

October 2023

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

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ASSESSING DEPARTMENT

Vision Reports – used Vision customer support to fix a problem I was having with running reports. They were able to zoom in and run me a script. I was specifically wanting previous owners to populate a report. Before the script fix the choice of having previous owner(s) was not available. Now every previous owner we've entered can be included. We run reports in Vision and export into Excel.

GeoLynx to Contributor – the State 911 database uses a GIS software for all addressing coordinators to process in new streets and numbers. GeoLynx was the software use but now they've switched to Contributor. I'll be learning this new Contributor software now.

Mail Address Changes – In the distant past we sometimes wouldn't get the address changes folks requested downstairs, so I just wanted to report how well the downstairs crew is doing with getting people upstairs here to make address changes. Taxpayers do not mind at all riding the elevator or walking upstairs. Some have never been upstairs and they learn what offices are up here and where to get building permits and stuff.

Street Numbers – we processed several new street numbers this month. We issue each a certificate they can then take to the post office to initiate mail delivery. Without such certificate the Post Office typically is reluctant to deliver mail to an address not already in their system. Vacant land parcels will not have a street number and we usually find that when people apply for a house permit Lori will send the applicant over to us to briefly be issued a street number while Lori is completing the permit application approval.

Property Tax Law Changes, 2023 - Highlights from this extended legislative season include:

Stabilization Program – The Stabilization program was repealed.

Foreclosed Property – Proceeds received by the State or municipalities from sale of all property acquired through foreclosure must be refunded to the original owner, after taxes, interest, fees, and expenses have been subtracted. This change complies with a recent U.S. Supreme Court ruling.

Farmland Withdraw Penalty – The recent change to the withdrawal penalty for property in the Farmland program has been reversed. The former penalty calculation will apply to all withdrawals on October 25, 2023 and after.

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BUILDING MAINTENANCE

- Assisted Police Dept. in moving over to the new station house office items and equipment.
- Drained and winterized Harbor Park facilities.
- Drained and winterized Demeyers Field facilities.
- Drained and winterized Knowlton Park facilities and splash pad.
- Many small tasks for various departments.

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CLERK'S DEPARTMENT

In October we continued Election preparation, testing, repair and training.

My department (and others) participated in the YMCA trunk or treat for public relations as the Criminal Clerks. I worked with Glenn and downtown business to assist with traffic control on Halloween for the kids. I had 2 High School students assist us also.

My new staff are still training and doing well. We continue to train on new things and work on professional development.

I attended the following meetings:

- Wellness Committee
- Personnel Ordinance review (2)
- Communications Committee (2)
- Management Team
- WEBEX Paychex (3)
- City Council
- Software Committee
- Meetings with Glenn
- Event Planning
- Election pre-plan with Adam, Scott, Glenn
- CISA/FBI/Homeland security pre-plan for assessment with Shawn W., Scott

The following were trainings attended:

- Maine Municipal Convention (2 days) Toni
- Election worker training for November

Other:

Held 2 ballot testing days. Conducted absentee voting at 2 licensed facilities, Magnolia and Seaport. Went to Seaport to review ballots with residents.

Upcoming for November:

Weddings

Election November 7, 2023

Paychex time and attendance implementation

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CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for October 2023.

Inland & Fisheries Licenses	\$1,363.25
Sales Tax	\$382.25
Agent Fees/Excise Tax	\$73.25
Total Paid to IFW	\$1,745.50
City Revenue	\$73.25
Total Revenue Collected	\$1,818.75

Category of Document	State Fee per record
Certified Birth	\$60.00
Additional Copies of Birth	\$3.60
Certified Death	\$16.00
Additional Copies of Death	\$12.00
Certified Marriage	\$34.00
Additional Copies of Marriage	\$7.20
Marriage License	\$32.00
Burial Permit	\$114.00
Total Paid to State	\$278.80
City Revenue	\$1,588.20
Total Revenue Collected	\$1,867.00

Total State Revenue	\$2,148.30
Total City Revenue	\$3,437.90
Total Paid to Franklin	0.00
Total Revenue	5,586.20

SHELLFISH LICENSES	0
Recreation Peck only	
Resident	
Non-resident	
Sr./Jr.	
Total Licenses Issued	
Revenue Paid to Franklin	
City Revenue	
Total Collected Revenue	0.00

Other Revenues	
Dog Licenses	\$136.00
Total Paid to State	\$124.00
City Revenue	\$67.00
Total Dog Revenue	\$191.00
Donations	\$834.45
Business Licenses	\$405.00
DBA Recording	\$20.00
Notary/Copies	\$0.00
Rental Fees	\$150.00
Wedding Ceremonies	\$300.00
Total Other Revenue	\$1,709.45

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CODE ENFORCEMENT

The Code Enforcement Office is responsible for permitting of all construction and land use projects. They also perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies and ordinances as well as facilitating enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	11	783.28
Res. Accessory permits	5	120.00
Commercial Permits	4	3067.60
Internal Plumbing Permits	11	850.00
Subsurface Wastewater Permits	2	530.00
Res. Electrical Permits	12	420.00
Comm. Electrical Permits	5	463.25
Sign Permits	17	170.00
Business Permits	5	50.00
Shoreland Permits	2	0.00
Sewer Connection Permits	1	1900.00
Development Dist. Permits	0	0.00
Minor Site Dev. Permits	1	200.00
Road Opening Permits	5	462.50
Flood Hazard	0	0.00
Planning Fees	2	300.00
Violations	0	0.00
Total	82	\$9316.63

Inspections	
Electrical	14
Septic	18
Internal Plumbing	16
Certificate of Occupancy	5
Land Use	13
Health	0
Building	17
Junkyard	0
Business License	5
Shoreland	3
Complaints	6
Maine Organics	5
Total	102

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ECONOMIC DEVELOPMENT

- Received second draft of the City's Business Attraction Plan. Reviewed plan, prepared list of feedback, scheduled Steering Committee meeting for November to discuss feedback and identify next steps.
- Met with Executive Director of University of Maine's Composite Center to further discuss the 3-D printed biohome and to understand the timeline for making the product available for housing developments.
- Continued to meet with regional stakeholders to discuss a more formalized regional initiative that would help bring a regional approach to resolving issues such as housing, transportation, and workforce.
- Prepared for and attended the City Council Meeting. Ensured that all documents and forms needing Council approval to move forward with Phase II of the Public Service Community Development Block Grant were finalized for Council's review and consideration.
- Along with Code, Planning, and Fire, met with a prospective business owner to discuss requirements for plumbing and fire code.
- Met with a graduate of Union River Center for Innovation's incubator program to discuss updates with their company and networking opportunities. Followed-up on one of the networking opportunities by meeting with co-founder of a startup laboratory in mid-coast Maine.
- Met with Mission Broadband consultant to understand timeline for State broadband funding and catch-up on next steps for the City.
- Continued to work with marketing consultant on updates to Union River Center for Innovation's website.
- The City of Ellsworth/Union River Center for Innovation will be a host site for this year's Top Gun Program, administered by the Maine Center for Entrepreneurs. Attended a prep meeting with others involved in the program and began to draft promotional materials to encourage Ellsworth area entrepreneurs and small businesses to participate.
- Met with property manager for Bar Harbor Bank and Trust to discuss their renovation project at the High Street location in Ellsworth.
- Met with DOT Regional Planner to discuss the City's Village Partnership Initiative scope of work and application. Reviewed the draft scope of work and provided feedback.
- Met with Executive Director of The Grand to discuss programming and funding needs and strategies.
- Prepared a draft 3-year Tax Increment Financing fund budget plan. Will need to work with Finance Director, City Manager, and Finance Committee to discuss and solidify this plan further.
- Met with fundraisers and non-profit staff to discuss continuing the service that Community Closet played in our community. This is still a work in progress.
- Prepared for and attended monthly Ellsworth Business Development Corporation meeting.
- Was invited to participate on a panel at the Washington County Economic Development Summit, hosted by the Sunrise County Economic Council.
- Attended a meeting in order to move forward with the next steps in planning a food hub for Hancock and possibly Washington counties.
- Attended a session in Bangor that provided an update on the State's 10-year economic plan and the State's workforce development plan. This was an interactive session where feedback was elicited from the participants.
- Worked with Code and Planning to discuss a prospective business plan and to get their feedback on regulatory considerations pertaining to the proposed project. Will communicate this feedback to the person interested in moving forward with the project.
- Met with EMDC's Workforce Development Specialist working out of their Ellsworth office to understand their programs and discuss potential ways to collaborate.
- Discussed and brainstormed several housing initiatives with City Planner and two members of the Planning Board.
- Met with two existing Ellsworth businesses to get an update on their plans to expand services in Ellsworth.
- Further flushed out market research plan for Union River Center for Innovation in an effort to inform the Center's existing business plan.
- Met with engineering consultants to discuss progress of Multiuse Trail project.
- Helped General Assistance Administrator secure items for the Silent Auction.

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FINANCE DEPARTMENT

October 2023

Anne Laine, Finance Director

- Daily Finance Operations & Reporting
- Continue Account Mapping project for CRP
- C.I.P.-Roads
- Prep of Stabilization reimbursement
- Prep and submission of Christian Ridge (DOT) invoicing
- Attended Finance Cmte meetings
- Attended multiple software meetings
- Multiple meetings with accountant C.O.A.
- Beginning preparations for Budget FY25
- Government Window workflow mapping
- Continue interviews for new Deputy Treasurer

Mae Wyler, Deputy Finance Director

- Daily accounting operations
- FY 2023 Audit
- Worked with auditors on account mapping issues
- Worked with auditors on Chart of Accounts

Deb Worden, Assistant Deputy Treasurer

- Preparation of A/P for Weekly Warrant
- Continue working on preparation of FY23 files in preparation for audit
- Review/update vendor profiles for amended w-9s and COIs where needed
- Review and preparation of daily deposits

November 2023—Upcoming

Finance Director

- Continue CIP
- Paychex integration to GL
- Budget FY26
- Audit FY23
- Chart of Accounts mapping
- PW project administration
- Work on filing Deputy Finance Director position
- Daily accounting
- Continue working resolution to CC card reconciliation for Cash Receipting

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FIRE DEPARTMENT

Meetings:

- Weekly Meeting with Fire Inspector
- Finance committee meeting
- Election Pre-plan
- CISA Assist Meeting
- District Chiefs Meeting
- Management team meeting

Summary of Department Activity:

Calls for Service:

- The Ellsworth Fire Department responded to 169 calls in the month of October.
 - 134 calls were EMS related.
 - 35 calls were Fire related
 - 1726 YTD calls for 2023
Comparison
 - 2022 year to date calls for service 1554
 - 172 calls for service increase over the same period YTD 2022.

Training:

- FD has logged over 300 hours of training (departmental, and shift training)
- 10 Firefighters attended International Association of Firefighters Confined Space Rescue course
- Deputy Chief attended National Fire Academy for Fire Investigation. His completion will increase the department to two certified Fire Investigation Technicians.
- One firefighter attended National Fire Academy Strategies and Tactics for Initial Company Operations course.
- Chief and Deputy Chief attended New England Fire Chiefs Association conference.

Community Engagement:

- Fire Prevention Week 10/08-14/2023
- 10/14/2023 Fire Prevention Fire Department Open House
- Captain Lemoine reading event at the Ellsworth Library
- Surry Elementary FD visit
- Trunk or Treat YMCA

Equipment & Projects:

- Diesel exhaust source capture system- FD is looking at alternative funding sources, other than ARPA, at the finance committee's request. Looking for Finance input to follow up Finance committees request for alternate funding- Ongoing
- All fire apparatus has been sent for preventive maintenance, as an aging fleet and higher call volumes, we are starting to see more repairs needed and higher cost of those repairs. E2 remains out of service for extensive repairs (completion anticipated middle of November)
- FD Bay 2, 3, & 4 electric panel breakers were repaired by the electrician. There is still an ongoing problem in Bay 2. It has been suggested by the electrician it may be originating from the truck not the electrical service. FD is monitoring. Follow up being done by Jim McLean
- Rescue Boat and Truck 3 winterized

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FIRE DEPARTMENT

Any Additional Comments:

- New Mutual Aid response plans are being drafted with HCFFA coordinators. This will account for staffing and each department's capability when responding to other communities.- Ongoing with updates to Spillman protocols
- New Year's Eve storm caused damage to the Fire Training Building roof. ISO visited the FD to start preparations. FD to possible due repairs internally. Cost proposal being submitted by Capt. Freedman. – Ongoing
- Work is being done with the state of Maine Work Force Development, MCCC, and EMCC to bring grant funded Advance and Paramedic level certification courses to the Ellsworth Area. – ongoing
- Fire Department is working on updating the space formally occupied by the Police Department. We anticipate Fire administration to move the 2nd week of November, and classroom space completed by Jan 2024.
- FD trailered Generator moved to new Police Department until delivery of the standby generator.
- Police department transferred one vehicle to the FD for the Deputy Fire Chief.

Week Ending	10/1/23	10/8/23	10/15/23	10/22/23	10/29/23	11/5/23	Total
(11) Structure Fire			1	1		1	3
(13) Mobile property (vehicle) fire			1				1
(15) Outside rubbish fire					1		1
(31) Medical assist		12	1	10	9	1	33
(32) Emergency medical service (EMS) incident	6	17	25	16	24	13	101
(41) Combustible/flammable spills & leaks					1		1
(44) Electrical wiring/equipment problem			1				1
(46) Accident, potential accident		1					1
(51) Person in distress				2			2
(55) Public service assistance					1		1
(56) Unauthorized burning	1						1
(61) Dispatched and canceled en route					2		2
(62) Wrong location, no emergency found					1		1
(63) Controlled burning		1					1
(65) Steam, other gas mistaken for smoke					2		2
(67) HazMat release investigation w/no HazMat					1		1
(73) System or detector malfunction			2		2		4
(74) Unintentional system/detector operation (no fire)			1		3		4
(91) Citizen complaint		2					2
UNK		5				1	6
Total	7	38	32	29	47	16	169

GENERAL ASSISTANCE

IMPORTANT INFORMATION

Many unanticipated and unexpected events can happen that could put someone in a trying situation. The first thing one should check into is the possibility of family members lending a helping hand. After exploring that option, visit the nearest Department of Health and Human Services office (1-800-606-0215) where applications are available for food stamps, TANF (Temporary Assistant to Needy Families), ASPIRE (Additional Support for People in Retraining and Employment), and other emergency assistance programs. Loaves & Fishes (in Ellsworth), the Pantry (in Blue Hill), and the Emmaus Center (in downtown Ellsworth), all help with food if requested. LIHEAP (Low-Income Home Energy Assistance Program 1-800-452-4668), and DCP (Downeast Community Partners 207-664-2424) help eligible clients with their heating needs during the winter months. The MDI Housing Authority (207-288-4770) helps with subsidized housing.

As previously stated, the General Assistance Program at City Hall is here to help those eligible with many of these same needs. There is an application which is filled out during an interview. The GA Administrator has 24 hours in which to make a determination of eligibility (based on criteria as determined by the Federal Government and State Law) and grant assistance if the applicant is found to be eligible. *Please call the GA Program Administrator for an appointment at (207)669-6630.*

The City of Ellsworth has also created an Emergency Fuel Discretionary Fund for Ellsworth residents that do not qualify through regular General Assistance Programs, but are struggling to stay warm and on top of heating bills. Donations for this fund are accepted from any resident or business wishing to help. Money donated will be used strictly for the Discretionary Fuel Fund. If you are interested in donating to this fund or find yourself in need of applying for this assistance, you may contact Ellsworth City Hall at (207)669-6630.

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HUMAN RESOURCES

October 2023

- Scheduled and attended interviews for upcoming Code Enforcement Officer vacancy.
- Scheduled and attended interviews for Deputy Code Enforcement Officer vacancy.
- Scheduled and attended interviews for vacant Wastewater Operator position.
- Scheduled and attended interviews for vacant Assistant Deputy Treasurer position.
- Completed anniversary updates for employees.
- Completed onboarding process for new employees.
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices.
- Attended Management Team Meeting.
- Worked with Paychex team to obtain necessary monthly reports.
- Processed weekly payroll.
- Attended Personnel Ordinance Committee Meeting.
- Attended HR Committee meeting.
- Generated monthly URCI tenant rent invoices.
- Processed first report of injury reports.
- Conducted meetings with department heads and employees with HR needs.
- Met with Manager Moshier throughout the month to discuss HR matters.
- Processed property and casualty claims.

Upcoming in November

- Paychex time and attendance employee and manager training
- OSHA Record Keeping Workshop

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LIBRARY

October Programs

- Youth programs: 35 programs, attended by 786 people
- Adult programs: 31 programs, attended by 219 people

Meetings/Partnerships

- City meetings: holiday party planning 10/2 and 10/23, personnel ordinance, 10/11 & 10/25, management team 10/12
- Over consortium meetings – 10/3, 10/18, 10/19
- Christmas in Ellsworth meetings – 10/6, 10/19 event schedule, duties
- 10/4 Friends of the Library meeting – Holiday decorating, Stripe account
- Van task force meetings 10/4, 10/25
- 10/6 Hancock County ED meeting at Woodlawn – meet and greet, discuss collaboration
- 10/11 MLAC meeting – fall council agenda, region updates, taskforce updates, spring council dates
- 10/12 Rotary at EHS for student mentoring
- 10/18 Historic Preservation Commissioners meeting – front door alteration
- 10/18 Beechhill 5th-8th grades tour, online resources, research assistance
- 10/24 Maine State Library – funding priority meetings
- 10/27 Eastern basement foundation assessment
- 10/27 EHS outreach meeting with Renee, K. Hessler and M. Wyler

Projects in October

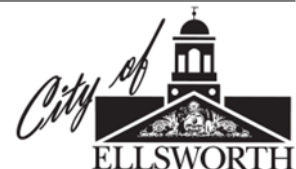
- Fall programs begin, new outreach programs at Seaport and YMCA pre-k
- Prep for the Friends meeting – gathering prices for holiday décor, CD sale
- Quilt drawing promotion, online sale set up
- December program planning with Renee and Keli
- Branch Lake clean-up day for city staff, Sarah, Joanna, and Aimee
- New bookshelf assembly
- LOT kit round 1 assembly and processing, research/order round 2 kits
- Library book boxes – find plans, discuss with carpenter, coordination with surrounding town sites
- Research on similar size municipalities for personnel ordinance meetings
- Grants for Tisdale House foundation and book boxes
- Begin exploring hospital baby bags with Keli

October Statistics

- Library visits: 5,452
- New library cards: 81
- Total print material circulation: 6,609

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PLANNING DEPARTMENT

Departmental Activities

- Planning Board & Administration of Unified Development Ordinance (UDO)
 - The Planning Board held its regular meeting October 4, 2023.
 - Projects included: 1) Final Plan Review of a Major Subdivision entitled 59 Franklin for Applicant Cory Weigand and Owner 59 Franklin, LLC. The proposal is to convert the existing restaurant into 4 residential units. The subject property is an approximately 0.27-acre lot located at 59 Franklin Street (Tax Map 134 Lot 33) in the Downtown (DT) Zoning District; 2) REMOVED Preliminary Plan Review of a Major Subdivision entitled 59 Franklin for Applicant Cory Weigand and Owner 59 Franklin, LLC. The proposal is to convert the existing commercial structure currently containing 4 commercial units into 3 residential dwelling units. The subject property is an approximately 0.27-acre lot located at 59 Franklin Street (Tax Map 134 Lot 33) in the Downtown (DT) Zoning District; and 3) Continued discussion on proposed amendments to Chapter 56, Articles 4, 8, 11, and 14 to come into compliance with LD 2003.
 - Assisted a number of property owners and/or prospective developers with potential projects.
- Comprehensive Plan Steering Committee
 - Held meeting on October 23, 2023 to review the completed Inventory & Analysis First Draft and allow Steering Committee a chance to provide feedback to consultants.
- Zoning / UDO
 - Furthered work on updates to ordinance pursuant to recently enacted State legislation LD 2003.
- Parks & Recreation – Support to Recreation Commission
 - Scheduled, advertised, prepared for, and followed up on Recreation Commission meetings. Draft or approved minutes are posted with their associated meeting notice and agenda: <https://www.ellsworthmaine.gov/government/boards-commissions/recreation-commission/>.
 - Regular meeting occurred on September 19, 2023.
 - Special meeting to finish tour of recreational assets occurred on September 26, 2023.
- EnviroGrants
 - N/A
- Other Projects
 - Continue to work with Econ. Dev. Dir. on building out framework for housing initiatives.
 - Begin working on small updates to Chapter 56 UDO to have drafts ready for next update after LD 2003.

Meetings/Significant Contacts

- Had virtual meeting with regional partners to begin planning community listening session around shared challenges- Oct. 2nd
- Meet with Communications Specialist regarding advertising for Comprehensive Plan- October 2nd
- Attend Community Action Grant Webinar- Oct. 3rd
- Meet with Hancock County Planning Commission regarding potential transportation grant- Oct. 3rd
- Regular Planning Board Meeting – Oct. 4th
- Meet with Code Enforcement Officer and Econ. Dev. Dir to discuss upcoming project – Oct. 4th
- Attended site visits and inspections with Code Enforcement Officer and Deputy Code Enforcement Officer – Oct. 5th

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PLANNING DEPARTMENT

Meetings/Significant Contacts

- Attend meeting with State Volunteer Commission – Oct. 6th
- Attend internal wellness committee lunch event – Oct. 10th
- Attend Sunrise Trail Coalition Meeting – Oct. 10th
- Attend internal communications committee meeting – Oct. 11th
- Attend internal committee to discuss personnel ordinance updates – Oct. 11th, Oct. 25th
- Call with Hancock Code Enforcement Officer to discuss an ongoing project – Oct. 11th
- Attend meeting with representative from Land and Water Conservation Fund regarding grant application and edits – Oct. 12th
- Attend regular Management Team meeting – Oct 12th
- Have Regular Comp. Plan Status Updates with Consultants – Oct 12th, Oct. 26th
- Attend presentation by Massachusetts Service Alliance – Oct. 13th
- Met with Econ. Dev. Dir. and Maine DOT Regional Planner to discuss upcoming projects – Oct. 16th
- Attend Regular Recreation Commission Meeting – Oct. 17th
- Attend HCPC Board Meeting – Oct. 17th
- Met with Econ. Dev. Dir. regarding TIF funds and long-term planning – Oct. 18th
- Attend Pre-TRT meeting – Oct. 18th
- Attend Wellness Committee Meeting – Oct. 18th
- Attend HCPC presentation – Oct. 18th
- Attend HCPC meeting regarding Solid Waste Grant Planning – Oct. 19th
- Attend TRT meeting – Oct. 19th
- Attend new software demonstration – Oct. 19th
- Met with YMCA Directors regarding the Ice Rink – Oct. 19th
- Attend Branch Lake Public Forest Clean-up Event – Oct 20th.
- Attend Site Visit inspection with Code Enforcement – Oct. 23rd
- Attend Comprehensive Plan Steering Committee Meeting – Oct. 23rd.
- Met with Frenchman Bay Conservancy to discuss upcoming grant application – Oct. 24th
- Attend Meeting with Econ. Dev. Dir., HCPC, and community members to discuss potential food hub generation – Oct. 24th
- Met with YMCA officials at Knowlton Park to discuss the winter Ice Rink – Oct. 25th
- Met with Econ. Dev. Dir. and Code Enforcement to discuss a project proposal – Oct. 25th
- Had coffee with community member to discuss housing and various topics – Oct. 26th
- Attend regional planning meeting with Bar Harbor Planning, HCPC, and consultants – Oct 27th
- Met with Code Enforcement Officer to discuss upcoming project – Oct 30th
- Met with Code Enforcement Officer and Fire & Life Safety Inspector to discuss upcoming project – Oct. 31st.
- Met with developers regarding an upcoming project – Oct. 31st.

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POLICE DEPARTMENT

Project Hope

- We did not have any Project Hope participants in December.

SRO

- Cpl. Merchant is in full swing in the schools and has been working with each school and other members of the police department to complete lock down drills.

Patrol

- Officer Evan Cottle is attending MCJA for his basic training and will graduate in December.
- The department has completed moved into the new space and work has begun by the fire department in the old PD space at city hall.

Training

- We completed our annual low light qualification and firearms training.
- 10/9-13 Sgt. Wilmot attended FBI-LEEDA Executive Leadership training.
- 10/16 Sgt. Wilmot and Det. Weatherbee attended Profiling Teen Killers training.

Significant Cases

- Officers responded to 711 calls for service and conducted 141 motor vehicle stops.

Community Outreach

- On 9/29 we hosted an open house for the public to see the new PD space. The event was well attended and we received lots of positive feedback regarding the new space.
- On 10/27 officers provided security at EEMS so students could enjoy outside recess. This was caused by the horrific mass shooting in Lewiston on 10/26.
- On 10/31 Officers assisted with traffic control for trick or treating on Main St.

Grant Funding

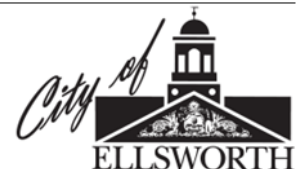
- We have applied for MEBHS funds for impaired driving, seatbelt and speed enforcement.
- We currently have 9K for underage drinking enforcement.

Chief's meetings this month:

10/3 MCOPA meeting
10/3 Low light firearms qualification/training
10/4-10 Vacation
10/09 Indigenous Peoples day
10/11 Emergency Council meeting
10/12 Election security planning meeting
10/12 Noon time Rotary
10/12 Management team meeting
10/13-22 IACP conference in San Diego
10/22 MCOPA meeting
10/25 Attended public safety meeting in Augusta
10/31 Assisted on Main St with pedestrian safety for Halloween.

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Glenn Moshier, Police Chief



PUBLIC WORKS

Grading

- We have graded Haynes Avenue, Happytown Road, Winkumpaugh Road, Nicolin Road, Mill Damn Road, and Sunset Park Road.

Miscellaneous Duties

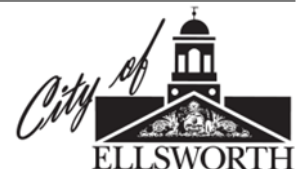
- The crew repaired the Washout on Rt. 230 by installing a smaller diameter pipe into the existing pipe. The repair will provide the State of Maine time to replace the culvert with a concrete box culvert, that is better suited for the stream crossing.
- The crew continues to clear/trim and clean up downed trees in/on City roads.
- The crew finished with our preventive crack sealing program this year. This program is helping extend the life of our pavement.
- The crew paved in several spots this month including the intersection of Route 3 and Myrick Street and an area by the Ellsworth Car Wash.
- The crew ditched 300 feet along the westbound lane of the Surry road.
- The crew ditched 850 feet and replaced a cross culvert as well on Sunset Park Road .
- The crew replaced a 24inch culvert and paved the road back in on Windsor Road .
- The crew put up 9000 yards winter sand.
- The crew did a temporary repair to the collapsing drain line that runs behind houses on Lower Park Street.
- The crew took part in the clean up of the Branch Lake Public Forest walking trails.
- The crew has removed the floats from Harbor/Park and the floats at Green Lake boat launch.
- The crew installed a tree well for the Holiday tree in City Hall parking lot.
- The paving of the State Street, Water Street and the intersection of the upper light has been completed.
- Crew members are continuing with patching potholes.

Fall Duties

- Removed the rubbish bins from: Main Street, Harbor Park, Knowlton Park, Demeyer Fields, and the Green Lake Boat Launch.
- The crew has prepared the trucks for wintertime operations.

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PUBLIC WORKS

Projects

- Removing the art work at Harbor/Park, installing the ice eaters on the docks that remain in the water.
- Placing sand barrels out on Main Street.
- Removing the sound curtains at the basketball courts.
- Delivering the ice rink liner.
- Christian Ridge Road project is completed .
- Postponed the Water Street drainage project until spring, we ran out of time to complete the project this season.

Mechanical Repairs

- The mechanic has been very busy this month assessing our immediate needs and long term needs.
- PM service trucks 41, 42, 44, 32.
- Fixed broken wires/lights on various trucks and equipment.
- Replaced the leveling valve on truck 37.
- Replaced battery cables and battery box replaced cam sensor on truck 4.
- Replaced the rear brakes s cam tube and air cans on truck 30.
- Replaced the front chain sprockets on the sand and rebuilt latching system on the sander for truck 44 as well as repaired the calcium chloride spray system.
- Replaced transmission lines, air tanks on truck 36A and the spring brackets as well as air tank on truck 30.
- Repaired the plow hook up replaced lights and hydraulic fittings on truck 40.
- Installed the plow gearing on all the trucks.
- Replaced hydraulic control valve on truck 35.

Other Department Repairs

- Swapped tires on car 2 for the Fire Department.
- Repaired the kussmaul air system for the onboard air compressor on Engine 2.

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HARBOR DEPARTMENT

- The Public Works crew helped pulling the floats, marking the moorings as well as installing the ice eaters. We will be pulling the ramp floats and removing the trash cans mid November.
- We have sold 8,934 gallons of gasoline and 1,194 gallons of diesel. Total fuel sales this season is 10,128 gallons. Last season we sold 12,535 gallons. Overall fuel sales were down by 2,407 gallons.
- We have on hand 1,681.0 gallons of gas and 1,438.0 gallons of diesel.
- We currently have 6 vessels in the Harbor all who will be leaving by December 1.
- Jim Mclean has winterized the bathhouse and water lines.
- The Harbor is Closed for the Season.

Type of Fee	Amount Collected
Moorings	\$2550.00
Floats	\$2,599.30
Shore Access Dock	\$4,356.00
Slips	\$12,970.00
Outer Moorings	\$550.00
Kayaks	\$50.00
Float Moorings	\$140.00
Extended Season	\$350.00
Total	\$23,565.00

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WASTEWATER DEPARTMENT

- The High Street pump station project will go out to bid around December 11.
- Water Street Pump Station is on-line and doing great so far. The contractor is working on punch list items now.
- We have hired 2 new employees. Daniel Cosmes and Joshua Cummings.
- R.F Jordan will be on site the week of 11/13/23 to fix our underground water leak.
- Vortex services will be on site to clean one of our sludge storage tanks and then they will return in the near future to clean our septage tank.

PREVIEW OF NEXT MONTH (Projects, Activities, Issues):

- Working High Street pump station project.

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WATER DEPARTMENT

Water Department Activities:

- Attended the MMA Convention in Augusta
- Weekly meetings with City Manager, Highway Foreman and Wastewater Superintendent.
- High School Standpipe repairs.
- Personnel Ordinance Committee Meeting.
- Management Team Meeting.
- Maine Fire Protection, Treatment Plant

Service Orders:

- 15 Dig Safe
- 9 Final Reads
- 4 Bulk Water Set up
- 2 Meter Swap
- 1 Leak Check
- 2 Turn off/on
- Hydrant Repair, Union and Main
- Pumping Hydrants for Winter
- Monthly Compliance Samples

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WATERSHED STEWARD

Lake Watershed & Branch Lake Tasks

We monitored & managed Branch Lake Outlet dam gates, removed debris from the dam gate screens, removed rocks from the concrete deck of the dam & recorded water levels in October. October can bring more precipitation compared to August and September, and this year was no exception; the Branch Lake water level has been maintained one half a foot higher than in most years. We are conducting our annual fall draw down of the lake level however, and anticipate maintaining the normal winter lake level of approximately 5.5 feet above the dam base (as noted on our dam gauge).



Our boat inspectors have finished up their season of inspecting boats, trailers, and docks/floats used for boating access. At both Branch Lake and Green Lake, the regular open water season for fishing ended on September 30. A few recreational boaters have used the lake in October, and the last official boat inspection was performed in mid-October with the Maine Inland Fisheries & Wildlife (IF&W) biologists crew monitoring smelt stocks in Branch Lake (See photo above). City inspectors performed over 2100 inspections at both lakes this year, and identified 66 plant fragments on boats & trailers. We are happy to note that none were identified as invasive, though many boats did arrive at our lakes from lakes containing invasive species.

Final water quality testing & sampling at Branch Lake Maine Department of Environmental Protection (ME DEP) station locations (deep holes) will wrap up in November upon lake turnover. Results from nutrient (phosphorus), and algae (chlorophyll) testing of Branch Lake water will be received from the University of Maine laboratory in late November.

An important effort to ensure that our surface waters throughout the City are the cleanest that they can be is to keep the watershed land from eroding into the water. This can be assisted by the application of erosion control mulch & seed to disturbed earth during & after road construction. Water department staff are protecting newly established road ditches & shoulders with conservation mix grass seed and hay mulch in above photo.

With the end of our boat inspection program for the season we have winterized our boat & trailer pressure washing system at Branch Lake, and have re-painted building & pavement guide markings. The Maine division of Parks & Lands frequently discontinues vehicle access through boat Launch Drive for the winter, and the city then opens vehicle access through Branchview Drive. If and when this occurs, we will announce the change through the city communications staff & on-site signage.

Water Dept. staff joined many other city staff in the Branch Lake Community Forest cleanup in October, and trails are much improved via the brush & blowdowns removed. The ongoing need for further clearing of boundary and tote road areas was noted during this effort, and Water Dept. staff and volunteers will continue this effort over the winter as schedules allow.

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