

December 2023

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

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ASSESSING DEPARTMENT

GIS - reminder that anyone needing help with the new GIS platform can contact CAI and they will be happy to do a remote training session with you.

911 CONTRIBUTOR - up and running with this new 911 street name and number platform.

STREE NUMBER - Lori showed me a photo she took of an invalid street number that apparently was way off the mark, and would cause confusion if an emergency response were needed. I've sent a violation notice and we hope they comply, or else we take next step.

WETLANDS - field reviewed a parcel for wetlands GIS was not indicating.

CHRISTMAS DOOR - no first prize for our door decoration this year, but a lot of fun and enjoyed the competition.

INTERSECTION - I field reviewed where a new private way intersects to get it right for map changes.

SHAPE FILES – we provided Woodard & Curran shape files for work they are doing for the city.

TG - functioned a few more Tree Growth withdraw penalty estimates, with reminders of needing a written request prior to withdraw.

DISCOVER ELLSWORTH - Janna with EBDC have put out a soft launch website for the City that will help businesses attract new employees and customers. It looks good.

STAB – reimbursement will be sent for the administrative expense of processing tax freeze for the one year of the program before being repealed.

DEEDs – Marcia is doing a great job reading new deeds and making necessary ownership changes relative to what the deeds say. We also get the Transfer Tax Declarations from the state but they do not provide all the understanding needed and often enough they have incorrect info

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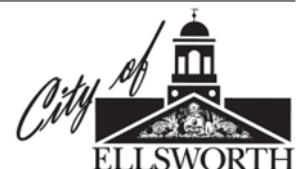


BUILDING MAINTENANCE

- Fabricated and installed shelving for lockers at the new PD.
- Installed 1st section of glass partition wall at PD dispatch.
- Bathroom faucet repair at transfer station.
- Install weapons locker for School Resource Officer.
- Fabricate frames for sound dampening tiles and install in PD interview room.
- Installed weather station at PD.
- Repaired roof at transfer station loading dock.
- Attempted repair of overhead door at transfer station.
- Assisted FD and PD during large storm event with barricades.
- Repaired part of the damage at Demeyer's field from first storm/wind event.
- Tweaked front door at City Hall so that it will close properly and not set off alarm after 5pm.
- Installed tv bracket in training room at PD for new training monitor.
- Met with Electrician to come up with plan to have Gen power at Tax and Clerks areas during power outages.
- Issue with #1 boiler and radiant heat in FD, rectified.

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CLERK'S DEPARTMENT

In December my department began training with the Tax Office to do vehicle registrations. Dog licenses, hunting/fishing and boats have opened for the 2024 year and continue to be a high volume transaction. My Clerk, Election, Joint Office and Council budgets have been submitted. We are beginning to prepare for absentee voting for the March Primary. We participated in the annual parade with the Highway Department. I have continued work with Paychex, time and attendance and tax filings. Both Ebony and Katlyn attended Maine's Vital records class with certification credit.

I attended the following meetings:

- Personnel Ordinance review (2)
- Communications Committee (1)
- Management Team
- WEBEX Paychex (2)
- City Council (1)
- Software Committee
- Meetings with Glenn
- Event Planning (2)
- Arbor Commission

Other:

Election preparation for 2024 has begun with supply inventory and order, memory stick retrieval and petition certifications.

Upcoming for January:

Caselle Pre Live training

Bid openings

Dog licensing deadline

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CLERK'S DEPARTMENT

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

Inland & Fisheries Licenses	\$4,131.75
Sales Tax	\$805.75
Agent Fees/Excise Tax	\$308.50
Total Paid to IFW	\$4,937.50
City Revenue	\$308.50
Total Revenue Collected	\$5,246.00

Category of Document	State Fee per record
Certified Birth	\$60.00
Additional Copies of Birth	\$7.20
Certified Death	\$18.00
Additional Copies of Death	\$19.60
Certified Marriage	\$16.00
Additional Copies of Marriage	\$1.60
Marriage License	\$8.00
Burial Permit	\$96.00
Total Paid to State	\$226.40
City Revenue	\$1,304.60
Total Revenue Collected	\$1,531.00

Total State Revenue	\$5,235.90
Total City Revenue	\$9,651.98
Total Paid to Franklin	\$20.00
Total Revenue	14,907.88

SHELLFISH LICENSES	0
Recreation Peck only	1
Resident	
Non-resident	
Sr./Jr.	
Total Licenses Issued	1
Revenue Paid to Franklin	20.00
City Revenue	3.00
Total Collected Revenue	23.00

Other Revenues	
Dog Licenses	75
Total Paid to State	\$72.00
City Revenue	\$399.00
Total Dog Revenue	\$471.00
Donations	\$6,721.90
Business Licenses	\$702.00
DBA Recording	\$10.00
Notary/Copies	\$2.98
Rental Fees	\$0.00
Wedding Ceremonies	\$200.00
Total Other Revenue	\$7,636.88

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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	7	\$1,107.51
Res. Accessory permits	3	\$397.31
Commercial Permits	1	\$264.00
Internal Plumbing Permits	2	\$170.00
Subsurface Wastewater Permits	5	\$1,045.00
Res. Electrical Permits	12	\$420.00
Comm. Electrical Permits	10	\$1,500.00
Sign Permits	1	\$10.00
Business Permits	3	\$30.00
Shoreland Permits	0	\$0.00
Sewer Connection Permits	2	\$1,000.00
Development Dist. Permits	0	\$0.00
Minor Site Dev. Permits	0	\$0.00
Road Opening Permits	2	\$50.00
Flood Hazard	0	\$0.00
Planning Fees	0	\$0.00
Violations	2	\$15,000.00
Total	50	\$20,993.82

Inspections	
Electrical	14
Septic	8
Internal Plumbing	8
Certificate of Occupancy	9
Land Use	8
Health	0
Building	12
Junkyard	0
Business License	6
Shoreland	0
Complaints	9
Maine Organics	5
Total	79

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ECONOMIC DEVELOPMENT

- Assisted an Ellsworth food manufacturing business with their application for funds from the Maine Domestic Trade Program.
- Met with the MaineDOT to discuss funding options for the remainder of FY24 and new opportunities in FY25.
- Attended a Downeast Heritage Area meeting with other Ellsworth stakeholders to discuss elements of the upcoming heritage area implementation plan.
- Met with a University of Maine Augusta architecture professor who is looking at using Ellsworth's waterfront area as a "community classroom" for his students during the upcoming spring semester.
- Met with the Executive Director of Woodlawn to tour the barn and discuss its use within the community.
- Met with a broadband committee member to discuss a potential funding opportunity through the Maine Connectivity Authority.
- Submitted final materials for the Public Service Community Development Block Grant to the State Program Manager. Prepared review of the material by the City's Planning Board at their January meeting. Review by the Planning Board is a requirement of the grant application.
- Met with Washington County stakeholders who are involved in food distribution, security, and systems to discuss the concept of a Downeast Food Hub. Purpose of the meeting was to establish buy-in from Washington County partners in order to further pursue this concept. Began planning a stakeholder meeting for the winter of 2024, as well as exploring funding options for a Downeast Food Hub Planning Study.
- Followed up with two organizations that I met during the Maine Outdoor Economy Summit – Maine Gear Share and Outdoor Education Institute. Set up meetings with both. Looking to work with Maine Gear Share to host a "pop-up" gear repair event in Ellsworth and with Outdoor Education Institute to see how they can help the City further explore trail planning, building and maintenance, with a focus on community engagement and education.
- Continued to learn more about the Top Gun Program. Ellsworth received six applications for the program. Followed up with the applicants to schedule interviews during the first week of January. Assisted applicants with any questions they had in regard to the application and interview process.
- Met with City Manager, Highway Foreman, and engineer working on the multiuse path project to discuss alternatives for the Phase II section of the trail.
- Sent out a "soft launch" of the Discover Ellsworth website. Received some feedback on the site and made some changes to the site based on this feedback.
- Worked with a statewide commercial real estate company to help find a location for a new health care provider to potentially expand in to Ellsworth.
- Attended the City's Holiday party and took some time off during the week of Christmas.

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FINANCE DEPARTMENT

December 2023

Finance Director:

- Daily Accounting, Finance Operations & Reporting
- Water sales tax filing
- C.I.P.-Finance & Funding
- Reporting of CC transactions-Cash reconciliation FY2023-FY2024
- Attended Finance Cmte meetings
- Attended workshop for 2023 GAAP update/ GASB 100
- Multi-use Trail meeting (historical and financial)
- AI in the Public Sector workshop
- Finalize C.O.A. meeting-Caselle & RHR Smith
- Meeting with Woodard & Curran- multiple
- Preparations for Budget FY25 Interviews for new city accountant

Assistant Deputy Treasurer

- Preparation of A/P for Weekly Warrant
- Continue working on file updates for 1099 prep
- Review/Update Vendor profiles for amended W-9s and COIs where needed
- Review and Prep of Daily deposits

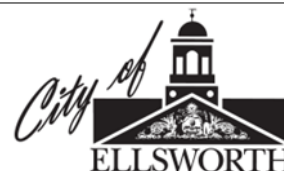
January 2024—Upcoming

Finance Director

- Paychex integration to GL
- Budget FY'25
- Audit FY 2023
- NBRC report for Fire Dept.
- SAM.gov renewal
- Work on filling City Accountant position

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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

December 2023

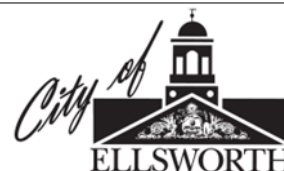
- Scheduled and attended interviews for Deputy Code Enforcement Officer vacancy
- Scheduled and attended interviews for vacant Deputy Finance Director vacancy
- Assisted HR Committee with various needs for City Manager search
- Completed anniversary updates for employees
- Completed onboarding process for new employees
- Processed monthly health insurance, retirement, life insurance, and all other benefit invoices
- Attended Management Team Meeting
- Continued working with Paychex team to establish Time and Attendance setup for employees
- Processed weekly payroll
- Attended Personnel Ordinance Committee Meeting
- Attended HR Committee meeting
- Attended Software Committee meeting
- Attended annual holiday party
- Attended City Manager interviews
- Completed annual health and dental insurance open enrollment
- 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
- Completed final two courses (Ethics and Organizational Behavior) in Human Resources Certification program through the University of Maine at Augusta

Upcoming in January:

- Continuation of Paychex time and attendance implementation
- Health insurance rate adjustments
- Annual Worker's Comp audit
- Annual Property & Casualty audit
- City Manager Search

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LIBRARY

December

- Youth programs: 27 programs, attended by 659 people
- Adult programs: 25 programs, attended by 277 people

Meetings/Partnerships

- City meetings: holiday party planning 12/5, personnel ordinance 12/13 & 12/20, Communication Committee 12/13, Management team 12/14, HR 12/15, Wellness 12/20
- 12/6 Website planning meeting (Sarah and Colleen)
- 12/8 Program planning meeting (Sarah, Keli, Renee)
- 12/15 Heart of Ellsworth, Frenchman's Bay, and Schoodic International Sculpture Symposium meeting to discuss sculpture trail
- 12/15, 12/22, 12/29 HCDL planning meetings – collection setup, PR, Marketplace training, delegate tasks
- 12/19 Van task force meeting – finalize RFP

Projects in December

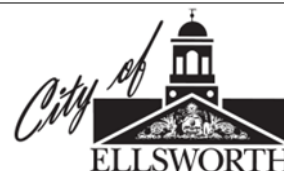
- Creation of the Hancock County Download Library to provide access to online resources, Libby and New York Times. Launch for both is January 8.
- Social media posts - December programs, closures
- Holiday decorating/parade prep
- Extra holiday programs – Open house, handbell choir, gingerbread houses, wreathmaking, Bob Ross painting, pop-up play, New Year's party
- LOT kit round 3 assembly and processing
- Storage room clean out!! (Sarah and Renee)
- Finish staff room makeover – painting, reorganize
- Admin Assistant position – update description
- DVD, CD, AudioCD, J fiction weeding

December Statistics

- Library visits: 4,160
- New library cards: 65
- Total print material circulation: 4,227

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LIBRARY—2023 Year in Review

New material types: Library of Things, Early Chapter books, and Lucky Reads

Building upgrades: installation of an ADA automatic door opener, releveling of the front steps, and a new roof

Community partnerships: Loaves & Fishes, YMCA preschools, Seaport Village, Woodlawn, Heart of Ellsworth, Healthy Acadia, Ellsworth Area Chamber, Rotary, & Farm Drop

Increased **book store space** with new merchandise



New library patrons

This year we registered **941** new patrons!
(Average of 78.4 per month)



Print check-outs

67,620 physical items were checked out
at EPL. (Average of 253 items per day)



Library visits

58,580 people visited the library in 2023.
(Average of 1,126 people per week)



So many PROGRAMS

470 programs for all ages, attended by
7,979 people!



Tech help

Library staff assisted people with
1,460 technology issues.



PLANNING DEPARTMENT

Departmental Activities

- Planning Board & Administration of Unified Development Ordinance (UDO)
 - The Planning Board held its regular meeting December 6, 2023.
 - Projects included: 1) Shoreland Zoning Review of a Residential Project for Owners Richard & Debra Morrin and Applicant Nathan Butler. The proposal was a single-family home with a garage and deck located in a Shoreland Zone. The size of the project will meet or exceed 3,000 square feet. The subject property is an approximately 1.4-acre lot located at 264 Branch View Drive (Tax Map 81, Lot 39) in the Drinking Water and Drinking Water Protection Zones.
- Comprehensive Plan Steering Committee
 - Held meetings with Consultants to discuss progress of Comprehensive Plan.
- Zoning / UDO
 - Completed the process of getting Council approval for ordinance changes related to 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 was cancelled this month due to weather.
- 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

- Attended meeting for the Downeast Maine Heritage Area designation – December 5th
- Met with Sunrise Trail Coalition member to discuss current business – December 5th
- Attended webinar regarding grant requirements – December 5th
- Met with Econ. Dev. Dir. to discuss grants – December 6th
- Attended and Conducted Planning Board Meeting – December 6th
- Met with General Assistance Dir., Econ. Dev. Dir, City Manager, and City Council member to discuss homelessness in Ellsworth – December 7th
- Attended meeting with Comprehensive Plan Consultants – December 7th
- Attended Communications Committee Meeting – December 13th
- Attended training on Cannabis Regulation and Enforcement – December 13th
- Attended Management Team Meeting – December 14th
- Assisted Hancock County Planning Commission with ordinance development – December 14th
- Attend State Commission Meeting in Augusta- December 15th
- Met with representative from an outdoor recreation company – December 18th
- Attended internal staff committee meeting – December 20th
- Attended Wellness Committee meeting – December 20th
- Took some time off for the Holidays

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PUBLIC WORKS

December 2023

PATCHING

- Crewmembers patched six days this month.

GRADING

- The following roads were graded: Nicolin Road, Winkumpaugh Road, Happytown Road, Spindle Road, and Mill Dam Road. All of these roads have suffered due to the extreme swings in temperature and extreme rainfall.

MISCELLANEOUS DUTIES

- The crew continues to clear/clean up blown down trees in/on City roads.
- The crew hauled winter salt/sand to the stockpile on Branchview Drive.
- Installed the Holiday flags on Main Street.
- Cleaned up tree debris from the major windstorm.
- Repaired roads due to the extreme rainfall and flooding.

ASSISTING OTHER DEPARTMENTS

- Excavating/trucking for the Water Department to repair water leaks.
- Filled in at the transfer station while an employee recovers from an illness.
- Loaded sludge for Wastewater.
- Removed the artwork at Harbor/Park.
- Decorated the Christmas tree.

WINTERTIME DUTIES

- We have plowed and or treated the roads this month on the 3rd through the 5th this storm brought a mixture of ice and snow.
- We experienced two major storm systems this month, which resulted in several washouts and numerous fallen trees on our roads.
- We are continuing to keep the sand barrels we placed along Main Street and around the City Hall Parking lot and building full.

MECHANICAL REPAIRS

- Removed sander on PW 35 adjusted the sander chain, adjusted sander chain on PW 42.
- Repaired air leak on PW 41.
- Repaired an air leak on Fire Department rescue 5 along with replaced air drain valve and fixed a coolant leak.
- Repaired Engine 2 for the Fire Department, exhaust leak, replaced power steering lines, repaired leak on the air filter system.
- Repaired leaking hub gasket on PW 31A
- Repaired rear work lights on Truck 31.
- Preventive maintenance on PW 35.
- Repaired strobe light on PW 40.
- Started spare truck in preparation for upcoming storms.
- Repaired plow for Truck 41.
- Replaced steering box steering shaft and pitman arm on Water Co. truck.

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WASTEWATER DEPARTMENT

December 2023

- The High Street pump station project is out to bid and Woodard and Curran had a pre-bid meeting with prospective bidders.
- We had our sludge storage tank cleaned by Vortex Services. They were unable to finish and will return after the first of the year.
- R.F Jordan has fixed one of our underground water leaks and are waiting on parts to fix the other one.
- We had a couple major storms in December. Other than extended power outages and one surcharge at Water St. we made it through ok.
- The Water Street project came in under budget by approximately \$80,000. The only piece left is some punch list stuff and waiting for the new generator.

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

Working High Street pump station project.

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WATER DEPARTMENT

December 2023

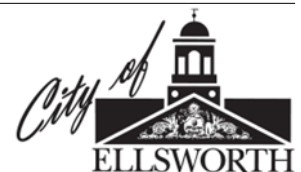
- Weekly meetings with City Manager, Highway Superintendent and Wastewater Superintendent.
- Management Meetings.
- Met with local contractor to discuss water main options.
- Personnel Committee meetings.
- Installed conduit for underground power at the High St. Booster Station.

Service Orders:

- 5 Dig Safe Tickets. All repeats.
- 3 Final Reads
- 2 Turn off/on water service.
- 1 Inspection

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WATERSHED STEWARD

Lake Watershed & Branch Lake Tasks

We managed Branch Lake Outlet dam gates & removed debris from the dam gate screens, & recorded water levels in December. December brought two abnormally heavy rainstorms, resulting in higher lake levels than we usually maintain at this time of the winter. Branch Lake water level has varied from 5.8 feet to 7.3 feet above the dam base, and is now being dropped to our normal winter level of approximately 5.5 feet above the dam base (as noted on our dam gauge). We are continuing to clear trees & brush from the middle stone & earth berm of the Branch Lake dam, and will keep vegetation in check on the west berm.

We received the report for nutrient (phosphorus), and algae (chlorophyll) results from Branch Lake 2023 water testing from the University of Maine Sawyer environmental laboratory. Please see the results below:

	Upper Lake	Lower Lake	Magowan Cove
8/17/2023	1.5 ug/L chlorophyll	1.5 ug/L chlorophyll	1.3 ug/L chlorophyll
8/17/2023	5.0 ug/L phosphorus	4.8 ug/L phosphorus	4.6 ug/L phosphorus
8/29/2023	1.0 ug/L chlorophyll	1.0 ug/L chlorophyll	<1.0 ug/L chlorophyll
8/29/2023	4.3 ug/L phosphorus	2.6 ug/L phosphorus	2.0 ug/L chlorophyll
9/21/2023	1.2 ug/L chlorophyll	1.6 ug/L chlorophyll	
9/21/2023	2.7 ug/L phosphorus	3.9 ug/L phosphorus	

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. We have evaluated large photo-voltaic solar power clearings to ensure proper run-off protection, and have found several large scale issues. We are working with the Code Enforcement Office to have these areas rectified.

The Maine division of Parks & Lands has not discontinued vehicle access through boat Launch Drive for the winter as of December; If and when this occurs, we will announce Branch Lake access via Branchview Drive through the city communications staff & on-site signage.

Water Dept. staff has suspended winter time clearing of boundary and tote road areas of the Branch Lake Community Forest (BLCF). The temporary filling of the access road washout at the beaver flowage last fall (left below) has been blown out again by storm water flows (right below), and vehicular access is not available at this time.



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