

TENTATIVE AGENDA  
REGULAR TOWN COUNCIL MEETING  
TOWN COUNCIL CHAMBERS  
THURSDAY, OCTOBER 12, 2017  
4:30 P.M.

**'This is a fragrance free building. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.'**

1. Call to Order
2. Roll Call.
3. Pledge of Allegiance
4. Adjustments to the Agenda
5. Approval of Minutes of the Regular Town Council Meeting of September 28, 2017.
6. Special Presentation: RESOLVE #1-2017 A Proclamation Honoring Richard Angotti

**OLD BUSINESS**

7. ORDER #245-2017 Reappointment of the Code Enforcement Officer and Licensed Plumbing Inspector (M. Noble)
8. ORDER #246-2017 Reappointment of Health Officer (M. Noble)
9. ORDER #270-2017 (REVISITED) Authorization to Accept Bid for Waste Water Treatment Plant Service Truck

**NEW BUSINESS**

10. Town Manager's Report
11. ORDINANCE #1-2017 – Public Hearing – **1<sup>ST</sup> Reading**- Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. ss4305(4)
12. ORDER #272-2017 Execution of the Warrant for October 05, 2017
13. ORDER #273-2017 Execution of the Warrant for October 12, 2017
14. ORDER #274-2017 Approval to Nominate Ralph Soucier to Serve on the Millinocket Review Committee
15. ORDER #275-2017 Authorization for the Transfer of Funds for designlab Communication Contract
16. Reports and Communications:
  - a. Warrant Committee for the October 26, 2017 Council Meeting will be Councilor McEwen and Chair Madore
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
17. Adjournment

September 28, 2017

The Regular Meeting of the Millinocket Town Council was brought to order by Chair Madore in Council Chambers at 4:30pm,

Roll Call:

Town Council Members Present:

Clark	Pelletier
Madore	Pray
McEwen	Stratton

Also present at the Regular Town Council Meeting; Town Manager John Davis, Town Clerk Diana M. Campbell, Deputy Fire Chief Tom Malcolm and 10 public.

Pledge of Allegiance

Adjustments to the Agenda:

- \*Moves Order #264-2017 out of rotation to old business
- \*Adds Matt Delaney to Special Presentations
- \*Removes from Agenda ORDER #245-2017 and ORDER #246-2017

Approval of the Minutes for September 14, 2017 Regular Town Council Meeting

Motion- Stratton	Second- Pelletier	Vote 6-0
------------------	-------------------	----------

Special Presentation: Matthew Delahanty presents to the Council a quarterly update of Library operations informing about private donations raised and grants awarded from Next Generation and McKenzie Foundation for the funding of upgrades in the facility and training.

The Council concludes with their gratitude.

OLD BUSINESS:

ORDER #245-2017 **\*REMOVED FROM AGENDA**

Motion-	Second-	Vote
---------	---------	------

ORDER #246-2017 **\*REMOVED FROM AGENDA**

Motion-	Second-	Vote
---------	---------	------

**\*AMENDED**

ORDER #264-2017 PROVIDING FOR: Authorization to expend funds for a one-year Communication Plan with designlab.

IT IS ORDERED that the Millinocket Town Council authorizes the expenditure of funds in the amount of \$18,840 to enter into a one-year Communication Plan with designlab.

IT IS FURTHERED ORDERED that the Town Manager is authorized to sign all the necessary paperwork to complete the transaction.

NOTE: There were no funds appropriated for this plan in the FY18 budget. The Council will have to decide where the funds will be taken from if this order is adopted. The Chairman requested that this order be taken up again since the owners of designlab will be here to answer questions.

**\*Funds to be taken from the undesignated fund balance.**

Motion-McEwen	Second-Stratton	Vote
---------------	-----------------	------

Councilors share their concerns and discuss where the funds should be taken from within the FY 18 budget.

Councilor Pray makes a motion to Amend Order #264-2017 to include, "Funds to be taken from the Undesignated Fund Balance.", Councilor Pelletier second the motion, Vote 5-1 (Opposed-Clark) on the Amendment, Vote on Order #264-2017 as Amended 5-1 (Opposed-Clark).

## NEW BUSINESS:

### **Town Manager's Report:**

\*Regular Council Meeting to be scheduled on Thursday October 12<sup>th</sup> and Thursday October 26<sup>th</sup> to be held in Council Chambers at 4:30 pm.

\*The Town received a thank you card from Jon Macdonald and Steve Pound for the ad in the Maine Basketball hall of Fame magazine recognizing Terry Carr's 2017 induction.

\*Anticipates discussion of allowing or not allowing social clubs for the use of marijuana with in the Town of Millinocket.

\*Letter sent out to all affected residents from Olver Associates INC informing about the sewer project.

\*The prep work for the generator at the Waste Water Treatment Plant is completed and anticipates the new generator to be in operation by fall.

\*Invites given to the Chairman and Town Manager to attend the ceremony at Husson College to honor the recipients of the Those Who Care awards for their outstanding volunteer work.

\*Lists some tax acquired properties for consideration for demolition.

\*Millinocket Marathon & Half Committee, by email, is seeking donations by purchasing ads to print a program book, states this committee to his knowledge has not been confirmed as of yet since the actual Marathon Committee has not meet as of this date.

\*First half of taxes are due, today, September 28, 2017.

\*Nomination papers were due September 22, 2017

Councilor Pelletier shares his appreciation for the thank you card received from the inductees for the recognition into the Basketball hall of fame, marijuana social clubs is a topic that needs discussion, shares his concerns with some of the Tax acquired properties, anticipates the Town Manager and Chair Madore in attending the ceremony in support of the Those Who Care award recipients, glad to see tax payments coming in, was hopeful more nomination papers would've been turned in.

Councilor Clark states a discussion is needed pertaining to marijuana social clubs, states the legitimacy and notes concerns from the public with the letters out to the public from Olver & Associates, shares his appreciation with the recognition of the Basketball Hall of Fame inductees, anticipates viewing the Tax Acquired properties in discussion for possible demolition, notes his concerns and is unaware who the distributor of the email acquiring monies for ads for marathon proceeds, gives congratulations to all nominees on the ballot for Town Council and School Board.

Councilor McEwen notes a lot of good things happening in our community, agrees a discussion on marijuana and social clubs is definitely needed, glad the sewer projects are underway.

Councilor Stratton glad to see all states a discussion on marijuana and social clubs is needed, glad to see sewer problems being addressed, tax acquired properties need to that are in disrepair, inquires for a confirmation on who the Marathon and a half committee is.

Councilor Pray share his gratitude to all basketball hall of fame nominees, states the planning board committee should address all concerns pertaining to social clubs, glad to see Olver & Associates notifying citizens in relation to work affected areas, congratulates all award recipients of Those who Care awards, inquires if funds are available for the demolition of the tax acquired properties in discussion, while sharing his disappointment on the representation confirming the real Marathon Committee has not meet to date noting a meeting has been scheduled, congratulates all who turned in their nomination papers for Town Council and School Board.

Chair Madore echoes the congratulations for the basketball hall of fame inductees, in hopes to refuse all social clubs pertaining to marijuana, shares a discussion is definitely needed noting they should not be allowed in this area while anticipating issues that will over burden the Town's Police Department, states letters out to the public for clarification from Olver & Associates only verifies legitimacy, anticipates attending the Those Who Care award ceremonies, inquires to the Town Council to prioritize the 6 tax acquired properties list by a rating system of 1 through 6 from worse to most dilapidated for the demolition process, states sharing any information pertaining to advertising for the Marathon and a Half is on hold until official confirmation from the Marathon Committee is made, congratulates all candidates who are running unopposed while noting all running are excellent candidates.

Councilor Pray inquires to Chair Madore for a recommendation to be given from the Fire Chief and Tax Assessor/Code Enforcement Officer pertaining to the Tax Acquired properties up for demolition.

ORDER #257-2017 PROVIDING FOR: Execution of the Warrant for September 21, 2017

IT IS ORDERED that the Warrant for September 21, 2017 in the amount of \$16,944.83 is hereby approved.

Motion- Pelletier                      Second-Stratton                      Vote 6-0

ORDER# 258-2017 PROVIDING FOR: Execution of the Warrant for September 28, 2017

IT IS ORDERED that the Warrant for September 28, 2017 in the amount of \$76,623.79 is hereby approved.

Motion- Pelletier                      Second-Stratton                      Vote 6-0

ORDER #259-2017 PROVIDING FOR: Approval of an Application for an Entertainment License for Hang Wong Corp.,

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Yang Deng Xiu, 973 Central Street

d/b/a

Hang Wong Corp., 973 Central Street

Motion-Clark                      Second-Stratton                      Vote 6-0

ORDER #260-2017 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Hang Wong Yang Corp.

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

Yang Deng Xiu, 973 Central Street

d/b/a

Hang Wong Yang Corp., 973 Central Street

Motion- McEwen                      Second- Clark                      Vote 6-0

ORDER #261-2017 PROVIDING FOR: Date, Time, Place, Warden for the November 07, 2017 General Election

IT IS ORDERED that the General Election will be held on Tuesday, November 07, 2017 from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and

IT IS FURTHER ORDERED that Diana Campbell shall be Warden of said election.

Motion-Stratton                      Second-Pray                      Vote 6-0

Councilor Pray encourages all citizens to get involved and vote.

ORDER # 262-2017 PROVIDING FOR: Processing Absentee Ballots for the November 07, 2017 General Election

WHEREAS, Title 21-A MRSA Section 759.7 allows the Election Warden to process absentee ballots while the polls are open; and

WHEREAS, processing such ballots will assist the Election Clerks and result in an expedited process after the polls are closed; and

WHEREAS, expediting the process after the polls are closed will result in some savings to the Town of Millinocket;

NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 10:00 A.M., 2:00 P.M., 4:00 P.M., 6:00 P.M. and 8:00 P.M. during the November 07, 2017 General Election.

Motion-Pray                      Second-Clark                      Vote 6-0

ORDER #263-2017 PROVIDING FOR: Office Hours of the Registrar for the November 07, 2017 Special Referendum

WHEREAS, Title 21-A MRSA Section 122(6) specifies the process that the Registrar must follow in registering voters; and

WHEREAS, The Town Clerk also serves as Registrar; and  
WHEREAS, the Town Clerk has regular hours on four business days before Election Day to register voters;  
and  
WHEREAS, being open evening hours as required by law to receive voter registrations will be an added cost to the municipality;  
NOW THEREFORE IT IS ORDERED that it is not necessary that the Registrar be open to accept voter registrations for two hours in the evening between 5 P.M. and 9 P.M. on at least three days before Election Day.

Motion-Pelletier                      Second-McEwen                      Vote 6-0

ORDER #264-2017 Moved out of rotation to Old Business, change made in Adjustments to the Agenda.

ORDER #265-2017 **PROVIDING FOR:** Appointment of the Maine Municipal Association (MMA) voting delegate and alternate voting delegate.

**IT IS ORDERED** that the Millinocket Town Council appoints Charles Pray as the MMA voting delegate for the Town of Millinocket.

**IT IS FURTHER ORDERED** that John Davis is appointed as the alternate voting delegate.

Motion-Clark                      Second-McEwen                      Vote 6-0

Chair Madore shares gratitude to both appointees.

RESOLVE #14-2017 A PROCLAMATION TO ENTER INTO A GRANT AGREEMENT

WHEREAS, the Town of Millinocket, Maine, Recreation Dept. ("the Grantee") has applied for a grant from the Gloria MacKenzie Foundation, Inc.(the "Foundation"), a Florida nonprofit corporation and a qualified private foundation under Section 501 (c ) and 509 (a) of the Internal Revenue Code of 1986, for the purposes set forth in such application dated June 7, 2017 (the "Application");

WHEREAS, the Foundation has indicated its willingness to make a grant in response to the Application (the "Grant"), provided that the Grantee enters into a grant agreement pursuant to which the Grantee makes certain representations, warranties, and covenants with respect to the Grant (the "Grant agreement");

NOW THEREFORE, BE IT RESOLVED that the Grantee shall enter into the Grant Agreement with the Grantor, and that the appropriate officers and employees of the Grantee are hereby authorized and directed to execute the Grant Agreement on behalf of the Grantee, to use the grant funds solely as authorized under the Grant Agreement, and to take such other action as is necessary or desirable in order to comply with the Grant Agreement.

Certification of Adoption of Resolutions:

I, \_\_\_\_\_ of the \_\_\_\_\_ of the Grantee, hereby certify that the foregoing resolutions were adopted by the \_\_\_\_\_ in accordance with the governing statutes or document of the Grantee on September 28, 2017.

Motion-McEwen                      Second-Stratton                      Vote 6-0

ORDER #266-2017 **PROVIDING FOR:** Abatement of sewer fees at 26 Balsam Drive.

**IT IS ORDERED** that sewer fees in the amount of \$480.65 be abated for a property located at 26 Balsam Drive, Map U11 – Lot 13B.

**NOTE:** The request is due to a broken toilet valve which has since been replaced. This is a one-time abatement only.

Motion-Stratton                      Second-McEwen                      Vote 6-0

Councilor Clark inquires if the abatement amount for usage over the year or a quarter, Jim Charrette, Waste Water Director, confirms the amount is for the usage for the year.

ORDER #267-2017 **PROVIDING FOR:** Abatement of sewer fees at 35 Eastland Avenue.

**IT IS ORDERED** that sewer fees in the amount of \$61.00 be abated for a property located at 35 Eastland Avenue, Map U09-Lot 075.

**NOTE:** The request is due to a broken toilet valve which has since been replaced.

This is a one-time abatement only.

Motion-Pray

Second-Clark

Vote 6-0

**ORDER #268-2017 PROVIDING FOR:** Revenue additions to the FY18 budget.

**IT IS ORDERED** that the Millinocket Town Council approves the increase of \$104,014.19 to Revenue Account R0107-0128, Assessing Department/ Homestead.

**IT IS FURTHER ORDERED** that the Millinocket Town Council approves the addition of \$2,420.74 to the Revenue Account R0101-0901, General Government/BETE State Reimbursement.

Motion- Pelletier

Second-Clark

Vote 6-0

**ORDER #269-2017 PROVIDING FOR:** Approval to accept Millinocket Recreation Department Maintenance Building bid.

**IT IS ORDERED** that the Millinocket Town Council accepts the bid from Richard Harmon, DBA as RDH Contractors, in the amount of \$7,818.00 to repair the Millinocket Recreation Department Maintenance Building.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign all the necessary paperwork to complete the bid process.

**NOTE:** Only one bid was received:

**RDH Contractors - \$7,818.00**

Motion-Clark

Second-Pray

Vote 6-0

Councilor Clark inquires of the stability to the building's rafters that may have had prior damage, Tom Malcolm, Deputy Fire Chief, states the rafters that were damaged have since been replaced.

**ORDER #270-2017 PROVIDING FOR:** Authorization to accept bid.

**IT IS ORDERED** that the Millinocket Town Council accepts the bid from Adam Qualey in the amount of \$2,705.00 for the Wastewater Treatment Plant service truck.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign all the necessary paperwork to complete the bid process.

**NOTE:** One bid was received:

**Adam Qualey - \$2,705.00**

Motion-Madore

Second- (unseen/inaudible) second confirmed  
by Chair when questioned by Clerk

Vote 6-0

**Reports and Communications:**

- a) Warrant Committee for the October 12, 2017 Council Meeting will be Councilor Clark and Councilor Stratton  
\*Town Manager inquires to Councilor Pray if he is to be taken off the rotation for Warrant Committee, Councilor Pray states conflict with work scheduling does not allow him the ability to make warrant committee meetings and to take him off the rotation schedule.
- b) Chair's Committees Reports: Informs the public to participate in a survey questionnaire and anticipates the public's response.
- c) Two Minute Public Comment:  
Dwayne Jandreau, 49 Iron Bridge Rd, inquires for change to the current fireworks ordinance to allow the use of fireworks on the Fourth of July only.
- d) Motion to adjourn at 5:55 p.m. -Stratton      Second -Clark      Vote 6-0

**RESOLVE #15-2017**

**A PROCLAMATION HONORING RICHARD (DICK) ANGOTTI FOR HIS AWARD FOR VOLUNTEERISM AT  
THE 2017 "2 THOSE WHO CARE" CEREMONY**

**WHEREAS**, the annual "2 THOSE WHO CARE" awards are hosted by WLBZ Channel 2; and,

**WHEREAS**, Dick was nominated by Warren Steward to be a recipient of "2 Those Who Care" 2017 award for his more than 40 years of volunteerism in helping churches put on choral concerts and assisting with school concerts and musicals; and,

**WHEREAS**, Dick helps students with lighting, building sets, and sound engineering at the Stearns Jr./Sr. High School – even purchasing and donating equipment; and,

**WHEREAS**, volunteers show every day through their actions that they truly care about their communities and the people who live in them; and,

**WHEREAS**, towns continue to rely of the efforts of volunteers to enrich our communities and the voluntary sector is increasingly recognized as the third partner with government and business in building strong neighborhoods; and,

**WHEREAS**, it is not only the receiver who benefits from the service of volunteers, but the giver who acquires skills, meets goals, and reaps a personal sense of well-being; and,

**WHEREAS**, over the years Dick's yearly commitment in time has ranged from 800 to 1,600 hours for the Performing Arts, numerous hours as a trustee of the First Congregational Church, as well as six years as a Town Councilor;

**NOW THEREFORE, BE IT RESOLVED**, that the Millinocket Town Council, in Council assembled of Octobers 12<sup>th</sup>, d017, does hereby recognize, honor, and congratulate Richard (Mr. A) for his more than 40 years of volunteerism.

\_\_\_\_\_

\_\_\_\_\_

ORDER #245-2017

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,  
2017 to June 30, 2018.

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

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



ORDER #246-2017

PROVIDING FOR: Reappointment of Health Officer

IT IS ORDERED that Michael Noble is reappointed as Millinocket Health Officer for a period of three years from July 1, 2017 through June 30, 2020.

IT IS FURTHERED that this position shall be subject to reappointment at the pleasure of the Town Council.

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

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

**ORDER #270-2017 (REVISITED)**

**PROVIDING FOR:** Authorization to accept bid.

**IT IS ORDERED** that the Millinocket Town Council accepts the bid from Adam Qualey in the amount of \$2,705.00 for the Wastewater Treatment Plant service truck.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign all the necessary paperwork to complete the bid process.

**NOTE:** One bid was received:

**Adam Qualey - \$2,705.00**

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

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

**PROVIDING FOR:** Authorization to accept bid.

**IT IS ORDERED** that the Millinocket Town Council accepts the bid from Adam Qualey in the amount of \$2,705.00 for the Wastewater Treatment Plant service truck.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign all the necessary paperwork to complete the bid process.

**NOTE:** One bid was received:

**Adam Qualey - \$2,705.00**

**PASSED BY THE COUNCIL:** 9/28/17

**ATTEST:** Diana K. Campbell  
(Seconded?) Chair Confirmed



P.O Box 635  
Millinocket, ME 04462

**Bid Proposal:** 1999 Dodge 3/4 Ton  
Regular Cab Pickup w/ 8-1/2 Ft Fisher Plow  
105,000 Miles

**\$ 2,705.00**

*Adam Qualey*  
9/24/2017

# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**  
**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 October 12, 2017**

- 1. Next Regular Council Meetings – to be held in Council Chambers at 4:30 p.m.**
  - A. October 26, 2017**
  - B. Monday, November 13, 2017, @7:00 p.m. (Organizational Meeting)**
- 2. Lot on 62 Katahdin Avenue-** We have had a number of inquiries about purchasing this lot. I will be looking for feedback from the Council.
- 3. Fireworks on the Fourth of July-**We have had a request from a citizen to modify the Town Ordinance to allow fireworks on the Fourth of July. If the Council wants to entertain this, I believe we should hold at least one Public Hearing on the issue.
- 4. MRC Nominee to the Board of Directors-**Councilor Pray has nominated and submitted the necessary Biographical information for Ralph Soucier to represent this area on the MRC Board of Directors. I have offered an order for Council approval.
- 5. American Water Resources-**I received an email from American Water Resources to inform me of their upcoming mailing to homeowners to make them aware that they are responsible for the water and sewer lines running through their property. Normal wear and tear can cause water line leaks or sewer line clogs and blocks and homeowners are responsible for making the necessary repairs.
- 6. Housing Reviews-**Mike Noble, Tom Malcolm, Steve Kenyon, and I inspected 6 tax acquired houses and ranked them in categories such as fire hazard, public safety concern, structural integrity, property maintenance, physical appearance, and

# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**

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

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

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

---

building security. The order of demolition in our opinion would be the property that scored the highest down to the house that scored the lowest. I want to thank Mike, Tom, and Steve for taking the time to do this inspection and I applaud Mr. Noble for his creativity in putting together the scoring sheet. I am looking forward to Council discussion on this issue at Thursday's meeting.

7. **2 Those Who Care**-I was happy to be invited and to attend this event with the Chairman last Thursday evening at Husson University. The occasion was hosted by Lee Goldberg and Amanda Hill of WLBZ Channel 2 News Center. Those Who Care award winners were Richard Angotti, Gary Allen, Rhonda French, and Paul House. Dr. Robert Allen won the John W. Coombs Award, and the Community Closet received the Agency of Distinction award.
8. **MMA Risk Management Services**-I received a copy of the annual Loss Control Program Evaluation from Robert Thomas, Sr. Loss Control Consultant for Risk Management Services. Mr. Thomas addressed a few improvements that we can make and we intend to do that.

## Manager

---

**From:** Eric Palm <EPalm@amwater.com>  
**Sent:** Friday, October 06, 2017 1:01 PM  
**To:** manager@millinocket.org  
**Subject:** Notice of Mailing to Millinocket Homeowners

To view this email as a web page, [click here](#)



### AMERICAN WATER RESOURCES

Dear Millinocket Last Name,

We are writing to you as a municipal leader in the Millinocket area to inform you of our upcoming mailing. As you may know, most homeowners are not aware that they may be responsible for the water and sewer lines running through their property. American Water Resources will soon send a letter to Millinocket residents informing them of their service line maintenance responsibilities.

**The educational material will explain that:**

- Normal wear and tear can cause water line leaks or sewer line clogs and blocks.
- Homeowners are responsible for making the necessary repairs on their property; not the utility or municipality.
- Repairs can cost thousands of dollars and are not typically covered by homeowners' insurance.
- **Our programs are optional and offered by American Water Resources, and that we are independent of the City of Millinocket.**

What may be especially important to you, as a city leader, is that Millinocket can also partner with AWR to jointly educate homeowners in your area about their service line responsibilities.

**Benefits to partnering with AWR include:**

- Fully-funded and administered marketing programs
- Revenue generation opportunity for your city
- Customer education and an increase in customer satisfaction without added cost
- Repairs made by local contractors
- Access to the broad expertise across American Water; including experts in the areas of water, waste water, storm water, and more.

If your city is interested in partnering with us, we would provide you with a turn-key program that requires minimal effort by your city with no cost to implement.

For additional information about AWR, our programs or partnerships, please visit [AWRUSA.com/trustedpartner](http://AWRUSA.com/trustedpartner), contact me at [EPalm@amwater.com](mailto:EPalm@amwater.com) or 856-359-2794.

Respectfully,

Eric Palm



President  
American Water Resources  
1025 Laurel Oak Road  
Voorhees, NJ 08043  
856-359-2794

**American Water Resources is a trusted provider for Service Line Protection**

- American Water Resources is a subsidiary of American Water, which has served homeowners for over 130 years
- Servicing over 1.7 million customer contracts nationwide
- We are a Better Business Bureau accredited business with an A+ rating
- AWR will only use insured, local area contractors for all repairs
- More than 9 out of 10 of our customers are very satisfied with the overall value of our program

This email was sent to [manager@millinocket.org](mailto:manager@millinocket.org). If you no longer wish to receive these emails you may [unsubscribe](#) at any time.



Virus-free. [www.avg.com](http://www.avg.com)



Date: 10/05/2017

Property Address: 37 Aroostook Ave.

Fire Hazard	2
Public Safety Concern	2
Structural Integrity	3
Property Maintenance	5
Physical Appearance	4
Building Security	2
Total	18

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.

Date: 10/05/2017

Property Address: 45 Aroostook Ave.

Fire Hazard	2
Public Safety Concern	2
Structural Integrity	4
Property Maintenance	4
Physical Appearance	4
Building Security	1
Total	17

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.

Date: 10/05/2017

Property Address: 53 Oak St.

Fire Hazard	2
Public Safety Concern	2
Structural Integrity	3
Property Maintenance	4
Physical Appearance	3
Building Security	3
Total	17

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.

Date: 10/05/2017

Property Address: 126 Lincoln St.

Fire Hazard	2
Public Safety Concern	2
Structural Integrity	3
Property Maintenance	3
Physical Appearance	3
Building Security	5
Total	18

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.

Date: 10/05/2017

Property Address: 10 High St.

Fire Hazard

3

Public Safety Concern

2

Structural Integrity

3

Property Maintenance

4

Physical Appearance

4

Building Security

5

Total

21

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.

Date: 10/05/2017

Property Address: 137 Cottage

Fire Hazard	1
Public Safety Concern	1
Structural Integrity	2
Property Maintenance	3
Physical Appearance	2
Building Security	1
Total	10

All ratings shall be in the range of 1-5 with 5 being the worst.

Fire Hazard represents likelihood of catching fire and potentially damaging surrounding properties

Public safety concern reflects required police presence ie. vandalism or unauthorized use of property.

Structural integrity defines the actual physical structure and potential for collapse

Property maintenance classifies the potential for violations due to neglect or lack of maintenance.

Physical appearance rates the buildings aesthetics with regard to the particular neighborhood or neighboring properties.

Building security rates the overall security of the structure, unlocked doors and broken windows.



## **MAINE MUNICIPAL ASSOCIATION**

### ***Risk Management Services***

60 Community Drive  
PO Box 9109  
Augusta, Maine 04332-9109

### ***Telephone No.***

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax (207) 626-0513

October 10, 2017

Mr. John Davis, Town Manager  
Town of Millinocket  
197 Penobscot Ave  
Millinocket, Maine 04462 -1430

RE: Loss Control Program Evaluation, 09/14/17

Dear Mr. Davis;

On Thursday, September 14, I met with Deputy Chief Malcolm to complete the annual Loss Control Program Evaluation. This evaluation, or Leader Survey, is an annual review of the safety-related activities the town has undertaken to address employee training, department written safety programs, safety committee activities, the commitment of the town to work towards continuous safety improvement, and the reduction in uncontrolled hazards that could have a negative effect on the town's workers compensation insurance contribution. The information I collected has been provided to the Underwriting Department for their review.

I have a few items that if they are successfully addressed by the town would improve the town's overall safety efforts.

I understand the town still owns the library, but the staff are not municipal employees. I do not know if the town is still responsible for maintenance of the library or not. If your contract stipulates the town is responsible for the building then it should be added to the facility inspections done by Deputy Chief Malcolm.

Accident investigation is the largest weakness in this year's Leader survey. I understand Deputy Chief Malcolm and Lori Santerre conduct accident investigations of reported employee injuries and municipal property damage claims. I also understand that Deputy Chief Malcolm and others have had formal accident investigation training, but it has been several years since it was last done and this is a perishable skill that can be lost over time. To enhance the town's ability to conduct an effective accident investigation, I suggest the town send Deputy Chief Malcolm and Lori Santerre to a class on accident investigation training. Safety Works will present a free ½-day accident investigation training on Tuesday, January 30, and again on August 16, at their Augusta facility. Both sessions will be starting at 8:30am. I strongly suggest you send Lori and Tom and other department heads if you want, to this free training session. If you are interested, please contact Safety Works at 207-623-7900 to register for the class. Conducting an effective accident investigation is one method of cost control over employee and resident injury claims against the town

I also understand that the last time the Town of Millinocket invited Safety Works was in 2012. A courtesy inspection is a proactive way to assess the current status of the municipality's safety efforts with written safety policies, and documentation for employee training and inspection of equipment. In addition, having a Safety Works courtesy inspection can have a positive effect on next year's Leader Survey. I suggest you contact Safety Works and schedule a town-wide courtesy inspection for 2018. is an easy way to improve the

Finally, I understand there will be several new Councilors elected this November. Once they are seated, the town's safety mission statement should be updated to include your signature as the Town Manager and the Council's as the town administrators. The revised safety mission statement should be presented to all employees as an indication of management's interest in safety as a municipal priority and an indication of your intent to provide a safe and healthful workplace.

If you have any questions or if you would like to schedule a meeting, contact me by email at [rthomas@memun.org](mailto:rthomas@memun.org) or toll free at 1-800-590-5583, extension 2243, or direct dial at 624-0143.

Sincerely,



Robert M. Thomas  
Sr. Loss Control Consultant  
Cc: Mr. Thomas Malcolm, Deputy Fire Chief



**ORDINANCE #1-2017**

**PROVIDING FOR:** Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. §4305(4)

**BE IT ORDAINED** by the Town Council of Millinocket in Town Council assembled that the Millinocket Code, Chapter 75, Appendices A - D be amended per the attached appendix.

**IT IS FURTHER ORDERED** that this ordinance take effect 30 days after enactment.

1<sup>st</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading \_\_\_\_\_

Council Approved \_\_\_\_\_

Effective Date \_\_\_\_\_

**TOWN OF MILLINOCKET  
PUBLIC HEARING  
ORDINANCE #1-2017  
GENERAL ASSISTANCE ORDINANCE APPENDICES CHANGES  
CODE OF THE TOWN OF MILLINOCKET**

**The Millinocket Town Council will hold public hearings on proposed Ordinance #1-2017, which will amend the General Assistance Ordinance Appendices A-D General Assistance Code of the Town of Millinocket. The hearings will be held during the Council meetings of October 12, 2017 and October 26, 2017 in the Council Chambers located in the Municipal Building at 197 Penobscot Avenue, beginning at 4:30 PM.**

**Dated at Millinocket, ME**

**September 13, 2017**

**Diana M. Campbell  
Town Clerk**

# GENERAL ASSISTANCE ORDINANCE

## APPENDICES A-D

### 2017-2018

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2017—September 30, 2018. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)



TOWN OF MILLINOCKET  
Welfare Department  
197 Penobscot Avenue • Millinocket, ME 04462  
723-7010

TO: Town Council

FROM: Lori A. Santerre, Welfare Director

RE: MMA's General Assistance Ordinance Appendixes Changes

DATE: September 8, 2017

Enclosed please find MMA's new General Assistance Ordinance Appendixes (A-D), which become effective on October 1, 2017.

The changes are to the Total Monthly Allowed General Assistance Maximums, which are calculated on the basis of the 2017-18 HUD Fair Market Rent values, Food Maximums based on the USDA 2017-18 Thrifty Food Plan and the Housing Allowance which are developed by the 2017-18 HUD Fair Market Rent value, with the applicable housing electric utility and heating allowances, as developed by the Maine State Housing Authority (MSHA). The Department of Human Services has accepted all figures to be reasonable and sufficient.

Even if the Municipality has adopted MMA's General Assistance Ordinance, the municipal officers must still approve the new enclosed appendixes. This replacement assumes prior adoption and will occur every October.

Upon approval a copy of the signed ordinance must be submitted to MMA and the Department of Human Services.

## **APPENDIX A**

### **TOTAL MONTHLY ALLOWED GA MAXIMUMS**

<b>Person (s)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Penobscot (2017-18)</b>	<b>605.00</b>	<b>682.00</b>	<b>847.00</b>	<b>1,095.00</b>	<b>1,269.00</b>
<b>(2016-17)</b>	<b>596.00</b>	<b>673.00</b>	<b>836.00</b>	<b>1,082.00</b>	<b>1,254.00</b>

---

\*Please Note: Add \$75 for each additional person

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75,ARTICLEVI,  
SUBSECTION 75.33-(A).Page-7559.**

**APPENDIX B  
FOOD MAXIMUMS**

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
<b>1</b>	<b>44.65</b> (45.12)	<b>192.00</b> (194.00)
<b>2</b>	<b>81.86</b> (83.02)	<b>352.00</b> (357.00)
<b>3</b>	<b>117.21</b> (118.84)	<b>504.00</b> (511.00)
<b>4</b>	<b>148.84</b> (150.93)	<b>640.00</b> (649.00)
<b>5</b>	<b>176.74</b> (179.30)	<b>760.00</b> (771.00)
<b>6</b>	<b>212.33</b> (215.12)	<b>913.00</b> (925.00)
<b>7</b>	<b>234.65</b> (237.67)	<b>1,009.00</b> (1,022.00)
<b>8</b>	<b>268.14</b> (271.86)	<b>1,153.00</b> (1,169.00)

---

Please Note: For additional persons, add \$144 per month

Please Note: Last year amounts are in parentheses

**NOTE: THIS WILL REPLACE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.3.b, Page-7560.**

**APPENDIX C**  
**HOUSING MAXIMUMS**

(Heated & Unheated Rents)

<b>Penobscot County Bedrooms</b>	<b>Unheated Weekly</b>	<b>Monthly</b>	<b>Heated Weekly</b>	<b>Monthly</b>
<b>0</b>	<b>104.00</b> (101.00)	<b>447.00</b> (432.00)	<b>127.00</b> (124.00)	<b>545.00</b> (533.00)
<b>1</b>	<b>115.00</b> (111.00)	<b>494.00</b> (479.00)	<b>143.00</b> (140.00)	<b>615.00</b> (603.00)
<b>2</b>	<b>149.00</b> (139.00)	<b>643.00</b> (599.00)	<b>179.00</b> (175.00)	<b>770.00</b> (753.00)
<b>3</b>	<b>191.00</b> (186.00)	<b>822.00</b> (799.00)	<b>234.00</b> (230.00)	<b>1,005.00</b> (987.00)
<b>4</b>	<b>219.00</b> (213.00)	<b>943.00</b> (914.00)	<b>271.00</b> (266.00)	<b>1,166.00</b> (1,143.00)

\*Please Note: Last years amounts are in parentheses

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.4.g, Page-7567.**

**APPENDIX D**

**UTILITIES**

**WITHOUT ELECTRIC HOT WATER**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>\$14.00</b>	<b>\$60.00</b>
<b>2</b>	<b>\$15.70</b>	<b>\$67.50</b>
<b>3</b>	<b>\$17.45</b>	<b>\$75.00</b>
<b>4</b>	<b>\$19.90</b>	<b>\$86.00</b>
<b>5</b>	<b>\$23.10</b>	<b>\$99.00</b>
<b>6</b>	<b>\$25.00</b>	<b>\$107.00</b>

**NOTE\* FOR EACH ADDITIONAL PERSON ADD \$7.50 PER MONTH.**

**WITH ELECTRIC HOT WATER**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>\$20.65</b>	<b>\$89.00</b>
<b>2</b>	<b>\$23.75</b>	<b>\$102.00</b>
<b>3</b>	<b>\$27.70</b>	<b>\$119.00</b>
<b>4</b>	<b>\$32.25</b>	<b>\$139.00</b>
<b>5</b>	<b>\$38.75</b>	<b>\$167.00</b>
<b>6</b>	<b>\$41.00</b>	<b>\$176.00</b>

**NOTE\* FOR EACH ADDITIONAL PERSON ADD \$10.00 PER MONTH.**

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 75.33-(C). Page-7568**



**APPENDIX E**  
**HEATING FUEL**

<u>MONTH</u>	<u>GALLONS</u>	<u>MONTH</u>	<u>GALLONS</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

## **APPENDIX F**

### **PERSONAL CARE & HOUSEHOLD SUPPLIES**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1-2</b>	<b>10.50</b> (10.50)	<b>45.00</b> (45.00)
<b>3-4</b>	<b>11.60</b> (11.60)	<b>50.00</b> (50.00)
<b>5-6</b>	<b>12.80</b> (12.80)	<b>55.00</b> (55.00)
<b>7-8</b>	<b>14.00</b> (14.00)	<b>60.00</b> (60.00)

**NOTE: For each additional person add \$1.25 per week or \$5.00 per month.**

### **BABY NEEDS**

<b>No. of Children</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>12.80</b> (12.80)	<b>55.00</b> (55.00)
<b>2</b>	<b>17.40</b> (17.40)	<b>75.00</b> (75.00)
<b>3</b>	<b>23.30</b> (23.30)	<b>100.00</b> (100.00)
<b>4</b>	<b>27.90</b> (27.90)	<b>120.00</b> (120.00)

**c. When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under six (6) (less than 5) years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up the following amounts:**

**\*Please Note: Last years amount is in parentheses**

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 77.33.7.a, c, Page-7571**

ORDER #272-2017

PROVIDING FOR: Execution of the Warrant for October 05, 2017

IT IS ORDERED that the Warrant for October 05, 2017 in the amount of \$ \_\_\_\_\_ is hereby approved.

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

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

ORDER #273-2017

PROVIDING FOR: Execution of the Warrant for October 12, 2017

IT IS ORDERED that the Warrant for October 12, 2017 in the amount of \$\_\_\_\_\_ is hereby approved.

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

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

**ORDER #274-2017**

**PROVIDING FOR:** Approval to nominate Ralph Soucier to serve on the Municipal Review Committee.

**IT IS ORDERED** that the Millinocket Town Council approves the nomination of Public Works Director Ralph Soucier to the Municipal Review Committee.

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

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

**PROVIDING FOR:** Authorization for the transfer of funds for designlab Communication Contract.

**IT IS ORDERED** that the Millinocket Town Council authorizes the transfer of funds in the amount of \$735.00 from Account E0115-3777, Economic Development/ Beautification, and a total of \$18,105 from Account E0115-3778/Economic Development/Economic Development, for a total of \$18,840 to Account E0115-3776, Economic Development/Communications Contract.

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

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

## Manager

---

**From:** Treasurer <treasurer@millinocket.org>  
**Sent:** Tuesday, October 10, 2017 9:10 AM  
**To:** tmanager  
**Subject:** Design Lab Services

\$18,840 contracted services for Design Lab could be covered within the budget as follows:

**Transfer From:**

E0115-3777 – Economic Development/Beautification - \$735  
E0115-3778 – Economic Development/Economic Development - \$18,105

**Transfer To:**  
E0115-3776 – Economic Development/Communications Contract - \$18,840

**Transfer To:**

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



Virus-free. [www.avg.com](http://www.avg.com)