

TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, SEPTEMBER 24TH, 2020
4:30 PM

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1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: Regular Town Council and Public Hearing for July 9, 2020.
4. Adjustments to the Agenda

OLD BUSINESS:

NEW BUSINESS:

5. Special Presentations:
 - a. CIRD Presentation
 - b. Resolve #2-2020 MMA Workers' Compensation Safety Incentive Program
6. Town Manager's Report
7. ORDER #223-2020 Execution of the Warrant for September 17, 2020.
8. ORDER #224-2020 Execution of the Warrant for September 24, 2020
9. ORDER #225-2020 Approval of Planning Board Application (Anderson)
10. ORDER #226-2020 Approval for Replacement of the Roofing and Siding at the Central Pump Station
11. ORDER #227-2020 Authorization to Provide Funds for Subsidized Transportation to Millinocket Residents.
12. ORDER #228-2020 Approval to Consult with Ransom Consulting Engineers and Scientists.
13. Reports and Communications:
 - a. Warrant Committee for October 8th, 2020 Council Meeting: Council Jackson and Councilor Madore.
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment
14. Adjournment:

The Town of Millinocket will enforce Social Distancing Mandate Regulations. Public Comments and Zoom attendance requests 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 @ townhallstreams.com, find the direct links on our website @ millinocket.org. We thank you for complying.

****Stay Healthy, Stay Safe****

July 9, 2020

The Public Hearing for the Fiscal 2020 Municipal, Wastewater and School Budget Adoption of the Millinocket Town Council was brought to order by Chair McEwen in Council Chambers at 4:30 pm.

Roll Call:

Town Council Members Present:

Pelletier	Pray
Jackson	Stratton
Madore	Golieb
McEwen	

Also present were: Town Manager John Davis by Zoom, Town Clerk Diana M. Lakeman, Fire Chief Tom Malcolm, Public Works Director Ralph Soucier, Code Enforcement Officer Richard Angotti, Recreation Director Jody Nelson, Police Chief Worster, Treasurer Mary Alice Cullen, Wastewater Director Jim Charette, Jeff Campbell, and 7 in public.

Pledge of Allegiance

Adjustments to the Agenda:

Approval of the May 14, 2020 Regular Town council Meeting.
Motion – Madore Second – Stratton Vote 7-0

SPECIAL PRESENTATIONS: None

NEW BUSINESS:

Out of Rotation

ORDER #171-2020 PROVIDING FOR: Approval of Settlement of Claim

IT IS ORDERED that the Confidential Settlement Agreement and General Release on file with the Town Manager concerning Paul Gamble is approved.

IT IS FURTHER ORDERED that the Town Manager is authorized and directed to execute the agreement on behalf of the Town and to take all action necessary to comply with the terms and conditions of the Agreement.

Note – The Gamble matter is pending before the Maine Human Rights Commission and all proceedings before that body are confidential until the matter is resolved. Upon approval of the settlement agreement by the Town Council and execution of the agreement by the parties, substantial portions of the agreement will be a public record as defined by Maine law and subject to public release. It is expected that portions will remain confidential and not a public record as required by Maine law.

If the order does not pass, the proposed settlement agreement will remain confidential pending further Maine Human Rights Commission proceedings.

Motion – Golieb Second – Madore Vote 7-0

Town Attorney Dean Beaupain stated that this is personnel matter and for that reason the extent to which it can be discussed in public is limited. Mr. Beaupain stated the Mr. Gamble was employed by the Town of Millinocket, Mr. Gamble was terminated from his employment, he filed a claim with the Maine Human Rights Commission and he filed appropriate grievances under the Collective Bargaining Agreement as part of the Maine Human Rights Commission process the Town engaged in mediation with Mr. Gamble, we reached an agreement subject of course to your approval. We've discussed the merits of this claim in detail in executive session because it cannot be discussed in

public. Mr. Beaupain stated that he certainly recommends this settlement, the Town Manager recommends this settlement and we both recommend it because it's basically litigation, litigation by its nature is uncertain and what any settlement gives you is certainty. If it's approved and it's signed by both parties which he would expect to happen within a few days after today, the document substantially will be a public document and will be released upon receipt of an appropriate request for that document. Unfortunately, we cannot go into the details of the document because we don't know if its going to be approved.

Entered in public hearing @ 4:43 p.m.

ORDER #120-2020 PROVIDING FOR: Public Hearing – 2nd Reading

IT IS ORDERED That the Millinocket Town Council enter into a public hearing to discuss the FY2021 Municipal and Wastewater Budgets.

Motion – Jackson

Second – Madore

Vote 7-0

Councilor Pray motioned that \$50,000 be increased to Line 900 Municipal Revenue Sharing

Councilor Golieb – So moved

Second – Madore

Vote 7-0

Councilor Madore asked for Council support on increasing Line 900 by \$50,000.

Treasurer Cullen suggested for the purposes of trying to cover the deficit in the budget right now, transferring \$17,950 which is showing as an expense, from the Capital Budget, that we haven't spent this year, just so that we don't incur an expense.

Councilor Pray motioned to follow the Treasurers' suggestion and that the \$17,950 is transferred and carried over to the airport.

Second – Madore

Vote 7-0

Treasurer Cullen noted that another item that they have with CARE funds is \$30,000 at the airport that is to be used for operating expenses. The Manager discussed with Treasurer Cullen recommending that we carry forward \$30,000 in this FY21 budget. We would apply for reimbursement of airport expenses, the payroll, operating expenses. We do not have the money right now, but as we incur expenses, we would apply for reimbursement.

Councilor Pray on Line 0101-0109 Payment in Lieu of Taxes – The Millinocket Housing Association makes a payment in lieu of taxes, we should reach out to the other non-profits in the community who receive the same services that all the tax paying organizations do, and would hope that we would make an official request that those organizations consider payment in lieu of taxes.

Councilor so moves that that we would make an official request that those organizations consider payment in lieu of taxes.

Second – Pelletier

Vote 7-0

Councilor Jackson asked how that would that level be determined?

Councilor Pray stated in some instances the whole payment would be made, in others by the principle services that they receive.

Sherri Downes, Connecticut Avenue, did not understand what was being proposed for the non-profits.

Chair McEwen stated that payment in lieu of taxes is voluntary if that organization has enough revenues and feels they could contribute.

Susan D'Alessandro thanked Councilor Pray for bringing up that, and a lot is being put on the backs of taxpayers and the non-profits are benefitting from town services.

Councilor Jackson stated that in regard to non-profits, they all hire and pay their employees and they pay taxes.

Councilor Madore made a motion to move the \$30,000 CARE grant money once received to be used to off-set expenses

Second – Stratton

Vote 7-0

Jimmy Busque, 32 Forest Avenue, general comment that we have a mil rate increase every year, as you know Millinocket has the highest mil rate in the state. This is going to hurt the citizens and the businesses; this is not the time for an increase.

Councilor Golieb stated they would be open to specific suggestions on budget cuts.

Councilor Jackson stated that most departments held their own or actually decreased, the increase came from mandatory increases to the town through their raises of 3%, and union contracts.

Councilor Madore stated that the County Tax has gone up again and the town has no control in that that the State does that affects the budget.

Councilor Stratton stated that the Treasurer and the Town Manager stated that the Workman's Compensation has gone up.

Councilor Golieb asked the Treasurer if the \$30,000 was for the fuel truck, the response was no. The Town Manager suggested some type of loan.

Treasurer Cullen stated that they do not yet have a written offer from the seller, so there is more involved than just the equipment, there is a significant amount of fuel inventory which needs to be factored into this so we are looking at more than \$30,000. She asked if they wanted to raise the money through taxation, if you do then it needs to be part of the budget, if you want to look at other sources of funding through possibly owner financing in the designated fund balance we have \$70,000 that's left from the municipal reval do you want to use that money, do you want to go further into the unassigned fund balance, those are the options if you want to avoid taxation.

Councilor Golieb stated we should wait and talk about this at another meeting, expressed his frustration.

Treasurer Cullen stated with all due respect this was not brought up in the budget process because we have been working quite feverishly to acquire all of the proper information that we would need to make a responsible financial analysis of this, we were not ready to present this information. We were studying to come up with the best possible solution in trying to do due diligence and be responsible in how we propose to spend the town's money.

Chair McEwen noted and thanked them for their due diligence in that financial decision.

Councilor Stratton stated that there was money elsewhere to fund this instead of taxation.

Councilor Madore stated that given the options so far he would suggest no matter what the amount ends up being in his opinion he thinks that the best thing to do would be to use the option that would allow us to go ahead and pay for the jet fuel operation by borrowing from Surplus and using the revenues from the jet fuel sales and be put back into Surplus, in other words floating our loan to do this, until such time as the service is paid in full.

Councilor Pelletier stated that the options being offered to fund this transaction really don't need to be accounted for in this budget, so let's put it off until we get some more information.

Councilor Jackson understands that we do not even have a contract for this.

Councilor Stratton reiterated that wastewater revenue and expenses may only be used for wastewater expenses.

Entered in public hearing @ 5:31 p.m.

ORDER #121-2020 PROVIDING FOR: Public Hearing.

IT IS ORDERED That the Millinocket Town Council enter into a public hearing to discuss the FY2021 School budget.

Motion – Stratton

Second – Madore

Vote 7-0

Sherri Downes asked if anyone had presented something for before school/after school childcare within the school system? Superintendent Boynton stated that they had been working with a grant company trying to do that very thing.

Councilor Jackson asked the superintendent if he had a COVID19 budget?

Mr. Boynton stated that this budget was prepared before the pandemic but has told his staff that all they are going to freeze all supplies of items and it will be a need or emergency basis. They have

received a list of safety materials from the State that they can use. They think they will be getting a CARE grant for \$187,000 but that is not approved yet.

ORDER #122-2020 IT IS ORDERED that \$1,784,745 is hereby raised and appropriated and the Officers are authorized to spend said amount for the General Administration Departments of Millinocket as listed below for the Fiscal Year 2021.

General Administration

101	General Government	\$177,640
102	Tax Collector	66,468
103	Elections & Registrations	8,000
104	Town Clerk	43,145
107	Assessing	32,036
108	Municipal Building	72,376
109	Audit	18,000
111	Legal Services	55,000
112	Administration	82,050
814	Human Resources	25,085
300	Fringe	1,209,945
TOTAL:		<u>\$1,789,745</u>

Motion – Madore Second – Stratton Vote 7-0

ORDER #123-2020 IT IS ORDERED that \$93,501 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Community & Economic Development Departments of Millinocket as listed below for the Fiscal Year 2021.

Community and Economic Development

114	Planning Code/Enforcement	23,121
115	Economic Development	68,880
213	Enforcement Officials	1,500
TOTAL:		<u>\$93,501</u>

Motion – Pray Second – Madore Vote 7-0

ORDER #124-2020 IT IS ORDERED that \$1,632,473 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Public Safety and Protection Departments of Millinocket as listed below for the Fiscal Year 2021.

Public Safety and Protection

201	Police	\$501,742
202	DARE	4,500
203	Fire	32,360
204	Ambulance	158,787
205	Fire and Ambulance General	340,938
206	Community Services	477,000
209	Insurances	103,761
214	Dog Constable	13,385
		<u>\$1,632,473</u>

Motion – Pelletier Second – Madore Vote 7-0

ORDER #125-2020 IT IS ORDERED that \$1,380,666 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Public Works Departments of Millinocket as listed below for the Fiscal Year 2021.

Public Works

402	Public Works Administration	\$ 69,510
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403	Public Works Garage	22,650
407	Public Works Roads	812,541
409	Transfer Site	323,704
902	Cemetery	31,565
1101	Airport	120,696
		<u>\$1,380,666</u>

Motion – Golieb Second – Madore Vote 7-0

ORDER #126-2020 IT IS ORDERED that \$287,061 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Community and Recreation Services Departments of Millinocket as listed below for the Fiscal Year 2020.

<u>Community and Recreation Services</u>		
501	Library	\$50,000
815	General Assistance Aid	22,650
816	Public Health/Welfare Agency	6,100
1002	Recreation	122,571
1009	Snowmobile Trail Grant	83,540
1106	Holiday Observation	7,000
		<u>\$292,061</u>

Motion – Jackson Second – Madore Vote 7-0

ORDER #127-2020 IT IS ORDERED that \$138,450 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Debt Services and Interest Department of Millinocket as listed below for the Fiscal Year 2021.

Debt and Interest

700 Debt and Interest \$138,450

Motion – Stratton Second – Madore Vote 7-0

ORDER #128-2020 PROVIDING FOR Capital Improvements

IT IS ORDERED that \$1,068,700 is hereby raised and appropriated and the Officers are authorized to spend said amount for the Capital Improvements Departments of Millinocket as listed below for the Fiscal Year 2021.

Capital Expenditures

1300	Capital Improvements	\$358,500
1301	Special Capital Improvements	<u>\$710,200</u>
Total:		<u>\$1,068,700</u>

Motion – Madore Second – Golieb Vote 7-0

ORDER #129-2020 PROVIDING FOR Anticipated Revenues and Transfers

IT IS ORDERED that overall anticipated Revenues and Transfers, as attached in the Municipal

Revenue Detail Report, in the estimated amount of \$4,078,115 is approved and the Officers are authorized to spend for FY2021.

Motion – Pray Second – Golieb Vote 7-0

ORDER #130-2020 PROVIDING FOR Transfer of Funds from Designated Dog Fee Revenue Reserve Account for the Care of Animals.

IT IS ORDERED that \$4,655 be transferred from the Designated Dog Fee Revenue Reserve Account into the General Fund Budget for FY2021 to provide for eligible costs in the care of animals.

NOTE: These funds are already included in the Order authorizing Anticipated Revenue and Transfers. This Order is offered because the funds will be taken from a Designated Reserve Account, which requires specific Town Council approval.

Motion – Pelletier Second – Madore Vote 7-0

ORDER #131-2020 PROVIDING FOR Transfer of Funds totaling \$642,203 from Fund Balance Account IT IS ORDERED that \$614,253 be transferred from the Unassigned Fund Balance into the General Fund Budget for FY21.

IT IS FURTHER ORDERED that the following anticipated unspent FY20 Budget balances be transferred from the Unassigned Fund Balance into the General Fund Budget for FY21 to provide for eligible costs in the FY21 Budget: \$10,000 Police Department Training. 17,950 budgeted Capital

NOTE: These funds are already included in the Order authorizing Anticipated Revenues and Transfers. This Order is offered because the funds will be taken from an Assigned and Unassigned Fund Balance Accounts, which requires specific Town Council approval.

Motion – Golieb Second – Madore Vote 7-0

ORDER #132-2020 PROVIDING FOR: Authorization for County Tax

IT IS ORDERED that \$246,428 is hereby raised and appropriated and to authorize the Officers to spend for County Tax Assessment for FY2021.

Motion – Jackson Second – Stratton Vote 7-0

ORDER #133-2020 PROVIDING FOR Acceptance of State of Maine Funds

IT IS ORDERED that the Town of Millinocket, Town Finance Director and Town Treasurer is authorized to accept, and such acceptance is deemed to have been appropriated revenues and/ or subsidies for the ensuing fiscal year, such funds as Municipal Revenue Sharing Funds, Local Road Assistance Program, General Purpose Aid to Education, Civil Emergency Funds, Snowmobile Registration Money, Tree Growth Reimbursement, General Assistance Reimbursement, Veteran Exemption Reimbursement, Homestead Act Reimbursement, State and Federal Grants in Aid, and other State of Maine Funds as are available at a future date and to authorize the Officers to spend said sums.

(These monies are currently anticipated in the above revenue order and allows the Town to accept these monies for use with FY2021 proposed budget. Acceptance of any new monies will be authorized only by Council Order.)

Motion – Stratton Second – Madore Vote 7-0

ORDER #134-2020 PROVIDING FOR A Written Policy Concerning Disbursement of State Fees

WHEREAS, Title 30-A, Section 5603 requires that the Treasurer disburse money only on the authority of a warrant signed and voted on by a majority of the Council; and

WHEREAS, Chapter 29-A of the Administrative Code provides for warrant review and approval; and

WHEREAS, the Town collects certain fees for the State of Maine; and

WHEREAS, the Council is not able to meet weekly to review, sign and vote on warrants for fees due to the State of Maine; and

WHEREAS, Chapter 29-A of the Administrative Code does not address the need to remit state fees on a weekly basis; and

WHEREAS, Title 30-A Section 5603.3 provides that the Council may adopt a written policy to permit the disbursement of state fees when a disbursement warrant has been signed by one or more designated municipal officers.

NOW THEREFORE, IT IS ORDERED that the following written adopted concerning the disbursement of state fees:

1. The Treasurer shall prepare a warrant weekly to disburse state fees;
2. The weekly warrant for fees shall be reviewed and approved by the Finance Director;

3. Upon approval of the weekly warrant for state fees by the Finance Director, any member of the Ad-Hoc Warrant Subcommittee established pursuant to Chapter 29-A of the Administrative Code may review and approve the weekly warrant for state fees and document his or her approval by signing the warrant.
 4. The Treasurer is authorized to disburse state fees each week upon presentation of a warrant for that purpose which has been approved by the Finance Director and signed by any member of the Ad Hoc Warrant Subcommittee.
 5. Any error in any weekly warrant for state fees shall be corrected by the Treasurer on the next weekly warrant for state fees after discovery of the error.
 6. Warrants for state fees approved pursuant to this policy are not subject to review and approval pursuant to Chapter 20-A of the Administrative Code.
 7. This policy shall be reviewed and voted on annually by the Council.
- Motion – Madore Second – Stratton Vote 7-0

ORDER #135-2020 PROVIDING FOR Disbursement of Employees Wages and Benefits
 WHEREAS, the Town Treasurer may disburse money only on the authority of a warrant voted and signed by a majority of the Council; and
 WHEREAS, the Council signs warrants on a bi-weekly basis; and
 WHEREAS, employees are paid on a weekly basis,
 NOW THEREFORE IT IS ORDERED, pursuant to Title 30-A section 5603.2.A.1., that the Town Treasurer is authorized to disburse wages and withholding required by law on the authority of a warrant signed by the Town Manager.

Motion – Pray Second – Madore Vote 7-0

ORDER #136-2020 PROVIDING FOR Payment of Property Taxes for Multiple Years
 IT IS ORDERED THAT We, the Municipal Officers of the Town of Millinocket, upon request of the Tax Collector and Town Treasurer of said Town, hereby authorize and direct said Tax Collector and Town Treasurer pursuant to Title 36, MRSA, Section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Motion – Pelletier Second – Madore Vote 7-0

ORDER #137-2020 PROVIDING FOR Wastewater Department Anticipated Revenues and Transfers
 IT IS ORDERED that the overall anticipated Revenues and Transfers, as listed below in the estimated amount of \$2,636,400 is approved for FY2020 for the Wastewater Department.

2100-1400 Fees	\$1,050,000
1401 Interest/30 Day Notice	15,000
1402 Investment Interest	2,400
1403 Lien Costs Revenue	17,000
1406 Grant/Bond Proceeds	1,550,000
2500-0512 W/W RV Dump	<u>2,000</u>
	\$2,636,400

Motion – Golieb Second – Madore Vote 7-0

ORDER #138-2020 PROVIDING FOR Wastewater Department Operations
 IT IS ORDERED that \$2,523,514 is hereby appropriated for Wastewater Operations Expenditures for FY2021 for the departments listed below.

2100 Administration	\$ 94,265
2200 Protection (Insurance)	22,224
2300 Fringe Benefits	127,181
2400 Operations of Plant	227,364

2500 Pump Stations	62,900
2600 Collection	49,748
2700 Debt Service	128,832
2800 Capital Expenses	<u>1,811,000</u>
	\$2,523,514

Motion – Jackson Second – Madore Vote 7-0

ORDER #139-2020 PROVIDING FOR Payment of Sewer bills for Multiple bills

IT IS ORDERED THAT We, the Municipal Officers of the Town of Millinocket upon request of the Tax Collector

And Town Treasurer of said Town, hereby authorize and direct said Tax Collector and Town Treasurer to credit sewer payments to accounts in the same manner as real estate payments; and WHEREAS, real estate tax payments are allocated to the oldest outstanding tax bill; and WHEREAS, the statutory reference in section 104-16 of the Sewer Ordinance has not been updated to reflect repeal of Title 30 MRSA and enactment of Title 30-A;

NOW THEREFORE, IT IS ORDERED AS FOLLOWS:

The Tax Collector and Town Treasurer are hereby directed to credit payments for sewer system use charges in chronological order beginning with the oldest unpaid sewer system use charge, provided however, that no such payment may be applied to any charge for which an abatement application or appeal is pending unless approved in writing by the sewer fee payer.

IT is further ordered that SEWAGE SYSTEM RATES, FEES OR USER CHARGES NOT PAID WITHIN 90 DAYS OF WHEN DUE SHALL BE COLLECTED IN ACCORDANCE WITH Chapter 104, Section 104-16 of the Millinocket Code and Title 30-A MRSA Section 3406.

Motion – Stratton Second – Madore Vote 7-0

Line Item Articles for Approval of the

Millinocket School Department Budget

2020-2021

ORDER #140-2020 PROVIDING FOR: Appropriation for System Administration (School)

IT IS ORDERED that \$810,677 is hereby raised and appropriated for School System Administration for Fiscal 2021.

Recommended: \$810,677

Motion – Madore Second – Stratton Vote 7-0

ORDER #141-2020 PROVIDING FOR: Appropriation for School Administration

IT IS ORDERED that \$346,356 is hereby raised and appropriated for School Administration for Fiscal 2021.

Recommended: \$346,356

Motion – Pray Second – Madore Vote 7-0

ORDER #142-2020 PROVIDING FOR: Appropriation for Regular Instruction

IT IS ORDERED that \$ 2,399,128 is hereby raised and appropriated for Regular Instruction for Fiscal 2021

Recommended: \$2,399,128

Motion – Pelletier Second – Madore Vote 7-0

ORDER #143-2020 PROVIDING FOR: Appropriation for Special Education

IT IS ORDERED that \$1,311,914 is hereby raised and appropriated for Special Education for Fiscal 2021.

Recommended: \$1,311,914

Motion – Golieb

Second – Stratton

Vote 7-0

ORDER #144-2020 PROVIDING FOR: Appropriation for Student and Staff Support

IT IS ORDERED that \$450,058 is hereby raised and appropriated for Student and Staff Support for Fiscal 2021.

Recommended: \$450,058

Motion – Jackson

Second – Madore

Vote 6-0 (Golieb excused)

ORDER #145-2020 PROVIDING FOR: Appropriation for Other Instruction

IT IS ORDERED that \$296,787 is hereby raised and appropriated for Other Instruction for Fiscal 2021.

Recommended: \$296,787

Motion – Stratton

Second – Madore

Vote 6-0

ORDER #146-2020 PROVIDING FOR: Appropriation for Career and Technical Education

IT IS ORDERED that \$0 is hereby raised and appropriated for Career and Technical Education for Fiscal 2021.

Recommended: \$0

Motion – Madore

Second – Stratton

Vote 7-0 (Golieb returned)

ORDER #147-2020 PROVIDING FOR: Appropriation for Facilities Maintenance

IT IS ORDERED that \$1,053,334 is hereby raised and appropriated for Facilities Maintenance for Fiscal 2021.

Recommended: \$1,053,334

Motion – Pray

Second – Madore

Vote 7-0

ORDER #148-2020 PROVIDING FOR: Appropriation for Transportation and Busses

IT IS ORDERED that \$252,062 is hereby raised and appropriated for Transportation and Busses for Fiscal 2021.

Recommended: \$252,065

Motion – Pelletier

Second – Golieb

Vote 7-0

ORDER #149-2020 PROVIDING FOR: Appropriation for Debt Services and Other Commitments

IT IS ORDERED that \$97,208 is hereby raised and appropriated for Debt Services and Other Commitments for Fiscal 2021.

Recommended: \$97,208

Motion – Golieb

Second – Madore

Vote 7-0

ORDER #150-2020 PROVIDING FOR: Appropriation for All Other Expenditures

IT IS ORDERED that \$8,500 is hereby raised and appropriated for All Other Expenditures for Fiscal 2021.

Recommended: \$8,500

Motion – Jackson

Second – Stratton

Vote 7-0

ORDER #151-2020 PROVIDING FOR Appropriation for Total Cost of Funding Public Education

IT IS ORDERED that \$4,920,286 be appropriated for the total cost of funding public education from prekindergarten to grade 12 as described in the Essential Programs and Services Funding Act and that \$1,305,528 be raised as the municipality's contribution to the total cost of funding public

education from prekindergarten to grade 12 as described in the Essential Programs, and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

The School Committee Recommends \$1,305,528

Explanation: The Municipality's contribution to the total cost of funding public education from prekindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

Motion – Stratton

Second – Madore

Vote 7-0

ORDER #152-2020 PROVIDING FOR Appropriation for Debt Services

IT IS ORDERED that \$97,708 be raised and appropriated for the annual payments on debt service previously approved by the municipality's legislative body for non-state-funded school construction projects, on-state-funded portions of school construction projects and minor capital projects in addition to the funds appropriated as the local share of the municipality's contribution to the total cost of funding public education from prekindergarten to grade 12.

The School Committee Recommends \$97,708

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality's long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

Motion – Madore

Second – Stratton

Vote 7-0

Article for Additional Local Funds requires approval by a majority of the entire school committee membership and approval by a majority of the entire council membership.

ORDER #153-2020 PROVIDING FOR Appropriation of Additional Local Funds

IT IS ORDERED that \$1,427,402 be raised and appropriated in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$125,374 as required to fund the budget recommended by the School Committee.

The School Committee recommends \$1,427,402 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$125,374: The EPS formula does not reflect the actual cost of funding education in rural areas where education may cost more because of its smaller size as compared to larger city schools. Therefore, monies will provide revenues to fully fund programs and operate schools, as well as, contractual obligations, areas excluded under EPS such as 504 programs, extra and co-curricular activities, capital improvements and repairs, etc.

Explanation: The additional local funds are those locally raised funds over and above the Town's local contribution to the total cost of funding public education from prekindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state-funded debt service that will help achieve the Town's budget for educational programs.

Motion – Pray

Second – Madore

Vote 7-0

Total Budget Article for Funding K-12 Education

ORDER #154-2020 PROVIDING FOR Appropriation for Total cost of Funding Public Education

IT IS ORDERED that the School Committee be authorized to expend \$7,026,027 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the municipality's contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

The School Committee Recommends: \$7,026,027

Motion – Pelletier

Second – Madore

Vote 7-0

ORDER #155-2020 IT IS ORDERED that the municipality/district/unit will raise and to appropriate **\$5,000** in additional local dollars in support of the food service program.

The School Committee Recommends **\$5,000**

Motion – Golieb

Second – Madore

Vote 7-0

ORDER #156-2020 IT IS ORDERED that **\$3,500** be appropriated for Adult Education and that **\$3,500** be raised as the local share; with authorization to expend any additional, incidental or miscellaneous receipts in the interest and for the well-being of the adult education program.

The School Committee recommends a “Yes” vote.

Motion – Jackson

Second – Stratton

Vote 7-0

ORDER #157-2020 IT IS ORDERED that the Regional Vocational Adult Education Operating Budget, as approved by the Cooperative Board for the period July 1, 2020 through June 30, 2021, be approved in the amount of **\$2,004,953** (Millinocket’s share is \$0.00), with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and well-being of the Adult Education vocation programs.

The School Committee Recommends a “Yes” vote

Motion – Stratton

Second – Madore

Vote 7-0

ORDER #158-2020

IT IS ORDERED that the Regional vocational Adult Education Operating Budget, as approved by the Cooperative Board for the period July 1, 2020 through June 30, 2021, be approved in the amount of \$44,000 (Millinocket’s share is \$3,097.12), with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and well-being of the Adult Education vocation programs.

The School Committee Recommends a “Yes” vote

Motion – Madore

Second Golieb

Vote 7-0

ORDER #159-2020 PROVIDING FOR: Acceptance of State, Federal, or Other Sources of Funds

IT IS ORDERED that the Town of Millinocket Town Treasurer is authorized to accept and expend grants, including carryover amounts, from State, Federal or other Sources for the interest of education. Special dedicated revenue budget amounts to be in addition to the amounts appropriated and raised in the general budget \$7,026,027 and the clearing account budget.

Amount unknown but estimated to be **\$1,570,000**. Sources include: Title 1-A, Title II-A, PreK, Local Entitlement, TIF 4, and others. (Some of these monies are now included in the new EPS funding model adopted in 2005 by the Maine State Legislature.

The School Committee Recommends a “Yes” vote.

Motion – Pray

Second – Madore

Vote 7-0

ORDER #160-2020 PROVIDING FOR: Acceptance of Enterprise and Agency Funds

IT IS ORDERED that the Town of Millinocket Town Treasurer is authorized to accept and expend enterprise and agency funds, including any carryover funds, on behalf of the following: with any amounts to be expended in the clearing account budget in addition to amounts appropriated and raised for the general education budget \$7,026,027 and the special revenue budget \$1,570,000.

Amount unknown but estimated to be \$495,000. Sources include: Millinocket School Lunch Program, and any others. (Some of these monies are now included in the new EPS funding model adopted in 2005 by the Maine State Legislature).

The School Committee Recommends a “Yes” vote.

BE IT ORDERED, THAT In addition to the amount approved for the total school budget for next fiscal year, the school committee is authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes,

including the foreign student tuition program and the dual diploma program, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated.

Motion – Pelletier

Second – Stratton

Vote 7-0

REGULAR TOWN COUNCIL MEETING

Old Business:

ORDINANCE #5-2020 - 2ND Public Hearing – An Adoption of chapter 94 Article II – Curfew
PROVIDING FOR: An Adoption of chapter 94 Article II of the code of the Town of Millinocket concerning Curfew.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET that the attached Curfew Ordinance is hereby adopted as Chapter 94 Article II of the Millinocket Code.

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

Motion – Golieb

Second – Madore

Vote 6-1 (Pelletier)

Town Manager's Report July 9, 2020

- 1. Next Meetings held in Council Chambers at 4:30 p.m.**
 - A. July 23, 2020
 - B. August 13, 2020
- 2. Downtown Revitalization Grant** – Spoke with TerryAnn Holden. She informed me that the Maine Historic Preservation Commission received the necessary information I mailed to them and the town will get a letter regarding our project. I will contact TerryAnn as soon as this letter arrives.
- 3. Tax Collector/Deputy Clerk** – As you are aware, Bryant Davis & Lorri Haskell resigned their positions as Tax Collector and part-time Deputy Clerk effective 7/3/2020. Bryant agreed to stay on for one more week contingent upon other job prospects. Roxanne Johnson (former Town Clerk) elected to fill in part-time to help cover the vacancies. Mary Alice agreed to fill the Tax Collector position on an interim basis and will do this year's tax liens with the assistance of Lori Sancerre. Again, I want to thank Bryant for his work as Tax Collector and I want to recognize Lorri for her for her long, extinguished, and dedicated career with the Town of Millinocket.
- 4. Fourth of July Fireworks** – By all accounts, the Fourth of July fireworks were a great success.
- 5. Email from Kate Dufour** – New projections for Revenue Sharing for FY21 should be available at the end of July.
- 6. KAT TV** – Received correspondence from David Cyr about the second check from Bee Line. We now have better contact information for David and will mail the check to him after we run it through the warrant system.
- 7. Heritage Park** – Spoke with Jeff of the Upper Valley Economic Council and they will be having a meeting in July to discuss future plans. Jeff will send me an invitation to join the meeting via Zoom.
- 8. Brian Lippold President Casco Bay Advisors** – Brian met with the Code Enforcement Officer to discuss a location for the Fiber Distribution Hub. Focus was on the corner of Katahdin Ave/Elm Street and Peddlers Hill.

Department Updates

Public Works

- Continue to follow COVID-19 guidelines.

- Line painting completed. I applaud Lucas Striping for once again completing the project on time.
- Continue to clean catch basins.
- Repairing plow truck #10 due to the wing catching on the railroad crossing on Spruce Street and causing damage to the cab. Limited maintenance occurring on the crossings since the closure of the mill.

Transfer Site

- Northern Bio will grind the brush pile during the week of July 13.
- Zoom meeting sponsored by the MRC to respond to concerned members of the on-going problems. The meeting will begin at 10:00 and the link is posted on the MRC website.
- Millinocket is transporting its trash to the PERC facility in Orrington instead of the Juniper Ridge landfill in Old Town.

Airport

- Developing a proposal for a kick-off meeting to discuss the Airport Master Plan. Putting together a Public Advisory Committee (PAC). The mix of the committee will consist of stakeholders and the public in an attempt to redefine what airport service will entail going forward. More information is available on the Town's website.

Cemetery

- Performing burials consistent with proper guidelines.

Wastewater Treatment Plant

- Facility functioning well.
- Performing summer maintenance and testing.
- Will bid the Elm Street/Bates Street sewer project on July 28.

Police Department

- Generated 344 incidents since June 1 to June 30, 2020. During this period last year, the department responded to 523 calls. Incidents ranged from citizen/agency assists to family fights.
- The Chief extends his congratulations to Officer Cram for his achievement of the necessary years (20) to collect his Maine PERS retirement. Officer Cram demonstrated an active and progressive stance while enforcing the rule of law, especially while engaging in OUI and domestic dispute situations. The Police Department and members of the administrative staff contributed to the purchase of a gas barbecue grill in a gesture of appreciation for Officer Cram's performance. Mr. Cram is currently serving the town as a reserve officer and has expressed an interest in applying for the vacancy created by his retirement.
- Chief covering for various vacancies.
- Performing bail checks and confirmations that people released on conditions because of the virus pandemic. The results paying off with several arrests for various violations.
- A stolen vehicle investigation resulted in the arrest of two adults and two juveniles. Additional charges are pending due to an investigation by the Fire Marshall's office for allegedly setting the vehicle on fire in the Town of Medway.
- Additional youth-related incidents committed in the area primarily in theft to a local businesses.
- Out-of-state resident arrested for suspicion of operating under the influence of drugs. The suspect also had a warrant for his arrest from 2017 for driving after suspension.
- The Chief is working on a Homeland Security grant that will provide funding for gear.

Fire & Ambulance

- One FF/Paramedic still out.
- Continue to communicate with state agencies on the status of COVID-19 and pass on reports.
- Conducted inspections with Code Enforcement Officer.
- Attended budget workshops.

- Monitoring virus situation in Houlton.
- Observing FD employees for any sign mental and physical condition changes.
- Fire Station still locked down.
- Worked with Central Maine Pyrotechnics on July 4th fireworks.
- Attached letter from Maine Fire Chief's Association in support of Law Enforcement Officers during the crisis.
- Ambulance calls:
 - 19 local BLS (Basic Life Support) and 25 local ALS (Advanced Life Support). Twenty-five were possible COVID-19 calls
 - Three BLS and 8 ALS out-of-town calls.
 - Three police stage.
 - No ACLS (Advanced Cardiac Life Support) intercept.
 - One public assist.
 - One lost BLS call. Ten lost medic calls. One lost ACLS (required nurse) call.
- Fires:
 - Two false alarms, one ATV, one microwave, one smoke alarm, one mutual aid, and one alarm (cooking set off the detector).

Health Officer

- Numerous conferences and webinars concerning virus pandemic.
- Stayed in contact with MRH.
- Worked with Rec Director to open up parks and fields.
- Assisted out-of-state property owners on guidelines to return to the area.

Recreation Department

- Prepared the pool and recreation areas for reopening.
- Activities at the pool are going well and guidelines are being enforced.

Administration

Treasurer

- There are 9 sewer accounts that did not pay the lien foreclosure balance due by July 2. Names will be turned over once Monday's mail has been processed.
- Updated Fixed Assets in Trio for capital purchases in FY21 so that depreciation could be calculated before the system was closed out on 6/30.
- The Trio SQL Test Database was updated to fix a problem I discovered earlier. The system has to be tested by several key users and the central parties feature of the system evaluated.
- I was sworn in as Interim Tax Collector so that I can perform the FY20 Tax Lien process. The Assistant Bookkeeper will assist me with this process.

Tax Collector

- Situation already alluded to.

Tax Assessor

- Worked on tax commitment.
- Responded to abatement request from Brookfield Power.
- Answered phone calls and emails.

Code Enforcement Officer

- Performed inspections with Health Officer.
- Issued permits.
- Run Zoom conferences for budget hearings, regular and special Town Council meetings.
- Worked with interns to update the code book and get it online.
- Monitoring projects that involve demolition, alteration, and renovation to ensure that proper permits are obtained, and qualified contractors are employed to perform the work.

Town Clerk

- Town Clerk/Tax Collection:

- window, mail and drop box has been extremely busy
- Absentee ballot requests via phone, mail, email and in person are at an all-time high
- processing weekly motor vehicle reports – catching up (1 report behind)
- fulfilled Election Absentee voting at all Assisted Living facilities following all mandated safety requirements by SOS/Governor's order.
- currently behind on 5 Council meeting minutes
- **Reminder absentee ballots available until end of election day, July 14, 2020**

Human Resource/Welfare Director

- Prepared warrants.
- Worked on personnel issues.
- Assisted public with registrations.
- Performed daily office duties.

Town Manager

- Worked on personnel issues with HR Director and legal counsel.
- Attended budget hearings.
- Participated in executive sessions with Town Council and legal counsel.
- Answered phone, emails, and performed regular office duties.

Chair McEwen added the Citizens Institute on World Design grant, there will be more information coming out. Also, he is looking to schedule an executive session for Our Katahdin and Town meeting. No objections.

Councilor Golieb looks for to what the Maine Historic Preservation Commission comes back with; thank you to Roxanne and Mary Alice for filling in in the interim; enjoyed the fireworks; Heritage Park is the one right here on the corner, good to hear something going to happen.

Councilor Jackson extends his thanks to the Fire Department on their assist to the new facilities.

Councilor Stratton watched the fireworks and was glad about that; looks forward to seeing what is going to happen at the Heritage Park.

Councilor Madore thanked Lorri Haskell and Bryant Davis for their time at the Town Office and thanked Roxanne Johnson and Mary Alice for stepping up and taking the reins as interims on these positions that needed to be filled immediately; great fireworks display and glad we could have them, thanked the crowd who were doing social distancing; on KAT is there a plan to tape the Council Meetings again, (not known at this time); what would it cost to purchase our own grinder for the brush pile if for some reason this last vendor could not do it for us, Ralph Soucier stated that that they are around \$700,000 or \$800,000, the grinding will be done next week; Congratulation to David Cram on his retirement.

Councilor Pray thanked everyone for their help filling positions; the Town gave the property to the Katahdin Woods and Waters Byway.

Councilor Pelletier is agreeable to other comments.

Diana Lakeman, Town Clerk clarified that today was the last day to request absentee ballots via phone or electronically, may continue to request them personally up to election day.

ORDER #161-2020 PROVIDING FOR: Execution of the Warrant for July 9, 2020

IT IS ORDERED that the Warrant for July 9, 2020 in the amount of \$504,426.52 is hereby approved.

Motion – Madore

Second – Golieb

Vote 7-0

ORDER #162-2020 PROVIDING FOR: Date, Time, Place, Warden for the July 14th, 2020 Primary and Special Referendum Election.

IT IS ORDERED that the July 14th, 2020 Primary and Special Referendum Election will be held on Tuesday, July 14th, 2020 from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and

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

Motion – Stratton

Second – Madore

Vote 7-0

ORDER #163-2020 PROVIDING FOR: Processing Absentee Ballots for the July 14, 2020 Primary and Special Referendum.

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

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

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

NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 10:00 A.M., 2:00 P.M., and 4:00 P.M. during the Primary and Special Referendum on July 14, 2020.

Motion – Madore

Second – Golieb

Vote 7-0

ORDER #164-2020 PROVIDING FOR: Office Hours of the Registrar for the July 14, 2020 Primary and Special Referendum

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

WHEREAS, The Town Clerk also serves as Registrar; and

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

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

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

Motion – Pray

Second – Madore

Vote 7-0

ORDER #165-2020 PROVIDING FOR: Date, Time, Place, Warden for the School Budget Validation Referendum

IT IS ORDERED that the School Budget Validation Referendum will be held on Tuesday, July 28, 2020 from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and

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

Note: This is a recommendation of the Town Manager as the earliest date available with the required posting of the Notice of Election.

Motion – Pelletier

Second – Madore

Vote 7-0

ORDER #166-2020 PROVIDING FOR: Processing Absentee Ballots for the School Budget Validation Referendum.

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

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

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

NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 10:00 A.M., 2:00 P.M., and 4:00 P.M. during the School Budget Validation Referendum on July 28, 2020.

Motion – Golieb

Second – Madore

Vote 7-0

ORDER #167-2020 PROVIDING FOR: Office Hours of the Registrar for the School Budget Validation Referendum

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

WHEREAS, The Town Clerk also serves as Registrar; and

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

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

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

Motion – Jackson

Second – Madore

Vote 7-0

***AMENDED - ORDER #168-2020 PROVIDING FOR: Lease Option Agreement.**

IT IS ORDERED that the Millinocket Town Council enter into a Lease Option Agreement with BNRG Maine (doing business as BNRG Dirigo). This agreement will set forth the terms and conditions under which the Landowner will allow the Developer to conduct due diligence regarding the development of a solar facility (the Project) on real property owned by Landowner as well as certain terms to be contained in any subsequent site lease agreement between the Parties relating to the project.

***IT IS FURTHER ORDERED that the Town Manager in consultations with the Town Attorney is authorized to finalize the agreement before it is signed.**

Motion – Stratton

Second – Madore

Vote 6-0-1 (Golieb)

ORDER #169-2020 PROVIDING FOR: Municipal Release Deed (Schmid).

IT IS ORDERED that a Municipal Release Deed is approved for Michael Schmid, 124 Bartlett Drive, Weare, New Hampshire, for a property located at 198 Katahdin Avenue, Millinocket, Maine, as shown on Map U04 Lot 041, as all outstanding taxes, interest, and fees have been paid.

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

Motion – Madore

Second – Pray

Vote 7-0

ORDER #170-2020 PROVIDING FOR: The development of a Code of Ethics. - TABLED

IT IS ORDERED that the Millinocket Town Council enter into discussion concerning the development of a Town Council Code of Ethics.

Motion – Pray

Second – Jackson

Motion to Table until new Council in **November** – Madore

Second – Stratton

Vote 7-0

Reports and Communications:

- a. Warrant Committee for the July 23, 2020 Town council Meeting: Chair McEwen and Councilor Pelletier
- b. Chair's Committee Reports – Age Friendly Committee will tentatively reconvene on July 21st at 5 p.m. and for the Economic Development Committee will tentatively reconvene on July 28th at 5 p.m.
- c. Two Minute Public Comment

Motion to adjourn at 7:25 p.m. – Madore

Second – Stratton

Vote 5-2 (Pray, Pelletier)



MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM

RESOLVE FORM

WHEREAS, the the Town of Millinocket is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and

WHEREAS, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

WHEREAS, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

WHEREAS, MMA will provide necessary written program information, and offer assistance to participants; and

WHEREAS, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

WHEREAS, the Town of Millinocket is committed to providing a safe environment for its employees, citizens, and visiting public; and

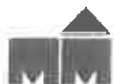
WHEREAS, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW THEREFORE BE IT RESOLVED BY THE Town of Millinocket
to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

DATED THIS 24 **DAY OF** September, 2020

ATTEST by Governing Board (signatures or e-signatures):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



WORKERS' COMPENSATION FUND DATA VERIFICATION FORM

Member's Name: Town of Millinocket

Please place a check in all boxes that apply to your organization:

Resolve adopted and submitted to MMA	<input checked="" type="checkbox"/>		
All departments meet MDOL compliance directive requirements	<input checked="" type="checkbox"/>		
Agrees to respond MMA corrective action recommendations within 30 days	<input checked="" type="checkbox"/>		
A Personal Protective Equipment safety plan is implemented for all required department	<input checked="" type="checkbox"/>		
Annual administrative review of safety policies is documented	<input checked="" type="checkbox"/>		
Key personnel assigned safety responsibilities	<input checked="" type="checkbox"/>		
A process to communicate safety concerns to all employees is in place	<input checked="" type="checkbox"/>		
Leadership is aware of and reviews accidents	<input checked="" type="checkbox"/>		
A slip trip and fall safety policy is in place		<input checked="" type="checkbox"/>	
A lifting and back safety policy is in place		<input checked="" type="checkbox"/>	
An office ergonomics safety policy is in place		<input type="checkbox"/>	
A safety committee holds meetings at least quarterly and minutes are documented		<input type="checkbox"/>	
Incident reviews (i.e. accidents, near misses) are conducted to find appropriate root cause(s) of reported occurrences. Corrective recommendations are implemented		<input checked="" type="checkbox"/>	
Facility and equipment self-inspections are completed annually and documented		<input checked="" type="checkbox"/>	
Preferred providers are used		<input checked="" type="checkbox"/>	
Employee training is documented			<input checked="" type="checkbox"/>
A written incident review policy is in place			<input checked="" type="checkbox"/>
A wellness program or similar alternative is offered to employees			<input checked="" type="checkbox"/>
A return-to-work policy (light-duty) for all departments is in place			<input type="checkbox"/>
Leadership attends/participates in Safety Committee meetings, trainings and other safety events			<input checked="" type="checkbox"/>

E-Signature: John Davis

Title: Town Manager

Date: 9/22/2020

RETURN TO:

or fax to (207)624-0127

TOWN OF MILLINOCKET

John Davis, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

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

Web Site: www.millinocket.org

Town Manager's Report September 24, 2020

- 1. Next Meetings held in Council Chambers at 4:30 p.m.**
 - A. October 8, 2020**
 - B. October 22, 2020**
- 2. Global Navigation Satellite System Reference Station Facility Site License Agreement** – The Council passed an order in February of 2020 agreeing to have this system installed on the roof of the Municipal Building. Due to complications, the latest of which was COVID-19, they are just now getting around to it. Talked to a representative last week and the company is just waiting for the town's permission to move forward with the project.
- 3. Maine Municipal Association's Workers Compensation Safety Incentive Program (WCSIP)**- Earlier this summer we mailed the Acknowledgement form agreeing to be part of the program. There is an order on the agenda for Council approval to continue with the plan.
- 4. Spirit of America Award** – I received an email from Bruce Flaherty asking for nominations from Millinocket for the Spirit of America Award. If the Council decides to choose someone, we can make a motion to accept.

Department Updates

Public Works

- Elm Street and Spruce Street crossings repaired.
- Streets paved in 2020: Katahdin Ave. from Elm St. to Central St., Central St. from Millinocket Stream to McDonalds intersection, Canyon Drive from Connecticut to Grand Ave., Colony Place from Orchard to Forest, & Kelly Lane from Rush Blvd. to dead end. Public Works repaired several sewer man holes as well.

TOWN OF MILLINOCKET

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-
- Crew working to keep beaver dams dismantled but need to move the beaver to alleviate the problem.

Transfer Station

- MRC collaborating with potential operators for the Fiberight plant in Hampden. Try to view the Virtual Town Meeting on the MRC web site to stay informed on the progress. Cardboard prices exceptionally low at \$30/ton. Disposed of metal pile for \$15,000.

Airport

- Removed wind tee and repaired it at Public Works. Completed required crack sealing. Continued to work on Master Plan.

Cemetery

- Performed graveside services and followed COVID guidelines.
- Repainting section markers & repaired the bricks at the main gate.
- Summer went well.

Wastewater Treatment

- Plant functioning well.
- Performed confined space training while closing the town pool for the Recreation Department. Do this twice a year to install and remove the check valves in the drain pit.

Police Department

- Responded to 318 incidents in August as opposed to 516 for the same time in 2019. Incidents ranged from disorderly conduct to family fights.
- Chief covering for vacations, short shifts, and transports. Working modified schedule to allow double coverage during peak hours.
- Arrested an individual for prohibited contact with a minor.
- Attached is a spreadsheet for breakdown of cruiser bids.

TOWN OF MILLINOCKET

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September 2020 Training

- Chief Worster – Impaired Driving Summit – Zoom - **ongoing**
 - Security plus – Online **Ongoing**
- Sgt. Winslow -Excited Delirium – NESPIN – Biddeford
- Ofc. Jasper – Impaired Driving Summit – Zoom **Ongoing**
- Ofc. Hrynuk – Impaired Driving Summit – Zoom **Ongoing**
- Ofc. Cram – Glock Armorer – Orono PD
- Ofc. Shean – AR-15 Armorer – Bangor PD **Completed**

Fire & Ambulance

- FF/Paramedic out. Chief filling day shifts to allow time off.
- In touch with state agencies in respect to virus.
- Teams meetings with Manager and Staff.
- Monitoring crew for signs of health conditions.
- Fire station locked down.
- Still waiting on Fire Station ventilation system.
- Conducted monthly Fire and EMS training.

Health Officer

- Still taking part in teleconferences with state agencies concerning the virus.
- Staying in contact with school Superintendent about proposal to allow fall sports and extracurricular activities.
- Continued to work with “Mask Me” campaign and getting items to establishments throughout the Katahdin Region.

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-
- Met with a group interested in doing a gathering at the bandstand and provided CDC guidelines.

Recreation Department

- Winterized pool.
- Brent Rollins will do the bathhouse.
- Starting to play youth soccer.
- Would like to use fields to play flag football.

Administration

Treasurer

- On vacation last 2 weeks.

Town Clerk/Tax Collector

Town Clerk/Tax Collector Office:

- New registrations, re-registrations, wastewater billing inquiries & payments, Absentee ballot, and Voter registration requests (applications for absentee are located on the Town's website and all lobby door)

NOTE: Receiving an overwhelming amount of duplicates and multiples of absentee requests and voter registration requests due to mailings being sent from various parties and organizations, NOT FROM THE Town, unfortunately we have to open all mailings, process and file each request which is very time consuming as well as a burden to the voter as well, putting this note out there so the public is informed that only one (1) request is required for obtaining an absentee ballot, once requested the application is filed and will be fulfilled when the absentee ballots are received from the State for mailing. *Absentee ballots expected arrival by October 2nd per SOS.

- Drop box and mail for all items other than new vehicle registrations is working well *the Treasurer and myself created an instructional form for re-registration purposes and convenience to submit as request (located on both lobby doors, Drop Box and website)
- Clerk's Assistant processing absentee requests, drop box, mail, minutes and other office duties; Tax Collector processing mail & drop box payments and motor vehicle reports; Clerk also processing daily

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and month end reports, minutes, finalized July Referendum election before deadline, finalized the coding, layout and pre-order of Municipal ballots email inquiries with new and re-regs, inquiries, etc. as well as other office duties

****NOTE:** Reminder that residents can conveniently renew vehicle registrations electronically through Rapid Renewal and Inland Fisheries & Wildlife for ATV and Game Licenses - links located on Maine.Gov or quick links on the Town's website Millinocket.org**

Tax Assessor

- Committed taxes and tax bills mailed out.
- Working with public on various assessment issues.
- Preparing appeal for Great Lakes Hydro abatement.
- Dealing with Shopping Plaza on valuation matter.

Code Enforcement

- Working with Joe Cloutier on Stearns Assisted Living project.
- Mailed property maintenance letters.
- Attached recommendations for increase in permit fees.

Human Resource/Welfare Director

- Prepared warrants.
- Worked on audit.
- Legal issues.
- Welfare Clients.

Town Manager

- Legal issues.
- Worked with CEO on Stearns Assisted Living and permit increases.
- Discussed PCC building arrangement with Lee Khan.
- Attending Teams meetings with staff.

ORDER #25-2020

PROVIDING FOR: Installation of a Global Navigation Satellite System (GNSS) antenna.

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

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

PASSED BY THE COUNCIL: 2/13/2020

ATTEST: Diana M. Lateman

GNSS REFERENCE STATION FACILITY SITE LICENSE AGREEMENT

THIS GNSS REFERENCE STATION FACILITY SITE LICENSE ("License") is made as of March 12th, 2020, by and between Town of Millinocket, as licensor ("Licensor"), and Trimble, Inc., a Delaware corporation, as licensee ("Trimble").

1. SITE. Licensor is the owner of that certain real property located at 197 Penobscot Ave, Millinocket, ME 04462, in the County of Penobscot, State of Maine shown on the plan attached hereto at Schedule 1 ("Plan") (the "Property"). Licensor hereby grants permission to Trimble to occupy and use certain spaces and portions of the Property (collectively, the "Site") at Trimble's election for the period described in Section 3 below on the terms of this License. The Site is more particularly described in schedule 1 hereto. Trimble shall have the right to use the Site for the purpose of installing, assembling, operating, retaining, removing, replacing, modifying, maintaining, and operating a GNSS Reference Station Facility including one (1) equipment enclosure and an external battery, one (1) GNSS antenna and associated antenna cabling (collectively the "Equipment").

2. EFFECTIVE DATE. The effective date of this License is the mutually agreed upon installation date, which may be set after this agreement is signed. ("Effective Date").

3. Period of License. The initial term of this License will commence on the Effective Date and continue through December 31st, 2020. Thereafter the License term will automatically renew for successive one (1) year periods on the same terms and conditions and at the same rental rate then in effect as of the renewal date, unless or until terminated in accordance with Section 10 below. The initial term and any renewal term are referred to as the "License Period".

4. Rent and Costs. Trimble shall pay Licensor one thousand five hundred dollars and zero cents (\$1,500.00) per annum by way of license fee. This license fee includes compensation for any and all ancillary and utility costs of the Licensor for providing access to and supply of electric power (at an approximate average of 60 watts) and DSL or any other broadband connection from the Property to the Equipment, applicable taxes, if any, and no additional contribution shall be required to be made to Licensor by Trimble in respect thereof.

The license fee shall be paid in installments as follows: The first payment shall be prorated for the initial license term from the Effective Date until December 31st and is payable within 30 days of the installation date. Subsequent annual payments will be payable in advance on or before January 1st of each year during the License Period. All payments due under this License shall be sent to Licensor at the address indicated in Section 11 below.

5. Access to Equipment and Services. Licensor grants to Trimble the following license rights ("Rights"):

- (i) the right to connect into and use (without any charge being made by the Licensor to Trimble additional to the license fee reserved by Section 4 above) the electricity supply at the Property and Site in order to obtain supply of electricity through any of the plug sockets present at the Property and to DSL connection or any other broadband;

- (ii) the right to install the Equipment on under or over the Site and to execute works on the Site reasonably required in connection with the installation, assembly, operation, maintenance, adjustment, alteration, repair, replacement, renewal, upgrading or removal of the Equipment and to retain and use such Equipment;
- (iii) the right for Trimble or its authorized employees or contractors of access across the Property to and from the Site during normal working hours and at other times that are mutually convenient for all proper purposes including for the installation, assembly, operation, maintenance, adjustment, alteration, repair, replacement, renewal, inspection, upgrading or removal of the Equipment;
- (iv) the right to connect into and use for the purposes permitted by this License any conducting media and all ancillary equipment on the Property which serve or will come to serve the Site; [and]
- (v) The right to install and to connect retain and use an antenna cable from the antenna situated on the roof of the building on the Property to the Equipment.

On or before execution of this License, Licensor will provide Trimble with reliable evidence of sufficient electric utility services and supply to the Property and Site under a contract with the service provider to assure uninterrupted supply of electricity and DSL or broadband connection.

6. Insurance. Trimble at its own cost shall obtain and maintain at all times during the License Period public and third-party liability insurance in an amount not less than One Million Dollars (\$1,000,000) each occurrence and in an amount not less than One Million Dollars (\$1,000,000) annual aggregate.

7. Trimble Indemnity. Trimble shall indemnify Licensor against any and all claims, liabilities, judgments, costs, damages, and expenses, arising out of a breach by Trimble of Trimble's obligations in this License or Trimble's installation and use of the Equipment except to the extent that such claim, liability, judgment, cost, damage, or expense arises from the negligence or willful misconduct or fraud of Licensor, its employees, or representatives; provided that Licensor shall not compromise or settle such claims, costs, proceedings or demands without the prior written consent of Trimble and shall permit Trimble to defend and settle the same in the name of Licensor at Trimble's expense, should Trimble so elect.

8. Utilities. The Licensor will permit Trimble to have access to and to use the electricity supplied to the Property through plug sockets at the Property and Site and shall ensure that it makes prompt payment to the relevant suppliers for all such electricity supplies so as to ensure so far as it is able the uninterrupted supply of electricity to the Equipment. Trimble shall be entitled to install any additional utilities and services required for the Equipment which Trimble considers are required. Licensor shall provide Trimble, at Trimble's cost, with such reasonable assistance as is necessary to enable Trimble to arrange for such utilities, equipment and services to be connected and supplied including allowing Trimble or any utilities providers access to and across the Property.

9. Installation, Operation and Removal of Equipment. Trimble will install the Equipment on

the Site and will be responsible for making good any damage to the Site caused by Trimble's personnel, authorized contractors or their equipment. The Equipment is and shall remain the property of Trimble and Licensor shall not have a lien thereon or encumber or charge or otherwise deal with it. Upon the expiration or earlier termination of this License, Trimble shall, at Trimble's sole cost and expense, remove the Equipment and return the Site to substantially the condition existing on the Effective Date, normal wear and tear excepted, or at Trimble's election leave it in its improved condition, as reasonably appropriate under the circumstances.

10. Termination Prior to Expiration. Either party may terminate this License upon not less than ninety (90) days prior written notice to the other party.

11. Notices. Any notice or demand required to be given herein shall be made in writing and sent by courier UPS, Fedex or DHL (providing for proof of service) to the address of the respective parties set forth below and shall be considered effective on the date that it is delivered.

Licensor:

Town of Millinocket
Attn: John Davis
197 Penobscot Ave,
Millinocket, ME 04462

Licensee:

Trimble, Inc.
Attn: Advanced Positioning
Network Operations Center
10368 Westmoor Drive
Westminster, CO 80021

(207) 723-7000

(720) 887-6100

Either party may change its address by giving the other notice of a new address in accordance with the terms of this Section 11. All payments to Licensor required hereunder shall be sent to the address specified for Licensor above.

12. Applicable Law. This License and any matters arising from it shall in all respects be governed by and construed in accordance with the laws of the State in which the Property is located without regard to its conflicts of laws principles.

13. Licensor's obligations and warranties. Licensor obliges and warrants:

- (i) that Licensor is the freehold owner of the Property and the Site or that Licensor holds a leasehold estate in the same under which Licensor has the right to enter into this License of the Site for their intended purposes hereunder without the need to obtain the consent of any third party to the entering into of such License (or that if such consent is needed the same has been obtained);
- (ii) that uninterrupted and sufficient supply of electricity exists in the Property and the Site for Trimble to use and to have access as agreed in this License, and that a DSL or other broadband connection exists thereon, and that the Licensor will use all reasonable efforts to ensure uninterrupted supply and connection of the same;
- (iii) that the person signing this License has the full authority to execute it as or on behalf of Licensor;

- (iv) that Trimble shall have access to the Property and the Site at all reasonable times throughout the License Period;
- (v) not to move, disconnect or otherwise tamper with the Equipment and to make reasonable efforts to prevent non-authorized persons from doing so and not to knowingly do or cause or permit to be done on the Property anything which causes damage to or destruction of the Equipment or materially interferes with the exercise of the Rights including building over or otherwise obstructing the cabling such that access to the same is restricted; and
- (vi) to indemnify, defend and hold Trimble, its officers, directors and employees harmless from and against any and all claims, liabilities and judgments (including legal fees), arising out of or related to Licensor's breach of the foregoing covenants, the negligence or willful misconduct of Licensor or Licensor's employees and agents, or incurred as a result of environmental contamination through no fault of Trimble.

14. Severability. If any one or more of the provisions of this License shall be held by court of competent jurisdiction in a final judicial action to be void, voidable, illegal or unenforceable, such provision(s) shall be deemed severable from the remaining provisions of this License and shall in no way affect the validity of the remaining provisions of this License. No waiver by any party hereto of a breach of any provision of this License shall constitute a waiver of any preceding or succeeding breach of the same or any other provision of this License.

15. Transfer; Relocation of Equipment. This License may be assigned or transferred by Trimble to any third party at any time. Licensor will provide Trimble with not less than 2 months notice should it intend to transfer or sell the Property to any third party. Should Licensor exercise its right to require relocation of the Equipment on the Site, Licensor agrees to provide Trimble with no less than thirty (30) days advance written notice thereof. In the event of a required relocation Trimble shall have the option of terminating this License upon no less than forty-five (45) days written notice, provided that Trimble shall have given Licensor written notice of its intent to exercise its option to terminate and the date of such termination within thirty (30) days of receipt of Licensor's relocation notice.

16. Entire Agreement; Amendments. This License, together with the schedule(s) hereto, constitute the entire understanding and agreement of the parties with respect to its subject matter; and there are no warranties, obligations, promises or agreements between the parties except those found in this agreement; and any and all prior agreements, understandings or representations with respect to its subject matter, whether written or oral, are hereby canceled in their entirety and are of no further force or effect. Any amendments to this License must be in writing and executed and delivered by both parties.

17. Survival. The expiration or termination of the License Period does not affect the enforceability of any outstanding obligation under this License.

18. Additional Terms. Additional Agreement terms, if any, are as set forth in Schedule 2 attached hereto.

Licensors:

Town of Millinocket

John Davis
Signature

John Davis
Name

Town Manager
Title

5/1/2020
Date

Trimble:

Trimble, Inc.

Signature

Name

Title

Date

SCHEDULE 1

LOCATION OF SITE

The Site comprises part of the Property shown in the photo below. Location of the antenna mount is at a mutually agreed upon location on the rooftop, or such other parts of the Property as the Licensor may designate from time to time upon relocation of the Equipment in accordance with paragraph 15 of this License.



SCHEDULE 2

ADDITIONAL TERMS

Trimble and Licensor hereby agree to the following additional Agreement terms:

None.

Licensors's Access Contacts:

During Business Hours

Name: John Davis

Phone: 207-723-7000 Ext. 5

Cell/PCS: N/A

Pager: N/A

After Business Hours

Name: John Davis

Phone: 723-8652

Cell/PCS: N/A

Pager: N/A

Licensors's initials:

J.D.

Trimble's initials:

John Davis

From: Robert Thomas <rthomas@memun.org>
Sent: Monday, September 14, 2020 8:41 AM
To: John Davis
Subject: WCSIP
Attachments: Resolve Form.pdf; Verification Form.pdf

Hi John,

I hope you, your family and the staff for the Town of Millinocket remain healthy and safe.

I am contacting you today because you are the identified Key Contact for the Maine Municipal Association's Workers Compensation Safety Incentive Program or WCSIP.

We are in receipt of the first required document – the Acknowledgement from you. Due to the continuing interruptions to normal operations caused by the Coronavirus pandemic, we extended the deadline to send the final two documents – the Resolve and the Verification for Tier Assignment to join the Workers Compensation Safety Incentive Program. I want to make you aware that there are only 16 days left to get those final two documents to us. I have attached copies of both forms to this email. Please be sure to send the Resolve and the Verification for Tier Assignment to us at WCSIP@memun.org on or before October 1, 2020.

If you have any questions or if the Loss Control Department, can be of assistance to you, contact me at WCSIP@memun.org.

Please say Hi to Ralph Soucier, Chief Tom Malcolm, and Jim Charette for me. I do miss visiting with you all.

Respectfully,



Robert M. Thomas, Manager, Loss Control Services
rthomas@memun.org
Maine Municipal Association
Risk Management Services
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109
1-800-590-5583, extension 2243
Direct Dial 207-624-0143
In-State FAX 207-626-0513
www.memun.org

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Spirit of America Foundation - Honoring Volunteerism

Home

(website last updated: Aug. 15, 2020)

Spirit of America Foundation is a 501(c)(3) public charity established in Augusta, ME in 1990 to honor volunteerism.

The Spirit of America Foundation Tribute is presented in the name of Maine municipalities – and starting in 2020, the Spirit of America Foundation Education Tribute is presented in the name of Maine school districts – to local individuals, organizations and projects for commendable community service.

Since Alma Jones received the first Spirit of America award from Augusta Mayor William Burney on Nov. 26, 1991, the tribute has been presented at 500+ ceremonies!

Spirit of America Foundation gives special thanks to these corporate sponsors: Ballstown Fire Arms, Capitol Chapter MSEA, Gardiner Federal Credit Union, Kennebec Savings Bank, Maine State Credit Union, Sprague & Curtis Real Estate, and Financial Services Agent Shirley Ezzy.

(‘SpirAme’ is a registered trademark granted to Spirit of America Foundation. Maine’s municipalities and school districts may use SpirAme Tribute and SpirAme Education Tribute respectively as alternative names for the awards.)

Ceremony Photos



Top to bottom:

Guilford's town
meeting, 2017

Maine Spirit of
America Day,
2015



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

September 17, 2020

To: Mr. Harold Davis, Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report

Safety: Crews continue to follow guidelines for Covid-19.

Public Works:

Elm street Rail Crossing has been repaired. Spruce street crossing has been corrected also with paving. The following streets have been recently paved and came out very well. 1.) Katahdin Avenue from Elm to Central Mill & Fill both travel lanes North and South. Had to repair about 200' of east side shoulder due to thin hot top from previous job back in the day. Fill with 19mm binder and 12.5mm for final coat. 2.) Central from Millinocket stream to McDonalds intersection Mill & Fill both inside and outside east bound travel lanes and shimmed under the traffic lights to correct drainage. 3.) Canyon Drive from Connecticut to Grande Ave shim and overlay. 4.) Colony Place from Orchard to Forest shim and overlay. 5) Kelly Lane from Rush Blvd. to dead end shim and overlay. 6.) Public works had repaired several sewer manholes and bad spots and have paved them in. We have contacted the Game Wardens to notify them there are several beaver dams in the Bates Street area and rice farm road area. Public Works have been breaking out the dams but need to move beavers.

Transfer Station:

MRC is working with potential operators for the Fiberight Plant in Hampden. Please sign up for the Virtual Town Meeting on the MRC web site as the board of directors will keep you informed of the progress. No change in recycle prices yet. Cardboard very low at \$30/ton. We just received a check for the metal pile being recycled by Grimmel Industries about 170 tons at \$90/ton = \$15k.

Airport:

Removed wind tee and repairing at Public Works. Replacing electrical parts and sandblasting and painting before re-installing. Crack Sealing has been done on the ramp area before winter for pavement preservation required by MDOT and FAA. Continue working on Master Plan update.

Cemetery: Working with Funeral Directors following Covid-19 guidelines during graveside services. Section Markers are being re-painted by the crew. Public Works has repaired the bricks at the main gate and repairs to the gate. Summer has gone well.

Respectfully Submitted,
Ralph T. Soucier
Director Millinocket Public Works

MEMO

Millinocket Wastewater Treatment Facility

September 18, 2020

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: WW Operations Report

The treatment facility and pump stations are all functioning well. Summer time maintenance is performed along with added testing required during the summer months. On Friday, we performed Confined Space training while closing the town pool for the Rec Department. We do this twice a year to install and remove the check valves in the drain pit.

Memo

To: Town Manager
From: Chief of Police
CC: Town Council
Date: September 21, 2020
Re: Activity report

- *We generated or responded to 318 Incidents since August 1, 2020 to August 31, 2020. **It should be noted**, that for the same time frame in 2019, there were 516 calls for service.*
- *Major incidents for the time period (2020) were 30 citizen/agency assists, 17 medical calls, 31 Information complaints, 18 welfare checks, 3 PD accidents, 6 disorderly conducts, 5 theft arrests, 9 suspicious and noise problems, 15 - 911 hang ups and 6 family fight calls.*
- **Chiefs report**
- Still covering for vacations, short shifts and prisoner transports. I am working a modified schedule to allow for double coverage during the peak call hours.
- Arrested Joseph Harmon for Prohibited Contact with a Minor, after he approached two 13 year old girls.
- See attached spreadsheet for breakdown of cruiser bids. Subject to change due to the delay in ordering, bids have expired and new model year may effect price.
- The following are attending training in the month of September;

- Chief Worster – Impaired Driving Summit – Zoom - **ongoing**
 - Security plus – Online **Ongoing**
- Sgt. Winslow -Excited Delirium – NESPIN – Biddeford
- Ofc. Jasper – Impaired Driving Summit – Zoom **Ongoing**
- Ofc. Hrynuk – Impaired Driving Summit – Zoom **Ongoing**
- Ofc. Cram – Glock Armorer – Orono PD
- Ofc. Shean – AR-15 Armorer – Bangor PD **Completed**

Vehicle	Vehicle Year	Base price	Trade in allowance	Adjusted price	Interior partition	Lights/Siren Install est.
Ram 1500 "Badge"	2020	29912	4200	25712	713.44	1500
Dodge Durango Pursuit	2021	35401	4200	31201	922.07	1500
Ford F150	2020	39930	7158	32772	719.82	1500
Ford Explorer	2020	39493	7158	32335	877.57	1500
GMC Sierra	2020	36755	None given	36755	922.07	1500

Decal/Misc gear	Estimated final price
450	28375
450	34073
450	35391
450	35162
450	39627



MILLINOCKET FIRE AND
AMBULANCE
222 AROOSTOOK AVENUE
MILLINOCKET, ME 04462

www.millinocket.org
chiefmalcolm@millinocket.org

Manager Davis,

Now have two FF/Paramedic out for injury, Chief filling day shift for time off. Second FF/Medic out till at least end of December due to surgery.

Have been in constant communications with Maine CDC, ME EMS, and other State groups on this ever-changing situation. Am involved in multiple Zoom and other ways of meeting with these groups daily including weekends.

Doing Teams meeting each day with Town Manager and Dept. Heads.

Continue to pass on daily numbers of COVID-19 cases around the State to the Town Manager.

Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.

Fire Station is still locked down.

Worked with Thrive, MRH, St Martins and Good Shepard to pass out 200 food boxes to area residents, had 4 FF assist in these efforts as well and passed them out in 45 minutes were not able to fill all the requests.

Ordered 3 new AED'S for the Millinocket School Dept. to have available for all sports teams as recommended, got them programmed and to the High School.

Attended workshop put on by AARP Livable Communities Transportation 2 afternoon sessions with ideas and ways to make our community more friendly and usable by our aging population as well as ideas on bike routes and paths.

Received new MSA 4 gas detector from Governor's office, as part of survey done after explosion in Farmington.

Checked with K & T Fire Equipment on ventilation system for Fire Station and still awaiting units plant shut down due to COVID.

Conducted monthly Fire and EMS training, had two new spare drivers attend EVOC driving course, set plans to do annual hose testing this month.

09/18/2020

Thomas Malcolm

Chief Millinocket Fire Dept.

EMA Director



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

chiefmalcolm@millinocket.org

Manager Davis,

Participating in numerous teleconferences and webinar concerning the Corona Virus and precautions and protocols recommended by CDC, EMA, and Maine EMS.

Met with Superintendent and High School Principal/AD on their proposal to allow sports and extra curriculum that they are presenting to the School Board, looks to be well thought out plan.

Continue to work on "Mask ME" campaign and getting items out in our region to help promote mask wearing and social distancing.

Met with group interested in doing a gathering at the Bandstand and gave them info on rules from CDC.

09/18/2020

Chief Thomas Malcolm
Health Officer
Town of Millinocket

John Davis

From: Diana Lakeman
Sent: Friday, September 18, 2020 10:37 AM
To: John Davis
Subject: report

Town Clerk/Tax Collector Office:

- New registrations, re-registrations, wastewater billing inquiries & payments, Absentee ballot and Voter registration requests (**applications for absentee are located on the Town's website and all lobby door**)

NOTE: Receiving an overwhelming amount of duplicates and multiples of absentee requests and voter registration requests due to mailings being sent from various parties and organizations, NOT FROM THE Town, unfortunately we have to open all mailings, process and file each request which is very time consuming as well as a burden to the voter as well, putting this note out there so the public is informed that only one (1) request is required for obtaining an absentee ballot, once requested the application is filed and will be fulfilled when the absentee ballots are received from the State for mailing. *Absentee ballots expected arrival by October 2nd per SOS.

- Drop box and mail for all items other than new vehicle registrations is working well *the Treasurer and myself created an instructional form for re-registration purposes and convenience to submit as request (**located on both lobby doors, Drop Box and website**)

✓ Clerk's Assistant processing absentee requests, drop box, mail, minutes and other office duties; Tax Collector processing mail & drop box payments and motor vehicle reports; Clerk also processing daily and month end reports, minutes, finalized July Referendum election before deadline, finalized the coding, layout and pre-order of Municipal ballots email inquiries with new and re-regs, inquiries, etc. as well as other office duties

****NOTE:** Reminder that residents can conveniently renew vehicle registrations electronically through Rapid Renewal and Inland Fisheries & Wildlife for ATV and Game Licenses - links located on Maine.Gov or quick links on the Town's website Millinocket.org**

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

Mr. Manager and town council,

Permit fee structure revision.

We have attempted to revise the permit fee structure, and this is the process that was used.

We took the Consumer Price Index for the year 1994. That was the year the fee structure was approved by the council and then we looked at what the Consumer Price Index was for 2020. The difference was 1.738 so we changed the prices on the permit fee structure to reflect the difference which shows in ordinance 125-116. If the price was above 50 cents we rounded up and if it was below 50 cents we rounded down. Example: A 5-dollar permit $\times 1.738 = 8.69$ so it was rounded to 9 dollars. A 25-dollar permit $\times 1.738 = 43.45$ so we rounded down to 43 dollars.

Attached is the ordinance with both the old price highlighted in ~~yellow~~ with a strike through and the new price in red underlined print. Please review and give us your input and then we can process this new fee structure into the code if the council so wishes.

Richard Angotti

Code Enforcement Officer

§125-116. Code Enforcement Officer permit fees.

[Amended 8-22-2002 by order. No. 1-2002]

A. Code Enforcement Officer permit applications. All applications for permits issued by the Code Enforcement Officer under this Part 2 shall be accompanied by a check in the amount required below:

(1) Flood hazard areas.

- (a) Minor developments: ~~twenty-five~~ forty-three dollars (~~\$25.~~) \$43 per unit.
- (b) Floodproofing nonresidential structures: ~~fifty~~ eighty-seven dollars (~~\$50.~~) \$87 per structure.
- (c) New construction/substantial improvements: ~~fifty~~ eighty-seven dollars (~~\$50.~~) \$87 per unit.

(2) New residential buildings and structures.

- (a) New single and multifamily dwelling units: ~~fifty~~ eighty-seven dollars (~~\$50.~~) \$87 per unit.
- (b) New residential accessory structures with a floor area of less than one hundred (100) square feet: ~~ten~~ seventeen dollars (~~\$10.~~) \$17 per structure.
- (c) New residential accessory structures with a floor area of more than one hundred (100) square feet: ~~twenty-five~~ forty-three dollars (~~\$25.~~) \$43 per structure.

(3) New commercial and institutional buildings and structures.

- (a) New commercial and institutional buildings with a floor area of one thousand (1,000) square feet or less: ~~one hundred~~ one hundred seventy-four dollars (~~\$100.~~) \$174 per building.
- (b) New commercial and institutional buildings with a floor area greater than one thousand (1,000) square feet: ~~one hundred~~ one hundred seventy-four dollars (~~\$100.~~) \$174 plus five eight cents (~~\$0.05~~) .08 per square foot for each square foot over one thousand (1,000) square feet.
- (c) New commercial and institutional accessory structures with a floor area of one hundred (100) square feet or less: ~~ten~~ seventeen dollars (~~\$10.~~) \$17 per structure.
- (d) New commercial and institutional accessory structures with a floor area greater than one hundred (100) square feet: ~~twenty-five~~ forty-three dollars (~~\$25.~~) \$43 per structure.

(4) New industrial/transportation/public utility buildings and structures.

- (a) New industrial/transportation/public utility buildings with a floor area of one thousand (1,000) square feet or less: ~~two hundred three hundred fifty-six~~ dollars (~~\$200.~~) \$356 per building.
- (b) New industrial/transportation/public utility buildings with a floor area greater than one thousand (1,000) square feet: ~~two hundred three hundred fifty-six~~ dollars

(\$200.), \$356 plus ten seventeen cents (\$0.10) \$.17 per square foot for each square foot over one thousand (1,000) square feet.

- (c) New industrial/transportation/public utility accessory structures with a floor area of one hundred (100) square feet or less: twenty-five forty-three dollars (\$25.) \$43 per structure.
- (d) New industrial/transportation/public utility accessory structures with a floor area greater than one hundred (100) square feet: twenty-five dollars (\$25.) \$43 per structure plus eight fourteen cents (\$0.08) \$.14 per square foot for each square foot over one hundred (100) square feet.

(5) Alterations to existing buildings and structures.

- (a) Alterations to existing residential buildings: twenty-five forty-three dollars' (\$25.) \$43 per alteration.
- (b) Alterations to existing commercial and institutional buildings and structures: fifty eighty-seven dollars (\$50.) \$87 per alteration.
- (c) Alterations to existing industrial/ transportation/ public utility buildings and structures: one hundred one hundred seventy-four dollars (\$100.) \$174 per alteration.

(6) Placement of signs.

- (a) Signs four (4) square feet or less in size: ten seventeen dollars (\$10.) \$17 per sign.
- (b) Signs greater than four (4) square feet in size: twenty-five forty-three dollars (\$25.) \$43 per sign.

(7) Change of use.

- (a) Change of use with a floor or land area less than one hundred (100) square feet: twenty-five forty-three dollars (\$25.) \$43 per change.
- (b) Change of use with a floor or land area more than one hundred (100) square feet: twenty-five forty-three dollars (\$25.) \$43 plus three five cents (\$0.03) \$.05 per square foot for each square foot over one hundred (100) square feet.

(8) Moving or demolition.

- (a) Moving or demolition of principal buildings or structures, not including mobile homes: twenty-five Forty-three dollars (\$25.) \$43 per move, /demolition.
- B. Electrical permit fees. Electrical permit applications shall be accompanied by a check in the amount as follows:
 - (1) Residential: fifteen twenty-six dollars (\$15.). \$26
 - (2) Commercial: thirty fifty-two dollars (\$30.). \$52

- C. Where a permit is not obtained until after construction begins, the above fee shall be doubled. This double fee is in addition to any fine or penalty imposed for violating this Part 2 by failing to obtain a building permit prior to starting construction.
- D. Where a permit has been obtained and modifications to the approved permit are done without written permission

§125-117. Site plan review fees.

A. Application packet fee. The application packet fee required to cover printing costs for copies of the application form and copies of this Part 2 are as follows:

- (1) Copies of site plan review applications. The nonrefundable fee for copies of the site plan review application form is five nine dollars (\$5.) \$9 per copy.
- (2) Copies of Part 2. The nonrefundable fee for copies of this Part 2 is ten seventeen dollars (\$10.) \$17 per copy.

B. Application processing fees. The application processing fees required to cover the administrative handling costs associated with site plan review under this Part 2 are as follows:

- (1) Minor developments. The nonrefundable fee to accompany the application for minor developments is one hundred fifty two hundred sixty one dollars (\$150.). \$261
- (2) Major developments. The nonrefundable fee to accompany the application of major developments is three hundred five hundred twenty-one dollars (\$300.). \$521

C. Technical review account.

- (1) The technical review fee, if required, shall be paid prior to the start of the Planning Board's review of any application for site plan review.
- (2) This fee shall be paid in the form of a check made payable to the Town of Millinocket, and the purpose of the fee shall be clearly indicated on the check. The town shall deposit this fee in a special account.
- (3) Any balance in the account remaining after the completion and inspection of required improvements shall be returned to the applicant.

§ 125-118. Zoning Board of Appeals administration fees.

A. Application for administrative appeals and variances. All applications for administrative appeals and the approval of variances by the Zoning Board of Appeals under this Part 2 shall be accompanied by a check in the amount of fifty eighty-seven dollars (\$50.). \$87

ORDER #223-2020

PROVIDING FOR: Execution of the Warrant for September 17, 2020

IT IS ORDERED that the Warrant for September 17, 2020 in the amount of \$_____ is hereby approved.

Passed by the Town Council_____

Attest:_____

ORDER #224-2020

PROVIDING FOR: Execution of the Warrant for September 24, 2020

IT IS ORDERED that the Warrant for September 24, 2020 in the amount of \$_____ is hereby approved.

Passed by the Town Council_____

Attest:_____

ORDER #225-2020

PROVIDING FOR: Appointment to the Planning Board.

IT IS ORDERED that Michelle Anderson is appointed as a member to the Planning Board for a five-year term to expire September 2025.

Passed by the Town Council _____

Attest: _____

Town of Millinocket
Application for Boards & Committees

**IMPORTANT COMMITTEE TO ADVISE THE MUNICIPALITY ON MATTERS
PERTAINING TO SPECIFIC MUNICIPAL DEPARTMENTS**

Committee/Board: Planning Board
In order to assess the interest related to this committee, please complete this brief application.

Date: 9/17/2020

Name: Michelle Anderson Address: 146 Katabdin Ave, Mkt 04462

Telephone Numbers: Day Time: 207-447-8028 Evenings: Same

Why are you seeking to become a committee representative? I would like to contribute something to the town, I attend all of the Planning Board meetings and have come to understand what's required, and I believe I could be an asset there.

What talents/skills do you feel you would bring to this position? Understanding of zoning and of business. Ability to be unbiased and logical.

* What do you feel is the responsibility of this board/committee? To review site plan applications and subdivision applications to ascertain's land use ordinances + site plan regulations as well as the Comprehensive Plan →

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? Peer recovery center (CEO)
Kat-tv (past charter board member + past chair)

What have you to offer to this committee which our Town can use in this important undertaking? Understanding, ability to remain unbiased, dedication to the success of whatever I do, and the desire to contribute.

When are you available to meet, please specify?

Weekday any A.M. any P.M. any

If you need more space, please feel free to use the back or attach additional page(s).

*Plan. To maintain the integrity of the process by refraining from communicating with applicants, other Board members, property owners, opponents, or other involved parties. To attend all meetings, offer my considered opinion and pertinent question in board meetings, and vote responsibly on issue which merit voting with the good of ~~the~~ the town rather than biases or personal interests.

ORDER #226-2020

PROVIDING FOR: Replacement of the roofing and siding at the Central Street pump station.

IT IS ORDERED that the Millinocket Town Council approve the offer from Currie Roofing Co. of \$3,535.00 to replace the roofing and siding on the Central Street pump station.

PASSED BY THE COUNCIL: _____

ATTEST: _____

MEMO

Millinocket Wastewater Treatment Facility

September 17, 2018

To: John Davis, Town Manager

From: Jim Charette, Superintendent

Re: Central St. Station Roofing and Siding.

Recently I have received a price for replacing the roofing and siding at the Central St. Station. Kevin Currie of Currie Roofing Co. gave us a price of \$3,535.00 to reroof and change the siding on the pump station building. He will use metal for both. I believe this is a good price. This really needs to be done, it hasn't been touched since 1996.

PROVIDING FOR: Authorization to provide funds for subsidized transportation to Millinocket residents.

IT IS ORDERED that the Millinocket Town Council authorize the expenditure of funds of up to \$2,000.00 to Penquis to provide subsidized transportation for residents of Millinocket and other towns in the Katahdin Region.

IT IS FURTHER ORDERED that the Town Council sanction the Town Manager and/or Council Chairman to authorize any additional contracts with Penquis to allow them to expend those funds with monthly reporting to Age Friendly Millinocket.

IT IS FURTHER ORDERED that the funds to subsidize the transportation be disbursed from the Thriving Older Adults grant. This will leave a balance in that grant of \$500.00.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROVIDING FOR: Approval to consult with Ransom Consulting Engineers and Scientists.

IT IS ORDERED that the Millinocket Town Council grant approval for its members to consult with Ransom Consulting Engineers and Scientists to discuss the opportunity of Ransom assisting the Town of Millinocket in writing an area-wide assessment grant.

PASSED BY THE COUNCIL: _____

ATTEST: _____

John Davis

From: Sean DeWitt <sean@ourkatahdin.com>
Sent: Sunday, September 06, 2020 11:41 AM
To: John Davis; Nicholas O. Sabatine; mcewencr@gmail.com
Cc: Steve Sanders
Subject: Resending: Introduction: Nick <--> Cody and John

(resending with Cody's updated email... please respond on this thread)

On Sun, Sep 6, 2020 at 11:38 AM Sean DeWitt <sean@ourkatahdin.com> wrote:

Dear Cody and John, please allow me to introduce Nick Sabatine. Nick is a Principal & Vice President at Ransom Consulting, Engineers and Scientists. Our Katahdin is proud to be working with Nick and his team on our latest Brownfields assessment (\$350k) and cleanup (\$500k) grants from the EPA. Nick and Ransom have been amazing. They are consistently referred as the best of the best in Maine, which is blessed to have a lot of Brownfields capacity. We couldn't recommend Nick or Ransom higher.

Nick, allow me to introduce Cody McEwen and John Davis, who are the Chairman of the Town Council and Town Manager in Millinocket, respectively. Cody and John have also been tremendous partners and collaborators with Our Katahdin. They have both been instrumental in helping Millinocket to "turn a corner" and bring our town and region on the upswing. We've been blessed to work with them for years, and the trust factor among us is very high.

Steve and I were speaking with Nick about the FY21 Brownfields grants, as the call for applications has been released early this year. It's due in October for the first time (usually Dec or late Nov). We were thinking that the Town of Millinocket might be extremely well suited to pursue an area-wide assessment grant. These grants have flexibility for the Town to program, to target areas around the town (for example, the downtown could be one target) that would benefit from assessment. Once assessed, the following year, a cleanup grant could presumably follow. Notably, the mill site could be an area where we collaborate, but it doesn't need to be. Again, these funds would rest with the Town to use on whichever areas were identified as most important to the health, safety and economic revitalization of the town.

With that, I could leave it to you to connect. We will be happy to lend some of our limited capacity where helpful if it helps to be sure we fully take advantage of this opportunity.

Thanks to each of you for being a great partner to Our Katahdin, and I hope you're able to find time to connect in the near future.

All the best,
Sean

—
Sean DeWitt

(917) 705-4669

