



**TENTATIVE AGENDA**  
**Regular Town Council Meeting in Council Chambers**  
**Thursday, March 24<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: March 10, 2022, Regular meeting.
5. Special Presentation: N/A
6. Town Manager's Report

**UNFINISHED BUSINESS:**

7. ORDER #35-2022 Approval of an Application to Board of Appeals – C. Cirame – **Tabled 3/10/2022**
8. ORDER #40-2022 Authorization to Transfer Ownership of Equipment – **Tabled 3/10/2022**

**NEW BUSINESS:**

9. ORDER #42-2022 Execution of the Town Warrant for March 24, 2022
10. ORDER #43-2022 Execution of the Wastewater Warrant for March 24, 2022
11. ORDER #44-2022 Approval of Application for BYOB Permit – Erika L. Mackin/The Shirly House B&B
12. ORDER #45-2022 Approval of Application for Board of Appeals – Richard Angotti
13. ORDER #46-2022 Approval of Re-Appointment of Health Officer – Thomas Malcolm
14. ORDER #47-2022 Authorization for Advertising Airport RFP
15. ORDER #48-2022 Authorization for Establishment of Banking and Investment Services
16. ORDER #49-2022 Approval of Re-Appointment to Recreation Advisory Committee – I. Shearer

17. Reports and Communications:

- a. Warrant Committee for the April 14, Council Meeting will be Councilor Madore and Councilor McEwen
- b. Chair's Committees Reports
- c. Two Minute Public Comment

18. Adjournment

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

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

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

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



# Millinocket

Maine's Biggest Small Town

**Town of Millinocket**

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org [www.millinocket.org](http://www.millinocket.org)

207-723-7000 Ext 5

## Citizen Guide to Town Council Meetings

This is an overview of information related to Council Meetings. We hope it is helpful to understanding the process. Thank you for participating in our local government. The town meeting is a place where the public is encouraged to participate. Below are some of the terms:

- **Order** – Item of business to be proposed (motioned) to council for discussion and vote.
- **Motion** – A Councilor proposal to the whole Council for discussion and vote. This could include an Order, an Amendment, or other. Any councilor can make a motion at any point in time during a Town Council meeting, regardless of whether it is on the agenda or not.
- **Second** – A “second” is used when a councilor supports an order to be discussed and voted upon. Without a “second” an order or motion does not get discussed or voted on.
- **Amendment** – A change to an original order, which can be motioned by a councilor and approved or voted down by the whole council.
- **Minutes** – Summary of past meetings, including votes and discussion, that needs Council approval for officially entering the record.
- **Parliamentary Procedure** – This is the protocol used and questions go to the Council Chair. The Council follows Robert’s Rules of Order. The Council adopted additional procedures at the initial session of a new term.
- **Warrant** – a list of articles for items the Council may act on, which usually comes in the form of approving expenditures.
- **Mil Rate** – Tax rate. The tax rate determines what is paid in property taxes. It is stated in “so many dollars per thousand dollars of valuation.” Residential property owners may want to seek homestead exemptions or Veteran’s exemptions (for qualified veterans) to potentially lower their property tax rate, which may be done through the town’s Tax Assessor.
- **Two Minute Public Comment** – Typically the last agenda item provides any member of the public an opportunity to express general concerns, thoughts, or feedback publicly. The Council invites any and all people to speak. Each member of the public will be allowed to speak for a period of not more than two minutes and the Council shall not enter into a debate or a question-and-answer session unless the question can be answered in a brief statement without a debate. This will be at the discretion of the Council Chair.
- **Executive Sessions** – These are private meetings held by the Council when certain matters must be kept confidential to protect other parties, as required by US and/or Maine law, Town Charter, or by contract. This could include personnel issues, legal issues, economic development issues or other. No Action by the Council can be taken in Executive Session—only in public Council meetings can any vote or decision be made by the Council.

- **To ask questions** or offer feedback during Town meetings, the public may do so within the public comment period of each order on the agenda. Any Councilor motion will be open to both the Council and the Public for discussion.

The public is asked to be respectful and orderly. It is of the Council Chairman's discretion to determine whether a public comment is disrespectful or inappropriate in nature, at which point the Chairman may request the ceasing of comment or removal of the public member.

Millinocket publishes the draft agendas on the website and Facebook prior to meetings. If you have questions, you may ask the manager and/or a Town Councilor before the meeting. The town website is [www.millinocket.org](http://www.millinocket.org).

**HOW CAN I GET MORE INVOLVED?** Come up and speak or submit a written statement to the Council Chairman and/or Town Manager. The Town Council is always seeking public input to ensure all perspectives, beliefs and desires of the public are considered.

**Want to do more?** Become an appointed member of a committee or board such as the Planning Board, Events Committee, or Board of Appeals. The Town publishes these openings on the website, Facebook, and local newspaper. You may also request to serve on an existing subcommittee by filling out a form on the town website at:

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

March 10, 2022

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers by Chair Golieb at 5:30 pm.

Roll Call:

Town Council Members Present:

Golieb	Madore
Bragdon	McEwen
Danforth	Pelletier
	Pray

Also present: Town Manager Peter Jamieson via Zoom, Town Clerk Diana M. Lakeman, Fire Chief Tom Malcolm, Public Works Director Ralph Soucier, Airport Manager Jeff Campbell, 4 in person public attendance, and 10 in Zoom public.

Pledge of Allegiance –

Adjustments to the Agenda: Updates to Manager's Report; updated Orders #33-2022 & 34-2022.

Approval of the Minutes: February 24, 2022, Regular meeting.

Motion-Bragdon Second- McEwen Vote 7-0

*Council Comment:* none

Public Comment: none residency

**SPECIAL PRESENTATIONS:** MRC Executive Director, Michael Carroll, provides new information as of today with updates of current standing and issues with lack of communications from bond holders and MRC, noting bond holders are currently controlling the sale of the plant, as MRC owns the land that the plant sits on which is owned by the bond holders, expresses concerns and loss of patience and revenues, notes the million dollar operational asset was on hold with the lack of communication and their intention to recuperate costs from prior facility agreement that fell through noting its long-drawn-out process, notes the facility provides leverage owning the land, expresses positive moving forward in closing of the meeting held as of today with financing options available, informs timeline of proposed process and actions needed from members, concludes with the process to finalize with a qualified bidder.

*Council Comment:* Chair Golieb informs the MRC Committee represents over 100 municipalities to review municipal solid waste noting Michael as its director.

Councilor Pray states he watched the meeting(s) held stating its conclusion with a very positive plan to move forward with, congratulates MRC working in a positive direction.

Councilor Madore inquires sale of property "all in" with land or facility only; Michael states no intentions in selling land as it seems to have provided leverage through this process.

Councilor Pray informs after a decision is made, a vote would come back to all MRC members noting Millinocket is a member, inquires anticipated operational timeline; Michael informs unknown at this time only estimating approximately nine months or more assuming 11-12 months to full capacity for operations.

Chair Golieb inquires if manufactured packaging affects process providing rebates; Mike informs rebate percentage designed as formula by tonnage that have been received and recorded noting concerns of larger companies having unaccounted direct contact providing pick up services for their own packaging.

Public Comment: n/a

**\*Town Manager's Report: – 3.10.2022; Additions:** \*TM Jamieson welcomes all to the first in person meeting noting his attendance by zoom and appreciation of encouragement and continued support to continue his education; acknowledges positive changes with community considerations moving forward.

**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 to take a more structured approach and what that may look like.

**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.

### 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

**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.

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

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 Allice 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. We are 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 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; \$19,268.39 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

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

Police Department: 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 o 1 Assault o 1 Burglary o 2 Bail / Probation Search o 4 Disorderly Conduct o 3 Mental Health o 5 Suspicious o 8 Traffic Offenses o 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. 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 homeowner 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.

*Council Comments:* Chair Golieb acknowledges Councilor Bragdon's efforts coordinating zoom projection and sound technical support for this meeting.

Councilor Bragdon anticipates tax acquired process discussion, expresses excitement of the new hires for police officers, notes unfortunate that the airport water situation is not yet rectified.

Councilor Madore suggests seeking Town Attorney for tax acquired property sale procedure template or outline to make sure legal process is covered prior to policy discussion, shares concerns blinking light safety issue and should be priority for the community's safety, inquiries of insurance policy covering tenants at the airport with water issues; Jeff Campbell, Airport Director informs tenant hook up is at main lines and not affected, continues to inform insurance adjuster visited site today expressing concerns of time line to rectify noting agreement needs to be reviewed by the insurance agent; Councilor Madore expressed concerns for the tenants, shares appreciation to the new officers.

Councilor Danforth applauds Town Manager Jamieson and is happy to support him with his continued attendance to leadership classes, inquires Bike/Pedestrian study meeting time; \*TM Jamieson unknown at this time; uncertain that legal is needed prior to having discussion on tax acquired property sale policy, inquires skate rink foreseen improvements with suggestion to reach out to Recreation Director noting its loved by the community; Councilor Madore informs the town has a 5-year cap plan for infrastructure improvements; Councilor Danforth anticipates learning more on the 5-year cap plan.

Councilor McEwen welcomes Evan Campbell as new hire for Code Enforcement and new hires police department, agrees with Councilor Danforth suggests using resources proposing administration reach out to other towns for their tax acquired property bid process, noting a cost savings, then legal can review if necessary, concerning subjectiveness, Council has final review and decision of policy, thanks TM Jamieson for the report noting his support for continuing leadership classes.

Chair Golieb welcomes new officers and Evan Campbell as Code Enforcement, open to see policy proposals brought forward regarding tax acquired property sale and states he does not support a formal process that will inhibit the ability to respond to issues or making a policy too objective to not best serve the community's needs.

*Public Comments:* Councilor Bragdon reads Zoom Chat: Susan D'Alessandro inquiries if School Board will be joining the Youtube Channel;

Chair Golieb informs they are a different board that will have to determine their own policies.

\*TM Jamieson notes his support and offers to arrange the inclusion of School board meetings if the board decides, welcomes discussion with the board going forward.

Sandy Sullivan, 104 Sunset Drive, shares concerns with the loss of the Firefighter/EMT and is hopeful the position is filled quickly regarding the minimal crew or fear of losing the department entirely.

Richard Angotti, 222 Katahdin Ave, offers information to rectify frozen water pipes at the Airport with concerns of time determining issues and location of issues.

Jeff Campbell, Airport Manager, informs prior methods to rectify are no longer allowed, and unknown location of issues at this time.

*UNFINISHED BUSINESS:* n/a

*NEW BUSINESS:*

ORDER #33-2022 PROVIDING FOR: Execution of the Town Warrant for March 10, 2022

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

Motion- Pray                      Second- Madore                      Vote 7-0

*Councilor Comment:* Noted the larger expenses: Ambulance/Medical billing, telephones, Dead River, MMA, MRC, ME Technologies, Maine Water Company, Versant Power

*Public Comment:* none

ORDER #34-2022 PROVIDING FOR: Execution of the Wastewater Warrant for March 10, 2022

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

Motion- Pray                      Second- Madore                      Vote 7-0

*Councilor Comment:* Noted the larger expenses: Maine Bond Bank, Town of Millinocket; Councilor Pray expresses it would be beneficial to the Council to know the bond amounts and balances after payments noting to know more than once a year would be advantageous.

*Public Comment:* none

**ORDER #35-2022 – Tabled to 3/24/2022**

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

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

Note: Charles's application was received February 2022 and currently holds a seat on the Board of Appeals that will expire March 31, 2022.

Motion- Pelletier                      Second- Bragdon                      Vote to Table until 3/24/2022 – 7-0

*Council Comment:* Councilor Pray expresses appreciation of those showing interest to serve on any Town board, expresses concerns as Charlie also serves on the Planning Board with inquiries of issues serving on both boards if a planning board decision was brought to an appeal, Councilor Madore informs an abstention would be required if an appeal was brought for action, Councilor Pray suggests tabling for further information regarding concerns, Councilor Madore motions to table order #35-2022 until the next council meeting, March 24, 2022, Councilor Bragdon second the motion to table, Vote to table order #35-2022 until March 24, 2022 was unanimous 7-0.

*Public Comment:* Richard Angotti, 222 Katahdin Ave., informs having previously served on the Appeals Board and then Planning Board only after a resignation was required from the Appeals Board, notes the State statutes regarding a clear conflict of interest to serve on both Planning Board and Board of Appeals.

**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

Motion- Bragdon                      Second- Madore                      Vote 7-0

*Council Comment:* none

*Public Comment:* none

**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.

Motion- Madore                      Second-Bragdon                      Vote 7-0

*Council Comment:* none

*Public Comment:* None

**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.

Motion-McEwen      Second-Madore      Vote 7-0

Council Comment: Councilor Pray informs the public this billing change is in response to the issues and concerns of the community with the current billing of postcards being lost, torn, illegible and going to a full-size bill with stub in envelope.

\*TM Jamieson notes the billing stubs conveniently include credit card processing, a positive step moving forward.

Councilor Pelletier inquires cost of postage with concerns of discount; Town Clerk Diana Lakeman, informs the rate is a discounted pre-sort rate as commercial postage is currently .55 cents.

Public Comment: None

**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:

S.A. McLean Company      \$4,000

Motion- Danforth      Second-Madore      Vote 7-0

Council Comment: None

Public Comment: None

**ORDER #40-2022 Tabled to 3/24/2022**

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.

Motion-Pray      Second-Madore      Vote to Table until 3/24/2022 - 7-0

Council Comment: Chair Golieb informs new information is now know since order was drafted with the Town Manager's request to table.

Councilor Bragdon addresses the agreement with Our Katahdin acknowledging the loader is to be returned, as given, in working condition.

\*TM Jamieson apologizes for rushing the order as new information has been brought to his attention and requests the table of this order to review all data.

Councilor Bragdon motions to table order #40-2022 until March 24, 2022, Councilor Pray seconds the motion, Vote to table order #40-2022 until March 24, 2022 is unanimous, 7-0.

Public Comment: None

Reports and Communications:

a. *Warrant Committee* for March 24, 2022, Council Meeting: Councilor Bragdon and Councilor Danforth.

b. *Chair's Committee Reports:*

Councilor Danforth, Age Friendly, meeting on Wednesday, March 16, 2022 at 4:00pm at the Millinocket Memorial Library and via Zoom, collaboration with the Youth Committee for discussion of tri town community center, public survey available until March 28<sup>th</sup> online and hard copies located at town office.

Chair Golieb Economic Development Committee and Sustainability Subcommittee, meetings held are available on the town's Youtube Channel, further discussion on STRs, Economic Development issues surrounding downtown and ATV all access, signage, anticipates proposal for review of fire station building.

- c. *Two Minute Public Comment:* Jeff Campbell, Airport Manager, informs issues at airport are still in the process of trying to resolve stating the outdated galvanized plumbing is a concern noting many avenues and departments are involved to resolve issues.  
Richard Angotti, 222 Katahdin Ave, states the agreement with Our Katahdin regarding the use of loader was a legal drafted document, informs the loader was operational worth approximately \$38,000 and was purchased as a spare for the town noting the agreement states it is to be returned to the town as lent stating he supports the agreement giving it back to the town in operating condition; expresses concerns regarding current issues with atv use in town and atv trail access, inquires if continuing safety issues will be addressed.
- d. Motion to adjourn at 6:50 p.m. –Madore, Second –Bragdon, Vote 6-1 (Pelletier/Opposed)



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 3.24.22

### **FY23 Budget:**

- This process is moving along nicely. I have held individual meetings with department heads where necessary to go over their initial drafts. I am feeling comfortable with the progress being made. In the coming week I will be working with Mary Alice to pull everything together for a complete first draft. I think we are right on track for where we need to be, taking into consideration this is my first rodeo with our municipal budget. We have a great team of department heads and a powerhouse treasurer leading the pack. I could not do this without them.

### **Valuation:**

- Lorna and I met on March 17<sup>th</sup> as planned to discuss a plan for revaluation. We are currently awaiting responses regarding availability of potential key players in our suggested process. We will keep this ball rolling and look to bring a detailed plan and budget four or next council meeting, April 14<sup>th</sup>.

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

- Our Public Meeting regarding the Millinocket Bicycle & Pedestrian Safety Study is coming up on April 11<sup>th</sup> at 6:00pm.
- TY LIN & Maine DOT will give a presentation on the results of their study and share suggestions on how we can adapt Central Street to be better situated for bicycle and pedestrian traffic.
- We encourage our community members to attend to listen, ask questions, provide comments, and help us make these decisions collaboratively!
- WE WANT TO HEAR FROM YOU, MILLINOCKET!

### **Property Damage, CEO, & EMPD:**

- We have received photos and complaints again recently about damage to the Town owned land along Highland Avenue due to illegal parking.
- I have directed our Code Enforcement Officer to notify all property owners along this stretch that we are requesting any violations moving forward be ticketed by Law Enforcement.
- If they rent their property, they will be responsible for notifying all renters.
- This time of year, we must be especially mindful of these things as the ground softens and is easily damaged.



# Millinocket

Maine's Biggest Small Town

## Staff Meeting & Masking Update:

- I held a staff meeting, Thursday March 17<sup>th</sup>. We discussed our scheduled upgrade to the most recent version of our operating system, procedure for hiring outside contractors working on Town property regarding workers comp and liability insurance, a reconvening of the Safety Committee, and heard updates and suggestions from Chief Malcolm regarding COVID and masking in Town buildings. All department heads were in attendance.
- Reconvening the Safety Committee, along with a few other items on a punch list will situate us nicely to move into the next tier for discount percentage on our Worker's Compensation Plan with Maine Municipal Association. My predecessor, Mr. Angotti had done a lot of work on this to get us where we are today. I should be able to implement the remaining pieces by August of this year, putting us in great shape for a better rate in 2023.
- "Knock on wood!" Millinocket has seen a tremendous decrease and claims over the past 2 years. With 2019 (our highest year) falling off for the next cycle, along with a higher discount percentage, we are looking at considerable savings on this plan for 2023!
- I am encouraging our employees to keep up their great work, remaining vigilant and cognizant of their safety at all times.
- We will be moving to "Masking Optional" in Town buildings on Monday, March 28<sup>th</sup>. A memo from Chief Malcolm recapping this information is included in our meeting packet.

## Website:

- I have a meeting scheduled for March 29<sup>th</sup> with Designlab to review our website.
- We will be addressing outdated information, replacing broken links, and user-friendliness.
- Thank you to the community members who have helped to identify some of these items.

## Reminder:

- 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 to me or the council. It does not guarantee a response or even that the comment would be seen.
- I hope that any member of our community feels comfortable reaching out to me with any questions or concerns they have. All are welcome!

Respectfully Submitted,

Peter Jamieson, Town Manager.



# Millinocket

Maine's Biggest Small Town

## **Department Updates:**

### **Public Works:**

- Worked on Traffic Signal Lights on both intersections repairing bottom unhooked sections due to high winds.
- Patching holes
- Opening storm water drains as needed
- Putting together budgets for Cemetery, Transfer Site, and Public Works Departments
- Assisted East Millinocket Public Works in removing X-Mas Decorations
- 2 Operators and the Mechanic attended Street Sweeper Technician Service School at Brewer put on by Allied Equipment

### **Safety:**

- 90% completed on Annual OSHA Training
- Had Public Works Operator complete the Monthly Housekeeping Inspection Checklist
- Enrolled in MMA Safety Enhancement Program Grant for Spring Session

### **Transfer Station:**

- Mike Carroll Executive Director of the MRC attended Council Meeting to update the Town on the status of the new trash facility in Hampden
- One of the transfer site attendants is out with medical issues.

### **Cemetery:**

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works

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# Millinocket

Maine's Biggest Small Town

## Human Resources Director

- Personnel
- Assisting Town Manager
- Office Responsibilities
- Working on Town Report
- Scheduling interviews for CID Directors position
- Budget preparation

## 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

Lori Santerre, Human Resource Director

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## Airport:

### Operations

- The G.A.R.D. system has recorded 70 aircraft operations this month to date.
- Spring breakup has begun with the ice and snow receding from the edges of the runways and taxiways.
- During cleanup from the last storm the snowblower ruptured a coolant hose. Public Works was able to repair it.
- Still no water...

### Safety

- Completed bi-monthly fuel farm inspections
- Attended a department head meeting where a new schedule and criteria for monthly safety meetings was established.

### Administration

- Submitted first draft of the FY23 Airport Budget. We will have had our first workshop this week.
- Attended department head meeting, glad these are happening again.
- Attended Sustainability Committee meeting, discussed Terminal Building design RFP.

Jeff Campbell, Airport Manager

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# Millinocket

Maine's Biggest Small Town

## **Town Treasurer:**

- The 2021 Worker's Compensation audit was completed. The audit resulted in a premium underpayment of \$9,571. Some contractors were picked up on the audit due to incomplete proof of insurance on file at the Town. This becomes a cost to the Town, because the workers' compensation audit requires the Town to pay for the WC coverage of the contractor's payroll required to provide the onsite services. We were able to obtain the proper paperwork from some contractors, which will decrease the \$9,571 underpayment bill. To rectify this problem in the future, there has been work done internally to reconfirm what is required before a contractor starts working on Town property.
- I've started working on the FY23 budgets and am also catching up on month-end work.
- I've started prepping for the next round of WWT 30-day notices.

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.
- Currently at the Central Street station, we are experiencing generator problems. We are working with CMD Power Systems to resolve this.

James Charette, Superintendent

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## **Code Enforcement:**

- Studying and training as much as possible to become certified.
- We have had a few permit applications come through for processing. More will start to come in as we get closer to summer.
- Fielding and assessing questions and complaints.

Evan Campbell, Code Enforcement Officer



# Millinocket

Maine's Biggest Small Town

## Town Clerk/Tax Collectors Office:

Totals include March 8, 2022, through March 21, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$156,555.51 were collected, which involved 508 transactions processed in Trio. **\*Report Attached**

- Sharon reconciled current Motor Vehicle weekly report and submitted to BMV.
- Real Estate & Personal Property Tax Balances as of 3/21/2022: \$383,503.95 remains unpaid for 21/22 RE; \$14,824.52 remains unpaid for 21/22 PP. **\*Reports Attached**
- Sharon prepared Tax Collector's Letter to the Public, posted on the website, and currently making phone calls and sending out account details to delinquent accounts as a courtesy for reminder of tax payments in preparation of 30-Day Notices of Lien and prevention of additional certified letter charges.
- Diana prepared Town Clerk reminder letters, with applications, to 25 Victualer's in Millinocket in courtesy of submission for Town Council approval for renewal prior to May 2022 expiration, letters will be mailed March 30<sup>th</sup>.
- Preparing quarterly Wastewater billing for April.
- Budget Preparation.
- 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; Applications only are now available for Requesting Absentee Ballots  
**Note: State printed ballots are not available at this time, their projected date to be available is 30 days prior to the primary election. (Notice of Absentee Ballots will be posted for public knowledge when available)**
- Certified approximately 35 State candidate petitions.
- Updates daily to voter registration additions, deletions, and other requests.

## Other Items:

- Planning Board: (1) Alternate Seat available.
- Board of Appeals: (3) Seats to expire March 31, 2022.
- Preparation efforts with citizen inquiries for procedure for initiating recall petition.
- Continued restoration efforts of vital records by filing, indexing, and storage.

Respectfully, Diana Lakeman Town - Clerk/Deputy Tax Collector, Sharon Cyr - Tax Collector/Deputy Clerk



# Millinocket

Maine's Biggest Small Town

**Fire, Ambulance, Public Health & Safety:**

- Attended various committee meetings.
- Delivered sand buckets and sand to area residents under our "Sand Bucket" program.
- Attended ZOOM meeting with Penobscot County EMA on multi-jurisdiction plan and its implementation.
- Dealt with trash issue from rental property and explained to landlord it is their responsibility to make sure that they follow proper procedures.
- Checked with Maine CDC on wastewater treatment plants testing for COVID-19 and this is a program they are trying with selected communities.
- Went to do follow up with CEO on recently complaints concerning a facility in Millinocket, found this to be same issues that have been going on and not code violations.
- Attended Safety Committee meeting and discussed COVID protocol updates that I was going to present to Council for their feedback and discussion.
- Assisted State health license inspector conduct two license renewal inspections in Millinocket, both passed without incident.
- Working with Maine Forestry Service on upcoming forest fire training that will be offered in our area.
- Followed up with Deb Roundtree on upcoming BEMT class that will be offered and also on our ongoing plans for a regional testing center at KATEC.
- Submitted Gloria MacKenzie Grant application.
- Working on 2022-2023 budget for Fire and Ambulance.

Chief Thomas Malcolm AEMT, FLSE, JFS II

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**Police Department:** SEE ATTACHED REPORT



# Millinocket

Maine's Biggest Small Town

COVID & Masking Update – 3/24/22

Peter,

As we had discussed in the Staff Meeting on Thursday, I would like to suggest that we look at reopening all Town buildings with a “mask optional” approach while still urging social distancing and self-care. I have included the bullet points that I presented to the Dept. Heads, and they are all on board with this discussion as well, as I had pointed out if you are not comfortable then continue to wear a mask. No one should feel pressured in any way if they choose to continue wearing a mask, we as a Town must make sure our staff is safe but also that they are supported in their decisions. I would like to suggest that we go back to this on **Monday, March 28<sup>th</sup>** if that works for you.

- Positive COVID news in our region and across State of Maine, hospitalizations are going down, cases are also declining.
- Penobscot, Piscataquis is showing low on the graph, Aroostook County is still in the medium range.
- Watching two new variants that have surfaced recently.
- Presque Isle showing one of the highest ratings from WWT testing in the nation.
- Communities doing WWT testing in Maine, **Fort Kent**, Presque Isle, **Houlton**, **East Millinocket**, Moosehead Headwaters, **Calais**, Bangor, Machias, Blue Hill, Belfast, Augusta, **Lewiston/Auburn**, Brunswick, Westbrook (west), Portland (east), York. (Red worse than median US average)
- New strain BA.2 or “Stealth” is in US and has been found to strike mostly young, unvaccinated people and does seem to be as deadly. It is detectable with a rapid test.
- Guidelines continue to keep your distance, wash your hands frequently, monitor your health, wear mask if not comfortable. With the availability of home test everyone should have one at home just in case.
- Considering going “mask optional in all town building, continue to social distance especially at meetings.
- We must acknowledge that COVID is not going away, but we are continuing to make progress to protect ourselves from the virus.
- It certainly will mutate and cause new diseases and new surges, just need to make sure we are vigilant and prepared for that.
- MRH is still doing vaccinations at the Walk in Clinic in East Millinocket.
- MRH can do monoclonal Antibody Infusions if criteria are met, they get a supply on Mondays and are not sure what doses they will receive.

Thanks,

Thomas Malcolm, Fire Chief  
Local Health and Safety Officer

# GENERAL ASSISTANCE STATISTICS FOR FEBRUARY 2022

	<u>MONTHLY</u>	<u>YTD</u>	<u>FEBRUARY 2021</u>			
RENT	\$231.65	\$ 3,344.59	# OF CASES	# HOUSEHOLD	# TANF	#APPOINT.
ELECTRICITY	108.23	108.23	3	6	0	3
LP GAS	-0-	-0-	<u>LAST MONTH</u>			
MEDICAL	-0-	- 0-	# OF CASES	# HOUSEHOLD	# TANF	#APPOINT.
HOUSEHOLD	-0-	172.23	2	2	0	3
WATER	84.62	84.62	<u>LAST YEAR</u>			
CLOTHING	-0-	-0-	# OF CASES	# HOUSEHOLD	# TANF	# APPOINT.
FOOD	-0-	-0-	3	8	0	4
BABY	-0-	-0-	<u>WORKFARE</u>			
FUEL	146.82	146.82	# OF CASES	#HOUSEHOLD	#HOURS	
OTHER	-0-	-0-	0	0	0	
<b>TOTALS</b>	<b>\$571.32</b>	<b>\$3,856.49</b>				

**TOTAL DOLLAR AMOUNT SPENT IN FEBRUARY 2021 WAS \$458.04.**

**TOTAL DOLLAR AMOUNT IN FEBRUARY 2022 COMPARED TO FEBRUARY 2021 SHOWS AN INCREASE OF \$113.28.**

**TOTAL AMOUNT IN 2022 COMPARED TO 2021 SHOWS A DECREASE OF \$2,298.04.**

**RESPECTFULLY SUBMITTED,**

**LORI A. SANTERRE  
WELFARE DIRECTOR**

## Receipt Search Report

Actual Date Between 03/08/2022 and 08/21/2022, Receipt Type Between 1 and 804

### Receipt Summary

Type	Count	Amount
1 AUTOMOBILE REGIST	1	0.00
2 BOAT REGISTRATION	2	101.80
3 ATV REGISTRATIONS	1	47.00
4 SNOWSLED REG	4	338.00
5 GAME LICENSES	1	27.00
7 CODE ENFORCEMENT	6	437.00
11 TRANSFER SITE	2	689.00
22 ADM COPIES /AUDIT	4	7.00
23 ADMINISTRATION	1	0.53
53 AMBULANCE PAYMENTS	11	2,457.64
54 AMULANCE CR CARD PAYMENTS	1	150.00
55 PUBLIC WORKS ADMIN	1	4,000.00
63 VIC/ENT/PED	1	25.00
65 PUBLIC WORKS/EXPENS	1	1,322.22
67 WW & SCHOOL BANK FE	1	5,160.87
70 SCHOOL PAYROLL TAX	2	28,731.62
90 Real Estate Payment	77	44,523.69
91 Tax Lien Payment	6	5,687.21
92 Personal Property Payment	1	741.00
94 Utility - Sewer Payment	151	15,059.57
95 Utility - Sewer Lien	11	2,135.25
99 Motor Vehicle	139	41,532.77
100 WASTE WATER PR TAX	2	1,822.34
111 TRANSFER STICKER TO	48	960.00
112 TRANSFER STICKER UN	12	130.00
800 Dog Registration	9	265.00
801 Death Certificate	1	15.00
802 Birth Certificate	10	174.00
803 Marriage Certificate	1	15.00
	508	156,555.51

# REAL ESTATE

Millinocket  
08:23 AM

## Non Zero Balance on All Accounts

Tax Year: 2022-1 To 2022-2  
As of: 03/21/2022

03/21/2022  
Page 11

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
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	3,292.23	0.02
1709 R	YOUNGS, KARL A & MARTIN, NANCY A	2022	1,651.00	825.50	825.50

**Total for 485 Accounts:** 697,164.00 313,660.05 383,503.95

### Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-4,433.57	0.00	0.00	-4,433.57
P - Payment	303,052.79	0.00	0.00	303,052.79
Y - Prepayment	15,040.83	0.00	0.00	15,040.83
Total	313,660.05	0.00	0.00	313,660.05

### Non Lien Summary

2022-1	383,503.95
Total	383,503.95

**No Liened Accounts** 0.00 0.00 0.00

### Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

### Lien Summary

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

**Total for 485 Accounts:** 697,164.00 313,660.05 383,503.95

437,384.10 Prior

(53,880.15)

*Personal Property*  
**Non Zero Balance on All Accounts**  
Tax Year: 2022-1 To 2022-2  
As of: 03/21/2022

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 43 Accounts:			27,387.75	12,563.23	14,824.52

**Payment Summary**

Type	Principal	Interest	Costs	Total
P - Payment	11,359.32	0.00	0.00	11,359.32
Y - Prepayment	1,203.91	0.00	0.00	1,203.91
Total	12,563.23	0.00	0.00	12,563.23

**Non Lien Summary**

2022-1	14,824.52
Total	14,824.52

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
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Total for 43 Accounts:	27,387.75	12,563.23	14,824.52
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*19368.39 Prior*

*(4443.87 pd)*





# East Millinocket Police Department

125 Main St East Millinocket ME 04430



## Staffing / Schedule / Training

- **WE ARE FULLY STAFFED!** The addition of the second officer in Millinocket has already proven its effectiveness. There have been several occasions in the last two weeks where both officers were tied up on calls at the same time. There have also been occasions when all four officers in the evenings have been busy on calls, traffic stops, etc. As an agency we truly can't thank the entire region and each town government enough for the support and their support of policing in our communities.
- New hires have been working on completing all required training and reviewing our SOP's.

## Equipment

- We are still waiting for some uniforms and equipment for new hires. Supply chain delays are beginning to worsen (again).

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

- 170 Calls for Service in Millinocket
- 386 Total Calls for Service
- 162 Traffic Stops
- Notable Millinocket Stats
  - o 4 Bail / Probation Searches
  - o 1 Drugs
  - o 1 Dead Body
  - o 4 Disorderly Conduct & Wanted Out
  - o 2 Drug Overdoses
  - o 9 Mental Health & Suicide Threats
  - o 3 Intoxication
  - o 3 Suspicious
  - o 13 Welfare Checks
  - o 7 Arrests / Charges Include
    - 3 Violation of Bail
    - 2 Warrants
    - 1 Possession of Scheduled Drugs
    - 3 Traffic Related Offenses

## Notable Items

- Det Sgt McLaughlin just recently completed an investigation involving an incarcerated inmate from a recent drug arrest. The investigation revealed 35 bail violations due to no contact violations.
- Officers are continuing to see a large amount of mental health calls. In the last few weeks, we have seen times where almost all the beds in the ER at MRH have been occupied by mental health patients. MRH Staff should be commended for their work in recent months.
- Officers are continuing to investigate a suspected drug overdose death.

East Millinocket Police Department

- Officers have had 24 other arrests in addition to the ones above in the last few weeks to include 6 drug cases and 2 OUI cases, to mention a few. It is important to note all these cases effect the entire region as we've found in these drug cases the individuals are frequenting all three towns.
- Officers have been conducting multiple bail and warrant checks in the last few weeks.
- Officers have worked with a K9 Teams from Piscataquis Sheriff Offices and US Border Patrol on a couple occasions in the last few weeks to conduct K9 details.
- Cpl Fitzgerald will be assisting in instructing at the Eastern Maine Community College Criminal Justice Program Student Police Academy this week. This semester long course is a simulated police academy and Cpl Fitzgerald will be assisting with live scenarios where the students investigate simulated calls for service.
- The courts delays are stacking up. All new cases are not scheduled for court appearances until at least June.

**POLICE**



**EAST MILLINOCKET**

**East Millinocket Police Department**



# East Millinocket Police Department

February 2022 Statistics



## Total Department Incidents

### **778 Calls for Service**

- 239 Calls for Service in East Millinocket
  - 195 Calls for Service in Medway
  - 332 Calls for Service in Millinocket
  - 12 Calls Other Coverage Area

## Total Traffic Stops

- 260 Motor Vehicle Stops

## Total Arrests

- 48 Adult Arrests
- 1 Juvenile Arrest

## Call Average Per Day

- 27.8 Calls Per Day

## Observed Offenses

899

East Millinocket Police Department  
February 2022 Statistics

## **Reported Offenses**

Abandoned Vehicle = 1  
Administrative Delivery = 2  
Agency Assist = 15  
Alarm = 17  
Animal Noise = 2  
Animal Problem = 15  
Assault = 1  
Recreation Vehicle Problem = 2  
Bail / Probation Search = 5  
Burglary = 1  
Citizen Assist = 14  
Citizen Dispute = 7  
City / Town Ordinance = 86  
Civil Matter = 5  
Custodial Dispute = 1  
Dead Body = 2  
DHHS Referral = 1  
Disorderly Conduct = 14  
Erratic Vehicle = 4  
Escort = 17  
Family Fight = 5  
Fish & Game Violation = 1  
911 Hangup = 7  
911 Misdeal = 11  
911 Open Line = 6  
Harassment = 1  
Police Information = 33  
Intoxication = 1  
Juvenile Problem = 5  
Juvenile Runaway = 1  
Littering = 1  
Lockout = 2  
Motorist Assist = 10  
Ambulance / Medical Assist = 9  
Mental Health Problem = 6  
Missing Person = 1  
Operating After Suspension = 8  
Drug Overdose = 1  
Protection Order Service = 3  
Parking Problem = 3  
MVA – Damage = 17  
MVA – Injuries = 1  
Probation Violation = 1  
Property Check / Watch = 197  
Property Damage = 1

## **Observed Offenses**

Abandoned Vehicle = 1  
Administrative Delivery = 2  
Alarm = 20  
Ambulance / Medical Assist = 24  
Animal Problem = 17  
Alcohol Offense = 1  
Assault – Simple = 1  
Agency Assist = 17  
Burglary – Residential – Unlawful Entry = 1  
Bail / Probation Search = 9  
Citizen Dispute = 7  
Custodial Dispute = 1  
Citizen Assist = 26  
Civil Matter = 7  
Criminal Mischief = 1  
Communications Offense = 2  
City / Town Ordinance = 86  
Community Relations = 1  
Drugs – Possession = 2  
Court Service = 7  
Dead Body = 2  
Disorderly Conduct = 20  
DHHS Referral = 3  
Designated Patrol = 66  
School Patrol = 16  
Drug Overdose = 1  
Mental Health Problem = 14  
Escort = 17  
Erratic Vehicle = 5  
Family Fight = 11  
Fish & Game Offense = 1  
False Report of Information = 1  
Harassment = 1  
Police Information = 38  
Intoxication = 4  
Juvenile Runaway = 2  
Juvenile Problem = 5  
Littering = 1  
Lockout – Residential = 1  
Lockout – Vehicle = 2  
Motorist Assist = 11  
Missing Person = 1  
Recreation Vehicle Problem = 3  
Noise Problem = 1  
Parking Problem = 3

**East Millinocket Police Department  
February 2022 Statistics**

Public Service = 1  
Background Check = 2  
Scam = 6  
School Patrol = 16  
Search Warrant = 1  
Sex Offense = 1  
Special Patrol = 66  
Subpoena Service = 4  
Suicide Attempt = 1  
Suicide Threat = 1  
Suspicious = 17  
Sex Offender Registry = 3  
Theft = 6  
Threatening = 1  
Traffic Hazard = 33  
Traffic Offense = 20  
Training = 1  
Trespassing = 5  
Unsecure Premise = 3  
Utility Problem = 4  
VIN Inspection = 1  
Violation of Bail = 3  
Violation of Protection Order = 2  
Wanted Out = 3  
Warrant Arrest = 8  
Warrantless Search = 3  
Welfare Check = 22

Property Check = 197  
Property Damage = 2  
Probation Violation = 2  
Suspicious = 25  
Resisting / Interfering w/Police = 1  
Scam = 6  
Sex Offense – Forcible Rape = 1  
Search Warrant = 1  
Suicide Attempt = 1  
Suicide Threat = 2  
MVA – Nonreportable = 6  
MVA – Reportable = 14  
MVA – Injuries = 2  
Traffic Hazard = 37  
Threatening = 1  
Traffic Offense = 32  
Theft – Bicycle = 1  
Theft – Other = 5  
Trespassing = 11  
Training = 1  
Tampering w/Witness = 1  
Unsecure Premise = 3  
Utility Problem = 4  
VIN Inspection = 1  
Violation of Protection Order = 3  
Violation of Bail = 7  
Warrant Arrest = 10  
Welfare Check = 53  
Wanted Out = 3  
Warrantless Search = 3

**East Millinocket Police Department  
February 2022 Statistics**

**ORDER #35-2022**  
**TABLED – 3/10/2022 to 3/24/2022**

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

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

Note: Charles's application was received February 2022 and currently holds a seat on the Board of Appeals that will expire March 31, 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).

**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

\_\_\_\_\_

Richard Angotti  
Interim Town Manager

User

\_\_\_\_\_

Nancy DeWitt  
Treasurer, Our Katahdin

**ORDER #42-2022**

**PROVIDING FOR:** Execution of the Town Warrant for March 24, 2022  
IT IS ORDERED that the Town Warrant for March 24, 2022, in the amount of  
\$242,452.40 is hereby approved.

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

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

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

Town

Type	Check	Amount	Date	Wrnt	Payee
R	32322	128.00	03/24/22	271	00013 AFFILIATED HEALTHCARE MANAGEMENT
R	32323	29.98	03/24/22	271	00056 BANGOR SAVINGS BANK
R	32324	200.00	03/24/22	271	02079 BERNIER JENNIFER
R	32325	3,363.00	03/24/22	271	01869 BLOOMER & RUSSELL, P.A.
R	32326	173.76	03/24/22	271	02019 BREAKING THE CYCLE
R	32327	509.24	03/24/22	271	00229 CARQUEST AUTO PARTS
R	32328	200.00	03/24/22	271	02058 CHARETTE, CELINA
R	32329	139.17	03/24/22	271	01883 CONSOLIDATED COMMUNICATIONS
R	32330	200.00	03/24/22	271	01911 CULLEN, KATIE
R	32331	957.03	03/24/22	271	00157 DEAD RIVER
R	32332	200.00	03/24/22	271	00420 FARRINGTON, MATTHEW P.
R	32333	39.45	03/24/22	271	00207 FASTENAL COMPANY
R	32334	799.50	03/24/22	271	02108 GATEWAY INN
R	32335	2,497.50	03/24/22	271	00120 HALEY WARD, INC
R	32336	92.00	03/24/22	271	00844 HEALTH ACCESS NETWORK
R	32337	1,493.10	03/24/22	271	01039 HOGAN TIRE, INC.
R	32338	382.00	03/24/22	271	01188 INDUSTRIAL PROTECTION SERVICES, LLC
R	32339	75.15	03/24/22	271	01903 KATAHDIN TRUE VALUE
R	32340	53.90	03/24/22	271	00374 MAINE OXY ACETYLENE SUPPLY CO.
R	32341	477.57	03/24/22	271	00687 MALCOLM, THOMAS M.
R	32342	200.00	03/24/22	271	00422 MATTHEWS, III, ADDISON G.
R	32343	45.00	03/24/22	271	01972 MBOIA
R	32344	18,009.50	03/24/22	271	00452 MILLINOCKET MEMORIAL LIBRARY
R	32345	554.44	03/24/22	271	00454 MILLINOCKET REGIONAL HOSPITAL
R	32346	9,313.91	03/24/22	271	00471 MUNICIPAL REVIEW COMMITTEE, INC
R	32347	896.24	03/24/22	271	01819 NAPA AUTO PARTS
R	32348	110.09	03/24/22	271	01537 PELLETIER MANUFACTURING, INC.
R	32349	3,208.90	03/24/22	271	01596 PREBLE OIL COMPANY
R	32350	95.00	03/24/22	271	00584 REGISTER OF DEEDS
R	32351	3,000.00	03/24/22	271	01630 RESERVE ACCOUNT
R	32352	200.00	03/24/22	271	02083 RHR SMITH & COMPANY
R	32353	213.84	03/24/22	271	00371 SANTERRE, LORI A.
R	32354	100.00	03/24/22	271	01792 STEARNS HIGH SCHOOL
R	32355	36.79	03/24/22	271	00649 STERNS LUMBER COMPANY INC
R	32356	1,259.94	03/24/22	271	00919 SULINSKI, MICHAEL J.
R	32357	399.88	03/24/22	271	02106 THOMAS MALCOLM, CUSTODIAN
R	32358	181,840.18	03/24/22	271	00695 TOWN OF EAST MILLINOCKET
R	32359	71.81	03/24/22	271	00075 TRACTION
R	32360	207.00	03/24/22	271	00717 TREASURER, STATE OF MAINE
R	32361	85.00	03/24/22	271	00731 TWO DUCKS ON AN ISLAND, LLC
R	32362	24.50	03/24/22	271	00737 UNIFIRST CORPORATION
R	32363	244.72	03/24/22	271	00748 US CELLULAR
R	32364	66.37	03/24/22	271	00748 US CELLULAR
V	32365	0.00	03/24/22	271	01502 VERSANT POWER
R	32366	9,502.67	03/24/22	271	01502 VERSANT POWER
R	32367	433.50	03/24/22	271	00771 WASTEWATER TREATMENT
R	32368	200.39	03/24/22	271	00778 WHITE SIGN
R	32369	122.38	03/24/22	271	02073 XEROX FINANCIAL SERVICES LLC

Millinocket  
1:36 PM

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

03/22/2022  
Page 2

Town

Type	Check	Amount	Date	Wrint	Payee
Total		242,452.40			

Count	
Checks	47
Voids	1

**ORDER #43-2022**

**PROVIDING FOR:** Execution of the Wastewater Warrant for March 24, 2022  
**IT IS ORDERED** that the Wastewater Warrant for March 24, 2022, in the amount of \$11,917.04 is hereby approved.

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

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

Millinocket  
1:46 PM

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

WW

03/22/2022  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	9994	9.97	03/24/22	272	00235 GILMAN ELECTRICAL SUPPLY
R	9995	91.67	03/24/22	272	01903 KATAHDIN TRUE VALUE
R	9996	1,000.00	03/24/22	272	00456 MILLINOCKET, TOWN OF
R	9997	34.98	03/24/22	272	01819 NAPA AUTO PARTS
R	9998	335.24	03/24/22	272	01654 NORLEN'S WATER TREATMENT, LLC
R	9999	412.00	03/24/22	272	00546 PIERCE ATWOOD LLP
R	10000	573.53	03/24/22	272	01596 PREBLE OIL COMPANY
R	10001	190.00	03/24/22	272	00584 REGISTER OF DEEDS
R	10002	70.00	03/24/22	272	00748 US CELLULAR
R	10003	724.09	03/24/22	272	01057 USA BLUE BOOK
R	10004	8,475.56	03/24/22	272	01502 VERSANT POWER
<b>Total</b>		<b>11,917.04</b>			

Count	
Checks	11
Voids	0

**ORDER #44-2022**

**PROVIDING FOR:** Approval of an Application for BYOB Permit

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

Erika L. Mackin, 189 Lincoln Street, Millinocket.  
d/b/a

The Shirly House B & B, Trivia Night @ The Shirly, 193 Central Street,  
Millinocket.

Note: The Shirly House B & B's entertainment and liquor license is valid until  
April 31, 2022.

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

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



**Bureau of Alcoholic 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)

Telephone: 207-624-7220 Fax: 207-287-3434

Email inquiries: [MAINELIQUOR@MAINE.GOV](mailto:MAINELIQUOR@MAINE.GOV)**DIVISION USE ONLY**

Permit No:

Deposit Date:

By:

Amt. Deposited:

Cash Ck Mo:

**Application for a BYOB Permit****\$10.00 (per day) Check Payable: Treasurer State of Maine**

The law requires the application to be submitted at least **24 Hours** prior to the function, however a longer notice is appreciated to allow additional time for processing.

Check One: ☐ Event Open to Public ☒ Private Event

Name of Applicant

Erika Mackin

Mailing Address:

1909 Lincoln St.

Town/City:

Millinocket

State:

ME

Zip Code:

04462

Telephone:

cell 845-699-4783

Fax:

Email Address:

erika.mackin@gmail.com

If Organization, name of responsible person:

Birth of Date of Applicant(s):

6-26-1978

Location of Function:

The Shirlee House B&B

Physical Address of Function:

193 Central St.

Town/City:

Millinocket

State:

ME

Zip Code:

04462☒ Indoor Event☐ Outside Event

(IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)

Describe specific indoor and/or outdoor area to be licensed:

dining room & living room & parlor

Number of Persons attending:

25 people

Date of Function:

3/26/22

Time of Function:

From: 7<sup>00</sup> pmTo: 9<sup>00</sup> pm

Name of Function:

Trivia Night @ The Shirlee

(Note: By law, liquor can only be served from 5:00am to 1:00am of the next day, Sunday through Saturday. Function times cannot deviate from this statutory requirement.)

3-12-22

Date

Erika Mackin

Applicant Signature

Erika L. Mackin

Print Name of Applicant

**This application must be signed by the appropriate official in the municipality where the function is to be held.**

**For Municipal Approval Only**

**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.

**NOTE: PLEASE PROVIDE ALL OF THE REQUESTED INFORMATION BELOW**

Dated at: Millinocket, Maine Penobscot  
City/Town (County)

On: 3/24/2022  
Date

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

Signature of Officials	Printed Name and Title

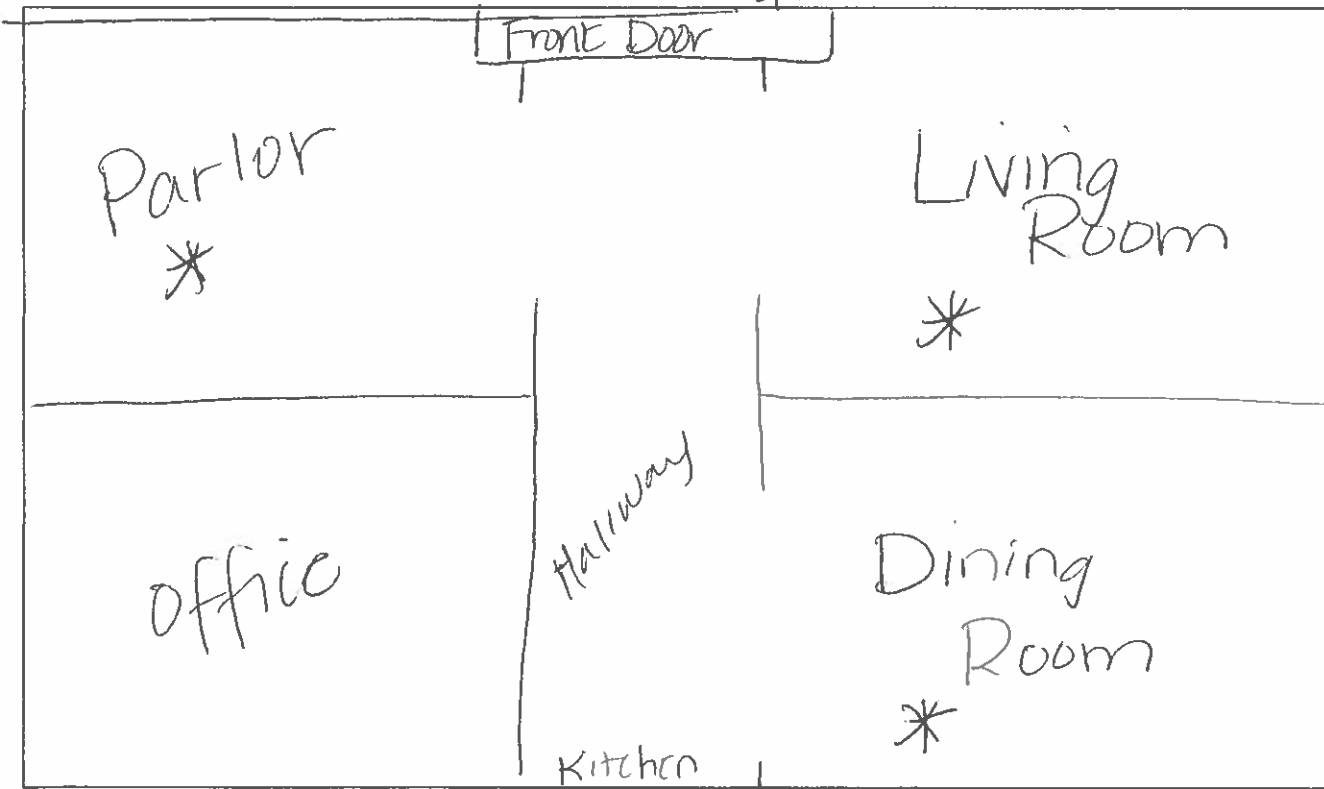
Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws, Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.

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.

Payments to the Division of liquor licensing & enforcement by check subject to penalty provided by Section 3-B of Title 28A, MRS

## BYOB PERMIT DIAGRAM

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram that you are requesting approval. \*



### Submit completed forms to:

Division of Liquor Licensing and Enforcement  
8 State House Station, Augusta, ME 04333-0008 (Regular mail)  
10 Water Street, Hallowell, ME 04347 (Overnight mail)  
Telephone inquiries: 207-624-7220  
Fax line: 207-287-3434  
Email inquiries: [MaineLiquor@Maine.gov](mailto:MaineLiquor@Maine.gov)

### FOR USE ONLY BY DIVISION OF LIQUOR LICENSING & ENFORCEMENT RESTRICTIONS:

**BYOB #:** \_\_\_\_\_

☐ **APPROVED**

**DATED:** \_\_\_\_\_

☐ **NOT APPROVED**

**ISSUED BY:** \_\_\_\_\_

## THE LAW

### **§163. B.Y.O.B. FUNCTION PERMIT**

**1. Permit required.** A person may not hold a B.Y.O.B. function unless a permit is obtained from the bureau. The bureau may issue a permit that authorizes multiple B.Y.O.B. functions over a period of 12 months as long as the B.Y.O.B. functions are held at the same location. [ 2015, c. 106, §1 (AMD) .]

**2. Application.** A person must apply for a B.Y.O.B. function permit at least 24 hours prior to the proposed B.Y.O.B. function. The application must be on forms provided by the bureau and must be accompanied by a permit fee of \$10 for each day the function is to be held. The application must be signed by the B.Y.O.B. sponsor and must contain the following information:

- A. Name and address of each person responsible for the B.Y.O.B. function; [1993, c. 266, §5 (NEW) .]
- B. The date and the beginning and ending time of the B.Y.O.B. function; [1993, c. 266, §5 (NEW) .]
- C. The location where the B.Y.O.B. function is to be held; [1993, c. 266, §5 (NEW) .]
- D. The seating capacity of the location; [1993, c. 266, §5 (NEW) .]
- E. Written approval of the municipal officers or a municipal official designated by the municipal officers, for the B.Y.O.B. function to be held at the location within the municipality; and [1993, c. 266, §5 (NEW) .]
- F. Proof that the B.Y.O.B. sponsor is at least 21 years of age. [1993, c. 266, §5 (NEW) .]

[ 1997, c. 373, §36 (AMD) .]

**3. Charges and fees.** Charges paid by the general public for admission, food, mixers or other supplies used with liquor or storage or handling of liquor that belongs to the general public are not sales or gifts. [ 1993, c. 266, §5 (NEW) .]

**4. Minors prohibited at B.Y.O.B. function.** The B.Y.O.B. sponsor may not allow any minor not employed by the B.Y.O.B. sponsor or not accompanied by a parent, legal guardian or custodian, as defined in Title 22, section 4002, to remain at the premises of a B.Y.O.B. function.

A B.Y.O.B. sponsor may employ a minor only if the sponsor is present in a supervisory capacity.

[ 1993, c. 266, §5 (NEW) .]

**5. Possession or consumption by minors.** A B.Y.O.B. sponsor may not allow a minor to possess or consume liquor or imitation liquor on the premises of the B.Y.O.B. function. [ 1993, c. 266, §5 (NEW) .]

**6. Consumption by intoxicated persons.** A B.Y.O.B. sponsor may not allow a visibly intoxicated person to consume liquor on the premises of the B.Y.O.B. function. [ 1993, c. 266, §5 (NEW) .]

**7. Violation of the state law.** A B.Y.O.B. sponsor may not knowingly allow any violation of any state law on the premises of the B.Y.O.B. function. [ 1993, c. 266, §5 (NEW) .]

**8. Right of access.** A B.Y.O.B. sponsor shall allow a law enforcement officer to enter the premises of the B.Y.O.B. function at reasonable times for the purpose of investigating compliance with this Title.

Entry into the premises must be conducted in a reasonable manner so as not to disrupt the operation of the B.Y.O.B. function.

The investigation must be limited to those areas involved in the actual operation of the B.Y.O.B. function, including storage areas.

[ 1993, c. 266, §5 (NEW) .]

**9. Violations.** The following penalties apply to violations of this section.

A. A B.Y.O.B. sponsor that violates this section commits a civil violation for which a fine of not less than \$100 and not more than \$300 may be adjudged. [2003, c. 452, Pt. P, §2 (NEW); 2003, c. 452, Pt. X, §2 (AFF) .]

**ORDER #45-2022**

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

**IT IS ORDERED** that the Millinocket Town Council approves the appointment of Richard Angotti to the Board of Appeals for a three-year term to expire March 2025.

Note: Richard's application was received on March 11, 2022 and was the second application placed on file. Three (3) seats are to expire March 31, 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: 3-11-2022

Name: Richard Angott Address: 222 Katahdin

Telephone Numbers: Day Time: 217-0385 Evenings: 723-5947

Why are you seeking to become a committee representative? To Help The  
Town

What talents/skills do you feel you would bring to this position? Past Planning Board member,  
Past Board of Appeals member, Former Code Enforcement Officer,  
Former Intram Town Manager, work for an Engineering Firm

What do you feel is the responsibility of this board/committee? To ensure Both  
The Town and Taxpayer are Treated Fair and The  
Laws are upheld

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? PB 8 years, Board of Appeals 3 yrs,  
Airport Commission 10 yrs, Town Council 6 yrs, School Board 3 yrs,  
Region III Board 15 years, Code Officer 3 yrs, Intram Town Manager 11 Mos.

What have you to offer to this committee which our Town can use in this important undertaking? Knowledge of Town Codes & State Statutes

When are you available to meet, please specify?

Weekday Any Time after A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

March 30<sup>th</sup>

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

**ORDER #46-2022**

**PROVIDING FOR:** Approval of Re-Appointment of Health Officer

**IT IS ORDERED** that the Millinocket Town Council approves the re-appointment of Thomas Malcolm as Health Officer for a three-year term to expire March 2025.

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

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

**ORDER #47-2022**

**PROVIDING FOR:** Authorization for Advertising Airport RFP.

**IT IS ORDERED** that the Town Manager be authorized to advertise the attached RFP for A&E services for a new airport terminal building.

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

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



---

Recommendation to the Millinocket Town Council

# **AIRPORT TERMINAL BUILDING RFP**

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Sustainability Committee

March 18, 2022

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## Contents

Cover Page (pg. 2)

Project Background (pg. 3)

RFP (pg. 4)

Recommended Order (pg. 7)

Supporting Documentation (attached)

## Cover Page

### **1. Committee Name**

- a. Sustainability Committee

### **2. Summary of Recommendation**

- a. The Sustainability Committee recommends that the Millinocket Town Council pass the Order included in this document to post an RFP for the A&E of a new airport terminal building. The Town would have the authority to accept or reject any and all proposals after examination and recommendation from the Sustainability Committee.

### **3. All Meeting Dates the Particular Issue was Discussed**

- a. Initial RFP process and NBRC grant discussions: 08/14/2020, 10/27/2020, 11/19/2020, 12/02/2020, 2/17/2021, 3/11/2021, 8/18/2021
- b. Current RFP process: 11/10/2021, 1/25/2022, 2/14/2022, 3/18/2022

### **4. Public Input Presented from the Community**

- a. None on date of vote, public comment in minutes from previous meetings are all in support.

### **5. Vote from the Committee**

- a. Unanimous (6-0)

---

## Project Background

### PHASE I

The Town Council had allotted funds for the initial design of a new terminal building following a building/energy inventory of Town buildings, conducted by an intern and building and energy experts in 2020. The report (attached to this proposal) detailed the need for a new building due to the age and condition of the existing building. The design process included a survey, public input and coordination with the Airport Manager to create initial designs to be used as a reference for Phase II and estimated engineered plans to cost \$254,299.00.

### PHASE II

This recommendation is for the second phase of the terminal building project. After completion of Phase I, the Sustainability Committee and the Northern Forest Center collaborated on the application of an NBRC grant to fund engineered building plans for a new airport terminal building. The Town of Millinocket was awarded \$203,439.00 (80% of the total estimated project cost) in August of 2021. The Town Council passed an amended Order #320-2021 authorizing the Town Manager to sign and execute the grant agreement with NBRC, which did not require the Town to have identified matching funds. The RFP proposed in this recommendation would provide the Town with bidders to complete this project.

### PHASE III

Construction. The Sustainability Committee will seek additional funding for the completion of Phase III once Phase II has commenced.

RFP

## **REQUEST FOR PROPOSAL ARCHITECTURAL & ENGINEERING SERVICES**

### **I. INTRODUCTION**

The Town of Millinocket (Owner), a municipality located at 197 Penobscot Ave, Millinocket, ME is soliciting bids/Proposals from A&E firms to design and engineer a new FBO building for the Millinocket Municipal Airport (MLT).

### **II. PROJECT DESCRIPTION**

The current airport terminal building is located at 152 Medway Road, Millinocket, ME. In response to the need for a new terminal building due to significant energy and use-of-space inefficiencies, non-compliance with ADA regulations, and substantial renovations required of the existing building, the Town of Millinocket was awarded an NBRC grant for the design and engineering of a new airport terminal building. The project will be in compliance with all NBRC requirements and must strongly consider energy efficiency, use of space as a multi-functional building, and incorporating local history and resources (use of locally-sourced material and recognition of historical and social elements of the community). More details can be found in section V of this RFP.

Design must also meet FAA, local, county, state and other federal requirements.

### **III. PREPARATION OF PROPOSALS**

Envelopes containing Proposals shall be labeled as stated on the cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to: Town of Millinocket Sustainability Subcommittee.

Submit proposal digitally to: [manager@millinocket.org](mailto:manager@millinocket.org) and  
[airport@millinocket.org](mailto:airport@millinocket.org)

OR via mail at:

Town of Millinocket  
ATTN: Sustainability Committee  
197 Penobscot Ave  
Millinocket, ME 04462

#### **IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, bidder must have demonstrated prior experience in building design in accordance with applicable codes, standards, rules and regulations.

Bidders must have experience in energy efficiency and FAA regulations.

#### **V. SCOPE OF WORK**

Existing renderings and general floor plans may be used as a reference for the desired building and are attached to this RFP under Exhibit A. Further Committee, Council and community input will be required to ensure the completed project satisfies the needs of the town. This includes, but is not necessarily limited to, a conference room, pilots lounge, two sets of bathrooms (one set for private use and other set for general public), storage closets for maintenance and general office storage, office for airport supervisor, a ticketing area that can double as event space and offer other potential uses of the space, baggage area, room(s) that can be used as TSA security areas in anticipation for future growth, and secured seating area.

#### **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

- Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

- Experience with similar projects.
- Experience of key staff personnel.
- Explanation of interest of project as it relates to the Bidders relationship with the municipality and the region.
- Cost of services breakdown in accordance with Section V Scope of Work.

#### **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

The Owner reserves the right to reject any and/or all Proposals. Owner also reserves the right to waive any information and technicalities in bidding. Contract will be awarded on the basis of four factors which are described below by the Sustainability Committee. Each factor will be rated and the contract will be awarded (unless all bids are rejected), under normal circumstances, to the bidder receiving the highest number of points. Points will be awarded for Bid Proposals exceeding the minimum standards as described in Bidder's Pre-Qualifications. Owner reserves the right, however, to award contract to its best interest. The following will be rated on a scale from 1-5, for a total of 5 points each:

Price = 5 Points. The highest number of points in this category will be given to the lowest responsible bid price.

Capacity = 5 Points. Points will be awarded on the basis of prior experience in performing similar work produced; technical and financial resources in designing municipal or public buildings; experience of team.

Demonstrated understanding of Millinocket = 5 Points. All architecture and design must take into consideration the history, culture and vision for the future. Points will be awarded on the basis of a demonstrated understanding of the Town and Bidder's relationship with Millinocket and the region.

Energy Efficiency = 5 Points. Points will be awarded based upon prior experience with energy efficiency and the intended energy efficiency standards of the design.

#### **VIII. GENERAL INFORMATION**

Bid Proposals will be received at the aforementioned email addresses or delivered to the Town Office until April 15th at 5PM. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened publicly by the Sustainability Committee within three weeks of the due date. The Committee shall then determine which proposal to recommend to the Town Council for official action.

The Owner shall announce the successful bidder on or before 90 days from the final date of receipt of proposals.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to the Owner, price, capacity, experience, and other factors considered.

## Recommended Order

ORDER # \_\_\_\_\_ PROVIDING FOR ADVERTISING AIRPORT RFP

IT IS ORDERED that the Town Manager be authorized to advertise the attached RFP for A&E services for a new airport terminal building.



**ORDER #48-2022**

**PROVIDING FOR ESTABLISHMENT OF BANKING AND INVESTMENT SERVICES**

**WHEREAS**, THE TOWN DESIRES TO ESTABLISH A BROKERAGE ACCOUNT WITH WELLS FARGO ADVISORS FOR THE STEARNS HIGH SCHOOL SARAH JANE THOMPSON MEMORIAL SCHOLARSHIP FUND; AND

**WHEREAS**, THE TOWN TREASURER IS CHARGED WITH RESPONSIBILITY OF INVESTING ALL MUNICIPAL FUNDS FOR ALL DEPARTMENTS OF THE TOWN, INCLUDING RESERVE FUNDS AND TRUST FUNDS, AS REQUIRED BY MAINE LAW, THE CHARTER AND THE ADMINISTRATIVE CODE; AND

**WHEREAS**, THE DEPUTY TREASURER ACTS IN THE ABSENCE OF OR AT THE DIRECTION OF THE TREASURER.

**NOW THEREFORE, IT IS ORDERED:**

1. THE TREASURER IS AUTHORIZED TO OPEN ONE OR MORE BROKERAGE ACCOUNTS AT WELLS FARGO ADVISORS FOR THE STEARNS HIGH SCHOOL SARA JANE THOMPSON MEMORIAL SCHOLARSHIP FUND;
2. THE TREASURER AND DEPUTY TREASURER SHALL BE THE PERSONS AUTHORIZED TO MAKE DEPOSITS, INVESTMENTS AND WITHDRAWALS FROM THE ACCOUNTS AUTHORIZED BY THIS ORDER AND TO MANAGE THE ACCOUNTS AT THIS INSTITUTION;
  - A. THE TREASURER, WITH THE CONSENT OF THE TOWN MANAGER AND THE ADVICE OF THE TOWN ATTORNEY, IS AUTHORIZED TO NEGOTIATE THE TERMS AND CONDITIONS OF THE REQUIRED AGREEMENTS WITH WELLS FARGO ADVISORS AND TO EXECUTE THE FINAL AGREEMENTS ON BEHALF OF THE TOWN OR OTHERWISE COMPLETE THE FORMS, SUCH AS THE NON-CORPORATE AGREEMENT FORM;
3. THE TREASURER AND DEPUTY TREASURER ARE AUTHORIZED TO:
  - A. COMPLETE AND SIGN A SIGNATURE CARD FOR EACH ACCOUNT OPENED UNDER THE AUTHORITY OF THIS ORDER;
  - B. COMPLETE THE ASSOCIATED PERSON INFORMATION FORM;

4. THE DEPUTY TOWN CLERK IS DIRECTED TO EXECUTE THE CERTIFICATION PORTION OF THE COMPLETED NON-CORPORATE AGREEMENT FORM;
5. THE AUTHORITY GRANTED TO THE TREASURER AND DEPUTY TREASURER BY THIS ORDER IS GRANTED TO THE INDIVIDUAL APPOINTED TO SUCH POSITIONS BUT IS INTENDED TO APPLY IN THE FUTURE WHEN DIFFERENT INDIVIDUALS ARE APPOINTED TO THOSE POSITIONS AND WELLS FARGO ADVISORS MAY CONTINUE TO RELY UPON THIS ORDER EVEN THOUGH DIFFERENT INDIVIDUALS HOLD THE POSITION OF TREASURER OR DEPUTY TREASURER FROM TIME TO TIME;
6. IT IS ALSO REQUIRED THAT A SCHOLARSHIP INVESTMENT COMMITTEE AND INVESTMENT PROCEDURE IS PRESENTED TO THE TOWN COUNCIL;
7. THE TREASURER ALSO HAS THE AUTHORITY TO USE WELLS FARGO ADVISORS FOR OTHER SCHOLARSHIP FUNDS WHEN REQUESTED.

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

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

**ORDER #49-2022**

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

**IT IS ORDERED** that the Millinocket Town Council approves the re-appointment of Ian Shearer to the Recreation Advisory Committee for a three-year term to expire March 2025.

Note: Ian's application was received on March 22, 2022 and is the only application placed on file.

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: Recreation Commission

In order to assess the interest related to this committee, please complete this brief application.

Date 3/21/22

Name: Don Shearer Address: 45 East Ter, Millinocket

Telephone Numbers: Day Time: 288-3666 Evenings: same

Why are you seeking to become a committee representative?  
To help oversee and improve our youth recreation  
program

What talents/skills do you feel you would bring to this position?  
Experience in coaching youth sports and  
serving on board of youth football and basketball

What do you feel is the responsibility of this board/committee? Give direction and  
advice to recreation director and volunteer when  
needed

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? Youth Basketball - 4 years  
Youth Football - 4 years

What have you to offer to this committee which our Town can use in this important undertaking? Experience and willingness to serve

When are you available to meet, please specify?  
Weekday \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

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

