



**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: n/a
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\*\***

February 24, 2022

The Regular meeting of the Millinocket Town Council was brought to order by Chair Golieb via Zoom only at 4:30 pm.

**Roll Call:**

Town Council Members Present: All via Zoom

Golieb	Madore
Bragdon	McEwen
Danforth	Pelletier
	Pray

Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman, Fire Chief Tom Malcolm, Assistant to the Manager Margaret Daigle, Treasurer Mary Alice Cullen, Airport Manager Jeff Campbell, Superintendent Josh McNaughton, School Bookkeeper Josh Deakin, Media Ben Barr, and 9 in Zoom public.

Pledge of Allegiance – Chair Golieb offers, at this moment, a reflection on our own freedoms, family and community in honor of the Ukrainians and their unnecessary fight for freedom.

Adjustments to the Agenda: -Out of Rotation- Order #29-2022 w/Backup; Revised Order #32-2022.

Approval of the Minutes: February 10, 2022, Regular meeting and February 17, 2022, Executive Session.

Motion- Madore 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: – 2.24.22**

**Katahdin Snowdown & Winterfest 2022:** The 2<sup>nd</sup> annual Snowdown event was a big success. We had a great turn-out at the Rec. Complex on Sunday. It was great to see so many families coming together and participating in the activities. A huge "Thank you" to all who helped plan Katahdin Snowdown and the volunteers who spent all day out in the cold to pull it off. The Winterfest Antique Snowmobile Parade had been canceled due to weather, not Covid. This was a point of frustration within the community over social media and beyond. To provide some further explanation to the community; This event is planned in partnership between Department Heads for the Town of Millinocket and representatives from the Northern Timber Cruisers Snowmobile Club. Each of them takes this on as a group of volunteers outside of work hours. The focus of the parade is the collection of valuable antique snowmobiles, some of which are owned locally, many of which travel long distances to participate. To make this happen, the Public Works crew comes in voluntarily between 2:00 and 3:00 in the morning to transport snow via dump trucks and other machines and lay down the snow for the snowmobiles to ride on. It rained all night and temperatures were up to 50 degrees. There was just no way the snow would have stayed without melting, creating a mess. These conditions would cause valuable antique machines to be driven on the pavement and damaged. It was unfortunate that this event had to be cancelled but I support our departments view of the big picture and having the foresight to make that call in partnership with the Northern Timber Cruisers. Though I was unable to attend personally, I understand that the Fin and Feather Club had a great turn out at Jerry Pond for the kid's ice fishing day. We should all be grateful and appreciative for their continued dedication in putting on this annual event for the kids and families in our community.

**Local Ordinance & Police Department:** Stemming from concerns addressed at our last Council meeting, I had reached out to Chief McDunnah at East Millinocket Police Department regarding the enforcement of local

ordinances. We came to the agreement that moving forward, our Code Enforcement officer will make initial contact with the community member regarding ordinance violation of local ordinances. If the situation is not resolved between the CEO and the citizen, EMPD will be contacted to step in for support and issue the appropriate ticket/summons. I was pleased with how this conversation went with Chief McDunnah and appreciate his willingness to adapt easily.

**Valuation:** During our February 10<sup>th</sup> council meeting, re-valuation was brought up by the council during the Manager's report. I have been in conversation with our Assessor regarding this. We have few options to look at both externally and internally. The cost of hiring a contracted service to perform our revaluation would likely exceed \$240,000.00 and would be out 2-3 years for scheduling. Lorna, our assessor, is confident that with her years of experience in the field, she can lead an internal revaluation to be completed sooner and be far less costly. We will be working out more details and numbers to bring forward suggestions on two options. One that is based on street view of the property and the other that would include updating both the outside and inside information on the properties. Feedback from the council on which direction to go will be helpful as we get started planning. The main question would be revaluation by just outside view of properties or both outside and inside. These factors will have affect on both the valuation totals and the cost to complete the project.

**Budget:** We have started in on the beginning pieces of the FY23 Municipal Budget. Town Treasurer, Mary Alice, has created and dispersed worksheets for each department. A hot topic in towns throughout the State is cost of living increases. We are seeing a wide range of increases in other towns, noting that the rate increases in recent history have not in all fairness kept up with inflation. We are analyzing how best to address this here in Millinocket.

**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). 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.

**Department Updates: Public Works:** Patching pot-holes due to temperature swings. Working to resolve emission issue on Unit #10 plow truck. Inflation is starting to dig into our budgets. Diesel fuel cost has gone from \$2.28/gal. last February 2021 to \$3.75/gal. this year! 65% increase. Working on uncovering storm water basins to prevent flooding issues. Handling snow complaints. Sand and Salt inventory doing well. No shortage issues. Doing snow removal around Town to widen streets and improve safety.

**Transfer Station:** #1 Trash Trailer garbage froze in the trailer. Had to pull some out with the backhoe onto the ground and re-pack trailer. Meeting with the MRC on February 15<sup>th</sup> went well.

**Cemetery:** Closed until May 2022.

Respectfully submitted, Ralph Soucier, Director of Public Works

**Recreation Dept.** We spent the week getting ready for a basketball tournament.

We hosted a pee wee all-star tournament last weekend. We had 12 teams from different communities.

Provided staff support for Katahdin Snowdown 2022.

Jody Nelson, Recreation Director.

**Human Resources Director:** Personnel, Assisting Town Manager, Office Responsibilities, Interviewed for Code/Plumbing Inspector, Interviewed for CID position

**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

**Airport:** Operations- The G.A.R.D system has recorded 46 aircraft operations this month to date. Still no water in the Terminal Building. Going on two weeks. Was able to locate a water cooler, and a portable toilet is on order.

Safety-The warm weather and rain last week, has taken care of most of the ice on the runways.

Completed bi-monthly fuel farm inspection.

Administration-Except for the water situation, It has been business as usual with winter ops.

In preparation for the FY23 budget, I have been soliciting quotes for Painting and other maintenance items that need attention this summer.

Jeff Campbell, Airport Manager

**Town Treasurer:** Sewer Liens were filed this week for unpaid sewer bills from 11/20/2020 to 2/3/2021 on approximately 70 accounts. The total uncollected fees and other costs for these accounts are approximately \$19,600. FY20 real estate tax liens will foreclose 2/21, but payments will be accepted on the 22<sup>nd</sup> due to the holiday. There are just a few unpaid liens at this time. The Town Office clerks were very helpful putting forth their best effort to notify lienholders of the upcoming foreclosure date. I prepared the FY23 Budget worksheets and distributed to the staff. I am awaiting the next FY21 audit report draft to review. The Town has a 2/28 deadline to submit the required reports so that the school funding from the State is not interrupted. Received notification that East Millinocket has hired one of the two officers for the Millinocket Contract. The new officer will begin working in March, and the increased cost to the contract until June 30 is estimated to be \$29,000+ for the one additional officer.

Mary Alice Cullen, Town Treasurer.

#### **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. After talking to Matt Manahan of Pierce Atwood LLP., during the Executive Session on Thursday, it was decided to try to draw back in prior Penobscot River Stakeholders Coalition members to help spread out the cost of legal representation moving forward for ongoing Maine-Tribal Jurisdiction litigation. We have started working on our FY23 budgets. We are in hopes to have it completed within the next couple of weeks.

James Charette, Superintendent

**Town Clerk/Tax Collectors Office:** Totals include February 8, 2022, through February 22 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$749,256.88 were collected, which involved 1082 transactions processed in Trio. *\*Report Attached*, Finalized all council meeting minutes. 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: \$459,853.63 remains unpaid for 21/22 RE; \$19,401.64 remains unpaid for 21/22 PP. *\*Reports Attached* Provided the ACO the Warrant list of unregistered dog owners on 2/18/22, Approximate total of unregistered dogs to date: 214, 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 14<sup>th</sup> Primary election and candidate petitions, Certified (4) different State candidate petitions, (6) total petitions to date. Updates daily to voter registration additions, deletions, and requests.

Other Items: Conversation with Hygrade of projected cost for updates to Wastewater billing procedures having multiple issues with the antiquated postcard mailings. *\*Attached Email conversation and Sample bill from Madawaska*

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

**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. (Had to cancel due to conditions). Participated in Age Friendly Millinocket Snowdown with other organizations and had an enjoyable day with lots of participation. Attended various committee meetings. Did three chimney inspections for area residents. Did wood stove inspections for insurance companies for two area residents. Delivered sand buckets and sand to area residents under our "Sand Bucket" program. Met with building owner on renovations to his building for future developments.

Finalizing MacKenzie grant application for submission.

Chief Thomas Malcolm AEMT, FLSE, JFS II

**Police Department: SEE ATTACHED REPORT**

**Chair Report: 2/24/2022** Electric Distribution/Costs - Many residents in town and across the state have been reporting much higher than normal electricity bills. I propose looking into options of joining Eastern Maine Electric Co-op or forming our own tri-town electric utility company. I believe these costs will continue to rise. I've reached out to East Millinocket and Medway selectpersons to see if there might be interest in discussing this further. Looking for direction and perhaps seeing in Versant would be interested in selling infrastructure.

FERC Relicensing and its Impacts - In the relicensing conversations there has been a push by some organizations to add a fish ladder to Brookfield dams. There could be issues pertaining to alewives and other fish having a negative impact on the local brook trout population, thereby potentially negatively impacting anglers and the outdoor recreation economy. I spoke to a fisheries expert and a member of the Fin and Feathers Club on this, and they suggest we become participants in the conversation as it progresses.

Snowmobiling and Downtown Access - Growing complaints on access to downtown businesses, parking issues, safety issues, etc. Manager and I will be meeting with Mr. Raymond to discuss options and hold further discussions at the Economic Development Committee.

Time and Nature of Council Meetings - I have seen a resurgence of public comment regarding meeting times being inconvenient for many people's work schedules. Perhaps we should discuss holding Council meetings at a later time for more participation. Additionally, I would suggest seeking ways to create a more inviting atmosphere, such as making this more of a community gathering via offering refreshments, snacks etc. and/or a "pre-meeting" environment where members of the public can more informally meet with and discuss issues with Councilors. We would still need to follow the formal process once the meeting commences, but I think it's important to respond to the concerns of many citizens that the Council atmosphere doesn't seem inviting.

*Council Comments:* Chair Golieb inquires feedback-straw poll for council meeting time change proposing 5:00 pm or 5:30 pm.

Councilor Pelletier appreciates the comprehensive report noting it is easy to read, acknowledges Councilor Danforth's leaderships further expressing appreciation to the Fin and Feather Club, appreciates the clarification and communications with the police department of concerns with ordinance violation procedures, supports addressing an external evaluation soon with suggestion to budget over 2-3 years more detail in house evaluation, curious if Transfer Site has MRC startup information, agrees updates to Wastewater billing format process, interests to explore impact of fish ladders, supports meeting time change as suggested always supporting zoom attendance.

Councilor Bragdon supporting potluck/gathering prior to Council meetings with inquiries and approval to proceed in same manner for first back in person Events Committee meetings, supports internal evaluation, appreciation to Fin and Feather Club and all festivity efforts for Snowdown, supports council meetings moved to 5:30pm noting request for time change seems beneficial for the community, inquires infrastructure of Versant Power, anticipates more information pertaining to FERC, appreciates civil discussion with clarification and great resolution with Police Chief regarding town ordinances.

Councilor Pray yields to Fire Chief/Health Officer regarding recommendations for in person meetings noting in person preferably, appreciation for all efforts referencing Katahdin Snowdown acknowledging Fin & Feather Club activities held at Jerry Pond, appreciation to the town manager and police chief making changes addressing the problem regarding ordinance concerns, supports an external re-evaluation only at this time by

internal sources favoring a minimum assessment is set for fairness, appreciates the Town Manager taking action and efforts canceling parade due to weather concerns, inquires Public Work's consumption of fuel with concerns of budget with rising costs anticipating further information, suggests briefing from MRC with concerns of impacts to community, appreciates guard system use of airport with request of annual report of impact and actual use of airport facility, appreciates all the staff's extra efforts for contacting requesting tax payments, expresses concerns with the police department reporting totals, with addressing the Chair Report: supports looking into joining electricity Co-op noting transmission and distribution expenses foreseeing a very expensive proposition, suggests Town should continue support of relicensing of dams expressing concerns of fish ladder impacts to natural fish habitats noting a lot of Millinocket residents are also camp owners and are intervenors emphasizing the importance for the town to support relicensing for access, anticipates discussion of safety concerns and traffic issues addressing an all access through downtown, agrees moving meetings times to be more accommodating.

Chair Golieb informs East Millinocket PD fully staffed after last approved hires, refers to Chief Malcolm for recommendation- Tom Malcolm, Fire Chief, recommends waiting 10 days after school is back in session to determine the safety of in person meetings further recommending all persons to continue to wear masks.

Councilor McEwen applauds success of Snowdown acknowledging Councilor Danforth's leadership, expresses concerns with following proper statute procedures gathering in person prior to any meeting, supports meeting time change to 5pm or 5:30pm, supports full evaluation with interior/exterior reassessments favoring inhouse assessment acknowledging staff restraints and the need for quick resolution, supports full access to downtown acknowledging all factors with appreciation to all efforts from Northern Timber Cruisers extending access trails, appreciates report.

Councilor Danforth appreciates the recognition acknowledging a collaborative effort from all involved for a successful Snowdown event, supports an in house evaluation with anticipation full data informing of inside and outside costs, supports in person meetings with conditions to attend safely, supports exploring electric options, favors exploring all options for an accessible downtown cautioning safety as priority, favors meeting at a later time, states does not support pot luck gatherings prior to with health and safety concerns.

Councilor Madore thanks the Fin & Feather Club and their organization efforts for an successful Snowdown, appreciates Town Manager reaching out to Police Chief for discussion with clarification and anticipates direction taken going forward noting Town's expectations, supports Assessor's ability to audit exterior only providing for an efficient and suffice evaluation, anticipates dates set up in later March for workshops for budget consideration, appreciates Town Manager's efforts informing the public how to contact or message the council or administration appropriately and not transacting business through social media, expresses concerns of MRC timeline agreeing updates with presentation is overdue, inquires if CID and Code hired positions confirmed, \*TM Jamieson states prepared to make offers if budgets pass; expresses concerns with FERC relicensing looking for support for community given from Brookfield, supports meeting in person following restrictions with health and safety precautions noting does not support socializations prior to meetings at this time, favors keeping the meeting times at 4:30 pm in consideration for administration and current attendees, anticipates detailed proposal for safety of both motor vehicles and all terrain vehicles prior to supporting an all access downtown noting there is current parking and access to downtown at veterans park from Katahdin Avenue.

Chair Golieb seeks Fire Chief/HO Tom Malcolm's suggestion of in person attendance prior to the next Council meeting, informs council meetings will change to 5:30 pm having council majority support also favoring time change, shares appreciation to the Town Manager noting impressed with quality and responsiveness to the council and community's requests and needs efficiently addressed in his report.

Public Comments: Chair reads Zoom comments.

*UNFINISHED BUSINESS: n/a*

*NEW BUSINESS:*

ORDER #24-2022 PROVIDING FOR: Execution of the Town Warrant for February 24, 2022

IT IS ORDERED that the Town Warrant for February 24, 2022, in the amount of \$91,141.36 is hereby approved.

Motion- Pelletier                      Second- Madore                      Vote 7-0

*Councilor Comment:* Noted the larger expenses: Bloomer Russel, Brookfield Tax Appeal, Recreation Equipment, MRC, Preble, Recreation Contract, Versant Power

Public Comment: none

ORDER #25-2022 PROVIDING FOR: Execution of the Wastewater Warrant for February 24, 2022

IT IS ORDERED that the Wastewater Warrant for February 24, 2022, in the amount of \$10,558.12 is hereby approved.

Motion- Pelletier                      Second- Madore                      Vote 7-0

*Councilor Comment:* Noted the larger expenses: Versant Power

Public Comment: none

-Out of Rotation-

ORDER #29-2022 PROVIDING FOR: Approval to Revise FY22 School Special Dedicated Revenue/Clearing Account

WHEREAS Order 11-2022 increased the FY22 School special dedicated revenue clearing account budget \$50,000 (from \$1,570,000 to \$1,620,000); and

WHEREAS the current such budget is estimated to be \$3,591,159;

IT IS ORDERED that the Millinocket Town Council approves the revised special dedicated revenue budget of \$3,591,159, with the condition that any budget line overruns will be repaid to the Town from the School's current budget or from their fund balance; and

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

Motion- Madore                      Second- Danforth                      Vote 7-0

Council Comment: \*TM Jamieson informs support for order as discussions addressed previous council concerns of cash flow, timelines, reimbursement process, and inquires if specific questions for overview from superintendent or school bookkeeper noting detailed expenditure reporting process is attached.

Councilor discussion expressed concerns of cash flow with inquires for reimbursement with clarification monies will be reimbursed to the town as town is fronting the money, Superintendent McNaughton informs process of time sensitive projects are prioritized having a very specific grant application process approving all costs and projects for reimbursements, Mary Alice Cullen, Treasurer, informs the unassigned fund balance is still within the cushion of 3.5 million expressing importance that both Town and School track expenditures and budgeted line balances as approved noting reallocation of funds can be addressed at end of fiscal year, if needed; McNaughton expresses caution not wanting to have unspent funds to pay back. Council discussion concludes with appreciation for all clarifications, information and involvement from the Town Treasurer and School Administration.

Public Comment: Susan D'Alessandro, Zoom chat, inquires with concerns if grant projects not approved, Chair Golieb informs inquires were addressed by Superintendent McNaughton noting great opportunity for school.

\*TM Jamieson thanks the school admin for joining the meeting to address concerns and expresses hope for further communication and assistance continues moving forward working openly together in a positive direction.

Superintendent McNaughton offers to give updates to council going forward.

Sandra Sullivan, zoom chat, great to grant monies not using tax monies.

Jeff Campbell, 3 Juniper/Airport Manager, informs great opportunity as grant monies are guaranteed monies expressing excitement to fix infrastructure especially with the support of the treasurer.

ORDER #26-2022 **\*Amended Policy** - PROVIDING FOR Approval of the Adoption of Town Council Committees Policy, WHEREAS, with the utilization of Town Council Committees assessing subjects and issues of the Town's interest and proposing recommendations for the Council's consideration in Council sessions; and WHEREAS, in an effort to create clarity, consistency, transparency and efficiency across all

Committee practices; NOW IT IS THEREFORE ORDERED that the Millinocket Town Council adopt the attached Town Committee Policy. **TOWN COMMITTEE POLICY**

This Town Council Committee Policy is created to ensure consistency and transparency throughout all committee procedures. The policy establishes understanding, clarification and knowledge for all policy recommendations to be acted on at the Council-level when recommendations are made.

Committees of the Town Council are required to:

1. Annually adopt a brief statement of purpose that clarifies the purpose, scope and intent of each committee.
2. Post all committee meeting dates, time, location and agenda in accordance with municipal ordinances and state law. ~~\*Items may not be added to an agenda after being publicly posted.~~
3. Committee recommendations sent to the Town Council must first undergo an official vote of committee members prior to the recommendation being sent to the Town Council. Any recommendation sent to the Town Council for consideration will be submitted by the Committee Chair, or a member in the absence of a Chair, to the full Council, Town Manager and Town Clerk and shall include the following:
  - a. An order, resolve or other for the council to review.
  - b. A cover page that includes:
    - i. The committee name
    - ii. A brief summary of the recommendation
    - iii. All meeting dates the particular issue was discussed
    - iv. Public input presented to the committee
    - v. The vote of the committee. If the recommendation was not unanimous, a brief summary of opposing view(s) must be included.
  - c. Documentation, research, or items supporting or opposing the recommendation, if applicable.
4. Observe and adhere to the following:
  - a. No official action can be taken by Committees on behalf of the Town of Millinocket unless approved by vote at a Town Council meeting.
  - b. Committees and their members may research and/or enter into discussions with external individuals or organizations on behalf of the Committee within the scope of the Committee's purpose, as defined by the annually adopted statement of purpose.
  - c. A maximum of three Town Councilors may serve on a Town Committee. Town Councilors that wish to attend Committee meetings may do so as members of the public and may provide comment and feedback as a member of the public at the discretion of the Committee Chair unless there is objection by Committee.
  - d. The Committee Chair is responsible for:
    - i. Developing and posting all Committee meeting agendas and minutes
    - ii. Calling for, facilitating and adjourning Committee meetings.

Adopted by Town Council 2/24/2022 - \*Amended 2/24/2022

Motion- Bragdon                      Second- Pelletier                      Vote as Amended (Policy) 7-0

Council Comment:

Public Comment:

**ORDER #27-2022 PROVIDING FOR: Full Time Code Enforcement/Janitor Position**

WHEREAS the Municipal Building Janitor and Code Enforcement Officer positions are budgeted as part time positions; and WHEREAS the Code Enforcement Office position is vacant;

IT IS ORDERED that the Millinocket Town Council approves transferring the Municipal Building Janitor's payroll budget to Department E0114 (Planning Code Development) and creating one full time position that will be responsible for Code Enforcement and Municipal Building Janitor duties.

Note: There will be no increase to the FY22 Budget due to the unused Code Enforcement payroll budget. However, the FY23 Budget is estimated to increase approximately \$26,625 based on an annual salary of \$35,000 and current benefit costs.

Motion- Madore                      Second- Bragdon                      Vote 7-0



Council Comment: Council discussion express support in consolidation of roles and multi-purpose position for current parttime employee, noting support having a great inhouse candidate.

Public Comment: None

ORDER #28-2022 PROVIDING FOR: Adoption of Multijurisdictional Hazard Mitigation Plan  
WHEREAS the Multijurisdictional Hazard Plan for Penobscot County jurisdictions was approved by FEMA; and, WHEREAS each participating municipality is required to adopt the plan to reflect its jurisdiction; IT IS ORDERED that the Millinocket Town Council accepts the attached resolution adopting the Multijurisdictional Hazard Plan for the Town of Millinocket.

Motion- McEwen                      Second- Pelletier                      Vote 7-0

Council Comment: Councilor Danforth inquires visual of plan as signing of resolution is required, Tom Malcom, Fire Chief, clarifies Penobscot County, State, and FEMA collaborative approved plan, will be sourced and step in when called if hazard arises.

Public Comment: None

ORDER #30-2022 PROVIDING FOR: Approval of Donation – Poseidon SCBA Air Compressor and Bauer Fill Station

IT IS ORDERED that the Millinocket Town Council approves the donation of the Poseidon SCBA Air Compressor and Bauer Fill Station to the Town of Littleton as an effort from the Town of Millinocket Fire Department assisting in the protection of another community and in the safety of its residents and firefighters.

Motion- Danforth                      Second- Madore                      Vote 7-0

Council Comment: None

Public Comment: None

ORDER #31-2022 \*Amendment - PROVIDING FOR: Community Initiatives Director Budget Approval

WHEREAS a full time Community Initiatives Director position has been approved; and

WHEREAS there is no department budget for this position;

IT IS ORDERED that \$85,000 is approved to establish the Community Initiatives Director ~~Department~~  
\*under the Department of Administration budget to pay for salary, benefits which assumes family medical insurance and other related department expenses; and

IT IS FURTHER ORDERED that ~~\$85,000~~ \*\$30,000 is transferred from the unassigned fund balance to the appropriate expense lines to fund this new department.

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

Council Comment: Councilor Madore inquires base fiscal year salary, \*TM Jamieson informs \$40,000 - \$50,000 range advertised not yet negotiated, Councilor Pelletier inquires clarification with concerns if Charter action required as being set up as a department not a position, \*TM Jamieson offers suggestion to amend to be under Department of Town Manager/Administration, Councilor Pray recommends amendment for \$25,000 to start position for remainder of FY 2022, Councilor Pray motions to Amend Order #31-2022 to remove \$85,000 and replace with \$30,000, Second by Councilor Madore; Council discussion express concerns if suggested amount is sufficient amount of money prior to hire including necessary position startup costs, discussion concludes rescinding of both second and motion to include all necessary changes in one amendment; Councilor Madore motions to amend Order #31-2022 to remove "\$85,000" to replace with "\$30,000" and to remove "Department" and replace with "under the department of administration", Second by Councilor Pray, Vote on amendment 7-0.

Public Comment: None

ORDER #32-2022 PROVIDING FOR: Authorization to Pay Insurance Deductible.

IT IS ORDERED that the Millinocket Town Council authorizes to expend \$1000 out of #1101-3108, Airport Building Maintenance, leaving a balance of 176.44 as a deductible on the Town's insurance if a claim is entered.

IT IS FURTHER ORDERED that the Town Manager is authorized to file and execute all necessary documents related to the insurance policy.

Note: This is in reference to the current situation with frozen underground pipes at the airport. We are awaiting further information from Millinocket Insurance Agency on the details of this potential claim.

Motion- Danforth                      Second- Bragdon                      Vote 7-0

Council Comment: None

Public Comment: None

#### Reports and Communications:

- a. *Warrant Committee* for March 10, 2022, Council Meeting: Councilor Pray and Chair Golieb.
- b. *Chair's Committee Reports*: Chair Golieb, Sustainable Sub Committee, Monday, 3/10/2022, meeting at 10:00am at the Millinocket Memorial Library.  
Councilor Bragdon, Events Committee, informs a volunteer application was created for students interested in volunteering to meet School service hours, as well as a community volunteer listing easy assessable for committees, looking for approval to proceed; Chair Golieb suggests continuing discussion with committee and bring recommendations back to the Council for discussion.
- c. *Two Minute Public Comment*: Ben Barr, 127 Elm Street, reminder on 2/25/2022 at 6:00pm Robert Burns Night with performers, Poetry and music at the Elks, by donation for the Friends of the Millinocket Memorial Library.  
Jeff Campbell, 3 Juniper Street/Airport Manager, publicly expresses appreciation to the manager being helpful and available discussing issues, provides updates with issues currently at the Airport with infrastructure damage having frozen pipes and a damaged roof from high winds, able to continue operations providing water/cooler and portable toilet having sanitizing wipes assessable.
- d. Motion to adjourn at 7:01 p.m. –Madore, Second – McEwen, Vote 7-0



# 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 through 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 whether 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

Maine's Biggest Small Town

## **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.

---



# 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

---

## 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

Maine's Biggest Small Town

## **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

*Real Estate*  
**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
566 R	WARREN, LEONARD &	2022	1,114.75	554.31	560.44
1641 R	WARREN, LEONARD S &	2022	1,482.00	736.92	745.08
250 R	WEEKS, DIEM (LAPIERRE)	2022	6,737.25	103.84	6,633.41
2057 R	WEEKS, DIEM (LAPIERRE)	2022	5,232.50	13.24	5,219.26
703 R	WEYMOUTH, ROSANNE G	2022	679.25	0.00	679.25
1576 R	WHEATON, DAVID M &	2022	1,085.50	57.17	1,028.33
326 R	WIDEN, ANDREW	2022	4,189.25	11.02	4,178.23
1263 R	WIDEN, ANDREW	2022	1,521.00	7.27	1,513.73
771 R	WIDEN, ANDREW J	2022	2,034.50	9.87	2,024.63
2493 R	WILBUR, JAMES & MACKIN GERIE &	2022	91.00	156.40	-65.40
324 R	WILLARD, EUGENE R	2022	786.50	744.41	42.09
298 R	WING, MICHAEL V JR	2022	1,092.00	546.00	546.00
903 R	WING, RICHARD	2022	422.50	209.56	212.94
902 R	WING, RICHARD A	2022	1,433.25	710.96	722.29
971 R	WINSLOW, MICHAEL D	2022	1,134.25	563.63	570.62
1039 R	WOODWORTH, RAYMOND K	2022	1,358.50	679.25	679.25
1765 R	WYMAN, GERTRUDE D	2022	1,140.75	1,139.51	1.24
545 R	YORK, CHAITANYA E	2022	1,712.75	1,711.13	1.62
1871 R	YORK, JENNIFER L (NUTTING)	2022	754.00	0.00	754.00
867 R	YORK, NIKKI-JO	2022	763.75	381.88	381.87
2357 R	YORK, RICHARD G	2022	3,292.25	3,275.70	16.55
1709 R	YOUNGS, KARL A & MARTIN, NANCY A	2022	1,651.00	825.50	825.50

**Total for 539 Accounts:** 764,757.50 327,373.40 **437,384.10**

*459,853.63 - Prior*  
*(22,469.53)*

**Payment Summary**

Type	Principal	Interest	Costs	Total
C - Correction	-5,164.93	0.00	0.00	-5,164.93
P - Payment	316,499.16	0.00	0.00	316,499.16
Y - Prepayment	16,039.17	0.00	0.00	16,039.17
<b>Total</b>	<b>327,373.40</b>	<b>0.00</b>	<b>0.00</b>	<b>327,373.40</b>

**Non Lien Summary**

2022-1	437,384.10
<b>Total</b>	<b>437,384.10</b>

**No Liened Accounts** 0.00 0.00 0.00

**Payment Summary**

Type	Principal	Interest	Costs	Total
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Lien Summary**

<b>Total</b>	<b>0.00</b>
--------------	-------------

Millinocket  
09:36 AM

*Personal Property*  
**Non Zero Balance on All Accounts**

Tax Year: 2022-1 To 2022-2  
As of: 03/07/2022

03/07/2022  
Page 2

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

**Payment Summary**

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
Total	15,539.11	0.00	0.00	15,539.11

**Non Lien Summary**

2022-1	19,268.39
Total	19,268.39

No Liened Accounts	0.00	0.00	0.00
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**Payment Summary**

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

**Lien Summary**

Total	0.00
-------	------

Total for 44 Accounts:	34,807.50	15,539.11	19,268.39
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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  
\$ \_\_\_\_\_ is hereby approved.

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

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

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 \$\_\_\_\_\_ is hereby approved.

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

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



**ORDER #35-2022**

**PROVIDING FOR:** Approval of Application for Re-Appointment to the Board of Appeals

**IT IS ORDERED** that the Millinocket Town Council approves the application to re-appoint Charles Cirame to the Board of Appeals for a three-year term to expire March 2025.

Note: Charles currently holds seat on the Board of Appeals an will expire end of March 2022.

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

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

**Town of Millinocket**  
**Application for Boards & Committees**

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

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

Date: 1-28-2012

Name: Charles Cirame Address: 34 MAINE AVE

Telephone Numbers: Day Time: 723-8700 Evenings: \_\_\_\_\_

Why are you seeking to become a committee representative? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What talents/skills do you feel you would bring to this position? year of service  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel is the responsibility of this board/committee? Citizen Review  
of Town Officials  
\_\_\_\_\_  
\_\_\_\_\_

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? over 25 years  
PLANNING board - Board of Appeals - board of assessors  
Review  
\_\_\_\_\_  
\_\_\_\_\_

What have you to offer to this committee which our Town can use in this important undertaking? MMA Training  
\_\_\_\_\_  
\_\_\_\_\_

When are you available to meet, please specify?  
Weekday yes A.M. ✓ P.M. ✓

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

**ORDER #36-2022**

**PROVIDING FOR:** Approval of an Application for an Entertainment License for American Legion Post 80.

**IT IS ORDERED** that the attached application for an Entertainment License is hereby approved for:

Michael A. Majkowski, 4 Kimball Drive, Medway  
d/b/a

Donald V. Henry, American Legion Post 80, 970 Central Street, Millinocket

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

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

1825 W.  
**RECEIVED**

MAR 02 2022

BY: DML 47025

**TOWN OF MILLINOCKET**

**APPLICATION FOR A SPECIAL AMUSEMENT LICENSE**

NAME OF APPLICANT Michael A Majkowski RESIDENCE PO Box 383  
MEDWAY ME 04460  
NAME OF BUSINESS Donald V Henery, ADDRESS 970 Central St  
American Legion Millinocket ME 04462  
NATURE OF BUSINESS Veterans Club LOCATION TO BE USED DVH Post 80 American  
Legion  
970 Central St Millinocket 0446

RESIDENCES OF APPLICANT IN LAST FIVE YEARS:

P.O. Box 383, 4 Kimball Drive MEDWAY ME 04460  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED?  
IF YES, CIRCUMSTANCES ARE SPECIFICALLY AS FOLLOWS:

YES \_\_\_\_\_ NO X

HAVE YOU (INCLUDING PARTNERS OR CORPORATE OFFICERS) EVER BEEN CONVICTED OF A  
FELONY? YES \_\_\_\_\_ NO X  
IF YES, WHO - CIRCUMSTANCES ARE AS FOLLOWS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE).

OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS.



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0008



### License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CCP-1990-3015	03/17/2021	03/16/2022

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee: AMERICAN LEGION, DONALD V. HENRY POST #80  
Business Name of Licensee: AMERICAN LEGION POST #80 DONALD V. HENRY  
Address of Licensee: 970 OUTER CENTRAL STREET  
MILLINOCKET, ME

CODE	License Type and Description	FEE
CCP	CLASS I-CLUBS WITH CATERING PRIVILEGES-MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

Total Fees:

\$ 910.00

Timothy R. Poulin, Deputy Director  
Bureau of Alcoholic Beverages and Lottery Operations

AMERICAN LEGION POST #80 DONALD V. HENR  
970 OUTER CENTRAL STREET  
MILLINOCKET, ME 04462



STATE OF MAINE  
MAINE REVENUE SERVICES  
RESALE CERTIFICATE



THIS CERTIFICATE IS VALID  
JANUARY 01 2020 THRU DECEMBER 31 2025

Business Name and Location Address	Certificate Number	Business Type
DONALD V. HENRY POST #80 970 CENTRAL ST MILLINOCKET, ME 04462-2111	0092405	PREP FOOD

This is to certify that the above named business is authorized to purchase during the period indicated on this certificate: (1) tangible personal property to be resold in the form of tangible personal property, or (2) a transferable service to be resold as the same taxable service. This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.

The above named business certifies that the following is being purchased in the ordinary course of business for resale as provided above.

Presented to: \_\_\_\_\_  
(insert name of seller on photocopy) (date) Presented by: \_\_\_\_\_  
Authorized Signature (purchaser) (date)

BUSINESS

American Legion  
Post 80

ORDER #

36-1022

**COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE  
APPLICATIONS**

☐ TAXES ARE CURRENT

Yes \_\_\_\_\_ No \_\_\_\_\_

N/A

☐ WASTEWATER IS CURRENT

Yes ✓ No \_\_\_\_\_

☐ POLICE INCIDENTS IN THE PAST YEAR

Yes \_\_\_\_\_ No ✓

(IF APPLICABLE PLEASE LIST)

## Diana Lakeman

---

**From:** empdchief@ghi.net  
**Sent:** Monday, March 7, 2022 11:24 AM  
**To:** Diana Lakeman  
**Subject:** Re: Request: Incident Report

Nothing to report! Thank you

On 2022-03-07 11:20 am, Diana Lakeman wrote:

Good morning,

Requesting report of incident, if applicable, for application of Liquor and Entertainment License pending council approval on 3/10/2022 for the following business(s):

- American Legion Post 80, 970 Central Street, Millinocket.

Best,

Diana M. Lakeman

*Diana M. Lakeman*

Town Clerk/Deputy Tax Collector/Registrar

[townclerk@millinocket.org](mailto:townclerk@millinocket.org)

197 Penobscot Avenue

Millinocket, Maine 04462

(207)723-7006/7007 Phone

(207-)723-7002 Fax

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



**ORDER #37-2022**

**PROVIDING FOR:** Approval of an Application for a Malt, Vinous and Spirituous Liquor License for American Legion Post 80.

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

Donald V. Henry, American Legion Post 80, 970 Central Street, Millinocket.  
d/b/a  
Donald V. Henry, American Legion Post 80, 970 Central Street, Millinocket.

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

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

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)  
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)  
TEL: (207) 624-7220 FAX: (207) 287-3434  
EMAIL INQUIRIES: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS w/ DBA: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## CLUB APPLICATION

NEW application: ☐ Yes ☒ No Business hours: 6am to 1am

If business is NEW or under new ownership,  
indicate starting date: \_\_\_\_\_

Requested inspection (New Licensees/ Ownership Changes Only) Date: \_\_\_\_\_

PRESENT LICENSE EXPIRES 3/16/22

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE: ☐ \$10.00 Filing Fee (must be included on all applications)

☐ \$495.00 Club w/o Catering (Class V – Malt, Vinous & Spirituous)

☒ Club with Catering : ☒ Malt, Vinous, & Spirituous-Class I (\$900.00) ☐ Spirituous Only-Class II (\$550.00)  
☐ Vinous Only-Class III (\$220.00) ☐ Malt Only-Class IV (\$220.00)  
☐ Malt & Vinous Only-Class III & IV Combination (\$440.00)

### ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Donald V Henry</u>			Business Name (D/B/A) <u>Donald V Henry</u>		
<u>American Legion Post 80</u>			<u>American Legion Post 80</u>		
APPLICANT(S) (Sole Proprietor) <u>Michael A Majewski</u> DOB: <u>04/20/1965</u>			Physical Location:		
Address <u>970 Central St</u>			City/Town <u>Millinocket</u> State <u>ME</u> Zip Code <u>04462</u>		
City/Town <u>Millinocket</u> State <u>ME</u> Zip Code <u>04462</u>			Mailing Address <u>970 Central St</u>		
Telephone Number <u>207/733-8088</u> Fax Number _____			Business Telephone Number <u>(207) 733-8088</u> Fax Number _____		
Federal I.D. # <u>01-6038550</u>			Seller Certificate #: _____ or Sales Tax #: <u>0092405</u>		
Email Address: <u>dvhpost80@gmail.com</u>			Website: _____		

1. State amount of gross income from period of last license: ROOMS \$ 14-17 FOOD \$ 2700.00 LIQUOR \$ 39,642
2. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐  
If Yes, please complete the Corporate Information required for Business Entities who are licensees.
3. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No  
If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License # \_\_\_\_\_ Name of Business \_\_\_\_\_

Physical Location \_\_\_\_\_

City / Town \_\_\_\_\_

4. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

5. If manager is to be employed, give name: \_\_\_\_\_

6. Business records are located at: \_\_\_\_\_

7. Is/are applicant(s) citizens of the United States? YES ☒ NO ☐

7. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

8. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
MICHAEL ALLEN MASKEWSKI	04-20-1965	Holyoke, MA

9. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: MICHAEL A MASKEWSKI City: MEDWAY State: MA

Name: City: State:

Name: City: State:

10. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_ (use additional sheet(s) if necessary)

11. Will any law enforcement official benefit directly in your license, if issued?

Yes ☐ No ☒ If Yes, give name: \_\_\_\_\_

12. Has/have applicant(s) formerly held a Maine liquor license? YES ☒ NO ☐

13. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: \_\_\_\_\_

14. Describe in detail the premises to be licensed: (Diagram Required) \_\_\_\_\_

15. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES ☒ NO ☐ Applied for: \_\_\_\_\_

16. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 1.5 miles

Which of the above is nearest? SCHOOL

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☐ NO ☒

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

**NOTE:** "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Millinocket ME on 2/24, 20 22  
Town/City, State

**Please sign in blue ink**

Michael A. Mayhew  
Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

Michael A. Wiskowski  
Print Name

\_\_\_\_\_  
Print Name

**UNORGANIZED TERRITORIES** \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application. Please make check payable to the **Treasurer, State of Maine.**

**This application must be completed and signed by the Town or City and mailed to:**

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

**TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:**

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: Millinocket, Maine Penobscot  
City/Town County

On: 23/10/2022  
Date

The undersigned being: ☒ Municipal Officers ☐ County Commissioners of the  
☐ City ☒ Town ☐ Plantation ☐ Unincorporated Place of: Millinocket, Maine

**THIS APPROVAL EXPIRES IN 60 DAYS**

## NOTICE – SPECIAL ATTENTION

### §653. Hearings; bureau review; appeal

**1. Hearings.** The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD) .]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW) .]  
[ 2009, c. 81, §§1-3 (AMD) .]

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP) .]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD) .]  
[1995, c. 140, §6 (AMD) .]

**4. No license to person who moved to obtain a license.** [ 1987, c. 342, §32 (RP) .]

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

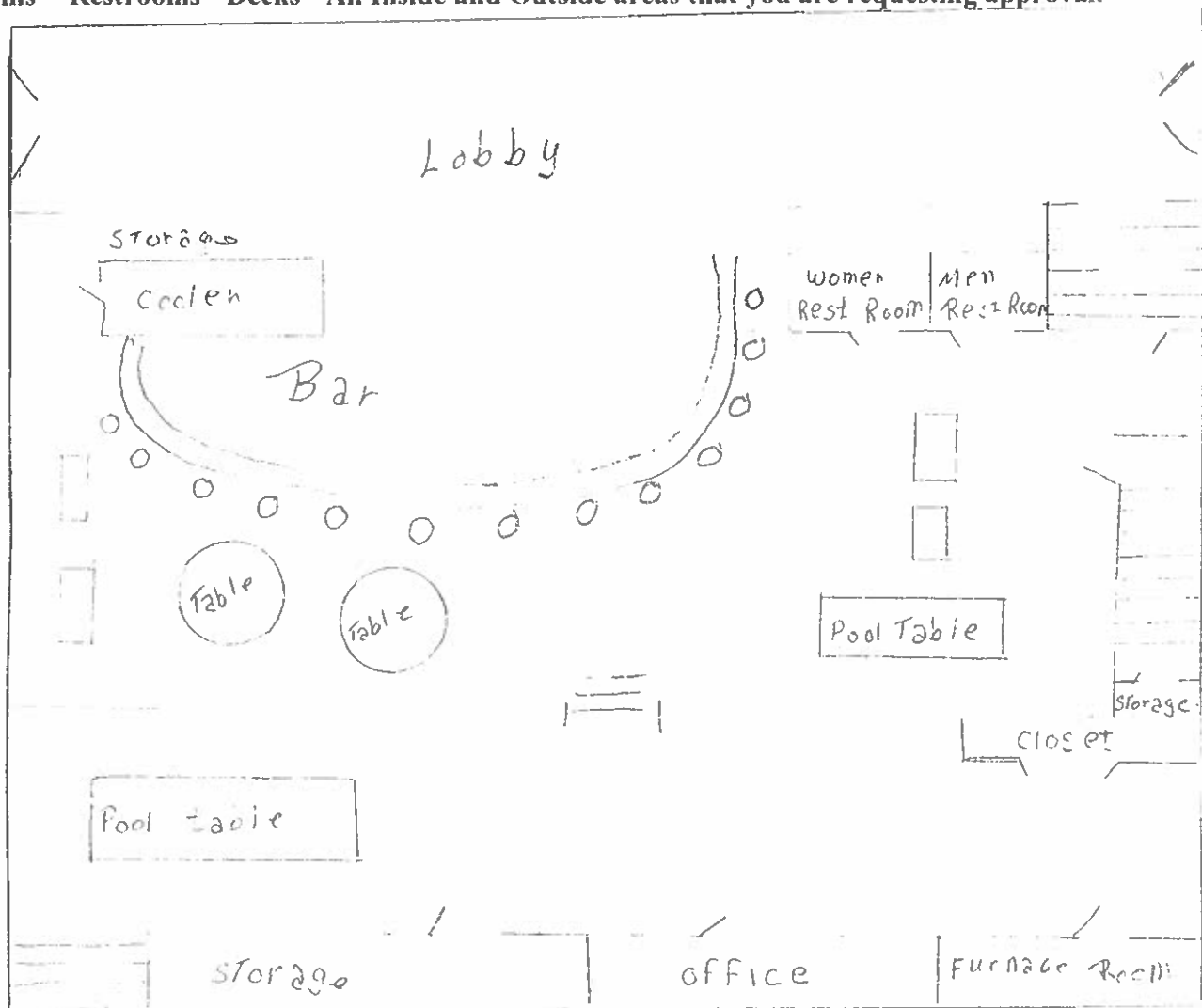
[ 1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF) .]



## ON PREMISE DIAGRAM (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • **Entrances** • **Office area** • **Kitchen** • **Storage Areas** • **Dining Rooms** • **Lounges** • **Function Rooms** • **Restrooms** • **Decks** • **All Inside and Outside areas that you are requesting approval.**



**Bureau of Alcoholic Beverages  
Division of Liquor Licensing & Enforcement  
8 State House Station  
Augusta, ME 04333-0008  
Tel: (207) 624-7220 Fax: (207) 387-3434**

**SUPPLEMENTARY QUESTIONNAIRE FOR CLUB APPLICANTS**

1. Legal Club Name: Donald V Henry American Legion Post 80
2. D/B/A Name: Donald V Henry American Legion Post 80
3. Complete Title, name, date of birth and telephone number for each principal officer of the club:

Title	Name	Birth Date	Telephone
Commander	Michael A Majkowski	04/20/1965	207-212-1826
Finance Officer	Cathy McGowan	02/09/1964	207-447-7959
Adf	Keith Calver	12/17/54	207-279-0246
Sgt At Arms	Fred Lindsay Jr	10/21/52	207-442-2985
Chaplain	Richard Chamberlain	04-01-1940	207-723-9157

4. Date Club was incorporated: 11/13/1947
5. Purpose of Club: ☐ Social ☐ Recreational ☒ Patriotic ☐ Fraternal
6. Date regular meetings are held: 4th Thursday of Every Month
7. Date of election of Club Officers: April 2022
8. Date elected officers are installed: MAY 2022
9. Total Membership: 211 Annual Dues: \$45 Payable When: 1/22
10. Does the Club cater to the public or to groups of non-members on the premises? Yes ☒ No ☐
11. Excluding salaries, will any person, other than the Club, receive any of the financial profits from the sales of liquors? Yes ☐ No ☒
12. If a manager or steward is employed, complete the following:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Sign in blue ink**

\_\_\_\_\_  
Signature & Title of Club Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Club Officer





STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT  
8 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0008



### License for the Sale of Liquor

License Number	Issue Date	Expiration Date
CCP-1990-3015	03/17/2021	03/16/2022

This License is valid only between the Issue Date and the Expiration Date appearing on this document. This License may be used only for the Named Holder at the Location for which the License was issued. The person or business named in this License is authorized to sell or serve liquor with liquor content as permitted by Maine law for the license type designated in this License.

All licensees shall make available for inspection their licenses at the premises to which those licenses apply. This License or each type of License issued as part of this License is subject to fine, suspension or revocation pursuant to Title 28-A of Maine law. License fee is non-refundable and the License is non-transferable unless approved by the Bureau.

Legal Name of Licensee: AMERICAN LEGION, DONALD V. HENRY POST #80  
Business Name of Licensee: AMERICAN LEGION POST #80 DONALD V. HENRY  
Address of Licensee: 970 OUTER CENTRAL STREET  
MILLINOCKET, ME

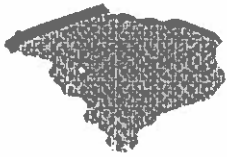
CODE	License Type and Description	FEE
CCP	CLASS I-CLUBS WITH CATERING PRIVILEGES-MALT LIQUOR, WINE AND SPIRITS	900.00
FF	FILING FEE	10.00

Total Fees:

\$ 910.00

Timothy R. Poulin, Deputy Director  
Bureau of Alcoholic Beverages and Lottery Operations

AMERICAN LEGION POST #80 DONALD V. HENR  
970 OUTER CENTRAL STREET  
MILLINOCKET, ME 04462



STATE OF MAINE  
MAINE REVENUE SERVICES  
RESALE CERTIFICATE

THIS CERTIFICATE IS VALID

JANUARY 01 2020 THRU DECEMBER 31 2025



Business Name and Location Address	Certificate Number	Business Type
DONALD V. HENRY POST #80 970 CENTRAL ST MILLINOCKET, ME 04462-2111	0092-05	PREP FOOD

This is to certify that the above named business is authorized to purchase during the period indicated on this certificate: (1) tangible personal property to be resold in the form of tangible personal property, or (2) a taxable service to be resold as the same taxable service. This certificate cannot be reassigned or transferred and can only be used by the above business or its authorized employees. This certificate is void if the business has ceased operating or if the certificate has been altered.

The above named business certifies that the following is being purchased in the ordinary course of business for resale as provided above.

Presented to: \_\_\_\_\_ (Insert name of seller on photocopy) \_\_\_\_\_ (date) \_\_\_\_\_ Presented by: \_\_\_\_\_ Authorized Signature (purchaser) \_\_\_\_\_ (date)

**ORDER #38-2022**

**PROVIDING FOR:** Approval of Wastewater Billing Change.

**IT IS ORDERED** that the Millinocket Town Council approves the proposed Wastewater billing change with an estimated annual cost increase of \$1432.80 to be expended from, account #2100, Wastewater Administration.

Note: There is sufficient amount of budgeted funds to cover the remainder of FY22 billing costs from account #2100, Wastewater Administration.

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_



# Millinocket

WASTE WATER TREATMENT FACILITIES

TOWN OF MILLINOCKET

197 PENOBSCOT AVE

MILLINOCKET, ME 04462-1430

TEL: (207) 723-7006



## SEWER BILL



ACCOUNT NUMBER

124562

BILLING DATE

01/26/22

PREVIOUS BILL

0.00

AMOUNT DUE

393.48

Bill may be paid by mail or online at [www.millinocket.org](http://www.millinocket.org).

Please make check or money order payable to

**TOWN OF MILLINOCKET** and mail to:

TOWN OF MILLINOCKET

197 PENOBSCOT AVE

MILLINOCKET, ME 04462-1430

S1 P1 - 1



104 WASSAU STREET, LLC

C/O APARTMENTS FOR PEOPLE LLC

PO BOX 311

BELFAST, ME 04915

Payment by:

☐ Visa ☐ Mastercard ☐ Discover ☐ AMEX

Card #:

Card number input fields

Expiration date:

Expiration date input fields

CVV:

CVV input fields

Billing ZIP code:

Billing ZIP code input fields

Signature: \_\_\_\_\_

If you would like a receipt, send a self-addressed stamped envelope with your payment.

**PLEASE DETATCH HERE AND KEEP THE BOTTOM PORTION**

SERVICE ADDRESS	RATE CLASS	ACCOUNT NUMBER	BOOK	SEQUENCE	AMOUNT DUE
122 WASSAU STREET	COMMERCIAL	124562	1	3635	393.48
DATE FROM	DATE TO	BILL DATE	DUE DATE	INTEREST DATE	
07/13/21	10/04/21	01/26/22	02/25/22	02/28/22	
METER READINGS		CONSUMPTION (X 100 CU FT)	DESCRIPTION	AMOUNT	
PREVIOUS	CURRENT				
230900	236800	5900	CURRENT SEWER CHARGES		393.48
			CURRENT DUE		393.48
			PAST DUE		0.00
			CREDITS		0.00
			LIENS		0.00
			INTEREST		0.00
AMOUNT DUE					393.48

PLEASE NOTE: THIS BILL REPRESENTS CONSUMPTION FROM 07/13/21 THROUGH 10/04/21.

INTEREST AT 6% WILL BE CHARGED ON ALL PAYMENTS BEGINNING 02/28/22.

PLEASE NOTIFY US OF ANY ADDRESS CORRECTIONS

### THE FOLLOWING CONDITIONS WILL APPLY TO OVERDUE BILLS

A sewer lien procedure will be used for the collections of delinquent sewer bills according to Title 38 Sections 1208 et. seq. M.R.S.A.

If you would like a receipt, please send a self-addressed stamped envelope with your payment.

**If you have sold your real estate since , it is your obligation to forward this bill to the current property owner. FAILURE TO FORWARD THIS BILL MAY RESULT IN A LIEN BEING PLACED AGAINST YOUR NAME.**

The Town accepts partial payments, weekly and/or monthly. Payments can be paid with cash checks or by credit cards. Please note there is a processing fee assessed for each Debit/Credit card transaction.

## Diana Lakeman

---

**From:** John Briggs <JBriggs@hygradebusiness.com>  
**Sent:** Wednesday, February 16, 2022 1:28 PM  
**To:** Diana Lakeman  
**Subject:** RE: Sewer billing  
**Attachments:** Sewer Bill Sample\_000108.pdf

Hi Diana, here is the pricing comparison between a postcard and a 8.5 x 11 sheet in a double window envelop. First class presort below is an high estimate, could be less but I know I'm safe at \$.459/EA. Note that all the information at the bottom of the sample sewer bill is custom. You can have what ever you want and change it whenever you want to.

We print Sewer bills on green 8.5 x 11 stock.

Post card print and mail \$0.20/E  
Postcard postage \$0.359/EA

> current billing type

8.5x11 in an envelope \$.28/EA  
Postage estimate \$0.459/EA

> Projected billing type

So, \$.018/EA increase cost to go with the 8.5x11.

I looked at the number of bills you send and it's around 1990 Bills each run.

\* 1990 x .18 = \$358.20

Hope this helps,  
John

---

**From:** Diana Lakeman <townclerk@millinocket.org>  
**Sent:** Tuesday, February 15, 2022 11:11 AM  
**To:** John Briggs <JBriggs@hygradebusiness.com>  
**Subject:** RE: Sewer billing

Good morning John,

With many concerns with our latest sewer billing, all USPS issues and of no fault of yours or the printing process, I was curious if you were able to provide us a cost comparison of our current billing expenditures and an estimated projected total with the provided quotes going to 8.5x11 (.28) with remit stubs/inserted. Provided we will continue to get the same reports sent to us per our usual billing confirmation process, I don't believe we will require extra added "features" like copies of bills, etc.

I would like clarification what "custom inserts" is pertaining to, assuming this is an extra item, in addition, to include with the bill?

Thank you again for your time and assistance.  
Best.

---

**From:** John Briggs <JBriggs@hygradebusiness.com>  
**Sent:** Thursday, November 11, 2021 8:45 AM  
**To:** Diana Lakeman <townclerk@millinocket.org>; Mary Alice Cullen <treasurer@millinocket.org>  
**Subject:** Sewer billing



Good morning, I had a talk with Jodi Leigh about your sewer billing. Seems if we go with an 8.35 x 11 sheet with a tear off remittance stub it fixes several problems associated with the postcard.  
I have attached pricing for the 8.5 x 11 sheet along with options like a reply envelope, custom inserts and copies for the bills.

Let me know what you think,  
John



***John Briggs***

***19 Poplar Ridge Drive***

***Falmouth, ME 04105***

PH. 207-650-7192

E-MAIL [jbriggs@hygradebusiness.com](mailto:jbriggs@hygradebusiness.com)

WEB SITE [www.hygradebusiness.com](http://www.hygradebusiness.com)

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

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

**ORDER #39-2022**

**PROVIDING FOR:** Acceptance of Bid for the Sale of Used Equipment.

**IT IS ORDERED** that the Millinocket Town Council accepts the bid offer for the sale of used Public Works equipment, 1996 Trackless Sidewalk Machine MT501, as is, and;

**IT IS FURTHER ORDERED** that the bid be awarded to S.A. McLean Company and that the Town Manager is authorized to sign all necessary documents.

**NOTE:** The Town received one bid:

1. S.A. McLean Company                      \$4,000

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_





TOWN OF MILLINOCKET  
PUBLIC WORKS DEPARTMENT

20 Cedar Street

Millinocket, Maine

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

E-Mail: [publicworks@millinocket.org](mailto:publicworks@millinocket.org) Web Site: [www.millinocket.org](http://www.millinocket.org)

March 2, 2022

**RE: Used Equipment for Sale**

Public Works has solicited a bid for used equipment for sale back in August 2021. The bid was a 1996 Trackless Sidewalk Machine MT501 Vin# MTST-943 as is. The bid package was put on the Town's Web Site and on the Maine Municipal Web Site with no interested parties to date. It has been replaced by a new machine in 2021. The 1996 machine has been parked out behind the Public Works Garage as un-used.

I had S.A. McLean Company call me and submit a bid of \$4,000. I would recommend accepting that bid to S.A. McLean Company.

Respectfully,

Ralph Soucier  
Public Works Director

MAINE MOTOR VEHICLE INSURANCE IDENTIFICATION CARD			
COMPANY NUMBER	COMPANY	<input checked="checked" type="checkbox"/> COMMERCIAL	<input type="checkbox"/> PERSONAL
	Argonaut Insurance Company/Trident		
POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	
BA4633337-11	04/27/2019	04/27/2020	
YEAR	MAKE/MODEL	VEHICLE IDENTIFICATION NUMBER	
1996	Trackless Tractor MT501	MTST-943	
AGENCY/COMPANY ISSUING CARD			(207) 778-8862
The Kyes Agency, Inc. 171 Main Street Farmington, ME 04938			

**ORDER #40-2022**

**PROVIDING FOR:** Authorization to transfer ownership of equipment.

**IT IS ORDERED** That the Town Manager is authorized to make arrangements and sign all necessary agreements to transfer ownership of 1988 CAT936E Loader, Serial #33Z03189, to Our Katahdin.

**Note:** This loader was given to the Town of Millinocket at no cost and is currently under an Equipment Use Agreement with Our Katahdin. The motor in this loader has blown, rendering it unusable. The cost to replace the motor is estimated between \$15,000 and \$20,000. Our Katahdin is willing to make that investment in the equipment but would like to own the loader as the outcome and continue using it on the mill site here in Millinocket.

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_

## Equipment Use Agreement

This Agreement is between the Town of Millinocket, 197 Penobscot Ave., Millinocket, ME 04462 (Owner) and Our Katahdin, PO Box 293, Millinocket, ME 04462 (User), a 501(c)(3), Maine non-profit.

WHEREAS, Our Katahdin is a non-profit working on economic and community development and owner of the 1,400 acres of industrially zoned land in the Town of Millinocket.(Mill Site)

WHEREAS, Owner came into ownership of a 1988 CAT936E Loader, Serial # 33Z03189 (Equipment) from the former owner of the Mill Site.

WHEREAS, Owner does not currently have a use for the equipment now or for the foreseeable future.

WHEREAS, it has been determined by the Town Council that the best use of the equipment is to allow Our Katahdin, use the Equipment for its operation and maintenance of the Mill Site.

### IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let the User use the above described equipment for the purpose of operating and maintaining the Mill Site.
2. Non-Fee Agreement. In consideration for the benefit of using the Equipment, User agrees to abide by all the terms and conditions of use described in this Agreement. User further agrees that the lending of the Equipment is for the User's sole benefit.
3. User agrees not to use the Equipment for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the Equipment. User also agrees to use the Equipment in a careful and proper manner.
4. User shall maintain the equipment in good repair and operating condition, allowing for reasonable wear and tear.
5. Insurance Requirements. User will maintain the insurance coverage show below

☐ Liability Insurance. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner. The certificate of insurance will indicate that User has made Owner an "additionally insured" on User's policy with respect to the use of the Equipment.

☐ Property Insurance. User promises and warrants that User will keep equipment insured against all risks of loss or damage from every cause whatsoever for a value of \$xxx and name Owner as a loss payee.

6. User agrees to hold harmless, indemnify and defend equipment owner (including equipment owner's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, property damage or financial damage, which may result from any person using the equipment while the equipment is in the care of User.
7. Owner, being neither the manufacturer, nor a supplier, nor a dealer in the equipment, makes no warranties, express or implied, as to any matter whatsoever, including, without limitation, the condition of the equipment, its merchantability, its design, its capacity, its performance, its material, its workmanship, its fitness for any particular purpose, or that it will meet the requirements of any laws, rules, specifications, or contracts which provide for specific apparatus or special methods, User accepts the equipment "AS IS".
8. User agrees that if the equipment fails to perform after acceptance by User it will be the responsibility of User to repair and correct the problem. User further agrees that Owner will not be responsible for any failure of equipment for any reason.
9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. In no event will Owner be liable to User for any lost profits or incidental, indirect, special or consequential damages arising out of User's inability to use the Equipment, even in Owner has been advised of such damages.
10. User agrees not to assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
11. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Effective Date of this agreement is this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Owner

User

\_\_\_\_\_

\_\_\_\_\_

Richard Angotti  
Interim Town Manager

Nancy DeWitt  
Treasurer, Our Katahdin