



**TENTATIVE AGENDA**  
**Regular Town Council Meeting in Council Chambers**  
**Thursday, March 10<sup>th</sup>, 2022**  
**at 5:30 PM**

**\*\*NOTICE OF TIME CHANGE\*\***

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

1. Roll Call
  2. Pledge of Allegiance
  3. Adjustments to the Agenda: Order Updates: #33-2022 & #34-2022; Manager's Report
  4. Approval of Minutes: February 24, 2022, Regular meeting.
  5. Special Presentation: MRC Executive Director – Michael Carroll
  6. Town Manager's Report
- UNFINISHED BUSINESS:**
- NEW BUSINESS:**
7. ORDER #33-2022 Execution of the Town Warrant for March 8, 2022
  8. ORDER #34-2022 Execution of the Wastewater Warrant for March 8, 2022
  9. ORDER #35-2022 Approval of an Application to Board of Appeals – C. Cirame
  10. ORDER #36-2022 Approval of an Application for Entertainment License – American Legion
  11. ORDER #37-2022 Approval of an Application for Liquor License – American Legion
  12. ORDER #38-2022 Approval of Wastewater Billing Change
  13. ORDER #39-2022 Acceptance of Bid for the Sale of Used Equipment
  14. ORDER #40-2022 Authorization to Transfer Ownership of Equipment
  15. Reports and Communications:
    - a. Warrant Committee for the March 24, 2022, Council Meeting will be Councilor Bragdon and Councilor Danforth
    - b. Chair's Committees Reports
    - c. Two Minute Public Comment
  16. Adjournment

**Meetings are open to the public for in person and Zoom attendance.**

**The Town of Millinocket will require face masks/coverings and social distancing regardless of vaccination status.**

Submit any public comments to the Town Manager prior to the meeting: [manager@millinocket.org](mailto:manager@millinocket.org) or call (207) 723-7000 Ext.5 to make special arrangements. Meetings are also live streamed at [townhallstreams.com](http://townhallstreams.com) and posted on our website and Youtube Channel. Find all direct links on our website: [Millinocket.org](http://Millinocket.org). We thank you for complying.

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



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 3.10.22

### **FY23 Budget:**

- FY23 budget prep is happening in full swing. Department heads are working through their respective pieces. The proposed timeline as it stands now is to have each department's draft budget submitted by March 18<sup>th</sup>. Mary Alice and I will meet with each department head between March 21<sup>st</sup> and 23<sup>rd</sup>. My goal is to have a 1<sup>st</sup> draft completed by month's end and schedule workshops for councilors over the first 2 weeks of April.

### **Valuation:**

- Lorna is currently on vacation. We have blocked out some time on March 17<sup>th</sup> to work though a final plan and budget to present for consideration. Providing that goes well, we should be able to have that on our March 24<sup>th</sup> Town Council Meeting Agenda.

### **DOT Bike/Ped:**

- We have set a date for the public meeting regarding the DOT Bike/Ped Project. At this meeting, TY LIN and DOT will present the findings of their study on bicycle and pedestrian safety along the Central Street corridor here in Millinocket. The presentation will include suggestions for the Town to consider for adaptations of lanes, crosswalks, adding bike lanes, etc.
- We will begin advertising the meeting next week and encouraging community members to attend, participate in the discussion, and ask any questions.
- We are awaiting the draft presentation for review in our local committee.
- This meeting is scheduled for April 11<sup>th</sup> and will take place in-person at the Stearns Junior Senior High School library. We do plan to offer virtual attendance as well via Zoom. I would like to thank our Superintendent, Dr. McNaughton and Performing Arts/Tech Crew Guru, Mr. Matt Waite, for their assistance in helping me coordinate the date, venue, and technical needs for this meeting

### **Tax Acquired Property Bidding Process:**

- Councilor Bragdon had reached out to me, following up on a conversation from an earlier Council meeting around the bidding/approval process for tax acquired properties. We are seeking input and discussion from the council on weather or not to take a more structured approach and what that may look like.



# Millinocket

Maine's Biggest Small Town

## YouTube and Public Input:

- I have heard positive feedback and thanks from a number of community members and staff alike on how pleased they are with new YouTube Channel. Folks have been pleased with the availability of recordings for all our meetings, both council and committee. It has been very well received.
- I have received positive feedback from multiple community members on our communication, both myself and the Council. The additional efforts and willingness lately to listen, educate, explain, etc. is welcomed. It has also been expressed that we are acknowledging concerns and taking progressive action.
- It is extremely important that we share these things and acknowledge them. This is what happens when members of our community feel comfortable enough to express not just their concerns but their ideas as well. I believe we will continue to see this type of progress as we encourage more engagement and participation. The Council, the Municipality, and the Community can keep moving forward together as a team.

## Reminders:

- The best way to reach me as Town Manager is to call the town office (207-723-7000) or email me ([manager@millinocket.org](mailto:manager@millinocket.org)). Social media is not an appropriate form of communication and does not guarantee a response or even that the comment would be seen.
- Public participation is ENCOURAGED at all council and committee meetings. If a community member is unable to attend live, they can see the agenda and provide comment directly to me to be shared. They can also follow up and watch recordings of each meeting on our YouTube Channel. Links to the channel and videos can be found at [www.millinocket.org](http://www.millinocket.org).

Respectfully Submitted,

Peter Jamieson, Town Manager.



# Millinocket

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## Department Updates:

### Public Works:

- Addressing snow complaints as needed.
- Patching holes on main runs. Temperature swings and rain causing issues.
- Opening storm water drains.
- Winter Sand and Salt inventory good shape.
- Traffic Lights on Sycamore and Central Street having detector issues. 1. Camera on NW side showing weak. Adjusted controller to compensate. Camera needs replacing. 2. Ground loop detection on West Turn Lane not working right. Needs to be replaced by a camera. Working with AD Electric to get a quote to do that work.

### Transfer Station:

- MRC Virtual meeting on March 10<sup>th</sup> at 1:30pm – 3:00 pm. Info is in mailboxes.

### Cemetery:

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works

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### Recreation Dept.

- We have started after school programming this week. We are playing indoor soccer at opal right now and will be going to granite street the end of March.
- We The skating rink is still open this week, we will be open as long as weather permits.
- We are working on the father/daughter dance and mother/son dance
- Working on summer employment.

Jody Nelson, Recreation Director.

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# Millinocket

Maine's Biggest Small Town

## Human Resources Director

- Personnel
- Assisting Town Manager
- Office Responsibilities
- Hired Evan Campbell as Custodian/Code Enforcement/Plumbing Inspector
- Posted ads for CID Director and Full time Fire Fighter/Advanced EMT or Paramedic

## General Assistance Director

- Assisted individuals to meet their unmet needs
- Submit for monthly reimbursement

## Bookkeeper

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

Lori Santerre, Human Resource Director

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## Airport:

### Operations

- Snow removal has consumed most of the time since the last report, High winds and light snow creates drifting which requires constant attention.
- Still no water at the terminal building or at one of our Hangar lease tenant's businesses.

### Safety

- Completed monthly fire extinguisher inspections.
- Completed bi-weekly fuel farm inspection.

### Administration

- Been working with the Manager on a resolution to the water situation.
- FY23 Budget.

Jeff Campbell, Airport Manager

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# Millinocket

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## Town Treasurer:

- As of February, Revenue Sharing is \$179K favorable to budget.
- The FY21 audit is complete, and I will be receiving report copies for distribution to the Council. I have requested a bid for the FY22 audit. It has become difficult to find auditors that perform this type of service.
- There is a property that was recently foreclosed on a FY20 tax lien that has an IRS lien. This will require additional notification to the IRS, which includes a 120-day waiting period for the IRS to respond. I plan to take care of that notification paperwork this week.
- The FY21 worker's compensation audit is complete, which resulted in a premium underpayment of \$9,571. I have requested the audit details for further review.
- I closed out the School Lunch account at Katahdin Federal Credit Union and transferred the funds to the General Account which will be reported as a school revenue. There are two school accounts remaining to bring into compliance with State Statute: (1) Bangor Savings Bank activities (June 30 deadline to distribute funds to owner or account ownership will be transferred to Town Treasurer and (2) Wells Fargo Account – Institution has been notified of the issue with the account.

Mary Alice Cullen, Town Treasurer.

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## Wastewater Operations:

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance and snow removal, along with required lab work is being performed daily.
- We are working on our FY23 budgets. We are in hopes to have it completed within the next couple of weeks.

James Charette, Superintendent

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# Millinocket

Maine's Biggest Small Town

## Town Clerk/Tax Collectors Office:

Totals include February 23, 2022, through March 7, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$493,553.48 were collected, which involved 656 transactions processed in Trio. **\*Report Attached**

- All February month end reporting reconciled and submitted to appropriate State Agencies.
- Sharon reconciled current Motor Vehicle weekly report and submitted to BMV.
- 2<sup>nd</sup> half tax payments were due January 13<sup>th</sup>, 2022, Interest started to accrue on January 14<sup>th</sup> on any principal balance owed: \$437,384.10 remains unpaid for 21/22 Real Estate; \$133.25 remains unpaid for 21/22 Personal Property. **\*Reports Attached**
- Sharon posted a Tax Collector Letter to the Public for a courtesy for reminder of tax payments in preparation of 30-Day Notices of Lien and prevention of additional certified letter charges.
- Finalized all council meeting minutes.
- 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:

- 2<sup>nd</sup> mailing received from SOS (Secretary of State) office in preparation of the June 14<sup>th</sup> Primary election; information regarding candidate petitions and new procedure requesting registered voter lists.
- Certifying multiple State candidate petitions daily.
- Updates daily to voter registration additions, deletions, and other requests.

### Other Items:

- Continued conversation with Hygrade of projected cost for updates to Wastewater billing procedures, submitted necessary information required for bill template pending approval.

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

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# Millinocket

Maine's Biggest Small Town

## **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.
- Attended various committee meetings.
- Did two chimney inspections for area residents
- Delivered sand buckets and sand to area residents under our "Sand Bucket" program.
- Attended Maine Ambulance Association meeting via ZOOM.
- Attended Maine EMS meeting on ambulance run reports updates and changes.
- Met with Dr. McNaughton on mask mandates and recommendations on policy.
- Attended several Federal and State CDC ZOOM meetings around the mask mandate policies and procedures
- Met with Lori (Human Resources) to post FF/EMT position that was recently vacated by Celina Charette.
- Met with inspector from Maine Solid Fuels concerning an issue in Millinocket.
- Attended meeting at Eastern Maine Community College regards to Fire and EMS programing for our region.

Chief Thomas Malcolm AEMT, FLSE, JFS II

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**Police Department: SEE ATTACHED REPORT**



## Receipt Search Report

Actual Date Between 02/23/2022 and 03/07/2022, Receipt Type Between 1 and 804

### Receipt Summary

Type	Count	Amount
2 BOAT REGISTRATION	6	328.20
4 SNOWSLED REG	8	672.00
5 GAME LICENSES	6	270.00
7 CODE ENFORCEMENT	3	105.00
11 TRANSFER SITE	1	3,381.45
15 AIRPORT	1	677.58
16 AIRPORT EXC/SALE TX	1	376.25
22 ADM COPIES /AUDIT	2	8.00
23 ADMINISTRATION	3	1.59
50 MUNICIPAL BLDG	1	2,333.33
53 AMBULANCE PAYMENTS	6	1,812.00
62 SCHOOL REVENUE 2597	9	366,872.37
70 SCHOOL PAYROLL TAX	2	25,432.68
82 PUBLIC WORKS EXPENS	1	142.25
90 Real Estate Payment	59	21,365.69
91 Tax Lien Payment	3	548.95
92 Personal Property Payment	4	464.33
94 Utility - Sewer Payment	314	32,107.49
95 Utility - Sewer Lien	8	1,010.44
99 Motor Vehicle	134	31,968.42
100 WASTE WATER PR TAX	2	1,997.46
111 TRANSFER STICKER TO	45	904.00
112 TRANSFER STICKER UN	12	132.00
800 Dog Registration	10	393.00
801 Death Certificate	1	15.00
802 Birth Certificate	12	198.00
803 Marriage Certificate	2	36.00
	656	493,553.48



*Personal Property*  
**Non Zero Balance on All Accounts**  
Tax Year: 2022-1 To 2022-2  
As of: 03/07/2022

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
<b>Total for 44 Accounts:</b>			34,807.50	15,539.11	19,268.39

<b>Payment Summary</b>				
Type	Principal	Interest	Costs	Total
P - Payment	14,335.20	0.00	0.00	14,335.20
Y - Prepayment	1,203.91	0.00	0.00	1,203.91
<b>Total</b>	<b>15,539.11</b>	<b>0.00</b>	<b>0.00</b>	<b>15,539.11</b>

<b>Non Lien Summary</b>	
2022-1	19,268.39
<b>Total</b>	<b>19,268.39</b>

<b>No Liened Accounts</b>	0.00	0.00	0.00
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<b>Payment Summary</b>				
Type	Principal	Interest	Costs	Total
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Lien Summary</b>	
<b>Total</b>	<b>0.00</b>

<b>Total for 44 Accounts:</b>	34,807.50	15,539.11	<b>19,268.39</b>
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*19,401.64* *Prior*  
*(133.25 pd.)*



# East Millinocket Police Department

125 Main St East Millinocket ME 04430



## Staffing / Schedule / Training

- Two officers accepted conditional offers. Kevin Giberson and Mallory Clayton will be joining our department in the coming weeks as full-time officers. Both are MCJA graduates. Ofc Giberson is a Katahdin Region resident, has previously worked in both East Millinocket and Millinocket and has decades of law enforcement experience. Ofc Clayton is coming from Houlton PD where she has 3 years of experience.
- We have also hired back Seth Burnes as a part-time officer. Ofc Burnes previously worked for East Millinocket PD for several years. Ofc Burnes is also a MCJA graduate.
- We will only have 1 vacancy now with the potential of filling that as well in coming weeks.

## Equipment

- Car 7 is having power issues related to wiring harness. This will be warrantied and fix as soon as parts are available.
- Car 2 has a steering rack issue. This is a major repair and there is only one steering rack available and it will need to ship from Midwest. The car is expected to be out of service for a couple weeks and repair will be costly.

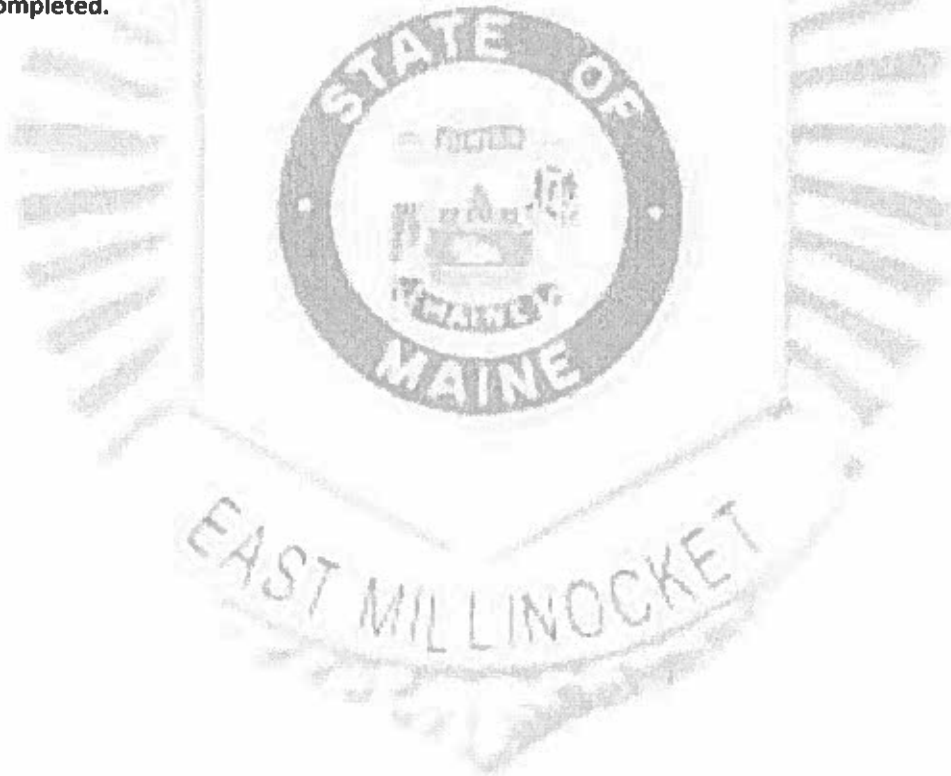
## Call Notes (February 7th – February 20th)

- 175 Calls for Service in Millinocket
- 391 Total Calls for Service
- 115 Traffic Stops
- Notable Millinocket Stats
  - 1 Assault
  - 1 Burglary
  - 2 Bail / Probation Search
  - 4 Disorderly Conduct
  - 3 Mental Health
  - 5 Suspicious
  - 8 Traffic Offenses
  - 10 Arrests / Charges Include
    - 6 Traffic Offense
    - 2 OAS
    - 2 Violation of Bail
    - 1 Violation of Protection Order
    - 1 Tampering w/Witness
    - 1 Filing False Report
    - 1 Warrant Arrest

East Millinocket Police Department

### Notable Items

- Penobscot County Jail experienced some severe failures in their control room and kitchen. This has put an even larger strain on our ability to transport people to the jail.
- Officers conducted a second search warrant at the same residence in just a few weeks. The home owner has been arrested and charged with Class A drug trafficking. More information expected to be release in coming days.
- Officers arrested another individual related to a drug case from a few months back after an investigation into multiple bail violations resulted in a warrant for his arrest on several felony charges.
- We have created an email system for all of our officers. Now each officer will have a uniformed, department issued email allowing for easier communication with the DA's Office, interdepartmental and other agencies. With the email system brought a website, which is a work in progress. The beginning stages of the website are live and can be viewed at [www.eastmillinocketpolice.com](http://www.eastmillinocketpolice.com). We will continue to work on this to grow our presence on the internet.
- In speaking with recent applicants, a big draw to our agencies was the drug case work they've observed from officers on social media and them wanting to be a part of that. Also, take-home cruisers was also a draw to our agency.
- We will not be working on updating some department forms that the SOP project is completed.



**ORDER #33-2022**

**PROVIDING FOR:** Execution of the Town Warrant for March 10, 2022  
**IT IS ORDERED** that the Town Warrant for March 10, 2022, in the amount of \$90,104.80 is hereby approved.

Passed by the Town Council\_\_\_\_\_

Attest:\_\_\_\_\_

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

Town

Type	Check	Amount	Date	Wrnt	Payee
R	32272	1,372.85	03/10/22	255	02095 AMBULANCE MEDICAL BILLING
R	32273	33.50	03/10/22	255	00046 AUTOMATIC VENDING MACHINES
R	32274	570.00	03/10/22	255	00047 AUTOTRONICS, LLC
R	32275	1,470.98	03/10/22	255	00869 BIDDEFORD INTERNET CORPORATION
R	32276	237.55	03/10/22	255	01869 BLOOMER & RUSSELL, P.A.
R	32277	57.92	03/10/22	255	02019 BREAKING THE CYCLE
R	32278	139.17	03/10/22	255	01883 CONSOLIDATED COMMUNICATIONS
R	32279	15,571.62	03/10/22	255	00157 DEAD RIVER
R	32280	790.00	03/10/22	255	01775 DESIGNLAB, LLC
R	32281	300.08	03/10/22	255	01318 ELECTRONIC MEASUREMENT LABS, INC.
R	32282	118.75	03/10/22	255	01629 GATEWAY PRESS
R	32283	94.75	03/10/22	255	00235 GILMAN ELECTRICAL SUPPLY
R	32284	34.22	03/10/22	255	00241 GREENWAY EQUIP. SALES
R	32285	11,166.70	03/10/22	255	00120 HALEY WARD, INC
R	32286	142.03	03/10/22	255	00250 HANNAFORD
R	32287	39.15	03/10/22	255	01488 HASKELL, LORRI L
R	32288	121.21	03/10/22	255	01039 HOGAN TIRE, INC.
R	32289	444.97	03/10/22	255	00805 HOYLE, TANNER & ASSOCIATES
R	32290	195.00	03/10/22	255	02102 JAMIESON, PETER
R	32291	30.00	03/10/22	255	02053 JEAN'S SERENDIPITY INC
R	32292	30.57	03/10/22	255	01903 KATAHDIN TRUE VALUE
R	32293	160.00	03/10/22	255	00365 LINCOLN RENTAL SYSTEMS INC.
R	32294	2,682.31	03/10/22	255	00392 MAINE MUNICIPAL ASSOCIATION
R	32295	140.00	03/10/22	255	00392 MAINE MUNICIPAL ASSOCIATION
R	32296	2,940.00	03/10/22	255	00395 MAINE RESOURCE RECOVERY ASSOC.
R	32297	1,969.05	03/10/22	255	01849 MAINE TECHNOLOGY GROUP LLC
R	32298	34,013.01	03/10/22	255	00406 MAINE WASTEWATER CONTROL ASSOC
R	32299	821.40	03/10/22	255	00687 MALCOLM, THOMAS M.
R	32300	4,712.91	03/10/22	255	00471 MUNICIPAL REVIEW COMMITTEE, INC
R	32301	2,171.72	03/10/22	255	01680 NEW ENGLAND SALT CO. LLC
R	32302	210.00	03/10/22	255	00511 OAK GROVE SPRING WATER CO.
R	32303	174.75	03/10/22	255	01669 OFFICE DEPOT, INC
R	32304	408.99	03/10/22	255	00553 PITNEY BOWES
R	32305	3,988.00	03/10/22	255	01596 PREBLE OIL COMPANY
R	32306	205.11	03/10/22	255	01432 RAWHIDE GOLF BALL CO.
R	32307	190.00	03/10/22	255	00584 REGISTER OF DEEDS
R	32308	100.00	03/10/22	255	02094 TANOUS, SNOW LLC
R	32309	607.25	03/10/22	255	00075 TRACTION
R	32310	83.26	03/10/22	255	00699 TRANSCO BUSINESS TECHNOLOGIES
R	32311	49.00	03/10/22	255	00737 UNIFIRST CORPORATION
R	32312	66.37	03/10/22	255	00748 US CELLULAR
R	32313	1,435.65	03/10/22	255	01502 VERSANT POWER
R	32314	15.00	03/10/22	255	01660 WILSON, TERRANCE

**Total 90,104.80**

**Count**

Checks	43
Voids	0

**ORDER #34-2022**

**PROVIDING FOR:** Execution of the Wastewater Warrant for March 10, 2022  
**IT IS ORDERED** that the Wastewater Warrant for March 10, 2022, in the amount of \$101,138.76 is hereby approved.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_



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

WW

Type	Check	Amount	Date	Wrnt	Payee
R	9977	72.14	03/10/22	256	00869 BIDDEFORD INTERNET CORPORATION
R	9978	21.33	03/10/22	256	00286 JANDREAU'S GREENHOUSE
R	9979	222.75	03/10/22	256	00392 MAINE MUNICIPAL ASSOCIATION
R	9980	89,811.67	03/10/22	256	00846 MAINE MUNICIPAL BOND BANK
R	9981	410.00	03/10/22	256	01849 MAINE TECHNOLOGY GROUP LLC
R	9982	3,385.80	03/10/22	256	00037 MAINE WATER COMPANY
R	9983	5,160.87	03/10/22	256	00456 MILLINOCKET, TOWN OF
R	9984	179.69	03/10/22	256	00485 NCL OF WISCONSIN, INC.
R	9985	281.58	03/10/22	256	01669 OFFICE DEPOT, INC
R	9986	521.00	03/10/22	256	01596 PREBLE OIL COMPANY
R	9987	38.00	03/10/22	256	00584 REGISTER OF DEEDS
R	9988	290.23	03/10/22	256	01057 USA BLUE BOOK
R	9989	671.70	03/10/22	256	01502 VERSANT POWER
R	9990	72.00	03/10/22	256	00780 WHITTEN'S 2 WAY SERVICE
<b>Total</b>		<b>101,138.76</b>			

**Count**

Checks	14
Voids	0