

TENTATIVE AGENDA PUBLIC HEARINGS and REGULAR COUNCIL
MEETING IN COUNCIL CHAMBERS

THURSDAY, JANUARY 23,
2020

4:30 PM "This is a fragrance-free building.

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

1. Roll Call

2. Pledge of
Allegiance

3. Adjustments to the
Agenda

4. Approval of the Minutes of the January 9, 2019 Regular Town
Council Meeting.

OLD

BUSINESS:

NEW BUSINESS: 5. SPEICAL
PRESENTATIONS:

a) Steve Campbell & John Raymond-
Economic Development

6. ORDINANCE #1-2020 1ST **PUBLIC HEARING**-An Adoption of Chapter 52 of the
Code of the Town of
Millinocket Concerning
Yard Sales

7. ORDINANCE #2-2020 1ST **PUBLIC HEARING**-An Amendment to Chapter 115 of the
Code of the Town of
Millinocket Concerning Snow
Removal

8. **ORDINANCE #3-2020 1ST PUBIC HEARING**-An Amendment to Chapter 108 of the Code of the Town of

Millinocket Concerning Fire Hydrants

9. Town Manager's Report

10. ORDER #11-2020 Execution of the Warrant for January 23, 2020

11. ORDER #12-2020 Approval to Enter into Public hearing to discuss the Millinocket Downtown Action Plan

12. ORDER #13-2020 Approval of the Millinocket Downtown Action Plan

13. ORDER #14-2020 Approval of the Sale of a ONAH GenSet Industrial Diesel Generator

14. ORDER #15-2020 Authorization of the Sale of a 1997 Ski Doo Skandic 500 WT

15. Reports and Communications:

a. Warrant Committee for February 13, 2020 Council Meeting: Councilor Madore and Councilor

Pelletier. b. Chair's

Committees Reports c. Two

Minute Public Comment

16.

Adjournment:

January 9,
2020

The Regular meeting of the Millinocket Town Council was brought to order Chair McEwen in Council Chambers at 4:30 pm.

Roll Call: Town Council

Members Present: Pelletier

ray Jackson P

Stratton Madore S

Colieb McEwen G

Also present were: Town Manager John Davis, Town Clerk Diana M. Lakeman, Fire Chief Thomas Malcolm, Code Enforcement Richard Angotti, Police Chief Craig Worster, Wastewater Director James Charette, Planning Board Chair Anthony Filauro, Media Ben Barr and KAT TV, Presenter William Harper from Eastern Maine development Corporation and 1 in public.

Pledge of Allegiance

Adjustments to the Agenda: Manager Report updates.

OLD BUSINESS:

NEW BUSINESS Approval of the Minutes for December 26, 2019 Regular Town Council meeting and January 3, 2020 Executive Session. Motion-Stratton

Second-Madore

Vote
7-0

SPECIAL PRESENTATIONS:

- a) Steve Campbell & John Raymond-Economic Development: N/A-Postponed
- b) William Harper-Eastern Maine Development Corporation (EMDC)- Comprehensive Plan: Presented the council

with a brief overview and handout of current progress with proposed report with explanation of the Town's

review. Chair McEwen **shares appreciation** for William's **presentation and time.** Councilor Madore inquires if the Town's portion of the Comprehensive Plan is taken care of, response is yes explaining after finalization the report will be brought back for last review. Chair McEwen shares the Economic Development Committee is working on a block grant asking for a letter of progress with anticipated completion date to submit with the application, responded yes, able to write a letter anticipating completion.

***Town Manager's Report January 9, 2019 Next Regular Council Meetings held in Council Chambers at 4:30 p.m. January 23, 2020 February 13, 2020 Meeting with Officials About Courtroom Modifications** - Met with Katherine Ward, Dylan Hanscom, & Jeff Henthorn to go over some improvements the state would like to make to the courtroom. They want to install computers in the hall and 8 to 10 electrical outlets in the courtroom to allow for the addition of more computers. We also discussed the mandated ADA compliance modifications in the Town Office. Jeff would like to have the work completed by June of 2020, but if necessary, we can extend that out until June of 2021. **Meeting with Abigail Cutrumbes** - I will be meeting with Abigail Cutrumbes, a master's student at Boston University, to talk about the Millinocket's economic history.

Health Officer Inquiry from a man about the condition of a family members' home that wants to settle the estate. Informed him that the house is in very poor condition, **Recreation Department** Open gym during vacation week and had a senior citizen Christmas meal on December 16. Ninety-two people attended. **Administration Treasurer** On vacation last week. Not much to report.

Tax Collector Working on January 2020 wastewater billing, monthly county excise reporting, and weekly state reporting. January 3rd, 2020 was the due date for second-half taxes. High volume of mail due to tax payments. Regular office duties. **Tax Assessor Inspected** five Maine Woods Resorts properties. Reviewed budget with Code Enforcement Officer. Looking for funds for GIS mapping and TRIO Sketch **software.** Researched Iron Bridge Road lots for sale of land from railroad. Emailed Maine Municipal with some legal property questions. Trying to catch up on emails. **Code Enforcement Officer** Worked on marijuana laws and snow plowing code. Not much activity due to holidays.

Town Clerk Worked on state agent reports for month of December. Finalized minutes for 12/26/19 Council meeting and 1/3/2020 executive session. Busy with customer transactions. Submitted required documents for 3/3/2020 primary presidential

election. Human Resource/Welfare Director Worked on warrants. Meetings with Town Manager & department heads, General Assistance. **Town Manager** Met with department heads. Discussed various issues with Chief of Police, CEO, & Tax Assessor. **Committee** meeting with Our Katahdin. Additions: National Law Enforcement Day, shares appreciation; Chair McEwen for Manager additions: requests public hearing for the next town council meeting for the **discussion and approval for Community Development Block Grant of downtown activity** planning and action plan, Chamber voted up to \$15,000, seeking match for funding requesting letter of appeal seeding match for grant. Councilor Comments: Pelletier: in favor of modifications to accommodate courtroom, ADA don ASAP, hopes to coordinate with

arding Elm Street, in hopes PD resolves time consuming case, in favor to proceed with **downtown improvement** plan favoring public hearing, in favor of CBDG match letter. Jackson looks forward to downtown revitalization review, in favor of \$10,000 match, in favor of referral letter to retain matching funds, inquiries how ATV grant monies to PD is spent- Town Manager informed ATV patrol and enforcement. Golieb: shares appreciation to Police Department in light of National Law Enforcement Day, inquires Code Enforcement officer funds- TM approval oversight, in favor of public Hearing, no opinion pertaining to matching funds requesting more information.

ORDER #6-2020 PROVIDING FOR: Abatement of sewer fees at 132 Maine Avenue. IT IS ORDERED that sewer fees in the amount of \$483.57 for a property located at 132 Maine Avenue, Map U03, Lot293000, be abated. NOTE: The excessive fees were due to a faulty toilet valve which has since been replaced. This is a one-time abatement only. Motion-Golieb

Second-Madore Vote 7-0

ORDER #7-2020 PROVIDING FOR: Authorization to sell lost & found items. IT IS ORDERED that the Millinocket Town Council grant authorization for the Police Chief to sell all lost & found noncategorized items in the Police Department. Motion-Madore

Second-P

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Vote7

-0

ORDER #8-2020 PROVIDING FOR: Approval to accept grant funds. IT IS ORDERED that the Millinocket Town Council grants approval to accept up to \$2,500.00 in funds from the Maine Community Foundation: Lifelong Communities Mini-Grant Program. Motion-Pray

Second-Madore Vote 7-0 Chair

McEwen clarifies acceptance of funds is required to submit application.
Councilor Golieb shares appreciation to Jane for her time and efforts.

ORDER #9-2020 PROVIDING FOR: Approval to advertise for a Request for Proposal (RFP) for a broadband engineering study. IT IS ORDERED that the Millinocket Town Council grants approval for the Town Manager to advertise for an RFP for a broadband engineering study to express support for a tri-town broadband utility among the towns of Millinocket, East Millinocket, and Medway. Motion-Pelletier

Second- Madore Vote 6-1 (Opposed/Madore) Council discussion concludes with inquiries concerning if the Town pursues this matter individually or as a Tri-Town effort.

ORDER #10-2020 PROVIDING FOR: Council approval to renew the lease and to increase the monthly payment from \$75.00 to \$85.00 for the Two Ducks on an Island, LLC, parking lot. IT IS ORDERED that the Millinocket Town Council approve a lease between the Town of Millinocket, the **tenant**, and Two Ducks on an Island, LLC, the landlord, at a rental fee of \$85.00 per month. This agreement is effective from January 13, 2020, to December 31, 2022, and will include the vacant lots located at 220 Aroostook Avenue and 67 Summer Street plus two alleyways that are part of 181 Penobscot Avenue, all of which abut the property of the Municipal Building and the Fire Department. IT IS FURTHER ORDERED the Town Manager is authorized to execute and file all necessary paperwork to complete the lease arrangement. Motion-Jackson

Second-Stratton Vote 7-0 Councilor shares concerns of increase inquiring if property value has increased while noting the Town maintains the parking lot.

Reports and

Communications:

a) The Warrant Committee for the January 23, 2019 Regular Town Council Meeting will be Councilor Jackson

and Chair McEwen. b)

Chair's Committees Reports:

- Economic Development committee: next meeting February 4th, at 5pm in the Manager's office - Age Friendly Committee: next meeting January 14th at 4pm at the Library - Events Committee meeting: n/a -Opioid & Mental Health Committee: n/a

-Sustainable Sub-Committee: next meeting January 16th at 5pm **committee room** c) Two

Minute Public Comment: Richard Angotti, 222 Katahdin Ave, suggests inviting all three communities to

the Stearns auditorium being a great opportunity to show community commitment to Broadband. d) Motion to adjourn at 5:53 p.m. Stratton Second -Madore Vote 7-0

TOWN OF

MILLINOCKET

**John Davis, Town Manager 197 Penobscot
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207-723-7000 FAX 207-723-7002
Web Site: www.millinocket.org**

WER

Town Manager's Report January 23, 2020

1. Next Meetings held in Council Chambers at 4:30 p.m.

A. February 13, 2020 B. February
27, 2020

2. Municipal Review Committee (MRC) - An article in the MRC

January Newsletter talked about Coastal Resource reaching its commercial operations in November 2019. That means that the facility passed three rigorous tests called the Performance Test. This feat triggered commercial operations, which means that MRC's 15 year contract with Coastal Resources started, making Coastal Resources responsible for waste logistics.

3. Maine Municipal Association (MMA) Member Dues and

Service Program - The 2020 adopted budget calls for an average dues increase of 2.50% in total municipal member **dues assessed** using adopted MMA Dues Formula.

4. Appeal Letter for CDBG - Attached is a draft

copy of the
appeal letter that the Chairman and I worked on for the
matching funds for the downtown revitalization
grant.

5. Order for Recreational Marijuana - No order passed. An

order for a 90day moratorium passed in 2017 and **there was** more
discussion on this issue on a number of the Manager's
Report. Lacking an ordinance to sell recreational marijuana,
communities follow the state statute which does not allow
the **sale of recreational** marijuana.

6. Request for Proposal for Broadband Engineering Study - We

are awaiting the results of the summit meeting and the
presentation by Peggy Shaffer from
ConnectME before publishing this ad.

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7. Tax Acquired Trailer in Pamola Park - Someone has expressed

interest in purchasing this property. This property received no bids
each time the town advertised it. The tax acquired
policy allows for random bids if nobody expressed

interest during the sealed envelope bid process.

8. Audit Meeting - The school and the auditors **want to meet on**

January 28 at 4:30 at the high school library. Can a majority of the Council be available?

9. Letter of support for Recovery House - I have received a

request from Tom Martin to write a letter in support of his opening a recovery house at the Pelletier building on Main Street. I am seeking Council approval for this.

10. Memo from Miranda Kessel, Brookfield Manager of

Stakeholder Relations – Miranda reported that a pressure ridge located 2.5 miles southeast of the White House Landing is no longer considered to be a safety hazard as initially believed. Miranda also wanted to report that milder winter temperatures this winter season, ice conditions have changed frequently.

11. Workers Comp Claims Meeting with Dan Whittier January

17, 2020 - Mod claim should be 1 or less. Millinocket is at 3.2, highest in the state. This is because of the frequency of claims **and the severity as well**. Part of the problem is an older work force. Bad year in 2017. Dan will be back in March to meet with the Police Chief, in May to meet with WW superintendent, and July to meet with the Fire Chief. Has already met with Public Works Director.

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Department

Updates Public

Works

- > **Green strobes** on plow trucks well received by the public.
- ▶ Snow pusher working great. > Roads in good shape. Very little snowpack and ice. Different treatment of the roads proving successful.

Transfer

Station

- ▶ Hampden facility back online after a propane tank exploded and injured an employee. The town, which had previously been diverted to Norridgewock, continues to haul trash there.

Airport

> Runway is open with no ice **issues reported.**

Wastewater Treatment Plant

> Testing, maintenance, and **snow removal.**

▶ Visit from DEP inspector. She focused on laboratory procedures and the plant is compliant.

Police Department

▶ Responded to 465 incidents in the month of **December compared to**

347 for same time period last year,

Chief still covering vacations, short shifts, and prisoner transports. > **Started a** community Outreach program to allow better access to the

Chief's office. Allows citizens to come in and discuss their concerns. → Began DARE program for fifth graders and they are showing a

profound interest. > In the process of hiring a School Resource Office (SRO). This position

is the result of a two-year COPS grant that includes the towns of Millinocket, East Millinocket, Medway, and Lee. This grant

allots for **two years** of salary and former Millinocket Police Chief, Don Bolduc, will fill the position.

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> Attended OSHA training for fire extinguisher and body substance

isolation. → The **new year has been extremely** busy with 18 arrests already. One

arrest resulted in a woman being charge with multiple offenses. The Chief wants to applaud the Police Department for sustaining a constructive attitude through it all.

Fire & Ambulance

> One FF/Paramedic remains off duty. Chief covering day shift to fill

this vacancy as well as vacations, PTO days, etc. >> Attended committee meeting. → Held FF and EMS training. >

Conducted chimney fire safety inspections and continue to work with

Red Cross on smoke alarm placements. > Worked with Brookfield moving fire alarm pull station and alarm

**actuato
r.**

▶ Participated in the Skills USA competition with students at Region III. > Conducted OSHA/DOL mandatory training with Town

departments,

▶ Settled apartment issues with Section 8 inspector.

▶ Inspected building with Code Enforcement Officer for Life Safety

issues

▶ Went over ambulance billing issues with TG Higgins.

▶ Spoke with residents about plowing snow around fire hydrants.

Health

Officer

▶ Contacted **real estate agent to address an issue with tenants at an**

apartment building. > Handled complaint with dogs spreading garbage on neighbor's

property. Agreement made to cover trash cans.

Recreation

Department

> Served a senior citizen meal on Monday. > Working on a Mackenzie Foundation grant to upgrade the baseball field and basketball court. The grant is for \$65,000. > Attended commission and winter fest meetings.

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Administratio n Treasurer

> Completed month-end reconciliations and reporting. >
Assisted Tax Collector regarding GNP tax bills to
abate related to the

land deed recorded in the Registry. > Working
on 2019 tax reporting. > Attached is the
December 2019 financial report.

Tax Collector

▶ Will mail 2020 wastewater billing on January 30, 2020.
Fees due on

February 28th. Interest begins on

February 29th. > Business as usual.

Tax

Assessor

> Replied to emails and phone calls. > Assisted resident
looking for historical information. > Updated address
change information. → Helped to locate files for CEO and
Planning Board Chair regarding
subdivision ordinance. > Researched historic tree growth

data that was missing during last
state audit. > Working on
GIS for **tax data**.

Code Enforcement

Officer

- **Answered code questions and issued permits.** > Met with potential investors.
- ▶ Inspection of properties. →
Reviewed ordinances.

Town

Clerk

- Replaced desk computer.
- ▶ Busy with dog registrations, transfer site stickers, and tax payments.
Last week to register dogs to avoid \$25 late fee.
- ▶ Set up absentee voting per state requirements.

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Human Resource/GA Director

- > Year-end work.
- ▶ Payroll & A/P warrants.
 - > Personnel **matters.** > General Assistance.
 - ▶ Cross training Sadie Sue.

Town Manager

- > Worked on appeal letter with Council Chair. > Attended meetings with Our Katahdin and summit meeting at NEOC.
 - Dealt with personnel issues. > Addressed concerns of the public on a variety of topics.

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Mr. John
Davis, Town
Manager,
Town of
Millinocket
Christine
Landes,
President,
Maine
Municipal

Association -
City Manager,
City of
Gardiner
January 8,
2020 2020
MMA
Municipal
Member Dues
and Service
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On behalf of the MMA
Executive Committee and
staff, I want to thank you for
your support and
participation in the Maine
Municipal Associations
MMA is your **organization**

and we are committed to providing quality services and programs to all of our members.

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In adopting MMA'S 2020 budget, the Executive Committee continues to be mindful of the financial **pressures facing our members, The Executive Committee and MMA management made a concerted effort to control costs while keeping intact the core services provided** to our members and addressing some municipal challenges with new

initiatives.

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Achievements and success of this Association depend on each of us.

One of the goals of my presidency is to : **assure that people** who work together win. This goal establishes that the Executive Committee, MMA management **team**, and each of you continue to collaborate, brainstorm, and **create the best Association we possibly can and** We will all be winners! It is my commitment that this will continue for 2020,

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The 2020 adopted budget calls for an average 2.50% **dues increase in total** municipal membership dues to be **assessed** using adopted MMA Dues Formula. We thought it would be helpful to provide you with the enclosed **Membership**

Dues Notice so that you may share this information with your municipal-board/council members and treasurer. Please note that actual invoice will be mailed directly to your municipality's billing office in late January for processing: -

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The 2019 MMA Year in Review" provides a summary of important services MMA provided during the past year, including highlights such as legislative advocacy and enhanced training for local officials We encourage you to read the Year in Review report and to contact MMA if you have any questions regarding our services and programs,

Municipalities **interested** in an individual Profile At-A-Glande for your municipality may contact **Theresa**

Chavarle, Manager of Member Relations, at tehavarie@memun.org. We are also pleased to include a **new *** document **Important Dates to Remember in 2020"** which provides dates for municipal officials to keep in mind throughout the **year. Lastly, we**

**have provided a Who to
Contact at MMA Listing and a
list of subscriptions for
the *Maine Town & City* and
Legislative. Bulletin. Any
updates should be directed to
Valane Pomerleau, US
Membership Database
Specialist at
vpomerteau@memun.org.**

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If you have any questions or would like to offer suggestions on other ways in which association might serve its members **please contact** me at clandes@gardinermaine.com or

MMA Executive Director Steve

Gove at 1-800-**

452-8786

or by

e-mail at

sgove

@memun

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Tlook forward to serving
as your President in 2020
and appreciate your support

and participation in the
Maine * Municipal
Association. Thank you and
best wishes for the New Year.

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Municipal Recipient
Listing for *Maine
Town & City and
MMA Legislative
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THE YEAR IN REVIEW

LOOKING AT 2019

The Maine Municipal Association (MMA) is pleased to provide you with this 2019 edition of the "MMA Year in Review." The report outlines the programs and services MMA provided its members during the past twelve months. In addition to offering members core services such as legal, personnel, advocacy, publications, training, technical assistance, and group self-funded insurance programs in 2019, MMA also focused on a number of emerging areas for its members.

Those focus areas included a legislative platform centered on property tax relief; reestablishing a positive working partnership with state government; promoting municipal jobs **and careers** in a tough labor market; promoting civility; assisting members with recreational and medical marijuana; launching a web **based** municipal fiscal survey, providing cyber security help; offering member training on emerging topics and administering quality Maine Municipal Employees Health Trust and MMA Risk Management Services (RMS) programs. I am **pleased to report** that the Association's and Health Trust's leadership and MMA **staff made** significant strides in all these focus areas in 2019.

We hope you find this "MMA Year in Review" informative. We encourage you to contact MMA if you would like additional information on membership services and programs or if you **have** any questions. We also invite you to visit MMA's website **www.memun.org** to learn more about the Association.

On behalf of the MMA Executive Committee and staff, we thank you for your municipality's membership in the Maine Municipal Association. It is a

privilege to serve local elected and appointed officials. We are a member and mission driven organization.

Offering our best wishes for
2020...

Respectfull
y,

Stephen W.
Gove Executive
Director

Maine Municipal Association | 60 Community Drive,
Augusta, ME 04330
1-800-452-8786 | 207-623-8428 |
www.memun.org

ADVOCACY SERVICES

MMA's State & Federal Relations (SFR) Department provides advocacy services focused on ensuring that the municipal perspective is considered when state laws are enacted and state agency regulations are adopted. MMA's 70-member Legislative Policy Committee (LPC), which is made up of two municipal officials elected by the select boards and councils in each of the state's 35 Senate Districts, guides the Association's advocacy efforts.

COMMUNICATION & **EDUCATIONAL SERVICES** The Communication

& Educational Services (C&ES) staff has an array of responsibilities critical to MMA's mission of member service. The department is responsible for developing and maintaining effective communication vehicles for MMA municipal and associate members, promoting MMA policy priorities and helping the public better understand the importance and value of municipal government. The department oversees MMA training and professional development efforts, including more than 90 workshops held throughout the state, two annual conferences and the annual MMA convention. It works closely with professional affiliate groups comprised of municipal employees.

2019 HIGHLIGHTS
INCLUDE:

An increase in the amount of state sales and income **tax revenue** distributed to municipalities under the **Revenue Sharing Program** from 2% (\$74 million) in FY 2019 to 3% (\$105 million) in FY 2020 and to 3.75% (\$143 million) in FY 2021. By act of the Legislature, on April 1, 2020, an **increase in the homestead exemption** from \$20,000 to \$25,000 and **state reimbursement** for related property tax revenue losses will increase from 62.5% to 70%. **Enactment of several MMA LPC priorities**, including an **initiative to ensure** that qualifying incarcerated individuals are enrolled in the Medicaid program, thereby reducing county jail costs, and a bill seeking to add the creation and operation of "community **broadband systems**" to the list of essential public functions. The carryover of a

bill to the 2020 legislative session requiring the state to share 25% of adult use **marijuana related sales and excise tax revenues** with host municipalities. **Improvements in the state/municipal partnership.** state agencies, with growing frequency, reached out and worked with municipal officials to advance public policy priorities, many of which, such as plastic bag bans, originated at the local level. A MMA Executive Committee meeting in March with Governor Mills reestablishing the **Governor's Municipal Advisory Committee** to discuss municipal legislative priorities. And a commitment to meet at least annually. **The state's Office of Marijuana Policy** finally adopted the regulations and licensing standards allowing adult use marijuana retail stores and cultivation, manufacturing and testing facilities to operate in communities that have authorized the **operation of those businesses within municipal boundaries.** **A veto by Governor Mills** of a bill seeking to make public sector employer/employee negotiations over salaries, **retirement** and insurance benefits binding in the process of arbitration. The 35th edition of **the MMA Federal Issues Paper.** The paper serves as the agenda for the March meetings organized by MMA and held in Washington, D.C. between Maine's Congressional Delegation and town and city officials. This year, over 20 municipal officials representing the communities of Augusta, Auburn, Bath, Brewer, Gardiner, Portland, Saco and **Vassalboro** participated in the meetings.

2019 HIGHLIGHTS
INCLUDE:

Expanded general topic video training offerings. MMA produced a five-minute video on Best Practices for Newly Elected Officials. *We added (some require Members Area access):* A Legal Services' update on Marijuana; How to Write Effective Media Releases; Moderating Town Meetings; and, Social Media Dos and Don'ts. **Continuation of HOMEtown Career initiative.** MMA's web-oriented, municipal employee recruitment campaign, launched in 2018. It features municipal officials from across Maine talking about the benefits of their careers in local government and giving back to their communities. More than 2 million digital "impressions" have been posted over the two-year period. The project will continue in 2020 with more digital ads and social media promotions. In its fourth year, the MMA Salary Survey - a searchable, electronic database featuring hundreds of municipal jobs, salaries and benefits - enjoyed remarkable popularity among members. More than 215 members entered local data. MMA members ran more than 2,000 reports from the survey in 2019. Serving our Affiliate Groups. We serve 15 professional associations comprised of thousands of municipal officials, ranging from managers to tax collectors to animal control officers to firefighters. MMA staffs many of their training **events, board** meetings and oversees their member databases and launches their websites. **Sponsored major conferences.** MMA held its Annual Convention and our annual Technology Conference at the Cross Insurance Center in Bangor, drawing more than 1,000 attendees to those **two events.** The HR-Management Conference, in its fourth year, was held at Thomas College in Waterville, and drew 150. **1 Offering** timely, practical training to municipal officials. Every year, MMA offers programs to help members deal with new trends and challenges, 2019 was no

exception. We hosted workshops on legal marijuana, active shooter safety, managing diversity and regulating short-term vacation rentals, among others. Publishing the Maine Town & City magazine. MMA was privileged to have two prominent Mainers - former U.S. Sen. Olympia Snowe and former U.S. Senate Majority Leader George Mitchell - pen articles for our monthly magazine about the importance of civility in governance. The magazine also published numerous articles on emerging municipal issues .

INFORMATION TECHNOLOGY

(IT) SERVICES MMA's Information Technology (IT) department manages of a vast array of services necessary for the successful operation of an IT environment within the organization. Fundamental needs include infrastructure, applications, security, remote access, and training. MMA recognizes the increasing need for IT support and education within the municipal community. This is driven in part by emerging threats that jeopardize the safety and security of city and town information resources.

publications are available to members free of charge on the MMA website. Legal Training. Our staff participated in numerous MMA and Affiliate Group training programs throughout the year, including workshops dealing with Town Meetings & Elections, Municipal Law for Clerks, Municipal Law for Tax Collectors & Treasurers, Managing Freedom of Access Requests, Marijuana and numerous workshops for Planning Boards/Boards of Appeals and Elected Officials. Legal Services staff taught three sessions at MMA's Annual Convention,

and participated in outside trainings for harbormasters, public works personnel and for land use planners. **Assistance with Legislation.** Legal Services staff is a resource to MMA's State & Federal Relations staff on municipal legal issues presented by pending legislation. In 2019, the Legal Services staff provided significant input on municipal regulation of recreational marijuana, medical marijuana, roads and property tax lien issues.

2019 HIGHLIGHTS

INCLUDE:

Cyber Liability Requirements. MMA's IT staff assisted members in meeting requirements for cyber liability coverage through the MMA Property & Casualty Pool. Policy Development. MMA assisted members in developing or updating Computer Use Policies, Privacy Policies, Vendor Confidentiality Agreements and other required or necessary documentation.

Internal Assessments. MMA offered internal risk assessments as well as infrastructure or network assessments performed by MMA's partner vendor at a reduced market rate.

Compliance Assistance. MMA helped cities and towns meet

various regulatory requirements. 1 On Site Training. MMA offered on-site group training programs

for municipal employees to strengthen computer security awareness. Programs are tailored to each community's needs,

PERSONNEL SERVICES & LABOR RELATIONS The Personnel Services & Labor Relations department staff has two distinct functional areas: providing

human resource management for the MMA organization; and, providing personnel management and labor relations advice, training and consulting services to MMA's municipal and associate members,

LEGAL SERVICES MMA's Legal

Services program provides legal opinions in response to inquiries from municipal officials, produces manuals, information packets and other publications, participates in the development and delivery of training programs, and advocates for municipal interests by filing "friend of the court" briefs.

2019 HIGHLIGHTS

INCLUDE:

Responding to member inquiries. Our six attorneys expect to log over 5,800 email and phone inquiries from members on such topics as recreational marijuana, moratorium ordinances, food sovereignty, election procedures, tax liens, poverty abatements, citizen petitions and public records requests. **Producing manuals, issue updates, legal notes and videos.** Legal Services maintains 13 manuals and over 60 information packets providing detailed guidance on municipal legal issues. We published a new edition of our Assessment Manual, and updated 16 information packets. We published numerous updates, guidance materials and sample forms, including updates relating to recreational and medical marijuana legislation, food sovereignty, tax liens, wage and hour laws, general assistance and tax-acquired

property. We created video guidance on marijuana laws in 2019 and plan updated video guidance on social media in early 2020. We author a monthly "Legal Notes," column in the Maine Town & City magazine addressing current legal issues facing municipalities. All of our

2019 HIGHLIGHTS

INCLUDE:

Labor Relations. MMA Personnel Services & Labor Relations represented five municipalities as they negotiated with 16 different collective bargaining units. Several of the collective bargaining efforts included representation in mediation after **the parties reached an impasse**. **Executive Searches.** MMA assisted eight municipalities in searches for new town or city managers. This service provides beginning-to-end assistance to the selectmen or council as they seek a new or replacement municipal manager. MMA maintains a list on our website of individuals available to be considered for interim town manager positions when the current manager resigns or retires. **General Personnel Management Assistance.** Staff provided on-site entry level testing for a number of police and fire departments as they recruited new police officers or firefighters. Staff also responded to several hundred general personnel inquiries from our members on issues as diverse as FMLA and the federal health care reform laws. Staff participated in a number of training programs to assist our members in having proper HR practices. **Maine Public Employee Retirement System (MPERS).** MMA has been actively involved as a member of the PLD (Participating Local Districts) Advisory

Committee. The Advisory Committee continues to monitor system performance to continue their responsibility to protect the health of the PLD retirement plan, as well as overseeing the distribution of surplus MePERS funds back to member PLDs.

OT

MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

The Maine Municipal Employees Health Trust (MMEHT or the Trust) provides cost-effective, quality employee benefit plans at competitive rates on a self-insured basis to local government and eligible quasi-governmental employees, retirees, and their dependents. The MMEHT, administered by MMA, allows participating employers to aggregate their purchasing power and take advantage of self-insurance, an efficient financial tool.

RISK MANAGEMENT SERVICES MMA's Risk Management Services (RMS)

administers three major group, self-funded programs for MMA's municipal and associate members. Workers' Compensation Fund. The Fund serves 572 members by administering their workers' compensation claims and provides Third Party Administrator services to the City of Portland and the City of Bangor, both of which are self-insured. The Workers' Compensation Fund proudly covers more than 40,000 employees throughout the State of Maine. Property & Casualty Pool. The Pool currently has 467 municipalities and special districts. The Pool covers over \$5 billion worth of buildings,

vehicles, mobile equipment and computer **assets** throughout the state of Maine. Unemployment Compensation Fund. The UC Fund includes 194 municipal members and 51 associate members and **pro vides services to over 8,000 employees**. MMA approved an average contribution rate decrease of 1.46% and the distri bution of \$400,000 in excess balances and **dividends for the 2019 Fund Year**.

The MMEHT provides health insurance benefits to nearly 20,000 participants in its medical plans, offered by more than 450 municipalities, counties, and special districts. The Trust also offers dental, life, vision, short term and long term dis ability plans.

2019 HIGHLIGHTS

INCLUDE:

1 Offering Flexibility. Employees may choose **among** several dif ferent health insurance plans, as well as the additional benefits **listed above**. .

Improving Health. Through the Health Trust's Wellness Works

program, employers and employees can take advantage of a variety of health education classes, receive funding through the wellness incentive grant program, and encourage healthy behavior through the wellness incentive program. *We* con ducted 400 wellness classes reaching over 4,200 employees and provided employers with over \$100,000 in wellness grants. Additional programs include the Employee Assistance Program (EAP) through Anthem, and the Telephonic Diabetes

Education and Support (TDES) program through Medical Care Development Public Health.

Providing Value. Trust staff provided a variety of meetings and workshops in 2019, including: Administrative Workshops, to assist employers in administering their coverage through the Health Trust; Retiree Workshops, to educate retirees and soon-to-be-retirees on the coverage available to them through the Health Trust after they retire; Annual Reporting Meetings, to provide Trust participants with updates on the Trust's financial condition and upcoming benefit changes; and ACA Reporting Workshops, to assist employers with their 1095-C reporting.

Trust staff met with many of the Trust's large, individually rated employers to discuss their health plan claims experience and cost drivers, in an effort to assist these groups in better managing their health care costs. Staff also worked with employers and their auditors, to provide the required reporting under **GASB 75. Lowering Costs and Improving Quality**. The Trust is committed to helping participants get the highest quality and value out of their health care dollars. The Trust continued its support of the Healthcare Purchaser Alliance of Maine, a purchaser-led partnership among multiple stakeholders. The Trust's overall cost for administering its benefit plans is well below the industry average.

2019 HIGHLIGHTS INCLUDE:

RMS provided educational training designed specifically for **law enforcement** focused on the dangers and liability of driving a police cruiser. Added **Active Shooter Coverage**

exclusive to and shared by all Property & Casualty Pool members July 1, 2019. The coverage has policy limit of \$5,000,000 per occurrence with an aggregate of \$5,000,000. A desktop simulator driver training tool is now offered free of charge to our members. This simulator is a great hands-on training tool to both new and experienced drivers about why it is important to use more caution when driving.

Human Resource Assistance - EPL Assist - is offered to P&C members at no additional cost. The program includes a tele phone and email hotline providing expert legal advice on issues surrounding employee discipline, wage and hour, disability accommodation and other employment related questions that our members often face. RMS awarded 214 Safety Grants for a total of \$294,026 through the Ed MacDonald Safety Grants and Scholarship Program in an effort to reduce the frequency and severity of worker compensation claims. FirstNet NextGen is an online **safety training** tool that is available at no cost to RMS members. It combines online training with member specific policies to meet training requirements. In 2019, RMS member employees completed over 16,000 courses. RMS staff made over 1,000 member visits including coverage and claims reviews, program and property evaluations, drone surveys, training and consultations specific to municipal exposures.

MM Important Dates To Remember 2020

Maine Municipal Association 160 Community Drive Augusta, ME 04330 | 1-800-452-8786 207-623-8428 | www.memun.org

JANUARY 1 - New

Year's Day 2020 - Is a legal holiday. (4 M.R.S. 91051)

APRIL 20 - Patriot's Day - third Monday in April, is a legal holiday (4 M.R.S.S 1051).

Send copy of Annual Report to: State Assessor, State Librarian, UMO'S Folger Library, and Maine Municipal Association.

Deadline to approve referendum

question wording is 60 days before election (30-A M.R.S S 2528).

ON OR BEFORE APRIL 21 -- Every employer required to deduct and withhold tax shall, for each calendar quarter, file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. & 5253).

Check 30-A M.R.S. S 5823 for audits, and 9 2801 for annual reports.

ON OR BEFORE JANUARY 15 – Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, 11 State House Station, Augusta, ME 04333-0011 (22 M.R.S. § 4311).

BY JANUARY 20 – Treasurer of State to post notice of maximum interest rate

which can be charged on delinquent taxes (36 M.R.S.S 505).

JANUARY 20 - Martin Luther King, Jr. **Day**, the third Monday in January, is a legal holiday (4 M.R.S. S 1051).

I Calculate the municipality's "LD 1"

levy limit. (30-A M.R.S. S 5271-A). Forms available from MMA.

MAY – Municipal officers shall meet as the "licensing board to license innkeepers and tavernkeepers during the month of May (30-A M.R.S. S 3812).

ON OR BEFORE FEBRUARY 15

- Written **statements**, as prescribed by State Tax Assessor, of wages withheld in the previous calendar year are to be furnished each employee (36 M.R.S. S 5251).

JANUARY 31 -

Deadline to submit quarterly withholding taxes to State Tax Assessor (36 M.R.S. & 5253).

ON OR BEFORE MAY 15 – Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, 11 State House Station, Augusta, ME 04333 (22 M.R.S. § 4311).

DURING JANUARY –

In towns with a March annual meeting, selectmen should begin preparing the town meeting warrant and annual town report. Obtain reports from all departments: schools, roads, etc. Arrange to have annual audit made before town meeting

Monthly/Quarterly

expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333-0011 (22 M.R.S. S 4311).

MAY 25 - Memorial Day, the last Monday in May, observed, is a legal holiday (4 M.R.S. 91051); a school holiday (20-A M.R.S. §4802). Municipal officers shall direct the decoration of veterans' graves.

BEFORE TOWN

MEETING - Unless otherwise provided by charter, selectmen must have a warrant posted at least 7 days before town meeting and have a constable or named resident post and make return (30-A M.R.S. § 2523). If adoption of an ordinance is proposed, make sure of compliance with 30-A M.R.S. S

3002.

FEBRUARY 17 - Presidents' Day, the third Monday in February, is a legal holiday (4 M.R.S. § 1051) and shall be observed as a school holiday in the absence of any vote of the superintending school committee designating how the day shall be observed (20-A M.R.S. S 4802).

ON OR BEFORE JUNE 15 –
Monthly/ Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health

and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 M.R.S. & 4311).

BY MARCH 1 - Solid Waste and Recycling Municipal Reporting forms are due to the Maine DEP (38 M.R.S. & 2133(7)).

Town Meeting voter registration and voting list requirements. The registrar shall accept the registration and enrollment of voters prior to the municipal election according to the time schedule prescribed by 21-A M.R.S. § 122 unless changed by municipal officers.

JULY 4 – Independence Day - A legal holiday (4 M.R.S. 91051).

APRIL 1 – Municipal property tax assessments are controlled by this date (36 M.R.S. S 502).

ON OR BEFORE JULY 15 - Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be

sent to Department of Health and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 M.R.S. S4311).

Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 M.R.S. S4311).

Deposit copies of annual report in the municipal office or a convenient place of business for distribution to voters at least 3 days before the annual meeting (30-A M.R.S. S 2801) .

OCToBER 1 – Junkyard, automobile graveyard, and automobile recycling business licenses expire. (30-A M.R.S.S 3753).

ON OR BEFoRE JULY 31 – Every employer required to deduct and withhold tax for each calendar quarter shall file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. S 5253).

NOVEMBER 11 – Veteran's Day observed. A legal holiday

(4 M.R.S. S 1051).

**ON OR BEFORE
NOVEMBER 15** - Monthly/Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health

and Human Services, General Assistance Unit, 11 State House Station, Augusta, ME 04333 (22 M.R.S. 8 4311).

**ON OR BEFORE OCTOBER
15** - Monthly expenditure or quarterly statement and claim for General Assistance reimbursement to be sent to Department of Health

and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 M.R.S.S 4311).

**BETWEEN MAY 1 AND
OCTOBER 1** - Municipal officers may initiate process to close certain ways to maintenance during winter months (23 M.R.S. 2953). For further information, see the MMA Municipal Roads Manual.

NOVEMBER 26 - Thanksgiving Day, the last Thursday in November, is a legal holiday (4 M.R.S. & 1051; 20-A S 4802).

BY AUGUST 1 - Local Roads Assistance Program (LRAP) certification forms must be returned to MaineDOT

Community Services
Division prior to August
1st. This is an annual
certification that must be com-
pleted by a municipality to
receive LRAP funds.
Municipalities must provide
information on how the previous
fiscal year's funds were
expended. (23 M.R.S. S
1804).

ON OR BEFORE DECEMBER 15 – Monthly/Quarterly expenditure statement and claim for
General Assistance reimburse-
ment to be sent to Department of
Health and Human Services,
General Assistance Unit, 11 State
House Station, Augusta, ME
04333-0011 (22 M.R.S. §
4311).

ocToBER – Registrars of
voters shall accept
registration prior to the
November 3 election
according to the time
schedule for their population
group (21-A M.R.S.S 122(6)).

The Registrar shall publish his/her time and hourly schedules
in a newspaper having
general circulation in
the municipality at least
10-15 days before election
day. in municipalities of
2,500 or less population,
the schedule may be
published by another
means deemed sufficient
by the registrar. (21-A

M.R.S. § 125) The hourly schedule for voter registration established by 21-A M.R.S. S 122 may be changed by the municipal officers according to the needs of the municipality 21-A M.R.S.

S 122(8)). **ON OR BEFORE OCTOBER 31 –**

Every employer required to deduct and withhold tax for each calendar quarter shall file a withholding return and remit payment as prescribed by the State Tax Assessor (36 M.R.S. & 5253)

DECEMBER 25 - Christmas Day - a legal holiday (4 M.R.S.S 1051, 20-A M.R.S. \$ 4802).

ON OR BEFORE AUGUST 15

- Monthly/ Quarterly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, DHS #11, Augusta, ME 04333 (22 MR.S. \$ 4311).

NOVEMBER-DECEMBER –

Towns that elect officials by secret ballot under 30-A M.R.S. 92528 must make nomination papers available 40 days before the filing deadline. The filing deadline is 60 days before the election date. For most towns with March

elections, papers must be made available beginning sometime in November December, depending on the date of the election.

ON OR BEFORE SEPTEMBER 1 - Clerks of organized plantations shall make return to the Secretary of State, on blanks furnished for that purpose, of the names of the assessors and clerks of their plantation and that the same have been sworn. There is a penalty for failure to make such return (30-A M.R.S. § 7005).

SEPTEMBER 7 - Labor Day, the first Monday in September, is a legal holiday (4 M.R.S. S 1051).

BY JANUARY 1 – Each owner or keeper of a dog or wolf hybrid at the age of 6 months or more shall obtain a license for that animal from the municipal clerk (7 M.R.S. S 3922).

BY NOVEMBER 1 - Any governmental subdivision holding tangible or intangible property presumed abandoned under 33 M.R.S. 91953 must make report to the Administrator of Abandoned Property of the State Treasury Department, pursuant to

33 M.R.S.S 1958.

ON OR BEFORE SEPTEMBER 15 - Monthly expenditure statement and claim for General Assistance reimbursement to be sent to Department of Health and Human Services, General Assistance Unit, 11 State House Station, Augusta, ME 04333 (22 M.R.S. 4311).

BY NOVEMBER 1 – Or 30 days after the date of commitment, whichever is later, the municipal assessors and assessors of primary assessing areas shall make return to the State Tax Assessor all information as to the assessment of property and collection of taxes. The forms of such return shall be supplied by the State Tax Assessor (36 M.R.S. 9383).

BY OCTOBER 1 - Assessors should receive the municipality's proposed current state valuation from the State Tax Assessor. (36 M.R.S.S 208).

NOTE: *Failure to file this return in a timely manner could result in loss of tree growth reimbursement (36 M.R.S. & 578).*

*ARS

WHO TO CONTACT

Maine Municipal Association

2020 EXECUTIVE COMMITTEE

OFFICER
S

MEMBER
S

PRESIDENT

**Christine
Landes, City
Manager**

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dandes@gardinermai
ne.com

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December 31,
2020: James A.
Bennett, City
Manager
City of
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Email:
james.bennett
@
biddefordm
aine.org**

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December 31, 2021;
Elaine Aloes, Chair
Selectboard**

Town of Solon Tel: 643-2541 (town office) Email:
chelaloe@yahoo.com

**Terms End
December 31,
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Beekman, Chair
Selectboard

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Town Manager

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(town offic) Email:

manager

@marshill.com

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PAST

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Town Manager

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Selectboard

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Ivan

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(town office) Email:
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ine.go
v

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ARLIT TELDE

MMA MANAGEMENT TEAM

1-800-452-8786 or

623-8428 (MMA office) Stephen W. Gove, Executive
Director.

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kdufour @ memun.org Susanne Pilgrim, Director, Legal
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E-mail: spilgrim@ memun.org Eric Conrad, Director,
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Ext. 2266 – E-mail:

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..

.. Ext. 2258 – E-mail:
sledoux@memun.org

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Augusta, ME 04330 |
1-800-452-B78G 201.623-34235;

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Maine Municipal Association

WHO TO CONTACT Staff may be reached by email by using the first
initial of first name then last name@memun.org (example:

jdoe@memun.org) **Description**

Staff
Contacts

Description

Staff

Contacts Ext. # EXECUTIVE OFFICE & MEMBER RELATIONS

Town Report
Competition

Eric
Conrad

2

390 Administration General Issues/Concerns Steve Gove

MMA Annual
Business
Meeting

Rebecca

Lambert 2307 Corporate & Governance Issues

Rebecca Lambert
2307

EDUCATIONAL

SERVICES / TRAINING Human Resources

C

indy Branscom Media / Press Calls

**Eric
Conrad**

2304 **2390**

Affiliate
Group
Training

**Alida
Gaudet**

**22
99**

or

Melissa White Municipal Membership

**Theresa
Chavarie
Theresa**

Chavarie

MMA
Workshops

2304 **2211 Associate Membership**

Eligibility

A

Alicia Gaudet Public Access Officer

Theresa Chavarie
2211

Citizen
Education
Project

**23
90**

Eric
Conrad

AFFILIATE & PATRON STATUS

LEGAL SERVICES

Legal

Advisory Services and AFFILIATE STATUS

Legal Information Packets,
Samples, etc. Jackie Kresser

2

200 Affiliate Status & General Information Alicia Gaudet

2304 or Melissa White

2299 PERSONNEL /

LABOR RELATIONS Affiliate Administrative Support Services Alicia
Gaudet

2304 Information Packets, Sample Job Descriptions Cynthia
Branscom **2215** or Melissa White **2299**

**Personnel
Inquiries**

David

217 Financial Reports **Barrett** 2
 Doug Eugle
 y 22
 63

Branscom 2215 PATRON STATUS or Cynthia

Labor Relations Inquiries

David Barrett

217 Patron Status, Billing & General Information **Theresa Chavarie 2211** 2
Executive Searches, Promotional/Entry Level
David Barrett

217 Patron Marketing & Exhibitor Information **Sue Bourdon** 2
2296 Testing and On-Site Training
 or Cynthia
Branscom 2215

ADMINISTRATIVE SERVICES

PU

BLICATIONS Accounts Payable & Receivable
Diane Hinckley 2260 Legal Services Manuals, GA
 Forms (orders) **Lindsey Brann**

295 Building Operations 2
Christina St. Pierre 2266

MMA Municipal
Directory
(orders)

**Linds
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Brann**

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295 IT Services

Christina St Pierre **2266 Marketing &
Advertisements**

Sue
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298 Membership Database

Val
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Subscriptions to Maine Town &
City, Yal Pomerleau

2

278 Mailing List Requests

**Linds
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Brann**

22
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gislative Bulletin **Purchasing**

Louis
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Ridley

**2284 Maine Town & City Magazine -
Articles** Eric Conrad

2

390 Receptionist/Conference Room Reservations Michelle Harrington
MMA This
Month

E-Newsletter

Ben
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2

210 **Website Management**

Ben
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2210 MMA Legislative
Bulletin

Laura
Ellis

2207 MMA Fiscal Survey

Rebecca

Graham 2201 **SERVICES AND PROGRAMS**

**MMA
Salary
Survey**

Carol
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219 **ADVOCACY & LEGISLATIVE SERVICES**

RESEA

RCH ASSISTANCE General Information

Laura
Ellis

22
07

**Research /
MMA
Website**

Carol
Weige
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219 **Policy Issues, Advocacy Questions:**

- Labor Management, State
Budget, Kate Dufour

22
13

GROUP SELF FUNDED

INSURANCE PROGRAMS Tax Policy, Education, **General Assistance**, LD
I, Freedom of Access Policies, Utilities,

HEALTH

TRUST SERVICES Marijuana Legalization, Elections

Admini
stratio
n

Anne
Wright

• Solid Waste, Land Use Policies,
County Rebecca Graham

2201 **General Information/Marketing/Trust**
Plans Kristy Gould

2

389 Jail funding, Animal Control, Transportation,

Member
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efits

Lisa
Rigoul
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222 Local Road Assistance, State and Local

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Promotio
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Anne
Charl
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292 Government

Billing &
Eligibility

**Linda
Mac
k**

22
23

**ANNUAL
CONVENTION**

RISK

**MANAGEMENT SERVICES Program Planning & Logistical
Arrangements Eric Conrad**

**2390 RMS Administration - all programs Michelle Pelletier 2236
or Alida Gaudet**

**2304 Underwriting &
Member Services**

M

Michael Mayette Registration Information

Louise
Ridley

**2284 Claims
Services**

A

Erin Willette Exhibit Space

Sue
Bourdo
n

**2298 Loss
Control**

**Bob
Thom
as**

2

243 Ethel Kelley Memorial Award

**Theresa Chavarie 2211
Unemployment Compensation**

**Denis
e**

Kolre
g

2

237 OTHER ISSUES OR NOT CERTAIN WHO TO CONTACT?

R

revised 1/2/20 **Simply call the MMA Receptionist and she will be happy to direct your call to the appropriate department or staff member. 2020 www.memun.org**

60 Community

Drive 1 Augusta, NE 04330 | 1-807459-5136

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PRODUCT

PUBLICATION

Melne Town & City

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Bill-Customer Label Na MUNICIPALITY **Town of Millinocket Millinocket, Town**

of Town of Millinocket

Town of Millinocket

Town of Millinocket

Town of Millinocket

Town of Millinocket

Town of Millinocket

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Town of Milinocket

NAME

Mr Charles Pray

Mr Cody McEwen

Mr John Davis

Mr Louis Pelletier

Mr Michael A Madore

Mr Randy Jackson

· **Mrs Diana M Lakeman**

Mr Steve Golieb

Ms Gilda Stratton

ADDRESS END DATE **197 Penobscot 12/31/20** 81 Bowdoin St 12/31/20 **197**

Penobscot 12/31/20 222 Congress \$ 12/31/20 **12 Prospect** St 12/31/20 106

Knox St 12/31/20 **197 Penobscot 12/31/20** 197 Penobscot 12/31/20 32 Congress

St 12/31/20

Clerk

:

Maine Town & City PUBLICATION

MMA Legislative Bulletin

Count:

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N

.

AME :

Mr Charles Pray

Mr Cody McEwen

Mr Jesse Dumais

TITLE

LOCATION

...Councillor

OFFICE Chair Council ... OFFICE **Town Manager**

OFFICE

Councilor

HOME

Councilor

HOME

Councilor

OFFICE

OFFICE

Councilor

OFFICE

Councilor

HOME :

9

TITLE

. LOCATION

Councilor

OFFICE

Chair Council

OFFICE

Tax Collector

OFFICE

Town Manager

OFFICE

Councilor

HOME

Councilor

OFFICE

Councilor

OFFICE

Councilor

OFFICE **Human Resource** Director OFFICE **Treasurer**

OFFICE

Bill Customer LaLD NA MUNICIPALITY Town of Millinocket

Town of Milinocket
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Town of Millinocket

:
Mr John Davis
Mr Louis Pelletier
Mr Randy Jackson
Mr Steve Golleb
Ms Gida Stratton
Ms Lori Santerre
M8 Mary Afice Cullen:

ADDRESS END DATE 197 Penobscot 12/31/20 **197 Penobscot. 12/31/20** 197 Penobscot
12/31/20 **197 Penobscot' 12/31/20** 222 Congress S 12/31/20 106 Knox St 12/31/20 197
Penobscot 12/31/20 **197 Penobscot 12/31/20 197 Penobscot 12/31/20 197 Penobscot**
12/31/20

MMA Legislative Bulletin Count:

Date

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Name: **Street:**
City, State,
Zip:

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r:

The Town of Millinocket is **pleased to submit this request for your review. We need your** help to implement the first phase of our downtown revitalization initiative.

The community upgraded **its sidewalks as part of its last downtown revitalization** in 1988. Since then, many of the brick pavers have broken and the base needs new material and more compacting. It is also **essential to renovate the sidewalks** to be ADA compliant.

To implement these improvements, the town is seeking a Community Development Block Grant (CDBG) for \$300,000. The grant requires a 25% match, or \$75,000. The town will use the \$30,000 that it appropriated for the Americans with Disabilities Act (ADA) improvements it intends to make to its municipal building. Your assistance is vital to help raise the remaining \$45,000. We would greatly appreciate any donation you could make.

Thank you in advance for your contribution. You have no idea how much it means to have your support.

Sincerely

y,

John
Davis

F

rom:

Sent:

To:

Subj

ect:

Kessel, Miranda <Miranda.Kessel@brookfieldrenewable.com> Thursday, January 16, 2020 5:25 PM Tom Malcolm; John Davis; Craig Worster RE: Snowmobile Safety Notification & Thin Ice Safety

Andy Glidden, the game warden, who originally requested this public safety notice, conducted further investigation of the site and found that the pressure ridge was **not as profound and it doesn't pose a threat as** originally thought.

From: Kessel, Miranda Sent: Thursday, January 16, 2020 1:12 PM To: 'Tom Malcolm' <ChiefMalcolm@millinocket.org>; John Davis <manager@millinocket.org>; Craig Worster <Chief Worster@millinocket.org>
Subject: RE: Snowmobile Safety Notification & Thin Ice Safety

Excellent, thank you. We very much **appreciate it.**

From: Tom Malcolm <ChiefMalcolm@millinocket.org> Sent: Thursday, January 16, 2020 9:26 AM To: Kessel, Miranda <Miranda.Kessel@brookfieldrenewable.com>; John Davis <manager@millinocket.org>; Craig Worster <ChiefWorster@millinocket.org> **Subject:** RE: Snowmobile Safety Notification & Thin Ice Safety

CAUTION: This email originated from outside of the organization. Do not click on links or open attachments unless you recognize content is safe. Please report suspicious emails [here](#). **ATTENTION:** Ce courriel provient d'une source externe, ne cliquez pas sur les liens et n'ouvrez pas les pièces jointes, à moins que vous en reconnaissez la source. Veuillez nous aviser [ici](#) de tout **courriel suspect.**

Thanks Miranda, Will make sure that we get this info out through our media as well as other that we are connected with.

Tom Chief Thomas M.
Malcolm A EMT, PHO, FLSE
Millinocket Fire Department
222 Aroostook Avenue Millinocket,
ME 04462 Office: 207-447-4126 Cell:
207-447-0911
chiefmalcolm@millinocket.org

From: Kessel, Miranda <Miranda.Kessel@brookfieldrenewable.com>

Kessel@brookfieldrenewable.com> Sent: Thursday, January 16, 2020 9:23 AM
To: John Davis <manager@millinocket.org>; Craig Worster <ChiefWorster@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org>
Subject: Snowmobile Safety Notification & Thin Ice Safety

Good morning,

First, thank you for sharing the pressure ridge information on your Facebook page from the Jo Mary Riders Snowmobile Club. We had posted some safety information about the pressure ridge on our Safewaters page and we've also notified some of the local lodges and businesses in the area.

Safewaters Link-<https://safewaters.com/facility/33> and safety message: "Attention snowmobilers: Please be advised that there is a large and very **dangerous pressure** ridge located 2.5 miles southeast of the White House Landing at Pedmadumcook Lake near Moose Island. **PLEASE exercise extreme caution and use extra hazard awareness in this area.**"

On a related topic, we are also conducting ice safety outreach throughout Maine. As you may know, the National Weather Service is predicting a milder than usual **winter season** for Maine, which can lead to frequently changing and unpredictable ice conditions. Please feel free to share this information regarding via Town communication channels **along with a reminder to use extreme caution when snowmobiling, ice fishing or walking on ice at rivers, lakes and streams.** Ice conditions can rapidly change and thin ice **can be fatal.**

Thanks and please be in touch, should you have any questions.

B

est,
Miranda
a

Miranda Kessel
Manager, Stakeholder Relations

C 207-522-4147

miranda.kessel@brookfieldrenewable.com
www.brookfieldrenewable.com

Brookfield

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Renewable

View Important disclosures and information about our e-mail policies [here](#).

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are

Town of Millinocket Workers Compensation Claims Department

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019 Clerical Fire Department Law Enforcement Parks

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Town of Millinocket Workers Compensation

Claims Department

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Clerical

Rescue

Fire

Law Parks & Rec Public Works Department
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Transfer Station

Claim Type Frequency

LIMIT
 OR
 WARRANTY

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Strike or Struck By Slip, Trip, Fall Cut Puncture Combatant Strain
department Strike or Struck By Slip, Trip, Fall Cut/ Puncture **Combatant**
Strain

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Claim Type Severity 2017

2018

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\$2,005.01 \$130,300.14 \$1,215.981

\$1,215.98 **\$10,494.77**

\$82,233.09 \$92,727.86 \$112,288.00 \$20,105.33 \$2,525.00 \$134,918.33

\$143,422.99 \$131,861.37 \$88,593.63 **\$363.877.99**

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\$60,000.00

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\$0.00

Strain

Combatant

Strain

Slip, Trip, Fall Cut/ Puncture Combatant

Strike or Struck Slip, Trip, Fall Cut/ Puncture

By

Strike or Struck By

LOCK
INCO

TOWN OF MILLINOCKET

PUBLIC WORKS

DEPARTMENT

20 Cedar Street

Millinocket,

Maine

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

E-Mail: publicworks@millinocket.org Web Site:

www.millinocket.org

6.

WED
N

January 17,
2020

To: Harold Davis,
Town Manager

From: Ralph Soucier, Public Works
Director

Subject: Public Works
Activity Report

Safety: Crews attended Annual Osha
Training at the Fire Station

Public Works: Positive comments from the public on the plow trucks green strobes. Snow Pusher is in use and working great. This will save time and wear and tear on the loaders being more efficient during **snow removal.**

The roads have been looking good with very little snowpack and ice build-up. We have been **using different application rates for snow and ice control which seems to be working well.**

Transfer Station: You may have heard that the Hampden trash facility has had **an issue with a shutdown caused by a propane tank that was processed in the trash stream** at the plant and blew up **injuring an employee.** The plant is back online. Some of the towns that haul trailers have been diverted to help get the tipping floor cleaned up. That propane tank more than likely came from a packer truck hauling curbside pickup. Millinocket was diverted at that time of the incident and was not hauling to the Hampden Facility.

Airport: No Issues. Runway is open with no ice.

Cemetery:
Closed.

Respectfully Submitted,
Ralph T. Soucier **Director**
Millinocket Public Works

MEMO

Millinocket Wastewater Treatment Facility

January 16,
2020

To: John Davis, Town
Manager

From: Jim Charette,
Superintendent

Re: **WW Operations
Report**

We are busy with all of the required testing and regular maintenance, snow removal is high on our list as well. We had a visit from our DEP inspector on the 15th. She focused her inspection on our laboratory procedures during this visit. She found us in compliance with all our testing parameters.

197 Penobscot Ave, Millinocket,
Maine 04462 Phone: (207)
723-9731 Fax: (207)

723-7004

**Millinocket
Police
Department**

Memo

To:

From:

CC:

Date

:

Re:

Town Manager

Chief of Police

Town

Council

January 17,

2020

Activity

report

We generated or responded to 465 Incidents since December 1, 2019 to December 31, 2019. It should be noted, that for the same time frame in 2018,

there were 347 calls for service.

- *Major incidents for the time period were 28 citizen/agency assists, medical calls, 29 Information complaints, 1 OUI, 14 welfare checks, 9 PD accidents, 6 disorderly conducts, 5 wanted outs, 12 suspicious and noise problems, 6 - 911 hang ups and 4 family fight calls.*

- **Chiefs report ...**

- Still covering for vacations, short shifts and prisoner transports.

Working three

consecutive night shifts in one weekend, to allow an officer to attend a family members funeral.

Started a community outreach program to allow for better access to my office, giving the citizens of Millinocket a chance to come in, grab a coffee, discuss what concerns they have and not have to worry about "interrupting" my routine. The first day of the event "Chiefs open door", brought three residents in to enjoy a cup of coffee and conversation.

- **Page**

1

- **DARE was started two weeks ago and the fifth-grade classes of Granite Street**

School are proving to be a great class that is excited to learn and interact with

the Chief of Police. DARE graduation is scheduled for May 28th.

. In the process of onboarding a School Resource Officer, certifications,

qualifications, uniforms etc.... I am proud to announce that the School Departments of Millinocket, East Millinocket/Medway and Lee have added a SRO position after receiving a grant from "COPS". This was a grant that I had assisted the with in May of 2019, which allowed for two years of salary and training for an SRO. Details are still being worked out as to how this program will be managed, but I am excited for the opportunity for the kids of the three school districts. The past Chief of Police, Don Bolduc was chosen to fill this position for a very talented pool of applicants and he is extremely excited to start.

Attended OSHA training, fire extinguisher, and body substance isolation training, hosted by the fire department, which fulfills the yearly training requirement.

We continue to be extremely busy this 2020 year, with 18 arrests so far, I applaud the officers of the Police Department for as busy as they have been this year, that they have maintained a very professional attitude.

One arrest of note, a woman was charged with Domestic Violence Assault, Assault on a Police Officer, Refusing to Submit to an Arrest, Harassment, Criminal Trespass, Criminal Mischief, and Possession of Meth/Fentanyl. This **arrest** required additional officers to come into the department to assist, due to the **uncooperativeness of the arrestee**. She had to be carried from the booking room to the cruiser for transport to Penobscot County Jail.

• Page
2

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MILLINOCKET FIRE AND
AMBULANCE

222 AROOSTOOK AVENUE MILLINOCKET, ME
04462

www.millinocket.org
[chiefmalcolm@millinocket](mailto:chiefmalcolm@millinocket.org)
[.org](http://millinocket.org)

Manager
Davis,

Still have one FF/Paramedic's out on injury,
second one was able to return to work.

Chief covering day shifts for time off and injured personnel.

Attended various committee meetings and event functions.

Held FF and EMS training.

Did two chimney/fire safety inspections for area residents as per their insurance companies.

Continued work with Red Cross on smoke alarm placements.

Worked with Brookfield on moving of fire alarm pull station and alarm actuator.

Went to Region III and participated in their Skills USA competition getting students **ready for the State competition.**

Conducted OSHA/DOL annual mandatory trainings for Mikt. Fire/Amb, Mikt. Police, Mikt. Public Works, Mikt. Wastewater, Mikt. Airport and also had Medway Fire personnel. This class takes care of these trainings for the year.

Meet with Section 8 housing inspector that had issues with apartment building and wanted to see where MFD stood on the issue. Were able to work out an agreement that satisfied all involved.

Went with CEO to check building being purchased for Life Safety issue.

Worked with TG Higgins on ambulance billing issues and are

trying to work out an **agreement** with insurance company.

Spoke with two residents about
plowing snow against Fire Hydrants.

01/17/2020

Chief

Malcolm

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MILLINOCKET FIRE AND
AMBULANCE

222 AROOSTOOK AVENUE MILLINOCKET, ME

04462

www.millinocket.org
[chiefmalcolm@millinoc
ket.org](mailto:chiefmalcolm@millinocket.org)

Manager

Davis,

**Contacted by real estate agent to look at issue he would like to
address with tenants in rental apartment building.**

Had complaint of animals getting into neighbors garbage and
spreading it all around, spoke with involved **party and he agreed
to cover trash cans and when checked it was done.**

01/17/20

20

Chief
Malcolm
**Health
Officer**
Town of
Millinocket

John Davis

F

rom:

Sent: **To:**

Subjec

t:

Jody Nelson
<jodynelson@gwi.net>
Thursday, January 16,
2020 1:53 PM John Davis
Re: Activity Reports

Senior citizen meal Monday, working on a Mackenzie foundation grant for baseball field and basketball court in the amount of \$65,000.00 Commission meeting Wednesday, winter fest meeting on Friday. **Jody**

From: John Davis Sent: Thursday, January 16, 2020 11:03 AM **To:** Craig Worster; Diana Lakeman; Jesse Dumais ; Jody Nelson ; Lori Santerre ; Lorna Thompson; Mary Alice Cullen ; Ralph Soucier ; Richard Angotti ; Tom Malcolm **Subject:** Activity Reports

Have your report to me by noon tomorrow.

John Davis

Millinocket Town

Manager (207)

723-7000

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Virus-free.

[www.avg.co](http://www.avg.com)

m

www.

**John
Davis**

F

From:

Sent:

To

:

Mary Alice Cullen Friday,
January 17, 2020 11:09
AM John Davis RE: Activity
Reports DEC 2019.pdf

Subject:

Attachments

:

Completed December month-end financial reconciliations and reporting process. Provided direction to the Tax Collector regarding the GNP tax bills to abate related to the land deed recorded in the Registry. Working on 2019 tax reporting. Attached is the December 2019 financial report which supersedes the September Financial report which was issued 10/24/19.

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

From: John Davis <manager@millinocket.org> Sent: Thursday, January 16, 2020 11:03 AM
To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>;
Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@gwi.net>; Lori Santerre
<humanresource@millinocket.org>; Lorna Thompson <assessor@millinocket.org>; Mary Alice Cullen
<treasurer@millinocket.org>; Ralph Soucier <publicworks@millinocket.org>; Richard Angotti
<Code@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org> Subject: Activity
Reports

Have your report to me by noon
tomorrow.

John Davis
Millinocket Town
Manager (207)
723-7000

Town of
Millinocket
FINANCIAL
REPORT

As of
December 31,
2019

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Outstanding

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FY20

Tax

Status

Real Estate
Taxes &
Supplementals
Personal
Property Taxes
Tax Abatements

Total

FY20

Taxes

1,14

7,37

3

44,

32

2

4,008,980 / 1,320,705

(66,703) 5.282.982

2,86

1,60

7

1,27

6,38

3

(66,70

3)

4,071
 ,287 |
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 7
 %
 1,19
 1,69
 5
 23
 %

(2) (Real Estate Tax Lien
Balances - Pending Foreclosure)

FY19 Lien (Forecloses 12/28/2020)

FY18 Lien
 (Forecloses
 2/1/2020)

To
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165
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85,589 250,774

7,1
 78

Personal Property Tax Balances -
 Prior Years

FY19
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 Older

Total Personal Property Tax
 Balances - Pror Years

55.3
 78
 62,
 556

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Budget
Status

Approved Revenue Budget (Excl Taxes & Fund
Balance Transfers)
Actual Revenue
Period-to-Date
Actual% of
Total Budget.

3,78

3,49

4

1,90

5,47

8

50

.4

%

4,47

7,32

8

2,34

1,98

1

52

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%

8,26

0,82
2
4,24
7,45
9
51
.4
%

Approved Expense Budget Actual
Expense
Period-to-Date
Actual % of Total
Budget

6,76
1,62
7
2,92
7,37
0
43.
3%
)

7,051
,567
3,469
,785 |
49
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%

13,81
3,194
6,397
,155
46
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%

(1,12
7,804
)

(1,02
1,892
)
(51,
687
)

Net Funding from Taxes
To Date Net Funding
From(To) Other
Programs FY20 Taxes
Collected To Date |
Net Impact on Bank
Account - Inc/(Dec) |

(2,14
9,696
)

(51,887) 1,191,695 (1,009,688)

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Bank
Account
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General Account
Restricted Fund
Balance (Incl
School) Assigned
Fund Balance - Cur
Bud Assigned Fund
Balance -
Remaining

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		6,572, 909
(354,068)	(741,287)	
(70,270)	5,407,284	

Reserve &
Trust
Accounts

267,
326

Bank Balance	Mililnocket Historical Society
	Loan Balance
40,682	63,200

**Bala
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(8) Wastewater
Department

Bank Accounts General

Account
Reserve
Account

Availabl
e Cash

517.9
48

942,372 1,460,320

Accounts
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Accounts
Receivable
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Receivable
Total
Accounts
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Budget

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1/16/202
03:01
PM

John
Davis

F

rom:
Sent:
To:
Subjec
t:

Jesse Dumais Friday,
January 17, 2020 8:00
AM John Davis RE:
Activity Reports

Jan. 2020 waste water billing due to be mailed out on Jan. 30th and due feb.28th.

Interest will start Feb. 29th. All other business as usual.

Jesse Dumais

Tax Collector Town of
Millinocket **207-723-7006**
taxcollector@millinocket.org
197 Penobscot
Ave. Millinocket, Me.
04462

From: John Davis <manager@millinocket.org> Sent: Thursday, January 16, 2020 11:03 AM To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@gwi.net>; Lori Santerre <humanresource@millinocket.org>; Lorna Thompson <assessor@millinocket.org>; Mary Alice Cullen <treasurer@millinocket.org>; Ralph Soucier <publicworks@millinocket.org>; Richard Angotti <Code@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org> Subject: Activity Reports

Have your report to me by noon tomorrow.

John Davis

Millinocket Town
Manager (207) 723-7000

John Davis

F

From:
Sent:

Lorna Thompson
Thursday, January 16, 2020
2:32 PM John Davis RE:
Activity Reports

To

:
Subject:

Hi
John,

Accomplishments
today:

Replied to emails and phone calls. **Assisted a lady** looking for historical information on a property that her family had **owned years ago. Updated address change information**
Attended a meeting with Our Katahdin Helped to locate files for the Code Office and Planning Board Chair regarding the town's subdivision ordinance **Reviewed the deeds from the registry and coded them for data entry** **Assisted a taxpayer with a tree growth question** **Searched for historic tree growth information that was missing** during our last state audit **Researched tree growth properties previously owned by the mill** **Removed names from our data base for some people who had died years ago .** **Discussed building valuations on two accounts and scheduled an inspection for next week** **Worked on having our previous tax data files converted into a GIS format.**

Lorn
a

From: John Davis <manager@millinocket.org> Sent: Thursday, January 16, 2020 11:03 AM To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@gwi.net>; Lori Santerre <humanresource@millinocket.org>; Lorna Thompson <assessor@millinocket.org>; Mary Alice Cullen <treasurer@millinocket.org>; Ralph Soucier <publicworks@millinocket.org>; Richard Angotti <Code@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org> Subject: Activity Reports

Have your report to me by noon tomorrow.

John Davis
Millinocket Town

Manager (207)

723-7000

John Davis

F

rom:

Sent:

To:

Subje

ct:

Richard Angotti Thursday,
January 16, 2020 4:01
PM John Davis RE: Activity
Reports

Answer code questions

from residents **issue permits**

Meeting with potential
developers

Inspections of
properties Review
ordinances

Richard

Angotti Code

Enforcement Town of

Millinocket Phone:

207-723-7005 e-mail:

code@millinocket.org

From: John Davis <manager@millinocket.org> Sent: Thursday, January 16, 2020 11:03 AM To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman stownclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@gwi.net>; Lori Santerre <humanresource@millinocket.org>; Lorna Thompson

<assessor@millinocket.org>; **Mary Alice Cullen** <treasurer@millinocket.org>; Ralph Soucier <publicworks@millinocket.org>; Richard Angotti <Code@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org> **Subject:** Activity Reports

Have your report **to me by noon tomorrow.**

John Davis

Millinocket Town

Manager

(207)

723-7000

John

Davis

F

rom:

Sent:

Diana Lakeman Friday, January 17, 2020

12:03 PM Jahn Davis RE:

Activity Reports

Te:

Subje

ct:

Town Clerk: -replaced desk computer, everything seems to be working fine -office has been busy with dog registrations, transfer site stickers, and tax payments. Reminder-last week to register dogs to avoid \$25.00 late fee - set up absentee voting per state requirements at all licensed living facilities. -finalized minutes

Diana M. Lakeman Town

Clerk/Deputy Tax Collector

Registrar of Voters 197

Penobscot Avenue

Millinocket, Maine 04462

Telephone: 207-723-7007 Fax:

207-723-7002

townclerk@millinocket.org

From: John Davis <manager@millinocket.org> **Sent:** Thursday, January 16, 2020
11:03 AM To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman
stownclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson
<jodynelson@gwi.net>; Lori Santerre <humanresource@millinocket.org>; Lorna Thompson
<assessor@millinocket.org>; Mary Alice Cullen <treasurer@millinocket.org>; Ralph Soucier
<publicworks@millinocket.org>; Richard Angotti <Code@millinocket.org>; Tom Malcolm
<ChiefMalcolm@millinocket.org> **Subject:** Activity Reports

**Have your report to me by noon
tomorrow.**

John Davis
Millinocket Town
Manager (207)
723-7000

John
Davis

F

rom:
Sent:
To:
Subje
ct:

Lori **Santerre** Thursday,
January 16, 2020 11:16
AM John Davis Report

Yearend
work Payroll AP's
Personnel Matters
General
Assistance
Cross training

Sadie Sue

Lori Santerre

Human Resource Town of

Millinocket, Me. 04462

207-723-70m2 x5



129th MAINE LEGISLATURE

SECOND REGULAR SESSION-2020

**No.
1898**

**Legislative
Document S.P.
650**

In Senate,
December 24, 2019

Les Oi

An Act Regarding Property Taxes on Certain Energy Generation

Projects

Approved for introduction by a majority of the Legislative Council pursuant to Joint Rule 203,

Received by the Secretary of the Senate on December 20, 2019. **Referred to the Committee on Taxation pursuant to Joint Rule 308.2 and ordered printed.**

DrMaT

DAREK M. GRANT Secretary of the Senate

Presented by Senator SANBORN, H. of Cumberland. Cosponsored by Representative DOUDERA of Camden and Senators: CARSON of Cumberland, LIBBY of Androscoggin, Representative: CARNEY of Cape Elizabeth.

Printed on
boycted
paper

**Be it enacted by the People of the State of
Maine as follows:**

**Sec. 1. 36 MRSA §271, sub-§2, JA, as amended by PL 2019, c. 401,
Pt. A, 84, is further amended to read:**

**A. Hear and determine appeals according to the
following provisions of law:**

(1) The tree growth tax law, chapter 105, subchapter 2-A; (2) The **farm and open space** law, chapter 105, subchapter 10; (3) **As** provided in section 843; (4) **As** provided in section 844; (5) Section 272, (6) Section 2865; (7) The current use valuation of certain working waterfront land law, chapter 105, subchapter 10-A; **and** (8) Section 209; and

(9) Section 307: **Sec. 2. 36 MRSA §307 is enacted to read: §307. Valuation of certain energy generation projects**

Notwithstanding any provision of this Title to the contrary, this section governs the determination of the just value of certain energy generation property.

1. State Tax Assessor; valuation. The State Tax Assessor shall determine the just value of generation assets that are part of an energy generation project with property located partially in the unorganized territory and partially in primary assessing areas or municipal assessing units. For the purposes of this section, "generation assets" has the same meaning as defined in Title 35-A, section 3201, subsection 10, and "energy generation project" includes generation assets used by a project up to the point of connection with the independent system operator of the New England bulk power system, or a successor organization, or with the customer of the energy generated by the project.

2. Powers of State Tax Assessor. The State Tax Assessor may exercise the same powers with regard to determinations of just value of property located in primary X assessing areas or municipal assessing units under this section as apply to the determination of the just value of property located in the unorganized territory,

²
3. Apportionment of value. The State Tax Assessor shall determine the portion of the just value of generation assets of an energy generation project attributable to the unorganized territory and each primary assessing area and municipal assessing unit and shall notify each primary assessing area and municipal assessing unit of its portion of the just value

annually.

Page 1 -
129LR2772(01)-1

4. **Use of just value determination.** For the purposes of assessing property taxes under this Part, each primary assessing area and municipal assessing unit with a portion of the just value of an energy generation project determined by the State Tax Assessor under this section shall use the State Tax Assessor's just value adjusted by the primary assessing area's or municipal assessing unit's assessment ratio.

Sava AwN

5. Captured assessed value. The value of a generation asset determined by the State Tax Assessor under subsection 1 may not be considered captured assessed value for a development district approved by a municipality or plantation under Title 30-A, chapter 206 after the effective date of this section.
6. Appeal. An owner of property subject to valuation under this section and a primary assessing area or a municipal assessing unit in which property subject to valuation under this section is located may appeal the determination of just value by the State Tax Assessor to the State Board of Property Tax Review as provided under chapter 101, subchapter 2-A.

SUMMAR Y

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This bill provides that, for property tax purposes, the State Tax Assessor determines the valuation of the property of an energy generation project that is located partially in the unorganized territory and partially in organized areas and apportions to the organized areas the portion of the project valuation located in each organized area. The valuation of an energy generation asset determined by the State Tax Assessor may not be considered captured assessed value for tax increment financing purposes, and an appeal of a valuation

may be made to the State **Board of Property Tax Review.**

**Page 2 -
129LR2772(01)-1**

XX 20

John
Davis

F

rom:
Sent:
To:

Richard Angotti Friday, January 03, 2020 7:38
AM **John Davis yard sale ordinance TOWN
OF MILLINOCKET YARD SALE
ORDINANCE REV3.docx**

Su

bject:
Attachmen
ts:

Attached is the latest version of the yard sale ordinance with highlights of proposed edits in highlight. The highlighted areas would be removed if the council approves the ordinance as edited. Richard Angotti code Enforcement Town of Millinocket
Phone: 207-723-7005 e-mail: code@millinocket.org

52-

1

YARD SALE ORDINANCE

This Ordinance shall be known as and may be cited as the "Yard Sale Ordinance of the Town of Millinocket, Maine," and will be referred to herein as the "Ordinance."

50-1. Purpose: A. The Town finds perpetual, prolonged, and extended yard sales, if continued indefinitely, tend to become retail businesses in residential areas and zones, create noise, traffic congestion, unsightly signage, and other nuisances, and often violate the Site Plan Review Ordinance of the Town of Millinocket. The rules and regulations contained herein are designed to control and confine yard sales to enhance and protect the public health, safety and convenience of the citizens of Millinocket and to restrict **sales to casual** or occasional occurrences only, in keeping with the character of the residential neighborhoods. The Town finds a need to limit, regulate, restrict and control **yard sales**.

52-2. Definitions: Words and terms not defined in this Ordinance shall have the meanings given them in the Site Plan Review Ordinance of the Town of Millinocket, or in the absence of definition in said Ordinance, such words and terms shall have their customary dictionary definition.

A. Yard Sale: The sale of more than **five items of personal property**

from any premises, **whether advertised** in local media, by signs, or **otherwise as a yard sale, barn sale, garage** sale, household sale, moving sale, or other sale, whether accomplished by direct sale or auction; or sales conducted by civic groups, school groups, church groups, charitable or **fraternal** organization and other non-profit organization if such sale is held within the **Town** of Millinocket.

B. Residential Premises: A building or structure having at least one dwelling unit and the lot of land associated therewith.

C. Personal Property: Shall mean tangible property which is owned, utilized and maintained by an individual or members of a residence or acquired in the normal course

of living in or maintaining a residence, such as, but not limited to, household items, clothing, tools, toys, recreation equipment, or other **used or second-hand items** normally found in and about the home **and advertised to** the public.

D. Person: Shall mean any natural person or persons, association, partnership, firm, corporation or other entity.

E. Calendar Year: January through December.

52-3. Authorization: A. Yard Sales are permitted within the municipal limits of the Town of Millinocket under certain terms and conditions as herein set forth. It shall be unlawful for any individual to sell or offer for sale, under authority granted by this Ordinance, property other than personal property

50-4. Permit: A. No person, firm, corporation, business or other entity shall conduct a yard sale in the Town of Millinocket without obtaining a yard sale permit from the town office.

B. Permit Fee: Yard sale permits shall be issued free of charge.

C. Permit **to be Posted: Yard sale permits issued under this ordinance shall be posted at** the yard sale in a location which is easily visible from the street while the sale is in progress. All permits will have the location of all off premises signs before signs can be installed. See 52-7 E. **on advertising of yard sales.**

D. Permit Applications: Are available at the Town Office and may be obtained during normal business hours. (Monday, Tuesday 7:30AM-4PM and Thursday, Friday 7:30AM 4PM). The permit must be approved prior to commencement of the yard sale.

52-5. Conditions of Conducting Yard Sale: A. No yard sale may be conducted for more than three (3) consecutive days.

B. No person, firm, corporation or other entity shall conduct more than three (3) yard **sales from any location in one (1) calendar year.**

C. **If the town chooses to have a town wide yard sale,** it will not affect the (3) yard sales Condition in B above.

D. If a hardship situation develops which may cause cancellation of a sale, the Code Enforcement Officer may issue another permit upon application from the **person** conducting the sale, setting forth the reason for such cancellation. A fee as prescribed shall not be required in such **cases.**

E. A sale may be conducted by a single person, multiple persons, church, social, civic, or charitable organizations. All items to be sold must originate as the legal property of the applicant, other persons participating in the sale, or members of the organization. Goods must be surplus to the needs of the owner and shall not include any items **purchased for resale at the yard sale.**

F. Yard sales may be conducted only on private property. No

merchandise may be placed upon public right-of-way, streets or roads. All merchandise must be displayed at enough distance from public roadways in order to avoid obstruction of view or traffic hazards.

G. All unsold yard sale merchandise remaining on the permitted site at the conclusion of the yard sale, to include items sold to purchasers, must be removed from the site within twenty-four hours.

H. The yard sale permit shall authorize Code Enforcement Officers, to enter the permitted sale site to monitor, inspect and determine compliance with all the provisions of this Ordinance.

52-6. Dangerous Conditions - Revocation of Permit: A. The property owner or person conducting the yard sale shall assume responsibility for proper parking. Automobiles or pedestrians may not be allowed to impede traffic on any adjoining road/roads. If traffic on any road is impeded or a dangerous condition develops on any road, law enforcement officials or Town Officials may immediately suspend the permit and close the sale for the balance of that day. **Removed from REV 3**

52-6 52-7. **Advertising of Yard Sales: A. A yard sale may be advertised** to the public by means of Town web site, newspapers, radio, television, cablevision, handbills and signs. In the event an applicant **chooses to** advertise a permitted yard sale by means of signage or handbills, the following restrictions shall apply: Notify web page designer after permit is issued to have it on the community calendar for the town website.

B. Signs designating yard sales shall not exceed four (4) square feet and shall bear the name of the permittee. Signs must not obstruct traffic view.

C. No sign or other form of advertisement shall be exhibited for more

than two (2) days prior to the day such sale is to commence.

D. Signs shall be **removed at the end of the permitted yard sale.**

E. Off premise signs are only allowed for permitted yard sales. Signs may not be **attached** to any utility pole, street sign, sign post, traffic control sign or motor vehicle. For the purposes of this provision, the term "off premise" shall include any portion of the property on which the yard sale is conducted that is located within the right of way of a public way but cannot block any public way. **Removed from REV 3**

52-7 52-8. Exceptions: This Ordinance shall not apply to or affect the following persons or sales:

A. Persons selling goods pursuant to **an** order or process of a court of competent jurisdiction.

B. Persons selling or advertising for sale an item of personal property which is specifically named or described in the advertisement and which separate items do not exceed five in number.

52-8 52-9. Enforcement and Penalties: A. **Enforcement:** All requirements contained in this Ordinance shall be enforced by the law enforcement officials or Town Officials. **Removed from REV 3**
Code Enforcement Officer or any Law Enforcement Official **Added to REV 3**

B. Violation: Any person who violates any provision of this section, or fails to comply with any of its requirements, shall, upon conviction thereof, be fined not less than one hundred dollars (\$100.00), not more than twenty-five hundred dollars (\$2500.00), plus **reasonable** attorney fees. Each day violations continue shall constitute **a separate offense.**

Any person accused of violating this Ordinance may

waive prosecution in the District Court by payment of a waiver fee of fifty dollars (\$50.00) for each violation to the Town Office within twenty (20) days of being notified of the right to waive prosecution by the Town Official issuing the notice of violation, in writing. Notice of this waiver provision may be made by mailing a copy of the notice to the alleged violator at their last known address, or by such other means as is reasonably calculated to reach the alleged violator in a timely fashion. When mailing is chosen as the manner of service, three days may be added to the period in which the waiver fee may be paid. (Violators of this ordinance will lose the privilege of having a yard sale for one year from the date of violation.)

52-952-10. Severability: A. If any section, subsection, or any provision of this Ordinance shall be declared by any court of competent jurisdiction to be invalid for any reason, such decision shall not be deemed to affect the validity of any other section, sub-section, or other portion of this Ordinance; to this end, the provisions of this Ordinance are hereby declared to be **severable**.

Enacted:

ORDINANCE

#2-2020

PROVIDING FOR: An Amendment to Chapter 115 of the Code of the Town of Millinocket

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET that Article II of Chapter 115 of the Millinocket Code is amended by repealing and replacing section 115-4 as follows:

115-4 snow Removal

No vehicle shall be parked overnight on any streets in Millinocket during snow plowing season. The Millinocket municipal parking lot located between

158 Penobscot Avenue and 196 Penobscot Avenue will allow overnight parking during winter but will be posted when **snow removal** from that lot is scheduled so that vehicles can be moved prior to snow removal. It shall be unlawful for the operator of any vehicle to enter upon or stop or park within the spaces indicated by such signs.

IT IS FURTHER ORDAINED that the Town Clerk make appropriate changes to incorporate this article into the Millinocket Code and distribute new pages to all persons known to have a copy of the Code.

ATTESTED:

**First
Reading:**

**Second
Reading:**

**Effective
Date:**

**\$ 108-4. Violations and penalties. [Amended 12
11-2003 by Ord. No. 4-2003]** offenses
under this article will be punishable by a fine of not
less than \$50 nor more than \$100, recoverable on
complaint for the use of the Town.

Article 115-4 Snow removal. No vehicle shall be parked overnight on any streets in Millinocket during snow plowing season. In the public parking lot so as to interfere with or hinder the removal of snow from said parking lot by the town plowing or loading and hauling. **The Millinocket municipal parking lot located off main street will allow overnight parking during winter but will post when snow removal from that lot is done so that vehicles can be moved prior to snow removal.** The chief of police may cause any vehicle so parked in the public parking lots to interfere with or hinder the normal removal of snow by the town to be removed from the parking lot and placed in a suitable parking space out of town, being liable for any damage that may be caused by such removal. For the purpose of

facilitating the removal of snow, the Chief of Police may cause to be placed properly marked signs in the parking lot as he shall from time to time deem necessary. It shall be unlawful for operator of any vehicle to enter upon or stop or park within the spaces indicated by such signs.

Article 115-13 (D) Snow Removal. No person shall park or cause to be parked any vehicle on any way so as to hinder the removal of snow. An officer may cause any vehicle so parked on any way as to hinder the removal of snow or the normal movement of traffic to be removed from

said way and placed in a suitable place at the expense of the owner of the vehicle. Neither the town nor the officer shall be liable for any damage that may be caused by such movement.

ORDINANCE

#3-2020

PROVIDING FOR: An Amendment to Chapter 108 of the Code of the Town of Millinocket

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET that Chapter 108 of the Millinocket Code is amended by repealing and replacing the title of section 108-3 in the index and repealing and replacing section 108-3 as follows:

Change to index: 108-3. Fire hydrants

1. The title of Section 108-3 in the index is change to "Fire Hydrants"

2. Section 108-3 is repealed and replaced with the following: 108-3 Fire Hydrants

Snow removed from property within the Town shall not be plowed into, onto, or over a fire hydrant so as to impede its use. For the purposes of this section, the person plowing or otherwise removing snow in such a way as to violate this section, if determinable, or the owner of the property from where such snow was plowed or removed shall be responsible for any violation of this section and may be summonsed. This section shall not apply to the plowing or removal of snow from public ways by authorized personnel, or contracted services, of the Millinocket Public Works Department.

IT IS FURTHER ORDAINED that the Town Clerk make appropriate changes to incorporate this article into the Millinocket Code and distribute new pages to all persons known to have a copy of the Code.

**First
Reading:**

**Second
Reading**

**Effective
Date:**

ATTESTED:

\$

108-1

STREETS AND SIDEWALKS

108-

2

Chapter 108

STREETS AND SIDEWALKS

ARTICLE 1 Snow Removal

§ 108-1. Deposit of snow after plowing. § 108-2. Storage of snow removed from driveways.

108-3. Fire hydrants and fire call boxes. § 108-4. Violations and penalties.

[HISTORY: Adopted by the Town Council of the Town of Millinocket as indicated in article histories. Amendments noted where applicable.]

ARTICLE 1 Snow Removal [Adopted 5-10-1983 by Ord. No. 3-83]

§ 108-1. Deposit of snow after plowing.

In all cases after a street area has been plowed or cleared of snow, no snow shall be placed therein beyond the windrowed accumulation along the curb line and in those areas where snow is removed by the Town; no snow shall be deposited within the street or sidewalk area after completion of removal operations by the Town.

108-2. Storage of snow removed from driveways.

Snow removed from driveways shall be stored within the boundaries of the premises from which it is removed and shall not be plowed into or deposited in the area reserved for street or sidewalk purposes.

ce is no room on the premises for such storage, snow plowed or removed therefrom may be spread in the street area along the curb frontage of the premises from which it is plowed or removed, provided that such storage is done before the Town has plowed or cleared the street. Such snow must be spread along the curb outside of the sidewalk area in such a manner as not to impede traffic and must not be pushed or moved into or across the street to the opposite curb.

\$ 108-3. Fire hydrants and fire call boxes \$

[Added 12-11-2008 by Ord. No. 4-2008]

& Snow removed from the property of individuals or businesses shall not be removed or plowed into, onto, or over a fire hydrant located on their property or the property of another, including Town-owned property, so as to impede its use in emergency situations. Snow removed from the property of individuals or businesses shall not be removed or plowed in such a way as to cover, partially cover, or otherwise interfere with the access to or use of fire call boxes. For the purposes of this section, the person plowing or otherwise removing the snow in such a way as to violate this section, if determinable, or the owner of the property from where such snow was plowed or removed shall be responsible and may be summonsed. This section shall not apply to the plowing or removal of snow from public ways by authorized personnel or contracted services of the Millinocket Public Works Department.

ORDER

**PROVIDING FOR: Execution of the
Warrant for January 23, 2020**

IT IS ORDERED that the Warrant for January 23,
2020 in the amount of \$ hereby approved.

i
S
is

Passed by the Town
Council

Attest
:

**ORDER
#12-2020**

**PROVIDING FOR: Public hearing to discuss the Millinocket
Downtown Action Plan.**

IT IS ORDERED that the Millinocket Town Council approves a public
hearing to discuss the Millinocket Downtown Action Plan
which is essential to help secure a Community

Development Block Grant (CDBG) for downtown revitalization.

PASSED BY THE COUNCIL:

ATTEST

:

Millinocket Downtown Action Plan

January,
2020

Created by the Town of Millinocket Economic Development Committee, associated partners, and the public.

Millinocket

Maine's Biggest
Small Town

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Millinocket Downtown Action Plan

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Revitalization

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Action Items**

Public Involvement

Millinocket Annual
Survey

Katahdin Gazetteer

Katahdin Gazetteer Identified Downtown Action Items

A Millinocket

Maine's Biggest Small Town

Executive Summary

Millinocket sits at the headwaters of the Penobscot River at the threshold of an expansive wood basket and Maine's largest mountain, Katahdin as it's backdrop. Our 4,400 residents are surrounded by world-class outdoor recreation amenities, including whitewater rafting, hiking, fishing, hunting, single-track mountain biking, or glamping with stunning views of the North Woods. Katahdin is the northern terminus of the Appalachian Trail in the nearby 210,000-acre Baxter State Park. The newly dedicated Katahdin Woods & Waters National Monument is adjacent to **Baxter State Park** with an additional **88,000 acres of recreational wilderness**.

Millinocket's ability to capitalize on these global draws is limited by its **image as a defunct** mill town with a dilapidated downtown. The potential for both industrial and Main Street **revitalization** is substantial. After decades of disinvestment, Millinocket is ready to reclaim its future. Millinocket has few financial resources to rely on, but has spirit.

Our Downtown stretches through Penobscot Ave, Aroostook Ave, Katahdin Ave, Central St, Congress St, and three parks in the geographic area. The Town has partnered with stakeholders to begin envisioning a Millinocket Community

Revitalization plan for the downtown using data from community surveys, committee planning sessions, a revised comprehensive plan, and the Katahdin **Gazetteer**, a **regional vision and action** plan. We have big ideas for electricity and lighting improvements, seating, public **restrooms**, and **renovated sidewalks** for ADA compliance. The Town has coordinated a community stakeholder group to try and bring **infrastructure and aesthetic improvements** to this corridor to **increase tourism and business development**

Our goal is to **create a safe** walkable, age-friendly downtown, connecting Heritage Park at **one end of the main street to Veteran's Park at the other**. **We need to renovate the main street with paved level sidewalks** with improved curb structure, install a public restroom facility, **new seating** and trash receptacles, improved lighting and electrical infrastructure, electric vehicle charging **stations**, new and improved signage and crossings through an ongoing wayfinding study, and **façade improvement for street businesses**. **If we can share** our mission, connect with further funding opportunities, and make some small wins, **we feel we** will be well on our way to eventually hitting **these long-term goals**. **We are currently** organizing a community workshop with the Citizen's Institute on Rural Design for this Spring to implement design principles into our action plan. Check out this video as a summary of our plan: <https://youtu.be/52EYjIKOOBA>

Making **these improvements will create a safer and more welcoming main street to help attract and retain new residents**. **Revitalizing** this corridor will strengthen social capital within the community and provide a productive location for all residents, **business owners, and visitors to thrive**. **The Town** of Millinocket will continue to reference this Downtown Action Plan and the **collaborative** Millinocket Community Revitalization plan to **seek improvements with community support in the Downtown area**.

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Municipali
ty

Project

Zone

Three avenues and two streets are in the vicinity of Millinocket's downtown project zone. They include Penobscot Avenue, Aroostook Avenue, Katahdin Avenue, Central Street, and Congress Street. All surfaces are asphalt covered and fall under various zoning restrictions.

Penobscot Avenue is broken into a north and south side. The south side of Penobscot Avenue is the section of town that is referred to as Main Street. It runs from the traffic light on the corner of Central Street and Penobscot Avenue to Veterans Memorial Park at the north end of Main Street. This section of Penobscot Avenue is where the most businesses are located. There are four restaurants (that offer food and drinks), two oil businesses, two insurance companies, Katahdin Valley Health Center, a computer graphic design facility (designlab), Omega Benefit Strategies (based on the second story of designlab), three parks, two parking lots, and numerous other businesses. This corridor is primarily zoned Downtown Commercial (DC). This type of zoning allows for commercial activities such as shops, offices, theaters, restaurants, etc.

Additionally, a small portion of Central Street from Bangor Savings Bank to the traffic light is included. Along this small stretch of road there is one bank, a law office, a variety store, the former K & M Motors, and the Historical Society. The zoning of this area is Non-Commercial (NO).

Downtown continues right on Poplar Street and again onto Katahdin Avenue. This short strip of road has a sidewalk on the west side, Veterans Memorial Park, and a number of parking spaces on the east side. The expanse of Katahdin Avenue is zoned Residential 1 (R1), which typically refers to a piece of real estate that is located in a neighborhood of single-family residences. Most local laws restrict R1 zoning to one freestanding house intended as a dwelling place for one family. The historical Administration Building is located at the northernmost end of Katahdin Avenue.

Adjacent to Main Street, **Aroostook Avenue** begins at Campbell's Service Center on 255 Aroostook and continuing north to Birch Street. **Located on this piece of road is one garage, the Millinocket Fire Department, the Elks Lodge, and the Katahdin Valley Health Center pharmacy.** Most of this stretch of road is zoned DC.

Congress Street, the next **street east of Aroostook Avenue, is the last street** in the project range. Turning off Central Street this piece of the project **extends northward** to Birch Street. The Mike Michaud Walking and Biking Trail and Kermit Crandall Park can be found on this section of the **street. A vast majority of Congress Street is zoned Ri.**

*Attached to this plan is a graphic and street layout of the project area.

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Town

Economic History

Millinocket epitomizes the plight of many rural communities across the country struggling to adapt to the effects of a mill closure. Millinocket is a town that grew up around Great Northern Paper Co. For 100 years it was the community's economic driver, employing generation after **generation** of employees. The paper industry, combined with tourism, helped make Millinocket one of the most prosperous towns in the state.

In 2008, after many owners, downsizing, and temporary shutdowns, the doors were ultimately closed for good. Employees with enough seniority went to work at the East Millinocket mill before the doors were shuttered in 2011. Some people were hired in mills across the state and others went back to school to be trained for different job opportunities.

The town continues to persevere. In December of 2015, the first running/walking of the Millinocket Marathon & Half took place. On a brisk December morning, approximately 50 men and **women braved the elements** and completed the race. Since then, the marathon has morphed into a major event with over 1,500 participants in 2019. This has contributed hundreds of thousands of dollars to local businesses

throughout the region.

We strive to balance a diverse economy. In August of 2016, President Obama designated over 87,000 acres of land in the North Maine Woods as a national monument. It has been labeled the Katahdin Woods & Waters National Monument and has an office across from the Town Office in Millinocket. It is expected to create up to 400 indirect jobs in the Katahdin Region. In January of 2017, Our Katahdin, a 501(C3) organization from Millinocket and Medway, purchased the **former** GNP mill site with the goal of redeveloping it. The plan is to attract a diversification of **businesses geared** around the forests products industry. This could create up to 250 jobs.

Previous Grant Awards

In 1988, the Town of Millinocket applied for a CDBG for downtown revitalization. The Town **was awarded** the grant circa 1999, used Woodard & Curran as an engineering firm, and the following **improvements were made to the downtown corridor:**

Sewer system upgrade. Water system upgrade. Replaced storm drain system.
Street reconstruction. Sidewalk replacement. **Reconstruction** of the municipal parking lot. Park reconstruction. **Twenty-one new streetlights** with underground wiring. Installation of trash receptacles. Painted pavement markings.

Millinocket

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Present Infrastructure

The condition of the present infrastructure is the reason we are applying for Community Development Block Grants and other associated funding opportunities. The sidewalks need to be replaced, the streetlights need to be upgraded, more electrical outlets are essential at Veterans Memorial Park, there is a need for more trash receptacles, and the Town would like to install a couple of restroom facilities on its Main Street.

Need for Grant Assistance

The closure of the paper mill in Millinocket in 2008 dramatically changed the town in many ways. Population declined, **property tax rates were** forced up, houses were abandoned, and a community that was once one of the most prosperous in the state faced unprecedented hard times. **Taxes** collected from the paper mill have declined from more than \$4 million to roughly \$40,000 today due to the former owner's liquidation of assets. Since 2013, the town has sold or demolished over 100 houses that were acquired for non-payment of taxes.

A grant to revitalize the downtown area would not only be inspirational for the residents of Millinocket, it would also entice tourists to visit the main street, make Millinocket a **prime candidate to attract investment**, and encourage young families from other towns to work and reside here.

Revitalization

A municipality's downtown area plays an important role in economic and social **development Downtowns create activities where commercial, cultural, and civic undertakings are concentrated. Downtown revitalization is economic development Investment in revitalization creates jobs, increases property values, and attracts tourists.**

Millinocket

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Town

Partners

The Town of Millinocket is currently working with many partners to identify community needs for improving the downtown corridor, and to implement projects for improvement.

Millinocket Community Revitalization

As part of a broader Katahdin-area economic development effort, targeted investment in **downtown** Millinocket is critical to build community pride, purpose and vitality. Outlined below is an **integrated strategy**, designed to retain and attract businesses, residents and visitors by building on local assets and conditions that will help address a diverse set of opportunities to revitalize the community. The following list of ***Proposed Project Areas/Downtown Action Items*** were highlighted in 2019 through discussions with local partners and they contain both municipal and private initiatives:

Proposed Project Areas 1. Downtown Infrastructure Improvements

Goal: create a walkable community, improve the safety, connectivity and appeal of the **downtown area to attract residents, visitors and businesses.**

Activities: identify, prioritize and implement improvements to downtown infrastructure:

Phase 1: Assess current and potential future downtown pedestrian and traffic flows and develop:

- **An overall strategy** and engineering plan for priority improvements.

Scope of work to

include Central Street, Penobscot Ave and walkways among downtown corridor, public

spaces and community facilities - the hospital, library, elementary school and mill site.

-

Timeframe:

Total Estimated Cost:
\$25,000

- Lead: Town - Downtown Economic Development Committee

- Potential Funding Sources: Maine DOT pedestrian program; Public Service Grant

Program

Phase 2: Implement priority improvements may include:

- **Replacement of sidewalk pavers** on Penobscot Ave

- **Streetscape improvements:** ADA curbing, lighting improvements in public spaces,

signage, street crossings, sidewalk/stairs/signage to library,

Katahdin Tourism Partnership Heritage Square enhancements.

Create a walkway to better connect the Millinocket Memorial Library and downtown

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Timeframe:

- Total Estimated Cost: \$1,000,000

Lead: Town - Downtown Economic Development Committee

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Update: The town is pursuing \$300k+ in CDBG funds from the state to improve **downtown** sidewalks and lighting, improved lighting and electrical connection at **Veterans Park** is a priority; OK is discussing moving the gate to integrate One Katahdin into the community. Town to apply for Maine DOT Grant in August up to \$400,000 request possible. **Potential Funding Sources:** Maine DOT program, CDBG (for infrastructure).

Phase 3: Identify and pursue additional funding to complete outstanding priority projects outlined above

- **Timeframe:**
- Cost:
\$150,000
- **Lead:** Town - Downtown Economic Development Committee

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Downtown Business and Community Facility Development

Goal: accelerate business development and improvement of community facilities in the **downtown area**.

Activities: create the conditions to attract businesses and improve **business success**, support existing business and community **development efforts:**

- **Create inventory** of commercial space (potential, available, adaptable) for

rent, sale or

use (e.g. church commercial kitchen) **Invest in** the completion of phase 1 build out of 230 Penobscot Avenue, owned by Our Katahdin, including wood pellet heating **system, business incubator space, public bathrooms, community gathering space, Gear Library build-out and equipment Support commercial building redevelopment** efforts including building **exterior** improvements and building acquisition and **renovation Invest** in the completion of the Millinocket Memorial Library **renovation** including wood **pellet heating system** and other building needs

- **Provide 1:1 business coaching to new and existing businesses to provide tailored business technical assistance**

- Conduct feasibility of adapting existing buildings **for wood products** incubator on mill site

Timeframe:

- **Total Estimated Cost:** \$4,585,000, funding participation \$1,115,000

- **Lead:** Our Katahdin, Northern Forest Center, Millinocket Memorial Library

Update: The Town secured Community Institute for Rural Design (CIRD) designation and will host a workshop in April to **produce a downtown design plan, guidebook and rendering.** Potential Funding Sources: NFC EDA Coop, USDA RBDG (spring timing) - no construction allowed, USDA Community Facilities Program - specific focus on planning **related to** community facilities, NBRC EID Grants (spring timing), USDA REAP (for

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heating system), USDA RCDI (for 1:1 business coaching), CDBG (for business assistance), Microenterprise Program (for façade and business improvements)

Recreational Connectivity and Development

Goal: **enhance, expand** and improve the quality of and access to in-town recreation assets, improve community health.

Activities: identify, prioritize and implement improvements to connect the downtown core with **area recreation trails**:

Phase 1: Engage community to **assess barriers to recreation use** among target populations - youth and aging in place individuals - and to identify and formalize in-town trails (both motorized and non-motorized):

Develop an overall strategy for priority recreation improvements. Scope to prioritize non-motorized **access** to mountain biking, walking/hiking and cross-country skiing (as motorized is well organized).

Assessment of regional mass transit needs to connect residents to trails

- **Timeframe:**

Cost: \$35,000 **Lead:** Katahdin Area Trails, MRH/Thrive Penobscot, OSI, Northern Forest Center **Update:** The Outdoor Sport Institute is creating an inventory of local trails and **recreational websites and assets.**

Katahdin Area Trails successfully applied for an RTP grant to construct one mile or more of single-track mountain bike trails in Millinocket, the Northern Forest Center is working with Alta Design and Planning to develop a wayfinding **plan and design for the town** of Millinocket that will include **signage to recreational assets**

in
town

- Potential Funding Sources: USDA RBDG, NBRC EID Grants (spring timing)

Phase 2: Invest in improved trails and **improved access to recreation trails** including:

Recreation amenities map (on-line and paper-based) for residents and visitors,
identifying **area activities and**

access

- **Improved in-town wayfinding and trail-head signage and information**

Improvement of trail infrastructure including **maintenance (and formalization) of existing**

trails and development of new trails (phase 1) to enhance connectivity

- **Total Estimated Cost:**

\$455,000

Lead: Katahdin Area Trails, OSI, Northern Forest Center **Status Update:** The Katahdin Tourism Partnership (KTP) is re-envisioning Heritage Square developing a more affordable park design; Katahdin Area Trails received a state RTP grant for bike trail development in town Millinocket; OSI is collecting **town-based data to better understand** outdoor recreation use; Northern Forest Center has raised USDA RD and private funds to develop a wayfinding plan that is underway; The Bike

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Coalition of Maine is bringing Bike Maine training to town in part in preparation for this summer's Bike ME event which is spending 2 days in Millinocket in September. Potential Funding Sources: NBRC EID, Maine RTP (fall timing, good to reach out ahead of time to state people, complex app), NPS Rivers Trails, & Conservation program

Community Branding and Marketing

Goal: Create and implement a community marketing strategy to attract and retain entrepreneurial people to Millinocket.

Activities: building on the areas assets and developing business community, convene community stakeholders to create a comprehensive community branding and

marketing **strategy** to build entrepreneurial activity and attract a qualified **workforce to meet** community and business needs. Conduct multi-year marketing **strategy**:

- **Create an overall** brand and marketing strategy for community to engage targeted

audience

s

Implement targeted marketing strategy

- **Timeframe:**

- Total Estimated Cost:

\$175,000

Lead: Revitalization Team with consultant(s)

- Status Update: Katahdin Revitalization Cte is pursuing the development of a

Millinocket/Katahdin regional promo

video. Potential Funding Sources:

USDA RBDG

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Community Capacity Building and Regional Connectivity

Goal: invest in community capacity to implement projects and to learn from and contribute to other regional **revitalization efforts across the Northern Forest.**

Activities: Invest in the core capacity of non-profit leaders to implement projects and participate on revitalization team

- **Participate on revitalization team** and in community visits to other **areas of the state and**

regi

on

- **Provide resources for** non-profit and municipal professional development opportunities

- Provide support for a Community Resource Manager

position

Timeframe:

Cost: \$341,500 . **status update:** MML and Thrive Penobscot **have secured seed funding for a transportation navigator Project Lead: Revitalization Team**
Potential Funding Sources: USDA RCDI (for training aspect), Maine **Downtown** Revitalization Grant Program

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This Downtown Development strategy was created through a collaborative effort which included the following community partners over the course of the **past years:**

Mike Smith & Josh Firmin, Outdoor Sport
Institute Matt Delaney, Millinocket Memorial
Library Matt Polstein, **Katahdin Area Trails**

Ailish Keating & Rob Riley, Northern Forest Center Jane
Danforth, Thrive Penobscot, Millinocket Regional
Hospital Jessica Masse, Design Lab Cody McEwen, Town
of Millinocket Lucy Van Hook & Steve Sanders, Our
Katahdin

This collaborative group is currently seeking to identify and proactively pursue public and private dollars in order to implement this strategy in a rapid and coordinated manner.

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Public Involvement

The Town of Millinocket Economic Development Committee collected the following data reflecting public participation in the development of this plan.

Millinocket Annual Survey

The Millinocket Annual Survey was created by the Town of Millinocket Economic Development Committee to gain insight on several viewpoints

toward the town from its residents, seasonal-residents, business owners, and visitors. Having perspective on different aspects of economic development will give the governing body some tangible evidence in public opinion and how the town should guide its redevelopment

The Economic Development Committee and volunteers involved in this survey process feel as this data can be useful in understanding our citizens more, as well as providing information essential to developing regional economic and visioning plans. Data from prior year surveys indicate the public desire for **downtown improvement. Below are selections** of results from past surveys in relation to downtown revitalization

A full report for each survey year can be accessed on our town website at:

<https://millinocket.org/government/economic-development/>

Millinocket Annual Survey 2017

Q2: What do you feel is Millinocket's greatest economic need?

- Clean up main st. It's an eyesore!
 - Beautification of downtown. Make it look like people want to come down town. Paint the town and tear down old buildings on Main Street.
 - The dilapidated houses and on main st. and around town!
- I'd like to see less of the abandoned buildings on main street that are on the verge of collapse.
- Need more business on Penobscot. Do not have social service agencies on the 4 blocks of "Main Street". We need a coffee shop, and a food co-op.
 - I'd like to see less ugly abandoned buildings on Main St and more stores for things that we have to go to Bangor to get.

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Q5: Suggest three beautification improvements to the Town of Millinocket.

- Main Street redevelopment, road upkeep, removing dilapidated properties.
- Fix the sidewalks on main street. They're not level.
- Re-paint and renovate Main Street.
- "Edible sidewalks" Norway Maine has raised beds along their main street, but instead of planting flowers, they planted tomatoes, cucumbers and other edible vegetables that look nice and taste good. It would be great to do something like this in Veteran's Park, and the green space on Highland Ave that a lot of school kids walk through to get to school, and in front of businesses on Penobscot Ave.
- Tear down the empty, boarded up coffee shop.
- Re-activate the revolving loan fund for facade improvements of businesses along Penobscot Ave.
- Sidewalk repair. More seating in veteran's park.
- Veteran's Park, Main Street, Business facades.

Millinocket Annual

Survey 2018

Q3: When thinking of Millinocket, what would you like to see more of/less of?

- More young creative, entrepreneurial people, arts and crafts events and more trees in town lining the **streets**.
 - **More nice restaurants**, shops including bakery, coffee shop with cappuccinos & lattes.
 - More trails, sidewalks, etc, that make the area walkable, run-able, bike-able.
- More job opportunities. A revitalized **downtown area** with updated construction to dilapidated buildings.
 - More downtown shopping with unique shops that attract visitors.
 - More Maine Street beautification and renovation of buildings.
 - Less blight. More welcoming downtown.
 - Beautification of the **downtown**

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Q7: Would you like to see an effort in revitalizing the downtown corridor? If so what would you suggest as an improvement?

- Building facade improvement, strategically placed peninsulas with a tree

and bench, even a fountain would create a place for repose.

Yes. Provide retail shops, nice restaurants and brewery with decent food options.

- We need all buildings to be handicap accessible.
- We need public restrooms available in the downtown area.

A strong Main Street shows people you have a vibrant community. Business owners have to care about their facades and the message it sends to those passing by

- Bathrooms, Outdoor eating, Trees, Music.

Millinocket Annual Survey 2019

Q2: How do you view the downtown and what businesses would you like to see downtown? Can you think of any improvements that could be made?

- Downtown is getting better. More restaurants would be good. A visitor center. With the library renting bikes and Kayaks it would be great to coordinate **for visitors.**
 - Downtown is quaint but very dated. Needs **to attract new business to revive** the strip.
- There needs to be more places for people to go. More casual dining/coffee shop options would be great Some fun unique shops for people would be great too.
 - **Downtown needs a clothing store.**
 - I think the downtown should be filled with stores, with an anchor store. If we **are to attract** traffic, we need something to keep them here, particularly on rainy/snowy days.
- Indoor climbing or bouldering wall, indoor mini golf with disco balls/80's music, or other funky theme, co-working space, a maker space for artists, chefs,

potters, crafters, woodmakers. (Millinocket seems to be chock-a-block full of creative people).

.CDBG funding for **façade improvements**.

- It would be idea to have **someplace safe and entertaining** for the younger generation to gather and have fun.

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Katahdin Gazetteer

The Katahdin Gazetteer is a vision and action plan developed by people who live and work in the Katahdin region, the Katahdin Collaborative - a group that facilitates collaboration among volunteer groups, businesses, non-profit institutions, and municipalities in the Katahdin Region, Adam Burk + CO - consultant, Principle - urban design and development firm, DesignLab - local graphic design and marketing agency, Rhumblin Maps - GIS and cartography, and Better Yet Studio.

The Katahdin Gazetteer is a once-in-a-generation body of work produced from hundreds of **conversations**, survey responses, sticky-dots and edits from community members throughout the Katahdin Region in the incomparable north woods of Maine. It provides an ambitious vision for our future and lays out achievable actions that provide a roadmap to start the journey, together.

The full document can be
accessed here:

https://katahdincollaborative.org/wp-content/uploads/2019/03/AllInKatahdin_VisionActionReport.Digital.pdf

This essential component of public involvement **spans several aspects** of community revitalization. The following elements are pulled from the Katahdin Gazetteer and represent action items that pertain to our overall downtown action plan.

Key: *Big Idea*

Small Idea Action Item

Number/Action

Capacity Category

Cost of Project Who's
Responsible

Big Idea 1. Be a place that supports & attracts people

of all ages. Small Idea Expand availability and access to healthy, local food.

Action Item 043 - Build community gardens such as the one in Patten. Consider Number/Action empty and/or blighted downtown lots. Capacity/Category Early Wins

Cost of Project \$5,000 grants for materials - fencing, compost, etc.
Who's Responsible Thrive Penobscot, Community Volunteers, Municipalities(water)

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Big Idea 2. Cultivate local jobs & a dynamic regional

economy

Small Idea Lower barriers to starting and building small

businesses. Action Item 02.1 Offer office and retail space in a renovated building in a Number/Action strategic downtown location at 230 Penobscot Avenue, with

high-speed internet and connections to human and social capital.

Capacity/Category Early Wins, Variable rents, low cost programming, renovations

Cost of Project \$750,000 Who's Responsible Our Katahdin.

Big Idea 3. Future-proof the region. Small Idea

Conduct local planning with updated mindsets and

models. Action Item 03.5 Focus development onto existing infrastructure and grow the Number/Action tax base. From existing industrial sites to downtown centers, resist

sprawl! and 'anywhere USA' development patterns that will drain the

municipal finances and erode the unique character of the region. Capacity/Category Capacity Building

Cost of Project \$0 Who's Responsible Katahdin Region Development Board, Katahdin Collaborative -

Sustainable development workgroup, Municipalities.

Big Idea 4. Grow Vibrant Villages that enhance the

region. Small Idea Expand in-town trails and seating.

Action Item 04.1 Identify potential trail opportunities to connect with main Number/Action streets and downtowns; present at community meetings and to

town councils.

Capacity/Category Early Wins

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Cost of Project Staff and volunteer time. Who's Responsible Katahdin Collaborative - Recreation workgroup, Schools, Trail Clubs.

Action Item 04.4 Assess scaling bike **shared in downtowns to compliment**
Number/Action the Katahdin Gear Library fleet. These bikes will be
visually distinct
and recognizable, intended for hourly or day use,
and publicly
accessible, any time.

Capacity/Category Capacity
Building

Cost of Project Bike Share coordinator stipend
+ bikes.

Who's Responsible Millinocket Memorial Library, Local citizen who is ready to
spearhead

a fun project, Environmental Funders
Network.

*Small Idea | Preserve and advocate for new and sustainable
use*

*of local assets, Action Item 02.3 **inventory available***
land and unused property in Number/Action **downtowns.**

Capacity/Category Early
Wins

Cost of Project Staff and volunteer time.
Who's Responsible | Municipalities.

*Small Idea Prioritize development in the region's downtowns,
especially Millinocket, East
Millinocket, Island*

Falls, and Patten. Action Item 01.3 **Allow many hands to shape
downtowns and Number/Action neighborhoods. Just say yes to ideas that
are consistent with the**

Town's comprehensive plans, zoning, etc.

Capacity/Category Early Wins

Cost of Project | \$0 Who's Responsible Town Council, Town
Manager, Community Members.

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**Action Item 01.6 fill the gaps along the street with Amish sheds or
Number/Action repurposed shipping containers. Locate them on
vacant lots in the
downtown, with the structures pulled up to the
sidewalk. Offer at
low rents to incubate new**

businesses. Capacity/Category Capacity Building

Cost of Project \$500-\$800 per shed \$15,000 - \$40,000 per shipping container.

Who's Responsible Katahdin Region Development Board, Katahdin
Chamber of

Commerce, Katahdin Tourism Partnership, Our Katahdin, Katahdin
Collaborative, Municipalities.

Action Item 01.10 Locate and relocate area institutions into downtowns
Number/Action when existing buildings are up for renovation,
expansion, new

**leases, etc. to maximize infrastructure investments
and fuel**

growth in revenue per acre analysis.

capacity/Category Long-term Investments

Cost of Project Varies Who's Responsible Municipalities, Baxter State Park,
Katahdin Higher Education Center

Action Item 01.2 **Perform an audit of the development approvals**

process to Number/Action identify places where the process can be
simplified and improved. Capacity/Category Early Wins

Cost of Project Staff and volunteer times.

Who's Responsible Municipalities.

Action Item 01.4 **Direct available infrastructure funds into downtown**

Number/Action projects that will help support additional **private
investment to**

make the downtowns exciting, safe, and comfortable for all
ages Capacity/Category Capacity Building

Cost of Project Variable Who's Responsible Municipalities,
State Agencies, Philanthropists.

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Action Item 01.5 **Conduct downtown design studies to create cohesive** Number/Action plans for downtown districts and main streets to leverage best practices in urban design.

Capacity/Category Capacity

Building

Cost of Project \$5,000 - \$10,000 per town. Who's Responsible Municipalities, Urban Design Team, Community Members

Action Item

Number/Action

01.7 **Create policy and/or make changes to the regulatory approval process so that value per acre and the ratio of public to private investment are used as criteria for project approval.**

Capacity/Category

Capacity Building

Cost of Project Staff time and possibly consultants. Who's Responsible Municipalities, Katahdin Region Development Board, Eastern Maine Development Corporation, Katahdin Collaborative

Action Item 01.9 **Develop a regulatory review system to measure the value** Number/Action produced by proposed new projects against the long-term cost to the municipality.

Capacity/Category Long-term

Investments

Cost of Project Staff time Who's Responsible Municipalities, Eastern Maine Development Corporation, Katahdin

Region Development Board, Katahdin Collaborative.

Action Item **011 Do the math to determine municipal fiscal health. Towns Number/Action have a ratio of private revenue to public infrastructure investment of at least 20:1. Many communities are in fact upside down, with more public investment than private investment.** Capacity/Category Early Wins

Cost of Project Staff and volunteer times. Who's Responsible
Town leaders, Katahdin Region Development Board,
Katahdin

Collaborative, Eastern Maine Development Corporation.

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Small Idea Spiff up the downtowns with local materials and

pride, Action Item 03.1 **Donate to and participate in community revitalization** Number/Action projects throughout the region brought forth by community members.

Capacity/Category Early

Wins

Cost of Project Current **maximum** fundraising budget is \$2,500. Who's Responsible Our Katahdin, Community Members.

Action Item 03.2 coordinate a spring community pride blitz with local Number/Action students. Paint, plant, repair, and clean up in a fast-paced, fun,

everybody's-doing-it, two-day

event. capacity/Category Early Wins

Cost of Project Volunteer time and materials Who's Responsible Katahdin Collaborative, Schools, Students, Community, Members, Churches, Municipalities.

Action Item 03.3 Apply for **community development block grant (CDBG)** Number/Action **funds to support a Facade Grant program to improve storefronts,**

awnings, lighting, and signage in village centers including removing vinyl facades (street-facing) and replacing with

locally-sourced wood.

Capacity/Category Early Wins

Cost of Project Grant writing staff time Who's Responsible Eastern Maine Development Corporation, Katahdin Region Development Board, Katahdin Collaborative, Municipalities.

Action Item 03.4 Raise **capital to provide a 1:1 match for the above** Number/Action community development block grant **funded**

Facade Grant

program for businesses and residences in village centers who are

interested. .

Capacity/Category Capacity Building

Cost of Project Up to \$15,000 match per grant **award.** Who's

Responsible Eastern Maine Development Corporation, **Katahdin
Region**

Development Board, Environmental Funders Network,
Northern Forest Center, Community Financial Institutions -
banks, credit unions, Municipalities.

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Town
Council

Chair

Manager:

LA

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**ORDER
#13-2020**

PROVIDING FOR: Approval of the Millinocket Downtown Action Plan.

IT IS ORDERED that the Millinocket Town Council approves the Millinocket Downtown Action Plan which is essential to help secure a Community Development Block Grant (CDBG) for downtown revitalization.

**PASSED BY THE
COUNCIL:**

**ATTEST
:**

**ORDER
#14-2020**

PROVIDING FOR: Sale of ONAH GenSet Industrial Diesel Generator.

IT IS ORDERED that the Millinocket Town Council approves the sale of the ONAH GenSet Industrial Diesel Generator to Daniel Guiggey for \$1,503.69.

IT IS FURTHER ORDERED that the Town Manager be authorized to sign any necessary paperwork to complete the transaction.

NOTE: The Town received the following four bids:

- | | |
|-------------------|-----------|
| 1. Daniel Guiggey | |
| 2. Rick Lax | |
| 3. Ray Cooley | |
| 4. Casey Perry | |
| | \$1,503. |
| | 69 |
| | \$1,255.0 |
| | 0 |
| | \$200.00 |
| | \$150.0 |
| | 0 |

**PASSED BY THE
COUNCIL:**

**ATTE
ST:**