

**CITY OF EASTPORT  
CITY COUNCIL MEETING  
WEDNESDAY, JULY 11<sup>th</sup>, 2018  
SHEAD HIGH SCHOOL - BAND ROOM - 6:00 P.M.**

EXECUTIVE SESSION - 5:30 P.M. TO 6:00 P.M.

(Ref. WS700325 & WS700326)

<u>    </u> Personnel Matters	<i>Title 1 M.R.S.A. § 405(6)(A)</i>
<u>_x_</u> Real Property or Economic Development	<i>Title 1 M.R.S.A. § 405(6)(C)</i>
<u>    </u> Labor Negotiations	<i>Title 1 M.R.S.A. § 405(6)(D)</i>
<u>_x_</u> Consultation w/Legal Counsel	<i>Title 1 M.R.S.A. § 495(6)(E)</i>
<u>_x_</u> Poverty Abatement Application	<i>Title 36 M.R.S.A. § 841</i>

**Those in Attendance:** Councilor Roscoe Archer, III (via: phone/electronic attendance), Councilor Hailley Bradbury, Councilor Scott Emery, Councilor Shannon Emery, and Council President, Gilbert Murphy. Also present were City Manager, Elaine Abbott; City Clerk, Ella Kowal; and Legal Counsel, Dennis Mahar.

Council President calls this portion of the meeting to order at 5:30 p.m.

**MOTION** SCOTT EMERY      **SECOND** BRADBURY **(PASSED 5-0) TIME: 5:31 P.M.**  
To go into Executive Session for Real Property or Economic Development under Title 1 M.R.S.A. § 405(6)(C); for Consultation with Legal Counsel under Title 1 M.R.S.A. § 405(6)(E) and for Poverty Abatement Application under Title 36 M.R.S.A. § 841.

**MOTION** ARCHER      **SECOND** BRADBURY **(PASSED 5-0) TIME: 6:09 P.M.**  
To come out of Executive Session.

**REGULAR COUNCIL MEETING**

(Ref. WS700327)

**Those in Attendance:** Councilor Roscoe Archer, III (via: phone/electronic attendance), Councilor Hailley Bradbury, Councilor Scott Emery, Councilor Shannon Emery, and Council President, Gilbert Murphy. Also present were City Manager, Elaine Abbott; City Clerk, Ella Kowal; and Legal Counsel, Dennis Mahar.

**Attendees in the Audience:** Lora Whelan, Robert Scott, Dennis Mahar, Hugh French, Aurrea Stoll, Mary Repole, Jon McNerney, Jana Sutherland, and Kristen Johnson

**I. CALL TO ORDER**

Council President calls the meeting to order at 6:10 p.m.

**II. ACTION from EXECUTIVE SESSION**

**MOTION** SCOTT EMERY **SECOND** BRADBURY **(PASSED 5-0)**

To authorize and approve putting out to bid 76 High Street, referencing Tax Map # I7-0C2-02, with a minimum bid of \$3,900.00.

**MOTION** SCOTT EMERY **SECOND** SHANNON EMERY **(PASSED 5-0)**

To reject the poverty tax abatement dated 6/28/2018.

**III. PUBLIC HEARING**

**New Victualer License – Kristen Johnson – d/b/a Puffin Haus Inn**  
**(Bed & Breakfast - 153 Water Street)**

Council President opens up the public hearing at 6:12 p.m.

He recognizes Ms. Johnson and calls for comments and questions. The only question was with regard to the location and Ms. Johnson responds that it is across from the Kilby House, in the house formerly owned by the Leisters. Council President reminds everyone that this is the public hearing and makes a final call for questions.

Council President, Gilbert Murphy, closes the public hearing at 6:14 p.m.

**IV. ACTION on PUBLIC HEARING(S)**

**“New” Victualer License – Kristen Johnson – d/b/a Puffin Haus Inn**

**MOTION** BRADBURY **SECOND** SHANNON EMERY **(PASSED 5-0)**

To approve a new Victualer License for Kristen Johnson for a bed and breakfast located at 153 Water Street d/b/a Puffin Haus Inn.

**V. ADJUSTMENT(S) TO AGENDA**

**MOTION** SHANNON EMERY **SECOND** ARCHER **(PASSED 5-0)**

To approve an adjustment to the Consent Agenda under Item F to *add: Approval for Waiver of Public Hearing for the Chamber of Commerce for the Salmon Festival scheduled for September 1<sup>st</sup> and September 2<sup>nd</sup>, 2018.*

**VI. UNFINISHED BUSINESS - AIRPORT STORM WATER PROJECT**

The City Manager reminds Council that bids were opened at the last meeting for the Airport Storm Water Project. In working with both the engineers and

DEP, DEP informed the engineers that if we could find two acres and grass it over it would meet our obligation of being under impervious surface. It is her recommendation

to reject all the bids and move forward with the cheaper and more sensible alternative. Councilor Bradbury asks what the ballpark figure was and the City Manager responds that the low bid was \$271,000.00.

**MOTION BRADBURY SECOND SHANNON EMERY (PASSED 5-0)**

To reject all the bids received and opened at the last Council meeting with regard to the Airport Storm Water Project.

**VII. NEW BUSINESS**

a) Accept Offer of \$5,000.00 for the 1974 Ladder Fire Truck

The City Manager reminds Council that at the last meeting the Fire Chief was given thirty days to exceed the high bid received which she believed to be \$2,200 or \$2,500 and the City went back to the auction company and made a counter offer of \$5,500.00 and the high bid came back and said they would purchase the truck for \$5,000.00 and has been paid for and it now requires the Council to accept the \$5,000.00 sale of the City property.

**MOTION SHANNON EMERY SECOND SCOTT EMERY (PASSED 5-0)**

To accept the \$5,000.00 for the sale of the City property for the 1974 Ladder Fire Truck from the previous high bidder.

b) Transfer of FY2018 Boat Excise Tax to Harbor Revenue Account - \$3,483.10

**MOTION SCOTT EMERY SECOND BRADBURY (PASSED 5-0)**

To authorize and approve the transfer of the FY2018 Boat Excise Tax in the amount of \$3,483.10 to the Harbor Revenue account.

c) Council Approval to Accept AARP Challenge Grant Award for Cony Park

The City Manager updates Council that she wrote a Challenge Grant for three outdoor musical instruments for Cony Park and informs that they are all fiberglass and stainless and that AARP has awarded the City \$6,000.00 to purchase them and that it requires the Council to accept the grant award.

**MOTION BRADBURY SECOND SCOTT EMERY (PASSED 5-0)**

To accept the Challenge Grant award of \$6,000.00 from AARP for the outdoor musical instruments for Cony Park.

d) Council Approval to Purchase a Pickup Sweeper

The City Manager informs Council that we are still in need of a sweeper to do sidewalks after festivals and such. Our Public Works Director, Howie Johnson,

did some research and has submitted three quotes with the lowest one being \$5,665.00. She requests from Council to utilize the \$4,500.00 from the sale of the broken down sweeper towards this new purchase and that the remaining amount for the purchase to come out of the Public Works budget.

Councilor Scott Emery asks if these are new ones and if all the quotes are for the same thing and the City Manager responds that they are new and that all for quoted for the same product and that the highest quote came in at \$6,465.00 and the lowest at \$5,665.00.

A question came from the audience that it would attach to our current skidsteer and the City Manager responds that it will and that we have borrowed one from a neighboring town to be certain it will work for our needs and it does. Council President explains that this is a pickup sweeper whereas as the other pushed into it.

A question comes from the audience with regard to broom that the City has and the City Manager informs that it does not fit the skidsteer well and reminds that they tried using it last year and it did not work well.

- d) **MOTION** SHANNON EMERY **SECOND** SCOTT EMERY **(PASSED 5-0)**  
To authorize the purchase of a pickup sweeper for an amount of \$5,665.00 utilizing the proceeds from the sale of our broken down sweeper of \$4,500.00 and that the remaining balance come from the Public Works budget.

- e) Adoption of Internal Control Policy

The City Manager informs Council that the auditor recommends that the City put in place an internal control document and reassures the Council that it does not have anything to do with the honesty or integrity of the City Hall staff or any of the employees. A great deal of auditors throughout the State of Maine are making this recommendation. It basically outlines whose responsibility is what and things that are unacceptable such as signature stamps, etc. It is really meant to tighten up internal control and to segregate duties in the prevention of any fraud. She reemphasizes that it is NOT a statement on City employees at all and that it was recommended by the auditor and has been followed through on and requires Council's approval for the adoption. Jon McNerney asks if it will be on the website and the City Manager responds that it will and offers up a copy to him and he responded he would get it from her later.

- MOTION** BRADBURY **SECOND** SHANNON EMERY **(PASSED 5-0)**  
To accept and adopt the Internal Control Policy as submitted.

- f) Proclamations – Request of Tides Institute - “Thaddeus Holownia” & “John Leroux”

Hugh French addresses the Council and updates them that these proclamations are in honor of the architects contribution to Eastport over the past nine years for the

time donated to the City as a gift and also makes note to a book launch which will take place on August 23<sup>rd</sup>, 2018.

**MOTION** SHANNON EMERY **SECOND** BRADBURY **(PASSED 5-0)**  
To make Thaddeus Holownia & John Leroux honorary citizens of Eastport and to recognize them for their work and contribution to the City over the past nine years and to also approve the proclamations as submitted.

g) Council Approval to Amend Personnel Policy - "Family Insurance"

The City Manager reminds Council that a few years ago that it was voted on to do away with family insurance for all new hires. The City finds it difficult to recruit new employees and/or retain current employees with lack of health insurance. She is requesting that Council consider reinstating family insurance. The effect now is to the Police Department which would be an increase of \$5,300.00. Councilor Scott Emery what type of effect it would have on the other departments, she reminds nothing right now but that it could down the road. Councilor Hailley Bradbury comments to say that it is worth it and want to hire qualified applicants need incentives in order to bring them to the City, and beyond that, she believes everyone deserves health insurance and that it is important and a much needed change to the policy. Councilor Shannon Emery asks when this was changed and it was thought to be in 2013 when Larry Post was City Manager.

**MOTION** BRADBURY **SECOND** SHANNON EMERY **(PASSED 4-1)**  
*Councilor Scott Emery Voted "NO"*

To authorize and approve the amendment to the Personnel Policy to reinstate the City to offer Family Insurance to new hires as submitted and requested.

h) Council Liaison/Manager Updates

**MOTION** ARCHER **SECOND** SHANNON EMERY **(PASSED 5-0)**  
To approve the Council Liaison/Manager update as presented and given.

Council President, Gilbert Murphy, provides an update to Downeast Ambulance in that they have paid off the balance of a loan which was \$210,117.89 and references that they took this loan out some four years ago for a total of \$465,000.00. He also updates that Downeast Ambulance has reduced Eastport's stipend by \$15,000.00, and if all goes well between now and next year, they are hoping to reduce Eastport and Lubec by another \$15,000.00. He gives recognition to the community, the ambulance employees, and the management for making this happen. He also notes that the cuts that the ambulance employees have now been reinstated.

Councilor Hailley Bradbury recognizes Jana Sutherland and the volunteers for the Summer Lunch Program and the importance of it and also acknowledges the number of kids it has served. The Eastport City Council extends their appreciation and a thank you. Should anyone be interested, they are looking for volunteers.

i) Council Approval of Consent Agenda

**MOTION** \_\_\_\_\_ **BRADBURY** **SECOND** \_\_\_\_\_ **ARCHER** (PASSED 5-0 )

1. To approve the Consent Agenda as presented and given.

**VIII. COUNCIL ISSUES** - THERE WERE NONE

**IX. ADJOURN**

**MOTION** \_\_\_\_\_ **ARCHER** **SECOND** \_\_\_\_\_ **BRADBURY** (PASSED 5-0) TIME: 6:50 P.M.

To adjourn.