

TENTATIVE AGENDA
PUBLIC HEARING & REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS
THURSDAY, AUGUST 13, 2020
4:30 PM

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

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

OLD BUSINESS:

NEW BUSINESS:

4. SPEICAL PRESENTATIONS: n/a
5. **PUBLIC HEARING** – ORDER #181-2020 1st **Public Hearing** – Public Hearing to Accept CDBG Downtown Revitalization Grant.
6. Town Manager's Report
7. ORDER #182-2020 Execution of the Warrant for August 13, 2020
8. ORDER #183-2020 Ratification of the July 28, 2020 School Budget Referendum Election Results
9. ORDER #184-2020 Approval of Victualer's License Application (The Shirly House B & B)
10. ORDER #185-2020 Approval of Entertainment License Application (Scootic In, Inc.)
11. ORDER #186-2020 Approval of Liquor License Application (Scootic In, Inc.)
12. ORDER #187-2020 Approval to Purchase of Jet Fuel Operation from West Branch Aviation LLC.
13. ORDER #188-2020 Approval of Town of Millinocket PA System Purchase.
14. ORDER #189-2020 Authorization of Sewer Abatement (135 Knox Street)
15. ORDER #190-2020 Acceptance of the State of Maine Department of Transportation Airport Cooperative Agreement
16. ORDER #191-2020 Approval of One-ton Truck Bid Award for Public Works
17. ORDER #192-2020 Approval of Municipal Release Deed (Blue Birch Properties LLC)
18. ORDER #193-2020 Approval of Municipal Release Deed (Leet)
19. ORDER #194-2020 Approval to Carry Over Funds (Public Works Administration Misc.)
20. ORDER #195-2020 Maine Municipal Association (MMA) Annual Election of Candidates
21. ORDER #196-2020 Approval to Accept the Railroad Station Clock

22. 197-2020 Acceptance of Grant Funds (Keep Maine Healthy Plan)

23. Reports and Communications:

- a. Warrant Committee for August 27, 2020 Council Meeting: Councilor Jackson and Councilor Madore.
- b. Chair's Committees Reports
- c. Two Minute Public Comment

24. Adjournment:

****The Town of Millinocket will enforce Social Distancing Mandate Regulations. Public Comments can be emailed to the Town Manager Prior to the Meeting: manager@millinocket.org or call (207) 723-7000 Ext.5 to make special arrangements. The meeting is also streamed live for your convenience @ Town Hall Streams or find the direct link on our website @ millinocket.org. We thank you for complying. Stay Home, Stay Healthy****

PROVIDING FOR: Acceptance of grant funds.

IT IS ORDERED that the Millinocket Town Council approve the acceptance of grant funds in the amount of \$45,004.00 as part of the Keep Maine Healthy Plan approved by the Maine Department of Health and Human Services to help stop the spread of COVID-19.

IT IS FURTHER ORDERED that the Town of Millinocket will administer the grant and all items will be approved by the Town's Health Officer (Tom Malcolm) and funds will be disbursed by the Town Treasurer (Mary Alice Cullen).

NOTE: The Town of Millinocket will pay for all purchases and the payments will be reimbursed by the grant.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Keep Maine Healthy
2020 Municipal COVID-19 Awareness Campaign – Round 2
Financial Assistance Available for Maine Municipalities and Tribal Governments to Help Keep Maine Residents and Visitors Safe This Summer and Fall

Funding Period: August 1 – October 31, 2020

Applications must be Submitted to Maine CDC by Friday, July 31, 2020

Municipalities and Tribal governments are best positioned to create local education and prevention plans to encourage Maine businesses, residents and summer visitors to follow best practices to prevent the spread of the Coronavirus and COVID-19 infections during the reopening of the State's economy and as we resume many summer and early fall recreational activities quintessential to the Maine experience.

As part of the Keep Maine Healthy initiative, the Department of Health and Human Services (DHHS) has created the 2020 Municipal COVID-19 Awareness Campaign to encourage municipalities and Tribes to implement their own COVID-19 prevention, education and protection plans in partnership with DHHS. Municipalities and Tribes that submit plans approved by DHHS will be reimbursed for costs associated with approved public health education and prevention activities during the funding period from August 1 through October 31, 2020.

Maine's public health agency within DHHS, the Maine Center for Disease Control & Prevention (CDC) will oversee this initiative. Applications must be submitted to CDC by **Friday, July 31, 2020**. You can email the completed Application to michael.abbott@maine.gov. Or, if you wish to send a paper version of this Application, please mail to:

Michael Abbott P.E., C.G., Interim Associate Director
Division of Environmental & Community Health
Maine CDC
286 Water Street
Augusta, ME 04333

Who is eligible to apply for funding? All municipal and Tribal governments in Maine are eligible to apply for available funding using this Application. Municipalities or Tribal governments who wish to partner with community organizations, including visitor centers, public health groups, or chambers of commerce, to implement approved prevention and education activities will be allowed to subcontract. Note: Municipalities and Tribes already participating in the Keep ME Healthy program are eligible to apply for additional funding under Round 2.

How much funding is available for each municipality or Tribe? The amount of funding available for reimbursement to each municipality or Tribe will be based on the plans and budgets they request, subject to limits. Such limits will be based on whether proposed expenditures are consistent with this initiative as well as factors such as the year-round population combined with an estimate of the increase in population during the peak of the summer tourist season, as this number will influence the amount of work needed to complete the tasks involved in COVID-19 prevention activities.

What kinds of prevention activities should be included in the plan? Local prevention and education plans should include a point of contact for the municipality or Tribal government and one or more of the following:

- **Public education activities:** This could include printing and posting of existing State or national COVID-19 prevention information and/or developing local educational activities that are consistent with CDC guidelines. Costs eligible for reimbursement would include staff time for planning and education activities and costs for signage, materials, website development, brochures and mailing.
- **Physical distancing and public health support:** This could include fences, tape, and signage for physical distancing in public spaces and closed streets; providing staff to limit crowds in front of restaurants, bars, beaches and other sites; new traffic pattern signage and education; purchases of personal protective equipment and hand sanitizer to be made available for staff, visitors, and for use at public locations; and extra cleaning supplies and additional staff time required for enhanced cleaning and management of public spaces and restroom facilities.
- **Local business assistance:** This includes staff time for a Code Enforcement Officer, Local Health Officer, local law enforcement, or other person designated by the municipality or Tribe to be the local contact for educating of local businesses on best practices. This may include following up on public complaints and, for certain cases, providing information to State officials when there is a potential public health violation that cannot be quickly resolved through educating the business or individual.

What project expenses are not eligible for reimbursement? Work performed outside of the funding period (August 1 – October 31, 2020) is not eligible for reimbursement. However, salaries for staff already hired or redeployed and working on eligible activities can be paid with these funds for the duration of the state contract. Costs to cover work associated with upcoming election activities are not eligible. Capital costs will be reviewed on a case-by-case basis.

How will the CDC determine which municipalities and Tribes will be approved? Each Application will be reviewed for completeness and a determination that the proposed activities and budgets are consistent with the goals of this program as outlined above.

When will the approved applications be announced? Funding recipients will be informed on or before August 7, 2020. Cost settled contracts will be awarded to all approved municipalities and Tribal governments. Upon award, the Department will begin working with the awarded entity to establish contracts and to finalize budgets based upon the award amount. Contracts will include reporting requirements and the mechanism for reimbursement of expenses. Contract budgets, which will include subcontractors, will be reviewed for allowable expenses.

Are there specific requirements in place for the administration of these grants? This grant is being issued under the Corona Virus Relief Fund (CRF), CFDA # 21.019; therefore, the Federal Uniform Guidance 2 CFR 200 applies to the administration of these grant funds. Specifically, award recipients (municipal and Tribal governments) and sub-recipients (your community partners) must adhere to all applicable federal requirements, including Office of Management Budget (OMB) guidance: Title 2 C.F.R. subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. §200). Due to the nature of these grants, it is almost certain that you will be considered a sub-recipient of the State. Additionally, if you enlist the aid of your local partners, you may be creating additional subrecipient

relationships. Please be especially mindful of the “sub-recipient” requirements set forth in 2 CFR 200.330 and 2 CFR 200.331.

Thank you for your interest in 2020 Municipal COVID-19 Awareness Campaign to protect public health. Actions taken by municipal and tribal representatives will greatly aid the State in our efforts to prevent the spread of the Coronavirus and COVID-19 infections in Maine. Please complete the Application below, including a project narrative and a budget detailing anticipated expenses for the activities indicated, as well as anticipated subcontracts and related expenses. If you need additional information or have questions about this Application, please contact Michael Abbott at 207-287-5684 or 207-592-2174 (mobile). Or, send your questions via email to michael.abbott@maine.gov.

**2020 Municipal COVID-19 Awareness Campaign
APPLICATION**

Please complete this form and return to the CDC no later than **July 31, 2020**. Applications received after this date will not be eligible for funding.

Contact Information for Municipality or Tribe

Name of Municipality or Tribe: Town of Millinocket		County: Penobscot
Population (Year-round): 4200	Estimated Summer Peak Population: 10,000	
Municipal or Tribal Representative, Name: John Davis		Title: Town Manager
Mailing Address (Street or Box #): 197 Penobscot Avenue		
City: Millinocket	State: ME	Zip Code: 04462
Phone: 207-723-7000	Email: manager@millinocket.org	

Municipality or Tribe public health protection plan will include the following activities (check all boxes that apply):

- Public Education**
- Print and post COVID-19 Educational Signs**
 - Create and distribute COVID-19 Informational Brochures**
 - Provide educational campaign on local social media platforms**
 - Develop training events for local businesses (online or in person)**
 - Develop educational pages on Municipality or Tribe website**
 - Other similar items (please describe in one sentence or less):**

Provide access to free face coverings to support Mask Up for Me awareness campaign

Public health protection plan (continued):

Physical Distancing and Public Health Support

- Post signs and install physical barriers to limit congregation, encourage social distancing**
- Close streets to expand outdoor dining and pedestrian opportunities**
- Provide staff to control congregations in front of restaurants, bars, at beaches and parks**
- Provide personal protective equipment (PPE) and hand sanitizer for staff and public use**
- Increase sanitization of public spaces, including benches, picnic tables, public restrooms**
- Other similar items (please describe in one sentence or less):**

Local Business Assistance

- Provide Local Health Officer, Code Enforcement Officer and/or other designee of Municipality or Tribe to act as contact for educating local businesses and individuals on best practices. Duties to include one or more of the following:**
 - **Provide proactive education and training to areas businesses on compliance with best public health practices and DECD check-list guidance**
 - **Follow up on complaints received by Municipality, Tribe or State licensing agency. This will include contacting or visiting the business or individual and educating them on COVID-19 guidance**
 - **Report public health violations to appropriate State licensing agency**
 - **Refer criminal activity to local law enforcement.**

Resource Name and Contact Information (include phone number and email address):

-
- Other similar items (please describe in one sentence or less):**
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One Page Narrative

Provide a brief 1-page narrative describing additional public health activities unique to the Municipality or Tribe (e.g., name specific parks, beaches, recreational areas or other public spaces that will be included in plan).

Also include, within the narrative, an explanation for each item selected that describes how the costs were determined and will be tracked.

Budget

Complete the attached budget detailing anticipated expenses for the activities indicated in the plan. This should include anticipated subcontracts and related expenses.

Municipalities are responsible for promptly submitting revised budgets for approval should there be any deviation of planned activities or identified subcontracts. Reimbursement of expenses will not be approved unless they correspond to the submitted, approved budget.

NOTE: If a municipality intends to subcontract with an organization, then the organization needs to be identified and the contracting vehicle must be submitted to the Department. If a subcontract is for \$25,000 or more of the requested funding, then the organization receiving the subcontract must also submit a budget for the Department's approval.

Town of Millinocket 2020 Municipal COVID-19 Awareness Campaign

Public Education: The Town of Millinocket will lead a public education campaign in the Katahdin Region promoting the use of face coverings to slow the spread of the Coronavirus. Providing easy access to free face coverings/masks will be a critical component to this campaign. We propose to work with nine other communities in the Region to collectively prevent the spread of COVID-19. Rationale for a regional approach includes the following: (1) We share tourists that travel to Millinocket to visit Baxter State Park and surrounding lakes as well to the Katahdin Woods and Waters Scenic Byway to visit the National Monument in Patten. (2) Community members of the region travel to neighboring towns to shop, receive healthcare and visit food pantries to get their needs met. We rely on services in neighboring towns to meet all our needs whether basic or recreational. (3) As a town, we have participated in a regional planning process within the Katahdin region and collaboratively developed the Katahdin Gazetteer, a roadmap to the future. (4) Finally, the Katahdin Area Chamber of Commerce based in Millinocket serves the entire region.

- Combined population of the region is estimated at 10,000, typically more than doubling to over 20,000 in the summer with tourists and camp owners.

Our public awareness/education effort will be led by Mobilize Katahdin, a coalition formed by Millinocket Memorial Library in response to the Coronavirus. Mobilize Katahdin organizes mutual aid efforts and connects people to accurate information and local resources within the entire Katahdin region. () A part time resource navigator manages calls and coordinates volunteer efforts. The Town will use networks established by Mobilize Katahdin and the Chamber of Commerce to leverage the impact of our local Mask up for Me media campaign that will be conducted in partnership with Sutherland Weston Marketing.

Cost Determination and Tracking:

- Costs were determined based on estimates of materials to be purchased, and direct services provided. Details provided at the bottom of the budget sheet.
- All costs will be tracked daily and submitted monthly with proper documentation.

Physical Distancing and public health support: For many small businesses in the Katahdin Region, equipment and materials for sanitation are cost prohibitive. As part of an effort to promote responsible sanitation practices, the Town of Millinocket will work with the Chamber of Commerce to provide one automatic hand sanitizer unit upon request for small businesses in the Katahdin region for the first 50 businesses that request a unit. Chamber of Commerce staff will assist in both outreach and distribution of units.

Additionally, the Town will purchase four disinfectant spraying units. One unit will be used at the town office, one for the fire station, one for the town's public library, and the fourth will be loaned to businesses in the region that are unable to purchase the unit for themselves. The Chamber of Commerce will assist in coordination and use of the unit.

- Costs were determined based on estimates of materials to be purchased. Details provided at the bottom of the budget sheet.
- All costs will be tracked daily and submitted monthly with proper documentation.



Maine Department of Health and Human Services

AGENCY NAME:
PROGRAM NAME:
AGREEMENT START DATE:
AGREEMENT END DATE:
DHHS AGREEMENT#:

Town of Millinocket
Keep Maine Healthy / COVID-19 Awareness Campaign
8/1/2020
10/31/2020

EXPENSE SUMMARY

LINE	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
1	EXPENSES	TOTAL PROGRAMS (this agreement)	Public Education	Physical Distancing and Public Health Support	Local Business Assistance
2	PERSONNEL EXPENSES				
3	4 SALARIES/WAGES	631	631		
4	5 FRINGE BENEFITS	112	112		
5	6 THIRD PARTY IN-KIND (Match Only)				
6	7 TOTAL PERSONNEL EXPENSES	743	743		
7	8 CAPITAL EQUIPMENT PURCHASES				
8	9 SUB-RECIPIENT AWARDS				
9	10 ALL OTHER EXPENSES				
10	11 OCCUPANCY - DEPRECIATION				
11	12 OCCUPANCY - INTEREST				
12	13 OCCUPANCY - RENT				
13	14 UTILITIES/HEAT				
14	15 TELEPHONE				
15	16 MAINTENANCE/MINOR REPAIRS				
16	17 BONDING/INSURANCE				
17	18 EQUIPMENT RENTAL/LEASE				
18	19 MATERIALS/SUPPLIES	27,161	12,125	15,036	
19	20 DEPRECIATION (Non-Occupancy)				
20	21 CLIENT-RELATED TRAVEL				
21	22 OTHER TRAVEL				
22	23 CONSULTANTS - DIRECT SERVICE	5,000	5,000		
23	24 CONSULTANTS - OTHER				
24	25 INDEPENDENT PUBLIC ACCOUNTANTS				
25	26 TECHNOLOGY SERVICES/SOFTWARE				
26	27 THIRD PARTY IN-KIND (Match Only)				
27	28 SERVICE PROVIDER TAX				
28	29 TRAINING/EDUCATION				
29	30 MISCELLANEOUS	12,100	12,100		
30	31				
31	32 SUBTOTAL - ALL OTHER EXPENSES	44,261	29,225	15,036	
32	33 INDIRECT COSTS				
33	34 TOTAL ALL OTHER EXPENSES (Lines 32, 33)	44,261	29,225	15,036	
34	35 TOTAL EXPENSES (Lines 7, 8, 9, 34)	48,004	29,988	15,036	