



**TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS and via Zoom
THURSDAY, August 25, 2022, 5:30 PM**

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

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of the Minutes: August 18, 2022, Special Town Council Meeting.
5. Special Presentations: a) Pir2Peer – Relocation Update
 b) MRC – Karen Fussell, Municipal Review Committee Board President

Unfinished Business: n/a

New Business:

6. Town Manager’s Report – 8/25/2022
7. ORDER #221-2022 Execution of the Town Warrant for August 25, 2022
8. ORDER #222-2022 Execution of the Wastewater Warrant for August 25, 2022
9. ORDER #223-2022 Approval to Expend American Rescue Plan Act Funding
10. ORDER #224-2022 Establishment of Remote Work Technology and Policy
11. Reports and Communications:
 - a. Warrant Committee for the September 8, 2022, Council Meeting will be Councilor Danforth and Councilor Madore
 - b. Chair’s Committees Reports
 - c. Two Minute Public Comment

12. Adjournment

Join Zoom Meeting <https://us02web.zoom.us/j/82058394915>

Meeting ID: 820 5839 4915

One tap mobile +13017158592, 82058394915# US (Washington DC); +13126266799,

82058394915# US (Chicago)

Dial In: Find your local number: <https://us02web.zoom.us/j/kc0L05Af7m>

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

The Town of Millinocket supports optional face masks/coverings and social distancing.

Submit any public comments to the Town Manager prior to the meeting: manager@millinocket.org or call (207) 723-7000 Ext.5 to make special arrangements. Meetings are also available via Zoom and Youtube Channel.

Find all direct links on our website: Millinocket.org.

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



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Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org www.millinocket.org

207-723-7000 Ext 5

Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

August 18, 2022

The Special meeting of the Town Council was brought to order via Zoom only at 5:00 pm by Chair Golieb.

Roll Call:

Town Council Members Present:

Golieb	Madore
Bragdon	McEwen
Pray- Absent	Pelletier
Danforth	

Also in attendance: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, and (1) via Zoom - Media Brian Brown.

Pledge of Allegiance –

Order #220-2022 PROVIDING FOR: Update to Paused Funding for ESSER3 Grant Expenditures

WHEREAS Order #132-2022 paused the funding of ESSER3 Grant expenditures and required Council approval for any such expenditures during this period; and

WHEREAS the School Administration is seeking approval for the purchase of a laminator for Granite Street School, therefore,

IT IS ORDERED that ESSER3 Grant expenditures of approximately \$2,670.63 is approved to cover expenses for the purchase of a new laminator for Granite Street School.

Motion – Madore Second –Bragdon Roll Call Vote 6-0.

Council Comment: Chair Golieb notes Councilor Pray entered at 5:02pm- No Video

Public Comment: n/a

Councilor Pray accesses with video at 5:03pm

Motion to Adjourn @ 5:04 pm –Councilor Madore, Second- Councilor Danforth, Roll Call Vote 5-2 (Pelletier/Bragdon-Opposed)



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Town Manager's Report – 8.25.22

MTCMA Convention Panel:

- Stemming from positive discussions and networking at my recent Maine Town and City Manager's Association conference, I have been asked to participate in a panel discussion during a session at the upcoming MTCMA Convention in Bangor in October.
- The topic will be "Recruiting and Retaining Younger Municipal Workers".
- I will be joined on the panel by Bangor's Assistant City Manager, Courtney O'Donnell, who is a local graduate of Schenck High School and graduated around the same time I did from Stearns.
- Peter Osborn, another local East Millinocket graduate in the same class is arranging this in his programming and education position with Maine Municipal Association. It's a small world after all!

Congressionally Directed Spending:

- We have unfortunately received the news recently that our CDS funding applications for both the Airport Terminal Construction and Downtown Revitalization projects did not make the final draft of the spending bill.
- These projects were initially supported by both Senators King and Collins, but ultimately were removed by the committee before determining a final draft.
- We have been assured by Edie Smith and Adam Lochman from Senator King's office that they will work with me and our Community Initiatives Director to explore other funding opportunities for these projects. More to come!

Employee Appreciation BBQ:

- On Wednesday the 31st, we will be having an end of summer employee appreciation BBQ get together at the airport.
- We are arranging for the Town Office to close at noon that day and for Public Works to break for the afternoon to join us. We purposely scheduled the BBQ on a Wednesday as not to impede on the most important operation, the Transfer Site. We are excited for the opportunity to eat well together and get some time to socialize after a while few months.
- My wife, Stephanie, and I have committed to provide all meats and buns for this BBQ out of our own appreciation for my amazing and supportive team.

Social Media Policy:

- Given recent events related to our Facebook page, I am providing a refresher on the Town's social media policy. We will be enforcing this more stringently than it has been in the past. This page is no place for bullying, harassment, or unnecessary arguments.
- This policy was adopted/updated by the Town Council on August 8th, 2019.



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Town of Millinocket Social Media policy

The following are guidelines for Town of Millinocket employees, Town Council members, and external contractors who participate and/or represent Millinocket on official town social media pages. Social media includes blogs and other websites, including Facebook, LinkedIn, Pinterest, Instagram, Twitter, YouTube or others. These guidelines apply when employees, elected officials and contractors are posting to/commenting on official Town of Millinocket pages.

1. Follow all applicable Town of Millinocket privacy policies. Posts and/or comments must not share confidential or proprietary information about the Town of Millinocket and citizen's privacy must be maintained.
2. All social media posts must support the public outreach, communication, and marketing goals of the Town of Millinocket.
3. All posts and comments must be factual, timely and accurate.
4. Public comments, including derogatory or offensive comments about another individual or group; comments that contains vulgar, profane, abusive, racist or hateful language, epithets, slurs, or is an inflammatory attack of a personal, racial or religious nature; is defamatory, threatening, disparaging, grossly inflammatory, contains gross exaggeration or unsubstantiated claims, violates the privacy rights of any third party; or is unreasonably harmful or offensive to any individual or community will be hidden or deleted. The Town reserves the right to ban a user if the user posts two or more of the above-described comments.
5. Town of Millinocket reserves the right to use employee names in public posts unless a direct request is made to HR that their name not be used in any public relations.
6. All posts and comments must be professional and show good judgment; errors, omissions or unprofessional language or behavior reflect poorly on the Town of Millinocket. All posts must respectful and professional.
7. The Town of Millinocket will not endorse or promote people, products, services, businesses, and organizations unaffiliated with the Town of Millinocket.

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Safety:

- Had MMA Risk Assessment Safety Audit at Public Works, and Transfer Site. A report will be generated from MMA and sent back to the Town with findings. No Major violations were discussed at the time of this audit.

Public Works:

- Line painted parking at High School and Granite School. All other sections of Town completed except for Catch Basin markings.
- Installing Way Finding Signs in Town 50% completed. Ordered 4x6" wooden posts for the larger signs. Called in Dig Safe for locations to be installed. Transferred all other signs that need to be installed in Unorganized Territory to Medway DOT.
- Prepping hot top areas. B+B Paving will be doing the street and sidewalk paving in a couple of weeks.
- Cleaned up Mini-Park beside the Town Office.
- Removed over-grown bushes at the Town Office. Loamed and seeded area.
- Applied for MDOT MPI grant to reconstruct Bates Street. Storm water system, culverts, sidewalks, road re-alignment, and street paving will be the major upgrades needed. Amber Wheaton, CID, Ralph Soucier, Public Works Director, and Brent Bubar, MDOT Traffic Engineer will be working together to submit an application to the State for this upgrade which would qualify for a 60/40 split of funds between the State (60%) and Town (40%).
- Pelletier Manufacturing started working on Unit #11 plow truck sander system rebuild, sandblast dump body, and paint.
- Working on street sign replacements on the main runs and downtown area.

Transfer Station:

- Compactor Building has now been upgraded to all LED lighting fixtures. A rebate from Efficiency Maine will be coming back the Town as filed by Public Works working with Gilman Electric. Approximately a 40% rebate will be calculated.
- After many months of negotiations between the Bondholder Trustee, the Receiver, Lienholders, and the MRC, the sale of the Hampden Facility to the MRC has been approved. This is exciting news and is a significant first phase of the plant's reopening. Earlier this week, we came to agreements with the last objecting lienholder, and with that news, the Judge was able to approve the sale of the Facility to the MRC. All Waste Disposal Agreements will remain the same as before.



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Cemetery:

- Crew is doing a great job. Grounds are looking good. Two Volunteers have been able to restore the Knights of Columbus Monuments Statues, and re-paint the Monument which looks great. They also have been fixing leaning stones in the old sections.
- Public Works will be starting work this fall on the old section where the center of the roads remain humped up. Excavation and placement of reclaimed asphalt will be applied. We will be adding roads in the new addition on the south-east end in preparation for burial expansion. 450 plots have been surveyed and are mapped out for future sale.

Ralph Soucier, Director of Public Works

Town Treasurer:

- Working Diligently to prepare for the upcoming audit

Mary Alice Cullen, Town Treasurer.

Wastewater Operations:

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed on a daily basis.
- Lab work consists of testing for Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), pH, e.coli bacteria and Temperature performed weekly.
- The Treatment Facility used 29,300 kilowatt hours of electricity in July, as compared to 29,100 kilowatt hours in June. Please see attached power consumption graph for yearly comparison.
- In July the Treatment Facility processed 11.8 million gallons of wastewater. The average daily flow was 0.4 million gallons. Peak flow was 0.8 million gallons which was on July 19th. Removal rates for Biochemical Oxygen Demand (BOD5) were 97%, and Total Suspended Solids (TSS) was 99%. Total rainfall for July was 5.32 inches.
- The States Streets Sewer Upgrade project was finished in the month of July. Paving, rising manholes, replanting grass and cleanup was completed. A job very well done by Northeast Paving Co.
- During weekly flushing in the Iron Bridge Road / Riverside Drive area, the Public Works employees are finding very large amounts of wipes nearly plugging the sewer lines. This is becoming a **very big problem** weekly. They are having lots of trouble unplugging the sewer lines. We would again like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, Q-tips or anything but toilet paper (only) to the sewer system. These items are causing **extreme plugs** to the sewer system and costly maintenance to our pumping stations. We would like to thank the residents for this consideration.

James Charette, Superintendent



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Human Resources Director

- Multiple job postings recently and scheduling interviews
- Drug and Alcohol Testing
- Emails and Phones, front office
- Personnel Issue
- Vacation

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Vacation

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes
- Accounts Payable for Town and Wastewater
- Vacation

Lori Santerre, Human Resource Director

Airport:

- The Airport is operating normally for this time of year servicing the usual assortment of Aircraft. The second round of mowing has begun.
- The buildings that are being painted have been pressure washed and the necessary repairs are underway.
- We have received new loads of Avgas and Jet fuel.
- I attended the events committee meeting and the plans for the annual Fly-In Cruz-in are in the works.

Jeff Campbell, Airport Manager

Code Enforcement:

- Working to study and test to get certified
- Addressing permit applications
- Handling complaints and property violations to the best of my ability with the amount of time available.
 - **Reminder:** This is position is currently a part time role, split between Code Enforcement and Building Maintenance.

Evan Campbell, Code Enforcement Officer



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Assessor:

Please make the council aware of the new tax stabilization program that was recently passed by the legislature. We have already received over 50 applications. We are allowed to accept these applications until December 1, 2022. To benefit from the program an applicant must:

- Apply every year
- Be 65 years old as of April 1, 2023
- Owned a Homestead in Maine for 10 years (anywhere in Maine and no required to be 10 consecutive years or 10 years in one community)
- Must be eligible to receive the Homestead Exemption on your property

Although well intentioned, unfortunately the program was not well thought-out before being passed by the Legislature. The assessing community is in hopes that some clarity will be added before the implementation in 2023.

In general, if an individual qualifies and applies every year their tax bill is frozen at the 4-1-22 level. If the individual fails to file an application in an upcoming year, the bill for that year reverts to the "normal" amount of tax. They may then file for the following year, but the new stabilized amount would reset. An individual can move and take that lower bill with them to the new community. If that happens, the individual must request that the old municipality notifies the new community.

As currently written, this law will substantially increase the workload in assessing offices. Although this bill relates to the tax amount and not valuation, assessors have been tasked with the oversight of this program.

Assessors will be responsible to:

- Verify eligibility (i.e., age, residency, and ownership of at least 10 years anywhere within the state of Maine.)
- Track the stabilized amount and report the difference to the state for reimbursement. (I suspect some sort of spreadsheet will be required annually to track the applicants, stabilized tax amount and assessed amount)
- Supply/collaborate with the "new" community when someone relocates.

This program will require annual funding from the Legislature to repay the communities for the taxes that are frozen and thus "lost" by the community. I am concerned that the price tag may exceed the State's ability to refund us at the local level.

Thanks for passing this along. I will keep you updated as this evolves.

Lorna Thompson, Assessor



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Recreation:

- We ended our summer season
- The pools are now closed as of Friday the 12th
- Mike's Pool Service started the demolition of the filter system on Thursday the 18th.
- We are getting paperwork to the schools for the fall programs.

Jody Nelson, Rec. Director

Community Initiatives Director

- Worked on and published the community newsletter "Magic City Monthly" along with the manager and the department heads!
- Researched grant opportunities for various community/department needs.
- Working alongside Sharon Klein to host a Community Workshop on August 23rd - this is the first step for the Town to join the Community Resilience Partnership
 - Through grants and direct support to municipal and tribal governments and unorganized territories, the Community Resilience Partnership assists communities to reduce carbon emissions, transition to clean energy, and become more resilient to climate change effects such as to extreme weather, flooding, rising sea levels, public health impacts, and more.
- Planning different community events in partnership with various groups
- Attended various committee meetings
- Volunteered at the library's End of Summer Celebration
- Handed out school supplies with the PTO, EMPD and Millinocket Fire/EMS for the PTO'S Back to School Celebration
- Submitted a grant proposal to Brothers Helping Brothers for new turn out gear to the fire department
- Submitted a grant proposal to Winterkids to help purchase a new rope tow, on September 1st the entire community can begin to vote for our project! First place gets \$10,000 the three runners up will get \$5,000 to go towards their project.
- Applied to the MDOT Municipal Partnership Initiative alongside Ralph Soucier, for the reconstruction Bates Street. Storm water system, culverts, sidewalks, road re-alignment, and street paving will be the major upgrades needed.

Amber Wheaton, Community Initiatives Director



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Town Clerk/Tax Collectors Office:

Totals include July 23, 2022, through August 22, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,398,762.29 were collected, which involved 2425 transactions processed in Trio. ***Report Attached**

- Sharon reconciled and up to date on weekly Motor Vehicle reports submitted to BMV.
- FY21/22 Real Estate & Personal Property Tax Balances as of 8/22/2022: \$96,798.20 remains unpaid for 82 RE accounts (*prior: \$116,646.97/184*); \$6,745.62 remains unpaid for 26 PP accounts (*no change*). ***Reports Attached**
- Wastewater billing date: 7/27/2022; bill due date: 8/25/22; Interest date: 8/26/2022;
- July month end reports reconciled and submitted State Agent fees accordingly.
- Working on 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, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.

Election:

- August began the start of the November 8th General election with submission of documents and deadlines; Absentee ballot Applications only are currently available, absentee ballots are expected to be shipped by mid-October.
- Town Council & School Board **Nomination Papers are available as of August 1, 2022** in the Clerk's Office; Town Council: Two (2) – 3-year terms; School Board: one (1) 1-year term, Two (2) – 3-year terms; Papers due in office by 4:00pm, September 9, 2022; Eligibility requirements: Primary Resident of Millinocket & Register Voter of Millinocket;
Returned Nomination Papers as of 8/22/2022: Town Council- Robert J. Higgins, Gilda G. Stratton; School Board- None
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- Boards/Committees:
 - Planning Board: (1) Alternate seat available
 - Cemetery Committee: (1) 3-yr seat available
- 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



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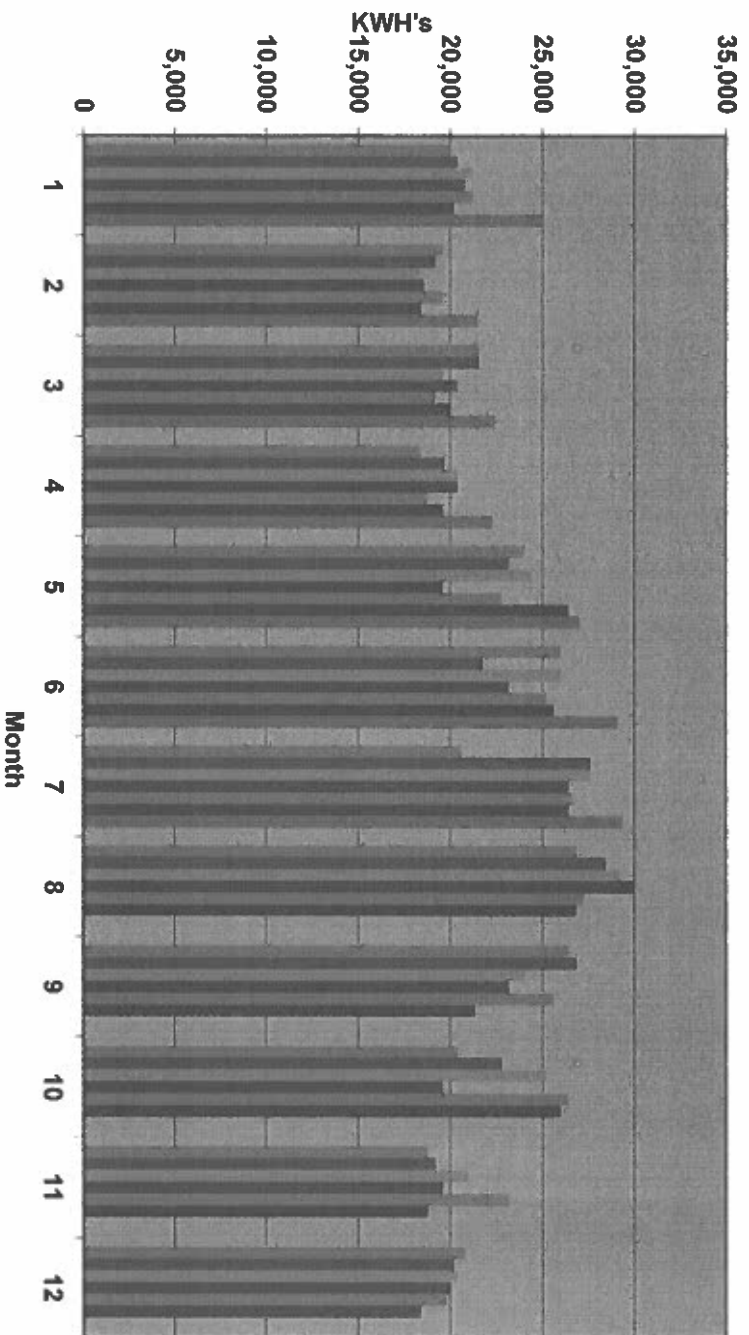
Fire, Ambulance, Public Health & Safety:

- Monitoring COVID cases in our area have had spike over past few weeks.
- Attending committee meetings.
- Ambulance has been busy, noted uptick in COVID cases that have required transport.
- Met with Loss Control Consultant from MMA and checked out safety policies and did building inspection.
- Worked with Millinocket PTO, and Amber Wheaton (CID) on hosting a Back-to-School Celebration Day for children in our community. Will have school supplies, food, and other things for the children to enjoy as they get ready to go back to school. This was very well attended, and families were very appreciative for the supplies.
- Conducting safety inspections at Millinocket Schools prior to the opening of school on August 31st.
- Met with Engineering firm that is doing plans for the old Epstein's building for One North and talked about fire protection and security of building.
- Working with CEO on various projects and on code violations around our community.
- Working with Accessor on E911 addressing throughout the community and working towards doing more this fall.
- Worked with MRH to provide ALS certifications for staff that needed it renewed.
- Checking on progress of work done at Veterans Park and awaiting Emera to finish by installing new meter in panel.
- Attended online seminar with DHS on vaccinations and other plans for this year.
- Met with apartment building owner with concerns about issues in their building and required safety items, also spoke about trash containers and what they are required to provide and do regarding it being taken care of.

Police Department: **SEE ATTACHED REPORT**

Millinocket Memorial Library: **SEE ATTACHED REPORT**

Wastewater Treatment Facility Monthly Power Consumption



Receipt Search Report

Actual Date Between 07/23/2022 and 08/22/2022, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
1 AUTOMOBILE REGIST	3	0.00
2 BOAT REGISTRATION	28	1,782.55
3 ATV REGISTRATIONS	22	1,682.00
5 GAME LICENSES	7	297.50
7 CODE ENFORCEMENT	10	294.00
8 ASSESSING MISCELLAN	3	564,645.00
14 GENERAL ASSISTANCE	1	4,057.25
15 AIRPORT	1	372.55
16 AIRPORT EXC/SALE TX	1	86.00
19 BD CHECK & WASH ACC	3	362.26
22 ADM COPIES /AUDIT	3	6.50
23 ADMINISTRATION	4	2.28
24 ADMIN	1	10.00
26 NOTARY FEES	9	65.00
50 MUNICIPAL BLDG	1	2,333.33
53 AMBULANCE PAYMENTS	24	4,877.40
54 AMULANCE CR CARD PAYMENTS	3	350.00
56 RECREATION	1	426.00
62 SCHOOL REVENUE 2597	10	430,233.55
63 VIC/ENT/PED	4	60.00
65 PUBLIC WORKS/EXPENS	1	994.93
67 WW & SCHOOL BANK FE	2	5,575.35
70 SCHOOL PAYROLL TAX	4	52,117.97
74 CEMETERY BILLING	19	5,750.00
90 Real Estate Payment	50	12,492.73
91 Tax Lien Payment	23	20,958.73
94 Utility - Sewer Payment	1668	171,464.18
95 Utility - Sewer Lien	35	5,807.72
99 Motor Vehicle	385	105,304.01
100 WASTE WATER PR TAX	4	4,572.50
111 TRANSFER STICKER TO	22	442.00
112 TRANSFER STICKER UN	22	220.00
800 Dog Registration	11	269.00
801 Death Certificate	6	86.00
802 Birth Certificate	24	402.00
803 Marriage Certificate	10	362.00
	2425	1,398,762.29

Non Zero Balance on All Accounts

Tax Year: 2022-1 To 2022-2

08/22/2022

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Personal Property

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
23 P	AIRPORT CABINS	2022	19.50	0.00	19.50
408 P	ARCADIA DESIGN WORKS LLC	2022	26.00	25.81	0.19
81 P	AUTOMATIC VENDING & GAMES	2022	113.75	0.00	113.75
178 P	BANGOR SAVINGS BANK	2022	1,592.50	1,590.12	2.38
173 P	BLOOMER RUSSELL BEAUPAIN	2022	679.25	678.17	1.08
294 P	CAMPBELL EVAN	2022	214.50	0.00	214.50
338 P	CONOPCO, INC	2022	78.00	0.00	78.00
49 P	CYR, ED & SON INC	2022	81.25	0.00	81.25
358 P	DIEM LAPIERRE LLC	2022	65.00	64.51	0.49
145 P	DISH NETWORK LLC	2022	1,196.00	1,195.08	0.92
108 P	DUVEL ROBERT	2022	32.50	0.00	32.50
19 P	FERLAND, WAYNE	2022	146.25	0.00	146.25
74 P	GRAYHAWK LEASING LLC	2022	1,166.75	1,165.92	0.83
168 P	HILLCREST GOLF CLUB	2022	1,449.50	1,447.08	2.42
250 P	JANDREAU CLEANING	2022	26.00	0.00	26.00
209 P	KATAHDIN HEALTHCARE	2022	81.25	80.91	0.34
237 P	KELLEY, JAMES JR.	2022	253.50	253.12	0.38
101 P	LAX RICK	2022	165.75	164.86	0.89
390 P	MAGIC CITY MED SHOP	2022	217.75	0.00	217.75
412 P	MAINELY COFFEE	2022	659.75	658.87	0.88
381 P	S & S EXCAVATORS LLC	2022	4,569.50	0.00	4,569.50
343 P	SMUCKER FOODSERVICE, INC.	2022	6.50	0.00	6.50
230 P	STEARNS ASSISTED LIVING	2022	2,515.50	2,514.68	0.82
282 P	SURPRENANT DAVID & LUISA	2022	1,007.50	0.00	1,007.50
387 P	SURPRENANT, DAVID & LUISA	2022	162.50	0.00	162.50
58 P	TRACY, LOUIS	2022	58.50	0.00	58.50
Total for 26 Bills:		26 Accounts	16,584.75	9,839.13	6,745.62

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	9,839.13	0.00	0.00	9,839.13
Total	9,839.13	0.00	0.00	9,839.13

Non Lien Summary

2022-1	26	6,745.62
Total	26	6,745.62

No Bills

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	0.00
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Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 26 Bills:			16,584.75	9,839.13	6,745.62

RE

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
2470 L	TRACY, LOUIS R	2022	518.27	0.00	518.27
1080 L	TRINITY REALTY PARTNERS LLC	2022	1,968.32	0.00	1,968.32
955 L	WALLACE, ALAN H &	2022	1,469.75	0.00	1,469.75
703 L	WEYMOUTH, ROSANNE G	2022	763.51	0.00	763.51
1871 L	YORK, JENNIFER L (NUTTING)	2022	856.75	0.00	856.75
867 L	YORK, NIKKI-JO	2022	459.67	403.68	55.99
Total for 82 Bills:		82 Accounts	96,308.49	4,146.68	92,161.81

Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	555.75	0.00	0.00	555.75
P - Payment	3,046.82	159.70	384.41	3,590.93
Total	3,602.57	159.70	384.41	4,146.68

Lien Summary

2022-1	82	92,161.81
Total	82	92,161.81

Total for 171 Bills:	294,132.74	197,334.54	96,798.20
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Millinocket

Maine's Biggest Small Town

**TOWN OF MILLINOCKET
NOTICE OF FISCAL 2023 BUDGET
PUBLIC HEARINGS AND
BUDGET ADOPTION MEETING**

The Millinocket Town Council will hold the following meetings to consider the budgets of the Town:

TUESDAY, August 30th, 2022 – Public Hearing and Adoption Meeting on the proposed Fiscal 2023 School Budget beginning at 5:30 PM in the Council Chambers of the Municipal building located at 197 Penobscot Avenue, Millinocket, Maine.



East Millinocket Police Department

125 Main St East Millinocket ME 04430



Staffing / Schedule / Training

- Ofc Sallies & Ofc Phillips FTO is progressing well. We anticipate both will be off training in the coming weeks.
- We still have one open patrol position and we are continuing to advertise. We are competing against every agency in the region as everyone is hiring. We have reached out to some potentially interested applicants.
- Ofc Carlson has completed Week 1 of his 18 BLETP
- The officer that has been out on medical leave is expected to be back on schedule and surgery went well.

Equipment

- All the equipment for new cruiser arrived ahead of schedule. Now we are just waiting for it all to be installed, which is expected in the next few weeks.

Call Notes

- See July full monthly stats

Notable Items

- Our NARCAN arrived from the Attorney Generals Office. Within the first hour an officer used two doses to revive a subject that had overdosed while operating a motor vehicle. She was subsequently arrested for OUI.
- We continue to see a high number of impaired drivers, some of the BAC results we are seeing are some of the highest we have seen. Officers are continuing to aggressively seek impaired drivers. We are also continuing with aggressive traffic enforcement with speed and distracted drivers as we still see a high amount of summer traffic.
- Two businesses were burglarized in Millinocket in July, as previously mentioned. Daigles Ice Cream and the Blue Ox. A team of officers conducted a thorough investigation and the individual responsible has been charged and a vast majority of the property has been recovered.
- As you most all are aware a Town of Millinocket John Deere mower was stolen and officers quickly recovered it. Charges are expected in relation to that case.
- We continue to see a very high number of property crimes. We cannot stress enough the importance of our citizens to lock vehicles, house, garages, sheds etc. On most all of the reported thefts the offenders were entering unlocked places to steal items.
- We want to thank the Millinocket Public Works and Councilor Bragdon for their help with the cleanup of the tent site on the Monkey Trails. As they will attest this site was a very sad sight to see and we dealt with a large amount of trash, horrendous smells and drug paraphernalia. Charges are forth coming for the people involved.
- We also want to thank Millinocket Fire and other organizers for inviting us to participate in the back-to-school event at the fire station over the weekend. We take great pride in being able to participate with the community in these sorts of events.
- The Maine Bureau of Highway Safety has reached out to us to host a training for area law enforcement. This is preliminarily planned for October.

East Millinocket Police Department



East Millinocket Police Department

July 2022 Statistics



Total Department Incidents

852 Calls for Service

- 242 Calls for Service in East Millinocket
 - 203 Calls for Service in Medway
 - 375 Calls for Service in Millinocket
 - 32 Calls Other Coverage Area

Total Traffic Stops

- 315 Motor Vehicle Stops

Total Arrests & Summonses

- 57 Adults
- 3 Juveniles

Call Average Per Day

- 27.5 Calls Per Day

Observed Offenses

1005

East Millinocket Police Department

Reported Offenses

Abandoned Vehicle = 2
Administrative Delivery = 2
Agency Assist = 37
Alarm = 5
Animal Problem = 9
Assault = 2
ATV Complaint = 6
Bail / Probation Search = 2
Burglary = 2
Burglary from MV = 4
Citizen Assist = 14
Citizen Dispute = 6
City / Town Ordinance = 96
Civil Matter = 7
Communications Offense = 5
Court Service = 2
Criminal Mischief = 2
Dead Body = 1
Deliver Message = 1
Detail = 7
DHHS Referral = 2
Disorderly Conduct = 13
Drugs = 3
Erratic Vehicle = 16
Escort = 23
Family Fight = 5
Fireworks = 5
Found Property = 3
911 Hangup = 15
911 Misdialed = 10
911 Openline = 4
Harassment = 1
Police Information = 56
Intoxication = 6
Littering = 1
Lockout = 2
Lost Property = 4
Motorist Assist = 20
Ambulance / Medical Assist = 17
Mental Health Problem = 4
Missing Person = 2
Noise Problem = 2

Observed Offenses

Abandoned Vehicle = 3
Administrative Delivery = 2
Attempting to Evade = 1
Alarm = 5
Ambulance / Medical Assist = 28
Animal Problem = 10
Assault – Simple = 2
Agency Assist = 39
Attempt to Locate = 1
ATV Violation = 9
Burglary – Nonresidential – Forced Entry = 1
Burglary – Nonresidential – Unlawful Entry = 1
Bail / Probation Search = 4
Citizen Dispute = 14
Child Neglect = 1
Citizen Assist = 24
Civil Matter = 10
Criminal Mischief = 5
Communications Offense = 6
City / Town Ordinance = 96
Drugs – Possession = 6
Drugs – Possession Synthetics = 2
Court Service = 11
Dead Body = 2
Disorderly Conduct = 20
DHHS Referral = 3
Designated Patrol = 72
Drug Overdose = 1
OUI Alcohol or Drugs = 7
Mental Health Problem = 5
Escort = 23
Erratic Vehicle = 21
Family Fight = 16
False Name to LEO = 2
Fireworks = 5
Harassment = 1
Police Information = 57
Intoxication = 12
Lost / Found Property = 7
Littering = 1
Lockout – Vehicle = 2
Motorist Assist = 20

East Millinocket Police Department

Operating After Suspension = 5
OUI Alcohol or Drugs = 5
Protection Order Service = 5
Parking Problem = 4
MVA – Damage = 14
MVA – Injuries = 2
Property Check / Watch = 198
Property Damage = 1
Public Service = 6
Background Check / Records Request = 5
Recovered Stolen Vehicle = 1
Resisting / Interfering w/Police = 1
Scam = 5
Special Patrol = 72
Subpoena Service = 4
Suspicious = 17
Sex Offender Registry Activity = 2
Threatening = 1
Traffic Hazard = 9
Traffic Offense = 16
Trespassing = 12
Unsecure Premise = 2
Utility Problem = 1
Violation of Protection Order = 3
Wanted Out = 3
Warrant Arrest = 10
Warrantless Search = 3
Welfare Check = 19

Message Delivered = 1
Missing Person = 4
ATV Complaint = 1
Mail Tampering = 2
Noise Problem = 2
Detail = 7
Parking Problem = 4
Property Check / Watch = 198
Property Damage = 1
Suspicious = 29
Public Service = 6
Resisting / Interfering w/Police = 3
Recovered Stolen Vehicle = 2
Scam = 5
Suicide Attempt = 5
Suicide Threat = 1
MVA – Hit & Run = 2
MVA – Nonreportable = 2
MVA – Reportable = 10
MVA – Injuries = 4
Traffic Hazard = 11
Threatening = 2
Traffic Offense = 31
Theft – From MV = 4
Trespassing = 19
Unsecure Premise = 2
Utility Problem = 1
Violation of Protection Order = 3
Violation of Bail = 7
Warrant Arrest = 15
Welfare Check = 58
Wanted Out = 5
Warrantless Search = 3

East Millinocket Police Department



East Millinocket Police Department

Millinocket Memorial Library Report

July-August 2022

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 8.22.2022



LIBRARY UPDATES

Operations	<p>This month, we are undergoing an integrated library system software transition, switching from Sierra to Polaris. This choice was made at the consortium level, so it will affect all Maine Infonet Library System libraries. The transition will be a learning curve and may cause some delays for patrons towards the end of the month; we will be offline for a week and only able to check out materials, and I expect it will be a learning curve for staff and volunteers. But in the long run, I believe that Polaris will provide a better, more intuitive, and more secure user experience for our patrons.</p>
Facilities	<p>Twice in the past month, sewage has come up from the drain below the basement stairwell. The first time, plumber Brent Rollins snaked the drain and was able to remove a blockage consisting of tampons, diapers, and other un-flushable items. The second time, we brought in ASAP Drain Cleaning from Lincoln, who attempted to snake the drain and found no blockages. They suggested that our low-flow toilets might be responsible for the continued issue, but I have been in touch with Brent about getting a second opinion on the whole situation so we can get to the bottom of this. In the meantime, we have closed off one of the bathrooms downstairs that seems to have the most issues with flushing.</p>
Finances	<p>I have been working with Nicole Brennan and our volunteer bookkeeper, Carolyn Filauro, to prepare materials for our 2021 independent financial reviews and 990s for both Millinocket Memorial Library and the Millinocket Library Support Corporation (MLSC). This year, we are focusing not only on providing the necessary documents to Wipflr MacPage, but on documenting all the steps so that multiple people are aware of the requirements of the process.</p>
Millinocket Library Support Corporation	<p>MLSC had its annual board meeting in July, and we are planning two follow-up meetings. One will be an overview of the New Market Tax Credit process, our continued responsibilities, and the "unwind" of the process, with Steve Rohde from the Northern Forest Center, who helped design the schema in the first place. The second meeting will be an additional MLSC board meeting to add a couple of new members and approve financials for the year.</p> <p>I have been working closely with associates from Massachusetts Housing Investment Corporation (MHIC) and Eastern Bank to better understand our fiscal and reporting responsibilities, and to correct a few errors that occurred during the closing process in 2019. They have agreed to make the corrective transfers I suggested.</p> <p>I intend to share more about the MLSC-MML relationship with the Town Council during my next quarterly financial presentation.</p>

Programs	<p>Our Summer Reading Program wrapped up last Friday with a celebration featuring several community partners, including Eastern Maine Development Corporation, Katahdin Higher Education Center, Katahdin Federal Credit Union, Bangor Savings Bank, Friends of Katahdin Woods & Waters, and the Town of Millinocket. Over 50 community members attended, and throughout the summer, we hosted over 47 programs and distributed over 120 free lunches to kids.</p> <p>Adult programs this summer have included a Time Capsule Launch, a community block party and potluck in collaboration with Breaking the Cycle, and our age-friendly movement program. Additionally, our summer interns transformed a room in the library basement into an "escape room", which has been a fun challenge for families, teens, and adults.</p> <p>In September, we'll be launching a series of "Building Healthy Communities" programs in collaboration with Humana, on topics like "Stretching Your Grocery Dollars" and "Staying Social: How to do it right". We also intend to collaborate with the Town to host a "Meet the Candidates" night at the library.</p>
Gear Library	<p>In August, we officially started offering bike repairs at the gear library, with a few levels of tune-ups available for set rates. Gear library revenue is starting to pick-up, as more tourists become aware of our rental and repair services.</p>
Mobilize Katahdin	<p>Our Resource Navigator, Shelly Blaisdell, has begun training all library staff on the best practices for resource navigation, using affirming language, and giving them more in-depth knowledge of impactful resources in our area. The long-term goal is to increase the overall knowledge and competency of library staff so that all of us can play a bigger a role in connecting people to resources. However, we will likely have Shelly train at least one other person in-depth on her processes and procedures to strengthen the program and allow her to unplug when she takes time off.</p> <p>We are grateful that the Town Council has allotted \$50,000 of ARPA funding towards heating fuel assistance, which we will distribute through Mobilize Katahdin. It was a proactive step to address an emerging need that the community will be facing this winter.</p>
Age-Friendly	<p>Age-Friendly Americorps Member, Sarah Jandreau, organized the first monthly Caregiver Support Group at the library, in collaboration with Eastern Area Agency on Aging and Age-Friendly Millinocket. The first meeting had about six attendees, all of whom were excited to connect, share resources and stories, and support each other.</p>
Collaborative	<p>In August, I organized a second meeting of Katahdin Region librarians with the purpose of sharing resources, information, and challenges. It's been great to start building stronger relationships with other libraries throughout the region.</p>

LIBRARY STATISTICS

Patrons	June 2022	July 2022	Change	July 2021
Cardholders	2293	2331	38	2031
Adult Cardholders	1818	1851	33	1607
Teen Cardholders	129	131	2	95
Child Cardholders	345	348	3	328
Millinocket Resident	1775	1793	18	1532
Out of State Cardholders	30	35	5	27
Circulation	June 2022	July 2022	Change	July 2021
Active Members (last 3 months)	393	498	105	262
Circulation	1253	1380	127	1258
Interlibrary Loan Items Sent	45	46	1	45
Interlibrary Loan Items Received	81	126	45	134
Active Cloudlibrary Users	39	41	2	39
Program Engagement	June 2022	July 2022	Change	July 2021
Library Website Visits	2134	2155	21	3674
Facebook Likes	1445	1463	18	1223
Instagram Followers	574	574	0	No data
Adult Programs	17	26	9	4
Adult Program Attendance	68	119	51	No data
Children's Programs	14	17	3	0
Children's Program Attendance	115	66	-49	0
Community Meetings	13	7	-6	0
Community Meeting Attendance	74	31	-43	0
Library Visitors	No data	No data	No data	1379
Library Volunteer Hours	210	119	-92	230
Facilities	June 2022	July 2022	Change	July 2021
Hours Open	168	154	-14	140
Computer Sessions	203	227	24	134
Public Meeting Room Use	150	121	-29	85
Unique Wifi Connections	313	481	168	No data

ORDER #221-2022

PROVIDING FOR: Execution of the Town Warrant for August 25, 2022
IT IS ORDERED that the Town Warrant for August 25, 2022, in the amount of \$29,002.92 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:24 PM

A / P Check Register

Bank: BANGOR SAVINGS A/P

TOWN # 53

08/20/2022

Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	32939	522.08	08/25/22	53	1835 AIRGAS, INC.
R	32940	14,493.90	08/25/22	53	0039 ASCENT AVIATION GROUP INC
R	32941	16.07	08/25/22	53	1294 CRANDALL'S HARDWARE, INC.
R	32942	28.99	08/25/22	53	0687 MALCOLM, THOMAS M.
R	32943	35.00	08/25/22	53	1972 MBOIA
R	32944	201.17	08/25/22	53	0454 MILLINOCKET REGIONAL HOSPITAL
R	32945	152.99	08/25/22	53	1669 OFFICE DEPOT, INC
R	32946	3,380.00	08/25/22	53	2129 SON OF A GUNN, INC.
R	32947	14.94	08/25/22	53	1668 STANLEY'S AUTO CENTER LLC
R	32948	18.40	08/25/22	53	0649 STERNS LUMBER COMPANY INC
R	32949	26.95	08/25/22	53	1404 TRACTOR SUPPLY COMPANY
V	32950	0.00	08/25/22	53	1502 VERSANT POWER
R	32951	8,248.56	08/25/22	53	1502 VERSANT POWER
R	32952	167.00	08/25/22	53	1799 WEST BRANCH AVIATION LLC
R	32953	153.46	08/25/22	53	2073 XEROX FINANCIAL SERVICES LLC
Total		27,459.51			

Count

Checks	14
Voids	1

Millinocket
3:36 PM

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

08/22/2022
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	32965	1,281.63	08/22/22	56	2095 AMBULANCE MEDICAL BILLING
R	32966	33.78	08/22/22	56	0056 BANGOR SAVINGS BANK
R	32967	228.00	08/22/22	56	0584 REGISTER OF DEEDS
Total		1,543.41			

Count	
Checks	3
Voids	0

0 • *

0 • *

27,459.51+

1,543.41+

002

29,002.92*

ORDER #222-2022

PROVIDING FOR: Execution of the Wastewater Warrant for August 25, 2022
IT IS ORDERED that the Wastewater Warrant for August 25, 2022, in the amount of \$174,780.87 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:39 PM

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

08/20/2022
Page 1

WW#34

Type	Check	Amount	Date	Wrnt	Payee
R	10163	71.22	08/25/22	54	0869 BIDDEFORD INTERNET CORPORATION
R	10164	500.00	08/25/22	54	0092 CALS SEPTIC SERVICE
R	10165	240.17	08/25/22	54	0229 CARQUEST AUTO PARTS
R	10166	706.80	08/25/22	54	0196 EMERY LEE & SONS, INC.
R	10167	84.50	08/25/22	54	0235 GILMAN ELECTRICAL SUPPLY
R	10168	8,000.00	08/25/22	54	0456 MILLINOCKET, TOWN OF
R	10169	259.14	08/25/22	54	1819 NAPA AUTO PARTS
R	10170	137,309.22	08/25/22	54	1931 NORTHEAST PAVING
R	10171	120.89	08/25/22	54	1669 OFFICE DEPOT, INC
R	10172	21,335.88	08/25/22	54	0513 OLVER ASSOCIATES INC.
R	10173	1,156.50	08/25/22	54	0546 PIERCE ATWOOD LLP
R	10174	362.18	08/25/22	54	1057 USA BLUE BOOK
R	10175	4,634.37	08/25/22	54	1502 VERSANT POWER
Total		174,780.87			

Count

Checks	13
Voids	0

ORDER #223-2022

PROVIDING FOR: Approval to Expend American Rescue Plan Act Funding

IT IS ORDERED that the Millinocket Town Council approves the use of \$35,288.71 (thirty-five thousand two hundred eighty-eight dollars seventy-one cents) of ARPA funding on the following expenses:

Town Employee Covid Pandemic Stipend - Addition of election workers (\$100), Town Clerk (\$500), Part Time (\$250) and cost of additional fees/taxes for stipends through payroll .	\$5,288.71
Public Health & Safety – pandemic or disaster preparedness and supplies.	\$30,000.00

PASSED BY THE COUNCIL: _____

ATTEST: _____

Diana Lakeman

From: Steve Golieb
Sent: Saturday, August 20, 2022 12:22 PM
To: Charles Pray; Cody McEwen; Louie Pelletier; Michael Madore; Jane Danforth; Matthew Bragdon; Peter Jamieson
Cc: Tom Malcolm; Diana Lakeman
Subject: Re: Public Health

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you Charlie - Peter/Diana could this please be added to the agenda? Many thanks

Get [Outlook for iOS](#)

From: Charles Pray <c.pray@millinocket.org>
Sent: Friday, August 19, 2022 1:05:14 PM
To: Steve Golieb <s.golieb@millinocket.org>; Cody McEwen <c.mcewen@millinocket.org>; Louie Pelletier <l.pelletier@millinocket.org>; Michael Madore <mmadore@millinocket.org>; Jane Danforth <j.danforth@millinocket.org>; Matthew Bragdon <m.bragdon@millinocket.org>; Peter Jamieson <manager@millinocket.org>
Cc: Tom Malcolm <ChiefMalcolm@millinocket.org>; Diana Lakeman <townclerk@millinocket.org>
Subject: Public Health

Steve, Manager and Councilors,

I would like an order for Thursday's Council meeting to allocate \$30,000 of the current remaining ARPA funds to a Public Health fund as recommended by our Town's Public Health Officer (PHO) Tom Malcom at our last Council meeting.

As we all know, in dealing with a pandemic for over the last two years the PHO raised the issue in budget discussions this spring as we put the current Town budget together. At that time the Council discussed using the APRA funds for this much appropriate need to assure our emergency response employees, our employees interacting with the citizenry and citizens themselves an ability to locally respond to any unexpected local or national similar situation in the immediate fiscal year - which should lead to an ongoing and prepared local response. I am sure we all see the advantage of doing this as soon as possible while we have an experienced Health Officer who has participated locally and has been involved with so many local and regional agencies, private and public, can best pull together an all-inclusive strategy and an essential stockpile to best serve the community.

Thank you for your attention, respectfully,

Charles
Charles Pray
Councilor
Millinocket

PROVIDING FOR: Establishment of Remote Work Technology and Policy.

WHEREAS remote work flexibility is beneficial to employee attraction and retention in todays working world and

WHEREAS adaptability to in the case of future pandemics or emergencies is seen as a necessity,

IT IS ORDERED that the Millinocket Town Council approves the use of \$5,314.80 (five thousand three hundred fourteen dollars eighty cents) of American Rescue Plan Act funding to add the necessary technology to the Town of Millinocket's IT Services contract as well as cover the increase in monthly billing for the remainder of FY23.

IT IS FURTHER ORDERED that the Millinocket Town Council approves the following Remote Work Policy, providing framework for participation of eligible Town employees.

PASSED BY THE COUNCIL: _____

ATTEST: _____



MAINE TECHNOLOGY GROUP

Town of Millinocket

Peter Jamieson
manager@millinocket.org

Monica McCarthy

monica@mainetechgroup.com
207-692-0955



Executive Summary

Client Notice

Hi Peter,

This proposal adds six laptops to the Town of Millinocket's Meridian agreement with MTG, to address your request to enable the following Town officials to work remotely: Tax Collector, Assessor, HR/Bookkeeper, Town Manager, Public Works Superintendent and Treasurer.

These laptops will be set up to remote in to each team member's desktop so they have secure access to all of the resources they need to do Town business.

This proposal protects the Town from security risks associated with connecting to the Town network from unknown devices and networks, and also protects Town officials from the possibility that their personal devices could be confiscated in the event of an investigation related to Town business.

Looking forward to discussing this with you in greater detail when you return from your conference.

Thanks and best regards,

Monica McCarthy

Maine Technology Group

207-692-0958

monica@mainetechgroup.com

Technician Labor

All Labor is an estimate and actuals will be invoiced upon completion of project.

Description	Price	Qty	Ext. Price
Setup and Install - actual time to be billed upon completion of work at the non-profit rate of \$125/hour, estimate: 15 hours (actual time may be less or greater than estimated)	\$125.00	15	\$1,875.00
Subtotal:			\$1,875.00



MAINE TECHNOLOGY GROUP

Managed Services

Description	Recurring	Qty	Ext. Recurring
Hardware As A Service Device - HP Laptops, 15.6" display, 11th Gen Intel i5, 16GB RAM, 512GB SSD, Wi-Fi 5, Bluetooth, Windows 10 Pro Workstation (Laptop) Subscription Service	\$57.33	6	\$343.98
Monthly Subtotal:			\$343.98

Town of Millinocket Workforce Mobility



Prepared by:
Maine Technology Group
 Monica McCarthy
 207-692-0955
 monica@mainetechgroup.com

Prepared for:
Town of Millinocket
 197 Penobscot Ave
 Millinocket, ME 04462
 Peter Jamieson
 (207) 447-4093
 manager@millinocket.org

Quote Information:
Quote #: MM001203

 Version: 1
 Delivery Date: 08/11/2022
 Expiration Date: 09/20/2022

Quote Summary

Description	Amount
Technician Labor	\$1,875.00
Total:	\$1,875.00

Monthly Expenses Summary


Description	Amount
Managed Services	\$343.98
Monthly Total:	\$343.98

Your signature below authorizes Maine Technology Group to order and invoice the items proposed above. Payment is due upon receipt of the invoice. Monthly finance charges of 1.5% apply after 30 days. Proposal does not include applicable taxes and freight unless noted in the proposal. Returns and-or cancellations are not accepted without prior approval from Maine Technology Group. We reserve the right to cancel orders arising from pricing or other errors.

*Your digital signature signifies you have the authority within your organization and also agree with all terms and conditions located in the Master Service Agreement located @ www.mainetechgroup.com/managed-service-master-agreement/

Maine Technology Group

Town of Millinocket

Signature: 
 Name: Monica McCarthy
 Title: Senior Account Representative
 Date: 08/11/2022

Signature: _____
 Name: Peter Jamieson
 Date: _____



MAINE TECHNOLOGY GROUP

Terms and Conditions

Title	Description	Note
Monthly Fees	\$343.98	\$57.33/month x 6 laptops (regularly \$80/month)
Hourly Rate		
Included Hours of Help Desk/Projects		
Escalator annually		
Workstation Count		
User Count		
Length of Agreement	48 months	

Remote Work Policy

Purpose

This policy has been created to provide greater flexibility in accommodation for employees of the Town of Millinocket whose job duties can be performed while working remotely. This document contains the terms and conditions for working remotely and describes positions within the Town's staff that are eligible to work remotely. It should act as a guide for both management and the employee and must be signed by the employee to acknowledge they read through and understood the details herein.

Terms and Conditions:

1. Eligibility.

An employee may be eligible to work remotely if their duties do not require face-to-face interaction with customers and they can perform their job with the use of basic hardware and software. The employee must be trustworthy, disciplined, and self-motivated. If appropriate, permission to work remotely will be granted by the Town Manager and Human Resource Director and documented in writing.

After careful consideration, these positions currently include:

Town Manager	Tax Collector
Human Resource/Bookkeeper	Assessor
Community Initiatives Director	Code Enforcement Officer
Town Treasurer	Public Works Superintendent
Town Clerk	

Employees eligible to have remote work flexibility will be allowed to work remotely a maximum of 2 days per week.

In certain situations, the Town of Millinocket may approve remote work for more than 2 days a week. Reasons to be considered for additional remote work time include but are not limited to childcare, medical, travel, and support for family members. These are situational and subject to approval by the Town Manager or in their absence, the Human Resource Director.

2. Rules and other company policies.

While working remotely, employees must adhere to all appropriate conditions in the Employee Handbook. All company policies around conduct, confidentiality, sick leave, etc., continue to apply, regardless of location.

Disciplinary actions pursuant to the employee handbook will follow policy transgressions of any kind.

3. Work expectations.

Employees must follow their normal work schedules and be sure to meet deadlines, uphold high-quality standards, and remain in communication with the Town Manager and/or Human Resource Director.

A laptop computer with remote access to their workstation will be provided to employees for managing time and tasks, communicating with co-workers and/or members of the public, and accessing resources.

4. Communication.

Employees are to be online and accessible during work hours and are expected to check in with the Town Manager or Human Resources Director a minimum of once per day while working remotely.

Any correspondence from a co-worker or client must be answered as quickly as possible.

5. Insurance and liability.

Employees are advised to choose a safe and secure location to work from, and to maintain high levels of safety.

Only equipment owned by the Town and on loan to the employee is covered by the Town's chosen insurer. All other equipment is to be covered by the employee's personal insurance provider.

Upon termination of employment or transfer to a position not suited for remote work, the employee will return any equipment assigned to them for that purpose.

6. Security.

Information and communications contained on the employee's laptop computer is subject to the Freedom of Information Act unless it is under Lawyer Client Privilege or otherwise deemed confidential.

Employees will be given access to a Virtual Private Network to secure connections with town servers and networks. The laptop computer and VPN are to be used for work related matters only.

Cybersecurity and IT Helpdesk measures have been put in place by the Town's IT/Networking/Cybersecurity provider and software will be made available.

7. Compensation.

The town will not reimburse the employee for electrical and internet costs.

Remote Employee Form

1. Employee Information:

Name: _____

Job Title: _____

Department: _____

Supervisor: _____

2. Equipment Provided:

4. Authorization:

I have read, fully understand, and accept the terms and conditions described in this document. I understand and agree with all the expectations, duties, obligations, and responsibilities discussed in the document.

Employee: _____

Supervisor: _____