervision and be able to work with the Sergeants to begin that training process. Eventually when the Department is fully staffed and the ability exists they will be placed in a shift where they are the only supervisor scheduled at that time. It is important to note that there is no supervision available during the daytime seven days a week. During the daytime Monday through Friday the command staff is present in the building; however, often they are in meetings as well as other types of obligations that prevent them from supervising the on road activities. On the weekends there is absolutely no supervision available during the daytime hours. The ultimate goal with these two positions is to create a situation where with the exception of a couple of hours in the middle of the night there will be 24/7 supervision capabilities. Councilor Hamilton inquired how many patrol officers are currently on the force. There are 18 sworn officers and 12 are dedicated to patrol. When the numbers support the ultimate goal, Moshier would like to move the current Sergeants to daytime supervision roles. They are responsible for administration tasks that need to be completed during the daytime hours. They would be more valuable to the Department and the Community during the daytime hours. This would also give the Department an additional officer to take complaints and fill in if needed while providing supervision that is currently unavailable during those hours. The Corporals at that point will take over the nighttime supervision role acting as the direct supervisor for the patrol shifts at night. Hamilton inquired if the job description and qualification criteria had been created yet. Moshier explained there is currently a job description available. The job requirements include a three year minimum of law enforcement experience, as well as not being involved in any disciplinary actions within the last year. The current Sergeant's position requires 5 years minimum of law enforcement experience. They were trying to develop a position that was not of equal footing with the Sergeants as well as would not have the same level of responsibility. Currently, the Department has several candidates that will be interested in these positions, all of whom will have more than the minimum three years of experience.

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

**RESOLVED to approve Council Order #011807, creation of two Corporal positions within the command staff of the Ellsworth Police Department.**

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**CITY COUNCIL ABSENT: BLANCHETTE**

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JENNIFER MADORE, REGGIE WINSLOW, MARK REMICK, GLENN  
MOSHIER AND HEIDI GRINDLE.**

*Council Order #011808, Request of the City Manager for authorization to enter into a cooperative agreement with Maine Department of Transportation under the Small Harbors Improvements Program to fund upgrades to the fuel tank system at Harbor Park.*

David Cole, City Manager explained this is not a new item before the Council. This request is the result of two years planning and discussions. Mark Remick, Chair for the Harbor Commission was present at the meeting. The Harbor Commission as well as others have been pushing for improvements at the Harbor that would be funded under the proposed agreement with MaineDOT and the Small Harbors Improvements Program. See attachment #6 for the complete request, application, and Small Harbor Improvement Program (SHIP) Agreement. In April 2017, the City Council authorized a financial match from future financing of up to \$80,000. This money would be used to match potential SHIP program funds as part of an application that was submitted to the State. In August, the bond package (as approved by the City Council this evening) in the form of a bond anticipation note included the \$80,000 in match. The monies in combination with the State monies will be used to upgrade the fuel system at Harbor Park. This will not only replace the existing equipment but will also add diesel fuel. The SHIP grant funds are up to \$75,000 or 50% of the project costs whichever comes first. Originally, the City requested \$80,000; however, the project was not included in the MaineDOT funding plan for the next few years. The State was so impressed with the project after meeting with the Harbor Commission representatives as well as other key staff members that when some funding became available, as another project did not move forward, they were able to secure \$75,000 to help fund the City's project. This is the reason the original request of \$80,000 was not secured through the SHIP program; the other \$5,000 will either be conserved through changes in the project or secured through another resource. The goal is for the project to be under construction this spring and hopefully completed before the Harbor Park opens in May. Councilor Moore explained this project was driven by the need to replace the large tank at the Harbor; currently they are not in good condition.

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

**RESOLVED to approve Council Order #011808, Authorize the City Manager to enter into a cooperative agreement with the Maine Department of Transportation under the Small Harbors Improvements Program to fund upgrades to the fuel tank system at Harbor Park with local match to come from future funding.**

**Approved - Council Order #011808, Authorize the City Manager to enter into a cooperative agreement with the Maine Department of Transportation under the Small Harbors Improvements Program to fund upgrades to the fuel tank system at Harbor Park with local match to come from future funding.**

**RECORD OF REGULAR MEETING  
ELLSWORTH CITY COUNCIL**

**DATE: JANUARY 08, 2018**

**TIME: 7:00 PM**

**PLACE: ELLSWORTH CITY HALL COUNCIL CHAMBERS**

**CITY COUNCIL PRESENT: BEATHEM, CROSTHWAITE, FORTIER,  
HAMILTON, HUDSON, AND MOORE.**

**CITY COUNCIL ABSENT: BLANCHETTE**

**KEY SPEAKERS PRESENT: CITY MANAGER DAVID COLE, TAMMY MOTE,  
JENNIFER MADORE, REGGIE WINSLOW, MARK REMICK, GLENN  
MOSHIER AND HEIDI GRINDLE.**

Before a vote was taken on the above motion, Chairman pro tem Fortier noted the official paperwork submitted to the State of Maine should reflect Jennifer Madore as the Local Project Administrator. Cole noted he did confirm with Tammy Mote, Finance Director prior to this meeting, Jennifer Madore is a certified Local Project Administrator. This will be updated on the official forms.

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

*Adjournment.*

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

**RESOLVED to approve adjournment at 7:38 PM.**

**A TRUE COPY**

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

**Approved -  
Adjournment at 7:38  
PM.**