

TENTATIVE AGENDA  
PUBLIC HEARINGS & REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS  
THURSDAY, MARCH 12, 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 27, 2020 Regular Town Council Meeting.

**OLD BUSINESS:**

**NEW BUSINESS:**

5. SPEICAL PRESENTATIONS: N/A
6. **PUBLIC HEARING** - ORDER #43-2020 Public Hearing to discuss the Millinocket Downton Revitalization Grant (CDBG)
7. **PUBLIC HEARING** – ORDINACE #1-2020 1<sup>ST</sup> Public Hearing – Adoption of Chapter 52 of the Code of the Town of Millinocket Concerning Yard Sales.
8. Town Manager's Report
9. ORDER #44-2020 Execution of the Warrant for March 5, 2020
10. ORDER #45-2020 Execution of the Warrant for March 12, 2020
11. ORDER #46-2020 Authorization for Annual Wastewater Abatements
12. ORDER #47-2020 Approval of an Application for a Victualer License (Hillcrest)
13. ORDER #48-2020 Approval of an Application for an Entertainment License (Hillcrest)
14. ORDER #49-2020 Approval of an Application for a Liquor License (Hillcrest)
15. Reports and Communications:
  - a. Warrant Committee for March 26, 2020 Council Meeting: Chair McEwen and Councilor Pelletier.
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
16. Adjournment:



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

Roll Call:

Town Council Members Present:

Pelletier	Pray
Jackson	Stratton
Madore	Golieb
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 February 13, 2020 Regular Town Council and Public Hearings meeting and February 24, 2020 Executive Session.

Motion-Stratton                      Second-Golieb                      Vote 6-0

### SPECIAL PRESENTATIONS:

- a. Tom Martin- Wabanaki Health and Wellness- proposal on residential treatment center and public health organization for treatment and recovery services for tribal addition, currently out of state travel to resources, looking to establish in the Millinocket area being connected through Wabanaki and close to Penobscot and Piscataquis communities and benefiting from the natural land and resources the Pelletier business provides currently being move in ready, interests in inexpensive programs for Tribal Nations while looking to connect with local establishments dealing in mental illness, addictions, homelessness and abuse offering in house services to indigenous people in need with the consideration which is still undetermined if the housing facility will allow men and women while offering services to the community as a whole offering a collaboration with in the community.

Council discussion express major concerns with inquiries, although understanding the need and importance, with the current proposal of a residential treatment facility and its proposed location in a business only zoned district as well as being adjacent to multiple bars and businesses furthering a lot of unknowns to council inquiries having issues and concerns with current proposal with anticipation this proposal is brought to the planning board for further information. Council discussion concludes with concerns to proposed business location with downtown revitalization prioritizing the beautification and economic development of the downtown area, variable uncertainties, inquiries of employment rate, burdensome to municipal services not being a taxable property claiming a 501c3 and unknowing if able to offer payment in lieu of taxes creates concerns establishment will not be beneficial to the community through support, availability or assistance.

Michelle Anderson, 146 Penobscot Ave, many people need this service in this area, feels more establishments are needed as well.

Richard Angotti, 222 Katahdin Ave, inquires sources for the information bulleted in hand-out health and services shortage in the area- expresses federal government sited.

Chief Worster, Police Chief, opportunity to speak with police chiefs dealing with this certain topic pointing out call volume increased burdening all first responders, expresses concerns of location already having an elevated call volume of incidents in that area.

Steve Sanders, regarding proposed law reads will expand tribal sovereignty concerning tribal criminal justice domestic cases, if passes, inquires if responsibility fall onto tribal police; informs No, tribal police responsible for instances on tribal land only.

Eldon Pelletier, current owner of proposed establishment, would like the Town to consider this opportunity to sell to a good group of people willing to help the community.  
Councilor Madore expresses concerns municipal facilities and services will be overburdened with zero tax benefit from a tax-exempt establishment.

- b. Peter Jamieson- Chamber of Commerce Representative – Quarterly Updates- main focus: reenergizing whole chamber procedures, seeing positive progress with visitors centers upgrades and decluttering, open and welcoming to all, photos on electronic display; main goal: presence with community, face to face interactions with local businesses, accepting feedback, membership maintenance and updates, revamped social media presence seeing positive outcome with networking and business relations, chamber current and future involvement with community events and sponsorship, anticipates after business hour events with alternating business hosts, membership fees, offering employee health insurance, anticipates tuition discounts with state colleges and retirement plans just to name a few.

Council welcome Peter's enthusiastic hard work revamping the Chamber's views, ideas and communications with the Town, business owners and community, all express gratitude with anticipation of a successful future and collaboration with the Town.

- c. Ailish Keating- Wayfinding Plan presentation, main goal: signage benefits, connectivity and affordability working with existing systems.

Councilors share appreciation for great display of signage with color schemes with concerns of cost and merging timeline. (informs merging by March 5<sup>th</sup>)

#### Town Manager Report:

February 27, 2020

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

March 12, 2020

March 26, 2020

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.

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.

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

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.

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.

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.

Wayfinding – I have attached a couple of documents from Alta in reference to Millinocket's Wayfinding Plan and Design for your review and discussion.

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.

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.

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.  
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.  
\*additions: Unity College internship; Tax acquired property procedure law changes this year if of certain age and all criteria met.

#### Councilor Comments:

Pelletier: supports and thanks to the Town Manager and Councilor Pray for the letter of opposition of LD2094, supports laptops in PD cruisers, supports bike coalition, supports letter of intent for summer intern.

Jackson: n/a

Golieb: suggestion for Code Enforcement to look into ordinance 3-22 to increase fines, supports summer internship suggestion of stipend from town and host family, inquires Biofuel anticipating more information.

Stratton: anticipates bike coalition, condolences to Jody and family.

Madore: anticipates a municipal dispatch with PRCC no longer logging non-emergency calls, looks forward to Bike Century, anticipates more information with Bio Diesel noting supports since non-binding, concerns with current fire station issues suggestions of looking into design, engineering costs of a new facility, supports summer intern, offers condolences to Jody and family, Thanks Community Development Block Grant, congratulations to Nick Cullen, Stearns Girls basketball coach, being recognized as coach of the year.

Pray: inquiries of PRCC examples of regional emergencies and what they will document, intern great idea suggestion reaching out to Musky or Cutler for program funding.

Chair McEwen: condolences to Jody and family, supports application for internship, concerns if Town stipend with suggests looking into 3<sup>rd</sup> party programs.

**Public Comment:**

Daniel Jackson, Cannabis sales business owner in Lincoln, inquiries having business in Millinocket for the sale of cannabis.

Real Dumais, 441 Penobscot Avenue, shares his appreciation and recognition of the Tax department being short staffed. Chair McEwen echoes Mr. Dumais' appreciation.

**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 \$107,011.38 is hereby approved.

Motion-Stratton      Second-Golieb    Vote 6-0

**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	Roxanne E. Johnson
Amber Carney	Judy Cyr
Ben Barr	Bernadette Friel
Sheila Perry	Frank Howard
Deanna Sheppard	Dot Howard
Nancy Dewitt	Joyce Angotti
Herbert Clark	Betty Parsons
Barbara Donley	Martha Frost
Gilda Stratton	Elaine Ferland
Rhonda Murphy	Patricia Russell
Damon Pray	Marsha Donahue
Real Dumais	Rhonda Illingworth
Susan Darneille	Jo Ann Whitehead

Motion-Pelletier

Second-Golieb

Vote 5-0-1 (Stratton/Abstain)

**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	Judy Page
Erica Buckingham	Debbie Perkins
Theresa MacDonald	Joyce Lynch
Patricia St. John	Suzan Cooper
Theresa M. Coffin	Beverly Bubar
Alan Groh	Donna Cutcliffe
Marie Weatherbee	Alan Groh
Mary Osborne	Second-Pelletier

Motion-Golieb

Second-Pelletier

Vote 6 -0

**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.

Motion-Madore      Second-Stratton    Vote 6-0

**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.

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.

Motion-Pelletier

Second- Madore

Vote 6-0

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

Motion-Golieb

Second-Madore Vote 6-0

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.

Motion-Stratton

Second- Madore

Vote 6-0

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.

Motion-Madore

Second-Golieb

Vote 6-0

\*Town Manager emphasizes as of April 1, 2020, no further abatements will be available.

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.

Motion-Pray

Second-Madore Vote 6-0

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.

Motion-Pelletier

Second-Madore Vote 6-0

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.

Motion-Golieb

Second-Madore Vote 6-0



**ORDER #42-2020 PROVIDING FOR: A MORATORIUM ON CERTAIN DEVELOPMENT PERMITS AND LAND USE ACTIVITIES WITHIN THE TOWN OF MILLINOCKET**

WHEREAS, the establishment of facilities to assist individuals with alcohol and/or drug addiction issues have been proposed for one or more locations in Millinocket; and

WHEREAS, the Millinocket Town Council determines the following facts:

Millinocket's Zoning Ordinance does not specifically address facilities for treatment of alcohol and/or drug addiction (hereinafter "Facilities") which are not part of a hospital or medical clinic; and

Such Facilities are not Residential Activities as defined under the Zoning Ordinance;

Such Facilities are not Institutional Activities as defined under the Zoning Ordinance;

Such Facilities are not Commercial Activities as defined under the Zoning Ordinance;

Regulation of such Facilities under the existing Zoning Ordinance, including, but not limited to, the location in the community of such Facilities, is not appropriate because such Facilities are not addressed in the Zoning Ordinance, including the Schedule of Uses, and such Facilities present issues which are unique to such facilities;

application of the existing comprehensive plan and zoning ordinance to such Facilities is inadequate to prevent serious public harm from locating such facilities in the community;

location of such Facilities in the community without adequate regulation creates an emergency which the Council can only address through a moratorium in order to protect the community from serious harm;

a moratorium on issuing permits for such Facilities is necessary to prevent the application of the existing comprehensive plan and zoning ordinance to such facilities until the unique issues presented by such Facilities can be addressed by

amendment of the comprehensive plan and/or zoning ordinance in order to locate such Facilities in one or more

appropriate places in town and to appropriately regulate such Facilities;

a moratorium on operation and or permits and for such Facilities is necessary to prevent a shortage or an overburden of public facilities by licensing such establishments before the Planning Board can review the issues presented by such

Facilities and appropriate locations in the community for such Facilities; and

It is anticipated that 180 days will be needed for the Planning Board to review issues unique to such Facilities and to recommend changes to the Town's comprehensive plan and zoning ordinance in order to appropriately regulate such

Facilities in Millinocket.

NOW THEREFORE, IT IS ORDERED:

That a moratorium is imposed for 180 days during which no permits may be issued under the Zoning Ordinance for facilities to assist individuals with alcohol and/or drug addiction issues outside of a hospital or medical clinic or similar

uses nor may any such facilities be operated without a permit during said 180 day time period; and

That during the moratorium, the Planning Board is directed to:

review the issues presented by such facilities including the location of such facilities in the community; and

propose appropriate changes to the comprehensive plan and or zoning ordinance to adequately regulate such facilities including the appropriate location of such facilities, in Millinocket; and

That this moratorium is imposed on an emergency basis and is effective upon adoption of this Order.

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Motion-Stratton

Second-Madore

Vote 5-0-1 (Golieb/Abstain)

Majority of the Council supports the 180 days noting option to repeal order if needed.

**Reports and Communications:**

a) The Warrant Committee for the March 12, 2020 Regular Town Council Meeting will be Councilor Jackson and Councilor Madore

b) Chair's Committees Reports:

- Economic Development committee: 3/10/2020 @5:00pm, Town Manager's office

- Age Friendly Committee: next meeting 3/17/2020 @ 4:45pm, Millinocket Memorial Library

- Events Committee meeting: 3/4/2020 @ 2:30PM, Town Manager's office

-Opioid & Mental Health Committee: n/a

-Sustainable Sub-Committee: solar farm proposal update-Engineering report pending Emera, providing no changes to monies in the foreseeable future.

c) Two Minute Public Comments:

Angela McNamara, Roots 2 Remedies business owner, inquires sharing concerns if town opting in to recreational/medicinal sales of marijuana concerning LD159, offers to volunteer to be on the Bike Century food committee.

Dan Jackson, interested in expanding his business by opening another store in Millinocket for marijuana sales currently having an establishment grandfathered in located in Lincoln, would like to see the Town of Millinocket create an ordinance to allow sales.

Chet McNamara, co-owner of Roots 2 Remedies, interested in cannabis coalition stating patient rights concerns the drug epidemic is out of control furthering medicinal marijuana and cannabis stores is an economic opportunity supporting an ordinance with concerns of close proximity of proposed location of another cannabis store.

d) Motion to adjourn at 6:42p.m. Madore Second –Stratton Vote 6-0

**ORDER #43-2020**

**PROVIDING FOR:** Public hearing to discuss the Millinocket Downtown Revitalization Grant.

**IT IS ORDERED** that the Millinocket Town Council approves a public hearing to discuss an application being submitted to the State of Maine CDBG program for a Downtown Revitalization grant. The purpose of the grant application is to revitalize and improve the downtown business area. Public comments will be solicited at this Hearing and will be submitted as part of the application.

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

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



## Public Hearing Notice to Comply with Title VI Requirements

Public Hearing Notice  
The Town of Millinocket

The Town of Millinocket will hold a Public Hearing on Thursday, March 12, 2020 at 4:30 p.m. in Council Chambers to discuss an application being submitted to the State of Maine CDBG program for a Downtown Revitalization grant. The purpose of the grant application is to revitalize and improve the downtown business area. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Harold Davis, Town Manager, 197 Penobscot Avenue, Millinocket, ME, 04462 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City's/Town's programs or services, please call the Town Manager at (207) 723-7000 ext. 5 so that accommodations can be made.





**ORDINANCE #1-2020**

**PROVIDING FOR: An Adoption of Chapter 52 of the Code of the Town of Millinocket concerning Yard Sales**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET** that the attached Yard Sale Ordinance is hereby adopted as Chapter 52 of the Millinocket Code.

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

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**ATTESTED:** \_\_\_\_\_

## **52-1 YARD SALE ORDINANCE**

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

### **52-1 Purpose:**

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

### **52-2 Definitions:**

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

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

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

**C. Personal Property:** Shall mean tangible property which is owned, utilized and maintained by an individual or members of a residence or acquired in the normal course of living in or maintaining a residence, such as, but not limited to, household items, clothing, tools, toys, recreation equipment, or other used or second-hand items normally found in and about the home and advertised to the public.

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



E. Calendar Year: January through December.

**52-3 Authorization:**

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

**52-4 Permit:**

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

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

C. Permit to be Posted: Yard sale permits issued under this ordinance shall be posted at the yard sale in a location which is easily visible from the street while the sale is in progress. All permits will have the location of all off premises signs before signs can be installed. **See 52-6 E. on advertising of yard sales.**

D. Permits are available at the Town Office and may be obtained during normal business hours. The permit must be obtained prior to commencement of the yard sale.

**52-5 Conditions of Conducting Yard Sale:**

A. No yard sale may be conducted for more than three (3) consecutive days.

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

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

D. If a hardship situation develops which may cause cancellation of a sale, the Code Enforcement Officer may issue another permit to the person conducting the sale, setting forth the reason for such cancellation.

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

F. Yard sales may be conducted only on private property. No merchandise may be placed upon public right-of-way, streets or roads. All merchandise must be displayed at enough distance from public roadways in order to avoid obstruction of view or traffic hazards.

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

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

#### **52-6 Advertising of Yard Sales:**

A. A yard sale may be advertised to the public by means of Town web site, newspapers, radio, television, cablevision, handbills and signs.

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

C. No road signs shall be exhibited for more than two (2) days prior to the day such sale is to commence.

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

E. Off premise signs are only allowed for permitted yard sales. Signs may not be attached to any utility pole, street sign, sign post, traffic control sign or motor vehicle.

#### **52-7 Exceptions:**

This Ordinance shall not apply to or affect the following persons or sales:

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

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

**52-8 Enforcement and Penalties:**

**A. Enforcement:** All requirements contained in this Ordinance shall be enforced by the Code Enforcement Officer or any Law Enforcement Official.

**B. Violation:** Any person who violates any provision of this section, or fails to comply with any of its requirements, shall, upon conviction thereof, will lose the privilege of having a yard sale for one year from the date of violation, and or be fined not more than five hundred dollars (500.00), plus reasonable attorney fees. Each day violations continue shall constitute a separate offense.

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

**52-9 Severability:**

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

Enacted: \_\_\_\_\_



**Millinocket Planning Board**  
197 Penobscot Ave. Millinocket, Me 04462  
[www.millinocket.org](http://www.millinocket.org)

Telephone 207-723-7005  
Fax 207-723-7002

February 11, 2020

Mr. John Davis, Town Manager  
197 Penobscot Avenue  
Millinocket, ME 04462

Dear John,

At a meeting on February 11, 2020, the Planning Board approved the yard sale ordinance proposed by the Code Enforcement Officer, with suggested revisions. The revised ordinance will be made available for your review by the Code Enforcement Officer. Contact me if you wish to discuss the revised ordinance.

Sincerely,



Anthony Filau, Chair

CC: Richard Angotti, CEO  
Planning Board Members



# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**

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

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

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

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## **Town Manager's Report March 12, 2020**

- 1. Bicycle Coalition of Maine** – Meeting held on March 5 at Designlab. Board President Tina West did a presentation on the event and how the town can be involved. Councilor Jackson attended this meeting on behalf of the Council.
- 2. Upper Valley Economic Corporation (UVEC)** – Jeff Packard, UVEC office manager, informed me that the committee met on January 9 and agreed to talk about a plan for the park at the next meeting (currently no date set). Jeff said he would put the possibility of selling the land back to the town on the next agenda.
- 3. Broadband Request for Proposals** – Attached to this report for discussion are the two proposals we received.
- 4. Planning Board Meeting** – The Planning Board held a meeting on Tuesday, March 10, to discuss the 180-day moratorium on rehabilitation centers and the opening of another medical marijuana store in the Town of Millinocket.
- 5. Sanitary Sewer** – Residents flushing wipes and other items into the sewer system and causing some complications. Pouring grease down sinks is another issue that causes difficulties and creates sewer backups. I urge people connected to town sewer to exercise caution in what they flush or pour into the system.
- 6. Library Lien** – Mechanics lien filed on one of the contractors at the library. Matt Delaney wants you to know that this is an issue with the contractor and in no way is the library behind on any payment obligations. Matt is working diligently to put this issue to bed.

# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**

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

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

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- 
- 7. Workers' Comp Return of Surplus – The Maine Workers' Compensation Residual Market Pool's Board of Governors has voted to refund \$35,413.62 from this pool. Millinocket's share is \$2,776.79.**
- 8. Tax Collector – The Tax Collector has submitted his two-week notice and will be accepting a part-time job at the Transfer Site. I would like to thank Jesse for his time and exemplary performance as Tax Collector and wish him luck in his new endeavor.**

## **Department Budget and Capital Projects Update**

### **Public Works**

- **2016: \$110,460.76**
- **Trac-less Sidewalk Machine & Snow Blower Attachment - \$11,000.00**
- **Refurbished 1983 Cat Grader- \$99,460.76**
  
- **2017: \$114,337.00**
- **Used 2012 fork truck - \$22,900.00**
- **2017 Demo Larue Loader mounter snow blower to replace 1994 Unit - \$85,637.00**
- **New poly sander for the one ton - \$5,800.00**
  
- **2018: \$187,567.00**
- **Purchased used 2012 Western Star to replace 2001 Freightliner (Trash Truck) \$57,500.00.**
- **Purchased 2019 Freightliner Plow Truck to replace 2002 International – \$130,067.**
  
- **2019: \$250,387.45**
- **Purchased new RPM Tech loader mounted blower to replace 2000 unit - \$99,576.98**
- **New 2020 Freightliner plow truck to replace 2002 International - \$146,810.47.**
- **New loader mounted snow pusher - \$4,000.00**



# **TOWN OF MILLINOCKET**

**John Davis, Town Manager**

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

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

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

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## **Wastewater Treatment**

- **2008 Pines Project:** \_Katahdin Avenue Ext. & entire Iron Bridge Road.
- **2017: Smith Brook Upgrade –**\_Project began at the manhole by the Minuteman Drive and through to Rhode Island Avenue.
- **2019:**\_Project began and ended on New York Street. It got off to a slow start and we hope it goes better in the spring. We plan to start the Elm Street/Bates Street project in the summer of 2020.
- **Katahdin General** and made its to the Pines Lift Station.
- **2018:**\_Minuteman Drive project started on Mass Ave. up Minuteman Drive and through to Rhode Island Avenue.

## **Police Department**

- **2018:** Police Cruiser-AWD SUV \$35,000
- **2019:** Police Cruiser-AWD Sedan \$35,000
- **2020:** Police Cruiser – AWD SUV
- **2021:** Scheduled to get taser software

Other capital items include weapons upgrade, rifle racks for the patrol vehicles, vests, and camera replacements.

## **Fire/Ambulance**

- **2015:** Replaced box on 2000 Ford Ambulance with Chevrolet Chassis Cab - \$82,856.80.
- **2017:** Purchased 2018 Chevrolet 4 Dr 4x4 Pickup - \$33,190.09
- **2019:** Purchased Ford Demers ambulance - \$167,000.00.
- **2020:** Purchased 2020 Skidoo Expedition SWT 900 ACE and new hybrid trailer - \$16,602.00
- Purchased ONAH generator for the Fire Department - \$27,508.00.

Public Works Administration			Garage Maintenance			PW Roads & Construction			Transfer Site			Airport		
Net Budget - \$67,874			Net Budget - \$25,650			Net Budget - \$801,698			Net Budget - \$350,256			Net Budget - \$142,283		
Year To Date - \$44,568.64			Year to Date - \$14,318.04			Year to Date - \$598,779.83			Year to Date - \$217,442.24			Year to Date - \$76,000		
Balance - \$123,305.36			Balance - \$11,331.96			Balance - \$202,918.17			Balance - \$132,813.76			Balance - \$66,282.45		
Percent Spent - 65.66%			Percent Spent - 55.82%			Percent Spent - 74.69%			Percent Spent - 62.08%			Percent Spent - 53.24%		

Planning/Code Enforcement		Economic Development		Debt & Interest		Human Resource		General Assistance	
Net Budget - \$25,476		Net Budget - \$491,62=39		Net Budget - \$161,561		Net Budget - \$25,268		Net Budget - \$26,800	
Year to Date - \$13,810.48		Year to Date - \$469,258		Year to Date - \$160,040		Year to Date - \$14,946.49		Year to Date - \$5,131.29	
Balance - \$11,665.52		Balance - \$22,372		Balance - \$1,520.82		Balance - \$10,321.51		Balance - \$21,668.71	
Percent Spent - 54.21%		Percent Spent - 95.45%		Percent Spent - 99.06%		Percent Spent - 59.15%		Percent Spent - 19.15%	
Cemetery									
Net Budget - \$39,125		Public Health & Welfare		Holiday Observation & Events		County Tax			
Year to Date - \$20,981.86		Net Budget - \$6,200		Net Budget - \$9,000		Net Budget - \$231.15			
Balance - \$18,143		Year to Date - \$1,700		Year to Date - \$4,881.45		Year to Date - \$231,154			
Percent Spent - 53.63%		Balance - \$4,500		Balance - \$4,118.45		Balance - 0			
		Percent Spent - \$27.42		Percent Spent - 54.24%		Percent Spent - 100%			



**Casco Bay Advisors, LLC**  
Broadband/Telecom Consulting



**Millinocket**  
Maine's Biggest Small Town

## **Town Millinocket Broadband Assessment and Feasibility Study**



**Proposal Submitted by  
Casco Bay Advisors, LLC  
February 20, 2020**



**Casco Bay Advisors, LLC**  
Broadband/Telecom Consulting



**Millinocket**  
Maine's Biggest Small Town

February 20, 2020

Mr. John Davis  
Town Manager  
Town of Millinocket  
197 Penobscot Avenue  
Millinocket, Maine 04462

**Re: Request for Proposal – Broadband Assessment and Feasibility Study**

Dear Mr. Davis:

Casco Bay Advisors, LLC (Casco Bay) is pleased to provide our proposal to the Town of Millinocket (Town) in response to the “Request for Proposal - Broadband Assessment and Feasibility Study”, issued on January 31, 2020.

Our response to this RFP leverages our 36 years’ experience designing, constructing and operating telecommunications and fiber optic broadband networks and the success of similar engagements with the Town of Bar Harbor, the Town of Islesboro and the Town of Swan’s Island. Our teaming partner, Sewall, founded in 1880 and headquartered in Old Town, Maine, has vast experience collecting detailed information in the field, integrating that data into Geospatial systems, and performing the site development required for the central office / POP facility location.

Casco Bay is able to execute a contract within one (1) week of selection and to complete all work as indicated in the final Scope of Services. We are also able to appear on site for an interview if requested.

As one of the only independent broadband consultants in Maine focused on helping communities navigate the complex challenges to expand the availability of affordable, reliable high-speed Internet; we believe we and our partner Sewall are well positioned to assist the Town of Millinocket to achieve the goals outlined in this RFP. Casco Bay appreciates the opportunity to respond to this RFP and to demonstrate our capabilities. We look forward to discussing our response and answering any questions you may have.

Sincerely,

Brian Lippold  
President



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## 1 Summary

Casco Bay Advisors, LLC (Casco Bay) understands the Town of Millinocket (Town) wishes to have a Fiber-to-the-Home (FTTH) network engineered and a comprehensive Request for Proposal (RFP) developed for construction of such network to serve all potential subscribers (*residential and business*) within the Town. The network is to be designed with dedicated fibers capable of reaching each potential subscriber, plus 20% extra capacity, out of a new central office / point of presence (POP) structure to be centrally located within the Town.

The scope of work includes among other tasks, capturing detailed utility pole and underground conduit information for construction of the network, design of the network backbone and distribution facilities, design of drops into the potential subscriber locations, equipment and interconnection to the Internet, specification of the optical electronics in the central office / POP and subscriber locations, construction drawings and a Bill of Materials (BOM) for use in the RFP for construction. The scope also includes a determination of the estimates costs to construct the network as engineered.

Casco Bay has over 36 years' experience in the planning, engineering, construction and operation of fiber optic networks, including FTTH networks and has delivered consulting services to 78 communities across the State of Maine. Our teaming partner for this project is Sewall, a well-known civil engineering, survey and geospatial information systems firm based in Old Town, Maine. Sewall will be responsible for the site development engineering of the central office / POP location and the field collection of the detailed utility pole and subscriber location information that will be used by Casco Bay in the design and engineering of the network.

Our proposal addresses all on the information requested in this RFP and also offers optional services and pricing to include the development of an RFP to solicit a Network Operator to operate the network on an ongoing basis and facilitation of potential Public-Private Partnership negotiations with service providers.

As one of the only truly independent broadband advisor/consultants in the state of Maine, providing communities with unbiased advice and analysis, Casco Bay does not build or operate broadband networks, nor do we sell broadband services. We believe this is an important distinction that will allow the Town to ensure its agenda is realized in the most transparent, independent and unbiased manner possible, while making sure the network is engineered and constructed according to industry standards to the benefit of the Town.

As you will find in the following pages of this proposal, we urge the Town to consider joining efforts with the Towns of East Millinocket and Medway in order to realize the significant cost synergies of a unified effort. Alternatively, should the Town determine to follow its own path, we would very much enjoy the opportunity to be your partner in this effort.

## 2 Clarifications and Modifications to East Millinocket Proposal

On December 20, 2019, Casco Bay submitted its proposal to the Town of East Millinocket in response to their Request for Proposal for the Assessment and Development of a Broadband Engineering Plan. In our response, we included the option for the Towns of Millinocket and Medway to join in that effort and to benefit from the significant cost savings associated with a combined cooperative and collaborative effort. Subsequently, both East Millinocket and Medway have voted to accept the Casco Bay proposal.

We submit that same proposal (*attached*) in response to this RFP and offer the clarifications and modifications below to that proposal for the benefit of the Town of Millinocket.

### 2.1 Central Office / Point of Presence (POP)

Casco Bay understands the Town desires a new central office / point of presence (POP) structure to be centrally located within the Town. In our proposal to the Town of East Millinocket, with the option to include the Town of Millinocket and Medway; we anticipated selecting a location within Millinocket and Medway that would act as a centralized location (Hub location) for the distribution of fibers to all potential subscribers within each community. This Hub location is envisioned to be a standard outside plant cabinet that would house passive equipment to concentrate the fibers, and through GPON splitter technology, reduce the quantity of fibers required between the Hub location and the East Millinocket central office / POP. At the option of the Town, this Hub location could be upgraded to a full central office / POP structure identical to what is envisioned for East Millinocket. This upgrade can occur as part of the initial engineering effort (*at an additional cost*) or at a date in the future should Millinocket ever require the need to fully separate from the East Millinocket / Medway network.

As background, before the advent of Fiber-to-the-Premise (FTTP) technologies, when communications were solely provided over copper cables, it was common for each town or group of 2 or 3 towns to share a central office. As a result, in the case of Consolidated Communications, they continue to maintain over 300 legacy central offices throughout northern New England. If one was to build a network to serve all of northern New England using FTTP technology, those 300+ central offices could be reduced to fewer than 10 across Vermont, New Hampshire and Maine, with the remainder replaced by simple outside plant cabinets.

From an overall cost and networking design perspective, as well as from an ongoing operating expense perspective; the most economical solution is for the three communities to share a common central office / POP location. While the central office location could be sited in any of the three communities, the logical location would be in the geographic center.





Should Millinocket determine to join with the East Millinocket and Medway design and engineering project and wish to proceed with its own central office location, our price for the additional effort is \$17,700.

## 2.2 Optional Inclusion of East Millinocket and Medway

Casco Bay understands the Town is seeking pricing to include the towns of East Millinocket and Medway in this Broadband Assessment and Feasibility Study. Both towns have already selected Casco Bay to perform the engineering of a common FTTP network along with the development of an RFP for construction, and as such, we respectfully decline to provide pricing for such an arrangement. At the same time, we fully agree it makes tremendous economic sense to combine the efforts of all three towns into a single initiative. Who leads that initiative is of less concern to Casco Bay. Should the Towns of East Millinocket and Medway desire to join the Millinocket effort, our proposed and accepted pricing for those two towns will remain the same in a Millinocket led effort.

## 2.3 Millinocket Only Pricing

Should the Town decide to move forward on its own without the inclusion of East Millinocket and Medway, our pricing is as follows:

Millinocket Only Pricing		
Tasks	Amount	Fee Structure
Cost quoted in Millinocket Proposal	\$45,150	Fixed
Additional cost for Millinocket Central Office / POP	\$17,700	Fixed
Additional cost reflecting loss of synergies with East Millinocket	\$10,225	Fixed
<b>Total Cost for Millinocket only</b>	<b>\$73,075</b>	<b>Fixed</b>
Optional Cost for Refined Make-Ready Estimate - Millinocket	\$4,000	Fixed
Optional Cost to add Network Operator RFP	\$4,000	Fixed
Optional Service Provider Negotiations	\$175	per hour plus expenses*

*\*Expenses are actual amounts incurred without mark-up. Mileage expense at then current IRS reimbursement rate.*

The pricing listed above is valid for 60 days. If the Town decides to proceed with the project after 60 days from the date of this proposal, Casco Bay reserves the right to review the cost estimate and schedule, and to make changes as needed. Five (5) percent of the contracted amount is due upon contract commencement.

This pricing reflects an increase of \$27,925 above the cost to join the East Millinocket effort. With the addition of the optional cost to add a Network Operator RFP, this variance increases to \$31,925.



## 2.4 Benefits of “Scale” and Collaboration

**While not requested within the RFP, we believe it is important for the Town to consider the benefits of scale and the value of collaboration with your neighbors to the east. As with any public project, tax and grant dollars are scarce and community leaders are faced with competing priorities. The benefits of scale include but are not limited to the following.**

### 2.4.1 Procurement Process

**A combined effort should result in lower unit costs for materials, construction deployment and the overall purchasing process employed by the Towns and/or the vendors employed by the Towns. A larger network build will attract more competing bidders and the greater volume of material typically results in lower overall unit costs.**

### 2.4.2 Construction process

**Construction crews deployed to build the network can more efficiently build a single larger network than two separate networks.**

### 2.4.3 Construction project management

**Construction management of a single network is much more efficient than two separate projects.**

### 2.4.4 Backhaul to the Internet

**The connections to the Internet and peering interconnections with other networks and content providers will be more efficient and result in lower unit costs as a single network.**

### 2.4.5 Network Operations

**Selection of a Network Operator to manage the network and the resulting ongoing expenses will be lower on a per unit basis if the three Towns are managed as a single entity.**

### 2.4.6 Sustainability

**It is easy to fund and build a FTTP network. It is much more difficult to operate a FTTP network in a sustainable manner (*without ongoing public operating subsidies*), especially in the presence of two competing networks (*Consolidated Communications and Bee Line Cable*). Operating as a single unified entity across the three Towns will avoid expense duplication and create the best opportunity for sustainability.**



## 2.5 Work Schedule

Engineering Plan Work Schedule																	
	April				May					June				July			
	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26
Contract Award																	
Kick-off Meeting																	
Status Updates																	
Central Office / POP Site Selection																	
Central Office Site Development Engineering																	
Core Network Route Design																	
Utility Pole & Subscriber Drop Field Data Collection																	
Subscriber Drop Engineering																	
Core Network Engineering																	
Central Office Electrical Engineering																	
Central Office / POP Structure Engineering																	
Optical Electronics & Backhaul Engineering																	
Bill of Materials																	
Draft RFP																	
Draft Final Engineering Plan Report																	
Engineering Plan Presentation																	



**Casco Bay Advisors, LLC**  
Broadband/Telecom Consulting



**Millinocket**  
Maine's Biggest Small Town

### 3 Invoicing

Invoicing will occur monthly based upon the percentage of the project completed during the billing period. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 1.5% per month (18% per annum), or the legally permitted maximum if that rate is lower.

### 4 Acceptance

Your notice to proceed can be a letter or purchase order that makes reference to this proposal, or a copy of this proposal with an authorizing signature in the space provided below.

Accepted by: (Printed name and title) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

John Davis  
Manager, Town of Millinocket  
197 Penobscot Avenue,  
Millinocket, Maine 04462

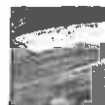
Dear Mr. Davis:

February 20, 2020

Tilson is pleased to provide the Town of Millinocket with the enclosed proposal for Design, Engineering, and Consulting Services for a Fiber-to-the-premise Broadband Network. We have the ability to provide first-in-class full turnkey design and engineering services to produce a construction-ready design capable of connecting the entirety of the identified premises in Millinocket and neighboring townships. We can also provide expert broadband consulting services throughout the project to develop informative and actionable financial models, negotiate and advise on network operator selection, and act as a resource to ensure successful execution of the project.

Since 1996, Tilson has provided a full range of telecommunication services to many public-sector clients seeking to improve their infrastructure. We have the people, knowledge, experience, and technology necessary to provide our clients with end-to-end, full turn-key fiber network design, engineering, and consulting. Tilson performs all its survey, design, permitting, and consulting work with its own employees in local offices around the country.

Given our extensive experience and familiarity with the project objectives, we believe that we are well positioned to assist the Town of Millinocket with these services. Specifically, we have highly relevant experience providing this exact suite of services to the community of Sanford, ME, assisting with their implementation of a municipal high-speed fiber optic network. For the community of Sanford, we were able to develop cost-effective business cases; conduct comprehensive field-surveys and engineer construction-ready network designs; consult on environmental and regulatory issues; obtain all required jurisdictional permits; and develop and administer an EDA compliant RFP soliciting bids from qualified contractors. Currently, Tilson provides oversight and light-project management, ensuring successful completion of the Sanford network construction.



# TILSON

On a Mission

While Tilson is a national leader in the telecom space, having engineered and built thousands of miles of fiber optic last mile, middle mile, and cellular back haul infrastructure projects around the country, we have deep roots in the State of Maine. Founded and headquartered in Portland, we have executed numerous projects and initiatives in the state and are invested in connecting rural Maine. We led the construction and design efforts on the statewide Three Ring Binder network, which provides a dark fiber path to every county in the state and major internet points of presence outside Maine. We have also designed and built municipal networks around the state, including Sanford, Ellsworth, Islesboro, and Old Town-Orono. Tilson also manages the MaineCom dark fiber network, owned by Avangrid, which includes over 230 miles of aerial and underground cable between Portland and Augusta. Our Senior Consulting Engineer, John Costa, has worked on various successful high-profile Maine-based projects such as the aforementioned Orono – Old Town network and the City of Ellsworth. Previously Maine Fiber Company's Manager of Network Engineering, John is intimately familiar with the key players and entities in the Maine telecommunications space and has a deep knowledge of how to efficiently execute successful fiber design projects.

We thank you for your time in reviewing our proposal and we look forward to the possibility of working closely with you in performance of this project. If you have any questions regarding our proposal, please contact me at my direct line (207) 229-4849 or by email at [aquinlan@tilsontech.com](mailto:aquinlan@tilsontech.com). Thank you for your consideration and we look forward to your decision.

Sincerely,

Adam Quinlan  
Manager, Broadband Consulting



**TILSON**



# Town of Millinocket

**Network Design, Engineering, and RFP  
Development**

**COMPANY NAME:**  
TILSON TECHNOLOGY MANAGEMENT, INC.

**COMPANY ADDRESS:**  
16 MIDDLE ST.  
PORTLAND, ME 04101  
UNITED STATES

**CONTACT:**  
ADAM QUINLAN  
MANAGER, BROADBAND CONSULTING

EMAIL: AQUINLAN@TILSONTECH.COM  
PHONE: (207) 228-4848  
FAX: (207) 772-3427

COMPANY PROPOSAL // PREPARED FEBRUARY 2020





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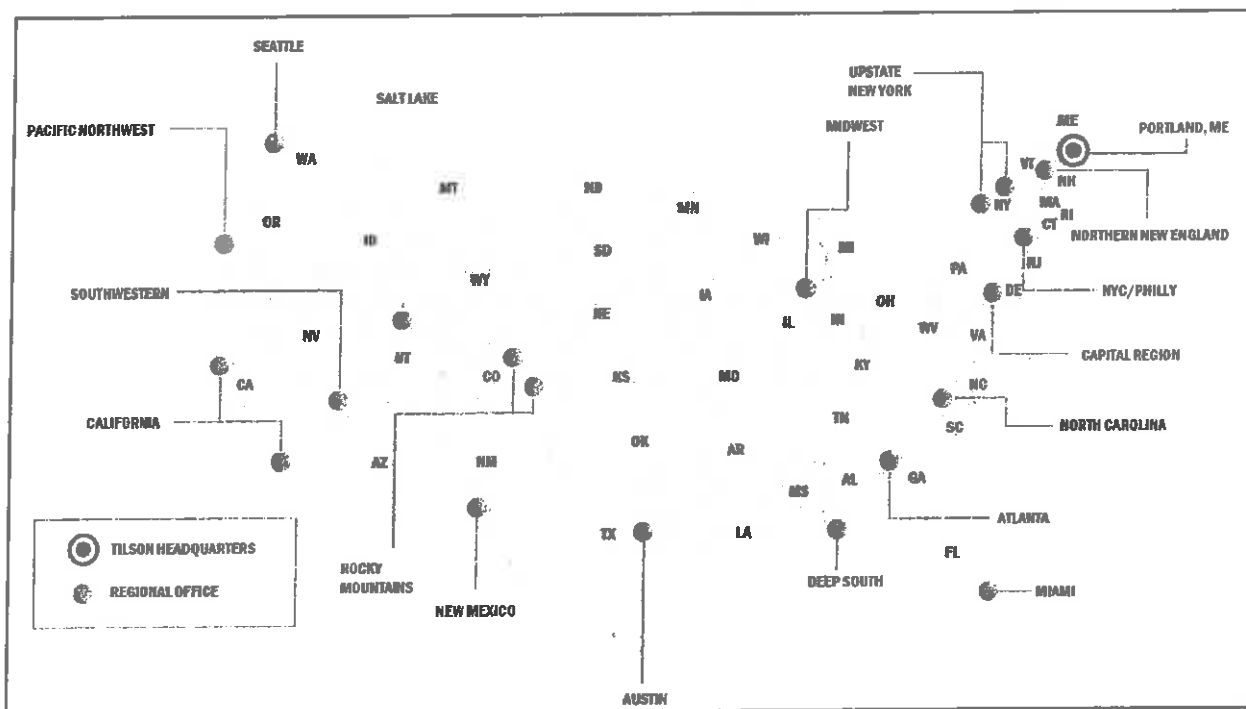
**COMPANY NAME:**  
TILSON TECHNOLOGY  
MANAGEMENT, INC.

**COMPANY ADDRESS:**  
16 MIDDLE ST.  
PORTLAND, ME 04101



## 1. Company Overview

Tilson is a 550-employee telecommunications services firm in 21 offices around the United States. Founded in 1996, we have extensive experience in all types of telecommunications and intelligent infrastructure including fiber, cellular, microwave, utility advanced metering infrastructure (AMI), and intelligent traffic systems. Tilson has designed, engineered, and constructed thousands of miles of fiber and tens of thousands of cellular, microwave, small cell, and AMI sites nationwide. It is also a major developer of next-generation 5G cellular networks for national wireless carriers. With two offices in upstate New York – near Syracuse and Rochester – Tilson can provide a local presence to improve project delivery. Tilson also has experience managing EDA-funded projects – for further detail please see the Sanford project outlined in section 4.



Tilson provides its clients with end-to-end, full turnkey fiber network design and construction. Our outside plant (OSP) fiber services encompass all fiber technologies. Tilson self-performs all survey, design, and permitting using industry-standard technologies, including survey-grade GPS units, 3-GIS, O-Calcul, AutoCAD, ESRI ArcGIS, and ground penetrating radar. Our experienced OSP engineering staff includes Professional Engineers, licensed in 40 states including New York, who provide a full suite of telecommunications and utility civil and structural engineering services.

Tilson's in-house real estate team performs all site acquisition and secures all permits. Our team negotiates attachment agreements with pole owners, secures private property easements or leases, obtains licenses for bridge or railroad crossings, and negotiates RoW use and franchise agreements with local jurisdictions. We also partner with local and national firms to manage environmental reviews.

We are a licensed General Contractor in every state that issues General Contractor licenses, as well as in over 60 municipalities and counties in states that do not issue General Contractor licenses. Tilson uses both self-performance and a nationwide network of subcontractors to accomplish fiber installations. During the construction phase, Tilson oversees all construction activities including schedule, budget, materials procurement, contractor management, quality, safety, inspection. Tilson provides full post-construction services, including testing and validation of test results, design/implementation of acceptance procedures, and GIS as-builts.

Additionally, Tilson offers a full suite of broadband consulting services, helping clients successfully navigate the complexities of broadband planning, taking the need for better broadband infrastructure and services from concept to reality. Our consultants have a proven track record of providing all levels of state and local governments with high-quality consulting services including: infrastructure analysis; market assessment; cost estimation and financial modeling; business model planning; RFP development and vendor selection; strategic network planning; geo-spatial analysis consulting; policy and regulation consulting; and various network auditing and due diligence services.

Lastly, Tilson's affiliate company, SQF, LLC, is a licensed CLEC in 49 states (except Idaho). Tilson's ability to place SQF-owned poles provides speed-to-market and future options for growth in areas lacking overhead utility infrastructure, or where modifications to the existing overhead infrastructure are expensive, slow, and would provide limited vertical space.

## 2. Financial Stability

Tilson has been in business since 1996. Our revenues for 2019 were in excess of \$100 million. In addition, it was announced last year that Tilson raised up to \$100 million in funding from SDC Capital Partners, a telecommunications infrastructure private equity firm.

Tilson has maintained a position on the Inc 5000 list of America's fastest-growing companies for nine consecutive years. This rare feat has been accomplished by only 0.5% of the companies on the list.

We would be pleased to share additional required financial information following the execution of a suitable NDA with the Town of Millinocket.

## 3. Workforce

Key personnel on the project include the following:

### John Costa

Acts as Tilson's Senior Engineering Consultant and is an accomplished, multi-disciplined telecommunications engineer with over 29 years of experience. John has extensive experience building ground up UAT function and process solutions and has successfully led numerous strategic quality initiatives. With his strong telecommunications engineering and broadband architecture background, John brings a depth of experience in reliable and efficient broadband network design.

### Eric Anderson

Eric is a Professional Engineer in New York (license #099938) and has over 8 years' experience as a civil engineer with an emphasis on structural design and analysis. Within the telecommunication industry he has analyzed various types of towers, including monopole, self-support, and guyed towers, and ensured their conformity to the latest national codes and standards, such as IBC, ASCE, AISC, ACI, TIA-222, etc, as well as analyzing the foundation and anchorage system. With an extensive background in steel design, Eric is also proficient in repair and modification design to damaged and overstressed structures, as well as writing repair procedures. He is also a registered Professional Engineer in 29 states as well as the District of Columbia.

### Debbie Brill

Debbie manages pole and conduit licensing for Tilson. For 20 years prior to joining Tilson, Debbie was a make ready manager at Central Maine Power performing joint ride outs and make ready engineering. Now, Debbie works with over 100 utilities to establish the most efficient make ready schedules for Tilson's fiber and wireless network deployments. Debbie's deep understanding of the process, timelines and make ready requirements make her an asset to the project.

## **Chris Campbell**

Chris is Principal Consultant in Tilson's Government and Institutional Consulting practice, where he leads a team of professionals who provide strategic consulting expertise to states, communities, and firms seeking to improve telecommunications infrastructure and services and manage or develop networks. Chris has 20 years of experience in technology, public policy and community development. Prior to joining Tilson, Chris was the Executive Director of the Vermont Telecommunications Authority (VTA). At the VTA, Chris led efforts to build new fiber networks and expand access to broadband and cellular service. In addition to fiber optic construction and cell site development, Chris had oversight of commercial contract development, grant making, and federal grant seeking. Prior to the VTA, Chris served as Director for Telecommunications at the Vermont Department of Public Service and Assistant Chief Information Officer for the State of Vermont.

## **Frederic Feit**

Frederic is a Broadband Consultant for Tilson and is highly experienced in the field of middle-mile and last-mile network analysis and planning for ISPs, telecommunications companies, municipalities, utilities, developers, and tribal lands. Fred has extensive experience with regulatory compliance including the FCC, the USF, and participation in federal and state level broadband funding opportunities. He has represented various ISPs in the Connect America Fund Price Cap Auction process. This process included business plan development; competitive analyses; network engineering and optimization; cost analyses and recovery; regulatory review; and negotiation. He has a strong track-record assisting communities and stakeholders perform actionable infrastructure planning tasks through feasibility studies, network analyses, funding opportunity guidance, and strategic partnership negotiation.

## **Kyle Reagan**

Kyle is the Assistant Make Ready Engineering Manager at Tilson. He leads a team of pole analysis professionals who use industry-standard pole modeling software to provide an analytical basis from which Tilson can reduce make ready expenses for its clients. Kyle is experienced in all aspects of fiber buildout projects including field data collection, pole load analysis, make ready engineering, OSP engineering, and large-scale data management. He is currently managing teams working on aerial fiber expansion projects in Miami, San Francisco and Los Angeles, having successfully completed similar projects in Atlanta, Salt Lake City, and Kentucky. Additionally, he manages several other small teams doing structural analysis and make ready engineering for 5G/4G antenna deployments in a host of markets across the country. He is a graduate of the State University of New York.

## 4. Project / Client Experience

### 4.1 Old Town - Orono Fiber

Tilson designed and engineered a fiber optic network for the towns of Old Town and Orono. The goal of the project was to create a design that met the client's requirements for operating model, network capacity, scalability and budget, and to develop a bidding package that OTO could put out to bid.

Tilson implemented its battle-tested process for design, engineering, and permitting of fiber networks, following the methodology for each of the neighborhoods contracted by OTO Fiber. First a high-level design was developed to identify preliminary routes and perform ride-outs for major constructability issues or value added route changes. This design informed a Bill Of Materials estimate as well as the permitting process, both of which Tilson developed for OTO. The second phase was pole-data collection where Tilson collected detailed data allowing our engineers to review specifics of every pole as they drafted the low-level design and reviewed make-ready determinations to ensure accurate costs. Armed with this foundational data, Tilson managed the make ready process; engaged in necessary permitting processes; and refined the initial high level design into detailed construction-ready network design prints and bid package. Tilson also provided custom Engineering using existing building structures for the POP locations. This was highly effective in both quality and saving capital dollars.

## 4.2 City of Sanford, Maine

Tilson was hired by the City of Sanford, Maine, to assist with the implementation of a 10-gig, 45-mile, municipal high-speed fiber optic network funded by the U.S. Economic Development Administration. The municipally-owned network connects 87 community anchor institutions such as banks, medical institutions, industry and enterprise buildings to schools and municipal buildings. The network connects to the Maine Three Ring Binder network, which Tilson designed and built.

Tilson initially provided consulting services to the City of Sanford in 2014, determining that a new, high speed broadband system designed with the purposes of growth and retention of existing businesses, and attracting new businesses, had the potential to inject \$47-\$192 million to the City's economy over the next decade.

In 2017 Tilson was hired by the City to provide network design and engineering services and construction management services to implement the network. Tilson reviewed the preliminary network route design with the network operator and recommend design changes, with value engineering in mind to avoid long delays in permitting or complex and costly make ready. Our experienced outside plant engineers performed field surveys of all utility poles along the route, using sophisticated, customizable applications for data collection, tethered GPS units, and photographs of each attachment location with optical references. Data from field surveys was imported into Tilson databases, allowing for fine engineering in 3GIS of the route and service drops with fiber counts, splice points and all BOMs. After finalization of the network design, Tilson's pole licensing team applied for all utility pole licenses and attended joint ride outs with the local utilities to ensure accurate and cost-effective make-ready. Tilson's real estate team consulted on environmental and regulatory issues and obtained all required jurisdictional permits.

Once the network was construction-ready, Tilson drafted an RFP to solicit bids from qualified contractors. The RFP was fully compliant with all EDA requirements. The RFP packaged included construction plans, BOMs, Scope of Work and Close-Out requirements including the network test and acceptance plan. The network construction is currently in process and is scheduled to be completed by the end of 2018. Tilson is providing construction management for the City of Sanford which includes construction oversight and regular reporting to the City. Once construction is complete, Tilson will review the network construction and all test and acceptance documentation to ensure that the network is built to plan, and fully operational.

### 4.3 Town of North Attleboro, Massachusetts

Tilson was selected by the Town of North Attleboro, Massachusetts to provide design and engineering services for a 12-mile extension to an existing GPON Municipal Fiber Optic Network. The primary purpose of the expansion was to change the existing tree-and-branch topology to a ring topology, utilizing existing fiber and local closure cabinets, while adding new sites to the network.

Tilson reviewed the existing network and the proposed route for the network expansion and made recommendations for changes to the proposed system expansion routing for more expeditions entitlement acquisition and constructability. Our experienced outside plant engineers field-surveyed the route, collecting data including photographs, and location information for all major route features such as utility poles, manholes, hydrants, underground utilities, conduits, handholds, bridges, and railroad crossings. Using sophisticated, integrated hardware and software that data was transferred to our engineering team, who created detailed route designs in 3GIS, including splitter and splice points, focusing on fiber ring resiliency.

Once route designs were completed Tilson's engineering team created detailed construction drawings in AutoCAD using the data collected in the field and the 3GIS high level designs. The detailed drawings included the routing of fiber optic cable, the depth of buried cables, location of man holes and pull boxes, the location of each pole, pole numbers, location of risers poles, span lengths, suspension strand size for each cable, span lengths, locations of aerial DSPs and FAPs, location of slack loops, cable separations and detailed splice charts. Tilson also created a detailed bill of materials required for construction including pole attachment hardware, fiber cable, node tails, enclosures, cabinets, underground cable sheathing, and ancillary attachment hardware.

Detailed drawings were provided to Tilson's real estate team and pole licensing team who provided all real estate site acquisition services. Using the drawings Tilson determined right-of-way and property ownership and permitting requirements for all locations. All required permits were obtained from local, state and federal permitting agencies, and where required, private property easements were acquired. Tilson's pole licensing team applied for all utility pole licenses and managed the entire make-ready process, attending joint ride outs to ensure accurate and cost-effective made-ready.

Once the network was designed, Tilson created a bid package to solicit competitive bids from qualified contractors. When a contractor was selected by the Town, Tilson then served as construction project manager during the plant construction, performing construction inspection services to ensure quality construction practices and compliance with network design.



#### 4.4 Maine Fiber Company, Three Ring Binder

Tilson provided the Maine Fiber Company, Inc. ("MFC") with turn-key program management, engineering, pole licensing on 30,000 utility poles, permitting and construction management of a new fiber optic network in Maine, New Hampshire, and Massachusetts. Tilson had early involvement with Maine Fiber Company to aid in the design, permitting, municipal outreach, construction, vendor management, grant compliance and close out of this 1,100-mile fiber network, two hundred building entries, head end, 2D DWDM nodes, and nine colocation shelter/compounds. Today, MFC engages with Tilson for multiple services including route engineering, permitting, and make ready management for its last mile connections.

#### 4.5 Massachusetts Broadband Institute

Tilson served as owner's engineer and project manager for the \$91MM, Department of Commerce, National Telecommunications and Information Administration-funded Massbroadband123 project, a 1,300-mile fiber optic network build out to over 900 public safety and other state facilities including E911 centers, state police barracks, and fire/rescue locations. Our responsibilities included strategic planning, route design, business modeling, cost estimation, test and acceptance procedure design, intergovernmental coordination between department of transportation, public safety agencies, and industry, and project and construction management services in this engagement. This has included developing a comprehensive construction cost estimate for the design build requirements and managing over 28,000 Verizon, Western Mass Electric Company, National Grid, Unitil, and municipal light district-owned utility poles in licensing and make ready. Tilson network engineers developed next generation interoperability and design standards for 21 DWDM, routing, voice, and switching facilities. Tilson has also provided consulting and analysis for MTC's planning of its last mile initiatives, including a 2012 study of fiber and wireless last mile broadband options, and a 2016 evaluation of responses to MTC's cable line extension RFQ.

#### 4.6 National Carrier, Salt Lake City

Tilson is the lead contractor on a major metropolitan fiber buildout for a national carrier in Salt Lake City. This includes design, engineering, and construction of approximately 600 route miles of new fiber, both aerial and underground. Tilson performs high- and low-level design and engineering, permitting, pole and conduit licensing, make ready management, all field surveys, generation of construction drawings, professional engineering, and construction project management.

#### 4.7 National Carrier, Hartford

Tilson is the lead contractor on a major metropolitan fiber buildout for a national carrier in Hartford, Connecticut. This includes design, engineering, and construction of approximately 590 route miles of new fiber, both aerial and underground. Tilson performs high- and low-level design and engineering, permitting, pole and conduit licensing, make ready management, all field surveys, generation of construction drawings, professional engineering, and construction project management.

#### 4.8 FirstLight Fiber-to-the-Cell-Site

Tilson is providing turnkey site acquisition and design-build for FirstLight in support of multiple cellular carriers for over 350 cell site locations, and the maintenance line extensions of hundreds of miles of outside plant in the New York metro market. Tilson does the compound design, fiber design and interconnection. Tilson is responsible for permitting with states and municipalities as well as licensing all utility poles and underground facilities. Tilson executed multiple utility attachment agreements on behalf of FirstLight. Tilson manages the fiber construction and does the equipment installation and splicing inside the compound as well as ensuring timely turn up.

## 4.9 The Post Road Foundation

The Post Road Foundation is a non-profit platform that helps communities develop intelligent, broadband-connected infrastructure to drive digital inclusion, efficient resource management and economic growth.

The Foundation contracted Tilson to aide in the process of conducting pre-feasibility studies across pilot communities on the costs and benefits of deploying the fiber optic networks needed to support sustainable infrastructure.

Initially, Tilson undertook various community-based research efforts in preparation for the development of a business and financial model for Post Road Foundation Capital Partners including: constructing a comprehensive demographic profile of selected communities and an analyzing data against the backdrop of national surveys to forecast adoption rates; profiling existing broadband speed and availability and cataloging current consumer offerings to perform a demand-for-broadband assessment and provide a reasonable forecast of market response.

Tilson also provided an open-access market assessment based on the needs of the client. Tilson analyzed the requirements of potential ISPs delivering services over an open access network, both from an engineering perspective and from a business model perspective to help inform the client's investment. Tilson identified and conducted interviews with regional, national, and enterprise-focused ISPs to collect information about readiness and interest in participating in an open access project in the selected communities, factors that would make participation more or less attractive, and the desired role of the network operator vs. the ISP.

Finally, to aid in financial estimation and cost-prediction, Tilson developed for the client: a mid-level design consistent with developed engineering requirements via GIS shapefile; an associated bill of materials including assumed lit network cost components and shelters; and a comprehensive total project cost estimate broken down into strategic categories. With these deliverables, Tilson was able to utilize their sophisticated, multi-variable, proprietary financial model to analyze the performance of the proposed network under a variety of relevant scenarios. Such an analysis provided the client detailed information regarding predicted, capital cost, operating cost, cash-flow, and financial return of their proposed project.

## 4.10 Empire State Development: New NY Broadband Program

Tilson provides services to the New York Broadband Program Office (BPO) in connection with its New York NY Broadband Grant Program. This program allocates up to \$500 million in state grants to subsidize broadband providers in building their networks to unserved and underserved parts of New York State. Grants were allocated via a reverse auction process that Tilson designed and implemented. Services provided included technical and financial reviews of proposed projects, program design, and consultation on policy issues. Project work has included providing an interface with broadband service providers and structured collection of data requested by the BPO. Tilson provided project management of a consulting team on the review of New NY grant applications, including the BPO's GIS vendors. Tilson also consulted as part of the BPO's advisory team on the application of geospatial analysis to programmatic questions, especially the development of grant-eligible census blocks and partial blocks from service-provider data, FCC Form 477 data, and Connect America Fund-eligible areas. Tilson was engaged in all of the program's application rounds, and met tight deadlines for application reviews, including a thirty (30)-day timeframe in Round 2 of the program.

Tilson also provides post-award verification services around the State Grant Awards issued under the ConnectNY and New York Broadband Programs. Services provided included interviews with the awardees, conducting field verification, and generating reports on projects selected by the BPO for desktop review. The field audits looked to verify that the awardees' networks have been built according to the documented KPIs, Project Milestones, submitted address points, proposed broadband speeds, and constructed to industry standards.

## 5. References

### **SanfordNet**

Steven Buck, City Manager  
City of Sanford  
919 Main St., Sanford ME 04073

[srbuck@sanfordmaine.org](mailto:srbuck@sanfordmaine.org)  
(207) 324-9172

### **Maine Fiber Company, Three Ring Binder and Post 3RB Laterals**

Dewey Allison  
Maine Fiber Company  
482 Congress St. Suite 100, Portland, ME 04101

[dallison@mainefiberco.com](mailto:dallison@mainefiberco.com)  
(603) 860-0605

### **Seneca Nation**

Mark T. Branden  
6265 Sheridan Drive, Suite 200,  
Williamsville, NY 14221

[mbranden@senecaholdings.com](mailto:mbranden@senecaholdings.com)  
(716) 829-1581

### **OTO Fiber**

Bell Ryder  
OTO Fiber Corporation  
Town of Orono  
59 Main St.  
Orono, ME 04473

[bryder@orono.org](mailto:bryder@orono.org)

## 6. Description of Proposed Work, Workplan, and Schedule

Tilson will provide full turnkey design and engineering services to produce a construction-ready design suitable for providing to construction contractors. The designed network will be capable of connecting all identified premises in the Town. Tilson will also develop and provide a construction bidder package, aid the Town in evaluating bids, and provide construction management and acceptance management services.

We use a variety of advanced tools to support project delivery, including:

- **3-GIS** is a web-based fiber network design studio that uses industry-standard ESRI ArcGIS on its backend. Tilson uses 3GIS for all desktop engineering tasks. Our engineers use the information in our geographic database as a starting point for editing the GIS data to complete engineering design deliverables. All fiber architecture, including mapping all fiber routes, determining cable size and placement, attachment points, equipment locations, slack, logical cable names and complements, fiber counts, and splice diagrams is completed in GIS.
- **QuickBase** is a low code platform for building, customizing and connecting scalable, secure cloud applications mapped to unique business challenges. The platform includes workflow and process automation, forms, and personalized charts and reports driven by customizable business logic. Quickbase is used at Tilson for project management, schedule management, and cost and revenue analysis, allowing all users to work from the same data. Data can be transferred to external systems via API calls, an ODBC connector, or Excel/CSV exports.
- **AutoCAD** is an industry-standard computer aided drafting tool. Tilson uses AutoCAD to create construction-ready drawings.
- **O-Calc** is structural analysis software used to model utility pole loading. O-Calc can model all aspects of structural loading on a variety of pole types and materials. Using O-Calc, Tilson's engineers and make ready team can provide analysis-based counters to excessive utility make ready costs.

Tilson's approach to network engineering, design and construction management has been refined over the years. As a company rooted in tech, our engineering approach really showcases this. We have spent time discovering the best tools and methods for field and desktop engineering and ensured seamless integration between systems to save time and produce a higher quality product. Tilson can provide all services outlined in this RFP using in-house resources.

## 6.1 Preliminary Design

Tilson will generate a preliminary route design with input from the Town of Millinocket for a network that achieves its specified goals. We will perform value engineering to identify any premises or groups of premises whose cost to build is out of line with the project average, and suggest alternative ways to connect those premises.

## 6.2 Business Model Planning and Financial Forecasting

Tilson has a sophisticated, multi-variable, proprietary financial model that allows us to analyze the performance of a Fiber-to-the-Premise network under a variety of scenarios. This model allows us to examine the predicted, capital cost, operating cost, cash-flow and financial return of a project given a set of key capital, operating, and revenue assumptions.

Tilson's consultants will meet with project stakeholders to discuss, review, and recommend key revenue, capital cost, operating cost, financing, and revenue assumptions that we will use for your project. As we begin the modeling process relatively early in the project, some of these assumptions may be subject to greater change over the life of the project, but you will also begin to get some early ideas about the impact of the choices that you are making that can have a significant effect on financial performance. We will develop two base-models, a Town-owned model and a leased-operator model. As part of these base models, Tilson would also be able to prepare a sensitivity analysis of the proposed network for key variables. This would show how changing key selected inputs to the model affect overall project financial performance. Sensitivity analyses can pinpoint assumptions that need to be arrived at with greater accuracy due to their outsize impact on the project. The overall effect is to help focus project development efforts on understanding the assumptions that drive project financial performance to reduce adverse impacts of unforeseen circumstances. To analyze different scenarios and their associated financial impact, we can create and examine financial performance under alternative sets of assumptions to the base models.

## 6.3 Pole Data Collection

After generating a preliminary design, Tilson will perform pole data collection and field surveying. Tilson is known as a national leader in pole data collection, and for good reason. Tilson has integrated hardware and software to maximize field data collection results. We believe that a good design starts with high quality data. Our surveyors are trained in our specific data collection methods using a fully customized software application that allows us to customize the fields to be collected by utility, thus ensuring that all required data fields and photos are collected correctly the first time. This application also allows for easy export to Excel to quickly populate pole applications for submittal. Additionally, Tilson tethers survey grade GPS units to our software application to get close to one-meter accuracy of GPS coordinates.

Tilson plans to survey all required poles within a month of notice to proceed and approved routes. We know this is the start of all design, permitting and make ready processes and requires heavy acceleration to propel the project forward.

Tilson has the in-house ability to complete pole loading analysis using O-Calc and provide space planning and full make ready engineering on a pole by pole basis if necessary or required by utilities.

## 6.4 Pole Applications & Make Ready Management

After the poles are collected, Tilson can begin to apply for pole licenses. Tilson has experienced make ready coordinators who came from joint use positions at utilities and understand the make ready administration process very well.

We understand the importance and lead time for make ready completion so we are highly focused on getting the applications submitted quickly to start the clock. Tilson will perform joint ride outs with the utilities to ensure the Town is getting the most cost effective and fair make ready determination.

Tilson has great relationships with the utilities and since we interact with them regularly, our team will monitor the progress throughout the make ready lifecycle for this project and provide feedback. We feel it is important to engage with the utilities throughout the process to ensure applications are top of mind and applications move into make ready construction relatively quickly.

The timeline for pole licensing is highly dependent on utilities and not under Tilson's control. Timeframes of up to six months are possible. We have extensive experience working with utilities and can bring this to bear in an effort to reduce make ready timelines.

## 6.5 OSP Engineering

After the poles are collected in the field, Tilson will load the field data into 3-GIS for engineering. With the base map in place, Tilson's experienced OSP engineers can engineer the route including all drops to each premise. Depending on the Town's preference and budget, we believe it would be most cost-effective to have the Town reach out to residents and businesses to identify which ones want a connection. Tilson will leave splice cases in the design at each premise in case a given premise changes its mind on whether to request service.

Tilson will refine the design at the desktop level once all field data is collected. With the use of mobile 3-GIS, we will improve quality and accuracy of the field notes as they get converted to construction plans, BOM and constructability estimates. Tilson will utilize 3-GIS to determine fiber stand counts and create a network model. Tilson will generate a bill of



materials and final set of construction plans to feed the construction RFP. The engineering and design drawings will be compliant with the EDA grant requirements. Prior to the release of the RFP, Tilson will provide the Town with a constructability estimate.

## **6.6 Permitting**

Tilson will begin the permitting process upon notice to proceed and preliminary route approval. Some permitting requirements can be started early in the project and Tilson will engage with those entities to start the permitting process.

Some permits will be submitted once pole data is collected and the route is more clearly defined including the entities that may need to be engaged for additional permitting. Tilson has multiple real estate attorneys on staff if needed.

Tilson will provide a high-level review and checklist of environmental requirements such as NEPA and SHPO. Since these instances aren't always predictable, Tilson can provide a separate quote for environmental remediation.

## **6.7 Construction RFP Creation and Evaluation**

Tilson will draft a construction RFP for the Town of Millinocket to distribute. Included in the RFP will be the set of construction plans, BOM, Scope of Work and close out requirements including test and acceptance plan. If the Town has identified a network operator by this time, Tilson will work with the network operator to determine the test and acceptance plan. Tilson will host a pre-bid conference call, respond to Q&A from respondents and help the Town with evaluation. Tilson will review, rank the responses and bidder qualifications and make a recommendation to the Town for award of the contract.

## **6.8 Construction Management and Network Testing**

Once a construction contractor is selected, Tilson will provide light construction management services. Tilson manages and oversees the construction on the Town's behalf with regular reporting and updates, this includes up to five field visits. Tilson has internal construction field resources that will oversee construction to ensure quality and safety standards are met and the design is being built to spec.

Tilson's close out team will review the required test and acceptance documentation to ensure all specifications are met and the network is fully operational.

## 7. Rate Proposal

After discussing the estimated route miles and drop-counts involved with Town Manager John Davis, Tilson estimates the total fees for the network design and engineering for the town of Millinocket to total \$261,975. The pricing matrix illustrating our rates and providing background for this estimate, can be found below. The rates found below may also serve as hourly rates in the event additional scope items are explored by the Town.

Assuming the route miles and drop counts are in line with our estimates, Tilson proposes a time and materials engagement, exclusive of expenses, at our defined rates below with a not-to-exceed cap of \$261,975. We are happy to adjust the cap based on the size of the network if different from the original estimations.

Task	Duration	Estimated Hours	Hourly Rate	Project Estimate
<b>Business Model Planning and Financial Forecasting</b>		130	\$ 190	\$ 24,700
<b>Completion of project plans, specs and cost estimate (including preliminary design)</b>		840	\$ 105	\$ 88,200
<b>Permitting</b>				
Negotiate Pole Attachment Agreements		55	\$ 190	\$ 10,450
Building Permits, Hwy, RR Xing, etc		110	\$ 105	\$ 11,550
Environmental Review (NEPA/SHPO)		30	\$ 105	\$ 3,150
Pole Attachment- Pole survey & Joint ride outs		275	\$ 95	\$ 26,125
Pole Attachment-make ready management		150	\$ 95	\$ 14,250
<b>EDA Compliant Bid Package</b>		120	\$ 150	\$ 18,000
<b>Limited construction management</b>		80	\$ 95	\$ 7,600
<b>Testing &amp; Acceptance</b>		50	\$ 95	\$ 4,750
<b>Broadband Consulting and Advisory Services</b>		150	\$ 190	\$ 28,500
<b>Project Management</b>		130	\$ 130	\$ 24,700
<b>Project Estimate</b>			<b>\$</b>	<b>261,975</b>

Tilson is also available to include the surrounding townships of East Millinocket and Medway in the proposed scope of services and network design/engineering. The price of that option would be highly dependent on the route-miles and subscriber count for those regions and, consequently, upon receiving such information, Tilson is happy to provide an amended not-to-exceed price proposal, using the same rates as above. We will factor in economies of scale and other efficiencies in this amended estimate.



# **We look forward to working with you.**

**COMPANY DATA  
AND CONTACT**

**COMPANY NAME :**

TILSON TECHNOLOGY MANAGEMENT, INC.

**COMPANY ADDRESS**

18 MIDDLE ST.  
PORTLAND, ME 04101  
UNITED STATES

**CONTACTS :**

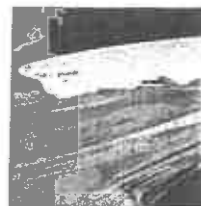
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[WWW.TILSONTECH.COM](http://WWW.TILSONTECH.COM)





## **MAINE MUNICIPAL ASSOCIATION**

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

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

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

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

To: Members eligible for Surplus  
From: Maine Municipal Association Workers' Compensation Fund  
Re: Maine Workers' Comp Residual Market Pool – Return of Surplus  
Date: February 25, 2020

The Maine Municipal Association Workers' Compensation Fund (Fund) has received, on your behalf, a return on surplus from the Maine Workers' Comp Residual Market Pool (Pool).

#### **Background:**

Pursuant to the 1995 Maine Workers' Compensation Residual Market Pool Deficit Resolution and Recovery Act, Maine employers that purchased workers' compensation insurance policies through the commercial market between January 1, 1988 and December 31, 1992, paid surcharges to the Pool to fund its projected deficit. The surcharge was 6.32% of annual premium. Only employers that secured Workers' Compensation through the commercial insurance market at any time from 1988-1992 paid this surcharge.

This surcharge was not collected by the Maine Municipal Association Workers' Compensation Fund. Our role at that time was to assist the Pool by providing them with the necessary information to calculate the surcharge.

The Maine Workers' Compensation Residual Market Pool's Board of Governors has voted to refund a portion of those funds and has returned a total of \$35,413.62 to the Maine Municipal Association for those members that contributed to the Pool. As an employer that paid this surcharge, we are pleased to provide you with the enclosed check for your share of the reimbursement received to date. If any future surplus distributions are received on your behalf, they will be disbursed at that time.

If you have any questions, please contact Michelle Pelletier, Director, Risk Management Services, at [mpelletier@memun.org](mailto:mpelletier@memun.org) or 1-800-590-5583.

## Jesse Dumais

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**From:** Jesse Dumais  
**Sent:** Friday, March 6, 2020 10:34 AM  
**To:** John Davis  
**Cc:** Lori Santerre  
**Subject:** RE: Activity Reports

Dear Mr. Davis and Mrs. Santerre,

This letter is my formal 2 week notice informing you of intent to end my employment at the Town of Millinocket as Tax Collector/Dept. Clerk. This letter is preceding the event of my applying for a position at the transfer station, still being employed by the Town of Millinocket in another compacity. As I accept the offer of employment at the transfer station at the appropriate time determined by the Manager and receiving this notice today 3/6/2020 my last day as Tax Collector would be 3/20/2020. Once again I feel very fortunate for all the opportunities and honored to continue service for the municipality.

Sincerely & respectfully submitted,

Jesse Dumais  
Tax Collector  
Town of Millinocket  
207-723-7006  
[taxcollector@millinocket.org](mailto:taxcollector@millinocket.org)  
197 Penobscot Ave.  
Millinocket, Me. 04462

**From:** John Davis <[manager@millinocket.org](mailto:manager@millinocket.org)>  
**Sent:** Wednesday, December 4, 2019 6:41 AM  
**To:** Craig Worster <[ChiefWorster@millinocket.org](mailto:ChiefWorster@millinocket.org)>; Diana Lakeman <[townclerk@millinocket.org](mailto:townclerk@millinocket.org)>; Jesse Dumais <[taxcollector@millinocket.org](mailto:taxcollector@millinocket.org)>; Jody Nelson <[jodynelson@gwi.net](mailto:jodynelson@gwi.net)>; Lori Santerre <[humanresource@millinocket.org](mailto:humanresource@millinocket.org)>; Lorna Thompson <[assessor@millinocket.org](mailto:assessor@millinocket.org)>; Mary Alice Cullen <[treasurer@millinocket.org](mailto:treasurer@millinocket.org)>; Ralph Soucier <[publicworks@millinocket.org](mailto:publicworks@millinocket.org)>; Richard Angotti <[Code@millinocket.org](mailto:Code@millinocket.org)>; Tom Malcolm <[ChiefMalcolm@millinocket.org](mailto:ChiefMalcolm@millinocket.org)>  
**Subject:** Activity Reports

Have your activity report to me by noon on Friday.

John Davis  
Millinocket Town Manager  
(207) 723-7000



TOWN OF MILLINOCKET  
PUBLIC WORKS DEPARTMENT  
20 Cedar Street  
Millinocket, Maine

Tel. (207)723-7030

Fax (207)723-7029

E-Mail: [publicworks@millinocket.org](mailto:publicworks@millinocket.org) Web Site: [www.millinocket.org](http://www.millinocket.org)

March 3, 2020

To: Harold Davis, Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report- Heavy Equipment Capital Improvements

**2016: \$110,460.76**

Purchased Trac-less Sidewalk Machine Snow Blower Attachment	= \$11, 000.00
Re-Furbished 1983 Cat Grader, (New motor, drive train, transmission)	= <u>\$99,460.76</u>
	= <b>\$110,460.76</b>

**2017: \$114,337.00**

Purchased used 2012 Fork Truck to replace 1983 fork truck.	= \$22,900.00
Purchased 2017 Demo Larue loader mounter snow blower to replace 1994 unit.	= \$85,637.00
Purchased new poly sander for the one ton.	= <u>\$ 5,800.00</u>
	= <b>\$114,337.00</b>

**2018: \$187,567.00**

Purchased used 2012 Western Star to replace 2001 Freightliner (Trash Truck)	= \$72,500.00
	-trade = <u>\$15,000.00</u>
	= <b>\$57,500.00</b>

Purchased 2019 Freightliner Plow Truck to replace 2002 International	= \$146,778.00
	-trade = <u>\$ 16,500.00</u>
	= <b>\$130,067.00</b>

**2019:\$250,387.45**

Purchased new RPM Tech loader mounted blower to replace 2000 unit.	= \$109,576.98
	-trade = <u>\$ 10,000.00</u>
	= <b>\$ 99,576.98</b>

Purchased new 2020 Freightliner plow truck to replace 2020 International	= \$ 171,810.41
	-trade = <u>\$ 25,000.00</u>
	= <b>\$ 146,810.47</b>

Purchased new loader mounted snow pusher	= <b>\$ 4,000.00</b>
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Respectfully Submitted,  
Ralph T. Soucier  
Director Millinocket Public Works

# MEMO

## Millinocket Wastewater Treatment Facility

March 06, 2020

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: WW Operations Report

The treatment facility and pump station are all functioning well. We are busy with snow removal and ice control like everyone else. To give an update on collection system upgrade projects from past to present, in 2008 the Pines upgrade project took place. This started with the Katahdin Ave Extension, to Riverside Drive along with all of the Iron Bridge Road. In 2017, the Smith Brook upgrade project took place. The project started with the manhole on the KG side of the underpass, up Bates Street to the driveway of the apartment building across from the KG, through the driveway over to Katahdin Avenue to the Millinocket Foundry, through the Foundry yard crossing the Smith Brook twice and then down the side of the brook to Penobscot Avenue, crossing Penobscot Avenue under the roadway, connecting to the Pines Lift Station. During the summer of 2018, the Minuteman Drive project took place. This upgrade started with the first two manholes on Mass Avenue, up Minuteman Drive, through to Rhode Island Avenue. These were all jobs well done in a timely fashion. In 2019 the States Streets Project started on New York Street, this project got off to a slow start and will continue in the spring of 2020. During the summer of 2020, we hope to start the Elm Street/Bates Streets project.

# Memo

**To:** Town Manager  
**From:** Chief of Police  
**CC:** Town Council  
**Date:** March 9, 2020  
**Re:** Activity report

- 
- *We generated or responded to 227 Incidents since February 1, 2020 to February 29, 2020. **It should be noted**, that for the same time frame in 2019, there were 235 calls for service.*
  - *Major incidents for the time period were 5 citizen/agency assists, 5 medical calls, 19 Information complaints, 3 OUI, 4 welfare checks, 9 PD accidents, 3 disorderly conducts, 3 wanted outs, 4 suspicious and noise problems, 5 - 911 hang ups and 8 family fight calls.*
  - Total calls for 2019 were 5377.
  - **Chiefs report .....**
  - Still covering for vacations, short shifts and prisoner transports. Worked an Evening shift (6pm to midnight) to allow an officer to take a weekend off.
  - Myself and Sgt. Winslow attended the Maine Municipal Association "Municipal Law Enforcement Summit" in Augusta. Topics of discussion were; the current opiod crisis, recruitment, drug treatment programs, grants and developing a better relationship with the hospital when dealing with the mentally ill.



- While in Augusta, we stopped by the State of Maine Surplus warehouse to obtain replacement furniture for the town. We were able to obtain; 2 desks, 2 office chairs, 2 benches, chair pads, gloves, 2 rugs, two monitors, and some office supplies all for \$175.00.
- Sgt. Winslow and Ofc. Jasper attended a two-day training (ARIDE) in Lincoln on how to effectively detect a motorist that is under the influence of drugs.
- Investigating a bias crime that occurred at the Middle School.
- Attended a Communication Skills Workshop, hosted by the Baxter State Park at their Headquarters in town. Jackie Little, Director of Human Resources for the Maine Legislature was the keynote speaker.
- Participated in a webinar on the new way to report our crime stats to the FBI, that impacted
- Capital expenditures for the past 3 years were, weapons upgrades (Pistol, Rifle and Shotgun), Rifle/shotgun racks for the patrol vehicles. Bullet proof vests replacements and camera replacement throughout the town hall building. Projected capital improvements would be to replace two cruisers, both due to excessive repairs and age of the vehicles contributing to the replacement needs.

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# Memo

**To:** Town Manager  
**From:** Chief of Police  
**CC:** Town Council  
**Date:** March 9, 2020  
**Re:** Activity report

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- Capital expenditures for the past 3 years were, weapons upgrades (Pistol, Rifle and Shotgun), Rifle/shotgun racks for the patrol vehicles. Bullet proof vests replacements and camera replacement throughout the town hall building. Projected capital improvements would be to replace two cruisers, both due to excessive repairs and age of the vehicles contributing to the replacement needs.



MILLINOCKET FIRE AND AMBULANCE  
222 AROOSTOOK AVENUE  
MILLINOCKET, ME 04462  
[www.millinocket.org](http://www.millinocket.org)

Manager Davis,

Recent capital improvements:

**FY15 Budget**

03/2015 Rebox of 2000 Ford Ambulance with new 2015 Chevrolet Chassis Cab, including upgrades as required. **\$ 82,586.80**

**FY17 Budget**

10/2017 Purchase of 2018 Chevrolet 4 Dr 4X4 Pickup with cap, and Sliding equipment tray to replace 2005 Chevrolet 4X4 P/U **\$ 33,190.09**

**FY19 Budget**

04/2019 Purchase of 2019 Ford Demers ambulance with new safety Features for crew protection (Medic In A Box concept) **\$ 167,000.00**

**FY20 Budget**

10/2019 Purchase of 2020 Skidoo Expedition SWT 900 ACE and New Hybrid snow sled trailer to replace the 2005 Skidoo Scandic And trailer **\$ 16,602.00**

11/2019 Purchase of ONAH in house generator for the Fire Dept. and Town Office this replaced a 40 year old unit **\$ 27,508.00**

03/06/2020  
Thomas Malcolm  
Chief Millinocket Fire Dept.



**MILLINOCKET FIRE AND AMBULANCE**  
**222 AROOSTOOK AVENUE**  
**MILLINOCKET, ME 04462**  
**[www.millinocket.org](http://www.millinocket.org)**  
**[chiefmalcolm@millinocket.org](mailto:chiefmalcolm@millinocket.org)**

**Manager Davis,**

**Participating in numerous teleconferences and webinar concerning the Corona Virus and precautions and protocols recommended by CDC, EMA, and Maine EMS. Have been working with EMS, and CDC on this at least couple of times a week on updates and information they are requesting.**

**03/06/2020**

**Chief Thomas Malcolm**  
**Health Officer**  
**Town of Millinocket**



**MILLINOCKET FIRE AND AMBULANCE**  
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[chiefmalcolm@millinocket.org](mailto:chiefmalcolm@millinocket.org)

**FIRE AND AMBULANCE RUNS REPORT FOR FEBRUARY 2020**

**AMBULANCE**

Local BLS: 10

Local ALS: 4

Out of Town BLS: 18

Out of Town ALS: 13

No Trans/PA: 7

Police Stage: 1

ACLS Intercept: 0

Public Assist: 3

Lost Calls BLS: 2

Lost Calls ACLS: 8

Lost Calls ACLS (Required Nurse): 1

**FIRES:**

5-Snowmobile Accident (Hurd Pond, Stacyville Rd, North Twin, Abol, TurkeyTail)

1-Public Assist(Strange Smell)

1-CO (Faulty Chimney)

3-10-55 (Lake Rd, Medway Rd., Bates St by KMHP)

1-Snowsled (Bait hole Rt #11)



MILLINOCKET FIRE AND AMBULANCE  
222 AROOSTOOK AVENUE  
MILLINOCKET, ME 04462  
[www.millinocket.org](http://www.millinocket.org)  
[chiefmalcolm@millinocket.org](mailto:chiefmalcolm@millinocket.org)

Manager Davis,

Participated in webinar with NFPA on new Fire Prevention and Education programs and on upcoming training for certification.

Met with Dan Rinard (Chief Ranger BSP) about coordinating training and working together on emergencies.

Working with ME EMS on Corona Virus and gathering information and getting updates and setting up procedures should we have transport anyone suspected of the virus.

Had PW do some required maintenance on Ambulance 788, the 2015 Chevrolet some issues with suspension and lights unit now has 85000 miles.

All Capital projects for this year were completed and new generator is working great and have had several opportunities to use the new snow sled and it is really working out well and staff very pleased with it.

Have written policies around the letter we received from PRCC regarding what types of calls they will now handle and have worked with MRH, KHC and Stearns Assisted Living on their call procedures.

Working with Thrive and other local organizations to have the Good Shepherd Mobile Food Bank visit Millinocket on 03/11/2020.

Still have one FF/Paramedic out for injury.

03/06/2020  
Thomas Malcolm  
Chief Millinocket Fire Dept.

ORDER #44-2020

PROVIDING FOR: Execution of the Warrant for March 5, 2020

IT IS ORDERED that the Warrant for March 5, 2020 in the amount of \$ \_\_\_\_\_ is hereby approved.

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

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





ORDER #45-2020

PROVIDING FOR: Execution of the Warrant for March 12, 2020

IT IS ORDERED that the Warrant for March 12, 2020 in the amount of \$ \_\_\_\_\_ is hereby approved.

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

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



**PROVIDING FOR:** Authorization for annual Wastewater abatements.

**IT IS ORDERED** that the Millinocket Town Council approves the annual abatement of Wastewater fees itemized on the list submitted by the Chief Operator and attached to this order.

**NOTE:** The abatements are for water used to fill swimming pools, watering lawns, washing cars, etc.

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

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



# Memo

**To:** John Davis, Town Manager

**From:** Jim Charette, Chief Operator

**Date:** 2/27/2020

**Re:** Annual Wastewater Abatements for 2019.

---

Annually, we have residents of the town who request abatements on their wastewater bills. These abatements are for water that is used to fill swimming pools, watering lawns, washing cars. This is water that does not enter our sewer system and is not treated at the Wastewater Treatment Facility. As a rule, abatements are only granted with the use of water meters provided by the MWWTF. In some cases when customers are unaware of the meter policy, abatements may have been granted on a first time basis only. Readings from the water meters are read at the beginning and end of every season. After January of each year, the wastewater staff collects all the readings to be abated and the staff then goes through the calculation process for each abatement requested before requesting approval from the Town Council. After approval is granted, the abatements are taken off the next quarterly bills and only on bills over the minimum \$100.00 per quarter. As we all know, by council request and approval, the abatement program will be over on the first of April. Moving forward we will be trying to notify all the rate payers about the program ending.



2019 Wastewater Abatement Requests For Council Approval						
Account#	Name / Address	Proposed Amount		Approved Amount		
140282	Carl Ambrose, 371 Katahdin Ave.	26.68	Metered			
144180	Corey Andrick, 102 Somerset St.	80.04	Metered			
142722	Bill Appleby, 151 Lincoln St.	46.69	Metered			
123787	Baxter Inn, 935 Central St.	22.88	Metered			
131119	Jeff Beach, 10 Forest Ave.	26.68	Metered			
129939	Josh Blackmore, 1 Grove St.	66.70	Metered			
131100	Weston Blanchette, 18 Forest Ave.	40.02	Metered			
145543	Steve Bond, 63 State St.	26.68	Metered			
138229	Dennis Boutaugh, 109 Morgan Lane.	59.96	Metered			
126530	Arnold Boynton, 118 Minuteman Dr.	149.41	Metered			
126735	Bill Burke, 50 Heritage Dr.	108.65	Metered			
130856	Bill Burke Sr. 61 Forest Ave.	86.71	Metered			
133324	Ashley Prive, Julie Archie, 46 Cedar St.	56.63	Metered			
135726	Bob Carr, 39 East Terrace	20.01	Metered			
132077	Chris Carr, 115 Mass Ave.	86.71	Metered			
125747	Congregational Church, Katahdin Ave	63.57	Metered			
129483	Mike Collinworth, 99 Grand Ave.	23.52	Metered			
140371	Rich Elliot, 419 Katahdin Ave.	60.03	Metered			
126204	John Freeman, 385 Mass Ave.	35.57	Metered			
135742	William Frost, 44 East Terrace	20.01	Metered			
145829	Larry Given, 25 Summer St.	40.02	Metered			
138075	Bob Glidden, 2 Rush Blvd.	39.02	Metered			
133596	Scott Gonya, 211 Central St.	64.63	Metered			
134398	Rick Grunthaler, 373 Penobscot Ave.	44.22	Metered			
148321	Donald Holland, 25 Prospect St.	146.74	Metered			
137737	Dwayne Jandreau, 49 Iron Bridge Rd.	291.92	Metered			
175779	Katahdin Inn, 740 Central St.	355.51	Metered			
131607	John Kelly, 44 Rhode Island Ave.	56.69	Metered			
136390	Wayne Kidney, 69 Bates St.	46.69	Metered			
131607	John Kelly, 44 Rhode Island Ave.	20.01	Metered			
176473	Bruce Markie, 9 Rush Blvd.	40.04	Metered			
147244	Brian Morrison, 32 Wausau St.	15.47	Metered			
132085	Money McGibbon, 101 Mass Ave.	266.80	Unmetered			
142927	Warren Nelson, 142 Lincoln St.	29.15	Metered			
137362	Dwayne Oaks, 12 Riverdrive Park	14.96	Metered			
126271	Gary Pelletier, 325 Mass Ave.	6.67	Metered			
139004	Ron Preo, 137 Maine Ave.	63.37	Metered			
133928	John Rush, 406 Penobscot Ave.	37.79	Metered			
127936	Gary Santerre, 15 New York St.	26.68	Metered			
144547	Gilda Stratton, 32 Congress St.	93.38	Metered			
135157	Phil Streams, 398 Aroostook Ave.	4.74	Metered			
133812	Phil Sturman, 370 Penobscot Ave.	22.81	Metered			
128959	Bob Tinkham, 8 Sunset Drive	36.69	Metered			
		<b>Totals</b>	3,020.39			
	<b>Revised 2/26/2020</b>					





ORDER #47-2020

PROVIDING FOR: Approval of an Application for a Victualer License Application for the Hillcrest Golf Club.

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

Randy D. Jackson, 106 Knox Street  
d/b/a  
Hillcrest Golf Course, 1 Golf Course Road

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

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



25.00

TOWN OF MILLINOCKT

APPLICATION FOR A VICTUALERS LICENSE

1. NAME OF APPLICANT Randy D Jackson
2. PHONE NUMBER OF APPLICANT 207-249-5786
3. RESIDENCE OF APPLICANT 106 Knox Street Millinocket, ME
4. NAME OF BUSINESS Hillcrest Golf Club
5. PHONE NUMBER OF BUSINESS 723-8410
6. BUSINESS ADDRESS 1 Golf Course Road
7. NATURE OF BUSINESS Golf Club
8. LOCATION TO BE USED 1 Golf Course Road Millinocket, ME
9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS  
Millinocket, ME

10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS


Randy D Jackson President 106 Knox Street Millinocket ME  
Scott Lowe II Vice President 22 Beech Street E. Millinocket, ME  
Kevin Gregory Treasurer 37 Colony Place Millinocket, ME

11. DESCRIPTION OF PREMISES TO BE LICENSED

Golf Course + Club house

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)



<b>State of Maine</b> DEPARTMENT OF HEALTH AND HUMAN SERVICES <b>EST ID: 3207</b> EATING PLACE TIER 3 175 Seats (In)		EXPIRES: 05/21/2020  FEE: \$230.00
HILLCREST GOLF CLUB 1 GOLF COURSE RD MILLINOCKET ME 04462		  <i>Jeanne M. Lambrew</i> Commissioner
ATTN RANDY JACKSON HILLCREST GOLF CLUB HILLCREST GOLF CLUB ONE GOLF COURSE RD MILLINOCKET ME 04462		
NON-TRANSFERABLE		

DETACH HERE

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco Retailers are required to card all persons 30 years of age or younger by photographic identification that contains the person's date of birth. Tobacco products may not be sold to any person under 21 years of age until the person obtained 18 years of age on or before July 1, 2018. Tobacco products include, but not limited to, a cigarette, a cigar, a hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes or liquids used in electronic smoking devices, whether or not they contain nicotine.

For free guidance regarding Maine's retail tobacco and workplace smoking laws, please contact the Maine CD



BUSINESS Hillcrest Golf Club.

ORDER # 47-2020

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE  
APPLICATIONS



TAXES ARE CURRENT

R.E./P.P. Yes ☒ No ☐



WASTEWATER IS CURRENT

Yes ☒ No ☐



POLICE INCIDENTS IN THE PAST YEAR

Yes ☐ No ☒

(IF APPLICABLE PLEASE LIST)





**RE Account 123 Detail  
as of 03/10/2020**

Name: HILLCREST GOLF CLUB

Location: GOLF COURSE

Acreage: 101.4 Map/Lot: R04-008-ON

Book Page: B9835P51, B10243P293, B11544P145

2020-1 Period Due:

Land: 135,500

Building: 135,000

Exempt 0

Total: 270,500

Ref1: H1270R

Mailing 1 GOLF COURSE RD

Address: MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1	R				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
Account Totals as of 03/10/2020					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.



Name: HILLCREST GOLF CLUB

1 GOLF COURSE RD  
MILLINOCKET, ME 04462

Location: CLUB HOUSE

RE Acct: 0      Map/Lot: R04-008-ON

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
238	01/30/20			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
211	10/26/18			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
40	01/20/09			0.00	0.00	0.00	0.00	0.00
37	10/24/08			0.00	0.00	0.00	0.00	0.00

**UT Account 175698 Detail**  
**as of 03/10/2020 - Sewer**

Name: HILLCREST GOLF CLUB

1 GOLF COURSE RD  
MILLINOCKET, ME 04462

Location: CLUB HOUSE

RE Acct: 0      Map/Lot: R04-008-ON

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
	03/10/2020			0.00	0.00	0.00	0.00	0.00

**PP Account 168 Detail  
as of 03/10/2020**

Name: HILLCREST GOLF CLUB INC.

Location:

Assessment: 42,300

2020-1 Period Due:

Mailing 1 GOLF COURSE ROAD  
Address: MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2020-1	R				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
Account Totals as of 03/10/2020					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.



## **Diana Lakeman**

---

**From:** Craig Worster  
**Sent:** Tuesday, March 10, 2020 2:30 PM  
**To:** Diana Lakeman  
**Subject:** RE: INCIDENT REPORT

There have not been any negative calls for service at the golf course, they are good to go.

*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:** Tuesday, March 10, 2020 2:29 PM  
**To:** Craig Worster <ChiefWorster@millinocket.org>  
**Subject:** INCIDENT REPORT

Requesting report of incident, if applicable, for an Entertainment and Victualer License application for:  
- Randy D. Jackson, d/b/a Hillcrest Golf Course, 1 Golf Course Rd.

This is to be brought to council action on 3/12/2020. 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](mailto:townclerk@millinocket.org)





ORDER #48-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for the Hillcrest Golf Club.

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

Randy D. Jackson, 106 Knox Street  
d/b/a  
Hillcrest Golf Course, 1 Golf Course Road

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

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



\$25.00

PAID 10/14/2020

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Randy D Jackson RESIDENCE 106 Knox Street  
Millinocket, ME

NAME OF BUSINESS Hillcrest Golf Club ADDRESS 1 Golf course Road  
Millinocket, ME

NATURE OF BUSINESS Golf club LOCATION TO BE USED SAA

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

106 Knox Street  
Millinocket, ME

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  
ALBANY, MAINE 04433-0008



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
GC-1990-5309	04/27/2019	04/26/2020

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 these 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: HILLCREST GOLF CLUB  
Business Name of Licensee: HILLCREST GOLF CLUB  
Address of Licensee: 1 GOLF COURSE ROAD  
MILLINOCKET, ME

CODE	License Type and Description	FEE
GC	CLASS I - GOLF COURSE - MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

Total Fees:

\$ 910.00

*Timothy R. Poulin*

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

HILLCREST GOLF CLUB  
P.O. BOX 739  
MILLINOCKET, ME 04462



ORDER #49-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Hillcrest Golf Club.

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

Hillcrest Golf Club, 1 Golf Course Road.

d/b/a

Hillcrest Golf Club, 1 Golf Course Road.

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.*

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

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

Legal Business Entity Applicant Name (corporation, LLC): <i>Hillcrest Golf Club</i>	Business Name (D/B/A): <i>Hillcrest Golf Club</i>
Individual or Sole Proprietor Applicant Name(s):	Physical Location: <i>1 Golf Club Road Millinocket, ME 04462</i>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: <i>golfhillcrest@hotmail.com</i>
Telephone #      Fax #: <i>207-723-8410</i>	Business Telephone #      Fax #: <i>207-723-8410</i>
Federal Tax Identification Number: <i>#01-0241850</i>	Maine Seller Certificate # or Sales Tax #: <i>#0183877</i>
Retail Beverage Alcohol Dealers Permit:	Website address: <i>hillcrestgolfme.com</i>

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

If a renewal, please provide the following information:

Your current license expiration date: *4/26/2020*

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

Food: \_\_\_\_\_ Beer, Wine or Spirits: \_\_\_\_\_ Guest Rooms: \_\_\_\_\_

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)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Restaurant<br>(Class I, II, III, IV)  | <input type="checkbox"/> Class A Restaurant/Lounge<br>(Class XI)         | <input type="checkbox"/> Class A Lounge<br>(Class X)  |
| <input type="checkbox"/> Hotel<br>(Class I, II, III, IV)   | <input type="checkbox"/> Hotel – Food Optional<br>(Class I-A)            | <input type="checkbox"/> Bed & Breakfast<br>(Class V) |
| <input checked="" type="checkbox"/> Golf Course with auxiliary and mobile cart options<br>(Class I, II, III, IV) |  | <input type="checkbox"/> Tavern<br>(Class IV)         |
| <input type="checkbox"/> Qualified Caterer   | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) |   |
| <input type="checkbox"/> 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:

1 Golf course Road, Millisocket, 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
Dorothy Friel	8/18/1964	Millinocket, ME
William Applebee	3/9/1950	Oceanside, NY
Residence address on all the above for previous 5 years		
Name: Dorothy Friel	Address: Millinocket, ME 04462	
Name: William Applebee	Address: Millinocket, ME 04462	
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: \_\_\_\_\_

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)

Bar & dance area  
Dining rooms  
Attached porches

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: Nazarene Church

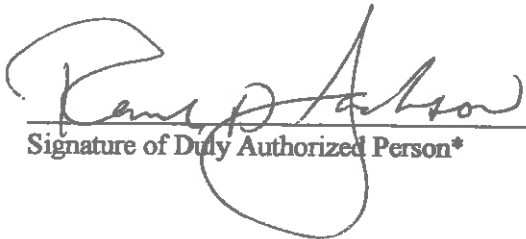
Distance: 1/4 mile

**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: 3/10/2020

  
Signature of Duly Authorized Person\*

Randy D Jackson  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Signature of Duly Authorized Person\*

\_\_\_\_\_  
Printed Name of Duly Authorized Person

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

11/20/20  
**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: 3/12/2020

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 \_\_\_\_\_ 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.

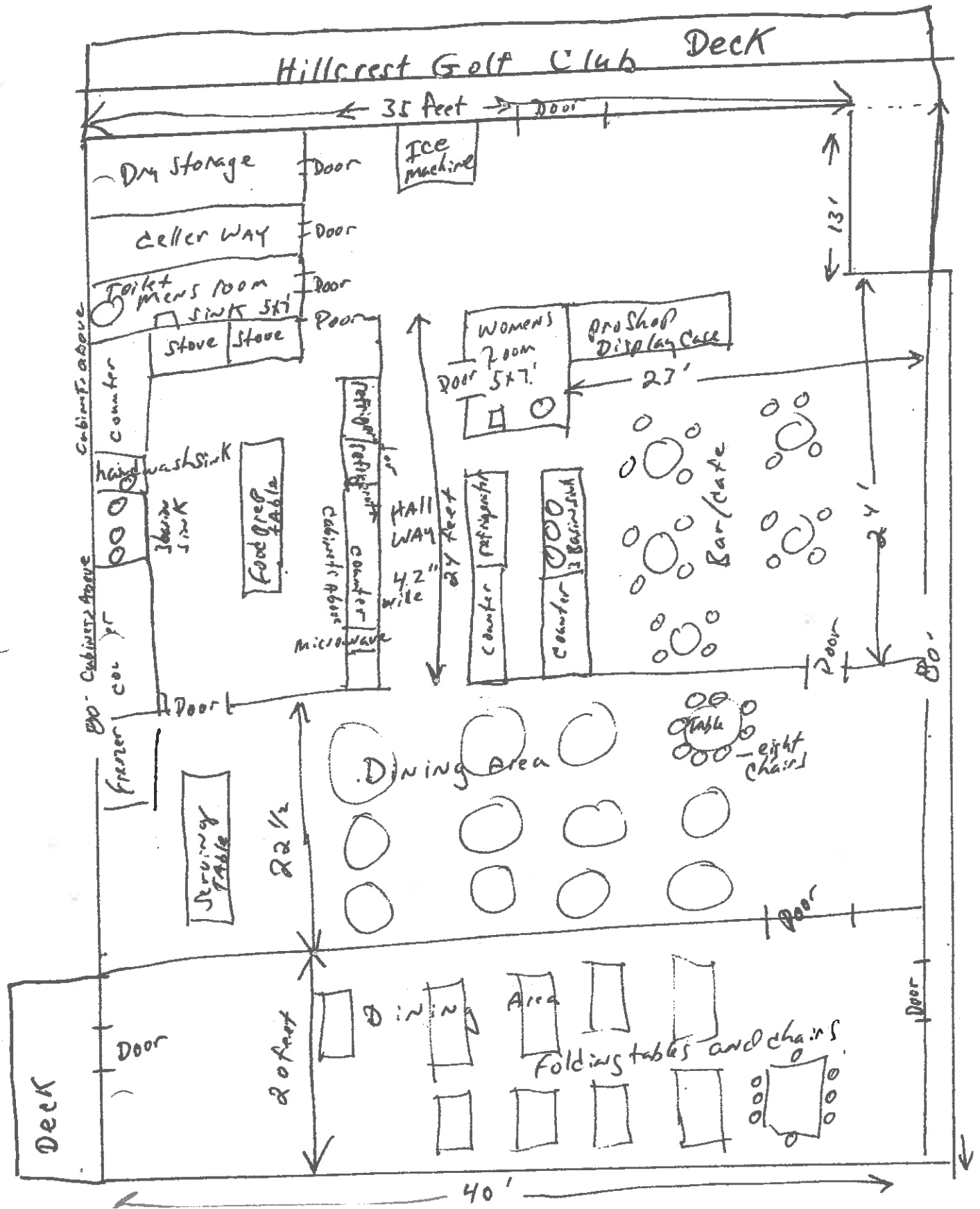


## Section V: Fee Schedule

**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.

<u>Class of License</u>	<u>Type of liquor/Establishments included</u>	<u>Fee</u>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> 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
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> 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
<b>Class III</b>	<b>For the Sale of Wine Only</b> 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
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> 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
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> 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
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00
<b>Self-Sponsored Events</b>	<b>This class is for Qualified Caterers Only</b>	\$ 700.00





State of Maine  
Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement

Corporate Information Required for  
Business Entities Who Are Licensees

For Office Use Only:

License #: \_\_\_\_\_

SOS Checked: \_\_\_\_\_

100% Yes ☐ No ☐

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: Hillcrest Golf Club
2. Doing Business As, if any: Same
3. Date of filing with Secretary of State: 7/1/2020 State in which you are formed: Maine
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 and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
Randy Jackson	106 Knox Street Millinocket, ME	6/16/50	President	Member owned
Scott Cowell	22 Beech Street E. Millinocket, ME 04430	7/27/56	Vice President	Member owned
Alice McInnis	2 Fern Street Apt 31 Millinocket, ME 04462	12/20/1935	Recording Secretary	Member owned
Kevin Gregory	33 Colony Place Millinocket, ME 04462	2/19/63	Treasurer	Member owned

(Ownership must equal 100% for Corporations, LLC's etc.)

6. If Co-Op # of members: \_\_\_\_\_ (list primary officers in the above boxes)

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: \_\_\_\_\_ Agency: \_\_\_\_\_

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: \_\_\_\_\_


Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_

Location of Conviction: \_\_\_\_\_

Disposition: \_\_\_\_\_

Signature:

  
Signature of Duly Authorized Person

4/1/2020  
Date

Randy D Jackson  
Print Name of Duly Authorized Person

---

Submit Completed Forms To:

Bureau of Alcoholic Beverages  
Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, Me 04333-0008 (Regular address)  
10 Water Street, Hallowell, ME 04347 (Overnight address)  
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434  
Email Inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)