



**TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, JUNE 22, 2023 at 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: Updates – Manager's Report, Order #168-2023; Additions: Orders 174-2023, 175-2023, and 176-2023.
4. Approval of Minutes: March 9, 2023 and March 22, 2023 Regular meetings
5. Special Presentation(s):
 - 1) Ron H. R. Smith – FY22 Municipal and School Audit Review

Out of Rotation -

6. ORDER #174-2023 Update to Paused Funding for ESSER3 Grant Expenditures
7. ORDER #175-2023 Update to Paused Funding for ESSER3 Grant Expenditures

UNFINISHED BUSINESS:

- a. ORDER #158-2023 Approval of an Application for a Victualer License for Boatman's Bar & Grill – Tabled 6/8/2023 to 6/22/2023.

NEW BUSINESS:

8. Town Manager's Report – June 22, 2023
9. ORDER #168-2023 Approval of the Town Warrant for June 22, 2023
10. ORDER #169-2023 Approval of the Wastewater Warrant for June 22, 2023
11. ORDER #170-2023 Adoption of Procurement Policy
12. ORDER #171-2023 Adoption of Advertising and Donation Policy
13. ORDER #172-2023 Acceptance of Brownfields Grant from the Environmental Protection Agency
14. ORDER #173-2023 Approval of Street Closures for Fourth of July Celebrations
15. ORDER #175-2023 Allocation of American Rescue Plan Act Funding

16. Reports and Communications:

- a. Warrant Committee for the July 13, 2023, Council Meeting will be Chair Dumais and Councilor Higgins.
- b. Chair's Committees Reports
- c. Two Minute Public Comment

17. 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****



Millinocket

Maine's Biggest Small Town

Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org www.millinocket.org

207-723-7000 Ext 5

Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

March 9, 2023

Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Dumais at 5:30 pm.

Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Golieb-Excused, Madore, Pelletier, Higgins.

Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman, Treasurer Mary Alice Cullen-Zoom, Code Enforcer Chris Beyer-via Zoom, Fire Chief Tom Malcolm, Assistant Fire Chief John Cote, Airport Manager Jeff Campbell, Media Kat TV, Brian Brown via Zoom, David Heidrich (SP), 8 in person public attendance and 5 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda – none

Approval of the Minutes: November 14, 2022 Regular, Public Hearing, & Organizational meeting; February 14, 2023 and March 1, 2023 Executive Sessions.

Motion-Madore Second-Bragdon Vote 6-0

Council Comments: none

Public Comments: none

UNFINISHED BUSINESS:

ORDER #37-2023 Tabled 2/23/2023 to 3/8/2023 PROVIDING FOR: Approval to Write Off Delinquent Ambulance Receivables IT IS ORDERED that the Millinocket Town Council approves the writing off \$215,998.09 of old ambulance receivables which have been outstanding since July 2021 and prior.

Motion- Madore Second- Pelletier Vote 4-2 (Higgins-Bragdon/Opposed)

Council Comments: Council discussion clarified understanding of prior year billings deemed uncollectable after certain time frame with majority acknowledging new billing and collection agency seems favorable going forward, concerns expressed not supporting just writing of large amount in case some delinquencies are collectable, inquiries if 3rd party agency collection was sought; *TM Jamieson does not find it feasible for the town to send to further collections in this situation and are deemed uncollectable; discussion share concerns of deeming all as uncollectable with interest to send to third party with acknowledgment of the extended period of time passed with suggestions to submit with updated list of uncollected accounts; Treasurer May Alice Cullen informs at this time the accounts deemed uncollectable is from prior agency's attempt to collect since 2018 and cautions the list's accuracy and concerns if accounts are reconcilable with given data; Council discussion concludes with support to resubmit to third party collection agency and inquiries if billings collected by insurance companies or patients; Treasurer Mary Alice Cullen informs both entities received billings; Councilor Danforth acknowledges MRH "write off" process for extensive delinquencies and inquires benefit for the town to write off; Treasure Mary Alice Cullen informs delinquent accounts on books have been billed and collected leaving a balance to be collected, as receivables, emphasizes concerns of list accuracy of balances to send to another collection agency as billing's information was not maintained by town as previously hire out billing services that have ended.

Public Comments: Sandra Sullivan, 104 Sunset Drive, expressed a lot of money deemed uncollectable, inquires correctness of information since insurance pays portion of submitted billing leaving balances due collectable and deemed to lien.

ORDER #38-2023 Tabled 2/23/2023 to 3/8/2023 PROVIDING FOR: Approval iWorQ for Online Code Permitting & Allocation of American Rescue Plan Act Funding

WHEREAS the Town Manager and Code Enforcement Officer has researched several providers for online Code permitting and have decided on a recommendation of iWorQ, a company used by many Maine towns and

cities, AND WHEREAS The Town Manager recommends allocating ARPA funding to cover the cost of the first 3 years of a 5-year contract, covering a trial period and not placing risk on the taxpayer, IT IS ORDERED that the Millinocket Town Council authorize the Town Manager to sign all related documents and enter into the attached agreement with iWorQ.

IT IS FURTHER ORDERED that the Millinocket Town Council approve the allocation and expenditure of local ARPA funding in the amount of \$16,000.00 (sixteen thousand dollars) to cover the first 3 years of the 5-year contract. NOTE: Contract attached. Ongoing rate is \$6,000 annually. If approved, implementation will begin right away at no additional cost for the remainder of this fiscal year.

Motion-Bragdon Second- Madore Vote 6-0

Council Comments: Councilor Bragdon acknowledged the benefits to the community for offering the online services pertaining to code applications and data retention.

Councilor Higgins inquired to the Manager if previous concerns were addressed; *TM Jamieson apologized for the confusion and confirmed that the concerns noted as separate programs to be used are compatible.

Chair Dumais supports streamlining and updates to the current application permitting process.

Public Comments: none

Special Presentation(s): David Heidrich - Great Lakes Hydro America, Brookfield Rep., Relicensing presentation provided hand out, included into minutes, briefing of high-level overview relicensing dams, and importance to community and region; informs has 38 hydroelectric facilities, 5 lakes, 5 windfarms, and 5 battery storages, explained process of relicensing applications, touched on 2 projects, first being Rip Dam project, second being Penobscot mills project; Rip project milestones scheduled starting April 2023- study/report, draft license application by May 2024, anticipate final licensing approval by September 2024; notes Black Bear Hydro partners with Medway project for studies to begin 2024, anticipate final licensing approval by march 2027.

Council Comment: Council discussion expressed appreciation for the presentation and information, recognition of importance and understanding of process necessary for community and region for economic development and growth, council acknowledgement of importance and support for relicensing being vital for community; council discussion concludes with request for Letter of Support from the town for legislation addressing at May meeting.

Public Comment: Jimmy Busque, 32 Forest Ave, anticipates council's full support of these projects noting importance to the community and to maintain control for great economic growth and opportunities.

Charles Pray, 101 Morgan Lane, recognized his involvement with hydroelectric laws since 1980's created for operation for regional rule for economic development in which depends on hydro systems and states importance for the future of communities and their economic growth, acknowledges great knowledge shared amongst tri-town communities and informs community members can express concerns to legislation for consideration.

NEW BUSINESS: Town Manager's Report – 3/9/2023

FY24 Budget: The Municipal Budget for fiscal year 2024 is in full swing. We are receiving worksheets from individual departments this week and will begin compiling and adjusting next week. Stay tuned, plenty more to come!

Elks Land Purchase: I received an update this week from the Elks, saying that all paperwork has been received and handed over to Tanous & Snow to prepare for closing.; The check for this purchase was approved on a December 2022 warrant, allowing us the ability to take a closing appointment at any time.; We are eager to dive into deeper planning around the development of this sight. As we've discussed publicly at great length, the main goal is to provide a location for our future Fire Station and Public Safety building. This location allows us direct access from the fire station to the airport, meeting FAA/TSA requirements for future growth and flight

service offerings at our Airport.; Other plans and goals for this land include solar leasing, the revenue from which will offset the debt on the purchase, and housing. We should be able to strategically offer buildable lots in this area to help with the long-term housing crunch.

EV Chargers: Following up on our application for Electric Vehicle charging stations with Efficiency Maine. Millinocket's application was approved for 80% funding on 4 charging stations. Millinocket's share will be \$5,330.40 per charger for a total of \$21,321.60.; After work was completed for our Veterans Park electrical upgrade project, we were left with a remaining balance of roughly \$50,000. If we don't use, we lose it.; My suggestion is use that pot of funds to cover Millinocket's portion toward these chargers. This takes any risk or burden off of the tax-payers and allows the project to move forward.; We certainly won't get rich off of these chargers, but they will provide some revenue.

Outdoor Gym: We have been looking at 2 different options for outdoor gym installations in our community. So far, the leader is National Fitness Campaign, who also offers funding toward the project through support in Maine from Community Health Options. After the support funds from MCH, the local contribution would be in the ballpark of \$105k-\$130k. We can seek and use other grant funding toward this.; The closest NFC outdoor exercise lot is located in Hampden.; The other option we are looking at is offered by Fitlot. It's a slightly different style of exercise lot with a smaller footprint.; The total cost for this option is comparable, at about \$178k. Grant funding options are out there.; The closest Fitlot installation is in Bangor in Broadway Park and was a project supported by AARP.; To me, they both appear to be great options. We have identified the Rec. Complex as a potential location for either. The guidelines for each and size of the lots necessary for installation will likely be the determining factors on which direction we go.

Security Cameras for Town Parks/Compost/Cemetery: It is unlikely that North Maine Woods Surveillance will have the capacity to help us with the package and the installation.; Being referred to SCS Communications to discuss and get a quote. Possibly will need to be put out to bid. More to come!

Additions: Recycle Building, traffic continues to increase, encourages community to continue recycling efforts.; Officially announces town awarded \$50,000 towards elevator modernization

Respectfully submitted, Peter Jamieson, Town Manager.

Council Comment: Councilor discussion expressed excitement to start the budget process, inquiries of responsibility of EV Chargers, concerns issues were not addressed prior to order passing, inquiries if generated funds go to the library or town; *TM Jamieson informs town assumes responsibility beyond warrantee, town EVV chargers will generate revenue for town (4 units) and designated library EVV chargers (2 units) will designate revenue for library, council suggestions to seek for extended warrantee when purchased; suggestions for use of \$50,000 grant money and inquiry of timeline to use or reallocated noting spending must remain downtown/electrical services; majority expressed support for outdoor gym for community use especially designed for many age groups, concerns of responsibility to maintain with suggestion to be funded under recreation department, further suggestion to designate area from youth playgrounds with concerns of liability, inquiries if assessable for all for seasons; *TM Jamieson informs 4 season is possible noting 3 season is probable, screen shares layout of outdoor gymnasiums for clarification, and assumes liability coverage similar to town owned playgrounds; suggestions for CDBG grant monies used for cameras in downtown region; Public Comment: Scott Leavitt Sr, 330 Congress Street, inquiries about airport land anticipate houses built in parcels for sales or rent; suggests survey pertaining to outdoor gym for the public to express interest of use; *TM Jamieson informs not using airport land, but adjacent parcel developable land with no solid plan noting offers proposed by developer.

Pat Madore, 215 Bowdoin Street, inquires protection plan for outdoor gym during inclement weather; *TM Jamieson informs idea only at entry level conversations, notes intention is to design to withstand 4 seasons and not seeing additional needs beyond normal maintenance and cleanup

Jimmy Busque, 32 Forest Ave, does not support the purchase of land with intentions for a new fire station with the diminishing population, acknowledges FAA proposes to reduce size of airport runway access; states EVV Charging stations are a ridiculous expenditure, suggests private enterprises build and maintain if there is a need noting not municipal responsibility.

Sandra Sullivan, 104 Sunset Drive, concerns priority should be infrastructure of the Town although appreciates notes extracurricular activities in the works shouldn't be priority, expresses concerns burden of employees to maintain; *TM Jamieson clarifies tax payer money is not being spent for projects; Sandy responds acknowledges future costs to maintain will need to be budgeted.

ORDER #42-2023 PROVIDING FOR: Execution of the Town Warrant for March 9, 2023

IT IS ORDERED that the Town Warrant for March 9, 2023, in the amount of \$73,841.98 is hereby approved.

Motion-Pelletier Second- Madore Vote 6-0

Council Comment: Noted larger expenses; Maine Pyro Tech, DR, Hol Tanner Assoc., ME Res. Rec., Me Tech Group, MRC, New England Salt Co., T-Buck Construction, East Mlkt-Recreation Contract.

Public Comment: none

ORDER #43-2023 PROVIDING FOR: Execution of the Wastewater Warrant for March 9, 2023

IT IS ORDERED that the Wastewater Warrant for March 9, 2023, in the amount of \$ 121,314.76 is hereby approved.

Motion-Madore Second- Bragdon Vote 6-0

Council Comment: Noted larger expenses; Exactitude, loan payment, Northeast Paving, T-Buck Construction.

Public Comment: none

ORDER #44-2023 PROVIDING FOR: PROVIDING FOR: Approval of Transfer Resolution, Authorizing Transfer of Franchise Agreement from Bee Line, INC to Spectrum Northeast, LLC

WHEREAS Spectrum Northeast, LLC entered into an agreement with Bee Line Cable on December 30th, 2022, acquiring all assets of the company, including franchise agreements,

IT IS ORDERED that the Millinocket Town Council authorizes the transfer resolution, acknowledging Millinocket's franchise agreement with Bee Line, INC. being transferred to Spectrum Northeast, LLC.

Motion-Higgins Second-Bragdon Vote 3-2-1 (Bragdon/Abstain; Dumais-Higgins/Opposed)

Council Comment: Council discussion clarify the agreement is a formality acknowledging Spectrum acquiring all Beeline assets, acknowledgement for bookkeeping purposes of the transfer for both parties keeping the same agreement and requirements currently in place with anticipation of higher quality of service and broadband for the community; Chair Dumais inquires confirmation there are no changes to the contract; *TM Jamieson informs no changes to the contract confirming the agreement remains the same; introduction of Mr. Hoffman, seller's representative, also confirms; Council discussion express concerns of rate increases with transition of Beeline to Spectrum; Mr. Hoffman explains unfortunately he cannot address concerns being a representative of Beeline with acknowledgement no representative of Spectrum present; council inquiries to Holman if anticipated services upgrade to be provided to community; Mr. Hoffman informs no changes to negotiated franchise agreement noting language in agreement, expressed time sensitive and cannot responsibly delay as sale of franchise has transferred, Council discussion concludes with acknowledgement of contract transfer formality, agreement of 10 year contract with majority support recognizing Chair Dumais' concerns and in Spectrums absence, suggestions for follow up with appreciation if new contract stated intentions.

Public Comment: Tom Malcolm, 73 School Street, hopes Spectrum upholds service agreements and good intentions to bring upgrades that the citizens can afford, expressed concerns and belief the council has a say if agreement isn't upheld.

Matthew Bragdon, Bragdon Technologies, 10 Balsam Drive Suite C, informs Spectrum intent to bring 1G speed to town, notes extremely fast, acknowledges upgrades may be costly, but needed for the area with a great opportunity to offer the community, anticipates grand fathered costs for those who are not interested in

upgrades, states if the council fails or tables order, will only delay acquisition of property, cautions the town tell Beeline how to conduct business.

Reports and Communications:

- a. *Warrant Committee* for March 23, 2023, Council Meeting: Councilor Bragdon and Councilor Danforth.
- b. *Chair's Committee Reports* – Councilor Pelletier inform the Charter Review Committee will meet on 3/15/2023 at 4:30pm in the manager's office and via zoom.
- c. *Two Minute Public Comment*: Sandra Sullivan, 104 Sunset Drive, address Councilor Higgins concerning comments posted in the zoom chat at previous meeting voting in objection to the Manager's contract extension with acknowledgment the message was from a family member; Chair Dumais respectfully stopped further conversations addressing Councilor Higgins family and addressed the concern stating the onus falls on the individual and does not a reflection of the councilor.
Jimmy Busque, 32 Forest Ave., anticipates further issues concerning Brookfield tax abatements with pending lawsuit, expects proper negotiations suggests it would be favorable for the town of Millinocket drop tax abatement lawsuit in support of relicensing and expressed concerns that the public is unaware of the outcome.
- d. Motion to adjourn at 7:37 p.m. –Madore, Second –Danforth, Vote 5-1 (Pelletier/Opposed).

March 23, 2023

Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Dumais at 5:30 pm.

Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Golieb, Madore, Pelletier, Higgins. Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman, Airport Manager Jeff Campbell, Media Kat TV, Brian Brown via Zoom, School Superintendent Shelly Lane & Josh Deakin School Business Manager (SP); Betsy Cook- Trust for Public Land Committee Rep., 8 in person public attendance and 4 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda – swapped order of presentations; moved order #50-2023.

Approval of the Minutes: November 28, 2022, and December 8, 2022, Regular Meetings

Motion-Madore Second-Golieb Vote 7-0

Council Comments: none

Public Comments: none

UNFINISHED BUSINESS: n/a

Special Presentation(s): 1) Betsy Cook, Trust for Public Lands – Community Forest Presentation: Maine State Program Director, shares brief background information nation non-profit organization for 30 years; recognizes specific opportunities available regarding land preservation; currently 85 projects creating parks and wellness space, protection of land, noting the obtainable opportunities for communities to use land; provided handout and included into minutes; explained community Forest concept as land owned by community or by owner for community and protected as a community forest, collaborates with towns to acquire land and meet community goals; addresses the process to acquire land from private ownership: TPL negotiate purchasing contracts on behalf of Town for federal and state grant funding; community planning, seeking input from community as ultimate land is town owned with community needs in mind; informs about the specific project's potential with 400 acres in total, current owner being Katahdin Forest management, seeking an appraisal if the town is interested, she will proceed with the process, notes the great opportunity for Millinocket to obtain land and collaboration of its many surroundings and opportunities.

Council Comment: Council discussion includes inquiries of process to secure property and available funding for land purchase, TPL- states will support costs of appraising noting town cost would be management cost with opportunity to set up non-profit to support income; potential funding for housing, TPL-informs no but is eager to assist and support for intentions for acquisition of land; clarification 400 acres include both parcels; TPL-yes anticipating separate appraisals; minimum restriction of land size for assistance, TPL- informs no restrictions or requirements on land size or funding for assistance; excitement expressed with potential to utilize land adjacent to Jerry Pond noting currently inaccessible; council discussion concludes with direction needed for next steps from the town to proceed with inquiry clarification of private donor and national program funding available; TPL informs generally verbal feedback in support is needed to move forward at this moment recognizing later process will need town council vote in support to purchase land and move forward; TPL informs the national program is federally funded, provided rough percentage breakdown: 50% federal/50% state for land acquisition with 10% variance; Councilor Madore inquires if town owned, is the land able to be harvested, TPL informs yeas and highly recommended; Chair Dumais held a straw poll vote in favor to support land acquisition – All in favor; TPL is directed to proceed currently having full support.

Public Comment: Scott Leavitt, 330 Congress Street, inquires is discussed land is owned by Millinocket; *TM Jamieson answered no; asked if town owns Jerry Pond; *TM Jamieson informs the town owns and maintains Jerry Pond and notes the town does not own the “monkey trails”, but has the potential to.

John Raymond, 236 Highland Ave., expressed support, notes good idea for town to own and control stated specific land, acknowledges would be one step further in anticipation to acquiring land at Dolby flowage guarantee passage for ATV connectivity to the region.

Charles Pray, 101 Morgan Lane, inquiries if land opportunities available in unorganized territory surrounding the town of Millinocket, potential to convert for housing if purchased for public use; TPL informs yes giving recommendations of building into structure of the front-end proposal; Charles Pray clarifies tax dollars in relation are addressed in bond issues in referendum.

2) Shelly Lane, School Superintendent – School Financial Update Presentation; high level overview on where money is being spent; conversations regarding policies, procedures, budgets; grant funded reading and math coach; drop out committee meeting – notes first meeting since 2014, with anticipation to hold more regular meetings; announcements – recently hired administrative coordinator, intends to hold meeting to house Q&A; enrolled another school into dual enrollment program – oversees following Stearns curriculum guidelines; follow up on covid grant guidelines, monies, expenditures, and reimbursement status; maintenance on gym wall divider – cost savings with replacement parts; acknowledges art program going to states; reviewing policies with lots of conversation; third and fourth grade students lead conferences; freshman science studying cardiac and neurological system, glad to have local specialist visit staff and students; financial class – job interview process - accounting budget related; 6&7th grade challenge – judge on certain components comparable to “shark tank” competitiveness; children to celebrate Maine’s birthday with celebratory memorabilia; addition of karate class was new to curriculum this year with double sign up for next year; Josh Deakin – Project budget on 4th draft, happy of progression, release form gy24 – state matrix for clarity of state funding; informs 58.7% of budget; 72% through fy23.

Council Comment: Council discussion expressed excitement to hear about education and curriculum opportunities with additional offerings, and budget process; inquiries of APRA funding reimbursement status – Josh informs state revised application process, noting it sped up reimbursement process; Shelly also shares same excitement to offer new curriculum with “out of the box” thinking for all education; Council discussion concludes with appreciation for communication between town and school administration, confidence in leadership in school administration, acknowledging all positive things happening with excitement to see the open mindedness and forward thinking approach for education, and confirmation advanced placement courses will be offered in anticipation college system opportunities to be available.

Public Comment: none

NEW BUSINESS: Town Manager’s Report – 3/23/2023

Quarterly Budget Update:

- For the March 23rd, Millinocket Town Council meeting, we interrupt your regular manager’s report programming to provide you with our Quarterly, Year-To-Date financial standings for the FY23 Municipal Budget.
- Thank you to the School Department for joining us this evening. I see great benefit in our joint efforts to provide the community with these quarterly financial updates in sync with each other. It has been a pleasure working with Shelley and Josh thus far.

Respectfully Submitted, Peter Jamieson, Town Manager.

*TM Jamieson on presented reports: informs the town is sitting as we should be this time of year noting revenues coming in and spending is on track; unexpected bump of interest gain – town clerk department on track, planning/code exceeded expectation of permitting increase in revenue, general assistance program – funds coming in; airport jet fuel sales program going extremely well; minor discrepancies in postage and billing expenses; anticipates heat pump savings to budgeted line; encourages all staff through budget process and acknowledges self confidence in team for budget saving expenditures and informs reaching out to MMA legal if needed for free services; expressed positive reviews with

communication purchases used as budgeted; requested council ideas for appropriate ARPA fund spending; acknowledges FD overtime line down from previous years with extra positions, notes good use of budgeted funds; recognized large hit with MPers- necessary expense with multiple retirements this year; notes savings on PW overtime budget; overages with price fluctuation of testing process and tree care/removal - contracted out; acknowledged airport jet fuel sold and inventoried item to offset purchase; expresses content where financials are currently.

Council Comment: Council discussion expressed appreciation to the manager and department heads, all doing a great job; acknowledging 3 line items noteworthy for budget decrease: legal; communications contract, overtime budgets; inquiries regarding police contract services; *TM Jamieson informs first contract was in 2019 for 1 year and extended to 3 more years, states no communications had to increase contract for services noting a new contract would have to be brought with request; council discussion concludes with appreciation to department heads and manager for all they do to bring cost savings to their departments and town, and acknowledging the town manager for creating a great work environment;

Public Comment: none.

ORDER #45-2023 PROVIDING FOR: Execution of the Town Warrant for March 23, 2023

IT IS ORDERED that the Town Warrant for March 23, 2023, in the amount of \$333,000.64 is hereby approved.

Motion-Danforth Second-Madore Vote 7-0

Council Comment: Noted larger expenses; Acadia, MRC, Mew England Salt, Preble Oil, East Millinocket Police Department Contract, MML; Councilor Madore thanks Councilor Danforth with due diligence on warrants.

Public Comment: none

ORDER #46-2023 PROVIDING FOR: Execution of the Wastewater Warrant for March 23, 2023

IT IS ORDERED that the Wastewater Warrant for March 23, 2023, in the amount of \$ 14,147.69 is hereby approved.

Motion-Danforth Second-Madore Vote 7-0

Council Comment: Noted larger expenses: Town of Millinocket ,Versant Power.

Public Comment: none

ORDER #47-2023 PROVIDING FOR: Approval of an Application for an Entertainment License for Highlands Tavern. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Christopher Carr, Katahdin Services LLC, Millinocket d/b/a Highlands Tavern, 973 Central Street, Millinocket.

Motion-Golieb Second-Madore Vote7-0

Council Comment: none

Public Comment: none

ORDER #48-2023 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for Highlands Tavern. IT IS ORDERED that the attached application for a malt, vinous and spirituous liquor license is hereby approved for: Katahdin Services, LLC, 973 Central Street, Millinocket.

d/b/a Highlands Tavern, 973 Central Street, Millinocket.

Motion-Pelletier Second-Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #49-2023 ***AMENDED** - PROVIDING FOR: Donation to Millinocket Little League

WHEREAS the Millinocket Little League board of directors has requested a donation from the Town of Millinocket in the amount of \$2,232.00 (two thousand two hundred thirty-two dollars) towards the cost of spot covers for off season protection of the little league baseball field; and

WHEREAS the Town of Millinocket recognizes the volunteerism, hard work, and dedication of this program as well as the great impact their efforts have on the youth of our tri-town community,
IT IS ORDERED that the Millinocket Town Council approves a donation to the Millinocket Little League in the amount of the \$2,232.00 from the ~~local American Rescue Plan Act Funds (ARPA)~~ ***Undesignated Fund Balance.**

Motion-Danforth Second-Golieb Vote as Amended 7-0

Council Comment: Council discussion expressed support of the order with suggestion to take funds from undesignated fund balance considering recreation as a municipal asset; Chair Dumais inquires if funds are available from suggested line; Motion by Councilor Golieb to Amend the order to remove Local American Rescue Plan Act (ARPA) and replace with Undesignated Fund Balance, Seconded by Councilor Bragdon, Council comment: majority express support and in favor of amendment, no public comment on the amendment, Vote to Amend 7-0; Council Comment on the order as amended: suggestion to consider yearly donation into budgeted funding as an investment on community youth, clarification donations given to charitable organizations are considered as donations when requested and expressed caution to specifically budget as items. Public Comment: Sandy Sullivan, 104 Sunset Drive, states the town should support the kids with town donations.

Scott Leavitt Sr, 330 Congress Street, agrees support local programs with donations by request, and expressed concerns if specific donations were budgeted.

ORDER #50-2023 PROVIDING FOR: Acceptance of Penobscot County ARPA Grant Funding

WHEREAS the Town of Millinocket Community Initiatives Director applied for and was awarded \$49,999.00 (forty-nine thousand nine hundred ninety-nine dollars) from the Penobscot County Commissioners American Rescue Plan Act funds towards the modernization of the Municipal Building elevator; and

IT IS ORDERED that the Millinocket Town Council accepts these funds with gratitude and appreciation.

IT IS FURTHER ORDERED that these funds be marked for use by the Town Treasurer toward the municipal building elevator modernization.

NOTE: These funds will be paired with financial contribution from the court and local funds to round off the total cost of this project.

Motion-Higgins Second-Madore Vote 7-0

Council Comment: Council discussion expressed appreciation to CID Amber Wheaton for the grant work done and cost savings for the Municipality; Chair Dumais thanks CID and Manager for finalizing in a timely manner and recognized Dave Marshall in the audience, thanking the County Commissioner for making Millinocket a priority.

Public Comment: none

ORDER #51-2023 PROVIDING FOR: Acceptance of Movie Projection Equipment Donation from Katahdin Chamber of Commerce WHEREAS the Town of Millinocket Events Committee had approached the Katahdin Chamber of Commerce regarding use of their movie projection equipment with the goal of continuing regular community movie nights; and WHEREAS The Katahdin Chamber of Commerce Board of Directors unanimously voted to donate the equipment to the Town of Millinocket, recognizing the community and regional benefit, IT IS ORDERED that Millinocket Town Council accept the donation of this equipment from the Katahdin Chamber of Commerce on behalf of the Millinocket Events Committee.

Motion- Madore Second- Danforth Vote 7-0

Council Comment: *TM Jamieson informs this is the same system the events committee is currently using and will maintain under town ownership; announces next movie night is Friday night.

Public Comment: none

Reports and Communications:

- a. *Warrant Committee* for April 13, 2023, Council Meeting: Chair Dumais and Councilor Golieb.

- b. *Chair's Committee Reports* – Councilor Pelletier apologized for the zoom link error last meeting and informs the next Charter Review Committee meeting will be announce at a later date.
Councilor Danforth informs Age Friendly Committee will meet Thursday, acknowledges Earth Day, Saturday, 4/22/2023 and informs in partnership with other committees and volunteers to gather to spruce up downtown Millinocket; announces Farmer's and Artisans Market to start June 3 and run through September 16, every Saturday at Veterans Memorial Park; informs next meeting on 4/18 at 3pm.
Economic Development Committee, meet Tuesday at 5pm to finalize recommendation of STR ordinances and TAP bidding process.
Chair Dumais extends thanks to all committees and progresses being handled at the committee level; acknowledges Fire Chief Tom Malcolm's request for Deputy Fire Chief John Cote to become a voting member of the Events Committee and noted the addition.
- c. *Two Minute Public Comment*: none
- d. Motion to adjourn at 7:11 p.m. –Golieb, Second –Madore Vote 7-0.

ORDER #174-2023

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 Payroll and Accounts Payable expenditures; therefore,

IT IS ORDERED that ESSER3 Grant expenditures of approximately \$11,364 are approved to cover payroll and lawn services expenditures on the school warrants dated June 22.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #175-2023

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 pre-approval for estimated Payroll and Accounts Payable expenditures through August 2023; therefore,

IT IS ORDERED that the following estimated ESSER3 Grant expenditures of \$481,875 are approved:

- School parking and entrance repairs \$395,375
- Cafeteria tables \$20,000
- Fly curriculum \$1,500
- Payroll \$10,000
- Chair \$5,000
- Intercom System \$50,000

AND,

WHEREAS the outstanding reimbursement for ESSER3 expenditures will be approximately \$815,000 after this approval;

IT IS FURTHER ORDERED that the ESSER3 Town cash flow on unreimbursed expenditures will be capped at \$815,000 until the status of the reimbursements is reviewed in September.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #158-2023

Tabled 6/8/2023 to 6/22/2023

PROVIDING FOR: Approval of an Application for a Victualer License for
Boatman's Bar & Grill

IT IS ORDERED that the attached application for a Victualer License is hereby
approved for:

Owen Ross, Business Address – 11 Hasbro Drive, Millinocket

d/b/a

Boatman's Bar & Grill, 11 Hasbro Drive, Millinocket

Passed by the Town Council _____

Attest: _____



Millinocket

Maine's Biggest Small Town



APPLICATION FOR A VICTUALERS LICENSE

FEE: \$25.00

NAME OF APPLICANT: Owen Ross

PHONE NUMBER OF APPLICANT: 207-723-1123

RESIDENCE OF APPLICANT: Maine

NAME OF BUSINESS: Boatmans Bar & Grill

PHONE NUMBER OF BUSINESS: 207-383-2047

BUSINESS ADDRESS: 1 Hasbro Drive, Millinocket ME 04462

NATURE OF BUSINESS: Bar & Restaurant

LOCATION TO BE USED: 1 Hasbro Drv Millinocket, ME 04462

RESIDENCE OF APPLICANT IN THE LAST FIVE YEARS:

16 New Hampshire st Millinocket, ME 04462

LIST OF PRINCIPAL OFFICERS, TITLES AND ADDRESS FOR THE PAST THREE YEARS:

Owen Ross 16 New Hampshire st, Millinocket ME 04462

Warren Fisher 385 River Rd, Benton ME 04901

DESCRIPTION OF PREMISES TO BE LICENSED

We are a Bar & restaurant serving
Alcohol and food

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES
FOOD VENDOR'S LICENSE) - Pending / Temporary approval - DWL

BUSINESS Beachman's Bar & Grill
11 Harbro Drive

ORDER # 158-2023

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE
APPLICATIONS



TAXES ARE CURRENT

RE.
Yes _____ No ✓



WASTEWATER IS CURRENT

Yes _____ N/A No ✓



POLICE INCIDENTS IN THE PAST YEAR

Yes _____ No ✓

(IF APPLICABLE PLEASE LIST)

**Town of Millinocket
Tax Information Sheet
As of: 06/05/2023**

Account: 160 **Name:** THREE RIVERS HOLDINGS LLC

Location: 11 HASBRO ROAD

Map and Lot: R07-003-007

Sale Date: 04/02/2015

Deed Reference: B9127P316 12/10/2003

Sale Price: \$71,000

Land: 48,000
Building: 305,400
Exempt: 0
Total: 353,400

Total Acres: 0
Tree Growth: Soft : 0 Mixed : 0 Hard : 0
Farmland:
Open Space:
Zoning: 24 - Rural
SFLA: 0

	Amount	Mill Rate
Last Billed : 2023-1	10,425.30	29.500
Previous Billed : 2022-1	10,582.00	32.500

Outstanding Taxes					
Year	Per Diem	Principal	Interest	Costs	Total
2023-1	1.1584	10,425.30	200.40	0.00	10,625.70
	1.1584	10,425.30	200.40	0.00	10,625.70
2023-1 Period Due					
	10/29/2022	5,212.65	200.40	0.00	5,413.05
	01/29/2023	5,212.65			5,212.65
					10,625.70

Information Given By: _____

Title: _____ 06/05/2023

All calculations are as of: 06/05/2023

PP Account 186 Detail
as of 06/05/2023

Name: THREE RIVERS HOLDINGS LLC

Location: 11 HASBRO ROAD-BOATMANS

Assessment: 16,800

2023-1 Period Due:

- 1) 257.33
- 2) 247.80

Mailing POB 10
Address: WEST FORKS ME 04985

Year	Date	Reference	P C	Principal	Interest	Costs	Total
2023-1	R			495.60	9.53	0.00	505.13
2022-1	R			0.00	0.00	0.00	0.00
2021-1	R			0.00	0.00	0.00	0.00
2020-1	R			0.00	0.00	0.00	0.00
2019-1	R			0.00	0.00	0.00	0.00
2018-1	R			0.00	0.00	0.00	0.00
2017-1	R			0.00	0.00	0.00	0.00
2016-1	R			0.00	0.00	0.00	0.00
2015-1	R			0.00	0.00	0.00	0.00
2014-1	R			0.00	0.00	0.00	0.00
2013-1	R			0.00	0.00	0.00	0.00
2012-1	R			0.00	0.00	0.00	0.00
2011-1	R			0.00	0.00	0.00	0.00
2010-1	R			0.00	0.00	0.00	0.00
2009-1	R			0.00	0.00	0.00	0.00
2008-1	R			0.00	0.00	0.00	0.00
2007-1	R			0.00	0.00	0.00	0.00
2006-1	R			0.00	0.00	0.00	0.00
2005-1	R			0.00	0.00	0.00	0.00
Account Totals as of 06/05/2023				495.60	9.53	0.00	505.13

Per Diem	
2023-1	0.0551
Total	0.0551

Note: Payments will be reflected as positive values and charges to the account will be represented as negative values.

Diana Lakeman

From: Owen Ross <owen@jumpandraft.com>
Sent: Monday, June 5, 2023 11:16 AM
To: Diana Lakeman
Subject: Re: Re:

No problem thank you. And the meeting is Thursday?

On Mon, Jun 5, 2023 at 11:12 AM Diana Lakeman <townclerk@millinocket.org> wrote:

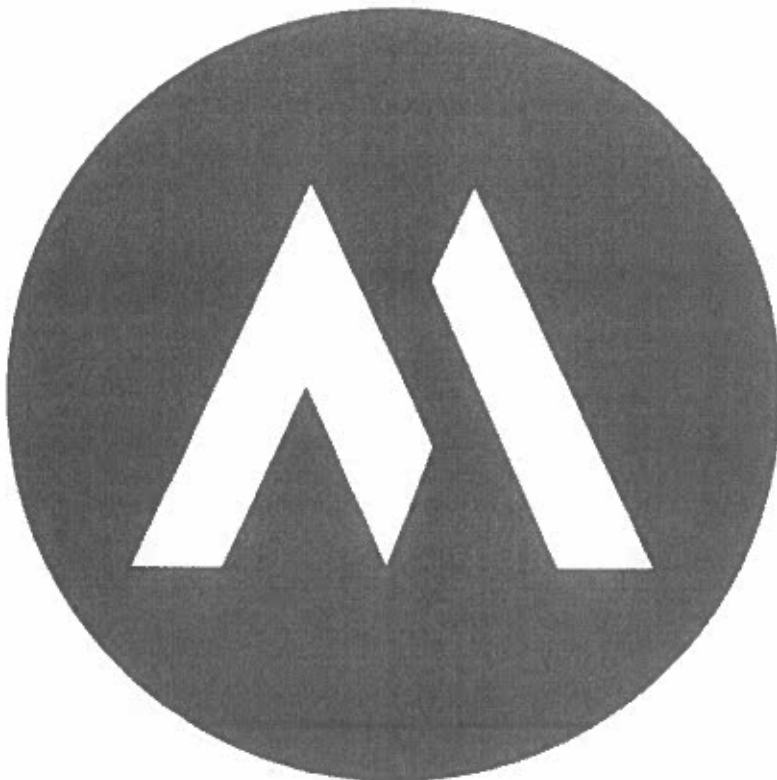
Ok, I will include this and the appendix C along with the Victualer License application for the Town. I will note the RE and PP tax account balances were of concern when approving your Entertainment license and may be subject to discussion. If I may suggest you join the meeting for participate in discussions or answer pending questions or concerns from the Council. The meetings will begin at 5:30pm however you will be a few items down the agenda. Zoom attendance is also available if rather than in person attendance.

Town Council – REGULAR MEETING

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

Best,

Diana M. Lakeman | **Town Clerk**



M

Mai

Appendix C
Onsite Wastewater Disposal System - Local Review and Verification Form

This form is to be used by Health Inspection Program license applicants to demonstrate that their facility has adequate wastewater disposal system capacity for the use proposed. This form must be presented to the Local Plumbing Inspector of the municipality where the facility is located for review and approval of wastewater disposal system capacity.
Please include this completed form with your license application.

Health Inspection Program
Onsite Wastewater Disposal System Local Review and Approval Form HHE-602
Appendix C

Date 05/24/23

To be completed by the Owner/Applicant

Facility Name: Boatmans Bar and Grill

Facility Physical Address: 1 Hasbro Drive Millinocket Maine 04462

Facility: ☒ Owner ☐ Operator Owen Ross

Telephone 207-723-1123 E-Mail Owen@jumpcraft.com

Mailing Address if different from address above: 16 New Hampshire St Millinocket ME 04462

1. Check all boxes that apply. Are you proposing ☐ new construction ☐ remodeling ☒ ownership ☐ change ☐ change in use ☐ increased use or ☐ other? Specify: _____
2. Please describe the proposed use or proposed change in existing use for this property:
 - a. Prior use as licensed: 40 seats (for example, "a takeout with no seats", "a 40 site campground" or "not previously licensed");
 - b. Proposed use: 40 seats (List number of units for example, "40 seat restaurant", "a 30-unit motel" or "no change in use").
 - c. Are you a new owner of the establishment (please circle)? Yes No

Please have the Local Plumbing Inspector at your town office verify that he/she has reviewed your proposal and has determined that: A) the existing wastewater disposal system has the capacity required for your proposal; or, B) you have had a new or expanded wastewater disposal system designed that will meet the requirements for proper wastewater disposal. Uses that increase wastewater disposal system design flows by more than 25%, including prior unapproved increases, must be installed at the time of expansion or change of ownership as required in Section 9 of the Maine Subsurface Wastewater Disposal Rules.

To be completed by the Local Plumbing Inspector:

MANDATORY: LPI please write in number of indoor/outdoor seats, rooms, campers and/or sites

(40 SEATS-IN) SEATS-OUT _____ ROOMS _____ COTTAGES _____
CAMPGROUND SITES _____ YOUTH CAMP CAMPERS _____ YOUTH CAMP _____
STAFF _____

(To request a record search for difficult to find permits please visit www.maine.gov/publichealth/septic-systems)

I, Alex Pugh - per phone conversation 6/1/23 13:45pm the undersigned, have reviewed the proposal for the subject property and find that the property is either served by an existing wastewater disposal system that meets the design requirements for the proposed use or the applicant has submitted an application for an expanded system design (and installation if required by the Expansion section of the Rules) that meets the design requirements of the Rules and any relevant local ordinances for the proposed use. OK for 30 days. Must have LPI sign when avail

LPI Signature LPI - 6/1/23

Date _____

Diana Lakeman

From: Owen Ross <owen@jumpandraft.com>
Sent: Monday, June 5, 2023 11:05 AM
To: Diana Lakeman
Subject: Re:
Attachments: page 1.jpeg; Page 2.jpeg; Page 3.jpeg; Page 4.jpeg; Page 5.jpeg; Page 6.jpeg; Page 7.jpeg; Scan.jpeg

Hey,

Attached is the full filled out application that has been sent into the state as of last Thursday. That application hit their desk on friday.

Thank You

-Owen

On Mon, Jun 5, 2023 at 9:48 AM Diana Lakeman <townclerk@millinocket.org> wrote:

What is the Original application that the Appendix C attach to? That may be helpful to include with your Victualer license if you are pending approval for the food safe inspection from the State of Maine.

Best,

Diana M. Lakeman | Town Clerk



townclerk@millinocket.org | (207) 723-7006 **Fax** (207) 723-7002

197 Penobscot Avenue. Millinocket, ME. 04462

Office Hours: Mon - Fri

7:30 AM to 4:00 PM

Election Day Polls Open 8 AM to 8 PM



What is the Original application that the Appendix C attach to? That may be helpful to include with your Victualer license if you are pending approval for the food safe inspection from the State of Maine.

Best,

Diana M. Lakeman | Town Clerk



Ma

townclerk@millinocket.org | (207) 723-7006 Fax:(207)-723-7002

197 Penobscot Avenue. Millinocket, ME. 04462

Office Hours: Mon - Fri

7:30 AM to 4:00 PM

Election Day Polls Open 8 AM to 8 PM

Office Use Only: ID #

Date Issued

Exp. Date

Ck #

Amount Rec.

STATE OF MAINE HEALTH INSPECTION PROGRAM LICENSE APPLICATION FOR EATING & LODGING

Applicant Information

Establishment Name: Boatmans Bar and Grill
 Location of Business, E-911 Address: 1 Hasbro Drive Town/City, Zip Code: Millinocket ME 04462
 Mailing Address: Town/City, Zip Code: 16 New Hampshire St Millinocket ME 04462
 Business Telephone: 207-723-1123 Business E-mail: Owen@jumpandraft.com
 Contact Person's Name: Owen Ross Contact Phone #: 207-723-1123
 Contact FAX #: N/A Contact E-mail: Owen@jumpandraft.com

THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND WILL BE RETURNED FOR COMPLETION. IT'S ILLEGAL TO OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.

1. Licensing Information:

This business (check one):

- ☐ is new and has never been licensed.
☒ is presently ☐ was previously licensed by the Health Inspection Program (HIP). If so, provide HIP License EST ID# 9697
☐ is presently ☐ was previously licensed by the Department of Agriculture, Conservation & Forestry (DACF). If so, provide Department of DACF ID# _____

2. Business Information:

Please check one: ☒ Corporation/LLC ☐ Individual ☐ Partnership ☐ Association ☐ Other

Corporation/LLC, Individual, Partnership, Association or Other Name: 1903 Company

Owner(s) Name: Bradley Fisher and Owen Ross

Owner(s) Mailing Address: 385 River Rd, Benton ME 04901

My business corporation is in good standing with the Secretary of State and all State Licensing Boards.
☒ Yes ☐ No

Planned Opening Date: 05/26/2023 (Allow at least 30 days following your submission of a completed application before planning to open.)

3. Former Owner's Information, if applicable:

Former Owner's Name: Joe Christopher Former Business Name: Three Rivers Whitewater

4. Business Proposal:

A. Check all boxes that apply: Are you proposing to ☐ remodel ☒ change ownership ☐ change use ☐ increase use or ☐ other? Specify: _____

B. Describe the business: We are a Boating Company, Bar & Restaurant with campgrounds

C. If applicable, indicate the proposed number of:

Seating: Indoor Dining Seats 40 Outdoor Dining Seats NA Vending Machines NA

Lodging: Rooms: NA Cottages: NA

Pools/Spas: If you have a public pool or spa included in your establishment, please complete the License Application for Public Pools and Spas; HHE-640.

**For Fees and Septic review purposes, outdoor seating is only counted in total number of seats if there is inside seating and there are 30 or more outdoor seats, or there is wait staff service to the outdoor seats regardless of number of seats.

6. License Type & Fees: Check (✓) the appropriate box for your proposal:

EATING	CHECK HERE	FEES
Business Enterprise PR (Division of the Blind)		No Charge
Catering		\$270.00
Correctional Facility		\$270.00
Eating Place - Takeout		\$220.00
Eating Place, Tier 1: 1-29 seats		\$220.00
Eating Place, Tier 2: 30-75 seats		\$265.00
Eating Place, Tier 3: More Than 75 Seats		\$300.00
Eating Place - Limited Menu		\$205.00
Eating - School		\$100.00
Eating - School Catering		\$100.00
Eating - School Satellite		\$100.00
Eating Place - Commissary		\$300.00
Vending Company		\$105.00
Senior Citizen Meal Site		\$30.00
LODGING		
Bed and Breakfast - 5-Rooms or Less		\$135.00
Bed and Breakfast - 6-Rooms or More		\$205.00
Lodging Place, Tier 1: 4-15 Rooms		\$205.00
Lodging Place, Tier 2: 16-75 Rooms		\$240.00
Lodging Place, Tier 3: More Than 75 Rooms		\$270.00
COMBINATION		
Food Service At Youth Camps (Eating and Catering)		\$300.00
Eating and Catering	✓	\$300.00
Eating and Lodging		\$300.00
CAMP		
Sporting/Recreational Camp		\$240.00

MISCELLANEOUS FEES	
Reprint License	\$25.00
Late Renewal within 30 days of license expiration date	\$25.00
Late Renewal more than 30 days after expiration date	\$100.00 for 1 st offense + \$25 for first 30 days
Additional Inspection	\$100.00
Insufficient Funds	\$25.00
Nonprofit - No license required if fewer than 12 events/year	\$0.00

A separate State-issued Liquor License is required if you plan to sell or serve alcoholic beverages. You must be in compliance with Health Inspection Program License requirements to obtain and retain a Liquor License. For more information, go to Liquor Licensing and Compliance at www.maine.gov/dps/lcr/applying.html or at 207-624-7220. Additional licenses may also be required, including but not limited to a Municipal Victualer's License. Please contact your Town or City for more information.

6. Drinking Water:

- A. Does your water come from a city/town water supply? ☐ Yes ☒ No

If yes, provide the name of the city/town water supplier to which you pay your water bill _____ and skip to Item 7, Wastewater Disposal, on the following page.

If no, continue:

- B. Is or was your business regulated by the State Drinking Water Program as a public water system?

☒ Yes ☐ No ☐ Don't Know (If your business uses city/town water you are not a regulated public water system).

- If yes, provide your Public Water System ID # ME0018981, check the boxes that apply in section "C." below and skip to Item 7, Wastewater Disposal, on the following page.

- If you checked Don't know, contact the Drinking Water Program at 207-287-2070 for assistance. If the Drinking Water Program provides you with PWSID #, enter it here: _____, check the boxes that apply in section "C." below and skip to Item 7, Wastewater Disposal, on the following page.

- If no, continue:

- C. Will your business serve tap water in any of the following forms? Check all which apply.

- ☒ Cups/glasses of water.
- ☒ Drinks made on site (soda, lemonade, slush drinks, iced tea, juices, etc.)
- ☒ Ice made onsite.
- ☐ Drinking water fountain.
- ☐ Cups in the restroom or near any sink available to the public.
- ☐ Water used as an ingredient for uncooked foods made onsite. For example, instant gelatin desserts.
- ☐ Other, specify: _____

- If you did not check any boxes above and your business was not a regulated public water system in the past, complete the water tests listed in E.1.a & b below and submit water test results with this application. Skip to Item 7, Wastewater Disposal, on the following page.

- If you did check any boxes above, continue.

- D. Indicate source, or potential source, of water ☐ Drilled Well ☐ Dug Well ☐ Surface Water.

If you checked "Dug Well" or "Surface Water" call the Drinking Water Program at 207-287-2070 and skip to Item 7, Wastewater Disposal, on the following page.

- E. Is the drinking water well an existing well (already drilled?) ☐ Yes ☐ No

If No, please STOP. Contact the Maine Drinking Water Program at 207-287-2070 for further instructions before drilling the well.

If Yes, please provide the following:

E.1 Water Test Results from a Certified Laboratory for the following tests:

a. Total Coliform bacteria, nitrate, and nitrite: samples must be taken within three months before the date this application is received.

b. Fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, arsenic: samples must be taken within one year before the date this application is received.

c. If there are underground fuel storage tanks within 1000 feet of the well, a volatile organics water test (VOC 524) must also be done.

d. Additional sampling may be required if known contamination has occurred near the well.
For a list of Certified Laboratories, see www.medwp.com or call the Maine Drinking Water Program at 207-287-2070.

E.2 A site plan (more detailed map of the well site)

E.3 Drilled well construction information (if known):

Depth _____ ft. Length of casing _____ ft. Yield _____ gal/min.

E.4 A description of the major components in the water system:

Storage (type of tank and size): _____

Treatment (type, manufacturer): _____

Piping (type, above or below ground): _____

E.5 Distance from the well to the nearest point of all leachfields (septic systems) within 300 feet? _____ (feet). *If less than 300 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.*

E.6 Distance from the well to all underground storage tanks within 1000 feet? _____ (feet). *If less than 1000 feet, please stop and contact the Drinking Water Program at 207-287-2070 before submitting this application.*

E.7 Distance from the well to the nearest property line? _____ (feet)

E.8 How much land is controlled and/or owned around the well? _____ (acres)

If you qualify as a public water system (PWS), you will be assessed a fee by the Maine Drinking Water Program on July 1st of each year.

7. Wastewater Disposal:

Is wastewater disposed to an on-site wastewater disposal system, either proposed or existing? ☒ Yes ☐ No

If yes, you must complete the attached "Onsite Wastewater Disposal System – Local Review and Verification Form" (Appendix C) and have your Local Plumbing Inspector verify compliance with the Maine Subsurface Wastewater Disposal Rules, 10-144 CMR 241 (the Rules). The Local Plumbing Inspector must verify that either the existing subsurface wastewater disposal system has the capacity to accept the wastewater to be generated as required by the Rules or that an expanded system has been designed and approved that meets applicable design requirements found in the Rules. Municipal records for your property should include copies of wastewater disposal system designs completed to date. If the municipality cannot locate a copy of the design(s) please contact the Department at 207-287-7600 to request a search of the State database of disposal system records.

Demonstration of adequate wastewater disposal system capacity for the use proposed is required prior to licensure by the Health Inspection Program.

Please visit our website for more information regarding wastewater disposal systems at www.maine.gov/publichealth/sep/septic-systems or call us at 207-287-5689 if you have any questions.

If no, please provide the name of the city, town or utility district to which you pay your sewer bill, or a copy of an overboard discharge license issued by the Maine Department of Environmental Protection.

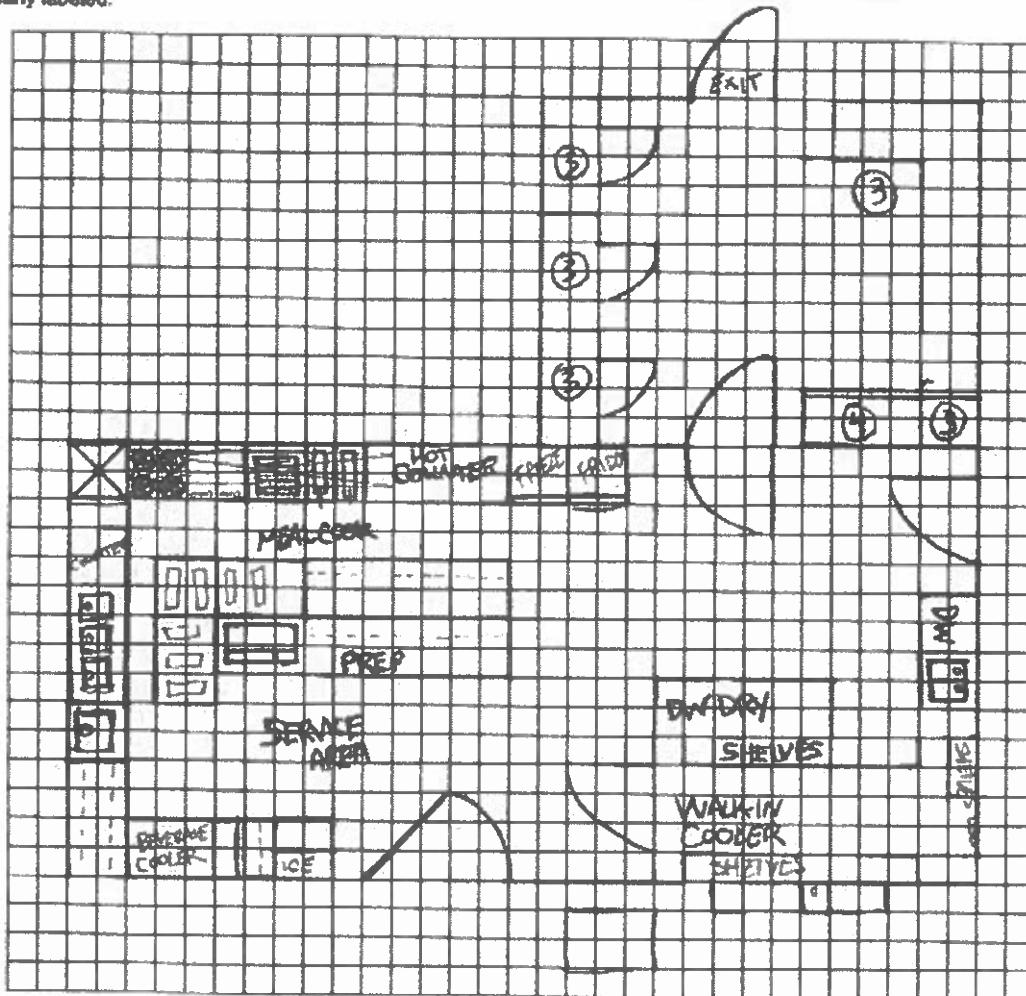
Public Sewer Entity: _____

8. Menu:

Attach a copy of your menu, or a draft menu

9. Kitchen or Food Preparation Area Plan:

Use this grid or a separate sheet of graph paper to draw a floor plan, or provide a floor plan prepared by a knowledgeable party, for eating place food preparation area(s)/kitchen(s). If the plan is not drawn to scale, the dimensions must be clearly labeled.



The floor plan should include the following items.

Sinks:	Toilet Facilities:	Refrigeration:	Facilities:
1. Hand Washing	1. Toilets	1. Walk-in Coolers	1. Food Preparation Areas
2. Ware Washing	2. Sinks	2. Walk-in Freezers	2. Food Storage Areas
3. Utility	3. Urinals	3. Freestanding Coolers	3. Trash/Refuse/Redemption Areas
4. Food Prep	4. Other	4. Freestanding Freezers	4. Dining Areas
5. Dipper Wells		5. Ice Maker	5. Equipment/Counters/Seats/Tables
6. Other		6. Other	6. Dry Storage/All Other Storage

10. Eating Place Business Review:

Complete the table below by filling in the blanks, and placing a check mark or number where appropriate.

COLD STORAGE		PROPOSED OPERATING HOURS		SERVICE PROVIDED	
Walk-in Cooler	1	Sunday	2 AM-PM 10 AM-PM	Take-out	✓
Reach-in Refrigerator	6	Monday	2 AM-PM 10 AM-PM	Buffet	✓
Closed Display Refrigerator	1	Tuesday	2 AM-PM 10 AM-PM	Sa-Down	✓
Open Display Refrigerator		Wednesday	2 AM-PM 10 AM-PM	Delivery	
Refrigerated Buffet Unit		Thursday	2 AM-PM 10 AM-PM	Window	
Beverage Cooler	3	Friday	2 AM-PM 10 AM-PM	Catering	✓
Refrigerated Food Prep. Unit	1	Saturday	2 AM-PM 10 AM-PM	Single Service	
Rapid Pull-down Refrigerator	1			Tableware	
Walk-in Freezer		KITCHEN EQUIPMENT & SINKS (Numbers)		TOILET FACILITIES	
Reach-in Freezer	4	Ice Machine(s)	1	Number of Fixtures:	
Closed Display Freezer		Ware washing Sink(s) with 3 basins	1	Men's Bathroom	1
Open Display Freezer		Ware washing Sink(s) with 2 basins		Toilets	2
Freezer Buffet Unit		Hand washing Sink(s)	3	Urinals	2
Other		Utility Sink(s)	1	Sinks	3
		Food Prep Sink(s)	1	Women's Bathroom	1
Metal Shelves	13	Ware washing Machine(s)	1	Toilets	2
Wooden Shelves	9	Microwave(s)	2	Sinks	4
Plastic Shelves		Hot Holding	3	Employee Bathroom	
Cabinets		Oven(s)	1	Toilets	1
Bins (food grade)	50	Other		Urinals	1
Barrels (food grade)		Meals being served: Please check all that apply		Sinks	1
Bulk		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input checked="" type="checkbox"/> Supper		Other (describe)	
Pallets					
Other					
CERTIFIED FOOD PROTECTION MANAGER(S) See below.					
Name: <u>Melissa Brackett</u>		Certificate Date: <u>10/2/2021</u>			
Name:		Certificate Date:			
Name:		Certificate Date:			
Name:		Certificate Date:			
IMPORTANT: In order to complete your application, you MUST submit a valid copy of your Certified Food Protection Manager with your application for new establishments, or change of ownership. Contact the Health Inspection Program at 207-287-5871 for more information. Go to www.maine.gov/health/inspection for a list of CFPM courses. Provide a <u>copy</u> of a CFPM certificate for each certified person.					

11. Signature:

Owen Ross

Owner/Operator of the business, hereby state that this

PLEASE PRINT NAME CLEARLY

application is accurate to the best of my knowledge. I further stipulate that I am aware that deliberate falsification of the information herein shall be sufficient cause for denial of a license to operate the business. Discovery of deliberate falsification of information on this application after a license is issued may subject the individual to penalties, fines and other sanctions authorized by licensing statutes and rules, as well as the imposition of any other penalties, fines and sanctions provided by law.

Applicant's Signature

[Signature]

Date of Signature 05/24/23

THERE IS A 30 DAY REVIEW PERIOD AFTER RECEIPT OF A COMPLETED APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND WILL BE RETURNED FOR COMPLETION. A BUSINESS MUST NOT OPERATE UNTIL AN INSPECTION IS PERFORMED AND A LICENSE IS ISSUED.

PLEASE MAIL TO:

**HEALTH INSPECTION PROGRAM
286 WATER STREET 3rd FLOOR
AUGUSTA ME 04333-0011**



Please refer to the License Type & Fees for specific fees for various licenses on page 2

**MAKE CHECK OR MONEY ORDER PAYABLE TO: TREASURER, STATE OF MAINE
WALK-INS: WE DO ACCEPT CASH, CASH MUST BE IN THE EXACT AMOUNT ONLY.
(Fees are non-refundable.)**

For more information, please refer to our rules <http://www.maine.gov/sos/coc/rules/10/chapter10.htm>
Ch. 200: Maine Food Code, Ch. 206: Rules Relating to Lodging Establishments

If you have questions, please call the Health Inspection Program at 207-287-5871.

We wish you remarkable success in your business!

Appendix C
Onsite Wastewater Disposal System - Local Review and Verification Form

This form is to be used by Health Inspection Program license applicants to demonstrate that their facility has adequate wastewater disposal system capacity for the use proposed. This form must be presented to the Local Plumbing Inspector of the municipality where the facility is located for review and approval of wastewater disposal system capacity.

Please include this completed form with your license application.

Health Inspection Program
Onsite Wastewater Disposal System Local Review and Approval Form HHE-602
Appendix C

To be completed by the Owner/Applicant

Date 05/24/23

Facility Name: Boatmans Campground

Facility Physical Address: Littasbro Drive, Millinocket Maine 04462

Facility: ☒ Owner ☐ Operator: Owen Ross

Telephone: 207-723-1123 E-Mail: OWEN@jumpyandraft.com

Mailing Address if different from address above: _____

1. Check all boxes that apply: Are you proposing ☐ new construction ☐ remodeling ☒ ownership
☐ change ☐ change in use ☐ increased use or ☐ other? Specify: _____
2. Please describe the proposed use or proposed change in existing use for this property:
 - a. Prior use as licensed: Refer to page 2 (for example, "a takeout with no seats", "a 40 site campground" or "not previously licensed");
 - b. Proposed use: Refer to page 2 (List number of units for example, "40 seat restaurant", "a 30-unit motel" or "no change in use").
 - c. Are you a new owner of the establishment (please circle)? Yes No

Please have the Local Plumbing Inspector at your town office verify that he/she has reviewed your proposal and has determined that: A) the existing wastewater disposal system has the capacity required for your proposal; or, B) you have had a new or expanded wastewater disposal system designed that will meet the requirements for proper wastewater disposal. Uses that increase wastewater disposal system design flows by more than 25%, including prior unapproved increases, must be installed at the time of expansion or change of ownership as required in Section 9 of the Maine Subsurface Wastewater Disposal Rules.

To be completed by the Local Plumbing Inspector:

MANDATORY: LPI please write in number of indoor/outdoor seats, rooms, campers and/or sites

SEATS-IN _____ SEATS-OUT _____ ROOMS _____ COTTAGES _____
18 CAMPGROUND SITES _____ YOUTH CAMP CAMPERS _____ YOUTH CAMP STAFF 4 YURTS 9 Bunk cabins 2 cabins

(To request a record search for difficult to find permits please visit www.maine.gov/publichealth/sep/septic-systems)

I, Alex Pugh, the undersigned, have reviewed the proposal for the subject property and find that the property is either served by an existing wastewater disposal system that meets the design requirements for the proposed use or the applicant has submitted an application for an expanded system design (and installation if required by the Expansion section of the Rules) that meets the design requirements of the Rules and any relevant local ordinances for the proposed use. OK for 30 days - Must have LPI Sign when available.

LPI Signature: YJP - 6/1/23

Date: _____



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 6.22.23

Code Enforcement Officer:

- The position of Code Enforcement Officer for the Town of Millinocket has been offered and accepted.
- Shawn Mitchell has accepted this position. He will join us all certified, with some experience, and ready to pick up where his predecessor left off. The only certification we will be helping him acquire is Maine Uniform Building and Energy Code (MUBEC).
- Shawn will be coming next week to meet the team and gather materials to get acquainted with. We expect him to start July 5th!
- We also expect that the iWorQ online permitting platform will be ready to go by then so he will be starting fresh with this great new tool.

Respectfully submitted,

Peter Jamieson, Town Manager



Millinocket

Maine's Biggest Small Town

Public Works:

- Street painting is underway, weather permitting. Crosswalks and turning lane arrows are being done first. Parking stalls will follow.
- I have been in contact with the contracted street line painting company. He is expected to have our lines done before the Fourth of July parade. Again, this is weather dependent.
- We have completed the remount of our 2009 one ton with a newer dump body from an older out of service truck. This should get us a few more years of service from the body and chassis.
- We have completed bracing the picnic table shelters at Jerry Pond. We had to remove a few of them that were too rotten to safely leave standing. The remaining structures should be better suited to handle the snow loads in winter that caused some to collapse.
- The dock at Jerry Pond has been repaired from damage sustained over the winter and put back into service. We also replaced some rotten decking.
- We have started to repair and repaint the concrete fascia surrounding the Town Office front entrance.

Transfer Station:

- This is a reminder that the Millinocket Transfer Site is for waste generated within the town, and those approved unorganized Territories only. Surrounding communities have their own Transfer sites for residents in those towns.
- Everyone should have their transfer site usage stickers by now, if not, they need to be purchased ASAP.
- Recycling is being accepted and we are looking for all the cardboard, plastic jugs and tin cans that we can get.
- New signage is being ordered to remind everyone of the recycling center being open.

Cemetery:

- Spring burials are happening at a rapid pace right now, keeping the crew busy.
- We are now fully staffed and are working to keep the grass mowed and trimmed as the weather permits.
- The cemetery has rules on what decorations are allowed around headstones. They can be viewed on the Town's website. They are in place for the safety and convenience of the maintenance crew as well as the public.

Respectfully submitted, Bryan Duprey – Director of Public Works



Millinocket

Maine's Biggest Small Town

Town Treasurer:

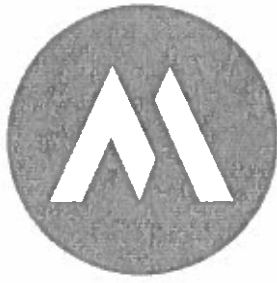
- The preaudit for FY23 will take place June 28-29 this month remotely by RHR Smith.
- RHR Smith is also holding a single federal audit workshop online earlier in the week that I am in hopes of joining.
- I met with my contacts at Bangor Savings Bank this month and had a good discussion about other services the bank offers that could be helpful to the Town. More information will be sent to me for further review.
- The final drawdown request was submitted for the Downtown Revitalization CDBG grant. The total amount reimbursed for this project was \$310,000.
- A \$1,665,000 loan request submitted to the Maine Municipal Bond bank for the Wastewater Main Pump Station Upgrade.
- The total project is estimated to be \$3.1 Million, of which \$1M will be covered by an ARPA grant and \$430,000 will come from unspent bond funds from a prior bond.

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 daily.
- Lab work consists of testing for Biochemical Oxygen Demand (BODS), Total Suspended Solids (TSS), pH, and temperature performed weekly.
- The treatment facility used 14,540 kilowatt hours of electricity in May.
- In May, the treatment facility processed 21.3 million gallons of wastewater. The average daily flow was .687 million gallons. Peak flow was 1.2 million gallons which was on May 1st. Removal rates for biochemical oxygen demand were 91% and total suspended solids was 95% total rainfall for may was 3.23 inches.
- Two new Smith and Loveless pumps were ordered for the Stearns High School pump station. The two pumps should be here by mid to late summer. EJ Prescott will be installing the pumps which are 15 feet down in a dry well. The cost of this project is just under \$60,000.00.
- We would like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, q-tips, or anything but toilet paper to the sewer system. These items cause extreme plugs to the sewer system and costly maintenance to our pumping stations. If this should continue, we will be forced to have a rate increase to cover the added costs of maintenance we are incurring. We would like to thank the residents for this consideration.

Jason Ingalls, Superintendent



Millinocket

Maine's Biggest Small Town

Airport:

- Mowing of the airport is in full swing.
- Interviews for the airport position have been scheduled.
- I have attended a Maine DOT public advisory committee meeting this month along with a Maine Aeronautical Advisory board meeting.
- Hoyle Tanner has been here inspecting the airport property for wetlands.

Jeff Campbell, Airport Manager

Assessor:

- We have a new addition to the assessing department. We have hired Traci Thompson (no relation) as the new Code/Assessing assistant. Although she did not come to us with a municipal government background, she is quickly learning our procedures.
- It is anticipated that the individuals who will be visiting properties (ie listers) as part of our revaluation will start site visits in July. We are obtaining identification badges for all three of them and their vehicles will have Town of Millinocket placards.
- They will visit every property in town. If no one answers the door when they knock, they will leave a door tag explaining our visit.
- I am still working on the data entry portion of the State's Tax Stabilization program. The program requires the assessing department to review all applications to ensure applicants meet the following criteria: have owned a home somewhere in Maine for 10 years (it does not have to be consecutive years, nor is it required to be solely in one community.); that they have reached the age of 65 as of April 1, 2023 and that they are receiving a Homestead exemption. It is a time-consuming task for several reasons: If the individual has not owned in Millinocket for ten years, we must verify ownership in the alternate community and many of our records don't include the actual purchase dates. Additionally, I am still finding accounts being assessed to individuals who have passed away years ago. The good news is the work is helping to further improve our tax records.
- I also want to express my gratitude to Tom for his willingness to help by stepping into the Code Enforcement role. His assistance has removed much of the burden from my department, and I greatly appreciate management allowing him to help in that capacity.

Lorna Thompson, Assessor



Millinocket

Maine's Biggest Small Town

Recreation:

- Pool is getting set up and expected to open this week – weather permitting.
- Lifeguard training happening weekend of 6/17
- Summer camps and activities starting
- New signs for Delahanty fields, Carmen Brigalli Playground, and the baseball field are here and will be put up soon.

Jody Nelson, Rec. Director

Human Resources Director

- Personnel issues
- Drug and Alcohol testing.
- Municipal Release deeds
- Supplies for Municipal building.
- Employee Benefits
- Interviewed and hired Code Enforcement officer.
- Hired mechanic for Public Works

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Attended GA Spring Seminar
- Submitted for reimbursement.

Bookkeeper

- Process payroll for Town and Wastewater to include the warrants for the taxes.
- Town and WW bills

Lori Santerre, HR Director, GA Director, Bookkeeper



Millinocket

Maine's Biggest Small Town

Community Initiatives Director

- Worked on the community newsletter "Magic City Monthly" along with the Manager and various departments/organizations!
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Branding for the street light banners and LED Digital Sign
- Researched grant opportunities for various community/department needs.
 - Began writing and preparing upcoming grant proposals.
- Attended various committee meetings.
- Facilitated bi-weekly Events Committee Meetings. We are working on the following events:
 - Bike Rodeo
 - 4th of July Celebration
 - End of Summer Pool Party
- Submitted a grant to WinterKids for funds to go towards the Ski Tow Project – public voting begins July 3rd, 2023.
- Attended a training webinar for the Community Resilience Partnership
- Expended the rest of the CDBG Funds on the following items:
 - EV Charger Match
 - Picnic Tables for various Parks
 - LED Digital Sign
 - Garden supplies to beautify the front of the Municipal Building.
 - Christmas lights
 - Branded street light banners
- The Municipal Heat Pump Project has begun the installation phase.
- Planned for the grand opening of the Dog Park with the support of the Town Manager and Town Clerk!
- Received news that the Town was awarded a grant of \$500,000 from the EPA Brownfield funding.
 - The Manager and I will attend a conference this August in Detroit for training on administering Brownfield funds.

Amber Wheaton, Community Initiatives Director



Millinocket

Maine's Biggest Small Town

Town Clerk/Tax Collectors Office:

Totals include May 1, 2023, through June 15, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,579,706 were collected, which involved 3489 transactions processed in Trio. **Report Attached*

- FY22/23 Real Estate & Personal Property: **30-Day Notice of Lien – certified mailing dated and sent on 6/15/2023, for 161 delinquent tax accounts.**
 - Tax paid summary as of 6/15/2023: **Reports Attached*
 - \$190,645.64 for RE accounts (**remaining total due: \$199,544.96**)
 - \$31,275.57 for PP accounts (**remaining total due: \$1,820.48**)
 - Sharon mailed Tax Collector courtesy reminder letters and phone calls during April and May.
- Sharon reconciled current weekly Motor Vehicle reports; submitted to BMV.
- May month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Preparation of July 2023 - 3rd Quarter Sewer Billing:
 - Bill Date 7/27/23; Due Date 8/27/23; Interest Date 8/28/23
- Cemetery season is upon us – Recording sales, deeds, electronic and card file updates.
- 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:

- Transferred 5/23/2023 Special Municipal and School Budget Referendum used ballots, absentee and election day materials to their stored locations for their mandated retention periods.

Other Items:

- Boards/Committees:
 - Personnel Appeals Board: (1) Full seat available
- 2024 Motorcycle registration stickers – Available March 2023
- 2023 Boat Registrations – Available on December 1st.
- 2023 Inland Fisheries & Wildlife Licenses 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



Millinocket

Maine's Biggest Small Town

Fire, Ambulance, Public Health & Safety:

- Attended various committee meetings.
- Attended Maine Ambulance Association meeting via ZOOM.
- Met with inspector from Maine Solid Fuels at Katahdin Health Care concerning new boilers.
- Asst. Chief Cote continues with Basic Fire School Trainings.
- EMS training held, had representative from BSA here and conducted training on the new oral airway devices that we will be placing on ambulances.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Participated in Field Days at Granite St School had 780, 781, 783 and 789 there for the day and had great time with the kids.
- Participated in Parade for Little League.
- Had 781 and 783 annual pump testing done, issues with 783 the 2012 International Pumper it would not pass the annual testing and Northeast Apparatus is currently working with company concerning issues. The truck is still in service but cannot have lines from this truck inside buildings for safety reasons.
- Have spoken with Autotronics and have secured a 2023 Chevrolet 4500 4X4 ambulance that is currently in production with anticipated arrival of January 2024. This is in the 2024 capital budget.
- Received notice from Binder Lift that our new lifting device should be shipped within the next couple of weeks, this is funded by an MAA Safety Grant.
- Worked with Maine Water to get a couple of hydrants that were out of service repaired or replaced.
- Attended NEEMS meeting via ZOOM.
- Attended field training session with Maine Public Health around Health Officer training.
- Attended annual National Fire Protection Association Conference as the State of Maine Public Life Safety Educator Representative.
- Working in CEO office trying to keep permits and items moving forward until new CEO is hired and on board.
- Working with Lorna on addressing issues in the community that we have had on the back burner for awhile and trying to move forward with them.

FIRE AND AMBULANCE RUNS REPORT FOR MAY 2023 ATTACHED

Tom Malcolm – Fire Chief, Public Health & Safety Officer



Millinocket

Maine's Biggest Small Town

Police Department:

SEE ATTACHED REPORT

Millinocket Memorial Library:

SEE ATTACHED REPORT

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
657 R	STEARNS ASSISTED HOUSING ASSOCIATES LP	2023	27,340.60	27,337.21	3.39
1074 R	STERRY, MICHAEL T	2023	1,067.90	0.00	1,067.90
1030 R	STEVENS, MARGO M	2023	619.50	616.46	3.04
216 R	TARRIEN, JANET &	2023	1,424.85	1,446.25	-21.40
491 R	THOMPSON, PAULA MAE	2023	374.65	374.28	0.37
160 R	THREE RIVERS HOLDINGS LLC	2023	10,425.30	0.00	10,425.30
2470 R	TRACY, LOUIS R HEIRS	2023	427.75	0.00	427.75
2454 R	TRAVERS, DONNA M &	2023	1,088.55	533.59	554.96
1080 R	TRINITY REALTY PARTNERS LLC	2023	1,820.15	0.00	1,820.15
1221 R	WABANAKI HEALING AND RECOVERY LLC	2023	3,955.95	3,954.03	1.92
2338 R	WACEKEN, STEPHEN A	2023	1,920.45	960.23	960.22
955 R	WALLACE, ALAN H	2023	1,336.35	0.00	1,336.35
1777 R	WALLACE, BRIAN J	2023	2,312.80	2,311.64	1.16
465 R	WALSH, RICHARD W	2023	640.15	639.71	0.44
296 R	WEYMOUTH, RICHARD	2023	1,684.45	891.21	793.24
703 R	WEYMOUTH, ROSANNE G	2023	743.40	0.00	743.40
326 R	WIDEN, ANDREW	2023	4,150.65	0.00	4,150.65
1263 R	WIDEN, ANDREW	2023	1,513.35	0.00	1,513.35
324 R	WIDEN, ANDREW J	2023	1,764.10	0.00	1,764.10
713 R	WIDEN, ANDREW J	2023	292.05	0.00	292.05
729 R	WIDEN, ANDREW J	2023	1,477.95	0.00	1,477.95
771 R	WIDEN, ANDREW J	2023	2,014.85	0.00	2,014.85
971 R	WINSLOW, MICHAEL D	2023	1,191.80	1,191.14	0.66
1765 R	WYMAN, GERTRUDE D	2023	1,362.90	1,361.60	1.30
195 R	YORK, AGNES R &	2023	991.20	27.61	963.59
1871 R	YORK, JENNIFER L (NUTTING)	2023	817.15	0.00	817.15
Total for 265 Bills:		265 Accounts	390,190.60	190,645.64	199,544.96

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-1,989.18	0.00	0.00	-1,989.18
P - Payment	174,235.19	0.00	0.00	174,235.19
Y - Prepayment	18,399.63	0.00	0.00	18,399.63
Total	190,645.64	0.00	0.00	190,645.64

Non Lien Summary

2023-1	265	199,544.96
Total	265	199,544.96

Receipt Search Report

Actual Date Between 05/01/2023 and 06/15/2023, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
111 TRANSFER STICKER TO	96	1,924.00
112 TRANSFER STICKER UN	124	1,262.00
800 Dog Registration	22	353.00
801 Death Certificate	6	222.00
802 Birth Certificate	27	489.00
803 Marriage Certificate	8	200.00
	3489	1,579,706.00

Personal Property

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
23 P	AIRPORT CABINS	2023	17.70	0.00	17.70
81 P	AUTOMATIC VENDING & GAMES	2023	103.25	0.00	103.25
338 P	CONOPCO, INC	2023	88.50	88.21	0.29
210 P	COTE, ANGELA	2023	73.75	0.00	73.75
49 P	CYR, ED & SON INC	2023	73.75	0.00	73.75
2208 P	DESIGN LAB INC	2023	50.15	50.14	0.01
358 P	DIEM LAPIERRE LLC	2023	59.00	58.46	0.54
145 P	DISH NETWORK LLC	2023	887.95	886.99	0.96
108 P	DUVEL ROBERT	2023	29.50	0.00	29.50
19 P	FERLAND, WAYNE	2023	132.75	0.00	132.75
11 P	GARDNER CHIPMILLS MILLINOCKET, LLC	2023	22,240.05	26,442.03	-4,201.98
278 P	GETCHELL BROS. INC.	2023	29.50	0.00	29.50
2205 P	GLIDDEN, JON	2023	383.50	0.00	383.50
372 P	HALLMARK MARKETING COMPANY LLC	2023	100.30	100.24	0.06
156 P	HARRY E REED INSURANCE AGENCY INC	2023	436.60	216.28	220.32
290 P	HUBER J M CORP	2023	14.75	19.91	-5.16
203 P	IBM CREDIT LLC	2023	0.00	10.42	-10.42
250 P	JANDREAU CLEANING	2023	23.60	0.00	23.60
374 P	KELLEY MOBILE HOME PARK	2023	135.70	0.00	135.70
248 P	LAMSON REALTY LLC	2023	2,191.85	0.00	2,191.85
412 P	MAINELY COFFEE	2023	548.70	269.69	279.01
392 P	MOBILE MINI, INC	2023	20.65	0.00	20.65
361 P	OPNAD FUND INC	2023	0.00	0.33	-0.33
32 P	PELLETIER GERALD INC	2023	1,501.55	750.78	750.77
385 P	ROOTS 2 REMEDIES	2023	11.80	0.00	11.80
230 P	STEARNS ASSISTED LIVING	2023	2,277.40	2,276.53	0.87
282 P	SURPRENANT DAVID & LUISA	2023	914.50	0.00	914.50
387 P	SURPRENANT, DAVID & LUISA	2023	147.50	0.00	147.50
186 P	THREE RIVERS HOLDINGS LLC	2023	495.60	0.00	495.60
378 P	VIASAT INC	2023	106.20	105.56	0.64
Total for 30 Bills:		30 Accounts	33,096.05	31,275.57	1,820.48

Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	4,201.98	0.00	0.00	4,201.98
P - Payment	27,042.77	0.00	0.00	27,042.77
Y - Prepayment	30.82	0.00	0.00	30.82
Total	31,275.57	0.00	0.00	31,275.57

Non Lien Summary

2023-1	30	1,820.48
Total	30	1,820.48



FIRE AND AMBULANCE RUNS REPORT FOR MAY 2023

AMBULANCE

Local BLS: 31

Local ALS: 23

Local No Transport: 11

Out of Town BLS: 6

Out of Town ALS: 4

Out of Town No Transport: 2

Police Stage: 1

Public Assist: 11

CHIEF OFFICER CALL IN NO STAFFING: 7

Lost Calls BLS: 4

Lost Calls ALS (Paramedic): 6

FIRES

Burning Complaints: 2 (1 nuisance, 1 wood stove)

Commercial Alarm: 1 (power failure)

Wire Down: 1 (Out of Town checked for Forestry)

Ambulance Assist: 2 (1-CODE, 1-10-55)

Rubbish Fire: 1 (Health Officer dealt with issue)

Brush/Grass: 1

Odor: 1 (issue turned over to Health Officer)

Chief Thomas Malcolm
Millinocket Fire Department
chiefmalcolm@millinocket.org



East Millinocket Police Department

April 2023 Statistics



Total Department Incidents

788 Calls for Service

- 246 Calls for Service in East Millinocket
 - 193 Calls for Service in Medway
 - 340 Calls for Service in Millinocket
 - 9 Calls Other Coverage Area

Total Traffic Stops

- 288 Motor Vehicle Stops

Total Arrests & Summonses

- 45 Adults
- 4 Juveniles

Call Average Per Day

- 26.3 Calls Per Day

Observed Offenses

908

East Millinocket Police Department
April 2023 Statistics

Reported Offenses

Abandoned Vehicle = 1
Administrative Delivery = 1
Agency Assist = 22
Alarm = 11
Animal Noise = 1
Animal Problem = 11
Assault = 1
Attempt to Locate = 1
ATV Complaint = 4
Bail / Probation Search = 4
Burglary from MV = 1
Citizen Assist = 19
City / Town Ordinance = 72
Civil Matter = 2
Criminal Mischief = 2
Disorderly Conduct = 3
Drugs = 3
Erratic Vehicle = 4
Escort = 14
Family Fight = 6
Fireworks = 1
Found Property = 10
911 Hangup = 21
911 Misdial = 8
911 Open Line = 6
Police Information = 39
Intoxication = 2
Juvenile Problem = 4
Juvenile Runaway = 1
Littering = 2
Lost Property = 1
Motorist Assist = 3
Ambulance / Medical Assist = 14
Mental Health Problem = 2
Missing Person = 2
Noise Problem = 2
Operating After Suspension = 9
OUI Alcohol or Drugs = 4
Protection Order Service = 5
Parking Problem = 3
MVA – Damage = 10
MVA – Injuries = 1
Property Check / Watch = 171
Property Damage = 1
Public Service = 7

Observed Offenses

Abandoned Vehicle = 2
Administrative Delivery = 1
Alarm = 14
Ambulance / Medical Assist = 20
Animal Bite = 1
Animal Problem = 12
Alcohol Offense = 3
Assault – Simple = 2
Agency Assist = 25
Attempt to Locate = 1
ATV Violation = 3
Bail / Probation Search = 5
Child Abuse / Neglect = 1
Citizen Assist = 39
Civil Matter = 3
Criminal Mischief = 3
City / Town Ordinance = 72
Community Relations = 6
Drugs – Possession Cocaine = 1
Drugs – Possession = 7
Drugs – Possession Synthetics = 1
Drugs – Sale / Manufacture = 4
Drugs – Sale / Manufacture Synthetics = 1
Court Service = 10
Dead Body = 2
Disorderly Conduct = 11
DHHS Referral = 1
School Patrol = 48
Designated Patrol = 92
OUI Alcohol or Drugs = 7
Mental Health Problem = 5
Escort = 14
Erratic Vehicle = 6
Family Fight = 9
False Information or Report = 1
Failure to Disperse = 1
Fireworks = 1
Police Information = 39
Intoxication = 6
Illegal Possession Alcohol by Minor = 3
Juvenile Runaway = 1
Juvenile Problem = 6
Lost / Found Property = 11
Littering = 3
Lockout – Building = 1

**East Millinocket Police Department
April 2023 Statistics**

Background / Records Request = 15
Resisting / Interfering w/Police = 1
Scam = 5
School Patrol = 48
Special Patrol = 92
Subpoena Service = 4
Suicide Threat = 3
Suspicious = 23
Sex Offender Registry = 2
Theft = 5
Traffic Complaint = 4
Traffic Hazard = 7
Traffic Offense = 17
Trespassing = 5
Unsecure Premise = 2
Utility Problem = 1
VIN Inspection = 1
Violation of Bail = 1
Violation of Protection Order = 1
Wanted Out = 8
Warrant Arrest = 4
Warrantless Search = 4
Weapon Discharge = 1
Welfare Check = 22

Motorist Assist = 4
Missing Person = 4
ATV Complaint = 4
Noise Problem = 3
Obstructing Justice = 2
Parking Problem = 3
Property Check / Watch = 171
Property Damage = 1
Probation Violation = 1
Suspicious = 24
Public Service = 1
Resisting / Interfering w/Police = 3
Scam = 5
Suicide Threat = 4
MVA – Hit & Run = 3
MVA – Nonreportable = 2
MVA – Reportable = 7
MVA – Injuries = 1
Traffic Complaint = 4
Traffic Criminal Offense = 14
Traffic Offense = 17
Traffic Hazard = 10
Towed Vehicle = 1
Theft – Property – From MV = 2
Theft – Property – Other = 3
Theft – Property – Shoplifting = 1
Trespassing = 10
Unsecure Premise = 2
Utility Problem = 4
VIN Inspection = 1
Violation of Protection Order = 1
Violation of Bail = 8
Warrant Arrest = 6
Weapon Problem = 1
Welfare Check = 61
Weapon Offense – Carrying Prohibited = 2
Wanted Out = 8
Warrantless Search = 4

**East Millinocket Police Department
April 2023 Statistics**

Millinocket Memorial Library Report

May - June 2023

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 6.19.2023



LIBRARY UPDATES

Programs

As usual, the library is a site for the Summer Lunch Program, which will begin on June 20th. We'll be offering bagged lunches for anyone 18 and under from 10:30am to noon, Monday through Friday. Summer Reading Program registration has begun, and we are gearing up for the program kick-off ice cream social on June 23rd.

Following a conversation with local teens about their needs and interests, we're working towards building a "Teen Team": a group of teens who will meet regularly to plan programs for their peers and share ongoing input with the library. The Teen Team will be launching its first programs in July: Pokeman and Yu-gi-oh meet-ups. We're looking forward to empowering the teens to take the lead and make their ideas a reality at the library.

Adult programs this month have included a "Quick Pickles" canning program with Wabanaki Public Health and Wellness, Career Center drop-in hours, computer classes on Windows 10 and iPad Basics, Life Drawing classes, our Adult Art Club, and a Yarn Arts Gathering.

Operations & Staff

We have hired four youth interns for the summer. As this is a first job opportunity for most of them, we are working with Eastern Maine Development Corporation (EMDC) to provide them training on organization, customer service, professionalism, and other basics. Two of the internships are fully funded through EMDC's Youth Workforce Program.

Facilities

Rick Waceken has been steadily chipping away on some recurring issues with the library's basement heat pumps. He's determined the source of the issue and should be able to resolve it soon so people can stay cool down there this summer.

Our electric vehicle chargers are assembled and awaiting installation by the end of June. I have been doing research to determine the appropriate charging rates and will be releasing more information to the public about these rates and how to use the charging stations once they are installed.

Strategic Planning

We are near the end of our strategic planning process and are coming away from it with five ambitious goals. I'm looking forward to sharing these goals with you during my next presentation and helping the council and the public understand what they will look like in practice. Overall, the strategic planning process has strengthened relationships among the library's board and staff, provided focus and direction, and given us an opportunity to reflect on not only *what* we want to achieve, but *how* we want to get there and what values will guide us along the way.

Gear Library

Starting the week of June 19th, the gear library will be expanding its hours for the summer to include Mondays from 10-1, as we have found Mondays to be a popular time for gear returns. With more visitors in town, we have seen increased foot traffic downtown and increased demand for bike repair services in particular.

In June, the gear library brought back its recurring community bike rides, runs, and walks, for all ages and abilities. For youth, KGL staff hosted a series on orienteering for kids grades 4-6, and in July, we'll be collaborating with several partners to host six outdoor trips for kids grades 7-10, including a Trout Mountain hike, a Horserace Pond overnight trip, and mountain-biking and paddling skills workshops.

LIBRARY STATISTICS

Patrons	April 2023	May 2023	Change	May 2022
Cardholders	2507	2605	98	2244
Adult Cardholders	1989	2006	17	1796
Youth Cardholders	518	599	81	447
Millinocket Resident	1873	1962	89	1736
Out of State Cardholders	60	61	1	30
Circulation	April 2023	May 2023	Change	May 2022
Active Members (last 3 months)	313	354	41	383
Circulation	885	1023	138	999
Interlibrary Loan Items Sent	<i>We still do not have accurate ILL stats since our software transition.</i>			33
Interlibrary Loan Items				95
Active Cloudlibrary Users	33	27	-6	37
Program Engagement	April 2023	May 2023	Change	May 2022
Library Website Visits	1688	2549	861	1985
Facebook Likes	1613	1631	18	1425
Instagram Followers	626	633	7	573
Adult Programs	19	20	1	9
Adult Program Attendance	147	145	-2	51
Children's Programs	11	13	2	8
Children's Program Attendance	148	141	-7	30
Community Meetings	12	14	2	10
Community Meeting	77	92	15	88
Library Visitors	2031	2719	688	No data
Library Volunteer Hours	135	150	15	194
Facilities	April 2023	May 2023	Change	May 2022
Hours Open	158	165	7	158
Computer Sessions	220	237	17	135
Public Meeting Room Use	178	116	-62	66
Wifi Connections	750	752	2	379

ORDER #168-2023

PROVIDING FOR: Execution of the Town Warrant for June 22, 2023

IT IS ORDERED that the Town Warrant for June 22, 2023, in the amount of \$203,562.88 is hereby approved.

Passed by the Town Council _____

Attest: _____

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

Type	Check	Amount	Date	Wrnt	Payee
R	34102	2,144.07	06/22/23	370	2095 AMBULANCE MEDICAL BILLING
R	34103	15,161.70	06/22/23	370	2061 ARCADIA DESIGNWORKS LLC
R	34104	200.00	06/22/23	370	2079 BERNIER JENNIFER
R	34105	253.75	06/22/23	370	1869 BLOOMER RUSSELL BEAUPAIN
R	34106	1,162.50	06/22/23	370	2019 BREAKING THE CYCLE
R	34107	100.00	06/22/23	370	0292 CAMPBELL, JEFFREY W
R	34108	639.98	06/22/23	370	0229 CARQUEST AUTO PARTS
R	34109	674.32	06/22/23	370	2154 COTE, JONATHAN P
R	34110	200.00	06/22/23	370	1911 CULLEN, KATIE
R	34111	4,900.00	06/22/23	370	1775 DESIGNLAB, LLC
R	34112	10,906.92	06/22/23	370	2173 ELAN FINANCIAL SERVICES
R	34113	46.45	06/22/23	370	1601 ESCREEN INC
R	34114	200.00	06/22/23	370	0420 FARRINGTON, MATTHEW P.
R	34115	368.38	06/22/23	370	0226 GALLS LLC
R	34116	110.50	06/22/23	370	1629 GATEWAY PRESS
R	34117	19,368.26	06/22/23	370	0826 HARRIS COMPUTER SYSTEMS
R	34118	8,475.35	06/22/23	370	0264 HONEYWELL INT'L. INC.
R	34119	93.49	06/22/23	370	2102 JAMIESON, PETER
R	34120	308.50	06/22/23	370	2053 JEAN'S SERENDIPITY INC
R	34121	1,375.00	06/22/23	370	0319 K & T ENVIROMENTAL EQUIP INC
R	34122	396.00	06/22/23	370	0320 KATAHDIN ANALYTICAL SERVICES
R	34123	86.05	06/22/23	370	1903 KATAHDIN TRUE VALUE
R	34124	300.00	06/22/23	370	0365 LINCOLN RENTAL SYSTEMS INC.
R	34125	135.68	06/22/23	370	0374 MAINE OXY ACETYLENE SUPPLY CO.
R	34126	722.50	06/22/23	370	0395 MAINE RESOURCE RECOVERY ASSOC.
R	34127	320.00	06/22/23	370	0687 MALCOLM, THOMAS M.
R	34128	200.00	06/22/23	370	0422 MATTHEWS, III, ADDISON G.
R	34129	200.00	06/22/23	370	2136 MCGREEVY, JOSHUA
R	34130	79.50	06/22/23	370	0456 MILLINOCKET, TOWN OF
R	34131	230.95	06/22/23	370	1819 NAPA AUTO PARTS
R	34132	40.00	06/22/23	370	0511 OAK GROVE SPRING WATER CO.
R	34133	237.96	06/22/23	370	1669 OFFICE DEPOT, INC
R	34134	2,714.54	06/22/23	370	0516 OVERHEAD DOOR CO. OF BANGOR, INC.
R	34135	51.77	06/22/23	370	0584 REGISTER OF DEEDS
R	34136	1,100.00	06/22/23	370	1818 SELECT DESIGNS & EMBROIDERY
R	34137	536.24	06/22/23	370	0649 STERNS LUMBER COMPANY INC
R	34138	281.27	06/22/23	370	0648 STEVE'S AUTOBODY
R	34139	1,325.00	06/22/23	370	0695 TOWN OF EAST MILLINOCKET
R	34140	108.96	06/22/23	370	1404 TRACTOR SUPPLY COMPANY
R	34141	175.00	06/22/23	370	1553 Treasurer, State of Maine
R	34142	88,780.00	06/22/23	370	0730 TWIN PINES SNOWMOBILE CLUB
R	34143	85.00	06/22/23	370	0731 TWO DUCKS ON AN ISLAND, LLC
V	34144	0.00	06/22/23	370	1502 VERSANT POWER
R	34145	9,411.08	06/22/23	370	1502 VERSANT POWER
R	34146	513.50	06/22/23	370	0778 WHITE SIGN

Millinocket
11:36 AM

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

06/15/2023
Page 2

Type	Check	Amount	Date	Wrnt	Payee
Total		174,720.17			
				Count	
				Checks	44
				Voids	1

Town

Millinocket
10:06 AM

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

06/21/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	34147	740.00	06/22/23	376	0365 LINCOLN RENTAL SYSTEMS INC.
R	34148	19,939.00	06/22/23	376	0391 MAINE MUNICIPAL ASSOCIATION
R	34149	1,000.00	06/22/23	376	2080 MANZO, FRANK JR
R	34150	150.00	06/22/23	376	2182 MCQUIRE, DENNIS R
R	34151	290.00	06/22/23	376	2037 NADEAU, MALORRIE
R	34152	330.00	06/22/23	376	0649 STERNS LUMBER COMPANY INC
R	34153	2,143.71	06/22/23	376	0648 STEVE'S AUTOBODY
R	34154	4,000.00	06/22/23	376	0919 SULINSKI, MICHAEL J.
R	34155	250.00	06/22/23	376	2115 WHEATON, AMBER G
Total		28,842.71			

Count

Checks	9
Voids	0

20-20

174,720.17+
28,842.71+

002

203,562.88*

ORDER #169-2023

PROVIDING FOR: Execution of the Wastewater Warrant for June 22, 2023

IT IS ORDERED that the Wastewater Warrant for June 22, 2023, in the amount of \$19,942.22 is hereby approved.

Passed by the Town Council_____

Attest:_____

Millinocket
1:21 PM

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

06/15/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	10528	110.27	06/22/23	371	0229 CARQUEST AUTO PARTS
R	10529	150.00	06/22/23	371	0009 CLEARWATER LABORATORY
R	10530	1,165.38	06/22/23	371	0251 HARCROS CHEMICALS, INC.
R	10531	1,132.00	06/22/23	371	0826 HARRIS COMPUTER SYSTEMS
R	10532	121.36	06/22/23	371	1903 KATAHDIN TRUE VALUE
R	10533	330.00	06/22/23	371	1859 KELLEY'S INDUSTRIAL ELECTRONICS
V	10534	19,939.00	06/22/23	371	0391 MAINE MUNICIPAL ASSOCIATION
R	10535	8,000.00	06/22/23	371	0456 MILLINOCKET, TOWN OF
R	10536	950.00	06/22/23	371	0693 TMDE CALIBRATION LABS, INC
R	10537	475.60	06/22/23	371	1057 USA BLUE BOOK
R	10538	7,507.61	06/22/23	371	1502 VERSANT POWER
Total		19,942.22			

Count

Checks	10
Voids	1

ORDER #170-2023

PROVIDING FOR: Adoption of Procurement Policy

WHEREAS the Town of Millinocket is required to have a procurement policy on file that directs all aspects of purchasing goods and services and that meets federal requirements,

IT IS ORDERED that the Millinocket Town Council approve and adopt the attached policy titled "Town of Millinocket Procurement Policy".

PASSED BY THE COUNCIL: _____

ATTEST: _____

TOWN OF MILLINOCKET

Procurement Policy

Section 1. Purpose

Municipalities expend substantial sums of money each year carrying out the many functions and services that they provide. They also must dispose of surplus property from time to time. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the government if they can provide an equivalent product or service and a competitive price.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business and/or purchase its surplus materials or property. It is also the purpose of this policy to encourage joint and bulk purchasing among departments and agencies wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.

This policy shall be known as the "Town of Millinocket, ME Procurement Policy" and may be cited as such.

Section 2. Definitions

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

2.1 BID MOST ADVANTAGEOUS TO THE TOWN - Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting Town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."

2.2 COMPETITIVE BIDDING - The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town as described in Section 7.

2.3 EMERGENCY PURCHASE - A purchase necessitated by a threat to public health, safety or to property.

2.4 FIELD PURCHASES- The direct purchase by a department head from a vendor of supplies needed in small quantities for day-to-day operation.

2.5 GOODS AND SERVICES - The complete array of purchases of the town, including but not limited to: supplies, commodities, equipment, construction materials and labor, consulting services, and training.

2.6 GROUP PURCHASE - A purchase made by the Town by grouping two (2) or more departmental requisitions in one (1) purchase order.

2.7 INFORMAL PRICE QUOTES – Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process.

2.8 PURCHASE AMOUNT - The total cost of goods or service including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.

2.9 QUALIFIED VENDOR – A vendor, small or large, who agrees to the terms of payment of the Town of Millinocket, ME and demonstrates quality, timely delivery, and quality performance.

2.10 SEALED FORMAL BIDS - Quotations from all vendors that are submitted in sealed envelopes, properly labeled and received by the Town prior to any specified deadline.

2.11 SPECIFICATIONS - The qualitative standards set by department heads as a guide to the Town Manager and the Town Council and as a measure of quality and quantity that successful vendors must achieve to be considered for an award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name. All specifications must meet current standard practice.

Section 3. Adherence to Budget

3.1 The budget of the Town is prepared on a modified line basis. Expenditures during the year should follow as closely as possible the items identified in the budget document. The Town Council recognizes that unforeseen expenditures develop which result in the need to purchase additional items not itemized in the budget. Occasionally, circumstances arise in which items budgeted for can be deleted and the Town Council at the budget adoption. The funds need not be obligated to exceed recommended line items appropriations in the published budget must receive approval from the Town Manager. The Town Manager must feel comfortable that the obligation of funds over the recommended amount will not cause a future need to overdraft the “lump sum” operations appropriation approved b. The Town Manager does not feel that the obligation of funds is appropriate, they have the authority to veto the department head’s decision. If the department head would like to pursue the matter further, the Town Manager will put the employee on the next agenda for the next regularly scheduled Town Council’s meeting. If the department head obligates said funds over the line-item amount (without permission), they will be subject to discipline. No capital project will be overspent by any amount without prior approval from the Town Council. In most cases, because the budget & capital project was approved by the voters as a separate Warrant Article, the overdraft will have to be “ratified” by a Town Meeting vote.

Section 4. Bidding Requirements

4.1 INFORMAL PRICE QUOTE REQUIREMENTS.

The Department Head shall conduct and document informal, competitive price quotes for purchases over five thousand dollars (\$5,000). These price quotes will be documented in a brief memo attached to the PO. A minimum of two quotes verbal or otherwise will be solicited whenever possible. The informal price quotations will be submitted to the Town Manager for review and approval.

4.2 OPTIONAL PURCHASING METHODS.

Notwithstanding any other provision of this policy to the contrary, the following methods may be employed for the purpose of purchasing goods and services.

- (a) **EMERGENCY WAIVER OF BIDDING REQUIREMENTS** - The bidding procedures may be waived by the Town Council when there exists an emergency as determined by the Town Manager and Town Council. All attempts shall be made to obtain the most competitive price within the time available.
- (b) **PURCHASES MADE THROUGH STATE; STATE BID PRICES** - The Department Head may, with approval by the Town Manager, waive bidding procedures when purchasing through the State of Maine or at State bid prices but not superseding Section 6.1. The bid requirements may apply at the discretion of the Town Manager and/or Town Council.
- (c) **CHANGE PURCHASE ORDERS** - The Department Head and/or Town Manager is empowered to issue change purchase orders for changes in scope or quantity of an existing purchase. The change in purchase amount is subject to other provisions of the Purchasing Policy.
- (d) **REQUESTS FOR PROPOSALS (RFP)** - The Department Head and/or Town Manager may solicit competitive proposals if they determine that compiling detailed technical specifications is not feasible or advantageous. The solicitation and/or award of RFPs is subject to other provisions of the Purchasing Policy.
- (e) **REGIONAL PURCHASING** - The Town Manager and/or Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Manager where the goal is to bid for goods and services for more than one town or town subject to other provisions of the Purchasing Policy and approval of the Town Council.

4.3 SUSPENDED OR DEBARRED CONTRACTORS - No contractor will be awarded a contract if they are suspended or debarred or may any prime contractor award a suspended or debarred subcontractor. www.sam.gov database will be verified before awarding contracts.

Section 5. Exceptions

5.1 EXCEPTION REPORTING - The Department Head shall report apparent exceptions to the bidding and award requirements to the Town Manager who will inform the Town Council of the exception.

5.2 EXEMPTIONS TO BIDDING AND APPROVAL REQUIREMENTS. - Payments exempt from the bidding and Town Manager approval requirements due to their nature or other statutory provisions include:

5.2.1 (a) Utility consumption costs including electrical, natural gas, fuel, heating oil, water and sewer. (b) Telephone and cell phone call charges. (c) Advertising. (d) Postage. (e) Federal, state and local taxes. (f) Court judgments. (g) Workers Compensation claims. (h) Debt service payments. (i) Legal and professional services (j) General Assistance. (k) The Road or Highway account (operational budget, not capital). 23 MRSA § 2705 allows an overdraft to occur in the road or highway contract account, provided the overdraft does not exceed 15% of the amount appropriated for that purpose. The Public Works Director is authorized to incur this overdraft with the prior written consent of the majority of the Town Council. Even though the law allows up to 15 % overdraft, the Town Council are still required to include an order in the next Town Council Meeting Warrant to cover the amount of the overdraft.

Section 6. Town Council's Responsibility

6.1 Nothing in this policy shall negate the Town Council's responsibility to sign Warrants authorizing expenditure of funds.

Section 7. Competitive Bidding Procedure

7.1 Competitive bidding will open with notice from the Town Manager by notice of solicitations for bidding, which shall be sent to vendors, and/or by advertising. The notice shall contain specifications as to the quantity and quality, date and time at which bidding shall be closed and the date and time at which bids shall be opened and read and the purchase awards made. All solicitations shall note that all purchases are subject to the conditions set forth in the Town Procurement Policy.

7.2 The Department Head in conjunction with the Town Manager shall solicit at least two (2) vendors on every purchase requiring bidding; provided, however, that in all cases a bid most advantageous to the town shall be awarded. If less than two (2) bids shall be received, the Town Manager may either award the purchase on the basis of the best bid of those submitted or shall order a re-bid on that item.

7.3 Technical specifications for bids shall state information as broadly as practicable yet shall be specific enough to describe the requirements of the department. Non-technical specifications for bids shall state the quality required in general terms.

7.4 Formal, sealed bids shall be submitted by qualified vendors before the stated deadline and may be withdrawn by any bidder before the deadline. After the deadline the Town Manager shall

receive no further bids, and no bidder shall withdraw a bid. The town shall have custody of all bids submitted pursuant to this policy.

7.5 Town Manager shall require security from vendors for construction projects. The elements of a purchase to be secured include, but are not limited to, the following: General & Auto Liability and Workers Comp Insurance, also a Certificate of Insurance with the Town of Millinocket as Certificate Holder listed.

7.5.1 PERFORMANCE - To ensure compliance with and completion of the contract at 100% of contract requirements. The Department Heads and/or Town Manager will review the project to verify the work is complete and to standard RFP.

7.5.2 LABOR AND MATERIAL PAYMENT - To ensure payment to suppliers and subcontractors by the contractor after 100% of contract requirements are met.

7.6 The form of the security will be prescribed by the Town Manager and acceptable by the Town Attorney and Town Council and can consist, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the Town.

7.7 In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:

7.8. If preference cannot be determined the Town Manager shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid in accordance with the Town Purchasing Policy.

7.9 The Town Manager & Department Head shall open bids, review, and complete a Bid Review form to be presented to the Town Council at the next meeting. In determining the low bid or the bid most advantageous, the Town Manager & Department Head shall, whenever possible, analyze the bids so that the bids are compared on an equal basis and award the bid most advantageous to the Town as described in section 2.1. The Town Manager and/or the Department Head will notify all vendors that applied to the bid process by email or by phone.

7.10 The competitive bid procedure may be waived by a majority vote of the Town Council upon the request of the Town Manager.

Section 8. Noncompetitive Proposals

8.1 §200.320(f) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (a) The item is available only from a single source.
- (b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- (c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (d) After solicitation of several sources, competition is determined inadequate

Section 9. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

9.1 § 200.321 The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (a) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Section 10. Re-bidding

10.1 The Town Manager is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than two (2) bids have been received, notwithstanding solicitations seeking the same, or where no bid most advantageous to the town has been received.

Section 11. Contract Processing or Provisions

11.1 The Town Manager is designated as the contracting officer of the town as authorized by the town charter or by vote of the Town Council. Execution of a contract or contract change order accompanying a purchase order or purchase change order needs to be confirmed by the Department Head. Purchases involving contracts are subject to all other provisions of the Purchasing Policy.

Section 12. Conditions of Purchase

12.1 All purchases made by the town shall be subject to the following conditions:

12.1.1 All purchases shall be awarded based on the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

12.1.2 All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

12.1.3 When an award of purchase shall be recommended to other than the lowest qualified bidder or the bid most advantageous to the town, the Town Manager shall submit such recommendation to the Town Council for approval or disapproval. Should the Town Council reject such a recommendation, the award shall be made to the bid deemed to be the most advantageous to the Town, unless all bids are rejected.

Section 13. Duties of Department Heads

13.1 All Department Heads shall:

- (a) Determine acceptable quality and quantity of commodities and supplies to be purchased.
- (b) Assist the Town Manager in establishing lists of approved specifications and vendors.
- (c) Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.
- (d) Prepare requisitions with a view toward group purchasing and keep corresponding records to facilitate debiting on town financial records.
- (e) Be empowered to reject any unacceptable supply or commodity on grounds including high cost or low quality and provide the Town Manager with a detailed written report explaining the reasons for such rejection.

Section 14. Obsolete Fixed Assets

14.1 All department heads shall report, annually (or other such deadline as determined by the Town Manager) to the Town Manager obsolete and excess fixed assets, including:

- (a) Items beyond use.
- (b) Items being replaced or to be replaced and are not traded.
- (c) Obsolete items.

Section 15. Conflicts of Interest

15.1 No employee, member, or volunteer of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

- (a) Avoid the intent and appearance of unethical behavior or practices.
- (b) Diligently follow the procurement laws, rules, and procedures.

- (c) Refrain from any activity that would create a conflict between personal interest and the interest of the Town by excluding yourself from the project if necessary.
- (d) Identify and eliminate any conflicts of interest.
- (e) Avoid soliciting or accepting money, loans, credits, discounts, favors, or services from present or potential suppliers which may influence or appear to influence purchasing decisions.
- (f) Ensure that all people have equal opportunity to compete in a fair and open environment.
- (g) Conduct procurement roles and responsibilities in a manner that maintains and communicates trust and confidence in the integrity of the procurement process.
- (h) Seek to protect taxpayers' dollars by obtaining maximum value for each dollar of expenditure for the procurement of goods and services.
- (i) Provide prompt and courteous services in good faith, devoid of any bias, to all persons and entities using the procurement process
- (j) Conduct and maintain the procurement process with the utmost transparency to maintain public trust, recognize the need for confidentiality on occasion to protect the integrity of the procurement process for users.

Section 16. Retention requirements for records.

16.1 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **three years** from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period. Where there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- (f) Indirect cost rate proposals and cost allocations plan. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation. § 200.333

TOWN OF MILLINOCKET PROCUREMENT POLICY

Section 17. Implementation

17.1 To facilitate conduct in accordance with the purchasing policy, a copy of this policy shall be made available to town officials, employees, volunteers, Town Council and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

Adopted by vote of the Town Council on this date, _____.

Received and Recorded: _____, 2023

Town/City Clerk

TOWN OF MILLINOCKET PURCHASING POLICY ACKNOWLEDGEMENT FORM

I have received a copy of the Town of Millinocket Purchasing Policy dated _____. I understand that it is my responsibility to read this document and discuss anything in this policy that I do not understand with the Town Manager.

I understand that the signed copy of this Acknowledement Form will be kept in my personnel file.

Employee Name (Printed)

Employee Name (Signature)

Employee Title

ORDER #171-2023

PROVIDING FOR: Adoption of Advertising and Donation Policy

WHEREAS the Town Manager seeks approval for discretionary spending of budgeted advertising and donation funds as discussed throughout the FY24 budget workshops in order to effectively respond to requests in a timelier manner,

IT IS ORDERED that the Millinocket Town Council approve and adopt the attached policy titled “Town of Millinocket Advertising and Donation Policy”.

PASSED BY THE COUNCIL: _____

ATTEST: _____

TOWN OF MILLINOCKET

Donation & Advertising Policy

Purpose:

The purpose of this policy is to provide framework for spending within the approved budget for advertisements and donations.

Definitions:

Advertisement: Images, written messaging, or audio in print, via radio, social media, or other formats used to support fundraising efforts of local entities, to communicate messages to the public regarding important announcements, needs, or opportunities for the Town of Millinocket.

Donation: A financial contribution made to a local entity so support community efforts, programming, purchase of goods or services, or other fundraising activities.

Scope:

The Town Manager, at their discretion, has approval to spend funds on advertisements and/or donations, up to \$500.00 (five hundred dollars), within reason to support local efforts.

For any request for expenditure of advertising or donation funding above \$500.00 (five hundred dollars) will require a majority vote of approval from the Town Council.

A detailed update on disbursement of these funds is required to be included in the Town Manager's report at a subsequent Town Council meeting.

Failure to comply with the guidelines included in this policy will result disciplinary action to be implemented by the Town Council, within compliance with the policies of the Town of Millinocket and the Town Manger's contract.

TOWN OF MILLINOCKET
Donation & Advertising Policy
Acknowledgement Form

I have received a copy of the Town of Millinocket Donation & Advertising Policy. I understand that it is my responsibility to read this document and discuss anything in this policy that I do not understand with the Town Council Chairperson.

I understand that the signed copy of this Acknowledgement Form will be kept in my personnel file.

Employee Name (Printed)

Employee Name (Signature)

Employee Title

ORDER #172-2023

PROVIDING FOR: Acceptance of Brownfields Grant from the Environmental Protection Agency

WHEREAS The Town of Millinocket was awarded Brownfields assessment funding from the EPA in the amount of \$500,000.00 (five hundred thousand dollars) to implement a local brownfield funding program; and

WHEREAS The Town of Millinocket is approved for pre-award spending of these funds, which will become available in October of 2023.

IT IS ORDERED that the Millinocket Town Council authorizes the Town Treasurer to expend from the unassigned fund balance to cover these expenses which will be reimbursed as this funding becomes available.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #173-2023

PROVIDING FOR: Approval of Street Closures for Fourth of July Activities.

IT IS ORDERED that the Millinocket Town Council approves the following street closures:

- Penobscot Avenue and all side streets going onto Penobscot Avenue from Central Street to Katahdin Avenue on Tuesday, July 4th from 7:00 AM to the conclusion of the parade.
- Veterans Park Parking Lot closed after Farmers Market on Saturday, July 1st through Tuesday, July 4th for activities in the park and surrounding area.
- Poplar Street from Penobscot Avenue to Katahdin Avenue on July 1st through Tuesday, July 4th from 7:00 AM until 11:00 PM for activities.

Note: The parade route will be line up at Northern Shopping Plaza and proceed down Central St to Penobscot Ave turn left onto Penobscot Ave and go up the street to the Bandstand, turn right onto Katahdin Avenue and proceed to Central Street turning right and will disband after passing Stearns Elderly Housing Complex.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Street closures and Information around 4th of July Activities

Requesting permission from the Town Council to close Penobscot Ave. as well as all side streets going onto Penobscot Ave. from Central St. to Katahdin Ave. on Tuesday, July 4th from 7A to conclusion of parade. The parade route will be line up at Northern Shopping Plaza and proceed down Central St to Penobscot Ave turn left onto Penobscot Ave and go up the street to the Bandstand, turn right onto Katahdin Avenue and proceed to Central Street turning right and will disband after passing Stearns Elderly Housing Complex.

Keep Veterans Park Parking Lot closed after Farmers Market on Saturday, July 1st through Tuesday, July 4th for activities in the park and surrounding area.

Close Poplar Street from Penobscot Avenue to Katahdin Avenue on those same days as well from 7A till 11P for activities.

**Tom Malcolm
Health and Safety Officer**

ORDER #176-2023

PROVIDING FOR: Allocation of American Rescue Plan Act Funding

WHEREAS the Town Manager seeks to replace the municipal building awnings with an updated, modern design in blue to match the Towns branded color scheme;

IT IS ORDERED that the Millinocket Town Council authorizes the Town Treasurer to expend \$3,344.00 to replace the Municipal Building awnings.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Connie McManus
(207) 731-3111

INVOICE

DATE: 6/13/2023

TO:
Town of Millinocket
197 Penobscot Ave.
Millinocket, ME 04462

SHIP TO:
Town of Millinocket
197 Penobscot Ave.
Millinocket, ME 04462

DESCRIPTION	TOTAL
Fabric	\$1,836.00
Binding	\$280.00
Thread	\$20.00
Tape	\$8.00
Screws	\$100.00
Labor	\$1,100.00
TOTAL	\$3,344.00

Make all checks payable to Connie McManus
If you have any questions concerning this invoice, please call Connie 207-731-3111

THANK YOU FOR YOUR BUSINESS!