



TENTATIVE AGENDA
PUBLIC HEARINGS & REGULAR TOWN COUNCIL MEETING
in COUNCIL CHAMBERS and via Zoom.
Thursday, May 27th, 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: n/a
4. Approval of Minutes: January 14, 2021 and January 28th Regular meetings, and May 19, 2021 Executive Sessions at 5:30 pm and 6:30 pm.
5. Special Presentations: n/a
6. Interim Town Manager's Report

UNFINISHED BUSINESS:

NEW BUSINESS:

7. ORDER #119-2021 Approval of the Town Warrant for May 27, 2021
8. ORDER #120-2021 Approval of the Wastewater Warrant for May 27, 2021
9. ORDER #121-2021 Approval of a Victualer License Application – A T Cafe
10. ORDER #122-2021 Rescinding Order #255-2019 Concerning the Sale of Tax Acquired Property - Specialty Minerals Building
11. ORDER #123-2021 Approval of FY21 Financial Statement Audit
12. ORDER #124-2021 Approval to Increase Assessor Budget
13. ORDER #125-2021 Sale of CO2 Tank Located at the Former Specialty Minerals Building

14.ORDER #126-2021 Approval for a Victualer License Application – Maine Woods Resorts/Black Loon

15.ORDER #127-2021 Authorization to Sign ATV Trail Project Grant Application

16.ORDER #128-2021 Approval of Donation for Ad to the Performing Arts

17.Reports and Communications:

- a. Warrant Committee for June 10th, 2021 Council Meeting: Councilor Pelletier and Councilor Pray
- b. Chair's Committees Reports
- c. Two Minute Public Comment

18.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 and 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:
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January 14, 2021

The Regular meeting of the Millinocket Town Council was brought to order Chair Golieb in council chambers and via Zoom at 4:30 pm.

Roll Call:

Town Council Members Present:

Pelletier	Pray
Jackson	Danforth
Bragdon	Golieb
McEwen	

Also present were: Interim Town Manager Dr. Annette Padilla, Town Clerk Diana M. Lakeman, Fire Chief Thomas Malcolm, Code Enforcement (IT) Richard Angotti, Airport Director Jeffrey Campbell, Public Works Director Ralph Soucier, Personnel/GA Lori Santerre, Presenter Matthew Delaney Library Director, Media Ben Barr and 12 in Zoom public.

Pledge of Allegiance

Approval of the Minutes of the December 10th, 2020, December 18, 2020, AND January 6, 2021 Executive Sessions.

Motion-Pelletier Second-Danforth Vote 7-0

Chair Golieb notes the updated December 10, 20 minutes reflects the correction of “exited” versus “ excited” from zoom.

Adjustments to the Agenda: n/a

OLD BUSINESS: n/a

NEW BUSINESS:

Special Presentations:

- a. Matthew Delaney – Millinocket Memorial Library, informs with a brief history of Town and Library relationship and support corporations to manage the current library operation, noting the town’s budget funds in support of library operations has decreased having a 60 year lease with the town which is to expire 2079; informs 2020 Covid19 challenges has impacted the library’s services allowing for curbside service only, admitted visits by public when opened, curb-side window services the community as safely as possible following town/school as guidance, efforts of outside funding from thrive provides food/lunches, Katahdin Gear library founded by funds provides skis, snowshoes, fat tire bikes contribution was vital allowing community to thrive, working on end of year financials, beyond grants, uncommon year having spent over budget meeting budgeted needs having received covid grant aide allowed a six month operating reserve, shares appreciation for the support from the Town anticipating continued support.

Council Comment:

Councilor Danforth shares appreciation for the presentation with suggestion posting the informative video on the website and social media of the non-traditional activities available at the library.

Councilor Jackson notes of appreciation of the presentation, his continues support of the library and all it has to offer, job well done.

Councilor McEwen shares appreciation and his continued support.

Chair Golieb thanks for the presentation and for all offered services to the community.

Public Comment:

Susan Dalessandro, thanks Matt and staff for the library contributions of activities to the community.

Richard Angotti, Code Enforcement, suggests re-establishing Library Board of Trustees since Town continues to fund and support to assist and oversee.

- b. Tom Malcolm – Emergency Operation Plan, informs an update is necessary to the current EOP as the last update was 2012, states the plan is only for the Town of Millinocket at a local level and required by the Maine State Statute and is an essential list housed at the Municipal building as other locations, Police Station, Fire Department, and School departments, informs all changes need to be submitted and can be made and updated at any time.

Council Comment:

Councilor Danforth, great information, notes some corrections to add before submitting.

Councilor Pray, inquires if considered a continuing open document that can be updated, Tom-Yes; compliments Chief Malcolm, shares concerns flooding not addressed as worse case situation involving antiquated surrounding facilities in the area with the anticipation to include as a possible event.

Chief Malcolm expresses validity to Councilor Pray's point of concern stating FEMA, a federal plan, would be activated every two years, notes town is contracted with counites which only covers structure fires, shares concerns since the Emergency Alert System is unfunded and no longer in service.

Councilor Pray expresses his concern of the surrounding county waterways and damn systems and suggests to include as flooding from outside areas if ever such an event would occur, in addition to, even though other governmental agencies have a plan in place especially for training purposes.

Councilor McEwen shares appreciation for comprehensiveness, a great foundation as updates can be made a necessary.

Chair Golieb, grateful for Chief Malcolm's knowledge and is an asset to the community; straw poll of support to put Emergency Operations Plan into action with necessary updates as needed., all in favor.

Chief Malcolm shares information as two (2) generators are in route to the school and should be placed withing the next few weeks furthering the school is receiving another Covid19 grant asking as priority to have 2 more generators to have in the event for community safety and safehouse.

Public Comment: none

*Interim Town Manager's Report: Thursday January 14, 2020

Council Meetings – to be held via Council Chambers and Zoom for the Public

Thursdays at 430pm-630pm; January 1/28/21, March 3/11/21, 3/25/21

The Town office will be closed Monday 1/18/21 Martin Luther King Day

People, Finances, Legal (priorities)

People: Meeting with Departmental staff bi-weekly to collaborate on like projects, solve problems and prepare for fiscal year 7/1/21-6/30/22 (next meeting 1/20 9am) with invitation to Chair Golieb to say hello.

Meeting with Jim Charette, director Wastewater Department 1/19/21 to see operation and meet crew. Met with Lori Haskell, Animal Control Officer regarding this operation. Involved with HR and hiring for Custodian and conducting a salary survey via MMA as well as participating in their annual survey for municipalities. This supports a strategy to remain competitive and retain employees.

Financial: Working on fundraising proposal for Chair Golieb, seeking funding for FBO building via US Federal Aviation Administration (FAA) and or Maine State Department of Transportation (DOT); accessing TRIO system with training from Harris. Weekly meetings with Treasurer to assess current expenses and revenue. Addressing vendor issues with getting copies of signed contracts, billing, etc. Access revenue sharing document from MMA for State of Maine.

Legal-Working with Dean Beaupain and Human Resource Director Lori Santerre on current legal issues as well as assessing needs and other legal experts. Following-up on Police Contract with East Millinocket Administrative Assistant Angela Cote. **Recommendation:** to schedule a Millinocket Code Training with Dean Beaupain in January or February.

Public Relations: Worked with Design Lab to update website and Facebook page on notices from the State of Maine and other citizen issues. Writing a weekly column in Lincoln-News Katahdin Section for Manager's Update on current issues and projects. Worked with citizens regarding their concerns and letters regarding policing for the hearing. Met with Lorne Smith, Teamsters regarding our contract and reached out to Fire Department Union Representative to increase communication with both groups.

2)Councilmember Support: Sent Question and Answer document for **Maine State Representative Peggy Stanley (R-Medway)** for **Councilor Charles Pray**, planning to staff Committees as needed. Met with Council Chair Golieb regarding police hearing and Danforth as needed regarding projects with State of Maine Department of Transportation (DOT). Planning and organizing Executive Sessions as needed. 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. Visited Pir2Peer 12/24 to see facility; requested any middle and/or high school drug data from Frank Boynton, Superintendent of Schools; met with US Department of Justice representative for Maine 1/11/21 regarding grant funding for prevention of drug problems.

Project Work: Information Technology-met with Richard Angotti and Maine Technology Group to discuss contract and server and on-going needs for IT support. WIFI in the building for Council and staff use.

Economic Development. Finished **Comprehensive Plan** per deadline 1/5/21 with Eastern Maine Development Corporation (EMDC) planner Anna Stockman. Appreciation to departmental leaders for providing input: Wastewater, Code, Public Works, Treasurer, Fire Dept/EMS. Planning Board and Brittany Grutter, Northern Forest Center. Councilor Danforth. 1/28 meeting for overview and summary of this plan as it related to others such as the Gazetteer. Recommending to Council for strategic planning that would involve Council and staff.

Additional Economic Development Projects Include:

Katahdin Gazetteer: A Roadmap to the Future (walkability, outdoor recreation, attracting all ages, jobs and economy, forest product manufacturing, future proofing the region)

Millinocket Downtown Action Plan

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)

Place + The Local Economy: Next Steps for Millinocket

Main Street Program & Maine Development Foundation webinar and opportunity

In-Site Architecture Follow-up for Penobscot Ave. Renderings with Lucy Van Hook, Our Katahdin

3)Community Events: Public Hearing on Police Services January 7th, 2021 6:00-8:00 pm via Zoom
Created sub-agenda and invited the public on Town Facebook and the Website 1/4/21 to inform the public with details in outline form). Updated both 1/7/21. Assisted the public who submitted letters for the record.
Contract Overview-This contract went into effect 12/22/20 to June 30, 2022 (18 months) for policing services 24/7, using our fleet of vehicles, and office at the Municipal building. We can withdraw from the contract with 60 days written notice to East Millinocket. The Interim Town Manager, Dr. Padilla and Town Clerk, Diana Lakeman have been swearing in the 16 officers to work in Millinocket (and look forward welcoming our Millinocket Patrol squad of 1 sergeant and 3 patrol officers when hired).
East Millinocket Police Department keeps the Manager informed of the schedule, officers assigned, and costs per contract. We also are getting monthly cost expenditure and operations reports. The budget includes a capital improvement account, a major equipment account, and reserve account. Unexpended capital improvement and major equipment funds at the end of the budget period will roll over into the reserve account in the budget and will carry forward to the same account upon termination. All unspent amounts including reserve funds shall be returned to Millinocket. Compensation is \$383,250 due 1/4/21 (paid) and \$610,874 paid quarterly then on 7/1/21 at \$152,718.50.

Police Service Process, Methods, and Potential Cost Savings

We don't discuss personnel details of any former or current employees or legal issues. I research situations and factors for decisions thoroughly and consult parties involved such as staff, our partners, contractors, and others. For our own Police, I collected information and advised Town Council and they decide on policy change and my role is to implement, sign contracts as the authorized and bonded official, make sure services are provided, the public is informed, and the Town is fiscally and legally viable.

I listen to people, their opinions, advice, and ideas. At the end, I am trained and responsible to decide, and I do so with care for staff as people, responsibility to taxpayers, and the entire Town. While I aim to please, not everyone will be satisfied with the steps, process, or outcomes. I advance the Town Council goals locally in the context of improving quality of life in Millinocket and the region. As I mentioned before, other Towns (approximately 12) have used similar models (in about 5 collectives) to offer services using contracts to address a limited tax base.

Report on Policing Services and Administration

Treasurer Mary Alice Cullen and the Manager have been meeting to follow-up on the Contract for implementation. Lori Santerre has helped also regarding our municipal office as Richard Angotti has transitioned the IT over. The Fire Department and Emergency Management Chief Malcolm and Public Works Director Ralph Soucier have met with the Chief of East Mill PD McDunnah to coordinate emergency and road operations. This has been a lot of work for the Town Departments and staff and I want to thank them and the contractors, including our lawyer Dean Beaupain who assisted and the leadership (Board of Selectmen) from East Millinocket as well as their Administrative Assistant Angela Cote.

I asked our treasurer Mary Alice Cullen for an analysis of the expected cost savings and budget comparisons. From our budget of Millinocket (\$500,000 plus grants and benefits and insurance) **\$751,956** compared to what we are paying East Millinocket of **\$610,874**, there is a cost savings of **\$141,082**. **The projected range could be between 141K and 171K if you consider capital at 30,000.**

Our fleet of vehicles is being well taken care as is our facility. So far, community feedback is positive, people are pleased. I have met many of the officers working in Town who are very professional, friendly, and knowledgeable about Millinocket. East PD has brought on a **Chaplain Ian Shearer** to serve in Town. This is common in police departments if there is a death, or the officers need someone to talk to. It is a great resource and Chaplain Shearer lives in Town. I checked in with our **Animal Control Officer Lorri Haskell** who will be receiving a briefing from the Chief and they are collaborating as needed and I met with her. I also met with the District Attorney (Chris Lavoie) and representative to the Courts Katherine Ward.

The methods for East Millinocket policing is a field operation that is based on calls for service and patrolling, on crime tips, leads and intelligence.

Cameron McDunnah, Chief of Police, East Millinocket Police Department Report

Residents can call 297 723-9731 for dispatch to report a crime or suspicious activity, meet an officer at the police station, the crime scene, or home (depending on the situation).

Transitional Notes-Preliminary Report from East Millinocket Police Department

Fleet maintenance and cleaning was completed. The department is working on cases and reports, the District Attorney, researching investigations, working to address drugs, and organizing the Millinocket Police Station offices and facility. Upgrades for equipment are expected per quotes for mobile computers and radios. The staff re being sown in by the Town, patrolling, and working with Millinocket Fire Department and Public Works. The Department is hiring a Sergeant and three officers per their website and posted on the Millinocket website as well as Facebook. The EMPD staff have been spending time speaking with citizens and allowing them to voice their concerns and compiling a list of noted concerns and problem areas.

December & January Statistics from Corporal Fitzgerald, Millinocket PD. This data is for 12/22/20 to 1/5/21 or 15 days (approximately two weeks). It is an indication of activity, so future reports will be more revealing in terms of monthly outcomes.

December and January 2020-2021 Statistics: 174 Calls for Service (5 Adult Arrests, 0 Juvenile Arrests); Average calls per day: 11.6;

200 Observed Offenses: Welfare Check=21; Town Ordinance=15; Designated Patrol; Ambulance/Medical Assist=9; Police Information=9; Bail/Probation Search=7; Suspicious=10; other offenses

Reported Offenses include drugs=1; Town Ordinance=9, Property Checks=38; Welfare Checks=12; Police Information=9; other offenses

December, 2020 Calls for Service: 128 for Millinocket

*Thank you to the public, business community, and guests for welcoming East Millinocket Police Department into Town and maintaining the peace.

4)Other Partners: 12/29 Met with Many Oliver, **Oliver and Associates** re: Bond issue and projects for Wastewater with Public Works Director Ralph Soucier and Jim Charette, Wastewater Dept. Director and Mary Alice Cullen, Treasurer; Worked with **Sierra Club** to discuss internship program and stipend payment for intern Meagan Collins. Worked with Millinocket (MLT) Airport Planner Patrick Sharrow, **Hoyle-Tanner** (HT) to meet with Stacie Haskell, Maine Department of Transportation re: FAA funding and other Capital Improvement Projects (CIP) related to MLT Airport. Met with Patrick Sharrow and Nicole Davis 1/12/21 at HT regarding airport survey data. Coordinated meeting with **Arcadia DesignWorks** and Councilor Bragdon regarding Terminal Building Tour on-site at Airport for 1/12/21.

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*)

Code Enforcement-Richard Angotti, Code Enforcement Officer (CEO)

We are reviewing two alteration applications:

Wabanaki tribe's renovation of the old VFW building which they purchased on Oxford street. We are 60% through the review and should be sending a permit when finished.

The Stearns Assisted living building on Maine avenue (old Stearns high school) is adding 25 more units to the facility. I have reviewed approximately 25% of this plan and will continue my review and hopefully complete it in January.

Permit Log for 2020

2 New or used trailers at Kelly Trailer Park

14 Accessory structure permits

49 Electrical permits

4 Fence permits

1 Livestock permit

1 Sign Permit

12 Demolition permits

14 Alteration permits

6 Yard sale permits

2 Change of use permits

105 Permits total

Local Basic Life Support Calls	22
Local Advanced Life Support Calls	23
Out of Town Basic Life Support Calls	3
Out of Town Advanced Life Support Calls	7
No Transport Calls	8
Police Stage Calls	2
Advance Cardiac Life Support Intercept	1
Public Assist Calls	7
TOTAL	73

**Fire
Department
Emergency
Management
Calls for
Service
FIRE AND
AMBULANCE**

RUNS REPORT FOR DECEMBER 20
AMBULANCE CALLS

Lost Out of Town Basic Life Support Calls	0
Lost Out of Town Advanced Life Support Calls	0
Lost Advanced Cardiac Life Support Calls (Paramedic)	8
TOTAL	8

FIRE CALLS

Electrical Issues: (Wire down-cable tv)	1
False Alarms:	0
Smoke Call:(Illegal Burn Garbage)	1
Structure Fire: (Contained to bathroom sink-candle) (Couch in Living Room) (Permitted burn at Smith Pond)	3
Chimney Fire	0
Public Assist: (Busted Water Line) (Amb Lift Assist)	2
TOTAL	7

The Fire Department still has two FF/Paramedics out due to injuries, also have one FF/EMT position open Chief covering open shifts.

Worked with Human Resources and have hired new FF/EMT that will start her duties on Jan. 25th, currently enrolled in Advance EMT class with completion due in May.

Have been in constant communications with Maine CDC, Maine EMS, and other State groups on this ever-changing situation. Am involved in multiple Zoom and other ways of meeting with these groups daily including weekends.

Continue to pass on daily numbers of COVID-19 cases around the State.

Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.

Attended ZOOM meeting with Interim Town Manager and Dept. Heads.

Fire Station is still locked down.

Conducted monthly Fire and EMS training

Worked withing with **Age Friendly Millinocket on Sand Bucket project** and it is up and ready to go.

Meet with Jody Nelson, Matt Polstein, and Ralph Soucier on issues with snow sled trail going out over Central St hill as major safety concern, group has come up with some ideas and things that we can do to make it safer yet not harm the business that depend on the trail.

Public Health Officer 01/08/2020

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.

Worked with Katahdin Health Center (KHC) on their outbreak and they worked hand-and-hand with CDC. At this time, they have started to vaccinate all their staff and employees.

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.

Chief Thomas Malcolm, Public Health Officer

Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

chiefmalcolm@millinocket.org

207-447-4126 Office

207-447-0911 Cell

207-723-7022 Fax

Food Sustainability Project-by Meagan Collins, Sierra Club

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

I am working on talking to other Towns about their Food Sovereignty Ordinances and contacting some State organizations for more information. Later, I will begin going to businesses and starting their interviews to learn about local demand.

Meagan Collins, Intern for Sierra Club of Maine

General Assistance (GA)/Welfare Lori Santerre, Director

Assisted individuals to meet their unmet needs.

Catching up on reports and statistics

Attended a zoom Q&A with DHHS

GENERAL ASSISTANCE STATISTICS FOR DECEMBER 2020

	<u>MONTHLY</u>	<u>YTD</u>	<u>DECEMBER 2020</u>			
RENT	\$ 350.00	\$3,263.00	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
ELECTRICITY	-0-	67.50	3	7	0	3
LP GAS	-0-	-0-				
<u>LAST MONTH</u>						
MEDICAL	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
HOUSEHOLD	-0-	39.41	3	4	0	3

WATER	-0-	-0-				
			<u>LAST YEAR</u>			
CLOTHING	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	# APPOINT.
FOOD	-0-	76.48	4	9	0	7
BABY	-0-	-0-				
FUEL	-0-	-0-	<u>WORKFARE</u>			

OTHER	-0-	1,395.00	# OF CASES	#HOUSEHOLD	#HOURS
TOTALS	\$ 350.00	\$4,841.39	0	0	0

TOTAL DOLLAR AMOUNT SPENT IN DECEMBER 2019 WAS \$709.34.

TOTAL DOLLAR AMOUNT IN DECEMBER 2020 COMPARED TO DECEMBER 2019 SHOWS A DECREASE OF \$ 359.34.

TOTAL AMOUNT IN 2020 COMPARED TO 2019 SHOWS A INCREASE OF \$915.60.

RESPECTFULLY SUBMITTED

Human Resources, Director Lori Santerre

Personnel issues/ legal

Looking at policy changes

Hired Celina Charette EMT/Firefighter

Drug and Alcohol Testing

Looking into the Paid leave law, effective January 1, 2021

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

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

Recertified the Elevator at the Town Office and Library

Front Office Emails and Phones, front office

Human Resource Director

207-447-4090 humanresource@millinocket.org

Building Maintenance: an area that is unstaffed

We repaired the front doorbell and reinstalled

We have a roof leak in the elevator lobby. This will require repairing the roof membrane and replacing the damaged ceiling sheetrock and insulation as well as the electric heater. I am developing an RFP (request for proposal) to go out to contractors and will let everyone know what the bids come in at. This will require council approval later

Richard Angotti changed the code on the Police Chiefs door per the request of the East Millinocket Police Chief.

Information Technology (IT)-Richard Angotti

We are mapping out the network and documenting the location of all components for future service.

Installed the WIFI in the main floor of the building and activated and tested it. WIFI is now active. In the manager's office we are getting 40 Mbps download and 40 Mbps upload. Throughout the other areas of the building we are varying between 20-30 Mbps.

Worked to transfer IT operations from police facility and give manager email for FAA signing of grants; assisted East Millinocket Police Department with IT

Installed a GPS (global positioning system) antenna on the building and will be finishing the install Thursday 1-14-2021.

We are starting a path to move TRIO to the next version which is Sequel. I will keep everyone updated as to when this will happen.

Hosting of Zoom meetings and Livestream for Council Chambers

Public Works: Roads & Bridges, Maintenance, Transfer Station, Cemetery, Airport-

Ralph Soucier, Director

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

Public Works: Weather temperatures have been favorable to keep the roads de-iced with reduced road salt application rates.

Fleet Equipment running well with no issues.

We have an employee that is shared from the recreation department to help Public Works during winter maintenance months, that is out of work for medical reasons. This employee usually takes care of the ice rink at the High School Complex when he can between storms, so the ice rink remains un-prepared for use. **Public Works had a window of opportunity to remove the snow in the rink and it is ready for flooding. As you know the temperatures have not been ideal for making ice.**

Public Works has been working on **taking the Christmas decorations down and put away.**

After the last snowstorm Public Works had tried something new doing snow removal downtown during the day on the weekend on Main street and Central street as we always schedule during the night hours because of the high traffic conditions. It worked out very well and kept the crew from getting tired and to keep healthy.

This practice also depends on timing of the storms as every storm is different.

Fleet maintenance has been going well. Mechanic is focusing on preventive maintenance items.

Salt and sand inventory very good shape.

Buckets of salt have been filled and delivered to the Fire House for the Public Use that are unable to come to the Garage. This is an Age- Friendly project started by Jane Danforth.

Monitoring Budget Year to date looks fine. Fuel prices are favorable.

Purchased 4,000 gallons of E-10 Gasoline for The Town Equipment use from Dysart's at \$1.52/gal.

Our diesel fuel is purchased from Dead River at \$1.98/gal. and I file for reimbursement every month for the sales tax which reduces another 31.2 cents/gal.

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

Ralph Soucier, Director of Public Works

Recreation Department-Jody Nelson

Jody Nelson Troy Bouchard
Director of Recreation Assistant Director of Recreation
East Millinocket, Medway, Millinocket, Woodville
53 Main St., East Millinocket, Maine 04430
(207) 746-3553

I have been in touch with public works, they have cleared off the snow from skating rink near the high school. When weather permits, they are willing to do some flooding. Just so you know the ground is not frozen yet, so it will not do any good at this time to start flooding. We can't start making ice until the weather is cold enough to freeze the water. We have had very warm weather so far this year.

I'm meeting with the Recreation Commission next Thursday, January 14th 10:30am.

We started after school basketball on Monday and this is for 5 weeks.

Respectfully Submitted,

Jody Nelson

Director of Recreation

746-3553 447-1366

jodynelson@gwi.net

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

Tax Assessor-Lorna Thompson

No Report.

Lorna Thompson

assessor@millinocket.org

Tax Collector-Sharon Cyr

January started off as a busy month at the window with people registering their dog and snow sleds, along with motor vehicle and tax payments.

Customers have also been purchasing transfer site stickers.

Opening to close was spent at the window with limited time to process mail and drop box payments. We are currently behind two days of mail and drop box payments.

We were also short-handed this past week with an employee out for a couple of days.

The office has also been busy with new and re-registrations, inquiries, calls, receipting, tax payment processing, wastewater payments, phone and email inquiries.

The second half of the taxes are due **January 13th** a lot of escrow injuries and payments have been coming in.

I am currently working on the weekly motor vehicle report for 12-23-2020-12-30-2020 and 12-30-20-01-08-20-21. This report is done weekly.

I also am working on end of month excise tax for December for Penobscot and Piscataquis county motor vehicle.

I had the opportunity to work with Lorna Thompson last week on processing a couple supplemental tax bills, another learning experience, thank you Lorna for your time and the lesson!

Wastewater bills also need to go out this month- I am in hopes of learning the process with Diana help if time allows.

Motor Vehicle for week ending 01/08/2021

Passenger and Specialty	84	\$2895.00
Trailer	14	\$281.00
Title	10	\$330.00
Lost plate	2	\$10.00
Transfers	9	\$72.00
Sales tax	9	649.06
Excise tax	101	\$20,203.84
State total	148	\$4911.56

I also need to follow-up on the delinquent personal property taxes that were mailed out in December this Month.

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

Sharon A. Cyr

Tax Collector/Deputy Clerk

taxcollector@millinocket.org

(207)723-7006 Phone

(207)723-7002 Fax

Town Clerk, Diana Lakeman

Totals include December 16, 2020 to January 8, 2020 Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,120,412.94 were collected, which involved 1,735 transactions processed in TRIO.

Working on back logged Council meeting minutes, focusing on certain dates requested by Town Attorney, **Part-Time Assistant Amber Carney** has updated, scanned, and filed 4 years of voter registrations cards from prior election, focusing now on final process of elections certifications.

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

Processing End of Month Rapid Renewal Reports, to submit to Treasurer for reconciliations.

Behind 3 days of processing mail and drop box payments, focus has been in person transactions as the lines have been extensive, the holidays and an employee out of office due to sickness effects the efficiency of the office.

Creating Agendas, Email correspondence, returning phone messages and inquiries of account details and totals.

Anticipate starting department budget proposals requested for 1/20/2021

Sworn in approximately 15 Police officers from East Millinocket to serve Millinocket as contracted periodically over the past couple weeks and through the holidays.

Election

Finished entering Voter Participation History (VPH) which was activated on 12/11 in Central Voter Registration (CVR) by the Secretary of State's (SOS) office, this final step is the most time consuming as all voters who voted by Absentee or In Person **must** be reconciled to the Incoming Voter List (IVL) by January 12, 2020 deadline date, this date has not been extended considering the delay in activation, VPH has not yet been finalized due to reconciliations of voter participation.

(activation was on hold as other cities and towns have not resolved all absentee ballot application discrepancies.

Over 45 Petitions received to date since 12/16, 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

processing a fair amount of in person transactions, drop box and mail in method continue to be utilized.

Anticipate processing January 2021 billing to be mailed by the end of the month.

Tax Collections

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

Other Items

2021 Transfer Site Stickers, 2021 Dog Licenses and all 2021 Inland Fisheries & Wildlife authorities are now available for purchase:

Snowmobile, Boat, and Hunting/Fishing Game Licenses

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

Diana M. Lakeman

Town Clerk/Deputy Tax Collector/Registrar of Voters/Motor Vehicle Agent/Inland Fisheries & Wildlife Agent/Notary Public

207-723-7006 or 7007 -phone

207-723-7002 -fax

townclerk@millinocket.org

Treasurer & Auditor-Mary Alice Cullen

The month of January will be tied up fulfilling year-end tax and IRS filing obligations.

The FY20 internal audit is also being concluded and I have been working the auditors. The date as to when a preliminary report will be available is unknown at this time.

Mary Alice Cullen

Treasurer, Town of Millinocket

197 Penobscot Avenue

Millinocket, ME 04462

Bookkeeper-Lori Santerre

Processed payroll for Town and Wastewater employees, to include the warrants for the taxes
Working on year-end report
Account Payable for Town and Wastewater
Electronic upload with Maine State Retirement
Working with TRIO to set up 2021 Earned Paid Leave in system

Wastewater Treatment-James Charette

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 working on the 2021-2022 Wastewater budgets over the next few weeks. We will do a have to have budget and a nice to have budget as requested.

We will be attending safety training and Wastewater credit hour training through January and also in February. We are required to have 18 credit hours every two years. This is necessary to keep our operators licenses. Because of Covid 19, this has become difficult to accomplish.

Waiting to hear from a query the town manager put out to partners re: Governor's call to action on Tribal Waterways issue.

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

Council Comment: Councilor Pelletier expresses thanks for the comprehensive report.

Councilor Jackson expresses enjoyment of the communications, shares appreciation of the article in the local paper informing the public.

Councilor Bragdon echoes appreciation of the article as great information with positive feedback, thank you for the report, expresses job well done sand bucket brigade.

Councilor Danforth shares appreciation for the community and Town department effort with the sand bucket brigade extending a thank you to all volunteers, appreciates the comprehensive report.

Councilor Pray expresses appreciation on a very detailed report, informs council of current attention of Tribal issues in Bangor Daily with reference to history of tribal issues and concerns, important for Town to stay involved in issue to retain support and information which pertains to the community and surrounding areas.

Councilor McEwen echoes appreciation for comprehensive report, expresses thanks to all involved with the sand bucket brigade, informs the Economic Development committee with meet on Wednesday, the 27th at 5:00pm reaching out to former council members to join for input pertaining to CDBG discussions.

Councilor Pray inquiries if three (3) current councilors are service on the committee; Councilor McEwen express one (1) seat is open and available and welcomes anyone willing as there is plenty of work involved to serve the community; Councilor Pray expresses interest in the open seat.

Chair Golieb echoes appreciation thanking all department heads.

Councilor Jackson inquires of guidelines or limitations for the sand bucket available; only guideline is to call for Tom Malcolm to evaluate on an individual basis/situation.

Public Comment: none

ORDER #3-2021 PROVIDING FOR: Execution of the Warrant for January 14, 2021

IT IS ORDERED that the Warrant for January 14, 2021 in the amount of \$202,046.90 is hereby approved.

Motion- Bragdon Second- Jackson Vote 7-0

Public Comment: none

ORDER #4-2021 PROVIDING FOR: Approval of an Application for an Entertainment License for Elks Lodge #1521.

IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:
Elks Lodge #1521, 213 Aroostook Ave, Millinocket
d/b/a

Elks Lodge #1521, 213 Aroostook Ave, Millinocket
Motion- Pelletier Second- Bragdon Vote 7-0
Public Comment: none

ORDER #5-2021 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for Elks Lodge #1521.

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

Elks Lodge #1521, 213 Aroostook Ave.
d/b/a

Elks Lodge #1521, 213 Aroostook Ave.
Motion- Jackson Second- Bragdon Vote 7-0
Public Comment: none

ORDER #6-2021 PROVIDING FOR: Appointment to the Board of Appeals.

IT IS ORDERED that Dan Bernard is appointed as a member to the Board of Appeals for a three-year term to expire January 2024.

Town Clerk Note: The Board of Appeals has one (1) full board position available since November 2020 and has be advertised in the local paper and on all social outlets. Dan Bernard is the only application on record and received to date.

Motion- Danforth Second- Pelletier Vote 7-0
Councilor Pelletier shares appreciation to the volunteers serving on Town boards.
Public Comment: none

ORDER #7-2021 ORDER #7-2021

PROVIDING FOR: Approval of a Reappointment of the Registrar of Voters

IT IS ORDERED that Diana M. Lakeman is hereby appointed as Registrar of Voters for the Town of Millinocket.

IT IS FURTHER ORDERED that this appointment is for a two-year period effective January 1, 2021 ending December 31, 2022.

Motion- McEwen Second- Pray Vote 7-0
Public Comment: none

ORDER #8-2021 PROVIDING FOR: Approval to Update Building Code Books

IT IS ORDERED that the Millinocket Town Council approves the expenditure of \$1,400 to update the Building Code books.

IT IS FURTHER ORDERED that this purchase will be funded from the account E1300-9502 (Capital Improvements/Heavy Equipment Reserve).

Motion-Jackson Second- Bragdon Vote 7-0
Public Comment: none

ORDER #9-2021 ***Amended** PROVIDING FOR: Approval to Increase Legal Department Budget

IT IS ORDERED that the Millinocket Town Council approves transferring ***\$100,000** from the Unassigned Fund Balance to increase the Legal Fees budget account E0111-4003 by ***\$100,000**.

This will bring the FY21 legal fees budget to ***\$165,000**.

Motion-Danforth Second- Jackson Vote as Amended 7-0

Councilor Pray suggests line balance are given on orders as previous procedure referring to account balances in general,

*Interim Town Manager Padilla informs estimates available only currently.

Councilor Pray suggest having estimate totals available.

Chair Golieb motions to update amounts \$40,000 to **\$100,000**, and \$105,000 to **\$165,000**,

Councilor Pelletier second the motion to amend, Vote on Amendment 7-0.

Public Comment:

-Susan Sullivan, inquires intent of exceed \$100,000.

Chair Golieb explains not to anticipate as presently over budgeted amount and having to revisit.

ORDER #10-2021 PROVIDING FOR: APPROVAL OF CONTRACT AND ACCEPTANCE OF FUNDS FOR MAINE DEPARTMENT OF TRANSPORTATION (DOT)

WHEREAS, several visioning and planning processes have been completed that relate directly to the downtown transportation improvements including the

Katahdin Gazetteer, The Citizen Institute on Rural Design workshops, and development of an area wayfinding plan; and

WHEREAS, with support of local partners, The Town of Millinocket has applied for a Planned Partnership Initiative (PPI) program to conduct a study to identify changes and create a safety implementation guide for the Town;

NOW THEREFORE, IT IS ORDERED that the Millinocket Town Council accept grant funds in the amount of \$75,000 for expenditures associated with the attached Maine Department of Transportation PPI Agreement; and

IT IS FURTHER ORDERED that the actions of the Interim Town Manager in executing the agreement for the attached Maine Department of Transportation, including all understandings and assurances contained therein, are ratified and confirmed and that the Interim Town Manager is directed to act as official representative of the Town concerning the application and grant and is authorized to provide such additional information as may be required and to comply with all grant conditions in administration of the grant.

NOTE: This agreement is a reimbursement of funds from the Maine DOT, with partners Northern Forest Center and Thrive Penobscot reimbursing matching funds, leaving no expense to the Town.

Motion-McEwen Second- Pray Vote 7-0

Chair Golieb shares appreciation to Councilor Danforth and those involved with Thrive noting Brittany Grutter submitting grant.

Councilor Danforth shares her excitement to have their grant feasibility study done furthering to those who has assisted with Thrive Penobscot thus far.

Public Comment: none

ORDER #11-2021 PROVIDING FOR: Approval for Airport Supervisor to Manager Salary Increase

IT IS ORDERED that the Millinocket Town Council approves transferring \$5,215 from the Unassigned Fund Balance to increase the Airport Supervisor's, called Manager, annual salary from \$37,055 to \$46,000 effective January 18, 2021.

Note: There will be \$4,060 added to the Airport Payroll budget account E1101-0401 and \$1,155 added to the Fringe Benefits budget for a total budget increase of \$5,215.

Motion-Pelletier Second- Danforth Vote 7-0

Interim Town Manager Padilla informs the proposal reflects responsibilities responding to FAA and DOT as appropriate funds for management as department should be self-sustainable with recommendation to have the department separate from Public Works allowing restructure to manage department functionality in response to FAA, and other organizations, investing in work force allowing organization of airport and resources associated with it.

Council discussion shares appreciation for the proposal and concludes with support as Jeff's efforts and works at the airport are appreciated and long overdue seeing the airport as an asset and important municipal operation with a positive future as an attraction to industry and accessibility to the area and community.

Public Comments:

Susan Dalessandro, long overdue, shares thanks

Richard Angotti, Code, suggests reinstating Airport Commission back into the Code of Millinocket is the best interest of the Millinocket Municipal Airport.

Reports and Communications:

- a. Warrant Committee for January 28, 2021 Council Meeting: Councilor Bragdon and Councilor Danforth
- b. Chair's Committee Reports:
 - Councilor McEwen, Economic Development Committee will meet January 27th at 5:00pm.
 - Councilor Danforth, Age Friendly Committee will meet Wednesday, January 20th at 10:30am concerning AARP grant discussions.
 - Chief Malcolm, Events Committee, anticipates meetings to transpire and shares appreciation to all the volunteers in support of decorations with the downtown noting the bandstand looks phenomenal this year.
- c. Two Minute Public Comment:
 - John Raymond, Timber Cruisers Club President, requests to be the next Agenda as presenter with recognition of request since October, updates on green bridge rebuild and concerns with passthrough of funds as a formality to sign grants, also thanks Jeff Campbell for all his efforts and a job well done with supports recognition with supervisor position with Town.

Motion to adjourn at 6:25 p.m. –Pelletier, Second –Bragdon Vote 7-0

January 28, 2021

The Regular meeting of the Millinocket Town Council was brought to order Chair Golieb in council chambers and via Zoom at 4:30 pm.

Roll Call:

Town Council Members Present:

Pelletier-Zoom	Pray
Jackson	Danforth
Bragdon	Golieb
McEwen-Zoom	

Also present were: Interim Town Manager Dr. Annette Padilla, Town Clerk Diana M. Lakeman, Fire Chief Thomas Malcolm, Code Enforcement (IT) Richard Angotti, Airport Director Jeffrey Campbell via Zoom, Presenter John Raymond-President/Northern Timber Cruiser, Media Ben Barr via Zoom and 9 in Zoom public.

Pledge of Allegiance

Approval of the Minutes of the January 21, 2021/8:00am, January 21, 2021/5:00pm, January 22, 2021, and January 25, 2021 Executive Sessions.

Motion-Pray Second-Pelletier Vote 7-0

Adjustments to the Agenda: n/a

OLD BUSINESS: n/a

NEW BUSINESS:

Special Presentations:

- a. John Raymond - President, Northern Timber Cruisers – Bridge Project Update – provided handout/display, timeline of project and process of agreement requiring action and signatures. Intentions of project includes crossing allowing safety for snowmobiles and groomers, funds to be matched with inquires of town match as county agreed to pay anticipating funds allocated from grants as well, project is in dedication of fallen Maine State Trooper Benjamin Campbell, Club is requesting permissions to look into grant monies of \$150,000, the difference of monies not able to be allocated, to move forward with project in Spring.

Council Comment:

Councilor Pray shares his support for this project and intent to search for grant monies as this project also benefits the community and economic development noting the Northern Timber Cruisers Club is a great asset to the community.

Councilor Jackson notes this is a wonderful project fully supports for its intent being great for the community. Councilor Danforth states this is a very worth project, inquiries timeline urgency of grant application start date.

Councilor McEwen expresses sincere thanks to John, inquires if work will disrupt traffic along route; John informs a temporary bridge will be put in to reuse later.

Councilor Pelletier shares appreciation to John expressing his support of this project.

Chair Golieb echoes all said with appreciation of all efforts and continued efforts with this project.

Public Comment:

Jeffrey Campbell, Millinocket Airport Manager/Juniper Street, shares appreciation as a user of the trail system fully supporting this project.

- b. Dr Annette Padilla, Interim Town manager – Comprehensive Plan, supplies Comp Plan hand out, states the Comp Plan is a mandated Document, intent to hold public hearing for public comments and Council insight per usual public hearing notices and meetings; summary of Comp Plan – focuses on economic development, municipal building structure issues, revenue assets, debts, policies, working groups, evaluation, plans quarterly meetings, public hearings starting March 2nd for Public comments, letter and/or emails.

Council Comment:

Councilor Pray expresses thanks to Annette for the summary – projects very beneficial to the community.

Councilor McEwen shares appreciation for continuing the process, good to see a final document.

Councilor Danforth expresses thanks to Councilor McEwen as this has been a two-year project thanking Annette for finalizing the process.

Chair Golieb thanks and appreciation to all as many hands were involved in this process.

Public Comment:

John Raymond, Zoom-Highland Ave, inquires if revaluation intended in process sharing concerns as it's well overdue.

***Interim 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**

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 Mary Alice 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 Linscott 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 Mary Alice 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.

2) 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.

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:

Katahdin Gazetteer: A Roadmap to the Future (walkability, outdoor recreation, attracting all ages, jobs and economy, forest product manufacturing, future proofing the region)

Millinocket Downtown Action Plan

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)

Place + The Local Economy: Next Steps for Millinocket

Main Street Program & Maine Development Foundation webinar and opportunity

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-

Wayne Ferland - Ferland Block

Tricia Cyr - Moose Drop In

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*)

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 Air B&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 Air B&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.

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.

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

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 their status of the municipal building.

Weekly Inspection

Lighting

Elevator and Elevator lobby

Boiler room

Monthly Building Inspection

Fire Extinguisher

Emergency Lights

Boiler

Building envelope and interior

Maintenance needed as of 1/1/2021.

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.

Back entry way stairs need repairs. Both north/east and South/east steps Granite needs to be removed and reset.

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.

Ladies Bathroom sink faucets need to be replaced. Will not shut off completely.

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.

Check boiler contract to insure everything is ok and what frequency that it is serviced.

ADA work upstairs in court area. (ongoing)

Ladies' restroom, both toilets need to have flushes repaired. Repaired one on 1/20/2021.

Repair or replace door lock on South/east entrance to building. PD entrance.

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.

Lighting:

Light in front of elevator on main floor has bulb out.

Copier room: one fixture needs a new ballast, and one needs a bulb.

Clerk's office needs bulb.

Boiler room needs 4 bulbs.

File storage area needs one bulb.

PD: Men's locker room needs ballast, and fan light needs a bulb.

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.

Information Technology (IT)-Richard Angotti

Server/ computer inspection

Check Servers for proper cooling.

Check computers for proper clearance for cooling.

Printer Inspection

Check ink supply and inventory.

Talk to staff to see if there are any issues with printers.

IT Maintenance needed as of 1/1/2021.

Map out building network. This has never been done which makes it hard to troubleshoot problems without a map.

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

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

20 Cedar Street Millinocket, Maine

Tel. (207)723-7030 Fax (207)723-7029

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, Mary Alice 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

Recreation Department-Jody Nelson

Jody Nelson Troy Bouchard
Director of Recreation 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 their 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/>

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

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

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

Part-Time Assistant Amber Carney has updated, scanned, and filed 4 years of voter registrations cards from prior election, focusing now on final process of elections certifications

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

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

Diana M. Lakeman

Town Clerk/Deputy Tax Collector/Registrar of Voters/Motor Vehicle Agent/Inland Fisheries & Wildlife Agent/Notary Public

207-723-7006 or 7007 -phone

207-723-7002 -fax

townclerk@millinocket.org

Treasurer & Auditor-Mary Alice 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

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

Council Comment:

Chair Golieb thanks Annette for a detailed report, anticipates grant writer position available for Town wide committees and department projects, Straw Poll finds majority in support of concept with concerns of funding; welcomes new employee, shares appreciation for donation of sand buckets and all volunteers. Councilor Danforth shares appreciation to Tom Malcolm for starting sand bucket brigade and reaching out for donations, thanks Tractor Supply for the donation of buckets.

Councilor Jackson inquires library programs may sponsor grant writer/intern, inquires resident concerns pertaining to Air B&B situation – short term rentals as they are not regulated under code and unable to govern, anticipates further discussion as just looking into fact finding right now.

Councilor Pelletier notes Air B&B is regulated currently under Home under Code.

Public Comment:

Susan Dalessandro, Zoom, expresses thanks to all involved with sand buckets.

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 \$144,860.37 is hereby approved.

Motion- Danforth Second- Pray Vote 7-0

Public Comment: none

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.

Motion- Bragdon Second- Jackson Vote 7-0

Public Comment: none

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.

Motion-Pelletier Second- Bragdon Vote 7-0

Public Comment: none

ORDER #19-2021 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.

Motion-Jackson Second- Pray Vote 7-0

*Interim Town Manager Padilla states the front office is understaffed with the abundance of legal workings and active council this will alleviate the Town Clerk to assist accordingly without disrupting office functions. Town Clerk Diana Lakeman includes normal daily transactions are falling behind with the absence of a clerk and current trainings with front window relations.

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.

Motion-Pray Second- Danforth Vote 7-0

Public Comment: none

ORDER #21-2021 PROVIDING FOR: Municipal Release Deed to Blue Birch Properties

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 Blue Birch Properties LLC to complete the resale of a property located at 6 Katahdin Avenue, Map and Lot U04-001, for \$3,884.42 which covers all outstanding sewer and tax fees and costs.

Motion-Jackson Second- Pray Vote 7-0

Public Comments: none

Reports and Communications:

- a. Warrant Committee for February 11, 2021 Council Meeting: Councilor Jackson and Councilor McEwen
- b. Chair's Committee Reports:
 - Councilor McEwen, Economic Development Committee, welcomes Councilors Jackson and Bragdon with 1st meeting with an overview with the abundance of work to do and presentation in process.
 - Councilor Danforth, Age Friendly Committee
 - Chair Golieb, Sustainability Sub-Committee, informs sending out an email referring to future committee meetings and happenings.
- c. Two Minute Public Comment:
 - John Raymond- 236 Highland Ave., shares thanks to Chair Golieb and Council in support of Co-Op for community and club.

Motion to adjourn at 5:30 p.m. –Pray, Second –McEwen Vote 7-0

May 19, 2021

The Executive Session was brought to order via Zoom at 5:30 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier-via phone	McEwen – entered 5:31pm
Danforth	

Also in attendance: 0 Public.

Order #117-2021 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. § 405(6)(A) Personnel Matters for Discussion on Manager Search.

Motion – Danforth Second – Bragdon Vote Passed 5-0

6:20 pm - Motion to adjourn – Pray,

Second - Bragdon

Vote Passed 6-0

May 19, 2021

The Executive Session was brought to order via Zoom at 6:27 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Jackson
Bragdon	Pray
Pelletier-via phone	McEwen
Danforth	

Also in attendance: Police Chief Cameron McDunnah, Detective Patty McLaughlin, East Millinocket Board Select Chair Mike Michaud, Interim Town Manager Richard Angotti, and 0 Public.

Order #118-2021 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. § 405(6)(E) Consultations with Legal Counsel for discussions on legal matters.

Motion – Bragdon Second –McEwen Vote Passed 6-0

7:14 McDunnah, McLaughlin, and Michaud exited.

7:15 pm - Motion to adjourn – Bragdon,
Second - Pray
Vote Passed 6-0

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

Telephone 207-723-7000 Direct 207-447-4093 FAX 207-723-7002

Web Site: www.millinocket.org

Town Manager's Report May 27, 2021

Manager

- Continue dealing with citizens' complaints.
- Eric Goodwin reported that we did not get the Resilient park access grant.
- There will be an announcement on June 5th at 1 Katahdin Ave. Our Katahdin site details are still being worked out.
- Continued working on Budget and budget workshop meetings.
- Posted picture of improper dumping of demo debris at the town brush pile. Looking into cameras to watch the area.
- Continued working with legal on various issues pertaining to tax acquired properties.
- Continue working on councilors projects.

Department Reports –

Public Works Activity Report

- Municipal building front and rear step maintenance, parking lot and alley way clean-up/sweeping and many other duties in holiday preparation and seasonal maintenance.

Cemetery

- Planning out future burials on the calendar.
- Green Thumb weed and Fertilize is complete.
- Mowing and trimming in preparation for Memorial Day.
- Cleaning up grounds and repairing as needed.

Respectfully submitted,
Ralph Soucier, Director of Public Works

Airport

1. The G.A.R.D. system has recorded 176 aircraft operations this month to date.
2. We no longer have rental cars, this is due in part to the nationwide rental car Shortage along with a dramatic increase in car prices and insurance costs. I am actively seeking another provider for cars at the airport.
3. Spring cleaning is in full swing and mowing has begun. The new mower is working out really well.
4. Spring cleaning of the Snow Removal Equipment building should start next week.

Respectfully Submitted,

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

Telephone 207-723-7000 Direct 207-447-4093 FAX 207-723-7002

Web Site: www.millinocket.org

Jeff Campbell, Airport Manager

RECREATION DEPT

1. Working on the swimming pools in both towns to start getting ready for summer.

Jody Nelson

Wastewater Operations Report.

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed on a daily basis.
- The State Streets sewer replacement project is moving along at a much faster pace this season, thanks to the Lou Silvers Construction Co.
- On May 27th, there will be a preconstruction meeting with Olver Associates and the TBuck Construction Co. Details of a start date and location in the Elm/Bates St. areas will be discussed.

James Charette, Superintendent

Code Enforcement

- Continued dealing with complaints from residents.
- Reviewing site plan reviews and preparing information for planning board
- Driving around town viewing properties.

Assessing

Assessor was on vacation so no report.

HR

Manager of Human Resources, Welfare Director, and Bookkeeper

Human Resources Director

- Front office work
- Webinar on TRIO
- Setting up training for Planning Board
- Personnel issues
- Assisting Town Manager and Department heads
- Zoom with Mobilize Katahdin

General Assistance Director

- Assisted individuals to meet their unmet needs

Home to Mount Katahdin, Baxter State Park, and Your Successful Future

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

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- Submitted for monthly reimbursement

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes.
- AP warrants for this week's council meeting
- Month End work

Lori Santerre

Human Resource Director

Town Clerk:

- Totals include May 7, 2021 to May 21, 2021 Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$467,528.61 were collected, which involved 1380 transactions processed in Trio.
- Working on back logged Council meeting minutes
- Cemetery recording of deeds, cards, and mapping updates of new internments and purchases.
- Wastewater billing due 5/27/2021 before interest.
- Processing daily mail and drop box payments, continue training on window transactions and motor vehicle transactions.
- Roxanne and Amber are currently working on the preservation of older vital records by indexing, inserting the records into acid free sheet protectors, and filing them appropriately.
- Creating Agendas, Email correspondence, returning phone messages and inquiries of account details and totals.

Election:

***See Attachments:** LD 1642 had a scheduled public hearing Friday, 5/7/2021 at 9:00am, attached is the email with updates of amendments pending approved votes from Legislation.

- Cancelled Vitals classes – postponed training.
- Preparation starts; emailed SOS forms on 5/12 to be returned by May 14th, completed forms consisted of PPE survey, inventory, ballot clerk availability status, upcoming municipal elections survey, Absentee ballot box survey, electronic communications availability and survey.

Other Items:

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

Telephone 207-723-7000 Direct 207-447-4093 FAX 207-723-7002

Web Site: www.millinocket.org

-
- Mailed reminder letters, w/ applications, to all Victualers license holders in Millinocket: Received all but 2 as of today; Roots 2 Remedies and Subway.
***Current held licenses are to expire May 31,2021**
 - Dog registration renewals available until June 2nd, 2021 with no late fee per Governor's Order.

Diana M. Lakeman Town Clerk/Deputy Tax Collector

Tax Collector

- The last couple weeks have been busy at the office with motor vehicle registrations, atv, and boat and trailer registrations.
- The weekly motor vehicle reports are currently up to date. I am working on weekendng 05/21/2021.
- I am also working on the 30-day notices for real estate taxes 2021, preparing the certified mail, envelopes, and letters. There are currently 310 properties- totaling \$359,072.51.

Sharon A. Cyr

Tax Collector/Deputy Clerk

Treasurer

On April 23, 100 sewer liens filed , approximately \$28K due including fees and interest.

Paperwork is being processed to convert the \$3M Wastewater Sewer Projects Municipal Bond from a construction loan to a permanent loan. This will be a 26-year loan and total payments, including interest and fees, will total \$3,587,062 at the end of the term. Approx. \$1M of the loan has been spent with the anticipated balance being spent by the end of this year. Covid-19 interfered with the timing of the loan expenditure.

There are three town acquired properties that are for sale by bid. Paperwork which provides the bid requirements is available at the Town Office. The bids will be presented at the June 10 council meeting.

May 7 was the final day to submit bids for FY21 audit services. At this time, one bid has been received.

Mary Alice Cullen

Treasurer, Town of Millinocket

Fire

05/21/2021

- Continue to work with FMO on Pine Street fire.

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

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Telephone 207-723-7000 Direct 207-447-4093 FAX 207-723-7002

Web Site: www.millinocket.org

-
- Have been in constant communications with Maine CDC, Maine EMS, and other State groups on this ever-changing situation. Am involved in multiple Zoom and other ways of meeting with these groups daily including weekends.
 - Continue to pass on daily numbers of COVID-19 cases around the State.
 - Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.
 - Fire Station is still locked down.
 - Conducted monthly Fire and EMS training.
 - Working on obtaining new Ambulance Billing Service, company that we presently have served notice they are closing business. Have spoken with three companies and two are not taking more clients at this time. Had meeting with one company with Interim Town Manger and Treasurer.
 - Received citizen complaint on area business not meeting Life Safety Code, am working with owner on this issue.
 - Received complaint on area business that has Life Safety Code issues and have set up an inspection.
 - Had service work performed on 781 and 783 Fire trucks annual service and pump testing completed both trucks passed with no issues, have also replaced batteries on both trucks as part of yearly checks.
 - Having turbo issues on 788 Chevrolet Diesel ambulance and am awaiting report from Quirk's Chevrolet.
 - Had ambulance at Vaccination Clinic that MRH held for students and general public at Stearns High School.
 - Participating in numerous teleconferences and webinar concerning the Corona Virus and precautions and protocols recommended by CDC, EMA, and Maine EMS.
 - Followed up with Katahdin Health Care on positive COVID case of a staff member and offered any assistance needed.
 - Following up on weekly basis with school dept. on any issues or problems.

TOWN OF MILLINOCKET

Richard Angotti, Town Manager

197 Penobscot Avenue, Millinocket, Maine 04462

Telephone 207-723-7000 Direct 207-447-4093 FAX 207-723-7002

Web Site: www.millinocket.org

-
- Continued to monitor activities around our area regarding COVID-19 testing is and its effect on our community.
 - Attended ZOOM meeting on Tick issues across the State and precautions that could offer to the public this season.

Chief Thomas Malcolm AEMT, FLSE, EMA Director
Millinocket Fire Department
222 Aroostook Avenue
Millinocket, Maine 04462

Good Morning All -

Westbrook City Clerk, Angela Holmes has provided me the following update below for LD1642. It appears that Friday's work session went extremely well!

LD 1642, regarding the municipal local option vote for liquor licensing, received a public hearing on Friday morning. MMA & BABLO coordinated an amendment to the bill to streamline the process even further – instead of allowing municipal officer affirmation of a prior local option vote to approve liquor licenses, the newly amended language simply *extends* any approval from prior votes to all establishments which could currently be licensed, **no municipal action needed**. The Veteran & Legal Affairs Committee also agreed to fast-track this item to a workshop today, and the final amended version received the unanimous support of the committee. This is great news!

This item will now be sent to the full Legislature for a vote, and if approved, to the Governor for her signature. Since this was drafted as an emergency bill, it would go into effect immediately upon the Governor's approval. The timeline for Legislature/Governor action is TBD, but we anticipate it will take place in the near future, and we expect that it will pass without issue.

We will notify everyone once this item reaches final resolution. If everything is approved, as we anticipate, BABLO has agreed to follow up with municipalities on next steps, if needed by your municipality.

Special thanks to Tim Poulin, Deputy Director at BABLO, for his work in collaborating with municipalities to develop a streamlined solution.

Kudo's to both Angela Holmes and Bangor City Clerk, Lisa Goodwin for attending the meeting and speaking on behalf of those affected; as well as any municipality which sent in written support! MTCCA thanks you for your time and efforts - it certainly made an impact!

Have a great week!

Shelly J. Crosby, CCM, MMC
Town Clerk - Office Manager & Registrar
MTCCA President / NEMCI-A Co-Treasurer

Town of Orono 59 Main St. Orono, Maine 04473
Office Phone: (207)866-2556 Fax: (207)866-5053

Proposed Committee Amendment to LD 1642

**Submitted by Angela Holmes on behalf of the Maine Town and City Clerks Association,
drafted in consultation with Maine Municipal Association and the Bureau of Alcoholic
Beverages and Lottery Operations**

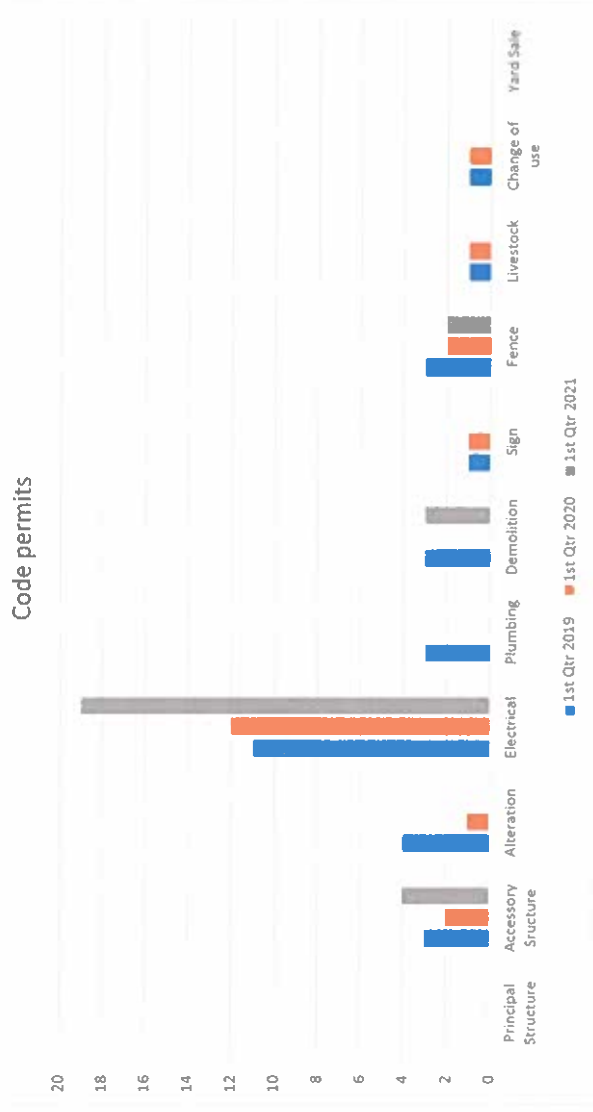
This amendment replaces the bill after the enacting clause and before the emergency clause as follows:

Sec. 1. 28-A MRSA §124, sub-§1-A is enacted to read:

If a local option referendum occurred prior to 1977 that approved one or more local option questions under former section 101 of Title 28 for the sale of liquor to be consumed on the premises of one or more types of licensed establishments permitted by those questions for Sundays and days other than Sunday, this local approval shall be deemed to be an approval for all types of establishments that may be licensed by the bureau to sell liquor to be consumed on the premises within the municipality for Sundays and days other than Sunday, until the municipality votes to rescind said approval at a referendum conducted pursuant to this chapter.

Permit log

Type of permit	2019			2020			2021		
	1st Qtr	2nd Qtr	3rd Qtr	1st Qtr	2nd Qtr	3rd Qtr	1st Qtr	2nd Qtr	3rd Qtr
Principal Structure	0	0	0	0	0	0	0	0	0
Accessory Structure	3	2	4	3	2	4	3	2	4
Alteration	4	1	0	4	1	0	4	1	0
Electrical	11	12	19	11	12	19	11	12	19
Plumbing	3	0	0	3	0	0	3	0	0
Demolition	3	0	3	3	0	3	3	0	3
Sign	1	1	0	1	1	0	1	1	0
Fence	3	2	2	3	2	2	3	2	2
Livestock	1	1	0	1	1	0	1	1	0
Change of use	1	1	0	1	1	0	1	1	0
Yard Sale	N/A	0	0	N/A	0	0	N/A	0	0
total permits per quarter	30	20	28	30	20	28	30	20	28
for year									
Principal Structure	0	2	0	0	2	0	0	2	0
Accessory Structure	14	13	4	14	13	4	14	13	4
Alteration	13	14	0	13	14	0	13	14	0
Electrical	33	48	19	33	48	19	33	48	19
Plumbing	4	0	1	4	0	1	4	0	1
Demolition	6	10	3	6	10	3	6	10	3
Sign	1	1	0	1	1	0	1	1	0
Fence	3	2	2	3	2	2	3	2	2
Livestock	1	1	0	1	1	0	1	1	0
Change of use	5	2	0	5	2	0	5	2	0
Yard Sale	N/A	5	0	N/A	5	0	N/A	5	0



ORDER #119-2021

PROVIDING FOR: Execution of the Town Warrant for May 27, 2021
IT IS ORDERED that the Town Warrant for May 27, 2021 in the amount of
\$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #120-2021

PROVIDING FOR: Execution of the Wastewater Warrant for May 27, 2021
IT IS ORDERED that the Wastewater Warrant for May 27, 2021 in the amount of
\$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #121-2021

PROVIDING FOR: Approval of a Victualer License for A T Cafe.

IT IS ORDERED that the attached application for a Victualer license is hereby approved for:

Andrea Gould, 210 Penobscot Avenue, Millinocket
d/b/a
A T Cafe, 210 Penobscot Avenue, Millinocket.

Passed by the Town Council _____

Attest: _____

\$25.00

TOWN OF MILLINOCKT

APPLICATION FOR A VICTUALERS LICENSE

received
5/12/21

✓ P# 1057

- 1. NAME OF APPLICANT Andrea Gould
- 2. PHONE NUMBER OF APPLICANT 417 631 2232
- 3. RESIDENCE OF APPLICANT 210 Penobscot Ave
- 4. NAME OF BUSINESS AT Cafe
- 5. PHONE NUMBER OF BUSINESS 207 723 4720
- 6. BUSINESS ADDRESS 210 Penobscot Ave
- 7. NATURE OF BUSINESS Cafe
- 8. LOCATION TO BE USED 210 Penobscot Ave
- 9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
210 Penobscot Ave, Millinocket ME 04462
- 10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS
Andrea & Azhar Owners
- 11. DESCRIPTION OF PREMISES TO BE LICENSED
Cafe

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 3198

EATING PLACE TIER 2 54 Seats (in)

EXPIRES: 11/26/2021

FEE: \$195.00

AT CAFE
210 PENOBSCOT AVE
MILLINOCKET ME 04462

GOULD, ANDREA
AT CAFE
210 PENOBSCOT AVE
MILLINOCKET ME 04462



Jeanne A. Lambrun

Commissioner

NON-TRANSFERABLE

BUSINESS AT Cafe

ORDER # 121-2021

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

RE- Yes ✓ No _____
PP- ✓



WASTEWATER IS CURRENT

Yes ✓ No _____



POLICE INCIDENTS IN THE PAST YEAR

Yes _____ No ✓

(IF APPLICABLE PLEASE LIST)

**Town of Millinocket
Tax Information Sheet
As of: 05/20/2021**

Account: 1246 **Name:** RENAUD, PAUL R, RENAUD, JAIME L

Location: 210 PENOBSCOT AVENUE

Map and Lot: U05-233

Sale Date: 01/31/2007

Deed Reference: B10940P312

Sale Price: \$30,000

Land:	2,200
Building:	42,500
Exempt	0
Total:	44,700

Total Acres: 0
Tree Growth: Soft : 0 Mixed : 0 Hard : 0
Farmland:
Open Space:
Zoning:
SFLA: 0

Last Billed : 2021-1

Amount Mill Rate

1,519.80 34.000

Previous Billed : 2020-1

1,475.10 33.000

There are no outstanding taxes.

Information Given By: _____

Title: _____ 05/20/2021

All calculations are as of: 05/20/2021

**PP Account 30 Detail
as of 05/20/2021**

Name: GOULD, MELVILLE A & ANDREA J

Location:

Assessment: 5,000

2021-1 Period Due:

Mailing APPALACHIAN TRAIL CAFE (DBA)
Address: 210 PENOBSCOT AVENUE
MILLINOCKET ME 04462

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original		170.00	0.00	0.00	170.00
	10/10/2020		A P	170.00	0.00	0.00	170.00
		Total		0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 R				0.00	0.00	0.00	0.00
2017-1 R				0.00	0.00	0.00	0.00
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
2009-1 R				0.00	0.00	0.00	0.00
Account Totals as of 05/20/2021				0.00	0.00	0.00	0.00

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

UT Account 125151 Detail
as of 05/20/2021 - Sewer

Name: RENAUD, PAUL R & RENAUD, JAIME L, C/O ANDREA 210 PENOBSCOT AVE
GOULD MILLINOCKET, ME 04462
Location: 210 PENOBSCOT AVENUE
RE Acct: 0 Map/Lot: U05-233

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
255	04/28/21	Original		206.72	0.00	0.00	0.00	206.72
		Billed To: RENAUD, PAUL R & RENAUD, JAIME L & C/O ANDREA GOULD						
	5/12/2021		P	206.72	0.00	0.00	0.00	206.72
		Total		0.00	0.00	0.00	0.00	0.00
251	02/03/21			0.00	0.00	0.00	0.00	0.00
248	11/20/20			0.00	0.00	0.00	0.00	0.00
245	08/21/20			0.00	0.00	0.00	0.00	0.00
241	04/29/20			0.00	0.00	0.00	0.00	0.00
238	01/30/20			0.00	0.00	0.00	0.00	0.00
234	10/30/19			0.00	0.00	0.00	0.00	0.00
228	07/31/19			0.00	0.00	0.00	0.00	0.00
220	04/24/19			0.00	0.00	0.00	0.00	0.00
216	01/30/19			0.00	0.00	0.00	0.00	0.00
208	10/24/18			0.00	0.00	0.00	0.00	0.00
201	08/08/18			0.00	0.00	0.00	0.00	0.00
197	04/20/18			0.00	0.00	0.00	0.00	0.00
191	01/30/18			0.00	0.00	0.00	0.00	0.00
185	10/27/17			0.00	0.00	0.00	0.00	0.00
182	07/28/17			0.00	0.00	0.00	0.00	0.00
176	04/14/17			0.00	0.00	0.00	0.00	0.00
171	01/27/17			0.00	0.00	0.00	0.00	0.00
166	10/20/16			0.00	0.00	0.00	0.00	0.00
162	08/05/16			0.00	0.00	0.00	0.00	0.00
158	04/15/16			0.00	0.00	0.00	0.00	0.00
151	01/27/16			0.00	0.00	0.00	0.00	0.00
148	10/30/15			0.00	0.00	0.00	0.00	0.00
141	07/27/15			0.00	0.00	0.00	0.00	0.00
138	04/28/15			0.00	0.00	0.00	0.00	0.00
135	01/16/15			0.00	0.00	0.00	0.00	0.00
134	10/27/14			0.00	0.00	0.00	0.00	0.00
127	07/29/14			0.00	0.00	0.00	0.00	0.00
123	04/23/14			0.00	0.00	0.00	0.00	0.00
119	01/31/14			0.00	0.00	0.00	0.00	0.00
110	10/25/13			0.00	0.00	0.00	0.00	0.00
109	07/26/13			0.00	0.00	0.00	0.00	0.00
103	04/29/13			0.00	0.00	0.00	0.00	0.00
102	01/18/13			0.00	0.00	0.00	0.00	0.00
97	10/23/12			0.00	0.00	0.00	0.00	0.00
94	07/26/12			0.00	0.00	0.00	0.00	0.00
91	04/30/12			0.00	0.00	0.00	0.00	0.00
86	01/31/12			0.00	0.00	0.00	0.00	0.00
83	10/21/11			0.00	0.00	0.00	0.00	0.00
80	07/25/11			0.00	0.00	0.00	0.00	0.00
77	04/25/11			0.00	0.00	0.00	0.00	0.00
74	01/20/11			0.00	0.00	0.00	0.00	0.00
68	10/18/10			0.00	0.00	0.00	0.00	0.00

Diana Lakeman

From: Cameron McDunnah <empdchief@gwi.net>
Sent: Monday, May 24, 2021 2:49 PM
To: Diana Lakeman
Subject: Re: Incident Report requests

All good standing. Nothing to report on either. Thanks.

Cameron McDunnah
Chief of Police

East Millinocket Police Department
125 Main Street
East Millinocket, Maine 04430

(207)746-3555
empdchief@gwi.net

On May 24, 2021, at 2:21 PM, Diana Lakeman <townclerk@millinocket.org> wrote:

I am requesting report of incident(s), if applicable, for Victualer License Applications to be brought to council action on 5/27/2021 for the following business(s):

- Andrea Gould, d/b/a A T Café, 210 Penobscot Avenue
- Luisa Surprenant, d/b/a Maine Woods Resorts, Black Loon Ice Cream, 190 Penobscot Avenue.

Thank you.

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

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

ORDER #122-2021

PROVIDING FOR: RESCINDING ORDER #255-2019 CONCERNING THE SALE OF TAX ACQUIRED PROPERTY – SPECIALTY MINERALS BUILDING

WHEREAS, the Specialty Minerals, Inc., owned and operated a facility to produce precipitated calcium carbonate on the Great Northern Paper Company mill site at the time the paper mill ceased operating in 2008; and

WHEREAS, the facility was not maintained after the paper mill closed and the owner ceased paying property taxes on the facility in 2013 and the Town acquired title to the facility under matured real estate tax liens; and

WHEREAS, Order 255-2019 called for conveyance of the Town's interest in the facility to Moose Trading as part of redevelopment of the mill site; and

WHEREAS, the property has not been conveyed to Moose Trading because of title and related issues concerning the facility; and

WHEREAS, Moose Trading has agreed to relinquish its interest in the Facility to the Town.

NOW THEREFORE,

IT IS ORDERED that Order 255-2021 is rescinded and no longer of any force or effect;

IT IS FURTHER ORDERED that the Town Manager is authorized and directed to refund \$1.00 to Moose Trading since the transaction was not completed.

PASSED BY THE COUNCIL: _____

ATTEST: _____



May 12, 2021

Quit Claim Former PCC Building

To:

Richard Angotti
Town of Millinocket Maine
197 Penobscot Ave,
Millinocket, Maine 04462

Project Site: Old PCC Building located at the former Great Northern Paper Mill Site

History:

On September 12, 2019, The Town Council approved an order (#255-2019) to sell the former PPC Building to Moose Trading LLC for the sum of \$1.00. Moose Trading had planned to sell the contents of the building to fund refurbishing of the building. Once the building was refurbished, Moose Trading had planned to operate a portion of its business there. Moose Trading completed the cash transaction with the Town, contingent on the final bill of sale and obtaining a ground lease from Our Katahdin.

Over the past year, there was concern over the legal status of the building and contents. Subsequently, Moose Trading's plans were put on hold. Recently the status has been resolved with SMI (the former owner) and it clarified the towns position on their ownership of the assets.

During this time, Moose Trading LLC has been unable to obtain a ground lease with Our Katahdin. We believe that one reason for this is that our planned use of the building may conflict with Our Katahdin's master plan, which could include easements, power distribution, subdivision regulations, and possible rail relocation. It appears that the PCC building sits in the path of potential future infrastructure that may be critical to the overall site plan. These infrastructure concerns were not known by any party at the time of the PCC building sale to Moose Trading LLC.

12519 South Memorial Parkway Huntsville, AL 35803 251.650.2219 PH
www.moosetrading.com www.mooseindustrialsurplus.com



Currently:

Moose Trading LLC is ready to go forward with its plans, but it is apparent that the property lease issue will not have a definite decision for many months.

Moose Trading LLC would like to relinquish / quit claim its interest in the PCC Building back to the Town of Millinocket so that we may pursue other sites in which to locate our business (either within Our Katahdin's site or the surrounding area).

Please add this for discussion and resolution to the upcoming city council docket.

Thanks

Moose
Managing Member
Moose Trading LLC
256-509-7735

12519 South Memorial Parkway Huntsville, AL 35803 251.650.2219 PH
www.moosetrading.com www.mooseindustrialsurplus.com

ORDER #123-2021

PROVIDING FOR: Approval of FY21 Financial Statement Audit

IT IS ORDERED that the Millinocket Town Council approves the RHR Smith & Company proposal for FY21 Financial Statement Audit in the amount of \$24,500.

IT IS FURTHER ORDERED that the Interim Town Manager is authorized to sign all the necessary paperwork to finalize the contract.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROPOSAL FOR
FINANCIAL STATEMENT AUDIT

Town of Millinocket
Millinocket, Maine

SUBMITTED BY:



Proven Expertise and Integrity

3 Old Orchard Road
Buxton, Maine 04093
May 7, 2021

(207) 929-4606 | (800) 300-7708

Contact:
Ronald H.R. Smith, CPA, CFE
Managing Partner

www.rhrsmith.com

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Proven Expertise & Integrity

May 7, 2021

Ms. Mary Alice Cullen, Treasurer
Town of Millinocket
197 Penobscot Avenue
Millinocket, Maine 04462

Dear Ms. Cullen,

Thank you for giving us the opportunity to submit the following proposal to perform the audit of the Town of Millinocket. The information you requested about our firm, our qualifications and the services we provide are enclosed.

We propose to audit the financial statements of the Town of Millinocket, School Department and Wastewater Department for the year ending June 30, 2021. We will conduct the audits in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the General Accounting Office, the Single Audit Act of the United States Office of Management and Budget, the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.

RHR Smith & Company specializes in governmental audits, serving municipal, county and tribal governments, as well as schools, housing authorities, sewer and water utilities, and nonprofit corporations with a high concentration of these audits in Maine and Vermont. Our unique and innovative approach allows us to build client relationships based on a shared understanding of your entire organization and its needs. We take the time to get to know our clients, making the audit report an important part of organizational education and improvement. Selecting RHR Smith & Company as your independent auditing firm gives you access to talented, experienced professionals who will continue to meet all of your audit and accounting needs and become valuable resources to the Town of Millinocket.

Please do not hesitate to call if you have any questions about this proposal and our services. I can be reached at the office in Buxton at (800) 300-7708. We welcome the opportunity to meet with you and your staff.

Very Best,

Ronald H.R. Smith, CPA, CFE
Managing Partner

3 Old Orchard Road, Buxton, Maine 04093

T. 800.300.7708 | 207.929.4606 | F. 207.929.4609

www.rhrsmith.com

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

History

The firm of RHR Smith & Company, Certified Public Accountants was formed by Ronald H.R. Smith in 1997. Since August of 2001, Ronald has been the sole shareholder of the Company. It is a Maine based firm headquartered in Buxton and holds its license to practice in the states of Maine, Vermont, and Massachusetts. Together, Ronald H.R. Smith CPA, CFE, and his staff have over 200 years combined experience providing professional accounting, auditing, computer consulting, and other internal control and financial services.

Organizational Size and Structure

The firm is a professional corporation. Audit opinions are prepared and issued by Ronald H.R. Smith, CPA, CFE, Christina M. Smith, CPA, Miranda MacDonald, CPA, MBA, RTSBA, Jordan Nelle, CPA, and Michael B. Nadeau, CPA, CMA, MBA, SFO. Professional accounting and auditing experience are provided by a staff of 30 accountants. All of our accountants are dedicated solely to our governmental auditing practice which makes us able to handle not only audit matters, but the complex accounting or industry matters which may need to be understood during the relationship. We are comprised of auditors, former government finance directors, former government school business managers, and other former seasoned government fiscal leaders. These 30 individuals pride and commit themselves to the governmental industry. The firm also has a dedicated tax practice comprised of 2 professionals to provide tax consultation, tax preparation, tax advice in all areas of taxation, and tax accounting service.

Service Capabilities

The firm specializes in the area of governmental and nonprofit accounting and auditing. Within this field, the following services are provided:

- Reporting on financial statements in three capacities:
 - Audit
 - Review
 - Compilation
- Compliance auditing to meet federal and state requirements.
- Preparation of financial statements.
- Accounting system design.
- Internal control system design.
- Electronic data processing system study, including assistance in implementation.
- Assistance in budgeting procedures, forecasts, and cash flow analysis.
- Tax and bond anticipation requests including lease and bargain purchase financing.
- IRS Section 125 plan design and implementation.
- Assistance and preparation of GFOA Comprehensive Annual Financial Report.
- Other non-attest accounting and consulting services.
- Free client training workshops.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Firm Experience

RHR Smith & Company conducts over 400 audits for government and nonprofit clients. All audit work is overseen by the Managing Partner, Ronald H.R. Smith, CPA, CFE. The audit and client types are profiled below for audits performed during our fiscal year ending September 30, 2018:

AUDIT TYPE	Number	CLIENT TYPE	Number
GAAS	20	Governmental	196
GAS (Yellow Book)	325	School Districts	184
Single Audit	73	Nonprofits	38
ERISA	0	Utilities	16
Compilation & Review	2	Other	2

We assist three of our clients in preparing CAFR reports, and one of our CPA's serves on the CAFR review team.

A list of all our governmental clients is included in this document.

Desk Reviews

The firm has had no federal or state desk reviews or field reviews of its audits during the past three years. None of the employees of the firm are or have been, the subject of disciplinary action taken or pending with state regulatory bodies or professional organizations.

Contracted Services

Only employees of RHR Smith & Company will be assigned to work on the Town of Millinocket audit. We do not utilize any contracted services at this time.

Continuing Education

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the U.S. Government Accountability Office, and State of Maine Board of Accountancy. The Engagement Partner is responsible for ensuring that all personnel assigned to the School's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Independence and Quality Assurance

Our firm adheres to the most rigid standards, including those of the U.S. Government Accountability Office, in ensuring independence and avoiding any real or apparent conflict of interest. We have policies outlining detailed processes for making determinations regarding independence and conduct extensive training in making those determinations. Staff reviews all firm engagements periodically to evaluate the potential for conflict and provides statements regarding any prior or current relationships with clients.

As to this engagement, we are independent of the Town of Millinocket. No professional relationship exists between our firm and employees or agencies affiliated with the Town of Millinocket.

The Engagement Partner is responsible for ensuring that all staff assigned to the Town's audit have the experience and qualifications necessary to complete all audit tasks accurately and efficiently.

Licensing

The firm is registered in the State of Maine; its Managing Partner, Ronald H.R. Smith, CPA, CFE, is licensed in Maine, and all personnel is duly authorized to practice in the State of Maine according to applicable state statutes.

Professional Organizations

All professional personnel are members of the American Institute of Certified Public Accountants, and the Maine Society of Certified Public Accountants. Ronald, H.R. Smith, CPA, CFE, is also a member of the Association of Certified Fraud Examiners.

Audit Record Retention

All working papers and reports are retained for a minimum of six years after the end of each audit unless notified in writing by a cognizant agency to extend the retention period. Working papers will be made available, upon request from the Town or its designee or the General Accounting Office, at the completion of the audit.

Quality Control

As a member requirement of the American Institute of Certified Public Accountants, the firm is enrolled in the Peer Review Program. Under this program, our firm is required to be audited every three years by another firm of similar size that is independent of our firm. Our quality control reviews include reviews of specific government engagements. Our most recent quality control review was performed in 2018 for the year ended September 30, 2017 and is included in this document on page 5.

Peer Review documents are made available for public access on the AICPA website. The firm of RHR Smith & Company also maintains a very structured internal quality control system designed to meet the standards of the American Institute of Certified Public Accountants.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

D.E. Rodrigues & Company, Inc.

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To RHR Smith & Company, CPAs and the Peer Review Committee of New England Peer Review.

We have reviewed the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs (the Firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

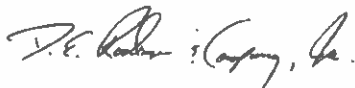
Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of RHR Smith & Company, CPAs in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. RHR Smith & Company, CPAs has received a peer review rating of *pass*.



May 17, 2018

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Audit Team

The following table shows the audit team selected for the Town of Millinocket, along with their respective roles.

NAME	TITLE	ROLE & RESPONSIBILITY
Ronald H.R. Smith, CPA, CFE	Managing Partner	Engagement Partner: Oversees audit including all work papers and audit documents, attends entrance and exit conferences and other client meetings as needed.
<i>Ron has been an auditor for over 32 years. He is the engagement partner for all audits and manages many audits.</i>		
Christina M. Smith, CPA	Senior Accountant / Quality Reviewer	Senior Accountant / Quality Reviewer: Supports the functions of the Quality Control Division; reviews workpapers and prepares financial statements for compliance with professional and Firm standards.
<i>Christina has over 28 years of public accounting experience with specific expertise in participating in the audit of nonprofit and governmental clients.</i>		
Christina A. Howe	Audit Manager	Audit Manager: Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Christina has over 13 years of accounting experience specializing in governmental auditing services.</i>		
Erika F. McKay	Audit Manager	Audit Manager: Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Erika has over 3 years of accounting experience specializing in governmental auditing services.</i>		
Miranda L. MacDonald, CPA, MBA, RTSBA	Audit Manager	Audit Manager: Implements work plan, supervises and reviews field work, coordinates with the client, conducts a test of controls.
<i>Miranda has 18 years of governmental accounting, with expertise in audit, budget and financial management.</i>		
Jordan E. Nellé, CPA	Quality Reviewer	Quality Reviewer: Supports the functions of the Quality Control Division; reviews workpapers and prepares financial statements for compliance with professional and Firm standards.
<i>Jordan has 18 years of experience in governmental auditing with specific expertise in general ledger, account reconciliation and budget analysis.</i>		

Staff Reassignment

At RHR Smith & Company, we are proud of the experience and longevity of our employees and take our commitment to audit quality and continuity seriously. We rarely find it necessary to reassign team members during an engagement. If we conduct your audit for several years, we may change members of the audit team to ensure independence and quality control. Any staff changes made during an audit are discussed with client management and should be approved in writing by the client.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Ronald H.R. Smith, CPA, CFE
North Yarmouth, Maine
Managing Partner

SUMMARY

Thirty-two years of public accounting experience. Specific expertise in the auditing, computer consulting, internal control testing, and other numerous financial tasks of governmental and nonprofit clients.

PROFESSIONAL HISTORY

1997 – Present	Managing Partner, RHR Smith & Company, Certified Public Accountants, Buxton, Maine
1989 – 1997	Senior Audit and Accounting Manager with Ron L. Beaulieu & Company, Certified Public Accountants, Portland, Maine

EDUCATION

1988, B.S. degree in Accounting, Saint Joseph's College, Standish, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Maine Certificate Number CP 2285
Certified Public Accountant - State of Vermont Certificate Number 001.0002033
Certified Fraud Examiner - Credential Number 158186

PROFESSIONAL ASSOCIATIONS

- Member of the Maine Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants
- Member of the Association of Certified Fraud Examiners
- Member of the GAO Yellow Book Council

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Christina M. Smith, CPA
North Yarmouth, Maine
Senior Accountant

SUMMARY

Over twenty-eight years of public accounting experience. Specific expertise in participating in the auditing of nonprofit and governmental clients.

PROFESSIONAL HISTORY

2000 – Present	Audit Manager, RHR Smith & Company, Certified Public Accountants, Buxton, Maine
1993 – 2000	Senior Audit and Accounting Manager with Ron L. Beaulieu & Company, Certified Public Accountants, Portland, Maine

EDUCATION

1993, B.S. degree in Accounting, University of Southern Maine, Portland, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met or exceeded with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Maine Certificate Number 2512

PROFESSIONAL ASSOCIATIONS

- Member of the Maine Society of Certified Public Accountants
- Member of the American Institute of Certified Public Accountants
- Member of the CAFR review team for the GFOA
- Member of the Maine GFOA

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Christina A. Howe
Portland, Maine
Senior Audit Manager & Senior Accountant

SUMMARY

Over twelve years of accounting experience, specializing in governmental auditing services. Additional expertise in accounting software consulting, internal control testing, reconciliation of accounts, and numerous other financial tasks of governmental clients.

PROFESSIONAL HISTORY

2011 – Present	Senior Account and Senior Audit Manager, RHR Smith & Company, Certified Public Accountants, Buxton Maine.
2009 – 2011	Staff Accountant, RHR Smith & Company, Certified Public Accountants, Buxton Maine.
2008 – 2009	Accounting Intern, RHR Smith & Company, Certified Public Accountants, Buxton Maine.

EDUCATION

University of Southern Maine, Portland, Maine – B.S. in Business Administration – Accounting Minor, 2008.

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

PROFESSIONAL ASSOCIATIONS

- Member of the Association of Certified Fraud Examiners

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Erika F. McKay
Westbrook, Maine
Audit Manager

SUMMARY

Over three years of public accounting experience. Specific expertise in participating in the auditing of governmental clients.

PROFESSIONAL HISTORY

2018 – Present	Audit Manager, RHR Smith & Company, CPA's, Buxton, Maine
2017 – 2018	Staff Accountant, RHR Smith & Company, CPA's, Buxton, Maine
May – August 2017	Intern, RHR Smith & Company, CPA's, Buxton, Maine

EDUCATION

Expected Spring 2020, Master of Science Accounting, Southern New Hampshire University, Manchester, New Hampshire

2017, Bachelor of Science Accounting, University of Southern Maine, Gorham, Maine

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Miranda MacDonald
South Burlington, Vermont
Audit Manager

SUMMARY

Eighteen years of governmental accounting. Specific expertise in audit, budget and financial management, internal control testing, accounting and other financial processes related to the needs of governmental and nonprofit clients.

PROFESSIONAL HISTORY

2018 – Present	Audit Manager, RHR Smith & Company, CPA's, Buxton, Maine
2014 – 2018	Accounting Manager, Burlington School District, Burlington, Vermont
2012 – 2013	Director of Finance, Bonham Independent School Districts, Bonham, Texas
2008 – 2012	Accounting Supervisor, Irving Independent School District, Irving, Texas
2003 – 2007	Staff Accountant, Rockwall Independent School District, Rockwall, Texas

EDUCATION

2008, MBA, University of Texas, Dallas, Texas
2003, B.S. degree in Business & Accounting, Texas Tech University, Lubbock, Texas

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Maine Board of Accountancy.

LICENSE

Certified Public Accountant - State of Texas Certificate Number 093519

PROFESSIONAL ASSOCIATIONS

- Registered Texas School Business Administration (RTSBA)
- Vermont Association of School Business Officials (VASBO)
- Texas Association of School Business Officials (TASBO)

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Jordan E. Nellé, CPA
Hinesburg, Vermont
Quality Reviewer

SUMMARY

Eighteen years of experience as a financial professional with a focus on governmental accounting. Specific expertise in general ledger, account reconciliation & budget analysis, month and year end close procedures, internal controls, municipal auditing and financial reporting. Experienced with Microsoft Great Plains, Tyler Munis and NEMRC accounting software.

PROFESSIONAL HISTORY

2019 – Present	Quality Reviewer, RHR Smith & Company, CPA's, Buxton, Maine
2018 – 2019	Budget & Finance Director, Champlain Valley School District, Shelburne, Vermont
2012 – 2018	Senior Accountant/Controller, Green Mountain Transit, Burlington, Vermont
2010– 2012	Senior Accountant, Davis & Hodgdon Associates, CPAs, PLC, Williston, Vermont
2003 – 2015	Staff Accountant, Sullivan, Powers & Company, CPAs, Montpelier, Vermont

EDUCATION

Bachelor of Science Degree in Accounting, Champlain College, Burlington, Vermont

LICENSE

Certified Public Accountant (CPA) – State of Vermont

CONTINUING EDUCATION

All continuing professional education requirements have been met with respect to standards set forth by the American Institute of Certified Public Accountants and the Government Accounting Office, and State of Vermont Board of Accountancy and State of Florida Board of Accountancy.

PROFESSIONAL ASSOCIATIONS

Vermont Society of Certified Public Accountants (VTCPA)
American Institute of Certified Public Accountants (AICPA)

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

References

We are experienced in performing audits for state and local governments under standards that include GAS (Yellow Book), and Single Audit Act (Uniform Guidance), and we understand the audit requirements of the states in which we practice. We currently audit and provide accounting services for many governments and governmental organizations in the State of Maine. Some of those similar to the Town of Millinocket audit are listed below:

Juli Millett, Finance Director	
City of Bath	
55 Front Street, Bath, Maine 04530	P. (207) 443-8330
<i>Audit of Financial Statements including Single Audit</i>	

Patricia Moore, Finance Director	
Town of Kittery	
200 Rogers Road, Kittery, Maine 03904	P. (207) 475-1329
<i>Audit of Financial Statements including Single Audit</i>	

Cathy O'Leary, Town Clerk	
Town of Houlton	
21 Water Street, Houlton, Maine 04730	P. (207) 532-7111
<i>Audit of Financial Statements including Single Audit</i>	

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

GOVERNMENT & GOVERNMENTAL AGENCIES

*includes School Department

Acton, Town of *
Androscoggin, County of
Androscoggin Valley Council of Governments
Appleton, Town of *
Auburn Housing Authority
Baldwin, Town of
Baring Plantation
Bath, City of
Belgrade, Town of
Bellows Falls Village Corporation (VT)
Berlin Housing Authority (NH)
Berwick, Town of
Brandon, Town of (VT)
Brooks, Town of
Brownfield, Town of
Bucksport, Town of
Burnham, Town of
Bustins Island Village Corporation
Buxton, Town of
Byron, Town of
Camden, Town of
Canton, Town of
Carmel, Town of
Carrabassett Valley, Town of *
Casco Bay Island Transit District
Casco, Town of
Chelsea, Town of
Cherryfield, Town of *
Chester, Town of (VT)
Chesterville, Town of
Codyville Plantation
Cooper, Town of
Corinth, Town of
Cornish, Town of
Cumberland, County of
Cutler, Town of *
Damariscotta, Town of
Denmark, Town of
Dixfield, Town of
Dummerston, Town of (VT)
Eastern Slope Airport Authority
Embden, Town of
Eustis, Town of
Fair Haven, Town of (VT)
Fairfield, Town of
Falmouth, Town of *

Farmington, Town of
Ferrisburgh, Town of (VT)
Franklin, County of
Franklin County Unorganized Territories
Freedom, Town of
Fryeburg, Town of
Gouldsboro, Town of
Grand Isle, Town of (VT)
Grand Isle, Town of *
Gray, Town of
Green Mountain National Golf Course
Green Mountain Transit Authority
Greenville, Town of *
Harpwell, Town of
Harrington, Town of
Hartford, Town of
Hiram, Town of
Houlton, Town of
Housing Authority of Fort Fairfield
Industry, Town of
Jay, Town of
Jonesboro, Town of *
Kennebec, County of
Kennebec County Unorganized Territory
Kennebec Valley Council of Governments
Kennebunk, Town of
Killington, Town of (VT)
Kittery, Town of*
Isle La Motte, Town of
Lewiston, City of *
Lewiston Housing Authority
Lewiston-Auburn Water Pollution Control Authority
Limerick, Town of
Lincoln Plantation
Lisbon, Town of *
Livermore, Town of
Livermore Falls, Town of
Lovell, Town of
Madison, Town of
Madawaska, Town of
Magalloway Plantation
Maine Port Authority
Meddybemps, Town of
Midcoast Economic Development District
Milbridge, Town of

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

GOVERNMENT & GOVERNMENTAL AGENCIES (continued)

*includes School Department

Milford, Town of *	Sangerville, Town of
Monson, Town of	Sidney, Town of
Montpelier, City of (VT)	Somerset, County of
Morrill, Town of	Somerset County Unorganized Territory
Mount Vernon, Town of	South Burlington, City of (VT)
Millinocket, Town of	Starks, Town of
New Sharon, Town of	Steuben, Town of
Newcastle, Town of	Stonington, Town of
Newry, Town of	Strong, Town of
Norridgewock, Town of	Sweden, Town of
North Berwick, Town of	Temple, Town of
Oakfield, Town of	Turner, Town of
Ogunquit, Town of	Two Bridges Regional Jail Authority
Old Orchard Beach, Town of	Two Rivers-Ottauquechee Reg. Comm. (VT)
Otisfield, Town of	Union, Town of
Oxford, Town of	Unorganized Territories - Maine Dept. of Audit
Palermo, Town of	Van Buren, Town of
Palmyra, Town of	Van Buren Housing Authority
Paris, Town of	Vassalboro, Town of
Phillips, Town of	Vernon, Town of (VT)
Piscataquis, County of	Victory, Town of (VT)
Piscataquis County Unorganized Territories	Waldoboro, Town of
Pittsfield, Town of	Warren, Town of
Plymouth, Town of (VT)	Washington County Council of Governments
Poland, Town of	Waterboro, Town of
Porter, Town of	Waterford, Town of
Presque Isle, City of	Wayne, Town of
Presque Isle Housing Authority	Wells, Town of
Richford, Town of (VT)	Wells, Town of (VT)
Rockingham, Town of (VT)	Whitneyville, Town of
Rockport, Town of	Willimantic, Town of *
Rome, Town of	Winn, Town of
Royalton Fire District (VT)	Winooski, City of (VT)
Rumford, Town of	Woodville, Town of *
Sabattus, Town of	York, County of
Sandy River Plantation	

SCHOOL DISTRICTS & DEPARTMENTS

Addison Central School District (VT)	Franklin Northwest Supervisory Union (VT)
Addison Northwest School District (VT)	Franklin West Supervisory Union (VT)
Addison Rutland Supervisory Union (VT)	Greater Rutland County Supervisory Union
Battenkill Valley Supervisory Union (VT)	Harwood Unified Union School District
Bennington Rutland Supervisory Union (VT)	Kingdom East Unified Union School District (VT)
Burlington School District (VT)	Lamoille South Supervisory Union (VT)
Champlain Valley School District (VT)	Mill River Unified Union School District (VT)
Franklin Northeast Supervisory Union (VT)	Mount Abraham Unified School District (VT)

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

SCHOOL DISTRICTS & DEPARTMENTS (continued)

North Country Supervisory Union (VT)	Regional School Unit No. 72
Orleans Central Supervisory Union (VT)	Regional School Unit No. 78
Orleans Southwest Supervisory Union (VT)	River Valley Technical Center (VT)
Patricia Hannaford Reg. Tech. Sch. (VT)	Rutland Northeast Supervisory Union (VT)
Regional School Unit No. 6	South Burlington School District (VT)
Regional School Unit No. 13	Southwest Vermont Supervisory Union (VT)
Regional School Unit No. 37	Springfield School District (VT)
Regional School Unit No. 38	Two Rivers Supervisory Union (VT)
Regional School Unit No. 44	Washington Central Supervisory Union (VT)
Regional School Unit No. 52	White River Valley Supervisory Union (VT)
Regional School Unit No. 53	Windham Central Supervisory Union (VT)
Regional School Unit No. 55	Windham Northeast Supervisory Union (VT)
Regional School Unit No. 61	Windsor Central Supervisory Union (VT)
Regional School Unit No. 63	Windsor Southeast Supervisory Union (VT)
Regional School Unit No. 68	Wiscasset School Department

NONPROFIT ORGANIZATIONS

Acadia Academy	Maine Connections Academy
Addison Point Specialized Services	Maine Huts & Trails
Baxter Academy for Technology and Science	Maine Support Network, Inc.
Beehive Design Collective	Mechanic Falls Development Commission
Belgrade Lakes Association	Mid Maine Homeless Shelters
Belgrade Regional Conservation Alliance	Morningview, LLC
Calais Methodist Home, Inc.	Northeastern Vermont Development Assoc. (VT)
Coastal Counties Workforce, Inc.	Northern Maine Development Commission
Cobscook Community Learning Center	Old Orchard Beach Free Public Library
Cornville Regional Charter School	Portland Ballet
Eastern Maine Development Corporation	River Valley Healthy Communities Coalition
Eastern Trails Management District	Rural Community Action Ministry
Eastport Non-Profit Housing Corporation	Sacopee Rescue, Inc.
Farmington Public Library	Sacopee Valley Health Center
Grand Chapter of Maine, Order of the Eastern Star	Schoodic Arts for All
Greater Sebago Education Alliance	Senior Needs Committee of Wells & Ogunquit
Home Counselors Inc.	South Buxton Cemetery Association
Jay-Niles Memorial Library	Veterans of Foreign War Post 10038
Kennebunk Conservation Trust	Western Maine Transportation Services Inc.
Maine Arts Academy	

UTILITIES

Addison County Solid Waste Manager District	Farmington Wastewater
Alfred Water District	Farmington Wastewater
Berwick Sewer District	Grand Isle Consolidated Water District (VT)
Canton Water District	Grand Isle Wastewater
Carrabassett Valley Sanitary District	Grand Isle Water
Central Penobscot Solid Waste	Harrison Water District
Dixfield Water Department	Jay Village Water District

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

UTILITIES (continued)

Dixfield Wastewater Department	Pittsfield Sewer
Kennebec Valley Regional Waste Corporation	Pittsfield Water
Kittery Wastewater	Rangeley Water District
Lisbon Water Department	Rumford Water District
Livermore Falls - Jay Sewerage Treatment	Sabattus Sanitary & Water District
Livermore Falls Water District	South Berwick Sewer District
Midcoast Solid Waste Corporation	Stonington Sanitary District
Mount Blue Standard Water District	Stonington Water
North Berwick Sanitary District	Strong Water District
North Jay Water District	Topsham Sewer District
Northeast Kingdom Waste Management District	Vassalboro Sanitary District

TRIBAL GOVERNMENTS

Aquinnah Wampanoag Tribal Housing (MA)	Pleasant Point Housing Authority
Penobscot Indian Nation	

FOR PROFIT

Vacationland Estates Resort

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

General Audit Approach

We believe the audit process should be an integral part of how an entity can achieve organizational improvement. An audit can reveal opportunities to improve internal processes and controls, enhance accuracy and efficiency, and increase understanding of the financial position of the entity.

Our technical approach is to use standard programs to direct and document the audit. Auditors use programs to determine the level of examination needed, guide conversations with management, document procedures and tests of controls and gather valuable information. All of our processes are customized, meaning our specific approach is unique to each client. This is a necessity when working with unique organizations of varying size, level of wealth and sophistication, the scope of public services and programs, staff experience and history.

We view our engagements as an ongoing professional relationship, and your auditor and other professionals at our firm will be available to assist with consultation, accounting and other services throughout the year.

Overall Technical Approach

The audit will employ techniques to provide evidence to substantiate the financial statement assertions. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and banks. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

The firm uses PPC audit programs to direct and document the audit. These programs are very extensive and are selected based on materiality factors. A list of some audit programs we typically use include:

- General Procedures
- Minutes, Contracts, Policies
- Cash
- Investments
- Revenue, Receivables, Notes Receivable and Receipts
- Expenditures for Goods and Services and Accounts Payable
- Payroll and Related Liabilities
- Inventories
- Property, Equipment, and Capital Expenditures
- Debt and Debt Service Expenditures
- Fund Equities
- Grants and Similar Programs
- Insurance and Self Insurance

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Financial statements and schedules will be prepared from the School's internal financial statements as for each fiscal year end. The financial statements will be presented in accordance with generally accepted accounting principles. All required footnote disclosures will also be included.

Sampling Technique

Audit sampling will be in accordance with the American Institute of Certified Public Accountants Audit and Accounting Guide-Audit Sampling. Audit sampling will be utilized where it will be the most efficient and effective audit tool in the circumstance.

Three phases of audit sampling will be performed: planning, selection and evaluation. The actual selection process will include random, systematic, and haphazard selection.

Scope of Work

Engagement Summary

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information when considered in relation to the basic financial statements taken as a whole. We will also perform and report on any other procedures necessary to comply with Government Auditing Standards (Yellow Book and Single Audit). Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the requirements of the State of Maine Department of Audit. It will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions.

Our audit will include obtaining an understanding of the entity and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

An audit is not designed to provide assurance on internal controls or legal and regulatory compliance or to identify deficiencies in those controls and compliance. However, during the audit, we will communicate to management and those charged with governance, internal control related matters that are required to be communicated under AICPA professional standards.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of your compliance with applicable laws and regulations and the provisions of contracts and agreements. We use a risk-based approach to determine which laws and regulations to test, which includes the use of interactive audit software which allows us to design our field work and tests based on individual client structure, individual needs, and real-time information as we progress. This program's ability to adjust audit designs will indicate additional test work that may be needed based on the level of risk.

We will express an opinion on the fair presentation of the Town's basic financial statements taken as a whole and supporting schedule, in conformity with generally accepted accounting principles and procedures applicable to governmental and nonprofit organizations.

In connection with the examination of the records and financial statements, we will review the system of internal control, operating procedures, and compliance with the budgetary and legal requirements by the Town. The review of the internal controls will include an annual review of the related processing controls within the Town's operations, to include developing an understanding of policies involving security, documentation, controls and data retention, and testing adherence to those policies. The approach we use includes staff interviews and completing and examining questionnaires.

The Engagement Partner, Audit Supervisor and Audit Manager are available to coordinate with Management regarding scheduling and planning the audit, understanding the control environment, and discussing any management issues that may arise during the audit. The Auditor will issue a letter to Management listing problem areas and suggested improvements. Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Engagement Outline

The engagement will include the following:

- Audit plans developed and reviewed with appropriate officials, appointed staff and cognizant federal agencies, if necessary.
- Audits of the entity's financial statements in accordance with Generally Accepted Auditing Standards (GAAS); requirements promulgated by the American Institute of Certified Public Accountants (AICPA), and the Government Auditing Standards Board (GASB); and standards contained in *Government Auditing Standards* issued by the General Accounting Office, the Single Audit Act of the United States Office of Management and Budget, the provisions of the Uniform Guidance, *Audits of States, Local Governments and Nonprofit Organizations*, and related pronouncements regarding any Federal assistance awards.
- Audit of all accounts and funds of the municipality, School Department, and Wastewater.
- Separate reports on supplementary information required by Government Auditing Standards.
- Entrance, exit and progress conferences. The Engagement Partner, and/or Audit Manager will conduct all required conferences with the Town Council and/or designated others and will be available to attend public meetings at which the audit report may be discussed. The audit will conduct and interview with the Treasurer at the conclusion of the audit.
- Preparation of financial statements and required supporting schedules. Draft statements will be submitted for review to the appropriate parties.
- Presentation of Management Letter to make known certain recommendations which, if implemented, would, in our opinion, increase efficiency, improve internal controls and improve financial management policies.

RHR Smith & Company
Certified Public Accountants

TECHNICAL PROPOSAL

Audit Schedule

- *Preliminary Work:* Preliminary audit work and audit planning will be conducted as soon as possible, based on discussions with Management at an entrance conference conducted at the onset of the engagement.
- *Planning:* An audit plan will be provided at a progress conference with the key personnel before field work begins. The role of Town officials in the audit will be discussed, and a list of schedules to be prepared by the staff of Town of Millinocket will be provided.
- *Field Work:* Field work will commence based on a mutually agreed upon date after discussions with management.
- *Audit:* An entrance conference with the Selectboard and/or other designated others to commence year-end audit work will be conducted as soon as possible following the last day of the fiscal year. Town personnel will prepare trial balances and supplemental schedules by the first day of field work, and will make recommendations, revisions and suggestions on the draft reports within ten (10) business days of receiving them.
- *Audited Basic Financial Statement Package*
 - Draft set of financial statements and management will be provided following the completion of the audit.
 - An electronic copy of the independent auditors' report and basic financial statements with all the above-mentioned reports for the Town, Provisions of Uniform Guidance and all reports required by Government Auditing Standards delivered following the acceptance of the draft. Bound copies will be provided if requested.
- *Management Letter*
 - A detailed letter listing items which go beyond the entity's internal control structure will be provided to the Town of Millinocket, School Department and Wastewater. Management letters deal with operational and administrative efficiencies and other items of perceived benefit to the Town of Millinocket. A draft of the letter will be presented at the exit interview at the conclusion of the audit.

TECHNICAL PROPOSAL

Staff	Rate	Preparation of Financial Statements	Audit of Financial Statements	Total Hours	Cost
Engagement Partner	\$150	8	14	22	\$3,300
Audit Managers	\$125	3	46	49	\$6,125
Quality Control	\$125	37	2	39	\$4,875
Staff Accountants	\$85	43	77	120	\$10,200
Total				230	\$24,500

Audit Year – June 30, 2021: \$24,500

Our price includes travel and all out of pocket expenses related to the audit, and all client communications related to the audit.

Hourly rates for accounting services beyond the scope of the audit through non-attest engagements:

- Hourly rates are based on the level of expertise required and are subject to change.

Progress bills are sent periodically as work progresses. The final bill will not be sent until the audit is complete and presentation has been made to the Town of Millinocket.

ORDER #124-2021

PROVIDING FOR: Approval to Increase Assessor Budget

IT IS ORDERED that the Millinocket Town Council approves transferring \$5,033 from the Unassigned Fund Balance to the Assessing Budget line E0107-0105, to cover the \$2,833 over expenditure as well as fund this line for 40 hours for the balance of FY21. This change will affect the following accounts:

Increase E0107-0105 (Assessing Dept/Assessor) \$5,033. Budget will be revised from \$30,030 to \$35,063, leaving an unspent balance of \$2,200.

Increase R0101-0926 (Fund Balance Transfer) \$5,033. The Budget will be revised to from \$890,645 to \$895,678 after this transfer.

PASSED BY THE COUNCIL: _____

ATTEST: _____

PROVIDING FOR: SALE OF CO2 TANK LOCATED AT THE FORMER SPECIALTY MINERALS BUILDING

WHEREAS, Specialty Minerals, Inc., owned and operated a facility to produce precipitated calcium carbonate on the Great Northern Paper Company mill site at the time the paper mill ceased operating in 2008; and

WHEREAS, the facility was not maintained after the paper mill closed and the owner ceased paying property taxes on the facility in 2013 and the Town acquired title to the facility under matured real estate tax liens; and

WHEREAS, the Town has title to the tangible personal property associated with the facility pursuant to a bill of sale from Specialty Minerals; and

WHEREAS, an offer has been received from Moose Trading LLC to purchase the CO2 tank at the facility as outlined in the attached offer to purchase;

NOW THEREFORE,

IT IS ORDERED that the Town Manager is authorized to sell the CO2 tank at the former Specialty Minerals facility to Moose Trading LLC for \$14,000.00, and is further authorized to execute and deliver a bill of sale to Moose Trading LLC conveying the Town's interest in the tank "as is" and "where is" with no warranty as to the condition of the tank or its fitness for any purpose.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #126-2021

PROVIDING FOR: Approval of a Victualer License for Maine Woods
Resorts/Black Loon.

IT IS ORDERED that the attached application for a Victualer license is hereby
approved for:

Luisa Surprenant, Chesuncook Township
d/b/a
Maine Woods Resorts, d/b/a Black Loon, 190 Penobscot Avenue, Millinocket.

Passed by the Town Council_____

Attest:_____

PC 5/24/21

TOWN OF MILLINOCKET

APPLICATION FOR A VICTUALER'S LICENSE

1. NAME OF APPLICANT Luisa Surprenant

2. PHONE NUMBER OF APPLICANT 207-447-0197

3. RESIDENCE OF APPLICANT Chesuncook Twp

4. NAME OF BUSINESS Maine Woods Resorts / Black Loon

5. PHONE NUMBER OF BUSINESS _____

6. BUSINESS ADDRESS 190 Penobscot Ave

7. NATURE OF BUSINESS Ice cream shop

8. LOCATION TO BE USED 190 Penobscot Ave

9. RESIDENCE OF APPLICANT IN LAST FIVE YEARS
Chesuncook Twp

10. LIST OF PRINCIPAL OFFICERS, TITLES, AND ADDRESSES FOR THE PAST THREE YEARS

<u>David Surprenant</u>	<u>member</u>	<u>Chesuncook Twp</u>
<u>Luisa Surprenant</u>	<u>member</u>	<u>Chesuncook Twp</u>

11. DESCRIPTION OF PREMISES TO BE LICENSED

PLEASE INCLUDE CURRENT COPY OF YOUR STATE OR MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE.

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 27340

EATING PLACE TIER 1

EXPIRES: 06/07/2021

THE BLACK LOON
190 PENOBSCOT AVE
MILLINOCKET ME 04462

FEE: \$160.00

ATTN LUISA SURPRENANT
MAINE WOODS RESORTS LLC
THE BLACK LOON
PO BOX 385
MILLINOCKET ME 04462

Jeanne M. Lamborn
Commissioner

NON-TRANSFERABLE

BUSINESS Maine Woods Resorts / ORDER # 126-2021
Black Loon

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

RE: Yes No ✓
pf: Yes No ✓



WASTEWATER IS CURRENT

Yes No ✓



POLICE INCIDENTS IN THE PAST YEAR

Yes No ✓

(IF APPLICABLE PLEASE LIST)

**RE Account 1250 Detail
as of 05/24/2021**

Name: MAINE WOODS RESORTS LLC

Location: 196 PENOBSCOT AVENUE
Acreage: 0.11 Map/Lot: U05-237
Book Page: B14535P52

2021-1 Period Due:

1) 1,180.92

2) 1,094.80

Land: 4,500
Building: 59,900
Exempt 0
Total: 64,400

Ref1: B14535P52 \$18,000

Mailing PO BOX 385

Address: MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1 R	09/14/20	Original			2,189.60	0.00	0.00	2,189.60
		CURINT			0.00	-86.12	0.00	-86.12
		Total			2,189.60	86.12	0.00	2,275.72
2020-1 L	09/04/19	Original			2,290.20	0.00	0.00	2,290.20
	10/3/2019		A	P	1,145.10	0.00	0.00	1,145.10
	3/1/2020	15-20	A	A	165.00	0.00	0.00	165.00
	7/14/2020	DEMAND	A	3	0.00	0.00	-9.90	-9.90
			Demand Fees					
	08/21/20	Liened			980.10	49.88	57.90	1,087.88
		CURINT			0.00	-60.11	0.00	-60.11
		Total			980.10	109.99	57.90	1,147.99
2019-1 R					0.00	0.00	0.00	0.00
2018-1 R					0.00	0.00	0.00	0.00
2017-1 R					0.00	0.00	0.00	0.00
2016-1 R					0.00	0.00	0.00	0.00
2014-1 L *					0.00	0.00	0.00	0.00
2013-1 L *					0.00	0.00	0.00	0.00
2012-1 L *					0.00	0.00	0.00	0.00
2011-1 L *					0.00	0.00	0.00	0.00
2010-1 L *					0.00	0.00	0.00	0.00
2009-1 L *					0.00	0.00	0.00	0.00
2008-1 L *					0.00	0.00	0.00	0.00
2007-1 L *					0.00	0.00	0.00	0.00
2006-1 L *					0.00	0.00	0.00	0.00
Account Totals as of 05/24/2021					3,169.70	196.11	57.90	3,423.71

Per Diem

2021-1	0.4866
2020-1	0.2178
Total	0.7044

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

PP Account 387 Detail
as of 05/24/2021

Name: SURPRENANT, DAVID & LUISA

Location: 191 PENOBSCOT AVENUE

Assessment: 5,000

2021-1 Period Due:

- 1) 91.68
- 2) 85.00

Mailing

Address: P O BOX 385
MILLINOCKET ME 04462

Year	Date	Reference	P	C	Principal	Interest	Costs	Total
2021-1	R 09/14/20	Original			170.00	0.00	0.00	170.00
		CURINT			0.00	-6.68	0.00	-6.68
		Total			170.00	6.68	0.00	176.68
2020-1	R 09/04/19	Original			165.00	0.00	0.00	165.00
		CURINT			0.00	-20.24	0.00	-20.24
		Total			165.00	20.24	0.00	185.24
Account Totals as of 05/24/2021					335.00	26.92	0.00	361.92

Per Diem

2021-1	0.0378
2020-1	0.0367
Total	0.0744

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

**UT Account 125208 Detail
as of 05/24/2021 - Sewer**

Name: MAINE WOODS RESORTS, LLC

PO BOX 385
MILLINOCKET, ME 04462

Location: 196 PENOBSCOT AVENUE

RE Acct: 0 Map/Lot: U05-237

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
255	04/28/21			100.00	0.00	0.00	0.00	100.00
251	02/03/21			100.00	0.00	1.69	0.00	101.69
248	11/20/20			100.00	0.00	3.38	0.00	103.38
245	08/21/20			0.00	0.00	0.00	0.00	0.00
258	04/26/21*	Lien #2326		200.00	0.00	11.94	45.96	257.90
		CURINT		0.00	0.00	-1.23	0.00	-1.23
		Total		200.00	0.00	13.17	45.96	259.13
241	04/29/20			0.00	0.00	0.00	0.00	0.00
238	01/30/20			0.00	0.00	0.00	0.00	0.00
254	02/05/21*	Lien #2221		200.00	0.00	17.01	57.90	274.91
	4/1/2021	CHGINT	I	0.00	0.00	-2.41	0.00	-2.41
	4/1/2021		P	0.00	0.00	19.42	22.67	42.09
		CURINT		0.00	0.00	-2.32	0.00	-2.32
		Total		200.00	0.00	2.32	35.23	237.55
234	10/30/19			0.00	0.00	0.00	0.00	0.00
228	07/31/19			0.00	0.00	0.00	0.00	0.00
244	07/27/20*			0.00	0.00	0.00	0.00	0.00
220	04/24/19**			0.00	0.00	0.00	0.00	0.00
216	01/30/19			0.00	0.00	0.00	0.00	0.00
208	10/24/18			0.00	0.00	0.00	0.00	0.00
201	08/08/18			0.00	0.00	0.00	0.00	0.00
224	05/17/19*			0.00	0.00	0.00	0.00	0.00
197	04/20/18**			0.00	0.00	0.00	0.00	0.00
191	01/30/18			0.00	0.00	0.00	0.00	0.00
185	10/27/17			0.00	0.00	0.00	0.00	0.00
182	07/28/17			0.00	0.00	0.00	0.00	0.00
176	04/14/17			0.00	0.00	0.00	0.00	0.00
171	01/27/17			0.00	0.00	0.00	0.00	0.00
166	10/20/16			0.00	0.00	0.00	0.00	0.00
162	08/05/16			0.00	0.00	0.00	0.00	0.00
158	04/15/16			0.00	0.00	0.00	0.00	0.00
151	01/27/16			0.00	0.00	0.00	0.00	0.00
148	10/30/15			0.00	0.00	0.00	0.00	0.00
141	07/27/15			0.00	0.00	0.00	0.00	0.00
138	04/28/15			0.00	0.00	0.00	0.00	0.00
135	01/16/15			0.00	0.00	0.00	0.00	0.00
127	07/29/14			0.00	0.00	0.00	0.00	0.00
123	04/23/14			0.00	0.00	0.00	0.00	0.00
119	01/31/14			0.00	0.00	0.00	0.00	0.00
110	10/25/13			0.00	0.00	0.00	0.00	0.00
109	07/26/13			0.00	0.00	0.00	0.00	0.00
103	04/29/13			0.00	0.00	0.00	0.00	0.00
102	01/18/13			0.00	0.00	0.00	0.00	0.00
97	10/23/12			0.00	0.00	0.00	0.00	0.00
106	06/03/13*			0.00	0.00	0.00	0.00	0.00

**UT Account 125208 Detail
as of 05/24/2021 - Sewer**

Name: MAINE WOODS RESORTS, LLC

PO BOX 385
MILLINOCKET, ME 04462

Location: 196 PENOBSCOT AVENUE

RE Acct: 0 Map/Lot: U05-237

Bill	Date	Reference	C	Principal	Tax	Interest	Costs	Total
94	07/26/12			0.00	0.00	0.00	0.00	0.00
91	04/30/12			0.00	0.00	0.00	0.00	0.00
86	01/31/12			0.00	0.00	0.00	0.00	0.00
83	10/21/11			0.00	0.00	0.00	0.00	0.00
93	05/25/12*			0.00	0.00	0.00	0.00	0.00
80	07/25/11			0.00	0.00	0.00	0.00	0.00
77	04/25/11			0.00	0.00	0.00	0.00	0.00
74	01/20/11			0.00	0.00	0.00	0.00	0.00
68	10/18/10**			0.00	0.00	0.00	0.00	0.00
64	07/16/10**			0.00	0.00	0.00	0.00	0.00
59	04/16/10**			0.00	0.00	0.00	0.00	0.00
56	01/15/10**			0.00	0.00	0.00	0.00	0.00
51	10/21/09			0.00	0.00	0.00	0.00	0.00
47	07/15/09			0.00	0.00	0.00	0.00	0.00
43	04/17/09			0.00	0.00	0.00	0.00	0.00
40	01/20/09			0.00	0.00	0.00	0.00	0.00
37	10/24/08			0.00	0.00	0.00	0.00	0.00
	05/24/2021			700.00	0.00	20.56	81.19	801.75

Per Diem

251	0.0219
248	0.0219
258	0.0438
254	0.0438
Total	0.1315

Diana Lakeman

From: Cameron McDunnah <empdchief@gwi.net>
Sent: Monday, May 24, 2021 2:49 PM
To: Diana Lakeman
Subject: Re: Incident Report requests

All good standing. Nothing to report on either. Thanks.

Cameron McDunnah
Chief of Police

East Millinocket Police Department
125 Main Street
East Millinocket, Maine 04430

(207)746-3555
empdchief@gwi.net

On May 24, 2021, at 2:21 PM, Diana Lakeman <townclerk@millinocket.org> wrote:

I am requesting report of incident(s), if applicable, for Victualer License Applications to be brought to council action on 5/27/2021 for the following business(s):

- Andrea Gould, d/b/a A T Café, 210 Penobscot Avenue
- Luisa Surprenant, d/b/a Maine Woods Resorts, Black Loon Ice Cream, 190 Penobscot Avenue.

Thank you.

Diana M. Lakeman

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

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

ORDER #127-2021

PROVIDING FOR: Authorization to Sign ATV Trail Project Grant Application.

IT IS ORDERED that the Millinocket Town Council authorize the Town Manager to sign any legal documentation to apply for the municipal grant for Northern Timber Cruiser's ATV trail project.

PASSED BY THE COUNCIL: _____

Attest: _____



TOWN OF MILLINOCKET

197 Penobscot Avenue
Millinocket, Maine 04462

Office of Town Manager/Treasurer

PROJECT DESCRIPTION

(207)723-7000

Below is the total estimated project cost breakdown for maintaining the ATV trails.

The Project Director for the Town of Millinocket will be responsible for the maintenance, clearing, and safety of all trails by frequent on-site inspections of the trail system.

AND THIS FURTHER CERTIFIES that landowner permission has been given for all ATV trails in the Town of Millinocket.

Estimated Cost of constructing and maintaining trail and Bridges/Brushing/Erecting Signs/ etc.

Tolman Construction	\$63,560.00
Parker Lumber, Lumber for Bridges	\$12,154.00
Sterns Lumber Calcium	\$ 1,000.00
Josh Green Brush Hog	\$20,000.00

TOTAL ESTIMATED COST: \$96,714.00

Project includes 16 miles of new trail, which connects to the existing 20-mile trail system, for a total of 25 miles. Rest area is provided on trail as well as at the parking lot.

Trail locations are noted on the attached map.

DATED

DATED

PROJECT DIRECTOR

TOWN MANAGER
TOWN OF MILLINOCKET



TOWN OF MILLINOCKET

197 Penobscot Avenue
Millinocket, Maine 04462

Office of Town Manager/Treasurer

(207)723-7000

THIS IS TO CERTIFY that the Town of Millinocket has authorized and hereby authorized John Raymond to make application for financial assistance under the provisions of the Division of Parks & Public Lands ATV Trail Fund (M.R.S.A. Title 12, Section 1893, Paragraph 1B and Section 1893, Paragraph 2A & B) for the maintenance of the Town of Millinocket ATV trail system.

THIS FURTHER CERTIFIES that the Town of Millinocket is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Division of Parks & Public Lands from the ATV Trail Fund and has authorized and hereby authorizes John Raymond to enter into said agreement between the Town of Millinocket and the State of Maine upon approval of the above identified project by the Division of Parks & Public Lands.

THIS FURTHER CERTIFIES that the Town of Millinocket has been legally constituted and is responsible for planning for and carrying out the municipal recreation program and the Northern Timbers Cruisers Club House, for the continued operation and maintenance of the completed project in accordance with the terms and conditions of the ATV Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department.

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

DATED

TOWN OF MILLINOCKET

DATED

TOWN MANAGER

DATED

COUNCIL

DATED

COUNCIL



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE ATV PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4958 FAX 207-287-8111

MUNICIPAL ATV GRANT APPLICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM 2021

Municipality/County: Millinocket/Penobscot
Address: 197 Penobscot Ave
City: Millinocket Zip: 04462
County: Penobscot

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

Name: John Raymond Title: Persident/NTC
Address: 236 Highland Ave
City: Millinocket Zip: 04462
Home #: _____ Work #: _____ Mobile #: 2074471818
Email Address: trailbuilder992@gmail.com
Total Mileage of all trail: 16 (one way)

Estimated administrative cost grant administration and for processing land use permits, etc.

Requested		State Use Only	
\$		\$	

Estimated cost of developing trails including cutting trails, construction and bridge installation etc.

\$		\$	
----	--	----	--

Estimated cost of maintenance including normal brushing grading, ditching etc.

\$	96,714	\$	
----	--------	----	--

Total Estimated Cost of Project

\$	96,714	\$	
----	--------	----	--

State Use Only	
Approved Total Grant	\$ _____
% of approved cost	_____ %

Please submit an original copy of each item listed below with your application:

1. Map of proposed trail (topographical paper map or electronic map).
2. Detailed description of proposed trail development and/or maintenance (Project Description).
This should include proof of landowner permission.
3. Project Certification
4. Agreement

MUNICIPAL/COUNTY APPROVAL

Municipality/County: Millinocket/Penobscot County: Penobscot

Municipality/County: _____ Date: _____
Signature

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

Certification by Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands:

We, the undersigned, hereby certify that this project meets the Guidelines as established by the Bureau of Parks & Lands, and otherwise meets the provisions of the Maine Statutes.

Date: _____

Signature: _____
Supervisor, ATV Program

State Use Only

VC #: _____ Enc. Amt.: _____

Appropriation #: 014-01A-8330-83-

Department of Agriculture, Conservation and Forestry, Bureau of Parks and Lands, Off-road Recreational Vehicle Office

By: _____ Date: _____
Director

AGREEMENT

Municipal Grant-In-Aid Program

THIS AGREEMENT, MADE THIS _____ day of _____ 20 , between the State of Maine acting by and through the Director, Bureau of Parks & Lands, hereinafter referred to as the State and hereinafter referred to as the Municipality/County.

Municipality/County:

WHEREAS, the Municipality/County desires to establish, construct and maintain a public ATV trail system and,

WHEREAS, by M.R.S.A. Title 12, Section 1893 (1)(B), the Bureau of Parks & Lands is authorized to make grants-in-aid to Municipalities/Counties from the monies in the ATV Recreational Management Fund.

NOW THEREFORE, IT IS AGREED between the parties hereto: The State agrees to reimburse the Municipality/County of the cost of trail acquisition, development, and maintenance pursuant to and in accordance with this Agreement. In no event shall the total liability of the State under this Agreement exceed in the aggregate sum of _____ without the prior written consent of the State. This Agreement is subject to the following terms and conditions.

- A. The Municipality shall not be entitled to any reimbursement hereunder with respect to any proposed trail unless the entire trail plan shall have been approved in advance as hereinafter provided by the Supervisor of the ATV Program, Department of Agriculture, Conservation and Forestry, Bureau of Parks & Lands.
 - 1. The Municipality/County shall submit to the Supervisor of the ATV Program, Bureau of Parks & Lands, the following trail documentation (hereinafter called the "trail plan"):
 - a. A topographic map or a local tax map designating to the satisfaction of the State, the location of the proposed trail system over all lands, including public and private. Where the State so requests parcel number shall be assigned to each parcel and a distinction made, on the map, between the private landowners and public lands over which the trail is proposed to go.
 - b. A list of landowners and parcel numbers corresponding to the map of the land owned by each as requested.
 - c. A work plan for the proposed trail. The work plan when accepted by the State, shall constitute the obligation of the Municipality/County to do all things contained in the work plan, as if said work plan were a part of this Agreement.

The work shall provide the following:

1. Clearing, developing, and maintaining trail;
 2. Providing and maintaining parking areas where appropriate;
 3. Erecting signs which are approved by the Bureau of Parks and Lands. Sign material content, location and erection shall be strictly in accordance with guidelines and recommendations of the Bureau of Parks & Lands;
 4. Providing information as to the estimated number of signs needed of each denomination;
 5. Providing for adequate sanitary facilities, and picnic areas as appropriate.
 6. Providing for trash receptacles and regular pickup of trash deposited (no less frequent than weekly);
 7. Removing all signs, posts or other related facilities after the season if required by the landowners or by the State;
 8. Enforcement of trail rules/regulations and Maine statutes.
- d. Designation of an individual or agent of the Municipality/County to serve as administrator of the program hereunder.
2. The Municipality/County may make any revisions in the original trail plan necessary to make the plan acceptable to the Supervisor of the ATV Program.
 3. Any approval of the trail plan by the Supervisor shall be in writing to the person appointed by the Municipality/County as administrator of the trail.
 4. The Municipality/County shall strictly adhere to the terms of the approved trail plan and shall not amend, revise, or alter the same without written approval of the Supervisor of the ATV Program.
 5. The provisions of Title 5 M.R.S.A. §4572 regarding nondiscrimination in employment are hereby incorporated into this Agreement by reference as if the same were set out in full herein, and the Municipality/County agrees to comply therewith.
- B. The Municipality/County shall provide copies of any permits that are required by law to the Supervisor of the ATV Program before approval can be given for the proposed trail plan. (Examples: Health and Human Services Sanitary Facilities, DEP, LUPC, (if proposed development is in the unorganized area of the State), etc.
- C. Subject to budgetary and staff limitation, the State shall provide reasonable technical assistance to the Municipality/County in the development of ATV trails and related facilities.

The State agrees to reimburse the Municipality/County on the basis of 90 % of all costs directly related to the acquisition of easements, development and maintenance of ATV trails, subject to the terms of this Agreement.

1. The costs incurred must be in accordance with the trail plan as approved by the Supervisor of the ATV Program and any approved revision thereto.
 2. The Municipality/County may acquire land by easement, lease or permit. Any trail easement, lease or permit shall be for such term as is necessary, in the opinion of the Supervisor of the ATV Program, to fully utilize facilities and to implement the purposes hereof.
 - a. An affidavit must be provided to insure that the person or entity who is the grantor of the rights to use the land for the proposed ATV trail is the same person or entity shown in the records in the office of the Registrar of Deeds, in the County in which the land is located, to be the owner of the property. All instruments of conveyance, affidavits and the like are subject to approval as to form and content by the State. The State may where it deems the same is necessary, require adequate title opinions to be provided to the State at the Municipality's/County's expense.
 3. Contracts entered into by the Municipality/County for development or services which are funded in whole or in part by the State shall, wherever State law so requires as determined by the Supervisor of the Program, be awarded through competitive bid and following approval of such contracts by the Supervisor.
- D. The Municipality/County shall submit receipted invoices of the out-of-pocket costs actually incurred by it in the establishment, development and maintenance of the approved ATV trail.
- a. Upon the submission, not more often than once monthly, of receipted invoices of trail costs, the Municipality/County may request the State to pay 90 % of the amount so submitted and approved by the Supervisor.
 - b. The Municipality/County shall retain for three years and make available to the State, all records relating to receipt and expenditures of funds under this Agreement.
- E. The State of Maine shall not assume any liability for any expense incurred by the Municipality/County; (I) which expense was not expressly approved in writing in advance by the Supervisor of the ATV Program or, (II) after depletion of the grants-in-aid funds available. All obligations of the State hereunder are subject to the availability of funds in the ATV Recreational Management Fund.
- F. The Municipality/County shall operate and maintain the trails and facilities in good and safe condition of their purposes and in accordance with all applicable federal, state and local laws, ordinance, codes, rules, regulations and standards. The Municipality/County shall not assign, transfer, lease or encumber its rights or obligations hereunder in or to the trails or facilities without the State's prior written consent. The Municipality/County shall indemnify, defend and save the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of or in connection with the use, occupation, construction, development, repair or maintenance of any property, facilities or equipment used in connection with the facilities funded under this Agreement. Upon request of the State, the Municipality/County shall, at its own cost and expense, provide and keep in force comprehensive general public liability insurance against claims for personal injury, death or property damage occurring on, in or about any property or facilities funded under or used in connection with this Agreement, or respecting the use of any vehicle or equipment used in connection therewith. Any such insurance shall be in an amount form and content determined from time to time by the State, shall include the State as a named insured at the State's request, and shall be carried by responsible companies satisfactory to the State. The State may at any time inspect any facilities or equipment used in connection with this Agreement.

- G. Once the trail plan has been approved, the Municipality/County shall proceed to acquire the necessary interest in the land, establish the trail and open it to use by the general public. Should the Municipality/County fail to expedite completion of this project or fail to provide for adequate maintenance to keep the trail reasonably safe for public use, provide sanitation and adequate sanitary facilities where needed, and other maintenance and/or facilities as the State may deem necessary, or fail to comply with any provision of the Agreement (including the trail plan), the State may withhold any future payments and terminate this Agreement immediately upon written notice to the Municipality/County. If the Municipality/County receives any funds improperly paid or misapplies or misuses any funds received from the State pursuant to this Agreement, or if the State incurs or is charged with any costs, expenses or damages in connection with the property which is the subject of this Agreement (except as herein expressly provided), the Municipality/County shall immediately upon demand promptly reimburse the State for all such amounts. If the Municipality fails to make such payment, the State may withhold all or any part of the monies which may be payable to the Municipality/County under other State programs, by invoking the provisions of Title 5 M.R.S.A. §133 or otherwise.

MUNICIPAL/County APPROVAL

Municipality: _____ County: Penobscot
Signature: _____ Dated: _____
Title: Persident/NTC
Chairman of Board of
Selectman/Town/ City or County
Manager

STATE OF MAINE APPROVAL

Department of Agriculture, Conservation and Forestry
Bureau of Parks & Lands

By: _____ Dated: _____
Title: _____



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
RISK MANAGEMENT DIVISION
CROSS OFFICE BUILDING
111 SEWALL ST. 4TH FL.
85 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0085

KIRSTEN FIGUEROA
COMMISSIONER

SUZANNE MURPHY
ACTING DIRECTOR

February 22, 2021

ATV Trail Liability Insurance Program

The ATV trail liability insurance program will continue for another year – January 1, 2021 to January 1, 2022. This insurance has an established occurrence limit of \$400,000 per the Maine Tort Claims Act and \$500,000 for those companies with which the Department of Agriculture, Conservation and Forestry is required by contract to have that amount. It includes any and all defense costs within the limit of liability.

This self-insurance program provides liability insurance for all associations, organizations or individuals who own, maintain, occupy or lease property on which the Department of Agriculture, Conservation and Forestry has approved a trail under its ATV Trails program.

It should be understood this insurance provides defense and indemnification only for matters pertaining to the maintenance of approved trails and recreational activities as described in the land use laws on those trails. It does not insure the maintenance, ownership or use of any ATV or other motorized equipment.

All potential claims should be reported to this office at once. If you have any questions with regard to this insurance program, please contact Risk Management Division at 1-800-525-1252.

Sincerely,

Suzanne Murphy
Director

STATE OF MAINE SELF INSURANCE FUND

POLICY #: IMF21/524

RENEWAL OF: IMF20/524

POLICY TERM: January 1, 2021 to January 1, 2022

NAMED INSURED: Department of Agriculture, Conservation and Forestry (DACF)

ADDITIONAL INSUREDS: ATV (all-terrain vehicle) associations, organizations or individuals who (A) own, maintain, occupy or lease property on which DACF has approved ATV trails and (B) have signed an approved DACF agreement for the ATV Trails Program.

LIMIT OF LIABILITY: \$400,000 per occurrence, unless otherwise approved by contract in which case the limit of liability per occurrence is \$500,000, inclusive of defense costs.

DEDUCTIBLE: \$1000 per occurrence.

COVERED LOCATIONS AND/OR ACTIVITIES

Recreational activities conducted out of doors, including, but not limited to hunting, fishing, trapping, camping, hiking, bicycling, sightseeing, operating ATV, snow traveling vehicles, or skiing occurring on ATV trails which at the time of the occurrence were approved and recorded by the named insured, DACF, as part of the ATV Trails Program.

COVERAGE: This program of insurance provides for the defense and or indemnification of third party liability claims that may arise from recreational activities, which the above insureds may be engaged in. This program of insurance does not waive or abrogate any immunities that may exist or expand any liability that may exist under common law, case law, title 14 of the Maine Revised Statutes Annotated (MRSA) section 159-A or the Maine Tort Claims Act title 14 MRSA chapter 741.

EXCESS INSURANCE: This program of insurance is excess over any other insurance, whether primary, excess, contingent or on any other basis. When this insurance is excess, we will have no duty to defend any claim or suit that any other insurer has the duty to defend. If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers. When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of: (1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and (2) The total of all deductible and self-insured amounts under all that other insurance.

CONDITIONS

- 1) This insurance coverage does not expand the limits of liability or abrogate the immunities contained in Maine laws, any other State laws or Federal laws.
- 2) When an occurrence which would reasonably be construed to give rise to a claim under this program becomes known to an insured under this program, said insured will submit a written report of the occurrence to Risk Management Division within 10 working days or Risk Management Division will reserve their rights to defend or indemnify the insured.
- 3) No Insured shall, except at his own expense, voluntarily make payment, assume any obligation, or incur any expense; except for First Aid without the consent of Risk Management Division.

EXCLUSIONS

- 1) Motorized equipment including but not limited to motor vehicles, motorized trail grooming devices, special mobile equipment, trailers, and ATVs are excluded from coverage under this policy.
- 2) Willful or malicious failure by any insured to guard or to warn against a dangerous condition, use, structure or activity.
- 3) Any injury suffered in any case where permission to pursue any recreational or harvesting activities was granted for a consideration other than the consideration, if any, paid to the following:
 - A. The landowner or the landowner's agent by the State; or
 - B. The landowner or the landowner's agent for use of the premises on which the injury was suffered. Provided that the premises are not used primarily for commercial recreational purposes and that the user has not been granted the exclusive right to make use of the premises for recreational activities; or
- 4) Any injury caused by acts of persons to whom permission to pursue any recreational or harvesting activities was granted, to other persons to whom the person granting permission, or the owner, lessee, manager or occupant of the premises, owed a duty to keep the premises safe or to warn of danger.

SUBROGATION

If the Insured Entity or the Insured Person has rights to recover all or part of any payment we have made under this insurance program, those rights are transferred to us. The Insured Entity or Insured Person must do nothing after loss to impair our rights to subrogation. At our request, the Insured Entity or Insured Person will bring suit or transfer those rights to us and help us enforce them.

COOPERATION

Any person seeking defense and indemnification under this program of insurance agrees to fully cooperate with Risk Management Division.

The State of Maine, Department of Administrative and Financial Services, Office of the State Controller, Risk Management Division reserves the right to modify all or any part of this program (including the coverage provided) or to cancel this program at any time in writing to the Named Insured, Department of Agriculture, Conservation and Forestry (DACF).



Suzanne Murphy, Director
Risk Management Division

Any questions on coverage, conditions, or exclusions should be sent to the Risk Management Division in writing (85 State House Station, Augusta, Maine 04333). Telephone number is 1-800-525-1252.

Tolman Construction

167 Hathaway Road

Mattawamkeag Maine 04459

Estimate

Date	Estimate #
5/23/2021	7

Name / Address
Northern timber Cruisers PO BOX 269 Millinocket Me.04462

Project

Description		Qty	Rate	Total
section 1A	2100 ft fill and sehape		5,250.00	5,250.00
section 2 A	3000 ft fill and reshape and repair pipe		7,000.00	7,000.00
section 3A	1500 ft fill and reshape		3,750.00	3,750.00
section 4A	2500 ft fill and reshape		6,250.00	6,250.00
section 5A	1000 ft fill and reshape		2,625.00	2,625.00
section 6A	reset pipe each		125.00	125.00
section 7A	1500 ft fill and reshape		6,000.00	6,000.00
section 8A	6000 ft fill and reshape		15,000.00	15,000.00
section 9A	1000 ft fill and reshape		2,560.00	2,560.00
section 11A	reshape and fill sections		15,000.00	15,000.00
Total				\$63,560.00

Parker Lumber Company Inc.

511 Middle Rd
Bradford, Me 04410

Phone 207-327-2148 Fax 207-327-1529

Quote

DATE	ESTIMATE NO.
5/11/2021	Q9779

NAME / ADDRESS	Ship To
Northern Timber Cruisers Snowmobile Club John Raymond -- (207) 447-1818 trailbuilder992@gmail.com	Ordered by: John Raymond mail inv PO Box 269 Millinocket, Me 04462

CUST. PHONE #		RESALE/EXEMPT #	REP	FOB	TERMS	DATE REQUIRED	
			JD	Delivery	Due on receipt		
QTY	PC/LF	DESCRIPTION	BF EACH	\$ EACH	BF LINE	\$/BF	TOTAL
63	Pc	6 X 8 X 14 Hemlock Rough	56		3,528	1.031	3,637.37T
63	Pc	6 X 8 X 12 Hemlock Rough	48		3,024	1.031	3,117.74T
63	Pc	6 X 8 X 10 Hemlock Rough	40		2,520	1.031	2,598.12T
30	Pc	6 X 6 X 14 Hemlock Rough	42		1,260	1.031	1,299.06T
6	Pc	6 X 6 X 12 Hemlock Rough	36		216	1.031	222.70T
6	Pc	6 X 6 X 10 Hemlock Rough	30		180	1.031	185.58T
9	Pc	4 X 4 X 16 Hemlock Rough	21.333		191.63	1.031	197.57T
		Delivery Charge (x3) trips delivery truck vs (1) flatbed				618.54	618.54T
		Subtotal					11,876.68
		3% Cash Discount				-3.00%	-356.30
		Total BFT: 10,920 ME sales tax				5.50%	633.62
					TOTAL		\$12,154.00

John Raymond

From: Josh Greer <jgreer@myfairpoint.net>
Sent: Thursday, April 29, 2021 12:38 PM
To: trailbuilder992@gmail.com
Subject: Lakeside

John thank you for the opportunity to give you pricing on brushings both sides of the KRMUT road approximately 16 miles, we will be looking at \$20,000 to complete this project for your club feel free to call with any questions thanks again -Josh 207-745-3544

John Raymond

From: Wilson, David <dwilson@acadiantimber.com>
Sent: Monday, May 24, 2021 12:49 PM
To: John Raymond
Subject: RE: OUTSIDE: KRMUT Trail

Hi John,

We would have no problem with you pursuing Municipal Grant money to do the needed work on the KRMUT.

Thanks
Dave

David L. Wilson LPF
Vice President, Maine Timberlands
Acadian Timber/Katahdin Forest Management
dwilson@acadiantimber.com
Office 207-723-2110 Ext. 2111
Cell 207-521-1191
Fax 207-723-2180

From: John Raymond <trailbuilder992@gmail.com>
Sent: Monday, May 24, 2021 12:33 PM
To: Wilson, David <dwilson@acadiantimber.com>
Cc: trailbuilder992@gmail.com
Subject: OUTSIDE: KRMUT Trail

WARNING: This email originated outside of OurCompany. DO NOT CLICK links, download attachments or reply with personal information unless you recognize the sender and know the content is safe.

ORDER #128-2021

PROVIDING FOR: Approval of Donation for Ad to the Performing Arts.

IT IS ORDERED that the Millinocket Town Council approves the donation of \$100.00 to the Stearns High School Performing Arts to place a full-page ad in the play bill for the upcoming performance.

PASSED BY THE COUNCIL: _____

ATTEST: _____

\$
100

we have supported
This Add Each Year



FROM THE TOWN OF MILLINOCKET

Supporting Local Cultural Arts

197 Penobscot Avenue
Millinocket, ME 04462

723-7000

723-7002 (Fax)