

January 2024

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

1 City Hall Plaza
Ellsworth, ME 04605

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ASSESSING DEPARTMENT

Homestead Exemption - I've designed the City of Ellsworth Homestead Exemption application so that it specifically asks if new owner applicant has had the exemption elsewhere in Maine. The State of Maine has a somewhat generic Homestead application that does not ask specifically for this information. We actually accept applications immediately after (the day of) purchase. If the applicant must wait the one year that turns into more than one year to see it on their tax bill, we scan and file them into a tickler file, so that the new taxpayer doesn't have that burden to again remember to apply prior to that next April 1st assessment date.

Marcia extra duties - is here with me now in Assessing, and I thank my heavens she can read deeds, but with her experience she still occasionally helps and assists with questions concerning her previous administrative City Clerk and Public Works assistant duties.

Appropriate Responses - I was a code enforcement officer/tax assessor in my SW and BaHabah, MDI township days. Here, I am not a code department person and I'm glad; however, sometimes Marcia and I do get an abstract code question and though we could certainly search, find, and read the different (amended) ordinances (the questioner might wish us to read) in lieu of the code officers out doing inspections, we simply inform them it is probably best that we have the code officer answer. Having been a code officer, I know how consistent answers trump various interpretations. Bottom line is, if you get a question please have the appropriate department answer. Don't try and be the middleman.

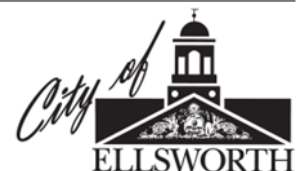
BETE - I'm assuming you already know that business equipment (personal property) is assessed and then taxed separately from the land and building (real property) here in Maine. In some states just the real property is assessed and not the personal property. The landlord pays the real property tax, but business tenants pay their own personal property tax. The State of Maine writes these bulletins and this particular one (No. 28) helps assist everyone in determining, exercising or complying with legal rights, duties or privileges associated with this Business Equipment Tax Exemption (BETE) program. Providing a BETE application allows for exemption (no tax) for those eligible items of business equipment personal property.

Street Names – we've approved a few street names this last month.

STAB – the state failed to appropriate enough money to reimburse municipalities for the Stabilization Freeze program. Only 56% of \$400,000 will be reimbursed to Ellsworth. Unbelievable.

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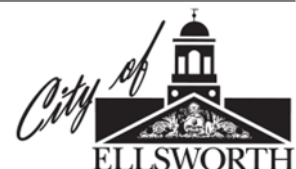
BUILDING MAINTENANCE

- Fabricated twelve more sound proof panels and installed in PD second interview room as well as bathroom.
- Installed second glass panel on partition wall PD dispatch area.
- Repaired damaged weather station on PD roof.
- Replaced gasket 2nd floor men's room urinal.
- Repaired toilet at library 2nd floor bathroom.
- Pumped out flooded basement at URCI building after two large winter tides.
- Finished painting last two walls in finance office.
- Removed old peeling paint in FD captain sleeping area then repainted.



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CLERK'S DEPARTMENT

In January the department began training with the Tax Office to do vehicle registrations.

Dog licenses, hunting/fishing and boats continue to be a high volume transaction. Still working on the March election. Ballots were received 2/2. Only a few dozen absentee requests have been submitted, way below what I expected. I did one bid opening for a fork truck. I also took over Property Insurance claims from Kerri.

Maine Town and City Clerk's association has reappointed me to the Membership Committee and authorized a new appointment to the Legislative Policy Committee (LPC).

I had FBI Homeland Security CISA TJ Swenson come do an election security assessment at all wards and am waiting for his feedback on what we can do to make elections more secure.

Attended the following meetings:

- Personnel Ordinance review (2)
- Communications Committee (2)
- Management Team
- WEBEX Paychex (4)
- City Council (1)
- Software Committee
- Meetings with Glenn
- Event Planning (1)
- Arbor Commission
- Caselle training (3)
- Election meetings (2)
- Wellness (1)
- Safety Committee (1)

Other:

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

Upcoming for January:

- Caselle Live training
- Dog licensing late fees
- Absentee voting

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CLERK'S DEPARTMENT

Below is the revenue and activities of the Clerk's Department for January 2024.

Inland & Fisheries Licenses	\$6,258.00
Sales Tax	\$1,677.50
Agent Fees/Excise Tax	\$290.50
Total Paid to IFW	\$7,935.50
City Revenue	\$290.50
Total Revenue Collected	\$8,226.00

Category of Document	State Fee per record
Certified Birth	\$74.00
Additional Copies of Birth	\$7.20
Certified Death	\$18.00
Additional Copies of Death	\$12.80
Certified Marriage	\$16.00
Additional Copies of Marriage	\$1.20
Marriage License	\$8.00
Burial Permit	\$114.00
Total Paid to State	\$251.20
City Revenue	\$1,184.80
Total Revenue Collected	\$1,436.00

Total State Revenue	\$9,030.70
Total City Revenue	\$3,809.25
Total Paid to Franklin	\$0.00
Total Revenue	\$12,839.95

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

Other Revenues	
Dog Licenses	367
Total Paid to State	\$844.00
City Revenue	\$733.00
Total Dog Revenue	\$1,577.00
Donations	\$975.95
Business Licenses	\$415.00
DBA Recording	\$10.00
Notary/Copies	\$0.00
Rental Fees	\$0.00
Wedding Ceremonies	\$200.00
Total Other Revenue	\$1,600.95

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CODE ENFORCEMENT

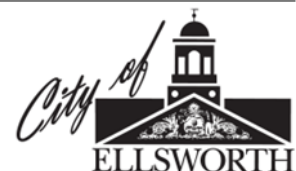
The Code Enforcement Office is responsible for permitting of all construction and land use projects. They also perform inspections and site visits to ensure compliance with Federal, State, and local rules, policies and ordinances as well as facilitating enforcement of all ordinances.

Detail	Permits	Fees
Res. Building permits	2	\$868.60
Res. Accessory permits	5	\$260.40
Commercial Permits	3	\$3,168.02
Internal Plumbing Permits	8	\$690.00
Subsurface Wastewater Permits	3	\$795.00
Res. Electrical Permits	9	\$315.00
Comm. Electrical Permits	6	\$350.00
Sign Permits	6	\$60.00
Business Permits	2	\$20.00
Shoreland Permits	0	\$0.00
Sewer Connection Permits	1	\$500.00
Development Dist. Permits	0	\$0.00
Minor Site Dev. Permits	1	\$200.00
Road Opening Permits	0	\$0.00
Flood Hazard	0	\$0.00
Planning Fees	2	\$320.00
Violations	0	\$0.00
Total	48	\$7,547.02

Inspections	
Electrical	19
Septic	8
Internal Plumbing	7
Certificate of Occupancy	7
Land Use	3
Health	1
Building	7
Junkyard	0
Business License	2
Shoreland	0
Complaints	11
Maine Organics	6
Total	71

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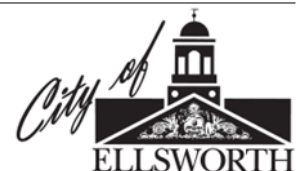
ECONOMIC DEVELOPMENT

January 2024

- As a regional partner for the statewide Top Gun Program (<https://mced.biz/top-gun>), reviewed applications by those companies who applied to be in the Ellsworth cohort. Interviewed all applicants and selected three of the five companies to move forward with the program. Held our region's first in-person learning session on the evening of January 31st.
- Prepared a press release to encourage public review of the City's final draft of the Business Attraction Plan. Made the plan available on the City's website, advertised on the website and social media, and ensured all city officials and stakeholders received a copy of the plan. Prepared for workshop with City Council, public, Ellsworth Business Development Corporation, and other stakeholders on January 29th.
- Worked with Pulse Marketing, who is contracted to conduct professional marketing for the Union River Center for Innovation, on a six month social media plan for the Center.
- Met with a local business looking to pivot the use of their commercial kitchen space. This meeting inspired a draft prospectus of an "Ellsworth Commercial Kitchen and Local Food Space Consortium" pilot project. Looking to move on implementation of this pilot project in late winter/early spring.
- Continued discussions and next steps with MaineDOT on the multiuse pathway project and the Village Partnership Initiative.
- Reviewed the City's Development Fee ordinance with pertinent City staff.
- Received news that the City is a finalist to be selected by the USDOT's Thriving Communities Program. The scope of the project application being considered is for the High Street corridor.
- Attended a GrowSmart Maine Short Term Rental webinar to understand what other communities are doing to facilitate the growth of short term rentals in their communities.
- Attended a meeting with downtown stakeholders to discuss lighting, pedestrian safety, and signage.
- Met with two downtown property owners about their plans for their building.
- Met with a property owner looking to develop multifamily housing.
- Prepared a draft FY 2025 budget for the Economic Development Department for review by the City Manager.
- Discussed next steps/planning with an Ellsworth non-profit who will be offering a new service to the community in the spring/summer.
- Met with the State Community Development Office about applying for a Community Enterprise grant.
- Prepared for and attended an Ellsworth Business Development Corporation meeting.
- Met with the library director and other stakeholders about setting up an outdoor recreation gear library.
- Met with a writer for MaineBiz. Provided data and information for several articles featured in the magazine during the months of January and February.

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FINANCE DEPARTMENT

January 2024

Finance Director:

- Daily Accounting, Finance Operations & Reporting
- Water sales tax filing
- C.I.P.-Finance & Funding- Meeting with Brent B.- W & C
- Caselle Training – Moore Center
- SAM.gov renewal
- AI in the Public Sector workshop
- Translation C.O.A. multiple meetings- Caselle & RHR Smith
- Workflow mapping and Chart of Accounts
- Preparations for Budget FY25
- Deputy Finance Director Interviews

Assistant Deputy Treasurer

- Preparation of A/P for Weekly Warrant
- Preparation of 1099s
- Review/Update Vendor profiles for amended W-9s and COIs where needed
- Review and Prep of Daily deposits
- Caselle Trainings
- Training of new Asst. Deputy Treasurer

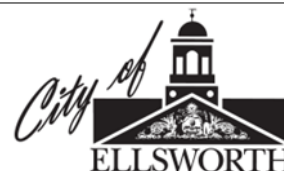
February 2024—Upcoming

Finance Director

- Paychex integration to Caselle GL
- Budget FY'25
- Audit FY 2023
- DEP reimbursement file for Water St. P.S.
- Caselle software integration and training
- Hire new Deputy Finance Director

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FIRE DEPARTMENT

Meetings:

- Weekly Meeting with Fire Inspector
- Command Staff meeting.
- Meeting with the City Manager.

Summary of Department Activity:

Calls for Service:

- The Ellsworth Fire Department responded to 208 calls in the month of January 2024.
 - 147 calls were EMS related, 17 transports.
 - 61 calls were fire related.
 - 208 YTD calls for 2024, in comparison to...
 - 2023 year to date calls for service 175
 - 33 calls for service increased over the same period YTD 2023.

Training:

- FD has logged over 300 hours of training (departmental, and shift training)
- Chief attended National Fire Academy 10-day Fire Service Financial Management.
- FD attended mandatory Paychex training.
- Mandatory BOL training completed by Staff.

Equipment & Projects:

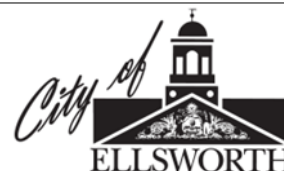
- Diesel exhaust source capture system- FD is looking at alternative funding sources, other than ARPA, at the finance committee's request. Looking for Finance input to follow up finance committee's request for alternate funding- (Ongoing)
- All fire apparatus has been sent for preventive maintenance, as an aging fleet and higher call volumes, we are starting to see more repairs needed and higher cost of those repairs. (Ongoing)
- 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 originate from the truck not the electrical service. FD is monitoring. Follow up being done by Jim McLean (Ongoing)
- Jim McLean is working on water remediation through brick wall in the captain's bunkroom. Captains have relocated to downstairs offices.
- FD staff worked with City Clerk for CISA visit for Election Protection facilities review.

Any Additional Comments:

- Deputy Chief Doug Belletete announced his resignation will be effective February 7th. He has accepted a Fire Chief position with Greenville, Alabama. We wish him well on this next chapter of his career.
- Lease replacement program being researched for fire apparatus.
- FY25 Budget, CEP and CIP completed for review by CM and Finance.
- 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
- FD trailered Generator moved to new Police Department until installation of the standby generator.

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FIRE DEPARTMENT

Call Volume by Type January 2024

Week Ending	1/7/2	1/14/2	1/21/2	1/28/2	2/4/2	To-
(13) Mobile property (vehicle) fire		1				1
(14) Natural vegetation fire	1					1
(31) Medical assist	8	9	6	4	1	28
(32) Emergency medical service (EMS) incident	24	31	35	23	6	119
(41) Combustible/flammable spills & leaks	2	1	2			5
(44) Electrical wiring/equipment problem		1				1
(53) Smoke, odor problem			1			1
(55) Public service assistance	2		1	3		6
(57) Cover assignment, standby at fire station, move-	1					1
(61) Dispatched and canceled en route	7	1	1	3	1	13
(62) Wrong location, no emergency found		2		1		3
(65) Steam, other gas mistaken for smoke		1				1
(67) HazMat release investigation w/no HazMat				1		1
(73) System or detector malfunction	2	1	2	3		8
(74) Unintentional system/detector operation (no fire)	1	3		2		6
NULL	2	1	1	1	2	7
UNK		6				6
Total	50	58	49	41	10	208

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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

January 2024

- 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 City Manager interviews
- Attended Communications Committee meeting
- 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

Upcoming in February

- Continuation of Paychex time and attendance implementation
- Union negotiations

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LIBRARY

January

- Youth programs: 26 programs, attended by 422 people
- Adult programs: 26 programs, attended by 241 people

Meetings/Partnerships

- City meetings: personnel ordinance 1/11 & 1/24, Management team 1/4
- 1/3 Friends meeting – 2024 funding requests
- 1/4 HCDL Overdrive meeting – final launch discussion
- 1/9 HCLD county director meeting
- 1/11 Northern Light – Baby’s First Library Card program discussion
- 1/11 Rotary at Ellsworth High School
- 1/17 Library Board Meeting
- 1/22 Meeting with Jo Radner to discuss event details in February
- 1/24 EEMS Aspirations Fair
- 1/24 Homelessness workshop
- 1/25 HCDL – discussion of future selector duties, upcoming projects
- 1/26 2024 planning meeting with Chamber, Woodlawn, YMCA, The Grand
- 1/29 ME library meeting to discuss Library of Things
- 1/30 Janna and Leslie Harlow meeting to discuss potential gear library
- 1/30 Evening Rotary guest – sponsor for Maine Discovery Museum
- 1/30 Special board meeting – executive session
- 1/31 attended CAM meeting to discuss project supporting cultural institutions

Projects in January

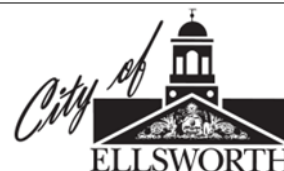
- Launch of Hancock County Download Library – opening day collection, PR, staff training, info sheets for patrons
- Open position – interviews
- Upstairs staff room clean out
- Summer program planning with area ED group, Keli & Renee
- Begin staff job description updates and prep for performance evaluations in February

January Statistics

- Library visits: 4,981
- New library cards: 73
- Total print material circulation: 6,211

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PLANNING DEPARTMENT

Departmental Activities

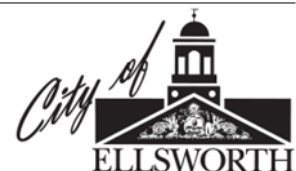
- Planning Board & Administration of Unified Development Ordinance (UDO)
 - The Planning Board held its regular meeting January 3, 2024.
 - Projects included: There were no projects this month. Administrative tasks were completed.
- Comprehensive Plan Steering Committee
 - Held meetings with Consultants to discuss progress of Comprehensive Plan.
- Zoning / UDO
 - N/A
- 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/>.
 - Special Meeting held January 4th and Regular Meeting held January 16th
- 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

- Met with property owner regarding the rehabilitation of a historic property – January 3rd
- Met with new reporter from the Ellsworth American – January 3rd
- Attended Planning Board Meeting – January 3rd
- Attended Recreation Commission Special Meeting – January 4th
- Met with property owner regarding potential commercial development – January 4th
- Attended Management Team Meeting – January 4th
- Met with Comprehensive Plan Consultants for an update – January 4th
- Met with Frenchman Bay Conservancy representatives to discuss upcoming project – January 5th
- Attended Sunrise Trail Coalition meeting – January 9th
- Attended Communications Committee meeting – January 10th
- Attended Personnel Ordinance Committee meeting – January 10th
- Met with Maine DOT Regional Planner to discuss upcoming Village Partnership Initiative – January 11th
- Met with City legal representative to discuss legal questions – January 11th
- Attended a webinar on short-term rentals – January 11th
- Attended meeting with downtown business owners – January 12th
- Met with Highway Foreman to discuss the drainage on Rail Trail – January 12th
- Attended Maine Association of Planners Board Meeting – January 12th

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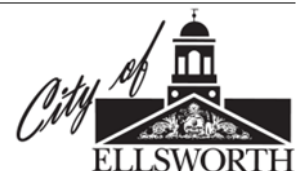
PLANNING DEPARTMENT

Meetings/Significant Contacts (continued)

- Attended Regular Recreation Commission Meeting – January 16th
- Met with local business owners to discuss energy efficiency programs – January 16th
- Attended Hancock County Planning Commission Board meeting – January 16th
- Met with property owner to discuss upcoming project – January 17th
- Attended meeting of Maine Climate Corp – January 17th
- Met with Recreation Commission Chairman to discuss upcoming events – January 17th
- Conducted Pre-TRT Meeting – January 17th
- Attended Hancock County Planning Commission Workshop – January 17th
- Conducted TRT Meeting – January 18th
- Met with Comprehensive Plan Consultants for an update – January 18th
- Met with community member regarding concerns and suggestions – January 19th
- Met with property owner regarding a potential subdivision development – January 19th
- Attended Arbor Commission Meeting – January 22nd
- Met with General Assistance Director and Northern Light Representative to discuss homelessness – January 22nd
- Attended discussion with engineering consultant regarding the Branch Lake Dam – January 22nd
- Conducted Comprehensive Plan Steering Committee Meeting – January 22nd
- Attended Acadia Region Action Team meeting – January 23rd
- Met with City Manager and General Assistance Director to discuss upcoming workshop – January 24th
- Attended Personnel Ordinance Committee Meeting – January 24th
- Attended Unhoused Workshop with City Council – January 24th
- Met with Maine DOT Regional Planner to discuss the Bridge Investment Program – January 25th
- Met with developer and consultants to discuss upcoming development – January 25th
- Attended the Maine Association of Planners Spring Conference Planning Meeting – January 29th
- Attended meeting regarding the Business Attraction Plan – January 29th

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POLICE DEPARTMENT

Item of Interest/Significance

- Officer Hassard and Cpl. Angelo received the heroism award from the Maine Association of Police (MAP) on 1/27/24 at the annual MAP banquet in Portland. Officers and supervisors from the Ellsworth Police Department were in attendance.
- Administration completed annual reports for MLEAP certification and required MCJA reports.
- Worked on FY25 Budget .

SRO

- Cpl. Merchant began the 10-week D.A.R.E program for grade 5 at the Ellsworth Middle School and has been working with Maine State Police Computer Crimes on a presentation at the High School involving cyber security.

Patrol

- The department handled 549 complaints for the month. Officers initiated 234 traffic stops.

Training

- Officer McLean attended a 2- week training on Methods of Instruction at the MCJA.
- All employees received updated Pay Checks training.
- Sgt. Lord & Cpl. Angelo attended a three-day NIBRS training.

Significant Cases

- Detectives and Officers assisted MDEA with a search warrant in Ellsworth where Officer seized, Fentanyl, cocaine, prescription pills \$4500.00 of suspected drug money, including undercover buy money. Also seized were an AK-47 and a 9mm handgun. One Ellsworth resident was arrested.
- Detective worked on a theft of cash from a cash register and have identified a transient as a suspect.
- Detectives are investigating a fraud case involving the theft of \$28,000.00.

Grant Funding

- Officers continued working Bureau of highway safety grants, with extra enforcement on speed and OUI.

Meetings for the month:

- Hosted Ellsworth area ORC Association Meeting
- Monthly Supervisor meeting with command staff.
- Cpl. Mote attended CISA safe polling place meeting
- Met with Fire Chief on dispatch issues
- Met with Sheriff Kane on a Spillman issue.
- Met with Finance Director for upcoming budget

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POLICE DEPARTMENT

Description	Total Number	Description	Total Number
Simple Assault	8	OUI Detail	1
Crim. Threatening/Harassment	1	Speed Enforcement Detail	9
Shoplifting	8	Bail Check-No Violation	2
Larceny - From Auto	1	Records Check	27
All Other Theft	7	False Alarm	70
Fraud- Impersonation	1	Blue Papers	4
Criminal Mischief/Damage	1	Directed Patrol	1
Trafficking - Schedule W	1	Concealed Weapon Permit	5
Violation of Protective Order	2	Medical Emergency	1
Probation Violation	1	False 911 call	21
Conditional Release Violation	5	Distracted Driving	1
Fireworks Violation	1	Ambulance Assistance	2
Harassing Communication	1	Property Damage non-vandalism	6
Disorderly Conduct	12	Information	14
Intoxication	3	Mental Health Issues/Check	5
Driving Under Influence Drugs	1	Check wellbeing of person	29
Driving Under Influence Liquor	1	Overdose drugs/alcohol	1
OAS-Infracton	2	Juvenile Problem	4
Parking Violation/Obstructing	9	Traffic Light Issues	4
Traffic Offense Summons	1	Sex Offender Registration	6
Citizen Traffic Complaint	39	Made in Error	1
PI-Traffic Accident	6	K9 Drug Search	3
PD-Traffic Accident	37	Serve Protection Order	2
Detail	3	Suicide	1
Mental Health Evaluation	1	Unattended Death	3
Trespassing	23		
Telephone Harassment	1		
Stray cat or dog	5		
Stray Animals/Livestock/Horses	1		
Animal Emergency - response	5		
Assist - Fire Department	5		
Family Fight	3		
Neighborhood Dispute	2		
Noise Disturbance	2		
Assist MDEA	1		
Assist Local Police Department	1		
Assist Sheriff's Department	4		
Assist Other Agency	4		
Assist State Police	6		
Lost Property	6		
Found Property	6		
Drug Intelligence Information	4		
Citizen Requested Assistance	10		
Escort	1		
Stranded Motorist	11		
Civil Problem	2		
VIN Inspection	4		
Property Check Requested	16		
Suspicious Person/MV/Incident	29		
Abandoned Vehicle	1		
Road Hazard	13		
Public Relations - Talk	3		
Criminal Arrest Warrant	6		
Underage Drinking Detail	4		

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Troy Bires, Deputy Police Chief



PUBLIC WORKS

January 2024

PATCHING

- Crewmembers patched five days this month.

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.

ASSISTING OTHER DEPARTMENTS

- Excavating/trucking for the Water Department to repair water leaks.
- Filled in at the transfer station.
- Loaded sludge for Wastewater.
- Removed the Christmas Tree.

WINTERTIME DUTIES

- We have plowed and or treated the roads this month on the 7th -10th and 14th/15th. All of these storms brought a mixture of snow, ice and rain.
- The crew hauled snow from the parking lots.
- 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

- Replaced broken sander chain on PW 31, adjusted sander chain on PW 39.
- Replaced fuel injectors, cam sensor and the E.C.M. along with a brake can on PW 43.
- Made a temporary repair on a broken valve that controls the hydraulic system, ordered the replacement on PW 36A
- Replaced brake cylinder on PW 61.
- Repaired wiring for the strobe lights on PW 39.
- Started spare truck, (2009) found fault codes diagnosed bad E.C.M. ordered replacement, wait time of about 3 weeks.

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TAX OFFICE

Regular Tasks:

- Disperse mail.
- Process motor vehicle registrations and tax payments.
- Answer questions about tax bills received by phone or in-person.
- Process daily Teller cashup in Trio and Munis.
- Scan daily closeouts, teller closeouts, MV registrations and reports, and credit/debit card receipts.
- Process BMV weekly report.
- Process and send out Wasteworks (solid waste) monthly statements.
- Process quit claim deeds and lien discharges as needed.
- Accept Water & Sewer payments.
- Import journals for Cash Receipting and Online Tax Payments.
- Reviewed online payments for lien payoffs.

Highlights for January 2024:

- Sue attending Caselle training.
- Continued with Katlyn's training, she will be assisting tax office as needed.
- Conducted interviews for a new Tax Clerk.
- Sue worked counter until new Tax Clerk is hired.

Upcoming in February 2024:

- Conducting 2nd interview for the Tax Clerk position.
- Sent out Redemption Notices for properties that foreclosed on 2/1/24.
- Attending Casselle Managers Training.
- Attend Council Meeting executive session for a Poverty Abatement Request.
- Working the Tax Counter until a new Clerk is hired.
- Working on a FOAA request for Tax Acquired Properties

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Sue McLean, Tax Collector



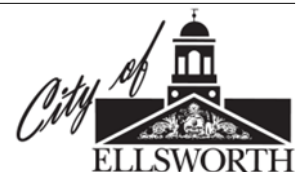
WATER DEPARTMENT

January 2024

- Weekly Public Works meetings.
- Attended MWUA Legislative Committee meetings.
- TRT meetings.
- Met with Engineers to discuss Branch Lake Dam.
- Met with Representative from Cintas.
- Met with DOT to discuss upcoming DOT projects.
- Met with Councilor O'Halloran, City Manager and a customer to discuss high water usage.
- 4 Dig Safe Tickets.
- 6 Final Reads.
- 8 Meter swap outs.
- Meter reading.
- Patching from water leaks.
- Winter Run List.

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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 January, 2024. Lake water level has now dropped to our normal winter level of approximately 5.5 feet above the dam base (as noted on our dam gauge).

We have been obtaining estimates for replacing hazard buoys in Branch Lake; there exist multiple commercial sources of buoys-but all are in Wisconsin within one hour of each other, so there is not a lot of price differential.

The Maine division of Parks & Lands has not discontinued vehicle access through Boat Launch Drive for the winter as of December; the condition of boat Launch Drive is variable depending on snow conditions and not recommended for vehicular traffic. Official access for ice fishing etc. is via Branchview Drive.

We have started organizing for the 2024 open water boat inspection season - grant request writing, bookkeeping, etc.

The EPA 319 program continues this year to reduce the impact of soil & road gravel erosion into Branch Lake. We are coordinating with Branch Lake private road commissioners to help focus on problem areas, and have coordinated with other non- profit organizations to enable additional grant opportunities.



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