# TENTATIVE AGENDA REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS THURSDAY, JULY 26, 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 14, 2018, the June 28, 2018 and the July 12, 2018 Regular Town Council Meetings and Second Public Hearing for Fiscal 2019 Municipal and Wastewater Budgets.

#### **OLD BUSINESS:**

#### NFW BUSINESS:

#### SPEICAL PRESENTATIONS:

- 1) Eastern Area on Aging Bryant Davis
- 2) Bocce Court Randy Jackson
- 5. Town Manager's Report
- 6. ORDER #196-2018 Execution of the Warrant for July 26, 2018
- 7. ORDER #197-2018 Approval for Installation of a Library Box at Veterans Memorial Park
- 8. ORDER #198-2018 Election of Maine Municipal Association (MMA) Vice President and Executive Committee Members
- 9. ORDER #199-2018 Approval for an Extension of Premise (Highlands Tavern/Christopher Carr)
- 10. Reports and Communications:
  - Warrant Committee for the August 9, 2018 Council Meeting: Councilor Pelletier and Councilor Madore.
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
- 11. Adjournment:

The Regular Town Council Meeting and the Second Public Hearing for Fiscal 2019 Municipal and Wastewater Budgets were called to order by Chair Clark in Council Chambers at 4:30pm.

#### Roll Call:

**Town Council Members Present:** 

Clark

Pelletier - Excused

Golieb Madore Pray Stratton

McEwen

Also present were: Town Manager John Davis, Town Clerk Diana M. Campbell, Deputy Fire Chief Tom Malcolm, Police Chief Steve Kenyon, Recreation Director Jody Nelson, Public Works Director Ralph Soucier, Municipal Airport Director Jeffrey Campbell, Town Treasurer Mary Alice Cullen, Waste Water Treatment Director Jim Charette, Ga/Personnel Lori Santerre, Tax Collector Jesse Dumais, Superintendent of Schools Frank Boynton, School Board Chair Michael Jewers, Planning Board Chair Anthony Filauro and 45 in the public.

Pledge of Allegiance

Adjustments to the Agenda: Addition to Manager's Report

Approval of the minutes of the Regular Town Council meeting and the First Public Hearing for Fiscal 2019 Municipal and Wastewater Budgets for May 24, 2018 and the Special Town Council School Budget Adoption meeting for May 29, 2018.

Motion – Stratton

Second – McEwen

Vote 6-0

#### **OLD BUSINESS**:

#### **NEW BUSINESS:**

RESOLVE #5-2018 Proclamation Honoring the Millinocket Middle School Boys Baseball Team

**Motion- Pray** 

Second-Madore

Vote 6-0

Council as a whole extends sincere gratitude and pride to the Millinocket Middle School Boys Baseball team for their great achievements and outstanding leadership as youths in this community.

#### 2nd PUBLIC HEARING - ORDER #117-2018 Pubic Hearing for FY19 Municipal and Wastewater Budgets

Motion - Madore

Second - Madore

Councilor Pray expects an increase to the mil rate if budget passes as is with homestead exemption savings included. Chair inquires proposals of cuts to budget from the Council.

Councilor Pray recommends going through line by line and present proposals accordingly.

Chair decided to hear proposals from the Council line by line and vote on each line accordingly if proposed adjustments pertained after the budget was read as a whole resulting a total reduction of \$210,458 in the fiscal year 2019 Municipal budget as it was presented.

Public Discussion:

Kathy Ouellette, 32 Aroostook Ave, inquires if extra office is included in proposed budget while suggesting two officers need to be on night shifts as well as day shifts.

Jesse Dumais, 10 Somerset Street, recommends mil rate be kept low while prioritizing proposed cuts, states town is in dire need with plentiful delinquencies in taxes while noting the Governor's proposed policy is questionable.

Jimmy Busque, 32 Forest Ave, states if revenues are down then budget goes up, expresses a proposed 35 mil rate is inexcusable while noting the homestead exemption was given and always be taken away, notes employees deserve the 3% increase while stating the money is just not there, suggests adding a fire department position which will add revenues, stresses cannot raise the mil rate any higher than current.

Bryant Davis, 119 Cedar Street, suggests focusing on increasing revenues instead of cutting small expenses while noting the knowledge and understanding of the budget process, suggests a new evaluation of the Town is necessary. Michael Clark, Katahdin Ave, suggests adding an EMS/FF to the department while noting knowing firsthand the response time is not efficient due to understaffing.

Councilor Madore shares the importance to hear from the public and commends all whom have given feedback. Councilor Golieb agrees that focusing on raising revenues while noting the urgency of needing to add a police officer and fire fighter into the department's rotation.

Chair Clark clarifies the adjusted proposed budget will be voted on at the next Town Council Meeting for adoption.

**Special Presentations**: - Jody Nelson, Recreation Director, looking to replace by purchase or repair and install the existing shed at the recreation department, clarifies this is a second shed and is not time sensitive to replace. Discussion concludes suggestion for an Order for the next Council meeting.

-Bryant Davis, Eastern Area on Aging, updates on services for the Tri-Town communities costing over \$85,000. Discussion concludes gratitude for all the services they provide to the communities.

-Ranson Consulting Engineers & Scientists – DEP, provided handouts to the Council and public with their proposed Environmental perspective pertaining to DEP with explanation this is an economic Development tool designed for commercial properties.

Council discussion concludes with appreciation for information and development updates.

#### Town Manager's Report:

\*Council Meetings - to be held in Council Chambers at 4:30 p.m.

June 28, 2018

July 12, 2018

- \*Millinocket Division of Maine Water Maine Water is looking for alternatives to recycling decant from the filter backwash and simplifying its treatment process. I have attached a letter that Dave Michaud, Maine Water Superintendent, sent to Jim Charrette, explaining what Maine Water has in mind. Jim will be at the meeting on June 14 to clarify this in more detail and answer any questions the Council has.
- \*Sprit of America Bruce Flaherty is looking for the Council to nominate candidates from Millinocket to receive the Spirit of America award again this year. This award is presented in the name of Maine municipalities to local individuals, organizations and projects for commendable community service. The two former nominees from Millinocket were Nancy DeWitt and Sue D'Alessandro.
- \*Contractors Meeting On Thursday, May 31, we met with Olver Associates and T- Buck Construction to go over the details of the Minuteman Drive sewer project. The tentative schedule is for the job to begin on June 11 and to conclude on September 18. I have attached a copy of the tentative schedule to this report.
- \*Results of School Budget Vote The results will be available at the Council meeting on Thursday night.
- \*Wastewater Treatment Plant The main generator project is going well. The job is expected to be completed by the middle of July. The date of completion will be dictated by the arrival of the generator.
- \*Heritage Park I spoke with Fred Michaud a couple of weeks ago and he informed me the Katahdin Tourism Partnership has purchased the former Mini Golf building and are planning to have the building inspected for asbestos before they start the demolition. Erik Phenix, from Ransom Consulting Engineers (who are doing a presentation at the Council meeting) is going to contact Fred and see if they can be of any assistance in helping them with the inspection and saving them some money.
- \*Comprehensive Plan The Eastern Maine Development Corporation (EMDC) is in the preliminary stages of the updated comprehensive plan. EMDC Director of Re-Engineering, Vicki Rusbult, is attempting to set up a meeting between the three communities to go over some of the progress they are making and explain the process going forward. She also mentioned that EMDC currently has a student from the Maine Maritime Academy and may be getting another one to help work on this project. This will expedite the process and the new comprehensive plan could be finished in less than a year.
- \*Community Development Block Grant (CDBG) Olver Associates had applied for a grant for the Town to do some sewer work on Elm Street. We were not selected to receive the funds but our application will be considered in the 2019 cycle.
- \*Century Bike Ride The event took place as scheduled on Saturday, June 9. It was a great success that featured 83 riders and had no complaints from any of the participants or townspeople. I have attached a couple emails from Mr. McAnirlin that shows some stats of how many people from town and away took part in this event as well as what route they choose. I want to thank Mack, the Millinocket Police Department, the participants, and anyone else that made this possible and hope to see it happen again next year.

- \*Maine Development Foundation I penned a letter of support to the Maine Development Foundation on behalf of the Council to continue to sponsor the United States Department of Agriculture (USDA) in its quest of a Rural Community Development Initiative Grant (RCDI). This program awards grants to help non-profit housing and community development organizations, low- income rural communities and federally recognized tribes support housing, community facilities and community and economic development projects in rural areas.
- \*Fireworks Debris I have attached some photos of a citizen's yard showing the effects that fireworks can have on neighboring properties.
- \*Broadband I have enclosed correspondence from Eaton Peabody spelling out the costs for the communities of Millinocket, East Millinocket, Medway, as well as Our Katahdin for the creation of a Katahdin Broadband Utility. Our Katahdin has agreed to pay the first \$5,000 for the preparation of a draft set of organizational documents and necessary ratification documents for the towns.
- \*Municipal Solid Waste The Municipal Review Committee (MRC) will allow the Town of Millinocket to haul its municipal solid waste to Juniper Ridge in Old Town( as opposed to Norridgewock) until the new Fiberight facility opens in a couple of months. The Public Works Director sent an invoice to the MRC for \$9,375 to cover the Town's cost for the trips it made to Norridgewock.
- \*Recreation Shed The Council talked about having an order to demolish the old shed and construct a new one with the left over funds in the assigned fund balance that were appropriated for a used pickup. As you recall, we decided to repair the existing truck and have close to \$7,000 left over. The Chairman has informed me that there may be some volunteers from one of the local churches that would be willing to tear the building down, and it may be cost effective for the Town to purchase a building from the Amish or some other organization that has a structure already built. I look forward to the discussion at Thursday's meeting. Councilor Pray suggests Joseph Clark, the Town Council Chair, and the Friends of the Millinocket Memorial Library for his two (2) nominations for Spirit of America Award, suggests posting the prior year's budget to current budget proposals for comparison in future budget procedures, notes staying on top of the Heritage Park issue, congratulates all participants of the Century bike ride with anticipation for future growth, agrees with Town Manager pertaining to the Fire Works debris, suggests budgeting for the broadband proposal, notes the sooner MRC gets into operation the better for all involved.

Councilor Madore inquires a negotiated rate for the Town with the Maine Water Company, nominates Richard Angotti and an Our Katahdin representative for Spirit of America award, appreciates the aggressive timeline for the Minuteman Drive sewer project, looking for transparency with clarification pertaining to Heritage Park and the returning of the deed to the Town determined in agreement, move forward with comprehensive plan, inquires for clarification on the CDBG allocated funds grant match on current sewer projects, glad Century Bike ride went well, looks forward to the fireworks ordinance taking effect by next 4<sup>th</sup> of July, proposes budgeting for Broadband, states MRC is not ideal for all involved.

Councilor Stratton suggests proceeding with an order to address water rates, agrees to nominate Joseph Clark and Friends of the Library for Spirit of America award, concerns with Heritage park issue suggests staying abreast when demolition finalizes, available for the Comprehensive Plan meeting, agrees budgeting for Broadband.

Councilor McEwen inquiries about rates and negotiations with Maine Water, nominates Richard Angotti and the Friends of the Library, in favor of Heritage Park and anticipates the special presentation, available for the Comprehensive Plan meeting, glad the CDBG grant cycle moved up, glad to hear good turnout for the Century Bike ride, suggests proposed draft of the fireworks ordinance be submitted pertaining to the extensive debris issue.

Councilor Golieb agrees with Councilor Madore and his suggestions pertaining to The Maine Water Company and Town negotiations and revisiting rates, nominates Richard Angotti and Lucy Van Hook for the Spirit of America award, available for some the meeting dates for the Comprehensive Plan.

Chair Clark submitted Councilor Pelletier's email pertaining to the Manager's report to the Town Clerk to enter into the minutes.

Chair Clark reiterates all Councilors statements, reassures Comprehensive meeting dates, glad to hear Century bike ride a great success, concerns pertaining with the current status of MRC and the Town hauling its trash.

Debbi Perkins, expresses concerns with fireworks ordinance being the photos submitted was her yard showing some of the debris as well as issues resulting from the fireworks with a visiting pet ending up with vet visits while expressing concerns for the elderly and veterans in the community already dealing with health and mental issues, suggests the Council strongly revisit this ordinance.

Steve Sanders, Representative from Our Katahdin, expresses clarification of the Towns pertaining to the split utility and the proposed \$5000 noting the town will be reimbursed.

Denise Willis, 137 Oxford Street, expresses concerns for much needed support is to proceed in planning the 4<sup>th</sup> of July celebration activities.

ORDER #153-2018 PROVIDING FOR: Execution of the Warrant for June 7, 2018

IT IS ORDERED that the Warrant for June 7, 2018 in the amount of \$27587.53 is hereby approved.

Motion - Madore Second - McEwen Vote 6-0

ORDER #154-2018 PROVIDING FOR: Execution of the Warrant for June 14, 2018

IT IS ORDERED that the Warrant for June 14, 2018 in the amount of \$343,387.93 is hereby approved.

Motion- McEwen Second- Madore Vote 6-0

ORDER #155-2018 PROVIDING FOR: Ratification of the June 12, 2018 School Budget Referendum Election Results

IT IS ORDERED that the results of the June 12, 2018 School Budget Referendum Election are hereby ratified as attached.

Motion- Golieb Second- McEwen Vote 6-0

ORDER #156-2018 PROVIDING FOR: Approval of an Application for a Victualer's License for Millinocket Variety.

IT IS ORDERED that the attached application for a Victualer's License is hereby approved for:

Daniel Nelson, 66 New Hampshire Street.

d/b/a

Millinocket Variety, 112 Central Street.

Motion- McEwen Second- Madore Vote 6-0

ORDER #157-2018 PROVIDING FOR: Approval of an Application for a Victualer's License for Trailside Country Store.

IT IS ORDERED that the attached application for a Victualer's License is hereby approved for:

Daniel Nelson, 66 New Hampshire Street.

d/b/a

Trailside Country Store, 59 Medway Road.

Motion- Stratton Second- Madore Vote 6-0

#### \*AMENDED\* ORDER #158-2018 PROVIDING FOR: Street Closures.

IT IS ORDERED that the Millinocket Town Council approve the closure of the following streets in observance of the July 4, 2018 activities.

Tuesday July 3<sup>rd</sup> – close and remove vehicles from the Bandstand parking lot at 6:00 a.m. until Wednesday July 4<sup>th</sup> at 10:00 p.m.

Close Poplar Street between Penobscot Avenue and Katahdin Avenue at 6:00 a.m. Tuesday, July 3<sup>rd</sup> and throughout the day for the activities at Veteran's Park until the conclusion of the events at 10:00 p.m. on Wednesday, July 4<sup>th</sup>.

Wednesday July 4<sup>th</sup> – Close Penobscot Avenue from Central Street to Katahdin Avenue at \*the disclosure of the Town Manager for the decision of the street closure times deemed.

Motion- Madore S

Second- Golieb

Vote 6-0

ORDER #159-2018 **PROVIDING FOR:** Authorization for the Town Manager to execute and file all the necessary paperwork and deeds to complete the sale of a tax acquired property.

IT IS ORDERED that the Town Manager be granted authorization to execute and file all the necessary paperwork, including signing a Municipal Release Deed to complete the sale of a tax acquired property located at 22 East Avenue, Map U10-Lot 016A, Millinocket, Maine, to Shawn McLaughlin, 11 Powersville Road, Medway, Maine,04460, for \$25.

IT IS FURTHER ORDERED that the Tax Collector and/or Treasurer be authorized to abate all remaining taxes, sewer fees, and other expenses on the sale of the above-mentioned property.

All C & D waste will be handled in accordance with the Special Requirements for the Sale of Property.

Any tenant remaining in the property shall be the responsibility of the bidder to evict or manage.

One bid was received for this property, which has \$5,759.91 owed in back taxes and sewer fees.

Shawn McLaughlin: \$25

NOTE: This is a late bid that was received about one week after the bids closed.

Motion – Pray Second – Stratton Vote 0-6 (FAIL)

Council discussion suggests taking late bids was improper due to importance of policy.

ORDER #160-2018 PROVIDING FOR: Approval for 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 July 6, 2018, from 5 p.m. to 12 a.m. Motion – Golieb Second – Stratton Vote 6-0

ORDER #161-2018 PROVIDING FOR: Approval of Millinocket Recreational Trail Land Use Permit. IT IS ORDERED that the Millinocket Town Council approves a land use permit for the Northern Timber Cruisers to maintain and use a multi-use recreational trail running from the Northern Timbers Cruisers Clubhouse in Millinocket more or less along State Highway Route 11 to state owned lands known as the Sebois Unit and located upon and over Katahdin Forest Management lands in Indian Purchase Number 3 and 4 and Long A Township hereinafter described in Exhibit A (hereinafter the permit).

Motion – McEwen Second – Madore Vote 6-0

ORDER #162-2018 PROVIDING FOR: Letter of Support.

IT IS ORDERED that the Millinocket Town Council authorize the Town Manager to sign all the necessary paperwork on behalf of the Council thanking the Maine Community College for its long-lasting support of the Higher Region Education Center in East Millinocket, and requesting that the Community College System commit to continued investment and support for that facility.

Motion – Stratton Second – Madore Vote 6-0

#### Reports and Communications:

- a) The Warrant Committee for the June 28, 2018 Council Meeting will be Councilor Pelletier and Chair Clark taking Councilor Stratton place.
- b) Chair's Committees Reports:
  - -Councilor McEwen reminds the public about Sawmill restaurant donating portion of proceeds tonight only.
    -Councilor Pray informs that the house is back in session on Tuesday, acknowledges Steve Stanley's presence at the Town Council Meeting
- c) Two Minute Public Comment: none
- d) Motion to adjourn at 7:50p.m. -Madore Second -McEwen Vote 6-0

# Town of Millinocket, Maine Open letter to Town Council Thursday June 14, 2018

### Manager's Report;

- 2. Looking forward to the discussion of Maine Water's request for reduced rate for there backwash decant water. Info from the Waste Water plant manager should inform us of the effect on plant operation particularly in regard to plant total capacity as we are planning on additional use as industrial development occurs.
- 3. Spirit of America nomination is a good chance to recognize the successful effort of individuals or organizations to Millinocket's economic development. As such, last year's nominees are still deserving and I would add that with it's success the Millinocket Marathon and Half organization should be nominated.
- 4. Pleased with T Buck Construction's schedule for the Minuteman Drive sewer project.
- 5. Nice to see the School's budget coming in less than last year but I still believe it would be advantageous to close Granite St. School.
- 6. Pleased with the progress on Waste Water plant generator work.
- 7. Good to see progress on the Heritage Park project.
- 8. Encouraged about the progress on the updating the Comprehensive Plan and hope EMDC will be able to complete ahead of schedule.
- 9. Good to hear Olver Associates put in a grant for the Elms St sewer project. We need as much assistance as possible with our sewer work.
- 10. Congratulations to Mack McAnirlin on a successful Century Bike Ride. Looking forward to having this event grow in years to come.

- 11. Pleased to continue support for Rural Community Development Initiative Grant from the USDA as it is an important resource for economic development.
- 12. Happy to see some accommodation is being made for the public to enjoy Fireworks this year. I would prefer it would be a less cumbersome.
- 13. Good to know we are moving forward on the Katahdin Broadband Utility as it is a valued asset for businesses in our Community.
- 14. Pleased that the temporary solid waste transportation is working.
- 15. Agree with the shed replacement plan for Recreation Dept.

Sincerely,

Louis Pelletier

June 28, 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 Golieb-Excused Pray

Madore

Stratton-Excused

McEwen

Also present were: Town Manager John Davis, Town Clerk Diana M. Campbell, Deputy Fire Chief Tom Malcolm, Tax Collector Jesse Dumais, Waste Water Director and 11 in the public.

Pledge of Allegiance

Adjustments to the Agenda: Addition to Manager's Report

Approval of minutes of the June 12, 2018 Special Meeting Motion-Madore Second- Pray Vote- 5-0

**OLD BUSINESS: NONE** 

#### **NEW BUSINESS:**

**Special Presentations** 

Resolve #6-2018- PROCLAMATION HONORING CURTIS TOMS FOR HIS VOLUNTEER WORK FOR BOBBIE'S GARDENS

WHEREAS, Curtis Toms is a seasonal resident of Millinocket and has been volunteering to perform maintenance and upkeep to the various gardens along the Michaud Trail in Millinocket since May 2, 2016; and,

WHERREAS, Curtis mulches the beds, mows various sections of the trail, performs seasonal cleaning in the spring and fall, which results in an average of 20 hours per week when needed; and,

WHEREAS, the Town recognizes that this help is vital to the upkeep of the trail and promotes beauty for all to enjoy, whether it be residents or visitors to our community;

NOW THEREFORE, BE IT RESOLVED, that the Millinocket Town Council, in Council Assembled on June 28, 2018, does hereby recognize, honor, and congratulate Curtis Toms for his volunteer work with Bobbie's Gardens along the Michaud Trail.

Motion- Pray

Second- Madore

Vote- 5-0

# RESOLVE #7-2017 PROCLAMATION HONORING SANDY HARTLEY FOR HER OPERATION OF STUDIO ONE DANCE ACROBATICS

WHEREAS, Sandy Hartley has owned and operated Studio One Dance and Acrobatics Center for 30 years; and WHEREAS, the Town recognizes the hard work and dedication of Sandy Hartley, her family, staff, students, and volunteers that have made its operation possible; and,

WHEREAS, her studio started in East Millinocket with the Recreation Department and has since relocated to have hosted three other locations in Millinocket during its operation, now presently located on Spring Street; and,

WHEREAS, Studio One has hosted students from all over the Katahdin region and beyond; instructing students in

Millinocket, East Millinocket, Medway, Sherman, Patten, Houlton, Lincoln, Lee, and Caribou; and,

WHEREAS, Sandy has instructed hundreds of individuals since 1988 and her former students held a 25-year celebration in 2013 and a 30-year celebration in 2018 with 60 participants in attendance; and,

WHEREAS, her efforts are a true representation of what it means to have community sprit;

NOW THEREFORE, BE IT RESOLVED, that the Millinocket Town Council, in Council Assembled on June 28, 2018, does hereby recognize, honor, and congratulate Sandy Hartley for her accomplishments over the last 30 years as owner of the Studio One Dance and Acrobatics Center.

Motion- McEwen

Second- Madore

Vote- 5-0

#### Town Manager's Report:

Next Regular Council Meetings held in Council Chambers at 4:30 p.m.: July 12, 2018 & July 26, 2018

Minuteman Drive and Generator Projects – Both projects appear to be on schedule. The residents on Minuteman Drive should have received another letter with the tentative schedule for the start time and completion date.

Phone Conference with Representative of the EPA Vita Nuova – Vita Nuova is a national leader in the repositioning and redevelopment of complex sites and neighborhoods. They work nationally and internationally for public agencies, non-profit organizations, corporations and private clients to remove impediments and create value from sites and areas affected by historical and ongoing environmental challenges. Jim Byrne, who works on brownfields for Region I, has found some additional funds that EPA earmarks for economic development assessments that will be very helpful to Our Katahdin. He has hired a couple of firms to pull together information that will help point out the range of options for economic development in the Katahdin region. Our Katahdin and representatives from Vita Nuova will be in town on July 5 and 6. They will be touring the mill site and would like to meet with anyone that may be a stakeholder in development behind the gate. I have attached a schedule to this report so you will be aware of what activities will be taking place and at what time.

Job Postings – The custodian position was posted in-house for five days and nobody signed it as of yet. It will close on June 28 and will then be posted in the local paper until July 12. The two police officer jobs will be advertised in the paper until July 16. The fireman/paramedic job will be posted in-house and we believe there are a couple candidates that will be interested. Ralph and Jimmy will get together to go over some details of what they want for qualifications and then we will post the Public Works/WWTP position.

Fiberight – The July meeting for the Board will be on-site for an inside look at the facility. The Q & A portion will be on the Fiberight Facebook page live beginning around 6 p.m. that night and available to watch thereafter.

Fourth of July Parade – There has been some discussion about what time the parade will be held this year. As of this writing, it is scheduled to begin at 10:30 a.m. The 195<sup>th</sup> Army National Guard band will still be performing at the bandstand at 4:00 p.m., and the remainder of the activities that are scheduled will take place as well. Next year I believe a committee will be working on a plan to have the parade later in the afternoon. I want to thank everybody for the time and effort they put into this.

Comprehensive Plan Meeting – The first meeting will be held at the East Millinocket Municipal Building on Friday, June 29, from 10:00 a.m. until noon.

4Maine meeting- I attended the meeting on June 27, 2018. More detailed report to follow

Job opening in East Millinocket- Background in Environmental Engineering or Science related fields. Application is attached

Lights on Maine St- are all LED, now. The Public Works Director says they are working well.

Our Katahdin will be having a public meeting at KATEC on July 5, 2018 at 5:30. The meeting should last until about 8:00

- \*Councilor Pelletier- He is enthused with the Vita Nuova news, Glad the job postings have started, glad Fiberight is making ground, he is receiving mixed messages regarding the 4<sup>th</sup> of July activities.
- \*Councilor McEwen- Will be good to see the Minuteman Dr project wrapped up, Good investment to get Vita Nuova here, Glad the job postings are on the web site and notes that they have reached over 2000 people, 4<sup>th</sup> of July events should be fine regardless of time, will see what happens next year when we can get more word out and more response, it's extremely cool that we were able to get the National Guard Band. He will attend the comprehensive meeting. He will try to make the Our Katahdin meeting. Glad the street lights have been changed to LED.
- \*Councilor Madore- glad the generator building is almost complete. He will attend the meeting with Vita Nuova and is looking forward to it. Explains the job posting process. He is looking forward to 4<sup>th</sup> of July events. Will attend Comprehensive meeting & Our Katahdin meeting. Is happy with the LED lights.
- \*Councilor Pray- Thanks Manager for report.
- \*Chairman Clark- Thanks Denise for all of her work on the July 4<sup>th</sup> events. He will be asking for event committee volunteers on the website. Believes the Fiberight event is going to be on FB on July 24<sup>th</sup>.

ORDINANCE #1-2018 FIRST READING 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 4<sup>th</sup> 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 fall out
- (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.
- \*Deputy Fire Chief Malcolm is opposed to the Ordinance.
- \*Resident, Jimmy Busque comments that there is not way to enforce the ordinance and suggests letting people use fireworks one day a year.

Motion- McEwen Second- Madore

ORDER #180-2018 PROVIDING FOR: Execution of the Warrant for June 21, 2018

IT IS ORDERED that the Warrant for June 21, 2018 in the amount of \$3857.12 is hereby approved.

Motion- Madore Second- McEwen Vote 5-0

ORDER #181-2018 PROVIDING FOR: Execution of the Warrant for June 28, 2018

IT IS ORDERED that the Warrant for June 28, 2018 in the amount of \$63406.32 is hereby approved.

Motion- Madore Second- McEwen Vote 5-0

ORDER #182-2018 Payment of Sewer Bills for Multiple Bills

We, the Municipal Officers of the Town of Millinocket upon request of the Tax Collector

and Town Treasurer of said Town, hereby authorize and direct said Tax Collector and

Town Treasurer to credit sewer payments to accounts in the same manner as real estate payments; and

WHEREAS, real estate tax payments are allocated to the oldest outstanding tax bill; and

WHEREAS, the statutory reference in section 104-16 of the Sewer Ordinance has not been updated to reflect repeal of Title 30 MRSA and enactment of Title 30-A;

NOW THEREFORE, IT IS ORDERED AS FOLLOWS:

The Tax Collector and Town Treasurer are hereby directed to credit payments for sewer

system use charges in chronological order beginning with the oldest unpaid sewer system use charge, provided however, that no such payment may be applied to any charge for which an abatement application or appeal is pending unless approved in writing by the sewer fee payer.

IT IS FURTHER ORDERED THAT sewage system rates, fees or user charges not paid within

90 days of when due shall be collected in accordance with Chapter 104, Section 104-16

of the Millinocket Code and Title 30-A MRSA Section 3406.

Motion – Pelletier Second – Madore Vote 5-0

ORDER #183-2018 PROVIDING FOR: Approval of an Application for a Victualer's License for Katahdin Ice Cream Shop/The Black Loon.

IT IS ORDERED that the attached application for a Victualer's License is hereby approved for:

Luisa Surprenant, 1 Lake Street, Chesuncook, ME.

d/b/a

Katahdin Ice Cream Shop/The Black Loon, 190 Penobscot Avenue.

Motion – McEwen Second- Madore Vote 5-0

\*AMENDED ORDER #184-2018 PROVIDING FOR: Approval of an Application for a Victualer's License for Northern Bites.

IT IS ORDERED that the attached application for a Victualer's License is hereby approved for:

Emily Kenny, 414 Katahdin Avenue.

d/b/a

Northern Bites, Mobile Food Truck, 414 Katahdin Avenue.

(Location to be used: Peddler's Hill, Veterans Memorial Park)

\*AMENDED: Amended to remove "other locations TBD" from Location to be used

Motion- McEwen

Second- Pray Vote 5-0

Motion to accept ORDER #184-2018 as amended

Motion- Madore

Second- McEwen

Vote- 5-0

ORDER #185-2018 PROVIDING FOR: Approval of an Application for a Victualer's License for Mai Take Out.

IT IS ORDERED that the attached application for a Victualer's License is hereby approved for:

Mai York, 35 Pine Street, East Millinocket, ME.

d/b/a

Mai Take Out, Mobile Food Truck, 69 Main Street, East Millinocket, Me.

(Location to be used: Veterans Memorial Park)

Motion- Pray

Second- Madore

Vote 5-0

ORDER #186-2018 PROVIDING FOR: Authorization to write off sewer fees, interest & costs, which pertain to B&A and GNP.

IT IS ORDERED that the Millinocket Town Council authorize the write-off of sewer fees pertaining to the B&A Railroad and Great Northern Paper from 1999 to 2004 in the amount of \$24,638.87.

NOTE: The write-off request is necessary because the fees are uncollectible due to bankruptcy.

Motion-Pelletier

Second- Madore

Vote 5-0

ORDER #187-2018 PROVIDING FOR: Authorization to sign Local Roads Assistance Program (LRAP) certification. IT IS ORDERED that the Millinocket Town Council authorize the Town Manager to sign the LRAP form that certifies the funds are used in a manner consistent with Chapter 19 in Title 23, that confirms the funds are expended for maintenance or improvement to public roads.

Motion- McEwen

Second- Pray

Vote 5-0

ORDER #188-2018 PROVIDING FOR: Election of a representative to serve on the Legislative Policy Committee

IT IS ORDERED that the Millinocket Town Council cast its ballot for Thomas Perry, Councilor for the Town of Orono, to serve on the 2018-2020 Legislative Policy Committee.

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.

Motion- Madore

Second- McEwen

Motion to TABLE- Madore

Second- Pray Vote 5-0

ORDER #190-2018 PROVIDING FOR: Approval for a Catering Permit. IT IS ORDERED that the Millinocket Town Council approve a catering permit for Chris Carr, D/B/A Highlands Tavern, 973 Central Street, at Veterans Memorial Park on July 6, 2018, from 5 p.m. to 12 a.m.

IT IS FURTHER ORDERED that a catering permit was previously approved by the Town Council for Chris Carr, D/B/A Highlands Tavern, LLC, 973 Central Street, at Veterans Memorial Park for July 6, 2018, from 5 p.m. to 12 a.m. by Order #160-2018 on June 16, 2018 and since that approval, sponsorship for current application has changed to nonprofit to be in compliance with State regulations for said event or gathering,

THEREFORE IT IS ORDERED that the Millinocket Town Council approve a resubmitted catering permit for Chris Carr, D/B/A Highland Tavern, 973 Central Street, at Veterans Memorial Park on July 6, 2018, from 5 p.m. to 12 a.m.

Motion - Pray

Second- Madore

Vote 5-0

ORDER #191-2018 PROVIDING FOR: Authorization for the Town Manager and Wastewater Superintendent to negotiate with Maine Water.

IT IS ORDERED that the Town Manager and the Wastewater Superintendent are authorized to negotiate an agreement with Maine Water Company to accept certain wastewater discharges from that company's facility upon terms and conditions acceptable to them and consistent with Chapter 104 of the Millinocket Code.

Motion-Pelletier

Second- McEwen

Vote 5-0

Reports and Communications:

The Warrant Committee for the July 12 Council Meeting will be and Chair Clark and Councilor Golieb.

Chair's Committees Reports: None

Two Minute Public Comment:

Denise Willis, 137 Oxford- Thanks to the Councilors for their help with the July 4<sup>th</sup> planning.

Chair Clark- Announcements: Millinocket Little League 11-12 All Stars will be hosting June 29<sup>th</sup> at 5:30 against Hampden. Saturday morning June 30 at 10am, 9-10 All Stars will be playing at Orrington. Thanks to Gary "Opie"

Lakeman for his 10 years of service at the Millinocket Police Department

Motion to adjourn at 5:37p.m. -Madore Second -McEwen Vote 5-0

#### July 12, 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
Golieb-Excused Pray
Madore Stratton

McEwen

Also present were: Town Manager John Davis, Town Clerk Diana M. Campbell, Deputy Fire Chief Tom Malcolm, and 13 in the public.

Pledge of Allegiance

Adjustments to the Agenda: Addition to Manager's Report

Approval of minutes of the June 22, 2018 Special Meeting and July 5, 2018 Executive Session

Motion- Stratton Second- Madore Vote- 6-0

**OLD BUSINESS: NONE** 

#### **NEW BUSINESS:**

**Special Presentations:** 

- 1) LUPC Samantha Horn & Ben Goodsoe: Handouts and maps were provided to be included into minutes pertaining to the review of the adjacency principle by the Land Use Planning Commission with discussion on zooming, permitting and code enforcement services for unorganized townships and some plantations and towns in Maine's unorganized territories and proposals to update its zoning system for subdivisions and businesses in the UT that may affect nearby towns and municipalities.
- 2) Historical Society Update Barbara Waters presented Chair Clark with a copy of their currently published calendar as a gift from the Historical Society to the Town of Millinocket.
- 3) Veteran's Memorial Monument Donations Don Benson & Tricia Cyr presented Councilor Madore with raised donations totaling\$220 from the 314<sup>th</sup> Medical Co. 2018 reunion and Moose Drop In for the Veteran's Park Memorial Monument.
  - Councilor Madore accepted the donations with great pride sharing total funds collected to date is just over \$7000 hoping to reach the goal of \$30,000.

#### Town Manager's Report:

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

July 26,, 2018

August 9, 2018

- \*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.
- \*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.

- \*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.
  \*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.
  \*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.
- \*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.
- \*30 Day notices of lien as of today payments received are totaling approximately \$28,000.

\*Medway Road paving has begun.

\*Inquiries about 4<sup>th</sup> of July Committee from the Town Council for coordination of events.

Councilor Pray expresses appreciation for the positive presentation from NUOVA/EPA, thanks the Town Manager for his report and informing the public with updates.

Councilor Madore hopes officers currently out are well and back soon, encouraging to hear projects are still moving forward, states the Comprehensive Plan is going very well with hope the process is a smooth transition, anticipates the rear entrance to the Municipal building to be finalized soon, glad to see monies coming in on the 30 day notices, expresses relief for the project of paving Medway Rd to the Transfer Site is underway, notes he would like to volunteer for the 4<sup>th</sup> of July Events committee.

Councilor Stratton shares the Ligna Terra meeting was very informative and encouraging towards the productivity, inquiries about broadband utilities availability for the three communities, glad to hear the Comprehensive Plan is moving ahead, glad the entrances are being evaluated with cost anticipations.

Councilor McEwen appreciates the Managers very informative and encouraging report, states the Comprehensive Plan meeting went well and things are moving along nicely, glad to see delinquent tax payments are coming in with the anticipation for more to come in.

Councilor Pelletier notes his pleasure moving ahead with all the projects while suggesting looking at painting the flag pole.

Jimmy Busque shares his concerns with the raising of the mil rate noting 30 day notices are inevitable when this occurs, states the Our Katahdin meeting went well noting very positive and informative news.

Councilor Stratton thanks Jimmy Busque for a job well done on the GNP sign.

#### ORDINANCE #1-2018 SECOND READING

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 4<sup>th</sup> 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 fall out

(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.

Motion-Madore Second-Stratton Vote

Discussion concludes with shares of concerns from the Council and citizens with the proposed ordinance as written leading to a motion to Table for additions and revisions by Councilor Madore seconded by Councilor Pelletier, Vote to Table 6-0.

ORDER #193-2018 PROVIDING FOR: Execution of the Warrant for July 12, 2018 Prior Year.

IT IS ORDERED that the Warrant for July 12, 2018 Prior Year in the amount of \$68,435.84 is hereby approved.

Motion-Madore Second-Stratton Vote 6-0

ORDER #194-2018 PROVIDING FOR: Execution of the Warrant for July 12, 2018 Current Year.

IT IS ORDERED that the Warrant for July 12, 2018 Current Year in the amount of \$115,751.17 is hereby approved.

Motion-Stratton Second-Madore Vote 6-0

ORDER #195-2018 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 2047 and received no interest.

Motion - McEwen Second - Madore Vote 6-0

Reports and Communications:

The Warrant Committee for the July 26 Council Meeting will be and Councilor McEwen and Councilor Madore.

Chair's Committees Reports: None

Two Minute Public Comment:

Tom Malcolm thanks all who were involved with the 4<sup>th</sup> of July festivities.

Chair Clark thanks Tom Malcolm for all his efforts as well.

Councilor Stratton would like to volunteer for the 4th of July events committee.

Motion to adjourn at 6:04p.m. -Madore Second -Stratton Vote 6-0

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 May July 26, 2018

- 1. Next Regular Council Meetings to be held in Council Chambers at 4:30 p.m.
  - **A.** August 9,2018
  - **B.** August 23, 2018
- 2. RV Wastewater Dumping Station I have attached a memo from the Wastewater Superintendent that relates to the wastewater dumping station at the Chamber of Commerce building. The DEP recommends that the town lock the dumping station during the hours that the Chamber office is closed. The cause for concern is the possibility that someone could dump a hazardous material and lead to a plant upset. The Superintendent proposes that we install a 4,000-gallon holding tank behind the information booth that would be equipped with a level alarm hooked to our current alarm system. The estimated cost for the project (not including the camera system) is \$7,000. The town will be asking for a dumping fee of \$15.00 to help cover the cost of the septage hauler. The remainder of the inspecting went extremely well.
- 3. ADA Improvements This assessment was conducted in 2002-2003. The attached document is a list of the corrections the town was directed to make. Jeff Henthorn, who enforces the ADA, was in the office last week and informed me that these rectifications are still pending. The budget estimate of \$35,550 is a reflection of 2002-2003 numbers, so there is a good chance that today's figures will be somewhat higher. The town will have a couple of years to complete these improvements, so next year we will have to appropriate money in the budget for this. The state will be able to share some of the costs for the upgrades.
- **4.** Update on Comprehensive Plan I have been working closely with Thomas White, the Maine Maritime Academy intern working with the Eastern Maine Development

John Davis, Town Manager 197 Penobscot Avenue, Millinocket, Maine 04462 Telephone 207-723-7000 FAX 207-723-7002 Web Site: www.millinocket.org

Corporation, and providing him with material requests. Mr. White will prepare a draft copy of what information he has thus far so the Council can peruse it and modify it if necessary. I want to thank the Public Works Director for his help and I will need the assistance of the department heads, staff, and Council as this project progresses. Once again, I encourage the public's input.

- 5. Electricity At Veterans Memorial Park I have been approached by a local vendor about plugging into the town's electrical box at the Park when they have their food cart located there. The town has no policy for this and I believe we instructed Daigle's Soft Serve to install his own telephone pole when he placed his ice cream cart there. The vendor that made the request is not looking for any special favors, she is just concerned that her generator is loud and might cause a disturbance. For the time being, I have instructed her to use the generator until the Council has time to consider this.
- 6. Demolition On York Street M.L. Gordon has completed the demolition of 75 and 81 York Street. The sewer lines have both been capped and removed from TRIO. There is a concern that the bank on the side of Hemlock Street could wash in. We have discussed the possibility of using some of the rocks that T Buck has dumped behind the Town Garage from the sewer project on Minuteman Drive in a riprap effect. I would like to discuss this at Thursday's meeting.
- 7. ATVs We have received a number of complaints about people operating their ATVs on undesignated routes and at an alarming rate of speed. Some officers have returned to work and this should allow an opportunity to patrol this more often. I would ask that the people that are violating the law to please use better judgment. I have noticed more ATVs this summer and too many people have put in too much time to have a few ruin it for everybody.

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8. Meeting With the Board of Environmental Protection – This meeting has to do with the water quality reclassification initiative. The DEP wants to upgrade Millinocket Stream from Class C to Class B. This could put restrictions on businesses that want to locate at the former mill site. There will be a public hearing on September 20, 2018, in Bangor at 1p.m. to discuss this initiative. I encourage anyone that can attend to do so.

# 9. Department Reports

**Public Works** – the following roads have been paved:

- Katahdin Avenue
- Medway Road
- Grand Avenue
- Crestmont Avenue
- Morgan Lane
- Granite Street sidewalk
- Parking lot at Veterans Memorial Park
- Balsam Drive
- Hoping to do Elm Street as soon as the Water Company completes their work.
- Bowdoin Street extension.
- Received numerous applications for job opening.
- Three bids for the trash hauler. Ralph and Brian will look them over and have a recommendation in the future.

#### Wastewater Treatment

- Pipe installed on Minuteman Drive. Working on getting things tied into the homes.
- Had a contractors meeting last week. No complaints.
- Main generator Building completed. Generator should be installed by the end of August.

# Fire Department

• Hired a new employee (Katie Cullen). Firefighter/Paramedic.

John Davis, Town Manager
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- Out-of-town calls have increased.
- Otherwise, things going well.

### **Police Department**

- Offered conditional employment to two applicants: Paul Gamble and Anthony Allen. Mr. Gamble is a blue pin and will begin his employment on August 13. Mr. Allen will begin on August 13 as well and will start in the preservice program.
- The call volume is about the same.

# Airport

- SRE building completed. Groundwork needs to be finalized.
- Parking lot paved.
- Been very busy.

# **Recreation Department**

- Approximately 100 people per day at the pool.
- Took some kids to the water park on Tuesday.
- Arts & Crafts program working out well.
- The shed has not been ordered yet.
- Still waiting for the part for the tunnel.

#### Administration

- The Treasurer is loading the budget into TRIO and working on 30-day notices and tax liens.
- Clerk's office extremely busy processing Boat, ATV & Motor Vehicle registrations and finalizing June 12, 2018 Primary Election certification deadlines and preparing Nomination papers for November 6, 2018 General/Referendum Election to fill (1) 3yr seat and (1) 2yr seat for School Board and (2) 3yr seats for Town Council. Nomination papers will be available this Friday, July 27, 2018 and must be returned to the Clerk's Office by the 4:00pm, Friday, September 7, 2018.
- Tax Collector is preparing to file over 230 30 Day Notices to Liens, deadline for payments to stop the lien process is Friday, July 27, 2018.

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- Hired a new janitor (Real Dumais).
- Tax Assessor/CEO writing permits, working on tax commitment.
- HR Director and Manager handing out job applications, sitting in on job interviews, and hiring people.
- 10.Coffee Shop Sign Councilor Madore wants to discuss the idea of me drafting a letter requesting that the owners of the building grant approval for the town to take the sign down.
- 11. American Water Resources I received correspondence from the American Water Resources informing me that a letter will be sent to Millinocket homeowners explaining that they are responsible for water and sewer lines running through their property.

# **MEMO**

# Millinocket Wastewater Treatment Facility

July 19, 2018

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: RV Wastewater Dumping Station.

During our recent inspection from the DEP while at the Central St. Station, the inspector noticed that the RV Dumping Station was not locked. She said this was something that was not done in other communities because of the possibility of someone illegally dumping a hazardous material and causing a possible plant upset. She strongly suggested that we stop this process soon. Since the inspection we have decided to look into installing a 4,000 gallon holding tank behind the Information Booth. This would be equipped with a level alarm hooked to our current alarm system. We would monitor the level of the tank to know when it would need to be pumped out, and then call a septage hauler to come pump it out. We believe it would be necessary to install a security camera system on the back of the Information Booth building to aid in security. We have received a price from a local contractor for about \$7,000.00. This would not include the camera system or hooking up the high water alarm to the pump station. We are thinking about charging a \$15.00 dumping fee to help cover the cost of the septage hauler. We know this service is part of the local economy because we hear that this is the reason why a lot of people come to this area to camp.

SUMMARY of IMPROVEMENTS and	BUDGET EST	ΓΙΜΑΤΕS (w/ 7/17 rev)
Note: Since the Millinocket District Court was evaluated as an existing facility; suggested modifications are the result of "barrier removal" and "program access" provisions of Section 504, the ADA, and the MHRA. The Recommendations below are made for	guidelines (RJF) = Recon	ired to meet min. ADA  mended for meeting to this type of facility
improving on-going access modifications to the facility and are 'required' to meet provisions for existing court facilities.	(RUA) = Recommended for providing universal access greater than minimum ADA requirements	
Site Amenities  • Widen the space against the building to a minimum of 13' to meet ADAAG minimum width requirements for standard accessible	\$300	Not Done
spaces (REQ)  Provide appropriate accessible parking signage at each parking space (2); one parking space must be identified as "van accessible" (REQ)		Not Done
* Add directional signage at the front of the Municipal Building directing persons with disabilities to the side accessible entrance (REQ)	\$100	Not Done
Stripe out and maintain a clear accessible route from the municipal sidewalk to the accessible side entrance (REQ)	\$200	Not Done
Entrances  To alleviate the lack of a level area in front of the accessible entrance door, install a manually activated door opener at the door with the activator located at the base of the sloped apron. Adjust the opener to remain open long enough for a wheelchair user to	\$4,000	Not Done
reach and go thru the door.  Remove the existing sloped apron and install a 60" minimum level landing in front of the door and re-install the sloped apron.	\$8,000	Not Done

#### **Interior Accessible Routes**

 Install accessible signage at all court related areas, spaces, & exits accessed by the general public & to identify the location of TTY's & availability of Assistive Listening System (REQ)

 Add accessible hardware at all doors to rooms or spaces used by the public that do not have ADAAG compliant lever handles (REQ)

 At the elevator, replace the communications device compartment door hardware with accessible hardware that complies with ADAAG (REO)

#### Restrooms

• At the men's restroom: (REQ) (Convert to Unisex)

a. Remove the urinal to make room to expand the toilet stall

b. Enlarge the toilet stall, relocate the toilet, and install grab bars per ADAAG

c. Move the soap dispenser above the lavatory to a more accessible location

d. Install an accessible unisex restroom sign at the door to the restroom

a. At the Women's restroom: (REQ)

b. Install a unisex restroom sign at the door to this restroom. This restroom now becomes a nonaccessible unisex restroom

#### Miscellaneous

• Move and lower the suggestion box to allow for a side approach at a maximum height of 54" above finish floor or 48" above finish floor for a front approach installation (REQ)

<i>\$750</i>	Not Done
\$2,500	Not Done
	Completed
\$6,500	Not Done

\$100 Not Done

N/C (maintenance item) Not Done

**Court Related Spaces and Elements** 

 Lower the Clerk's Service Counter or a portion thereof to a maximum height of 36" (REQ)(RJF)

 Provide a writing desk or surface in the waiting area that can accommodate a wheelchair user (REQ)(RJF)

 Correct knee clearance at the Courtroom and conference room tables that have less than 27" of clearance from floor to bottom of apron; options are to either raise existing tables or replace them with tables that have shallower aprons (REQ)(RIF)

 Designate and plan for accessible seating in the courtroom audience; provide signage (REQ)(RJF)

Provide an in-house assistive listening system for use in the Courtroom; provide appropriate signage (REQ)(RJF)

 Due to space limitations in the shallow litigation area and the height of the witness stand platform observed, alternate accommodations for testifying from the floor appear to be acceptable (REQ)(RJF) \$12,000

Not Done

\$1,000

Not Done

Completed

\$100

Not Done

Completed

Acceptable

Total Budget Estimate for All Improvements

\$35,550

Note: Budget Estimates presented reflect work to be performed by outside contractors including overhead and profit. Estimates are not based on pricing or bidding by local contractors and are based on historical information available to the Office of Court Facilities.

#### Manager

From:

Meidel, Susanne K <Susanne.K.Meidel@maine.gov>

Sent:

Friday, July 20, 2018 10:52 AM

To:

Meidel, Susanne K

Subject:

Maine water quality re-classifications - Board of Environmental Protection phase

Please distribute this notice as appropriate.

The Maine Department of Environmental Protection (Department) is currently conducting a <u>water quality reclassification initiative</u>. Following the conclusion of the Department's public input phase on June 5, 2018, the process has now moved to the Board of Environmental Protection (BEP). The Department presented its <u>revised recommendations</u> to the BEP at the regular meeting on July 19, 2018 in Augusta and requested that the BEP schedule a public hearing. The Board granted the request and the public hearing on the revised recommendations will occur on September 20, 2018 in Bangor at 1 pm. Further information on the BEP meeting, including an agenda and meeting materials, will be available on the <u>BEP web page</u> approximately one week prior to the meeting. The Department encourages all interested persons or entities to attend the hearing and provide input. A written comment period will occur following the September 20 hearing.

#### Susanne Meidel

Water Quality Standards Coordinator in the Bureau of Water Quality Maine Department of Environmental Protection

Augusta, ME 04333 Phone: 207 / 441-3612



Virus-free, www.avg.com

From: Sent:

To: Subject: American Water Resources <reply@awremail.com>

Monday, July 23, 2018 2:01 PM manager@millinocket.org

Notice of Mailing to Homeowners

View as a web page



#### Dear Millinocket,

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

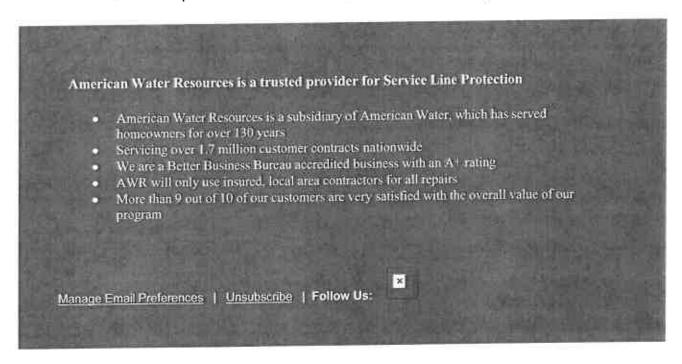
Respectfully,

Eric Palm



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

ABOUT US | PRODUCTS & SERVICES | OUR COMMITMENT | CONTACT US



×

Virus-free. www.avg.com

PROVIDING FOR: Execution of the Warrant for July 26, 2018	
IT IS ORDERED that the Warrant for July 26, 2018 in the amount of \$hereby approved.	_ is
Passed by the Town Council	
Attest:	

PROVIDING FOR: Installation of a library box at Veterans Memorial Park.
IT IS ORDERED that the Millinocket Town Council grant approval for the Millinocket Memorial Library Board to install a library box at Veterans Memorial Park.
NOTE: I have attached some examples of library boxes to this order. Randy Jackson will attend the meeting to explain what the Board has in mind.
PASSED BY THE COUNCIL:
ATTEST:







<b>PROVIDING FOR: </b> Election of Maine Municipal Association	(MMA) Vice President
and Executive Committee Members.	

IT IS ORDERED that the Millinocket Town Council casts its ballot for the following MMA officials:

- 1. Vice President One Year Term
  - Christine Landes, Town Manager, Town of Bethel
- 2. Directors Three Year Term
  - Elaine Aloes, Chair of Select board, Town of Solon
  - William Bridgeo, City Manager, City of Augusta
  - Melissa Doane, Town Manager, Town of Bradley

PASSED BY THE COUNCIL:			
ATTEST.			



60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 623-8428 www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 11, 2018

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

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Deadline: Friday, August 17, 2018 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed State of Nominees for 2018 to member municipalities.

<u>Petition Process</u> – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Monday, July 9, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

<u>Election Process</u> – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 17. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Linda C. Cohen, Mayor, City of South Portland.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at <a href="https://www.memun.org">www.memun.org</a> on Monday, August 20. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held <a href="https://www.memun.org">Wednesday</a>, October 3, at 1:30 p.m. at the Augusta Civic Center. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2018.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



# MAINE MUNICIPAL ASSOCIATION VOTING BALLOT

Election of MMA Vice President and Executive Committee Members Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 17, 2018

VICE-PRESIDENT - 1 YEAR TERM		Vote for One
Proposed by MMA Nominating Comm	<u> iittee:</u>	
Christine Landes, Town Manager, Town (Note: Ms. Landes will become the City Manage)		[8]
EXECUTIVE COMMITTEE MEMBERS - 3	YEAR TERM	Vote for Three
<b>Proposed by MMA Nominating Comm</b>	iittee:	
Elaine Aloes, Chair of Selectboard, To	wn of Solon	
William Bridgeo, City Manager, City o	of Augusta	
Melissa Doane, Town Manager, Town	of Bradley	
Date: I	Municipality:	
Print Name:	Signature:	
OR Signed by a Majority of Municipal Officers	Current # of Municipal Offic	eers:
Print Names:	Signatures:	

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947

Email: tchavarie@memun.org

# MAINE MUNICIPAL ASSOCIATION BIOGRAPHICAL SKETCH OF PROPOSED SLATE OF NOMINEES FOR 2019 EXECUTIVE COMMITTEE

# MMA VICE PRESIDENT (1-Year Term)

# **CHRISTINE LANDES (Town Manager, Town of Bethel)**

(Note: Ms. Landes will become the City Manager of Gardiner effective August 13, 2018)

#### Professional & Municipal Experience:

- Town Manager, Town of Bethel, Maine (November 2014 present)
- Deputy Clerk, City of Brewer, Maine (December 2012 May 2014)
- Deputy Clerk, Town of Veazie, Maine (September 2012 December 2012)
- Deputy Tax Collector/Counter Clerk Clay County Tax Collectors Office, Orange Park, Florida (July 2010 – September 2012)
- Town Clerk, Town of Warren, Maine (August 1998 June 2010)
- Branch Manager, The Waldoboro Bank, Maine (September 1990 August 1998)

# Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (September 2016 present)
- Member, MMA Strategic & Finance Committee (October 2016 present)
- Chairperson, MMA Strategic & Finance Committee (2017 2018)
- Member, MMA Property & Casualty Pool Board of Directors (Sept 2016 present)
- Member, MMA Workers Compensation Fund Board of Trustees (Sept 2016 present)
- Member, Maine Service Centers Coalition Executive Committee (2016 present); Treasurer (2017-2018)
- Member, Maine Town, City & County Management Association
- Member, Evaluation Committee for ICMA Annual Conference
- 2<sup>nd</sup> Vice President, Maine Welfare Directors Association
- Volunteer, Mahoosuc Heat & Soul Volunteer; Member, Hiring Team

#### Education:

- Master's Degree, Business Administration with concentration in Public Administration, Southern New Hampshire University
- Bachelor's Degree, Public Administration University of Maine at Augusta, /cum laude graduate
- Associate's Degree, Arts Program, Florida State College, Jacksonville

#### Awards and Certifications:

- Certified Maine Manager
- Recipient, Dr. Edward F. Dow Student Scholarship Award, Maine Town, City & County Management Association

# MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

# **ELAINE ALOES (Chair of Selectboard, Town of Solon)**

# Professional & Municipal Experience:

- Chair of Selectboard, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1998 present)
- 2nd Selectman, Assessor and Overseer of the Poor, Town of Solon, Maine (March 1990 March 1994)

- Auto Damage Appraiser, Bishop Adjustment Company (March 1990 present)
- Owner/Operator, Mid Maine Adjustment Company (independent insurance adjusting company)
   (June 1987 March 2005)
- Auto body repair businesses in Massachusetts and Maine (1972 June 1987)
- Tax Preparer, H & R Block (1985 1992)
- Salesperson, Combined Insurance (health and accident insurance) (1985 1986)

# Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Legislative Policy Committee (1999 present)
- Member, Somerset County Budget Committee (2001 present); Vice Chair (2012 2016); Chair (2017 –2018)
- Member, MMA Executive Committee (2001 2003) and (Dec 2016 present)
- Member, MMA Property & Casualty Pool Board of Directors (2001 2003) and (Dec 2016 – present)
- Member, MMA Workers Compensation Fund Board of Trustees, (2001 2003) and (Dec 2016 present)
- Member, MMA Strategic & Finance Committee (2002 2003) and (2017 present)
- President, Somerset County Municipal Association (2001 present)
- Member, Maine Municipal's Rural/Service Center Committee (2002)
- Member, Somerset County Jail Planning Committee (2006 2008)
- Vice Chairman, Somerset County Charter Commission (2008 2010)
- Chair, Regional School Planning Committee for MSAD 74, MSAD 59, MSAD 12, MSAD 13 and several small towns (2007 – 2009)

#### Education:

- High school graduate, Medfield High School, Medfield, Massachusetts
- Kennebec Valley Technical College (courses in computers, accounting and supervisory management)
- Insurance Institute of America (Introduction to Claims)
- State of Maine (four part Property Tax Assessment course)
- Maine Municipal Association (many workshops and training on a wide variety of municipal topics such as budget preparation, finance management, personnel issues, right to know, town meetings, assessing)
- Maine Local Roads Center (variety of workshops on road issues and maintenance)

#### Awards and Certifications:

- State of Maine, All Lines Adjuster
- Maine Roads Scholar Maine Local Roads (completed ten required road related workshops to earn award)

# WILLIAM BRIDGEO (City Manager, City of Augusta)

# Professional & Municipal Experience:

- City Manager, Augusta, Maine (1998 present)
- Adjunct Professor, Government Program, University of Maine at Augusta (2009 present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 present)
- City Manager, City of Canandaigua, New York (1987 1998)
- Assistant Director, Maine State Housing Authority (1985 1987)
- City Manager, City of Calais, Maine (1979 1985)
- Assistant Town Manager, Town of Killingly, Connecticut (1976 1979)

# Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee, (2002 2004; July 2015 present)
- Member, MMA Property & Casualty Pool Board of Directors, Member (2002 2004; July 2015 present)

- Member, Workers Compensation Fund Board of Trustees, Member (2002 2004; July 2015 present)
- Member, Maine Service Centers Coalition, Executive Committee (2002 present); Chair (2004 2007; 2016 – present)
- Member, Ethics Committee, Maine Town, City & County Management Association (present)
- Member, Maine Service Centers Coalition, Steering Committee (2001)
- Member, Maine Town, City & County Management Association, (1979 1985) and (1998 present)
- New York State Municipal Management Association, Member (1987 1998); President (1995)
- Charter Member, Board of Regents, International City/County Management Association (1990 1996)
- Ex-officio Member, Board of Directors, New York Conference of Mayors & Other Municipal Officials
- Member, Board of Directors, Maine Development Foundation (2000-2005)
- Member, Board of Directors, Augusta YMCA (2009 present)

#### **Education:**

- · Master's Degree, Public Administration, University of Hartford
- Bachelor's Degree, Political Service, St. Michael's College in Vermont

#### Awards and Certifications:

• Link Stackpole Manager of the Year Award, Maine Town, City & County Management Association

# **MELISSA DOANE (Town Manager, Town of Bradley)**

#### Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissions, Town of Bradley, Maine (2005 present)
- Membership Coordinator, GrowSmart of Maine (2016 present)
- Secretary/Administrative Assistant, Roy Associates, CPAs (2004 2005)
- Administrative Assistant/Town Agent, Town of Bradley, Maine (1998 2004)
- Coordinator Clinical Operations/Secretary/Patient Accounts/Patient Registrations, Neurology Associates, (1994 – 1998)
- Secretary/Receptionist, Dr. James Iannetta Medical Office (1991 1994)

#### Other Experience, Committees and Affiliations:

- Member, Executive Board, Maine Town, City & County Management Association (2016 present)
- Co-Chair Membership Committee, Maine Town, City & County Management Association (2016 present)
- President, Executive Board, Living History Museum, Maine Forest and Logging Museum

#### Education:

- Business Management Studies, Husson College
- Associate's Degree, Business Management, Beal College
- Associate Degree, Office Management, Beal College
- Associate College Preparation, Foxcroft Academy

#### Awards and Certifications:

Rookie of the Year Award, Maine Town, City & County Management Association

IT IS ORDERED that the Millinocket Town Council grant approval for an extension of premises to Katahdin Services LLC/DBA as Highlands Tavern, located at 973 Central Street, Millinocket, Maine, for Corn Hole Tournaments on August 18, 2018, the first one beginning at 1:00 p.m. and the second one ending at approximately 11:00 p.m.
IT IS FURTHER ORDERED that the Town Council grant approval for the tournaments to be held on August 19, 2018, during the same hours if inclement weather forces the tournament to be cancelled on August 18.
PASSED BY THE COUNCIL:
ATTEST:

**PROVIDING FOR:** Extension of Premises.

Division of Liquor Licensing & Enforcement 8 State House Station, Augusta, ME 04333-0008 Telephone (207) 624-7220 Fax: (207) 287-3434 Email inquiries: MaineLiquor@maine.gov

DIVISION USE ONLY		
License No:		
Diagram:	☐ Yes ☐ No	
Town Approval: □Yes □ No		

REQUEST FOR EXTENSION OF LICENSE ON PREMISE			
Legal Name: Katahdin Services LLC/ DBA Highlands Tavern License Number: HOF-2016-16-1213			
Physical Address: 973 Central St City Millinocket			
Legal Name: Katahdin Services LLC/ DBA Highlands Tavern License Number: HOF-2016-16-1213  Physical Address: 973 Central St City Millinocket  State ME Zip 04462 Phone: 207-723-9746 Fax: 207-723-9747			
Email address: Chris.partiola@grian.com Please Print			
973 Central St Millinocket Maine 04462			
Mailing address: 973 Central St Millinocket Maine 04462 Street / PO Box City State Zip			
Name, address, telephone number of Property Owner (if property is rented or leased, need copy of rental agreement / lease):			
Christopher Carr, 115 Massachuetts Ave, Millinocket ME, 04462			
RI T. R. CILLARD			
Signature of Owner  Christopher P. Carr  Printed Name of Owner			
Temporary ■ Permanent □ Inside □ Outside ■ Live Entertainment: Yes □ No ■			
Start Date: 08-18-2018 End Date (if applicable): 08-19-2018			
Reason for this request: Corn hole game tournament on premise with beer tent.			
This request for an extension of service area for on premise license location MUST have Town / City approval and MUST have a diagram submitted with this form.			
Outdoor Restrictions:			
There must be a stanchion or fence completely enclosing the area. Signs must be posted, stating "no			
alcohol beyond this point". There must be sufficient employees at the extension of premise, which would be able to control and monitor the area.			
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: Milling Clet Maine Length (County)			
On: July 26, 2018  Date			
The undersigned being:  Municipal Offices			
■ City Town □ Plantation □ Unincorporated Place of: Multiplocket Maine			
EXTENSION of premise ON 6/2017			

Signature of Officials	Printed Name and Title	
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# **EXTENSION AREA PREMISE DIAGRAM**

In an effort to clearly define your extension please draw a diagram below that will include the area you want for a temporary / permanent license premise. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including methods of monitoring and containment of certain area which you are requesting approval from the Division for liquor consumption.

