



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING via ZOOM - Only
PUBLIC ATTENDANCE via ZOOM ONLY
THURSDAY, JANUARY 27, 2022
at 4:30 PM

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

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda: n/a
4. Approval of Minutes: January 13, 2022, Regular meeting, January 20, 2022 Executive Session.
5. Special Presentation: n/a
6. Town Manager's Report

UNFINISHED BUSINESS:

7. ORDER #5-2022 Appointment to the Millinocket School Board – Tabled to 1/27/2022
8. ORDER #11-2022 Approval to Revise FY22 School Special Dedicated Revenue/Clearing Account– Tabled to 1/27/2022

NEW BUSINESS:

9. ORDER #15-2022 Execution of the Town Warrant for January 13, 2022
10. ORDER #16-2022 Execution of the Wastewater Warrant for January 13, 2022
11. ORDER #17-2022 Approval of an Application for Planning Board – M. Wallace
12. ORDER #18-2022 Approval to Enter into an Agreement – Maine Department of Transportation
13. Reports and Communications:
 - a. Warrant Committee for the February 10, 2022, Council Meeting will be Councilor Danforth and Councilor Madore
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment
14. Adjournment

Meetings are currently closed to the public for in person attendance until further notice.

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. Meetings are also streamed live for your convenience @ townhallstreams.com. All direct links on our website: Millinocket.org.

We thank you for complying. ****Stay Healthy, Stay Safe****



Millinocket

Maine's Biggest Small Town

Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org www.millinocket.org

207-723-7000 Ext 5

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 some of the 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.
- **Mil 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 Veteran’s 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. Each member of the public will be allowed to speak for a period of not more than two minutes and the Council shall not enter into a debate or a question-and-answer session unless the question can be answered in a brief statement without a debate. This will be at the discretion of the Council Chair.
- **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 or board such as the Planning Board, Events Committee, or Board of Appeals. The Town publishes these openings on the website, Facebook, and local newspaper. You may also request to serve on an existing subcommittee by filling out a form on the town website at:

<https://millinocket.org/government/committees-andboards/>.

January 13, 2022

The Regular meeting of the Millinocket Town Council was brought to order by Chair Golieb via Zoom only at 4:32 pm.

Roll Call:

Town Council Members Present:

Golieb	Madore
Bragdon	McEwen
Danforth	Pelletier
	Pray

Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman, Fire Chief Tom Malcolm, Jeff Campbell-Airport Director, Treasurer Mary Alice Cullen, Assistant to the Manager Margaret Daigle, Media Ben Barr, and 12 in Zoom public.

Pledge of Allegiance

Adjustments to the Agenda: Additions to Manager's report.

Approval of the Minutes: December 23, 2021, Regular meeting and December 30, 2021, Executive Session.

Motion- Bragdon Second- Pelletier Vote 7-0

Council Comment: none

Public Comment: none

SPECIAL PRESENTATIONS: n/a

Council Comment: n/a

Public Comment: n/a

*Town Manager's Report:

Town Manager's Report – 1.13.22

Onboarding: Mr. Angotti and I spent valuable time together, discussing aspects of the manger position, ongoing projects, traded keys and passwords, and toured the facility. I very much appreciated the download and his offer to remain in contact with me if I run into any questions regarding work he had done while serving as interim manager, the same for code enforcement. He has twice now stopped what he was doing to run over and help me figure out a situation at hand. I thank him for his willingness to provide me with support as a settle in.

The department heads and staff have been incredibly helpful in my first week on the job. I can say with certainty that, functionally, this municipal staff is a well-oiled machine and works great to support one another. Lori Santerre, Diana Lakeman, and Mary Alice Cullen have been especially helpful in their roles, bringing me up to speed on various items and processes.

Our arrangement with Peggy Daigle is proving to be a worthwhile investment so far. She is such a wealth of knowledge on the operational and technical aspects of municipal government, as you know. I appreciate the opportunity to work with her as I begin my work as Town Manager.

Dept. Head Meeting: My initial meeting with department heads went well. It was a great opportunity to meet with the entire group. We discussed each department in overview, what challenges they are facing, and what they need from me. This gave me a good understanding of each department. Soon, I will be scheduling more time with each of them to do a deeper dive, one on one, to discuss further.

CDBG Bid Opening: Jared Merry from Haley Ward and I had the bid opening for the CDBG project this past Friday afternoon. We had received one bid. This bid is from Underwood Electric and came in at \$489,400.00, roughly \$190,000.00 over the original project. We are all aware of the rise in cost and availability of materials, labor shortages, etc. all related to the current covid pandemic. Understanding the timeline of this

project, that is not a surprise; Jared and I did reach out to the contractor to request further breakdown of cost, separating the Veteran's Park piece and the Penobscot Avenue lighting piece. We feel it may be possible to complete half of the project within the original budget at this time and seek additional funding for the remainder of the project. The contractor did agree to do that for us and we are waiting to see that information. At that point, we will consider all aspects, gauge feedback, and look to make a recommendation to the council for decision.

Mobilize Katahdin: I have continued participation with the Mobilize Katahdin Coalition, having been involved in prior roles. We heard last week from MRH CEO Dr. Peterson spoke about the current surge of covid pandemic and cases locally. There was discussion of possible action to take locally regarding masking, etc. for the Town of Millinocket. I was joined by Councilors Pray, Pelletier, and Danforth. Danforth of course with her hat Thrive Penobscot hat on as host.

Code Enforcement Needed: Stemming from input of councilors, I am researching the possibility of a full time Code Enforcement Officer. I do believe a full-time position is justifiable, knowing the amount of currently back logged CEO related work and the potentially for far more work moving forward as we see more development on the former mill site and throughout town.

I have spoken with Town Mangers in similar communities (Maddison, Lincoln), regarding salary, full-time/part-time, benefits, etc; All have agreed that it is difficult to find a CEO these days and that the position needs to be attractive enough by way of salary and benefits to attract and retain them.

My recommendation would be post full time in the **\$48,000 to \$55,000** salary range, full-time, with benefits. The total cost to the town associated with a position like this in this salary range would be upwards of **\$88,000 to \$90,000** when adding in the cost of a benefits package. That total number can vary, of course, depending on what health insurance package they were to choose, and so on.

Other Items: We received a nice thank you letter from Maine Public in response to the Town of Millinocket's recent donation of \$200. I have attached a copy of that letter for you to see.

Looking for discussion of purchasing Elks Land for development.

Respectfully Submitted, Peter Jamieson, Town Manager.

Department Updates:

Public Works: Loaded pails of sand and delivered to the Fire House for "Age-Friendly Project" Public Use. Plowed small storms the month of December. Rain was an issue as ground temperatures were cold.

Fleet Maintenance- All fleet vehicles running well.

Budget expenses year to date are: PW Admin 0402 = 42% spent, Garage Maintenance 0403 = 27% spent, and PW Roads 0407 = 38% spent.

Transfer Station: Submitted some work on Recycling costs to the Manager.

MSW is going into PERC Plant as the MRC has worked with us to make sure our garbage does not go to landfilling due to the New Facility in Hampden is currently shut down.

The Electrical service upgrade from Emera to the Compactor Building and yard has been completed as a capital budget project approved last year.

The metal pile in the yard has been reclaimed and the expected revenue based on today's market value and tonnage may be between \$20k and \$30k.

Budget Expenses are in check at 48% spent year to date, and Revenues will be in the 60% collected range after the metal pile checks come in.

Cemetery: Closed until May 2022. Budget expenses are 58% spent year to date. Revenues will be over the top due to sale of plots and 85 burials this past summer.

Respectfully submitted, Ralph Soucier, Director of Public Works

Human Resources Director Personnel, Assisting new Town Manager and Department heads, Office Responsibilities, Preparing for 2022, Ronald Preble retired on 12/31/2021 from the transfer site, Drug/Alcohol Testing

General Assistance Director Assisted individuals to meet their unmet needs, Submitting 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 warrants for benefits.

Lori Santerre, Human Resource Director.

Recreation Dept. Ice skating Rink should be ready for Saturday the 15. We are keeping busy with youth basketball. Working on the all-star teams' schedule. We start our games this weekend.

Working on Winterfest, Working on the Katahdin Snow Down with Age Friendly Katahdin Jody

Airport: Operations- The G.A.R.D. system has recorded 30 aircraft operations this month to date.

The Airport has been plowed twice so far this month, runways are currently ice covered due to freezing rain. Had a couple of electrical issues with the snow blower. Repairs have been made and it seems to be rectified.

Safety- Attended Department safety meeting on 12/29. Completed monthly fire extinguisher inspections. Completed bi-monthly fuel farm inspection.

Respectfully submitted, Jeff Campbell, Airport Manager

Town Clerk/Tax Collectors Office: Totals include December 21st, 2021 through January 7, 2022, Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$2,191,237.22 were collected, which involved 1418 transactions processed in Trio.

***Attached,** Finalized all council meeting minutes. Sharon processed current Motor Vehicle weekly report, submitted up to date. Tax payments have started to come in for the second half tax bills, due date is January 13, 2022 with interest to accrue on January 14th. December month end reports for both departments have been reconciled, submitted, and mailed to all State agencies. Diana preparing for new Wastewater billing quarter, anticipate bills to be mailed by end of January. Staff is making courtesy reminder phone calls to unregistered dog owners, our attempts in hopes to get through the 27-page list prior to 1/31/2022. **\$25 late fee will begin 2/1/2022.** Fulfilling requests of tax information as well as providing normal daily requests of motor vehicle and wastewater account balances via e-mail, fax and phone calls. Processing daily mail, online, phone, and drop box payments. Creating Agendas, posting advertisements of public hearings, Ordinance notifications and local paper advertisements, Email correspondence, returning phone messages and inquiries of account details and totals.

Election: Updates daily to voter registration additions, deletions, and corrections.

Other Items: **2022** Dog tags for registrations available October 15th as the current registrations expire December 31, 2021, **Mandatory Late Fee: February 1, 2021, *Proof of Rabies Vaccination Certificate is Required for Registration*, 2022** Snowmobile Registrations available. **2022** Transfer Site Stickers are now available: *Annual Fee: Town \$20, County Twps. \$10.00, 2022* IF & Wildlife Game Licenses are available as of December 1st. Roxanne and Amber continue to improve the preservation of vital records by indexing, inserting the records into acid free sheet protectors, and storing.

Respectfully, Diana M. Lakeman Town Clerk/Deputy Tax Collector, Sharon A. Cyr Tax Collector/Deputy Clerk

Town Treasurer: FY21 Audit – I have been reviewing the preliminary report and working the auditors on outstanding items most of this week. A revised report will be sent next week for continued review.

Liens Foreclosure notices mailed 12/22/21 to 13 accounts for unpaid sewer liens recorded July 27, 2020 on unpaid sewer bills dated 4/24/19 to 9/19/19. Liens will mature 1/27/2022.

Foreclosures notices will be mailed next week to 25 accounts for unpaid FY20 property taxes for approximately \$25,933 in outstanding taxes, which excludes interest and fees. This lien will foreclose 2/21/22.

Year-End – I will be tied up most of the month working on the year-end tax reports due by January 31.

American Rescue Plan Act – Town received an additional \$260.88 of reallocated funds from this plan. The check was dated 12/30/21.

Mary Alice Cullen, Treasurer.

Wastewater Operations: 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.

Currently we are in the process of installing a new fuel tank system for the generator at the treatment facility. This tank will replace the old skid mount tank which was seeping fuel on a regular basis.

James Charette, Superintendent

Fire: Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times. Reminded crew to wear masks and keep station locked down. Demand on staff has increased with constant uptake in COVID cases in our community, working to keep everyone safe and healthy.

Working with Dept. heads on upcoming Winterfest Parade and activities working various other organizations. Attended Annual Maine Ambulance Association meeting via ZOOM. Working on annual required OSHA/DOL trainings for town employees. Placed new Scott Air Packs in service received from MacKenzie grant. New air compressor and materials have arrived awaiting Fire Tech and Safety to do installation. Placed order through Penobscot County Emergency Management Agency for additional PPE items that are being made available through FEMA. Have provided information to requests on new Gas Alarm Law that took effect on Jan. 1st 2022. Meet with company that is interested in starting a business in Millinocket and what requirements they would have to meet per Code. Followed up on trash complaint and made sure that landlord was following guidelines that they were given on disposal of trash. Have one FF/EMT out of work awaiting test results for COVID.

Chief Thomas Malcolm AEMT, FLSE, JFS II

FIRE AND AMBULANCE RUNS REPORT FOR DECEMBER 2021:

AMBULANCE Local BLS: 22, Local ALS: 27, Local No Transport: 10, Out of Town BLS: 2, Out of Town ALS: 2, Out of Town No Transport: 0, Police Stage: 0, Public Assist: 8, Lost Calls BLS: 5, Lost Calls ACLS (Paramedic): 15, Lost Calls ACLS (Required Nurse): 0

FIRES False Activation: (1-Broken Sprinkler Line, 1-Cooking), Grass/Woods: (1-Car on Leaves) Chimney: (1-Plugged Chimney (Mlkt. Lake), Smoke Check: (1-Assist stove pipe issue), Structure: (1-Microwave), Electrical: (1-Connection to House, 1-Outlet), Furnace: (1-Flooded Oil Burner), CO Alarm: (1-Faulty Alarm-Old)

Chief Thomas Malcolm, Millinocket Fire Department

Police Department: Staffing / Schedule / Training - We have received some applications for the open Patrol Position. A hiring poster has been created for social media and will be posted soon. Hiring process will begin within the next few weeks. - In-House Sergeant Position has closed. Process was delayed due to an officer testing positive for COVID and being out of work for several weeks. - Four Officers attended training in January that was recently postponed due to COVID. The training, Street Smart Cop / Pro-Active Patrol Tactics, is highly regarded nationwide and focuses on drug interdiction. - All Officers have completed yearly mandatory training and many officers have completed well more than the required elective hours during 2021. **Equipment:** - Cruiser MDT replacement update – Panasonic is now no longer providing updates on arrival. Chip shortage is leading to supply issues. - Car 5 (Ford Taurus) suffered water pump failure. Car was able to be repaired locally and saved thousands of dollars compared to other quotes received. - We are waiting to hear if our application was accepted to receive gun locks to be dispersed to the community at no cost to citizens. - Waiting on more information about possible grant funding for AED's for police cruisers. - Car 7 (Ford Explorer) had check engine lights on. Appears to be sensor issued that have been fixed. - Car 2 waiting for repairs, believe shocks are bad. - Call Notes (December 16th – January 8th) - 256 Calls for Service in Millinocket - 612 Total Calls for Service - 114 Traffic Stops - Notable Millinocket Stats: 1 Assault, 5 Bail / Probation Searches, 1 Dead Body, 4 Family Fights, 1 Drugs, 6 Operating After Suspension, 3 Theft, 14 Arrests / Charges Include, 4 traffic offenses, 2 warrants, 6 operating after suspension, 1 assault, 1 theft, 3 violations of bail, 1 drug possession

Notable Items : - We would like to congratulate Peter Jamieson as being named the next Town Manager for the Town of Millinocket. We look forward to working with Mr. Jamieson and have been welcomed by him in his first week in his new position. - Officers conducted a drug search warrant. Investigation is ongoing, charges forth coming for related charges. - Officers have seen a very drastic increase in Mental Health related calls in recent weeks which has not only put a strain on PD staff but also hospital staff as well. - Officers have been working with Public Works to try and educate citizens about parking ban and getting vehicles moved and issuing reminders to citizens so they can avoid tickets and/or vehicles being towed for snow removal. - Court cases are being pushed out several months due to rising COVID cases and very large back log of cases. We are also still feeling the effects of limited admissions at PCJ. - Cpl Fitzgerald is working on compiling 2021 statistics. This should be completed in a few weeks, but it is a very time-consuming task. Preliminary over 9600 calls for service were handled, over 2700 traffic stop conducted, and over 525 arrests. - We have received "thanks" from State of Maine Uniformed Crime Reporting for our accurate, timely crime statistics. This too is very time consuming for Cpl Fitzgerald to complete.

- We are nearly completion of our Standard Operating Policy updates to conform with the changes from the Maine Criminal Justice Academy and our local policies. So far Cpl Fitzgerald has well over 50-man hours in this task.

Respectfully, Chief Cameron McDunnah

Council Comments:

Councilor Madore commends Peter on his first report, expresses discouragement of the CDBG outcome although respectfully submitted while continuing support for lighting in Veteran Park, expresses concerns of potential mil rate increase if suggested salary for full time code enforcement with anticipated alternative suggestions, congratulates Ron Preo with retirement from Town Transfer Site, glad to see revenue coming in from metal pile.

Councilor McEwen thanks Peter for a great report with detail, provides CDBG updates with regret of outcome noting lots of good work with great volunteers and great milestone for downtown improvement, expresses thanks to all departments for their report updates.

Councilor Pelletier agrees with all that's been said noting CEO position is necessary, thanks Peter for the good report and presentation.

Councilor Bragdon appreciates the extremely detailed report, shares excitement for the use of the skating rink, agrees the suggested CEO wage is high noting support to be competitive with anticipation to hear more going forward with discussion.

Councilor Danforth thanks peter for the report, looks forward to revisit CEO position discussion, highlights Police Department report and mental health call increases with anticipation for an ARPA presentation from Penobscot County to address plan in consideration to the listening session held in support of the county wide issues with collaborative support as a municipality.

Councilor Pray addresses CID and CEO positions as fiscally budgeted salary with suggestion to look momentarily with current budget for additional staffing with anticipation of fiscal impact, notes Ralph's detailed report clarifying expenditures are not considered on monthly basis and anticipates monies put in budget to supply volunteers with necessary materials going forward, compliments the tax/clerk's office bringing attention to dog registration and late fee notifications, notes the decline in lien notices down significantly, proposes ARPA meetings to be held bi-weekly opposite council meeting weeks for discussion to proceed with suggestion maximizing impact of dollars inquiring all other funds available, appreciates information inquiries to Police Department report of cruiser maintenance affecting town cars or East Millinocket fleet.

*Peter Jamieson, Town Manager, Additions: seeks approval to look for assistance for Technical support pertaining to council meetings in chambers with suggestion to look for volunteers or hire few hours a month noting the Town Manager should be focusing on the job and tasks at hand; looking for conversation in consideration Elk's land meeting moving forward.

Chair Golieb suggests look at proposal for future Sustainability meeting with multiple plan discussions and proposals coming to council following next Sustainability subcommittee meeting noting times and dates for public interest in hopes for more public involvement.

Councilor Madore inquires clarification requesting more detailed information for understanding on Police report pertaining to multiple cases, few individuals, or broader spectrum; *TM will look into this and get back believing incidents are broader spectrum.

Councilor Pray agrees Tom bring proposal pertaining to IT and Elks project, concerns interactions with public are down and wishes more participated in all areas of meetings and not hot topics only.

Public Comments: Chuck Pringle, 1 Colony Place, addressing Town Manger notes of CEO position suggestions, informs of work history, shares concerns for the need of full time CEO with suggestion combing with other job titles or search for possible full time person not requiring benefits or simply part time, expresses concerns with suggestions to Town Manager to look into "generic" town email addresses as identifiable, suggests clean up old material on website, expresses kudos to town clerks office handling all their transactions efficiently, addresses prior meeting discussion of Public Works presentation on roads and sidewalks of concern with inquiries of long term planning with suggestions for federal funding.

Chair Golieb anticipates further discussion going forward with Ralph's presentation, Councilor Pray notes fiscally budgeted anticipating ARPA discussion.

John Raymond, 236 Highland Ave, thanks for the detail report, suggests CEO position should be a full time position with presentable attire, notes FBO is a plus being someone local and knowledgeable working through issues to be rewarded, commends Public Works doing great work, expresses concerns of police department having one officer on especially with the need if mandated at hospital, suggests CEO and IT is one position. Richard Angotti, Katahdin Ave, expresses the public needs easier access to all meeting agendas on the website, addresses the CEO position-to look into the whole position stating necessary involvement with lawyers/court noting the public needs to learn the law and follow it.

Susan D'Alessandro, Zoom Chat, expresses concerns about mental health crisis, inquires about Treasurer's statement of ARPA funds.

Mary Alice Cullen, Treasurer, informs funds reallocated not taken from other communities, then divided amongst other towns.

*TM Peter Jamieson thanks Richard for the website suggestions.

UNFINISHED BUSINESS: n/a

NEW BUSINESS:

ORDER #1-2022 PROVIDING FOR: Execution of the Town Warrant for January 13, 2022

IT IS ORDERED that the Town Warrant for January 13, 2022, in the amount of \$210,295.01 is hereby approved.

Motion- Pray Second- Madore Vote 7-0

Councilor Comment: Noted the larger expenses: Whitney Ford, repairs, Laon, GWI, bloomer/Russell law firm, Diesel fuel, ME Technology, Maine Water, Millinocket Memorial Library, MRC, Murray Settlement agreement, Salt, Preble Oil, Grant passthrough, Versant Power.

Councilor Pray inquires itemized separate billing to Designlab for social media with concerns money wasn't known upfront; Mary Alice Cullen, Treasurer, informs \$3000.00 retainer regarding Marathon and press release for follow up to make sure coordination was done at the town level to inform Town Manager for references; Councilor Pray inquires lawyer fees for Susan D'Alessandro's questions.

Public Comment: Zoom chat, addressed.

ORDER #2-2022 PROVIDING FOR: Execution of the Wastewater Warrant for January 13, 2022

IT IS ORDERED that the Wastewater Warrant for January 13, 2022, in the amount of \$172,888.04 is hereby approved.

Motion- Pray Second- Madore Vote 7-0

Councilor Comment: Noted the larger expenses; Eurovia, Town of Millinocket, Registrar of Deeds, Versant Power, Allen's Environmental.

Public Comment: none

ORDER #3-2022 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- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #4-2022 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- Bragdon Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #5-2022 PROVIDING FOR Appointment to the Millinocket School Board

IT IS ORDERED that Millinocket Town Council appoints _____ to the Millinocket School Board for a term to expire November 2022 as a vacancy has resulted with the resignation of Peter Jamieson. The following residents of Millinocket listed below have expressed interest in the appointment to the Millinocket School Board:

Richard Angotti

Julie Archie

Kevin Libby

Erika Mackin

Motion-McEwen Second- Madore **Vote- Tabled to 1/27/2022**

Council Comment: Councilor Madore nominated Richard Angotti having previous volunteered school and municipal experiences, Councilor Pray confused the nomination with a motion stating he will second for discussion; Chair Golieb clarified there was only a nomination made and not a motion, Councilor Pray continued discussion from there. he did motion there wasn't a second because Pray lead council conversation with interest to interview when multiple people up for consideration to be fair as past protocol and bring back to an order, Danforth agreed, you requested town manager to schedule time for interviews, Councilor Danforth motion to table until the next meeting 1/27/2022, Councilor McEwen second the motion to table, all in favor to table.

Public Comment: none

ORDER #6-2022 PROVIDING FOR: Annual Winterfest and Snowmobile Parade.

IT IS ORDERED that the Millinocket Town Council approves the following Street closures, as listed, on February 18th, 2022: Close the Bandstand parking Lot from 7:00 AM until 8:00 PM, close parking on the left side of Penobscot Avenue from 7:00 AM until 8:00 PM and accept the conditions for the annual Winterfest and snowmobile parade as outlined in the memo from Fire Chief Tom Malcolm and Public Works Director Ralph Soucier, a copy of which is attached to this order.

Note: The requested closures will help accommodate the Snowmobile Parade to kick off the Winterfest Activities.

Motion- Danforth Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #7-2022 PROVIDING FOR: Approval for the Chair of the Age- Friendly Millinocket Committee to submit the application to the Maine Council on Aging to participate as a pilot site in the Municipal Data Across Sectors for Healthy Aging Project.

WHEREAS Millinocket joined the AARP Network of Age- Friendly Communities in April of 2019; and WHEREAS Age-Friendly Millinocket is in the process of writing an Age-Friendly action plan for the Town and data collected through this project would be valuable to this process and for future age-friendly planning efforts;

THEREFORE, IT IS NOW ORDERED that the Town Manager is authorized to sign a Memorandum of Understanding with the Maine Council on Aging, if Millinocket is chosen to participate in this project.

Note: There is no financial cost to the Town to participate. A copy of the application is attached.

Motion- Pray Second- Danforth Vote 7-0

Council Comment: Councilor Danforth notes application will be submitted tomorrow if approved with high anticipation of being selected.

Councilor Pray inquires with concern if Councilor Danforth should vote, Councilor Danforth expresses no conflict of interest as no monies received.

Public Comment: none

ORDER #8-2022 *Amended PROVIDING FOR: Authorization for the Town Manager to execute and file all the necessary paperwork and deeds to complete the sale of a tax acquired property.

IT IS ORDERED that the Town Manager be granted authorization to execute and file all the necessary paperwork, including signing a Municipal Release Deed, to complete the sale of a tax acquired property located on 43 Oak St, Map U04, Lot 137.

IT IS FURTHERED ORDERED that the Tax Collector and/or Treasurer be authorized to abate all remaining taxes, sewer fees, and other expenses on the above-mentioned property.

All C & D waste will be handled in accordance with the Special Requirements for Sale of Property.

Any tenant remaining in the property shall be the responsibility of the bidder to evict or manage.

The following bids were received for this property which has a balance \$5,978.22 owed in back taxes, sewer fees, and other costs.

Gail Wourms

\$6,000.00

Otha Morris Goeh, JR.

\$6,701.00

***The bid was awarded to *Gail Wourms**

Motion- Pelletier Second- Madore Vote as Amended 6-0-1 (Pelletier/Opposed)

Council Comment: Councilor Madore offers Gail Wourms awarded bid offer, Councilor Bragdon offers Otha Morris Goeh Jr as bid winner as consideration for highest bid offered, Council discussion express concerns of accepting lower bids and subjections and past practices of considerations with anticipation to approve highest bids going forward; Councilor Bragdon motions to amend to award to the highest bidder Otha Morris Goeh Jr as bid winner, Second- Pelletier, Vote to Amend- Failed 2-5 (McEwen, Madore, Pray, Golieb, Danforth/Opposed); Councilor Madore motions bid offer awarded to Gail Wourms, Second- Pray, Vote to Amend *Gail Wourms 5-2 (Pelletier, Bragdon/Opposed)

Public Comment: Gail Wourms, bidder, offers information of intention with anticipated residential offerings to the community for revenue states currently owns rental properties as they are in demand.

Richard Angotti, Katahdin Ave., offers support for Gail knowing her as prior Code Enforcement abiding all laws.

John Raymond, 236 Highland, suggests clarification to simplify bid process to offer to previous owner, abutting neighbor, then go to highest bidder which will help increase bid amount and quantity.

Peter Jamieson, 14 Rush Blvd, appreciates and respects Councilor Bragdon bringing motion for public feedback, agrees going forward set a precedent to highest bidder advocating for local bidder,

Chair Golieb reads zoom chat, Richard Angotti notes gray areas inquiring 1 year contract put on order as deeded,

Councilor Madore notes taking chances always accepting highest bidder with preference to keep local, concerns of 1 year time frame with deed contract.

Councilor states all bids should be taken into consideration.

Chuck Pringle suggests the bidder presenting should be awarded.

Tom Malcolm, Fire Chief, suggests considering who will bring up to code.

ORDER #9-2022 *Amended PROVIDING FOR: Authorization for the Town Manager to execute and file all the necessary paperwork and deeds to complete the sale of a tax acquired property.

IT IS ORDERED that the Town Manager be granted authorization to execute and file all the necessary paperwork, including signing a Municipal Release Deed, to complete the sale of a tax acquired property located on 53 York Street Extension, Map U12, Lot 61.

IT IS FURTHERED ORDERED that the Tax Collector and/or Treasurer be authorized to abate all remaining taxes, sewer fees, and other expenses on the above-mentioned property.

All C & D waste will be handled in accordance with the Special Requirements for Sale of Property.

Any tenant remaining in the property shall be the responsibility of the bidder to evict or manage.

The following bids were received for this property which has a balance \$2778.18 owed in back taxes, sewer fees, and other costs.

Daniel & Mellisa Bernardini

\$3,005.00

*The bid was awarded to ***Daniel & Mellisa Bernardini**

Motion- Bragdon Second- Madore Vote as Amended 7-0

Council Comment: Councilor Bragdon motion to amend order to award bid to Daniel & Mellisa Bernardini, Second- Madore, Vote to Amend 7-0.

Public Comment: none

ORDER #10-2022 PROVIDING FOR: APPROVAL OF AMENDMENT OF POLICE SERVICES CONTRACT TO PROVIDE FOR ADDITIONAL POLICE SERVICES

WHEREAS, Millinocket and East Millinocket are parties to a Police Services Contract for the provision of police services in the Town of Millinocket; and

WHEREAS, the Agreement provides a budget for three patrolman and a sergeant; and

WHEREAS, the demand for services is such that additional patrolmen and needed to respond to requests for police services and to provide for public safety; and

WHEREAS, the parties have agreed to increase the budget to provide for two additional patrolmen.

NOW THEREFORE,

IT IS ORDERED that the attached Amendment of the Police Services Contract to increase the number of patrolmen and budget for those additional officers is approved;

IT IS FURTHER ORDERED that the Town Manager is authorized and directed to execute and deliver the Amendment to the Contact;

IT IS FURTHER ORDERED that the Town Manager is authorized to take all action necessary to implement the amendment to the Contract.

IT IS FURTHER ORDERED that the Treasurer transfer funds from the undesignated fund balance to line E0201-1115 – Contract for Police Services as additional officers are hired through June 30, 2022 to cover the increased cost to the Town and to document the amount of such transfers by written memorandum to the Town Manager and Council on or about July 1, 2022.

IT IS FURTHER ORDERED that the Town Manager is directed to include the increased cost of the officers in the proposed budget for 07/01/2022 to 06/30/2023.

Motion- McEwen Second- Madore Vote 7-0

Council Comment: Councilor Pray expresses clarification with inquires of cost \$152,718.50, Chair Golieb offers information for clarification, Councilor Madore states this will allow the department to better to serve the town.

Public Comment: John Raymond inquires looking for clarification how this is a cost savings to the town with additional officers, Chair Golieb offers the projection last year was cost savings.

Mary Alice Cullen, Treasurer, notes last year was a start up budget with different staffing which will need to be brought back to the table to compare at next budget time with compiled information going forward noting tow had high workers comp and different Union group.

Councilor Pray states short term savings needing to look for inflation costs as this budget is a moving target based on demands.

Councilor Pelletier addresses comparison and concerns of accuracy and ability to continue to maintain.

Chuck Pringle, Zoom, inquires working relationship between the Fire Chief and Police Chief; Chair Golieb defers addressing the question as it does not pertain to this order, offers Mr. Pringle to submit his inquiry to the Town Manager by email.

Susan D'Alessandro Zoom, requests clarification for intention of coverage for Millinocket with concerns lack of current coverage on each shift.

Tom Malcolm, School Street/Citizen, expressing concerns of availability if anticipated coverage with two officers on each shift.

*TM Jamieson offers to research for more clarification.

Councilor Pray states the Police Chief if doing a good job trying to recruit with anticipated coverage.

Councilor Madore calls for the vote.

ORDER #11-2022 (TABLED) PROVIDING FOR: Approval to Revise FY22 School Special Dedicated Revenue/Clearing Account

WHEREAS Order 181-2021 approved an estimated FY22 School special dedicated revenue or clearing account budget of \$1,570,000; and
WHEREAS the current such budget is estimated to be \$3,550,816;
IT IS ORDERED that the Millinocket Town Council approve the revised special dedicated revenue budget of \$3,550,816; and
IT IS THEREFORE ORDERED that \$1,500,000 is transferred from the unassigned fund balance to fund the additional cash flow requirements.

Motion- Danforth Second- McEwen Vote **Tabled to 1/27/2022**

Council Comment: Council discussion involving Town Treasurer Cullen and Town Manager Jamieson offers clarification for order as Town funds money for school awarded ARPA funding until reimbursements are received which concerns of timing issues put a significant demand on town's cash fund as the total is twice the approved budget, suggestion to address concerns going forward with a clear process working out a cash flow system with expenditures, Treasurer looks for direction if tabled for importance for revised order for budget purposes, Councilor Golieb inquires time sensitive, Treasurer Cullen informs not time sensitive having time for discussion; Councilor Madore motions to Table, Second- Bragdon, Vote to Table until 1/27/2022 7-0.
Public Comment: Susan D'Alessandro inquires source if monies.

ORDER #12-2022 – FAILED 1-13/2022

PROVIDING FOR: Approval of Temporary Part Time Employee

IT IS ORDERED that the Town Manager is authorized to hire a Community Initiatives Director as a temporary part time employee of the Town of Millinocket with the duties described in the job description attached hereto; and

IT IS FURTHER ORDERED that \$16,445 is transferred from the undesignated fund balance to the General Fund Department # 101 expense line and other appropriate expense lines of the budget to fund this Order and the employee position through June 30, 2022. The Treasurer is directed to allocate the funds among the expense lines of the budget as necessary for payment of the wages and benefits for the position.

IT IS FURTHER ORDERED that the Town Manager is directed to include the cost of the employee in the proposed budget for 07/01/2022 to 06/30/2023.

Motion- Pray Second- Madore Vote 2-5 **FAILED** (McEwen, Danforth, Pelletier, Bragdon, Golieb/Opposed)

Council Comment: Chair clarifies order specific to hire as part time position and not a personnel issue; Council discussion expresses concerns with majority not in favor of order as written or as position implemented as advertise.

Public Comment: Susan D'Alessandro, Zoom, agrees full time position is needed.

Richard Angotti, 222 Katahdin Ave, informs the description states temporary part time/full time position as requested; Chair Golieb clarifies not addressed on original order.

Reports and Communications:

- a. *Warrant Committee* for January 27, 2021, Council Meeting: Chair Golieb and Councilor Bragdon.
- b. *Chair's Committee Reports:* Councilor Pray requests meeting for ARPA funds be submitted to email for polling of best times and dates.
Councilor Danforth, Age Friendly, will meet Tuesday, January 18th at 4pm.
Councilor Bragdon, Events Committee, planning future meetings unable to attend past posted meeting noting lots of events will be sending email notification of dates and time.
Chair Golieb, Sustainability Sub Committee, meeting soon to be scheduled for discussion on Elks Property, and STR recommendations from Planning Board.
- c. *Two Minute Public Comment:* Richard Angotti, 222 Katahdin Avenue, expresses concerns about the email he sent the entire council and getting a reply notification of email addressed being blocked by one particular Councilor, states the town pays for councilor's public emails by the tax payers and hopes all councilors are available to be reached by anyone in the community going forward.

Motion to adjourn at 7:22 p.m. –Madore, Second – Danforth Vote 6-1 (Pray/Opposed)

January 20, 2022

The Executive Session was brought to order by via Zoom only at 4:30 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb via Zoom

Madore via Zoom

Bragdon via Zoom

Pray – Absent/(joined @ 4:37pm)

Pelletier via Zoom

McEwen via Zoom

Danforth via Zoom

Also in attendance: Town Manager Peter Jamieson.

- Entered Executive Session - @ 4:34 pm.

Order #328-2021 PROVIDING FOR: Executive Session of the Town Council

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

Motion –McEwen Second – Madore Vote 6-0

Erika Mackin entered 4:35PM

Pray entered 4:37PM

Erika Mackin exited 5:04PM

Kevin Libby entered 5:31PM

Bragdon Exited 5:48PM

Kevin Libby Exited 5:58PM

Richard Angotti entered 6:01PM

Richard Angotti Exited 6:28PM

Motion to Adjourn @ 6:28 pm –Madore,

Second- Pray

Vote 6-0



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Town Manager's Report – 1.27.22

CDBG:

- The "Go Ahead" has been given to our contact at Haley Ward to move forward on the Veterans Park project. This will include new lighting throughout the park and on our memorial, as well as new electrical outlet access points to allow for vendors and other uses. This will have a positive impact on our community events and festivals. I am awaiting further information from Haley Ward on projected dates for the start of the work and completion.

Bike/Ped Safety Project:

- This work continues as The Maine Department of Transportation has approved grant funding for Millinocket's pedestrian and bicycle safety project. We have been approved for up to \$60,000 in federal transportation funding for the preliminary design, survey/mapping, and initial right-of-way work on the project. This is contingent upon \$15,000 minimum required local match. More information to come on this. We do have a meeting February 3rd regarding the draft final report on the study done this past year.

MaineDOT & Airport:

- We have an order on our agenda this evening regarding a new 15-year Cooperative Umbrella Agreement with the Maine Department of Transportation. Millinocket previously had a 10-year agreement that has expired. The only changes to the new agreement are the length of the agreement and increase in "Maximum Amount of This Agreement," which represents the State's share contribution. This is not a commitment of any town funds, however, if there is a need of grant funding concerning the Millinocket Municipal Airport, this agreement covers the maximum of funds to be matched by the state and local sponsor.

Mobilize Katahdin:

- I have continued participation with the Mobilize Katahdin Coalition, having been involved in prior roles. We heard last week from MRH CEO Dr. Peterson spoke about the current surge of covid pandemic and cases locally. There was discussion of possible action to take locally regarding masking, etc. for the Town of Millinocket. I was joined by Councilors Pray, Pelletier, and Danforth. Danforth of course with her hat Thrive Penobscot hat on as host.



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Job Postings:

- Community Initiatives Director: The Community Initiatives Director position has been reposted. It was posted as a full-time position with a temporary contract, eligible for continuation based on performance and results. I will close the application window on February 11th and will hope to interview and fill soon after.
- Code Enforcement Officer: I will be reviewing the most recent job posting for this position in consideration of edits for full-time work. I plan to have this posted in the coming week, keeping in mind our discussion regarding salary at our January 13th council meeting.

Committees:

- Charter Review: The Charter review has officially begun. This group has created a work plan and has begun making suggested edits the document. We are set to meet regularly, the 2nd and 4th Monday of each month. I have converted the Charter into a Word Document for cleaner editing and visibility for the presentation throughout the process and for final approval.
- Sustainability: This committee spoke more about the investment in purchasing the land owned by the Elks, the Dirigo solar project, the Airport, and how that all ties together.
 - Request: Conversation and/or straw poll of Council interest in directing Planning Board to investigate accessory dwelling units (ADU's) opportunities.
- Economic Development: **TO BE UPDATED**

Council Meetings:

- *Seeking discussion on Zoom vs. "in person" for upcoming meetings.*
- I have been in contact with Matt Waite at Stearns & Unified Performing Arts regarding possible "tech crew" student volunteer to assist with audio & visual at council meetings
- Another option I have researched is with a local Employment Specialist who may have a client who is able and interested in audio/visual as a profession. We may be able to offer a work experience, paid for by the agency for a set number of hours as a trial for a few months and potentially hire if all is going well and it is a good match.

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- #10 Plow truck exhaust emissions issues. Addressing with Mechanic and Whited Ford.
- Main runs were scrapped with the Grader and salted. Freezing rain had started to build ice on the roads. Secondary roads are a little snow packed, but road width is not an issue.
- Sand and Salt inventories are in good shape. Using more Salt on the main runs to try and keep them bare due to high traffic demand.
- ***Cost of diesel fuel on the rise. See attached chart.***

Transfer Station:

- Working on State DEP Annual Report
- All Garbage going to the Penobscot Energy Recovery in Orrington to make electricity.
- Hauled 135 tons of MSW to PERC in 2021 per county agreement. \$12,483 was paid to the Town as half six months, and they also paid the tipping fees for that amount of trash. The second half payment of \$12,483 will be paid in June.
- We had a big year recycling E-Waste. 20,897 Televisions, 1,258 Printers, 584 Monitors, and 1,244 Computers along with over 8,000 florescent bulbs which is a free service for the public through the Maine DEP.
- 347 Tons of scrap metal was recycled in 2021
- 24 Tons of Tires.
- White goods where over 300 units.
- 40 Tons of Shingles.

Cemetery:

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works



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Human Resources Director

- Personnel
- Assisting new Town Manager and Department heads
- Office Responsibilities
- Preparing for 2022
- Preparing WC audit for year end
- Pre employment Drug/Alcohol Testing for call drivers at Public Works

General Assistance Director

- Assisted individuals to meet their unmet needs
- Submitting reimbursement
- Monthly Statistics report
- **GA STATISTICS REPORT FOR DECEMBER ATTACHED**

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 warrants for benefits

Lori Santerre, Human Resource Director

Recreation Dept.

- Skating rink has been open. Community is making good use of the resource. Hut is open and staffed Friday, Saturday, Sunday.
- Held Basketball Tournament
- Upcoming support for Winterfest/Snowdown

Lori had been away from work. This information provided by Town Manager.



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Airport:

Operations

1. The G.A.R.D. system has recorded 83 aircraft operations this month to date.
2. We have plowed several times this month. Mother Nature has blessed us with icy runways.
3. The Logging contractor for KFM has begun cutting wood on their land between the runways.

Safety

1. Completed bi-monthly fuel farm inspection.
2. Issued NOTAMs for Airport closures and runway conditions.

Administration

1. Attended (via Zoom) the Maine Aeronautical Advisory Board Meeting hosted by MDOT.
2. Meetings with the Town Manager and Sustainability Committee are scheduled for 1/25 and 2/1.
3. Financial statement at the half year mark is 42.11% expended and 50.73% collected for FY22

Respectfully,

Jeff Campbell, Airport Manager

Town Clerk/Tax Collectors Office:

Totals include January 8th, 2021 through January 24th, 2022, Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$12,254,499.05 were collected, which involved 13,946 transactions processed in Trio. ****Report Attached***

- Finalized all council meeting minutes.
- Sharon processed current Motor Vehicle weekly report, sent in to BMV, and up to date.
- 2nd half tax payments are slowly coming in and were due January 13th, 2022, Interest started to accrue on January 14th on any principal balance owed, answered phone calls and e-mails from customers, title companies, lawyer offices and banks pertaining to taxes. (\$557,295.42 remains unpaid for the 2021-2022 tax year)



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- Processed Wastewater billing for January 26th, 2022, bill/mail date.
- Diana took a mini staycation, January 18th and returned on Thursday, January 20th.
- Staff continues to make courtesy reminder phone calls to unregistered dog owners to renew licenses.
- Fulfilling requests of tax information, providing normal daily requests of motor vehicle and wastewater and tax account balances via e-mail, fax and phone calls.
- Processing daily mail, online, phone, and drop box payments.
- Creating Agendas, posting advertisements of public hearings, Ordinance notifications and local paper advertisements, Email correspondence, returning phone messages and inquiries of account details and totals.

Election:

- Mailings received from SOS (Secretary of State) office regarding the June 14th Primary election and candidate petitions pertaining to with notification of Municipal redistricting which takes place at the State level, by law, every ten (10) years.
- Updates daily to voter registration additions, deletions, and requests.

Other Items:

- **2022** Dog tags for registrations available October 15th as the current registrations expire December 31, 2021, **Mandatory Late Fee: February 1, 2021**
Updated Proof of Rabies Vaccination Certificate is Required for Registration
- **2022** Snowmobile Registrations available.
- **2022** Transfer Site Stickers are now available: *Annual Fee: Town \$20, County Twps. \$10.00*
- **2022** IF & Wildlife Game Licenses are available as of December 1st.
- Roxanne and Amber continue to improve the preservation of vital records by indexing, inserting the records into acid free sheet protectors, and storing.

Respectfully, Diana M. Lakeman Town Clerk/Deputy Tax Collector, Sharon A. Cyr Tax Collector/Deputy Clerk

Town Treasurer:

Focus has been on:

- Tax reporting that much be issued by January 31st.
- Issues related to School Department related bank accounts.

Mary Allice Cullen, Town Treasurer.



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Assessor:

- Sue continues to enter property cards, supply information as requested for code and assessing and is working on digitizing the code book.
- I spent a lot of time helping applicants for planning board review and coordination with Tony. I also answered taxpayers' questions, assisted the Board of Assessment Review's attorney (Roger Huber) schedule the court facility for their meeting, obtained billing information for Mary Alice. Otherwise just a typical office day

Lorna Thompson, Assessor.

Wastewater Operations:

- 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 have received notice from Matt Manahan of Pierce Atwood Law Offices, that the town of Millinocket is the last paying stakeholder for the ongoing Penobscot Indian Nation Jurisdiction over the Penobscot River. At this point it will be up to the town council to decide if we can continue to contribute to this cause, which has been going on for decades.
- During this past week, W.W. Maintenance Technician Kirk Birmingham tested for his grade 3B wastewater license and passed the exam. He is now a licensed W.W. operator.

James Charette, Superintendent

Fire, Ambulance, Public Health & Safety:

- Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.
- Reminded crew to wear masks and keep station locked down
- Working with Dept. heads on upcoming Winterfest Parade and activities working various other organizations.
- New SCBA compressor unit was installed, that finishes the MacKenzie Grant that we were awarded for 2021.
- Went to Old Town and picked up PPE materials that Penobscot Emergency Management had gotten from FEMA, had placed request, and was awarded little over half of our request.
- Have been assisting and answering requests on the new Gas Alarm Law that was passed and went into effect on Jan. 1st.



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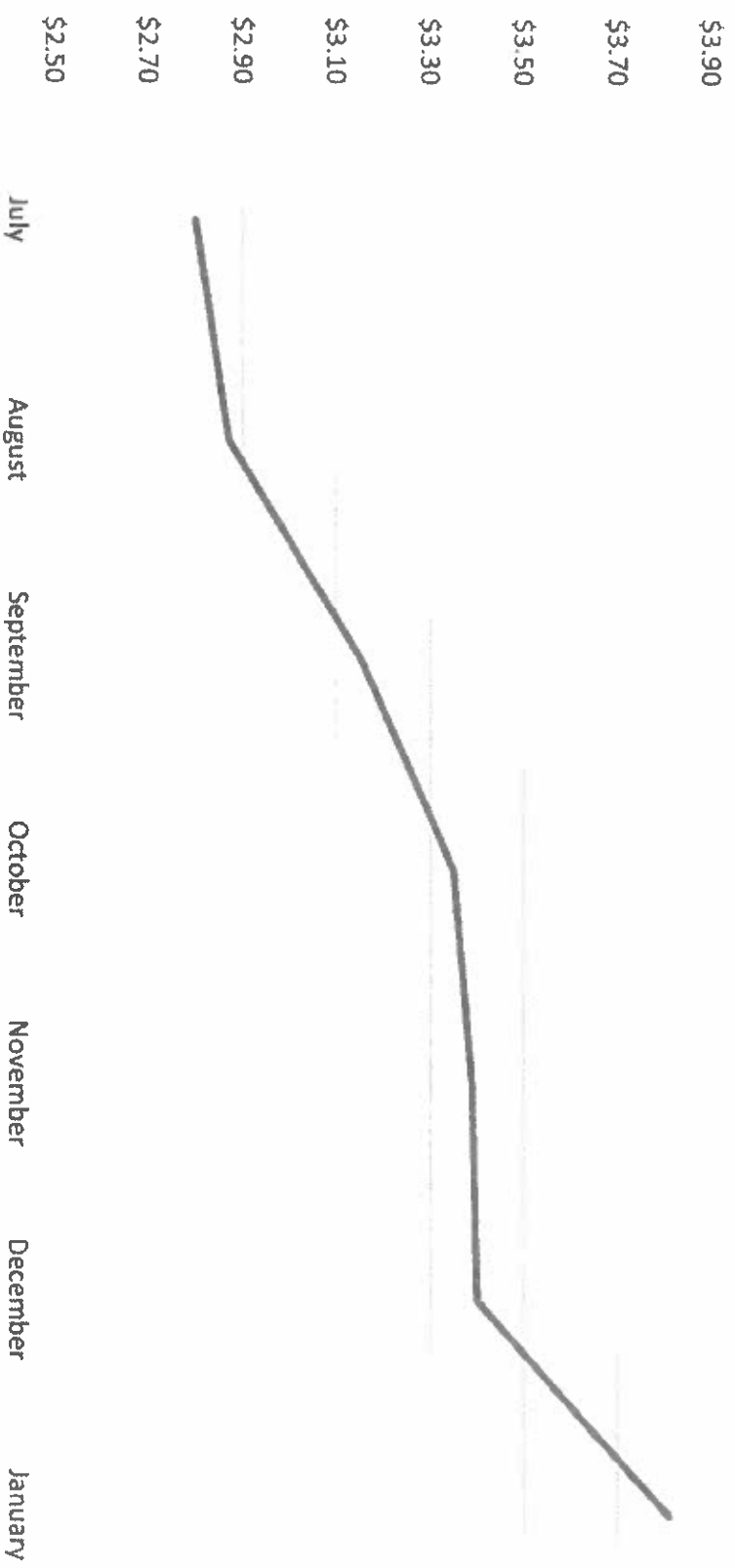
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- Have started getting requests for sand or sand buckets under our Sand Bucket Project which is underage Friendly Millinocket.
- Meet with property owner that is looking to redo apartment building that he has purchased and went over necessary changes needed to meet Life Safety Code he is having major concerns about second means of egress and got additional information from Fire Marshal's Office on things that would work,
- Inspected pellet stove installation for resident that his insurance company had required for him to put pellet stove in.
- Contacted by neighbor on outside wood boiler issue and have gather information and passed on to CEO and explained this to resident.
- Attended ZOOM meeting with Maine Ambulance Association on new rate increases proposed by Medicare for 2022 and the proposals for 2023-2030.
- In the process of renewing my Local Health Officer certification.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT

Diesel Fuel Prices July 2021 - January 2022



GENERAL ASSISTANCE STATISTICS FOR DECEMBER 2021

	<u>MONTHLY</u>	<u>YTD</u>	<u>DECEMBER 2021</u>			
RENT	\$ 458.72	\$2,881.29	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
ELECTRICITY	-0-	-0-	2	2	0	3
LP GAS	-0-	-0-				
			<u>LAST MONTH</u>			
MEDICAL	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	#APPOINT.
HOUSEHOLD	-0-	147.81	2	6	0	3
WATER	-0-	-0-				
			<u>LAST YEAR</u>			
CLOTHING	-0-	-0-	# OF CASES	# HOUSEHOLD	# AFDC	# APPOINT.
FOOD	-0-	-0-	3	7	0	3
BABY	-0-	-0-				
FUEL	-0-	-0-				
			<u>WORKFARE</u>			
OTHER	-0-	-0-	# OF CASES	#HOUSEHOLD	#HOURS	
TOTALS	\$ 458.72	\$3,029.10	0	0	0	

TOTAL DOLLAR AMOUNT SPENT IN DECEMBER 2020 WAS \$350.00.

TOTAL DOLLAR AMOUNT IN DECEMBER 2021 COMPARED TO DECEMBER 2020 SHOWS AN INCREASE OF \$108.72.

TOTAL AMOUNT IN 2021 COMPARED TO 2020 SHOWS A DECREASE OF \$1,812.29.

RESPECTFULLY SUBMITTED,

Lori A. Santerre

LORI A. SANTERRE
WELFARE DIRECTOR

Receipt Summary

Type	Count	Amount
1 AUTOMOBILE REGIST	13	1,086.50
2 BOAT REGISTRATION	114	12,122.68
3 ATV REGISTRATIONS	118	8,832.56
4 SNOWSLED REG	304	31,748.48
5 GAME LICENSES	280	10,994.00
6 DOG LICENSES	8	157.00
7 CODE ENFORCEMENT	42	1,484.00
8 ASSESSING MISCELLAN	4	777,166.23
9 POLICE DEPARTMENT	1	10.00
11 TRANSFER SITE	16	15,986.10
12 TRANSFER SITE RECYC	7	27,937.34
13 TREASURER/ACCTG MISC	3	743.40
14 GENERAL ASSISTANCE	3	1,861.92
15 AIRPORT	8	6,502.41
16 AIRPORT EXC/SALE TX	11	4,227.12
18 PAYMENT IN LIEU TAX	4	18,500.00
19 BD CHECK & WASH ACC	3	115.91
22 ADM COPIES /AUDIT	30	130.50
23 ADMINISTRATION	24	541.03
24 ADMIN	4	9,127.00
25 ADMINISTRATION	1	68.00
26 NOTARY FEES	45	350.00
30 REV SHARING/BETE	8	937,971.03
32 LRAP	1	45,288.00
38 GRANTS	2	224,800.08
43 UNUM - W/C REIMBURS	5	7,226.14
48 SALE OF PROPERTY	4	14,900.99
49 FIRE DEPARTMENT	2	1,149.33
50 MUNICIPAL BLDG	6	13,999.98
52 FIRE & AMBULANCE MISC	1	1,000.00
53 AMBULANCE PAYMENTS	136	34,357.01
54 FRINGE BENEFITS	1	714.29
55 PUBLIC WORKS ADMIN	1	400.00
56 RECREATION	2	1,685.00
57 SNOWSLED AND ATV	1	46,406.70
59 WASTEWATER ADMINIST	3	17,641.85
62 SCHOOL REVENUE 2597	81	3,099,124.40
63 VIC/ENT/PED	15	290.00
65 PUBLIC WORKS/EXPENS	12	8,840.27
67 WW & SCHOOL BANK FE	12	16,304.59
68 ACCTS REC MISC	1	2,685.83
70 SCHOOL PAYROLL TAX	28	358,428.35

Receipt Search Report

Receipt Summary

Type	Count	Amount
74 CEMETERY BILLING	68	18,950.00
76 TAX COLLECT EXPENSE	1	290.23
77 WASTEWATER TREATMEN	7	2,587.51
90 Real Estate Payment	3439	3,676,989.58
91 Tax Lien Payment	143	59,651.50
92 Personal Property Payment	206	1,520,145.36
94 Utility - Sewer Payment	4960	538,352.99
95 Utility - Sewer Lien	79	15,221.81
99 Motor Vehicle	2457	611,904.87
100 WASTE WATER PR TAX	29	28,221.28
101 ELECTION-REIMBURSE	2	313.90
111 TRANSFER STICKER TO	460	9,152.00
112 TRANSFER STICKER UN	161	1,654.00
800 Dog Registration	337	2,908.00
801 Death Certificate	51	1,730.00
802 Birth Certificate	109	1,794.00
803 Marriage Certificate	54	1,406.00
804 Burial Permit	18	320.00
	13946	12,254,499.05



East Millinocket Police Department

125 Main St East Millinocket ME 04430



Staffing / Schedule / Training

- We have received a lot of inquiries about our open patrol positions. We have received some applications. One applicant has come for a ride-along and interview. We expect to hire at least one this upcoming week.
- Sergeant interviews have been conducted. Promotional announcement will be coming soon.

Equipment

- Cruiser MDT replacement update – Panasonic is now no longer providing updates on arrival. Chip shortage is leading to supply issues.
- Grant near completion for TruNarc. Grant requested is approximately \$27,000. If awarded we would have the only device north of Bangor and it would be a huge tool for our agency to assist in drug identification in a much safer manner.
- Car 2 waiting for repairs, believe shocks are bad.

Call Notes (January 9th – January 23rd)

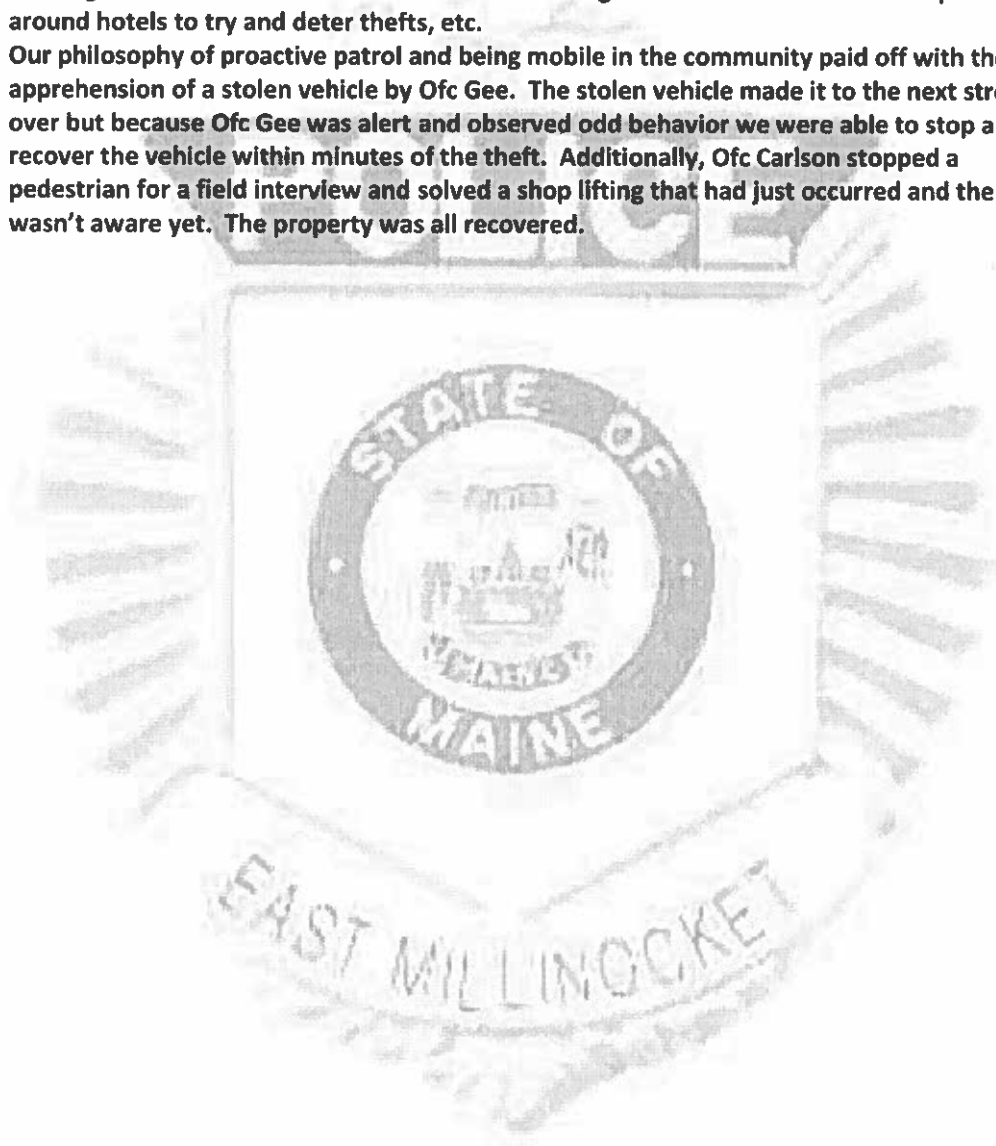
- 192 Calls for Service in Millinocket
- 402 Total Calls for Service
- 69 Traffic Stops
- Notable Millinocket Stats
 - o 1 Burglary
 - o 6 Disorderly Conduct
 - o 1 Dead Body
 - o 8 Family Fights
 - o 4 Thefts
 - o 14 Welfare Checks
 - o 3 Theft
 - o 9 Arrests / Charges Include
 - 7 Theft Related Offenses
 - 1 Warrant Arrest
 - 1 Traffic Offense
 - 2 Domestic Violence Assault
 - 1 Operating After Suspension
 - 1 Violation of Bail

Notable Items

- East Millinocket Board of Selectman approved Assigned Vehicle Policy. We feel this is a huge incentive for our agency for hiring, retainment and officer responses.
- Prolonged drug investigation nearing completion, several charges / arrest forth coming.

East Millinocket Police Department

- Court cases are continuing to be pushed out several months due to rising COVID cases and very large back log of cases. We are also still feeling the effects of limited admissions at PCJ. We do not anticipate any positive changes in this anytime soon.
- Cpl Fitzgerald is continuing to work on compiling 2021 statistics. He expects by end of month he should be completed as it's a very time-consuming task due to our call volume.
- Standard Operating Policy rewrite is complete. The policies will be reviewed and then sent to officers for them to review and implement. This project took nearly 150-man hours.
- Several cases to be presented to Grand Jury this week.
- Starting to see influx of snowmobile traffic to the region. Officers have increased patrols around hotels to try and deter thefts, etc.
- Our philosophy of proactive patrol and being mobile in the community paid off with the quick apprehension of a stolen vehicle by Ofc Gee. The stolen vehicle made it to the next street over but because Ofc Gee was alert and observed odd behavior we were able to stop and recover the vehicle within minutes of the theft. Additionally, Ofc Carlson stopped a pedestrian for a field interview and solved a shop lifting that had just occurred and the store wasn't aware yet. The property was all recovered.



East Millinocket Police Department



East Millinocket Police Department

December 2021 Statistics



Total Department Incidents

817 Calls for Service

- 261 Calls for Service in East Millinocket
 - 208 Calls for Service in Medway
- 337 Calls for Service in Millinocket
 - 11 Calls Other Coverage Area

Total Traffic Stops

- 166 Motor Vehicle Stops

Total Arrests

- 43 Adult Arrests
- 5 Juvenile Arrest

Call Average Per Day

- 26.4 Calls Per Day

Observed Offenses

942

East Millinocket Police Department
December 2021 Statistics

Reported Offenses

Abandoned Vehicle = 1
Administrative Delivery = 2
Agency Assist = 17
Alarm = 8
Animal Problem = 11
Assault = 2
ATV Complaint = 6
Bail / Probation Search = 10
Citizen Assist = 18
Citizen Dispute = 4
City / Town Ordinance = 107
Civil Matter = 5
Communications Offense = 1
Criminal Mischief = 1
Custodial Dispute = 1
Dead Body = 1
Deliver Message = 1
Detail = 1
DHHS Referral = 3
Disorderly Conduct = 11
Drugs = 3
Erratic Vehicle = 8
Escort = 19
Family Fight = 11
Found Property = 7
911 Hangup = 15
911 Misdeal = 13
911 Open Line = 4
Harassment = 1
Police Information = 40
Juvenile Problem = 1
Lockout = 1
Lost Property = 2
Motorist Assist = 9
Ambulance / Medical Assist = 8
Mental Health Problem = 4
Noise Problem = 5
Operating After Suspension = 8
OUI Alcohol or Drugs = 1
Protection Order Service = 1
Parking Problem = 4
MVA – Damage = 14
MVA – Injuries = 1
Property Check / Watch = 203
Property Damage = 1

Observed Offenses

Abandoned Vehicle = 2
Administrative Delivery = 2
Alarm = 8
Ambulance / Medical Assist = 17
Animal Problem = 12
Assault – Simple = 2
Agency Assist = 21
ATV Violation = 4
Bail / Probation Search = 15
Citizen Dispute = 6
Custodial Dispute = 1
Citizen Assist = 25
Civil Matter = 8
Criminal Mischief = 2
Communications Offense = 1
City / Town Ordinance = 107
Community Relations = 2
Drugs – Possession = 3
Drugs – Sale / Manufacture Synthetics = 1
Court Service = 8
Dead Body = 3
Disorderly Conduct = 17
DHHS Referral = 4
Designated Patrol = 79
School Patrol = 22
Drug Overdose = 1
OUI Alcohol or Drugs = 2
Mental Health Problem = 12
Escort = 19
Erratic Vehicle = 12
Family Fight = 16
Harassment = 1
Police Information = 40
Intoxication = 5
Juvenile Problem = 1
Lost / Found Property = 9
Lockout – Residence = 1
Motorist Assist = 9
Message Delivered = 1
Missing Person = 1
ATV Complaint = 5
Noise Problem = 5
Detail = 1
Parking Problem = 4
Property Check / Watch = 203

East Millinocket Police Department December 2021 Statistics

Public Service = 2
Background Check = 2
Scam = 4
School Patrol = 22
Search Warrant = 1
Special Patrol = 79
Subpoena Service = 7
Suicide Threat = 2
Suspicious = 17
Sex Offender Registry = 3
Terrorizing = 1
Theft = 3
Traffic Hazard = 16
Traffic Offense = 11
Training = 7
Trespassing = 6
Unsecure Premise = 4
Utility Problem = 1
Violation of Bail = 4
Violation of Protection Order = 3
Wanted Out = 2
Warrant Arrest = 4
Warrantless Search = 1
Welfare Check = 20

Property Damage = 2
Suspicious = 25
Resisting / Interfering w/Police = 3
Scam = 4
Criminal Speed = 1
Search Warrant = 1
Suicide Attempt = 1
Suicide Threat = 3
MVA – Hit & Run = 3
MVA – Nonreportable = 6
MVA – Reportable = 8
MVA – Injuries = 3
Traffic Hazard = 19
Threatening = 1
Traffic Offense = 21
Theft – Property – Other = 2
Theft – Shoplifting = 1
Trespassing = 13
Training = 7
Unsecure Premise = 4
Utility Problem = 2
Violation of Protection Order = 3
Violation of Bail = 16
Warrant Arrest = 4
Weapon Problem = 1
Welfare Check = 62
Weapon Offense = 1
Wanted Out = 3
Warrantless Search = 2

**East Millinocket Police Department
December 2021 Statistics**

ORDER #5-2022
(Tabled 1/13/2022)

PROVIDING FOR Appointment to the Millinocket School Board

IT IS ORDERED that Millinocket Town Council appoints _____ to the Millinocket School Board for a term to expire November 2022 as a vacancy has resulted with the resignation of Peter Jamieson.

The following residents of Millinocket listed below have expressed interest in the appointment to the Millinocket School Board:

1. Richard Angotti
2. Julie Archie
3. Kevin Libby
4. Erika Mackin

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #11-2022
(TABLED - 1/13/2022)

PROVIDING FOR: Approval to Revise FY22 School Special Dedicated Revenue/Clearing Account

WHEREAS Order 181-2021 approved an estimated FY22 School special dedicated revenue or clearing account budget of \$1,570,000; and

WHEREAS the current such budget is estimated to be \$3,550,816;

IT IS ORDERED that the Millinocket Town Council approve the revised special dedicated revenue budget of \$3,550,816; and

IT IS THEREFORE ORDERED that \$1,500,000 is transferred from the unassigned fund balance to fund the additional cash flow requirements.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #15-2022

PROVIDING FOR: Execution of the Town Warrant for January 27, 2022
IT IS ORDERED that the Town Warrant for January 27, 2022, in the amount of
\$115,323.92 is hereby approved.

Passed by the Town Council_____

Attest:_____

Millinocket
11:04 AM

A / P Check Register
Bank: BANGOR SAVINGS A/P

Town
#213

01/21/2022
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	32098	80.00	01/21/22	213	00046 AUTOMATIC VENDING MACHINES
R	32099	29.98	01/21/22	213	00056 BANGOR SAVINGS BANK
R	32100	61.02	01/21/22	213	02079 BERNIER JENNIFER
R	32101	3,374.72	01/21/22	213	01869 BLOOMER & RUSSELL, P.A.
R	32102	2,380.90	01/21/22	213	00157 DEAD RIVER
R	32103	6,928.00	01/21/22	213	02025 FARRELL, ROSENBLATT & RUSSELL, P.A.
R	32104	53,909.00	01/21/22	213	00211 FIRE TECH & SAFETY
R	32105	4.87	01/21/22	213	00235 GILMAN ELECTRICAL SUPPLY
R	32106	36.62	01/21/22	213	00241 GREENWAY EQUIP. SALES
R	32107	239.75	01/21/22	213	01955 HORIZON SOLUTIONS LLC
R	32108	9,618.25	01/21/22	213	00805 HOYLE, TANNER & ASSOCIATES
R	32109	378.80	01/21/22	213	01903 KATAHDIN TRUE VALUE
R	32110	100.00	01/21/22	213	00365 LINCOLN RENTAL SYSTEMS INC.
R	32111	30.00	01/21/22	213	00460 MAINE MUNICIPAL TAX COLLECTORS'
R	32112	474.49	01/21/22	213	00037 MAINE WATER COMPANY
R	32113	115.71	01/21/22	213	00687 MALCOLM, THOMAS M.
R	32114	200.00	01/21/22	213	00451 MILLINOCKET INSURANCE AGENCY
R	32115	12,036.02	01/21/22	213	00471 MUNICIPAL REVIEW COMMITTEE, INC
R	32116	6,541.05	01/21/22	213	01680 NEW ENGLAND SALT CO. LLC
R	32117	134.99	01/21/22	213	01669 OFFICE DEPOT, INC
R	32118	22.25	01/21/22	213	01537 PELLETIER MANUFACTURING, INC.
R	32119	4,021.51	01/21/22	213	01596 PREBLE OIL COMPANY
R	32120	38.00	01/21/22	213	00584 REGISTER OF DEEDS
R	32121	178.85	01/21/22	213	00371 SANTERRE, LORI A.
R	32122	149.97	01/21/22	213	00649 STERNS LUMBER COMPANY INC
R	32123	240.74	01/21/22	213	00075 TRACTION
R	32124	114.42	01/21/22	213	01404 TRACTOR SUPPLY COMPANY
R	32125	593.41	01/21/22	213	00737 UNIFIRST CORPORATION
R	32126	4,000.00	01/21/22	213	02090 VAN TUINEN, WILLIAM E
V	32127	0.00	01/21/22	213	01502 VERSANT POWER
R	32128	8,975.72	01/21/22	213	01502 VERSANT POWER
R	32129	192.50	01/21/22	213	01799 WEST BRANCH AVIATION LLC
R	32130	122.38	01/21/22	213	02073 XEROX FINANCIAL SERVICES LLC
Total		115,323.92			

Count

Checks	32
Voids	1

ORDER #16-2022

PROVIDING FOR: Execution of the Wastewater Warrant for January 27, 2022
IT IS ORDERED that the Wastewater Warrant for January 27, 2022, in the amount
of \$15,135.43 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:43 PM

A / P Check Register
Bank: KEY BANK WW A/P FD 3

WW
214

01/21/2022
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	9923	1,010.50	01/27/22	214	00009 CLEARWATER LABORATORY
R	9924	67.04	01/27/22	214	00157 DEAD RIVER
R	9925	145.18	01/27/22	214	01903 KATAHDIN TRUE VALUE
R	9926	102.00	01/27/22	214	01918 KIRK B. BIRMINGHAM
R	9927	243.00	01/27/22	214	00374 MAINE OXY ACETYLENE SUPPLY CO.
R	9928	280.47	01/27/22	214	00037 MAINE WATER COMPANY
R	9929	20.70	01/27/22	214	00425 MCMASTER-CARR SUPPLY COMPANY
R	9930	125.00	01/27/22	214	00491 NEIWPC-C-JETCC
R	9931	9.99	01/27/22	214	01669 OFFICE DEPOT, INC
R	9932	6,586.32	01/27/22	214	00513 OLVER ASSOCIATES INC.
R	9933	544.97	01/27/22	214	01596 PREBLE OIL COMPANY
R	9934	57.00	01/27/22	214	00584 REGISTER OF DEEDS
R	9935	58.64	01/27/22	214	01057 USA BLUE BOOK
R	9936	5,884.62	01/27/22	214	01502 VERSANT POWER
Total		15,135.43			

Count

Checks	14
Voids	0

ORDER #17-2022

PROVIDING FOR: Appointment to the Planning Board - Alternate

IT IS ORDERED that Michael Wallace is appointed to the Planning Board Alternate seat for a five-year term to expire January 2027.

Note: The Planning Board currently has two (2) Alternate Seats vacant; Michael is aware, and he has expressed interest to volunteer on the board as an Alternate.

No other applications are on file.

Passed by the Town Council _____

Attest: _____

received
11/13/2022

Town of Millinocket
Application for Boards & Committees

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

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

Date: 11/12/22

Name: MICHAEL WALLACE Address: P.O. Box 571

Telephone Numbers: Day Time: 205-8021 Evenings: 205-8021
SEM WALLACE@gmail.com

Why are you seeking to become a committee representative? TO MAKE A DIFFERENCE
IN OUR COMMUNITY AND STATE.

What talents/skills do you feel you would bring to this position? I HAVE WORKED IN THE
HEAVY INDUSTRIAL CONSTRUCTION FIELD FOR YEARS. AS AN INSTRUMENTAL
& CIVIL ENGINEER AND AS A SUPERINTENDENT FOR OVER 20 YEARS.
CURRENTLY HAVE MY STATE LICENSES FOR SEPTIC TANK INSPECTOR AND SITE EVALUATOR.
What do you feel is the responsibility of this board/committee? TO REINFORCE CURRENT
AND FUTURE RULES & LAWS AND ALSO POSSIBLY HELP DEVELOPE NEW ORDINANCES,
RULES & CODES.

What municipal boards, volunteer organizations or community service groups have you
worked with the past and for what length of time? BOARD OF APPEALS, MASE COMMITTEE, 1 yr,
BUILDING INSPECTOR FOR TOWN OF MILLINOCKET, KNIGHTS OF COLUMBUS FAITHFUL CAPT. 2 yrs
& GRAND KNIGHT, 3 yrs

What have you to offer to this committee which our Town can use in this important
undertaking? MY STATE SITE EVALUATOR & SEPTIC TANK INSPECTOR LICENSES.
ALSO CURRENTLY IN PROGRESS OF GETTING MY SOILS SCIENTIST DEGREE.

When are you available to meet, please specify?
Weekday ANY TIME A.M. ANY TIME P.M. ANY TIME

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

PROVIDING FOR: Approval to Enter into an Agreement – Maine Department of Transportation

IT IS ORDERED that the Millinocket Town Council approves the Town Manager to enter into a new 15-year Cooperative Agreement between the Maine Department of Transportation and the Millinocket Municipal Airport as the Airport Sponsor, where the previous 10-year Cooperative Agreement has expired, and

IT IS FURTHER ORDERED that the Town Manager is authorized to sign all documents related to the MAINE DEPARTMENT OF TRANSPORTATION COOPERATIVE AGREEMENT for the FUNDING OF AVAIIATION PROJECTS for Non-Primary Airports, as the Airport Sponsor for the Millinocket Municipal Airport and the Town of Millinocket.

PASSED BY THE COUNCIL _____

ATTEST: _____



Janet T. Mills
GOVERNOR

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Bruce A. Van Note
COMMISSIONER

January 15, 2022

Dear Airport Sponsor,

Attached is your new 15-year Cooperative Agreement with the Maine Department of Transportation. As the Sponsor, you are receiving this letter because your previous 10-year Umbrella Agreement has expired. Essentially, the only changes to the new Agreement are the length of the Agreement and increase in the "Maximum Amount of this Agreement," which represent the State share contribution.

The cooperative agreement (Agreement) is simply an umbrella agreement over fifteen years, not a commitment of funds. This Agreement is not a commitment or guarantee of any FAA funding for airport projects. To access FAA monies available for an airport, a Sponsor must submit an eligible project to the FAA grant process. When a grant is accepted by the FAA, matched funding becomes available. This Agreement covers the anticipated maximum of funds to be matched by the State and local Sponsor for all approved grants over the next fifteen years.

In general, grants are covered by 90% federal funds, 5% Sponsor funds, and 5% State funds. By signing this Agreement, neither Sponsors nor airports are under obligation to utilize any funding available from the FAA. This Agreement is activated only when an FAA grant is accepted.

There are 26 general aviation airports in Maine that receive virtually identical cooperative Agreements. (There are also 5 primary airports that receive slightly different Agreements.) Agreements specify the terms required for the State to approve reimbursements due to the Sponsor and allow funding to flow from the FAA to the airports in an orderly and consistent manner.

If you have any questions, please feel free to contact me. Your prompt response in signing and returning the attached cooperative agreement (e) document is much appreciated.

Jeanne Kannegieser
Aviation Planner
Maine Department of Transportation



MAINE DEPARTMENT OF TRANSPORTATION
COOPERATIVE AGREEMENT
for the
FUNDING OF AVIATION PROJECTS
(Non-Primary Airports)

<i>MaineDOT use only</i>
CT #: _____
CSN#: _____
TEDOCS #: _____
MaineDOT Program: <u>Bureau of Transportation System Planning</u>

<i>MaineDOT Use Only</i>	
Sponsor Name: <u>Town of Millinocket</u>	Maximum Amount of Agreement: <u>\$1,000,000.00</u>
Airport Name: <u>Millinocket Municipal Airport</u>	Vendor Customer #: <u>VC1000065254</u>
Agreement Begin Date: _____	Ordering Period Begin Date: _____
Agreement End Date: <u>December 31, 2041</u>	Ordering Period End Date: <u>December 31, 2037</u>

This Cooperative Agreement ("**Agreement**") is entered into by and between the **State of Maine** through and by its **Department of Transportation** ("**Department**"), an agency of state government with its principal administrative offices located at 24 Child Street, Augusta, Maine, 04333, with a mailing address at 16 State House Station, Augusta, Maine 04333-0016, and the **Town of Millinocket** ("**Sponsor**"), a corporation or other legal entity with its principal place of business located at 197 Penobscot Avenue, Millinocket, Maine 04441, collectively referred to as "**the Parties**".

WHEREAS, the Sponsor participates in aeronautical functions and planning at the local level, including but not limited to operations, maintenance, capital, and planning activities ("**Activities**"); and

WHEREAS, the Sponsor, pursuant to Title 6 of the Maine Revised Statutes, shall operate and maintain the Airport and all facilities connected therewith necessary for Airport purposes and not permit any activity that would interfere with its use for aeronautical purposes except with the prior written approval of the Department; and

WHEREAS, these Activities are regulated by Title 6 Aeronautics & Title 23 Part 5 Transportation, which outlines the general powers, duties, and responsibilities of the Commissioner of the Department, and

WHEREAS, the Sponsor shall operate the Airport for the use and benefit of the public on fair and reasonable terms without unjust discrimination; and

WHEREAS, the United States of America, through its Federal Aviation Administration ("**FAA**") provides funding for the approved Activities ("**FAA Funds**"); and

WHEREAS, the intent of this Agreement is to ensure consistency with FAA funding programs and the intent of the Department is to provide matching funds for these Activities; and

WHEREAS, Projects undertaken under this Agreement may be programmed into the Airport Capital Improvement Plan ("**ACIP**"); and

WHEREAS, the Sponsor will hold scoping meetings for individual Projects with the Department and the FAA; and

WHEREAS, the Sponsor will submit their application to FAA and the Department; and

WHEREAS, under this Agreement the Department may also provide funding for non-FAA funded projects.

WHEREAS, upon the Department's receipt of a copy of the FAA Grant Offer and Award, the Department will then execute a Letter of Intent (LOI) to the Sponsor, specific to the Application. The LOI will provide the scope of work and the amount of the funding to be provided by the Department along with the related Work Plan Identification Numbers ("WIN").

NOW THEREFORE, the Department and the Sponsor, hereby agree as follows:

A. The following attachments are hereby incorporated into this Agreement:

Appendix A – Sample Monthly Progress Report Template.

Appendix B – Non-Primary Request for State Reimbursement Form.

Appendix C – Federally Mandated Third Party Contract Clauses.

B. SCOPE OF WORK.

The scope of work for each individual Application approved and administered under this Agreement shall be detailed in the individual LOI generated by the Department. Sponsor agrees to complete all work as detailed in the LOI.

C. TIME.

This Agreement shall become effective on the date last signed and that date shall constitute the earliest date for which LOIs can be written by the Department.

The Ordering Period of this Agreement shall be in accordance with the dates stated in the heading on page one (1) of this Agreement. Individual LOIs distributing funds will be written within the Agreement Ordering Period and invoices must be submitted prior to the Agreement End Date.

The Sponsor shall commence work on the Project within eighteen (18) months from the execution of the LOI. If the Sponsor has not demonstrated substantial progress in the development of the Project within that time period, the Department may terminate the LOI. Such termination shall not prohibit the Sponsor from resubmitting the Project for future funding consideration.

D. CONTACT INFORMATION.

The Project Manager shall be named in the LOI and be the Department's representative during the period of this Agreement. This individual:

1. Has authority to curtail services if necessary, to ensure proper execution.
2. Shall certify to the Department when payments under the Agreement are due and the amounts to be paid.
3. Shall be the recipient of any claims from the Sponsor.
4. Shall be the recipient of all invoices, progress reports, correspondence, and related submissions.

E. DOCUMENTATION.

1. The Sponsor will provide the following documentation with their Grant Application (“**Application**”) for funding:
 - a. A detailed scope of work describing the project.
 - b. An Independent Fee Estimate for the Project which is the basis for estimating the cost of the project.
 - c. A proposed progress schedule in the Sponsor’s standard format. The Sponsor will outline the various phases of work that will need to be completed to meet the schedule.
2. Upon the Department’s receipt of a copy of the FAA Grant Offer and Award, the Department will then execute a LOI to the Sponsor, specific to the Application. The LOI will outline the scope of work, the amount of the funding, the payment schedule, and related Work Plan Identification Numbers (“**WIN**”).
3. Prior to advertising the work, the Sponsor will submit the Request for Proposal (**RFP**) or Request for Qualifications (**RFQ**) to the Department for review.
4. Prior to executing any contract(s) in connection with this Agreement, the Sponsor will submit the following to the Department for review and determination:
 - a. All supporting documentation related to Contractor/Consultant selection; and
 - b. The scope of work; and
 - c. Independent Fee Estimate; and
 - d. The Contractor/Consultant proposal, including associated A-1 forms; and
 - e. A copy of the record of negotiations that were sent to FAA.
5. During the course of the project the Sponsor will submit to the Project Manager a Monthly Project Status Report of accomplishments from the preceding month. This report shall be used to keep team members and the Project Manager informed about project status and issues. Information will include:
 - a. A written statement describing the work accomplished during the period and to date.
 - b. A written statement describing the work effort to be accomplished in the next period.
 - c. Document anticipated problems and possible solutions.
 - d. Percentage of the project complete to date.
 - e. Estimated project completion date.
 - f. Estimated project closeout date.

Failure to submit monthly progress reports may result in non-payment of invoices. These progress reports shall be submitted to the Project Manager on a **monthly basis** regardless of whether or not payments are due. If work is temporarily delayed, the Sponsor may suspend submittal of the monthly progress reports with written approval from the Project Manager. The Sponsor shall be responsible for addressing any action that may be required to keep the project on schedule.

6. The Department shall have a period of fifteen (15) business days after receipt of the submissions to complete the review and make any necessary comments. Following the review, the Sponsor will consider making any revisions and corrections requested by the Department.

F. FUNDING.

The Department shall distribute funding to the Sponsor for purposes and amounts outlined in the LOI. The Department's contribution will not exceed the amount stated in the LOI without prior written approval. The work associated with the Project is to be completed as economically as possible.

FAA may reimburse for preliminary expenses incurred prior to grant award. The Department under its typical contracting procedures does not reimburse Sponsors for expenses incurred prior to full execution of an Agreement. This Agreement is designed to give the Department a mechanism to reimburse the Sponsor for approved expenses incurred for approved FAA projects prior to the release of a LOI but within the Agreement period.

G. CONSULTANT SERVICES.

1. If the Sponsor hires a consultant for design and engineering services, they must use a qualifications-based selection process pursuant to Part 172 of Title 23 of the U.S. Code of Federal Regulations (CFR), "Administration of Engineering and Design Related Service Contracts." Price cannot be a scoring factor.
2. The General Consultant Agreement (GCA) between the Sponsor and any consultant hired in connection with a Project must be executed prior to the commencement of work in order to be eligible for reimbursement by the Department. The Department may not reimburse the Sponsor for any work performed by a consultant prior to the date the GCA was signed.
3. The Department will make available to the Sponsor contract templates for the Sponsor to use for its Consultant Contracts that are in connection with a Project. These templates reference and incorporate the latest version of the Department's Airport Consultant General Conditions. Failure to use, or alteration of, these contract templates could result in non-participation by the Department of any expenses associated with that particular Consultant Contract.

H. DESIGN.

Design plans, specifications, estimates and contracts shall be prepared in accordance with generally accepted industry practices and be compliant with all Federal, State and Local Codes and Regulations. Any items not covered in FAA's standards and procedures shall follow the Department's standards and procedures. As such, design shall conform to applicable sections of the most recent version of both the Department's Standard Specifications and its Standard Details which can be found on the Department's website. All such documents shall be submitted to the FAA and Department for review and comment before the sponsor requests authorization to advertise the Project for construction.

The Sponsor shall carry out and complete the Project in accordance with the plans and specifications submitted to and approved by FAA. Any revisions or modifications must be submitted to the Department.

I. CONSTRUCTION.

1. The Sponsor shall administer any construction contract and provide the supervision, inspection and documentation needed to ensure that the Project is completed to FAA and the Department's satisfaction in accordance with the plans, specifications, and provisions of the contract.
2. Contracts between the Sponsor and any contractor hired in connection with a Project must be executed prior to the commencement of work in order to be eligible for reimbursement by the Department. For FAA funded contracts, the Department may not reimburse the Sponsor for any work that is not FAA eligible including work performed by a contractor prior to the date the contract was signed.

J. INVOICING AND PAYMENTS.

1. Once a LOI is issued, the Department will reimburse the Sponsor upon receipt of an invoice accompanied by appropriate documentation which includes:
 - a. The completed Non-Primary Request for State Reimbursement Form.
 - b. Closeout documents consistent with FAA guidelines. This would accompany the final Invoice.
2. The Sponsor agrees to submit invoices to the Project Manager in accordance with the LOI using the Non-Primary Request for State Reimbursement Form. The Department will not be required to make any payments until it has received, reviewed, and accepted all necessary documentation.

Upon receipt of an acceptable invoice, the Department will reimburse its share directly to the Sponsor.

K. NON-APPROPRIATION.

Notwithstanding any other provisions of this agreement, if the Department does not receive sufficient funds to fund this agreement, if funds are de-appropriated, or if the Department does not receive legal authority to expend the funds, the Department is not obligated to make payment under this Agreement and the Sponsor will assume full responsibility for any and all costs incurred.

L. TERMINATION.

Either party may postpone, suspend, abandon, or otherwise terminate this Agreement with or without cause provided at least thirty (30) days prior notice, in writing, and in no event shall any such action be deemed a breach of contract. Sponsor may be responsible for reimbursing the Department for reimbursements made prior to termination.

M. DEBARMENT.

The Sponsor agrees to refrain from entering into any Consultant Contracts in connection with the Project if the associated contractor or any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by the State of Maine, the Department or any Federal Agency. If the Sponsor is unable to certify to this statement, it shall attach an explanation to this Project Level Agreement for Department review. Failure of the Sponsor to comply with this section may result in non-participation by the Department of any costs associated with that particular Consultant Contract.

N. FLOWDOWN.

All contracts between the Sponsor and any consultant, contractor or other third party shall contain or incorporate by reference all applicable provisions of this Agreement.

O. INDEMNIFICATION.

To the extent permitted by law, the Sponsor shall indemnify, defend and hold harmless the Department, its officers, agents and employees from all claims, suits or liabilities arising from any negligent or wrongful act, error or omission by the Sponsor, its officials, employees, agents, consultants or contractors. Nothing herein shall waive any defense, immunity or limitation of liability that may be available to either party under the Maine Tort Claims Act (14 M.R.S. Section 8101 et seq.) or any other privileges or immunities provided by law. *Any other provision of this agreement to the contrary notwithstanding, this provision shall survive any termination or expiration of this Agreement.*

P. ADDITIONAL PROVISIONS.

1. The Sponsor shall carry out and complete Projects in accordance with the version of the Airport Consultant General Conditions in place at the time the LOI is issued. For the purposes of this Agreement any reference to Sponsor in the Airport Consultant General Conditions will be read as Department and any reference to Consultant shall be changed to Sponsor.
2. The Sponsor certifies that it holds property interests in the areas of land which are to be developed or used as a part of or in connection with the Airport.
3. The Sponsor agrees to maintain the facilities developed in connection with the Project and keep the Airport open for public use throughout the useful life of such facilities for a period of not less than ten (10) years from the date of the Department's final payment of the completed Project.
4. The Sponsor shall perform preventative maintenance on the facilities developed in connection with the completed project and shall make no application for State or Department funds for repair or replacement of such facilities as a result of failure to perform such maintenance.

Q. REPRESENTATIONS.

By signing below, the Sponsor hereby represents that to the best of the Sponsor's knowledge and belief:

1. All of the statements, representations, covenants, and/or certifications required or set forth in the Agreement documents, are complete and accurate as of the date of signing.
2. The Sponsor knows of no legal, contractual, or financial impediment to entering into this Agreement.
3. The person signing below is legally authorized by the Sponsor to sign this Agreement on behalf of the Sponsor and to legally bind the Sponsor to the terms of this Agreement.

IN WITNESS WHEREOF, the Parties, for themselves, their successors and assigns, hereby execute this Agreement and thereby bind themselves to all covenants, terms, and obligations contained herein effective on the date last signed by the Department.

Town of Millinocket

Maine Department of Transportation

By: _____

Richard Angotti, Interim
Millinocket Town Manager

By: _____

Nathan E. Moulton, Director,
Office of Freight and Passenger Services

(Date Signed)

(Date Signed)

I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

APPENDIX A

SAMPLE MONTHLY PROGRESS REPORT

MAINE DEPARTMENT OF TRANSPORTATION AIRPORT SPONSOR'S MONTHLY PROGRESS REPORT

Invoice Period:	Project Name:
Consultant's Name/address:	Airport Name:
	Invoice Number:
AIP Number:	State WIN:

Work accomplished this period: _____

Work effort next period: _____

Anticipated Problems / Potential Solutions: _____

Percentage of Project Complete: _____%

Estimated Project Completion Date: _____

Estimated Project Closeout Date: _____

APPENDIX B

SAMPLE GENERAL AVIATION AIRPORT REQUEST FOR STATE REIMBURSEMENT AIRPORT IMPROVEMENT PROGRAM			
TO:	State of Maine	FROM:	City/Town/Airport
	Department of Transportation		Airport Name
	16 State House Station		Street Address
	Augusta, Maine 04333-0016		Town, Maine ZIP
Project Title:			
Airport Name:			
AIP Number:			
MaineDOT WIN:			
PERIOD COVERED			
From:		To:	
	(Month, Day, Year)		(Month, Day, Year)
Original FAA Grant Award Amount:	\$0.00		
Federal Share:	\$0.00		
State Share:	\$0.00		
Local Share:	\$0.00		
TOTAL ACTUAL COSTS			
a.	Administrative		\$0.00
b.	Engineering		\$0.00
c.	Construction		\$0.00
d.	Project Inspection		\$0.00
e.	Demolition and Removal		\$0.00
f.	Force Account		\$0.00
g.	Equipment		\$0.00
h.	Land		\$0.00
i.	Other		\$0.00
j.	Contingency		\$0.00
TOTAL PROJECT COSTS:			\$0.00
TOTAL REQUEST FOR REIMBURSEMENT (State Share):			\$0.00
1.	Attach a sketch depicting area of project		
2.	Attach an itemized breakdown of project costs		
3.	Attach a detailed scope of work		
4.	Attach the closeout documentation submitted to FAA		

CERTIFYING REPRESENTATIVE	
Authorized Representative, Title	Date Signed
APPROVED BY	
MaineDOT Project Manager (work performed as specified okay to pay)	Date Signed

APPENDIX C

FEDERALLY MANDATED THIRD-PARTY CONTRACT CLAUSES



Procurement and Contracting Under AIP

Federal Contract Provisions

- | Updated: June 19, 2018

Contents

Procurements made under the Airport Improvement Projects (AIP) must comply with required Federal provisions established by various laws and statutes. The requirements for the provisions will vary depending on the type and size of the procurement action. Typically, procurement actions under the AIP fall multiple categories. Table 1 below summarizes the applicability of contract provisions based upon the type of contract or agreement. The dollar threshold represents the value at which, when equal to or exceeded, the sponsor must incorporate the provision in the contract or agreement. Each FAA provision, as well as, supplemental information addressing applicability and use for each provision is located at http://www.faa.gov/airports/aip/procurement/federal_contract_provisions/.

See the above FAA web site for the most up to date provisions.

Table 1 – Applicability of Provisions

Provisions/Clauses	Dollar Threshold	Solicitation	Professional Services	Construction	Equipment	Property (Land)	Non-AIP Contracts
<u>Access to Records and Reports</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	n/a
<u>Affirmative Action Requirement</u>	\$10,000	REQD	Limited	REQD	Limited	Limited	n/a
<u>Breach of Contract</u>	\$150,000	NIS	REQD	REQD	REQD	REQD	n/a
<u>Buy American Preferences</u>	\$ 0	REF	Limited	REQD	REQD	Limited	n/a
(1) <u>Buy American Statement</u>	\$ 0	NIS	Limited	REQD	REQD	Limited	n/a
(2) <u>BA – Total Facility</u>	\$ 0	NIS	Limited	REQD	REQD	Limited	n/a
(3) <u>B.A. – Manufactured Product</u>	\$ 0	NIS	Limited	REQD	REQD	Limited	n/a
<u>Civil Rights – General</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	REQD
<u>Civil Rights - Title VI Assurances</u>	\$ 0	REF	REQD	REQD	REQD	REQD	REQD
(1) <u>Notice - Solicitation</u>	\$ 0	REQD	REQD	REQD	REQD	REQD	REQD
(2) <u>Clause - Contracts</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	REQD

Provisions/Clauses	Dollar Threshold	Solicitation	Professional Services	Construction	Equipment	Property (Land)	Non-AIP Contracts
(3) <u>Clause – Transfer of U.S. Property</u>	\$ 0	NIS	n/a	n/a	n/a	Limited	REQD
(4) <u>Clause – Transfer of Real Property</u>	\$ 0	NIS	n/a	n/a	n/a	REQD	REQD
(5) <u>Clause - Construct/Use/Access to Real Property</u>	\$ 0	NIS	n/a	n/a	n/a	REQD	REQD
(6) <u>List – Pertinent Authorities</u>	\$0	NIS	REQD	REQD	REQD	REQD	REQD
<u>Clean Air/Water Pollution Control</u>	\$150,000	NIS	REQD	REQD	REQD	REQD	n/a
<u>Contract Work Hours and Safety Standards</u>	\$100,000	NIS	Limited	REQD	Limited	Limited	n/a
<u>Copeland Anti-Kickback</u>	\$ 2,000	NIS	Limited	REQD	Limited	Limited	n/a
<u>Davis Bacon Requirements</u>	\$ 2,000	REF	Limited	REQD	Limited	Limited	n/a
<u>Debarment and Suspension</u>	\$25,000	REF	REQD	REQD	REQD	Limited	n/a
<u>Disadvantaged Business Enterprise</u>	\$ 0	REF	REQD	REQD	REQD	REQD	n/a
<u>Distracted Driving</u>	\$3,500	NIS	REQD	REQD	REQD	REQD	n/a
<u>Energy Conservation Requirements</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	n/a
<u>Equal Employment Opportunity</u>	\$10,000	NIS	Limited	REQD	Limited	Limited	n/a
(1) <u>EEO Contract Clause</u>	\$10,000	NIS	Limited	REQD	Limited	Limited	n/a
(2) <u>EEO Specification</u>	\$10,000	NIS	Limited	REQD	Limited	Limited	n/a
<u>Federal Fair Labor Standards Act</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	Info
<u>Foreign Trade Restriction</u>	\$ 0	REF	REQD	REQD	REQD	REQD	n/a
<u>Lobbying Federal Employees</u>	\$ 100,000	REF	REQD	REQD	REQD	REQD	n/a
<u>Occupational Safety and Health Act</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	Info
<u>Prohibition of Segregated Facilities</u>	\$10,000	NIS	Limited	REQD	Limited	Limited	n/a
<u>Recovered Materials</u>	\$10,000	REF	Limited	REQD	REQD	Limited	n/a
<u>Rights to Inventions</u>	\$ 0	NIS	Limited	Limited	Limited	n/a	n/a
<u>Seismic Safety</u>	\$ 0	NIS	Limited	Limited	Limited	n/a	n/a
<u>Tax Delinquency and Felony Conviction</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	n/a
<u>Termination of Contract</u>	\$10,000	NIS	REQD	REQD	REQD	REQD	n/a
<u>Veteran's Preference</u>	\$ 0	NIS	REQD	REQD	REQD	REQD	n/a

Meaning of cell values

- Info – Sponsor has discretion on whether to include clause in its contracts.
- Limited – Provision with limited applicability depending on circumstances of the procurement.
- n/a – Provision that is not applicable for that procurement type.
- NIS – Provision that does not need to be included or referenced in the solicitation document
- REF – Provision to be incorporated into the solicitation by reference.
- REQD - Provision the sponsor must incorporate into procurement documents.