

TENTATIVE AGENDA
REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS
THURSDAY, MARCH 26, 2020

4:30 PM

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda

OLD BUSINESS:

NEW BUSINESS:

4. SPEICAL PRESENTATIONS: N/A
5. Town Manager’s Report
6. ORDER #50-2020 Execution of the Warrant for March 19, 2020
7. ORDER #51-2020 Execution of the Warrant for March 26, 2020
8. ORDER #52-2020 Approval of an Application for a Victualer License (Three Rivers)
9. ORDER #53-2020 Approval of an Application for an Entertainment License (Three Rivers)
10. ORDER #54-2020 Approval of an Application for a Liquor License (Three Rivers)
11. ORDER #55-2020 Approval of an Application for a Victualer License (Angelo’s)
12. ORDER #56-2020 Approval of an Application for an Entertainment License (Angelo’s)
13. ORDER #57-2020 Approval of an Application for a Liquor License (Angelo’s)
14. Reports and Communications:
 - a. Warrant Committee for April 9, 2020 Council Meeting: Councilor Stratton and Councilor Golieb.
 - b. Chair’s Committees Reports
 - c. Two Minute Public Comment
15. Adjournment:

TOWN OF MILLINOCKET

John Davis, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

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

E-Mail: manager@millinocket.org Web Site: vrww.millinocket.org

Town Manager's Report March 26, 2020

1. Next Regular Council Meetings In Council Chambers at 4:30 p.m.

- Thursday April 9, 2020
- Thursday April 23, 2020

2. Citizens Institute on Rural Design (CIRD) – A reminder that the CIRD workshop is scheduled for Tuesday, April 21, to Thursday, April 23.

3. Downtown Revitalization Grant – The DECD extended the due date to May 1, 2020, because of the coronavirus. The Chairman, Dick Angotti, and I are working with Eldon Doody reviewing ideas and cost projections. Expect to finalize this aspect of the project soon.

4. Broadband – Please look over the two broadband proposals for discussion at the meeting. Casco wants to start the project in East Millinocket by April 1st and would like to know if we are going to be part of it or go on our own.

5. Home Grown Fuels – Attached is a copy of the Letter Of Intent to purchase renewable diesel. We can discuss this at the meeting as well.

6. Early Releases – Cumberland County Jail, where one quarantined inmate awaits test results, is releasing certain prisoners to help prevent the spread of the coronavirus. Inmates being considered are near the end of their sentence or are at a higher risk if infected.

7. COVID-19 - Will have the latest update at the meeting.

Department Updates

Public Works

- Instructed all employees to go home if not feeling well.
- Garage locked to the public.
- Crew housekeeping and using all Personal Protection Equipment (PPE).
- Worked on street sweeper and rebuilt conveyor system.
- Patching potholes.

Transfer System

- Closed recycle center to the public.

Airport

- Closed FBO building to the public.

Wastewater Treatment

- Treatment facility and pump stations running well.
- Disinfecting all locations.
- All standby generators upgraded. Town in good shape in respect to generators.
- Attached is a list of items the DEP recommends residents connected to the town sewer not flush in order to keep the system functioning properly.

Police Department

- Generated 227 incidents from February 1, 2020, to February 29, 2020. Had 235 calls for service during this same time frame last year. Three of the incidents were OUI.
- Chief covering vacations, short shifts, and transports. Worked an evening shift to allow an employee to take the weekend off.
- Chief and Sgt. Winslow attended Maine Municipal Association (MMA) Law Enforcement Summit in Augusta. Covered topics such as the opioid crisis, recruitment, drug treatment programs, grants, and how to develop a better relationship with the hospital when dealing with the mentally ill. Stopped at State of Maine Surplus warehouse and bought replacement furniture.
- Sgt. Winslow and Ofc. Jasper went to a two-day training (ARIDE) in Lincoln on how to detect a motorist that is under the influence of drugs.

- Participated in a communications skills workshop hosted by Baxter State Park.
 - Attended meetings and webinars on the coronavirus.
 - Locked the back door to the department lobby.
 - Domestic and mental illness calls for service increased.
 - Investigated a shooting that resulted in a loss of life.
- The MPD spent 128 hours assisting in the investigation.

Fire & Ambulance

- Worked with Maine EMS on COVID-19 pandemic. Set procedures for department in the event a patient shows signs of having the virus.
- One employee still off duty due to injury.
- All FF/EMS training postponed until further notice.
- Added new NRBEMT and one spare driver to the ambulance roster.
- Constant communication with CDC, Maine EMS, and other state agencies on changing virus conditions.
- Updating Town Manager, department heads, and school on daily basis.
- Fire Station locked down to the public.

Recreation Department

- No after school programming.
- Working in the office preparing for summer season.
- On vacation next week.

Administration

Treasurer

- Catching up from being on vacation last week.
- Attended meetings with department heads on COVID-19 outbreak.

Tax Collector

- Worked on Friday for a few hours sorting mail.
- The town is advertising for a Tax Collector. Have until Friday at 3 p.m. to turn in an application.

Clerk, Deputy Clerk, Tax Assessor, & Code Enforcement

- Clerk working a few hours per week. May be able to do some work for the Police Dept.
- Tax Assessor/Code Enforcement Officer doing some work from home.
- Extending closure of Clerk's office until April 13.

Human Resource/Welfare Director

- Payroll and A/P warrants.
- Answering phone calls.
- Attended meetings with department heads concerning coronavirus.

Town Manager

- Worked on CDBG for downtown revitalization.
- Answering phone calls from the public.
- Meetings with supervisors on COVID-19.
- Regular office duties.



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**

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
Total Cost for Millinocket only	\$73,075	Fixed
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
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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

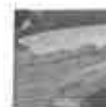
Dear Mr. Davis:

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. 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) 229-4849

FAX: (207) 772-3427





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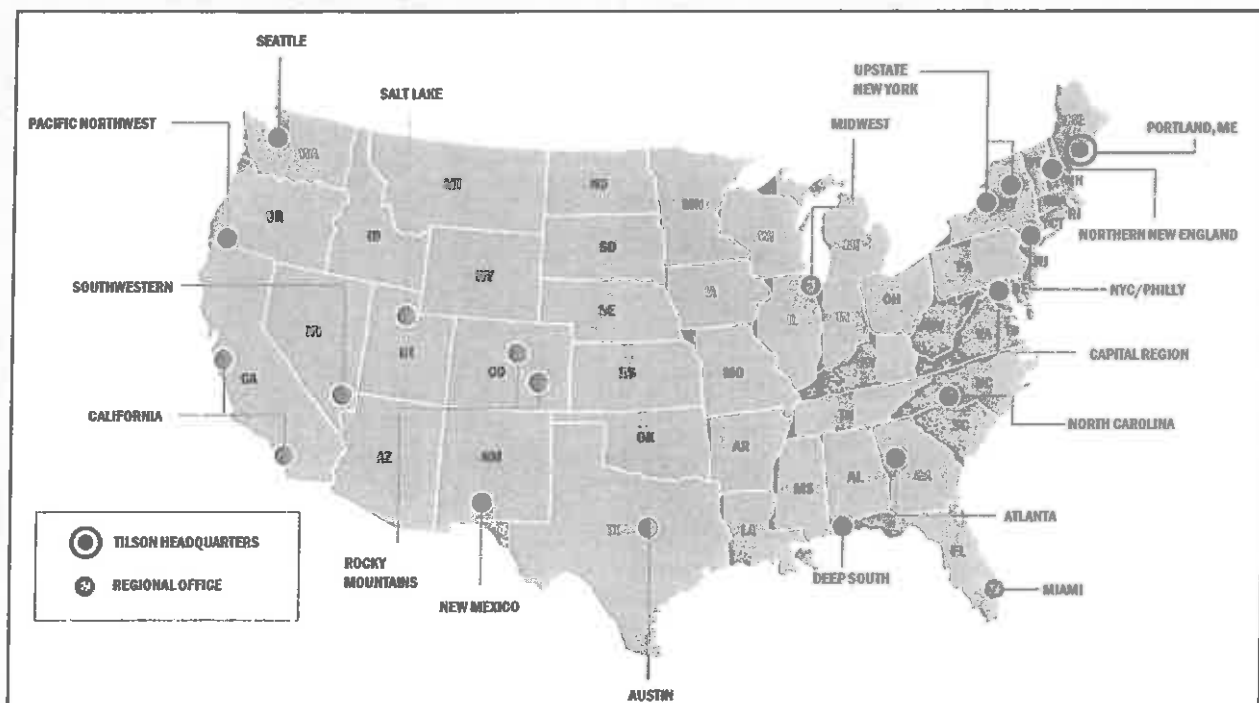
COMPANY NAME:
TILSON TECHNOLOGY
MANAGEMENT, INC.

COMPANY ADDRESS:
16 MIDDLE ST.
PORTLAND, ME 04101

tilson

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, 20 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 aid 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 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 awardées, conducting field verification, and generating reports on projects selected by the BPO for desktop review. The field audits looked to verify that the awardées' 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
(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
(603) 860-0605

Seneca Nation

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

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

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	Total Estimate
Business Model Planning and Financial Forecasting		130	\$ 190	\$ 24,700
Completion of project plans, specs and cost estimate (including preliminary design)		840	\$ 105	\$ 88,200
Permitting				
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
EDA Compliant Bid Package		120	\$ 150	\$ 18,000
Limited construction management		80	\$ 95	\$ 7,600
Testing & Acceptance		50	\$ 95	\$ 4,750
Broadband Consulting and Advisory Services		150	\$ 190	\$ 28,500
Project Management		190	\$ 130	\$ 24,700
Project Estimate			\$	261,975

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

16 MIDDLE ST.

PORTLAND, ME 04101

UNITED STATES

CONTACTS :

E: AQUINLAN@TILSONTECH.COM

P: 207.229.4849

F: 207.772.3427

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WWW.TILSONTECH.COM





Casco Bay Advisors, LLC
Broadband/Telecom Consulting



Town of East Millinocket Assessment and Development of a Broadband Engineering Plan



**Proposal Submitted by
Casco Bay Advisors, LLC
December 20, 2019**



Casco Bay Advisors, LLC
Broadband/Telecom Consulting



December 20, 2019

Selectmen's Office
Town of East Millinocket
53 Main Street
East Millinocket, Maine 04430

Re: Request for Proposal - Assessment and Development of a Broadband Engineering Plan

Dear Selectmen:

Casco Bay Advisors, LLC (Casco Bay) is pleased to provide our proposal to the Town of East Millinocket (Town) in response to the **"Request for Proposal - Assessment and Development of a Broadband Engineering Plan"**, issued on November 19, 2019.

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 perform the 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 East 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 with the Selectmen 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 East 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 Towns of Medway and Millinocket in the scope of the project, 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.

2 Work Plan

2.1 Kick-off Meeting & Bi-weekly Status Updates

Communicating, scheduling, and planning resources will be vital to successfully completing this project within the agreed upon timeline. Keeping the Town informed on a regular basis and validating progress internally and with our teaming partner – Sewall, will produce the best results.

- Teaming partner kick-off meeting – review the project scope, timeline, deliverables, and communications plan with Sewall
- Town kick-off meeting– review the project scope, timeline, information provided, and agreement on the overall communications plan for the project with the Town
- Bi-weekly project status call with the Town – to coordinate efforts, solicit input as needed, share progress updates, unforeseen challenges, and interim deliverables
- Teaming partner status calls – bi-weekly update of the project schedule to measure and adjust, ensuring timeline is maintained

2.2 Central Office / POP Site Selection

Casco Bay will collaborate with the Town officials to select the most appropriate location for the central office / POP. Our preliminary recommendation, without having viewed the sites in person or speaking with any Town officials would be a back corner of the Public Safety parcel. Our second choice would be a back corner of the Public Works parcel. Regardless of the site selected, selecting the location as early in the process as possible will be informative to the remaining tasks in this work plan.

2.3 Core Network Route Design (Strand Map)

In parallel with the central office / POP site selection, we will determine the right-of-way (utility pole and underground conduit routes) which will define the core distribution network to which subscriber drop cables will be connected. This product is referred to as a “strand map”. The strand map will be utilized to define the extent of the data that must be collected in the field as discussed in the next step of the work plan.

We will plan to design the network to serve all potential subscribers within orange polygon illustrated on the aerial image of East Millinocket on the cover of this proposal. Should the Town wish to extend the network outside the confines of this polygon, we will collaborate with the Town to make any adjustments.



2.4 Utility Pole & Subscriber Drop - Field Data Collection

Sewall will support Casco Bay in collecting service drop information to capture the pole locations and relevant attributes of the Scope of Work. Collected information will include the service drop poles, the approximate run to the service point of entry, whether the service is aerial or underground, and if underground is needed, does there appear space in an available conduit to accept the new fiber line.

Data collected by Sewall will include:

- Rte / Street Name
- Town Name
- TelCo #
- Elec #
- Pole Latitude
- Pole Longitude
- Support Pole Present Y/N
- Service Drop Pole Y/N
- Multiple Subscribers Y/N
- Subscriber Latitude
- Subscriber Longitude
- Subscriber Type A(erial)/U(nderground)/H(ybrid)
- Direct Buried Y/N
- Conduit Open Y/N
- Pull Rope Present Y/N
- Notes

All of the information collected, including photographs will be incorporated into the project geodatabase. The GPS coordinates and pole owner ID numbers collected have a dual purpose. The information is valuable for the planning process and engineering of the network and will also be required for the make-ready applications to be submitted when the future construction project is initiated.

We will rely upon our experience in similar projects to estimate the overall make-ready costs for similar types of projects.

Note: We will use our best effort to estimate the overall make-ready costs. Actual make-ready costs can only be determined by the pole owners after applications for attachment have been submitted and the joint ride-out with the applicant and pole owners has been completed.



2.5 Subscriber Drop Engineering

In our experience, detailed subscriber drop (*fiber cable from the street into the subscriber structure*) engineering is the most important aspect of the overall engineering plan and the quality of the drop engineering has the greatest potential impact on the subsequent construction, subscriber turn-up process and construction timeline. As an added benefit, having detailed drop engineering in the construction RFP generates lower bid costs as the bidders don't have to build as many contingencies into their bids.

Our process selects the most optimal route for each drop, determines the type of drop (*aerial attachment versus underground*), if underground, is there sufficient conduit capacity available, and if no sufficient conduit capacity is available, we specify the type of conduit to be installed. All of the information developed is incorporated into the overall engineering effort (*drawings, tabular data, etc.*) for inclusion in the construction RFP.

2.6 Optional - Refined Utility Pole Make-ready Estimate

The RFP and our base proposal include a requirement to provide an estimate of the costs for utility pole make-ready. Our base proposal anticipates using our experience on similar projects and utilization of average make-ready costs per pole. We suspect other bidders will utilize a similar practice.

In our experience, the make-ready costs are the greatest variable in any fiber optic network construction project, and while the actual costs will not be known until after the make-ready is completed; it may be prudent to require a greater level of scrutiny to minimize the potential for cost overruns¹.

Utilizing our enhanced process, the photographs of each utility pole are collected in a manner that provides sub-meter geospatial accuracy and laser range sensor data that allows our analysts to measure and classify the photographs including:

- Pole height
- Mid-span height between the ground (road surface) and existing cables
- Distance between attachments

¹ Community Networks Publication, October 18, 2018 - <https://muninetworks.org/content/egremont-mad-hell-and-theyre-not-going-to-take-it-anymore>



- Existing attachments that must be moved to accommodate the new fiber, including 3rd party attachees, service drops, alarm wires, distribution terminals, etc., each of which carries a specific charge
- Determine poles which will likely require replacement

Utilizing this process, we are able to inventory each required task and charge to develop a much more accurate, project specific make-ready cost.

Having said the above, we cannot guarantee the accuracy of this process. As we have noted previously, actual make-ready costs can only be determined by the pole owners after applications for attachment have been submitted and the joint ride-out with the applicant and pole owners has been completed.

Should you select to utilize this optional service, this classification will be incorporated into the project geodatabase and used to estimate the overall utility pole make-ready cost, as well as by pole, by route segment and by location to be served.

With the optional step completed, we will revisit our core network design to determine if there is opportunity to reroute the core network to reduce the overall make-ready costs.

2.7 Core Network Engineering

With the strand map completed and subscriber drops engineered, the core network engineering can be completed. In this phase we determine the fiber count required in each route segment, location of splice cases and slack loops. All of this data is incorporated into the overall engineering plan, drawings and Bill of Materials (BOM).

2.8 Central Office / POP - Site Development Engineering

This task can begin as soon as a site location has been determined. Our focus will be to develop a site to ensure sufficient drainage, sufficient access for a crane to place the prefabricated structure, security and diverse access into the site for the fiber network and electrical service. Our teaming partner - Sewall, a professional engineering firm with over 130 years of civil engineering experience will perform this task. The specific scope for this task includes:

- Underground conduit location for electric and communications
- Site plan including drainage & grading
- Vehicular & pedestrian site access including parking areas
- Required security features such as fencing that may be specified by others



- Structural foundation design and specifications per the POP structure manufacturer, generator manufacturer and related building codes
- Boundary survey and topographic survey that will serve as a base for the final construction drawings (to be completed when the site is free of snow)
- Typical sections and details to clarify aggregate requirements, underdrainage, and conduit location/installation
- Final drawings will be produced for bidding and construction purposes

Caveats:

- It is assumed that no DEP permitting is required and local coordination will be the responsibility of the Town
- Electrical engineering design, including electrical and communication conduit size, installation/grounding requirements, and routing will be included

Our Work Schedule identifies a 10-week period in which to accomplish the site development engineering. This entire amount of time is not required for this task, but we recognize snow cover may inhibit the boundary and topographical survey and have allowed extra time to accomplish this task in the schedule.

2.9 Central Office / POP - Structure Design & Engineering

This task will begin very early in the process in order to inform the site development engineering process discussed above. The structure will be a prefabricated concrete structure sized according to the Town specifications and will be intended to house all active electronics to operate the network and connect subscribers to the Internet. Auxiliary equipment such as a generator, automatic transfer switches, battery backup, etc. will be included as specified in the RFP.

2.10 Optical Electronics & Backhaul Engineering

This phase will specify the type and quantity of the optical electronics required to operate the network, along with any switching and routing to connect to the Internet backhaul. We plan to specify optical electronics from the two (2) leading vendors utilized by service providers currently serving the state. Those vendors include Calix and ADTRAN. The construction RFP will require bidders to price equipment from both vendors, which will provide the greatest flexibility in the selection of the Network Operator contracted to operate the network on behalf of the Town.

2.11 Bill of Materials

With the engineering completed, a Bill of Materials (BOM) will be created itemizing all of the materials required to construct and turn-up service on the network, with the assumption that a 3rd party

Network Operator will be contracted to operate the network on behalf of the Town. The BOM is include, but not be limited to:

- Amount of fiber optic cable required by fiber count
- Quantity of splice enclosures
- Quantity of snowshoes to store cable slack
- Amount of strand, down guys and anchors
- Optical electronics for subscriber premise and central office
- All parts for central office, including generator, propane tank, etc.
- Routers and switches for backhaul to Internet
- Quantity of drop cables by length to connect potential subscribers
- Spare parts

The BOM will be included in the construction RFP to ensure all bidders are bidding on the same quantity of materials.

2.12 Draft RFP

Our scope of work will include a complete RFP document, including all terms and conditions developed in collaboration with the Town. A full set of construction plans will be included for both the outside plant, central office and central office site development to accompany the BOM. The RFP will include a full description of the construction project and the construction standards to be met for the project.

2.13 Draft Final Engineering Report

In addition to developing the draft RFP, a final engineering report will be included summarizing the process used to engineer the network, assumptions utilized and recommended next steps to move forward with issuing the RFP.

Importantly, the plan will include cost estimates for any proposed build out of the network as engineered.

2.14 Engineering Plan Presentation

Our proposal includes an on-site presentation of the engineering plan and report.

3 Qualifications

Casco Bay Advisors, LLC (Casco Bay) is a telecommunications and broadband consulting firm **located in Gardiner, Maine**. Casco Bay specializes in developing broadband feasibility studies for state, county and locally funded broadband expansion initiatives, with an emphasis on facilitating and implementing Public/Private Partnerships. Casco Bay also provides network planning, network engineering, utility pole make-ready project management, construction management, financial modeling of fiber optic networks, and acts as an owner's project manager for state, county and municipally funded fiber optic initiatives to expand the availability of highspeed broadband and developing new fiber optic networks.

Established by Brian Lippold in 2012, Casco Bay prides itself on being 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 do, however, leverage our deep past experience building and operating networks to provide our clients with the advice and expertise required to successfully negotiate with service providers, provide oversight of construction and monitor the performance of network operators.

Prior to establishing Casco Bay, Mr. Lippold served as EVP/COO of Integra Telecom, a Portland, Oregon based competitive local telephone company providing services across the western third of the United States. Over the course of his **36 years in the telecom industry**, Mr. Lippold has held key executive leadership roles, including; SVP Network Planning & Engineering for FairPoint Communications, built and led the business, government and wholesale sales channels for FairPoint across northern New England, served as SVP of State Government, Research & Higher Education sales at Level 3, VP Carrier Services at TelCove and General Manager of Kansas, Oklahoma and Missouri for TelCove. Brian's early telecom career was devoted to various engineering and operations leadership roles within the long-distance telecommunications industry.

Over the course of the last 8 years, Mr. Lippold has **served 78 Maine communities** by providing broadband feasibility studies, leading public-private partnership negotiations, engineering fiber optic networks, developing broadband business models and financial proformas, acting as the owners project manager, managing utility pole make-ready, serving as an expert witness and assisting the State of Maine and the Commonwealth of Massachusetts with strategic planning to expand the availability of affordable, reliable high-speed Internet.

Maine Communities Served		
Bar Harbor	36 Towns & Townships of Franklin County	Minot
Biddeford		Mount Desert
Boothbay		Mount Vernon
Boothbay Harbor	26 Towns of Cumberland County	Readfield
Fayette		Swan's Island
Fort Fairfield		Vienna
Islesboro	Leeds	Wayne



Casco Bay has intentionally limited its growth in order to ensure our clients receive the direct benefit of Mr. Lippold's 36 years' experience in the industry and to ensure our clients receive a high-quality product and service as a result of his direct involvement. Where additional resources or expertise are required, Casco Bay teams with subconsultants who are leaders in their field. **Team members include:**

- **James W. Sewall Company** - Survey, civil engineering, structural engineering, field crews for utility pole data collection, GIS and mapping support
- **VETRO FiberMap** - Fiber optic network management and engineering application
- **Matrix Design Group** - Fiber optic network engineering and field crew support
- **John Sepac** - Telecommunications Electrical Contractor - DC power plant engineering, emergency generator design and grounding
- **Mike Edgecomb** - Independent contractor - Cable TV Franchise negotiations, field support
- **Vern Zeigler** - Municipal Tax Advisor / Islesboro Tax Assessor - Municipal funding capacity and bonding advisor

4 Relevant Work Experience and References

Over the course of Mr. Lippold's career, he has been responsible for planning, designing, engineering, constructing and operating thousands of miles of fiber optic network for both consumer and business services. As general manager for TelCove, he built and operated fiber optic networks in Wichita, Kansas City, Oklahoma City and Tulsa. As vice president of wholesale services for TelCove, he extended fiber optic networks into hundreds of client locations across 70 markets primarily east of the Mississippi. As senior vice president of FairPoint Communications, he was responsible for implementing a DWDM-based IP/MPLS network across the states of Vermont, New Hampshire and Maine, connecting over 300 central offices and thousands of remote terminals, wireless towers and business customer locations.

Casco Bay recently completed the engineering of a dark fiber network in Bar Harbor, is currently finalizing a Fiber-to-the-Home engineering plan for Swan's Island and managed the deployment of the Islesboro Fiber-to-the-Home network, all of which are highlighted below.



4.1 Bar Harbor, Maine

While the fiber optic network engineered for Bar Harbor is not a Fiber-to-the-Home network, it has been engineered in a manner that will form the foundation for a future FTTH network.

Project Name:	Dark Fiber Network Design & Engineering
Name of Client:	Town of Bar Harbor, Maine
Client Contact Name and Address:	Steve Cornell Technology Systems Administrator Town of Bar Harbor 93 Cottage Street Bar Harbor, ME 04609 (973) 288-1799 steve@barharbormaine.gov
Period of Contract:	April 2019 - Current
Delivery:	On-time
Contract Value:	\$47,000+
Description of Overall Project Scope:	<p>Design and engineering of 20-mile dark fiber backbone connecting 26 municipal facilities, with extra capacity to support a potential future FTTH network</p> <p>Activities include:</p> <ul style="list-style-type: none">• Overall Project Management• Route planning• Utility pole make-ready data collection and cost estimation• Engineering and Bill of Materials for inclusion in potential RFP• Business case development to support Town Meeting Vote <p>Additional services include:</p> <ul style="list-style-type: none">• Interior engineering of fiber optic cable termination• Refined utility pole make-ready estimation• Service provider negotiations to share costs



4.2 Swan's Island, Maine

Project Name:	Broadband Planning Project
Name of Client:	Town of Swan's Island, Maine
Client Contact Name and Address:	Thom Ploch Broadband Committee Member Town of Swan's Island 125 Harbor Road Swan's Island, ME 04685 (973) 632-6836 tploch@outlook.com
Period of Contract:	January 2019 - Current
Delivery:	On-time
Contract Value:	\$75,000+
Description of Overall Project Scope:	<p>Provide technical and operational consulting and advisory services to Broadband Committee to expand the availability of affordable, reliable high-speed Internet for all consumers and businesses on the island.</p> <p>Project began with a ConnectMaine Authority Phase 1 Feasibility Plan to identify existing assets, competitive environment and backhaul capacity options to the mainland. As part of this effort, we engaged the incumbent telephone and DSL provider (TDS) to explore options to expand and upgrade DSL service and option for a FTTP upgrade. These discussions are ongoing.</p> <p>In parallel to negotiations with TDS, we are engineering a complete and separate FTTP network design in preparation for issuing an RFP for construction and operation should negotiations with TDS be unsuccessful.</p> <p>Should Swan's Island decide to build their own network, our services include managing the construction contractor and network operator RFP process and overall project management.</p>



4.3 Islesboro, Maine

While we did not perform the initial engineering for Islesboro, we represented the Town of Islesboro and provided value engineering, facilitated the re-engineering of subscriber drops, provided overall project management of the construction, final inspection process and a host of other activities necessary for the overall success of the project.

Project Name:	Owners Project Manager
Name of Client:	Town of Islesboro, Maine
Client Contact Name and Address:	Vern Zeigler Tax Assessor - Broadband Committee Member Town of Islesboro 150 Main Road Islesboro, ME 04848 (207) 649-3445 vzfa@outlook.com
Period of Contract:	October 2016 - January 2019
Delivery:	On-time
Contract Value:	\$225,000
Description of Overall Project Scope:	<p>Responsible for representing the Town of Islesboro and providing technical and operational oversight of engineering, utility pole make-ready, construction and network operator contractors for an Island-wide, municipally funded Fiber-to-the-Home (FTTH) network.</p> <p>Activities included:</p> <ul style="list-style-type: none"> - Facilitated weekly broadband committee conference calls for duration of project - Identified value-engineering opportunities to reduce overall project costs and improve quality - Facilitated negotiations with incumbent provider to acquire existing network assets - Assisted Broadband Committee with finalizing contracts with Construction contractors - Facilitated re-engineering of subscriber drops - Re-engineering of central office site plan - Secured microwave backhaul design and engineering as alternative to subsea fiber lease from power company - Assisted Broadband Committee with contracting for subsea fiber lease - Developed standards for subcontractor activities to prepare subscribers for installation - Facilitated utility pole make-ready completion - Provided periodic inspection of construction contractor work and facilitated communication between contractors and Broadband Committee - Review and validation of contractor supplied fiber cable testing - Provided inspection and recording of all outside plant and inside plant construction - Produced detailed punch-lists for remediation by contractors - Provided test plan and oversight of central office operation, alarming and power backup capabilities - Assisted Broadband Committee with securing right-of-way easements where necessary - Assisted Broadband Committee to inform, educate and contract potential subscribers



5 Work Schedule

Engineering Plan Work Schedule																	
	January				February				March					April			
	5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26
Contract Award																	
Kick-off Meeting																	
Status Updates																	
Central Office / POP Site Selection																	
Core Network Route Design																	
Utility Pole & Subscriber Drop Field Data Collection																	
Subscriber Drop Engineering																	
Core Network Engineering																	
Utility Pole Make-ready Estimate																	
Central Office Site Development Engineering																	
Central Office / POP Structure Engineering																	
Optical Electronics & Backhaul Engineering																	
Bill of Materials																	
Draft RFP																	
Draft Final Engineering Plan Report																	
Engineering Plan Presentation																	

6 Insurance

Casco Bay maintains workman's compensation insurance, liability insurance of at least \$300,000 combined single limit and professional liability insurance. Casco Bay agrees to maintain such insurance and will provide the Town with proof of insurance during the term of any contract. Should the Town require proof of insurance prior to selection, Casco Bay agrees to immediately provide such proof.

7 Indemnification

Casco Bay agrees to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from its performance including claims of professional malpractice or negligence.



8 Options

8.1 Include Towns of Millinocket and Medway

Should the Towns of Millinocket and Medway decide to join East Millinocket in a combined engineering effort and share the use of the East Millinocket central office, we have included pricing to add these communities in the Pricing section below. The scope of work for each community will be the same as East Millinocket and will cover all potential subscribers within the polygon as noted on the map below. For each community added to the scope of work, the Work Schedule will be extended by one month.



8.2 Develop RFP for Network Operator

While the RFP does not include development of an RFP for a Network Operator to operate the network that is being engineered, we recommend development of a Network Operator RFP in conjunction with the development of the engineering RFP. Doing so concurrently will provide the Town with the maximum amount of flexibility in terms of selecting vendors. As example, a single vendor may bid on both the Construction and Network Operator RFP's jointly and separately. In addition, it will be beneficial to know who will be operating the network while the network is being constructed so the Network Operator can participate in the change management process, testing and turn-up of the network. Our pricing to develop the Network Operator RFP is included in the Pricing section below.



Casco Bay Advisors, LLC
Broadband/Telecom Consulting



8.3 Public-Private Partnership Service Provider Negotiations

At the Town's discretion, we recommend exploring the potential to negotiate with service providers to share the cost, ownership and/or maintenance of the network in order to lower the overall cost to the Town and to reduce the risk associated with operating the network over the long-term.

We propose leading these discussions on a time and expense basis and have included this option as a separate line item in our price proposal.



9 Pricing

Pricing		
Tasks	Amount	Fee Structure
Engineering Plan per RFP for East Millinocket	\$59,900	Fixed
Optional Cost to include Medway	\$25,250	Fixed
Optional Cost to include Millinocket	\$45,150	Fixed
Optional Cost for Refined Make-Ready Estimate - East Millinocket	\$2,400	Fixed
Optional Cost for Refined Make-Ready Estimate - Medway	\$3,200	Fixed
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.

Our pricing for each community is based upon the estimated metrics in the table below, although we do not necessarily recommend using these metrics to allocate costs between the communities as 100% of the following tasks are fully allocated to East Millinocket in the pricing above.

- Central office site selection, design, engineering and site development engineering
- Travel expenses
- RFP development
- Engineering Plan Report development and presentation

Estimated Community Metrics			
	Network Mileage	Pole Quantity	Potential Subscribers
East Millinocket	14.25	500	980
% of Total	16%	16%	26%
Medway	36.2	1,275	575
% of Total	40%	40%	15%
Millinocket	39.7	1,400	2,270
% of Total	44%	44%	59%
Total	90.15	3,175	3,825



9.1 Pricing Breakdown

Pricing Breakdown				
Tasks	East Millinocket	Medway	Millinocket	Fee Structure
	Base Amount	Incremental Amount	Incremental Amount	
- Kick-off Meeting / Bi-weekly Status Updates	\$3,850	\$600	\$600	Fixed
- Central Office Site Selection / Site Engineering	\$14,500	\$0	\$0	Fixed
- Core Network Design / Field Data Collection / Subscriber Drop Engineering	\$23,850	\$22,125	\$42,025	Fixed
- Core Network Engineering	\$2,650	\$1,325	\$1,325	Fixed
- Central Office Electrical Engineering / Structure Engineering / Optical Electronics / Backhaul Engineering	\$6,400	\$0	\$0	Fixed
- Bill of Materials / Draft RFP	\$4,800	\$1,200	\$1,200	Fixed
- Draft Final Engineering Report / Plan Presentation	\$3,850	\$0	\$0	Fixed
Engineering Plan per RFP Total	\$59,900	\$25,250	\$45,150	Fixed
Optional Cost for Refined Make-Ready Estimate	\$2,400	\$3,200	\$4,000	Fixed
Optional Cost to add Network Operator RFP		\$4,000		Fixed
Optional Service Provider Negotiations		\$175		per hour plus expenses*

9.2 Estimated Hours

Estimated Hours				
Tasks	East Millinocket	Medway	Millinocket	Fee Structure
	Base Amount	Incremental Amount	Incremental Amount	
- Kick-off Meeting / Bi-weekly Status Updates	24	4	4	Fixed
- Central Office Site Selection / Site Engineering	145	0	0	Fixed
- Core Network Design / Field Data Collection / Subscriber Drop Engineering	200	184	350	Fixed
- Core Network Engineering	16	8	8	Fixed
- Central Office Electrical Engineering / Structure Engineering / Optical Electronics / Backhaul Engineering	40	0	0	Fixed
- Bill of Materials / Draft RFP	32	8	8	Fixed
- Draft Final Engineering Report / Plan Presentation	24	0	0	Fixed
Engineering Plan per RFP Total	481	204	370	Fixed
Optional Cost for Refined Make-Ready Estimate	24	32	40	Fixed
Optional Cost to add Network Operator RFP		24		Fixed
Optional Service Provider Negotiations		to be determined		per hour plus expenses*

10 Funding

Should the Town require additional funding to move forward with this engineering plan, Casco Bay will assist the Town with writing grant applications for additional funds to the Maine Community Foundation and the ConnectMaine Authority. Deadlines for these grant applications are:

March 15, 2020 - Maine Community Foundation
March & May 2020 - ConnectMaine Authority

The grant writing assistance provided by Casco Bay will be free of charge.

11 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.

12 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: _____

HOME GROWN FUELS

Harvesting biomass from sustainable timberlands

Planting a transformational technology in the US

Repurposing former industrial sites

Reducing dependence on foreign oil

Reducing Green House Gases

John Davis
Town Manager
197 Penobscot Ave,
Millinocket, ME 04462

Re: Non-Binding Indication of Intent to
Purchase the Renewable Diesel, R100

Dear John:

Thank you for your consideration and willingness to enter into a non-binding indication of interest in acquiring certified renewable diesel ("R100") produced by Home Grown Fuels at its plant to be located in Millinocket, Maine.

This letter outlines the preliminary terms and conditions to define an agreement satisfactory to the Town of Millinocket (Town) and executed by both parties.

The basic terms and conditions under which the Purchaser is prepared to proceed are:

1. Purchase Price - The purchase price for the ASTM D975, R100 diesel will be agreed to by the parties and will be based on a five-cent discount off the current index or formula used by the Town to purchase fuel.
2. Fuel Volume - Town will purchase up to 25,000 gallons of ASTM D975, R100 diesel.
3. Transportation costs - Price will be based on the Purchaser taking ownership of the fuel at the Our Katahdin site and transported at no cost to the Seller.
4. Term - the term of the definitive agreement will be re-evaluated annually.
5. Tax Credits - The Purchase Price will exclude all state and federal tax credits targeted at the production of R100.
6. Sale Taxes - The agreed upon Purchase Price does not include applicable local, state, and federal sales tax.
7. Property Operations - All R100 sold by Seller to Purchaser will be ASTM certified and the plant will operate legally, within its permits and the applicable federal and state laws.

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8. Closing Costs - Seller and Purchaser shall each be responsible for their own customary costs related to finalizing the contract; each party shall bear its own legal, due diligence and internal expenses.
9. Inspection of the Plant - Within a mutually agree period of time following acceptance of this letter, and subject to such other contingencies as may be in the definitive documentation, Seller shall deliver to Purchaser all required certification materials, permits and other materials as may be reasonably requested by Purchaser for the Plant. Purchaser's agents and consultants shall have reasonable access to the Plant for the purposes of making such inspections, tests, copies and verifications as they shall deem reasonable and necessary, all at Purchaser's expense.
10. Due Diligence - Purchaser shall have the right to undertake a due diligence review with respect to the Plant and such other matters as Purchaser may request at Purchaser's sole cost and expense which shall be concluded at the time a binding contract of sale is executed or such other periods of time as set forth in the definitive agreements.
11. Contract of Sale - Within a mutually agreed upon time from the acceptance of this letter by the Seller, the Seller and Purchaser shall proceed to negotiate and execute a definitive contract of sale with respect to the R100. The sales contract subject to the conditions specified below and such other contingencies or matters that Purchaser may require:
 - a. The R100, as certified is acceptable to the Purchaser in its sole discretion;
 - b. The outcome of the due diligence inspection of the Plant satisfactory in all instances to Purchaser in its sole discretion;
 - c. The purchase price per gallon will be acceptable to both parties prior to execution of said sales contract;
12. Confidentiality. Purchaser and Seller each covenant and agree to keep confidential all information obtained from the other or its agents regarding the Property or regarding the other party or its affiliates; provided, however, that the parties may disclose such information to their respective affiliates, attorneys, financial advisors, title company, placement agents, lenders, insurers, and potential investors, and the respective directors, managers, officers or employees of the foregoing, who in each case have a need to know such information in order to investigate, negotiate or undertake the transactions contemplated by this Letter of Intent; or if required by any applicable law or regulation or pursuant to a valid subpoena. The foregoing obligation of confidentiality shall not apply to any information (a) in the public domain for any reason other than a breach by the receiving party or its agents, advisors or affiliates of this preliminary non-binding Letter of Intent or of other legal or fiduciary duty of

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confidentiality to the other party, or (b) already in the possession of the receiving party from a source other than the other party or its affiliates, agents or advisors and other than from a source known to the receiving party to be under legal or fiduciary duty of confidentiality to the other party. The covenants of this Section 9 shall survive for a period of two years following termination of this Letter of Intent.

If the provisions of this preliminary non-binding Letter of Intent are acceptable to you, please sign a duplicate copy hereof and return it to the undersigned on or before March 30, 2020. Signatures delivered by email, pdf or facsimile transmission constitute originals for all purposes hereof.

Thank you,

Lee Khan

Co-Founder, Home Grown Fuels

By: _____
Lee Khan

Co-founder, Home Grown Fuels
Date: _____

By: _____
John Davis
Town Manager

Millinocket Maine
Date: _____



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

Tel. (207)723-7030

Fax (207)723-7029

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

March 20, 2020

To: Harold Davis, Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report

Safety: Preparing for Coronavirus all employees instructed to go home if feeling ill.

Public Works:

Garage locked to public traffic. Housekeeping and Using all PPE to keep employees safe.

Working on the street sweeper rebuilding conveyor system.

Patching holes on roadways.

Transfer Station:

Closed Recycle Center to public traffic to minimize public contact with employees. No hand sorting at recycle building.

Airport:

Closed FBO building to un necessary public traffic.

Cemetery: Closed.

Respectfully Submitted,
Ralph T. Soucier
Director Millinocket Public Works

MEMO

Millinocket Wastewater Treatment Facility

March 20, 2020

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: WW Operations Report

The treatment facility and pump stations are all functioning well. We are currently disinfecting all locations as much as possible. This will be the new normal. To date, all our stand by generators have been upgraded at all locations, the oldest one being the generator at the Central Street Station which is a 1996. We should be in good shape going into the future with generators.

DEP reminds Mainers of what not to flush

Maine Department of Environmental Protection <MEDEP@subscriptions.maine.gov>

Fri 3/20/2020 10:02 AM

To: Jim Charette <wastewater@millinocket.org>

--- PRESS RELEASE ---

For Immediate Release

MEDEP logo

DEP reminds Mainers of what not to flush

AUGUSTA, Maine, March 20, 2020 — Properly functioning sewer systems are extremely important for the protection of public health and to reduce the spread of the Coronavirus Disease (COVID-19).

To help keep these systems functioning properly, the DEP is reminding people that the following products should not be flushed:

- Baby wipes or cleaning wipes
- Paper towels
- Tissues
- Dental Floss
- Tampons and sanitary products
- Cotton balls and swabs
- Cat litter
- Prescription drugs
- Over-the-counter medicines
- Cigarette butts

Unlike toilet paper, these products do not break down and once flushed they are likely to clog the plumbing in your house, in your septic system, or in the public sewer system.

When these products make their way into the public sewer system they clump together, causing very large obstructions in the sewer lines. They get tangled in pump

stations requiring repair of equipment and causing backups and discharges of raw sewage into basements of homes and businesses, and into waters of the state.

Due to the potential for public works staffing shortages during the COVID-19 pandemic, response time to repair clogged sewers could be substantially delayed.

Maine DEP and wastewater treatment facilities across the state reminds everyone to make sure they are only flushing toilet paper and properly disposing of all other materials.

For additional information, contact:

David R. Madore, Communications Director

(207) 287-5842

[link]david.madore@maine.gov

or

Brian Kavanah, Director, Bureau of Water Quality

(207) 287-7700

[link]brian.w.kavanah@maine.gov

MEDEP
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Maine Department of Environmental Protection

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Memo

To: Town Manager
From: Chief of Police
CC: Town Council
Date: March 20, 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.*
- **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 opioid 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.
-
- 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.
- Attended several meetings and webinars in regards to the Coronavirus and have taken actions to protect the members of the Millinocket Police Department. The main door leading down to the police department lobby has been closed and secured.
- The amount of domestic incidents that have been increasing, as well as the mental illness calls for service.
- Conducted training on some interview methods and "Notice of Rights" with each officer.
- There was a shooting that took place on Penobscot Avenue where a 22 year old male (Cameron Pelkey) lost his life. The shooter (Jason Mulligan) was taken into custody after a brief standoff with police by the Maine State Police Tactical Team. There are still facts that have not been released to the public and the State Police Major Crimes Unit will release when appropriate. It should be noted that to continue rumors associated with a complex investigation, does not help out the investigators. The Department assisted with this investigation, from scene security, intelligence, suspect/arrestee transport and provided a command center. 128 total hours were spent on this incident.



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

Manager Davis,

Working with ME EMS on COVID-19 and gathering information and getting updates and setting up procedures should we have transport anyone suspected of the virus.

Still have one FF/Paramedic out for injury.

Conducted EMS training have stopped all FF and EMS trainings indefinitely at this point following lead from ME EMS and Maine Fire Training Institute.

Have added one new NRBEMT and one new Spare Driver to our ambulance roster.

Have been in constant communications with Maine CDC, ME EMS, and other State groups on this ever-changing situation.

Have met with Town Manager on daily basis with updates, also had meeting with Dept. Heads, School and other involved parties on COVID-19.

Have Fire Station locked down and if public needs assistance can call or also have bell on side door that on-duty person will assist them from a safe distance.

03/20/2020
Thomas Malcolm
Chief Millinocket Fire Dept.
EMA Director
Public Health Officer

John Davis

From: Jody Nelson <jodynelson@gwi.net>
Sent: Friday, March 20, 2020 10:07 AM
To: John Davis
Subject: Re: Activity Report

With schools closed, we have no after school programing. We have been working in the office to prepare for the summer season. I will be on vacation next week.

stay safe.

Jody

From: John Davis
Sent: Friday, March 20, 2020 8:36 AM
To: Craig Worster ; Diana Lakeman ; Jesse Dumais ; Jim Charette ; Jody Nelson ; Lori Santerre ; Lorna Thompson ; Mary Alice Cullen ; Ralph Soucier ; Richard Angotti ; Tom Malcolm
Subject: Activity Report

Have your activity report to me before the end of the day.

John Davis
Millinocket Town Manager
(207) 723-7000



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John Davis

From: Mary Alice Cullen
Sent: Friday, March 20, 2020 2:59 PM
To: John Davis
Subject: RE: Activity Report

Catching up from being on vacation most of the period.

From: John Davis <manager@millinocket.org>
Sent: Friday, March 20, 2020 8:37 AM
To: Craig Worster <ChiefWorster@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>; Jesse Dumais <taxcollector@millinocket.org>; Jim Charette <wastewater@millinocket.org>; Jody Nelson <jodynelson@zwi.net>; Lori Santerre <humanresource@millinocket.org>; Lorna Thompson <assessor@millinocket.org>; Mary Alice Cullen <treasurer@millinocket.org>; Ralph Soucier <publicworks@millinocket.org>; Richard Angotti <Code@millinocket.org>; Tom Malcolm <ChiefMalcolm@millinocket.org>
Subject: Activity Report

Have your activity report to me before the end of the day.

John Davis
Millinocket Town Manager
(207) 723-7000

ORDER #50-2020

PROVIDING FOR: Execution of the Warrant for March 19, 2020

IT IS ORDERED that the Warrant for March 19, 2020 in the amount of \$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #51-2020

PROVIDING FOR: Execution of the Warrant for March 26, 2020

IT IS ORDERED that the Warrant for March 26, 2020 in the amount of \$_____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #52-2020

PROVIDING FOR: Approval of an Application for a Victualer License Application for the Three Rivers Whitewater Inc..

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

The Forks Maine, PO Box 10 The Forks, ME 04985

d/b/a

Three Rivers Whitewater Inc, 10 Medway Rd, Millinocket

Passed by the Town Council _____

Attest: _____

TOWN OF MILLINOCKET
APPLICATION FOR A VICTUALERS LICENSE

1. NAME OF APPLICANT Three Rivers Whitewater Inc
2. PHONE NUMBER OF APPLICANT 207 663-2104
3. RESIDENCE OF APPLICANT The Forks Maine
4. NAME OF BUSINESS Three Rivers whitewater Inc
5. PHONE NUMBER OF BUSINESS 207 663-2104
6. BUSINESS ADDRESS Po box 10 The Forks ME 04985
7. NATURE OF BUSINESS whitewater Rafting Facility
8. LOCATION TO BE USED 10 Medway Rd Millinocket ME
9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
The Forks, Maine

10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS
Joseph Christopher, President, The Forks Maine

11. DESCRIPTION OF PREMISES TO BE LICENSED
whitewater Rafting Facility with lodging, food & beverage

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

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 9697

EATING AND CATERING 40 Seats (in)

EXPIRES: 05/17/2020

BOATMANS GRILL @ THREE RIVERS WHITEWATER
RICE FARM RD
MILLINOCKET ME 04462

FEE: \$275.00

THREE RIVERS WHITEWATER INC
BOATMANS GRILL @ THREE RIVERS
PO BOX 10
WEST FORKS ME 04985



Jeanne M. Levesque

Commissioner

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 to 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 persons date of birth. Tobacco products may not be sold to any person under 21 years of age unless 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 and 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 CDC Tobacco and Substance Use Prevention and Control program at tsup.dhhs@maine.gov or call 207-287-4627.

BUSINESS Three Rivers White Water, Inc.

ORDER # 52-2020

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

Yes _____ No _____

* N/A



WASTEWATER IS CURRENT

Yes _____ No _____

* N/A



POLICE INCIDENTS IN THE PAST YEAR

Yes _____ No ☒

(IF APPLICABLE PLEASE LIST)

* Trio System down - Content
Unavailable at this time.

Diana Lakeman

From: Craig Worster
Sent: Tuesday, March 24, 2020 11:06 AM
To: Diana Lakeman
Subject: RE: incident report

Both are clear.

Craig Worster

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

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From: Diana Lakeman <townclerk@millinocket.org>
Sent: Tuesday, March 24, 2020 10:57 AM
To: Craig Worster <ChiefWorster@millinocket.org>
Subject: incident report

Requesting report of incident, if applicable, for Entertainment, Liquor and Victualer License applications to be brought to council action on 3/27/2020 for:

- Angelo's Pizza Grille, 118 Penobscot Ave.
- Three River's Whitewater Inc., 10 Medway Rd.

Thank you.

Diana M. Lakeman
Town Clerk/Deputy Tax Collector
Registrar of Voters
197 Penobscot Avenue
Millinocket, Maine 04462
Telephone: 207-723-7007
Fax: 207-723-7002
townclerk@millinocket.org

ORDER #53-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for the Three Rivers Whitewater Inc.

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

The Forks Maine, PO Box 10 The Forks, ME 04985
d/b/a
Three Rivers Whitewater Inc., 10 Medway Rd, Millinocket

Passed by the Town Council_____

Attest:_____

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Joseph Christopher RESIDENCE The Forks
Maine, 04985

NAME OF BUSINESS Three Rivers Whitewater ADDRESS PO Box 10
The Forks, Maine 04985

NATURE OF BUSINESS Whitewater Rafting LOCATION TO BE USED 10 Mathey Rd.

RESIDENCES OF APPLICANT IN LAST FIVE YEARS
The Forks, Maine 04985

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED? YES _____ NO ☒
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

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

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



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



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CARL-2004-9258	05/18/2019	05/17/2020

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

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

Legal Name of Licensee: THREE RIVERS WHITEWATER, INC
Business Name of Licensee: THREE RIVERS WHITEWATER
Address of Licensee: 10 OLD MEDWAY ROAD
MILLINOCKET, ME

CODE	License Type and Description	FEE
CARL	CLASS XI - CLASS A RESTAURANT LOUNGE - MALT LIQUOR, WINE AND SPIRITS	1,500.00
FF	FILING FEE	10.00

Total Fees:

\$ 1,510.00

Timothy R. Poulin

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

THREE RIVERS WHITEWATER
PO BOX 10
WEST FORKS, ME 04985

ORDER #54-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Three Rivers Whitewater Inc.

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

The Forks Maine, PO Box 10, The Forks, ME 04985.
d/b/a
10 Medway Rd, Millinocket

Passed by the Town Council_____

Attest:_____



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

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interest in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- ☐ Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- ☐ Your application is signed and dated by a duly authorized person.
- ☐ The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- ☐ The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - ☐ The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - ☐ If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- ☐ For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- ☐ A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- ☐ If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- ☐ Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor license must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
10 Water Street
Hallowell, ME 04347

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624- 9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287 5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624- 6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626- 3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829- 4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624- 7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882- 3277	



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

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

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

Legal Business Entity Applicant Name (corporation, LLC): Three Rivers Whitewater, Inc.	Business Name (D/B/A): Three Rivers Whitewater, Inc.
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 10 Old Medway Road Millinocket Maine
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: PO Box 10 The Forks, ME 04985
Mailing address, if different from DBA address:	Email Address: havefun@threeriversfun.com
Telephone # Fax #: 207-663-2104	Business Telephone # Fax #: 207-663-2104
Federal Tax Identification Number: 04-3348354	Maine Seller Certificate # or Sales Tax #: 3083369970604
Retail Beverage Alcohol Dealers Permit:	Website address: www.threeriversfun.com

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

If a renewal, please provide the following information:

Your current license expiration date: 05/17/20

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

Food: 96049 Beer, Wine or Spirits: 80271 Guest Rooms: 64448

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

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

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

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

Refer to Section V for the License Fee Schedule

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

5. Business records are located at the following address:

2265 US Route 201 The Forks Maine

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
Inn By The River	HOF-2008-4139	2777 US Route 201 The Forks ME
See additional sheet		

Saltwater Grille	CAR-2020-12378	231 Front Street South Portland Maine
Three Dollar Dewey's	CARL-2019-11532	241 Commercial Street Portland Maine

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
Joseph Christopher	01/07/71	Brunswick Maine
Anthony Rinaldi	07/22/70	Springfield MA

Residence address on all the above for previous 5 years

Name	Address:
Joseph Christopher	The Forks Maine
Name	Address:
Anthony Rinaldi	The Forks Maine
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: 6 yurts, 10 bunk hs, camping

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)

Whitewater rafting facility to include lodging, camping, food & beverage

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: school

Distance: 4.5

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: _____

Signature of Duly Authorized Person*

Signature of Duly Authorized Person*

Joseph Christopher

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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

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

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application on this date: March 26, 2020

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: Millisocket

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](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

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

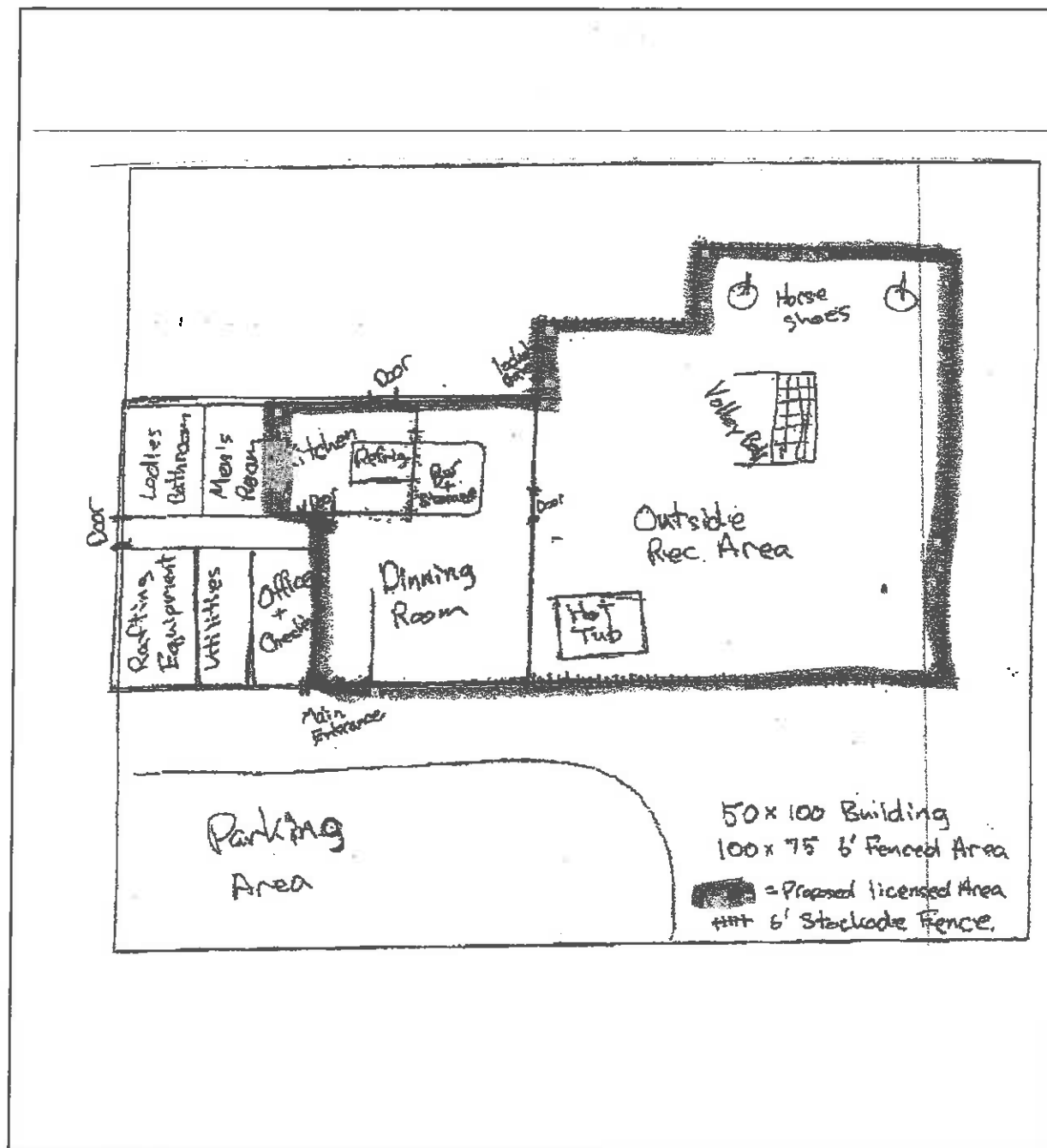
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

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

Section VI Premises Floor Plan

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

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



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

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

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Three Rivers Whitewater, Inc.
2. Doing Business As, if any: Three Rivers Whitewater, Inc
3. Date of filing with Secretary of State: 01/21/1997 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, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Joseph Christopher	The Forks, Maine	01/07/1971	President	79
Anthony Rinaldi	The Forks, Maine	07/22/1970	Vice Presiden	21

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

ORDER #55-2020

PROVIDING FOR: Approval of an Application for a Victualer License Application for the Angelo's Pizza Grille.

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

Leighton Shields, 182 Lincoln Street
d/b/a
Angelo's Pizza Grille, 118 Penobscot Ave.

Passed by the Town Council _____

Attest: _____

pd
3/24/2020

TOWN OF MILLINOCKET

APPLICATION FOR A VICTUALERS LICENSE

1. NAME OF APPLICANT Leighton Shields
2. PHONE NUMBER OF APPLICANT 207-723-2068
3. RESIDENCE OF APPLICANT Millinocket, ME (182 Lincoln St.)
4. NAME OF BUSINESS Angelo's Pizza Grille
5. PHONE NUMBER OF BUSINESS 207-723-6767
6. BUSINESS ADDRESS 118 Penobscot Ave Millinocket, ME
7. NATURE OF BUSINESS Pizza restaurant
8. LOCATION TO BE USED 118 Penobscot Ave Millinocket, ME
9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
182 Lincoln St. Millinocket, ME 04462

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

Leighton Shields, owner, 182 Lincoln St. Millinocket, ME

11. DESCRIPTION OF PREMISES TO BE LICENSED

pizza restaurant

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

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 17240

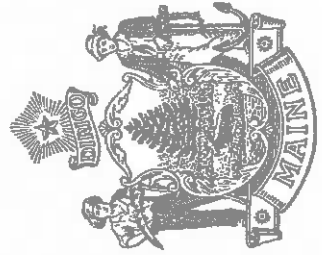
EATING AND CATERING 24 Seats (in)

ANGELOS PIZZA GRILLE
118 PENOBSCOT AVE
MILLINOCKET ME 04462

SHIELDS, LEIGHTON E
ANGELOS PIZZA GRILLE
118 PENOBSCOT AVE
MILLINOCKET ME 04462

EXPIRES: 12/15/2020

FEE: \$275.00



Jeanne M. Lombard
Commissioner

NON-TRANSFERABLE

BUSINESS Angelo's PizzaGrille

ORDER # 55-2010

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

Yes _____ No _____

* N/A



WASTEWATER IS CURRENT

Yes _____ No _____

* N/A



POLICE INCIDENTS IN THE PAST YEAR

Yes _____ No ☒

(IF APPLICABLE PLEASE LIST)

* Trio System down - Content
unavailable at this time

Diana Lakeman

From: Craig Worster
Sent: Tuesday, March 24, 2020 11:06 AM
To: Diana Lakeman
Subject: RE: incident report

Both are clear.

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 24, 2020 10:57 AM
To: Craig Worster <ChiefWorster@millinocket.org>
Subject: incident report

Requesting report of incident, if applicable, for Entertainment, Liquor and Victualer License applications to be brought to council action on 3/27/2020 for:

- Angelo's Pizza Grille, 118 Penobscot Ave.
- Three River's Whitewater Inc., 10 Medway Rd.

Thank you.

Diana M. Lakeman
Town Clerk/Deputy Tax Collector
Registrar of Voters
197 Penobscot Avenue
Millinocket, Maine 04462
Telephone: 207-723-7007
Fax: 207-723-7002
townclerk@millinocket.org

ORDER #56-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for the Angelo's Pizza Grille.

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

Leighton Shields, 182 Lincoln Street
d/b/a
Angelo's Pizza Grille, 118 Penobscot Ave.

Passed by the Town Council _____

Attest: _____

pd 3/24/2020

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Leighton Shields RESIDENCE 182 Lincoln St
Millinocket, ME

NAME OF BUSINESS Angelo's Pizza Grille ADDRESS 118 Penobscot Ave
Millinocket, ME

NATURE OF BUSINESS Pizza restaurant LOCATION TO BE USED 118 Penobscot Ave
Millinocket, ME

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

182 Lincoln St. Millinocket, ME 04462

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED? YES _____ NO X
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

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

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



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



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
RES-2005-7443	06/14/2019	06/13/2020

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

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

Legal Name of Licensee: LEIGHTON SHIELDS
Business Name of Licensee: ANGELO'S PIZZA GRILLE
Address of Licensee: 118 PENOBSCOT AVENUE
MILLINOCKET, ME

CODE	License Type and Description	FEE
RESW	CLASS III - RESTAURANT - WINE ONLY	220.00
RESM	CLASS IV - RESTAURANT - MALT LIQUOR ONLY	220.00
FF	FILING FEE	10.00

Total Fees:

\$ 450.00

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

ANGELO'S PIZZA GRILLE
118 PENOBSCOT AVENUE
MILLINOCKET, ME 04462

ORDER #57-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Angelo's Pizza Grille.

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

Leighton Shields, 182 Lincoln Street
d/b/a
Angelo's Pizza Grille, 118 Penobscot Ave

Passed by the Town Council_____

Attest:_____



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

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

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

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A): Angelo's Pizza Grille
Individual or Sole Proprietor Applicant Name(s): Leighton Shields	Physical Location: 118 Penobscot Ave. Millinocket, ME 04462
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address: 182 Lincoln Street Millinocket, ME 04462	Email Address: none
Telephone # Fax #: 207-723-2068	Business Telephone # Fax #: 207-723-6767
Federal Tax Identification Number: 13-4286701	Maine Seller Certificate # or Sales Tax #: 1080110
Retail Beverage Alcohol Dealers Permit:	Website address: none

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

If a renewal, please provide the following information:

Your current license expiration date: 06/13/2020

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

Food: \$ 67,638.00 Beer, Wine or Spirits: \$ 19,077.00 Guest Rooms: \$ 0.00

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

☒ Malt Liquor (beer) ☒ Wine ☐ Spirits

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

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

Refer to Section V for the License Fee Schedule

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

5. Business records are located at the following address:

182 Lincoln Street Millinocket, ME 04462

6. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

☐ Yes ☒ No If Yes, complete Section VII at the end of this application

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Leighton Shields	01/12/1952	Houlton, ME

Residence address on all the above for previous 5 years

Name	Address:
Leighton Shields	182 Lincoln Street Millinocket, ME 04462

Name	Address:
------	----------

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)

Pizza restaurant

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: Your Family Worship Center

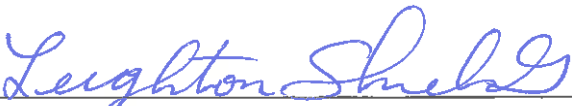
Distance: 1,500

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: 3/5/2020


Signature of Duly Authorized Person*

Signature of Duly Authorized Person*

Leighton Shields
Printed Name Duly Authorized Person

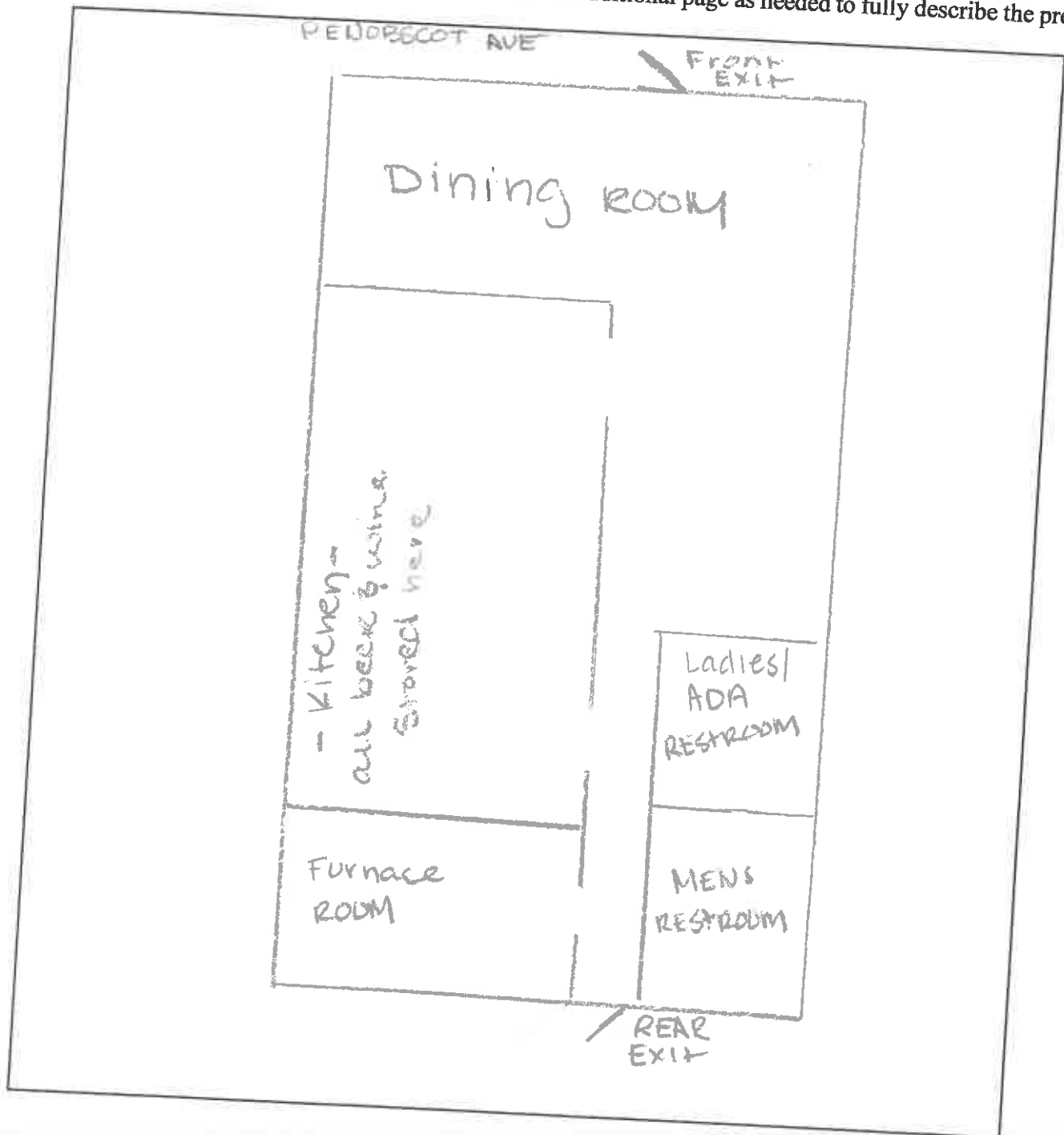
Printed Name of Duly Authorized Person

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

Section VI Premises Floor Plan

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

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



Section 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: March 26, 2020

Check only one: ☐ City ☒ Town ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: Milbrook

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.