



TENTATIVE AGENDA
PUBLIC HEARING & REGULAR COUNCIL MEETING via ZOOM ONLY
Monday, December 21, 2020 at 4:30 PM

****NOTE TIME & DATE CHANGE****

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

1. Roll Call

2. Pledge of Allegiance

3. Adjustments to the Agenda

OLD BUSINESS

NEW BUSINESS

4. Special Presentation:

a) Jessica Masse – Economic Recovery Committee

b) Mary Alice Cullen – Treasurer - Financial Overview

5. Town Manager's Report

6. ORDINANCE #8-2020 – 2nd PUBLIC HEARING Code Enforcement Officer Permit Fees

7. ORDER #312-2020 Approval of the Warrant for December 17, 2020

8. ORDER #313-2020 Approval of an Application for Entertainment License – Highland's Tavern

9. ORDER #314-2020 Approval of an Application for Liquor License – Highland's Tavern

10. ORDER #315-2020 Approval of an Application for Entertainment License – House of Pizza

11. ORDER #316-2020 Approval of an Application for Liquor License – House of Pizza

12. ORDER #317-2020 Acceptance of Center for Tech and Civic Life (CTCL) Grant Funds

13. Reports and Communications:

a. Warrant Committee for the January 14th, 2020 Council Meeting will be Councilor Pray and Chair Golieb

b. Chair's Committees Reports

c. Two Minute Public Comment

14. Adjournment

The Town of Millinocket will enforce Social Distancing Mandate Regulations. Public Comments and Zoom attendance requests can be emailed to the Town Manager Prior to the Meeting: manager@millinocket.org or call (207) 723-7000 Ext.5 to make special arrangements. 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/>.

Financial Overview

Attached is the Financial Report as of November 30, 2020. Below are some report highlights which correspond to the numbered sections of the report:

- (1) The FY21 Tax Commitment is \$5.3M and 51% has been collected, or \$2.7M.
- (2) The FY19 and FY20 real estate tax lien balance is \$162,881, which is \$106K favorable to the FY18 and FY19 lien balance last year at this time.
- (3) The unpaid personal property taxes for prior years is \$17,052. The Tax Collector will be sending out past due notices.
- (4) The FY21 Other Revenues collections which excludes taxes and fund balance is 49% of the Town's Budget, which breaks down: 39% School and 60% Municipal. The major contributor to this for the Municipal budget is the FAA grant receipt of \$454K for the snow removal equipment which will be purchased in December. Another favorable revenue at this time is State Municipal Revenue Sharing receipts of \$440,935 vs. \$550,000 Budget.

In contrast, actual expenditures are 33% of the Town Budget, which breaks down: 30% School and 36% Municipal. The timing of the capital budget expenditures has impacted this area: \$1.16M Budget

(includes Airport grant projects) vs. \$97K spent. The airport snow removal equipment purchase in December of \$519K will help bring this budget back in line.

- (5) The previous Council set an Undesignated Fund Balance limit of \$3M. The FY20 audit is incomplete so the undesignated balance at 6.30.20 has not been finalized. However, based on the analysis in the report, which adjusts the \$6.2M General Fund account balance at November 30 to reserve for unspent tax collections and restricted/assigned fund balance, it would appear the \$3M limit is intact at this time. However, what cannot be determined is how future revenues vs expenditures will impact this balance. This is not in depth like an audit, but uses the available reporting to gain a sense of the Town's present cash position.
The unassigned fund balance supports the Town's cash flow requirements in the summer months before fall tax collections, in addition to being available to cover other unexpected timing issues between collections and expenditures. Also what needs to be kept in mind is how the FY21 budgeted fund balance impacts the current tax rate versus upcoming budgets.
- (6) The trust and reserve account balance is \$261,670, of which \$37,052 will be transferred to the General Fund for the airport grant match and cardiac monitors purchase.
- (7) CDBG account information – no comment.

- (8) Wastewater budgeted revenues and expenses are well below budget due to the \$1.6M capital projects that were budgeted to be paid for by grant and bond proceeds. This work has not occurred yet.

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

Town of Millinocket				
FINANCIAL REPORT				
As of November 30, 2020				
(1)	FY21 Tax Status	Committed	Collected	Outstanding
	Real Estate Taxes & Supplementals	\$ 3,970,387	\$ 2,001,247	\$ 1,969,140
	Personal Property Taxes	1,363,976	705,650	658,326
	Tax Abatements (FY21 only)	(4,298)		(4,298)
	Total FY21 Taxes	\$ 5,330,065	\$ 2,706,897	\$ 2,623,168
			51%	49%
(2)	Real Estate Tax Lien Balances	FY19 Lien	FY20 Lien	Total
	Lien Balance	\$ 33,664	\$ 129,217	\$ 162,881
(3)	Personal Property Tax Balances - Prior Years			\$ 17,052
(4)	Budget Status	School	Town	Bud Bal
	Revenue Budget (Excl Taxes & Fund Balance Transfers)	\$ 4,018,828	\$ 3,558,306	\$ 7,577,134
	Actual Revenue Period-to-Date	1,577,781	2,120,706	3,698,487
	Actual % of Total Budget	39%	60%	49%
	Expense Budget	7,026,027	6,934,045	13,960,072
	Actual Expense Period-to-Date	2,113,689	2,526,200	4,639,890
	Actual % of Total Budget	30%	36%	33%
	Funding Required From Taxes	535,908	405,495	941,403
(5)	Bank Accounts			Balance
	General Account Net Outstanding Checks			\$ 6,240,311
	Reserve for Unspent Taxes			(1,765,494)
	School Restricted Fund Balance - FY21 Budget			(168,561)
	Assigned Fund Balance - FY21 Budget			(811,830)
	Assigned Fund Balance - Remaining			(44,978)
	Total			\$ 3,449,447
	Net Funding From/(To) School Grants outside of Approved Budget			(168,243)
(6)	Reserve & Trust Accounts Balance			\$ 261,670
(7)	CDBG - Bank Balance			\$ 42,731
	Millinocket Historical Society Loan			\$ 59,814
(8)	Wastewater Department			
	General Account			\$ 824,512
	Reserve Account			945,992
	Available Cash			\$ 1,770,504
	Accounts Receivable			\$ 345,540
	Liens Receivable			51,063
	WWT Budget	Budget	Actual	Bud Bal
	Revenues	\$ 2,636,400	\$ 289,439	\$ 2,346,961
	% Total Budget		11%	89%
	Expenses	\$ 2,523,514	\$ 203,442	\$ 2,320,072
	% Total Budget		8%	92%



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 21, 2020

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

The Town office will be closed Wednesday 12/23 1200 noon, Thursday (Christmas Eve) 12/24 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, both at 430 PM

1) People, Finances, Legal (priorities)

People: Meeting with staff weekly to address issues, projects, and collaboration. Involved with several departments regarding **activating grants per state and federal funders**. Involved in departmental personnel issues for hiring.

Financial: Meeting with Departments, contractors, and funders on advancing grants. Current grant list exists. Weekly budget updates with Treasurer.

Consolidation of Municipal Services with Medway and East Millinocket Survey Sent results to Tri-Town Partners Angela Cote and Peggy Diagle of East Millinocket and Kathy Lee of Medway.

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. **Detail invoicing requested from vendors**. Internal efficiencies for **discontinuing department use of PO** process, invoicing with signature is satisfactory (paperwork reduction).

Public Relations: Worked with Design Lab for creation of a **holiday card for The Town (attached)** sent to many partners, vendors and residents by Departments. This card was posted on our website and Facebook. Writing a weekly column in Lincoln-News Katahdin Section for Manager's Update on current issues, ideas, and projects.

2)Councilmember Support: Developed a Question and Answer document for **Maine State Representative Peggy Stanley (R-Medway)**, staffing Sustainability Committee, assessing other Council led committees to meet in 2021. Met with Councilmembers Danforth, Bragdon, Pelletier, Pray, and Golieb as needed regarding projects and Town.

Drugs. Meeting with Pir2Peer 12/21 via Zoom to get an understanding of their operation and goals.

Worked on various projects: Airport Terminal Funding, Wasterwater funding, CDBG Funding, other public health grants. Addressed warming centers with School Superintendent.

Goal to schedule a Millinocket Code Training with Dean Beaupain. Launched website edition of **compliment and complaint as well as hard copies with front office (see attachment)**. See the compliment and complaint area here on our website (scroll down to the bottom) <https://millinocket.org/government/>. This process was researched in terms of what other Towns and cities are currently offering for resident input.

3)Community Events: Attended Red Knights Santa drive through gift giving for kids and families 12/5/20.

4)Partners: Met with Lisa Sockabasin, **Wabanaki Tribe** re: building a relationship and possibly collaborate on grant funding.

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 and evaluate budget documents to assess spending and revenue as well as grant status.

6)Technology-WiFi should be in the building this week. Improving technology operations in managers office.

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

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. **Note if councilors are reaching out with another role from another organization, please clarify that in your email to the manager, who will advance your query or request to the Department Lead.**



Millinocket Compliment and Complaint Form

Hard Copy Available at the Town Office OR Residents Can Phone and give Information by Having Staff Fill out for them 207 723 7000

A compliment is factual and given when a resident has received good or excellent service from staff or Councilors. A Complaint is based on facts or unacceptable or poor service. A Concern is an opinion, suggestion, or claim that cannot be researched, though important to know. The purpose is to see how the Town and Council are doing with residents (our customers) and how we can improve our departments, Council, and management.

What does this comment regard?

- ☐ Compliment
☐ Complaint
☐ Concern

What Town Department or sub-unit is this about?

- 1) Assessor
- 2) Tax Collector
- 3) Code Enforcement
- 4) Fire
- 5) General Assistance
- 6) EMS
- 7) Health Office
- 8) Human Resources
- 9) Police; note animal control _____
- 10) Public Works; list or circle area (airport, cemetery, transfer center, roads) _____
- 11) Recreation
- 12) Treasurer
- 13) Town Clerk
- 14) Town Manager (this will go to the Council Chair)
- 15) Council Member (list name _____)
- 16) Other _____

What employee or councilor? List last and first name _____

Brief narrative of incident (date, time, locations and events that can be confirmed): use back of page if needed:

Personal contact information: Optional (if you do not fill out below we can't contact you to follow-up)

Last Name _____ First _____

Email _____ Phone _____

Address _____ Town/City _____ State _____ Zip _____

Your compliment or complaint will go to the Town Manager for review and research. In this process, the department lead is briefed on the issue. If you list your email (preferred), phone or address, you can hear back. We appreciate your participation in government. 12/15/20

*Merry Christmas
and a happy New Year*

From Millinocket, Maine



Merry Christmas and a Happy New Year
from the Town of Millinocket



Millinocket
Maine's Biggest Small Town

DEPARTMENT UPDATES

There are twelve (13) departments according to the below reports, some with units operating within, in the Town of Millinocket, according to my reports below and via the website. (*note: Organized by Alpha*)

1) Code Enforcement-Richard Angotti

Code Activity Report

- We are working at catching up on permits and filing the permits.
- We have had a planning board meeting on December 15th and are working on revising the Dangerous building code as well as working on **zoning for solar farms** and **Air B&B code**.
- I am currently researching the **State of Maine and USA** for others that have had to deal with these issues and insuring our code and zoning is up to date.
- We need to look at **updating our building code books** as ours are out of date with today's building codes. Our current issue is 2006. Fortunately I have access to a 2015 copy when I need to research a building code issue but the office needs a set. **The price is around \$1,400 dollars.**

2) Fire and Ambulance, Covid Response, Public Health

12/16/2020

- We still have two FF/Paramedic's out due to injuries and also have one FF/EMT position open. The Chief is covering open shifts.
- The Department continues to work with Human Resources on filling FT Fire/EMS position.\
- We have been in constant communications with Maine CDC, Maine EMS, and other State groups on this ever-changing situation of **Covid**. I am involved in multiple Zoom and other ways of meeting with these groups daily including weekends. The **"Mask Up for Maine" campaign was activated** with photos published on The Town Facebook.
- 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 5 wood stove/safety inspections (free to the public)
- **Worked with Brookfield Power on water levels and issues of possible flooding in Millinocket.** On Friday, December 11th they were able to cut flow back at Millinocket Lake.
- Attended ZOOM meeting with MRH, East Millinocket and Medway Fire on concerns around ambulance transfers.
- **Working with "Age Friendly Millinocket" on providing sand buckets** to our elderly and disabled residents. Hopes are to get this program up and running during the week on Dec. 21st.

- **Working to finish up on the Town of Millinocket Emergency Operation Plan** so can present to the Town Council in January 14th or 28th.
- Following up with **School Dept. on getting generators in area schools** to be able to provide emergency shelters if needed due to emergencies.
- Provided a roster of public safety personnel to Penobscot County EMA as we move forward to provide the **COVID-19 vaccination to our public safety personnel.**

Public Health Officer

- 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 **Governor's latest Executive Order** for masking in all public spaces.
- Provided masks to **Red Knights for their Santa Day at the American Legion.**
- Continue to provide daily information and items to help fight the COVID-19 surge on our State, especially in our local region. As numbers continue to climb each day and the active cases as well. Working to make the business community as well as our citizens deal with this daily.

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

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.

Work includes input from Jane Danforth and Superintendent Frank Boynton with food school deliveries. Met with Matt Delaney from the Library and Kai with Good Shepard. The library will be an added food pickup location for the first 3 months of the year. They will be looking for volunteers to help with packing boxes for families. Both Matt and Kai supported the idea to include recipes and instructions in the food packages. I will meet with Chelse of River Drivers early next week to talk about possibly developing recipes and/or a cooking program with the library

to help teach prepping of meals in lieu of community dinners for now. I am reading through the Task Forces report for the **USDA relending program** for rural development. It seems this funding could be available up front but it is a loan rather than grant. Also this week I have talked to some other towns about their experience incorporating food sovereignty to their code. I'm going to continue calling municipalities.

Meagan Collins, Intern for Sierra Club

3) Information Technology (IT) Activity Report-Richard Angotti

- Working on mapping out our current network architecture and will be installing the WIFI as soon as possible.
- Assisting staff with problems associated with the network.

4) Clerk's Office (Town Clerk)-Diana Lakeman

- Totals include December 1, 2020 to December 15, 2020 Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$685,245.91 was collected, which involved 1,706 transactions processed in TRIO.
- Working on back logged Council meeting Minutes
- Clerk's **part-time temporary assistant, Amber Carney** is updating, processing, and filing voter registrations cards from prior elections, Clerk intends to train for CVR procedures for entering VPH.
- Office Assistant processing daily/weekly reconciliation reports for State Agencies.

Elections

- Intentions to begin Voter Participation History (VPH) on Wednesday 12/16 having been activated on 12/11 in Central Voter Registration (CVR) by the Secretary of State's (SOS) office, this is the final step to process for the November 3, 2020 General Election, January 13, 2020 deadline date remains considering the holdup. (activation was on hold as other cities and towns have not resolved all absentee ballot application discrepancies.
- Petitions received on 12/15/20 require certification within 3 days of received, but no later than 1/19/2020
(An Act to Require Legislative Approval of Certain Transmission lines, Require Legislative Approval of Certain Transmission Lines and Facilities and Other Projects on Public Reserved Lands and Prohibit the Construction of Certain Transmission Lines in the Upper Kennebec Region)

Wastewater

Mail and drop box payments processed multiple times daily, also processing a fair amount of in-person transactions, drop box method has been utilized.

Tax Collections

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

Other Items

- 2021 Transfer Site Stickers, 2021 Dog Licenses and all 2021 Inland Fisheries & Wildlife authorities are now available for purchase:
 - Snowmobile, Boat, and Hunting/Fishing Game Licenses

****ALL CURRENT DOG LICENSES WILL EXPIRE 12/31/2020 w/ a MANDATORY \$25.00 LATE FEE ON 2/1/2020****

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

5) General Assistance (Welfare) Director-Lori Santerre

Assisted individuals to meet their unmet needs. More information forthcoming.

Lori Santerre

207-447-4090

6) Human Resources

- **Personnel issues, updating files with resumes and job descriptions as needed with manager**
- **Advertising again for a custodian.**
- **Advertising again for Fire Department**
- Assisting employees with open enrollment options.
- Emails and Phones, other office support
- Would like to thank everyone for helping during this time without a custodian.

Lori Santerre

Human Resource Director

207-447-4090 humanresource@millinocket.org

- We need to update the network infrastructure between the municipal building and the fire station as well as within the municipal building

7) Police Department-Interim Chief Michael Winslow

No report as of printing.

For more information, see <https://millinocket.org/government/public-safety/police/>

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

8) Public Works: Transfer Station, Cemetery, Airport-Ralph Soucier

20 Cedar Street Millinocket, Maine
Tel. (207)723-7030 Fax (207)723-7029
E-Mail: publicworks@millinocket.org Web Site: www.millinocket.org

December 15, 2020

Safety:

- Crews continue to follow guidelines for Covid-19 as a safety priority. No issues YTD. Encouraged all to receive a Flu Shot ASAP.
- Storms have been hitting on the weekends. The crew has been doing a good job keeping the roads plowed and de-iced. After the storms, the crew is scheduled in at early morning before traffic to remove snow in the downtown area. This is important for proper drainage. Snow dumps need to be prepared ahead of time so that there is a place to haul and store the snow.
- Still cleaning up tree limbs around areas of Town.
- Fleet maintenance is in good shape. The equipment has been running well.
- Started up the waste oil furnace at the Public Works Garage. This off sets the amount of #2 fuel oil we purchase at Public Works. The waste oil is generated by our fleet maintenance, and the Transfer Station collection point.

Transfer Station:

- Attended special Municipal Review Committee Board meeting via zoom Monday December 14th at 3:00pm.
- **2021 Permit Stickers are now available at the Town Office.**

Airport:

- The Manager is working with Hoyle Tanner (HT) to revise the on-line **Airport Survey** to make it more accommodating for non-aeronautical use as well. HT is linking the Mgr to the FAA regarding airport terminal building funding and tabulating rare data from airport flights in and out.

- **The new (GARD) General Aviation Recording Device system** is up and running. This system has been purchased by the State of Maine Department of Transportation and installed at our Airport which will allow airport managers to download detailed data on all aircraft broadcasting (ADS-B).
- The new Snowblower we received is working great. It replaces our 1994 existing snowblower which is over 25 years old. This was purchased through a Federal Grant in-line with our 5-year Capital Improvement Plan.

Cemetery:

Closed for the winter. Will re-open May 1st, 2021

Ralph Soucier, Director of Public Works

9) Recreation Department-Jody Nelson

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

Update December 21st Meeting

1. The fence on the girls' softball field is almost completed. The canopy of the back stop is the only thing left to do. We will continue with the rest of the fencing in the spring.
2. We had a wreath lighting on Thursday, December 10, Tuesday, December 15 and one on Wednesday, December 16.
3. We had Santa Calling on Thursday, December 17.
4. We are delivering meal boxes for Christmas to the Senior Citizens that have attended our regular meals.

Respectfully Submitted,

Jody Nelson

Director of Recreation

746-3553 447-1366

jodynelson@gwi.net

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

10) Tax Assessor-Lorna Thompson

Last week:

- I inspected 943 & 953 Central St with the owners.
- I received additional emails from **Brookfield** which contained additional information. Initially they had not provided this information. To date, I have not reviewed this information.
- **Sue Bouchard** continues to enter the property card data into the software.
- The office emailed more Business Equipment Tax Reimbursement (BETR) forms to taxpayers, replied to emails and phone calls.

- Please note that I am still 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

11) Tax Collector-Sharon Cyr

Sharon Cyr, Tax Collector

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

- December the front office has been busy with customers **purchasing game license for the new year. They make a great Christmas gift!**
- Customers have also been purchasing Transfer Site stickers.
- We have also been processing a lot of new and re-registrations for snowmobiles.
 - The office has also been busy with new and re-registrations, inquiries, receipting, tax payment processing, wastewater payments, phone and email inquiries.
 - The second half of the real estate taxes are due January 13th so payments have been starting coming in.
 - I am currently working on the weekly motor vehicle report for 12/4/2020-12/11/2020
- I am also working on sending letters to delinquent accounts for personal property tax. Amounts below

2014-1	\$219.76
2015-1	\$ 748.88
2016-1	\$750.40
2017-1	\$1,177.78
2018-1	\$3645.97
2019-1	\$5417.00
2020-1	\$5092.38
Total	\$17,052.17

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

12) Treasurer & Auditor-See presentation materials from today. Thank you.

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

Bookkeeper-Lori Santerre

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

13) Wastewater Treatment-James Charette

December 15, 2020

**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**

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed on a daily basis.
- We test run our stand-by generators once a week. There are five generators in all, at the Main Pump Station, at the Bates St. Station, at the Pines Lift Station, at the Central St. Station, and at the Wastewater Treatment Facility.
- We are working on the end of the year reporting to the **Department of Environmental Protection** through December.
- We have received our new sewer camera system to replace the one we have been using for over 20 years, that no longer works. This is a vital piece of equipment for both the wastewater and public works departments as it allows us to determine whether or not there are sewer pipe issues that need immediate attention – once the pipes are unable to be cleared up using the flusher truck.
- After talking to other communities which were past Penobscot River Stakeholders Coalition members, **it has been decided that it is no longer beneficial to be one of the last paying stakeholders.** It has become too costly for any further litigation. The cost does not outweigh the benefit any longer.

- Survey and design work will be conducted this month at the Main Pump Station by **Olver Associates**. This is a continuation of the work that was done this spring for cost estimates.
- We received a call recently from Dick Saucier of **Mid-South Engineering**, asking about the town receiving domestic wastewater from the **Our Katahdin mill site**. The new connection would be located at the Main Pump Station headworks manhole.

James Charette, Superintendent
Millinocket Wastewater Treatment Facility (WWTF)

Thank you to the Town Council and the Department Directors above as well as our crews and staff members for their work and specializations. 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



GENERAL ASSISTANCE STATISTICS FOR NOVEMBER 2020

	<u>MONTHLY</u>	<u>YTD</u>	<u>NOVEMBER 2020</u>			
RENT	\$ 975.00	\$2,913.60	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
ELECTRICITY	-0-	67.50	3	4	0	3
LP GAS	-0-	-0-	<u>LAST MONTH</u>			
MEDICAL	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
HOUSEHOLD	-0-	39.41	3	4	0	6
WATER	-0-	-0-	<u>LAST YEAR</u>			
CLOTHING	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	# APPOINT.
FOOD	-0-	76.48	4	7	0	7
BABY	-0-	-0-	<u>WORKFARE</u>			
FUEL	-0-	-0-				
OTHER	<u>1,395.00</u>	<u>\$1,395.00</u>	# OF CASES	#HOUSEHOLD	#HOURS	
TOTALS	\$2,370.00	\$4,491.99	0	0	0	

TOTAL DOLLAR AMOUNT SPENT IN NOVEMBER 2019 WAS \$534.40.

TOTAL DOLLAR AMOUNT IN NOVEMBER 2020 COMPARED TO NOVEMBER 2019 SHOWS AN INCREASE OF \$1,835.60.

TOTAL AMOUNT IN 2020 COMPARED TO 2019 SHOWS AN INCREASE OF \$1,275.54.

RESPECTFULLY SUBMITTED,


 LORI A. SANTERRE
 WELFARE DIRECTOR

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: ~~forty~~ eighty-seven dollars (~~\$40.~~) \$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 ~~forty~~ eighty-seven dollars (\$~~40.~~) \$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 #312-2020

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

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

Passed by the Town Council_____

Attest:_____

PROVIDING FOR: Approval of an Application for an Entertainment License for Highlands Tavern.

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

Katahdin Services LLC, Christopher Carr, 115 Massachusetts Ave, Millinocket
d/b/a
Highlands Tavern, 973 Central Street, Millinocket

Passed by the Town Council _____

Attest: _____

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT Christopher Carr RESIDENCE 115 Mass. Ave
Katahdin Services LLC Millinocket

NAME OF BUSINESS ^{D&P} Highlands Tavern ADDRESS 973 Central St.
Millinocket

NATURE OF BUSINESS Spirits & Entertainment LOCATION TO BE USED 973 Central St.
Millinocket

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

115 Mass Ave Millinocket ME

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

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

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE). ➡

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



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



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
HOF-2016-1213	12/28/2019	12/27/2020

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: KATAHDIN SERVICES LLC
Business Name of Licensee: HIGHLANDS TAVERN
Address of Licensee: 973 CENTRAL STREET
MILLINOCKET, ME

CODE	License Type and Description	FEE
HOF	CLASS I-A - HOTEL - FOOD REQUIREMENT OPTIONAL - MALT LIQUOR, WINE AND SPIRITS	1,100.00
FF	FILING FEE	10.00

Total Fees:

\$ 1,110.00

Timothy R. Poulin

HIGHLANDS TAVERN
973 CENTRAL STREET
MILLINOCKET, ME 04462

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

BUSINESS Highland Tavern

ORDER # 313-2020

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

(RE)
(P.P.)

Yes ✓ No



WASTEWATER IS CURRENT

Yes ✓ No



POLICE INCIDENTS IN THE PAST YEAR

Yes No

(IF APPLICABLE PLEASE LIST)

**RE Account 2050 Detail
as of 12/16/2020**

Name: KATAHDIN SERVICES, LLC

Location: 973 CENTRAL STREET

Acreage: 0 Map/Lot: U11-003

Book Page: B4182P97, B10540P305, B14374P150

2021-1 Period Due:

1) 2,087.47

2) 7,558.20

Land: 72,000

Building: 372,600

Exempt 0

Total: 444,600

Ref1: L3-B201

Mailing 115 MASSACHUSETTS AVENUE

Address: MILLINOCKET ME 04462-2115

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original		15,116.40	0.00	0.00	15,116.40
	9/28/2020		A P	5,500.00	0.00	0.00	5,500.00
		CURINT		0.00	-29.27	0.00	-29.27
		Total		9,616.40	29.27	0.00	9,645.67
2020-1 R				0.00	0.00	0.00	0.00
2019-1 L *				0.00	0.00	0.00	0.00
2018-1 L *				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 L *				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
2008-1 L *				0.00	0.00	0.00	0.00
Account Totals as of 12/16/2020				9,616.40	29.27	0.00	9,645.67

Per Diem

2021-1	0.4574
Total	0.4574

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

**PP Account 207 Detail
as of 12/16/2020**

Name: KATAHDIN SERVICES, LLC.

Location:

Assessment: 21,900

2021-1 Period Due:
2) 372.30

Mailing PAMOLA MOTOR LODGE
Address: 115 MASSACHUSETTS AVE.
MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original			744.60	0.00	0.00	744.60
	9/28/2020		A	P	372.30	0.00	0.00	372.30
		Total			372.30	0.00	0.00	372.30
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
2008-1 R					0.00	0.00	0.00	0.00
2002-1 R					0.00	0.00	0.00	0.00
2001-1 R					0.00	0.00	0.00	0.00
Account Totals as of 12/16/2020					372.30	0.00	0.00	372.30

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

Name: KATAHDIN SERVICES, LLC

973 CENTRAL STREET
MILLINOCKET, ME 04462

Location: 973 CENTRAL STREET
RE Acct: 0 Map/Lot: U11-003

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
248	11/20/20	Original		153.36	0.00	0.00	0.00	153.36
	11/23/2020		P	153.35	0.00	0.00	0.00	153.35
		Total		0.01	0.00	0.00	0.00	0.01
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
211	10/26/18**			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
62	05/27/10			0.00	0.00	0.00	0.00	0.00

UT Account 175728 Detail
as of 12/16/2020 - Sewer

Name: KATAHDIN SERVICES, LLC

973 CENTRAL STREET
MILLINOCKET, ME 04462

Location: 973 CENTRAL STREET
RE Acct: 0 Map/Lot: U11-003

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
61	05/27/10			0.00	0.00	0.00	0.00	0.00
59	04/16/10			0.00	0.00	0.00	0.00	0.00
56	01/15/10			0.00	0.00	0.00	0.00	0.00
51	10/21/09			0.00	0.00	0.00	0.00	0.00
47	07/15/09			0.00	0.00	0.00	0.00	0.00
43	04/17/09			0.00	0.00	0.00	0.00	0.00
40	01/20/09			0.00	0.00	0.00	0.00	0.00
37	10/24/08			0.00	0.00	0.00	0.00	0.00
1	07/15/08			0.00	0.00	0.00	0.00	0.00
2	04/16/08			0.00	0.00	0.00	0.00	0.00
3	01/15/08			0.00	0.00	0.00	0.00	0.00
12/16/2020				0.01	0.00	0.00	0.00	0.01

Diana Lakeman

From: Michael Winslow
Sent: Tuesday, December 15, 2020 3:49 PM
To: Diana Lakeman
Subject: Re: Report of Incidents Request

Follow Up Flag: Follow up
Flag Status: Flagged

Will do. Thanks

Mike Winslow
Interim Chief of Police
Millinocket Police Department
197 Penobscot Ave.
Millinocket, ME 04462
207-723-9731 (Office)
207-723-1069 (Cell)
207-723-7004 (Fax)

From: Diana Lakeman <townclerk@millinocket.org>
Sent: Tuesday, December 15, 2020 3:48 PM
To: Michael Winslow <mWinslow@millinocket.org>
Subject: Report of Incidents Request

Please provide report of incident(s), if applicable, for the following business(s) for Entertainment/Liquor Licenses to be brought for council action on 12/21/2020,

- Christopher Carr, Katahdin Services LLC d/b/a Highland's Tavern, 673 Central Street, Mlkt.
- James Lawrence, d/b/a Millinocket House of Pizza, 782 Central Street, Mlkt.

Note: if you can respond by Thursday noon, will be ample time.

Thank you and Best,

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 #314-2020

PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for Highlands Tavern.

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

Christopher Car, Katahdin Services LLC, 973 Central Street.
d/b/a
Highlands Tavern, 973 Central Street.

Passed by the Town Council _____

Attest: _____



All Questions Must Be Answered Completely. Please print legibly.

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

1. New license or renewal of existing license? ☐ New Expected Start date: 12/28/2020

☒ Renewal Expiration Date: 12/28/2020

Food: \$ 0.00	Beer, Wine or Spirits: \$ 49,526.50	Guest Rooms: \$ 64,057.03
---------------	-------------------------------------	---------------------------

☒ 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 type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input checked="" 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:

973 Central St, Millinocket ME, 04462

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
Christopher R Carr	10/11/1971	Millinocket Me
Residence address on all the above for previous 5 years		
Name	Address:	
Christopher Carr	115 Massachuets Ave Millinocket ME 04462	
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: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: 24.00

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)

Alchol beverages will be consumed in the area designated as lounge area as well as the outside deck at west end of the lounge.

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: Faith Baptist Church .25 miles Stearns High 2.5 miles

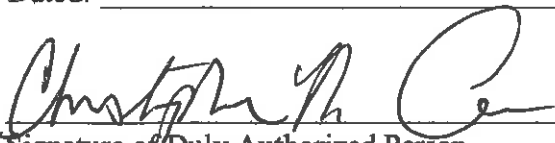
Distance: _____

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: 12/09/2020



Signature of Duly Authorized Person

Signature of Duly Authorized Person

Christopher R. Carr

Printed Name 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: 12/21/2022

Who is approving this application? ☒ Municipal Officers of Town 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.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

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

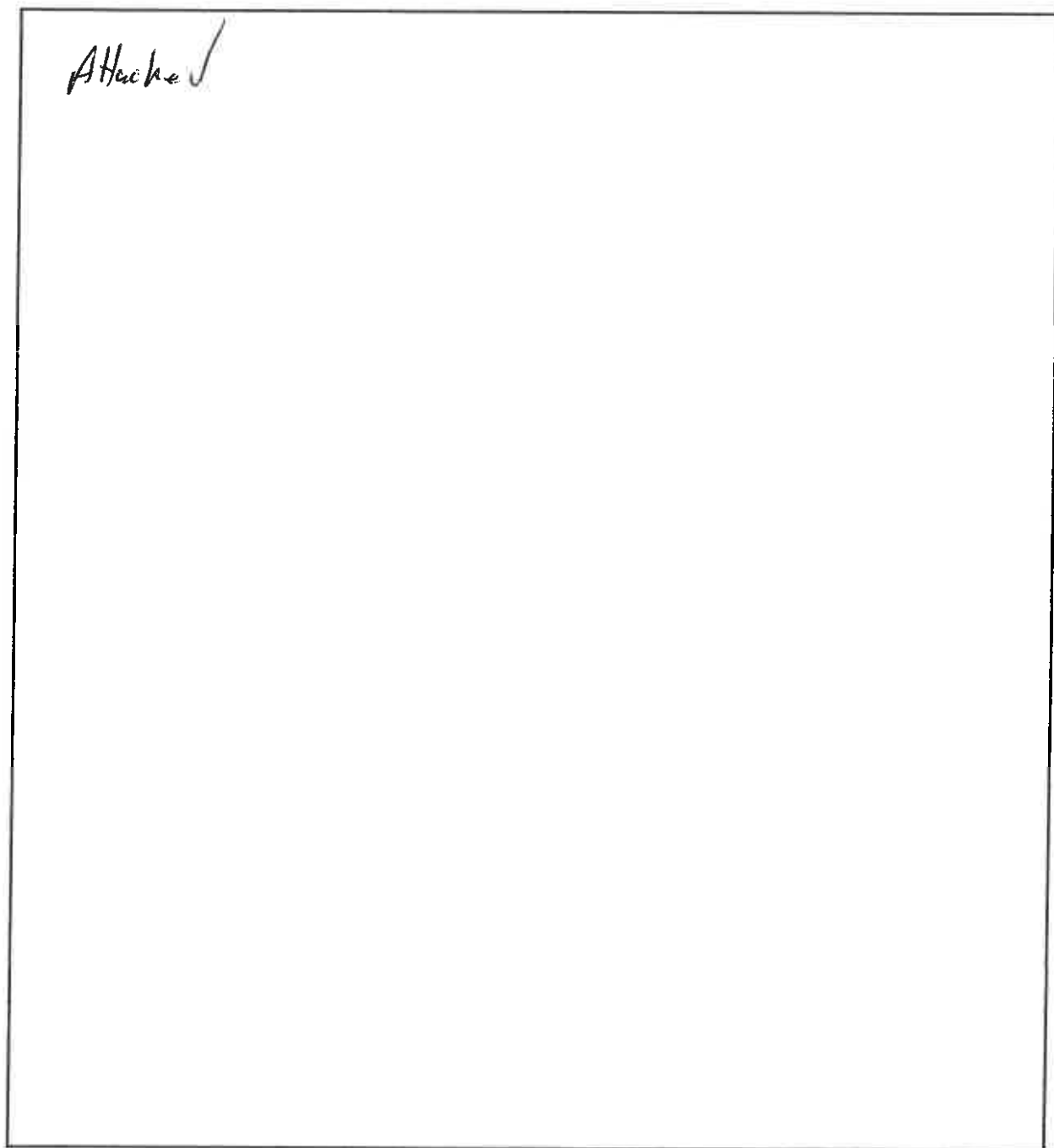
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

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

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.



Attached ✓

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

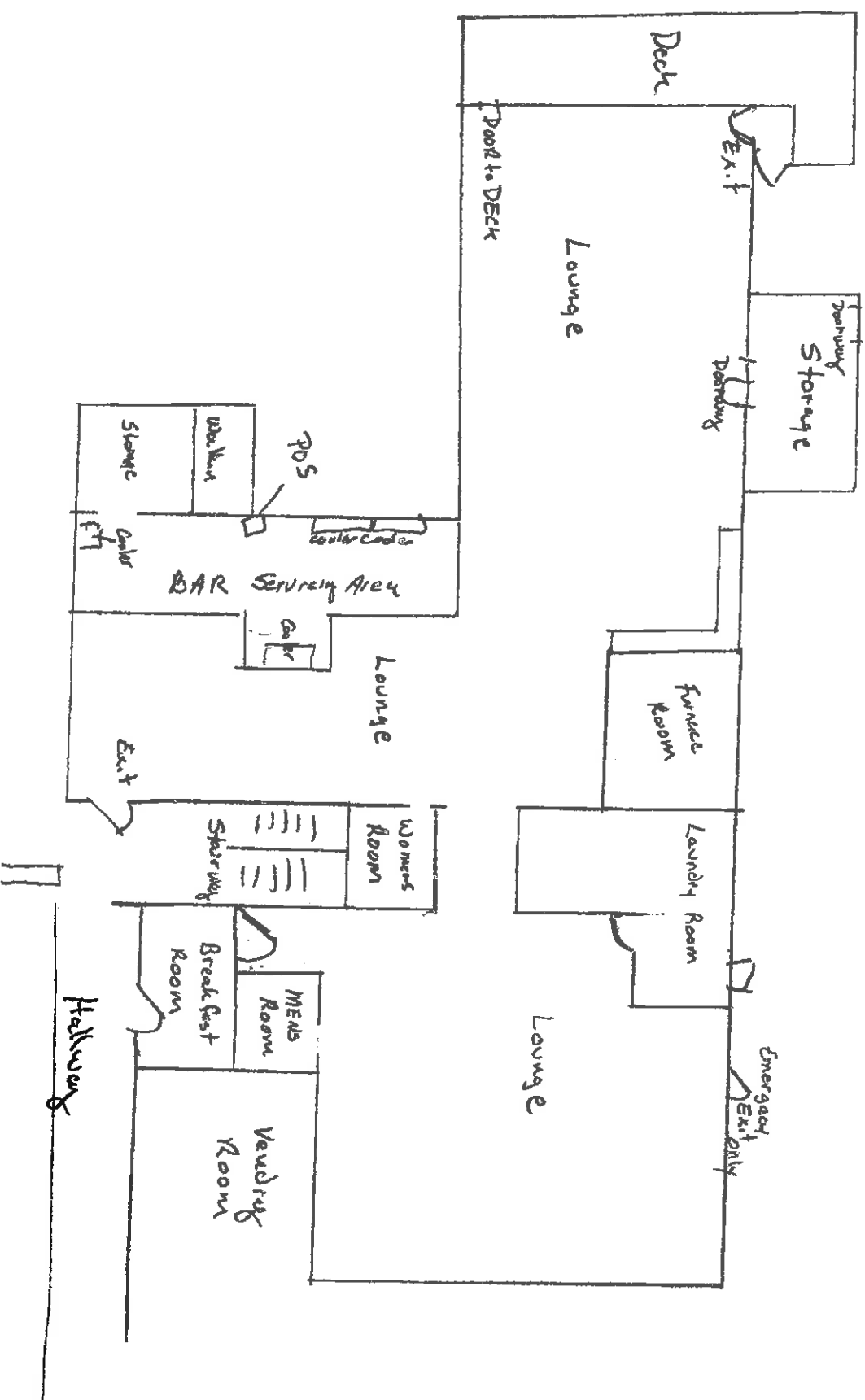
Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207)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

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Katahdin Services, LLC
2. Doing Business As, if any: Highlands Tavern
3. Date of filing with Secretary of State: 12/06/2016 State in which you are formed: ME
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
Christopher Carr	115 Massachuestts AVE Millinock	10/11/1971	President	

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



ORDER #315-2020

PROVIDING FOR: Approval of an Application for an Entertainment License for Millinocket House of Pizza.

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

James Lawrence, 364 Katahdin Ave, Millinocket
d/b/a
Millinocket House of Pizza LLC, 782 Central Street, Millinocket

Passed by the Town Council _____

Attest: _____

\$25.00

TOWN OF MILLINOCKET

APPLICATION FOR A SPECIAL AMUSEMENT LICENSE

NAME OF APPLICANT James Lawrence RESIDENCE 364 Katahdin Ave
Millinocket Me 04462

NAME OF BUSINESS Millinocket House of Pizza ADDRESS 782 Central St
Millinocket Me 04462

NATURE OF BUSINESS Restaurant LOCATION TO BE USED 782 Central St
Millinocket Me 04462

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

364 Katahdin Ave Millinocket Me 04462
175 Old Ferry Rd Wiscasset Me 04578

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

YES _____ NO ☒

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

COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.

Reapply for license



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



License for the Sale of Liquor

License Number	Issue Date	Expiration Date
RES-2018-11466	12/12/2018	12/11/2019

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: MILLINOCKET HOUSE OF PIZZA LLC
Business Name of Licensee: MILLINOCKET HOUSE OF PIZZA
Address of Licensee: 782 CENTRAL STREET
MILLINOCKET, ME

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

Total Fees:

\$ 450.00

Timothy R. Poulin

MILLINOCKET HOUSE OF PIZZA
782 CENTRAL STREET
MILLINOCKET, ME 04462

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

BUSINESS House of Piza

ORDER # 315-2020

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

(R.E.) N/A
(P.P.) Yes _____ No 1st Half only Past Due



WASTEWATER IS CURRENT

Yes _____ No ✓



POLICE INCIDENTS IN THE PAST YEAR

Yes _____ No _____

(IF APPLICABLE PLEASE LIST)

**PP Account 244 Detail
as of 12/16/2020**

Name: MILLINOCKET HOUSE OF PIZZA LLC

Location: 782 CENTRAL STREET

Assessment: 14,200

2021-1 Period Due:

1) 244.83

2) 241.40

Mailing C/O JAMES L LAWRENCE

Address: 364 KATAHDIN AVENUE
MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original			482.80	0.00	0.00	482.80
		CURINT			0.00	-3.43	0.00	-3.43
		Total			482.80	3.43	0.00	486.23
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 12/16/2020					482.80	3.43	0.00	486.23

Per Diem

2021-1	0.0536
Total	0.0536

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

UT Account 124317 Detail
as of 12/16/2020 - Sewer

Name: JLP LLC, C/O LAWRENCE, JAMES

HOUSE OF PIZZA #4462

Location: 782 CENTRAL STREET

364 KATAHDIN AVENUE

RE Acct: 0 Map/Lot: U10-092

MILLINOCKET, ME 04462

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
248	11/20/20			100.00	0.00	0.00	0.00	100.00
245	08/21/20			100.00	0.00	1.91	0.00	101.91
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
56	01/15/10			0.00	0.00	0.00	0.00	0.00
51	10/21/09			0.00	0.00	0.00	0.00	0.00
47	07/15/09			0.00	0.00	0.00	0.00	0.00
43	04/17/09			0.00	0.00	0.00	0.00	0.00

UT Account 124317 Detail
as of 12/16/2020 - Sewer

Name: JLP LLC, C/O LAWRENCE, JAMES

HOUSE OF PIZZA #4462
364 KATAHDIN AVENUE
MILLINOCKET, ME 04462

Location: 782 CENTRAL STREET
RE Acct: 0 Map/Lot: U10-092

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
40	01/20/09			0.00	0.00	0.00	0.00	0.00
37	10/24/08			0.00	0.00	0.00	0.00	0.00
	12/16/2020			200.00	0.00	1.91	0.00	201.91

Per Diem

245	0.0219
-----	--------

Total	0.0219
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Diana Lakeman

From: Michael Winslow
Sent: Tuesday, December 15, 2020 3:49 PM
To: Diana Lakeman
Subject: Re: Report of Incidents Request

Follow Up Flag: Follow up
Flag Status: Flagged

Will do. Thanks

Mike Winslow
Interim Chief of Police
Millinocket Police Department
197 Penobscot Ave.
Millinocket, ME 04462
207-723-9731 (Office)
207-723-1069 (Cell)
207-723-7004 (Fax)

From: Diana Lakeman <townclerk@millinocket.org>
Sent: Tuesday, December 15, 2020 3:48 PM
To: Michael Winslow <mWinslow@millinocket.org>
Subject: Report of Incidents Request

Please provide report of incident(s), if applicable, for the following business(s) for Entertainment/Liquor Licenses to be brought for council action on 12/21/2020,

- Christopher Carr, Katahdin Services LLC d/b/a Highland's Tavern, 673 Central Street, Mlkt.
- James Lawrence, d/b/a Millinocket House of Pizza, 782 Central Street, Mlkt.

Note: if you can respond by Thursday noon, will be ample time.

Thank you and Best,

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 #316-2020

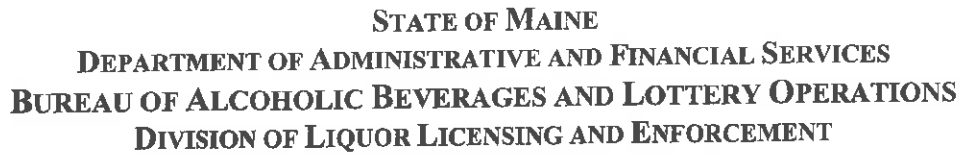
PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for Millinocket House of Pizza LLC.

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

James Lawrence, 364 Katahdin Ave.
d/b/a
Millinocket House of Pizza, LLC, 782 Central Street.

Passed by the Town Council _____

Attest: _____



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

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

Legal Business Entity Applicant Name (corporation, LLC):	Business Name (D/B/A):
Millinocket House of Pizza LLC	Millinocket House of Pizza
Individual or Sole Proprietor Applicant Name(s):	Physical Location:
James Lawrence	782 Central st Millinocket Maine 04462
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
James Lawrence	364 Katahdin Ave Millinocket Maine 04462
Mailing address, if different from DBA address:	Email Address:
Telephone # Fax #:	Business Telephone # Fax #:
207-380-3624	207-7234528
Federal Tax Identification Number:	Maine Seller Certificate # or Sales Tax #:
83-1547072	RES-201811466
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license? ☐ New Expected Start date: _____
☒ Renewal Expiration Date: 12/11/2020

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

Food: _____ Beer, Wine or Spirits: _____ Guest Rooms: _____

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

☒ Malt Liquor (beer) ☐ Wine ☐ Spirits

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input 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:

782 central St Millinocket Maine 0462

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
James Lawrence	12/08/2020	Stamford CT
Residence address on all the above for previous 5 years		
Name	Address:	
James Lawrence	364 Katahdin ave Millinocket Maine 04462	
Name	Address:	
James Lawrence	175 old ferry rd Wiscasset Maine 04578	
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: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

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

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

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

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

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

approx. 24 X25 dinning area, kitchen counter and the rest of the area 24 X 40 kitchen area

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: Granite street school

Distance: 1 mile

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: 12/10/2020



Signature of Duly Authorized Person

Signature of Duly Authorized Person

James Lawrence

Printed Name 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: 12/21/2020

Who is approving this application? ☒ Municipal Officers of Town 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 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: Millinocket House of Pizza LLC
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: 08/13/2018 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

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

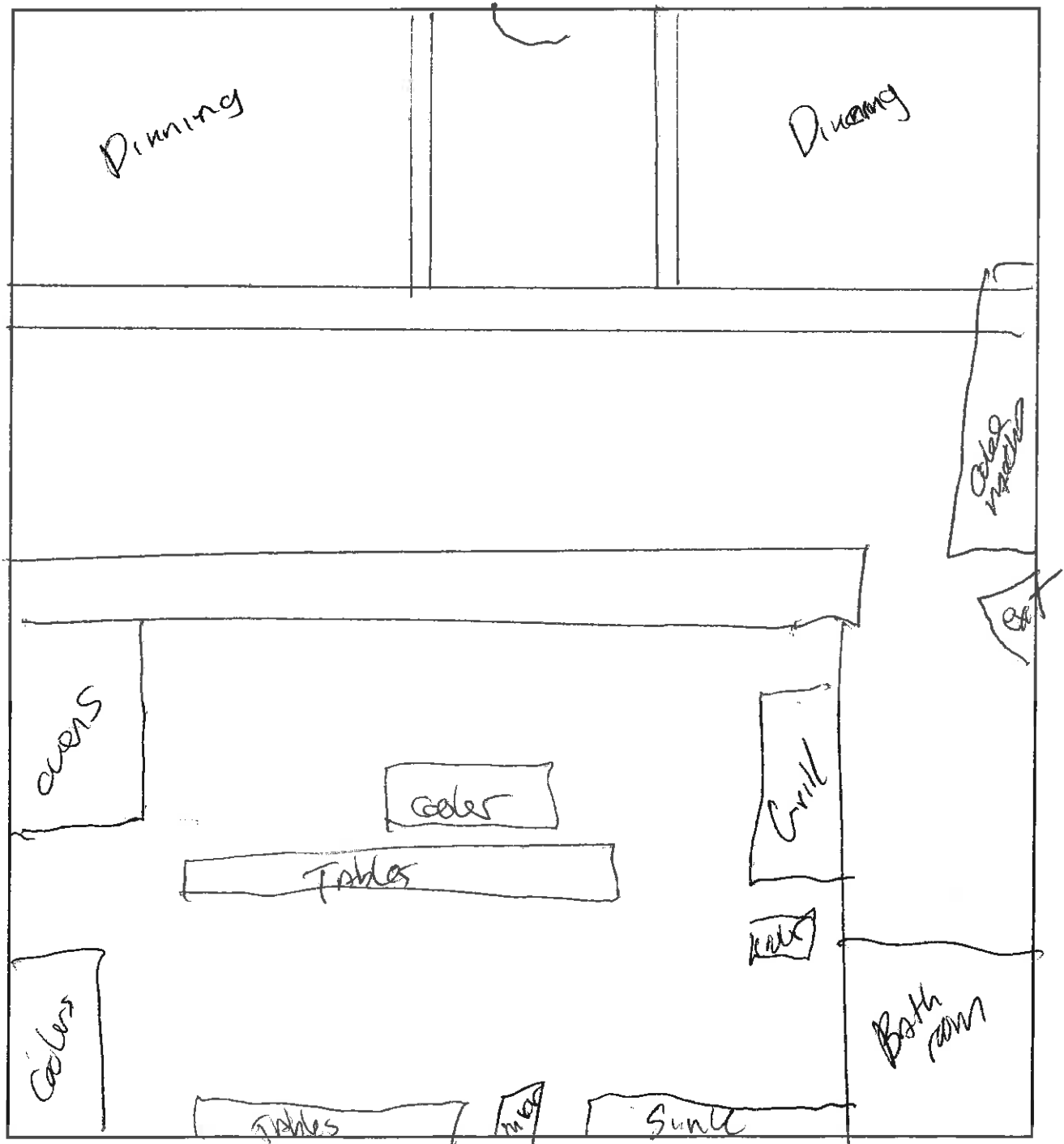
Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
James Lawrence	364 katahdin Ave Millinocket	10/27/1962	owner	

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

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.



PROVIDING FOR: Approval to Accept Additional Center for Tech and Civic Life (CTCL) 2020 Elections Grant Funds

IT IS ORDERED that the Millinocket Town Council approves the acceptance of additional Center for Tech and Civic Life (CTCL) grant funds of \$45,000, which brings the total grant award to \$55,000; and

IT IS FURTHER ORDERED that the Interim Town Manager manages the expenditure of these funds.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Diana Lakeman

From: Dennis Granados <dennis@techandciviclife.org>
Sent: Wednesday, December 16, 2020 2:47 PM
To: Diana Lakeman
Cc: Mary Alice Cullen
Subject: Re: CTCL COVID-19 Grant - additional application

Hi Diana,

Upon review of this request by our team, we can move forward with processing the request as an increase back to the previously approved grant amount of \$55,000. Our team will follow up with a new agreement for \$45,000, as the first \$10,000 were already disbursed and received.

Please let me know if you have any questions or concerns. Thank you!

-Dennis

On Tue, Dec 15, 2020 at 2:35 PM Diana Lakeman <townclerk@millinocket.org> wrote:

Good afternoon,

The request sent is an additional request. Having received the first \$10,000, reduced from the previously approved \$55,000, we have since learned the grant has authorized booth purchases. Our current situation with our antiquated cloth booths create concerns no longer being COVID-19 compliant as they must be connected for use and are unable to stand alone. We are unable to utilize each booth space having to block out every other booth which has create issues for longer voter registration wait lines, as well as, not having the proper amount of available booth space for voter use. With multiple elections coming up in just a few months into 2021, we are anticipating this upgrade to provide the safest voter experience going forward with concerns of COVID-19 cases still on the rise.

I and the Town of Millinocket does appreciate the acceptance of our first application and consideration for the wellbeing of the multiple communities we serve in the Penobscot/Piscataquis Region.

Sincerely,

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: Dennis Granados <dennis@techandcivicliflife.org>

Sent: Monday, December 14, 2020 3:18 PM

To: Diana Lakeman <townclerk@millinocket.org>

Subject: CTCL COVID-19 Grant - additional application

Hi Diana,

I hope you are well. I am reaching out in regards to an application we received a few days ago regarding the COVID-19 Grants Program. I wanted to clarify if the second application was submitted by mistake, or is it an additional funding request in addition to the grant that was approved and disbursed in September?

I tried giving your office a call but received a response that you were not in the office. If you could let me know I can update our team on this request.

Thank you,

-Dennis

Dennis Granados

Executive & Development Assistant

techandcivicliflife.org

[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.]

Dennis Granados

Executive & Development Assistant
techandciviclife.org

[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.]

