

TENTATIVE AGENDA
REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS
THURSDAY, JULY 12, 2018
4:30 PM

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda
4. Approval of minutes of the June 22, 2018 Special Meeting FY19 Municipal & WW Budget and the July 5, 2018 Special Meeting for an Executive Session.

OLD BUSINESS:

NEW BUSINESS:

SPEICAL PRESENTATIONS:

- 1) LUPC – Samantha Horn & Ben Goodsoe
- 2) Historical Society Update – Barbara Waters
- 3) Veteran's Memorial Monument Donations - Don Benson & Tricia Cyr

5. Town Manager's Report
6. ORDINANCE #1-2018 Consumer Fireworks Prohibition Ordinance – Second Reading
7. ORDER #193-2018 Execution of the Warrant for July 05, 2018
8. ORDER #194-2018 Execution of the Warrant for July 12, 2018
9. ORDER #195-2018 Approval to sell 2007 Crown Vic
10. *Reports and Communications:*
 - a. Warrant Committee for the July 26, 2018 Council Meeting: Councilor McEwen and Councilor Madore.
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment

11. Adjournment:

TABLED - ORDER #189-2018

PROVIDING FOR: Authorization for the Town Manager to send a letter of opposition to the Land Use Planning Commission (LUPC).

IT IS ORDERED that the Millinocket Town Council authorize the Town Manager to send a letter to the LUPC in opposition to its proposed development plans in Unorganized Territory.

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
Web Site: www.millinocket.org

Town Manager's Report July 12, 2018

- 1. Next Regular Council Meetings – to be held in Council Chambers at 4:30 p.m.**
 - A. July 26,, 2018
 - B. August 9, 2018

- 2. Meeting With Officials From Vita Nuova/EPA –** Councilors Pray, Clark, Pelletier, Stratton and I met with officials from Vita Nuova and the EPA on Thursday, July 5. They met with Our Katahdin and toured the mill site earlier in the day, then met with members of the public the following day. They will be working on a market assessment and strategic plan for the reuse and potential redevelopment and community revitalization opportunities for the 450-acre brownfield portion of the mill site. They will be corresponding through the Manager's office and I will be reporting to the Council on a regular basis.

- 3. Job Postings –** Anyone interested in the openings in the Police Department has until noon on July 16 to submit an application. We posted the Public Works opening in-house on Friday, July 6. If nobody internally signs it, it will be advertised in the paper next week. The custodian posting will close on Thursday, July 12. We filled the Firefighter/Paramedic job in-house. We had a resignation at the Transfer Site and that position has been filled in-house as well.

- 4. Projects –** The sewer replacement on Minuteman Drive is progressing nicely. The building for the main generator at the Wastewater Treatment Plant and the snow removal equipment building at the airport are almost completed. Demolition should begin on the buildings on York Street by the end of the week.

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5. **Ligna Terra** – At the Our Katahdin meeting in East Millinocket on Thursday evening, it was announced that Ligna Terra has purchased \$3 million worth of equipment and still plan to locate on the former mill site.

6. **Comprehensive Plan** – We had our first meeting in East Millinocket on Wednesday, June 27. Thomas White, a Maine Maritime Academy intern, is doing the research and writing under the guidance of Vicki Rusbult and Josh McIntyre of the Eastern Maine Development Corporation. Angela Cote and I will be working closely with Mr. White throughout the process. Council, Board, and public participation are encouraged also.

7. **Front and Back Entrances** – Next week Rick Lax will look at the rear north entrance to get an idea of what we are dealing with. He will recommend what he thinks has to be done and the Council can decide if it wants Rick to do the job or put it out for bid.

2018 Land Revitalization Technical Assistance to Our Katahdin EPA Region 1

Proposed Statement of Work (June 8, 2018, Revision)

This project will produce a market assessment and strategic plan for the reuse and potential redevelopment and community revitalization opportunities for the approximately 450-acre brownfield portion of the Great Northern Paper Mill site in Millinocket, Maine. The closure of the Great Northern Paper mill in 2008 devastated the town and the surrounding region in northern Maine. A nonprofit, Our Katahdin, was formed less than a month after the mill stacks came down in 2014. The organization bought the property with a vision to reuse the mill site for several diverse enterprises that can create a more resilient and diverse economy for this region. Specifically, Our Katahdin's website states its goal to "transform this idle industrial site into a productive, innovative bio-industrial park" that will be "home to a number of small-to-medium enterprises over time...that will help promote commercialization of higher value uses of products from forests, agriculture and/or aquaculture."

While it is Our Katahdin's goal to establish an "industrial site plan" for the site, there are several components that cannot be completed as part of this project's scope due to resources and timing. However, this project can set the trajectory and establish a firm foundation for the proposed goal of an Industrial Site Plan. In order to establish a site conceptual reuse framework for the Great Northern Paper Mill, Vita Nuova normally recommends a preliminary reuse assessment that is made up of two primary components:

1. **Physical Analysis:** (Not included but is usually done concurrently with a market assessment)
A site's physical attributes include all infrastructure, easements, wetlands, topography, waste storage, and other environmental issues and encumbrances that limit development. A significant portion of the site requires a review of buildings to assess general suitability for reuse. An opportunities and constraints analysis which is normally part of this physical analysis cannot be completed as a part of this project. Creation of a GIS application using easily accessible base-mapping provided by the town will not be included as part of this technical assistance project, but is recommended. This would include (but is not limited to) the following information that would be used for analysis within the GIS application: parcel information, roads and other infrastructure, zoning, adjacent uses, aerial photography, and other GIS layers available through town, county, and state sources.
2. As part of Vita Nuova's work, a **preliminary building condition assessment** will be conducted to help identify usable portions of the building as well as the need for additional work. However, structural analysis or any testing will not be included as part of this technical assistance project; rather it might be recommended as a result of reviewing the general conditions.

3. **Market Assessment**: Vita Nuova will review all existing economic and market data, generate missing background information, and interview potential users, gatekeepers, and stakeholders who are knowledgeable in key markets. The result of this market assessment will be realistic market assumptions and potential reuse options.
4. **Strategic Plan for "Industrial Reuse Plan"**: Through a workshop, Vita Nuova will work with Our Katahdin to create a step-by-step plan for developing an Industrial Site Plan and moving toward redevelopment.

Below are the activities that will be part of this Statement of Work:

Task 1

Project Management and Initiation

Participate in a kickoff call with EPA headquarters, EPA regional representatives, and representatives of Our Katahdin to discuss the project objectives and parameters. Prepare a simple workplan for approval. Submit monthly progress reports to EPA describing work completed, outcomes/deliverables completed, and anticipated work during the next month. Participate in up to three check-in calls to discuss project progress and next steps.

Task 2

Project Inventory

Gather site information, maps, and preliminary environmental information for the site and for the Town of Millinocket from Our Katahdin, along with other relevant information and data needed to get a picture of the site, buildings and land, and the surrounding area. Obtain any previous studies.

Travel to Millinocket to tour the site and surrounding area and meet with Our Katahdin and other stakeholders. Take pictures, conduct local research, and talk with key stakeholders (including the town, Our Katahdin, and the business community) to get an idea of the town/regional business climate, and what they envision for the redevelopment of the site. Develop a preliminary building conditions assessment to help identify usable portions of the building as well as the need for additional work.

Task 3

Conduct Economic Research and Market Assessment

Conduct background economic research and prepare a market assessment:

- Review all available documents, including (but not limited to): environmental reports; plans created by the town, county, regional development organization or Our Katahdin; as well as building assessments, historical documents describing uses, and other relevant reports and analysis.

- Include background demographics, surrounding property values, and regional economic trends.

Discuss the vision for the site with regional economic leaders, government agencies, companies that may have an interest in the area, and others suggested by key stakeholders. These individuals will be jointly identified by EMS/Vita Nuova and Our Katahdin. Expect to meet with 15-to 20 stakeholders. This will likely be by phone but may be in person during the site visit.

Based on the analysis, outline site redevelopment alternatives based on realistic market assumptions within a general land use plan. Key questions to be answered by the analysis include:

- What will the area support?
- What types of uses make the most sense given the economic climate of the town and surrounding area?
- Are there niche opportunities not identified in other studies?
- Is there infrastructure that could attract unique users?
- Work with economic development leaders in the state and region to identify foreign direct investment or other large users from outside the region
- What options provide promising opportunities for attracting further development that could result in further economic revitalization?

Task 4 Market Assessment and Strategic plan for Industrial Site plan

Return to Millinocket to conduct a strategic planning workshop with key Our Katahdin members and other stakeholders. Vita Nuova will present the market assessment and additional information about the site. Together Vita Nuova will support the development of a step-wise approach to reuse of the site.

The final deliverable is a short summary report (5-10 pages) and PowerPoint presentation outlining findings and recommendations.

Incorporate comments received and submit a final report.

Manager

From: Kathleen Castagna <castagna@vitanuova.net>
Sent: Tuesday, June 26, 2018 3:53 PM
To: manager@millinocket.org
Subject: Fwd: Preparations for July 5-6th site visit to Millinocket

Hi John,

I realize that I didn't copy you on the email below. Could you confirm item #2 for us?

Thanks,
Kathy Castagna
Vita Nuova, LLC

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

Subject: Preparations for July 5-6th site visit to Millinocket
Date: Tuesday, June 26, 2018 15:44 EDT
From: "Kathleen Castagna" <castagna@vitanuova.net>
To: sean@onekatahdin.com, "Michael Taylor" <mtaylor@vitanuova.net>, "Tony Bialecki" <bialecki@vitanuova.net>, "Teresa Taylor" <teresa@vitanuova.net>, "Brigid Rooney" <rooney@vitanuova.net>, steve@onekatahdin.com

Hi Steve and Sean,

We had a Vita Nuova team meeting this morning and I wanted to follow up with you on a few items:

1. Confirming our Vita Nuova team meeting with Our Katahdin on Thursday, July 5th at 1pm. We will meet you at the Our Katahdin office at 245 Aroostock Avenue in Millinocket. That meeting is scheduled from 1-3pm.
2. 3pm meeting with the Town's Executive Council. Please confirm location and duration. John Davis is leading that meeting. The Our Katahdin team will not be in attendance since you are prepping for the evening public meeting.
3. Presence and possible participation (if needed) at the Public Meeting at 5:30pm. Please confirm location and time.
4. Open House/Stakeholder Interviews, Our Katadin office - Friday, July 6th 9:30 - 12. Our team would prefer if the groups would let us know when they will be dropping by. We would like to schedule this before the meeting, possibly in 1 hour intervals if that works.
4. Vita Nuova Team Building Conditions Analysis - we would like to start around 8:30am on Friday, July 6th. Can you confirm who is available to walk us around and answer questions about the site - preferably someone with institutional knowledge of buildings use/history? Two team members will be conducting the building conditions analysis while the other two team members will be conducting stakeholder discussions/interviews.
5. Our Economic Development Specialist would like to meet with a local broker after the stakeholder discussions. Can you provide us with a good contact?

I think that it is it for now. After I hear back from you, I will send out a schedule. We really look forward to visiting the town, meeting with the Our Katadin team, town officials and other

interested parties.

Thanks!

Kathy Castagna

Senior Brownfields Advisor

Vita Nuova, LLC



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ORDINANCE #1-2018

Thursday, June 28, 2018

PROVIDING FOR: Amendments to Chapter 72, of the Code for the Town of Millinocket entitled "CONSUMER FIREWORKS PROHIBITION ORDINANCE"

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET, IN COUNCIL ASSEMBLED, that Chapter 72, of the Code for the Town of Millinocket entitled "CONSUMER FIREWORKS PROHIBITION ORDINANCE" (#2-2015, effective Date 12/23/2015) is amended via the addition of a "Section 5" to the current ordinance for the express purpose of providing limited exceptions to the general prohibitions of the present ordinance, to wit:

Section 5. Exceptions. Consumer fireworks may be ignited, discharged or used between the hours of 2100 EST and 2300 EST on July 4 of each year or other such day as declared by the Town to be the official day of celebration of the July 4th Holiday, subject to the following conditions:

- (1) No person may use consumer fireworks under this exception unless a uniform fireworks permit is applied for and granted by a duly authorized individual(s) at the Millinocket Fire Department.
- (2) No person under the age of 21 can possess or use consumer use fireworks.
- (3) No permittee may ignite, discharge or use consumer fireworks if the Maine Forest Service Fire Danger Class is 3 or higher.
- (4) All permittees must measure and abide by a 75-foot setback from their respective property lines when using consumer fireworks.
- (5) Debris from consumer fireworks must be confined to permittee's property and any aerial fireworks must not generate debris or other such fallout
- (6) No permittee may ignite, discharge or use consumer fireworks unless they have adequate and operable fire suppression measures on their property.
- (7) No permittee shall ignite, discharge or use consumer fireworks while under the influence of alcohol, a controlled substance, or a combination of alcohol and a controlled substance at any time.
- (8) No permittee shall ignite, discharge or use consumer fireworks in the Downtown Commercial Development Zone or Neighborhood Commercial Zone, as designated by the Town.

(9) Violations of this section are subject to the Penalties outlined in Section 5 of this Ordinance.

IT IS FURTHER ORDAINED that the Town Clerk make appropriate changes to incorporate this Chapter into the Millinocket Code and distribute new pages to all persons known to have a copy of the Code. This Ordinance takes effect immediately upon enactment.

First Reading:

6/28/18

Second Reading:

Effective Date:

Attest:

Diana M. Campbell

ORDER #193-2018

PROVIDING FOR: Execution of the Warrant for July 05, 2018

IT IS ORDERED that the Warrant for July 05, 2018 in the amount of \$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #194-2018

PROVIDING FOR: Execution of the Warrant for July 12, 2018

IT IS ORDERED that the Warrant for July 12, 2018 in the amount of \$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

PROVIDING FOR: Approval to sell 2007 Crown Vic.

IT IS ORDERED that the Millinocket Town Council grants approval to sell the 2007 Crown Vic parked at the town garage to Terry Wilson for \$200.00.

NOTE: The town put this vehicle for bid in October of 2017 and received no interest.

PASSED BY THE COUNCIL: _____

ATTEST: _____

John – we had the old cruiser out for bid to sell it, but no bites. I had an employee approach me and say he would give a couple hundred dollars for it. Do we need approval from the council?

Thanks,

*Ralph T. Soucier
Millinocket Public Works Director
20 Cedar Street
Millinocket, Maine 04462
Tel. (207)723-7030 Cell: (207)-731-9905*



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Manager

From: Ralph T. Soucier <publicworks@millinocket.org>
Sent: Wednesday, July 11, 2018 7:09 AM
To: 'Manager'
Subject: RE: Assessor's Vehicle Old PD Car
Attachments: 2007 Crown Vic for sale bid.doc

I have attached the bid we had out in the paper last fall 2017. No interested bids received.

I had Terry Wilson ask me if he could give the Town \$200.00 to purchase it free and clear as is condition. The condition is non operational due to the steering system failed, so it has to be towed away. Bryan had looked it over before we put it out for bid.

Issues observed:

Floor board has holes
Trunk has holes
Steering system failed
Front End needs parts that are worn.
Non Operational

I will also check to see if it is still insured and cancel after the sale.

Thanks,

*Ralph T. Soucier
Millinocket Public Works Director
20 Cedar Street
Millinocket, Maine 04462
Tel. (207)723-7030 Cell: (207)-731-9905*

From: Manager [<mailto:manager@millinocket.org>]
Sent: Wednesday, July 11, 2018 6:35 AM
To: 'Ralph T. Soucier'
Subject: RE: Assessor's Vehicle Old PD Car

We probably should get an order. Send me the information (who wants to purchase it, how much, etc.) and I will write an order and add it to the agenda for Thursday's meeting.

From: Ralph T. Soucier [<mailto:publicworks@millinocket.org>]
Sent: Wednesday, July 11, 2018 6:01 AM
To: Harold Davis
Subject: Assessor's Vehicle Old PD Car



TOWN OF MILLINOCKET
PUBLIC WORKS DEPARTMENT
20 Cedar Street
Millinocket, Maine
Tel. (207)723-7030 Fax (207)723-7029

Town of Millinocket
Bid Notice
2007 Ford Crown Vic

October 26, 2017

RE: The Town of Millinocket is soliciting bids for sale of a 2007 Ford Crown Vic Located at the Public Works Department.

The Town of Millinocket is soliciting bids for sale of a 2007 Ford Crown Vic. "as is condition" Vin.# **2FAFP71W47X128955** with mileage of approximately 150K miles. The Town of Millinocket shall be free of any liability associated with the purchase and ownership of this vehicle and hold the Town harmless against all claims. Minimum bid will be \$500.00.

Please return your sealed bid(s) Marked "**2007 Crown Vic Bid**" to 197 Penobscot Avenue Millinocket, Maine 04462 by Thursday November 9, 2017 at 10:00am. at which time all bids will be opened in the Town Manager's Office. Bidders are invited to attend the bid opening.

Any questions pertaining to this vehicle shall be directed to Ralph Soucier at the Public Works Department, 723-7030 or e-mail publicworks@millinocket.org.

The Town reserves the right to accept or reject any or all bids submitted. Only written bids will be considered.

Thank you,

Ralph Soucier, Director

Millinocket Public Works

Bidder's Name: _____

Address: _____

Phone Number: _____

Contact Person: _____

Bid Price : _____

The Town reserves the right to accept or reject any or all bids submitted. Any exceptions to the specifications are to be noted on your Bid Form.

Bids are due to the Town Manager's Office at 10:00 AM Monday October 30, 2107