

TENTATIVE AGENDA
REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS
THURSDAY, FEBRUARY 27, 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 February 13, 2020 Regular Town Council Meeting and February 24, 2020 Executive Session.

OLD BUSINESS:

NEW BUSINESS:

5. SPEICAL PRESENTATIONS: Tom Martin – Wabanaki Health and Wellness
6. Town Manager’s Report
7. ORDER #30-2020 Execution of the Warrant for February 27, 2020
8. ORDER #31-2020 Accepting of Democratic Ballot Clerks
9. ORDER #32-2020 Accepting of Republican Ballot Clerks
10. ORDER #33-2020 Date, Time, Place, Warden for the March 3, 2020 Presidential Primary/Special Referendum Election
11. ORDER #34-2020 Processing Absentee Ballots for the March 3, 2020 Presidential Primary/Special Referendum Election
12. ORDER #35-2020 Office Hours of the Registrar for the March 3, 2020 Presidential Primary/Special Referendum Election
13. ORDER #36-2020 Approval of an Application for Entertainment License (Hotel Terrace)
14. ORDER #37-2020 Approval of an Application for Liquor License (Hotel Terrace)
15. ORDER #38-2020 Approval of the Abatement of Sewer Fees (164 Maine Ave)
16. ORDER #39-2020 Approval of the Abatement of Taxes (371 Penobscot Ave)
17. ORDER #40-2020 Approval to Transfer of funds (Workmen’s Compensation)
18. ORDER #41-2020 Approval of Donation to Breaking the Cycle
19. Reports and Communications:
 - a. Warrant Committee for March 12, 2020 Council Meeting: Councilor Jackson and Councilor Madore.
 - b. Chair’s Committees Reports
 - c. Two Minute Public Comment
20. Adjournment:

February 13, 2020

The Regular meeting and public hearings of the Millinocket Town Council was brought to order Chair McEwen in Council Chambers at 4:32 pm.

Roll Call:

Town Council Members Present:

Pelletier	Pray
Jackson	Stratton
Madore	Golieb - Excused
McEwen	

Also present were: Town Manager John Davis, Town Clerk Diana M. Lakeman, Fire Chief Thomas Malcolm, Code Enforcement Richard Angotti, Police Chief Craig Worster, Planning Board Chair Anthony Filauro, Jane Danforth, Media Ben Barr and KAT Tv, 3 in public.

Pledge of Allegiance

Adjustments to the Agenda: Manager Report updates

OLD BUSINESS:

NEW BUSINESS

Approval of the Minutes of the January 23, 2020 Special meeting, January 23, 2020 Regular Town Council meeting and January 31, 2020 Executive Session.

Motion-Pelletier **Second-Madore** **Vote 6-0**

SPECIAL PRESENTATIONS:

- a) Heidi Wheaton – Breaking the Cycle – former addict turned case manager presents explanation of intent, with hand out, to provide a women’s only long-term recovery/affordable housing with a natural support system following a 12 step recovery program noting: 14 beds with funding for housing available for up to 14 months assisting with substance abuse and mental health, sponsors required, programs to volunteer in community, stressing not a detox center but a women’s only recovery housing with mandatory scheduled testing on site, specializing in breaking recovery cycle for addicts, families of addicts, children of addicts noting support is key to each step of recovery holding addict accountable, states medicine (Naloxone) will be available on site, intension to be developed into the next year or two.

Chair McEwen and council thank Heidi for the great presentation.

Public Hearing in @ 4:55 pm – 2nd Reading

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.

Motion-Jackson	Second-Madore	First Reading: <u>1/23/2020</u> Second Reading: <u>2/13/2020</u> Vote (6-0)
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Councilor Madore stresses this ordinance has always been in place, enforcement is necessary.

Public Comment:

Jimmy Busque, 32 Forest Ave, shares concerns of placement of snow removing across a roadway, requests clarification of storage.

Adjourn Public Hearing #5:05pm

Public Hearing in @ 5:05pm – 2nd Reading

***AMENDED** - 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

The title of Section 108-3 in the index is change to “Fire Hydrants”

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 ***five feet** 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.

Motion-Stratton

Second-Jackson

First Reading: 1/23/2020

Second Reading: 2/13/2020 Vote 6-0

Councilor Madore concerns of who determines responsibility to keep hydrant clear if placement of hydrant is directly end of driveway, Town Manager informs the Water Company and Public Works would determine the responsibility.

Councilor Pray motions to Amend ordinance after discussion of defining with a distance of five feet area to surrounding hydrant clear.

Tom Malcolm, School St/Fire Chief, concerns issues are the hydrants fully buried entirely.

Councilor Pray motions to Amend ordinance #3-2020 to include ***within five feet** of a fire hydrant, seconded by Pelletier, vote on the amendment 6-0.

Public Comments: none

Councilor Comments:

Pelletier: No on Maine service coalition, would like a letter in opposition to LD2094, Glad the skating rink is open. Not happy with the 2-day period for signage for yard sales and feels the fine structure could be lower.

Jackson: Looks forward to discussion from Drummond/Woodsum. Would be in support of letter of opposition for LD1898. Opposed to supporting Maine Service Center Coalition due to replication of services, supportive of a banner for the Century Bike Ride but it should be higher, supportive of a letter in opposition to LD2094. Happy the skating rink has been flooded, is supportive of the efforts at the airport, Asks the Police Chief to explain CIT

Golieb: Submitted email to Chair McEwen to read, submitted into minutes.

Stratton: Agrees that there is no need to rejoin Maine Service Coalition, No problem with a banner being put up for the Century Bike Ride, Is for a written testimony in opposition to LD2094, Is glad the skating rink is open, No problems with the yard sale ordinance,

Madore: Congratulations to the Stearns Boys and Girls basketball teams, not in favor of letter of support to Wabanaki, inquiries if webinar will be streamed, appreciation for the written letter of opposition on LD1819, does not see the need of services from Maine Coalition, supports request to display banner for Bike Century, anticipates Peter's presentation feeling promising moving forward, anticipates reviewing Comp Plan report, in favor of letter not in support of LD2094, glad to see skating rink available for community use, appreciation for a great town manager's report, supports planning board's yard sale ordinance recommendation.

Pray: informs the State Treasurer adjusts the State's tax refund checks, all avenues need to be assessed to consider Health & Wellness, notes a submitted letter always helps noting majority seem not favor LD1819,

appreciation for Penquis Child abuse and neglect prevention training, supports Century Bike Ride requests, shares Chamber is doing great anticipating positive community involvement, concerns with LD2094 noting MMA expresses oppositions and tribal lost 2 judgements earning certain rights while State regulates water quality, inquiries assessment of time to fill department positions, supports planning board suggestions and revisions on proposed yard sale ordinance.

Chair McEwen: acknowledges with majority support, requests the yard sale ordinance placed back on the agenda as first public hearing; echoes councilor comments noting appreciation for Peter and his accomplishments and positivity expressing exactly what the Chamber needs.

Public Comment:

Chief Worster: expresses pride with accomplishments in crisis prevention training noting letter of appreciation was received, notes two (2) officers are now CIT certified.

Jimmy Busque, 32 Forest Ave, notes it is unfortunate no representation from the Town will be at the LD2094 hearing to express opposition and notes concerns the organization is not in support of community an industry which is a threat to the economy.

Tom Malcolm, 37 School Street, thanks Public Works and its employees preparing the skating rink for public use, shares issues with snowmobiles entering sliding zone has been addressed with snowbank barricades, again thanks to Ralph at public works.

Heidi Wheaton: expresses concerns informs the community to reach out to mobile crisis unit where treatment is available to the community for children and adults – call Maine Crisis Line.

Councilor Madore notes the hearing for LD2094 will be live streamed on Maine.gov noting this will be one of many meetings.

Councilor Pray suggests sending in letters of oppositions to be entered into hearing process.

ORDER #18-2020 PROVIDING FOR: Execution of the Warrant for February 6, 2020

IT IS ORDERED that the Warrant for February 6, 2020 in the amount of \$118,444.84 is hereby approved.

Motion-Madore Second-Stratton Vote 6-0

ORDER #19-2020 PROVIDING FOR: Execution of the Warrant for February 13, 2020

IT IS ORDERED that the Warrant for February 13, 2020 in the amount of \$34,485.02 is hereby approved.

Motion-Pelletier Second-Stratton Vote 6-0

ORDER #20-2020 PROVIDING FOR: Abatement of sewer fees at 34 York Street.

IT IS ORDERED that sewer fees in the amount of \$1,307.32 for a property located at 34 York Street, Map U12, Lot 003-004, be abated.

NOTE: The excessive fees were due to cracked water fitting under the sink. This is a one-time abatement only.

Motion-Jackson Second-Madore Vote 6-0

ORDER #21-2020 PROVIDING FOR: Abatement of sewer fees at 76 Aroostook Avenue.

IT IS ORDERED that sewer fees in the amount of \$345.17 for a property located at 76 Aroostook Avenue, Map U05, Lot 177, 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-Stratton Second-Madore Vote 6 -0

ORDER #22-2020 PROVIDING FOR: Abatement of sewer fees at 82 Pamola Park.

IT IS ORDERED that sewer fees in the amount of \$3,675.17 for a property located at 82 Pamola Park, Map U11, Lot 079, be abated.

NOTE: The excessive fees were due to a frozen, broken water meter, which has since been replaced.

Motion-Pray Second-Madore Vote 6-0

ORDER #23-2020 PROVIDING FOR: The elimination of wastewater abatements.

IT IS ORDERED that the Millinocket Town Council discontinue its practice of granting wastewater abatements under all circumstances.

IT IS FURTHER ORDERED the elimination of this practice shall commence on April 1, 2020.

Motion-Pelletier Second- Jackson Vote 5-1 (Stratton/Opposed)

ORDER #24-2020 PROVIDING FOR: Municipal Release Deed (Roy).

IT IS ORDERED that a Municipal Release Deed is approved for Jeffrey Roy, 210 West Gate Road, Caribou, Maine, for property located at 382 Congress Street, Millinocket, Maine, as shown on Map U03 Lot 023, as all outstanding taxes, interest, and fees have been paid.

IT IS FURTHER ORDERED that the Town Manager is authorized to execute and file all the necessary paperwork, including signing a municipal release deed to complete the sale of the property referenced above.

Motion-Jackson Second- Madore Vote 6-0

ORDER #25-2020 PROVIDING FOR: Installation of a Global Navigation Satellite System (GNSS) antenna.

IT IS ORDERED that the Millinocket Town Council approve the installation of a Global Navigation Satellite System on the roof of the Millinocket Town Office for a yearly rental fee of \$1,500.00.

IT IS FURTHER ORDERED that the Town Manager is authorized to sign all the necessary paperwork to finalize the deal.

Motion-Stratton Second-Madore Vote 6-0

ORDER #26-2020 PROVIDING FOR: A 2020 Basketball Tournament Supplement.

IT IS ORDERED that the Millinocket Town Council purchases a two column by three inch ad of congratulations in the Lincoln News for the Stearns and Schenck basketball teams. A write-up of the teams will be featured in an upcoming edition of the Lincoln News.

NOTE: The cost of the article is \$48.00.

Motion-Madore Second- Jackson Vote 6-0

ORDER #27-2020 PROVIDING FOR: Sale of property.

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

IT IS ORDERED that the Millinocket Town Council accept the bid of \$1,000.00 from Kevin and Jean O'Kane for a property located at 179 Pamola Park, Map U11 Lot 037 and that the Town Manager be granted authorization to execute and file all the necessary paperwork, including signing a Municipal Release Deed **IT IS FURTHERED ORDERED** that the Tax Collector and/or Treasurer be authorized to abate all remaining taxes, sewer fees, and other expenses on the above-mentioned property.

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

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

This property has a balance \$3,856.09 owed in back taxes, sewer fees, and other costs as of February 13, 2020.

Motion-Pray Second-Madore Vote 6-0

ORDER #28-2020 PROVIDING FOR: Bid award for ADA upgrades.

IT IS ORDERED that the Millinocket Town Council award the bid for the mandated ADA upgrades to the Millinocket Municipal Building to RH Lax Construction at a cost of \$4,982.00. This portion of the upgrades will focus on the replacement of door handles throughout the building.

NOTE: Three contractors were given the opportunity to bid and RH Lax was the only respondent.

Motion-Pelletier Second-Stratton Vote 6-0

Reports and Communications:

- a) The Warrant Committee for the February 27, 2020 Regular Town Council Meeting will be Councilor Golieb and Councilor Stratton – Chair McEwen notes if Golieb unavailable, that he will be in place of).

- b) Chair's Committees Reports:
- Economic Development committee: n/a
 - Age Friendly Committee: next meeting – Tuesday, February 18th @ 4:45pm, Millinocket Memorial Library.
 - Events Committee meeting: n/a
 - Opioid & Mental Health Committee: n/a
 - Sustainable Sub-Committee: n/a
- c) Two Minute Public Comments: Ben Barr reminds Saturday, February 15, 2020 the Elks is sponsoring entertainment for donations to the Friends of the Millinocket Memorial Library.
- Tom Malcolm, Fire Chief, reminds this Friday starts the kickoff to Winterfest with a snowmobile parade.
- d) Motion to adjourn at 6:19 p.m. Madore Second –Stratton Vote 6-0

GOLIEB comments.



Cody McEwen <cody.mcewen@maine.edu>

Comments on Managers Report and Orders

Steve Golieb <stevegolieb@gmail.com>

Thu, Feb 13, 2020 at 8:07 AM

To: Cody McEwen <cody.mcewen@maine.edu>, Manager <manager@millinocket.org>

FOR ORDER #3-2020:

At the last meeting we discussed fines for violations. Covering Fire Hydrants is a serious issue and can result in deaths. I think the first offense should carry a fine of at least \$750, with the second being \$2,500 and the third and ensuing violations being \$5,000. There's no excuse for the stupidity of threatening people's lives due to carelessness. I'd like to see this, or a version of this as the council sees fit, added to the order.

MANAGERS REPORT:

1. I'm frustrated that I can't be at today's meeting and I apologize for my absence. I first want to thank Tom Morgan for coming to speak about his proposed use of the Pelletier building. I made my views known last meeting, and am looking forward to watching the presentation to gain an understanding of his perspective.
2. Thank you Mr. Manager for reaching out to Peter, the Director at the Chamber of Commerce. I wanted him to come so the public can hear first-hand the incredible work he's doing. He has turned around the direction of the Chamber so dramatically that I hope after hearing his presentation it will encourage more local businesses to become paying members. The benefits of being a member of this chamber NOW, in my opinion, is far greater than I've ever seen before.
3. I'm glad that the skating rink is up and running. My kids have been talking about it non-stop. Thank you to those who made this happen for our community. Having activities for kids and families--especially in the winter time--is extremely important.
4. It's great to see that the investment made to the waste oil heater is already paying off. The waste oil would've most likely been burned off site anyway, so it's great to see another area of the town's budget improve.
5. regarding Wabanaki Public Health, just as I said with Tom Morgan's plans, I'd like to see a presentation and some more information on the plans before signing any letter of support. I am absolutely in favor in creating local resources for those who are seeking recovery. Planned location(s), general business plan, employment goals, and other factors are incredibly important to understand before throwing support. As I also said last meeting, I think we need to work with the Planning Board on updating zoning ordinances to decide where we'll allow for recovery centers. Clearly they will have an impact on neighborhoods, so we should have a thorough discussion on that with public involvement.
6. I'd be interested in hearing what came of the meeting between the Fire Chiefs of Millinocket and Medway on the potential for a joint relationship. I've always been a proponent of working together with neighboring towns in this and many other areas **cough** school consolidation **cough**
7. A big thank you to Public Works for clearing our streets and sidewalks with the terrible ice and the snow we've finally been getting
8. I'm in support of the Century Bike Ride. I have no issue with a banner being put up.
9. Maine Public is such an important resource to our state, and I'm glad our town has shown its support financially.
10. I support the letter of opposition being sent regarding LD 1898
11. For the following orders involving abatement of sewer fees, when I met with Councilor Jackson, Town Manager and WW Director, we discussed that if the council were to agree to end abatement's it would be for the next billing cycle so as to not cause any issues with those who have been operating with the understanding that they may meter their usage and receive an abatement. I'm in favor of passing these abatements until the next billing cycle. I have more to say on this for the order itself.

FOR ORDER #23-2020:

It's clear that most municipalities do not operate the way we do in this regard. With limited staff, it's not fair or possible for anyone at the WW Treatment facility to become enforcers or investigators of who is using water for what, where it's being drained, and so on. Everyone should play by the same rules and understand that there's a cost associated with using water, no matter the application. It also becomes a ridiculous exercise for the council to be dealing with people's toilet valves and other issues that are of the full responsibility of property owners to handle. I'm in favor of passing this order and urge all other councilors to do the same.

ORDER #27-2020:

In full support of getting this property sold. It has been going out to bid far too long.

February 24, 2020

The Executive Session was brought to order in the Town Managers office at 2:00 pm by Chair McEwen

Roll Call:

Town Council Members Present:

Jackson

Golieb

Pray-via phone @ 2:14pm/excused at 2:40pm

Pelletier

Stratton

Madore

McEwen

Also in attendance: Town Manager Harold Davis @ 2:11pm, Legal Counsel Dean Beaupain.

ORDER #29-2020 PROVIDING FOR: Executive Session of the Town Council.

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. § 405(6)(C) for discussion on Economic Development and Title 1 M.R.S.A. § 405(6)(E) Consultations with Legal Counsel.

Motion-Madore

Second-Stratton

Vote 6-0

Adjourn @ 2:45pm pm-Motion-Madore, Second- Golieb, Vote 6-0

TOWN OF MILLINOCKET

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

Town Manager's Report February 27, 2020

- 1. Next Regular Council Meetings held in Council Chambers at 4:30 p.m.**
 - A. March 12, 2020
 - B. March 26, 2020
- 2. LD 2094 – Deals with changes to the Settlements Act of 1980.**

This legislation recommends 22 changes to the current act ranging from gaming to water rights. Attached is written testimony that I submitted in opposition as well as verbal testimony that Councilor Pray delivered before the committee.
- 3. Penobscot County Regional Communications Center (PRCC) –**

Director Christopher Lavoie proposed at the December Board of Directors meeting that the Penobscot Regional Communications System stop doing non-emergency business and focus on handling emergencies. This change will force the town's Police Department to purchase laptops for the cruisers so the officers can do these reports while away from the station. The other option is for the officers to stay an extra 90 minutes to complete their reports. The Chief has applied to the Stephen and Tabitha King Foundation for a grant to cover the cost of the laptops if you choose that method.
- 4. Bicycle Coalition of Maine –** Sent out a reminder that the Bicycle Coalition of Maine plans to bring bicycles through the Town of Millinocket in September of 2020. The coalition will provide the town with advance notice of the event so we will have ample time to address any concerns we may have about BikeMaine traveling through the area and to obtain any required permits. The event will take place from September 12-19 with activities in Millinocket occurring on September 15 and 16. The Chairman and I will meet with town coordinators

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Mike Smith and Josh Firman on February 26 to further discuss logistics.

5. **Business 101 Workshop** – This workshop is on Tuesday, March 10, 2020, at 6 p.m. at the Katahdin Higher Education Center in East Millinocket. The seminar offers an overview of the pros and cons of operating a microenterprise.
6. **Possible Alternative Fuel** – As you know, Lee Khan of Home Grown Fuels has purchased the PCC Building from the town with the intention of producing biochar. She is now looking to add one line of fuel production that could generate 600,000 gallons of renewable diesel per year. Lee is proposing that the Town enter into a non-binding Letter of Intent to buy the fuel at a lesser cost than our current price of diesel.
7. **Fire Station Exhaust System** – The existing antiquated system is in need repair or replacement. The Chief has provided various estimates for your review. A complaint by the Union heightened the necessity of this project.
8. **Wayfinding** – I have attached a couple of documents from Alta in reference to Millinocket's Wayfinding Plan and Design for your review and discussion.
9. **Internship** – Councilor Golieb would like to have a conversation about internships. Attached is some information for Council feedback.

Department Updates

Public Works

- Employee received medical treatment for Carpal Tunnel.
- Streets in good shape with little ice.

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- Addressed a complaint from a storeowner concerning snow removal.

Transfer Station

- Municipal Solid Waste going to Hampden.
- Using open container box for springs, mattresses, carpet, and furniture. The DEP will not allow the burning of these items.

Airport

- No issues.

Wastewater Treatment

- Busy with testing, maintenance, and snow removal.
- Met with Olver Associates and Maine Water to discuss the Elm & Bates Street projects. Hope to send bids out in March of 2020.

Police Department

- Total calls for 2019 were 5,377.
- Chief covering vacancies for various reasons.
- Officer Cram attended a Mental Health First Aid Training. The department is now up to the standards of the Maine Criminal Justice Academy.
- Chief joined the Fight Crime Invest in Kids organization.
- Conducted a training session with the school administration staff on how to detect an intoxicated person.
- Performed an Active Shooter Drill with Katahdin Health Care.
- Became a Partner with the National Alliance on Mental Illness.
- Issued summons to resident in violation of the snow plowing ordinance.

Fire & Ambulance

- Employee out due to injury. Chief covering day shift to fill this and other vacancies.
- Attended meeting and event functions.

Home to Mount Katahdin, Baxter State Park, and Your Successful Future

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- Held FF/EMS training.
 - Worked with Red Cross on smoke alarm placements.
 - Preparing budget.

 - Discussed ice conditions with Brookfield.
 - Met with Katahdin Health Care on proposed changes to their facility.
 - Continued work with CEO on issues concerning Fire, Life Safety, and building occupancies.

Health Officer

- Received updates from DHHS on flu and Coronavirus stats.

Recreation

- Director out due to a death in the family. Like to offer our condolences.

Administration

Treasurer

- Working on completion of year end reporting.

Tax Collector

- Still off duty due to injury.

Tax Assessor

- Inspected 181 Knox Street. Entered data in the software and issued an abatement.
- Worked with public on tax relief payments.
- Corrected accounts concerning deceased individuals.
- Worked on state report.
- Returned emails and phone calls.

Code Enforcement Officer

- Answered taxpayer questions.
- Inspected construction sites.
- Issued permits.

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- Worked on budget.
- Reviewed ordinances and updated files.

Town Clerk/ Deputy Tax Collector

- Placed ad for public hearing on Yard Sale ordinance.
- Worked on minutes for February 13, 2020 Council meeting.
- Conducted absentee voting.
- Prepared final stages for March 3, 2020, Referendum Election.
- Processed absentee ballots. Available through February 27.
- Worked on weekly motor vehicle reports.
- Preparing Town Clerk budget.

Human Resource/Welfare Director

- Personnel Issues.
- Mailed tax acquired property letters.
- Met with GA clients.
- Supplied resident with firewood for home heating.
- Attended to window and worked on budget.

Town Manager

- Personnel issues.
- Prepared tax acquired letters.
- Met with Eldon Doody on engineering work for CDBG Downtown Revitalization.



PENOBSCOT COUNTY
REGIONAL COMMUNICATIONS CENTER

Bill Collins
County Administrator

Christopher J Lavoie
Director

2/20/2020

To: All Penobscot County Law Enforcement Chief's and Agencies

Chiefs,

After completing my first year as Director I have been looking for ways to change and improve our services. We have listened to numerous concerns and have worked through them with you to ensure that we are moving in a positive direction. One of the concerns that I have heard is that it seems like we are always busy because we tell responders to "stand-by." It happens with the current configuration that we have now and the only way to fix it, is to change.

I would like to share some statistics with you to help you better understand how overloaded our agency is;

Radio Transmissions from 1/1/2019 – 12/31/2019 – 1,523,360
Business Line Calls from 1/1/2019 – 12/31/2019 – 289,301(+22,267 compared to 2018)
911 calls from 1/1/2019 – 12/31/2019 – 63,830(+10,280 compared to 2018)

We are now the busiest PSAP in the State of Maine. Most of the time there are a minimum of 5 Dispatchers, 1 Call-Taker and 1 Supervisor working.

At the December Penobscot Regional Communication System (PRCS) Board of Directors meeting we discussed these issues. I proposed to them that we stop doing a lot of non-emergency business and focus on our main mission of handling emergencies. Over the years we have slowly taken on tasks that we should not be handling. The PRCS Board of Directors overwhelmingly supported this change.

While we still need to know where you are for safety concerns, a lot of administrative cards can be entered by you on a Mobile Data Terminal or at your station. If you are requesting to "open and close" a card, chances are time stamps in the card are not important. We ask that you please open your own incidents in these cases. If you need instruction on how to open your own incidents in the law table, please feel free to contact me and I will have one of our staff set up a training day for your department.

Respectfully,

Christopher Lavoie
Director
Penobscot RCC

INTEGRITY * COMPASSION * PROFESSIONALISM * TEAM SPIRIT

97 Hammond Street, Bangor Maine 04401 • Phone 207 945-4636 • Fax 207 942-9431

Commissioners: Andre Cushing ~ Peter Baldacci ~ Laura Sanborn

John Davis

From: Craig Worster
Sent: Friday, February 21, 2020 2:14 AM
To: John Davis
Subject: PRCC letter
Attachments: PRCC letter.pdf

John, I just wanted you to know that following change had been made at Penobscot County Regional Communication Center. In anticipation for this change, which had been discussed and rumored last month with area chiefs, I have applied for a grant with the Stephen and Tabitha King Foundation to cover the costs associated with putting Mobile Data Terminals (laptops) in the cruisers (Approximately \$14,000.00). This would keep officers on the road/patrol an additional 90 minutes (approximately) a shift. East Millinocket Police Department added the MDT's to their cruisers 4 months ago and have reported the benefit of having the ability to write reports, enter their own cases and research DMV records.

This "standby" response is a subject that Chief Malcolm and I have discussed in the past 6 months, on the increasing lack of response from dispatch that has placed our officers in jeopardy. I believe that a conversation with the director of the Communication Center is long overdue. In the future, it is my opinion that either myself or Chief Malcolm must attend the regional communication meetings and I will discuss that with him.

Craig Worster

Chief of Police
Millinocket Police Department.
207-723-9731
207-723-7019
207-350-5018 (cell)
207-723-7004 (Fax)

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BICYCLE COALITION OF MAINE

February 14, 2020
Dear Mr. Davis:

I am writing to inform you that the Bicycle Coalition of Maine's *BikeMaine 2020* event has plans to bring bicyclists through your community in September 2020. I hope that by providing you with advance notice of the event, we will have ample time to address any concerns you may have about *BikeMaine* traveling through your area, and to obtain any permits your jurisdiction may require.

BikeMaine is the Bicycle Coalition of Maine's signature weeklong event designed to optimize the organization's mission to make Maine better for bicycling and walking, and to bolster Maine's attraction as a destination for experiential travel. *BikeMaine* is in its eighth season this year, and will be stopping for overnights in Old Town, Lincoln, Patten, Millinocket, and Dover-Foxcroft. We are partnering with these communities extensively, as we develop the event. In your town, Mike Smith and Josh Firmin, from OSI, are working with us at the Town Coordinators for our overnight stays on September 15 and 16. *BikeMaine* provides a positive economic impact in the host communities along the route, since each day's activities, meals and support services are provided by local organizations and businesses. *BikeMaine 2019* generated over \$900,000 for farms, community service organizations, local businesses, and municipalities in the Midcoast region. Since the event's inception in 2013, we've brought over \$4 million to the regions we have traveled to.

BikeMaine 2020 will take place from September 12-19, 2020. We are limiting the number of bicyclists to 450. This is a ride for experienced cyclists. A crew of support vehicles, HAM radio operators, mechanics, and medical personnel will accompany the riders, and we will arrange for 2 fully supported rest stop/lunch stops each day. We expect the impact on traffic in your community to be minimal, as the riders do not travel in a mass group. Instead, riders set out each morning anywhere from 7:30 to 9:00 a.m. and usually travel in groups of 2 to 5 people. Almost all riders will be off the route before 4:30 p.m., when the route closes.

Enclosed please find a detailed turn-by-turn list and map depicting the route the ride will take through your town on the day or days indicated. The start and end locations have been solidified, but exact streets taken may change depending upon local input (including yours), construction, or other obstacles; we also make every effort to keep cyclists off of main roads.

During the days immediately preceding our arrival, we will publicize the route and advise your residents that there will be bicyclists passing through the area at the expected time. We do not anticipate any need to stop traffic for our event. We will instruct our bicyclists to ride single-file. We will ask motorists to use caution in passing bicyclists. We will also be posting directional signs at certain intersections and will be marking the pavement with temporary, water-soluble paint. We have written a separate letter to your law enforcement providers to notify them of potential traffic impacts and will work with them to determine if flaggers or police assistance are needed at any intersections.

Please let me know immediately if your jurisdiction requires a formal permit for this event or if you have any questions or concerns about *BikeMaine* using your roads in September 2020.

Best regards,

Will Elting
BikeMaine Ride Director
will@bikemaine.org
(207) 956-6549

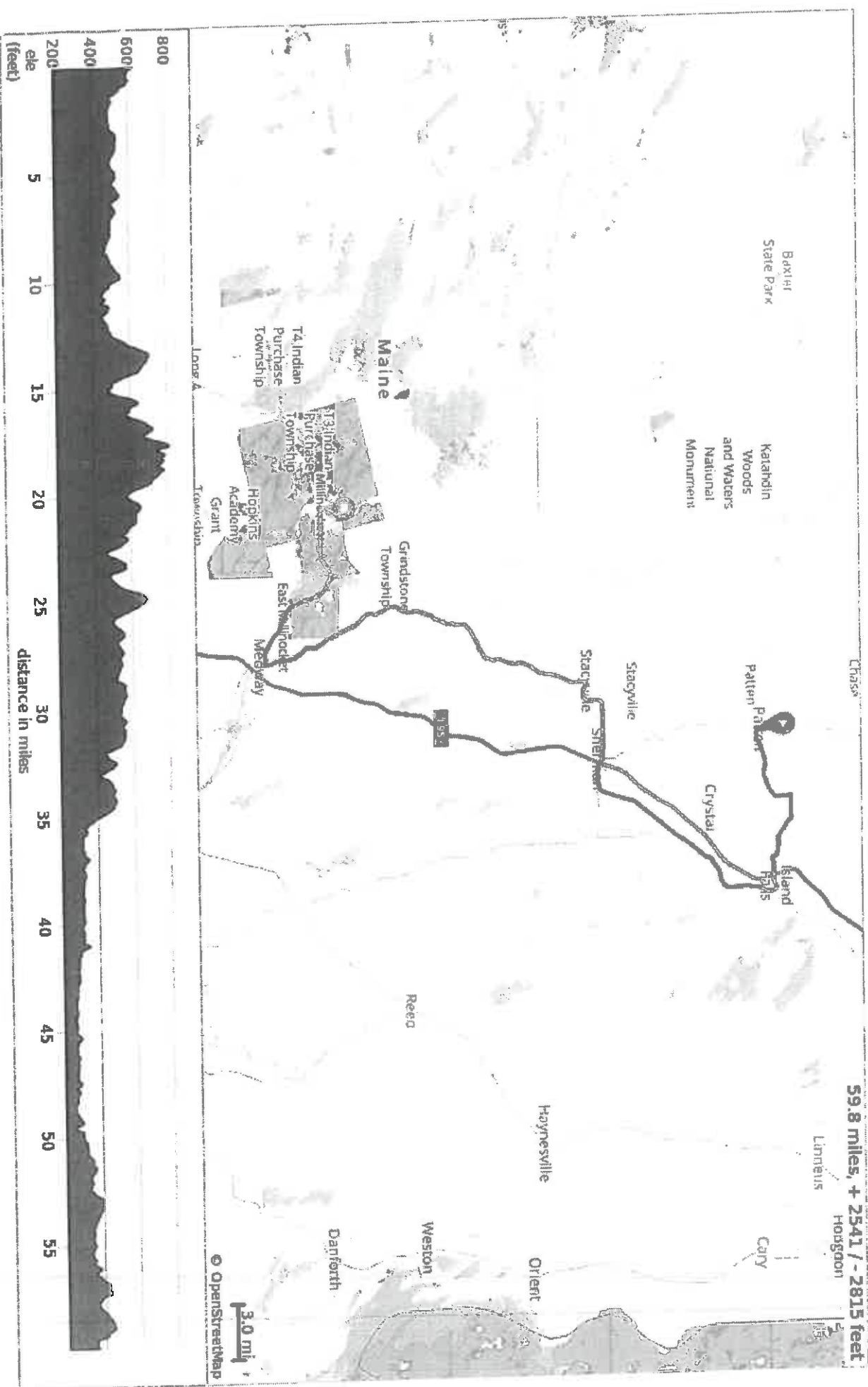
38 Diamond Street
Portland, Maine 04101



207 623 4511
info@bikemaine.org

BM20 D3 Patten-Millinocket 59m 2528ft (2/14 copy)

9/15/20 Crest dec 9/10)



BM20 D3 Patten-Millinocket 59m 2528ft (2/14 copy)

Turn	Dist	Prev	Type	Note	Next
1.	0.0	0.0	◇	Start of route	0.3
2.	0.3	0.3	→	R to stay on ME-159 E	0.4
3.	0.7	0.4	←	L to stay on ME-159 E	10.0
4.	10.8	10.0	→	R to stay on ME-159 E	0.1
5.	10.9	0.1	→	R onto US-2 W	6.8
6.	17.7	6.8	↑	Continue onto Golden Ridge Rd	4.9
7.	22.6	4.9	↑	Continue onto ME-158 W	1.6
8.	24.3	1.6	←	L onto ME-11 S	5.1
9.	29.3	5.1	←	L to stay on ME-11 S	9.1
10.	38.5	9.1	→	R onto Gorham Ln	0.1

38.5 miles. +1851/-2172 feet

Turn	Dist	Prev	Type	Note	Next
11.	38.5	0.1	→	R onto ME-11 S	10.8
12.	49.3	10.8	→	R onto ME-11 S/ME-157 W	10.2
13.	59.5	10.2	→	R onto State St	0.3
14.	59.8	0.3	←	L onto 2nd St	0.0
15.	59.8	0.0	◇	End of route	0.0

21.4 miles. +609/-559 feet

BM20 D5 Millinocket-Dover Foxcroft 55m 2814ft (2/14 copy)

	Distance	Direction	Instruction	Distance
1.	0.0	0.0	Start of route	0.4
2.	0.4	0.4	→ R onto Summer St	0.1
3.	0.5	0.1	← L onto Penobscot Ave	0.1
4.	0.7	0.1	→ R onto ME-11 S/Poplar St	31.1
5.	31.8	31.1	→ R onto Van Horne Ave	0.8
6.	32.5	0.8	↑ Continue onto Williamsburg Rd	1.0
7.	33.6	1.0	← L to stay on Williamsburg Rd	2.9
8.	36.5	2.9	→ R onto Barnard Rd	2.9
9.	39.4	2.9	↑ Continue onto Austin Rd/Dexter Mills Rd	3.4
10.	42.8	3.4	↑ Continue onto Sebec Village Rd	2.6
11.	45.4	2.6	↑ Continue onto N Stagecoach Rd	1.7
12.	47.0	1.7	→ R at E Dover Back Rd/River Rd	0.0
13.	47.1	0.0	→ R onto E Dover Back Rd/River Rd E	4.1
14.	51.2	4.1	↑ Continue onto Center Range Rd	0.6
15.	51.7	0.6	↑ Continue onto Essex St	2.4
16.	54.1	2.4	→ R onto Lincoln St	0.1
17.	54.2	0.1	→ Slight R onto Depot St/ Fairview Ave	0.4
18.	54.5	0.4	End of route	0.0

54.5 miles. +2756/-2736 feet

John Davis

From: Mike Smith <mike@outdoorsi.org>
Sent: Thursday, February 20, 2020 11:42 AM
To: Cody McEwen
Cc: Joshua Firmin; John Davis
Subject: Re: BikeMaine 2020- Route Reveal Press Release

Hi Cody,

It would be great if we could sit down next week. I'm open on the 26th. I'm going to see if Frank can join us. Conversations about using the practice field seem to have stalled out, so maybe getting us all in the same room would help.

Thanks,

Mike

Mike Smith
Executive Director
Outdoor Sport Institute
207-227-0250
mike@outdoorsi.org

On Feb 19, 2020, at 6:55 PM, Cody McEwen <cody.mcewen@maine.edu> wrote:

Josh,

Thank you for sharing. Do you think we could all plan to meet up during that last week to catch up? If so, what does everyone's next Wednesday afternoon, the 26th look like? Looping in John as well.

Best,

On Fri, Feb 14, 2020 at 3:40 PM Joshua Firmin <josh@outdoorsi.org> wrote:

.Cody,

Hope you had a great week. I've been traveling this week and wanted to get this out to before the day was out. The training this past Saturday was extremely informative and I have some great information to share. I also received an official host community sign that I want to pass on to you so it can go up somewhere in town. I won't have the ability to make it up to Millinocket next week but I'll see about carving out some time to get it up to you in the last week of February.

Best,

Joshua Firmin
Assistant Director
Outdoor Sport Institute
207-554-0221
josh@outdoorsi.org

Begin forwarded message:

From: Eliza Cress <eliza@bikemaine.org>
Subject: BikeMaine 2020- Route Reveal Press Release

John Davis

From: Debora Jean Rountree <dvoisine@maine.edu>
Sent: Thursday, February 20, 2020 12:46 PM
Subject: Business 101 Workshop
Attachments: bus-101-kat-2020-022020 (1).pdf

Dear Friend, Interested in starting your own business? Join us as we host Jim Macomber of MaineStream Finance for this FREE BUS 101 workshop!

Business 101 - Thinking Of Starting A Business?
(2 hour workshop)

This workshop provides an overview of the pros and cons of operating a microenterprise. What a business plan is? Why it is needed and resources for business development assistance. Topics

Covered: Being An Entrepreneur, Business Success, Professionalism, Business Plan, Networking, Resources, Budgeting & Planning, Credit and a Review of Upcoming Classes and Workshops. Business Plan, Marketing, Credit, Record Keeping, Financials and Cash Flow, as well as, many other topics.

This workshop is offered

Live in East Millinocket at the
Katahdin Higher Education Center & it's FREE
Date: Tuesday, March 10, 2020 @ 6 pm

To pre-register:
www.mainstreamfinance.org

**& click on "Business" then "Business Classes" scroll down to "Business 101"
then click "register"**

Email: jmacomber@penquis.org or
Call 974-2476



Debora Rountree, M.Ed
Director
UMA East Millinocket Center

2077465741
1 Dirigo Dr Suite 1
East Millinocket, ME 04430
www.uma.edu/east-millinocket - dvoisine@maine.edu

From: Lee Khan <lee.khan@permittingpartners.com>
Sent: Tuesday, February 11, 2020 1:41 PM
To: John Davis <manager@millinocket.org>
Subject: Idea!

We are thinking about adding one line of fuel production in the PCC building to our biochar production. We could produce 600,000 gallons per year of renewable diesel. We are not trying to finance off of the fuel sales since we are selling biochar.

At one time you told me how many gallons of diesel Millinocket used each year for snow plows and school buses, etc. Would you check on the annual volume? Also what price do you pay for the fuel? Or to what index is the fuel priced?

IF we sell you the fuel at a price below what you are paying now, would the town enter into a **non-binding** Letter of Intent to buy the fuel?

For example, today you have a fuel supply agreement and we would just beat the price by say, 5 cents a gallon.

Let me know what you think?

Lee

--

Lee Khan

Permitting Partners

802 279-3627

Hope all is well with you and the big fella. The Public Works Director has supplied me with an estimate of how many gallons of diesel we use along with a few questions. I will be waiting to hear back from you.

Thanks,

John Davis

Millinocket Town Manager

(207) 723-7000

From: Ralph Soucier <publicworks@millinocket.org>

Sent: Wednesday, February 12, 2020 2:58 PM

To: John Davis <manager@millinocket.org>

Subject: RE: Idea!

From 2011 to current 2019 It varies due to the winter conditions.

The Departments that use Diesel Fuel are: Airport, Fire, Transfer Site, and Public Works.

It varies from Min. of 20,000 gallons/year to 28,000 gallons/year.

We purchase from Dead River Company here in Millinocket at a price of .30 below pump price which goes up and down. Then I file with Maine Revenue Services Political Subdivision Fuel Tax Refund Application which is currently at .312/ gallon. I am paying \$2.50/gallon at the moment with the discount and tax refund.

Would the price of the Bio-Fuel be a fixed cost per gallon?

I would have to find out if our trucks can burn that fuel with the new DEF Fluid we have to add in the new engines, especially the warrantee issue.

John Davis

From: Lee Khan <lee.khan@permittingpartners.com>
Sent: Thursday, February 13, 2020 7:47 AM
To: John Davis
Subject: Re: Idea!

Great! What questions do I need to answer? We are certified ASTM 975 diesel same as all the rest of the diesel. We have on and off road fuel.

What is your volume?

We do not have to blend the fuel however we can. If we don't blend the fuel, Millinocket would be the first carbon neutral municipal fleet in North America and it would be locally sourced.

What I am really needing is a non binding letter of intent and in the letter we can put all of the hurdles needed to be achieved to move forward.

We can use existing town tanks if you have them.

As soon as we have an LOI and know basic pricing, I will invite UMaine's Drs Pendse and Wheeler to talk about the fuel with you.

Rumple auditions for a talent show in March. I am taking a few days off next week and heading to AZ for spring training.

See you soon!

Lee

Sent from my iPhone

On Feb 13, 2020, at 7:12 AM, John Davis <manager@millinocket.org> wrote:

Hi Lee,

Hope all is well with you and the big fella. The Public Works Director has supplied me with an estimate of how many gallons of diesel we use along with a few questions. I will be waiting to hear back from you.

Thanks,

John Davis
Millinocket Town Manager

John Davis

From: Lee Khan <lee.khan@permittingpartners.com>
Sent: Thursday, February 13, 2020 11:25 AM
To: John Davis
Subject: Re: Idea!

OK so I totally missed Ralph's email below. Now I see it. Does the number of gallons used by the town include the school buses? If not could you get their volume? We want to keep it all local if possible. Once we have the LOI done, would this be a good thing for us to reach out to East Millinocket?

I have called Proton Power to get Ralph's answer on the new engines. Do you have tanks that get filled and then the town pumps out of your tanks?

Maybe we start with a 50% blend and then move it to 100 over the first few years.

Thank you,

Lee

On Thu, Feb 13, 2020 at 9:02 AM John Davis <manager@millinocket.org> wrote:

This sounds great. I believe the questions the Director had were in his email (can the trucks run this fuel, is there a set price). If you can send us the letter of intent, perhaps we can set up a phone conference next week. Hope Rumble's audition goes well, and you enjoy spring training.

John Davis

Millinocket Town Manager

(207) 723-7000

From: Lee Khan <lee.khan@permittingpartners.com>
Sent: Thursday, February 13, 2020 7:47 AM
To: John Davis <manager@millinocket.org>
Subject: Re: Idea!

Great! What questions do I need to answer? We are certified ASTM 975 diesel same as all the rest of the diesel. We have on and off road fuel.

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Rumple auditions for a talent show in March. I am taking a few days off next week and heading to AZ for spring training.

See you soon!

Lee

Sent from my iPhone

On Feb 13, 2020, at 7:12 AM, John Davis <manager@millinocket.org> wrote:

Hi Lee,

50%. Nothing would stop us from starting at a 50% blend and moving it up to 100%.

If Ralph thought we were making a biodiesel from petroleum or waste products, that diesel might "gunk" up engines. We do not make biodiesel. Our fuel is made from wood chips, is gasified in small reactors which heat the chips to half the temperature of the sun, resulting in a synthetic gas and is then converted to diesel.

There is one exception! If the fuel is being used in marine engines, the military prefers to have additional aromatics (smells).

I am glad to organize a call with technical folks if this helps.

Thank you,

Lee

Lee Khan
Permitting Partners
802 279-3627

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John Davis

From: Ralph Soucier
Sent: Friday, February 21, 2020 1:58 PM
To: John Davis
Subject: RE: Renewable Fuel

I am on board with using their fuel in our vehicles. I would also want Bryan (Mechanic) to be involved before we make a final decision.

Thanks for the info.

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

From: John Davis <manager@millinocket.org>
Sent: Friday, February 21, 2020 12:38 PM
To: Ralph Soucier <publicworks@millinocket.org>
Subject: FW: Renewable Fuel

Not sure if I sent this to you.

John Davis
Millinocket Town Manager
(207) 723-7000

From: Lee Khan <lee.khan@permittingpartners.com>
Sent: Wednesday, February 19, 2020 8:52 AM
To: John Davis <manager@millinocket.org>
Subject: Renewable Fuel

Hi John,

The answer to Ralph's question is our fuel is 100% "drop-in". It will work in all of your new and old engines. The fuel is certified ASTM D 975 which is the standard diesel certification. It is also registered as R100 which means it can be used 100% without blending. For example, if the registration was R 50 it would be required to be blended at

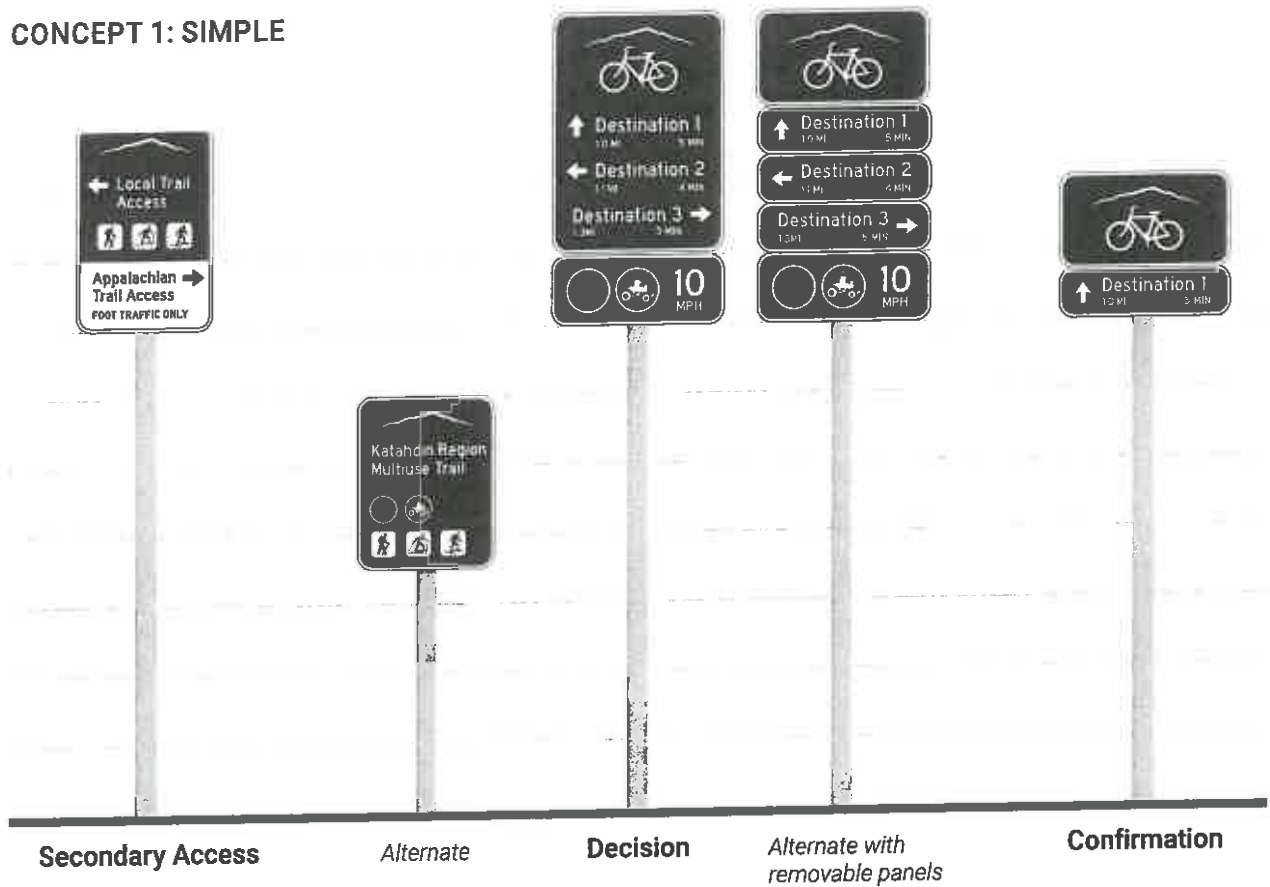
John Davis

From: Tom Malcolm
Sent: Monday, February 17, 2020 12:13 PM
To: John Davis
Cc: Lori Santerre; Mary Alice Cullen
Subject: Exhaust system for Fire Station

John,
Have continued to work on the issues with the existing exhaust removal system at the Fire Station, this system was installed in the early 90's and throughout the years had little to no maintaince. It was robbed over the years and has been out of service since around 2011 recently we were able to get it running and at least hooked up to one of our ambulance and one fire truck. As you know there was a complaint filed from the Union addressing this problem and we started to look into repairs and or replacement. Have had two companies look at it and one was not at all interested in trying to repair this system and was talking around \$50,000.00 to install a new system. The second company that I have been talking with was able to locate so of the items needed to get the system back up and going and was still looking into some of the electrical components that they were not able to find, they are looking at \$20,000.00 to get it up and going with used parts and the old technology. This company also gave me some information on another system that could be put in new and would be able to use most of the existing mounting areas and make it work in our cramped space. This unit is a Magnegrip (Air Hawk Purification System) and they have given me you tube sites to look at it in action, this system has a couple of items that really impress me and lead me to looking into putting this system in to and replace the Neederman system that we now have. One of the major features of this unit is that it does not evacuate exhaust and heated air from the building but actually recycles it and therefore not pumping heated air out of the building during the winter months, also this unit has filters that you change and are able to perform service on yearly for maximum efficiency. The ball park quote on doing this including labor would be around \$25,000.00 and with the monies we were able to save on the snow sled, trailer and generator from our Capital project which is \$21,890.00 and the sale of the old snow sled, trailer and generator of \$ 4,728.69 we would have \$26,618.69 and could look at getting this completed in this budget year. Thoughts? Thanks.

Tom
Chief Thomas M. Malcolm A EMT, PHO, FLSE, EMA Director
Millinocket Fire Department
222 Aroostook Avenue
Millinocket, ME 04462
Office: 207-447-4126
Cell: 207-447-0911
Fax: 207-723-7022
chiefmalcolm@millinocket.org

CONCEPT 1: SIMPLE



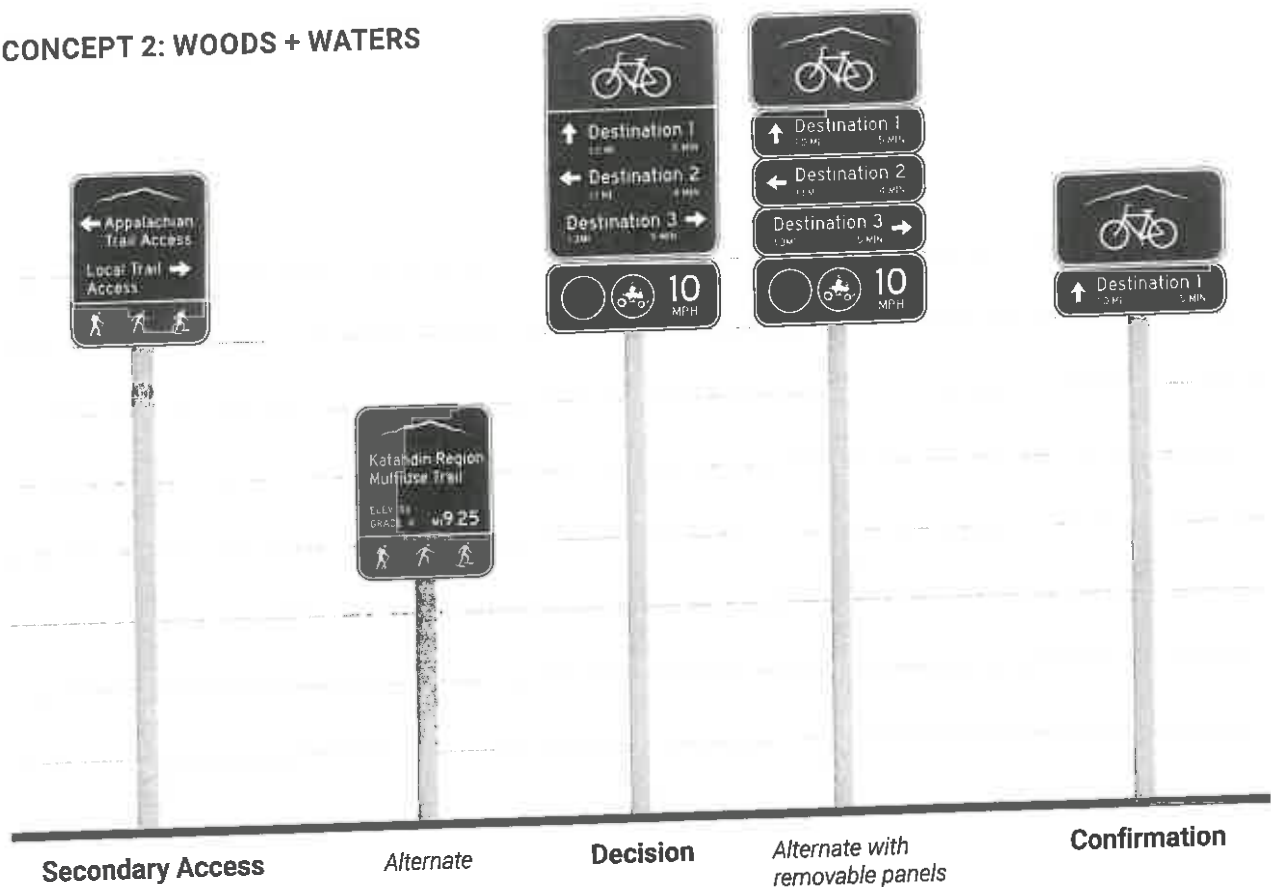
SECOND DRAFT SIGN GRAPHIC IDENTITY

Color Studies

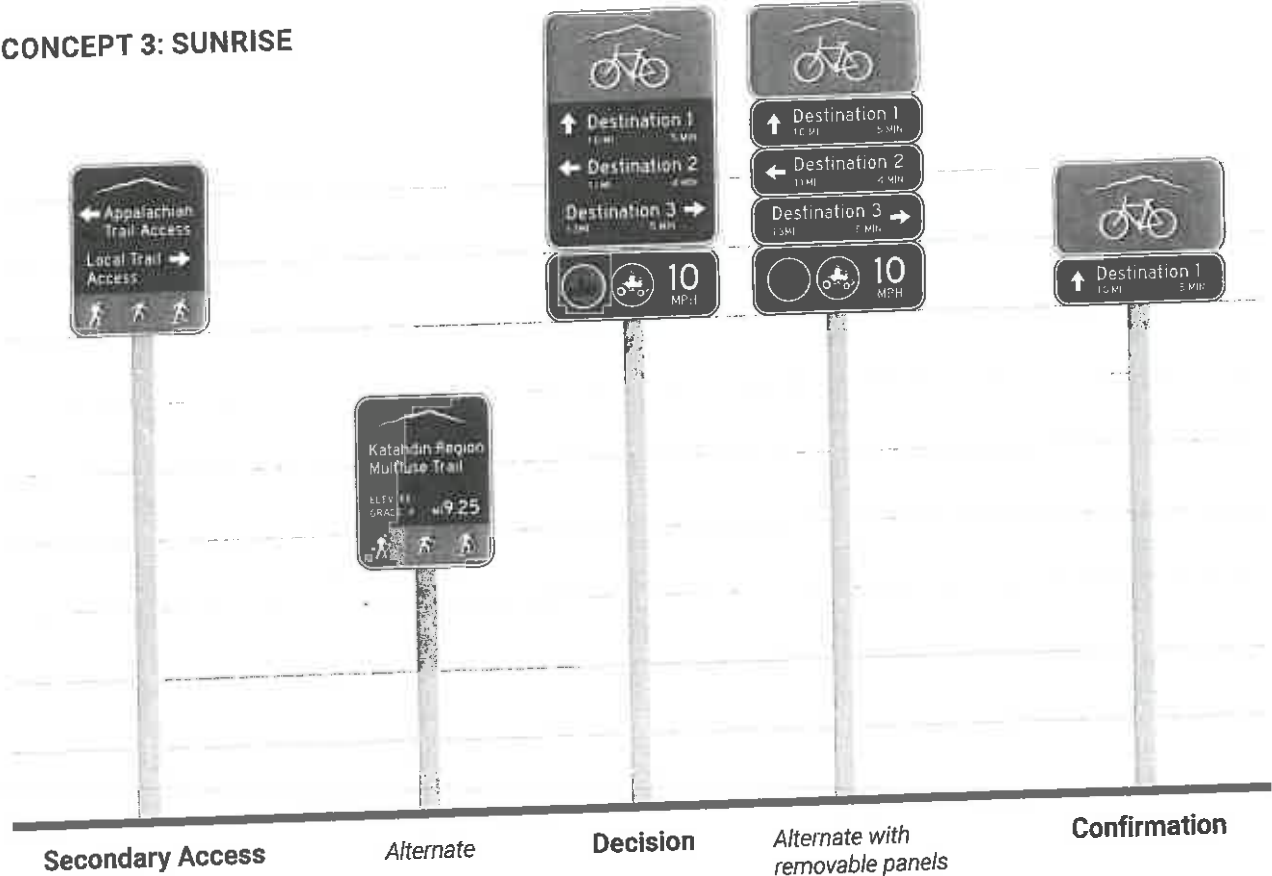
Three color concepts were developed based on the feedback received at the Millinocket public outreach meeting. Concept 1 responds to the public's preference for a clean, simple design, and for the blue color presented at the meeting. Concept 2, "Woods and Waters" adds a second, dark pine color, which provides better contrast with the white lettering. Adding a second color gives

the signs in Concept 2 a bit more personality, potentially creating a more memorable visual style. Finally Concept 3 adds a pop of bold color, balanced with a dark, earthy background.

CONCEPT 2: WOODS + WATERS



CONCEPT 3: SUNRISE



John Davis

From: Cody McEwen <cody.mcewen@maine.edu>
Sent: Monday, February 24, 2020 8:53 AM
To: John Davis
Subject: Fwd: Fw: Wayfinding Memo 1
Attachments: Millinocket-ColorStudies-V2.pdf, Memo1-ExistingConditions-v5.pdf

Can we add this to Thursdays mngr's rpt for discussion/feedback.

Best,

----- Forwarded message -----

From: Ailish Keating <akeating@northernforest.org>

Date: Fri, Feb 21, 2020 at 10:22 AM

Subject: Fw: Wayfinding Memo 1

To: Cody McEwen <cody.mcewen@maine.edu>, Manager <manager@millinocket.org>, Mike Madore <mmador@millinocketschools.org>

Greetings:

We have received the Existing Conditions from Alta Planning and the Color Studies for your review. I am asking you if you could make the time to review the attached documents and send comments to me via email or I am available to have a phone conversation to discuss the document and I can take notes/commentary.

The Existing conditions document has the following in it:

- what is wayfinding - overview and detail
- comments from our open house, Overview, Existing signs
- Fundamental elements - recommendations
- routes and destinations
- Summary of needs by Mode (pg 30)
- Visual Preferences
- Preliminary Recommendations - pg 41
- Recommendations - pg 48

The sections that are most critical for input would be: color studies document; summary of needs - pg 30 onwards and the Preliminary Recommendations - pg 41 onwards

- please review these sections - at a minimum and note any comments/feedback/opinion you might have to improve recommendations -
- these can be shared with me via email or we can have a conversation - just let me know what works best for you
- I will be sharing commentary March 5th, so that is coming soon

Let me know what questions you may have

Thank you
Ailish

From: William Sprengnether <williamsprengnether@altaplanning.com>

I am attaching two documents for delivery.

1. The Ex. Conditions memo describes our initial site visit and offers a description of what we learned as well as conceptual solutions.
2. The second item is a revised conceptual color studies document. We took the feedback that we received at the initial public meeting and pushed it just a bit further.

Can you please circulate the color studies amongst your steering committee for additional feedback. "If we could have a single list of consolidated comments at the end for our conversation it would be most efficient. If the comments can reference the Section, topic, and even which paragraph it pertains to that would be most helpful."

BILL SPRENGNETHER, PLA, LEED AP
Senior Design Associate | Alta Planning + Design, Inc.
d: 518.880.9181 | o: 518.874.4211 | c: 518.727.5030
1801 6th Ave., Suite 204, Troy, NY 12180
altaplanning.com
Creating active, healthy communities

Cody Ray McEwen
Town Councilor of Millinocket
BS Parks, Recreation & Tourism
Psychology Minor
(207) 731-8023

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MILLINOCKET EXISTING CONDITIONS ASSESSMENT

DRAFT • FEBRUARY 2020



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01

WAYFINDING BEST PRACTICES

WHAT IS WAYFINDING?

Much More Than Signs

The built environment should be designed so that people can quickly orient themselves, recognize areas of different character, and intuitively locate and navigate to destinations. The degree to which a place accomplishes these things determines its legibility, or how easily people can understand where they are and where they're going. Wayfinding signs and pavement markings, along with guidebooks, paper and online maps, and tourist marketing materials all contribute to the experience of navigating a place, and work best when they are integrated and consistent.

A well planned and graphically clear wayfinding system can greatly contribute to a place's legibility and identity, helping people:

- Efficiently navigate to their destination
- Understand where they are with respect to other key locations
- Orient themselves intuitively with minimal confusion or stress
- Discover new places, adventures, businesses, services, and recreational opportunities



SIX WAYFINDING PRINCIPLES

The following guiding principles, based on best practices from around North America, will help create an effective wayfinding system in the Katahdin region.



Connect Places

An effective wayfinding system should directly connect locals and visitors to places they want to go and enable them to discover new destinations that can be reached by foot, bicycle, snowmobile or ATV. Wayfinding connects neighborhoods and provides navigational assistance to both local and regional destinations, providing a seamless travel experience for non-motorized and off-road users.



Promote Active Travel

Wayfinding should encourage active transportation and recreation by creating an accessible, clear, and attractive system that is intuitive to navigate by foot, bicycle, snowmobile, or ATV. The system should integrate into the cultural environment and should be easy to understand. An effective wayfinding system has the potential to validate walking, bicycling, and traveling by snowmobile and ATV as viable transportation options by communicating network connectivity and addressing perceived barriers such as time and distance to destinations.



Keep It Simple

Wayfinding should provide clear information in a logical succession.

It is important to provide information in manageable amounts. Too much information can be difficult to process quickly; too little, and decision-making becomes impossible. Information should be provided in advance of where major changes in direction are required, repeated as necessary, and confirmed when the maneuver is complete.



Maintain Motion

Wayfinding information should be presented in a way that is quickly understood.

Frequent stopping and starting to check directions may lead to frustration and discourage use. Wayfinding information that can be quickly and easily grasped contributes to a more enjoyable environment for walking, bicycling, and traveling by snowmobile and ATV. Consistent, clear, and visible wayfinding elements allow users to navigate while maintaining movement. *Note that in areas of high traffic, mixing zones, and intersections, wayfinding can be paired with regulatory signage and areas of refuge to encourage safe slowing and stopping.*



Be Predictable

Wayfinding should be predictable and consistent.

When information is predictable, it can be recognized and quickly understood. Predictability should relate to all aspects of wayfinding placement and design (i.e., sign materials, dimensions, colors, forms, and placement). Design consistency also contributes to a continuity of experience as landscapes and context change along bicycling and walking routes. Once users trust that they will encounter consistent and predictable information, their level of comfort is raised and new journeys become easier to attempt and complete, thereby promoting an experience that is welcoming and friendly. Similarly, maps should employ consistent symbology, fonts, colors, and style.



Be Inclusive

Wayfinding should be accessible and designed to be comprehensible to a wide range of users.

Signage should be usable for the widest possible demographic, with special consideration for people with physical and cognitive disabilities, and those without high educational attainment, English language proficiency, or spatial reasoning skills.

WAYFINDING BENEFITS

Wayfinding provides benefits that go beyond physical signage. It can create a deeper connection to a place, cultivate a sense of pride by reflecting community values, and support local economic development by encouraging residents and visitors to use local services.



Economic Investment

Wayfinding may help expand the use of the existing transportation network without costly infrastructure improvements. In many cases, streets with low speeds and volumes may be good candidates for walking and bicycling routes, and trail connectors for snowmobiles and ATVs, and simply need community buy-in, regulatory approval, and the installation of wayfinding to raise the awareness of these route options.

Wayfinding can increase visitation and name recognition for business districts, neighborhoods, destinations, parks, recreation assets, and public facilities. In fact, smaller destinations may benefit more from wayfinding than their larger counterparts with greater marketing budgets and existing name recognition.

A thoughtful co-branding strategy will allow partner municipalities or organizations to increase visibility, and can even provide a framework for direct revenue generation through advertising and sponsorship.



Local Pride + Tourism

A consistent wayfinding system will build and reinforce the Katahdin regional brand, increase name recognition, remove some of the mystery around vacationing here, and help to establish it as the premier four-season outdoor destination in New England.

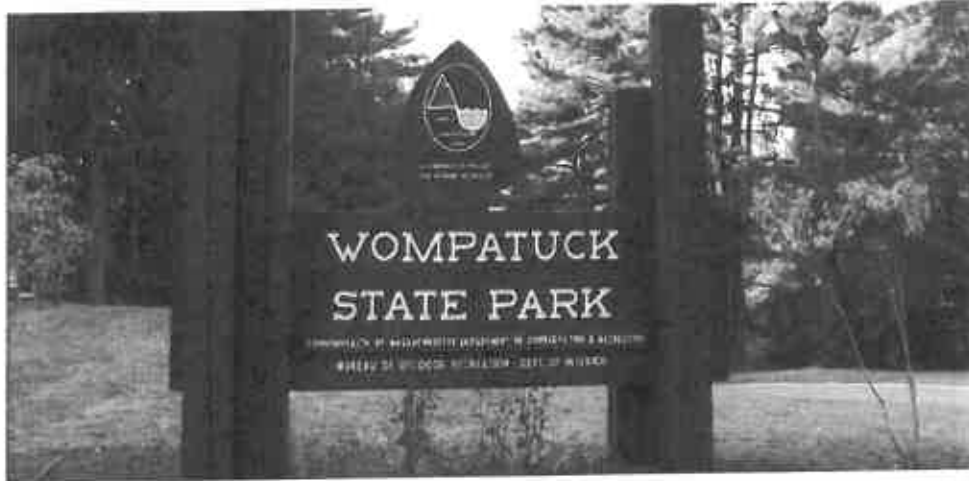
The installation of a cohesive, well-planned wayfinding system has the potential to increase tourist traffic to local businesses. Former Town Councilor John Raymond told the Bangor Daily News that the 2016 installation of signs was key to promoting the expansion of the in-town ATV access route network. "One of the complaints we heard when we had the first route in town was that riders had trouble getting to gas stations and other things they needed," Raymond said. **"This takes care of that. It opens up the community to be accessed."**¹

Encouragement + Safety

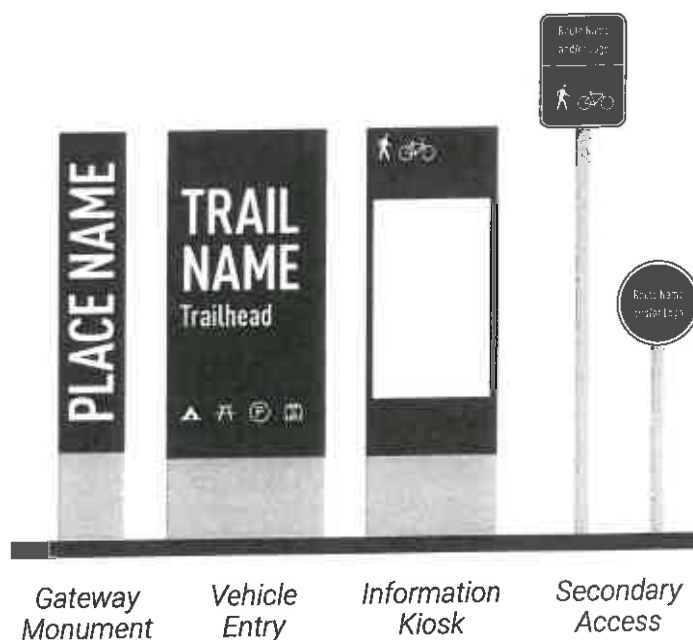
Wayfinding systems are a natural extension of a community's efforts to encourage more active transportation and outdoor recreation. A wayfinding system acts as an advertisement for the region's existing destinations, routes, and trails. Mode-specific wayfinding can encourage people to walk and bicycle, with the potential to reduce traffic volumes and further encourage and normalize active transportation for the community.

Wayfinding plays a crucial safety function by directing users to preferred routes for active transportation, separating these modes from faster and potentially more dangerous streets when possible.

¹ <https://bangordailynews.com/2016/06/11/news/penobscot/it-opens-up-the-community-millinocket-expands-atv-trail-network/>



WAYFINDING ELEMENTS



Access Elements

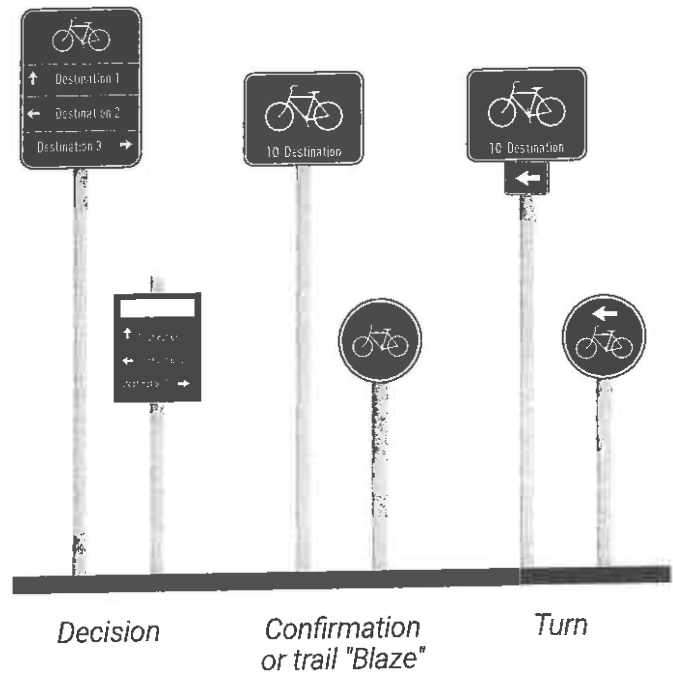
These signs guide users into the network served by the wayfinding system by marking physical entry to trails, pathways, or other facilities, and by providing information that encourages active travel. Some examples include:

Gateway Monuments define the entry into a distinct place with a defined identity. In addition to serving a wayfinding function, they can provide a sense of arrival and contribute to local pride and identity.

Vehicle Entry Signs mark trailheads accessible from the road.

Information Kiosks include area or regional maps and provide helpful navigational information, especially where users may be stopping long enough to take in more information (i.e., public plazas and trailheads). Kiosks may serve as pedestrian-scaled Gateway or Secondary Access signs.

Secondary Access Signs mark secondary access points with limited parking, services, or user traffic. A simple confirmation sign or trail blaze (see next page) may act as a secondary access sign.



Fundamental Elements

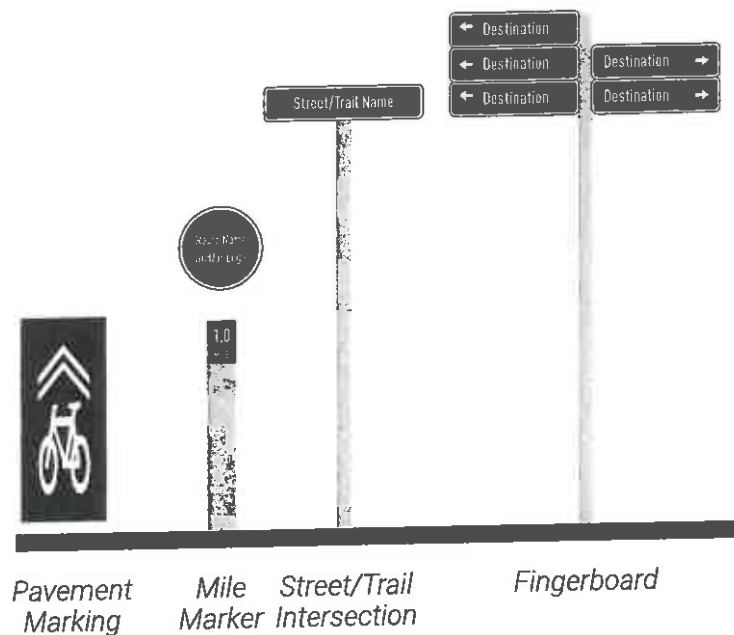
Fundamental navigational elements are the foundation of a wayfinding system. On-street fundamental elements are regulated by the Manual on Uniform Traffic Control Devices (MUTCD) (Section 9B.20) and include decision signs, confirmation signs, and turn signs. While MUTCD standards relate directly to on-street bicycle networks, the same sign types and design considerations apply to off-street trails and paths serving people walking, bicycling, snowshoeing, skiing, and traveling by snowmobile and ATV.

Decision Signs are placed prior to road or trail intersections and intended to guide

users along different routes to nearby destinations. They can be enhanced with distance and time information.

Confirmation or Trail Blaze Signs build confidence for users, assuring them that they are on the correct route. In addition, these signs increase awareness of trail / path users by informing motorists of their presence.

Turn Signs are placed at key points of navigation to direct the user where to turn to remain on the designated route. They may include supplemental information including distance to the next destination, or difficulty of the route.



Enhanced Elements

Enhanced navigational elements provide additional wayfinding assistance beyond fundamental signage, improving the user experience and providing more opportunities for system branding and identity.

Pavement Markings can communicate direction, route name, community branding, mile markers, and street crossings.

Mile Markers are a series of numbered markers that may be placed alongside a trail at defined intervals to help users navigate and to provide pathway managers and emergency response personnel with specific points of reference. Mile markers on regional trails should be coordinated to continue across municipal boundaries when possible.

Street/Trail Intersection Signs serve to orient the trail user by marking streets that cross the trail, including overcrossings and undercrossings. Trail signage at these locations facing motorists (in addition to standard regulatory signage) can help bring attention to the trail system brand and provide an additional warning to motorists of the trail crossing.

Fingerboard Signs are enhanced decision signs with the flexibility to display more than the standard three destinations, and to point in any direction.

02

**MILLINOCKET
WAYFINDING PLAN
AND DESIGN**

A UNIFIED APPROACH

The Eastern Katahdin region comprises the towns of Mt. Chase, Patten, Island Falls, Stacyville, Sherman, Medway, East Millinocket, and Millinocket. Anchored by "The Greatest Mountain", the region is home to world-class outdoor recreation destinations, including hundreds of miles of trails for snowmobile, ATV, hiking, bicycling, snowshoeing, and skiing; access to lake- and river-based recreation; hunting and fishing opportunities; and a planned network of mountain biking trails.

The region has undergone economic and demographic shifts over the past 20 years as the traditional forest-based industries waned. The people of the Eastern Katahdin region are actively engaged in re-imagining and revitalizing their towns using a range of strategies including attracting new businesses and industries, investing in their village centers, improving their infrastructure for outdoor recreation, and working to raise the profile of the region as a world-class, four-season outdoor recreation destination.¹

A unified approach to wayfinding and a

region-wide visual identity, or brand, have been identified as key components of this revitalization effort.² A set of well-defined wayfinding standards will help visitors navigate all of Katahdin's trails and amenities, and contribute to the towns' economic development by increasing traffic to businesses and services.

The Northern Forest Center has partnered with Alta Planning + Design to create a locally appropriate Wayfinding Master Plan for the town of Millinocket that supports their goals and identity. This plan is intended to serve as a pilot program for the Katahdin region as a whole, offering the flexibility to expand throughout the region in a consistent and cost-effective manner. This memo documents the project team's first steps toward developing this Wayfinding Master Plan.

1 *Katahdin Gazeteer*. Katahdin Collaborative, 2019, especially pp 27, 35, 44). Available here: https://katahdincollaborative.org/wp-content/uploads/2019/03/AllInKatahdin_VisionActionReport_Digital.pdf

2 *Katahdin Gazeteer*. Katahdin Collaborative, 2019, p 50).

THE MILLINOCKET DEEP DIVE

Alta's project manager, Bill Sprengnether, and wayfinding specialist, Liz Bisegna, in collaboration with The Northern Forest Center's project manager Ailish Keating, conducted a "Deep Dive", an intensive week of field work and stakeholder meetings in Millinocket and the surrounding Eastern Katahdin Region in November 2019. The goal was to gather data, observations, and input to guide the design process, including:

- Learning about major **existing routes** and **destinations**
- Documenting **existing wayfinding**, regulatory, and interpretive signage
- Documenting the community's **needs, concerns, and priorities** with regard to wayfinding
- Identifying potential / **underutilized routes**
- Identifying **potential destinations** and those that are underserved by the current wayfinding
- Identifying potential community gathering areas that could serve as **wayfinding hubs**
- Exploring the community's **aesthetic preferences**

Wayfinding Assessment

Alta toured Millinocket and the surrounding region, making note of existing signs, routes, and destinations, and talking to residents and visitors about their experiences with the existing wayfinding. See Millinocket Wayfinding Assessment, page 18, for a summary of findings.

Stakeholder Meetings

Alta met with small stakeholder groups to assess their specific needs, goals, and visual preferences for the project:

- Millinocket Town Council
- Millinocket Public Works
- Twin Pines Snowmobile Club
- Katahdin Area Trails
- Outdoor Sport Institute
- Jo Mary Riders
- Northern Timber Cruisers
- Wildwoods/Brownville Snowmobile Club
- Katahdin Woods and Waters National Monument
- Katahdin Forest Management
- New England Outdoor Center
- Design Lab
- Elliotsville Plantation Inc



Open House

To conclude the Deep Dive, Alta presented findings on the existing conditions, as well as some preliminary wayfinding placement and design concepts, and gathered additional feedback in an open house setting.

Major Themes

Some key themes that emerged from our time with the people of Millinocket included:

- There is a general and widely embraced confidence in the Katahdin region's future as a world-class, four-season outdoor recreation destination.
- Millinocket would benefit by association with a stronger, unified, Katahdin Region brand and identity.
- Wayfinding should contribute to the vibrancy and economic sustainability of the downtown corridor by directing visitors to shop, dine, and stay in Millinocket.

- Wayfinding should be consistently applied, contribute to a regional identity, and help visitors navigate seamlessly among the Katahdin region communities and outdoor amenities.
- Wayfinding design should be pragmatic, build-able and scale-able, and should prioritize clarity and legibility.
- Despite the potential benefits of increased tourism to the region, some residents are hesitant to invite visitors into their own "private wilderness".

This memo documents these findings in detail, and incorporates feedback from the open house and additional stakeholder phone interviews.

03

**MILLINOCKET
WAYFINDING
ASSESSMENT**

OVERVIEW

Millinocket is surrounded by world-class outdoor recreation opportunities, including Baxter State Park, Penobscot River Trails, Katahdin Woods and Waters National Monument, abundant access to water-based recreation, and hundreds of miles of four-season trails. The town of Millinocket has restaurants, hotels, and other services that tourists need and want to find.

The stated goals for the Millinocket Wayfinding Master Plan are:

- **Improve visitors' experiences** by directing them to the region's abundant outdoor recreation destinations via the most appropriate and comfortable routes.
- **Benefit businesses** and visitors by improving signage from nearby recreation facilities to Millinocket's downtown corridor, restaurants, hotels, and services.
- **Benefit the region** by piloting a wayfinding system that can be adopted by neighboring communities, contributing to a sense of shared identity, and raising the profile of the Katahdin region as a world-class recreation destination

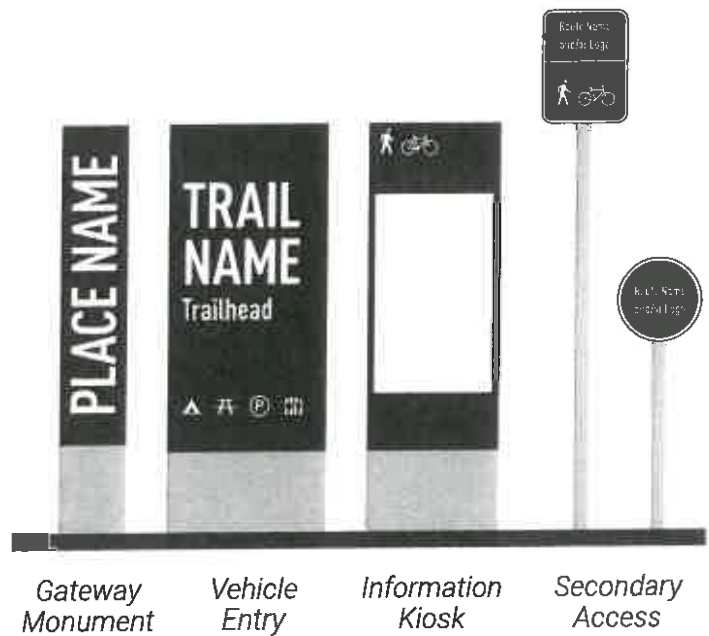
Our assessment confirmed the need for improved comprehensive wayfinding to and from the region's recreational assets and community and business centers. Most of the existing directional signs are Maine DOT standard vehicular signs. There



are few signs directed at non-motorized users, so people walking, snowshoeing, and bicycling must rely on vehicular signs. A network of wayfinding specifically for non-motorized users could be designed to direct those users to more comfortable routes, provide useful time and distance information, and could help to encourage active transportation.

The town of Millinocket, along with a group of dedicated volunteers, has invested in trailhead and in-town route markers for ATV and snowmobile users, as well as extensive off-road trail signage, but there is little consistency in sign placement or hierarchy. An integrated wayfinding system would build upon this work, provide a framework for consistent sign placement, and help to build a unified, world-class brand for the region's outdoor amenities.

EXISTING SIGNS



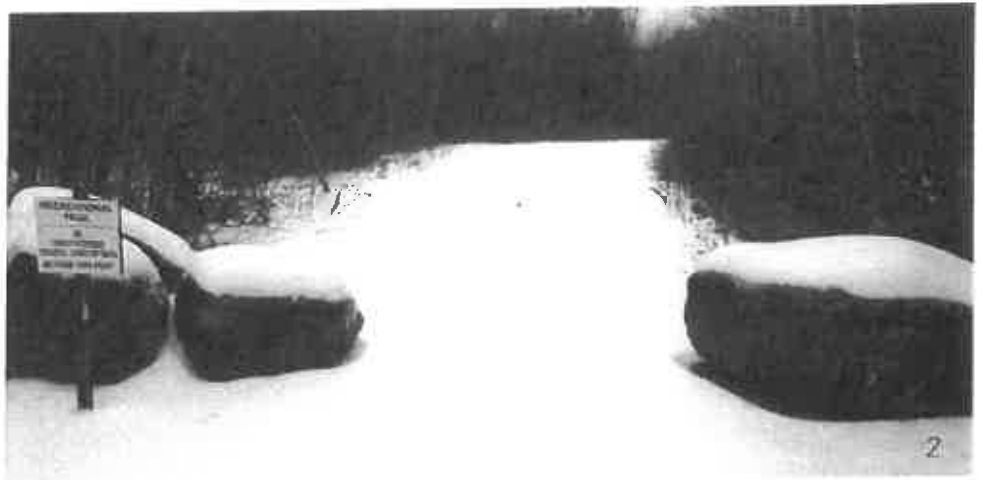
Access Elements

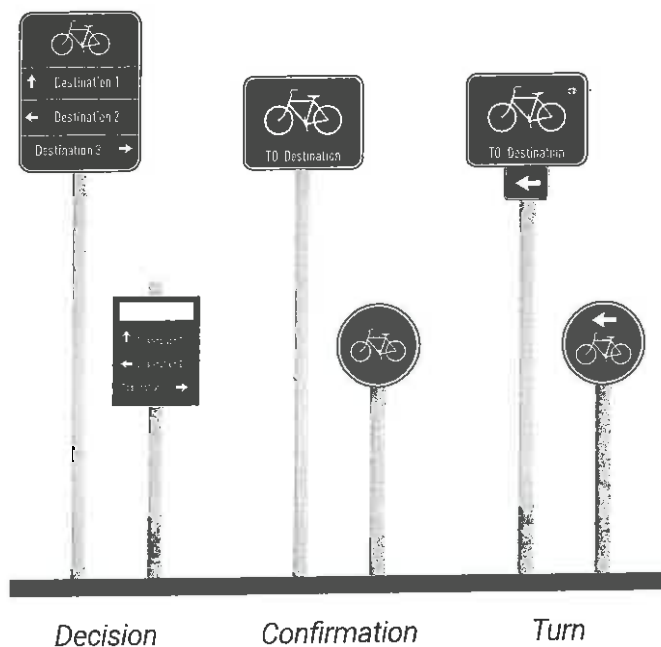
There are many examples of access signs in Millinocket and its surroundings, including an iconic Jo-Mary Riders snowmobile club trail access sign (see photo 4, opposite). Many trailheads are marked with some combination of regulatory and access signs in a variety of styles, sizes, and colors. The signs are inconsistently applied—two trailheads across the street from one another are pictured at right (see photos 2 and 3). Although Millinocket offers abundant opportunities for water-based recreation, we noted a general lack of wayfinding to the surrounding rivers and lakes.

Recommendations

Millinocket's Wayfinding Master Plan should build upon Millinocket's existing access signage, fill in gaps in the system, improve wayfinding to water-based recreation, identify opportunities for pedestrian and off-road vehicle hubs (such as Veteran's Memorial Park) that could be served by information kiosks, and propose a consistent placement strategy to improve user experience.

Photos: 1 Michaud Trail information kiosk; 2, 3 trailheads on opposite sides of ME11; 4 Jo Mary Riders snowmobile trail information kiosk; 5 Millinocket Lake trailhead; 6 Michaud Trail secondary access





Fundamental Elements

While Millinocket's main thoroughfare, Central Street, is well supplied with vehicular directional signs, some are repetitive and in at least one case provided different distances to the destination, even though the signs were less than one-half mile apart.

We learned that visitors arriving by snowmobile or ATV have difficulty finding their way from trailheads to in-town services, and that many visitors end up traveling on closed or limited-access roads in search of their recreational destination.

There are few signs aimed at people traveling by foot and bicycle. Confusingly, one of the few pedestrian- and bicycle-focused signs that we encountered (directing users to the Michael Michaud Trail) was co-mounted with a vehicular sign

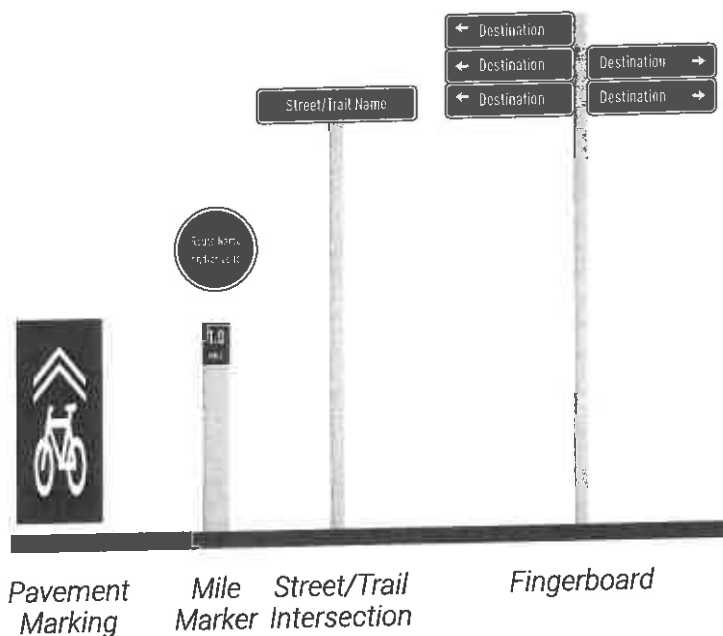
to the same destination but pointing in a different direction (see photo 10).

Recommendations

Millinocket's Wayfinding Master Plan should standardize the design and placement of fundamental elements, creating a robust, recognizable, and reliable framework for navigating Millinocket by car, foot, bicycle, ATV, or snowmobile. In order to reduce clutter and create a system that can be implemented in stages, the wayfinding plan should be designed to pair with existing DOT signage, while creating its own strong identity through the consistent use of color, symbology, and graphic elements.

Photos: 7, 8, 9, 10, 11 on-street decision signs; 12, 13, 14 snowmobile and ATV turn signs





Enhanced Elements

We found that street markings are in use in Millinocket as a component of the recent effort to upgrade ATV access route marking.

Fingerboard-style wayfinding is especially suited to trails that may require the flexibility to add and remove destinations and to point in any direction—and we found variations on the Fingerboard on Millinocket's trails, including the snowmobile wayfinding kiosks (see example, photo 18).

Recommendations

Millinocket's Wayfinding Master Plan should identify opportunities to build on and standardize the area's existing enhanced elements to create a comfortable system of signs that seamlessly connects on-street routes with off-street trails and paths. This is especially relevant as the region begins to focus more on recreational tourism and active transportation.

Photos: 15 ATV access route pavement marking; 16 Fingerboard-style sign at Penobscot River Trails; 17 Appalachian Trail fingerboard; 18 Fingerboard-style snowmobile sign structure



ROUTES AND DESTINATIONS

Existing and potential routes were assessed for suitability for a variety of modes (walking, bicycling, driving), and other factors such as:

- Year-round access
- ADA accessibility (walking routes)
- Desired destinations
- Directness of routes
- Existing sign placement

Findings

Out-of-Town Routes and Destinations

We found that the locally identified routes to desired destinations are confusing. This is partly a result of the mixed property ownership rules in the region that allow the public to use roads on private land. Private roads, including Stacyville Road and Huber Road, provide critical links to the Katahdin Woods and Water National Monument, but present unique challenges such as inconsistent naming, inadequate signage, and seasonal closures.

The use of the Golden Road to access Baxter State Park and recreational opportunities near Abol Bridge and points west is dangerous and causes confusion to visitors. Access issues like this will need to be resolved if the Katahdin region is to become a truly world-class, four-season destination for active outdoor recreation. A

simple possible solution would be to direct visitors to use Baxter Park Road and the Old State Road for the Abol access. This would require that these routes be improved and maintained for winter travel.

Wayfinding to recreation destinations in the region is generally inadequate. Traveling north on Route 11, there is very little indication of the distances or even directions to regional recreation destinations. For instance, the Woods and Waters National Monument is not signed at all south of Millinocket.

There is inadequate signage to water-based recreation destinations such as the Millinocket Creek Water Trail, Millinocket Lake, The Chain of Lakes Water Trail or the Debsconeag Lakes Wilderness Area. Boat launches, water trails, swimming beaches, and fishing access are important components of a four-season recreation region, and need to be included as part of a comprehensive Wayfinding Master Plan.

PENOBSCOT COUNTY

Northern
Timber
Cruisers

Jerry
Pond

157

Dolby Trail

Dolby Pond

MILLINOCKET

Fergus o Lk




Millinocket
Stom

TA R7 WELS

Shad Pond

West Branch
Penobscot Riv

Legend

-  Snowmobile Trailhead
-  School
-  Hospital
-  Boat Launch
-  Boat Access
-  Business District
-  Scenic View
-  Fishing Access
-  Golf
-  Michael Michaud Trail
-  On-Road Snowmobile
-  Off-Road Snowmobile



In-Town Routes and Destinations

There is limited wayfinding directing people to Millinocket's downtown corridor. As a visitor approaches from either the east or west, it would be appropriate to provide signage that directs people to Penobscot Avenue. It would also improve the visitor's experience to find directional signage on some of the more remote and seasonal dirt roads in the region that direct people to towns or other destinations, helping them to stay on the correct route and without relying on GPS, which is known to direct people to inappropriate roads. It would also be extremely beneficial to both visitors and businesses to have a centrally-located visitor center with a parking area, public restrooms, and maps and brochures that could help visitors orient themselves and serve as a gathering area and gateway to trails.

Snowmobile and ATV Routes and Destinations

Millinocket's snowmobile and ATV trails offer a unique set of circumstances for wayfinding. For the most part, the routes and trailheads are defined and the destinations are handled by on-trail signage. This signage is often placed in an accretive, organic manner. Some in-town routes are marked with blazing and pavement markings.

Non-Motorized Routes and Destinations

Much of the existing wayfinding is designed for motorized vehicles (automobiles, ATVs, and snowmobiles.) But as the population ages and more people realize the benefits of active transportation and active recreation, the needs of pedestrians and bicyclists should be considered. This means a concerted effort toward implementing accessibility standards and adopting a "complete streets" program to encourage safe travel for all user groups in the Millinocket.

Access

Miles of new trails and new recreation facilities (including a bike-only "gravity park") are planned or under construction in and around Millinocket.¹ In-town access points should be considered and integrated from the early planning stages for all new facilities, in consultation with residents and stakeholders including varied potential user groups (which may include hikers, pedestrians, snowshoers, skiers, and bicyclists).

¹ <https://bangordailynews.com/2019/08/21/act-out-with-6-miles-of-new-trails-the-katahdin-area-is-becoming-a-mountain-biking-mecca/>



For instance, the Katahdin Region Multi-Use Trail would benefit the community of Millinocket more if a trailhead and direct access from the town, potentially near the hospital, had been part of the original plan.

Other examples of planned projects with potential for in-town trail access include mountain bike trails at Anderson Hill and Jerry Pond.

Connections

Millinocket has the potential to offer a truly car-free experience for visitors by investing in connections between trails and trail systems. An integrated wayfinding system would support a more connected Katahdin by helping visitors travel seamlessly by non-motorized modes between the region's unique communities and recreational assets.

SUMMARY OF NEEDS BY MODE



Vehicular Wayfinding

Millinocket has a solid base of in-town vehicular wayfinding, but many key nearby destinations are missing or difficult to find.

Preliminary needs identified for vehicular wayfinding include:

- To the National Monument
- From Route 11 heading north
- To Millinocket downtown corridor
- To scenic views, waterfalls, other tourist destinations
- Expanded gateway signage to improve the a "sense of arrival" for locals and visitors
- Proper warning and description of the limited access of the "Golden Road" before the decision point
- Clear labeling (on maps and signs) of other limited access roads, and roads that cross private property



Snowmobile + ATV Access and Standardized Wayfinding

Millinocket and its surroundings have an extensive network of off-road vehicle signage, installed and maintained by snowmobile and ATV clubs. Standard signs are widely used. **Preliminary needs identified for snowmobile and ATV**

wayfinding include:

- Standardized placement guidelines to clean up and organize the off-road sign kiosks, and to make it easier for trail users to find and access services in town
- Permanent in-town trailhead markers
- Improved in-town access route markers
- An in-town information hub or kiosk to attract more visitors into town for orientation, meetups, events, and as an opportunity to advertise additional downtown amenities
- An in-town snowmobile trail should be developed on the south side of Central Street (Wassau Street and Balsam Drive) with a crossing at Rhode Island Avenue to provide access to the gas station.



Pedestrian Wayfinding

Pedestrians (including people traveling by wheelchair and snowshoe) need better wayfinding to local and regional destinations, and a reliable system of signs that can take them from town to the trails. **Preliminary needs identified for pedestrian wayfinding include:**

- To trailheads
- From trails to town services, including hotels, restaurants, and gas stations
- In-town access points for existing and planned trails
- Improved connections between trail systems

Safe In-Town Alternative Transportation Routes

In addition to wayfinding, bicycle and pedestrian infrastructure upgrades could help to encourage active transportation and make the roads safer for all users. **Preliminary recommendations to improve in-town, non-motorized transportation routes include:**

- Sidewalks
- Bike lanes
- Enhanced crosswalks
- Stop signs



Bicycle Wayfinding

Preliminary needs identified for wayfinding include:

- Identified and signed in-town preferred routes for bicycling
- Bicycle-specific signs to direct bicyclists to preferred routes, destinations, and planned mountain bike trailheads
- Coordination with planned mountain bike trails, including in-town access points and connector routes



Water-Based Recreation

Millinocket is in easy reach of lakes and streams with abundant opportunities for recreation, including boating, swimming, and fishing, but these destinations are underserved by existing wayfinding.

Preliminary recommendations to improve wayfinding to aquatic destinations include:

- Five Lakes to Dolby Pond blue trail
- Millinocket Lake
- Debsconeag Lakes Wilderness Area
- Millinocket Stream blue trail
- Swimming access
- Lakes Region wayfinding

04

VISUAL PREFERENCES

OVERVIEW

Beyond Aesthetics

Cohesive Family

The community expressed strong support for a unified, region-wide sign family that could be adopted by the Eastern Katahdin region. The visual elements of the sign family should express the values that unite the region, and avoid provincialism or too-specific local references. Some of these uniting elements may include:

- A love of nature and the outdoors
- Hardworking, pragmatic, and welcoming people
- A balance of conservative and progressive elements
- Colors and materials that reflect—and can function well in—all four seasons
- Durable, long lasting, and value-driven materials selection
- Mt. Katahdin is the literal and symbolic heart of the region

More detailed results of the visual preference survey that was conducted with all of the stakeholder groups follows.

Pragmatic Values

In addition to visual preferences, important destinations and routes, the community found consensus around a pragmatic, build-able approach. Sign manufacturing and installation cost, durability of materials, and ongoing maintenance concerns should play a central role in the design of the Katahdin region sign family.



VISUAL PREFERENCE FINDINGS

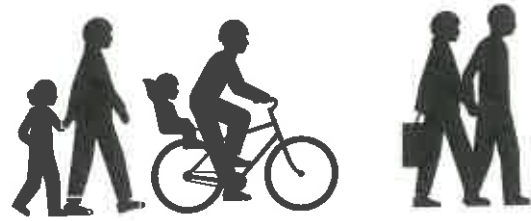
Audience

Who are you trying to attract? Who is already using the existing assets, and who is missing?

"The project should serve people of all ages and abilities"

"Millinocket should be known as a destination for four-season tourists"

"We want to attract new residents and businesses"



Kids and Families

Out of Town Visitors



Light or Moderate Exercisers



Commuters



People with Limited Mobility



Serious Athletes

History + Context

What is the Katahdin Region proud of? What are your natural assets? What part of the history of the region do you want to celebrate? Who are your artists and craftspeople?

"We need to balance a vision for the future with our unique identity based in local history and heritage"

"People from different backgrounds have been making their homes here for generations. We have varying interests but we all cherish the experience of the outdoors"



PERSONALITY

If the Katahdin region was a person, how would you describe their personality?

Conservative

Strong

Enthusiastic and optimistic

Resilient

Individual and independent

Pioneer

Rough around the edges

Hardworking

Fiercely loyal to the place



Character

Is there an architecture style that resonates with your vision for the future of the Katahdin region?

"A mix of Maine Modern and Lake Cabin"

"The character of place needs to be in balance with the surrounding landscapes"



Word Play

What words would you use to describe
your vision for the Katahdin region?

friendly natural
exciting rebirth
inviting diverse
woodsy multiuse timeless
bold manufacturing

Color

Are there colors that resonate with your vision for the future of the Katahdin region?

"The palette should represent all four seasons"



Imagery

Are there any local images or icons we could consider as potential starting points for logo design?

"Mount Katahdin is the heart of the region"

"Outdoor recreation brings us together"



Material

Are there materials that are especially representative of the area, native to the land, or meaningful to the community?

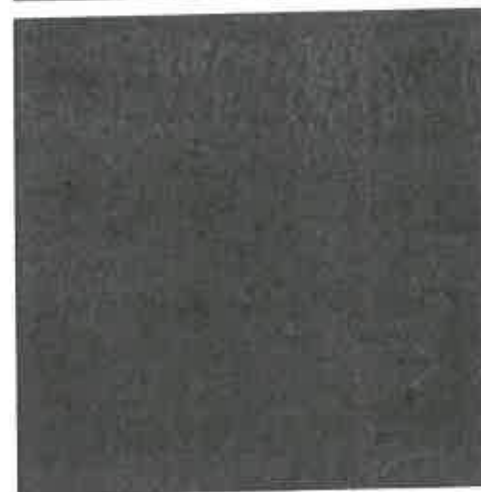
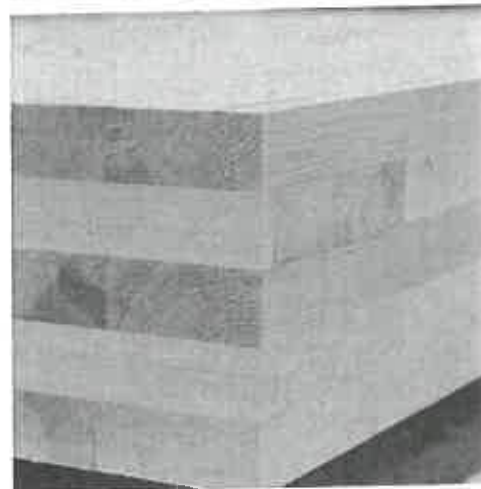
*"If rock were a cash crop
we'd be rich"*

"Rough / live edge timber"

*"It should be low-
maintenance and stand
up to the weather"*

"Trees!"

"Water"



05

PRELIMINARY RECOMMENDATIONS

DRAFT SIGN GRAPHIC ELEMENTS

Trailhead Sign

A preliminary sign design (this page), based on the visual style preferences and pragmatic values summarized above, was presented at the public outreach meeting on November 21, 2019, which concluded our Deep Dive in Millinocket. We asked attendees for feedback on the graphic elements including color, logo, and layout.

Recommendations

Attendees overwhelmingly identified Mt. Katahdin as the symbol of the region, and the ideal starting point for a graphic that could create a strong sense of place. A series of profiles from different vantage points around the region was proposed, so that each municipality could adopt a view of the mountain as it looks from their perspective.

Attendees preferred the blue color for the signs. The green was seen as "too dark" while the coral was too bright and "not Millinocket". Overall the uncluttered layout of the preliminary sign design was well received.

Right: preliminary Trailhead sign designs presented for discussion at the Millinocket public outreach meeting November 21, 2019





Rendering shows the integration of recommended (new) and existing signs and sign posts.

Vehicular Signs

Recommendations

A version of the preliminary sign design, scaled for vehicular wayfinding, and considered in the context of the existing, DOT-approved directional signage, was presented for discussion at the public outreach meeting. Attendees agreed with the recommendation that any new vehicular signs should be designed to be co-mounted with the existing signs so as to reduce overall sign clutter and allow for a gradual implementation.



Above: preliminary Vehicular Directional sign designs presented for discussion at the Millinocket public outreach meeting November 21, 2019



Precedent design



Engineered wood



Weathering steel



Granite

Gateway Signs

Recommendations

Based on the visual preferences and pragmatic values expressed by the community, locally sourced, natural, durable materials are recommended for Gateway and other large or iconic signs.

SNOWMOBILE AND ATV SIGNS



State Guidelines

Maine's Department of Agriculture Conservation & Forestry's Bureau of Parks and Lands has developed these guidelines in conjunction with the International Association of Snowmobile Administrators (IASA) for marking trails.

Install Signs on the Right Side of the Trail

The majority of trails in Maine are two-way, which requires marking for travel in both directions.

Install Signs on Posts

Many land owners do not want any kind of nails or screws inserted into their trees, even temporarily.

Install an Adequate Number of Signs and Maintain Them

Check signs regularly for fading, tearing, vandalism, and encroaching vegetation.

Install Signs Provided by the DACF Snowmobile Program

The Snowmobile Program provides plastic signs which are durable and will last if properly installed. See examples this page and opposite.

Use the Approved Sign Color Scheme:



Snowmobile trail identification signs are orange, and ATV trail identification signs are green.



Yellow signs contain cautionary or warning messages.



Red and white signs are regulatory in nature.

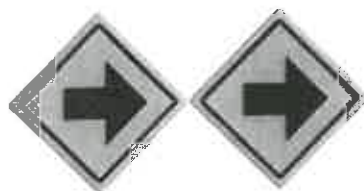
Arrow Placement Diagram



Gradual turn



Sharp turn



Hard turn from fast track (may be combined with Caution sign)

Local Guidelines

Adapted from the Jo Mary Riders' *Signing Outline for the Katahdin Region*.

Mount on Stakes

Mount signs on stakes, 5'-6' tall, and painted a bright color; each club may adopt a unique color for this purpose.



Map kiosk drawing; credit Jo Mary Riders

Provide Map Kiosks

Provide trail maps with "you are here" marked. Protect maps with plexiglass and build kiosks with a small roof.



Object Markers

Mark hazards such as rocks, stumps, culverts, fence posts, gates, and ditches. Mark each bridge with four object markers on painted stakes. Place caution signs before and after bridges and junctions.

Mark the Route

Place brightly painted stakes to mark the route when it crosses wide open spaces or whenever a heavy snow might obscure the correct path.

Uniform Arrow Placement

See Arrow Placement Diagram, above, for guidance.



Sign Intersections

Stop signs and Stop Ahead signs should be at every intersection—use more than one Stop Ahead if needed.

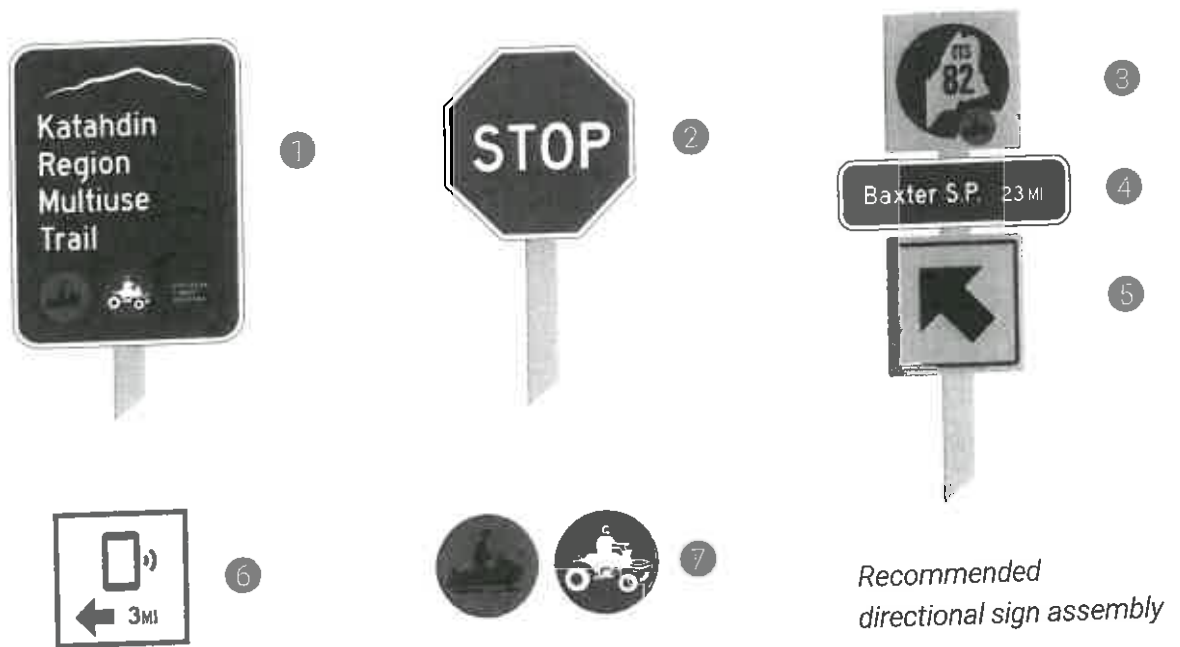


Trail Markers

Provide regular trail and mile markers.

Services

Sign to local services including direction and mileage.



Recommended directional sign assembly

Recommendations

The following recommendations are intended to reduce sign clutter, improve legibility and compliance, and create a safer trail experience for all users. Custom sign types, recommended to fill in gaps identified in the suite of state-wide standard ATV and snowmobile trail signs, are indicated in **bold type**.

1. A custom, permanent **Trailhead Marker** is recommended as part of the Katahdin region sign standards.
2. Stop signs should always take priority, mounted on a separate post when possible and always at the top.
3. Standard trail identifiers with mode icons (see below), custom **Destinations Blades** 4, and standard directional arrows 5 may be mounted together in a consistent order (top to bottom, as shown). If more than one turn needs to be signed, separate posts may be used.
6. A **Cell Service Locator** sign is recommended, to help trail users find areas of adequate cell phone service.
7. **Mode Icons** for Snowmobile and ATV trails and routes should be adopted throughout the system. Small decals can be applied to existing Trail ID signs (such as the Maine ITS sign, this page);



Existing directional sign assembly



Recommended directional sign assembly (rendering)

the icons should be adopted as part of the graphic language of the system and printed directly on permanent signs as required (not decals).

A rendering (above, right), shows the existing standard signs, reorganized following the recommended standards, and with the addition of a custom destination blade, which adds a crucial piece of information for the trail user. Destination blades would take the place of hand-written destination markers, which can be small, difficult to read, and require frequent upkeep as they fade quickly in the elements.

All on-trail signs (existing and recommended) are intended to be printed on corrugated plastic, a long-lasting, durable, and very affordable substrate. In-town trailhead markers are considered permanent, and should be produced to the same standard as in-town wayfinding.

Off-Road Motorized Vehicle Sign Placement

Recommendations

A sign placement hierarchy is recommended to sort and organize informational, directional, and regulatory signs that are currently co-mounted at central but overloaded temporary sign kiosks (see photo).

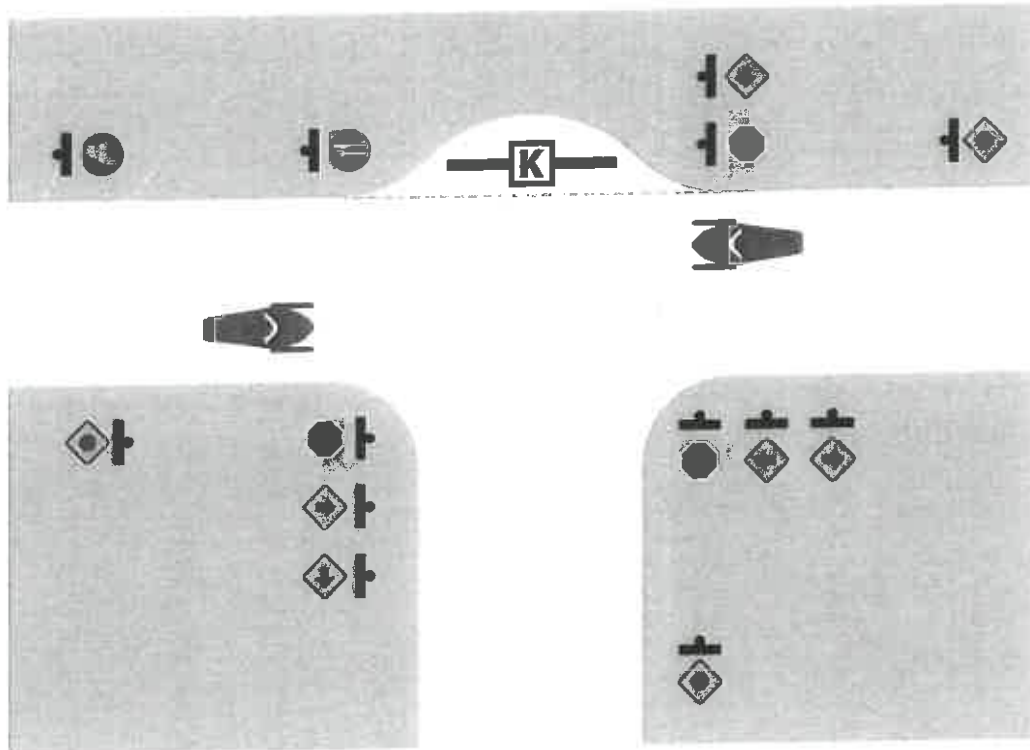
Instead of a central, two- or three-sided kiosk, stop signs and route and directional signs are moved to the intersection corners on the right side of the trail facing traffic. Replace the sign kiosk with an information kiosk including a map and other important trail information. Secondary directional information, including advertising for local businesses, is moved beyond the intersection so it can be seen, but not compete with the highest priority signage. Following state and local guidelines, Stop Ahead signs are placed before each stop sign, and Confirmation (Trail ID) signs are placed after the intersection (see diagram at right).









Existing map kiosk

As discussed above, directional assemblies should follow a standard hierarchical order (top to bottom)

- Route Identifier
- Destination Blade
- Directional Arrow



- 

 • **STOP SIGNS** paired with **DIRECTIONAL ASSEMBLIES** at corners (see previous pages for more information)
- 
 • **STOP AHEAD** before each stop
- 
 • **CONSOLIDATED INFORMATION / MAP KIOSK** at a central pullout
- 
 • **SECONDARY DIRECTIONAL** Information
- 
 • **CONFIRMATION** (Trail ID) after intersection

06

**NEXT
STEPS**

Draft Sign Design

Building upon the visual preference surveys, existing conditions assessment, and community feedback on the preliminary sign designs, Alta will develop conceptual designs for a full suite of wayfinding elements. Designs will be presented to the client for initial comments, and then to the public at open house events to be held the week of April 20 in Millinocket and Patten.

Draft Design Guide

The preferred sign family design will be presented in a Design Guide that will include technical details for each sign type, including size, color, material, lettering, font, and graphics. This guide will also provide best practices for mounting and placement of each sign type, based on national guidance.

Draft Placement Plan

A typical placement plan will be prepared and included in the draft Wayfinding Design Guide.

The Millinocket and Katahdin Region Wayfinding Design Guide

All memos and deliverables generated by this project will be compiled into a final report. This document is intended to provide the town of Millinocket with the information needed to fabricate and implement the wayfinding system. It is also intended to be a resource for other communities in the Katahdin Region wishing to adopt the system and extend its reach.

Employer- Town of Millinocket

Title of Internship -

Sustainable Development Intern

Division

The intern will be housed in the Town Hall under the direction of the Sustainability Subcommittee and/or the Town Manager.

Location

Millinocket, Maine

Full or Part Time

Both part and full time positions are available, with a maximum of three interns.

Salary

Potential for monthly stipend to cover housing costs.

Description

The Town of Millinocket has been actively pursuing economic development opportunities as a means for creating a more diverse, sustainable and resilient economy. Recent and ongoing projects have included revitalization of the mill site, a municipal solar farm, partnerships with non-profits to support and sustain startups and entrepreneurship, revitalization of the downtown, and more.

The Sustainability Subcommittee's goal is to support these ongoing efforts by introducing new policy, programs, partnerships, grant-writing, and events. Interns will work closely with the Subcommittee and Town Manager, work cross-departmentally, tie together inter-subcommittee efforts, and perform grant-writing to assist in and contribute to building a more just, sustainable, and environmentally-friendly economy.

The work performed during the summer will have lasting effects on the future of the community and hopefully inspire other municipalities across the state to follow suit. Interns will be provided with reasonable guidance and support by the Subcommittee and Town Manager to carry out duties and learn on-the-job skills that will in turn provide attractive, strong and diverse skills for future career prospects.

Living and Travel Arrangements

Potential for living accommodations to be provided within close proximity to the Town Hall (walkable distance). If required, other transportation arrangements can be discussed.

Responsibilities

Responsibilities include, but is not limited to, the following:

- Performs tasks within the Town office to support various departments, which could include grant writing, documentation, public outreach, etc.

- Sitting in on various Council and subcommittee meetings to obtain, transmit, and/or use information gathered.
- Research potential policies, plans, or ideas that can further efforts made by Town.
- (Seeking more council and Manager input here)

Qualifications:

Pursuing BS in Environmental Policy, Law and Society; Environmental Writing and Media Studies; Sustainable Agriculture; Parks and Forest Resources; Sustainable Energy Management; Sustainable Business Enterprise; or any related degree.

Prefer GPA of 3.0 or higher

Prefer junior or senior, but will consider other class levels

An interest in policy, local government, sustainability, business, economics preferable.

Excellent oral, written, and communication/presentation skills

How To Apply:

Students should submit a short letter of interest with resume to the Town Manager via email: manager@millinocket.org. Preference will be given to students who apply by March 25th.

Employer- Town of Millinocket

Title of Internship -

Sustainable Development Intern

Division

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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

February 21, 2020

To: Harold Davis, Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report

Safety: Public Works Employee – medical treatment for Carpal Tunnel Symptoms

Public Works:

Streets look good. Very little ice problems this year. Addressed complaint from store owner on main street. Wind row on curbing not being removed right after storm. Hard to do that when we plow into the early morning. We most all the time schedule downtown snow removal at midnight during the parking ban. If it storms a couple days in a row, we pick the snow up after the last day. So sometimes the downtown snow may sit for a day. We try to be as efficient as possible with our budget.

Transfer Station:

All MSW going to Hampden Plant. Using the open container box for lite demo items such as box springs, mattresses, carpet, and furniture. DEP will not allow to burn those items.

Airport:

No new issues.

Cemetery: Closed.

Respectfully Submitted,
Ralph T. Soucier
Director Millinocket Public Works

MEMO

Millinocket Wastewater Treatment Facility

February 21, 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 along with snow removal. We are also working on the annual budget. On 2/19/2020, there was a meeting with Olver Associates and the Maine Water Co. This meeting was to discuss the up and coming Elm St. / Bates St. projects. Mandy talked about the proposed sections to be upgraded on the Elm St. project along with the water lines that the Water Co. will be replacing at the same time. She also talked about the manhole replacements and the relining of the Bates St. sewer line. We are hoping that these projects will go out to bid sometime in March.

Memo

To: Town Manager
From: Chief of Police
CC: Town Council
Date: February 22, 2020
Re: Activity report

- *"Already reported" We generated or responded to 421 Incidents since January 1, 2020 to January 31, 2020. It should be noted, that for the same time frame in 2019, there were 329 calls for service.*
- *Major incidents for the time period were 23 citizen/agency assists, 19 medical calls, 31 Information complaints, 2 OUI, 11 welfare checks, 9 PD accidents, 7 disorderly conducts, 3 wanted outs, 8 suspicious and noise problems, 4 - 911 hang ups and 2 family fight calls.*
- *Total calls for 2019 were 5377.*
- **Chiefs report**
- *Still covering for vacations, short shifts and prisoner transports. Worked a midnight to 0600 hours, shift to allow an officer to attend training.*
- *Officer Cram attended a "Mental Health First Aid Training" in Bangor. This training brings the department up to the standard of the Maine Criminal Justice Academy standards of greater than 20 percent of the department training in Mental Health. Our percentage is 29 percent currently with Ofc. Cram attending training.*

- I have joined the "Fight Crime: Invest in Kids" organization, this membership gives the Millinocket area access to organizations that lobby for Head Start, PreK, prevention of child abuse and neglect, after school programs that help get troubled kids back on track.
- Held a training session with the administrative staff of the Millinocket Schools, on how to detect an intoxicated person/student. This was done with the help of the Bangor Public Health and Community Services, where they gave a 30 minute presentation on the current and past trends that have been reported. Sgt. Winslow and Ofc. Hrynuk assisted in presenting the material.
- Performed an Active Shooter Drill with Katahdin Health Care. It was productive for the staff of the facility and for the officers that took part of the drill.
- Became a "Partner" with the National Alliance on Mental Illness (NAMI) after we were able to train an officer to reach our optimal percentage (43 % Plus) on the force. See attached letter.
- Issued a summons for "Deposit Snow after Plowing", after a resident continued to plow snow over the roadway after he had been warned. The snow left a wind-row, thus creating a driving hazard.
- Worked a midnight shift to allow an officer a day off.



MILLINOCKET FIRE AND AMBULANCE
222 AROOSTOOK AVENUE
MILLINOCKET, ME 04462
www.millinocket.org
chiefmalcolm@millinocket.org

Manager Davis,

Have one FF/Paramedic's out on injury

Chief covering day shifts for time off and injured personnel.

Attended various committee meetings and event functions.

Held FF and EMS training.

Continued work with Red Cross on smoke alarm placements.

Met with company and continued to work on exhaust removal system at Fire Station

Working on Fire and Ambulance budget.

Met with Brookfield and discussed dangerous ice conditions.

Assisted contractor working at Millinocket Historical Society bldg. with LSC issues and questions.

Webinar with NFPA on upcoming changes being proposed to FF certification and what effect it could have on small rural communities.

Met with Katahdin Health Care on proposed changes to their facility and increase in bed capacity for skilled unit.

Continue to work with CEO on issues around Fire and Life Safety and building occupancies.

02/21/2020

Thomas Malcolm

Chief Millinocket Fire Dept.



MILLINOCKET FIRE AND AMBULANCE
222 AROOSTOOK AVENUE
MILLINOCKET, ME 04462
www.millinocket.org
chiefmalcolm@millinocket.org

Manager Davis,

Participated in updates from DHHS on flu numbers and cases including one child death from the flu in Maine.

Continue to work with DHHS on the Corona Virus and following numbers and cases across the county and anything possibly happening in Maine.

02/21/2020

Chief Thomas Malcolm
Health Officer
Town of Millinocket

John Davis

From: Mary Alice Cullen
Sent: Friday, February 21, 2020 1:48 PM
To: John Davis
Subject: RE: Activity Reports

Wrapping up monthly and year end reporting.

From: John Davis <manager@millinocket.org>
Sent: Thursday, February 20, 2020 10:05 AM
To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@ghi.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

Try to have your activity report to me by noon tomorrow.

John Davis
Millinocket Town Manager
(207) 723-7000

John Davis

From: Lorna Thompson
Sent: Thursday, February 20, 2020 3:50 PM
To: John Davis
Subject: RE: Activity Reports

Today's accomplishments:

Inspected 181 Knox St, entered data in the software and wrote an abatement for the property

Spoke to a number of individuals regarding the tax relief checks, that they have received, haven't yet received or want to receive

Corrected a number of accounts that were taxing deceased individuals in error

Corrected account information and prepared an abatement for the council

Worked on report for the State

Returned calls and responded to emails

Lorna

From: John Davis <manager@millinocket.org>
Sent: Thursday, February 20, 2020 10:05 AM
To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@zwi.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

Try to have your activity report to me by noon tomorrow.

John Davis
Millinocket Town Manager
(207) 723-7000

John Davis

From: Richard Angotti
Sent: Thursday, February 20, 2020 10:10 AM
To: John Davis
Subject: RE: Activity Reports

Answer questions from taxpayers
Inspect construction sites
Issue permits
Worked on budget
Reviewing all ordinances
Updating files

From: John Davis <manager@millinocket.org>
Sent: Thursday, February 20, 2020 10:05 AM
To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jody Nelson <jodynelson@zwi.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

Try to have your activity report to me by noon tomorrow.

John Davis
Millinocket Town Manager
(207) 723-7000

John Davis

From: Diana Lakeman
Sent: Friday, February 21, 2020 10:00 AM
To: John Davis
Subject: RE: Activity Reports

Town Clerk/Deputy Tax Collector

- Placed ad for Public Hearing of Ordinance #1-2020 – Yard Sale, 1st PH 3/12/2020, 2nd PH 3/23/2020
- Working on minutes for 2/13/2020 meeting
- Conducted absentee voting for residents at both licensed living facilities, Katahdin Health Care and Stearns Assisted Living, on 2/19/2020
- Preparing for final stages to conduct Primary Presidential/Special Referendum Election on 3/3/2020
- Processing absentee ballots
- ****NOTE – ABSENTEE BALLOTS ARE AVAILABLE NOW THROUGH 2/27/2020****
- Updating voter registrations in the Central Voter Registration (CVR)
- Working on overdue weekly Motor Vehicle reports
- Preparing clerk budget

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, February 20, 2020 10:05 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

Try to have your activity report to me by noon tomorrow.

John Davis
Millinocket Town Manager
(207) 723-7000

ORDER #30-2020

PROVIDING FOR: Execution of the Warrant for February 27, 2020

IT IS ORDERED that the Warrant for February 27, 2020 in the amount of \$_____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #31-2020

PROVIDING FOR: Accepting of Democratic Ballot Clerks

IT IS ORDERED that the following list of Democratic Ballot Clerks is accepted for a two (2) year term to May 2022:

Ann Marie Pray
Amber Carney
Ben Barr
Sheila Perry
Deanna Sheppard
Nancy Dewitt
Herbert Clark
Barbara Donley
Gilda Stratton
Rhonda Murphy
Damon Pray
Real Dumais
Susan Darneille

Roxanne E. Johnson
Judy Cyr
Bernadette Friel
Frank Howard
Dot Howard
Joyce Angotti
Betty Parsons
Rhonda Illingworth
Elaine Ferland
Patricia Russell
Marsha Donahue
Jo Ann Whitehead

Passed by the Town Council _____

Attest: _____

ORDER #32-2020

PROVIDING FOR: Accepting of Republican Ballot Clerks

IT IS ORDERED that the following list of Republican Ballot Clerks is accepted for a two (2) year term to May 2022:

Gladys Morrison
Erica Buckingham
Theresa MacDonald
Patricia St. John
Theresa M. Coffin
Alan Groh
Marie Weatherbee
Mary Osborne

Judy Page
Debbie Perkins
Joyce Lynch
Suzan Cooper
Beverly Bubar
Donna Cutliffe
Alan Groh

Passed by the Town Council _____

Attest: _____

ORDER #33-2020

PROVIDING FOR: Date, Time, Place, Warden for the March 3, 2020 Presidential Primary/Special Referendum Election.

IT IS ORDERED that the Presidential Primary/Special Referendum Elections will be held on Tuesday, March 3, 2020 from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and

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

Passed by the Town Council _____

Attest: _____

ORDER #34-2020

PROVIDING FOR: Processing Absentee Ballots for the March 3, 2020 Presidential Primary/Special Referendum Election

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

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

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

NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 10:00 A.M., 2:00 P.M., and 4:00 P.M. during the March 3, 2020 Presidential Primary/Special Referendum Election.

Passed by the Town Council _____

Attest: _____

ORDER #35-2020

PROVIDING FOR: Office Hours of the Registrar for the March 3, 2020 Presidential Primary/Special Referendum Election

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

WHEREAS, The Town Clerk also serves as Registrar; and

WHEREAS, the Town Clerk has regular hours on four business days before election day to register voters; and

WHEREAS, being open evening hours as required by law to receive voter registrations will be an added cost to the municipality;

NOW THEREFORE IT IS ORDERED that it is not necessary that the Registrar be open to accept voter registrations for two hours in the evening between 5 P.M. and 9 P.M. on at least three days before election day.

Passed by the Town Council _____

Attest: _____

ORDER #36-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for the Hotel Terrace.

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

Brent Cole, 166 Connecticut Avenue, Millinocket
d/b/a
Hotel Terrace, 52 Medway Road, Millinocket

Passed by the Town Council _____

Attest: _____

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Brent Cole RESIDENCE 166 Connecticut Ave
Millinocket, ME 04462

NAME OF BUSINESS Hotel Terrace ADDRESS 52 Medway Rd
Millinocket, ME 04462

NATURE OF BUSINESS Hotel/Restaurant LOCATION TO BE USED 52 Medway Rd
Millinocket, ME 04462

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

Millinocket, ME

Manchester, NH

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED?
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

YES _____ NO ☒

HAVE YOU (INCLUDING PARTNERS OR CORPORATE OFFICERS) EVER BEEN CONVICTED OF A
FELONY? YES _____ NO ☒
IF YES, WHO - CIRCUMSTANCES ARE AS FOLLOWS:

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CAR-2017-9952	04/14/2019	04/13/2020

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee:
Business Name of Licensee:
Address of Licensee:

KATAHDIN PROPERTY INVESTMENTS LLC
HOTEL TERRACE
52 MEDWAY ROAD
MILLINOCKET, ME

CODE	License Type and Description	FEE
CAR	CLASS I - CLASS A RESTAURANT - MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

Total Fees:

\$ 910.00

Timothy R. Poulin, Deputy Director
Bureau of Alcoholic Beverages and Lottery Operations

HOTEL TERRACE
52 MEDWAY ROAD
MILLINOCKET, ME 04462

LICENSE CERTIFICATE

VICTUALER

(Insert Innkeeper's or Tavernkeeper's)

No. 4-2019

Municipality of

MILLINOCKET

OFFICE OF MUNICIPAL CLERK

Date. 4-25-2019

To all whom these presents may concern:

Know We, that BRENT COLE residing at 52 MEDWAY ROAD HOTEL TERRACE, has been duly licensed as a

VICTUALER at MILLINOCKET (Insert Innkeeper's or Tavernkeeper's) in the Municipality of MILLINOCKET by the Licensing Board of said Municipality until May 31, A.D. 2020, and has paid the Municipal Treasurer the

fee of TWENTY-FIVE Dollars.

The license may be revoked by the Board if in their opinion there is sufficient cause.

DIANA M. LAKEMAN TOWN CLERK

LICENSE CERTIFICATE

No. 1-2019

Municipality of

MILLINOCKET

OFFICE OF MUNICIPAL CLERK

Date. MARCH 14, 2019

To all whom these presents may concern:

Know We, that BRENT COLE residing at 469 AMHURST ST. MANCHESTER, NH D/B/A HOTEL TERRACE in consideration of TWENTY-FIVE Dollars,

receipt of which is hereby acknowledged, having complied with all the requirements of Law has been duly Licensed.

ENTERTAINMENT in the Municipality of MILLINOCKET

The License is subject to the strict observance of all Laws and Regulations in such case made and provided, and is to continue in the force until the 31ST day of MARCH 2020 unless sooner revoked

DIANA M. LAKEMAN TOWN CLERK

BUSINESS Hofel Terrace

ORDER # 36-2020

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS

- ☐ TAXES ARE CURRENT (P.P.)/(RE) Yes ✓ No
- ☐ WASTEWATER IS CURRENT Yes ✓ No
- ☐ POLICE INCIDENTS IN THE PAST YEAR Yes No ✓
(IF APPLICABLE PLEASE LIST)

Millinocket
1:45 PM

**RE Account 1976 Detail
as of 02/24/2020**

02/24/2020
Page 1

Name: KATAHDIN PROPERTY INVESTMENTS LLC.

Location: 52 MEDWAY ROAD

Acreage: 0 Map/Lot: U10-043

Book Page: B2088P114, B10308P300, B10821P19,
B11607P301, B11634P75, B14461P59
2020-1 Period Due:

Land: 36,300
Building: 179,900
Exempt 0
Total: 216,200

Ref1: L1+3+4-BA
Mailing 52 MEDWAY ROAD
Address: MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1 R	09/04/19	Original			7,134.60	0.00	0.00	7,134.60
	9/30/2019		A	P	3,567.30	0.00	0.00	3,567.30
	12/26/2019		A	P	3,567.30	0.00	0.00	3,567.30
		Total			0.00	0.00	0.00	0.00
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
Account Totals as of 02/24/2020					0.00	0.00	0.00	0.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

Millinocket
1:47 PM

**PP Account 179 Detail
as of 02/24/2020**

02/24/2020
Page 1

Name: HOTEL TERRACE

Location:

Assessment: 37,300

2020-1 Period Due:

Mailing
Address: 52 MEDWAY RD.
MILLINOCKET ME 04662

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1 R	09/04/19	Original			1,230.90	0.00	0.00	1,230.90
	9/30/2019		A	P	615.45	0.00	0.00	615.45
	12/26/2019		A	P	615.45	0.00	0.00	615.45
		Total			0.00	0.00	0.00	0.00
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
2008-1 R					0.00	0.00	0.00	0.00
Account Totals as of 02/24/2020					0.00	0.00	0.00	0.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

Millinocket
1:47 PM

**UT Account 124740 Detail
as of 02/24/2020 - Sewer**

02/24/2020
Page 1

Name: KATAHDIN PROPERTY INVESTMENTS, LLC

THE HOTEL TERRACE
52 MEDWAY ROAD
MILLINOCKET, ME 04462

Location: 52 MEDWAY ROAD (THE HOTEL TERRACE)
RE Acct: 0 Map/Lot: U10-043

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
238	01/30/20	Original		940.42	0.00	0.00	0.00	940.42
	2/18/2020		P	940.42	0.00	0.00	0.00	940.42
		Total		0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00	0.00
234	10/30/19			0.00	0.00	0.00	0.00	0.00
228	07/31/19			0.00	0.00	0.00	0.00	0.00
220	04/24/19			0.00	0.00	0.00	0.00	0.00
216	01/30/19			0.00	0.00	0.00	0.00	0.00
208	10/24/18			0.00	0.00	0.00	0.00	0.00
201	08/08/18			0.00	0.00	0.00	0.00	0.00
197	04/20/18			0.00	0.00	0.00	0.00	0.00
191	01/30/18			0.00	0.00	0.00	0.00	0.00
185	10/27/17			0.00	0.00	0.00	0.00	0.00
182	07/28/17			0.00	0.00	0.00	0.00	0.00
176	04/14/17			0.00	0.00	0.00	0.00	0.00
171	01/27/17			0.00	0.00	0.00	0.00	0.00
166	10/20/16			0.00	0.00	0.00	0.00	0.00
162	08/05/16			0.00	0.00	0.00	0.00	0.00
158	04/15/16			0.00	0.00	0.00	0.00	0.00
151	01/27/16			0.00	0.00	0.00	0.00	0.00
148	10/30/15			0.00	0.00	0.00	0.00	0.00
141	07/27/15			0.00	0.00	0.00	0.00	0.00
138	04/28/15			0.00	0.00	0.00	0.00	0.00
135	01/16/15			0.00	0.00	0.00	0.00	0.00
134	10/27/14			0.00	0.00	0.00	0.00	0.00
127	07/29/14			0.00	0.00	0.00	0.00	0.00
123	04/23/14			0.00	0.00	0.00	0.00	0.00
119	01/31/14			0.00	0.00	0.00	0.00	0.00
110	10/25/13			0.00	0.00	0.00	0.00	0.00
109	07/26/13			0.00	0.00	0.00	0.00	0.00
103	04/29/13			0.00	0.00	0.00	0.00	0.00
102	01/18/13			0.00	0.00	0.00	0.00	0.00
97	10/23/12			0.00	0.00	0.00	0.00	0.00
94	07/26/12			0.00	0.00	0.00	0.00	0.00
91	04/30/12			0.00	0.00	0.00	0.00	0.00
86	01/31/12			0.00	0.00	0.00	0.00	0.00
83	10/21/11			0.00	0.00	0.00	0.00	0.00
80	07/25/11			0.00	0.00	0.00	0.00	0.00
77	04/25/11			0.00	0.00	0.00	0.00	0.00
74	01/20/11			0.00	0.00	0.00	0.00	0.00
68	10/18/10			0.00	0.00	0.00	0.00	0.00
64	07/16/10			0.00	0.00	0.00	0.00	0.00
59	04/16/10			0.00	0.00	0.00	0.00	0.00
56	01/15/10			0.00	0.00	0.00	0.00	0.00
51	10/21/09			0.00	0.00	0.00	0.00	0.00
47	07/15/09			0.00	0.00	0.00	0.00	0.00
43	04/17/09			0.00	0.00	0.00	0.00	0.00

Diana Lakeman

From: Craig Worster
Sent: Monday, February 24, 2020 5:16 PM
To: Diana Lakeman
Subject: RE: report of incident

They are clear of negative calls for service.

Craig Worster

Chief of Police
Millinocket Police Department.
207-723-9731
207-723-7019
207-350-5018 (cell)
207-723-7004 (Fax)

This message (including any attachments) is intended only for the use of the individual or entity it is addressed and may contain information that is non-public, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. Delete this message immediately if you have received this in error. Thank you.

From: Diana Lakeman <townclerk@millinocket.org>
Sent: Monday, February 24, 2020 1:44 PM
To: Craig Worster <ChiefWorster@millinocket.org>
Subject: report of incident

Requesting report of incident, if applicable, for a liquor and entertainment license application to be brought to council for action on 2/27/2020.

- Brent Cole, d/b/a Hotel Terrace, 52 Medway Rd., Millinocket Me.

Thank you,

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

ORDER #37-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Hotel Terrace.

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

Katahdin Property Investments, LLC, Brent Cole, 166 Connecticut Avenue.
d/b/a
Hotel Terrace, 52 Medway Road, Millinocket.

Passed by the Town Council _____

Attest: _____



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section I: Licensee/Applicant(s) Information;
Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): Katahdin Property Investments, LLC	Business Name (D/B/A): Hotel Terrace
Individual or Sole Proprietor Applicant Name(s): Brent Cole	Physical Location: 52 Medway Rd Millinocket, ME 04462
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address: 166 Connecticut Ave. Millinocket, ME 04462	Email Address: brentcole99@gmail.com
Telephone # 207 595 1049	Business Telephone # 207 723 4545
Fax #:	Fax #:
Federal Tax Identification Number: 81-5149174	Maine Seller Certificate # or Sales Tax #: Retailer # 1183961
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New ☒ Renewal

If a renewal, please provide the following information:

Your current license expiration date: 4/13/2020

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$ 530,000 Beer, Wine or Spirits: \$ 25,000 Guest Rooms: \$ 60,000

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

3. Indicate the type of license applying for: (choose only one)

- ☒ Restaurant (Class I, II, III, IV)
 ☐ Class A Restaurant/Lounge (Class XI)
 ☐ Class A Lounge (Class X)
- ☐ Hotel (Class I, II, III, IV)
 ☐ Hotel – Food Optional (Class I-A)
 ☐ Bed & Breakfast (Class V)
- ☐ Golf Course with auxiliary and mobile cart options (Class I, II, III, IV)
 ☐ Tavern (Class IV)
- ☐ Qualified Caterer
 ☐ Self-Sponsored Events (Qualified Caterers Only)

☐ Other: _____

Refer to Section V for the License Fee Schedule

4. If application is for a new license or the business is under new ownership, indicate starting date:

5. Business records are located at the following address:

52 Medway Rd Millinocket, ME 04462

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?
☒ Yes ☐ No If Yes, complete Section VII at the end of this application

7. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

8. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Brent Cole	1/24/1973	Millinocket, ME

Residence address on all the above for previous 5 years

Name	Address:
Brent Cole	166 Connecticut Ave Millinocket, ME 04462
Name	Address:
Brent Cole	469 Amherst St. Manchester, NH 03104
Name	Address:
Name	Address:

9. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

10. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

11. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No
☐ Not applicable – licensee/applicant(s) is a sole proprietor

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine? ☐ Yes ☒ No

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 9

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Granite Street School

Distance: 1/2 mile

Section II: Signature; Fee; Delivery of application

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 2/12/2020 2/12/2020

Brent Cole Brent Cole
Signature of Duly Authorized Person*

Signature of Duly Authorized Person*

Brent Cole Brent Cole
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

*The person signing this application must appear in Section VII on this application.

Section III: For use by Municipal Officers and County Commissioners only
Approval of an application for an on-premises liquor license

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application on this date: 2/27/2020

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: Town of Millinocket

Who is approving this application? ☒ Municipal Officers
☐ County Commissioners of Penobscot County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

This Approval Expires in 60 Days

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

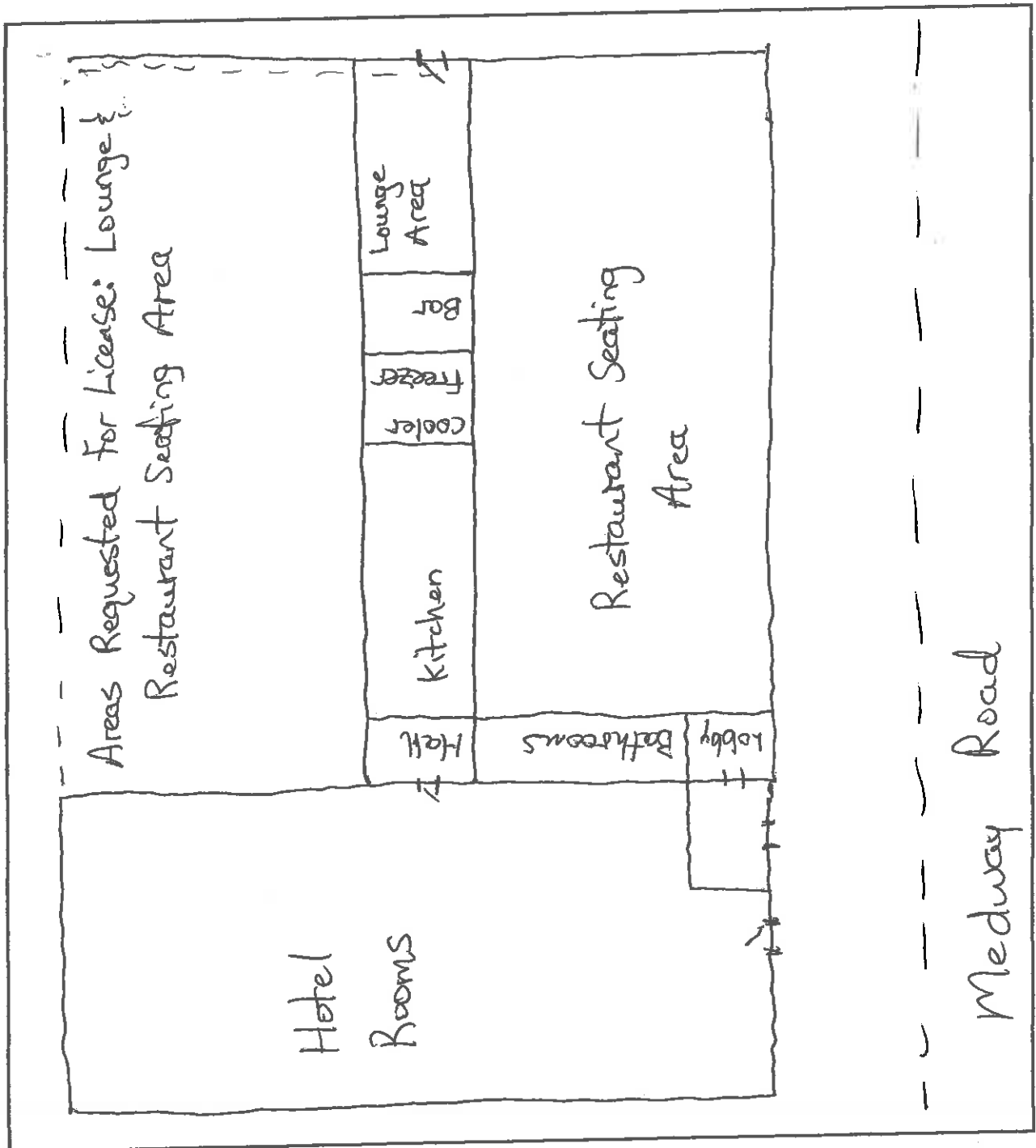
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00
Self-Sponsored Events	This class is for Qualified Caterers Only	\$ 700.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Katahdin Property Investments, LLC
2. Doing Business As, if any: Hotel Terrace
3. Date of filing with Secretary of State: 1/26/2017 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Brent Cole	millinocket, ME Manchester, NH	1/24/73	Owner	100%

(Ownership in non-publicly traded companies must add up to 100%.)

ORDER #38-2020

PROVIDING FOR: Abatement of sewer fees at 164 Maine Avenue.

IT IS ORDERED that sewer fees in the amount of \$453.44 for a property located at 164 Maine Avenue, Map U03, Lot-288, 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.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Memo

To: John Davis, Town Manager
From: Jim Charette, Superintendent
Date: 2/14/2020
Re: Abatement Request.

As you know, we receive abatement requests on occasion. Recently I have received a request from Eugene Gurewicz of 164 Maine Ave., to abate excessive fees. The amount requested is on the abatement form itself. This request is due to a faulty toilet valve which has since been replaced. This is a onetime only abatement.



Town of Millinocket Wastewater Treatment

197 Penobscot Avenue, Millinocket, Maine

723-7040

Request for abatements of sewer use charges.

Name : Eugene Gurewicz

Address : 164 Maine Ave.

Telephone # : _____

Wastewater Account # : 139373

Amount Of Abatement Requested : \$453.44

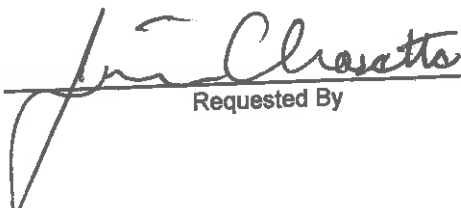
Reason For Abatement Request : Faulty toilet valve.

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

Date Of Request : 2/7/2020

Statement Of Understanding

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


Requested By

2/14/2020
Date

Jesse Dumais

From: Victoria Bodwell-Clements <Victoria.Bodwell-Clements@MaineWater.com>
Sent: Monday, December 23, 2019 10:31 AM
To: Jesse Dumais
Subject: LEAK ADJUSTMENT TO BILLING PERIOD 8/8/19 TO 11/5/19

To Whom It May Concern,

We have processed an adjustment to account in the name of Jennifer & Eugene Gurewicz at 164 Maine Avenue Millinocket.
We have adjusted their consumption for billing period 8/8/19 to 11/5/19 from 89 units of use to 57 units of use due to a leaking toilet that has been repaired.
Thank you,

Have a great day!

~ Victoria ~

Victoria Bodwell-Clements
Customer Service Specialist II



207-282-1543

Millinocket
10:48 AM

**UT Account 139373 Detail
as of 02/07/2020 - Sewer**

02/07/2020
Page 1

Name: GUREWICZ, EUGENE A

164 MAINE AVENUE
MILLINOCKET, ME 04462

Location: 164 MAINE AVENUE
RE Acct: 0 Map/Lot: U03-288

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
239	01/30/20			593.58	0.00	0.00	0.00	593.58
235	10/30/19			140.02	0.00	2.18	0.00	142.20
229	07/31/19			133.35	0.00	4.73	0.00	138.08
221	04/24/19			173.37	0.00	9.88	0.00	183.25
217	01/30/19			0.00	0.00	0.00	0.00	0.00
209	10/24/18			0.00	0.00	0.00	0.00	0.00
202	08/08/18			0.00	0.00	0.00	0.00	0.00
198	04/20/18			0.00	0.00	0.00	0.00	0.00
192	01/30/18			0.00	0.00	0.00	0.00	0.00
186	10/27/17			0.00	0.00	0.00	0.00	0.00
183	07/28/17			0.00	0.00	0.00	0.00	0.00
177	04/14/17			0.00	0.00	0.00	0.00	0.00
172	01/27/17			0.00	0.00	0.00	0.00	0.00
169	10/20/16			0.00	0.00	0.00	0.00	0.00
163	08/05/16			0.00	0.00	0.00	0.00	0.00
157	04/15/16			0.00	0.00	0.00	0.00	0.00
152	01/27/16			0.00	0.00	0.00	0.00	0.00
174	02/03/17*			0.00	0.00	0.00	0.00	0.00
149	10/30/15**			0.00	0.00	0.00	0.00	0.00
142	07/27/15**			0.00	0.00	0.00	0.00	0.00
139	04/28/15**			0.00	0.00	0.00	0.00	0.00
136	01/16/15**			0.00	0.00	0.00	0.00	0.00
133	10/27/14			0.00	0.00	0.00	0.00	0.00
128	07/29/14			0.00	0.00	0.00	0.00	0.00
124	04/23/14			0.00	0.00	0.00	0.00	0.00
122	01/31/14			0.00	0.00	0.00	0.00	0.00
111	10/25/13			0.00	0.00	0.00	0.00	0.00
108	07/26/13			0.00	0.00	0.00	0.00	0.00
104	04/29/13			0.00	0.00	0.00	0.00	0.00
101	01/18/13			0.00	0.00	0.00	0.00	0.00
98	10/23/12			0.00	0.00	0.00	0.00	0.00
95	07/26/12			0.00	0.00	0.00	0.00	0.00
90	04/30/12			0.00	0.00	0.00	0.00	0.00
87	01/31/12			0.00	0.00	0.00	0.00	0.00
84	10/21/11			0.00	0.00	0.00	0.00	0.00
81	07/25/11			0.00	0.00	0.00	0.00	0.00
78	04/25/11			0.00	0.00	0.00	0.00	0.00
72	01/20/11			0.00	0.00	0.00	0.00	0.00
69	10/18/10			0.00	0.00	0.00	0.00	0.00
65	07/16/10			0.00	0.00	0.00	0.00	0.00
60	04/16/10			0.00	0.00	0.00	0.00	0.00
55	01/15/10			0.00	0.00	0.00	0.00	0.00
52	10/21/09			0.00	0.00	0.00	0.00	0.00
48	07/15/09			0.00	0.00	0.00	0.00	0.00
44	04/17/09			0.00	0.00	0.00	0.00	0.00
41	01/20/09			0.00	0.00	0.00	0.00	0.00
38	10/24/08			0.00	0.00	0.00	0.00	0.00

Millinocket
10:48 AM

**UT Account 139373 Detail
as of 02/07/2020 - Sewer**

02/07/2020
Page 2

Name: GUREWICZ, EUGENE A

164 MAINE AVENUE
MILLINOCKET, ME 04462

Location: 164 MAINE AVENUE
RE Acct: 0 Map/Lot: U03-288

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
	02/07/2020			1,040.32	0.00	16.79	0.00	1,057.11

Per Diem	
235	0.0307
229	0.0292
221	0.0380
Total	0.0979

Meter Detail

Account: 139373
Bill To: GUREWICZ, EUGENE A
Owner: GUREWICZ, EUGENE A
Location: 164 MAINE AVENUE

Type Code:
Map Lot: U03-288
RE Account 0

Book / Seq: 2/3075 Serial Number:
Meter Size: 1 Remote Number:
Meter Digits: 5 Avg Consumption: 1641.30434782609
Frequency: 1 Combined: No
Service: S Multiplier: 1
Rate Code: W - 0 S - 1 Replacement: No

Water Sewer

Taxable Percentage: 0% 0%
Billable Percentage: 0% 100%

Water			Sewer		
Type	RT	Amt	Type	RT	Amt
0	0.00	Cons	1	0.00	
0	0.00		0	0.00	
0	0.00		0	0.00	
0	0.00		0	0.00	
0	0.00		0	0.00	
Adjust:	0	0.00	Adjust:	0	0.00
Adjust Description:					

Bill Date	Status	Reading	Date	Actual Cons	Billed Cons	Regular	Misc	Tax	Adjust	Amount
01/30/2020	B S	75500	11/05/2019	8900	8900	593.58	0.00	0.00	0.00	593.58
10/30/2019	B S	66600	08/08/2019	2100	2100	140.02	0.00	0.00	0.00	140.02
07/31/2019	B S	64500	05/02/2019	2000	2000	133.35	0.00	0.00	0.00	133.35
04/24/2019	B S	62500	02/04/2019	2600	2600	173.37	0.00	0.00	0.00	173.37
01/30/2019	B S	59900	11/01/2018	2900	2900	193.38	0.00	0.00	0.00	193.38
10/24/2018	B S	57000	08/08/2018	3600	3600	240.07	0.00	0.00	0.00	240.07
08/08/2018	B S	53400	05/03/2018	2600	2600	173.37	0.00	0.00	0.00	173.37
04/20/2018	B S	50800	02/03/2018	2800	2800	186.71	0.00	0.00	0.00	186.71
01/30/2018	B S	48000	11/02/2017	2700	2700	180.04	0.00	0.00	0.00	180.04
10/27/2017	B S	45300	08/02/2017	2800	2800	186.71	0.00	0.00	0.00	186.71
07/28/2017	B S	42500	05/03/2017	2000	2000	133.35	0.00	0.00	0.00	133.35
04/14/2017	B S	40500	02/02/2017	2000	2000	106.65	0.00	0.00	0.00	106.65
01/27/2017	B S	38500	11/03/2016	1800	1800	95.99	0.00	0.00	0.00	95.99
10/20/2016	B S	36700	08/05/2016	2200	2200	117.31	0.00	0.00	0.00	117.31
08/05/2016	B S	34500	05/04/2016	2100	2100	111.98	0.00	0.00	0.00	111.98
04/15/2016	B S	32400	02/02/2016	1900	1900	101.32	0.00	0.00	0.00	101.32
01/27/2016	B S	30500	11/05/2015	1900	1900	101.32	0.00	0.00	0.00	101.32
10/30/2015	B S	28600	08/05/2015	1900	1900	101.32	0.00	0.00	0.00	101.32
07/27/2015	B S	26700	05/04/2015	1700	1700	90.66	0.00	0.00	0.00	90.66
04/28/2015	B S	25000	02/03/2015	1900	1900	82.32	0.00	0.00	0.00	82.32
01/16/2015	B S	23100	11/04/2014	1800	1800	77.99	0.00	0.00	0.00	77.99
10/27/2014	B S	21300	08/06/2014	2200	2200	95.31	0.00	0.00	0.00	95.31
07/29/2014	B S	19100	05/05/2014	1700	1700	73.66	0.00	0.00	0.00	73.66

Account: 139373
Bill To: GUREWICZ, EUGENE A
Owner: GUREWICZ, EUGENE A
Location: 164 MAINE AVENUE
Type Code:
Map Lot: U03-288
RE Account 0

04/23/2014	B	S	17400	02/05/2014	1800	1800	59.99	0.00	0.00	0.00	59.99
01/31/2014	B	S	15600	11/05/2013	1200	1200	50.00	0.00	0.00	0.00	50.00
10/25/2013	B	S	14400	08/07/2013	1500	1500	50.00	0.00	0.00	0.00	50.00
07/26/2013	B	S	12900	05/01/2013	600	600	50.00	0.00	0.00	0.00	50.00
04/29/2013	B	S	12300	02/01/2013	700	700	42.50	0.00	0.00	0.00	42.50
01/18/2013	B	S	11600	11/02/2012	300	300	42.50	0.00	0.00	0.00	42.50
10/23/2012	B	S	11300	08/11/2012	400	400	42.50	0.00	0.00	0.00	42.50
07/26/2012	B	S	10900	05/04/2012	700	700	42.50	0.00	0.00	0.00	42.50
04/30/2012	B	S	10200	02/06/2012	600	600	42.50	0.00	0.00	0.00	42.50
01/31/2012	B	S	9600	11/07/2011	400	400	42.50	0.00	0.00	0.00	42.50
10/21/2011	B	S	9200	08/04/2011	400	400	42.50	0.00	0.00	0.00	42.50
07/25/2011	B	S	8800	05/05/2011	600	600	42.50	0.00	0.00	0.00	42.50
04/25/2011	B	S	8200	02/04/2011	600	600	42.50	0.00	0.00	0.00	42.50
01/20/2011	B	S	7600	11/04/2010	900	900	42.50	0.00	0.00	0.00	42.50
10/18/2010	B	S	6700	08/05/2010	500	500	42.50	0.00	0.00	0.00	42.50
07/16/2010	B	S	6200	05/03/2010	800	800	42.50	0.00	0.00	0.00	42.50
04/16/2010	B	S	5400	02/01/2010	700	700	42.50	0.00	0.00	0.00	42.50
01/15/2010	B	S	4700	11/02/2009	900	900	42.50	0.00	0.00	0.00	42.50
10/21/2009	B	S	3800	05/01/2009	700	700	42.50	0.00	0.00	0.00	42.50
07/15/2009	B	S	3100	05/01/2009	600	600	42.50	0.00	0.00	0.00	42.50
04/17/2009	B	S	2500	02/05/2009	800	800	42.50	0.00	0.00	0.00	42.50
01/20/2009	B	S	1700	11/03/2008	700	700	42.50	0.00	0.00	0.00	42.50
10/24/2008	B	S	1000	08/01/2008	1000	1000	42.50	0.00	0.00	0.00	42.50

46 bills 75,500 75,500 4,507.27 0.00 0.00 0.00 4,507.27

ORDER #39-2020

PROVIDING FOR: Abatement of taxes.

IT IS ORDERED that the Millinocket Town Council abate FY18 real estate real taxes on Account 452 on a property located at 371 Penobscot Avenue, Map U03 Lot 092, in the amount of \$675.07, as the demolition of this property occurred in 2007.

PASSED BY THE COUNCIL: _____

ATTEST: _____

John Davis

From: Lorna Thompson
Sent: Thursday, February 20, 2020 3:24 PM
To: John Davis
Subject: Ed Girsas-371 Penobscot Ave

Hi John,

Mr. Girsas was in today questioning the lien on 371 Penobscot Ave. Years ago he asked Mike to combine that property with his other home at 369 Penobscot Ave. and Mike did (maybe in 2011).

I found a demolition permit for that location from Mr. Girsas in 2007 and the structure does not currently exist. The bill for fy 18 is for a building valued at \$20,900 on account #452.

Mr. Girsas indicates that more than once through the years he received a duplicate bill for the property at 371 Penobscot. He would come in and Mike would apologize and say that he would fix the error.

Apparently Mike did not get a chance to fix a bill that was sent for taxes as of 4-1-17. It is too old for me to abate. Would you ask the council to abate or write off (whichever you prefer) the taxes for fy 2018 on account #452 in the original bill amount of \$675.07? Mr. Girsas clearly does not owe taxes for a building that was demolished in 2007.

Thank you.

Lorna

Millinocket
2:38 PM

**Town of Millinocket
Tax Information Sheet
As of: 02/20/2020**

02/20/2020
Page 1

Account: 452 **Name:** GIRSA EDWARD P, GIRSA HEATHER J

Location: 371 PENOBSCOT AVENUE

Map and Lot: U03-092

Sale Date:

Deed Reference: B10759P262 11/08/2006

Sale Price:

Land:	0	Total Acres:	0
Building:	0	Tree Growth:	Soft : 0 Mixed : 0 Hard : 0
Exempt	0	Farmland:	
Total:	0	Open Space:	
		Zoning:	
		SFLA:	0

	Amount	Mill Rate
Last Billed : 2018-1	675.07	32.300
Previous Billed : 2011-1	484.88	23.200

Outstanding Taxes					
Year	Per Diem	Principal	Interest	Costs	Total
2018-1	0.1313	675.07	107.05	73.94	856.06
	0.1313	675.07	107.05	73.94	856.06

Information Given By: _____
Title: _____ **02/20/2020**

All calculations are as of: 02/20/2020

NOTE:

If the property to be demolished has a water connection the water company must be notified prior to demolition and if the property to be demolished has a sewer connection, the public works dept must be notified prior to demolition.

FOR OFFICIAL USE ONLY	
Application Number	
Map/Lot Number	
Date Application Received	8/6/07
Fee Required	\$5.00
Fee Account	RO 516

SLC

TOWN OF MILLINOCKET APPLICATION FOR A MOVING OR DEMOLITION PERMIT

The undersigned hereby applies for a Code Enforcement Officer Permit to move or demolish an existing building or structure, as described herein. Any permit issued is limited by the information contained in this application. Appropriate compliance with all other applicable Federal, State, and Local laws, ordinances, or regulations is the responsibility of the applicant.

1. PROPERTY OWNER (Record Owner of property involved)	
Name:	Edward P. Giers
Telephone Number:	(207) 671-9471
Postal Address:	369 Penobscot Ave

2. APPLICANT (If not the Record Owner of the property involved)	
Name:	Same
Telephone Number:	Same
Postal Address:	371 Penobscot Ave Same

3. CURRENT PROPERTY ADDRESS OF BUILDING/STRUCTURE TO BE MOVED OR DEMOLISHED:
371 Penobscot Ave

4. DESCRIPTION OF PROPOSED MOVING OR DEMOLITION (In the space below, please briefly describe the proposed moving or demolition.)
Single family, (2) story house

ORDER #40-2020

PROVIDING FOR: Donation to the Breaking The Cycle.

IT IS ORDERED that the Millinocket Town Council donates \$200.00 to Breaking The Cycle to help with startup costs.

NOTE: If approved, the funds will be expended from Account 0816-3813 (Public Health & Welfare). This will leave a balance of \$3,100 in this account.

PASSED BY THE COUNCIL: _____

ATTEST: _____

John Davis

From: Heidi Wheaton <heidijwheaton@yahoo.com>
Sent: Wednesday, February 12, 2020 9:32 PM
To: John Davis
Subject: Funding

Good evening, I am contacting you to request needed funding to support Breaking The Cycle's initial start up costs. The goal is to begin helping women with this non profit residency in April. The house sale is expected to be final the second week of April and I am requesting a contribution of \$500.00 to help with needed utility costs and oil. I believe this project will be receiving grant donations within a few months as we gain momentum but currently we are in need of support from the town if possible. Thanks you so much for your time and attention to this matter. I look forward to presenting to the town counsel tomorrow.

Sincerely , Heidi Wheaton

Sent from my iPhone

[Attention! This email originates from outside of the organization. Do not open attachments or click links unless you are sure this email comes from a known sender.]

ORDER #41-2020

PROVIDING FOR: Transfer of funds.

IT IS ORDERED that the Millinocket Town Council approves the transfer of funds in the amount of \$19,250 from Account G05-100-00 (Equipment Reserve Annuities), to Account 0300-3003 (Workmen's Compensation), to pay for the increase in the Worker's Comp 2019 audit.

PASSED BY THE COUNCIL: _____

ATTEST: _____

John Davis

From: Mary Alice Cullen
Sent: Friday, February 21, 2020 1:55 PM
To: John Davis
Subject: workers comp audit

\$19,250 is due for the Worker's Comp 2019 audit. This is unbudgeted.

This money can be transferred from the Capital Reserve account G05-100-00 from the Anniversary \$4.28, SMI TIF (\$121.97) and the balance from the Equipment Reserve Annuities accounts.

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