

February 2024

City of Ellsworth

*CITY OF
ELLSWORTH
MONTHLY
MANAGEMENT
TEAM REPORTS*

1 City Hall Plaza
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TABLE OF CONTENTS

Title	Page Number
Assessing Department	3
Building Maintenance	4
Clerk's Department	5
Code Enforcement	7
Economic Development	8
Finance Department	9
Fire Department	10
General Assistance	12
Human Resources	13
Library	14
Planning Department	15
Police Department	17
Public Works	19
Tax Office	20
Wastewater Department	21
Water Department	22
Watershed	23

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ASSESSING DEPARTMENT

NEW City Manager - we have a new City Manager, Charlie Pearce was hired on. We look forward to working with him.

Green Lake waterfront - an owner of Green Lake vacant land property with several small islands (in Open Space) needed calculations to assist her with Open Space withdraw penalty and after withdraw assessment and taxes.

Public Notice of Tax Relief – every year we prepare a public notice in the Ellsworth American informing about tax relief measures available. This will be in the paper soon.

VISION assessing software – received yearly invoice for maintenance (approx. \$9,800 per year).

STREET Numbers – we’ve approved a few street numbers and processed them into the 911 database. We issue certificates for the owner to take to the post office when they then wish to initiate mail delivery.

GIS – assisted with several requests for GIS information. One person need the metadata and we were able to help him find it.

Google Maps – I wish I had the time to do a big project and find any and all irregularities Google Maps may have compared to our GIS. We do fix what we find when we see it.

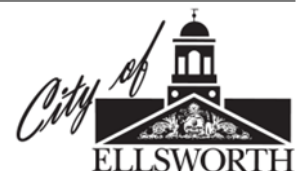
Declarations – we are in the process of sending declaration requests to all businesses. Each business will inform us of items added or deleted. BETE applications are also accepted with declarations.

New Construction – we are in the process of sending percentage complete requests to all building permit holders issued this last year since last April 1st of 2023.

FEMA – Lori has been informed of new FEMA flood maps and as soon as FEMA has their data ready we’ll have our GIS updated.

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BUILDING MAINTENANCE

- Replace “spud” valve and gasket in 2nd floor women’s toilet.
- Cut and removed brush at Demeyers field as noted in the MMA inspection report.
- Moved HVAC thermostats to areas recommended by Thayer corp. for maximum efficiency.
- Finished requested budget for FY 24-25.
- Several meetings on City Seal.



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CLERK'S DEPARTMENT

In February, we continued absentee balloting, although extremely low turnouts. In part, due to SOS Bellows decision regarding Donald Trump's ineligibility and the Supreme Court decision to wait and in part due to March Primary's being new to the Maine Federal election process.

The City Clerk attended the following meetings:

- Personnel Ordinance review
- Communications Committee
- Management Team
- WEBEX Paychex
- City Council
- Software Committee
- Meetings with the City Manager
- Event Planning
- Arbor Commission
- Caselle training
- Election meetings
- Safety Committee

Upcoming for March:

- Caselle training
- Election

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CLERK'S DEPARTMENT

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

Inland & Fisheries Licenses	\$2,418.00
Sales Tax	\$561.12
Agent Fees/Excise Tax	\$24.00
Total Paid to IFW	\$2,979.12
City Revenue	\$24.00
Total Revenue Collected	\$2,993.12

Category of Document	State Fee per record
Certified Birth	\$70.00
Additional Copies of Birth	\$7.20
Certified Death	\$12
Additional Copies of Death	\$10.00
Certified Marriage	\$10.00
Additional Copies of Marriage	\$4.00
Marriage License	\$8.00
Burial Permit	\$210.00
Total Paid to State	\$327.60
City Revenue	\$1,406.40
Total Revenue Collected	\$1,734.00

Total State Revenue	\$3,377.72
Total City Revenue	\$2,589.10
Total Paid to Franklin	\$0.00
Total Revenue	\$5,966.82

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	19
Total Paid to State	\$71.00
City Revenue	\$53.00
Total Dog Revenue	\$124.00
Donations	\$558.10
Business Licenses	\$0.00
DBA Recording	\$10.00
Notary/Copies	\$0.00
Rental Fees	\$10.00
Wedding Ceremonies	\$200.00
Total Other Revenue	\$778.10

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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	3	\$594.04
Res. Accessory permits	5	\$657.77
Commercial Permits	3	\$769.00
Internal Plumbing Permits	7	\$370.00
Subsurface Wastewater Permits	1	\$265.00
Res. Electrical Permits	14	\$790.00
Comm. Electrical Permits	5	\$300.00
Sign Permits	10	\$100.00
Business Permits	2	\$20.00
Shoreland Permits	1	\$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	3	\$1450.00
Violations	0	\$0.00
Total	56	\$5,715.81

Inspections	
Electrical	10
Septic	2
Internal Plumbing	6
Certificate of Occupancy	2
Land Use	4
Health	0
Building	4
Junkyard	0
Business License	9
Shoreland	1
Complaints	2
Maine Organics	4
Total	44

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ECONOMIC DEVELOPMENT

February 2024

- Met with Ellsworth Superintendent of Schools as well as the Director of the Hancock County Technical Center to explore ways in which we can collaborate on projects related to workforce and business development, including potential “internship” opportunities with the Economic Development Department. Also discussed opportunities working with Ellsworth Adult Education as it relates to digital literacy and technology related topics. Finally, attended a Hancock County Technical Center Committee meeting.
- Met with two downtown business owners to continue discussions on infrastructure improvements within the downtown/ Main Street.
- Along with the City’s Communications Specialist, met with Chamber staff to discuss collaborating on the Chamber’s weekly newsletter.
- Met with the MaineDOT to discuss Multiuse Trail Project and understand the DOT reimbursement process for this project.
- Met with the City Manager candidate.
- Site visit with the Public Works Director to explore options pertaining to the Multiuse Trail Project. Met with consultant and DOT staff on the project to further understand options and determine how to proceed.
- Met with Small Business Development Center Advisor to understand how we can collaborate together. Set up weekly meetings to check-in.
- Finalized the Economic Development budget for review by City Manager and Finance Director.
- Prepared documentation to support a Letter of Intent to Apply to the Community Development Block Grant Community Enterprise program. Submitted the LOI before the due date of February 23rd.
- Met with the Heart of Ellsworth’s new program director. Also met with HOE staff and board member to discuss upcoming projects related to arts and culture.
- Participated in a walkthrough of the Moore Community Center to get better understanding of how space is currently being utilized.
- Met with stakeholders to continue exploring funding opportunities for a Downeast Food Hub plan.
- Attended Caselle training.
- Wrote and submitted an application to the Maine Community Foundation’s Community Building grant program.
- Met with two members of the Eastern Maine Science and Technology Hub steering committee to understand where they are with developing the hub and how I can help in next steps.
- Met with other staff and consultants on the City’s Housing Study and to help develop an outline for the plan’s public engagement session.
- Continued to confirm participation in the City’s first Outdoor Recreation Fair, to be held in early June.
- Participated in a panel for the Chamber’s Leadership Hancock County session.
- Continued to support students using Ellsworth waterfront as a “community classroom”.
- Attended the Comprehensive Plan policy and action review sessions. Provided feedback to the City Planner on the first draft of the policies/actions.
- Prepared and submitted a Letter of Intent to Apply for the Maine Connectivity Authority’s Connectivity Hubs grant.
- Prepared for and participated in the State Outdoor Recreation Office’s Strategic Plan session on local economic development.
- Reviewed the Village Partnership Initiative Request for Proposals, to be issued early March.
- Assisted various downtown businesses with information related to a small renovation project, solid waste removal, licensing process, etc.
- Prepared for and participated in an Ellsworth Business Development Corporation meeting.
- Provided Ellsworth housing data to the Jackson Laboratory for incorporation into a white paper.

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FINANCE DEPARTMENT

February 2024

Finance Director

- Multiple regulatory filings
- C.I.P.-Finance & Funding – B.B. Woodard & Curran
- Caselle Training & Implementation
- Consolidation & Reallocation of Higgins Trust
- Budget mapping Tyler to Caselle –multiple meetings RHR Smith
- Workflow mapping and Chart of Accounts
- Preparations for Budget FY25
- Deputy Finance Director Hired
- Preparation of digital documents for FY23 audit
- Mapping Tyler to Caselle- Paychex
- Maintenance of Public Works files

Assistant Deputy Treasurers

- Preparation of A/P for Weekly Warrant
- Review/Update Vendor profiles for amended W-9s and COIs where needed
- Review and Prep of Daily deposits
- Caselle Implementation & Training
- Organization of documents for FY23 audit

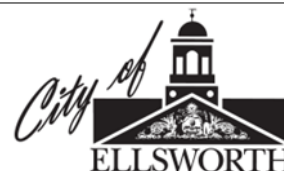
March 2024—Upcoming

Finance Director

- Paychex integration to Caselle GL
- Budget FY'25
- Audit FY 2023
- Public Works file maintenance
- Reallocation of DEP funds for Capital Plan (CIP)
- Maintenance of Public Works files
- Continue Caselle software integration and training
- Continue bridgework for Paychex Tyler/Caselle
- Training new Deputy Finance Director

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FIRE DEPARTMENT

Meetings:

Weekly Meeting with Fire Inspector
District Chief's Meeting
Union Contract meeting with L3402
Caselle Training for MGMT

Management Team Meeting
Pre-TRT/TRT
Safety Committee

Summary of Department Activity:**Calls for Service:**

The Ellsworth Fire Department responded to 190 calls in the month of February 2024.
145 EMS related calls, 8 resulted in transports (25 EMS transports YTD)
45 calls were fire related calls (Fires, Fire Alarms, Public Assists, Hazmat, etc...)
397 Calls year to date 2024
Comparison
60 calls for service increased over the same period YTD 2023.
2023 year to date calls for service 337
Feb 2023 Comparison – 162 Total, 116 EMS, 46 Fire/Other

Training:

- FD has logged over 300 hours of training (departmental, and shift training)
- Department - ICE Rescue Training completed.
- 2 personnel attending Fire Officer 1 course.
- 3 personnel attending Fire Instructor I/II course.
Capt. Clark attended FEMA I-300

Community Engagement:

Personnel assisting with HCFFA Fire Academy
Escort Detail for EHS Cheerleaders

Equipment & Projects:

- Diesel exhaust source capture system- FD is looking at alternative funding sources, other than ARPA- (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)
- Jim McLean is working on water remediation through brick wall in the captain's bunkroom. Captains have relocated to downstairs offices. (ongoing)

Any Additional Comments:

- ISO evaluation was conducted for the City of Ellsworth regarding Fire Protection class. Our previous rating of a 3 in the urban hydranted areas of the city and 3y in the rural non-hydranted areas. Improvements to the rural ratings can only be improved by adding 30,000-gallon cisterns, along Bangor Rd, for added available water for fire protection.
- Application process for Deputy Chief was published on February 25th It will close on March 29.
- Lease replacement program being researched for fire Apparatus.
- FY25 Budget, CEP and CIP completed for review by CM and Finance.

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FIRE DEPARTMENT

Any Additional Comments (continued):

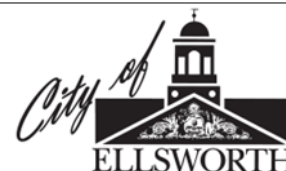
- New Mutual Aid response plans are being drafted with HCFFA coordinators. This will account for staffing and each department's capability when responding to other communities. - Ongoing with updates to Spill-man protocols.
- FD is working with Ellsworth School Department to add Firefighting and EMS to Hancock County Technical Center curriculum.
- 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
- Contract negotiations started with Local 3402 Ellsworth Firefighters.

Call Volume by Type February 2024

Week Ending	2/4/24	2/11/24	2/18/24	2/25/24	3/3/24	Total
(11) Structure Fire		1				1
(13) Mobile property (vehicle) fire	1		1			2
(31) Medical assist	5	12	8	10	6	41
(32) Emergency medical service (EMS) incident	16	21	22	25	19	103
(38) Rescue or EMS standby			1			1
(41) Combustible/flammable spills & leaks	3	1	2			6
(42) Chemical release, reaction, or toxic condition	1					1
(51) Person in distress					1	1
(55) Public service assistance	1	1	1	1		4
(56) Unauthorized burning				1	1	2
(61) Dispatched and canceled en route	4	4	2	1	2	13
(67) HazMat release investigation w/no HazMat			1			1
(73) System or detector malfunction		1	1			2
(74) Unintentional system/detector operation (no fire)	1	5	2	1	2	11
(91) Citizen complaint				1		1
Total	32	46	41	40	31	190

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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

February 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 HR Committee meeting
- Attended Software Committee meeting
- Attended Communications 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
- Attended Union Negotiation meetings
- Attended Paychex HR Demo
- Prepared Human Resources Budget

Upcoming in March

- Union negotiations

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LIBRARY

Manager Report – February 2024

February Statistics

Library visits: 5,256
New library cards: 77
Total circulation: 7,849
Youth programs: 30 programs, attended by 592 people
Adult programs: 23 programs, attended by 267 people

Meetings/Partnerships

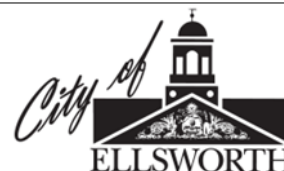
- City meetings: City Manager candidate 2/2, Management team 2/8, Comp plan 2/27
- 2/5 Cultural Alliance of Maine – prep for County Comm. Meeting
- 2/6 County Commissioner meeting – request grant funding
- 2/7 Friends of EPL meeting: museum pass funding, book boxes, book sale dates, Friends' memberships
- 2/13 Caselle training – Sandy and Renee attended as well
- 2/13 Heart of Ellsworth/Schoodic Int. Sculpture Sym. – sculpture trail project
- 2/14 Caselle accountants/Finance Director to discuss Fund 80 accounts
- 2/15 Hancock County Download Library meeting: consortium agreement, membership chair appointment, loan periods
- 2/15 Farndrop market hub meeting: communication improvements
- 2/20 Carla Haskell interior remodel discussion
- 2/26 EEMS meeting: Family STEM night, enlist community help for activities
- 2/26 Meeting with Heart of Ellsworth and Frenchman's Bay Conservancy: discuss River Walk North trail updates and grant opportunities
- 2/27 Library of Things committee meeting for ME State Library
- 2/27 Hancock County Library Directors meeting

Projects/News in February

- Renee McManus is our new Assistant Director. She will continue running the ILL service and take on a larger role in collection development, staff training, and oversight of programs.
- Berit Becker joined the library as our new Marketing and Communications Director. She will be responsible for promotion of services, programs, and collections, community engagement, and social media management.
- We began the evaluation and streamlining of various work processes –registration procedure, statistics/record keeping, internal communication.
- Library of Things game order/processing
- Grant applications for ME Community Foundation, Hancock Co Community Benefits, & 2 with the National Trust of Historic Places
- Annual report for July 2022-June 2023 due to city and Surry
- Keli, Adriana, and I rearranged the entire Balcony Room to make additional shelf space for the LOT collection (shifted juvenile non-fiction, early readers, early chapters, DVDs, J books on CD, VOX, and parenting)
- Spring program planning was in high gear in February. Some highlights include a parent/child workshop series, Open Doors to the World in collaboration with Ellsworth Adult Ed, a 3-part Historic Preservation workshop in collaboration with Heart of Ellsworth and Maine Preservation, launch of the seed library in March, genealogical research classes with the Ellsworth Historical Society, eclipse focused programs, and 2 special events during Maine Seaweed Week in April.

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PLANNING DEPARTMENT

Departmental Activities

- Planning Board & Administration of Unified Development Ordinance (UDO)
 - The Planning Board held its regular meeting February 7, 2024.
 - Projects included: 1) Preliminary Plan Review of a Major Subdivision entitled The Village Phase II for Applicant/Owner Village Way, LLC. 2) Preliminary Plan Review of a Revision to an Existing Subdivision entitled 59 Franklin for Applicant Cory Weigand and Owner 59 Franklin, LLC.
- 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 Feb. 27th.
- 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 Comprehensive Plan Consultants – Feb 1st
- Assisted Code Enforcement Department in testing decibel levels on a certain property – Feb 1st
- Attended meeting with Hancock County Planning Commission – Feb 2nd
- Attended webinar regarding housing development in Maine – Feb 2nd
- Attended Arbor Commission Meeting – Feb 5th
- Met with Heart of Ellsworth Representative – Feb 6th
- Conducted walking tour of Ellsworth Downtown with Economic Development Director – Feb 6th
- Met with City Councilor to discuss citizen complaint – Feb 7th
- Attended Planning Board Meeting – Feb 7th
- Held an interview regarding short-term rentals – Feb 8th
- Attended Management Team Meeting – Feb 8th
- Attended Maine Association of Planners Board Meeting – Feb 9th
- Met with Maine Community College System representative to discuss various grants – Feb 12th
- Met with Frenchman Bay Conservancy Representative Feb 12th
- Attended Webinar regarding housing – Feb 13th
- Attended Maine Association of Planners Spring Conference planning meeting – Feb 13th

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PLANNING DEPARTMENT

Meetings/Significant Contacts (continued)

- Had a call regarding the purchase of additional property for the Public Forest – Feb 13th
- Attended Sunrise Trail Coalition Meeting – Feb 13th
- Met with Housing Opportunity partners regarding public engagement event – Feb 14th
- Attended Maine Associations of Planners Awards Committee meeting – Feb 14th
- Attended meeting regarding an outdoor recreation event – Feb 15th
- Met with Comprehensive Plan Consultants – Feb 15th
- Attended Maine Association of Planners Legislative Policy Commission annual meeting – Feb 15th
- Attended Hancock County Planning Commission Board Meeting – Feb 20th
- Conducted Pre-TRT Meeting – Feb 21st
- Conducted TRT Meeting – Feb 22nd
- Had a call with Developer regarding ongoing project – Feb 23rd
- Attended a focus group regarding the Comprehensive Plan – Feb 26th
- Attended Comprehensive Plan Steering Committee Meeting – Feb 26th
- Attended Recreation Commission Special Meeting – Feb 27th
- Attended a focus group regarding the Comprehensive Plan – Feb 27th
- Met with citizen regarding homelessness in Ellsworth – Feb 27th
- Met with Harbor Commission Chair regarding potential projects – Feb 27th
- Attended meeting with Facilities Director and Historic Preservation about potential new project – Feb 28th
- Attended a focus group regarding the Comprehensive Plan – Feb 29th
- Attended Maine Association of Planners Spring conference planning meeting – Feb 29th
- Met with Comprehensive Plan consultants – Feb 29th

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POLICE DEPARTMENT

Item of Interest/Significance

- Officers began using Paychex payroll system this month.
- S/A Smith who is assigned to the FBI crime task force and Officers from the Ellsworth Police Department assisted the FBI with a long term investigation that remains active.

SRO

- Cpl. Merchant is on Week 6 of the 10 Week D.A.R.E program for grade 5 at the Ellsworth Middle School. SRO Merchant continued working with Maine State Police Computer Crimes with a presentation to Juniors and Seniors at the Ellsworth High School involving cyber security. SRO Merchant also handled an Assault and Harassment complaint at the High School.

Patrol

- The department handled 566 complaints for the month. Officers initiated 266 traffic stops.

Training

- Officer Ryan attended a 2- week training to become Drug Recognition Expert at the MCJA. Officer Ryan has graduated from the first portion of DRE training and will travel to Florida to complete her practical work. The DRE training is paid for by a grant from the Bureau of Highway Safety.
- Officers Kline, Merchant, N. Bagley and Chandler attended ALERRT training at Sumner High School.
- Sgt. Lord completed IA investigator training from Daigle Law.

Significant Cases

- Detectives worked on a case involving a Senior citizen in Ellsworth who was a victim of an out of state scam where over \$100,000.00 was stolen.
- Finished up Crystal clear pet theft with an arrest warrant
- Followed up on two domestic assault cases
- Processed evidence to be shipped to Property Room.com
- Sex offender Registry up to date.

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
- AMHC Child protective
- Caselle user training
- AMHA Student tour of the department
- LPR meeting for Hancock County
- Paychex Management Training
- Northern Light Hospital Security
- Several Meetings with HR to work out Paychex issues

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POLICE DEPARTMENT

Agg. Assault	2	Stranded Motorist	7
Simple Assault	7	Civilian Ride-Along	1
Crim. Threatening/Harassment	8	Civil Problem	2
Burglary	1	VIN Inspection	3
Shoplifting	11	Property Check Requested	24
Larceny - From Building	1	Suspicious Person/MV/Incident	26
All Other Theft	5	Abandoned Vehicle	1
Fraud- Confidence Game	2	Fingerprint-Non Criminal	2
Fraud- Impersonation	4	Road Hazard	17
Bad Checks	1	Public Relations - Talk	5
Criminal Mischief/Damage	3	Criminal Arrest Warrant	8
Synthetic Narcotic- Possession	6	Attempted Paper Service	2
Amphetamine - Possession	1	OUI Detail	1
Violation of Protective Order	4	Speed Enforcement Detail	8
Illegal Possession of Alcohol	2	Traffic Control Detail	2
Probation Violation	2	Bail Check-No Violation	2
Conditional Release Violation	10	Records Check	29
Harassing Communication	2	False Alarm	28
Disorderly Conduct	17	Blue Papers	3
Driving Under Influence Drugs	2	Project Hope	1
Driving Under Influence Liquor	2	Directed Patrol	2
OAS/Habitual Offender	2	Concealed Weapon Permit	1
Parking Violation/Obstructing	2	False 911 call	29
Traffic Offense Summons	8	Distracted Driving	1
Traffic Offense-Arrest	1	Ambulance Assistance	2
Citizen Traffic Complaint	24	Information	19
PI-Traffic Accident	5	Mental Health Issues/Check	5
PD-Traffic Accident	46	Check wellbeing of person	14
Detail	2	Overdose drugs/alcohol	1
Mental Health Evaluation	8	Juvenile Problem	4
Trespassing	17	Traffic Light Issues	2
Prowler	1	Sex Offender Registration	4
Stray cat or dog	4	Made in Error	1
Stray Animals/Livestock/Horses	1	Serve Subpeona	38
Animal Emergency - response	1	Serve Protection Order	1
Assist - Fire Department	3	Unattended Death	2
Family Fight	5	Attempted Suicide	5
Neighborhood Dispute	1		
Noise Disturbance	1		
Assist MDEA	1		
Assist Federal Agency	1		
Assist Local Police Department	1		
Assist Other Agency	1		
Other Police - In State	3		
Assist State Police	2		
Referred to Other	1		
Lost Property	2		
Found Property	12		
Missing-No Foul Play Indicated	1		
Business Licenses	1		
Drug Intelligence Information	6		
Citizen Requested Assistance	11		
Escort	1		
		Total Incidents for This Agency:	578

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Troy Bires, Deputy Police Chief



PUBLIC WORKS

February 2024

Patching

- Crewmembers are continuing with patching due to the extreme swing in temperatures. They are continuing to repair, fill in potholes multiple times a week every week this month.

Grading

- We graded and applied 2 inch gravel to: Winkumpaugh Road, Happytown Road, Phillips Way, Mill Damn Road, Sunset Park Road and Spindle Road.

Miscellaneous Duties

- The crew continues to clear/clean up blown down trees in/on City roads.
- The crew worked with Nate to clean the traffic cameras.
- We have started our spring sweeping and I will request to post the schedule to the City's website.
- We have swept about half of the sidewalks.
- We worked with the Water Department repairing water leaks on High Street and a hydrant at the intersection of Church and School Street.

Winter Time Duties

- We plowed/treated the roads only a few times this month. We are hoping for an early spring!

Mechanical Repairs

- Repairs to the 30 ton equipment trailer, new Air can repaired wiring and lights and new belt tensioner.
- Repairs to truck 44: two new front springs, front brake shoes , drums repaired drivers side step and rear lights.
- Preventative maintenance on PW trucks: 30, 53, 31, and PW 32 .
- Preventive maintenance on truck 64.
- Replaced both tracks on Mini Excavator
- Replaced both front springs on PW 43.
- Replaced Brake master cylinder on PW 61
- Repaired Engine 2 lift piston and maintenance.

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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.
- Import journals for Cash Receipting and Online Tax Payments.
- Reviewed online payments for lien payoffs.

Highlights for February 2024:

- Conducting 2nd interview for the Tax Clerk position.
- Sent out Redemption Notices for properties that foreclosed on 2/1/24.
- Attended 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.
- New Deputy Tax Collector/Tax Clerk started 2/27/24.

Upcoming in March 2024:

- Continue training for new Tax Clerk.
- Prepared agenda item in reference to redeemed properties for Council meeting.
- Working the Tax Counter when Ginny is out.
- Working on a FOAA request for Tax Acquired Properties.
- Attend budget workshop.

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Sue McLean, Tax Collector



WASTEWATER DEPARTMENT

February 2024

- We had a bid opening for the High Street Pump Station project and Apex Construction came in with the lowest bid. We will be going to the council to officially accept the bid on March 18th.
- The contractor has installed the new generator at the Water St pump station and now we only have a few clean up items to complete the contract.
- We are currently in the middle of union negotiation for a new three year contract we hope to have the new agreement by the end of March.
- I have been working on possible funding sources for the City's utility work required in the DOT paving project for High Street this summer.

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

Working High Street pump station project.

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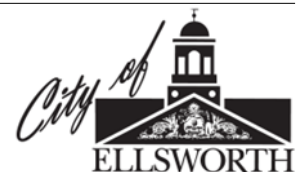
WATER DEPARTMENT

February 2024

- Met with the City Manager candidate.
- Weekly meetings with Public Works and City Manager.
- Met with Woodard & Curran to discuss Surry Rd. project.
- Multiple training sessions.
- MWUA Legislative Committee meetings.
- Pre TRT and TRT meetings.
- Safety Committee meeting.
- 3 Meter swap outs.
- 3 Final Reads
- Water Main repair, 12” cast iron on High St.
- Meter reading.
- Meter Data Logging.

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WATERSHED STEWARD



Lake Watershed & Branch Lake Tasks

We managed Branch Lake Outlet dam gates, and with the superb assistance of the public works department, removed debris from the dam gate #2. A stump from yesteryear had been lodged in our gate during one of the many large storms we have experienced recently and had to be levered out of the channel (picture on the right). The lake level had dropped to approximately 4.9 feet above the dam base, and is now being raised a bit toward our summertime level of 6.8 feet above the base. We will keep the level a bit below the “lake full” elevation until ice is out of the lake to avoid ice movement damage along the lake shoreline. The ice remaining on the lake at the end of February was approximately 8” thick, not adequate for heavy ice sheds, and a far cry from the average thickness of just a generation ago. (See picture above left.)

We have been re-building & repairing hazard buoys for use in Branch Lake. We have re-purposed and repainted several channel buoys; we will see this year if these will stand up to environmental conditions in the lake. We may choose to remove several buoys from the lake this fall for winter storage & routine maintenance.

The Maine division of Parks & Lands has not discontinued vehicle access through boat Launch Drive for the winter as of February 29; the roadway is soft, but passable for high clearance vehicles (many deep potholes) not recommended yet for small boat trailers upon ice out.

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 was blown out again by storm water flows and vehicular access is not available at this time. Many visitors to the BLCF this winter have used the access road for dog walking and other recreation by fording the access road.

Organizing our courtesy boat inspection (CBI) program for 2024 has commenced; Three CBI candidates have indicated interest in returning this year to assist us. Interviews with candidates are being arranged and advertisements for CBI attendants at both Branch & Green Lakes are posted on the City website, social media, and via Indeed. Maintenance of equipment sheds is underway at both Branch Lake & Green Lake city managed launch sites. Our Branch Lake boat inspection waiver program for lake residents is underway through our city hall staff.

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