



TENTATIVE AGENDA
PUBLIC HEARING & REGULAR COUNCIL MEETING via ZOOM ONLY
Thursday, December 10, 2020 at 4:30 PM

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

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes of the November 16, 2020 Special Meeting and November 20, 2020 Executive Session.
4. Adjustments to the Agenda
5. **OLD BUSINESS - TABLED**— ORDER #296-2020 Acceptance of the Town Council Procedure Policy - Amended

NEW BUSINESS

6. Special Presentation: Matthew Polstein – Trail System
7. Town Manager's Report
8. **ORDINANCE #8-2020 – 1st PUBLIC HEARING** Code Enforcement Officer Permit Fees
9. ORDER #305-2020 Approval of the Warrant for December 10, 2020
10. ORDER #306-2020 Approval of an Application for Entertainment License – The Blue Ox Saloon
11. ORDER #307-2020 Approval of an Application for Liquor License – The Blue Ox Saloon
12. ORDER #308-2020 Approval to Increase Legal Department Budget
13. ORDER #309-2020 Approval of Applications to the Recreation Commission Advisory Committee
14. ORDER #310-2020 Approval of an Application to the Personnel Appeals Board (Lawrence)
15. ORDER #311-2020 Approval of an Application to the Board of Appeals (Garand)
16. Reports and Communications:
 - a. Warrant Committee for the December 21, 2020 Council Meeting will be Councilor McEwen and Councilor Pelletier
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment
17. 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. Currently, meetings are unavailable on livestream @ townhallstreams.com. Find the direct links for Zoom on our website @ millinocket.org. We thank you for complying.

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

Citizen Guide to Town Council Meetings

This is an overview of information related to Council Meetings. We hope it is helpful to understanding the process. Thank you for participating in our local government. The town meeting is a place where the public is encouraged to participate. Below are common terms:

- **Order** - Item of business to be proposed (motioned) to council for discussion and vote.
- **Motion** - A Councilor proposal to the whole Council for discussion and vote. This could include an Order, an Amendment, or other. Any councilor can make a motion at any point in time during a Town Council meeting, regardless of whether it is on the agenda or not.
- **Second** - A "second" is used when a councilor supports an order to be discussed and voted upon. Without a "second" an order or motion does not get discussed or voted on.
- **Amendment** - A change to an original order, which can be motioned by a councilor and approved or voted down by the whole Council.
- **Minutes** - Summary of past meetings, including votes and discussion, that needs Council approval for officially entering the record.
- **Parliamentary Procedure**- This is the protocol used and questions go to the Council Chair. The Council follows Robert's Rules of Order. The Council adopted additional procedures at the initial session of a new term.
- **Warrant**- A list of articles for items the Council may act on, which usually comes in the form of approving expenditures.
- **Mill Rate** - Tax rate. The tax rate determines what is paid in property taxes. It is stated in "so many dollars per thousand dollars of valuation." Residential property owners may want to seek homestead exemptions or Veterans exemptions (for qualified veterans) to potentially lower their property tax rate, which may be done through the town's Tax Assessor.
- **Two Minute Public Comment** - Typically the last agenda item provides any member of the public an opportunity to express general concerns, thoughts or feedback publicly. The Council invites any and all people to speak. Questions directed at the Council or Manager will be answered at the following Council meeting; this part of the agenda is not interactive.
- **Executive Sessions** - These are private meetings held by the Council when certain matters must be kept confidential to protect other parties, as required by US and/or Maine law, Town Charter, or by contract. This could include personnel issues, legal issues, economic development issues or other. No action by the Council can be taken in Executive Session--only in public Council meetings can any vote or decision be made by the Council.
- **To ask questions** or offer feedback during Town Meetings, the public may do so within the public comment period of each order on the agenda. Any Councilor motion will be open to both the Council and the Public for discussion.

The public is asked to be respectful and orderly. It is of the Council Chairman's discretion to determine whether a public comment is disrespectful or inappropriate in nature, at which point the Chairman may request the ceasing of comment or removal of the public member.

Millinocket publishes the draft agendas on the website and Facebook prior to meetings. If you have questions, you may ask the manager and/or a Town Councilor before the meeting. The town website is www.millinocket.org.

HOW CAN I GET MORE INVOLVED? Come up and speak or submit a written statement to the Council Chairman and/or Town Manager. The Town Council is always seeking public input to ensure all perspectives, beliefs and desires of the public are considered. Want to do more? Become an appointed member of a committee! The Town publishes these openings on the website, Facebook, and local newspaper. You may also request to serve on an existing subcommittee by filling out a form on the town website at:
<https://millinocket.org/government/committees-and-boards/>.

November 16, 2020

The Special Town Council Meeting was brought to order via Zoom at 6:00 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier	McEwen- Excused
Danforth	

Also, in attendance: Interim Town Manager Dr. Annette Padilla, Media Ben Barr, Presenter Don Gerrish and Steve Buck.

Pledge of Allegiance.

Special Presentation:

a) Don Gerrish – Eaton Peabody Consultant – Timeline of Town Manager Search
Presentation of Town Manager Search - See Attached Timeline Presented.

Councilor Pray anticipates with inquiries of a potential shorter timeline.

Don Gerrish expresses this timeline as aggressive factoring in the two major holidays.

Council discussion shares overall concerns with the timeline concluding Don would be contacting the Chair directly to disperse information to the council as well as compile council feedback on proceeding with an ad with the majority agreeing an ad would be put out in a national search as well as locally.

Adjourn @ 6:40 pm -Motion – Jackson

Second – Pray

Vote 6-0

November 20, 2020

The Executive Session was brought to order via Zoom at 3:01 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier	McEwen- Excused
Danforth	

Also, in attendance: Interim Town Manager Dr. Annette Padilla and Legal Counsel Dean Beaupain.

ORDER #302-2020 PROVIDING FOR: Executive Session of the Town Council.

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. § 405(6)(E) Consultations with Legal Counsel.

Motion – Danforth Second – Jackson Vote 6-0

Adjourn @ 4:04 pm -Motion – Jackson

Second – Danforth

Vote 6-0

ORDER #296-2020 - AS AMENDED

PROVIDING FOR: Acceptance of Town Council Procedure Policy.

IT IS ORDERED that the Millinocket Town Council adopt the proposed amended Town Council Meeting Procedure Policy proposed as amended on December 10, 2020, a copy of which is attached to this order.

PASSED BY THE COUNCIL: 12/10/2020

ATTEST: Diana M. Lakeman

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, ***with the Council Chairperson having final approval**. 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. ***Members of the public will be required to sign in if attending in person.** 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 set at the discretion of the Chairperson. Special Presentations may be made by members of the public to the Town Council, provided that:** 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.

***Presentations may be made at the request of a councilor and determined by**

Chairperson. Nothing in this Section shall limit 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), ***after signing in and stating their name and address to the council, limited to no more than three (3) minutes.**

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.

***In the event that Town Council meetings will be held virtually the following additions and/or changes to procedures will apply under the aforementioned Sections:**

Sections 1 through 14 - All references to "votes" in the aforementioned sections must be done via "roll call," which is an audible vote.

Section 7 - Agendas - Virtual access to the Town Meetings will be subject to these same requirements.

Section 9 - Public Participation - Virtual Town Council meetings are open to the public, as are in-person meetings. In addition to the parameters set in Section 9, those interested in attending virtual meetings must provide their full name in the "waiting room", or its equivalent, before being accepted into the meeting. Those who do not provide their full name will not be admitted to the meeting. Any participant to the Virtual Town Council Meetings may be subject to being muted or removed, at the discretion of the Chair and/or host. Participants may also submit comments via "chat", or its equivalent, and will be monitored by the Chair and/or host.

Amended 01/26/2006

Amended 09/26/2007

Amended 12/7/2015

Amended 12/8/2016

***Proposed Amendment 12/10/2020**

Tabled

ORDER #296-2020

PROVIDING FOR: Acceptance of Town Council Procedure Policy.

IT IS ORDERED that the Millinocket Town Council adopt the Town Council Meeting Procedure Policy as amended on December 8, 2016 and last adopted November 8, 2019, a copy of which is attached to this order.

PASSED BY THE COUNCIL: *Tabled*

ATTEST: *Diana M. Lateman*

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- 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.

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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.**

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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



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

Town Manager's Report

Thursday December 10, 2020

Next Regular Council Meetings – to be held via Zoom at 4:30 p.m.

- Monday, December 21 4:30 PM

The Town office will be closed Wednesday 12/23 1200 noon, Thursday (Christmas Eve) and Friday 12/15/20 Christmas Day); Happy Holidays!

Town office closed Thursday 12/31/20 and Friday 1/1/21 (Happy New Year)

Council meetings:

- Thursday, 1/14 & Thursday 1/28, 430 PM

1)Departments & Staffing

Meeting weekly for updates. Working with Food Sustainability Intern Meagan Collins.

Met with Town Clerk on front office operation.

All Depts received their budgets to assess funding and percent spent at 50% for the fiscal year. Meeting with staff weekly to address issues, projects, and collaboration

Consolidation of Municipal Services with Medway and East Millinocket Survey with 11

Departments: 1) Code; 2) Fire, EMS, Public Health; 3) GA, 4) Police, 5) PW, 6) Rec., 7) Tax Assess., 8) Tax Coll., 9) Town Clerk, 10) Treasurer/Auditor, 11) WW is complete. The results from question 2 on support for consolidation show 60% of the departments (6/10 surveyed) agree that they favor consolidation as an approach. Q3: A majority 8/10 share resources already with the other Towns. This consists of mostly information and equipment, and one department reported management Q4. Q5 on how consolidation would work for their department needs more thought as none of the above was 60%, perhaps depts don't know how it would work, perhaps we are in the ideas stages. Q6 on concerns includes departmental operations, management of Dept, and jobs. I thought jobs would be higher. This concludes this brief survey on Consolidation (Please see survey detail attached) I may want to get a full membership to SurveyMonkey so that we can ask more questions and be able to export the analysis.

<https://www.surveymonkey.com/results/SM-RNN7R7QZ7/>

Airport Project-Meeting with Acadia on FBO building 12/8. Researching other local airport operations in Lincoln and Houlton to understand services and staffing structures.

Addressing vendor issues with contracts, payments, etc. The town needs to develop a master list of contractors with Treasurer and have standards for billing to ensure Town receives value.

2)Councilmember Support: Coordinated Legislative Briefing with Senator Dill and **scheduling with Maine State Representative Peggy Stanley (R-Medway) for possibly 12/14.**

Drugs. From that meeting with the Senator, followed-up on need for Drug funding with Gordon Smith, Esq. Maine State Director of Opioid Response. He suggested a regional strategy for the Katahdin area and that I look at his proposal which was not funded by a private philanthropy and a copy of the statewide Opioid Response Strategic Action Plan that is being updated. He suggested I reach out to our recovery partners, Pir2Peer and Breaking the Cycle which I have.

-Created a draft report card on drugs to track data from Police (arrests), EMS (Narcan use to prevent ODs), and Hospital overdoses. Requested alcohol, tobacco, and other drug data from high school and middle school. Contacted the Maine representative for the National Alliance for Drug Endangered Children to get referrals for funding. <https://www.nationaldec.org/road>.

Citizen's Participation Guide drafted for Chair and Council based on document from Maine Municipal Association.

Worked on various projects: such as Health and Wellness funding, getting Roberts Rules of Order books to Councilors. Planning to Schedule a Millinocket Code Training with Dean Beaupain.

Sustainability Committee: Sent out Zoom link and attended meeting 12/2 for Chair Golieb and other members attending. Assessment of Public Safety Building for Airport or other property in Town. Listen to discussion on Solar Farm (Energy) RFP.

Intern Megan Collins who is working in food sustainability was sent grant information on the topic. Reviewed proposed scope of work by Miss Collins.

3)Community Events: Pearl Harbor Day 12/7 via State of Maine notification and flags at half mass (notices to website and FB to thank Veterans).

Met with Mobilize Katahdin on Covid Crisis and Bob Peterson, CEO Millinocket Regional Hospital (MRH) sent data charts from the state.

COVID: Received data from Bob Peterson, Design Lab, Column in Lincoln News, Katahdin Edition. Below is the MRH Covid Update of 12/7/12

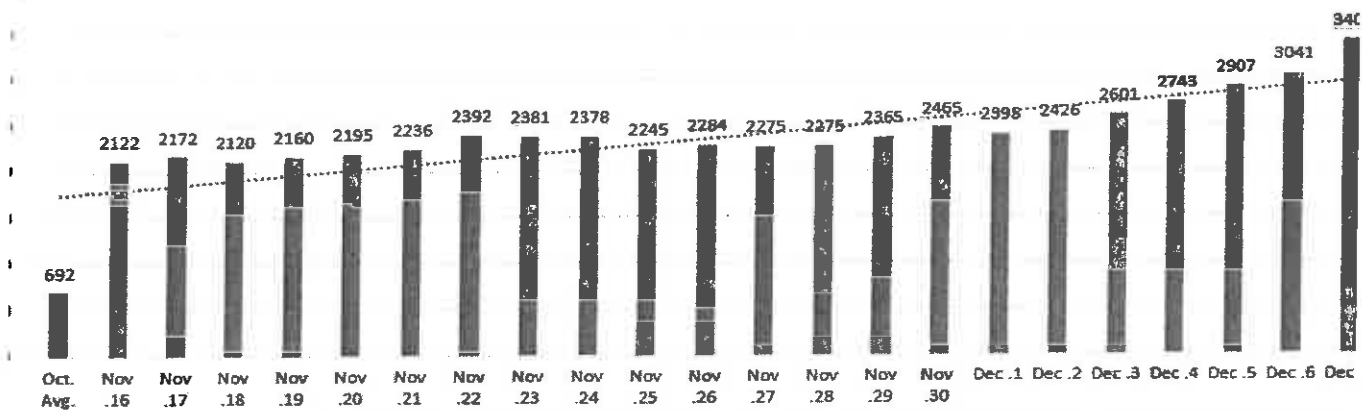
- Over the weekend and including today, the number of positive COVID cases in Maine increased from 12,844 on Friday to 13,775 today – a 7.2% increase in three days.
- Over the weekend and including today, the number of positive COVID cases in Penobscot increased from 1044 on Friday to 1107 today – a 6% increase in three days.

Active cases in Maine increased from 2743 on Friday to 3402 today – **an increase of 24%!**

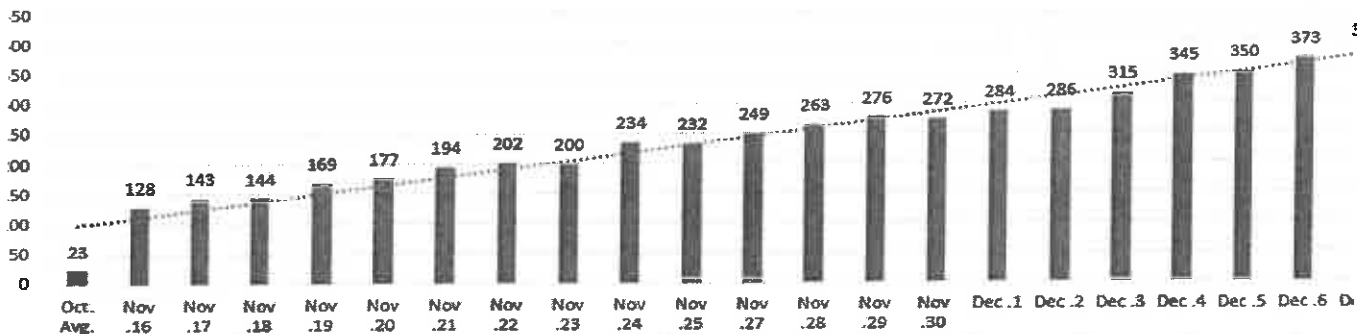
Active cases in Penobscot County increased from 345 on Friday to 385 today – an increase of 11.6%.

Please review the graph below – the trend line is going upward in our County and State (not good) signifying that Maine is clearly in the middle of a statewide COVID outbreak and the situation is not improving or leveling off.

Active COVID Cases - Maine



Active Covid Cases - Penobscot County



The movement of the outbreak continues to edge closer to us – please do everything you can to stop the spread of this virus here in the tri-town area and surrounding towns. Limit community and social contact, wear a mask faithfully, when with others maintain your distance (6 feet is good, 8 is better), and wash your hands

often. The more we all set the example, the more chance we have of others in the community doing the right thing. This is a dangerous and strong virus – it spreads easily and makes some folks extremely sick (or worse). Let's not let this virus overtake our communities. It truly takes a village to knock this down. The numbers are sobering – we cannot afford non-compliance with the CDC safety guidelines. Please stress this when you see your family and friends. Thanks.

4)Partners: Met with Rick Bronson, Town Manager of Lincoln via phone for an overview of issues of mutual interest and Peggy Diagle, East Millinocket Board of Selectman and former Interim Town Manager for an overview regarding her tenure as TM of Millinocket.

Comprehensive Plan –Updates from Planning; Fire, EMS; Public Works, Treasurer received. Collaborating with Anna Stockman, Planner Eastern Maine Development Corporation for updates per the 12/28 deadline.

5) Finance & Auditor-Working closely with MaryAlice Cullen, Treasurer to plan a 12/21 Budget Update Presentation to Council.

6)Technology-WiFi should be in the building this week or next.

7) Public Relations-Many complaints and concerns have come in. I view this as positive that the community is engaged. These take time to research and respond to, yet are a priority for the manager. Using Design Lab to post updates on events, power losses, and other communications via Facebook and the Website. Logo use list in process related to use of Seal per Council request.

Legal-Working with Dean Beaupain on current legal issues as well as assessing legal needs and other legal experts and coalition legal involvement with other Towns.

Food Sustainability Project-by Meagan Collins, Sierra Club

Sustainability of food is defined as looking at our food sources, nutrition, and how the local community can access more healthy food independently and continuously.

Report for work done so far:

-Began by outlining the projects and goals we have for my time in Millinocket and the local food system. This includes first assessing the current system so I created a list of contacts to keep track of who I speak to and plan to reach out to, then compiled the questions to ask when interviewing each of the Grocery stores, farms, restaurants, and food banks in town. In creating that list I used the goals we discussed on the Sustainability Committee Zoom call last week and referenced a similar report from a local foods initiative in Kentucky.

-I also reviewed the grants you sent from Gov. Mills office: (1) The Agriculture and Food Processing Reimbursement applies to all businesses in the food supply chain that add value (so packing is included but sales is not by my understanding) who were affected by the COVID pandemic in the amount of between \$1,000 to \$100,000. (2) Relief funding for Food Banks is up to \$10,000 (no minimum) for food security non-profits that serve Maine residents for changes made to meet social distancing guidelines, infrastructure changes, and unexpected increase in food insecurity. Both grants are due next Friday, December 18th and are limited to the timeframe of March 1st, 2020 to the time of application.

-I have done some brainstorming for both the Garden and small business support/entrepreneurship aspects of the projects. I will continue compiling resources for businesses; I think it is best to prioritize the time sensitive grant opportunity first so I am focusing on that. In general, I am talking to lots of people to get acclimated to the town (for me personally and) to see what programs, connections, and opportunities there are. Meagan Collins, Intern

Email (preferred) is Manager@Millinocket.org, Phone Direct: 207-447-4093; Telephone: 207-723-7000 x5 Fax: 207-723-7002 www.millinocket.org. We are Zooming for all meetings now due to Covid.

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 jobs or 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

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

December 9, 2020

To: Dr. Annette Padilla, Interim Town Manager
From: Ralph Soucier, Public Works Director

Safety:

- Crews continue to follow guidelines for **Covid-19** as a safety priority. No issues YTD. Encouraged all to **receive a Flu Shot ASAP**. Installed a hand sanitizer station located on the wall of Public Works as employees enter. Town Covid-19 Stats are shared with employees.

Public Works:

- Saturday December 5th at 3pm Public Works was called out to address a Nor-Easter rain snow event. The Temperature was right for rain and heavy snow to mix causing icing on power lines and tree limbs. **We had several tree limbs down in roadways and telephone and TV Cable lines hanging down** due to the ice on them. Plowing roads became difficult trying to avoid the hanging wires. The crew had done a great job as roads were kept ice free, and the equipment ran well with no issues. The crew worked until noon time Sunday, then were scheduled in to do snow removal on main street and the downtown area at 3am. before traffic starts on Monday.
- Several calls to Public Works from homeowners that trees had come down. Crews have cleaned up trees and limbs that were on the Town's right-a-way. Several trees that are down are on **Residents private land, the Town would not be allowed to take care of them** and discussed that with the Residents as much as we would like to help them.
- Dog complaint came up with a Resident concerned about people taking their Dogs to the Recreation Areas and not cleaning up after their pets. The sliding hill know as the old ski-toe is one of those areas. The Town has signs posted at the beginning of the road and have Dog cleanup stations installed in several points across Town. It is a case of people not taking care of their Dog waste. **Remind the public to pick up after their dogs.**

Transfer Station:

- **Monday December 7th had no power to run the Transfer Station. Town had posted this on Facebook Page and Web Site, and Public Works posted a sign on the gate at the transfer site** to let the public know what was going on. Transfer Site gate remained closed for the day. **Power was restored at 1:45pm Monday.**
- Northeast Bio had set the brush grinder in at the compost area and ground up most of the brush pile again. Several loads were hauled off by the contractor to off-set the grinding costs to the Town. **There is not much demand for Bio-Mass fuel.** We had an opportunity to move some and took advantage of that. With all the issues with wind damage and Weather- related issues, a lot of trees have been damaged, and this site is being used more often.
- December 16th is the next MRC Virtual Public Meeting.

Airport:

- November 6th the Federal Aviation Administration (FAA) sent the Town a **Grant Closeout Letter for the Snow Removal Building**. We now have another great project completed for our Airport.
- Just received the New Snow Removal piece of equipment that came from a Federal Grant which replaces our twenty-five-year-old snow blower. J.A. Larue, Inc. located in Canada had built the

machine which is a carrier vehicle all-in-one machine and has trained The Town's Mechanic and Airport Supervisor in a two-day session on Maintenance and Operations of this equipment. Jeff Campbell has used this machine on the last storm and is amazed how well it works and cuts the time to get the runways open for business.

- **Master Plan Update is coming together well. Hoyle Tanner is working also with Dr. Annette Padilla to modify the Airport Survey** to make it more user-friendly for non-aviation use as well.
- **New General Audio Recording Device (GARD) system is running** now monitoring surveillance aircrafts. The Maine Department of Transportation will be doing training on that system Via Zoom December 17th. Jeff Campbell is signed up to take the training.

Cemetery:

- Closed for the winter. Posted on the Town's Web Site for more information.

Ralph Soucier, Director of Public Works, 20 Cedar Street Millinocket, Maine Tel. (207)723-7030
Fax (207)723-7029 E-Mail: publicworks@millinocket.org

2) Wastewater Treatment



**Town of Millinocket
Wastewater Treatment Facility
Medway Road Millinocket, Maine
Tel. (207) 723-7040 Fax (207) 723-7029
E-Mail: wastewater@millinocket.org Web Site: www.millinocket.org**

December 04, 2020

To: Dr. Annette Padilla, Interim Town Manager
From: Jim Charette, Superintendent
Re: Wastewater Activity Report.

- The treatment facility and pump stations are currently all functioning well. Routine maintenance along with required lab work is performed on a daily basis.
- In the past several years, we have been working with Olver Associates Inc., as the town's engineering firm. The most recent project is funded with a \$3,000,000 State Revolving Loan Fund (SRF) bond, which is administered by the Department of Environmental Protection.
- The States Streets Upgrade Project, which was a two phase project. Starting on Minuteman Drive, this section was completed by T Buck Construction Co. in 2018.
- In the summer of 2019, Northeast Paving Co. started construction at the intersection of Cottage Road and New York St., Sunrise Construction Co. was subcontracted by Northeast Paving to do this work. It was a very slow start with this company. The rest of the project to be finished in the upcoming summer is the remainder of New York St., the length of New Jersey St, and a section of Massachusetts Ave between New York St. and New Jersey St.
- Total project spending to date is \$1.149M of which \$988k has been borrowed against the bond.

- It is expected that the Elm and Bates Streets sewer upgrade projects will go back out to bid in January. The reason we are going out to bid again is because the bids that were received this past summer were too high. Hopefully we will get better results in January. This is a grant funded project from the Community Development Block Grant program.

James Charette, Superintendent
 Millinocket Wastewater Treatment Facility (WWTF)
 197 Penobscot Ave.
 Millinocket, ME 04462
 wastewater@millinocket.org
 207-723-7040 or 207-731-3534

3) Police Department

To: Interim Town Manager
 From: **Craig Worster, Chief of Police**
 CC: **Town Council**
 Date: **December 7, 2020**
 Re: **Activity report**

-
- We generated or responded to 284 Incidents since November 1, 2020 to November 30, 2020. **It should be noted**, that for the same time frame in 2019, there were 488 calls for service. The drop in incident numbers are the result of property checks not being entered individually, but by area.
 - Major incidents for this time period (2020) were 7 citizen/agency assists, 13 medical calls, 23 Information complaints, 6 welfare checks, 5 PD accidents, 4 disorderly conducts, 7 theft, 9 suspicious and noise problems, 2 - 911 hang ups and 12 family fight calls.

Chiefs' Report

- Investigating a suspicious death involving a male that had been found on Peddlers Hill by Ralph Saucier, Public Works. The results of that investigation are ongoing at this time. Update, working with other state agencies to assist in processing various pieces of evidence.
- Working on digitizing the Millinocket Police Departments Rules and Regulations, there are over 50 separate documents.
- Investigating a personnel complaint from June 2020.
- Continuing to investigate a recently re-opened cold case from 2016 and following up on leads that developing. Anyone that has information in regards to the Karl Preble assault case are asked to contact the Millinocket Police Department.

- To date, the Millinocket Police Department has never administered **Narcan**, which is supplied, regulated and tracked by the Attorney General. The Department had a meeting with the Town Manager, EMS, and Breaking the Cycle on the protocols to use the substance to prevent deaths from overdosing. All agreed to report data into the manager to track Narcan and promote use of it to save lives.
- Arrested Ryan Schiller for Possession of a Schedule W Drug after he was found in a residence hiding in the bathtub. Schiller was given a summons to appear in Millinocket District Court and also received a Cease Trespass Notice for that residence as well. Schiller was cooperative throughout the process, but refused assistance in seeking treatment for his addiction.
- Arrested Ryan Schiller for two counts of theft and two counts of forgery after he took another persons blank checks and forged their name.
- Arrested Racheal Jo White after she was found in a residence taking a shower, White was arrested after a check with the Penobscot Regional Communication Center revealed that she was wanted for Failure to Appear. After waiting over 4 hours for a family member to provide the bail money (\$460.00), she was transported to Penobscot County Jail.
- Training – Refresher Training for all officers on the Attorney General’s **Narcan policy**.
- Conducted **two separate narcotics details with the U.S. Border Patrol**, which further enhances our relationship with them.
- Assisted the Millinocket Regional Hospital with a highly intoxicated individual, retrieving him 5 separate times after he walked away from the Emergency Room.

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**

12/04/2020

- We still have two FF/Paramedic’s out due to injuries, also have one FF/EMT position open Chief covering open shifts.
- Attended ZOOM meeting with Maine Sprinkler Coalition updates to codes.
- **Re: Covid:** I 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.
- Attended ZOOM meeting with Interim Town Manager and Dept. Heads.

- Fire Station is still locked down.
- Conducted monthly Fire and EMS training
- Completed 2 **wood stove inspections (note these are free to the public if you call the Department)**
- Conducted interviews with Lori from Human Resources for FT FF/EMT position.
- Received 3 new LP 15 cardiac monitors and training has been conducted units now in service.
- K & T Fire Equipment has been in and removed old station exhaust system and is in process of getting new system installed.
- Worked on and finish **report for Interim Town Manager on Narcan usage in past 3 years.**

12/04/2020 Public Health Officer

- **Corona Virus:** Participating in numerous teleconferences and webinar concerning the Corona Virus and precautions and protocols recommended by CDC, EMA, and Maine EMS.
- Did follow up's for ME Dept of Health on complaints against area business regarding mask, worked with business and supplied education materials and supplies.
- Following up on daily basis with School Dept. on any issues or problems, things seem to be working very well no issues or concerns.
- Continued to monitor activities around our area regarding COVID-19 testing is and its effect on our community.
- Worked with local facility that had two employees test positive, CDC has been notified and testing of all staff and residents completed.
- Work with area residents about mask usage and answering their concerns.

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

www.millinocket.org

Fire and Ambulance Service

Local Basic Life Support Calls	12
Local Advanced Life Support Calls	23
Out of Town Basic Life Support Calls	6
Out of Town Advanced Life Support Calls	4
No Transport Calls	9
Police Stage Calls	1
Advance Cardiac Life Support Intercept	0
Public Assist Calls	3

Total Calls 58

CALLS WHERE NARCAN WAS ADMINISTERED BY MILLINOCKET FIRE FROM 01-01-2018 THROUGH 12-01-2020

- 2018 4
 - 2019 4
 - 2020 4
- 8 of these were males and 4 were females; Ages from 23-90

Chief Thomas Malcolm
Millinocket Fire Department

SPECIAL STORM REPORT OF 12/07/2020

This report from Millinocket Fire Department for activity during this past weekend

- From 300pm on Saturday, December 5th, through Sunday, December 6^h at 1000am the Millinocket Fire Department responded to the follow calls: **15 Trees down or wires down** that were impeding the public way, 1 Fire Alarm activation at St Martins Catholic Church (due to power outage), 1 Structure Fire that was contained to a bathroom (caused by candle left burning) during this call also had a resident taken to MRH for smoke inhalation.
- During the above incidents, the Town of Millinocket was without power on one side of the community from Central St bridge to the west side of Millinocket. The power outage was from 900pm on Saturday through 1000am on Sunday.
- These incidents were all tied to the snow/windstorm that passed through Millinocket over the weekend. During this time, we closely monitored the conditions and **the need to set up emergency warming huts if necessary.**

5)Recreation Department

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

Recreation Department Update December 10th Meeting

1. We have still been working with the fence company on the projects for the Ball fields. The Girls softball field is almost completed. They will be putting the gate on the fence this week and then we will only have the canopy for the backstop to finish in the spring. The other two fields will be done in the spring.
2. We have a wreath lighting on Thursday this week at the Medway Middle School.
3. I will be attending a School Board meeting Wednesday to talk about getting youth basketball started.

Jody Nelson, Director of Recreation

Director of Recreation

jodynelson@gwi.net

Office 746-3553 Cell 447-1366

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

6)Code Enforcement and Information Technology (IT)

IT

- Working on mapping out the building network architecture.
- Assisting staff with network issues.
- Working with our network contractor MTG. (Mine Technologies Group)

Code

- Work with planning board on code revisions and assisting with planning board Zoom Meetings.
- Setup Zoom meeting for board of assessing review and operate.
- Processing permits and dealing with complaints.
- Assist interim manager with code questions and answering complaints from residents.

Respectfully

Richard Angotti

Administration

7)Treasurer & Auditor

Lien-Related Items

The lien filed 6/28/19 for unpaid FY19 property taxes will foreclose 12/18/20. Presently, there are 24 accounts involved.

Three letters sent 11/19/20 to three citizens offering them an opportunity to repurchase their properties that foreclosed due to an unpaid 5/17/19 sewer lien. These people have until 12/21/20 to reclaim their properties. To date, I have only heard from one of the recipients of his intent to repurchase the property by that date

Other

The final Keep Maine Healthy Grant submission is due Friday, 12/11. To date, there remains approximately \$3,200 unspent funds.

The reporting for the \$10,000 CTCL grant received for elections expenses is due in January 31, 2021. I will be seeking an extension to June 30, 2021, as there are ongoing expenses being

Incurred from the election which involve additional clerical work to wrap up related details.

The legal fees Budget of \$55,000 is spent and a determination will need to be made as to what the budget adjustment should be for the balance of FY21. An order has been submitted

For this week's meeting to provide what is most likely temporary relief, by increasing the budget \$11,000.

I am in the process of finishing the November financial reports.

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

8)Tax Assessor-

- I inspected 122 Penobscot Ave with the contractor. We are receiving more requests from taxpayers for property inspections where the taxpayer feels their valuations are too high.
- Annette and I met with Paul from Brookfield
- The office mailed more Business Equipment Tax Reimbursement (BETR) forms to taxpayers.

BETR is a state program that reimburses businesses for a portion of personal property taxes that are paid on qualifying business equipment. State law requires the assessor to certify the value and tax amount of these assets.

- Please note that I am running behind regarding responding to taxpayers inquiries. The volume of inquiries is exceeding my ability to answer in a timely manner at this time.

Lorna Thompson
 assessor@millinocket.org

9)Tax Collector

Sharon Cyr, Tax Collector

197 Penobscot Avenue, Millinocket, Maine 04462 Telephone 207-723-7006 FAX 207-723-7002
 Taxcollector@Millinocket.org

November was a busy month with wastewater payments and dog licenses.

- The office has also been busy with new and re-registrations, inquiries, receipting, end of month reports, tax payment processing, Birth certificate request ,phone and email inquiries, mail and drop box payments, and processing bank deposits and change orders.
- Totals below reflect month end reports for November for motor vehicle sent to State agency.

November Motor Vehicle 10/30/2020- 11/06/2020

46 Passenger Plates \$1610.00	1 Antique Plate \$30.00	2 Commercial plate \$85.00	3 Trailer \$63.00
10 Title \$330.00	6 Transfer \$48.00	Specialty plates 5 \$85.00	Sales tax 7 \$599.56
Excise tax 55 \$10755.72	Total State 86 2,890.56		

11/6/2020-11/13/2020

43 Passenger Plates	1 Antique Plate	3 Commercial 1 plate
---------------------------	-----------------------	----------------------------

\$1505.00	\$30.00	\$959.00
5 Trailers \$72.00	8 Titles \$264.00	2 Lost plates \$10.00
5 Duplicate stickers \$1.25	3 Transfers \$24.00	7 Sales tax \$481.25
52 Excise tax \$15,901.08	Specialty Plates 11 \$110.00	State Total \$3,474.50

11/13/2020-11/20/2020

45 Passenger full \$1575.00	4 Commercial \$1,171.00	5 Trailers \$94.50	1 Farm truck \$39.00
15 Titles \$396.00	4 Duplicate stickers \$1.00	13 Title \$396.00	4 transfers \$32.00
11 Specialty/ Vanity Plates \$195.00	11 Sales tax \$1,017.68	54 Excise tax \$14,028.91	State Total \$4546.18

11/20/2020-11/25/2020

19 Passenger full \$665.00	1 Trailer \$21.00	7 Titles \$231.00	1 Vanity plate 25.00
1 Lost plate \$10.00	6 Duplicate Stickers 1.50	3 Transfers 24.00	4 Sales tax 203.50

County Excise

Piscataquis	Penobscot
--------------------	------------------

14	17
\$4381.94	\$3203.27
6.00x14=-84.00	6.00x17=-102.00
\$4297.94	\$3101.27

10) Clerk's Office

Town Clerk

- Attached is the November 1, 2020 to December 7, 2020 Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,599,945.67 were collected, which involved 2,184 transactions processed in TRIO.
- Working on back-logged Council meeting Minutes
- Clerk's part-time temp as of 12/3 and 12/4 is processing and filing voter registrations cards from November 3, 2020 election.
- Office Assistant processed November month end reconciliation reports, pending checks to mail to all State Agencies.
- Working out some technical issues/quirks throughout the office, set up on clerk's computers with certain programs and devices.

Elections

Pending permissions to activate Voter Participation History (VPH) in Central Voter Registration (CVR) by the Secretary of State (SOS) office to continue with the final process of the November 3, 2020 General Election with a January 13, 2020 deadline date (activation is on hold as other cities and towns have not resolved all absentee ballot application discrepancies).

Wastewater

Wastewater payments are flowing in, mail and drop box payments processed daily, processing a fair amount of in person transactions.

Tax Collections

Reminder: Real Estate and Personal Property **tax due date before interest – 1/13/2020**

Other Items

- Snowmobile, Boat, Dog and Hunting/Fishing Licenses are now available to purchase and renew for 2021.
 - **Note: Dog Licenses will expire 12/31/2020 with a mandatory \$25 late fee as of 2/1/2021.**
- 2021 Transfer Site stickers should be available for sale around mid-December.

Diana M. Lakeman

Town Clerk/Deputy Tax Collector/Registrar of Voters/Motor Vehicle Agent/Inland Fisheries & Wildlife Agent/Notary Public
207-723-7006 or 7007 -phone
207-723-7002 -fax
townclerk@millinocket.org

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
207-723-7002 -fax townclerk@millinocket.org

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

Lori A. Santerre

Human Resources Director

- Personnel issues
- Advertising for a custodian.
- Interviewed for the Fire Department position.
- Assisting employees with open enrollment options.
- Emails and Phones
- Starting the conversation about upcoming retirements and replacements.
- Officer Connor Hrynuik has left to pursue other interest; we wish him all the luck.
- Scheduling of monthly drug and alcohol testing per Maine DOT.

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Updated Ordinance through the council.

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes on these payrolls.
- Month end reports
- Reporting to Library their monthly expense detail report.
- Reconciling accounts for year end.

Would like to thank everyone for helping during this time without a custodian.

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



INVITE

Millinocket Department Input on Consolidation

QUESTION SUMMARIES

DATA TRENDS

INDIVIDUAL RESPONSES

Q1

What is the department that you lead?

Answered: 11 Skipped: 0



ANSWER CHOICES

RESPONSES

Code Enforcement	9.09%	1
Information Technology (IT)	0.00%	0
Fire Department, Emergency Management, Public Health	9.09%	1
General Assistance	9.09%	1
Human Resources	0.00%	0
Police & Animal Control	9.09%	1
Public Works-roads, cemetery, solid waste, airport	9.09%	1
Recreation	9.09%	1
Tax Assessor	0.00%	0
Tax Collector	9.09%	1
Town Clerk	9.09%	1
Treasurer	18.18%	2
Town Manager	0.00%	0
Wastewater	9.09%	1
TOTAL		11

Comments (1)

Q2

Municipal Consolidation is part of the draft Regional Comprehensive Plan of Millinocket, East Millinocket, and Medway. This refers to reducing the number of Towns and increasing services. Are you in favor of this?

Answered: 10 Skipped: 1

Share Link

<https://www.surveymonkey.com/re>

COPY

SHARE SETTINGS

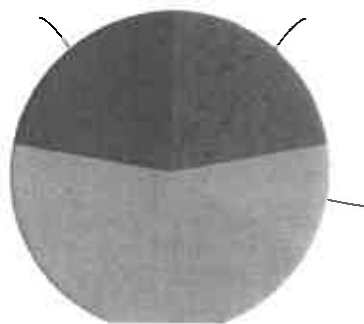
Tweet

Share

11 responses



INVITE



ANSWER CHOICES

RESPONSES

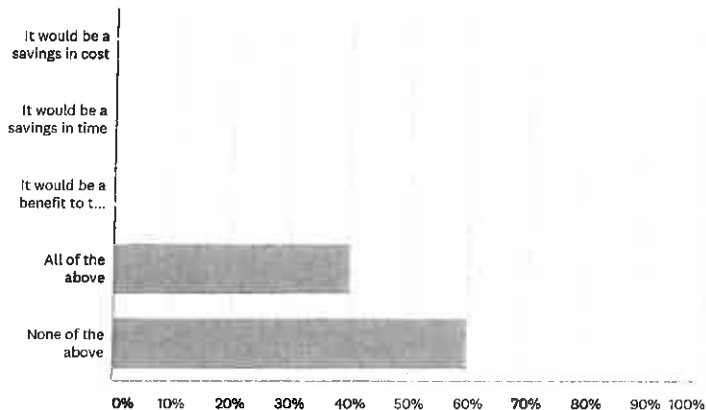
Equipment	22.22%	2
Staff	0.00%	0
Funding	0.00%	0
Management	11.11%	1
Information	44.44%	4
Other (please specify)	22.22%	2
TOTAL		9

Q5



How would you see consolidation working for your department?

Answered: 10 Skipped: 1



ANSWER CHOICES

RESPONSES

It would be a savings in cost	0.00%	0
It would be a savings in time	0.00%	0
It would be a benefit to the community	0.00%	0
All of the above	40.00%	4
None of the above	60.00%	6
TOTAL		10

Comments (1)

Q6

Share Link

<https://www.surveymonkey.com/results/SM-RNN7R7QZ7/>

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SHARE SETTINGS

Tweet

Share

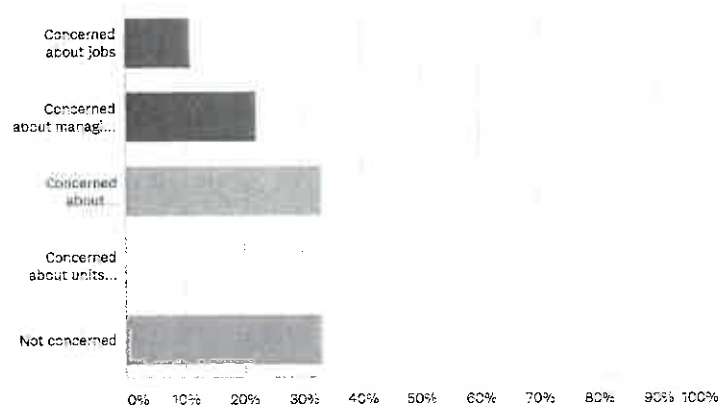
11 responses



What concerns do you have about consolidation?

INVITE

Answered: 9 Skipped: 2



ANSWER CHOICES

RESPONSES

Concerned about jobs	11.11%	1
Concerned about managing the department	22.22%	2
Concerned about departmental operations	33.33%	3
Concerned about units (subdivision) in my department	0.00%	0
Not concerned	33.33%	3
TOTAL		9
Comments (1)		

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Other (please specify)

Equipment

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<https://www.surveymonkey.com/r/...>

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Share Tweet Management

Share

11 responses

Diana Lakeman

From: Annette Padilla
Sent: Tuesday, December 08, 2020 7:08 PM
To: Diana Lakeman
Cc: sgolieb@millinocket.org
Subject: Draft Interim TM Report
Attachments: Mgr Interim Report Millinocket 12 8 2020 - Copy.docx

Waiting on Ralph and Lorna to update. I can update during my presentation and also discuss FBO funding.

Thank you,

Dr. Annette Padilla (Annette), PhD MPH sMBA
Interim Town Manager, Town of Millinocket, Maine USA
Manager@millinocket.org
Office 207 723 7000 x5
Direct 207 447 4093
197 Penobscot Avenue
Millinocket, Maine 04462 USA
www.millinocket.org



Diana Lakeman

From: Annette Padilla
Sent: Thursday, December 10, 2020 11:04 AM
Cc: Diana Lakeman
Subject: Updated Report for Interim Town Manager
Attachments: Mgr Interim Report Millinocket 12 8 2020 - Copy.docx

Hello Council and Department Heads,

See the updated report for the meeting at 430pm today. Sections updated include public works, assessor, and the food security section under my report.

Thank you,

Dr. Annette Padilla (Annette), PhD MPH sMBA
Interim Town Manager, Town of Millinocket, Maine USA
Manager@millinocket.org
Office 207 723 7000 x5
Direct 207 447 4093
197 Penobscot Avenue
Millinocket, Maine 04462 USA
www.millinocket.org



ORDINANCE #8-2020

PROVIDING FOR: An Amendment to on Zoning Article XIII of Chapter 125-116 through 118 of the Code of the Town of Millinocket.

BE IT ORDAINED by the Town Council of Millinocket that Chapter 125-116 through 118 of the Millinocket Code Zoning Ordinance is amended by repealing all highlighted stricken fees and replacing with new fees underlined as attached to this ordinance.

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

First Reading: 12/10/2020
Second Reading: _____
Effective Date: _____

ATTEST: Diana M. Lakeman

Diana M. Lakeman, Town Clerk

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~~) \$0.17 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~~) \$0.14 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~~) \$0.05 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



**TOWN OF MILLINOCKET
PUBLIC HEARING
ORDINANCE #8-2020
Code Enforcement Officer Permit fees
CODE OF THE TOWN OF MILLINOCKET**

The Millinocket Town Council will hold public hearings on Zoning Article XIII of Chapter 125-116 of the Millinocket Code Zoning Ordinance which amends Section 125-116 Code of the Town of Millinocket. The hearings will be held during the Council meetings of December 10th, 2020 and December 21st, 2020 in the Council Chambers located in the Municipal Building, 197 Penobscot Avenue, beginning at 4:30 PM. or by Zoom

Dated at Millinocket, ME
Diana M. Lakeman
Town Clerk

November 23rd, 2020

ORDER #305-2020

PROVIDING FOR: Execution of the Warrant for December 10, 2020

IT IS ORDERED that the Warrant for December 10, 2020 in the amount of \$628,272.68 is hereby approved.

Passed by the Town Council 12/10/2020

Attest: Diana M. Lakeman

ORDER #306-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for The Blue Ox Saloon.

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

Thomas St. John, 61 Penobscot Ave, Millinocket
d/b/a
The Blue Ox Saloon, 61 Penobscot Ave., Millinocket

Passed by the Town Council 12/10/2020

Attest: Diana M. Lakeman

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Thomas St. John RESIDENCE Millinocket, Maine

NAME OF BUSINESS The Blue Ox Saloon ADDRESS 61 Presbyscot Ave.

NATURE OF BUSINESS Bar & Restaurant LOCATION TO BE USED 61 Presbyscot Ave
Millinocket

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

61 Presbyscot Ave Millinocket ME

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED?
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

YES _____ NO X

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

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



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



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CAL-1994-9347	12/23/2019	12/22/2020

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

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

Legal Name of Licensee: THOMAS ST. JOHN
Business Name of Licensee: BLUE OX SALOON, THE
Address of Licensee: 61 PENOBSCOT AVE
MILLINOCKET, ME

CODE	License Type and Description	FEE
CAL	CLASS X - CLASS A LOUNGE - MALT LIQUOR, WINE AND SPIRITS	2,200.00
FF	FILING FEE	10.00

Total Fees:

\$ 2,210.00

BLUE OX SALOON, THE
PO BOX 263
MILLINOCKET, ME 04462

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

BUSINESS Blue Ox Saloon
Thomas St. John

ORDER # 306-2020

**COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS**

☐ TAXES ARE CURRENT (RE/PP) Yes ☒ No ☐

☐ WASTEWATER IS CURRENT Yes ☒ No ☐

☐ POLICE INCIDENTS IN THE PAST YEAR Yes ☐ No ☒

(IF APPLICABLE PLEASE LIST)

RE Account 1224 Detail
as of 12/02/2020

Name: ST JOHN, THOMAS & DBA BLUE OX INN INC

Location: 61 PENOBSCOT AVENUE
Acreage: 0 Map/Lot: U05-214
Book Page: B4140P11

Land: 4,500
Building: 76,100
Exempt 0
Total: 80,600

2021-1 Period Due:

Ref1: L5+6-B27
Mailing PO BOX 263
Address: MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original			2,740.40	0.00	0.00	2,740.40
	10/7/2020		A	P	2,740.40	0.00	0.00	2,740.40
		Total			0.00	0.00	0.00	0.00
2020-1 R					0.00	0.00	0.00	0.00
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
Account Totals as of 12/02/2020					0.00	0.00	0.00	0.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

**PP Account 286 Detail
as of 12/02/2020**

Name: ST. JOHN, THOMAS

Location:

Assessment: 15,400

2021-1 Period Due:

Mailing Address: BLUE OX
61 PENOBSCOT AVE.
MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original			523.60	0.00	0.00	523.60
	10/7/2020		A	P	523.60	0.00	0.00	523.60
		Total			0.00	0.00	0.00	0.00
2020-1 R					0.00	0.00	0.00	0.00
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2015-1 R					0.00	0.00	0.00	0.00
2014-1 R					0.00	0.00	0.00	0.00
2013-1 R					0.00	0.00	0.00	0.00
2012-1 R					0.00	0.00	0.00	0.00
2011-1 R					0.00	0.00	0.00	0.00
2010-1 R					0.00	0.00	0.00	0.00
2009-1 R					0.00	0.00	0.00	0.00
Account Totals as of 12/02/2020					0.00	0.00	0.00	0.00

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

UT Account 125380 Detail
as of 12/02/2020 - Sewer

Name: ST. JOHN, THOMAS, DBA BLUE OX INN INC

PO BOX 263
MILLINOCKET, ME 04462

Location: 61 PENOBSCOT AVENUE

RE Acct: 0 Map/Lot: U05-214

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
248	11/20/20	Original		100.00	0.00	0.00	0.00	100.00
		Billed To: ST. JOHN, THOMAS & DBA BLUE OX INN INC						
	11/23/2020		P	100.00	0.00	0.00	0.00	100.00
		Total		0.00	0.00	0.00	0.00	0.00
245	08/21/20			0.00	0.00	0.00	0.00	0.00
241	04/29/20			0.00	0.00	0.00	0.00	0.00
238	01/30/20			0.00	0.00	0.00	0.00	0.00
234	10/30/19			0.00	0.00	0.00	0.00	0.00
228	07/31/19			0.00	0.00	0.00	0.00	0.00
220	04/24/19			0.00	0.00	0.00	0.00	0.00
216	01/30/19			0.00	0.00	0.00	0.00	0.00
208	10/24/18			0.00	0.00	0.00	0.00	0.00
201	08/08/18			0.00	0.00	0.00	0.00	0.00
197	04/20/18			0.00	0.00	0.00	0.00	0.00
191	01/30/18			0.00	0.00	0.00	0.00	0.00
185	10/27/17			0.00	0.00	0.00	0.00	0.00
182	07/28/17			0.00	0.00	0.00	0.00	0.00
176	04/14/17			0.00	0.00	0.00	0.00	0.00
171	01/27/17			0.00	0.00	0.00	0.00	0.00
166	10/20/16			0.00	0.00	0.00	0.00	0.00
162	08/05/16			0.00	0.00	0.00	0.00	0.00
158	04/15/16			0.00	0.00	0.00	0.00	0.00
151	01/27/16			0.00	0.00	0.00	0.00	0.00
148	10/30/15			0.00	0.00	0.00	0.00	0.00
141	07/27/15			0.00	0.00	0.00	0.00	0.00
138	04/28/15			0.00	0.00	0.00	0.00	0.00
135	01/16/15			0.00	0.00	0.00	0.00	0.00
134	10/27/14			0.00	0.00	0.00	0.00	0.00
127	07/29/14			0.00	0.00	0.00	0.00	0.00
123	04/23/14			0.00	0.00	0.00	0.00	0.00
119	01/31/14			0.00	0.00	0.00	0.00	0.00
110	10/25/13			0.00	0.00	0.00	0.00	0.00
109	07/26/13			0.00	0.00	0.00	0.00	0.00
103	04/29/13			0.00	0.00	0.00	0.00	0.00
102	01/18/13			0.00	0.00	0.00	0.00	0.00
97	10/23/12			0.00	0.00	0.00	0.00	0.00
94	07/26/12			0.00	0.00	0.00	0.00	0.00
91	04/30/12			0.00	0.00	0.00	0.00	0.00
86	01/31/12			0.00	0.00	0.00	0.00	0.00
83	10/21/11			0.00	0.00	0.00	0.00	0.00
80	07/25/11			0.00	0.00	0.00	0.00	0.00
77	04/25/11			0.00	0.00	0.00	0.00	0.00
74	01/20/11			0.00	0.00	0.00	0.00	0.00
68	10/18/10			0.00	0.00	0.00	0.00	0.00
64	07/16/10			0.00	0.00	0.00	0.00	0.00
59	04/16/10			0.00	0.00	0.00	0.00	0.00

Diana Lakeman

From: Craig Worster
Sent: Wednesday, December 02, 2020 10:54 AM
To: Diana Lakeman
Subject: RE: INCIDENT REPORT

No criminal activity associated with this business.

Craig Worster

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

This message (including any attachments) is intended only for the use of the individual or entity it is addressed and may contain information that is non-public, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. Delete this message immediately if you have received this in error. Thank you.

From: Diana Lakeman <townclerk@millinocket.org>
Sent: Tuesday, December 01, 2020 12:49 PM
To: Craig Worster <ChiefWorster@millinocket.org>
Subject: INCIDENT REPORT

Good afternoon,
Requesting incident report(s), if applicable, for the following business requesting an Application for Entertainment License to be brought to council action on December 10, 2020:
- Thomas St. John, d/b/a The Blue Ox Saloon, 61 Penobscot Street, Millinocket.

Thank you.

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

ORDER #307-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for The Blue Ox Saloon.

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

Thomas St. John, The Blue Ox Saloon, 61 Penobscot Ave.

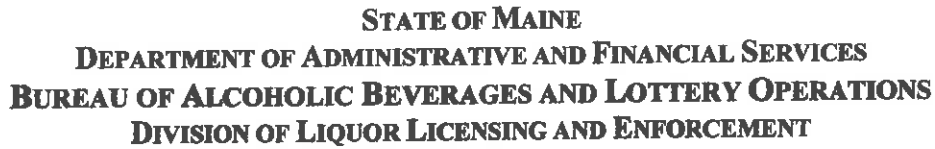
d/b/a

The Blue Ox Saloon, 61 Penobscot Ave.

Passed by the Town Council 12/10/2020

Attest:

Diane M. Lakenan



All Questions Must Be Answered Completely. Please print legibly.

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

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 12/22/20

Food: 20,689.¹² Beer, Wine or Spirits: 39,175.²³ Guest Rooms: _____

☒ Malt Liquor (beer) ☒ Wine ☒ Spirits

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input checked="" type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

61 Penobscot Ave

6. Is the licensee/applicant(s) citizens of the United States? ☒ Yes ☐ No

7. Is the licensee/applicant(s) a resident of the State of Maine? ☒ Yes ☐ No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

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

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

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

☐ Yes ☒ No

☒ Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

☐ Yes ☒ No

If yes, please provide details: _____

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

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

Name of Business	License Number	Complete Physical Address

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

Full Name	DOB	Place of Birth
Thomas St. John	8/5/46	Plattsburgh, NY

Residence address on all the above for previous 5 years	
Name: Thomas St. John	Address: 61 Penobscot Ave. Milliswick Me.
Name:	Address:
Name:	Address:
Name:	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

☐ Yes ☒ No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? ☒ Yes ☐ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: THOMAS ST. JOLLY Date of Conviction: '96-'01-'16
Offense: SELLING 17 MINOR LIG IN VIOLATION ^{WADEN AGE 10} Location: 61 PENOBSCOT AVE.
Disposition: FINE

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? ☐ Yes ☒ No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: STEPHEN AS H/DOUR Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? ☒ Yes ☐ No

17. Does the licensee/applicant(s) own the premises? ☒ Yes ☐ No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

three story Bldg. of which the bottom floor including patio 86'x86' will be occupied as bar and restaurant

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Church

Distance: 650'

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 11/23/20

[Signature]
Signature of Duly Authorized Person

THOMAS STUBBS
Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

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

Dated: 12/10/2020

Who is approving this application? ☒ Municipal Officers of Millinocket

☐ County Commissioners of _____ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

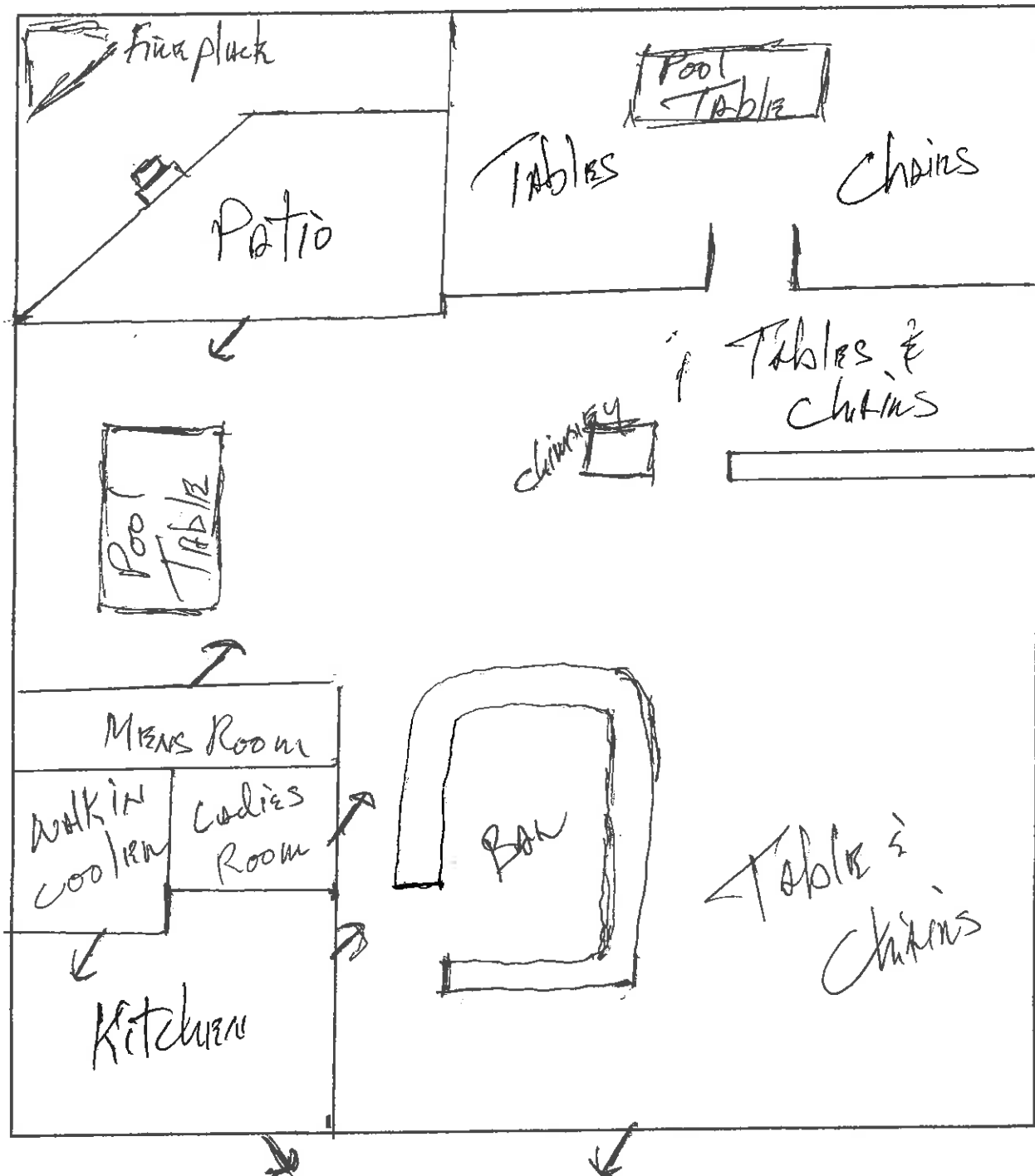
1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

Section VI Premises Floor Plan

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

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



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

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

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: THOMAS ST. JOHN
2. Doing Business As, if any: THE BLUE OX SALOON
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
THOMAS ST. JOHN	61 PENOBSCOT AVE.	8/5/46	OWNER	100%

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

*AMENDED - ORDER #308-2020

PROVIDING FOR: Approval to Increase Legal Department Budget

WHEREAS Legal Fees expensed to E0111-4003 and E0111-4012 (Legal Services and Other Services) will soon exceed the FY21 Budget of \$55,000

IT IS ORDERED that the Millinocket Town Council approves the following:

Increase Legal Fees Budget Account E0111-4003 - ~~*\$10,000~~

Decrease Budget Account ~~*E~~ _____ **Street Lights - \$10,000**

PASSED BY THE COUNCIL: 12/10/2020

ATTEST:

Diana M. Latour

amended-

ORDER #308-2020

PROVIDING FOR: Approval to Increase Legal Department Budget

WHEREAS Legal Fees expensed to E0111-4003 and E0111-4012 (Legal Services and Other Services) will soon exceed the FY21 Budget of \$55,000

IT IS ORDERED that the Millinocket Town Council approves the following:

Increase Legal Fees Budget Account E0111-4003 - \$2,873 ~~10,000~~

Decrease Budget Account ~~E0816-3813 Public Health & Welfare~~ - \$2,873 ~~10,000~~
Street Light Project

Note: The decreases in the above-mentioned account will result in no remaining unspent FY21 Budget.

PASSED BY THE COUNCIL: 12/10/2020

ATTEST: Diana M. Lakeman

Expense Detail Report

Department(s): 0111 - 0111

July to December

Account-----		Date	Jrnl	Desc---	Vendor----	Current Budget	Net	Unexpended Balance
0111 - LEGAL EXPENSES						55,000.00	0.00	55,000.00
2041 - EMPLOYEE SETTLEMENT						45,000.00	0.00	45,000.00
4003 - LEGAL SERVICES						55,000.00	51,779.90	3,220.10
4012 - OTHER SERVICES						0.00	3,175.80	-3,175.80
Department..						100,000.00	54,955.70	45,044.30
Final Totals						100,000.00	54,955.70	45,044.30

> \$44.30 Not Spent

PROVIDING FOR: Approval of Recommendations to Recreation Commission Advisory Committee.

WHEREAS the Recreation Commission Advisory Committee currently has one (1) full board position and one (1) alternate position available and would like to recommend these names to the council for their consideration by the Recreation Director and Recreation Commission Advisory Committee Chair,

IT IS ORDERED that Stephanie Jamieson is appointed as a full board member and Brennan Turner is appointed as an alternate to the Recreation Commission Advisory Committee for three-year (3) terms to expire December 2023.

Applications received by:

1. Brennan Turner
2. Joseph Clark
3. Stephanie Jamieson
4. Shannon McQuarrie

Passed by the Town Council 12/10/2020

Attest: Diana M. Lakeman



TOWN OF MILLINOCKET

The Millinocket Town Council is asking for volunteers to serve on the following board:

RECREATION COMMISSION ADVISORY COMMITTEE: 2 vacancies, one (1) to complete a full position to expire March 2022 and one (1) full alternate position 3-year term.

Any resident wishing to serve on this board is urged to pick up an application at the Town Clerk's Office or visit the town's website Millinocket.org. Completed applications must be returned to the Clerk's office by drop box, mail, email or in person as soon as possible. Feel free to email the Interim Town Manager manager@millinocket.org, Committee Chair chiefmalcolm@millinocket.org or Town Clerk townclerk@millinocket.org or mail to: Town of Millinocket 197 Penobscot Ave. Millinocket, ME 04462.

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

Annette Padilla
Town Manager
Millinocket, Me 04462

This is the list of the applicants for the Recreation Department Advisory Commission

1. Brennan Turner
2. Joseph Clark
3. Stephanie Jamieson
4. Shannon McQuarrie

We have had little response from the Recreation Commission on these applicants, so after meeting with Tom, who is the Chair of the Commission we would like to recommend these names to the Council for their consideration.

1. Stephanie Jamieson for the full position
2. Brennan Turner for the alternate position

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

Diana Lakeman

From: Annette Padilla
Sent: Tuesday, December 08, 2020 2:25 PM
To: Diana Lakeman
Cc: Jody Nelson
Subject: FW: Commission applicants
Attachments: Commission Applicants.docx

Thanks Jody. Diana fyi

Thank you,

Dr. Annette Padilla (Annette), PhD MPH sMBA
Interim Town Manager, Town of Millinocket, Maine USA
Manager@millinocket.org
Office 207 723 7000 x5
Direct 207 447 4093
197 Penobscot Avenue
Millinocket, Maine 04462 USA
www.millinocket.org



From: Jody Nelson <jodynelson@gwi.net>
Sent: Friday, December 04, 2020 9:31 AM
To: Annette Padilla <manager@millinocket.org>
Subject: Commission applicants

Good Annette, I have attached a letter for the Commission Applicants and Our recommendations for the Council to review.

Jody Nelson
Director of Recreation
53 Main St.
East Millinocket, Me .04430
746-3553 447-1366
jodynelson@gwi.net

Diana Lakeman

From: Shannon MacDevine <shannonmacdevine@gmail.com>
Sent: Wednesday, November 18, 2020 9:05 PM
To: Annette Padilla; Tom Malcolm; Diana Lakeman
Cc: jodynelson@gwi.net
Subject: Recreation Committee Enthusiastic Candidate!!
Attachments: Copy of Boards-and-Committees-Application.pdf

Good Evening,

I am very hopeful to become a part of the Millinocket Recreational Commission and Advisory Committee! I recently purchased a home in town with my husband. As I had been previously involved with the community of Roslindale (a sub-part of Boston), I was eager to find a way to make myself useful to the community here.

I have attached my application below. I understand I am new to the area (my husband and I looked here for months before we found the right house), but I believe I could be an asset and a new voice. Ideally, I would be grateful to take on the complete full position, but I am happy to fill the alternate spot, as well. In fact, I am more than ready to fill in wherever I am needed.

I hope to hear back soon. I appreciate your time and consideration,
Shannon Macquarrie (my nom de plume is MacDevine)

Sincerely,
Shannon MacDevine
Freelance Content Writer, Copywriter, and Blogger.
(857)330-5366
ShannonMacDevine@Gmail.com
www.GeektheChicOut.WordPress.com

[Attention! This email originates from outside of the organization. Do not open attachments or click links unless you are sure this email comes from a known sender.]

Town of Millinocket
Application for Boards & Committees

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

Committee/Board: Recreation Commission and Advisory Committee

In order to assess the interest related to this committee, please complete this brief application.

Date: 11/17/2020

Name: Shannon Macquarrie Address: 210 Bowdoin St. Millinocket, ME 04462

Telephone Numbers: Day Time: 617-309-9562 Evenings: Same

- ¹ Why are you seeking to become a committee representative? I recently moved to Maine with my husband, and I have been looking for a way to become involved with the town. I come from a small "sub" area of Boston where I was involved with the community as my relatives had been before me. A sense of community is important for a town, and since I fully enjoy all recreational activities, I thought I would be able to help.
- ² What talents/skills do you feel you would bring to this position? There are a few things I believe would aid the committee in a positive way. I am very enthusiastic and dedicated in everything I do, and extremely well-organized. I am also a freelance writer, so I could help with anything in that field. I enjoy working as a team effort, but I am also a self-starter. (See Below)
- ³ What do you feel is the responsibility of this board/committee? I believe the Committee concentrates on the existing recreational activities in regards to funding, employment/volunteers, maintenance, safety, etc. Also, planning the seasonal activities with the same issues, plus keeping everyone safe during this difficult time. Finding space, fund raising, procuring permits, etc, and (see below)
- ⁴ What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? Previously, I worked with the Roslindale Square town meeting to help plan events and keep our community clean. I worked for three separate soup kitchens in Boston, and I wrote for a non-profit animal shelter during college-grant writing.
- ⁵ What have you to offer to this committee which our Town can use in this important undertaking? As mentioned, I am a freelance writer and digital marketer, so I could be of value creating copy for events, plus any type of web or writing jobs. I am also very creative, motivated, yet friendly. I also minored in finance, and have held supervisor positions during my 10 years in retail. Most importantly, I am always open to learning something new. I am happy to (see below)

When are you available to meet, please specify?

Weekday I work from home/Any A.M. Any P.M. Any

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

- ² I am easy to work with and can think outside of the box. Finally, with previous experience in another city, state, I could perhaps offer a fresh perspective.
- ³ finding new activities that will benefit the town and its residents.
- ⁵ research any project or topic to ensure the recreation department is taking the best avenue possible. Lastly, I am ready to participate whether it be cold calling vendors or being dunked in a tank!

Diana Lakeman

From: Stephanie Jamieson <stephanieshorey@gmail.com>
Sent: Tuesday, November 17, 2020 1:30 PM
To: Diana Lakeman
Cc: Tom Malcolm
Subject: Re: FW: Recreation Advisory Committee

Follow Up Flag: Follow up
Flag Status: Flagged

Yes I would like to be considered for both the full seat and alternate. Thanks for the quick response.

On Tue, Nov 17, 2020 at 1:21 PM Diana Lakeman <townclerk@millinocket.org> wrote:

Thank you...your application will be on file pending council action. We currently have one full seat available to fill a recently vacant term and second one is alternate. Will you be applying for both just in case the previous application received is approved for the full seat? Just noting that I place on the agenda as received and inquiring for your intended interest.

Kindly respond and I will post on the next council meeting agenda dated 11/23/20.

Thank you.

Diana M. Lakeman

Town Clerk/Deputy Tax Collector

Registrar of Voters

197 Penobscot Avenue

Millinocket, Maine 04462

Telephone: 207-723-7007

Fax: 207-723-7002

townclerk@millinocket.org

From: Stephanie Jamieson <stephanieshorey@gmail.com>
Sent: Tuesday, November 17, 2020 11:51 AM
To: Diana Lakeman <townclerk@millinocket.org>
Subject: Recreation Advisory Committee

Application for vacancy.

Thanks!

—

Stephanie Jamieson

stephanieshorey@gmail.com

(207) 447-8619

[Attention! This email originates from outside of the organization. Do not open attachments or click links unless you are sure this email comes from a known sender.]

—

Stephanie Jamieson

stephanieshorey@gmail.com

(207) 447-8619

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Town of Millinocket
Application for Boards & Committees

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

Committee/Board Recreation Advisory Committee

In order to assess the interest related to this committee, please complete this brief application

Date 11/7/00

Name Stephanie Jamieson Address 51 Waucho Street, Millinocket

Telephone Numbers: Day Time 447-8619 Evenings 447-8619

Why are you seeking to become a committee representative? The rec dept plays a large roll in making our town safe and fun for kids + families and helps bring our communities together all things that are very important to me

What talents/skills do you feel you would bring to this position? I am reliable, organized, driven, and have the perspective from a young family

What do you feel is the responsibility of this board/committee? creating programs and opportunities for area youth to participate in activities/programs that promote valuable skills and fun

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? I volunteer for Community Service when I can. I started assisting the Millinocket Marathon last year.

What have you to offer to this committee which our Town can use in this important undertaking? I have the perspective from a young and involved family and a passion for bringing our communities together and benefiting the next generation

When are you available to meet, please specify?

Weekday any AM any PM any - preferred after 4 PM

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

Diana Lakeman

From: Joseph E. Clark <jclark1400@gmail.com>
Sent: Friday, March 08, 2019 9:57 AM
To: Diana Lakeman
Subject: Recreation Committee
Attachments: Recreation Application.pdf

Good Morning Diana:

Hope things are going well. Please find my application for the Recreation Committee attached.

Thanks

Joe

Town of Millinocket
Application for Boards & Committees

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

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

Date: 3/8/19

Name: Joseph E. Clark Address: 299 Katahdin Ave.

Telephone Numbers: Day Time: 447 1158 Evenings: SAME

Why are you seeking to become a committee representative? To be active in Youth Recreation Activities.

What talents/skills do you feel you would bring to this position? little league volunteer & other youth programs

What do you feel is the responsibility of this board/committee? To maintain & add youth programs for our community

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? Planning board - 1 1/2 yrs, Town Council 2 yrs, Little League 5 yrs, Boy Scouts 8 yrs

What have you to offer to this committee which our Town can use in this important undertaking? To help with our youth for future programs.

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

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

Diana Lakeman

From: Tom Malcolm
Sent: Tuesday, December 08, 2020 2:57 PM
To: Diana Lakeman
Subject: Application Rec Advisory Commission
Attachments: B. Turner Rec Com. App Page 1 (002).pdf; B. Turner Rec Com. App Page 2 (002).pdf

Diane,
Here is Mr. Turner's application and letter. Thanks.

Tom
Chief Thomas M. Malcolm A EMT, PHO, FLSE, EMA Director
Millinocket Fire Department
222 Aroostook Avenue
Millinocket, ME 04462
Office: 207-447-4126
Cell: 207-447-0911
Fax: 207-723-7022
chiefmalcolm@millinocket.org



Town of Millinocket
Application for Boards & Committees

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

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

Date: 11/24/20

Name: Brennan Turner Address: 26 Central St, Unit #2, Millinocket

Telephone Numbers: Day Time: 828-674-6164 Evenings: same

Why are you seeking to become a committee representative? _____

_____ Attached _____

What talents/skills do you feel you would bring to this position? _____

_____ Attached _____

What do you feel is the responsibility of this board/committee? _____

_____ Attached _____

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? _____

_____ Attached _____

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

_____ Attached _____

When are you available to meet, please specify?

Weekday M-F A.M. _____ P.M. after 4

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

1. Why are you seeking to become a committee representative?

It is my goal to continue to grow my career in community development through recreation. Additionally, I believe that change begins at the local level, and I wish to do my part in helping Millinocket grow into the type of town where I would want to settle and raise a family.

2. What talents/skills do you feel you would bring to this position?

As Trails Supervisor for Baxter State Park, I work to steward large swathes of recreational trails. I have stewarded trail networks across the US including Baxter State Park, the 825+miles of Blue-Blazed Hiking Trails in Connecticut including the National Scenic New England Trail, mountain biking and hiking trails of Steamboat Springs, CO, and many more.

I have a strong understanding of the importance and benefit of outdoor recreational opportunities, while also comprehending the unique challenges that landowners and community partners can face when developing recreation opportunities on their property. I am experienced working with various land agencies and community partners to develop recreational opportunities, and I will be able to assist the Recreation Commission in their efforts to evaluate, pursue, maintain, and develop recreational opportunities here in Millinocket.

Additionally, I am an accomplished sportsman with competency in most adventure sports including whitewater kayaking, mountain biking, rock climbing, trail running, and backcountry skiing. I see great opportunity for the Katahdin region to attract adrenaline sport enthusiasts in addition to current opportunities.

3. What do you feel is the responsibility of this board/committee?

My understanding of the responsibilities of this committee is admittedly vague, and I'd love to learn more, but it is my assumption that this committee exists to provide insight and advice regarding the challenges and decisions that face the town's Recreation Commission.

4. What municipal boards, volunteer organizations or community service groups have you worked with in the past, and for what length of time?

While living in Steamboat Springs, CO I served for 6 months on Routt County Search and Rescue, while simultaneously volunteering in the town's ER clinic as a Helping Hand Volunteer. It was my job to assist skiers brought in by ski patrol, and directing walk-in traffic.

As a previous employee of the Connecticut Forest and Park Association, the oldest non-profit in CT, it was my job to work as a volunteer coordinator for more than 150+ trail volunteers. I enjoy working with volunteers, and hope to find additional volunteer opportunities here in Millinocket.

5. What have you to offer this committee which our Town can use in this important undertaking?

In addition to the above mentioned skills, I also believe that I can bring an important perspective as someone who has very recently settled in Millinocket, after living in many "outdoor" towns. These towns include Steamboat Springs and Leadville CO, Asheville NC, Salt Lake City UT, and more. Having this outside perspective can bring fresh ideas and insights to previous challenges and roadblocks the town might be experiencing. Additionally, this gives me a strong understanding of the sort of recreational opportunities that people want, and what type accommodations a visitor might seek out while in Millinocket.

Finally, I'm very passionate about community resilience and its relation to recreation opportunities. I will bring my skills as a community organizer, trail builder, and recreational administrator to the advisory committee.

ORDER #310-2020

PROVIDING FOR: Appointment to the Personnel Appeals Board.

IT IS ORDERED that James Lawrence is appointed as a member to the Personnel Appeals Board for a three-year term to expire December 2023.

Note: The Personnel Appeals Board has one (1) full board position available since November 2019 and has be advertised in the local paper and on all social outlets. James Lawrence has been the only application received for this position to date.

Passed by the Town Council 12/10/2020

Attest: Diana M. Katemans



TOWN OF MILLINOCKET

The Millinocket Town Council is asking for volunteers to serve on the following board(s):

Board of Appeals: Two (2) Vacancies for a 3-year term

Personnel Appeals Board: One (1) vacancy for a 3-year term

Any resident wishing to serve on this board is urged to pick up an application at the Town Clerk's Office or visit the town's website Millinocket.org. Completed applications must be returned to the Clerk's office by drop box, mail, email or in person as soon as possible. Feel free to email the Interim Town Manager manager@millinocket.org or Town Clerk townclerk@millinocket.org or mail to: Town of Millinocket 197 Penobscot Ave. Millinocket, ME 04462.

Town of Millinocket
Application for Boards & Committees

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

Committee/Board: Personnel Appeals Board

In order to assess the interest related to this committee, please complete this brief application.

Date: 12/5/2020

Name: James Lawrence Address: 364 Katahdin Ave

Telephone Numbers: Day Time: 207-380-3624 Evenings: 207-380-3624

Why are you seeking to become a committee representative? I want to contribute to the town.

What talents/skills do you feel you would bring to this position? I have many year at middle management at Btu deals with 1300 peoples Day to Day issues, and the union.

What do you feel is the responsibility of this board/committee? To do what is best for the town people, and the town. Take all the facts, and make the best decisions.

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? American Legion, All chairs including commander, county commander, Different church committees

What have you to offer to this committee which our Town can use in this important undertaking? I have 30+ years in management dealing with people all over the world.

When are you available to meet, please specify?

Weekday Monday - Friday A.M. ☒ P.M. ☒

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

PROVIDING FOR: Appointment to the Board of Appeals.

IT IS ORDERED that Krystle Garand is appointed as a member to the Board of Appeals for a three-year term to expire December 2023.

Note: The Board of Appeals has two (2) full board position available since March 2019 and has be advertised in the local paper and on all social outlets. Krystle Garand has been the only application received for this position to date.

Passed by the Town Council 12/10/2020

Attest: Diana M. Lakinian



TOWN OF MILLINOCKET

The Millinocket Town Council is asking for volunteers to serve on the following board(s):

Board of Appeals: Two (2) Vacancies for a 3-year term

Personnel Appeals Board: One (1) vacancy for a 3-year term

Any resident wishing to serve on this board is urged to pick up an application at the Town Clerk's Office or visit the town's website Millinocket.org. Completed applications must be returned to the Clerk's office by drop box, mail, email or in person as soon as possible. Feel free to email the Interim Town Manager manager@millinocket.org or Town Clerk townclerk@millinocket.org or mail to: Town of Millinocket 197 Penobscot Ave. Millinocket, ME 04462.

Town of Millinocket
Application for Boards & Committees

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

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

Date _____

Name: Krystle Garand Address: 106 School Street

Telephone Numbers: Day Time: 731-4563 Evenings: 731-4563

Why are you seeking to become a committee representative? I'm seeking to become a committee representative because I want to become active in my community.

What talents/skills do you feel you would bring to this position? I've graduated from University of Maine in May with my Bachelors degree in Business Administration →

What do you feel is the responsibility of this board/committee? The personnel appeals board deals with town employees. The personnel appeals member would stand as a →

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? I've never worked with municipal boards or community service groups before. I have volunteered at →

What have you to offer to this committee which our Town can use in this important undertaking? I'm a fast learner, team player and self-motivated. I can use the knowledge I've learned through my educational experiences and apply it to this position.

When are you available to meet, please specify?

Weekday Anytime A M 9 P M 3

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

majoring in Accounting with a minor in Justice Studies I can use the knowledge I've gained through the University of Maine and apply it to this position.

jury. The appeals board deals with code enforcement and the code of Millinocket.

Salvation army in 2013. I feel this is a great opportunity to gain some experience and play a positive role in the community.

University of Maine at Augusta

Be it known that on recommendation of the Faculty, with the concurrence of the President and the Chancellor, and in recognition of the successful completion of the requisite course of study, the Trustees of the University of Maine System have conferred upon

Krystle Lee Garand

the degree of

**Bachelor of Science in Business Administration
Accounting**

With all the rights, privileges and honors thereto appertaining

In Testimony whereof, this diploma is granted at Augusta

on the 9th day of May, in the year 2020

James R. Evin

Chair of the Board of Trustees

D. D. Malley

Chancellor of the University of Maine System



Silvina M. M. M.

President of the University

Joseph D. D.

Dean of the University

Krystle L. Garand

106 School Street • Millinocket, ME 04462 • 207-731-4563 • krystlelee59@gmail.com

Objective

To secure employment with a reputable company, where I can utilize my skills and Business Administration studies background to the maximum.

Summary of Qualifications

- Dependable, team player, self-motivated and quick learner
- Knowledge of Microsoft Office (PowerPoint, Word, Excel, Outlook)
- Supervisory and training experience
- Demonstrated experience with inventories, payroll, cash handling, deposits and resolving customer complaints

Education

University of Maine Augusta, Augusta, ME 2014-2020
Bachelor of Science in Business Administration
Major Accounting with focus in Managerial
Minor in Justice Studies

Portland Adult Education, Portland, Maine 2013-2014
Office Assistant and Accounting Clerk Certificates

Southern Maine Community College, South Portland, ME 2005
Business Administration, Coursework

Employment/Volunteer Experience

Circle K, Medway, ME, Sales Associate July 2015-2018
Cash handling, stocking, cleaning, assisting customers, receive inventory, communicate and coordinate with other departments

Burger King, Portland, ME, Crew Member November 2013-May 2015
Cash handling, cooking, cleaning, food preparation, drive-thru (taking orders and expediting)

Salvation Army, Portland, ME, Volunteer January 2013-November 2013
Assist with furniture, tagging outgoing product, putting product on the sales floor, cleaning, and taking old product off the sales floor

Kentucky Fried Chicken/Taco Bell, Westbrook, ME, Shift Supervisor 2008- 2010
Supervised workers, trained workers and shift supervisors, inventory, payroll, deposits, cash handling, cooking, cleaning, resolved customer complaints, and food preparation

McDonalds, Portland, ME, Crew Member 2006-2007

Subway, Millinocket, South Portland, Portland, ME, Sandwich Artist 2004-2006

Katahdin Nursing Home, Millinocket, ME, Certified Nurse's Assistant 2003-2004