



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS
PUBLIC ATTENDANCE via ZOOM ONLY
THURSDAY, JANUARY 28TH, 2021
4:30 PM

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

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: January 21, 2021/8:00 am, January 21, 2021/5:00 pm, January 22, 202, and January 25, 2021 Executive Sessions.
4. Adjustments to the Agenda

OLD BUSINESS:

NEW BUSINESS:

Special Presentations:

- a) John Raymond, President Northern Timber Cruisers – Bridge Project Update
- b) Dr. Annette Padilla, Interim Town Manager – Comprehensive Plan

5. Interim Town Manager's Report
6. ORDER #16-2021 Approval of the Warrant for January 28, 2021
7. ORDER #17-2021 Acceptance of Town Assistance with the Detective Benjamin Campbell Bridge Raised Recreational Trail Project Grants
8. ORDER #18-2021 Authorization for a Municipal Release Deed to William Thayer
9. ORDER #19-2021 Approval to Increase Part-Time Budget for Town Office
10. ORDER #20-2021 Approval to Amend the Town of Millinocket's Social Media Policy
11. Reports and Communications:
 - a. Warrant Committee for February 11, 2021 Council Meeting: Councilor Jackson and Councilor McEwen.
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment

12. Adjournment:

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

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

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/>.

January 21, 2021

The Executive Session was brought to order via Zoom at 8:02 am by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray-Excused
Pelletier	McEwen-Excused
Danforth	

Also in attendance: Interim Town Manager Annette Padilla, Lucy VanHook, Steve Sanders, Jessica Masse, Sean Dewitt, Mike Faloon

Order #12-2021 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(C) for discussions on Economic Development.

Motion - Danforth, Second – McEwen, Vote Passed - 5-0

Sean Dewitt - Exited at 9:29 am,
Councilor Bragdon – Exited at 9:48 am.

9:58am - Motion to adjourn - Danforth,
Second - Pelletier
Vote Passed 4 - 0

January 21, 2021

The Executive Session was brought to order via Zoom at 5:19 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier	McEwen
Danforth	

Also in attendance: Richard Angotti (IT), Don Gerrish

Order #13-2021 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(A) for discussions on Personnel Matters.

Motion - Danforth, Second – McEwen, Vote Passed - 7-0

7:22 pm - Motion to adjourn - Pray,

Second - Pelletier

Vote Passed 7-0

January 22, 2021

The Executive Session was brought to order via Zoom at 5:09 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier	McEwen
Danforth	

Also in attendance: Richard Angotti (IT), Don Gerrish

Order #14-2021 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(A) for discussions on Personnel Matters.

Motion - Danforth, Second – Pelletier, Vote Passed - 7-0

8:43 pm - Motion to adjourn - Pray,
Second - Pelletier
Vote Passed 6-1 (Pelletier/Opposed)

January 25, 2021

The Executive Session was brought to order via Zoom at 3:03 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon-via Phone	Pray
Pelletier	McEwen-Excused
Danforth	

Also in attendance: Richard Angotti (IT), Don Gerrish

Order #15-2021 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(A) for discussions on Personnel Matters.

Motion - Danforth, Second – Jackson, Vote Passed - 5-0

Councilor Bragdon - joined via Zoom video @ 3:12pm

Don Gerrish - left 3:48

3:52 pm - Motion to adjourn - Jackson,

Second - Pelletier

Vote Passed 6-0



P.O. Box 269 Millinocket, Maine 04462

207-723-6203

To: Millinocket Town Council

From: Northern Timber Cruisers

Subject: Det. Benjamin Campbell Bridge

Good evening members of the Millinocket Town Council, I have enclosed a packet of information about the replacement of the Old Green bridge located on the Brownville road on Route 11 just outside of Millinocket. I have complete plans and all information from the DOT on this project if needed. In the early stages of this project the Northern Timber Cruises attended all the public hearings ordered by the DOT. In doing so we requested a 10ft wide Multi-Use recreational crossing to assist in being able to groom across the river because as of right now they cannot. So, we engaged talks with engineer Andrew Lathe of DOT and he began the work of designing the crossing. In the early stages all the clubs were asked to write letters of support for this project and many did to help secure a Federal

DOT Tiger Grant from the Feds and were awarded a 10 million grant for the construction of three bridges to help with the state matching funds. Once Andrew finally completed the engineering addition of the recreational crossing that we had requested he contacted me and informed us that the club would need to come up with the match of \$250,00 dollars to complete the project of which our club could not fund. With the project getting ready to go out for bid we had to scramble to find the matching funds.

This is where our Penobscot County Commissioner Laura Sanborn had informed me of a grant available from the county that might be able to help so in the 11th hour, we applied for this grant that had a \$100,000 limit per grant and requested the full \$250,000 with the understanding that we would still go after 3 more grants if we were awarded one from them. The county met and decided that this was a worthy project for the area and agreed to pay the full \$250,000 if we failed getting awarded any more grants. Now this would buy us some time to apply because the completion of the bridge is October 2023, and the DOT says that they will not need the payment until then.

During this time, I was in talks with ex town manager John Davis and we had an understanding that the town would try to help out by applying for a Gloria Mackenzie grant as one of my 3 options because they have applied for and awarded one from that foundation and because the Northern Timber Cruisers is not a 501c3 so that is why I am requestion for the Town to apply for a max of \$100,000 grant from the Gloria Mackenzie

foundation for this project and would accept whatever funds that they would graciously award us. This is a no cost to the town or the club but a great chance to be part of an important project for the future of motorized recreation in our area. I have also been asked by the county to sign an agreement from the county to have the town be a pass through for these funds for the project. I have enclosed the paperwork that will be needed to be signed and witnessed if you agree to do this. I will be on the Zoom meeting for the council meeting and if there are any questions that need to be answered I will be made available to you and answer what I can. Thank you for your time and I look forward to work with you on this project!

Sincerely


John Raymond

President NTC

207 447 1818

**MEMORANDUM OF UNDERSTANDING BETWEEN
PENOBSCOT COUNTY
NORTHERN TIMBER CRUISERS AND THE TOWN OF MILLINOCKET**

This agreement is made by and between the Penobscot County Commissioners and the Northern Timber Cruisers and the Town of Millinocket for the reimbursement of any grants received for the Detective Benjamin Campbell Bridge raised recreational trail project, located in the Unorganized Territory of T3 IP on Route 11.

1. **Effective Date:** This agreement shall be effective upon the signatures of all parties to this agreement.
2. **Duration:** The term of this agreement shall be for the length of the project, ending on October 15, 2023.
3. **Agreement:** The Northern Timber Cruisers and/or the Town of Millinocket agree to reimburse Penobscot County for any grants received related to the construction of the recreational trail on the Detective Benjamin Campbell Bridge. Payments to be made within 30 days of receiving funding.

IN WITNESS OF, the parties to this agreement have executed the same in triplicate on this ____ day of _____, 20____, and hereunto set their hands.

PENOBSCOT COUNTY COMMISSIONERS

Witness

Peter K. Baldacci, It's Chairman

Laura J. Sanborn

Andre' E. Cushing, III

NORTHERN TIMBER CRUISERS

Witness

By: John Raymond, President

TOWN OF MILLINOCKET

Witness

By its:

By its:

By its:

By its:

John Raymond

From: Lathe, Andrew W <Andrew.W.Lathe@maine.gov>
Sent: Thursday, August 27, 2020 5:40 PM
To: John Raymond
Subject: RE: T3 Indian Purchase TWP, Detective Benjamin Campbell Bridge #3666 (WIN 23236.01) - Raised Trail
Attachments: 04 - T3 Indian Purchase 23236 ENV Contract Pkg 081120.pdf

John --

The total project budget is \$8,920,00. This includes preliminary engineering, right of way expenses, construction, and construction engineering. The estimated construction cost is approximately \$8,200,000. The cost of the 10' wide raised trail is estimated at \$670,000. The request for the cost share is \$250,000 which represents 37% of the cost.

The unorganized territory is T3 Indian Township.

I have attached our environmental contracts package which identifies the permit requirements we have received from permitting agencies. This project required a permit from the Army Corps of Engineers, the Maine Department of Inland Fisheries and Wildlife, Maine Land Use Planning Commission, and the Maine Department of Environmental Protection. This project also complies with the National Environmental Policy Act which required additional consultation to include the Maine Historic Preservation Commission.

I am going to send you the project plans under a separate e-mail as the file is large.

With regards to the number of construction jobs...that is a bit trickier. What I can probably do is provide the anticipated manhours for construction. A contractor could show up with ten people or fifty, so the number of jobs is not a tangible number, but the number of man hours can summarize the amount of labor required. I will have that number to you in the morning.

Sorry this is late.

Please let me know if you need more detail or not.

☺ Andy

From: John Raymond <trailbuilder992@gmail.com>
Sent: Sunday, August 23, 2020 4:13 PM
To: Lathe, Andrew W <Andrew.W.Lathe@maine.gov>
Subject: RE: T3 Indian Purchase TWP, Detective Benjamin Campbell Bridge #3666 (WIN 23236.01) - Raised Trail

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Andrew: I want to pass the grant app in this week and need some info from you. On the app they want the dollar amount requested, Total project budget, the unorganized Territory in which the project will occur and the applicable licenses and permits that you have applied for? They would like a detailed description and anticipated budget for your project including maps if applicable. Also they are asking how many construction jobs will be created during construction? I believe you have all of that info. Besides that everything is going good on my end also once I have your info I can put it in the grant and send it in hopefully this week. I believe that is all I need right now. Talk soon.

John Raymond

2074471818

From: Lathe, Andrew W <Andrew.W.Lathe@maine.gov>

Sent: Thursday, August 20, 2020 3:37 PM

To: John Raymond <trailbuilder992@gmail.com>

Subject: T3 Indian Purchase TWP, Detective Benjamin Campbell Bridge #3666 (WIN 23236.01) - Raised Trail

I just wanted to give you a heads up that the maintenance agreement with the County Commissioner's Office has all been signed and executed.

The Town of Millinocket just got a revised agreement for the cost share. MaineDOT's standard (boilerplate) agreement didn't really fit as it referenced too many requirements to be mandated to the municipality but the bridge isn't in the municipality, so we scrapped that effort. Our Contracts Office created a cleaner, more specific cost-share agreement and that is now in there hands. I am hopeful we get a signed agreement back next week. We are currently scheduled to advertise on September 2nd.

Things are falling in to place. Thank you for your assistance through this process.

Best regards,

Andrew Lathe

Project Manager – Bridge Program

16 State House Station, Augusta, ME 04333-0016

Cell (207) 441-7362

andrew.w.lathe@maine.gov



Design: Load and Resistance Factor Design per AASHTO LRFD Bridge Design Specifications, Eighth Edition 2017.

Live Load.....	HL - 93 Modified for Strength I
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Current (2017) ADT	1240
Future (2037) ADT	1490
Design Hour Volume	12%
Design Hour Volume	13%
Heavy Trucks (% of ADT)	13%
Heavy Trucks (% of DHV)	40%
Directional Distribution (% of DHV)	151
18 to 19 mph Equivalent μ 2.0	144
48 to 50 mph Equivalent μ 2.5	55
Design Speed (mph)	55

Discharge Area	1.882 sq mi
Check Discharge (Q90)	37,026 cfs
Headwater Elevation (Q100)	460.31 ft
Headwater Elevation (Q11)	465.51 ft
Headwater Elevation (Q10)	466.53 ft
Headwater Elevation (Q25)	467.43 ft
Headwater Elevation (Q50)	468.33 ft
Headwater Elevation (Q100)	468.33 ft
Discharge Velocity (Q1)	7.35 fpm
Discharge Velocity (Q25)	9.60 fpm
Discharge Velocity (Q50)	10.53 fpm
Discharge Velocity (Q100)	10.90 fpm

Tenacities:	Curb & Sidewalk	Class "I"
	Seals	Class "A"
	All Other	Class "B"
	Reinforcing Steel	ASTM A615, Grade 60
	Main Reinforcing Steel	ASTM A955, Grade 75
	Reinforcing Bar	AISI 307-30, AISI 440-1-15
	Pipes Over Pipe	ASTM A709 HPS Grade 70W (unpainted)
	All Other Material (except as noted)	ASTM A709, Grade 50W (unpainted)
	High Strength Bolts	ASTM F3125, Grade A325, Type 3

Class "A" Concrete.....	$f'_c = 4,000$ psi
Class "B" Concrete.....	$f'_c = 5,000$ psi
Class "LP" Concrete.....	$f'_c = 5,000$ psi
Class "S" Concrete.....	$f'_c = 2,500$ psi
Plate Reinforcing Steel.....	$f_y = 60,000$ psi
Structural Reinforcing Steel.....	$f_y = 75,000$ psi
Structural Steel:	
ASTM A 709, Grade 50W.....	$F_y = 50,000$ psi
ASTM A 709, Grade 50W.....	$F_y = 50,000$ psi
ASTM A 709, Grade 50W.....	$F_y = 70,000$ psi

e_2	Minimum Elastic Modulus	$E_f = 6,450,000$ psi
e_3	Minimum Nominal Design Tensile Strain	$E_f = 1.226\%$
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98% PLANS
May 29, 2020

DEPARTMENT OF TRANSPORTATION

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FEDERAL AID PROJECT NO. 02323600
PROJECT LENGTH 0.229 mi.
BRIDGE NO. 3666

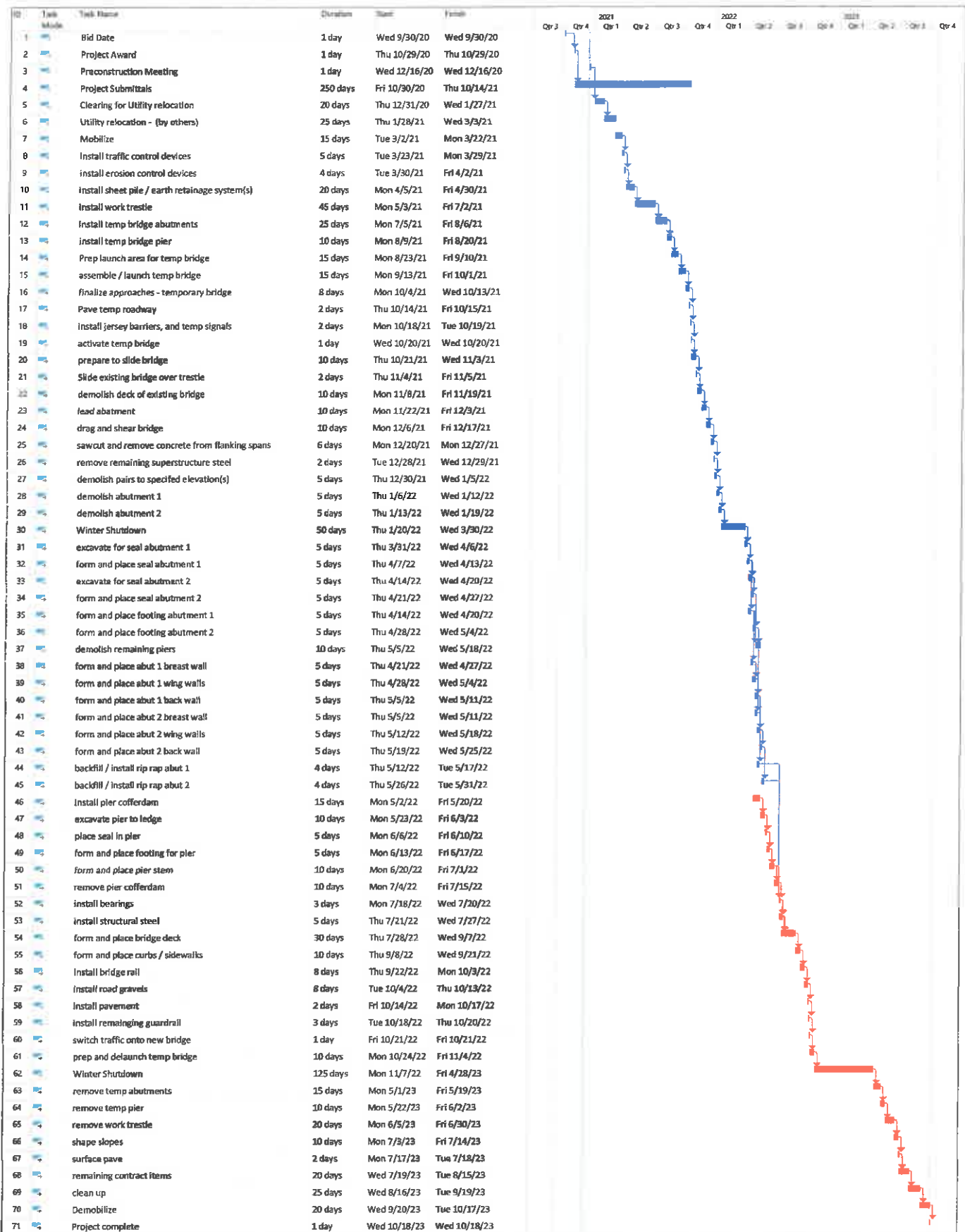
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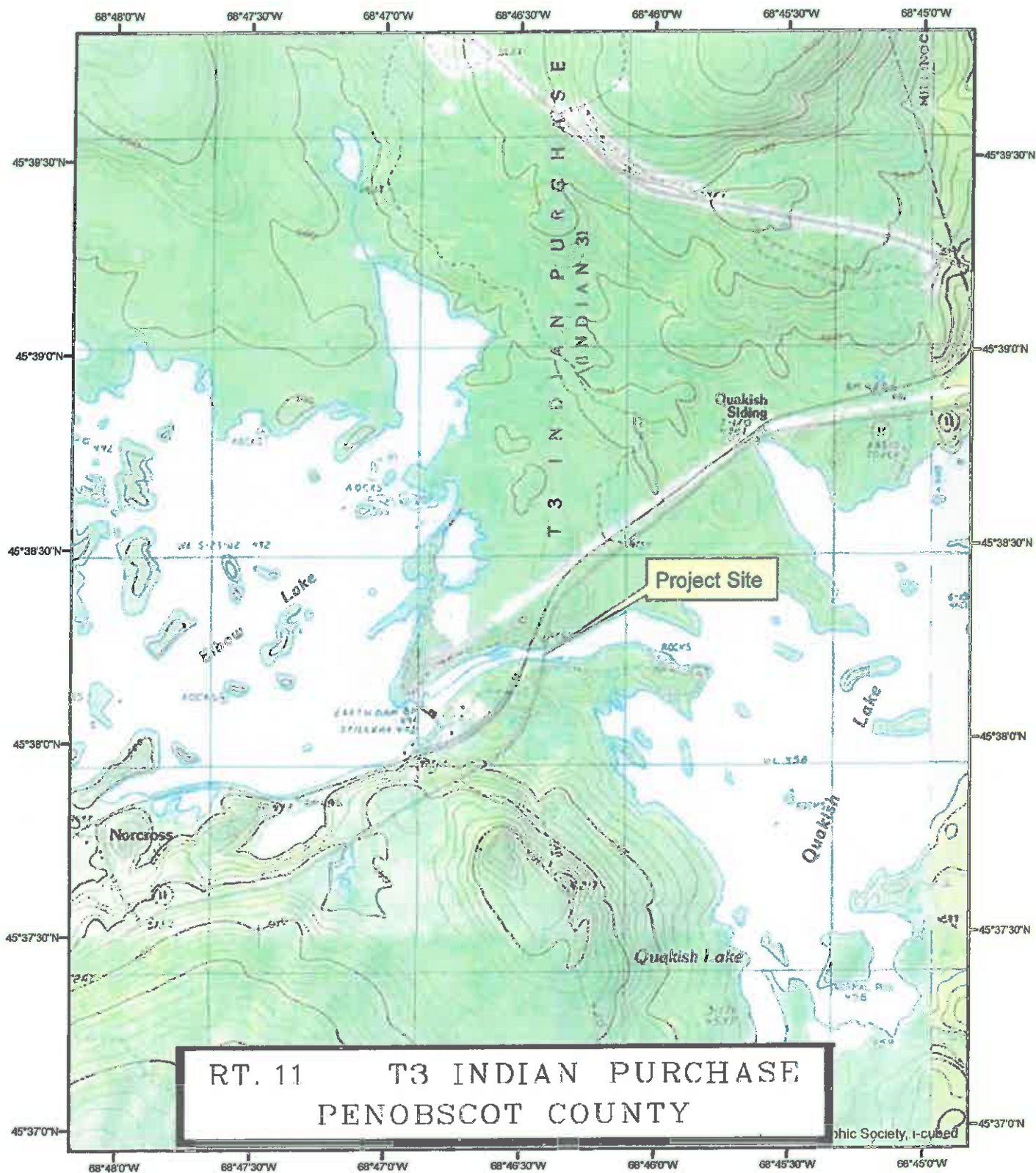
2323600

<u>PROJECT LOCATION:</u>	Detective Benjamin Campbell Bridge #3666 in T3 Indian Purchase TWP carrying U.S. Route 11 over West Branch Penobscot River
<u>PROGRAM AREA:</u>	Bridge
<u>OUTLINE OF WORK:</u>	Replacement of Detective Benjamin Campbell Bridge #3666 in T3 Indian Purchase with associated approach work.

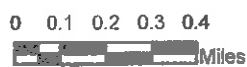
T3 INDIAN PURCHASE TWP		DETECTIVE BENJAMIN CAMPBELL BRIDGE		TITLE SHEET	
PROJECT INFORMATION	BOOK	PROJECT NUMBER	PROJECT NAME	CONSULTANT	PROJECT REASON
			ALF LANE	ALF LANE, P.E.	
			SIGNATURE	P.R. NUMBER	DATE
STATE OF MAINE			DEPARTMENT OF TRANSPORTATION		
APPROVED			DATE		
COMMISSIONER			DATE		
OTHER ENGINEERS			DATE		

Project Schedule





Bridge Replacement
Detective Benjamin Campbell Bridge #3666
T3 Indian Purchase, MaineDOT WIN 23236





Katahdin Region Comprehensive Plan Executive Summary 1/26/21 Millinocket, East Millinocket, and Medway, Maine

Dr. Annette Padilla, Interim Town Manager, Millinocket

Overview and Process

The Comprehensive Plan is developed per the statutory requirements of the Maine Comprehensive Planning and Land Use Regulation Act of 1988 (MRS Title 30, Section 4861) and approved as consistent with the Growth Management Act on 1/21/21 per the State of Maine, Department of Agriculture, Conservation, and Forestry-Bureau of Resource Information and Land Use Planning. The plan was written by Eastern Maine Development Corporation in cooperation with the Tri-Towns above. Led by Councilor Cody McEwen then in 11/20 Interim Town Manager with Departmental input from the Treasurer, Public Works, Wastewater, Recreation, Code Enforcement and the Planning Board.

The last plan was from 2005 and purpose per Public Law 776 (2001) is to address implementation of the Land Use Recommendations of the Task Force on State Office Building Location, other State Growth related Capital Investments, and patterns of development. This Act ensures that government investments are made to not spur development and concentrates on the public facilities and improvements locally. Investments can use State, Federal, or other public funds to purchase, lease grant, loan guarantee, credit, tax credit, or other financial assistance by the State for: Construction in housing, development of industrial business parks, sewer/water, and other utility lines; grants and loans for infrastructure, public facilities, and community buildings; and construction/expansion of state office buildings, state courts, and other state civic buildings that serve public and customers.

Purpose: The adoption of the plan can assist the town to receive preferential consideration when applying for Federal or State grant for community development (MTSA Title 30-A, Section 4349). The plan is meant to be a tool for implementation via policy and measurement of impact as well as to coordinate private business, quasi-public, and other entities in the region.

Related Goals for the State of Maine (Millinocket goals in economic development support the State)

- To plan for, finance, and develop an efficient system of public facilities and services to accommodate growth and economic development;
- To promote an economic climate, which increases jobs and economic well-being;
- To protect and manage the quality of the State's water resources;
- To safeguard the State's agricultural and forests from development which threatens it;
- To promote and protect the availability of outdoor recreation including surface waters.

The Scope of Work for the Plan involved: a survey of resources, analysis of past, present and future needs; development of policy proposals to address; adoption of policies by Town officials and residents, and continuous monitoring of the plan policies and implementation strategies.

Fourteen Chapters of the Plan exist (noted below with development priorities having more text)

Chapters contain the vision and goals, history, resources, notable parties, strategies and policies. While each of the above is important to advancing Millinocket, highlighted are those below that are related to economic development, what I understand and suggest is the broader planning and implementation agenda.

1) a *Regional Vision*: Rebuilding economic vitality and community development via Our Katahdin (suggest to revise to includes a dream. Draft-Millinocket is a Town of prosperity, economic vitality, resilient, with innovation and sustainable growth for residents, guests, and businesses. Six themes were identified: vibrant villages, make Katahdin region a premier four-season outdoor destination; supporting and attracting people of all ages; cultivate local jobs and the regional economy; grow forest product manufacturing; and future-proof the region.

2) *Stakeholder Engagement*: This effort continues that momentum and interest generated by the Gazetteer, a platform for collaboration, cooperation, and participation in governance including residents of nearby Towns. Several meetings were held, open to the public and the yearly survey by Millinocket, their Economic Development Committee, the Broadband Committee Utility, and the Mental Health and Wellness Coalition of the Tri-Towns, Woodville, and Lincoln.

3) Historic and Archeological Resources-To be addressed in the future, time permitting

4) *Water Resources*-Goals-a. To expand public access to waterways for recreation and tourism, by creating more access for the public along the Millinocket Stream and lakes around Millinocket; b. To protect our water supply and drinking water by testing and education; c. Continue to meet Maine Department of Environmental Protection guidelines for treated wastewater into the Penobscot River and protect rights for business development while respecting the interest of local Tribes in having clean waterways; d. Protect neighborhoods, businesses, and schools near the Stream from flooding during rains and regulation of the dam. (Note, detail on policy, strategies, timeframes, and responsible agents included in chapter.

Policy: To ensure access to waterways for appropriately treated wastewater.

Strategies: Monitor Maine State Legislation, consult with legal advisors, build relationship with local Tribe(s) to assess similar goals.

Time Frame: 2020-2030

Responsible Agent(s): Municipal government, elected officials and Town Manager, Wastewater Department director, Maine Legislature, legal advisors, State Elected Officials.

Policy: To expand access to waterways for public access to enhance recreation and tourism.

Strategies: Seek State and/or Federal funding for building of paths, signage, and maps.

Time Frame: 2020-2025

Responsible Agent(s): Municipal government, elected officials and Town Manager, Recreation Department director, Recreation Advisory Committee.

5) Natural Resources-To be addressed, time permitting,

6) Agriculture and Forestry-To protect promote and preserve notable farmlands, and forests:

1. Policy: To work within the Forest Opportunity Roadmap (FOR) to identify opportunities for Millinocket or the Region. The FOR is a collaboration of industry, communities, government, education, and non-profits to advance the forest economy with support from the U.S. Economic Development Administration. FOR is working to diversify the state's wood products businesses, attract capital investments, and increase economic prosperity for communities impacted by mill closures.

Strategies: FOR/Maine Roadmap

Time Frame: Ongoing

Responsible Agent(s): Katahdin Region Development Board, Town Council, Landowners, Maine Development Foundation and FOR/Maine, other groups and agencies in the State of Maine.

Policy: To support the goals outlined in the Katahdin Gazetteer process that improve the entrepreneurial conditions in the area. (perhaps include food security/sustainability here?)

Strategies: Katahdin Gazetteer

Time Frame: Ongoing

Responsible Agent(s): Our Katahdin, Katahdin Collaborative

Policy: To support existing forest-related business efforts in the region including advanced wood heat, wood products manufacturing, forestry, logging and trucking, outdoor recreation and other related businesses.

Strategies: Redevelopment Plan for One Katahdin

Time Frame: Ongoing

Responsible Agent(s): Our Katahdin

Policy: To increase the viability of businesses catering to outdoor recreation and enhance the visitor experience in the Katahdin Region.

Strategies: Rural Communities Development Initiative (RCDI) Working Group, Katahdin Region Visioning Group/Vision, State of Maine Community Destination Academy

Time Frame: Ongoing

Responsible Agent(s): Katahdin Area Trails, Outdoor Sport Institute, Northern Forest Center, Friends of Katahdin Woods and Waters, Katahdin Chamber of Commerce, Maine Office of Tourism.

7) Population and Demographics

To encourage, promote, and develop stability and growth in the Katahdin region, the following policies and implementation strategies have been developed.

Goals: To maintain a healthy and vibrant Town that meets the needs of residents and visitors in Millinocket. This will guide future development and redevelopment of the community consistent with our goals and objectives. To pursue companies that will entice former residents to return to

Millinocket and prevent out-migration. By 2023, to reduce the median age of 51.3 (2016) to approach State and national averages (44.0 and 37.7, respectively).

Policy (Regional): To support and continue efforts with the Katahdin Region Public Visioning process and to establish and carry out achievable goals and objectives outlined in the report.

Strategies: Make the Katahdin region the premier four-season outdoor destination in the Northeast; Future-proof the region by building social capital, use and reuse of the wood asset, protecting natural environment, local planning efforts, and expanding broadband activities; Be a place that supports and attracts people of all ages; Grow local jobs and a new regional economy; Increase the next wave of forest product manufacturing for a global economy; and walkable villages that serve as gateways to the wilderness.

Time Frame: Ongoing

Responsible Agent(s): Participants in the Katahdin Gazetteer Vision and Action Plan including Board of Selectmen, Town Council, Katahdin Region Development Board, Our Katahdin, and residents of the Katahdin region.

Policy: Continue efforts to recruit major employers such as manufacturers and large retailers, and to complement recruitment by emphasizing existing assets and distinctive resources.

Strategies: Plan where development should or should not go, encourage growth in town where businesses can thrive on a walkable main street and where families can live close to their daily destinations. Expand affordable and energy-efficient housing, and an age-friendly community.

Time Frame: Ongoing.

Responsible Agent(s): Town Manager and Economic Development Director, Town Council, Planning Board, Our Katahdin, Katahdin Region Development Board.

Policy: Promote small business development, which helps rural people acquire assets and create wealth. Create space for innovation and have a regulatory environment designed to help small businesses open safely and quickly; do not create unnecessary hurdles for business owners.

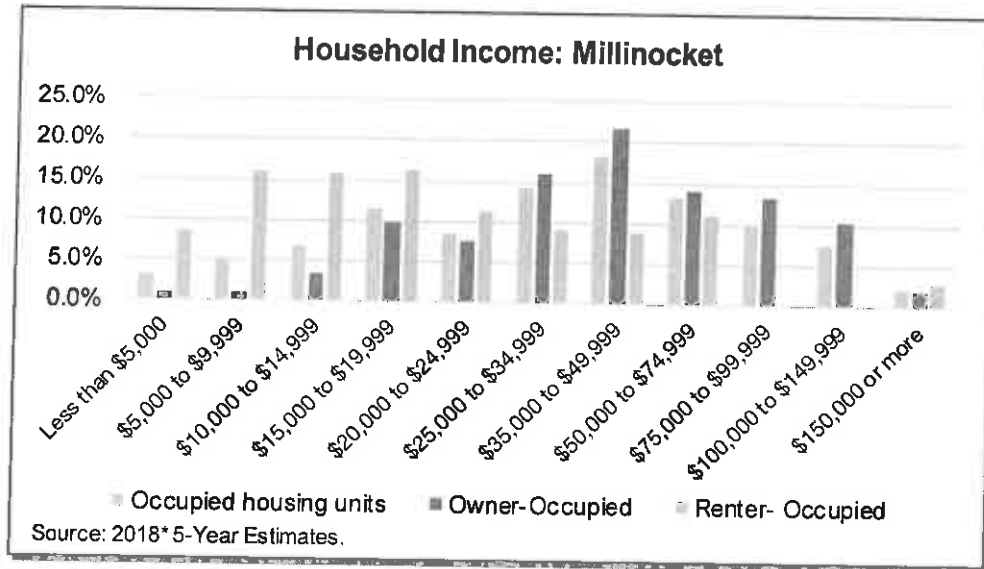
Strategies: Use word-of-mouth marketing strategies, sponsor local events, get local press coverage, give away freebies, and have an active on-line presence. Build the infrastructure (incubator and co-working space, expanded broadband capacity) to attract new populations to the community.

Time Frame: Ongoing.

Responsible Agent(s): Town Manager and Economic Development Director, Town Council, Planning Board, Our Katahdin, Katahdin Region Development Board.

Economy

Goal: To create prosperity and wealth, generate jobs, increase income and reduce poverty, and improve the quality of life for residents, visitors, businesses, and those coming to work in Town. Average household income is \$35,000 to \$49,000. The median household income for Millinocket in 2018 was \$35,697 and per capita \$27,753.



Family and Individual Poverty, 2018*						
	Maine			Penobscot County		
	Total	Below Poverty Level	%	Total	Below Poverty Level	%
Individuals	1,296,990	161,743	12.5%	145,211	22,744	15.7%
Families	347,959	27,489	7.9%	37,841	3,708	9.8%
Families with related children of householder under 18 years	138,891	19,861	14.3%	15,362	2,781	18.1%

	East Millinocket			Medway			Millinocket		
	Total	Below Poverty Level	%	Total	Below Poverty Level	%	Total	Below Poverty Level	%
Individuals	1,754	332	18.9%	1,158	201	17.4%	4,267	512	12.0%
Families	469	58	12.4%	354	39	11.0%	1,238	56	4.5%
Families with related children of householder under 18 years	192	47	24.5%	113	39	34.5%	343	30	8.7%

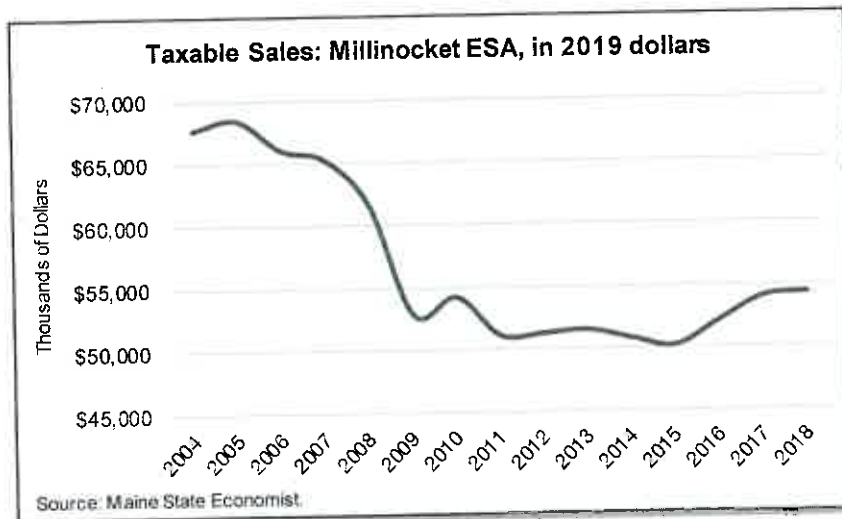
Source: 2018* ACS 5-Year Estimates, population for whom poverty is determined.

Taxable Sales

The Millinocket Economic Summary Area (ESA)¹ experienced a similar downturn, reducing revenues from \$65.5 million in 2007 to \$52.8 million in 2009 – a decrease of 19%. The recovery from this downturn, however, was complicated by the closure of mills in Millinocket and East Millinocket. When adjusted for inflation, the Katahdin region has seen flat sales tax revenues. It is worth noting that during this same period, the region also saw a decrease in population. When adjusted for relative population levels, this relative lack of growth is less pronounced. Using ACS 5-Year estimates for the population of the Millinocket ESA, the total *per person* taxable

¹ Sales tax revenues are aggregated to the ESA to increase sampling accuracy. The Millinocket ESA includes Millinocket, East Millinocket, Medway, Grindstone, West Sebocis, and Woodville.

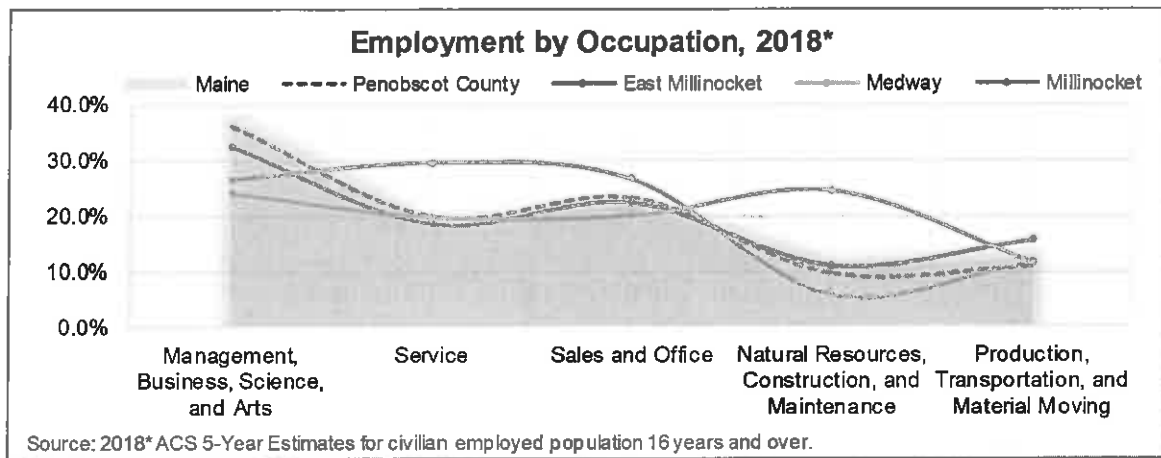
sales for the years 2009 through 2018 evidences a recovery while still lagging the state significantly.



Average Quarterly Taxable Sales: Millinocket ESA, in 2019 dollars.								
	Q1		Q2		Q3		Q4	
	Total	%	Total	%	Total	%	Total	%
Total	\$ 10,612,205		\$ 12,601,465		\$ 16,304,694		\$ 12,612,132	
Personal	\$ 9,188,882	86.6%	\$ 11,398,632	90.5%	\$ 15,404,818	94.5%	\$ 11,242,406	89.1%
Business Op	\$ 1,338,733	12.6%	\$ 1,203,299	9.5%	\$ 1,128,395	6.9%	\$ 1,447,884	11.5%
Building	\$ 962,730	9.1%	\$ 1,584,106	12.6%	\$ 1,841,475	11.3%	\$ 1,992,870	15.8%
Food Store	\$ 3,104,662	29.3%	\$ 3,704,841	29.4%	\$ 4,293,947	26.3%	\$ 3,509,938	27.8%
General	\$ 483,273	4.6%	\$ 652,026	5.2%	\$ 902,173	5.5%	\$ 656,446	5.2%
Other	\$ 594,706	5.6%	\$ 787,580	6.2%	\$ 784,645	4.8%	\$ 905,824	7.2%
Auto Trans	\$ 1,760,634	16.6%	\$ 2,432,762	19.3%	\$ 2,236,962	13.7%	\$ 2,115,007	16.8%
Restaurant	\$ 1,717,804	16.2%	\$ 1,888,555	15.0%	\$ 2,967,814	18.2%	\$ 1,784,912	14.2%
Lodging	\$ 584,410	5.5%	\$ 653,558	5.2%	\$ 2,104,647	12.9%	\$ 580,873	4.6%
Rest and Lodg	\$ 2,302,214	21.7%	\$ 2,542,114	20.2%	\$ 5,072,460	31.1%	\$ 2,365,785	18.8%

Source: Maine State Economist. Averages for Q1-2013 through Q3-2019.

Seasonal fluctuations in sales tax revenues are an important feature of the economy. Average quarterly figures show a very strong July-August-September, coinciding with summer and early-autumn tourism, as well as a weak January-February-March, coinciding with winter.



Interestingly, the towns of Medway and Millinocket have diverged from East Millinocket, emphasizing Natural Resources, Construction, and Maintenance as well as Service and Sales, respectively.

Opportunity Zones

Under the Tax Cuts and Jobs Act of 2017, Maine Governor Paul LePage designated East Millinocket and Millinocket as *Opportunity Zones*. These zones are part of a federal economic development program that encourages investments in low-income areas by offering tax deferral for capital gains reinvested in Opportunity Zone businesses and a permanent exclusion for gains from the investment.

Great Northern Paper Mill Site

This Millinocket mill stopped operations in 2011, leading to a decline in high wage jobs, hundreds of unemployed residents, increases in the town's mill rate, and an outmigration of population. The site is situated on 1,400 acres of land with 400 acres classified as contaminated brownfields and 1,000 acres of undeveloped green space. Assets remaining at the former mill site include:

- A major thoroughfare into and out of the mill – Golden Road – a 96-mile private road built by Great Northern Paper that stretches from the St. Zacharie border crossing to the terminus at the mill site;
- Roads and wood yard infrastructure designed for traffic flow and wood yard management;
- A 32-megawatt hydropower-generating facility that dramatically reduces the cost of power.
- Buildings remaining on the site are the Administration Building, Engineer and Research Building, Number 11, Plant Engineering, Store Room, and Warehouse Seven.

The mill site was purchased in 2017 by Our Katahdin who intends to develop it into a multi-tenant industrial park, hosting both traditional and innovative forest products businesses such as cross-laminated timber (CLT) manufacturing, bio-refining, and nano-cellulose production. The site is also of interest to potential tenants in the aquaculture, food production, and data center industries. A recent Economic Development Administration (EDA) investment of \$5.3 million will help facilitate infrastructure improvements to roads, water and wastewater systems, power, rail, and the

installation of truck scales. This funding is supplemented by additional funds for EPA brownfields rehabilitation, expansion of broadband capacity, and construction investments to house new business tenants.

Huber Forest Products and Technology Park

The Huber Forest Products and Industrial Park is a property located on the east end of Millinocket on 308 acres across eight lots, with individual parcels ranging in size from 12.1 acres to 63.2 acres. Huber Resources Corp and the currently inactive Gardner Chip mill share one lot. The Town's goal is to attract new tenants to fill these sites.

Coworking Space: 230 Penobscot Avenue, Millinocket

Our Katahdin (OK) purchased the Miller's building, a former department store which closed in 2008. OK has been awarded an EPA cleanup grant to begin renovations to reuse it as a co-working space, supporting new entrepreneurs, innovation, and small business growth. With funds from Eastern Maine Development Corporation and additional EDA investment, a consultant will be engaged to help with design, development of a business plan, best practices research, and creation of a strategic plan for build out and operations. This space is being connected with high-speed broadband technology to support communications and tech-based businesses. Launching of the co-working space is scheduled for 2020.

Millinocket will continue to pursue other economic development projects that can spur economic growth and vitality. The Solar Farm located near the Town's wastewater treatment plant has the potential to provide energy- and cost-efficient power for the plant and the Town's Transfer Site.

Policy: The town will further refine the already established areas best suited for development.

Strategies: The town will update their land use ordinance consistent with the updated comprehensive plan. This action will continue to reduce the likelihood of incompatible uses, facilitate growth into appropriate locations, and retain the quality of life to for residents. The town will consider adding language to their land use ordinance that incorporates voluntary design criteria compliance to make the town more aesthetically pleasing.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Planning Board, and Town Council

Policy: The town will encourage labor force training.

Strategies: The town recognizes the importance of adequate training for the creation and maintenance of a healthy and competitive workforce. The town also recognizes regional education assets such as adult education, vocational schools, community colleges, graduate and undergraduate programs, the Katahdin Regional Higher Education Center (KRHEC), Literacy Volunteers, SCORE, job-training programs, and federal training programs. Program information will be made available at the town hall in the form of brochures and catalogues.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Town Council, and KRHEC

Policy: The town will pursue grants and investments to fund the needs of the town as well as our partners in business or non-profit sectors.

Strategies: The towns will continue to contact the applicable state and federal agencies to solicit information regarding block grants and other revenue sources. A review of the needs of existing and potential uses will be conducted to match those needs with potential funding sources. The town will evaluate the potential for the establishment of a Katahdin Investment Fund. This investment fund would be used as a potential resource for access to capital for town and business development projects.

Time Frame: Ongoing

Responsible Agent(s): Town Manager and Town Council

Policy: The town will seek ways to diversify the local economy.

Strategies: Options for diversifying the economy range from annexing new lands adjacent to Millinocket, to encouraging individuals to undertake new business ventures or to expand home entrepreneurship. Home occupation performance standards will continue to be included in the land use ordinance to ensure compatibility with neighborhoods and adjacent properties. Home occupations will continue to be allowed in various locations throughout the community.

Time Frame: Ongoing

Responsible Agent(s): Code Enforcement Officer, Planning Board, Town Manager, and Town Council

Policy: The town will promote community awareness and community pride.

Strategies: The town will continue to promote community and Katahdin pride by working with the school system, to develop programming to educate students about the town's history and by continuing to participate with the regional efforts of OK and the Katahdin Chamber of Commerce.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Town Council, School Department, Our Katahdin, and Katahdin Chamber of Commerce

Policy: The town will promote regional cooperation.

Strategies: On a regional level, the town will continue to work with nearby towns on economic development to promote regional marketing. A plan to combine all economic development efforts will be considered, including sharing of tax revenues. The host community would receive the largest percentage of the revenue with the remainder being split between the other participating communities. This initiative will help to instill Katahdin Pride and will foster cooperation across by removing the economic development competition between communities while encouraging optimism and open minds. Representatives from the town will work with adjacent communities for a joint approach to policing, transportation, recreational bike paths, solid waste, land use planning and other collaborations.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Planning Board, Town Council, and Recreation Advisory Committee

Policy: The town will encourage a diversified economic base.

Strategies: Interested parties will be sought to invest in the region to expand recreational opportunities. The town will implement the recommendations contained in the airport FAA Master Plan, which will strengthen the airport's opportunities for growth and services. The town will continue to secure a Pine Tree Development Zone, which will further diversify the community's

economic base. The Planning Board will work with potential developers to ensure that the process is conducted timely and town regulation and ordinances are followed. Natural resources based tenants will be welcomed within the community and encouraged to locate to the Huber Industrial Park.

Time Frame: Ongoing

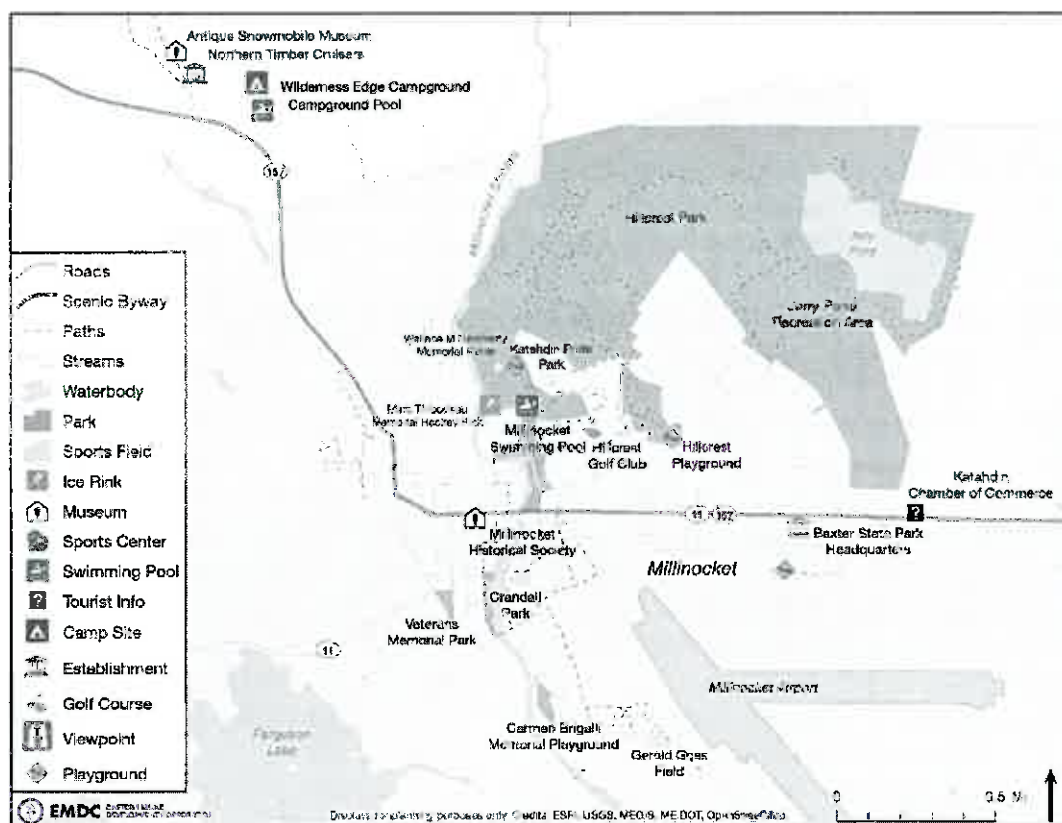
Responsible Agent(s): Town Manager, Town Council, and Planning Board.

9) Housing-To be Announced and addressed as needed.

10) Recreation and Tourism

Goal: To promote and increase four season recreational opportunities available in Millinocket through planning and execution with local stakeholders.

The map below, from the Katahdin Gazetteer, identifies hospitality and recreation spending in the region for 2018. The map also notes car and other vehicle traffic, underscoring the importance of Millinocket, East Millinocket, and Medway to broader recreation opportunities region-wide.



Through the Gazetteer effort, the Katahdin region developed a practice for identifying and pursuing recreation and tourism opportunities: (Needs to be reviewed and updated)

1. Form a Katahdin Collaborative recreation workgroup focused on outdoor accessibility
2. Inventory recreation options in the region including professionally guided and self-guided opportunities

3. Integrate existing regional guides and materials to make it easier for visitors to know how to recreate respectfully
4. Continue and expand youth stewardship opportunities
5. Identify missing trail linkages in the region and develop plans to meet those needs
6. Create regional trail standards for motorized activities
7. Expand the trails in the region to connect with historic points of interest, scenic vistas, and village centers
8. Fortify stewardship and maintenance programs
9. Promote in town water recreation along Millinocket Stream
10. Conduct a wayfinding study with Northern Forest Center for motorized, non-motorized, and pedestrian signage
11. Improve and expand hiking and biking trails

Since the Katahdin Gazetteer was published in 2019, many goals are met or underway. The Katahdin Collaborative Recreation Workgroup has been established, and work on the trails has increased with grant funding from the Northern Border Regional Commission.

Policies:

Minimum policies required to address state goals:

1. To maintain/upgrade recreational facilities as necessary to meet current and future needs.
2. To preserve open space for recreational use as appropriate.
3. To seek to achieve or continue to maintain at least one major point of public access to major water bodies for boating, fishing, and swimming, and work with property owners to address concerns.

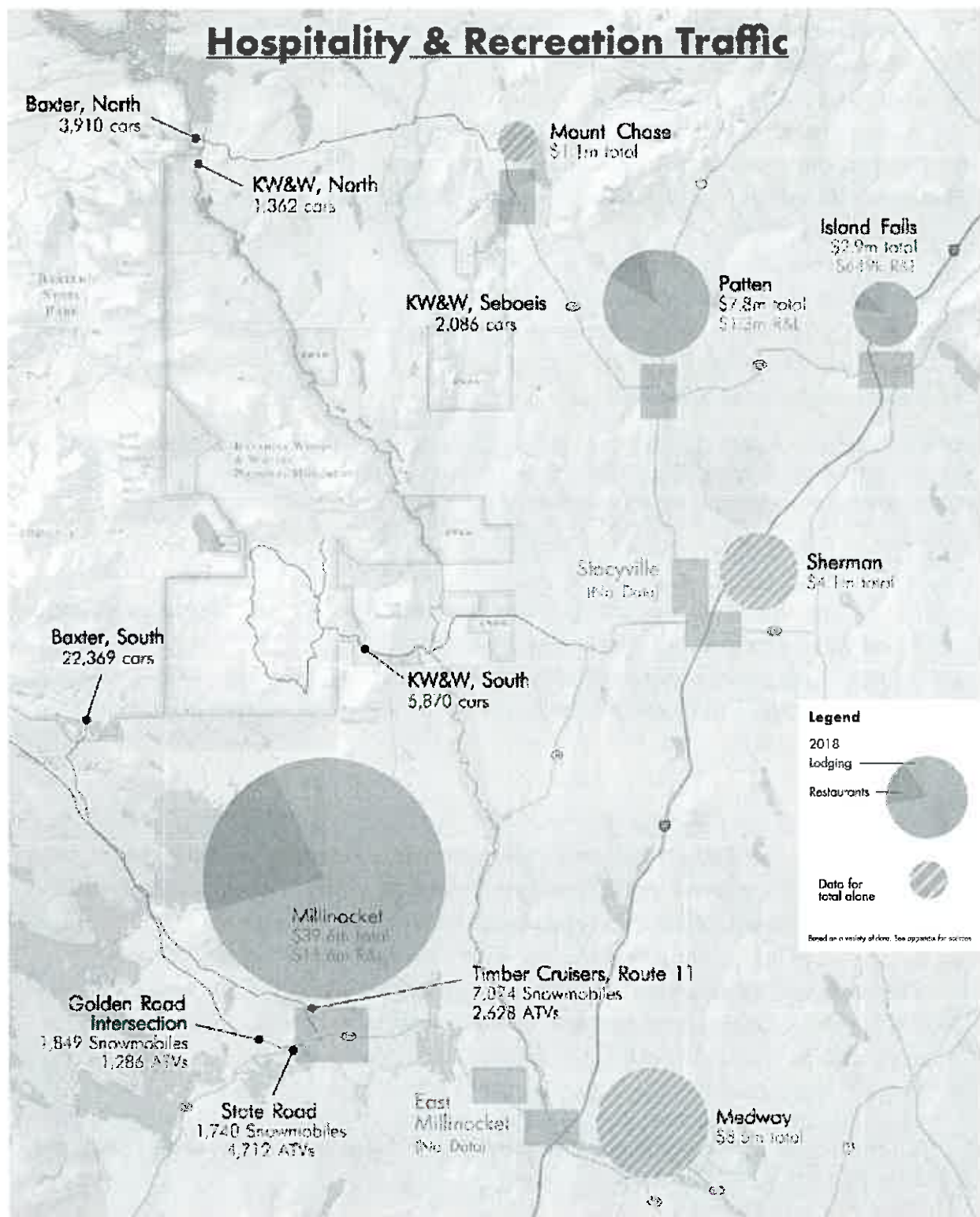
Strategies:

Minimum strategies to meet state goals:

1. Create a list of recreation needs or develop a plan to meet current and future needs Assign a committee or community official to explore ways of addressing the identified needs and/or implementing the policies and strategies outlined in the plan.
2. Work with public and private partners to extend and maintain a network of trails for motorized and non-motorized uses. Connect with regional trail systems where possible.
3. Work with an existing local land trust or other conservation organizations to pursue opportunities to protect important open spaces or recreational land.
4. Provide educational materials regarding the benefits and protections for landowners allowing public recreational access on their property. At a minimum this will include information on Maine's landowner liability law regarding recreational or harvesting use, Title 14, M.R.S.A. §159-A.

Time Frame: Ongoing

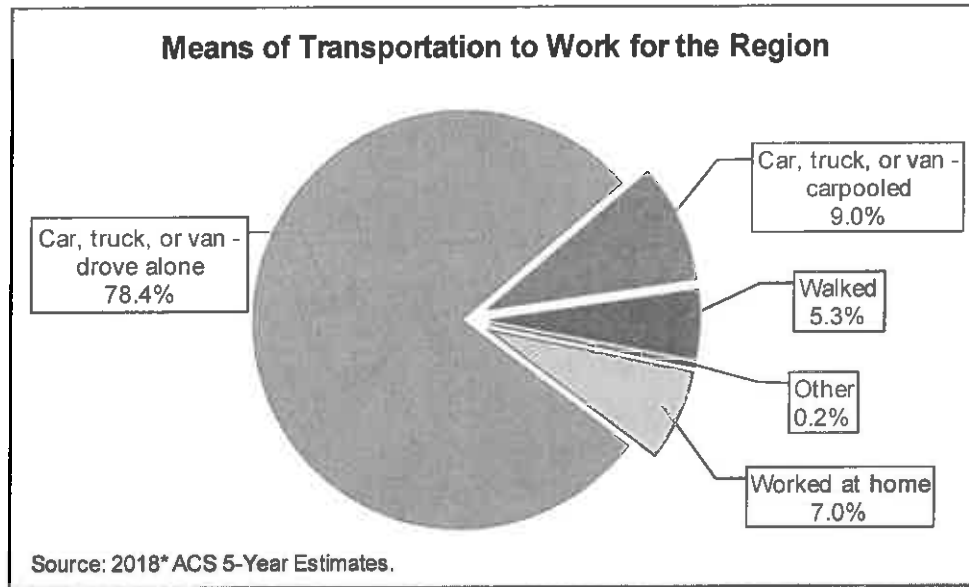
Responsible Agent(s): State of Maine, East Millinocket, Millinocket, Katahdin Region Chamber of Commerce



¹ Katahdin Gazetteer: A Roadmap to the Future, 2019. Page 36.

11) Transportation

To provide transportation infrastructure and services in a cost-effective and efficient manner, making the best use of available resources. To assure that improvements to existing infrastructure support economic development strategies, business retention, and growth. To support planning for maximum use of trails and paths.



The Millinocket Municipal Airport – built in 1938 and located at 16 Medway Road – serves the towns of East Millinocket, Millinocket, and Medway. The current configuration includes two runways with a main terminal, three municipally owned hangers and three privately owned hangers, and thirteen tie-downs. Runway 11-29 is 4,713 feet long and has pilot controlled lighting; runway 16-34 is 4,007 feet long and, while unplowed in the winter, remains accessible to aircraft using skis. The airport’s operational hours are from 8 am to 5 pm or later, 7 days a week throughout the summer. During the winter months, the airport operates 8am to 5 pm only Monday through Friday. The airport has one to two attendants at any given time and offers aviation fuels, oils, filters, and pilot supplies including maps and charts. The airport also offers a car rental service. In 2018, a new snow removal equipment (SRE) building was erected and taxies were repaired. The town is currently seeking grant opportunities to refurbish the runways.

Policy: The town will maintain an appropriate system that will support the economy and social activities, and provide access to jobs, schools, and critical services that are vital to residents in rural areas.

Strategies: Maintain capital budgets that aggressively and responsibly provide roadway improvements. The town should make efforts to address existing deficiencies and future needs, and ensure that private developments address transportation impacts.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Public Works Department, Wastewater Treatment, Planning Board, and the Town Council

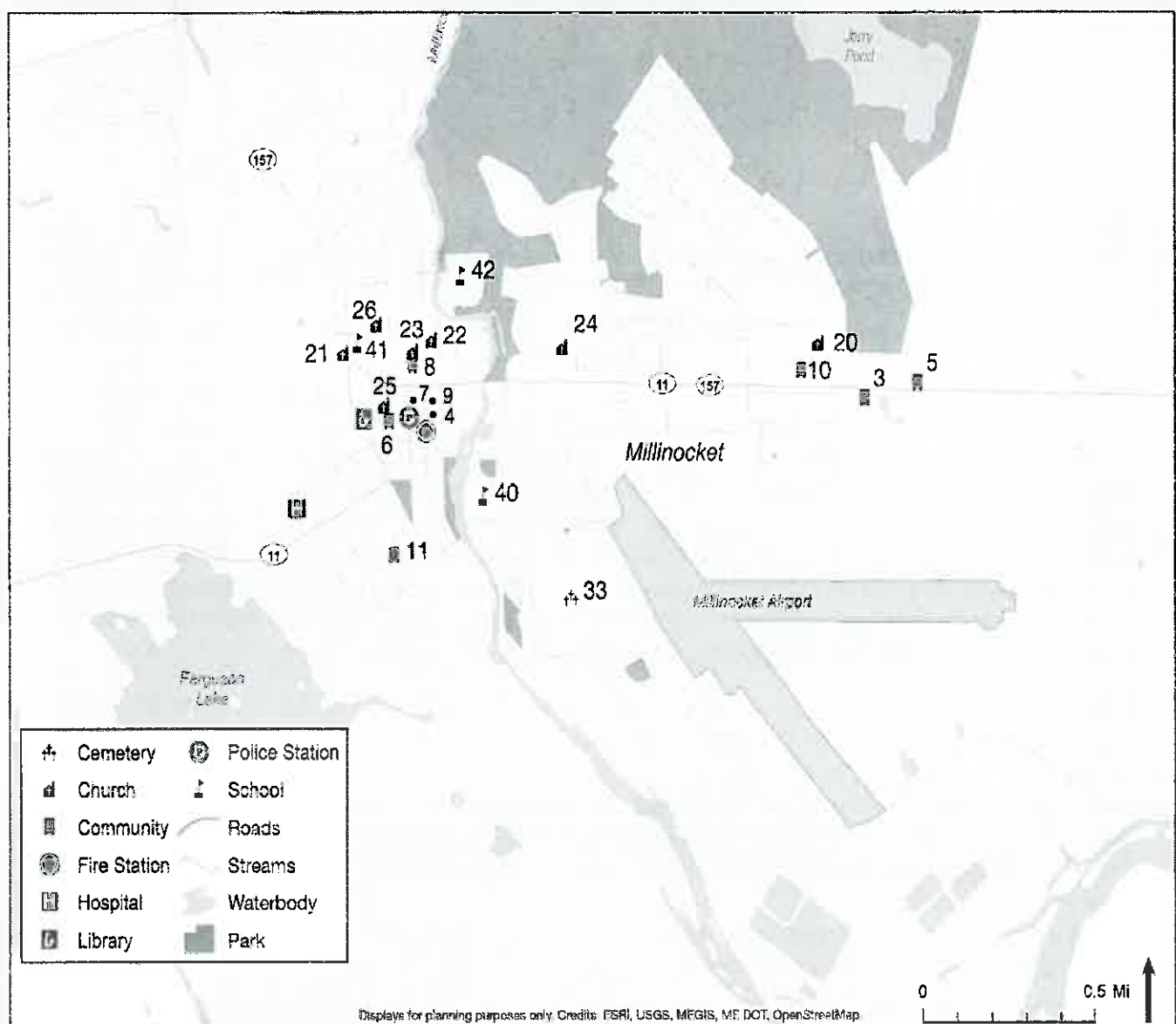
Policy: Develop and update a long-range transportation plan for the town and involve the public and all of the other affected constituencies in all essential functions.

Strategies: The town will support a transportation plan that will serve a fundamental role in the community's vision. It will include consideration of strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation-related agencies and organizations; and open, timely, and meaningful public involvement. Included in the planning will be strategies to promote the region through signage (directional and interpretive) and kiosks focusing on the scenic byway route of the Grindstone Road and the Katahdin Woods and Water Scenic byway. Planning will also address the various recreational pathways for ATV, snowshoe, skiing, snowmobiling, biking, and hiking.

Time Frame: Ongoing

Responsible Agent(s): Town Manager, Public Works, Town Council, and the public

12)Public Facilities and Services



The Millinocket Memorial Library is located on the corner of Hill Street and Maine Avenue. It was built in 1963 and is in excellent condition. With split-level construction and an area of 9,000 square feet, the library provides services including a book collection with approximately 40,000 volumes and an annual circulation fluctuating between 47,000 and 51,000. There are three full-time staff and five part-time staff members. The library also hosts the Katahdin Gear Library (KGL) – a lending library, outdoor adventure club, and public space for people of all ages to access equipment and tools, information, and leadership. Ultimately, the goal is to connect people around a common interest in outdoor adventure and recreation. KGL currently checks out bikes, backpacks, kayaks, paddleboards, canoes, skis, and snowshoes. In 2017, the library launched the Centennial Renovation project, which will house the facility in a new building. The Next Generation Foundation provided a major grant to begin the \$1.25 million capital campaign, with further investments by foundations, businesses, and individuals. Construction began in the spring of 2019 with anticipated completion in 2020.

In Millinocket, the police services are provided via contract by East Millinocket Police Department (EMPD). The chief is supported by detective-sergeant, three police officers hired in December of 2020 and ten reserve officers from EMPD. One animal control officer exists to provide support to both police and fire departments. Dispatch is handled through Penobscot County Regional Dispatch. The Police Department is located in the lower levels of the Municipal Building. Incarceration facilities in the Millinocket Police Department allow for a maximum of a four-hour detention period. In cases where a longer detention is necessary, local police utilize the Penobscot County Jail in Bangor.

Goals: To meet identified public facility and service needs efficiently.

To provide public facilities and services in a manner that promotes and supports growth and development in identified growth areas.

Strategies:

- Identify any capital improvements needed to maintain or upgrade public services to accommodate the community's anticipated growth and changing demographics.
- Locate new public facilities comprising at least 75% of new municipal growth-related capital investments in designated growth areas.
- Encourage local sewer and water districts to coordinate planned service extensions with the Future Land Use Plan
- If public water supply expansion is anticipated, identify and protect suitable sources.
- Explore options for regional delivery of local services and continue to network regionally.

13) Fiscal Capacity and Capital Investment

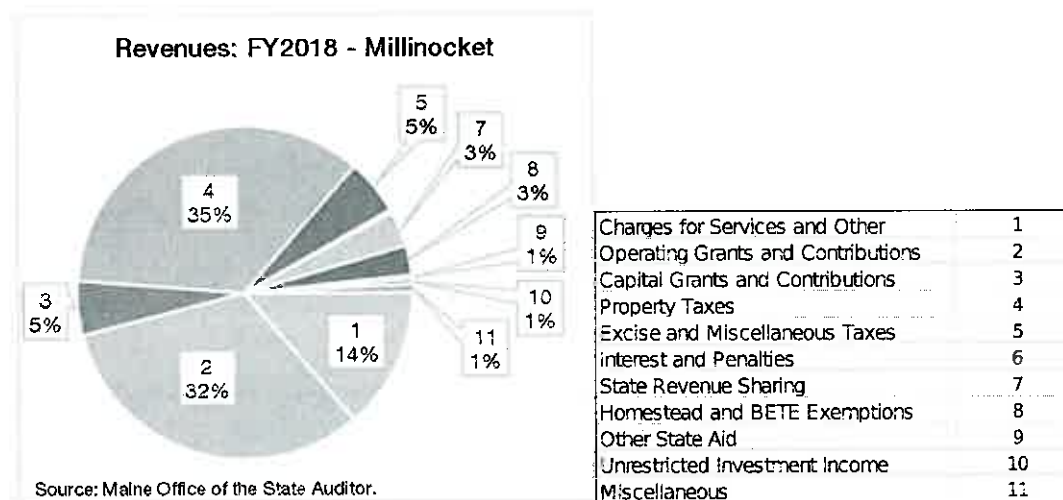
To plan for, finance and develop an efficient system of public facilities and services to accommodate anticipated growth and economic development while both increasing the tax base and reducing financial stress on residential taxpayers.

Revenues and Expenses

Revenue is divided into funds from specific programs such as schools, municipal operations, utilities and general revenues from taxes and other intergovernmental funds. Like other former mill towns, the region relied heavily on the paper companies to pay a high proportion of local taxes, making them by far the largest taxpayer. The closure of the mills in Millinocket has resulted in significant changes to tax revenue structures that financed municipal obligations. The bulk of municipal revenues come from charges for services, from operating grants, and property taxes. Charges for services include protection and safety, education, public utilities such as sewer and water, and health and human services. In FY 2018, Millinocket sourced 13.8% of its revenues from these charges. Operating grants and contributions are often sourced from county, state, or federal programs and include funds for education, school lunches, and retirement benefits. In FY 2018, Millinocket sourced 32.2% of its revenues from operating grants.

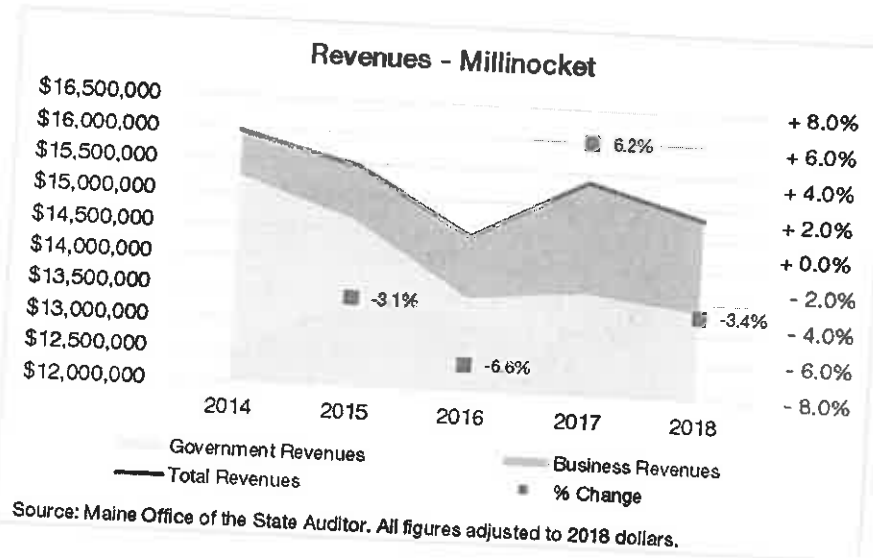
Property taxes are assessed against land, buildings, and other assets and are a common self-sourced form of income. As such, reductions to county, state, or federal funding for these municipal programs compel municipalities to rely on local property tax as a stable source of revenue. In FY 2014, Millinocket sourced 40% (\$6,019,897) of its revenues from property taxes. In FY 2018, those figures had changed to 35.2% (\$5,218,619) in Millinocket, 25.8% (\$2,364,709). These figures represent a decrease by 15.4% in Millinocket.

The Municipal Revenue Sharing Program (30-A MRSA §5681) allows municipalities to aggregate and redistribute revenues through a local government fund. These are sourced from income, sales, and other tax sources and are reported under general revenues. These sources contribute between 2-4% of revenues for the Katahdin region.



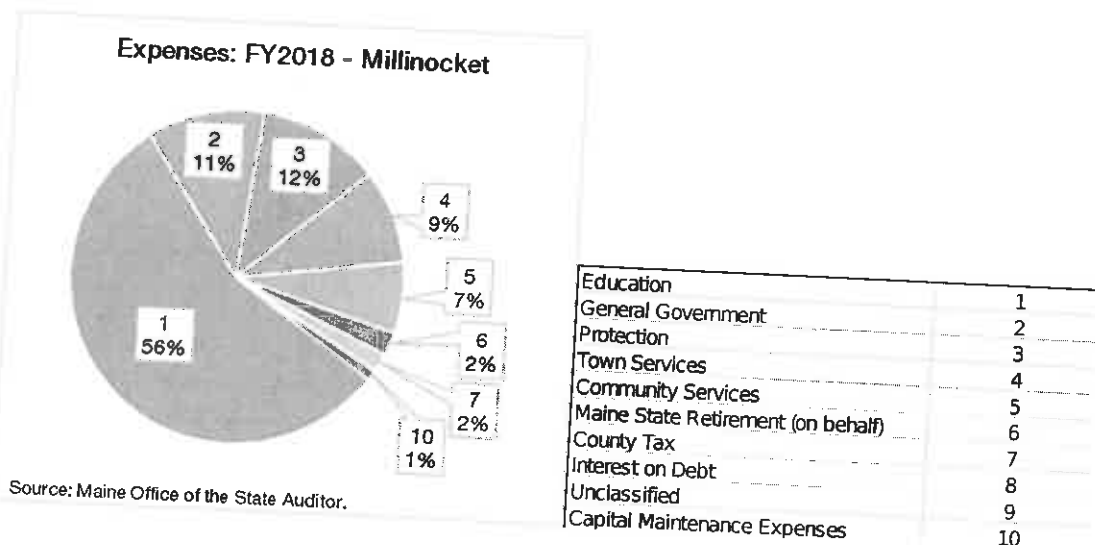
Between FY 2014 and FY 2018, municipal revenues have been generally stable when adjusted for inflation. Millinocket has seen increases in business-type activities revenues and total revenues decrease when adjusted for inflation. This follows a decrease in revenues during FY 2016 following failure to pay property taxes by Cate Street Capital (Great Northern Paper) amounting to \$1.1 million. In January of 2017, this 1,400-acre mill property was sold for \$1 to Our Katahdin, a non-profit organization dedicated to revitalizing the region's economy.

¹ https://www.huffpost.com/entry/gloria-mackenzie-school-maine_n_3646053 Accessed February 19, 2020.

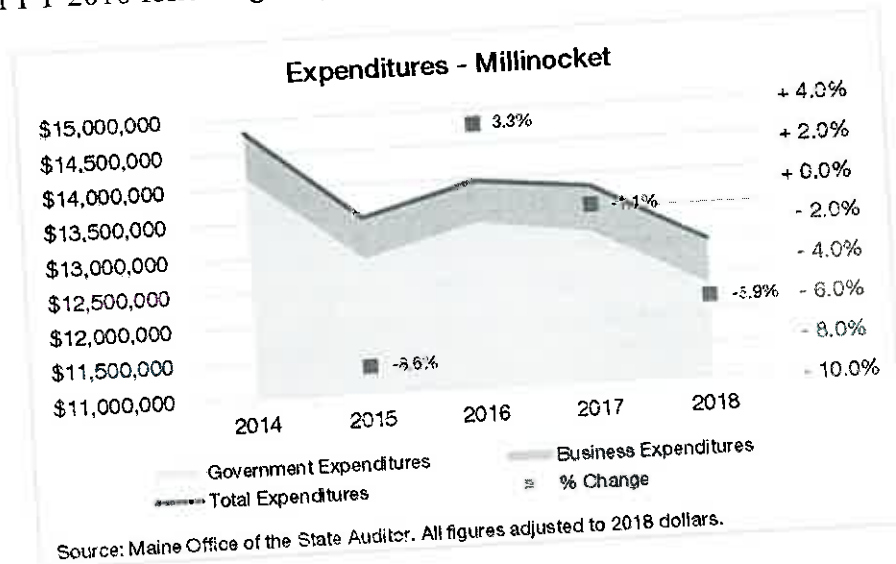


Expenses drive revenues and are divided between services (such as police and safety, education, and intergovernmental taxes), capital outlays (money spent on maintaining, upgrading, or acquiring capital assets), and debt service. Payments on debt directly affect a town's credit rating, which can determine the availability of bonds, loans, and other lending services. Certain revenues are restricted to certain expenses, such as with education and pension funds.

In FY 2018, the bulk of municipal expenditures for all three towns were for education: 56% in Millinocket, 61% in East Millinocket, and 68% in Medway. These expenses are discussed further under Education Spending. Other major expenditures in the region were comparable across all three towns. These charts do not include business-type activities such as municipal water and sewer, East Millinocket ambulance services, and the enterprise fund that operates Millinocket Memorial Library.



Just as revenues fluctuate somewhat from year to year, expenditures undergo similar variability. This variability, when adjusted for inflation, can provide a sense of a municipality's financial trends. Notable again is the 2016 default of Cate Street Capital in Millinocket, resulting in an increase in expenditures for the same year. Similarly, the nearly \$3 million increase in expenditures during East Millinocket's school roof repairs resulted in a 35.4% increase in FY 2016 expenditures and a consequent 20.2% decrease the following year. Expenses in Medway decreased after FY 2016 following the payment of a bond and several capital leases.



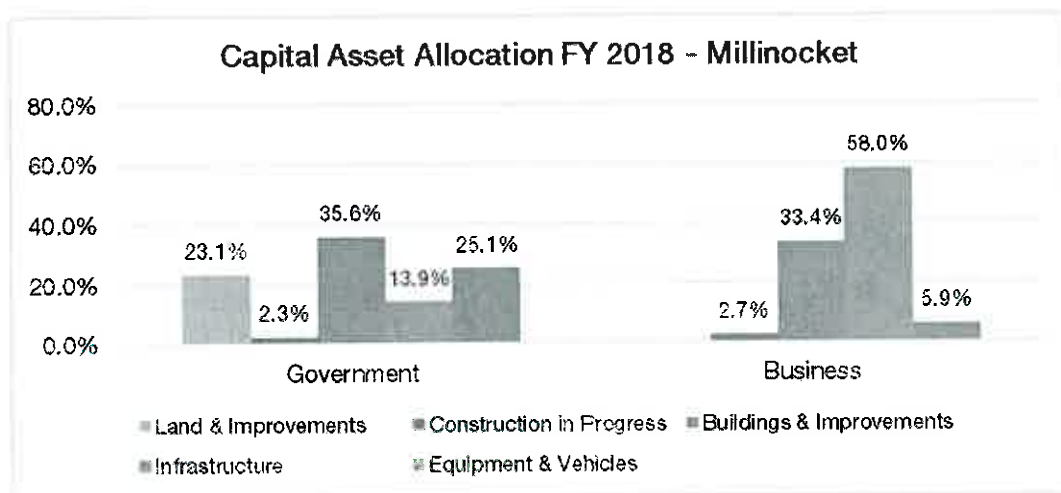
Net Position - Millinocket						
	2018			2017		
	Government	Business	Total	Government	Business	Total
Current and other assets	\$ 7,625,454	\$ 2,261,738	\$ 9,887,192	\$ 7,528,268	\$ 1,764,320	\$ 9,292,588
Capital Assets	\$ 9,890,874	\$ 4,938,713	\$ 14,829,587	\$ 9,776,202	\$ 4,548,550	\$ 14,324,752
Land & Improvements	\$ 5,700,385	\$ -	\$ 5,700,385	\$ 5,700,385	\$ -	\$ 5,700,385
Construction in Progress	\$ 556,833	\$ 381,893	\$ 938,726	\$ 98,609	\$ -	\$ 98,609
Buildings & Improvements	\$ 8,797,328	\$ 4,714,643	\$ 13,511,971	\$ 8,786,978	\$ 4,714,643	\$ 13,501,621
Infrastructure	\$ 3,441,980	\$ 7,063,322	\$ 10,505,302	\$ 3,441,980	\$ 6,983,942	\$ 10,425,922
Equipment & Vehicles	\$ 6,199,298	\$ 831,966	\$ 7,031,264	\$ 6,942,460	\$ 856,702	\$ 7,799,162
Interceptors	\$ -	\$ 1,113,395	\$ 1,113,395		\$ 1,113,395	\$ 1,113,395
Accumulated Depreciation	\$ (14,804,950)	\$ (9,199,219)	\$ (24,004,169)	\$ (15,194,209)	\$ (9,120,132)	\$ (24,314,341)
Total Assets	\$ 17,516,328	\$ 7,200,451	\$ 24,716,779	\$ 17,304,470	\$ 6,312,870	\$ 23,617,340
Deferred Outflows of Resources	\$ 385,947	\$ -	\$ 385,947	\$ 951,855	\$ -	\$ 951,855
Current Liabilities	\$ 839,184	\$ 198,602	\$ 1,037,786	\$ 1,053,157	\$ 62,792	\$ 1,115,949
Long-term Liabilities	\$ 16,401,793	\$ 818,996	\$ 17,220,789	\$ 18,921,950	\$ 832,206	\$ 19,754,156
Total Liabilities	\$ 17,240,977	\$ 1,017,598	\$ 18,258,575	\$ 19,975,107	\$ 894,998	\$ 20,870,105
Deferred Inflows of Resources	\$ 1,397,063	\$ -	\$ 1,397,063	\$ 102,204	\$ -	\$ 102,204
Net Position						
Net Investment in Capital Assets	\$ 8,043,157	\$ 4,183,460	\$ 12,226,617	\$ 7,245,272	\$ 3,779,876	\$ 11,025,148
Restricted	\$ 881,087	\$ 305,750	\$ 1,186,837	\$ 907,025	\$ -	\$ 907,025
Unrestricted	\$ (9,660,009)	\$ 1,693,643	\$ (7,966,366)	\$ (9,973,283)	\$ 1,637,996	\$ (8,335,287)
Total Net Position	\$ (735,765)	\$ 6,182,853	\$ 5,447,088	\$ (1,820,986)	\$ 5,417,872	\$ 3,596,886

Capital Assets and Debt

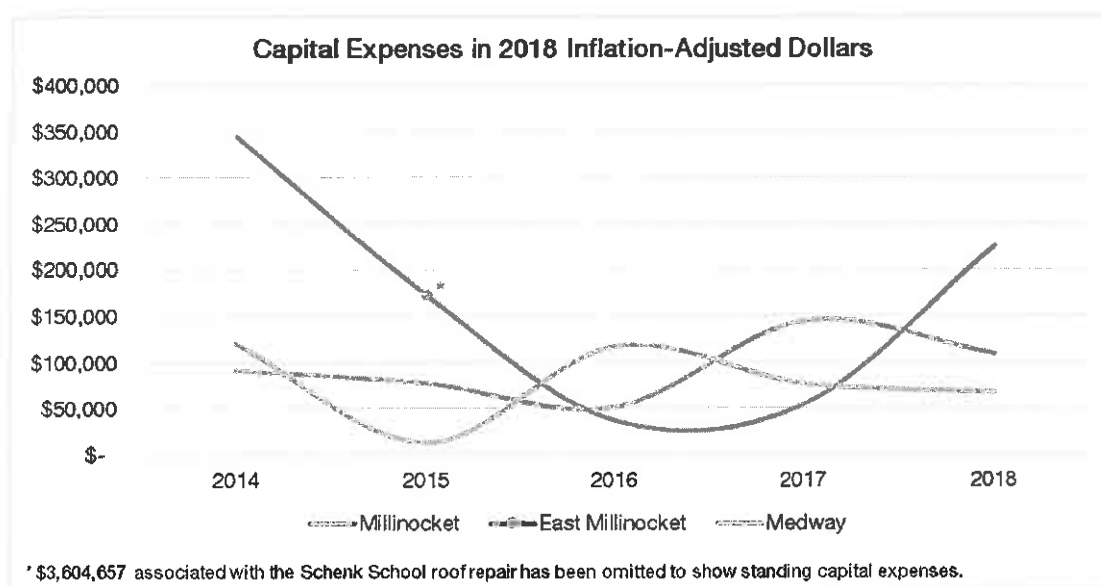
Capital assets are properties, buildings, equipment, and infrastructure that a municipality owns, operates, and maintains. Government capital assets often differ from business-type capital assets in both type and in overall value. In FY 2018, Millinocket's governmental capital assets were generally divided between Land and Improvements (23.1%), Buildings and Improvements (35.6%), Infrastructure (13.9%), and Equipment and Vehicles (25.1%), while business-type capital assets were primarily in Infrastructure (58.0%) and Buildings and Improvements (33.4%). Capital assets accounted for 57% of Millinocket's total governmental assets and 69% of its business-type assets, with the remainder being cash and other current assets. The town estimated total depreciation of these assets to be over \$24 million, or 61.9% of total capital asset value. Capital maintenance expenses amounted to \$108,627, 23% lower than FY 2017 but up 121% from FY 2016.

At the end of the Fiscal Year 2019, the Town of Millinocket's indebtedness was split between governmental activities and business-type activities. The ending balance for long-term liabilities within governmental activities was \$13.6 million. For business-type activities, the long-term

liabilities had an ending balance of \$585,748. Other long-term debt was from general obligation bonds from direct borrowings which totaled \$1.1 million for governmental activities and \$524,879 for business-type activities. Millinocket's short-term debt had an ending balance of \$846,274 from a bond anticipation note within the Wastewater Fund. In accordance with the State of Maine, the town is subject to a statutory limitation of its general long-term debt equal to 15% of the State's valuation of the town. Millinocket's outstanding long-term debt of \$1,680,247 in June 2019 was within the statutory limit.



Net Position - Millinocket						
	2018			2017		
	Government	Business	Total	Government	Business	Total
Current and other assets	\$ 7,625,454	\$ 2,261,738	\$ 9,887,192	\$ 7,528,268	\$ 1,764,320	\$ 9,292,588
Capital Assets	\$ 9,890,874	\$ 4,938,713	\$ 14,829,587	\$ 9,776,202	\$ 4,548,550	\$ 14,324,752
Land & Improvements	\$ 5,700,385	\$ -	\$ 5,700,385	\$ 5,700,385	\$ -	\$ 5,700,385
Construction In Progress	\$ 556,833	\$ 381,893	\$ 938,726	\$ 98,609	\$ -	\$ 98,609
Buildings & Improvements	\$ 8,797,328	\$ 4,714,643	\$ 13,511,971	\$ 8,786,978	\$ 4,714,643	\$ 13,501,621
Infrastructure	\$ 3,441,980	\$ 7,063,322	\$ 10,505,302	\$ 3,441,980	\$ 6,983,942	\$ 10,425,922
Equipment & Vehicles	\$ 6,199,298	\$ 831,966	\$ 7,031,264	\$ 6,942,460	\$ 856,702	\$ 7,799,162
Interceptors	\$ -	\$ 1,113,395	\$ 1,113,395		\$ 1,113,395	\$ 1,113,395
Accumulated Depreciation	\$ (14,804,950)	\$ (9,199,219)	\$ (24,004,169)	\$ (15,194,209)	\$ (9,120,132)	\$ (24,314,341)
Total Assets	\$ 17,516,328	\$ 7,200,451	\$ 24,716,779	\$ 17,304,470	\$ 6,312,870	\$ 23,617,340
Deferred Outflows of Resources	\$ 385,947	\$ -	\$ 385,947	\$ 951,855	\$ -	\$ 951,855
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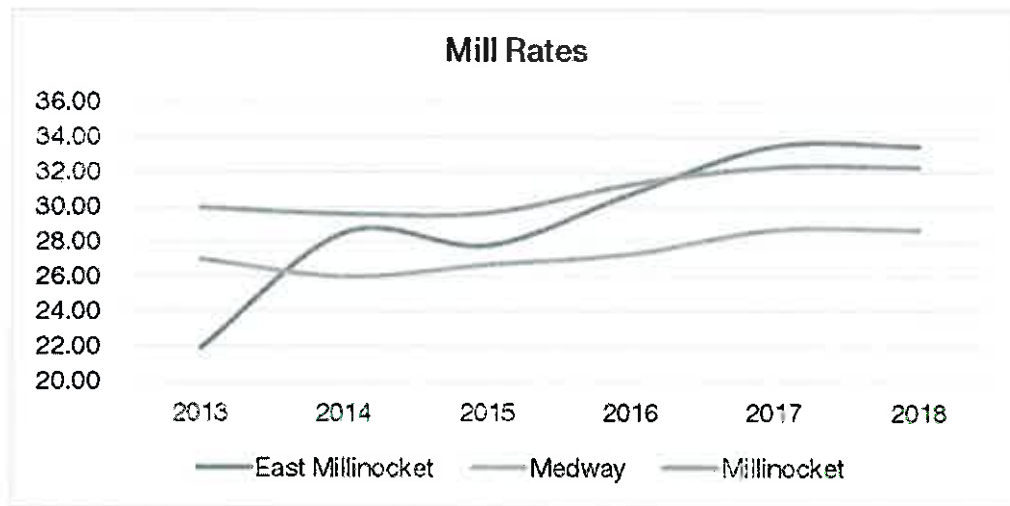


Capital expenses in the region often fluctuate depending on changing needs. When adjusted for inflation, the overall trend for each town is relatively flat, save for East Millinocket which in 2015 spent over \$300,000 in capital reserve funds on school roof repairs, and in 2018 spent roughly \$100,000 in general school repairs and \$87,688 on the wastewater treatment facility.

Mill Rates

After the town's budget has been approved and all applicable state and local revenues are deducted from the listed expenditures, the town arrives at the dollar amount that will need to be raised through tax revenues. This amount is called the net commitment or appropriation. The local assessor arrives at a valuation for each taxable property in the town and the taxpayers are assessed their share of the tax burden through a mathematical calculation. The total appropriation is then divided by the total taxable assessed valuation of the town to arrive at the minimum tax rate. The mill rate – short for millage – is the amount of tax levied per \$1,000 of assessed value. East Millinocket and Millinocket have noted significant changes to the mil rate with the closure of the major employer in their communities. Medway's limited municipal outlay has translated to increases that are more modest.

	2010	2018	% Change
East Millinocket	23.40	33.50	+ 43.2%
Medway	24.50	28.70	+ 17.1%
Millinocket	23.20	32.30	+ 39.2%



Valuations

The primary revenue source for any community is through the taxation of real and personal property within the jurisdiction. Taxes are assessed to property owners according to “just value” of their property – also commonly known as fair market value. The municipal tax base of

Millinocket has been historically characterized by the existence of Great Northern Paper (GNP) as the town's primary taxpayer. Similarly, for East Millinocket, the mill was the largest contributor to the town's tax revenue. For Medway, the largest contributor to the town's tax revenue base has been formerly Bangor Hydro, now Emera Maine.

Municipal Valuation Summary						
Municipality	Commitment	Mill Rate	Total Taxable Valuation	Taxable Land Valuation	Taxable Buildings Valuation	Total Taxable Personal Property
2017						
East Millinocket	\$ 2,370,790	33.50	\$ 70,769,849	\$ 21,443,444	\$ 33,877,505	\$ 15,448,900
Medway	\$ 1,423,205	28.70	\$ 49,589,031	\$ 19,064,560	\$ 26,583,071	\$ 3,941,400
Millinocket	\$ 5,264,151	32.30	\$ 162,976,800	\$ 35,097,400	\$ 85,505,600	\$ 42,373,800
2016						
East Millinocket	\$ 2,367,042	30.75	\$ 76,976,991	\$ 40,865,823	\$ 35,357,146	\$ 754,022
Medway	\$ 1,406,567	27.30	\$ 51,522,601	\$ 18,854,360	\$ 28,476,941	\$ 4,191,300
Millinocket	\$ 5,322,552	31.30	\$ 170,049,600	\$ 69,468,800	\$ 87,893,700	\$ 12,687,100
2015						
East Millinocket	\$ 2,231,541	27.80	\$ 80,271,268	\$ 21,764,180	\$ 41,823,885	\$ 16,683,203
Medway	\$ 1,425,548	26.70	\$ 53,391,326	\$ 18,943,960	\$ 29,994,966	\$ 4,452,400
Millinocket	\$ 5,235,773	29.66	\$ 176,526,400	\$ 34,725,700	\$ 98,251,800	\$ 43,548,900
2014						
East Millinocket	\$ 2,197,337	28.54	\$ 76,991,516	\$ 34,662,257	\$ 35,883,119	\$ 6,446,140
Medway	\$ 1,436,372	26.00	\$ 55,245,081	\$ 18,260,585	\$ 30,490,196	\$ 6,494,300
Millinocket	\$ 6,261,954	29.60	\$ 211,552,500	\$ 34,248,000	\$ 101,101,500	\$ 76,203,000
2013						
East Millinocket	\$ 2,285,922	21.93	\$ 104,237,252	\$ 20,605,317	\$ 56,927,400	\$ 26,704,535
Medway	\$ 1,430,530	27.00	\$ 52,982,593	\$ 17,901,662	\$ 30,290,831	\$ 4,790,100
Millinocket	\$ 7,213,143	29.95	\$ 240,839,500	\$ 34,311,700	\$ 101,347,100	\$ 105,180,700
Source: Maine Revenue Service						

Capital Investment Plan

Town of Milinocket

Five-Year Capital Investment Plan

Item	Year	Estimate	FY21	FY22	FY23	FY24	FY25	Est. Cost	Potential Funding Source
FIREFIGHTING									
Amulance - F430 Type III (A-3) (347,465 miles)	2009	30	\$180,000					\$180,000	Town Revenues & Taxes
Amulance - F430 Type III (A-2) (85,000 miles)	2014	10				\$180,000		\$180,000	Town Revenues & Taxes
Amulance - Power Cab						\$20,000	\$10,000	\$30,000	Town Revenues & Taxes
Rescue Sled - Snowmobile	1997	25						-	Town Revenues & Taxes
Rescue Sled - Trailer	1997	25						-	Town Revenues & Taxes
Rescue Boat Motor	2000	25			\$35,000			\$35,000	Town Revenues & Taxes
Cardiac Monitor LIFEPAK	2006	15	\$36,000					\$36,000	Town Revenues & Taxes
Generator - Office	1986	30						-	
TOTAL			\$252,000		\$35,000	\$180,000	\$30,000	\$477,000	
POLICE									
Police Cruiser - AWD SUV	2017	4		\$35,000				\$35,000	Town Revenues & Taxes
Police Cruiser - AWD Sedan	2015	4			\$35,000			\$35,000	Town Revenues & Taxes
Police Cruiser - AWD SUV	2016	4	\$35,000					\$35,000	Town Revenues & Taxes
Officer Vests (Possible Grant Money Available)	2015	5						-	
Service Weapons (Gloc 45 Model 21)	2012	15						-	
TOTAL			\$35,000	\$35,000	\$35,000			\$105,000	

AIRPORT GRANT PROJECTS	Entitlement	State Share							
Entitlement funds requires the Town to pay the expenses up front and then file for reimbursement.									
Class III Rotary PLOW with Carrier Vehicle & Wildlife Hazard Site Visit	\$488,700	\$27,150	\$543,000						Grant/Town Rev & Taxes
Airport Master Plan Update & ALP	\$152,000	\$7,600	\$167,200						Grant
TOTAL	\$640,700	\$34,750	\$710,200						
GRAND TOTAL CAPITAL BUDGET	E1300.9504		\$343,500	\$205,000	\$170,000	\$167,500	\$180,000		
GRAND TOTAL AIRPORT GRANT BUDGET	E1301-3118		\$710,200						
HEAVY EQUIPMENT RESERVE BUDGET	E1300.9502		\$15,000						
FUND BALANCE AND CARRY FORWARDS									
Assigned Fund Balance - Heavy Equipment Reserve		R0101.026							
Grant Match (State and Federal)			\$675,450						
Airport Grant Reserve		R0101.0922	\$16,800						
Total Capital Budgets Raised by Taxes			\$378,450						
Notes: (A) Equipment purchased does not include any assumption for trade-in of equipment being replaced.									

Policies:

Minimum policies required to address state goals:

To finance existing and future facilities and services in a cost effective manner.

To explore grants available to assist in the funding of capital investments within the community.
To reduce Maine's tax burden by staying within LD 1 spending limitations.

Strategies:

Minimum strategies to meet state goals:

Explore opportunities to work with neighboring communities to plan for and finance shared or adjacent capital investments to increase cost savings and efficiencies.

Time Frame: Ongoing

Responsible Agent(s): State of Maine, Millinocket

14) Current and Future Land Use. To be Announced

Groups for Implementation

EMDC, Our Katahdin, Katahdin Collaborative, Katahdin Tourism Project, Katahdin Citizens Group, Katahdin Chamber of Commerce, Millinocket Memorial Library, Friends of Baxter State Park, Katahdin Area Trails, Thrive Penobscot, The Nature Conservancy, Eastern Maine Development Corporation, Maine Development Foundation, and Katahdin Higher Education Center, Town Committees and Commissions.

Evaluation: To measure the degree to which future land use plan strategies have been implemented, the percent of municipal growth related to capital investments in growth areas, location and amount of new land development, and protection of resources will be addressed at the regions review board quarterly. A five year review is expected to consist of code enforcement and a compilation of building permits as well as addressing progress made, etc. Town departments should read the plan for implementation with partners, commissions, and committees.

Next Steps: The plan is informational now 1/28/21 for 30 days via the website and at the office, then to **Public Hearing Tuesday 3/2/21** and other methods (meetings available such as Economic Development and Sustainability) in January and February to encourage citizen input per the State Planning and Land Use Regulation [PL 2001, c. 578, §13 (AMD)] and recommendations for adoption Council Approval in March/April, 2021.

[PL 2003, c. 641, §7 (AMD).] and implementation
(<http://www.mainelegislature.org/legis/statutes/30-a/title30-asec4324.html>).

Thank you to **Anna Stockman**, Eastern Maine Development Corporation and **Brittany Grutter**, Northern Forest Center for their assistance with compliance, goal development, and editing.



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 January 28, 2021

Council Meetings –held via Council Chambers and Zoom for the Public ; **Thursdays at 430pm-630pm; 2/11/21, 2/25/21 3/11/21, 3/25/21; Town office closed 2/15/21 for President's Day**

1) People, Finances, Legal (priorities)

People: Meeting with Departmental staff bi-weekly and as needed. Toured Wastewater facility and met with superintendent and crew. Several cross-functional departmental meetings to problem solve. Departments are preparing budgets for 7/1/21-6/20/22. Addressing concerns, questions of the public (**one recommendation from resident to include Councilor names behind votes for the minutes**), and sharing the thank you received to date with all (see packet). Met with MaryAllen Cullen and Lorna Thompson on revaluation project ideas for summer. Assessing true staffing needs in departments that are understaffed currently for the operation (IT, Code, Building Maintenance, and Front Office). Addressing resident issues (complaints and inquiries) same day via phone and/or email as appropriate.

Financial: Working on fundraising ideas via Federal Aviation Administration (FAA) and or Maine State Department of Transportation (DOT). Finalized RFP for the Maine DOT Two-Party Planning Partnership Initiative for the Millinocket Bicycle and Pedestrian Safety PPI Study to solicit pre-qualified consultants with DOT Committee. Preliminary budgets received from Public Works and Wastewater. Assessing salary data via Maine Municipal Association (MMA) and signed up the town for the 2021 salary survey. Attended webinar on budgeting and accessed revenue sharing projections via MMA. Followed-up on revision to **Fundraising proposal for Chair Golieb**. This is for a project manager to lead the DOT Bike & Ped. Project, grant writing and tracking. Worked on insurance project with Treasurer, Public Works, Wastewater, and Recreation. **Followed-up on police cruiser purchase with Clint Lincott and Angela Cote per York Ford dealer in Houlton.**

Involved in tax acquired property sale with residents, treasurer, and bookkeeper. Met with Ralph Soucier, director of public works and Jeff Campbell, airport manager, and MaryAllen Cullen about the current and future airport budget. **IT infrastructure and Town building needs identified by Richard Angotti.**

Legal-Active on various projects with legal pool of counsel. Letters of engagement signed with attorneys for fiscal accountability as well as project lists. Billing is now current per past invoices. Responding to resident concerns via Maine Law and Code.

Public Relations: Strategizing with Jeff Campbell, airport manager on ways to market the facility to the public with a sign, flyers for the survey on the website. Created updated questions for Millinocket Annual Survey for Design Lab to execute. Attended MMA Webinar on Crisis Management.

2)Councilmember Support: Sent message from **Maine State Representative Peggy Stanley (R-Medway) for Councilor Charles Pray on Facebook**. Staffing Economic Development Committee for Councilor McEwen and preparing reports on Comprehensive Plan and Millinocket Annual Survey.

Met with Council Chair Golieb via phone frequently. Met with Danforth as needed regarding projects with State of Maine Department of Transportation (DOT) RFP and AmeriCorps funding ideas.

Scheduling Zoom Meetings and Council agendas for scheduled events such as Public Hearing, and scheduling Council meeting speakers and handouts/materials for these events.

Drugs. On-hold via staffing and interest in these issues. Invited to the Governor's Opioid Response Seminar related to the Strategic Action Plan with Gordon Smith, Esq. 2/5/21 at 1130-1220pm.

Economic Development. Comprehensive Plan-summarized and to be discussed at the Economic Development Committee. Met with Our Katahdin regarding plans.

Additional Economic Development Projects Include:

- 1) Katahdin Gazetteer: A Roadmap to the Future (walkability, outdoor recreation, attracting all ages, jobs and economy, forest product manufacturing, future proofing the region)
- 2) Millinocket Downtown Action Plan
- 3) Dept of Commerce/US Economic Development Admin. (EDA)/Maine Dept of Economic and Community Devt & Global Resilience Institute of Northeastern University re: Opportunity Zones Interview & Katahdin Region Plan (Leveraging Opportunity Zones for Resilience Building in Maine)
- 4) Place + The Local Economy: Next Steps for Millinocket
- 5) Main Street Program & Maine Development Foundation webinar and opportunity
- 6) In-Site Architecture Follow-up for Penobscot Ave. Renderings with Lucy Van Hook, Our Katahdin

3)Community Events: None scheduled due to Covid

4)Other Partners: Our Katahdin-Rendering Project (Images of Businesses) Lucy Van Hook, Community Development Director

The one rendering underway is Randy Jackson's Boreal Theater. He has preliminary renderings done already. I need to create a flyer to reach out to the other business owners-

- 1) Wayne Ferland - Ferland Block
- 2) Tricia Cyr - Moose Drop In
- 3) Reed Insurance
- 4) Millinocket Insurance

- 5) Andrea and Asher Gould - AT Café
- 6) Jake and Zach Suprenaut - Giffords Ice Cream and Jewelers Building
- 7) Good Samaritan Thrift Store
- 8) Mountain Song Building - new owner
- 9) Angelo's Pizza
- 10) Roots to Remedies
- 11) Dave Suprenaut - Penobscot Hall
- 12) Bob Benjamin - Living Innovations, Old Bank
- 13) Dan Corcoran - Living Memories building
- 14) Tom - Blue Ox
- 15) Rhonda Little - Millinocket Florist
- 16) Bea and George Simon - Scootic In
- 17) Thomas Martin - Wabanaki Public Health
- 18) Preble Oil
- 19) Marsha Donahue - North Light Gallery
- 20) Magic City Med Shop
- 21) Chris McDonald - Computer Rehab
- 22) Steve Golieb - house on veteran's park

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.**

DEPARTMENT UPDATES

There are eleven (11) 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 Enforcement Officer (CEO)

The Planning Board is very active and seeking training via Maine Municipal Association. A hearing is scheduled 2/2/21 at 630pm on regulating AirB&B's. Planning Board and Board of Appeals training is being discussed and approved for members and staff to attend via Maine Municipal Association. Staff has sent out background research for the board on regulation issues. Richard Angotti briefed me on the code changes and said that the Council addressed updating the code in August, per his recommendation, then Council suggested the Codes be updated. The AirB&B issue came to Code via a resident concern.

I will be at the public hearing 2/2 at 630pm so then Richard can advise the Board.

2) Fire Department

01/22/2021

- Still have one FF/Paramedic out due to injuries, will be working with HR to advertise and fill spot for FF/EMT that has left this staff member on medical disability.
- Have been in constant communications with Maine CDC, Maine EMS, and other State groups on this ever-changing situation. Am involved in multiple Zoom and other ways of meeting with these groups daily including weekends.
- Continue to pass on daily numbers of COVID-19 cases around the State.
- Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioned 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
- Finished up Emergency Operations Plan (EOP) and have submitted it to Penobscot County Emergency Management.
- Sand Bucket Project is going very well, Thanks to Age Friendly Millinocket, Millinocket Public Works and Tractor Supply for donating the buckets. This program is helping us help our community.
- Working with Autotronics on new ambulance and getting around chassis issues due to COVID.
- Met with Town Manager, HR and **FD Union Reps. on contract extension.**
- Met with Town Manager, **Treasurer on ambulance billing issues.**
- Welcome to **new Fire Fighter and EMS staff member Celina Charette**

Public Health Officer 01/22/2020

- 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. Continue to work with school dept. for warming shelters and getting generators in the school.
- Continued to monitor activities around our area regarding COVID-19 testing is and its effect on our community.
- MFD licensed EMS personnel that wanted the COVID-19 vaccine have had the first dose and will get second dose on Jan. 30th, had 4 that signed declarations not wanting it at this time.
- As I am doing this report Millinocket **schools are scheduled to reopen on Monday, Jan. 25th** and do not see anything in our area to prevent this.

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 Intern for the Town

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.

Steve and I have been meeting with a few of the grocers in town, I will continue those interviews this week.

3) General Assistance (GA)/Welfare Lori Santerre, Director

Human Resources, Director Lori Santerre

- Personnel issues/ legal
- **Hired custodian Ethan Sennett**
- Preparing Workers' Compensation audit

Building

- Completion of elevator repairs, received certificate

General Assistance Director

- Assisted individuals to meet their unmet needs.

Front Office -Lori Santerre (an area that is not staffed)

- Front Office Emails and Phones

Building Maintenance: an area that is unstaffed

Richard Angotti created a list of weekly, monthly, and maintenance needed. Our building is very old and many areas need repair now and long-term. While this list is detailed and requires more costs associated, it is important that Council realizes the status of the municipal building.

Weekly Inspection

1. Lighting
2. Elevator and Elevator lobby
3. Boiler room

Monthly Building Inspection

1. Fire Extinguisher
2. Emergency Lights
3. Boiler
4. Building envelope and interior

Maintenance needed as of 1/1/2021.

1. Emergency lighting not working in North/ East Exit door and jail cell hall. No way to check operation of other emergency lights. The only two that could be checked are the two exit signs in the main hall area.
2. Back entry way stairs need repairs. Both north/east and South/east steps Granite needs to be removed and reset.
3. Hot water system does not work in men's bathroom on main floor. Also, the water system needs to be evaluated as it wastes water trying to get to all bathrooms from water heater in boiler room.
4. Ladies Bathroom sink faucets need to be replaced. Will not shut off completely.
5. Elevator Lobby Roof leaking and inside lobby ceiling needs to be replaced and heater needs to be replaced or repaired. Needs to go out for RFP.
6. Check boiler contract to insure everything is ok and what frequency that it is serviced.
7. ADA work upstairs in court area. (ongoing)
8. Ladies restroom, both toilets need to have flushes repaired. Repaired one on 1/20/2021.
9. Repair or replace door lock on South/east entrance to building. PD entrance.
10. Purchase and install shelves in basement safe on north end of building. This would allow for transfer of old files in clerk's office to storage.
11. Lighting:
 - a. Light in front of elevator on main floor has bulb out.
 - b. Copier room: one fixture needs a new ballast, and one needs a bulb.
 - c. Clerk's office needs bulb.
 - d. Boiler room needs 4 bulbs.
 - e. File storage area needs one bulb.
 - f. PD: Men's locker room needs ballast, and fan light needs a bulb.
 - g. HR office needs two bulbs.

Long-term

- Repair front canopy of building with a pitched roof.
- Repaint flagpole.
- Install a led information sign to keep towns people informed on town meetings etc.
- Scrap and repaint the foundation area of the municipal building.
- Repair and paint railing on front stairs and repair stairs.
- Replace all office lighting with LED light fixtures to conserve on electricity.
- Purchase print file boxes for storage.

4) Information Technology (IT)-Richard Angotti

Server/ computer inspection

4. Check Servers for proper cooling.
5. Check computers for proper clearance for cooling.

Printer Inspection

5. Check ink supply and inventory.
6. Talk to staff to see if there are any issues with printers.

IT Maintenance needed as of 1/1/2021.

12. Map out building network. This has never been done which makes it hard to troubleshoot problems without a map.
13. Identify all components of the existing and create a replacement path to better assist network operation and maintenance.

Long-term

- Locate a place where all IT equipment can be located and be in a safe and secure location.
- Remove old equipment in boiler room that is no longer needed as it makes troubleshooting more difficult.
- Update network wiring throughout the building to better serve the staff and building infrastructure

5) Public Works: Roads, Bridges, Maintenance, Transfer Station, Cemetery- Ralph Soucier, Director

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

Crews continue to follow guidelines for Covid-19 as a safety priority.

Public Works:

The union contract is renewed on June 30 therefore, we will need to meet with them in the Spring.

There will be much more I will have to train Jeff with to address our upcoming transition.

Airport-Jeff Campbell Manager of Millinocket General Aviation Airport

Ralph and worked with Jeff on the Airport budget then met with the Treasurer, MaryAlice Cullen and Interim Town Manager Dr. Annette Padilla on revenue and expenses. Training is underway to transition the airport operation from Public Works for the end of June. Jeff is having flyers created to increase survey data off the website and a new sign design is in the works for the airport facility. Arcadia Design Works has come out and evaluated needs of the facility with Jeff Campbell, Chair Golieb, Councilman Bragdon and the Interim Town Manager. We had a meeting with the FAA, DOT, and our Hoyle-Tanner Consultant to discuss funding and capital improvement projects (see attached Hoyle Tanner memo regarding FAA funding).

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

Ralph Soucier, Director of Public Works

6) Recreation Department-Jody Nelson

Jody Nelson
Director of Recreation

Troy Bouchard
Assistant Director of Recreation

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

Recreation Department Update January 28, 2021 meeting

1. Public works had to do more work the ice rink yesterday, so I haven't opened it yet. Hopefully either today or tomorrow. It is open to the public whenever they want to go. We leave the gate open. It is on our Insurance policy.
2. We are doing grades k-4 after school basketball for Opal Myrick, Millinocket schools won't let me use there school yet.
3. I just updated the Commission on what has been going on related to recreation.
4. I will be doing a Gloria C. Mackenzie Grant for a new tractor for the Recreation Department, for field maintenance and maintaining the skating rink in the amount of \$30,000.00.
5. We are advertising for pool employees. They can pick up applications at the Town office, Recreation Office and at the High School.
6. I have been working with Jane Danforth on the AARP Challenge Grant to provide a program for the winter. We are going to do this program at the Complex Skating Rink. We will have the warming hut open, a bon fire, skating, story walk and hot dogs and hot chocolate. This will be Thursday, Friday and Saturday during February vacation week from 1pm-8pm.

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

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

7) Tax Assessor-Lorna Thompson

The Assessor has been considering ideas to improve the department in terms of staffing and conducting an revaluation.

Lorna Thompson
assessor@millinocket.org

8) Tax Collector-Sharon Cyr

The office collected data on other local fees assessed by municipalities. This gives us information as to what we are charging for in terms of user fees. The collector is following up on outstanding taxes.

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

9) Town Clerk, Diana Lakeman

- Totals include January 1, 2021 to January 25, 2021 Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, **\$11,226.937.66 were collected**, which involved 14,451 transactions processed in TRIO.
- Conducted a survey through Clerk's networking pertaining to Notary Public services and fees.
*Attached document
- Working on back logged Council meeting minutes
- Clerk's parttime temp Amber Carney has updated, scanned, and filed 4 years of voter registrations cards from prior elections and has final process of elections certifications
- Roxanne, Office Asst., processing daily/weekly reconciliations for end of month reports to all State Agencies

- Processed End of January Month Rapid Renewal Reports, to submit to Treasurer for reconciliations.
- Creating Agendas, Email correspondence, returning phone messages and inquiries of account details and totals.
- Preparing department budget proposals requested for 1/20/2021
- Swearing in of new employees in both Fire and East Millinocket Police departments.

Election

- Voter Participation History (VPH) has been reconciled, finalized and certified through the Central Voter Registration system.
(A big thank you is in order to **Amber Carney, the Deputy Registrar** temporarily hired with the Covid19 grant monies, as this procedure requires focus, accuracy and efficiency, as she delivered.)
- Certifying petitions - all signatures require certification within 3 days of being received and must be returned to the Circulator, currently I have received two active petitions in circulation.
1-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
2-An Act to Clarify the Eligibility of Voters

Wastewater

- Working on Wastewater billing for January 2021 quarter, anticipate bills mailed by the end of the month or first of February.

Tax Collections

- Real Estate and Personal Property taxes were due January 13th, 2021, Processing payments and inquiries via in person, phone, mail, and drop box, fax.
- Current sending weekly Motor Vehicle reports.
- Working on 2021 Personal Property reminder letters, anticipated these to have been finalized and mailed by 1/20/2021, Sharon was out of the office working from home one day with limited access and has been working the window since her return.

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

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

10) Treasurer & Auditor-MaryAlice Cullen

Tax Reporting

- Q4 Employer 941 tax reporting completed.
- W-2's have been reconciled and processed.
- Mortgage Interest Statement completed for Millinocket Historical Society
- 1099-NEC Nonemployment Compensation reporting completed
- Open items: 1099 Misc reporting and Affordable Healthcare reporting

Liens

- Sewer liens need to be processed for unpaid assessment from October 2019 to Jan 2020. There are over 100 accounts involved.
- There were seven properties that foreclosed for unpaid FY19 taxes. Offers have been made to all owners to repurchase their properties by paying all back taxes and sewer fees.
- Five town-acquired properties have been advertised for purchase by bid.

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
- Working on year end
- Working on AP's for Town and Wastewater

11) Wastewater Treatment-James Charette

January 22, 2021

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 will be participating in training on the 26th and the 27th for safety and wastewater training.

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



HOUSE OF REPRESENTATIVES
2 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0002
(207) 287-1440
TTY: (207) 287-4469

Peggy Jo Stanley
413 Turnpike Road
Medway, ME 04460
Residence: (207) 746-5725
PeggyJo.Stanley@legislature.maine.gov

January 2021

Dear Friends & Neighbors:

These are truly unprecedented times for our state and nation. Our patience and character are continually being tested during this period of social unrest. Accordingly, I am honored by the opportunity to serve as your representative in the Maine Legislature, and I welcome your thoughts as we continue to weather this pandemic together. The coming months of State governance will unfold unlike any other period in our 200+ year history. Now, more than ever before, is the moment for policymakers to pull together in the best interests of those we serve.

For the 130th Legislature, I have been assigned to the Joint Standing Committee on Marine Resources. This panel oversees the Department of Marine Resources; marine patrol; commercial and recreational marine fisheries management, licensing, and enforcement; marine science and research; shellfish sanitation and management; and aquaculture. As much of our work will likely be done virtually, I encourage you to monitor proceedings via the new YouTube channel, which can be found at <https://www.youtube.com/c/MaineStateLegislature/channels>.

Undoubtedly, the biggest agenda item for lawmakers during our First Regular Session is the biennial budget. The \$8.394 billion two-year financial plan will be heavily scrutinized over the weeks and months ahead. I look forward to collaborating with my colleagues to make certain every dollar sent to Augusta by you, the taxpayer, is used as efficiently as possible.

Thank you for the opportunity to serve the good people of District 143. If you have an interest in receiving my regular e-newsletter, please send along your email address so that it can be added to my distribution list.

Best wishes,

Peggy Jo Stanley
State Representative

1-17-21

To: Dr. Padilla

Interim Millinocket Town Manager

I want to express my appreciation and support, to all involved, for the decision and enactment of the agreement with the town of East Millinocket for police coverage. Knowing it was an emergent situation, with the safety and welfare of Millinocket citizens in jeopardy, I feel you made the perfect choice. I am truly impressed with the speed in which the agreement came about.

Please share my gratitude with the Millinocket Town Council, The East Millinocket Board of Selectmen, Chief McDunnah, and the East Millinocket Police Department.

Sincerely,
Judy Knowlton



January 25, 2021

Dr. Annette Padilla
Interim Town Manager
Town of Millinocket
197 Penobscot Avenue
Millinocket, Maine 04462 USA

Re: General Aviation Terminal Building

Dear Annette:

I would like to follow up on our earlier discussion regarding the design, funding and construction of a new terminal building at the Millinocket Municipal Airport. As you are aware, we are currently in the Master Plan Update process. The Airport Master Plan is a comprehensive study of an airport and describes the short, medium, and long-term development plans to meet future aviation demand.

The master plan update will assess existing conditions, Aviation forecasts, facility requirements, alternatives for development, update of the Airport Layout Plan (ALP), and a financial feasibility analysis which will be used to develop a Capital Improvement Program (CIP).

Any future airport project that will be using federal funds must be depicted on the ALP and included in the CIP. The CIP looks at short (1-5 years), medium (5-10 years), and long term (10+ years) development. With a direct focus on the next 5 years to ensure proper funding while medium- and long-term plans are basically place holders. The current CIP was updated on January 20th, 2021 to include a general aviation terminal in 2026. If the airport moves forward with current Capital Improvement Plan and anticipates that FAA Entitlement funds for the airport to be used for design and construction, it is estimated that by 2026 there will be approximately \$315,000 available for federal funding for a general aviation terminal.

Regarding funding of the General Aviation Terminal, FAA lists eligible and ineligible spaces in FAA Order 5100.38, AIP Handbook. When designing the terminal facility, I recommend that the committee meet with the consultant to determine the needs of the facility. The consultant should provide a design of the facility meeting your requirements and a break down with cost estimates listing what is eligible for federal funding and what is not. This will give you a better idea of local costs.

Should you require additional information, please contact me at (802) 578-3498 or via email at psharrow@hoyletanner.com.

Sincerely,
Patrick Sharrow
Airport Planner
Hoyle, Tanner & Associates, Inc.

ORDER #16-2021

PROVIDING FOR: Execution of the Warrant for January 28, 2021

IT IS ORDERED that the Warrant for January 28, 2021 in the amount of

\$_____ is hereby approved.

Passed by the Town Council_____

Attest:_____

ORDER #17-2021

PROVIDING FOR: Acceptance of Town Assistance with the Detective Benjamin Campbell Bridge Raised Recreational Trail Project Grants

WHEREAS the Northern Timber Cruisers are seeking grant assistance for the Detective Benjamin Campbell Bridge Raised Recreational Trail Project, located in the Unorganized Territory of T3 IP on Route 11; and

WHEREAS the Northern Timber Cruisers has requested pass-thru grant assistance from the Town in order to obtain this funding; and

WHEREAS this assistance will not involve an additional financial commitment by the Town;

IT IS ORDERED that the Interim Town Manager apply for a \$100,000 pass-thru grant from the Gloria MacKenzie Foundation; and

IT IS FURTHER ORDERED that the Town accepts all Penobscot County grant awards for this Project, and that the Council signs a Memorandum of Understanding Between the Penobscot County Commissioners, the Northern Timber Cruisers and the Town of Millinocket regarding the reimbursement of any unspent grant funds.

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PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #18-2021

PROVIDING FOR: Municipal Release Deed to William Thayer

IT IS ORDERED that the Millinocket Town Council authorizes the Interim Town Manager to execute and file all necessary paperwork including signing a Municipal Release Deed to William S. Thayer to complete the sale of a property located at 56 Bowdoin Street, Map and Lot U03-196, for \$2,355.46 which covers all outstanding sewer and tax fees and costs.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROVIDING FOR: Approval to Increase Part-Time Budget for Town Office

IT IS ORDERED that the Millinocket Town Council approves transferring \$2,239 from the Unassigned Fund Balance to provide additional part time help in the Town Office for the next 8 weeks in the amount of 20 hours weekly at a rate of \$13/hour. This change will affect the following budget accounts:

Increase E0102-0420 (Tax Collector/Part Time) \$2,080. Budget will be revised from \$19,375 to \$21,455.

Increase E0300-3002 (Fringe Benefits/Social Security& Medicare Taxes) \$159. Budget will be revised from \$143,728 to \$143,887.

Increase R0101-0926 (General Government/Transfer Fund Balance) \$2,239. Budget will be revised from \$925,398 to \$927,637.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #20-2021

PROVIDING FOR: Approval to Amend the Town of Millinocket's Social Media Policy.

IT IS ORDERED For the approval of an amendment to the Town of Millinocket's Social Media Policy

IT IS ORDERED that the Town of Millinocket's Social Media Policy be amended to include a prohibition on political posts that support or promote; and/or solicit feedback on behalf of; and/or serve to manage constituency relations on behalf of, and/or distribute messaging on behalf of state and national candidates or elected officials with the exception of public health and safety.

PASSED BY THE COUNCIL: _____

ATTEST: _____



Millinocket

Maine's Biggest Small Town

UPDATED 8/8/2019

Town of Millinocket Social Media policy

The following are guidelines for Town of Millinocket employees, Town Council members, and external contractors who participate and/or represent Millinocket on official town social media pages. Social media includes blogs and other websites, including Facebook, LinkedIn, Pinterest, Instagram, Twitter, YouTube or others. These guidelines apply when employees, elected officials and contractors are posting to/commenting on official Town of Millinocket pages.

1. Follow all applicable Town of Millinocket privacy policies. Posts and/or comments must not share confidential or proprietary information about the Town of Millinocket and citizen's privacy must be maintained.
2. All social media posts must support the public outreach, communication, and marketing goals of the Town of Millinocket.
3. All posts and comments must be factual, timely and accurate.
4. Public comments, including derogatory or offensive comments about another individual or group; comments that contains vulgar, profane, abusive, racist or hateful language, epithets, slurs, or is an inflammatory attack of a personal, racial or religious nature; is defamatory, threatening, disparaging, grossly inflammatory, contains gross exaggeration or unsubstantiated claims, violates the privacy rights of any third party; or is unreasonably harmful or offensive to any individual or community will be hidden or deleted. The Town reserves the right to ban a user if the user posts two or more of the above described comments.
5. Town of Millinocket reserves the right to use employee names in public posts unless a direct request is made to HR that their name not be used in any public relations.
6. All posts and comments must be professional and show good judgment; errors, omissions or unprofessional language or behavior reflect poorly on the Town of Millinocket. All posts must respectful and professional.
7. The Town of Millinocket will not endorse or promote people, products, services, businesses, and organizations unaffiliated with the Town of Millinocket.

ORDER #224-2019

PROVIDING FOR: Approval of the updated Town of Millinocket Social Media Policy

IT IS ORDERED that the Millinocket Town Council approves the updated Town of Millinocket Social Media Policy revised on August 8, 2019.

PASSED BY THE COUNCIL: 8/8/19

ATTEST: Diane M. Lefebvre

