

TENTATIVE AGENDA
ORGANIZATIONAL, PUBLIC HEARING & REGULAR COUNCIL MEETING IN COUNCIL CHAMBERS
PUBLIC ATTENDANCE via ZOOM ONLY

MONDAY, NOVEMBER 9, 2020 at 7:00 PM

*****Note DATE and TIME Change*****

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

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

OLD BUSINESS

NEW BUSINESS

4. ORDER #284-2020 Execution of the Warrant for November 05, 2020
5. ORDER #285-2020 Ratify the 2020 Municipal Election Results

Special Presentation:

- 1) RESOLVE #7-2020 Proclamation Honoring Gilda Stratton for Her Public Service to the Town of Millinocket
- 2) RESOLVE #8-2020 Proclamation Honoring Michael Madore for his Public Service to the Town of Millinocket
6. Swearing in of New Town Council Members
7. Swearing in of New School Board Members
8. Open the Floor to Nominations for Council Chair
9. ORDER #286-2020 Election of New Town Council Chair
10. ORDER #287-2020 Confirmation of the Interim Town Manager
11. Town Manager's Report
12. ORDINANCE # 7-2020 - 1ST **PUBLIC HEARING** Amendment to Chapter 75 General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. §
13. ORDER #288-2020 ORDER #287-2020 Approval of Appointments to Town Committees
14. ORDER #289-2020 Approval of an Application for Planning Board (Crawford)
15. ORDER #290-2020 Approval of Snowmobile Trail maintenance Application to the Maine Department of Conservation
16. ORDER #291-2020 Approval for Airport Truck Repair
17. ORDER #292-2020 Approval for Interim Manager to Manage the CTCL 2020 Elections Grant
18. Reports and Communications:
 - a. Warrant Committee for the November 23, 2020 Council Meeting will be Councilor Golieb and Councilor Bragdon
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment

19. 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****

ORDER #284-2020

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

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

Passed by the Town Council_____

Attest:_____

PROVIDING FOR: Ratification of the November 3, 2020 Municipal Election Results

IT IS ORDERED that the results of the November 3, 2020 Municipal Election are hereby ratified as follows:

NOVEMBER 3, 2020 MUNICIPAL ELECTION RESULTS

MUNICIPAL RESULTS: **TOTAL BALLOTS CAST: 2417**

TOWN COUNCIL 3 YEAR TERM: VOTE FOR 3

Boyingon, Dawn	645	Jamieson, Stephanie	930
Bragdon, Matthew	1040	Murray, Jennifer	640
Danforth, Jane	1233	Pelletier, Louis	1169
Feliciano, Gale	214	Stratton, Gilda G.	431
Blanks	935		

TOTAL VOTES CAST: 7237

SCHOOL BOARD 3 YEAR TERM: VOTE FOR 2

Angotti, Richard Jr.	924
Ayotte, Matthew	1527
Brundrett, Michelle	935
Mackin, Erika L.	813
Blanks	626

TOTAL VOTES CAST: 4825

Passed by the Town Council_____

Attest:_____

ROVC (Return of Votes Cast) November 3, 2020 Millinocket Municipal Election

TBC 2417

TOWN COUNCIL 3 Year (Vote for 3):

TOTAL 7237

Boyington, Dawn 645

Jamieson, Stephanie 950

Bragdon, Matthew 1040

Murray, Jennifer 640

Danforth, Jane 1233

Pelletier, Louis 1169

Feliciano, Gale 214

Stratton, Gilda G. 431

Blanks 935

SCHOOL BOARD 3 Year (Vote for 2)

TOTAL 4825

Angotti, Richard Jr. 924

Ayotte, Matthew 1527

Brundrett, Michelle 935

Mackin, Erika L. 813

Blank 626

Total Ballots Cast: 2417

Warden Signature

[Signature]

Town Clerk Signature

[Signature]

THIS SIGNED COPY MUST BE RETURNED TO THE MUNICIPAL CLERK.

RESOLVE #9-2020

A PROCLAMATION HONORING CODY MCEWEN FOR HIS LEADERSHIP ON THE MILLINOCKET TOWN COUNCIL.

WHEREAS, Cody McEwen was elected to the town Council in November 2016 serving a three-year term during which he became chairman in November 2018 and reelected to the council in 2019 for a three-year term ending in 2022 and having been reappointed chair of the council in 2019 to 2020; and,

WHEREAS, Cody McEwen through his work as council chair and leadership on the Millinocket town Council displayed a leadership style of inclusion and respect; and,

WHEREAS, Cody McEwen was very instrumental in working with a variety of networks in our region including Thrive Penobscot and the Age Friendly Communities and States, Thereby bringing valuable resources into the community; and,

WHEREAS, Cody McEwen formed a coalition of supportive individuals to complete our CBD block grant which eventually brought \$300,000 into our community; and,

WHEREAS, Cody McEwen has continued to be a liaison with Our Katahdin assisting in negotiations of a very complicated pathway through liens and loans thereby benefiting the town of Millinocket and

WHEREAS, Cody McEwen has dedicated these last several years for the betterment of the Town of Millinocket and will continue to serve as a councilman.

NOW THEREFORE, be it resolved, that the Millinocket town Council, in council assembled November 9, 2020 does here by recognize, honor and congratulate Cody McEwen for his years of dedication to the Town Of Millinocket as a councilman and Council chair.

RESOLVE #7-2020

PROCLAMATION HONORING GILDA STRATTON FOR HER PUBLIC SERVICE TO THE TOWN OF MILLINOCKET

WHEREAS, Gilda has been a community-minded active volunteer as well as a dedicated public servant to the Town of Millinocket; and,

WHEREAS, Gilda has served on the Millinocket Town Council for 9 years, and the Millinocket School Board for 16 years. Her combined years of public service total 25 years; and

WHEREAS, Gilda has applied her skills in many areas, including but not limited to, the Economic Development Committee, Age Friendly Millinocket, and Events Committee. She has been a leading voice in their efforts; and,

WHEREAS, Gilda cares deeply for the well-being of this community, and has given much of her time in assisting community efforts.

NOW THEREFORE, BE IT RESOLVED, that the Millinocket Town Council, in Council Assembled on November 9, 2020, does hereby recognize, honor, and congratulate Gilda Stratton for her work as a volunteer and public servant to the Town of Millinocket.

PROVIDING FOR: Election of Town Council Chairman

IT IS ORDERED that the Millinocket Town Council elects _____ as its Chairman for a one-year term commencing on November 9, 2020 and ending in November of 2021, or until a successor is duly elected.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROVIDING FOR: Confirmation of the Interim Town Manager.

WHEREAS, Dr. Annette Padilla was interviewed by both the council as a whole, and with the Chair and Human Resources Director more recently; and

WHEREAS, Dr. Padilla holds needed characteristics for the position and holds a variety of professional skills that show a benefit for the town; and

WHEREAS, the Council authorized Cody McEwen, current chair at the time, to perform necessary duties of the Town Manager position and to negotiate on behalf of the council for the Interim Manager position; and

WHEREAS, and contract was authorized between the Chair and Dr. Padilla with knowledge from the council on November 2, 2020;

NOW THEREFORE IT IS ORDERED that the attached contract between the Town of Millinocket and Dr. Annette Padilla - Interim Town Manager, is hereby confirmed by the council effective November 2nd, 2020.

PASSED BY THE COUNCIL: _____

ATTEST: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "Agreement") is made effective this 29th day of October, 2020 by and between Dr. Annette Padilla, whose mailing address is 353 Congress Street, Millinocket, ME 04462 (hereinafter referred to as the "Interim Town Manager") and The Town of Millinocket, Maine whose address is Town of Millinocket, 197 Penobscot Avenue, Millinocket, ME 04462.

WITNESSETH

WHEREAS, the Interim Town Manager brings extensive experience, credibility, and contacts to Town of Millinocket in the field of municipal management; and

WHEREAS, Town of Millinocket desires to seek the services for Interim Town Manager; and

WHEREAS, the Interim Town Manager has agreed to provide management services to the Town of Millinocket, Maine (the "Town"), in accordance with the terms set forth in this Memorandum of Understanding.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1. Interim Town Manager Fees and Services

A. The Interim Town Manager hereby agrees to provide management services related to municipal management issues and serve as the Interim Town Manager for the Town under the terms of an agreement between herself and the Town of Millinocket. The Interim Town Manager agrees that all Services will be performed in a professional and workmanlike manner and will conform to appropriate standards of professional ethics and practices.

B. Town of Millinocket hereby agrees to pay fees to the Interim Town Manager in connection with said services in accordance with the terms which are attached hereto and incorporated herein as Exhibit A.

Section 2. Authority to Manage. The Interim Town Manager shall have authority to manage the Town of Millinocket pursuant to 30-A M.R.S.A. §2636, the provisions of the Town Charter; Interim Town Manager section and shall be vested the powers and duties outlined therein.

Section 3. Indemnification. Town of Millinocket shall indemnify and hold the Interim Town

Manager harmless from any and all loss, damage, cost, or expense, including attorney fees, caused by the acts or omissions of Town of Millinocket; provided, however, that Town of Millinocket shall have no obligation to indemnify the Interim Town Manager to the extent that such claims arise from the negligence or willful misconduct of the Interim Town Manager or from actions outside the scope of the Interim Town Manager's employment.

Section 4. Term and Termination. This Agreement's term shall be effective as of the date first above written and shall remain in full force and effect until terminated as follows:

- A. Immediately upon the death or incapacity of Interim Town Manager; or
 - B. Immediately upon any event or occurrence which, in the reasonable judgment of the Town Council for the Town of Millinocket, substantially impairs Interim Town Manager's ability to perform his or her duties hereunder; or
 - At the conclusion of the contract, or
 - C. By either party, with or without cause at any time, on thirty (30) days' prior written notice.
- In the event this Agreement is terminated under this Section 4(D), the Town of Millinocket shall have the right to pay the Interim Town Manager pay in lieu of notice for all or any part of the thirty (30) day notice period that the Town of Millinocket does not permit the Interim Town Manager to work.

Section 5. Notices. Each written notice provided for herein shall be given in writing and shall be either delivered in hand or mailed, in the case of Town of Millinocket, to its principal offices and in the case of the Interim Town Manager, to her personal residence or to such other address as may be designated in writing by her. Such notice shall be considered given upon receipt, if hand delivered, or three business days after mailing, if sent by mail.

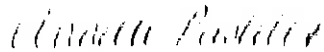
Section 6. Entire Agreement, Amendment. This Agreement together with the exhibit attached hereto constitutes the entire understanding and agreement between the parties with respect to the terms and conditions of the Interim Town Manager's engagement and supersedes all prior agreements and understandings with respect thereto. This Agreement may be modified or amended only by a written modification or amendment signed by both the Interim Town Manager and Town of Millinocket.

Section 7. Assignability; Binding Effect. The Town of Millinocket may assign this Agreement to any successor to all or a part of its business or to any parent, subsidiary, or affiliated company. Due to the nature of the services contemplated herein, the Interim Town Manager shall have no right to assign her rights or obligations under this Agreement.

Section 8. Governing Law; Partial Invalidity. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Maine. If any provision of this Agreement shall be

declared invalid under such laws, the validity of the other provisions shall remain in effect just as if the invalid portions had been omitted.

IN WITNESS WHEREOF, the Town of Millinocket has caused this Agreement to be executed by its duly authorized officer, and the Interim Town Manager has signed this Agreement as of the day and year first above written.



Dr. Annette Padilla



Town of Millinocket

By: Cody McEwen

Its: Council Chairman

EXHIBIT A

Dr. Annette Padilla will be compensated for work as interim Town Manager for the Town of Millinocket as follows:

1. Hourly rate of \$39.42 per hour (or \$82,000 annually) for time worked as an employee of the Town of Millinocket. The Interim Manager shall be paid in accordance with the Town of Millinocket payroll schedule and all the ordinary and customary deductions shall be made from her pay.
2. Weekly work schedule shall be 8-hour days, 7:30 a.m. to 4:00 p.m. with a half-hour unpaid lunch. (40 hrs weekly): Monday through Friday.
3. The Interim Manager shall work to the end of meetings on Council meeting nights.
4. The Interim Manager will be covered by the Town's Workmen's Compensation, Liability and Errors and Omissions and social security coverage as all other municipal employees.
5. The Interim Manager will be eligible for other employee benefits such as vacation, sick leave, retirement, or health insurance.
6. Interim Town Manager will be reimbursed for mileage at the Town's rate of reimbursement per mile for required meetings out of town.

This agreement commences **Monday, November 2, 2020** and shall terminate immediately upon naming of a successor, full-time Town Manager for the Town of Millinocket or under circumstances as outlined in Section 4 of this Agreement.



Town of Millinocket

Dr. Annette Padilla, Interim Town Manager
197 Penobscot Avenue, Millinocket, Maine 04462 USA
Telephone 207-723-7000 FAX 207-723-7002
Manager@Millinocket.org
www.millinocket.org

Interim Town Manager's Report Monday November 9, 2020

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

Monday, November 9, 2020 (7:00 PM)

Monday, November 23, 2020

1) Elections—Coordinated with police department on a resident complaint for safety, follow-ed up with President Trumps Campaign. Officer rotation at polls to provide police presence to ensure voter safety. Called or emailed town and school board candidates as appropriate (coordinated with Superintendent Boynton). Those members who were elected were contacted to congratulate them, invite them to the Council meeting, and get data for Town Clerk.

2) Briefings with Councilmembers: Met with council chair McEwen via phone for onboarding and operations, Golieb, and Madore on process, current and future projects, and fundraising.

3) Meeting with Superintendent Frank Boynton, Millinocket Public Schools. Received brief tour of facility. Will schedule future meeting.

4) Introductions to Partners via Zoom, Facebook, and Email as appropriate:

Katahdin Regional Chamber, Millinocket Regional Hospital, Our Katahdin, Mobilize Katahdin, Millinocket Friends of the Library, Katahdin Citizen's Group, and Designlab.

Made contact at Maine Municipal Association, with the Tri-Towns (East Millinocket and Medway, Millinocket is the third), and other local municipalities such as Patten and Mike Elliott, MBA Director of Economic Development at Eastern Main Development Corporation.

Reviewed information regarding funding call with partners Our Katahdin and Katahdin Higher Education Center for Maine Working Community Challenge Grant-Coordinated with Councilman Pelletier and partners.

5) Finance & Fiscal Operations-Developing Fundraising/Development Strategy: Tracking Town grants seeking, sought, and project status via communications and reports from Treasurer.

6)Departmental Meetings-Meeting with Departments to:

- 1) Understand scopes of work and goals;
- 2) Assess staffing needs, safety, employee happiness and long-term plans; and
- 3) Review job descriptions, resumes, evaluations, and training needs.

This week I met with 1) Financial Department (Treasury) concerns, and financial outlook of Town, 2) Human Resources (had tour of front office and general building, planning staff in-services on diversity and inclusion, document creation, long-term emergency planning. Also met to discuss General Assistance on and discuss reports.

Next week I will meet with: 3) Police-Scheduled meeting (had tour of Department and Court space/Council Chambers, 4) Fire-Thursdays; 5) Public Works (Airport, Cemetery, etc.)-Friday. Coordinated on-boarding of self to Human Resources office and IT for Sopos access, email, phone, etc.

Establishing New Town Manager Operations-Understanding municipal organizational structure, strategic plan, goals of Council, Town office staffing, staff workscope, projects and goals for departmental staff. Goals: 1) People (internal and external, Finance (reports and planning), Legal issues (risk management, briefings with lawyer, liability of Town).

Email (preferred) is Manager@Millinocket.org, Phone Direct: 207-447-4093; Telephone: 207-723-7000 x5 Fax: 207-723-7002 www.millinocket.org

Transition from remote home location for work to Town Office (computer technology set up of Zoom, system efficiency, and WIFI with Richard Angotti and Jim at Maine Tech.

Report from Council Chair Cody McEwen-Serving as Town Manager During Vacancy

Community and Downtown Revitalization - Councilor McEwen and Golieb were present at the quarterly revitalization committee meeting on November 5th. Rob Riley and Brittany Grutter of the Northern Forest Center set the meetings hosted at the Our Katahdin office. The group coordinates current grant opportunities with ongoing projects between the Town of Millinocket and our networks. We applied for the Northern Border Regional Commission - Economic and Infrastructure Grant this summer with assistance from Maura Adams of the group. We had a great application but were unsuccessful in achieving funding this past round. We hope to apply for the next round in 2021. Updates will be circulated from the past group meeting.

EPA Brownfields Assessment Grant - Councilor McEwen submitted a \$300,000 FY21 Brownfields Assessment Grant on behalf of the town to the Federal Government last week. This grant will focus on planning and implementing environmental assessments in the downtown Millinocket corridor consisting of Aroostook Ave, Penobscot Ave, and areas of Katahdin Ave, Congress and Central St. Nick Sabatine and his team at Ransom Consulting prepared the grant package at no cost to the town. They assisted Our Katahdin on this grant in a prior year which

made it an easy transition for the Town's application. We will find out more information in a few months if we are awarded.

Manager Search Consultant: Don Gerrish - Don would like to meet with the council for an hour via Zoom. He is available for Monday November 16th or Wednesday November 18th to meet. Which day works better for the council?

Comprehensive Plan - Anna Stockman is the new planner for Eastern Maine Development Corporation (EMDC) and she is finishing editing the plan. Our regional plan was submitted to the state, and accepted but pending required edits with a deadline in January 2021. Councilor McEwen will review the planner's edits and has also shared the documents with the Interim Manager.

***See Attached Town Council Meeting Procedure Policy**

The following departmental updates are submitted for your review. Please contact me for more information. We would ask that as elected officials, that you email (or call if you wish) the Town Manager if you have a question and/or interest about staff work, projects, etc. Please do not approach departmental directors or line staff directly about their tasks. As Manager I welcome your inquiry and interest and will be timely in responding to you.

Department Updates

There are twelve (12) departments in the Town of Millinocket, according to my reports below and via the website.

1)Public Works: Transfer Station, Cemetery, Airport Project

November 4, 2020

To: Dr. Annette Padilla, Interim Town Manager

From: Ralph Soucier, Public Works Director

Subject: Public Works Activity Report

Safety: Crews continue to follow guidelines for Covid-19 as a safety priority. No issues YTD. Encouraged all to receive a Flu Shot ASAP.

Public Works:

Doing Fleet Maintenance to prepare for Winter Operations. All equipment has been inspected and tested to make sure sanders and plow equipment work properly. Checking

all drainage points in Town for culvert blockage before ground freeze up. Tuesday am. first storm Public Works treated icy roads. No Issues. Removed 10,000-gallon underground heating oil tank from behind Public Works Garage per DEP requirements being 30 years old. Public Works was able to remove it themselves which saved hiring a contractor. Documentation will be forwarded to the MDEP. We now have installed a smaller above-ground storage tank which is more environmentally friendly. Grading the dirt roads before they freeze. Assisted in setting up for the election at the High School.

Transfer Station:

Yard waste is coming in at a high rate. Working with the Municipal Review Committee to re-start the Hampden Municipal Solid Waste Facility.

Airport:

Ongoing Airport project working with Hoyle Tanner (Engineering), Maine Department of Transportation, and the Federal Aviation Administration on the Millinocket Airport Master Plan and Airport Layout Plan. One of the pieces of this project is doing a wind analysis as we anticipate that the cross wind runway may only qualify for rehabilitation and the master plan should closely evaluate what benefits could be derived from reducing its dimensions to those required by current fleet activity. The primary runway thresholds will be evaluated for their ability to meet standards and displacement or threshold relocation requirements. Basically, we need to rebuild both runways if we can prove the need to rebuild both, but possibly do so by reducing the size and cost of the project, and use the land to increase revenues for a ratio of airport and non-airport use.

We have received the General Audio Recording Device (GARD) system from Maine Department of Transportation which we are in the process of installing to monitor air traffic. Back in November 2012 there was a tragedy that happened which 3 people lost their lives due to poor or no radio communication. This system will monitor all air traffic and generate reports to help determine the number of flights especially the ones after hours.

Cemetery: Summer help is done for the season. Public Works will assist in burials until the ground freezes, or snow prevents burials. The crew has done a very nice job this summer keeping the grass cut and grounds looking good. 47 Burials Year to date have been done.

2) Wastewater Treatment

Millinocket Wastewater Treatment Facility

The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed on a daily basis. The annual inspection of all three ponds was recently conducted – this is done by physically going in on the ponds with a boat. We expect to perform sludge removal in Pond #3 in the spring and summer of

2021 - if all goes as planned. We have a new sewer camera system on order as the one we have been using for over 20 years no longer works. This is a vital piece of equipment for both the wastewater and public works departments as it allows us to determine whether or not there are sewer pipe issues that need immediate attention – once the pipes are unable to be cleared up using the flusher truck. For more information, see <https://millinocket.org/government/millinocket-wastewater-treatment/>

From: Jim Charette, Superintendent WW Operations Report.

3) Police Department

We generated or responded to 276 Incidents since October 1, 2020 to October 30, 2020. It should be noted, that for the same time frame in 2019, there were 495 calls for service. The drop in incident numbers are the result of property checks not being entered individually, but by area.

Major incidents for the time period (2020) were 14 citizen/agency assists, 12 medical calls, 17 information complaints, 8 welfare checks, 2 PD accidents, 3 disorderly conducts, 7 theft arrests, 12 suspicious and noise problems, 6 - 911 hang ups and 5 family fight calls.

Chiefs Report

- Covering for vacations, short shifts and prisoner transports. Officers are covering shifts to allow for vacations and extra duty.
 - Personnel are working on their yearly requirements to maintain their certifications.
 - Officers covered the election security detail at Stearns High School, with overtime and shift officers.
 - Conducted a lengthy investigation into a District Attorney referral from the Department of Health and Human Services complaint, involving a 4 month old child.
-
- Assisting with Field Hockey games to help with COVID restrictions.
 - Worked with Border Patrol Agents and a K-9 to combat drug activity in the area.
 - Assisted with an emotional disturbed patient at the hospital.
 - Pumpkin carving contest was a success and despite the cold, everyone had a good time.
 - Received a complaint from a resident regarding a political candidate that was suspected to be a hoax, investigation revealed that it was a hoax out of New Hampshire. For more information, see <https://millinocket.org/government/public-safety/police/>

Chief of Police: Craig Worster
ChiefWorster@millinocket.org

Office: (207) 723-9731 / Fax: (207) 723-7004 Office Hours: Monday–Friday 8:00 a.m–4:00 p.m.
Mailing Address: 197 Penobscot Avenue, Millinocket, ME 04462

4) **Fire and Ambulance, Covid Response, Public Health**

- Still have two fire fighters (FF)/Paramedic's out due to injuries, also have one FF/EMT position open Chief covering open shifts.
- Have been in constant communications with Maine CDC, Maine 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.
- Continue to pass on daily numbers of COVID-19 cases around the State.
- Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.
- Fire Station is still locked down.
- Conducted monthly Fire and EMS training
- Ordered placed for 5 new Scott Air Packs and 10 new bottles, received approval from Scott Corp. for additional discount for regional purchase.
- Attended National Fire Protection Association "Spotlight on Public Education" program via ZOOM. NFPA is holding these in place of annual convention due to COVID.
- Completed 5 fire safety home inspections for residents, also completed 2 wood stove inspections.
- Attended annual CO Summit via ZOOM put on by NFPA, ME, NH, and Vermont Fire Marshal's.
- Worked with Human Resources on getting ad out to replace Full Time FF/EMT position.

Chief Thomas Malcolm AEMT, FLSE, EMA Director

Millinocket Fire Department

222 Aroostook Avenue

Millinocket, Maine 04462

chiefmalcolm@millinocket.org

207-447-4126 Office

207-447-0911 Cell

207-723-7022 Fax

MILLINOCKET PUBLIC HEALTH OFFICER
197 PENOBSCOT AVENUE
MILLINOCKET, ME 04462
www.millinocket.org
chiefmalcolm@millinocket.org

- Participated in numerous teleconferences and webinar concerning the Corona Virus and precautions and protocols recommended by CDC, EMA, and Maine EMS.
- Finished up grant work on "Mask ME" campaign, grant funding was scheduled to end on Oct. 31st but has been extended December 11th with final report due on December 16th. Will continue with program through Mobilizing Katahdin with materials that we have.
- Following up on daily basis with School Dept. on any issues or problems. Things seem to be working very well; no issues or concerns.
- Worked on seasonal flu vaccination and the importance of vaccinations during the COVID Pandemic.
- Have meet with several organizations and area business about the changes in Maine Dept. of Health guidelines, and going back to 50 people inside.

Chief Thomas Malcolm, Public Health Officer
Town of Millinocket
197 Penobscot Avenue
Millinocket, Maine 04462
chiefmalcolm@millinocket.org
207-447-4126 Office
207-447-0911 Cell
207-723-7022 Fax

FIRE AND AMBULANCE RUNS REPORT FOR OCTOBER 2020

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

Latest COVID-19 updates: 11/4/20

State of Maine

7077 Total Cases	6241 Confirmed Cases	836 Probable Cases	5686 Recovered
507 Hospitalized	150 Deaths		

2 New Deaths

31 Confirmed Cases Hospitalized 10 Critical Care 1 On Ventilators

Penobscot County:

330 Total Cases 301 Confirmed Cases 29 Probable Cases 6 Deaths 32 Hospitalized 273 Recovered

Total Cases: 30 Millinocket 20 East Millinocket 14 Medway

Piscataquis County:

11 Total Cases 10 Confirmed Cases 1 Probable Cases 0 Deaths 1 Hospitalized 10 Recovered

Aroostook County: 70 Total Cases 66 Confirmed Cases 4 Probable Cases 1 Death 7 Hospitalized 59 Recovered

TOTAL CALLS	146
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AMBULANCE

Local Basic Life Support Calls	22
Local Advanced Life Support Calls	20 Note: 20 of these calls per possible COVID calls and handles as such.
Out of Town Basic Life Support Calls	7
Out of Town Advanced Life Support Calls	6
No Transport Calls	11
Police Stage Calls	0
Advance Cardiac Life Support Intercept	0
Public Assist Calls	7

Total Calls

73

Chief Thomas Malcolm
Millinocket Fire Department
chiefmalcolm@millinocket.org
Office: 207-447-4126
Cell: 207-447-0911

Lost Out of Town Basic Life Support Calls	3
Lost Out of Town Paramedic Calls	7
Lost Advanced Cardiac Life Support Calls (Required Nurse)	0

TOTAL CALLS

10

FIRE CALLS

Electrical Issues: (Nothing Found, Electrical Pole Down, Blown Transformer, Heater Malfunction)	4
False Alarms: (Power Surge, Cooking Set Off Alarms)	2
Furnace Issue: (Granite Street School)	1
Structure Fire: (Out of Town Cedar Lake)	1
Chimney Fire: (Out of Town Stream Road Off Huber Road)	1
Public Assist	1
TOTAL CALLS	10

5)Recreation Department

- We delivered 500 bags of treats to Granite Street School, for grades Pre-K to Grade 5 and to Opal Myrick School for Grades K-4.
- We received grant money to make repairs to 3 ball fields in Millinocket and 1 ball field in East Millinocket. The Grant received is from The Gloria C. Mackenzie Foundation in the amount of \$60,258.00 for fence repairs. We have been overseeing these projects for the last few weeks.
- The Recreation Dept. has a 7 member Commission and we meet once a month. We have not had any meetings since April of this year due to the Covid-19. I have our first meeting scheduled for Wednesday November 18 at 9:00 at the Fire Station in Millinocket. The Dept is currently recruiting members for commission and has advertised for this on the Town website and Facebook.
- We added playground surface to the Katahdin Pride Playground and also to the play structure at Jerry Pond. The Public Works Department was a great help and we are very thankful to them.

For more information, see <https://millinocket.org/government/recreation-department/>

Jody Nelson , Director of Recreation
746-3553 office 447-1366 cell
jodynelson@gwi.net

6)Code Enforcement and Technology

Code office report

The code office has been dealing with complaints with trees on peoples properties. This is ongoing as the code does not specifically address tree in the property maintenance ordinance.

We are working with the heires of a property that is in need of repair to repair or remove the building.

Code office is working with the planning board to update the zoning ordinances to meet today's standards. The zoning ordinances as well as the codes need to be updated and we are working on changes. More details will come out after we have reviewed the code book and zoning ordinance.

We have been processing permits for residents. Ten (10) electrical permits, 1 plumbing permit, 2 accessory structure permits, and 2 alteration permits.

Work with contractor on ADA upgrades to the building. Replaced door handles with lever handles on the main floor that the public would need to access. Replaced door handles on the courtroom area. Public restroom upstairs and two door handles on the main floor have yet to be completed.

Setup intercom for front door so the public can communicate with staff during these COVID-19 times. Coordinated with contractor on installation of automatic door release so that public can access the building and keeping the staff safe in the process. Installed video feed for clerks office so staff can monitor doors to assist public.

Technology

I have assisted Maine Technology Group (MTG) with the upgrade of the towns server and assisting staff in the building with printer issues. Printers are not a part of the network contract we have with MTG so they have to be done in house or there is an extra charge for this service. Also MTG's contract is to provide assistance during normal business hours. If someone contacts them outside of normal business hours we will be charged for that time. The fee is \$200 dollars per hour for after hour service.

Setup Zoom meetings for council, committees, and planning board and monitor these online events during meetings.

Respectfully,
Richard Angotti
CEO

Administration

7)Treasurer

- The \$10,000 grant from the Center for Tech and Civic Life has been received. This can be used to cover unbudgeted elections expenditures.
- Total State Municipal Revenue Sharing receipts as of October 31 is \$353,538, which is \$61,262 favorable to last year at this time, when the total received was \$292,276.
- The FY19 tax liens that were filed June 28, 2019 will mature on December 28, 2020. Therefore, foreclosure notices will be mailed 30-45 days prior to this date. This will involve 36 accounts. Currently, \$41,903 is outstanding, which includes for FY19 real estate taxes, interest and lien costs on these accounts.

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

8)Tax Assessor

Brookfield (Great Lakes Hydro), is the company that owns the hydro system. They have a hearing scheduled for Thursday, 11/19th at 3pm in the Council Chambers.

Lorna Thompson
tgranch@midmaine.com

9)Tax Collector

- Working the front window issuing car registrations, processing taxes and sewer payments, absentee ballots and voter registration.
- Processing mail and the drop box daily.
- Sending e-mails and faxes to individuals and lawyers requesting tax and wastewater balances.
- I attended motor vehicle training on October 20,21, 22 in Lincoln.
- Processing Motor vehicle weekly reports -now up to date.
- I am learning the wastewater billing procedure this month.

Sharon A. Cyr
Tax Collector/Deputy Clerk
taxcollector@millinocket.org
(207)723-7006 Phone
(207)723-7002

10) Clerk's Office

· Main focus from this office was on this extraordinary General and Municipal election in consideration of the abundance of absentees requested (1346) and returned (1285) for Millinocket residents and requested (160) and returned (153) for the Penobscot and Piscataquis Unorganized Townships. The inventory process of an absentee is time consuming however worked out very well. All absentees received before October 31, 2020 for early processing were processed successfully on Saturday, October 31st as stated on the posted noticed, by the Town Clerk and two municipal employees, the Office Asst. and the Deputy Registrar. The processed absentee ballots were scanned only to be tallied on election night after the election day polls were closed and report generated. The process took 12 hours, 8am - 6pm, then an additional 2 hours to document and account for discrepancies and properly store and pick up. I will include that we did have 1 inspection and poll watcher from the Democratic party both on Saturday during early processing and election day, all day until 11:00pm, with a successful report from him.

· Finalized on 11/5/2020, absentee process (joining applications to envelopes, etc, to be securely stored until notified by Secretary of State (SOS). The extra help approved for assisting the clerk through this process was necessary and still is needed with the abundance of absentees returned. Additionally, if we early process again in the future, I will require at least an additional 2 people to assist processing the actual ballot to expedite this process.

Note: There was much appreciation and thanks from the community for a safe, sanitary, and well-organized election day set up.

· Approved, certified and submitted election Return of Votes Cast (ROVC) on 11/4/2020 as required by the SOS, as well as certifying and submitting all other required election day documents, Warden's Total Tally, Certificate of Sealed Ballots, Log of Opening the Ballot Box, Log of Spoiled Ballots and Log of Early Processing to SOS one day before the required deadline date of 11/5/2020.

· Started processing new and change requests of Voter Registrations from Election Day on 11/5/2020; approximately 150 to process and complete within 15 days from election day.

NOTE: All these prior steps would not have been started, completed, or successful with the extraordinary work ethic and commitment from the part-time Office Assistant Roxanne E. Johnson and the new temporary hire of Deputy Registrar Amber Carney. I am so proud of the

election staff as a whole and this election was stressful enough adding to the everyday office duties. I hope to continue with part-time assistance with Registrar duties going forward as the scanning and updating in the Central Voter Registration (CVR) as well as filing each hard copy accordingly.

- The office has been very busy with new and re-registrations, voter registrations, absentee applications and inquiries, marriage license appointments, receipting end-of-month burial permits, dog licenses, tax payment processing, phone and email inquiries, mail and drop box payments.
- Started the Wastewater billing process and hope to have that finalized by the end of the 2nd week of November, the normal October billing is delayed due to the heavy office workload.
- Assistant Clerk reconciled, processed and sent both September and October month end State reports of Excise Tax, Vital Records, Inland Fisheries & Wildlife and Dog registrations.
- Currently behind on multiple Council meeting minutes and hopeful I will begin those.
- Reminder: Snowmobile and dog registrations are now available to purchase and renew.

Diana M. Lakeman, Town Clerk/Deputy Tax Collector/Registrar of Voters/Motor Vehicle Agent/Inland Fisheries & Wildlife Agent/Notary Public/Deputy Treasurer 207-723-7006 or 7007-phone 207-723-700 -fax townclerk@millinocket.org

11) Human Resources, 12) General Assistance Director, and Bookkeeper

Human Resources Director

- Assisted employees with personnel issues.
- Joined Chairman Cody McEwen in a zoom meeting with Dr. Annette Padilla regarding her employment with the town.
- Assisted interim manager Annette Padilla as she continued to work off-site until Thursday noon.
- Workers Compensation Wage statements.

General Assistance Director

Submitted October 2020's monthly General Assistance expenditures to the state of Maine for reimbursement. Currently we receive 70% of what we spend.

Bookkeeper

- Processed Payroll for Town and Wastewater employees, to include the warrants for the taxes on these payrolls.

- Processed the accounts payable for Town and Wastewater.
- Finished up the Municipal release deeds for the current foreclosed homes that the town sold and returned them to our attorney's for filing at the registry.
- Worked to resolve TRIO and copier issues with the vendors.

Lori Santerre
Human Resource Director
207-447-4090 humanresource@millinocket.org

Thank you to the Town Council and the staff directors above as well as our line staff members for their work. I welcome questions and or comments you have on the above at manager@millinocket.org (preferred) or 207 447 4093.

Dr. Annette Padilla, PhD, Interim Town Manager
Millinocket, Maine

TOWN OF MILLINOCKET
TOWN COUNCIL MEETING PROCEDURE POLICY

The Millinocket Town Council hereby adopts the following Town Council Meeting Procedure Policy:

Section 1— Intent. It is the intent of this policy to provide a general guideline on the conduct of business by the Town Council. It is not intended to conflict with the Town Charter or to be rigid in its application. The Chairperson is given latitude in its administration.

Section 2 — Quorum. A majority of the full Council shall constitute a quorum for the conduct of business.

Section 3 — Action by Council. For an item of business to be approved, a majority of the quorum present and voting must be in the affirmative, except for matters requiring a majority vote of the entire Council specifically addressed in the Town Charter.

Section 4 — Business Items. Items to be considered by the Council will be placed on a written agenda and may include the following:

- A. Roll call of members.
 - 1. Recital of the Pledge of Allegiance.**
- B. Approval of the minutes of the preceding meeting(s) with or without corrections.
- C. Special Presentations (15 minutes)
- D. Town Manager's Report
- E. Unfinished business.
- F. New business.
- G. There will be a separate warrant for pass through accounts.**
- H. Upload packet to the Town's Website**

Section 5 — Presiding Officer. The presiding officer shall be the Chairperson.

- A. Duties of the Chairperson. The Chairperson shall preside at all meetings; preserve decorum and order; speak to points of order in preference to other members and decide such matters, subject to appeal of the entire Council by motion and second which may override the decision of the Chair; call and declare all votes; and perform other functions, presiding or ceremonial in nature, consistent with the position.
- B. In the absence of the Chairperson, the Town Clerk shall call the meeting to order; cause the roll to be called; and, upon a quorum being present, preside over

- C. the election of a Chairperson pro tempore.

Section 6 – Actions. The Council shall act by ordinance, order, or resolve per the Town Charter. Except for appropriation orders and resolves, all such ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. Council members or the town manager may propose ordinances, orders, or resolves. All proposed actions shall be in written format, unless the Council decides otherwise or if the action is procedural in nature.

- A. All by-laws passed by the Town Council shall be termed "Ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Millinocket, in Town Council assembled..."
- B. All votes of command shall be termed "Orders" and the enacting style shall be: "It is ordered..."
- C. All votes of opinions, principles, facts, or purposes shall be "Resolves" and the enacting style shall be: "Resolved..."
- D. The Chairperson shall appoint all special committees unless otherwise directed by the Council.

Section 7 – Agendas. The town clerk shall be responsible for establishing the agenda in coordination with the Council Chairperson and the town manager. Meeting agendas will be distributed to all members at least 48 hours prior to the called meeting. Agendas will be posted at the Municipal Office, **Town's Website** and also be advertised, when possible, in a local paper.

Section 8 – Motions, Debate, and Voting. The following process shall be used in considering a question.

- A. Every member present shall vote on each matter, unless such member shall be excused or excuse him/herself due to a conflict of interest or other special reason.

Section 9 – Public Participation. Public attendance and participation at meetings is encouraged and valued, within reasonable guidelines that promote the accomplishment of business by the Council. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedures:

- A. Public comment shall be solicited and allowed during the discussion of each agenda item at the discretion of the Chairperson. Such public input will be received after Council and staff discussion and Council and staff will be allowed to respond to the public comments. The Chairperson may impose time limits in order to allow for as many as possible to make comments and/or to provide for the timely transaction of business. Members of the public will address the Council from the podium after stating their name and address. Comment will be limited to the subject under discussion and be limited to no more than three (3) minutes.
- B. Public comment during workshop sessions of the Council is not generally allowed

unless provided by the order authorizing the session or unless solicited by the Council.

- C. A fifteen-minute period for members of the public to speak on any issue will be added to the end of the Regular Council Meeting Agenda. Each member of the public will be allowed to speak for a period of not more than two minutes and the Council shall not enter into a debate or a question and answer session.**

Section 10 – Parliamentary Procedure. Unless otherwise stated in this policy or changed by action of the Council, *Roberts Rules of Order* shall be used as the applicable parliamentary procedure of the Council.

Section 11 – Special/Emergency Meetings. Special meetings may be called by the Chairperson or, in the case of his/her absence, disability, or refusal, by a majority of the Council. Notice of such meeting shall be served in person upon, or left at the residence of, each member of the Town Council and of the Town Manager at least 24 hours before the scheduled time of the meeting. The Town Council may meet upon shorter notice in emergency session by unanimous consent of its **available** members with such decision to be recorded in the minutes of such meeting.

Section 12 – Workshop Meetings. At any Council meeting, a majority of the Council may vote to hold workshop meetings at a scheduled time for a specific purpose.

Section 13 – Special Presentations by the Public. Special Presentations by the public to the Council shall be limited to no more than one **(1)** per meeting. At the discretion of the Chairperson, Special Presentations may be made by members of the public to the Town Council, provided that:

- A. The presentation is related to Town business; and,
- B. The presentation is limited to no more than fifteen (15) minutes; and,
- C. A list of all speakers who will participate in the presentation is furnished to the Town Manager no later than Friday before the Council meeting so that they can be listed on the agenda.

Provided such presentations are requested by Friday of the week preceding a Council meeting, nothing in this Section shall limit the number of Special Presentations made to the Council at any meeting by a member of the Town Council, the Town Manager, the Town Attorney, Town staff, or others in the conduct of their business with the Town such as engineers, auditors, etc., provided that the Chairperson approves such request(s).

Section 14 – Changes/Amendments to Procedures. These procedures shall not be dispensed without the unanimous consent of the members present and said dispensation shall apply only to the matter under discussion at the time. These procedures may be formally amended through the submission and consideration of a written Order adopted by a majority **plus one** of the Council.

Amended 01/26/2006

Amended 09/26/2007

Amended 12/7/2015

Amended 12/8/2016

ORDINANCE #7-2020

PROVIDING FOR: Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. §4305(4)

BE IT ORDAINED by the Town Council of Millinocket in Town Council assembled that the Millinocket Code, Chapter 75, Appendices A - H be amended per the attached appendix.

IT IS FURTHER ORDERED that this ordinance take effect 30 days after enactment.

1st Reading _____

2nd Reading _____

Council Approved _____

Effective Date _____




TOWN OF MILLINOCKET

*197 Penobscot Avenue
Millinocket, Maine 04462*

*Office of Town Manager/Treasurer
(207)723-7000*

TO: Town Council

FROM: Lori A. Santerre, Welfare Director 

RE: MMA's General Assistance Ordinance Appendixes Changes

DATE: October 8, 2020

Enclosed please find MMA's new General Assistance Ordinance Appendixes (A-F and H), which become effective on October 1, 2020.

The changes are to the Total Monthly Allowed General Assistance Maximums, which are calculated on the basis of the 2020-21 HUD Fair Market Rent values, Food Maximums based on the USDA 2020-21 Thrifty Food Plan and the Housing Allowance which are developed by the 2020-21 HUD Fair Market Rent value, with the applicable housing electric utility and heating allowances, as developed by the Maine State Housing Authority (MSHA). The Department of Human Services has accepted all figures to be reasonable and sufficient.

Even if the Municipality has adopted MMA's General Assistance Ordinance, the municipal officers must still approve the new enclosed appendixes. This replacement assumes prior adoption and will occur every October.

Upon approval a copy of the signed ordinance must be submitted to MMA and the Department of Human Services.

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-H

2020-2021

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

APPENDIX A

TOTAL MONTHLY ALLOWED GA MAXIMUMS

Person (s)	1	2	3	4	5
Penobscot (2020-2021)	741.00	742.00	981.00	1,229.00	1,341.00
(2019-2020)	725.00	728.00	964.00	1,208.00	1,330.00

*Please Note: Add \$75 for each additional person

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75,ARTICLEVI,
SUBSECTION 75.33-(A).Page-7559.**

**APPENDIX B
FOOD MAXIMUMS**

Number in Household	Weekly Maximum	Monthly Maximum
1	47.44 (45.12)	204.00 (194.00)
2	86.98 (82.56)	374.00 (355.00)
3	118.37 (117.21)	509.00 (504.00)
4	158.14 (150.23)	680.00 (646.00)
5	187.67 (178.60)	807.00 (768.00)
6	225.35 (214.19)	969.00 (921.00)
7	249.07 (236.74)	1,071.00 (1,018.00)
8	284.65 (270.70)	1,224.00 (1,155.00)

Please Note: For additional persons, add \$153 per month
Please Note: Last year amounts are in parentheses

**NOTE: THIS WILL REPLACE TABLE IN CHAPTER 75, ARTICLE VI,
SUBSECTION 75.33.B.3.b, Page-7560.**

APPENDIX C
HOUSING MAXIMUMS

(Heated & Unheated Rents)

Penobscot County Bedrooms	Unheated Weekly	Monthly	Heated Weekly	Monthly
0	137.00 (133.00)	587.00 (574.00)	160.00 (156.00)	628.00 (671.00)
1	137.00 (133.00)	587.00 (574.00)	160.00 (156.00)	688.00 (671.00)
2	171.00 (167.00)	735.00 (720.00)	211.00 (206.00)	909.00 (886.00)
3	217.00 (211.00)	932.00 (908.00)	266.00 (260.00)	1,145.00 (1,117.00)
4	227.00 (224.00)	975.00 (964.00)	288.00 (284.00)	1,238.00 (1,221.00)

*Please Note: Last years amounts are in parentheses

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,
SUBSECTION 75.33.B.4.g, Page-7567.**

APPENDIX D
UTILITIES

WITHOUT ELECTRIC HOT WATER

No. Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE* FOR EACH ADDITIONAL PERSON ADD \$7.50 PER MONTH.

WITH ELECTRIC HOT WATER

No. Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE* FOR EACH ADDITIONAL PERSON ADD \$10.00 PER MONTH.

NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 75.33-(C). Page-7568

APPENDIX E
HEATING FUEL

<u>MONTH</u>	<u>GALLONS</u>	<u>MONTH</u>	<u>GALLONS</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

APPENDIX F

PERSONAL CARE & HOUSEHOLD SUPPLIES

No. Household	Weekly	Monthly
1-2	10.50 (10.50)	45.00 (45.00)
3-4	11.60 (11.60)	50.00 (50.00)
5-6	12.80 (12.80)	55.00 (55.00)
7-8	14.00 (14.00)	60.00 (60.00)

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

BABY NEEDS

No. of Children	Weekly	Monthly
1	12.80 (12.80)	55.00 (55.00)
2	17.40 (17.40)	75.00 (75.00)
3	23.30 (23.30)	100.00 (100.00)
4	27.90 (27.90)	120.00 (120.00)

c. When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under six (6) (less than 5) years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up the following amounts:

*Please Note: Last years amount is in parentheses

NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 77.33.7.a, c, Page-7571

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/20-9/30/21

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

**TOWN OF MILLINOCKET
PUBLIC HEARING
ORDINANCE #7-2020
GENERAL ASSISTANCE ORDINANCE APPENDICES CHANGES
CODE OF THE TOWN OF MILLINOCKET**

The Millinocket Town Council will hold public hearings on proposed Ordinance #7-2020, which will amend the General Assistance ordinance Appendices (A-H) General Assistance code of the town of Millinocket. The hearings will be held during the Council meetings of November 9, 2020 and November 23, 2020 in the Council Chambers located in the Municipal Building at 197 Penobscot Avenue, beginning at 4:30 PM.

Dated at Millinocket, Me

October 15, 2020

ORDER #288-2020

PROVIDING FOR: Appointments to Millinocket Town Committees

IT IS ORDERED that the Millinocket Town Council appoint and/or extend the appointments of committee members as described in the attached document.

PASSED BY THE COUNCIL: _____

ATTEST: _____

OUR KATAHDIN EXEC

Councilor Golieb
Councilor McEwen
Town Manager
Mike Osborne- Our Katahdin
Steve Sanders- Our Katahdin

ECONOMIC DEVELOPMENT

Councilor McEwen (Chair)
Councilor Randy Jackson
Councilor Golieb
Town Manager
Jessica Masse (Designlab)

EVENTS COMMITTEE

Fire Chief Tom Malcolm (Chair)
Councilor Bragdon
Councilor Pelletier
Town Manager
Kitty St. John

SUSTAINABILITY

Councilor Golieb (Chair)
Councilor Pelletier
Councilor Danforth
Town Manager
Brittany Grutter - Northern Forest Center
Peter Jamieson - Katahdin Chamber of Commerce

AGE FRIENDLY

Councilor Danforth (Chair)
Councilor McEwen
Councilor Jackson
Town Manager
Fire Chief Tom Malcolm
Matt DeLaney - MML
Robin Stevens - Thrive Penobscot

MENTAL HEALTH & WELLNESS

Councilor Jackson (Chair)
Councilor Danforth
Town Manager
Fire Chief Tom Malcolm
(more TBD)

BROADBAND REPS

Councilor McEwen
Councilor Jackson

YOUTH COMMITTEE

Chairman Golieb (Chair)
Councilor Bragdon
(more TBD)

CHARTER REVIEW COMMITTEE

Chairman Golieb
Councilor Jackson
Councilor Pray
(more TBD)

ORDER #289-2020

PROVIDING FOR: Appointment to the Planning Board.

IT IS ORDERED that John Crawford is appointed as a member to the Planning Board for a five-year term to expire November 2025.

Note: The Planning Board has one (1) full board position available as of November 1, 2020, John Crawford was the only application received for this position to date.

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: 10-14-20

Name: Jon Crawford Address: 303 Congress St. Millinocket
Telephone Numbers: Day Time: 723-4836 Cell: 447-1628
Evenings: (Prefer)

Why are you seeking to become a committee representative? I have been
a member of the planning board for
over 16 years and wish to continue.

What talents/skills do you feel you would bring to this position? 24 years of
being the Electrical inspector for the town and
16 years on the Planning board,

What do you feel is the responsibility of this board/committee? To propose,
review, hold hearings on zoning ordinances,

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? Town of Millinocket
Electrical Inspector for 24 years

What have you to offer to this committee which our Town can use in this important undertaking? Experience stated above

When are you available to meet, please specify?
Weekday Any Time A.M. _____ P.M. _____

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

ORDER #290-2020

PROVIDING FOR: Approval of Snowmobile Trail Maintenance Application to the Maine Department of Conservation

IT IS ORDERED that the Millinocket Town Council gives approval to submit the 2020-2021 application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The application requests a total of \$114,898 in State funds that are to be supplemented by local funds of \$49,242, for a total project cost of \$164,140.

IT IS FURTHERED that the Interim Town Manager is authorized to sign and execute all agreements necessary to receive this grant.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Jody Nelson
Director of Recreation

Troy Bouchard
Assistant Director of Recreation

RECREATION DEPARTMENT
East Millinocket, Medway, Millinocket, Woodville
53 Main St., East Millinocket, Maine 04430
(207) 746-3553

November 9, 2020

Mr. Joe Higgins
Department of Agriculture, Conservation and Forestry
SNOWMOBILE PROGRAM
22 State House Station
Augusta, ME 04333

Dear Joe,

Enclosed is the 2020-2021 application for the Snowmobile Grant-In-Aid Program. The grant includes work to be done on the trails as outlined in the Project Description. Again, we respectfully request you to consider our application as soon as possible to enable us to begin our pre-season work.

As I understand, if the proposed pre-season work changes due to unanticipated weather related damage, I will notify you either in writing or by telephone. If additional information is required, it will be sent expediently.

If you have any questions, please call me at 746-3553 or email me at jodynelson@gwi.net Thank you.

Sincerely,


Jody Nelson
Project Director

Cc: Twin Pines



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
SNOWMOBILE PROGRAM, MUNICIPAL GRANTS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM
2020-2021

Municipality/County: Town of Millinocket

Address: 197 Penobscot Ave.

City: Millinocket

Zip: 04462

County: Penobscot

The Project Director is appointed by the municipality/county. All inquiries about the state-aid grant application are directed to this person.

Name: Jody Nelson

Title: Director of Recreation

Address: 53 Main St.

City: East Millinocket

Zip: 04430

Home #:

Work #: 207-746-3553

Mobile #: 207-447-1366

Email Address: jodynelson@gwi.net

Mileage of proposed trail: 115 (one way)

Estimated administrative cost for processing land use permits, grant administrative labor, insurance, remote radios (Many items eliminated.)

Requested		Approved	
\$	1640.00	\$	

Estimated cost of facilities such as plowing remote parking, gates. (All other items eliminated.)

\$	0	\$	
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Estimated cost of maintenance including grooming of trails, normal ditching, brushing, bridge repair, picking up litter, etc.

\$	162,500.00	\$	
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Total Estimated Cost of Project

\$	164,140.00	\$	
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For State Use Only

Approved Total Grant

\$

% of approved cost

%

**APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM**

THIS IS TO CERTIFY that the Town of Millinocket (Municipality/County) has authorized and hereby authorizes Jody Nelson (Project Director) to make application for financial assistance under the provisions of the Off-road Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the maintenance of the Town of Millinocket (Municipality/County) snowmobile trail system.

THIS FURTHER CERTIFIES that the above named Project Director is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Off-road Recreational Vehicle Office from the Snowmobile Trail Fund and has authorized and hereby authorizes Jody Nelson (Project Director) to enter into said agreement

between the Town of Millinocket (Municipality/County) and the State of Maine upon approval of the above identified project by the Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the Town of Millinocket (Municipality/County) has been legally constituted and is responsible for planning for and carrying out the municipal recreation program and Jody Nelson (Project Director) will be responsible, on behalf of the Town of Millinocket (Municipality/County) for the continued operation and maintenance

of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the Municipal/County Grant-in-Aid Program 2020-2021, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines for 2020-2021 and the Allowable Grant Expenses for 2020-2021.

MUNICIPAL/COUNTY APPROVAL

Municipality/County: Town of Millinocket County: Penobscot

Municipality/County: _____ Date: _____
Signature

Title: Town Manager Project Director: _____
Chairman of Board of Selectmen
Municipal/County Manager Signature

FOR STATE USE ONLY

VC #: _____

Enc. Amt.: _____

Appropriation #: 014-01A-8130-81-

By: _____ Date: _____
Director, Off Road Recreational Office

Commissioner, Department of Agriculture Conservation and Forestry

PROJECT CERTIFICATION

THIS IS TO CERTIFY that the Town Council of Millinocket has authorized Jody Nelson, Project Director, to make application for financial assistance under the provisions of Bureau of Parks and Lands Snowmobile Trail Fund (M.S.R.S. Title 12, Chapter 220, Subchapter VIII, Section 1893-3) for the maintenance of the Town of Millinocket Snowmobile Trail System.

THIS FURTHER CERTIFIES that the Town Council of Millinocket is familiar with the terms and conditions of the Grant-in-Aid Program administered by the Bureau of Parks and Lands from the Snowmobile Trail Fund and has authorized and hereby authorized Jody Nelson, Project Director, to enter into said agreement between the Town of Millinocket and the State of Maine upon approval of the above identified project by the Bureau of Parks and Lands.

THIS FURTHER CERTIFIES that the Town Council of Millinocket has been legally constituted and is responsible for planning and carrying out the Municipal Grant Program, and the Town Council of Millinocket will be responsible, on behalf of the Town of Millinocket, for the continued operation and maintenance of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund, Grant-in-Aid Program. Attached is true and correct information relating to the established and organization of Municipal Agency or Department.

THIS FURTHER CERTIFIES that except for the financial assistance requested by the project application, no financial assistance has been applied for, given, or promised, under other State or Federal programs.

November 9, 2020
Dated

Town of Millinocket
Name of Municipality

Dated

Town Manager

November 9, 2020

Dated

Jody Nelson
Project Director

**TOWN OF MILLINOCKET 2020-2021
SNOWMOBILE TRAIL MUNICIPAL GRANT APPLICATION**

Summary:

This Grant Request has been developed and presented for approval by the Twin Pines Snowmobile Club and Jody Nelson, Director, Recreation Department, Town of Millinocket.

This request is the result of the Twin Pine Snowmobile Club and the Town of Millinocket's effort to continue its commitment to the ongoing program in the Katahdin Region to create and maintain excellent snowmobile trail conditions and facilities. The traffic in this region continues to get heavier and heavier each season. The contractors are going out four and sometimes five times per week in order to maintain the trails.

This year's grant request is for a total of \$ 164,140.00

The Grant funding split is a 70 % / 30 % split with the State share at 70%

This split would represent (State Share): \$ 114,898.00

The Municipal / Privately funded share at 30 % would be \$ 49,242.00

The remaining portion of the Municipal / Private funding share not provided by the Town of Millinocket is \$49,781.00 be provided by private funding.

Respectfully submitted,



Jody Nelson, Director of Recreation

Attachment: Project Map for 2020/2021 year

**CONTRACT
BETWEEN
TOWN OF MILLINOCKET
AND
TWIN PINES SNOWMOBILE CLUB**

THIS AGREEMENT, made as the 9th day of November, 2020 between the **Twin Pines Snowmobile Club, Inc. (hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follow:

I. DESCRIPTION OF WORK

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

II. Conditions

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.

It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit and use warrants it. I.T.S. trail specifications duly designated and provided by the Mine Snowmobile Association Trails Committee shall serve as a guide.

IIA. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury of damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

III. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined.

Labor defined as not directly attributed to the grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.)

Grant Reimbursement (when applicable)

Materials for bridge construction, Signing, warming huts, and Equipment housing.

Grant reimbursement

Trail grooming and smoothing of snow covered trail surfaces.

Grant reimbursement

The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

IV. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid

which will provide for seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw down. The total amount of the grant and seed money will not exceed the estimated total amount of \$164,140.00 The Grant split will be:

Local: 30% = \$49,242.00 raised by private funds + \$15,000 Town Budgeted)
State 70% = \$114,898.00

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

V. TIME AND MANNER OF PAYMENTS


The Operator will submit to the Town on a monthly basis a detailed bill which will outline the Operator's incurred expenses that are in whole directly related to this contract as outlined in Section III.

The Town will make payments as per submitted Operator's bill and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request. All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

VI. APPLICABLE LAW

The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.



Operator

Twin Pines Snowmobile Club, Inc.

By President
(Title)

(Witness)



Project Director

By Director of Recreation
(Title)

Town Manager

Twin Pine Snowmobile Club

2020/2021 Season Project Description

Estimated cost of bridge and trail maintenance, brushing, signing and grooming trails

Preseason trail prep:

Labor for sign prep, installation and removal including new intersection signs 250 @12/hr \$3,000

Material for signs \$500

Vehicle/Small Equipment Expense \$1,000

Brushing trails 250 @ /hr 12 hr \$3000

Brush Hog Work (In BSP on Logan Pond trail as well as on the Pole Line and 85/86 between White House Landing and Fourth Debsconeag. 40 at 50hr \$2,000

Bridge re decking Labor

3 Bridges on Logan Pond Trail in Baxter State Park 100hr @12hr \$1,200

Total Preseason: \$10,700

Administration reporting 30hrs @ 10/hr \$300

Liability Insurance \$540

Fee For Spots \$400.00

Rail road Crossing Permits \$400

Total Admin \$1,640.00

Grooming

Equipment

1 BR400 @ \$110

3 BR 275 @ \$110

All with Mogul Master Drags

BR400/BR275 1380hrs @ \$110 \$151,800.00

**Total Grooming, Permits, projected Preseason, Administration and grooming costs 2020/2021 Season
\$164,140.00**

We will be grooming with BR 275 or BR 400 Cats this season

STATEMENT OF AFFIRMATIVE LANDOWNERS PERMISSION

The Twin Pines Snowmobile Club and Representatives thereof certify that all Land Owners associated with the Millinocket Municipal Trail System have been contacted and permission granted use for the **2020/2021** Season.

Land Owners needing to be named additional Insured 2020-2021

The Nature Conservancy

Maine Field Office

14 Maine Street, Suite 401

Brunswick, ME 04011

Town of Millinocket

197 Penobscot Ave.

Millinocket, ME 04462

Katahdin Timberlands, LLC

P. O. Box 38

Millinocket, ME 04462

Katahdin paper Co., LLC

One Katahdin Ave.

Millinocket, Me 04462

Hammond Ridge Development Com, LLC

30 Twin Pines Rd.

Millinocket, ME 04462

Plum Creek Maine Timberlands, LLC

49 Mountain Ave.

Fairfield, ME 04937

Twin Pines Camps, LLC

Black Cat Rd.

Millinocket, ME 044621

Huber Resources Corp.

1141 Main St.

Old Town , ME 04468

Bureau of Parks and Lands

Maine Department of conservation

P.O. Box 415

87 Airport Rd.

Old Town, ME 04468

Prentiss & Carlisle

P.O. Box 637

Bangor, ME 04401

Debbie and Gary Jandreau

200 Iron Bridge Rd.

Millinocket ,ME 04462

Big Moose Inn

P.O. 98

Millinocket, Me 04462

David Cyr

Black Cat Rd.

Millinocket, Me 04462

Tom and Sandy Bell

North Woods Store

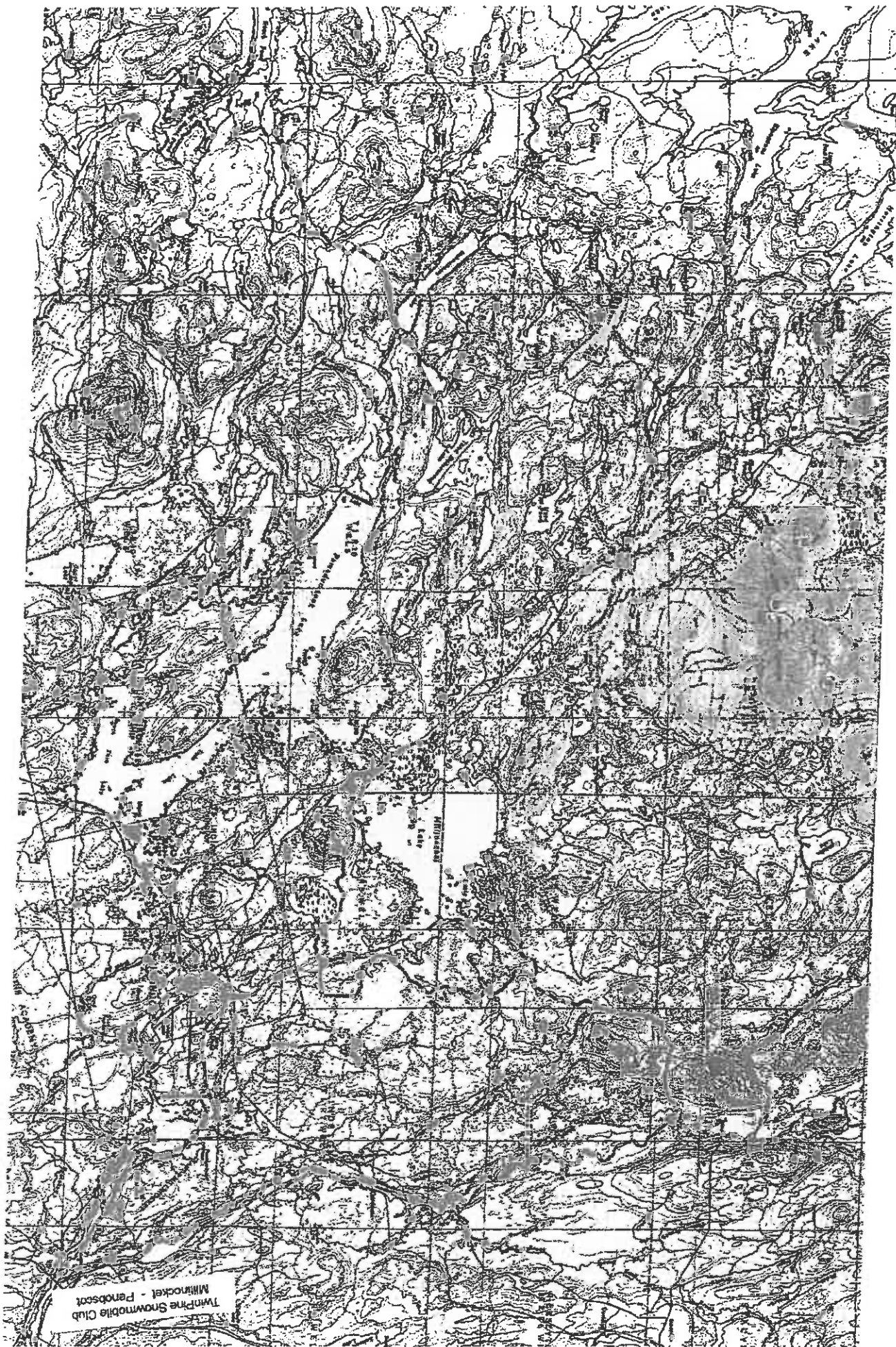
1605 Baxter State Park Rd.

Millinocket, Me 04462

Katahdin Woods and Waters national Monument

P.O. Box 446

Patten, Me 04765



Twain Snowmobile Club
Millinockett - Penobscot

ORDER #291-2020

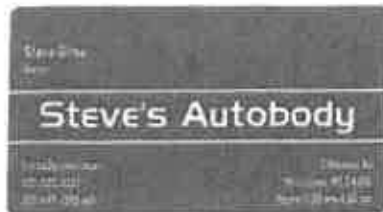
PROVIDING FOR: Approval for Airport Truck Repair

IT IS ORDERED that the Millinocket Town Council approves the rust repair of the Airport's 2002 GMC truck in the amount of \$4,135, which will be charged to E1101-2008 (Airport Equipment Repairs).

Note: The Equipment Repairs budget did not anticipate this large an expenditure as the intent was to repair the truck inhouse. This was not possible due to staffing issues and other repair priorities. This expenditure will overrun this line item \$2,224.

PASSED BY THE COUNCIL: _____

ATTEST: _____



INVOICE

459

Steve Autobody

Date: Oct 27, 2020

Bill To:

Balance Due: \$4,135.00

Town Of Millinocket (Airport)

Item	Quantity	Rate	Amount
Rocker Panels	2	\$150.00	\$300.00
Cab Corners	2	\$75.00	\$150.00
Inner Rockers	2	\$75.00	\$150.00
Paint Supplies	1	\$400.00	\$400.00
Labor (Rockers Floor Pan Pins an Bushings)	1	\$1,900.00	\$1,900.00
Labor (Box Panel)	1	\$750.00	\$750.00
Pin & Bushings	1	\$60.00	\$60.00
Bumper Brackets	1	\$200.00	\$200.00
Floor Pan	1	\$125.00	\$125.00
Bed Rail Caps	1	\$100.00	\$100.00

Vendor 640 PO 10071
Acct 1101-2008 \$ 4,135.00
Acct _____ \$ _____

Total: \$4,135.00

R.T. Lorne

Notes:

2002 GMC 2500HD (Airport Truck)

Clear

ORDER #292-2020

PROVIDING FOR: Approval for Interim Manager to Manage the CTCL 2020 Elections Grant

WHEREAS there continues to be work involved with the 2020 elections; and

WHEREAS the Town has received a \$10,000 CTCL Grant for the 2020 elections expenses;

IT IS ORDERED that the Millinocket Town Council approves the Interim Town Manager to take over the management of the CTCL Grant.

PASSED BY THE COUNCIL: _____

ATTEST: _____

