

**TENTATIVE AGENDA  
EXECUTIVE SESSION IN TOWN MANAGER'S OFFICE and  
REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS  
THURSDAY, AUGUST 23, 2018  
3:30 PM**

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1. Roll Call
2. ORDER #213-2018 Executive Session to Discuss a Personnel Matter
3. Back in Session in Council Chambers
4. Pledge of Allegiance
5. Adjustments to the Agenda
6. Approval of minutes for the August 9, 2018 Regular Town Council Meeting and August 15, 2018 Executive Session.

*OLD BUSINESS:*

*NEW BUSINESS:*

**SPEICAL PRESENTATIONS:**

- a) Kyle Leathers
- b) Erik Phenix

7. Town Manager's Report
8. ORDER #214-2018 Execution of the Warrant for August 23, 2018
9. ORDER #215-2018 Reappointment of CEO/LPI
10. ORDER #216-2018 Commitment of FY2019 Property Taxes
11. ORDER #217-2018 Setting of the Interest Rate for FY2019 Taxes
12. ORDER #218-2018 Appointment to the Assessment Review Board (Randy Jackson)
13. ORDER #219-2018 Appointment to the Assessment Review Board (Charles Cirame)
14. ORDER #220-2018 Rescind Order #205-2018 Carry Forward of Funds
15. ORDER #221-2018 Carry Forward of Funds (Wastewater Capital)
16. ORDER #222-2018 Approval for a Membership to the Katahdin Area Chamber of Commerce
17. ORDER #223-2018 Donation for the Trail's End Festival
18. ORDER #224-2018 Letter of Approval

19. ORDER #225-2015 Approval of a Catering Permit
20. ORDER #226-2018 Abatement of Sewer Fees at 134 Minuteman Drive
21. ORDER #227-2018 Approval of the Trail's End Festival Street Closure Request
22. ORDER #228-2018 Acceptance of Billing Services
23. ORDER #229-2018 Special Capital Improvements Expense and Revenue Carry Forward
24. *Reports and Communications:*
  - a. Warrant Committee for the September 13, 2018 Council Meeting: Chair McEwen and Councilor Madore.
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
25. Adjournment:

**ORDER #213-2018**

**PROVIDING FOR:** Executive Session to Discuss a Personnel Matter.

**IT IS ORDERED** that the Millinocket Town Council enter into executive session to discuss personnel matter pursuant to Title I M.R.S.A. §405(6)(A).

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

August 9, 2018

The Regular Town Council Meeting was called to order by Chair Clark in Council Chambers at 4:30pm.

Roll Call:

Town Council Members Present:

Clark	Pelletier - Excused
Golieb	Pray
Madore	Stratton
McEwen	

Also present were: Town Manager John Davis, Town Clerk Diana M. Campbell, Tax Collector Jesse Dumais, Librarian Matthew Delhaney and 7 in the public.

Pledge of Allegiance

Adjustments to the Agenda: Addition to Manager's Report

Approval of minutes of the July 26, 2018 Regular Town Council Meetings  
Motion- Stratton                      Second- Madore                      Vote 6-0

OLD BUSINESS: NONE

NEW BUSINESS:

Special Presentations:

Mathew Delaney introduces Meghan Cooper presenting an overview of her internship representing her fellowship of the Island Institute of Maine with explanation of the program places recent graduates in identified projects recognized in communities of similar challenges as island/rural areas detailing her involvement in specified projects over the past year with in the community focusing on sustainability.

The Council shares their appreciation with Ms. Cooper presentation noting the amount of work accomplished is instrumental and evident in a short amount of time.

Town Manager's Report:

**\* Town Manager's Report August 9, 2018**

**Next Regular Council Meetings – to be held in Council Chambers at 4:30 p.m.**

August 23, 2018

September 13, 2018

**Millinocket Regional Hospital** – Millinocket Regional Hospital is preparing to upgrade its health record system and will no longer be able to provide Ambulance Billing Services for the Town of Millinocket. The Chief will check with a company in Hampden to see if we can outsource through them.

**Comprehensive Plan** – The Town of Medway has officially signed on and we will be setting a date in the next couple of weeks for the three towns to get together, meeting date set to be 8/16/2018 at 10am.

**Refurbished Snow Blower** – If the trash truck order is approved, the Public Works Director has explained in the attached memo what he would like to do in reference to purchasing a refurbished snow blower. If the Council agrees, I will prepare an order for the next meeting.

**Water Quality Reclassification Meeting** – Just a reminder that the Maine Department of Environmental Protection is holding a public hearing in Bangor on September 20, 2018, at 1:00 p.m. The venue for the meeting has not been determined and as soon as I find out, I will let you know. I think it is extremely important that some of us attend this meeting and speak in opposition to the reclassification.

**Department Updates:**

**Public Works**

Numerous roads have been paved and the striping has been completed.

Approximately 70% of the storm drains have been cleaned.

Public Works has been able to keep the mowing of the town under control.

The new above ground gasoline tank has been delivered and the pump and electrical work is underway. As you recall, the DEP mandated that we remove the underground tank because it is 30 years old and the warranty is going to expire.

We are hauling our trash to Norridgewock again until the Fiberight facility opens in September, and the town will continue to be reimbursed. Northland Bark Company has ground up the brush pile and hauled it off to use as mulch.

The snow removal equipment building is finished we are looking for a grant to replace the old equipment. The cemetery crew has been able to keep up with burials and ground maintenance. Grub control was applied and the grass looks much better.

We will start interviewing candidates for the Public Works position next week.

### **Police Department**

The department had 392 incidents in July ranging in scope from disorderly conduct to automobile accidents (one was a fatality).

There were nine arrests and 16 summonses were issued.

One officer has been on sick leave since April 20 and is expected to return to work on August 13.

Paul Gamble was hired as a full time officer is expected to join the department on August 13.

The conditional offer made to the second candidate fell through. We interviewed another candidate yesterday.

ATV activity is up and most people are acting appropriately. Many of the complaints are with local adults and local juveniles. The department will continue to educate riders on the rules and will issue a summons when necessary. ATV detail should pick up by the end of the month.

### **Fire and Ambulance**

Continuing to work with the Red Cross installing smoke alarms.

Both the flagpoles have been painted at the Fire Department. We would like to thank Katahdin True Value for donating the paint.

The Deputy Chief is gathering information for the purchase of a new ambulance.

### **Wastewater Treatment Plant**

The plant has stopped discharging to the river due to extremely low flows at the facility. This will increase detention time and allow better treatment. When the water level increases, they will discharge back to the river.

T Buck started grading the road on Minuteman Drive on Friday, August 3, in preparation of paving on Thursday, August 9. After that, they will start landscaping and cleaning up. The project is going extremely well.

The new generator for the main pump station is in transit. Installation should be completed in the next couple of weeks.

The Superintendent has received prices to install the RV holding tank at the Central Street station.

4,000 gallon cement tank from American Concrete - \$4,675.50.

Tank installation including materials - \$3,500.

Security camera system - \$450.

Total cost - \$8,625.50.

### **Recreation Department**

Averaged over 100 people at the pool all summer.

Had some problems and some people lost pool privileges.

Will have to look at the lunch program next year.

The pool will be closing for the summer on Friday, August 17.

### **Administration**

**Clerk's office** – Nomination papers are available for two three-year Council seats, and one two-year and one three-year School Board seats. Papers are due back in the Town Clerk's office on Friday, September 7, 2018, by 4:00 p.m.

Boat registrations are slowing down while ATV and new motor vehicle registrations are increasing.

Preparing for the November 6, 2018 General Referendum Election with constant communications through the Clerk's site for shared emails with questions, concerns, and suggestions with procedural changes because of RCV.

Inquiries and conversation underway to update current sound and recording system for Town Council meetings.

**Tax Collector** – Processed 199 real estate tax liens on August 1. As of 8/7/2018, 194 were still unpaid amounting to \$244,993.01. The July 2018 Wastewater billing was mailed out on Wednesday, August 8, 2018.

\*Addition – Email from Rick Lax following up with reference to his inspection to the two back canopies at the Municipal building, looking for direction pertaining to hire for repair of said canopies.

\*Inquires for bids on 45 Aroostook Street, looking for direction.

\*Looking for direction how to proceed with York Street properties that are now Town tax acquired and demoed.

\*Fuel bids will be sent out next week.

Councilor Stratton, would like to hear proposals from other Towns pertaining to MRH costs for ambulance billing or for billing in house, shares appreciation to True Value for the donated paint for the poles located at the Fire Station, in favor of hiring Rick Lax for rebuild of the canopies located at the municipal building, in favor put out 45 Aroostook Ave for bids.

Councilor McEwen, interested in hearing further options for ambulance billing, will be attending the water reclassification meeting, shares his appreciation for the department updates.

Councilor Golieb, in favor of Rick Lax hire for canopies, inquires if additional snow blower, explained replacement snow blower not additional, suggests further conversation to decide the removal or storage of Coffeshop sign, shares appreciation for the donated paint for poles from True Value as well as the department reports.

Councilor Madore, in favor to hire Rick Lax for the canopies, inquires MRH billing costs as well as outsourcing while suggesting looking into hire without the current budgeted line is not exceeded, in favor of newer snow blower to replace and not refurbish current one noting good investment for moving forward, will attend water reclassification meeting, in favor to store the coffee shop sign while suggests looking into demoing the building, in favor of the continuation of hauling trash for revenue, good to know the Police department will be at full complement with current hires, notes smoke detectors are still available for the public through the fire department program, thanks True Value for the flag pole paint donation, in favor of keeping the York street properties a green space.

Councilor Pray, agrees with Councilor Madore while suggesting caution on proceeding with the coffee shop sign and building unless a written agreement is produced from all interested parties or safety inspector while property may be in probate while noting property is definitely a safety hazard .

Chair Clark states waste water holding tank fees should be charge while suggesting a fee of \$15.00, informs that the States voting machine can only scan state ballots and the Town will have to proceed to rent another ballot machine at the cost of the Town because of rank choice voting programs being too complex.

Chair Clark polls the Town Council by request from the Town Manager how to proceed with the following:

-Demo 45 Aroostook Avenue – All in favor

-Keep 75 & 81 York Street tax acquired properties a green space or put out to bid for sale– All in favor of green space.

-Hiring of Rick Lax for repairs to the Municipal Building Canopies - All in favor.

ORDER #201-2018 PROVIDING FOR: Execution of the Warrant for August 9, 2018.

IT IS ORDERED that the Warrant for August 9, 2018 in the amount of \$106,459.08 is hereby approved.

Motion-Stratton                      Second-Golieb                      Vote 6-0

ORDER #202-2018 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Scootic In.

IT IS ORDERED that the attached application for a malt, vinous and spirituous liquor license is hereby approved for:

Scootic In, 70 Penobscot Ave.

d/b/a

Scootic In Restaurant, 70 Penobscot Ave.

Motion-Madore                      Second- Pray                      Vote 5-1 (Clark/Opposed)

ORDER #203-2018 PROVIDING FOR: Approval of an Application for an Entertainment License for the Scootic In Restaurant.

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:  
Scootic In, Inc., 70 Penobscot Ave.  
d/b/a

Scootic In Restaurant, 70 Penobscot Ave.

Motion –Pray                      Second –Madore                      Vote 5-1 (Clark/Opposed)

ORDER #204-2018 PROVIDING FOR: Appointment to the Recreation Commission

IT IS ORDERED that Thomas Malcolm is appointed to the Recreation Commission for a three year term to August 2021.

Motion- Golieb                      Second- Stratton                      Vote 6-0

Councilor Madore thanks Mr. Malcolm for his volunteer service on the board.

Chair Clark inquires to Mr. Malcolm foreseeable programs to be added to or how to generate revenue for budget to support added programs for the Town.

ORDER #205-2018 **PROVIDING FOR:** Carry forward of Funds.

**IT IS ORDERED** that the Millinocket Town Council approve the carry forward of \$42,865.89 from FY18 budget Account 0407-2011 (Public Works Road Construction), to the FY19 budget Account 0407-2011 (Public Works Road Construction).

Motion- McEwen                      Second- Stratton                      Vote 6-0

ORDER #206-2018 **\*AMENDED**

**PROVIDING FOR:** Donation to Eastern Area on Aging.

**IT IS ORDERED** that the Millinocket Town Council approve the donation of **\*\$1,000** to Eastern Area on Aging for its help and support of the senior citizens in the Millinocket area. If approved, the funds will be taken out of Account 0816-3813, Public Health & Welfare.

Motion- Stratton                      Second- Madore                      Vote 6-0 AS AMEDED

Motion to amend order to donate \$1000.00- Madore

Second to motion to amend- Pray

Councilor Pray suggests a process for application and requests of donations be filed and in act before budget is passed.

ORDER #207-2018 **PROVIDING FOR:** Capital Reserve Transfer.

**IT IS ORDERED** that the Millinocket Town Council approve the transfer of funds in the amount of \$9,375 from Account R0509-0505, PERC Reimbursement, to Account G05-100-0, Capital Reserve, Transfer Site.

**NOTE:** The Town received \$9,375 for transporting trash for others towns during the transition away from PERC. This order requests these funds to the capital reserve account for the Transfer Site.

Motion- Madore                      Second- Pray                      Vote 6-0

ORDER #208-2018 **PROVIDING FOR:** Capital carry forward.

**IT IS ORDERED** that the Millinocket Town Council approve a capital carry forward for \$54,705 to replace the UST Gas Tank at the Public Works Garage. The money will be transferred from Account R0101-0926 (Fund Balance) to Account E1300-9504 (Budgeted Capital).

**NOTE:** The FY19 Capital Budget assumed that the USC Gas Tank Replacement project was completed. This was not the case so we need to carry forward the unexpended appropriations in order to stay on budget.

Motion- Pray                      Second- Madore                      Vote 6-0

ORDER #209-2018 **PROVIDING FOR:** Approval of Trash Truck Bid.

**IT IS ORDERED** that the Millinocket Town Council approve option #5 and purchase the 2012 Western Star with 358,051 miles from Daigle Houghton of Herman, Maine, for a price of \$57,500.

**NOTE:** The Town received the following five bids:

Advanced Development Company in Hermon Maine

2012 Freightliner with 479,497 miles      Price of Truck:      \$63,400

Trade Allowance: -\$12,500

Final Bid Price: **\$50,900**

Joseph Equipment in Manchester New Hampshire

2012 Kenworth with 300,000 miles

Price of Truck: \$82,500

Trade Allowance: -\$12,500

Final Bid Price: **\$70,000**

Daigle & Houghton in Hermon Maine

2012 Freightliner with 252,773 miles

\*Note: Southern Used

Price of Truck: \$68,500

Trade Allowance: -\$15,000

Final Bid Price: **\$53,500**

Daigle & Houghton in Hermon Maine

2013 Freightliner with 252,773 miles

\*Note: Southern Used

Price of Truck: \$72,500

Trade Allowance: -\$15,000

Final Bid Price: **\$57,500**

Daigle & Houghton in Hermon Maine

2012 Western Star with 358,051 miles

Price of Truck: \$72,500

Trade Allowance: -\$15,000

Final Bid Price: **\$57,500**

I had the Town Mechanic and a Public Works Truck Operator check these trucks out and would recommend bid number #5 from Daigle and Houghton purchasing the 2012 Western Star for a price of \$72,500 minus a trade in value of our 2001 Freightliner of \$15,000 for a final price of \$57,500.

Motion- Golieb Second- Stratton Vote 6-0

Councilor Madore requests to move the reading of the Order to focus on the suggested bid.

Chair Clark waived the reading of Order #209-2018.

Councilor Pray shares concerns of warranty coverage.

Ralph Soucier explains other bids are not recommended by the Public Work's mechanic and do not meet the specs required for operations and needs to perform duties.

**ORDER #210-2018 PROVIDING FOR:** Unspent Library Funds FY18 Budget.

**IT IS ORDERED** that the Millinocket Town Council approves \$4,866.16 of unspent FY2018 library funds in Account E0501-2015, is paid to the Millinocket Memorial Library.

Motion- McEwen Second- Madore Vote 6-0

**ORDER #211-2018 PROVIDING FOR:** Unspent Paving Budget FY18.

**IT IS ORDERED** that the Millinocket Town Council approves the carry forward of \$42,865.89 in FY18 unspent road-paving funds Account E0407-2011, Public Roads & Construction/Road Paving & Construction.

Motion- Stratton Second- Madore Vote 6-0

Ralph Soucier explains the request for the carry forward is monies unspent due to the Maine Water Company not proceeding with their proposed project and the Town holding off from paving until further notice.

#### **Reports and Communications:**

The Warrant Committee for the August 23, 2018 Council Meeting will be Chair Clark and Councilor Golieb.

-*Chair's Committees Reports:* Suggestions to research for grants for Veterans Memorial Park from Downtown revitalization.

-August 23, 2018 at 2pm an Economic Development committee meeting will entertain possible grant discussion as well as discussion pertaining to the Millinocket annual survey.



-Sustainable committee will meet on August 21, 2018 at 1pm for a discussion focusing on electricity, locations and rates.

*Two Minute Public Comment:* None

Motion to adjourn at 5:37 p.m. –Madore Second –Pray Vote 6-0

August 15, 2018

The Special Meeting for an Executive Session of the Millinocket Town Council was brought to order by Chair Clark in the Town Manager's office at 9:05 am.

Roll Call:

Town Council Members Present:

Clark	Pelletier - Excused
Golieb	Pray - Excused
Madore	Stratton
McEwen	

ORDER #212-2018 **PROVIDING FOR:** Executive Session-Poverty Abatement.

**IT IS ORDERED** that the Millinocket Town Council enter into executive session pursuant to Title I MRSA Section 405.6.F and Title 36 MRSA Section 841.2.e to hear and discuss a poverty abatement request.

Motion- Madore      Second- Stratton      Vote 5-0

Motion to adjourn: 9:24 a.m. –Stratton   Second –Madore   Vote 5-0

(Minutes taken by Chair Clark)

## **TOWN OF MILLINOCKET**

197 Penobscot Avenue, Millinocket, Maine 04462

Telephone 207-723-7000 FAX 207-723-7002

Web Site: [www.millinocket.org](http://www.millinocket.org)

### **Town Manager's Report August 23, 2018**

- 1. Next Regular Council Meetings – held in Council Chambers at 4:30 p.m.**
  - A. September 13, 2018**
  - B. September 27, 2018**
- 2. Tick Study** – I received an email from Allie Gardner, Assistant Professor in the School Biology & Ecology at UMaine Orono. This winter, Allie is leading a study of the effects of winter temperatures on survival of two ticks (deer tick and lone star tick) across a climate in Maine. She would like to use Grandall Park as a field site for the study.
- 3. Contractors Meeting with Olver Associates and T Buck** – Jimmy Charette, Everett Hale, and I met with officials from Olver Associates and T Buck on August 10, 2018. We discussed the work progress for last month and the schedule for next month. The owner (Town of Millinocket) reported that it is happy with the progress so far. The contractor conveyed that the plan is to leave the catch basins low and use temporary pavement around them. Then remove them in the spring and raise them to final grade before the surface is placed. All temporary transitions will have a paved lip. The select manholes will be raised for the winter, and the rest will be raised in the spring. Mandy Olver will send a letter to property owners regarding project completion.
- 4. Events Committee:** The following people have agreed to serve on the Events Committee: John Davis, Joe Clark, Mike Madore, Gilda Stratton, Tom Malcolm, and Denise Willis. Need to set a time and date for the first meeting.
- 5. Millinocket Best Hometown** – Radio station 92.9 (Drive Radio) ran an online survey for the past couple of months people could call in and cast their vote for best hometown in the State of Maine. When the contest was completed, Millinocket finished first. Drive Radio will be broadcasting live from Designlab on Tuesday from 4:00 to 6:00 to talk

to local officials and residents about why they believe Millinocket won the contest.

## **Department Updates:**

### **Public Works**

- Maine Water will not be changing out the water lines on Elm Street. This project may not take place next year either, so we will have to decide when we want to do the paving.
- The crew has been busy cleaning catch basins, mowing, trimming, and cutting tree limbs back.
- Installation of the new above ground gas tank completed.
- Taking advantage of Pike Industries' portable hot top plant in East Millinocket and getting some potholes filled.

### **Transfer Station**

- Grimm Industries hauled 120 tons of metal for which we received \$16,938.
- Price for recycle products is still down.
- Trash truck has transmission problems. Emery Lee hauled it to Freightliner for repairs. In the meantime, East Millinocket has been hauling our trash.

### **Airport**

- The SRE building is completed. Looking for a grant to replace the 1994 snow removal equipment.

### **Cemetery**

- The crew did a great job keeping up with burials and ground maintenance.

### **Wastewater Treatment**

- Started discharging back to the Penobscot River from the facility. Would like to have held back a little longer.
- The paving is completed for this year on Minuteman Drive. The next steps are to raise some of the manhole covers, loaming,

seeding, and paving the storm drain covers along the driveway skirts where needed. So far, the project has gone extremely well.

- The generator at the main pump station should be installed in the next couple of weeks.

#### **Police Department**

- There were five arrests & five summonses as of August 1.
- Officer Paul Gamble will have completed his FTO by the end of the week.
- A second conditional offer was made but the applicant did not accept. Interviewed another candidate Tuesday morning.
- Dangerous dog law went into effect August 1. An owner of a dog that has been declared dangerous will be assessed a license fee of \$100. If the fee is late, the fee will be \$140.
- A nuisance dog will be assessed a licensing fee of \$30, and the late fee will be \$70.
- This information will be posted on the Town's website.

#### **Fire Department**

- Conducted home safety inspection to make sure rental property was up to LSC 101 specifications.
- Completed two home safety inspections.
- Ambulance runs seemed to have increased in the last two months.
- Flagpole at Town Office painted and new rope installed. Thanks again to Katahdin True Value for donating the paint.
- Working on electrical problems at Crandall Park. The money is funded by KACC out of the Millinocket Designated Fund.
- Still receiving quotes for new ambulance.
- Had a blown tire on the 2015 Chevrolet ambulance that caused some damage to the box when it let go. Thanks to Bryan, the mechanic at Public Works, for repairing the damage and saving the Town money and being able to keep the unit on the road.

#### **Recreation Department**

- The pool closed on Friday, August 17 and everything has been put away for the winter.
- Getting ready for the fall programs to start (field hockey, soccer, football, and flag football).

- Would like to order the storage shed and demo the hockey changing rooms.

## **Administration**

### **Treasurer**

- Covering for Lori
- Preparing for the FY18 audit
- **Working with on a tax acquired property at 29 Katahdin Ave.**
- **Attended meeting on ambulance billing changes**

### **Clerk**

- Waiting to finalize a rental proposal quote for a second DS200 unit for municipal ballot scanning for the November election
- Program software is available and funded by the state allowing election wardens to do separate scanning instead of hand tallying of county ballots.
- **Working with wastewater billing and tax liens**
- **Nomination papers for Town Council/School Board – one person has taken out papers for the Council and one for the School Board. The School Board papers have been turned in.**

### **Tax Collector**

- Mailed out sewer bills and is now busy collecting them
- Busy at the window with registrations, etc.

### **Tax Assessor/Code Enforcement Officer**

- Getting tax commitment prepared for August 23<sup>rd</sup> meeting
- Busy with the public answering questions and writing permits.
- Attended yearly training

### **Manager/HR & Welfare Director**

- Conducting interviews
- Working on tax acquired properties
- **Manager has been attending meetings with Our Katahdin and Vita Nuova**
- HR Director attended meeting on ambulance billing
- Managing public complaints and problems

**Manager**

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**From:** Lori <humanresource@millinocket.org>  
**Sent:** Monday, August 13, 2018 2:46 PM  
**To:** John Davis  
**Subject:** Fw: Tick research project at Crandall Park?

-----Original Message-----

**From:** Allison Gardner  
**Date:** 8/13/2018 2:48:58 PM  
**To:** [humanresource@millinocket.org](mailto:humanresource@millinocket.org)  
**Subject:** Tick research project at Crandall Park?

Hello,

My name is Allie Gardner and I am an Assistant Professor in the School of Biology & Ecology at UMaine Orono. This winter, I am leading a study of the effects of winter temperatures on survival of two ticks (the deer tick and the lone star tick) across a climate gradient in Maine. The research is being conducted with collaborators at UMaine Presque Isle and the Maine Medical Center Research Institute, and is supported by the UMaine Research Reinvestment Fund.

I'm writing to inquire about the possibility of us using Crandall Park as a field site for our study? This would involve us finding a reasonably secluded area of the preserve and leaving mesh bag enclosures of ticks outside from November 2018 to May 2019. Once every two weeks, my graduate student and field technician would come by to count the number of ticks surviving. The experiment would cause minimal disturbance to the surrounding environment, and ideally would not even be noticed by visitors to the preserve. We anticipate that our findings will enable us better to predict risk of exposure to ticks during the summer and fall based on weather conditions during the preceding winter, as well as understand the potential impacts of climate change on the geographic distribution of ticks in Maine.

If you're willing to talk more about the project, you can reach me by email ([allison.gardner@maine.edu](mailto:allison.gardner@maine.edu)) or phone (207-581-3115). Thank you for your consideration, and I hope to hear from you at your convenience!

Best wishes,

Allie Gardner

# OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

290 Main Street

Winterport, Maine

## MEETING MINUTES

Date: August 10, 2018  
Project No.: 1307  
Project: Minuteman Drive Sewer Replacement  
Owner: Town of Millinocket, Maine  
Contractor: T. Buck Construction Inc.

### THIS MEETING

Date: August 10, 2018  
Time: 10:00 AM  
Location: Town Office

### NEXT MEETING

Date: September 7, 2018  
Time: 10:00 AM  
Location: Town Office

COPY: Original - Office  
Copy 1 - Field  
Copy - EACH ATTENDEE/DISTRIBUTION

MINUTES BY: Mandy Olver

### Attending Personnel/Distribution:

TO: Town of Millinocket, Maine

ATTENTION: *John Davis, Jim Charette, Everett Hale*

TO: T. Buck Construction Inc.

ATTENTION: *Terry Buck, Travis Saucier*

TO: Olver Associates, Inc.

ATTENTION: *Bill Olver, Mandy Holway Olver, Dan Reed*

TO: DEP

ATTENTION: *John Skelley*



**Work Progress Last Month:**

- Completed sewer main and services.
- Completed all pressure testing.
- Began grading for roadway pavement.

**Work Schedule Next Month:**

- Pave main line road binder only on August 13.
- Will raise frames and covers, adjust catch basins and grade edges.
- Pave remaining areas August 23<sup>rd</sup> or 24<sup>th</sup>.
- Place loam on August 27<sup>th</sup>.
- Binder only will be completed this year. Surface will be placed in 2019.

**Payment Requisition:**

- Pay requisition #2 for \$221,448.62 was recommended to Owner for payment.

**Certified Payroll Status:**

- No issues to date.
- Engineer has conducted labor interviews of T. Buck staff. Will interview pavers on Monday.

**Comments Engineer:**

- Will send a letter to property owners regarding project completion.
- There are a few driveways which may need to be cut back further to blend into road grades.
- There is a catch basin close to the road at the corner of Rhode Island and Minuteman which needs to be raised.
- Discussed buried catch basin – T. Buck will look for it on site, if it is not found, might need to install one in the spring before final paving.
- Will review drainage in spring prior to final paving.
- Due to mutually beneficial decision to pave surface in spring, we should use the pavement escalation factor to this pay item in case there is a significant change in asphalt next year.

**Comments Owner:**

- Happy with project to-date.
- Public Works has a riser which might be used for raising the catch basin.

**Comments Contractor:**

Plans for site between now and when final pavement is placed:

- Plan is to leave catch basins low and use temporary pavement around them, remove in spring, and raise to final grade before surface is placed.
- All temporary transitions will have a paved lip.
- Will raise select manholes for winter, the rest will be raised in spring.

**Comments DEP:**

- Completed AIS review after meeting.
- Reviewed postings at job trailer after meeting.
- No issues.

**Change Order Summary:**

- None.

**Other Issues:**

- None.



TOWN OF MILLINOCKET  
PUBLIC WORKS DEPARTMENT  
20 Cedar Street  
Millinocket, Maine

Tel. (207)723-7030 Fax (207)723-7029

E-Mail: [publicworks@millinocket.org](mailto:publicworks@millinocket.org) Web Site: [www.millinocket.org](http://www.millinocket.org)

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August 20, 2018

To: Harold Davis, Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report

**Public Works:**

Maine Water has decided not to change out the water lines on Elm Street this year. Public Works has delayed the paving last year because of the expected proposed project. Talking to the Superintendant of the Water Company, they may not do it next year as well. Due to the condition of the road we were hoping to have them change the lines this year and we would pave the road after.

Crew has been busy cleaning catch basins, mowing and trimming, and cutting tree limbs back. Several sewer manholes have been lowered before winter to prevent plow trucks and the grader from striking them.

The new above ground gasoline tank has been completed. The existing underground tank will be pumped down, and excavated out soon.

Pike Industries has setup a portable hot top plant in the East Millinocket. We have taken advantage of this and have been getting hot mix from them to patch up areas around town.

**Transfer Station:**

Grimmel Industries hauled 120 tons of metal which was \$16,938.00 added to the Transfer Site Recycle Revenue Account. Recycle product prices remain under pressure. We still receive revenue for baling our products separate. Single Stream Zero Sort (mixed) products from other communities have to pay \$50.00 or more a ton tipping fees for disposal.

The 2001 Freightliner we have hauling MSW is seeing issues with a leaking transmission cover, and on Monday August 13<sup>th</sup> the counter shaft on the transmission had come loose. We had Emery Lee transport it on a flatbed trailer to Freightliner to get repaired. East Millinocket Public Works has helped us by trucking our MSW while the repairs are being made to our truck. The Two Towns have been doing this for some time now which helps each other out, and keeps expenses down. Working together is good and benefits both communities.

**Airport:**

The Snow Removal Equipment Building project has been completed. Project closeout will be soon. Our 5-year CIP will be looking to get a grant to replace our 1994 snow removal equipment next.

**Cemetery:**

The Cemetery crew has done another great job this summer keeping up with burials and ground maintenance.

Respectfully Submitted,  
Ralph T. Soucier  
Director Millinocket Public Works

# MEMO

## Millinocket Wastewater Treatment Facility

August 20, 2018

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: WW Operations Report

To start off, on Friday the 10th we had returned discharge back to the Penobscot River from the treatment facility. We were not able to hold back discharge as long as we had hoped due to heavy rains. At the Minuteman Drive project, the paving in the roadway has been completed for this year. The next step in the project is to raise some of the manhole covers, loaming, seeding and paving the storm drain covers along with the driveway skirts where needed. The project has gone extremely well so far. At the Main Pump Station, I was told that the new generator should be installed within the next couple of weeks. The RV dump holding tank project at the Central Street Information Booth is also underway. The tank itself has been ordered.

# Memo

**To:** Town Manager  
**From:** Chief of Police  
**CC:** Town Council  
**Date:** August 20, 2018  
**Re:** Activity report

- As of August first the department has made 5 arrests and written 5 summonses ranging from disorderly conduct, assault, DV assault, theft, OAS, and probation violation.
- New officer Paul Gamble will have completed his FTO training by the end of this week and will begin working his regular shift next week.
- Conditional offer made to initial candidate was unsuccessful, interview this week with next potential candidate.
- Maine law change as of August 1<sup>st</sup> with regards to "dangerous dog/nuisance dog" descriptions and penalties. Any dog owner who has a dog that has been declared a dangerous dog by the court will be assessed a license fee of \$100.00. If the owner is late licensing the dog, the fee will be \$140.00.

A nuisance dog would be assessed a licensing fee of \$30.00, late fee charge would be \$70.00.

Information with regards to dangerous dog and nuisance dog frequently asked questions will be placed on the town website.



MILLINOCKET FIRE AND AMBULANCE  
222 AROOSTOOK AVENUE  
MILLINOCKET, ME 04462  
[www.millinocket.org](http://www.millinocket.org)

Manager Davis,

The following is a brief report of activities of Millinocket Fire Department during the weeks of 08/12 and 08/19:

Conducted home safety inspection for Lori Santerre to make sure rental property was up to LSC 101 as per requirement for public assistance.

Completed two home safety inspections for residents that are looking at becoming foster home parents did preliminary inspection till they get formal DHS inspection.

Ambulance has been busy and runs seem to be on increase during past two months.

Finished getting flag pole at Town Office painted and new rope installed. Thanks to Katahdin True Value for the paint to complete this project.

Working on getting electrical problems repaired at Crandall Park before the Trails End Festival. Monies for this project are coming from KACC (Millinocket Designated Fund)

Continue to work on getting quotes on new ambulance.

Had issue with blown tire on 788 the 2015 Chevrolet Ambulance and caused some damage to the box when the tire let go. Thanks and Kudos to Bryan at Public Works for being able to repair the damage and making unit as good as new. This was a big help with cost as well as not having to tie unit up for repairs.

08/20/2018

Deputy Chief Malcolm

## Recreation Department Up Date

1. The last day of the Swimming Pool was Friday, August 17th.
2. The staff was in on Monday the 20th to clean and put everything away for the winter.
3. We are getting ready for the fall sports programs to start. ( Field Hockey, Soccer, Football, Flag Football and our after school programming.)
4. Would like to go ahead and order the storage shed for the John and get started on the removal of the hockey changing rooms.



## Manager

---

**From:** Treasurer <treasurer@millinocket.org>  
**Sent:** Tuesday, August 21, 2018 9:50 AM  
**To:** tmanager  
**Subject:** This Week

I will be covering for Lori this week on the A/P front.

The auditor will be here 9/4-7 for the FY18 audit, so I have been preparing for this audit.

Am working with the Town's Attorney on the final foreclosure notification for the 29 Katahdin Avenue property. There are 5 liens involved from 2011-13. This is being done to ensure proper notification to the previous owner and mortgage holder by allowing 90 days to pay off what is due for back taxes and sewer expenses.

I have also been involved with the discussions on changing ambulance billing providers. Will review on expanding ambulance credit card payments to on-line. Also need to review the Transition of the current ambulance accounts receivable into the new billing system. This will be a good time to obtain approval to write off uncollectible balances so that only current accounts are being migrated into the new system.

Mary Alice Cullen  
Treasurer, Town of Millinocket  
197 Penobscot Avenue  
Millinocket, ME 04462  
(207)723-7000 Ext. 4



## Manager

---

**From:** Diana M. Campbell <townclerk@millinocket.org>  
**Sent:** Monday, August 20, 2018 4:01 PM  
**To:** town manager  
**Subject:** clerk dept report

- Currently waiting for a contract to be finalized after receiving a Rental Proposal Quote of \$1,190 with ES&S Systems & Software for a second DS200 unit rental for Municipal ballot scanning only for November 6, 2018 General/Referendum election.
- Discussion with SOS/Elections Division concludes with "good news" informing programed software is available and funded by the State allowing election wardens to process Penobscot and Piscataquis Township State ballots at the end of election night after the Town of Millinocket reports are printed and reprograming of the DS200 allows the separate scanning, instead of hand tallying, of each county's ballots.
- Office is steady with current waste water billing mailed as well as tax lien payments.
- Preparations, deadlines and mailings are in full swing for the November 6, 2018 Election, (1) Nomination paper for Town Council and (1) nomination paper for school board have been taken out with only the school board paper being returned as of today.

Diana M. Campbell  
Town Clerk  
Registrar of Voters  
197 Penobscot Avenue  
Millinocket, Maine 04462  
Telephone: 207-723-7007  
Fax: 207-723-7002



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ORDER #214-2018

PROVIDING FOR: Execution of the Warrant for August 23, 2018

IT IS ORDERED that the Warrant for August 23, 2018 in the amount of \$\_\_\_\_\_ is hereby approved.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_

ORDER #215-2018

PROVIDING FOR: Reappointment of the Code Enforcement Officer, and  
Licensed Plumbing Inspector

IT IS ORDERED that Michael Noble is reappointed to serve as Code Enforcement  
Officer and Licensed Plumbing Inspector for a one year term effective from July 1,  
2018 to June 30, 2019.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_

ORDER #218-2018

PROVIDING FOR: Appointment to the Board of Assessment and Review

IT IS ORDERED that Randy Jackson is appointed to the Board of Assessment and Review for a three year term to August 2021.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_

**Town of Millinocket**  
**Application for Boards & Committees**

**IMPORTANT COMMITTEE TO ADVISE THE MUNICIPALITY ON MATTERS  
PERTAINING TO SPECIFIC MUNICIPAL DEPARTMENTS**

Committee/Board: of Assessment Review  
In order to assess the interest related to this committee, please complete this brief application.

Date: 8/9/2018

Name: Randy D Jackson Address: 106 Knox Street

Telephone Numbers: Day Time: 207-249-5786 Evenings: 207-249-5786

Why are you seeking to become a committee representative? To become  
more involved with the towns  
functions.

What talents/skills do you feel you would bring to this position? Common sense  
and reason

What do you feel is the responsibility of this board/committee? To provide  
arbitration between the town and  
its residents.

What municipal boards, volunteer organizations or community service groups have you  
worked with the past and for what length of time? Capital Campaign  
for the Millinocket Memorial Library x 1 year

What have you to offer to this committee which our Town can use in this important  
undertaking? Future Planning.

When are you available to meet, please specify?  
Weekday Wednesday A.M. ☒ P.M. 8/15/2018

If you need more space, please feel free to use the back or attach additional page(s).

Would avail my self to  
current meeting sch.

ORDER #219-2018

PROVIDING FOR: Appointment to the Board of Assessment and Review

IT IS ORDERED that Charles Cirame is appointed to the Board of Assessment and Review for a three year term to August 2021.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_

**Town of Millinocket**  
**Application for Boards & Committees**

**IMPORTANT COMMITTEE TO ADVISE THE MUNICIPALITY ON MATTERS  
PERTAINING TO SPECIFIC MUNICIPAL DEPARTMENTS**

Committee/Board: Assessor Review Board  
In order to assess the interest related to this committee, please complete this brief application.

Date: Aug. 8, 2018

Name: Charles Cirame Address: 34 MAINE AVE

Telephone Numbers: Day Time: 207-723-8700 Evenings: \_\_\_\_\_

Why are you seeking to become a committee representative? CONCERN  
for town

What talents/skills do you feel you would bring to this position? MANY year  
of interest

What do you feel is the responsibility of this board/committee? Review  
decision made by ASSESSOR

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? ASSESSOR REVIEW  
PLANNING board

What have you to offer to this committee which our Town can use in this important undertaking? experience AND tutoring on subject

When are you available to meet, please specify?

Weekday ✓ A.M. ✓ P.M. ✓

If you need more space, please feel free to use the back or attach additional page(s).



**ORDER #220-2018**

**PROVIDING FOR:** Rescind Order #205-2018 Carry forward of Funds.

**IT IS ORDERED** that the Millinocket Town Council rescind Order #205-2018 approved by the Town Council on August 9, 2018 to carry forward of \$42,865.89 from FY18 budget Account 0407-2011 (Public Works Road Construction), to the FY19 budget Account 0407-2011 (Public Works Road Construction).

Note: This Order was a duplicate of Order #211-2018 also passed by the Town Council on August 9, 2018.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

rescind -

ORDER #205-2018

**PROVIDING FOR:** Carry forward of Funds.

**IT IS ORDERED** that the Millinocket Town Council approve the carry forward of \$42,865.89 from FY18 budget Account 0407-2011 (Public Works Road Construction), to the FY19 budget Account 0407-2011 (Public Works Road Construction).

**PASSED BY THE COUNCIL:**

8/9/18

**ATTEST:**

Diana M. Campbell

next meeting

rescind -

Duplicate  
of #211-2018

**ORDER #211-2018**

**PROVIDING FOR:** Unspent Paving Budget FY18.

**IT IS ORDERED** that the Millinocket Town Council approves the carry forward of \$42,865.89 in FY18 unspent road-paving funds Account E0407-2011, Public Roads & Construction/Road Paving & Construction.

**PASSED BY THE COUNCIL:** 8/9/18

**ATTEST:** Diana M Campbell

**PROVIDING FOR:** Carryforward of Funds.

**IT IS ORDERED** that the Millinocket Town Council approve the carryforward of \$227,500 from the FY18 budget Account E2800-1392 (Wastewater Capital Improvements/Generator), to the FY19 budget Account E2800-1392 (Wastewater Capital Improvements/Generator).

**NOTE:** This money was appropriated in the FY18 budget for the main generator but the project will be completed and paid for in FY19.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

## Manager

---

**From:** Treasurer <treasurer@millinocket.org>  
**Sent:** Tuesday, August 21, 2018 8:58 AM  
**To:** tmanager  
**Subject:** WWT CAPITAL ORDER  
**Attachments:** SKM\_454e18082109100.pdf

We will need an order to carry forward the Generator Capital Budget for Wastewater Dept. from FY18 to FY19.

\$227,500 to E2800.1392 (Wastewater Capital Improvements/Generator)

There is a \$90,820 invoice in this week's warrant against this project.

Thank you

Mary Alice Cullen  
Treasurer, Town of Millinocket  
197 Penobscot Avenue  
Millinocket, ME 04462  
(207)723-7000 Ext. 4



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**ORDER #222-2018**

**PROVIDING FOR:** Membership to the Katahdin Area Chamber of Commerce.

**IT IS ORDERED** that the Millinocket Town Council grant approval for the Town of Millinocket to purchase a membership in the Katahdin Area Chamber of Commerce for the 2018 – 2019 year at a cost of \$500.00.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

# Katahdin Area Chamber of Commerce

207 723-4443  
1029 Central Street  
Millinocket, ME 04462

## Invoice

Town of Millinocket

<u>Date</u>	<u>Description</u>	<u>Cost</u>
8/10/18	Katahdin Chamber Membership for 2018-2019	\$500.00
	Due Upon Receipt	\$500.00

**THANK YOU!!!**

Make check or Money Order Payable To: KACC  
1029 Central St.  
Millinocket, ME 04462

If you have any questions, please feel free to contact me.  
If you have already submitted your payment, please disregard this notice.

Wende Sairio, Director, 207 723-4443, [info@katahdinmaine.com](mailto:info@katahdinmaine.com)

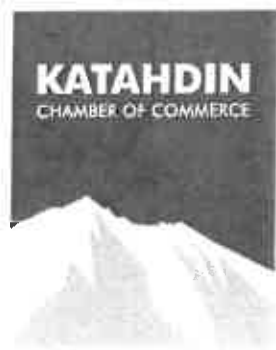
**PROVIDING FOR:** Donation for the Trail's End Festival.

**IT IS ORDERED** that the Millinocket Town Council donate \$500.00 (the Summit Level) to help fund the 11<sup>th</sup> year of the Trails End Festival. Donations are used to pay musicians, advertising, T-shirts, prizes for the duck race, and Future Trails End Festivals.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_





**September 14th, 15th and 16th, 2018**

July 2018

Hello Everyone! As this year's chairperson for the Trails End Festival, I am looking forward to another terrific event for the region. This festival celebrates something very special and unique to our area...the end of the Appalachian Trail, Baxter State Park, Mt. Katahdin, and the Katahdin Woods and Waters National Monument.

The committee for the festival has been hard at work as usual. This year we have Fox 22 as our Media sponsor, along with Baxter Brewing. We have a number of new vendors who are interested in setting up booths in the park and we are excited about building on the momentum of last year. The hay bail toss will be continued this year, as well as having entertainment in Crandall Park on Sunday. We are also very excited to have the Mallett Brothers back this year.

While we continue to solicit and attract new sponsors to the Festival, we still very much count on **your support**. We raised a tremendous amount of money with all of your generosity last year and we are looking to exceed that again this year and have set a target of **\$15,000**. In addition to support from our members and other regional businesses, the Chamber will be holding fundraising events and seeking additional corporate sponsorships. No donation is too small and if everyone contributes we will succeed in making this the cornerstone event I know it can be. Please stay tuned-- festival updates will be provided by the Chamber through our website [www.katahdinmaine.com](http://www.katahdinmaine.com) and Facebook page <https://www.facebook.com/katahdinchamber/> as well as through the Festival's Website [www.trailsendfestival.org](http://www.trailsendfestival.org) and Facebook page <https://www.facebook.com/trailsendfestival>. Please send donations to: KACC, 1029 Central St., Millinocket, ME 04462.

We are also looking for volunteers and vendors to help expand the festival. Please contact Wende Monday through Friday at the KACC 207-723-4443.

Sincerely

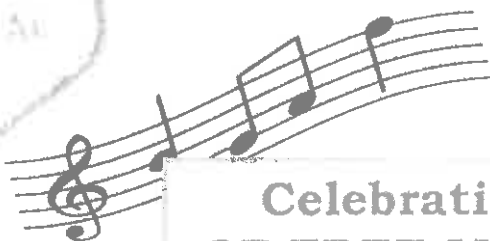
Jamie Brundrett

Trails End Festival Committee Chair

September  
14, 15 and 16  
2018



# 2018



**Celebrating 11 YEARS  
OF FREE MUSIC, FOOD  
& FUN!**

We are very excited about this year's Trails End Festival, and we want to first start by saying "Thank You", we wouldn't have such success without people like you to sponsor us.

The Trails End Festival was founded to embrace people's love for the outdoors. We are fortunate enough to celebrate this love at the base of Katahdin which is the epitome of natural beauty for "leaf peepers" and outdoor enthusiasts alike.

We are pleased to announce *The Yellow Sun Wreckers*, *Rustic Overtones*, and *The Mallett Brothers* as this year's headliners.

The festival will continue to have some "fan favorites" this year such as the chili cook-off, pie auction, raking events, water activities, vendors, food, children's activities, the rubber ducky race, and more. This year we will have the L.L. Bean Bootmobile along to help us celebrate.

## How Does Your \$\$\$ or Donation Help?

First & Foremost Allows Us to Pay Our Musicians, We Take Pride in Offering Free Music As the Pulse of our Festival

Advertising (Posters, ads, marketing materials, etc.)

T-Shirts, Prizes for Duck Race, Future Trails End Festivals

## Choose Your Level

<b>Fine Dining Level</b>	<b>Up to \$199</b>
<b>Paddling Level</b>	<b>\$200-\$299</b>
<b>Cruising The Trails Level</b>	<b>\$300-\$399</b>
<b>Class IV Rapids Level</b>	<b>\$400-\$499</b>
<b>Summit Level</b>	<b>\$500- Up</b>



**What Next?**



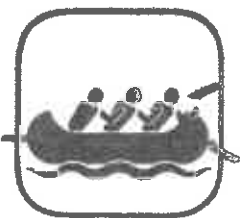
**Choose Your Donation Level on the Back of  
this Page (with descriptions of benefits)**

**Send Your Donation Check to KACC, 1029 Central St., Millinocket, ME 04462**

**OR**

**PLEDGE NOW PAY LATER**

**Pledge your donation now on the next page we  
will send you an invoice to be due by September  
7th, 2018**



\$0-\$199

\$200-\$299

\$300-\$399

\$400-\$499

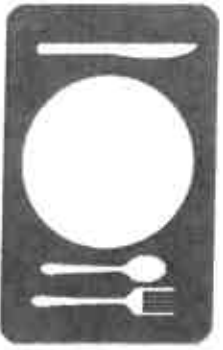
\$500~Up

NAME \_\_\_\_\_

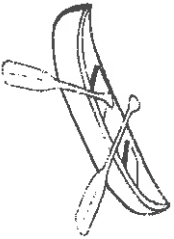
ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

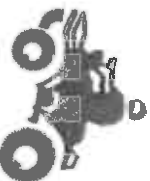
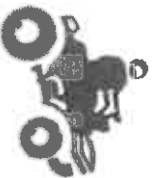
**Fine Dining**



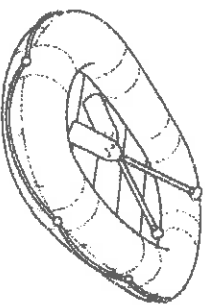
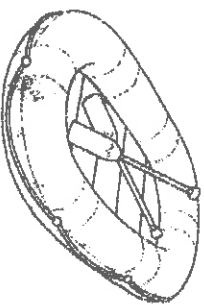
**Padding Level**



**Cross the Trails Level**



**Cross the Pavement Level**



**Summit Level**



Payment  
Enclosed  
\$ \_\_\_\_\_

I Pledge  
\$ \_\_\_\_\_

Payment  
Enclosed  
\$ \_\_\_\_\_

I Pledge  
\$ \_\_\_\_\_

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I Pledge  
\$ \_\_\_\_\_

Payment  
Enclosed  
\$ \_\_\_\_\_

I Pledge  
\$ \_\_\_\_\_

See your name or  
your business' name  
on the wooden sign  
posts created by  
Larry McArthur and  
Jean Boddy.  
Huge thank you!

Wooden sign, plus  
have your name  
announced as a  
sponsor during the  
day.

Wooden sign, plus  
announcement, plus  
put your business logo  
on the Trails End Web  
Page.

Wooden sign, announce-  
ment, logo on TEF web-  
page, plus pick the musician  
you want to "sponsor". First  
come first served.

Wooden sign, announcement,  
logo on TEF webpage, spon-  
sorship, plus your banner  
attached to the Pavilion  
/stage.

**ORDER #224-2018**

**PROVIDING FOR:** Letter of approval.

**IT IS ORDERED** that the Millinocket Town Council signs the letter that refuses to authorize any camping on the pull grounds during the truck pulls scheduled on September 15, 2018, or the rain date of September 16.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**

**197 Penobscot Avenue, Millinocket, Maine 04462**

**Telephone 207-723-7000 FAX 207-723-7002**

**E-Mail: [manager@millinocket.org](mailto:manager@millinocket.org) Web Site: [www.millinocket.org](http://www.millinocket.org)**

---

August 23, 2018

To Whom It May Concern

Re: Truck Pulls

This letter relates to the upcoming truck pull to be held at the Millinocket Municipal Airport on Saturday, September 15, 2018, from 11:00 a.m. to 6:00 p.m. or until completed. Please be advised that the Town of Millinocket will not authorize any camping on the pull grounds. The Police Department will be alerted to this and directed to periodically patrol the pull grounds to enforce compliance with the "no camping" directive. The rain date for this event will be on Sunday, September 16, at the same time and place.

Respectfully,



Harold Davis  
Town Manager

---

Joe Clark

---

Charles Pray

---

Michael Madore

---

Louis Pelletier

---

Gilda Stratton

---

Steve Golieb

---

Cody McEwen

**PROVIDING FOR:** Approval of a Catering Permit.

**IT IS ORDERED** that the Millinocket Town Council approve a catering permit for Chris Carr, DBA as Highlands Tavern, 973 Central Street, at Veterans Memorial Park on September 14 from 6 p.m. to 1 a.m., and from 12 p.m. to 6 p. m. on September 15.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_



**State of Maine**  
**Bureau of Alcoholic Beverages and Lottery Operations**  
**Division of Liquor Licensing and Enforcement**  
 8 State House Station  
 Augusta, ME 04333-0008  
 Telephone: (207) 624-7220 Fax: (207) 287-3434  
 Email: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

DIVISION USE ONLY	
Permit No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	

## Application for a Catering Permit

**\$10.00 (per day)**

**Check Payable: Treasurer State of Maine**

**72 Hours in Advance of Said Event or Gathering is REQUESTED**

Please complete this application in its entirety.

License No.: HOF-2016-16-1213 DBA Name: Highlands Tavern

Name of Licensee: Katahdin Services, LLC

Mailing Address: 973 Central St.

Town/ City: Millbrook State: ME Zip Code: 04462

Telephone: 207-723-9746 Fax: \_\_\_\_\_

Email Address: Chris.panda@gmail.com

Title of Function: Trails End Festival

Purpose of Function: Beer Tent

Is this a public or a private event? Public

Location of Function: Poplar St. (lower end at park)

Physical Address of Function: Poplar St. (lower at park)

Town/City: Millbrook State: ME Zip Code: 04462

☐ Indoor Event ☒ Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed: Beer Tent with

Corn Hole game inside fenced area

### Outdoor Catering Restrictions:

1. There must be a stanchion or fence completely enclosing the area.
2. Signs must be posted stating "No alcohol beyond this point".
3. There must be sufficient employees at the event to control and monitor the area.

Date of Function: Sept. 14 & 15 Time - From: 6<sup>14th</sup> pm To: 1 am

Number of Persons Attending: 100 15<sup>th</sup> 12pm 6 pm

Name of Sponsor: Katahdin Area Chamber of Commerce

Address: 1017 Central St Town/City: Millbrook

State: ME Zip Code: 04462 Telephone Number: 723-4443

Email address: Kacc@katahdinmaine.com

(Note: By law, liquor can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday. Function times can not deviate from this statutory requirement.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Licensee or Corporate Officer

\_\_\_\_\_  
Print Name of Licensee or Corporate Officer

This application must be signed by the appropriate official in the municipality where the function is to be held.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Millinocket, Maine Penobscot ss  
City/Town (County)

On: August 23, 2018  
Date

The undersigned being: ☒ Municipal Offices ☐ County Commissioners of the  
☐ City ☒ Town ☐ Plantation ☐ Unincorporated Place of: Millinocket, Maine

Signature of Officials	Printed Name and Title



Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

Submit completed forms to:  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular mail)  
10 Water Street, Hallowell, ME 04347 (overnight mail)  
Telephone inquiries: 207-624-7220  
Fax line: 207-287-3434  
Email inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

**FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT**

**RESTRICTIONS:**

**PERMIT NUMBER :** \_\_\_\_\_

☐ **APPROVED**

**DATED:** \_\_\_\_\_

☐ **NOT APPROVED**

**ISSUED BY:** \_\_\_\_\_

Katahdin Ave

45'

45'

Beer Tent

Games

10ft

Entrance  
&  
Exit

Ice Cream  
Truck

Poplar St.

Penobscot Ave

Scout's Parking Lot

Scout's

PARK

Band Stand

PARK

**PROVIDING FOR:** Abatement of sewer fees at 134 Minuteman Drive.

**IT IS ORDERED** that sewer fees for \$333.50 for a property located at 134 Minuteman Drive, Map U14/Lot 045, is abated.

**NOTE:** The request is due to a faulty toilet valve, which has since been replaced. This is a onetime abatement only.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

# Memo

**To:** John Davis, Town Manager  
**From:** Jim Charette, Superintendent  
**Date:** 8/10/2018  
**Re:** Abatement Request.

---

As you know, we receive abatement requests on occasion. Recently I have received a request from Erica Jipson of 134 Minuteman Drive, to abate excessive fees. The amount requested is on the abatement form itself. Her request is due to a faulty toilet valve which has since been replaced. This is a onetime only abatement, the same as the water company.



**Town of Millinocket  
Wastewater Treatment**

**197 Penobscot Avenue, Millinocket, Maine**

**723-7040**

---

**Request for abatements of sewer use charges.**

**Name :** Erica Jipson

**Address :** 134 Minuteman Drive

**Telephone # :** 299-4298

**Wastewater Account # :** 126557

**Amount Of Abatement Requested :** \$333.50

**Reason For Abatement Request :** Faulty Toilet Valve.

**Was The Water Involved In This Request Metered Or Unmetered :** N/A

**Date Of Request :** 8/9/2018

**Statement Of Understanding**

By signing below, I acknowledge that I have read and understood the Town of Millinocket's wastewater abatement policy entitled "Abatements of and Discounts to the Sewer Use Charge", and that this application for such request meets the guidelines in said document.

  
Approved By

8/20/18  
Date

Millinocket  
7:39 AM

**UT Account 126557 Detail  
as of 08/20/2018 - Sewer**

08/20/2018  
Page 1

Name: JIPSON, ERICA

134 MINUTEMAN DRIVE  
MILLINOCKET,, ME 04462

Location: 134 MINUTEMAN DRIVE  
RE Acct: 0 Map/Lot: U14-045

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
201	08/08/18	Original		466.85	0.00	0.00	0.00	466.85
		Total		466.85	0.00	0.00	0.00	466.85
197	04/20/18	Original		100.00	0.00	0.00	0.00	100.00
	5/16/2018		P	100.00	0.00	0.00	0.00	100.00
		Total		0.00	0.00	0.00	0.00	0.00
191	01/30/18	Original		133.35	0.00	0.00	0.00	133.35
	1/11/2018	PREPAY-A	Y	39.81	0.00	0.00	0.00	39.81
	2/20/2018		P	93.54	0.00	0.00	0.00	93.54
		Total		0.00	0.00	0.00	0.00	0.00
185	10/27/17	Original		100.00	0.00	0.00	0.00	100.00
	7/24/2017	PREPAY-A	Y	139.81	0.00	0.00	0.00	139.81
	1/11/2018	CORREC	C	-39.81	0.00	0.00	0.00	-39.81
		Total		0.00	0.00	0.00	0.00	0.00
182	07/28/17	Original		100.00	0.00	0.00	0.00	100.00
		Billed To: CLARK, STACY & CLARK, ROSEMARIE A.						
	7/24/2017		P	100.00	0.00	0.00	0.00	100.00
		Total		0.00	0.00	0.00	0.00	0.00
176	04/14/17			0.00	0.00	0.00	0.00	0.00
171	01/27/17			0.00	0.00	0.00	0.00	0.00
166	10/20/16			0.00	0.00	0.00	0.00	0.00
162	08/05/16			0.00	0.00	0.00	0.00	0.00
158	04/15/16			0.00	0.00	0.00	0.00	0.00
151	01/27/16			0.00	0.00	0.00	0.00	0.00
174	02/03/17*			0.00	0.00	0.00	0.00	0.00
148	10/30/15			0.00	0.00	0.00	0.00	0.00
141	07/27/15**			0.00	0.00	0.00	0.00	0.00
138	04/28/15**			0.00	0.00	0.00	0.00	0.00
135	01/16/15**			0.00	0.00	0.00	0.00	0.00
134	10/27/14			0.00	0.00	0.00	0.00	0.00
127	07/29/14			0.00	0.00	0.00	0.00	0.00
123	04/23/14			0.00	0.00	0.00	0.00	0.00
119	01/31/14			0.00	0.00	0.00	0.00	0.00
110	10/25/13			0.00	0.00	0.00	0.00	0.00
109	07/26/13			0.00	0.00	0.00	0.00	0.00
103	04/29/13			0.00	0.00	0.00	0.00	0.00
102	01/18/13			0.00	0.00	0.00	0.00	0.00
97	10/23/12			0.00	0.00	0.00	0.00	0.00
94	07/26/12			0.00	0.00	0.00	0.00	0.00
91	04/30/12			0.00	0.00	0.00	0.00	0.00
86	01/31/12			0.00	0.00	0.00	0.00	0.00
83	10/21/11			0.00	0.00	0.00	0.00	0.00
80	07/25/11			0.00	0.00	0.00	0.00	0.00

Millinocket  
7:39 AM

**UT Account 126557 Detail  
as of 08/20/2018 - Sewer**

08/20/2018  
Page 2

Name: JIPSON, ERICA

134 MINUTEMAN DRIVE  
MILLINOCKET,, ME 04462

Location: 134 MINUTEMAN DRIVE  
RE Acct: 0      Map/Lot: U14-045

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
77	04/25/11			0.00	0.00	0.00	0.00	0.00
74	01/20/11			0.00	0.00	0.00	0.00	0.00
68	10/18/10			0.00	0.00	0.00	0.00	0.00
64	07/16/10			0.00	0.00	0.00	0.00	0.00
59	04/16/10			0.00	0.00	0.00	0.00	0.00
56	01/15/10			0.00	0.00	0.00	0.00	0.00
51	10/21/09			0.00	0.00	0.00	0.00	0.00
47	07/15/09			0.00	0.00	0.00	0.00	0.00
43	04/17/09			0.00	0.00	0.00	0.00	0.00
40	01/20/09			0.00	0.00	0.00	0.00	0.00
37	10/24/08			0.00	0.00	0.00	0.00	0.00
08/20/2018				466.85	0.00	0.00	0.00	466.85

**PROVIDING FOR:** Approval of the Trail's End Festival Street closure request.

**IT IS ORDERED** that the Millinocket Town Council grant approval for the closure of the following streets and parking lots for the Trail's End Festival:

1. Veterans Memorial parking lot from Friday, September 14 at 7:00 a.m. until Sunday, September 16, at 4:00 p.m.
2. Poplar Street from Penobscot Avenue to Katahdin Avenue from Friday, September 14, at 4:00 p.m. until midnight, Saturday, September 15, at 7:00 a.m. until 6:00 p.m., and Sunday, September 16, from 9:00 a.m. until 4:00 p.m.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_



# Memo

**To: John Davis, Town Manager**

**Cc: Ralph Soucier, Public Works Director**

**From: Chief Steven Kenyon**

**Date: August 20, 2018**

**Re: *Trail's End Festival street closure request***

---

The Trail's End Festival will run from Friday September 14<sup>th</sup> through Sunday September 16<sup>th</sup>.

The committee is requesting to utilize Veteran's Memorial Park and the Bandstand parking lot during the festival. They are asking to have the Bandstand parking lot closed from Friday at 7:00 a.m. through Sunday until 4:00 p.m.

They are also asking that Poplar St. from Penobscot Ave to Katahdin Ave. be closed Friday from 4:00 p.m. until Midnight, Saturday from 7:00 a.m. until 6:00 p.m., and Sunday from 9:00 a.m. until 4:00 p.m.

Please contact me with any additional questions or concerns.

**ORDER #228-2018**

**PROVIDING FOR:** Acceptance of Billing Services.

**IT IS ORDERED** that the Millinocket Town Council accept the attached Proposal to Provide Billing Services for the Town of Millinocket prepared by T. G. Higgins Business Services, PA. of Winterport, Maine.

**PASSED BY THE COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

**Proposal to Provide Billing Services for  
Town of Millinocket  
Emergency Medical Transportation Services**

**Prepared By:  
T. G. Higgins Business Services, PA.  
PO Box 409  
Winterport, ME 04496  
207-223-5733  
877-233-5775**

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### **B. Discriptions of Qualifications of Personnel**

Tammy Higgins, President of T. G. Higgins Business Services, P.A. (T. G. Higgins) will be the main person responsible for the Town of Millinocket (Town) account. Tammy has 18 years' experience in EMS billing and is a Certified Ambulance Coder (CAC). She will oversee the set up and assign appropriate personnel to download runs as necessary but at least weekly, assuming they have been marked 'ready for billing' by the Town. Other personnel to work on the account will be Darvin Higgins, Office Manager, CAC. Wanda Dunton is works to ensure co-pays are collected. Billing specialists at T. G. Higgins have combined experience of over 30 years. The amount of time dedicated to this project will be adjusted based upon how timely the Town prepares the run reports ready for billing. Tammy Higgins will inform the Town if personnel notice that run reports are backing up. We spend as much time as necessary on each client to get the claims submitted and paid.

### **C. Staff Primarily Responsible for Town of Millinocket**

Tammy Higgins, President of T. G. Higgins will the person primarily responsible for the Town's account. She will be responsible for making sure that all items for the contract are executed as determined by the contract.

Darvin Higgins, Office Manager will be the person handling the Town's account. She has been with T. G. Higgins for three years. She is a Certified Ambulance Coder and is experienced in making sure all proper documentation and signatures are received prior to billing.

Wanda Dunton, follows up on unpaid claims and writes appeals as necessary. Wanda will handle any rejections and follow up, including appeals for the Town's account. She makes every effort to recover the money the Town is entitled to.

### **D. Pending or Resolved Lawsuit**

T. G. Higgins has never been involved in a lawsuit

### **E. Conflicts of Interest**

T. G. Higgins has no conflicts of interest with the Town. No member of T.G. Higgins management or staff has a vested interest in any aspect of the Town or with anyone who contracts with the Town.

### **F. Relevant Information**

T. G. Higgins has been in business EMS billing for over 18 years. What sets us apart from other billing agencies is our dedication to our clients.

#### **F. Relevant Information (con't)**

We pride ourselves in maintaining communication with clients and patients. We will notify the Town of any issues that may arise.

We will also make contact if items are missing from the run reports, i.e. patient signatures.

#### **G. Medicare/Medicaid Knowledge**

Each run report is reviewed and coded based on the latest ICD-10 codes. T G. Higgins stays up to date on Medicare and Medicaid rules attending pertinent seminars, and webinars. Generally, Medicare payments that must be reimbursed are recouped from another payment. If we find there has been a duplicate payment we will inform the Town so they may issue a refund to the appropriate organization.

#### **H. Compliance with Medicare/Medicaid Policies**

T. G. Higgins and the staff have a high degree of professional ethics. We must comply with Health Insurance Portability & Accountability Act (HIPAA) and provide training to our staff yearly. We understand the intricacies of how to bill to Medicare. If we find a claim for a statutorily excluded service we will inform the Town. In this case the claim will be billed to Medicare for expected denial and upon receipt of the Explanation of Benefits (EOB) from Medicare, we will then bill the patient.

#### **I. Insurance**

T. G. Higgins carries insurance of \$2,000,000/\$4,000,000 which is at or above most requirements.

#### **J. Services Provided by Vendor**

T. G. Higgins is hands on. We will work with the Town to ensure that the Ambulance account reconciles. We will make sure that we have the same numbers the Town has. If there is a problem it will be caught quickly, since this is done monthly.

#### **K. Scope of Services**

##### **A. Transfer of Patient Data and Technology Requirements**

1. T. G. Higgins will download run reports from the Maine Fire Incident Reporting System (MEFIRS) website.

## **K. Scope of Services (con't)**

### **A. Transfer of Patient Data and Technology Requirements**

2. T. G. Higgins shall retain records according to an agreed upon retention plan. Recommend seven years.
3. T. G. Higgins shall be prepared to accept electronic billing files as soon as permissions are set up.

### **B. Billing**

1. T. G. Higgins shall assist with preparation of all necessary forms required for the billing process and all other applicable documents/filings for the Town of Millinocket.
2. Retrieve electronic billing file/patient data and other billing related information from the Town using an electronic format that interfaces with the current software and secured server.
3. T. G. Higgins shall provide HIPAA education and training to town personnel each year, if requested. T. G. Higgins with any additional training costs separately stated, i.e. mileage and accommodations if more than one day requested.
4. Prepare invoices according to the rates established by the Town, guidelines and procedures established by T. G. Higgins and the Town. All regulations for insurance companies, Medicare/Medicaid will be adhered to.
5. T. G Higgins electronically submits most claims. All others are submitted via patient invoice or the current CMS 1500 form.
6. T. G. Higgins utilizes resources to obtain billing insurance information on private pay clients as much as possible.
7. T. G. Higgins will send client invoice and/or statements at least three (3) times. If no payment received or no payment plan set up, we will send the Town a list of accounts recommended for collections or write-off.

## **K. Scope of Services (con't)**

### **C. Payment Processing (con't)**

1. All payments for the Town shall be made payable to the Millinocket Fire Department and delivered to PO Box 58, Winterport ME T. G. Higgins will prepare necessary reconciliations of deposits and provide payment registers to the Town. To stay compliant, we recommend using secure software to send anything in electronic format. We will send the Town a secure email link.
2. Claims will be processed according to timelines defined by the Town and T. G Higgins. Claims will be entered in the appropriate category.
3. Payment will be posted appropriately.
4. Denials will be handled appropriately. Appeals will be made as necessary.
5. T. G. Higgins will provide excellent customer service to the Town and patients during regular business hours 8:30 a.m. to 4:30 p.m. Monday through Friday. T. G. Higgins has a toll-free phone number which is on all patient invoices and statements.
6. T. G. Higgins will process and verify all overpayments in a timely manner and send to Town for refund. It is recommended that T. G. Higgins receive copies of all refund checks so that they may be recorded appropriately by T. G. Higgins.
7. T. G. Higgins shall be responsible to collect up to Medicare, Medicaid and private insurance limits. T. G. Higgins will not institute a collection process; however, we recommend using a collection agency if the Town does not use one already. We recommend the ability to enter into payment arrangements stay with T. G. Higgins. However, we will not enter into write off or payment reduction arrangements without the Town's permission.

### **D. Reporting**

1. T. G. Higgins includes the following reports on a monthly basis; accounts receivable, this report shows outstanding balances as of month end. Revenue summary shows amount billed during the month, amounts collected and current accounts receivable balance. It also shows increase or decrease in accounts receivable. Payment register shows amounts collected and payer information. Other reports may be included ala carte for additional fees of \$50 and up.



## **K. Scope of Services (con't)**

### **D. Reporting (con't)**

2. T. G. Higgins shall provide a revenue summary showing gross charges, amount collected, write-offs and accounts receivable balance. This report also shows amount collected by payer.

3. The accounts receivable report shows incident number date of service patient name. It is broken down into 30, 60, 90 and 120 days outstanding. It also shows next action invoicing. Payment register has a section for refund activity.

4. These are the reports recommended. It has been our experience that these reports will give the Town sufficient information. However, if additional reports are required, they can be purchased ala carte.

### **E. Analytical Services**

T. G. Higgins will provide pertinent information and expertise in ambulance billing matters. We will contact the Town when necessary to resolve any problem area. T. G. Higgins is available to meet if needed.

### **F. Training**

T. G. Higgins will provide HIPAA other necessary training to EMT's and HIPPA training to office staff. This will be a one day event. Initial training is included in the setup fee.

### **G. Setup**

T. G. Higgins will assist with the completion of applying for the NPI number the 855B and other applications to start the Town billing process.

### **F. Contract Period**

This contract shall be for a period of two years. The charge for our service shall be six and one half percent 6.5 % of collected amounts and a non refundable setup fee of \$1,500.

**PROVIDING FOR:** Special Capital Improvements Expense and Revenue Carry Forward

**IT IS ORDERED** that the Millinocket Town Council approve a capital carry forward From the following accounts to cover the completion of the Airport Snow Removal Equipment Building in FY19. This is the unexpended FY18 budget for this project. Ninety-five percent of the expenditures will be reimbursed through Federal and State funds. The FY19 Capital Budget assumed that this project was completed. This did not happen, so we need to carry forward the unexpended appropriations to stay on budget.

- 1) \$185,501.85 -- R1301.5004 (Special Capital Improvement Revenue/Airport Grants)
- 2) \$ 9,763.24 -- R0101-0926 (General Government/Transfer Fund Balance)
- 3) \$195,265.09 -- E1301.3118 (Special Capital Improvement Expense/Airport Grants)

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_

## Exp / Rev Summary Report

Department(s): 1301  
ALL Months

Account	Budget	Current Month	Year To Date	Balance	Percent
1301 SPECIAL CAP					
Revenue Total	619,514.00	434,012.15	434,012.15	185,501.85	70.06
Expense Total	652,120.00	456,854.91	456,854.91	195,265.09	70.06
Net Profit / (Loss)	(32,606.00)	(22,842.76)	(22,842.76)	9,763.24	