



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS
PUBLIC ATTENDANCE via ZOOM ONLY
THURSDAY, FEBRUARY 4TH, 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. Adjustments to the Agenda

OLD BUSINESS:

NEW BUSINESS:

Special Presentations: N/A

4. Interim Town Manager's Report
5. ORDER #23-2021 Termination of Agreement of Annette Padilla as Interim Town Manager
6. ORDER #24-2021 Confirmation of Richard Angotti as Interim Town Manager
7. ORDER #25-2021 Approval of Appointment to the Economic Development Subcommittee
8. Reports and Communications:
 - a. Chair's Committees Reports
 - b. Two Minute Public Comment
9. 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



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 February 4, 2020 3:00 PM via Zoom

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: Met with departmental staff bi-weekly and as needed. 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 **via email, Facebook page, and phone.**

Financial: Reviewed State revenue sharing estimates for 2020 ranging from \$639,535 at 2.5% (Governor's proposed) and \$759,081 (Appropriations). Read capital plan for 2021 of \$379,500 and 2022 \$229,000 (inquire on decrease); also Police Capital of \$35,000 and \$39,000 could be in place as temporary holding item if East Millinocket continues to provide policing. The Treasurer and I discussed that each department should have a set aside for capital budgeting. Right now, four departments have a capital budget.

Studied preliminary budgets (expense) received from six departments (revenue needed): 1) Public Works, Airport (to transition 7/1/21) , Wastewater, Recreation, and GA, and Human Resources. The front office did a survey of fees that other Towns charge.

Assessing salary data via Maine Municipal Association (MMA) and signed up the town for the 2021 salary survey.

Requested cost report and calls for service data. Waiting to hear when police **cruiser 3** can be delivered to town by police or **Angela Cote** to get trade-in value from **York Ford** in **Houlton**.

The **Town Report from July 1, 2019-June 30, 2020** needs to be written by the manager in alignment with the audit, which is late due to Covid.

***Note** Matt Delaney, of The Millinocket Memorial Library would like to make a funding request to Council in line with our budget for the 2021-2022 year. Please contact him in March, 2021.

Tax Acquired Property Sale Deadline is 2/9/21 for council discussion and action 2/11/21 (Lori Santerre has bids). 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.**

Attended TRIO financial management toolbox webinar (see presentations on computer desk top and files).

Legal-Finished role to prepare and execute duties for legal projects to represent the town. Followed up as needed with legal team, staff, and council. Addressed Freedom of Information Requests for Bangor Daily News media and resident Susan D'Alessandro. Forms exist to take inquiries and should be revised and posted on the website as well as costs assessed per request.

Public Relations: Transition of **DesignLab (DL) projects** to new interim town manager (new photo and bio can be displayed on website)

Public Relations: Created updated questions for Millinocket Annual Survey for Design Lab to execute (Councilor Danforth has offered to provide input); Manager's Column in Lincoln News on Dog Waste and Executive Sessions related to Personnel Board; addressed media concerns with TV and print media re: Personnel Board process and logistics, referred to attorneys. Checked Facebook page for communication on messages from residents (took my Facebook out of the controls for DL). Discussed website calendar idea with DesignLab, who is providing a quote for this work. Monitored Citizen's Page for concerns. **Thanks to Charlie Pray for answering resident questions** and providing background on **Maine laws.**

2)Councilmember Support:

Transition underway for electronic files and hard copy, project lists, and calendar for Interim Richard Angotti.

- 1) Discussion on **Council Goals (please see goals below)**
- 2) Updates on discussion of new **grant writer position**. Chair Golieb has reached out to a number of non-profits to see their interest and/or ability to partially or wholly fund the position.
- 3) **Proposal of a new fire station building** and potential interest from the Northern Forest Center on the purchase of the current building for redevelopment -- **Sustainability Subcommittee** has begun discussions
- 4) **Sale of timber on airport property pre-solar development**. Councilor Pelletier would like to discuss rescinding the prior order for the sale of timber on airport property.

5) Chair Golieb will be providing updates on the **Katahdin Region Broadband Utility**

COUNCILOR GOALS 2021 TOWN OF MILLINOCKET

Councilor Bragdon

- Lower mill rate
- Repair of roads, sewer, etc.
- New municipal building (or upgraded)
- New or improved fire station/EMS service
- Create economic incentives for new businesses while creating some for businesses currently residing in town.
- Increase broadband

Councilor Danforth

- Work with the Age- Friendly Committee to develop Millinocket's livability action plan as required to participate and remain in good standing with the AARP Network of Age-Friendly Communities and States. It is due in April 2021 and needs to include action items in the 8 domains of livability (pictured below). This action plan will include initiatives already in progress:
 - 1. Outdoor Spaces: Safe walking/biking routes (Maine DOT feasibility study)
 - 2. Transportation (Mobilize Katahdin/ MML)
 - 8. Community and Health Services (Food Security)
- Work with the Health and Wellness Committee to build a regional coalition to address our drug use crisis. This includes strategic planning around treatment, prevention and recovery. (This work also falls under #8 in the domains of livability)
- Foster/Build a relationship with the Wabanaki Tribal Community- those coming here to open and operate the Wellness/Treatment Center. We need to work as a community to understand their culture and become friends/allies (This falls under #5 Respect and Social Inclusion- we've got some work to do to understand tribal culture and create local buy-in)

Chair Golieb

- Ensuring affordability to reside in Millinocket -- both businesses and residents (lower mill rate, incentives/TIFs, developing policies for affordable housing to prevent gentrification, etc.)
- Consolidation and relationship-building with neighboring communities to lower costs and improve services
- Creating sustainable services/systems that are resilient and just
- Infrastructure improvements (airport, fire department, public works, etc.)
- Broadband ASAP!
- Support the work of Our Katahdin and focus on other economic development needs/issues throughout the town as a whole
- Attracting and retaining younger people (from town and away) -- we need events, programs, activities, and an inventory of all of our existing and developing assets

Councilor Jackson

- Develop broadband in conjunction with the region.
- Develop a clear pathway between the town and Our Katahdin
- Enhance our appearance with a continued program of removal of dilapidated buildings and tree/flower planting
- Enhance a recreation program for our older citizens
- Establish a Four-season venue for Trails for all seasons there by attracting visitors throughout the year (Combined advertising)

- Development of a Grants program Committee
- Inventory the towns resources to attract development outside of the Our Katahdin mill site.
- Develop Recreational use/access to some of the 1,400 acres on the mill site.
- Continue Mobilize Katahdin after Covid
- Inventory our current building lot availability.
- Prioritize our infrastructure needs.

Councilor McEwen

- Continue networking with town partners.
- Implement CDBG funds for park improvements and new Main St. lighting.
- Implement Wayfinding in the community for new signage on main roads and paths. Guide for new residents and visitors on important town locations.
- Strengthen regional relations.
- Be a town leader for broadband expansion while the need is here.
- Search for a town grant writer to assist managing projects, getting funds from both state and federal.

Councilor Pelletier

- Complete a contract for the Broadband infrastructure project.
- Complete feasibility Study of funding options for FBO bldg. and plan implementation.
- Facilitate as much as possible the collaboration with 1 Katahdin to have a business located in the park ASAP
- Continue collaboration with nonprofits for improving our community.

Councilor Pray

- Hold and attempt to lower the Mil Rate while not risking the welfare and security of the citizens and the building of amenities for growth.
- Broadband. High Speed Internet is essential if Millinocket is to grow, thus Broadband needs to be at an equal par with all activities the community undertakes.
- Development of public services and facilities to support the community in growth and development for our citizens and visitors.
- Expand additional activities for the citizens of Millinocket and to attract visitors wide and far to our fair community for commerce and recreation.
- Work on innovative economic incentives to attract families and businesses to settle and establish in Millinocket.

3) ECONOMIC DEVELOPMENT

Economic Development Committee: Councilor McEwen and committee discussed several grants (Community Development Block Grant, projects, and ideas). Prepared reports on **Comprehensive Plan Summary** and Millinocket **Annual Survey**.

Comprehensive Plan Public Hearing date of 3/2/21 at 6pm (document should be revised with all 14 chapters to include housing, code, etc.)

Met with Council Chair Golieb via phone to brief as needed.

Updated Councilor Danforth regarding project with State of **Maine Department of Transportation (DOT)** Pedestrian and Bicycle Safety RFP is out to firms who intend to **bid by 2/16/21**. Note that DOT offered to staff the committee to help with choosing a firm for the feasibility study, consisting of the Interim Town Manager and DOT staff.

Developed sub-agenda for Chair Anthony Filauro for the **Planning Board Public Hearing 2/2/21 on Airbnb short-term rentals**. Attended this event and spoke briefly on the role of staff, the board, council, and thanked community for attending.

Drugs. Governor's Opioid Response Seminar related to the Strategic Action Plan with Gordon Smith, Esq. 2/5/21 at 1130-1220pm. Met with Heather Putnam, Department of Justice on funding ideas for prevention funding. The Middle and High School superintendent Frank Boynton sent survey data regarding alcohol, tobacco, and other drugs. See file for details.

Economic Development. Comprehensive Plan

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) 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)
- 3) Place + The Local Economy: Next Steps for Millinocket
- 4) Main Street Program & Maine Development Foundation opportunity to be an affiliate is \$500 for Millinocket (includes national branding, trainings, conferences, blogs, online resources for networking. Note for fundraising, the town would need an operating budget.
- 5) In-Site Architecture Follow-up for Penobscot Ave. Renderings with Lucy Van Hook, Our Katahdin (see attached update for businesses)

4) **Events:** Webinars underway for staff/board development.

-Introduction to De-Escalating Techniques by MMA 3/16 10-1130 (3 staff plan to attend)

-2/16/21 **Budgeting in a Crisis-International City/County Management Association (ICMA)**
[\[FREE WEBINAR\]](#) Date: Tuesday, February 16 | 1:00 – 2:30 PM ET

-2/24/21 Local Planning Boards & Boards of Appeal Webinar 4-730pm via Zoom, MMA (2 board members and 1 staff plan to attend)

-3/16/21 10-1130am via Zoom. Maine Municipal Association (MMA) and Planning Board/Board of Appeals (3 planning board members interested to attend)

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

Emailed **Dave Suprenaut** about his properties and referred him to Lucy. He owns Penobscot Hall and is interested in an economic development plan. I sent him the Comprehensive Plan summary for review as that has many economic development components.

Emailed **Susan Adams, Elliottsville Foundation** in Patten re: Grants for Project Canopy via the State of Maine. Related work is the Millinocket Heritage Park Project and the Katahdin Tourism Project workgroup.

Called **John Raymond, Northern Timber Cruisers Snowmobile Club** and Museum about the Det. Benjamin Campbell Bridge (Old Green bridge on the Brownville Road, Route 11 outside of Millinocket), DOT funding, and County funding per the Gloria MacKenzie grants. Researched this process via the website.

Emailed **Brittany Grutter**, Millinocket Program Manager, Northern Forest Center, **Wayfinding Meeting 2/19/21 4pm via Zoom. Note on the press release that the town is expected to apply for grant funds for signage (see press release and sample signs).**

Working Communities Challenge grant-Town signed on as a partner. See Lucy VanHook, Our Katahdin

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.](#)

Note: [Transition to Mr. Richard Angotti, Interim Town Manager 2/4/21 forward](#) who can be reached at the email and phone above.

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)

Addressing complaints on snow plowing and concerns from citizens that the town enforce existing ordinances.

2) Fire Department -Chief Tom Malcolm

Recruiting for new firefighter and orienting new staff. Met with Town Manager, HR and **FD Union Reps. on contract extension.** Sylvia Hebert is asking if there is any interest from the Council to do the one year union contract extension with a wage increase.



MILLINOCKET FIRE AND
AMBULANCE
222 AROOSTOOK AVENUE
MILLINOCKET, ME 04462

www.millinocket.org
chiefmalcolm@millinocket.org

02/03/2021

Update on Fire Department and Public Health from the Dept. Head meeting held on Wednesday, 02/03.

- Still have one FF/Paramedics out due to injuries, advertising to fill other open position. Chief still covering injured employee's day shifts.
- Continuing training for new FF/EMT and things seems to be going well.
- Started working on MacKenzie Grant to see about getting 5 additional Air Packs and looking at replacing fill station.
- All licensed EMS personnel that wanted the COVID-19 vaccination have had both their shots and are completed, had no issue with the vaccination at all.
- Worked with MRH to get our call Fire Fighters and Spare Ambulance Drivers the COVID-19 vaccination and they have had their first shot. (Much Thanks to MRH for their assistance with this)
- Working with Age Friendly Millinocket on events during February School Vacation week.
- Worked with Matt at MML to get KNOX BOX ordered for the Library.
- Checked with Fire Tech on new air packs and think they should arrive at their shop end of this week. Will be serviced and then come here to do training.
- Continue to work with Interim Town Manager and Lori on FD union contract.

Chief Thomas Malcolm AEMT, FLSE, EMA Director
Millinocket Fire Department
222 Aroostook Avenue
Millinocket, Maine 04462
chiefmalcolm@millinocket.org
207-447-4126 Office
207-447-0911 Cell
207-723-7022 Fax



Local Basic Life Support Calls	10
Local Advanced Life Support Calls	19
Out of Town Basic Life Support Calls	6
Out of Town Advanced Life Support Calls	5
No Transport Calls	5
Police Stage Calls	2
Advance Life Support Intercept	1
Public Assist Calls	4

MILLINOCKET FIRE AND AMBULANCE

222 AROOSTOOK AVENUE

MILLINOCKET, ME 04462

www.millinocket.org

chiefmalcolm@millinocket.org

FIRE AND AMBULANCE RUNS REPORT FOR JANUARY 2021

AMBULANCE CALLS (52 TOTAL)

(2 TOTAL)

Lost Out of Town Basic Life Support Calls	0
Lost Out of Town Advance Life Support Calls	0
Lost Advanced Cardiac Life Support Calls (Requiring Medic)	2
Lost Advanced Cardiac Life Support Calls (Requiring Medic and Nurse)	0

FIRE CALLS (6 TOTAL)

Illegal Burn: (Summons for illegal burning of trash in driveway)	1
False Alarms	
Furnace Issue:	
Structure Fire: (2 Furnace Failure), (Owner thawing pipes)	3
Chimney Fire	
Public Assist: (Furnace smell check CO) (Strange smell checked with meter)	2

Public Health Officer

Note that food sustainability intern Meagan Collins would like to stay three more months. Coordination with Sierra Club on funding is needed.

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

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

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

Municipal Building Maintenance: Requires a plan to also consider other town buildings-Richard Angotti

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

Addressing the public works server.

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 through out 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

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

Public Works:

- Addressing storm yesterday and up till Midnight. Crew back in this morning to clean-up plow routes, sidewalks, and schools. Scheduling snow removal tonight at Midnight for downtown area.
- People with small pickups are plowing driveways and leaving snow in the Town right-a-ways. Roads tend to get narrow when this happens.
- Fleet equipment running well.
- The union contract is renewed on June 30 therefore, we will need to meet with **the Union in the Spring.**

Transfer Station:

- New permit stickers are available at the Town Office.
- Public works put a **sign up mandating mask wearing at the gate entrance** and will also post one on the green building where people take in there trash. There have been complaints about this from the public that report that residents are not wearing masks and should be.

Airport (Millinocket Municipal Airport-MLT):

- Ralph is training Jeff on payroll, budgets, invoices, state and federal grants, FAA invoicing, certifications for leases, credit card certifications, Dept of Agriculture licenses, grant CIP readiness forms, CIP meetings for Maine DOT, System of Award Management (SAM) registration for federal grants; Communication with Hoyle Tanner on grant issues, independent fee estimates with

FAA and engineering costs; FAA and MDOT mandates. **Note that the new interim TM will require a new email ID for signatures.**

- Pavement Management Plan training will be offered soon. It has been made especially clear to those airports who have pavement projects in their CIP in the near future. It has been suggested that the Department (MDOT) provide a training opportunity on how to read/interpret the PCI reports that you have all received (both electronically and paper copy) and, using this data, to create a Pavement Management Plan for your airports. In addition, it will also help consultants, Sponsors, and the State to determine the course of action and timing for pavement repairs.
- Working on budgets FY 2022

- Based on information recorded by our G.A.R.D. (General Aviation Recording Device) system, we have had **133 operations year to date at the Airport.**

- I have attended two Maine Department of Transportation Public Advisory Committee Zoom Meetings on Airport Planning over the last two weeks.

- We had a Zoom meeting with the Federal Aviation Administration and Hoyle, Tanner to go over future Capital Improvement Plan Funding. **Circulating flyers** to collect more data on the website airport page for pilots and others. Collecting referrals of interested aviation enthusiasts from Town. **Page on airport for the website** needs rethinking as well as **roadside sign.**

Arcadia Design Works would like to meet with the Town Manager, Chair Golieb, and Councilor Bragdon to go over Terminal Building Design Plans to date. **This is proposed for Monday 2/8 or Tuesday 2/9 at 1pm.** Note: Invited Councilor Danforth.

- Myself and the two part-time employees are currently working on our annual OSHA training.

- The underground Fuel System was inspected last week and received a passing grade.

I have been working with the Public Works Director and Town Manager on the department transition.

Also worked with the Town Manager and Treasurer on FY22 Budget.

Jeff Campbell, Airport Manager
Millinocket Municipal Airport
16 Medway Road
Millinocket, ME 04462
Office 207-723-6649
Cell 207-731-9906

Cemetery:

Closed for the winter. Will re-open May 1st. This is posted on the Town's Web Site.

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

1. **The Skating Rink is open.** The public will have to be patient after a snowstorm for Public Works to have time to clean it off.
2. We are still doing K-4 youth basketball after school at Opal Myrick.
3. I will be having a **Recreation Commission meeting on Wednesday, February 10th at 9:00am.**
4. Working on quotes for a **Gloria C. Mackenzie Foundation Grant** to renovate the downstairs of the East Millinocket Town Office, where we provide our monthly senior citizen meals.
5. We have received a **few applications for summer employment.**

I have been still working with **Councilor 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. See <https://millinocket.org/government/recreation-department/>

7) Tax Assessor-Lorna Thompson, Sue Bouchard

Activities include:

- External inspection for 17 Penobscot
- Met with MaryAlice about tax liens
- Met with Annette and Mary Alice about need for reval/records update/data entry
- Met with Lori and taxpayers mother about foreclosed property that was purchased and problems with sale
- Met with town attorney Beaupain and other staff regarding sale of town way that has title issues

2021-22 Assessing Department Budget

Department background:

During my prior employment with the town as the assessor (1993-1998) the town conducted a revaluation. The completed project included a complete set of paper property cards inclusive of pictures and sketches for all commercial and residential properties. This data was all entered in the TRIO software during the revaluation.

Upon my return in January of 2019, I discovered that all of the digital data from the revaluation had been lost and was no longer in the software (both real estate and personal property). The only contents in the TRIO software is in the billing section which primarily contains: current owner's names, mailing address, deed reference, map/lot and

billable valuation. However, we do still have possession of the majority of the paper property cards. No valuation changes or name changes had been updated on these paper cards since my departure in 1998. For example, if a new garage was built, value may have been added to the billing software but no documentation was included on the property card. It appears in about 2012 (and after) inspections for new construction probably did not occur. Dick and I have found numerous garages and additions that have been built during that time frame but are not being assessed. If a new house was built, it was valued, but no property card was created and no data exists, other than a total value amount. Regarding the tax maps, any lot configuration that has changed or lots that were created since I left in 1998 has not been added to the tax maps.

What has been accomplished since 2019:

- Digital pictures for most properties have been taken and added to the software.
- Personal property asset lists/assessment data has been re-entered into the software
- We have started entering the property card data back into the software.
- We have started a mapping project to digitize the tax maps.

What needs to be done:

- All developed parcels need to be reviewed. A physical inspection of each property needs to be conducted. A comparison of what exists at the property and what is listed on the paper property card needs to occur. Any changes need to be documented and corrected.
- All data needs to be entered into the software. Since my return we have added digital pictures for the majority of accounts. Digital sketches also need to be added to the software.
- The cost schedules in the software also need to be updated.
- We need to finish digitizing the tax maps. All of the lots that have been created since 1998 need to be added to the maps.
- All data needs to be included in a GIS format. (An example of what I have done in the past can be found on the Calais assessor's webpage)

Wish List:

Revaluation of real estate. **This would find additional value and lower the mil rate.** In 2015 the town requested and received a quote in the amount of \$181,500 to conduct a full revaluation. I believe it is possible to complete this task more efficiently by conducting an "in-house" reval. If we use current staff to provide data entry, use the current assessor to create new cost schedules and hire additional staff (a "lister") to perform a street review of properties. I spoke to the owner of the company that had provided the "bid" to do a revaluation a few years ago. I asked what a typical bid might be now. He stated that it had been \$80 per parcel, but his most recent successful bids were \$125. At the \$125 per parcel, a reval here would cost around \$312,500.

Additional time for the department. Either increased hours for myself, additional staff to handle clerical duties or some combination of both.

Sue Bouchard is continuing to update data on the files. She also works for Code Enforcement on projects as needed.

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 continues to follow up on outstanding taxes and measures such as small claims court.

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

9) Town Clerk, Diana Lakeman

Amber Carney, the Deputy Registrar is assisting to support administrative tasks and offset time needed for Council agendas and packets. She is being trained in the front window resident service.

Roxanne Johnson, Office Assistant processing daily/weekly reconciliations, processing end of month reports for State Agencies

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

No report.

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, Superintendent

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.
- **Olver Associates has sent bid packages out to area contractors for the rebid of the Elm / Bates Street sewer project. The bid opening is scheduled for March 3, 2021 at 10:00 am, tentatively via Zoom.**
The intention would be to have a **recommendation** to the **Town Council for the March 11, 2021** meeting for award.

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.

I appreciated the opportunity to serve the council, public, and staff in my capacity with the Town.

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

Example building facade improvements and renderings for CIRD Millinocket Project

This past September, Millinocket hosted a Citizen's Institute for Rural Design workshop. CIRD architects and planners worked with local stakeholders in Millinocket, Maine and the surrounding region, to create a visual rendering - or "LookBook" - of Millinocket's downtown corridor that store owners, private individuals, non-profits, and the town government can use to guide downtown development. The workshop created conceptual design renderings of the downtown corridor based on community ideas, wayfinding research, walkability, and historical precedent. Visioning for the overall downtown area allowed the team to produce a cohesive design concept that may help guide future investment.

The Citizens' Institute on Rural Design (CIRD) is a leadership initiative of the National Endowment for the Arts in partnership with the Housing Assistance Council, along with buildingcommunityWORKSHOP. Focusing on communities with populations of 50,000 or less, CIRD's goal is to enhance the quality of life and economic viability of rural America through planning, design, and creative placemaking. CIRD is intended to empower local citizens to capitalize on unique local and regional assets in order to guide the civic development and future design of their own communities.

Now, there is an opportunity to work with James Reynolds of In Site Architecture, who participated in the CIRD workshop, to design facade improvements for your shop. The Town of Millinocket is providing this technical assistance for downtown business owners who may be interested in making facade improvements. The renderings can be used to help secure financing, or even to attract buyers or investors.

If you are interested in working with James to create a rendering, please contact Lucy at Our Katahdin (Lucy@ourkatahdin.com), and she will connect you.

What follows are a few examples of facade renderings and a facade glossary to help show what could come out of working with James and provide context.

This rendering depicts ideas that emerged during the CIRD workshop, such as: more signage, restoring transom windows to storefronts, and a banner to orient visitors to downtown. These are examples of investments that could be made in partnership with business owners and the town.



Here is another example of facade improvements that could be made, including adding signage, lighting and restoring storefront windows.



One business owner has already started working with James. This is one option of 3 that James created with the business owner as a potential look for the building. This is just an example to show what kind of product you will get from working with James.



Facade Glossary

1 Building Cornice

A cornice is the “crown” of the building. They often have some ornament, like a pattern, and typically project away from the building itself.

2 Upper Facade

The upper facade is the exterior of the building above the ground floor.

3 Perpendicular Sign

Also known as a blade sign, it is mounted to the facade and typically advertises a business or service.

4 Storefront Cornice

Similar to a building cornice, but mounted on the facade of the building, demarcating to top of the storefront. They are often less ornate than the building cornice.

5 Transom

A horizontal window over another larger window or door.

6 Storefront

The whole facade on the ground floor including the display windows, doors, bulkhead, etc.

7 Display Window

Large ground floor windows typically used for displaying products and enticing people to come into a store. Usually starts at about knee height and extends to above 6'.

8 Bulkhead

The non-glass base of the storefront below the display window.

Illustration courtesy of James Reynolds and in.site:architecture





NEWS RELEASE

FOR IMMEDIATE RELEASE: Jan. 27, 2020

Contacts:

- **Brittany Grutter**, Millinocket Program Manager: bgrutter@northernforest.org; 703-795-1898
- **Maura Adams**, Program Director: madams@northernforest.org; 603-545-9629

New Wayfinding Design Serves Visitors and Local Business

System Highlights Recreation and Supports Local Economy

MILLINOCKET -- Partners in the Katahdin Region have created a "wayfinding" design concept to help visitors find the outdoor experiences and local businesses they need to make the most of their visit to the area.

The Katahdin Region offers vast recreation opportunities, including hundreds of miles of multi-purpose trails, to more than 75,000 annual visitors who explore its lakes, mountains, rivers, forests, and towns, including Patten, Sherman, Island Falls, Mount Chase, and Stacyville. Combined with cultural and business attractions, these assets are key to the region's goal of becoming the "premier four-season outdoor destination in New England" as stated in the [Katahdin Gazetteer](#).

Over the past year, area stakeholders have worked with a professional design firm to create a wayfinding concept that will provide consistent, attractive, and well-placed signage to help visitors more easily navigate all that the region offers.

"This integrated wayfinding plan will help visitors and residents find the recreation opportunities that the Katahdin region has to offer," said Eben Sypitkowski, director of Baxter State Park. "The 70,000 visitors to Baxter State park annually will benefit from cohesive and regional signage."

The project began in 2018, when the [Northern Forest Center](#) secured initial grant funding from USDA Rural Development to create a regional wayfinding design using Millinocket as the pilot community. The project's goal is to improve visitor experiences, increase visitation to the downtown, help people find recreation sites, and continue to build public interest in the Katahdin region as a destination.

"The wayfinding signage project is a critical piece in our tourism infrastructure. The signage will help visitors find what they are looking for - from businesses to trails to landmarks, which means they will have a better experience while they are here," said John Hafford, vice president of the Katahdin

Chamber of Commerce and co-owner of Designlab, a design firm in downtown Millinocket. "The sign system will help small businesses in the area and will benefit the local economy."

The Center hired Alta Planning to generate a design and develop technical assets, such as sign templates, that can be used to implement the project throughout the region. With input from key community stakeholders, Alta Planning also created a map of recommended signage locations for the pilot in Millinocket. The map highlights the downtown corridor showing small businesses, points to recreation opportunities, and provides directions to local amenities.

"We're excited to roll out the pilot in Millinocket," said Maura Adams, program director for the Northern Forest Center, "and hope we can help other Katahdin Region communities take advantage of this design work as well. When there is one strong wayfinding system helping visitors navigate the entire region, it should benefit the entire regional economy."

An array of well-known Maine institutions contributed funding for the project, including Brookfield Renewable. "Brookfield Renewable shares in Northern Forest Center's mission of strengthening economic development in the greater Millinocket region," said Miranda Kessel, manager of Stakeholder Relations. "We're pleased to have the opportunity to support this project that will help enhance how visitors and residents experience the abundance of four-season recreational offerings the Katahdin region provides." Other funders include Elliotsville Foundation, Baxter State Park, Maine Community Foundation and Katahdin Federal Credit Union.

The full design includes all motorized and unmotorized transportation sign types and details such as size, thematic icons, and directory maps necessary for an effective wayfinding system.

Production of the new signage for Millinocket is estimated to cost \$20,000 - 25,000 and will be paid for through private and public grants and donations. The Center and partners will work with the town to apply for grant funds, choose final sites for sign placements, and request bids for sign fabrication and installation.

— END —

CAPTIONS

File: Millinocket-Wayfinding-Auto-Large.jpg

A new wayfinding design concept will help visitors find the outdoor experiences and local businesses they need to make the most of their visit to the Katahdin area.

File: Millinocket-Wayfinding-f.jpg

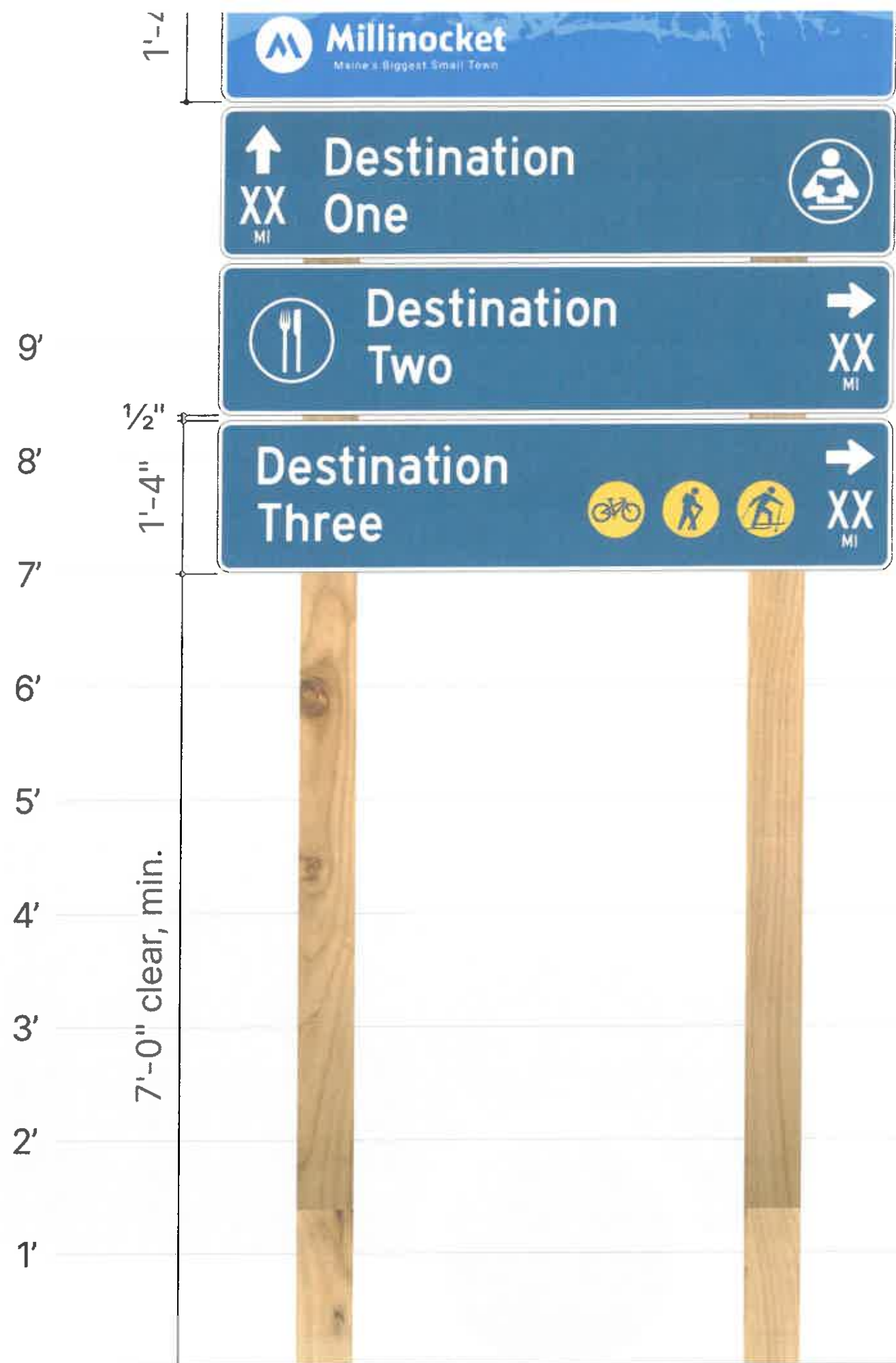
Alta design created a full array of transportation sign types for motorized and non-motorized travelers. The design system includes detailed specifications such as size, thematic icons, and directory maps.

Additional artwork:

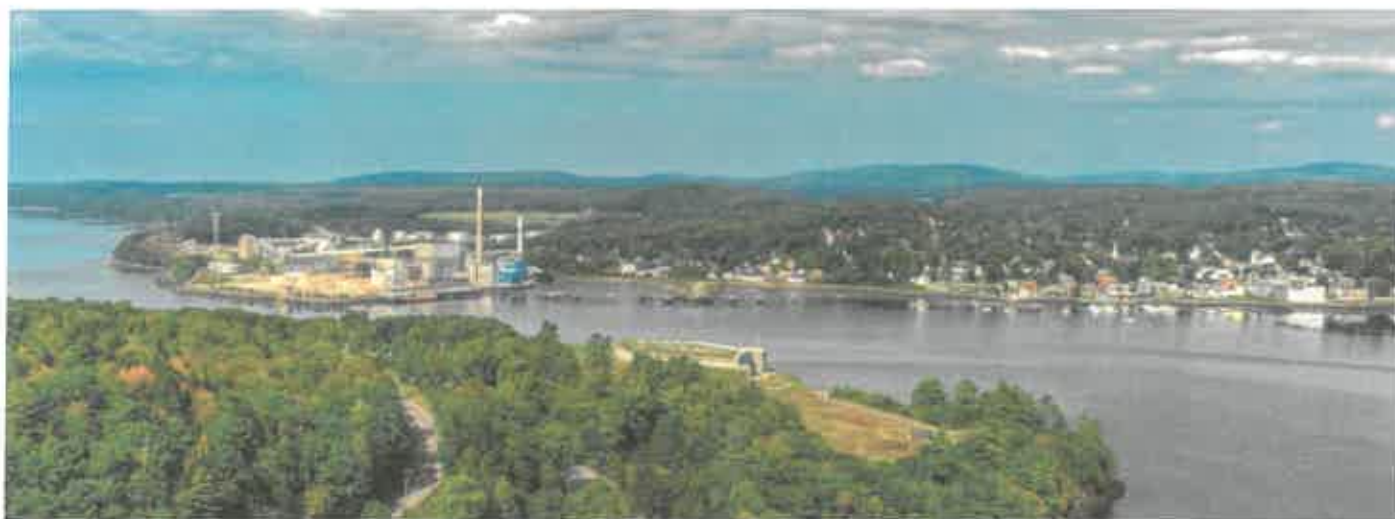
A PDF showing all design types is available by contacting [Brittany Grutter](#).

An online map showing proposed sign placements is available at

<https://www.google.com/maps/d/viewer?mid=1IGhp3hwywnOO1eFQKN1NWSwSrlLpIIYq&ll=45.664743315559654%2C-68.75859059999999&z=12>



The Town That Refused to Die



Monday, February 8 at 3pm

This talk is available virtually via Zoom. Registration is required. Go to umaine.edu/mitchellcenter to register and receive Zoom connection information.

Susan Lessard, Town Manager, Town of Bucksport, Maine

In 2018, Yankee Magazine dubbed the Town of Bucksport as "The Town that Refused to Die." With the loss of 40% of its tax base and nearly 300 jobs from the closure of the VERSO paper mill in December of 2014, the view from many was that Bucksport would become just one more dying former mill town. But that is not Bucksport's story. Bucksport's story centers around five P's – people, planning, partnerships, persistence, and progress. Susan's talk will focus on how the integration of those five P's is not only helping Bucksport move forward, but how the five P's can help any community move forward. Her ultimate goal through this talk is to convince participants of the importance of becoming more involved in their communities.

Susan Lessard was born and raised in Maine and has spent all of her 38+ years of municipal government work in Maine. She is a graduate of the University of Maine with a Bachelor of University Studies and a minor in Women, Gender & Sexuality Studies. She has served as the Town Manager of Bucksport since 2015, and previously held similar positions in Hampden, Vinalhaven, Fayette, and Livermore Falls.

PROVIDING FOR: Termination of Agreement of the Interim Town Manager.

WHEREAS, Dr. Annette Padilla has served honorably in the capacity as Interim Town Manager; and

WHEREAS, the Millinocket Town Council is appreciative for the dedication and work performed by Dr. Padilla in a time of great turmoil within the town; and

WHEREAS, pursuant to the terms of the Agreement, the Chair provided Dr. Padilla 30-day notice of termination effective 5:00 pm, February 1, 2021, with knowledge of the council;

NOW THEREFORE IT IS ORDERED that the attached contract between the Town of Millinocket and Dr. Annette Padilla - Interim Town Manager, is hereby terminated effective immediately.

PASSED BY TOWN COUNCIL _____

ATTEST: _____

PROVIDING FOR: Confirmation of the Interim Town Manager.

WHEREAS, the council recognizes the current need for an in-house interim manager; and

WHEREAS, Richard Angotti was interviewed by the council as a whole; and

WHEREAS, Richard Angotti has demonstrated his long-standing commitment, knowledge, and love for the Town of Millinocket and has a wide range of skills and experience that show a benefit for the town; and

WHEREAS, legal counsel for the Town of Millinocket has negotiated on behalf of the council for the Interim Manager position with knowledge from the council;

NOW THEREFORE IT IS ORDERED that the attached contract between the Town of Millinocket and Richard Angotti is hereby confirmed as Interim Town Manager by the council effective immediately.

PASSED BY THE TOWN COUNCIL: _____

ATTEST: _____

ORDER #25-2021

PROVIDING FOR: Appointment to the Economic Development Subcommittee

IT IS ORDERED that the Millinocket Town Council appoints Councilor Matthew Bragdon to the Economic Development Subcommittee.

PASSED BY THE TOWN COUNCIL: _____

ATTEST: _____