



**TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, SEPTEMBER 28, 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: Adjustments- Amended Minutes: July 27, 2023 & September 12, 2023;
Updates: Order #226-2023-Warrant total; Additions: Order #233-2023
4. Approval of Minutes: July 27, 2023, August 10, 2023, August 24, 2023, and September 14, 2023 Regular Meeting; August 22, 2023 and September 12, 2023 Executive Sessions.
5. Special Presentation(s):
 - a. Lorna Thompson, Assessor – FY24 Commitment Explanation.

UNFINISHED BUSINESS:

6. ORDER #220-2023 Commitment of FY24 Property Taxes – Tabled - September 14, 2023
7. ORDER #221-2023 Setting Mil Rate FY24 – Tabled - September 14, 2023

(Special Presentations Cont..)

- b. Wolfden Mining

NEW BUSINESS:

8. Town Manager’s Report – September 28, 2023
9. ORDER #226-2023 Approval of the Town Warrant for September 28, 2023
10. ORDER #227-2023 Approval of the Wastewater Warrant for September 28, 2023
11. ORDER #228-2023 Approval of the Prior Year Town Warrant for September 28, 2023
12. ORDER #229-2023 Approval of the Cemetery Committee Rules and Regulations Policy Recommendations
13. ORDER #230-2023 Approval for Unassigned Fund Balance Transfer to FY23 Budget
14. ORDER #231-2023 Acceptance of The Northern Forest Center Subrecipient Award
15. ORDER #232-2023 Approval of Street Closures – Crushing Cancer Parade

16. ORDER #233-2023 Amendment to the Personnel Policy to Provide for Temporary Employees
17. Reports and Communications:
 - a. Warrant Committee for the October 12, 2023, Council Meeting will be Councilor Bragdon and Councilor Danforth.
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment
18. Adjournment

Join Zoom Meeting: <https://us02web.zoom.us/j/2906301567>

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/>.

July 27, 2023 *Amended

The 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, Madore, Pelletier, Higgins, McLaughlin.

Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman, Fire Chief Cote, Jeff Campell Airport Manager via Zoom, Health & Safety Officer Tom Malcolm, Millinocket Memorial Library Director Diana Furukawa, Media Brian Brown via zoom, 4 in person public attendance and 2 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Updated Orders -Warrant totals.

Approval of Minutes: April 27, 2023, 2nd Public Hearing FY Municipal & Wastewater budgets & Regular Council Meeting, May 11, 2023, Special Meeting Public Hearing FY24 School Budget.

Motion- Madore Second- Bragdon Vote 7-0

Council Comment: none

Public Comment: none

Special Presentation(s): a) Diana Furukawa, Millinocket Memorial Library Director - Quarterly Updates, provided handout of video slides, informs programs that are currently available to the public, noting behavioral issues among youth attendance, acknowledges the need for youth participation in decision of what programs they require, named one of youth developed programs Pokeman club-well attended, adult programs consist of: PC classes carrier oriented, gardening workshops, etc; partnering with Penquis for Heating Fuel assistance while focusing on prevention, Katahdin Gear Library community led programs collaborated with youth active nightly events-well maintained, program statistics shown growth-noting recovery from 2020; increase in library cards, collaborated with Granite Street School 90% students signed up; resource navigation update-strategic planning-reworking Mobile Katahdin- program focus to resource navigation, prevention, information; replacing the Mobilize Katahdin role and replacing as the resource center of information at the Millinocket Memorial Library; capital program- EV Chargers, 2 double self-serve-projected completion by 8/2023; Roof Reinforcement and Canopy/patio-completion expected by 8/2024, costing \$71,000-fudning USDA, Donors, and capital reserves; Solar Panels-additional 50 panels- completion by 9/2024; Elevator replacement- completion 6/2024, congressional grants; provided high level overview of income and expenses by operating budgets noting donations over than expected-flow over from 2023, grants received ahead of scheduled receiving more than expected from employee retention credits, intentions to move for operations; expenses- notes spent a little over budget, preordering cleaning expenses, everything else seems on track; insurance is down, payroll on track; reminder of intentions to revise.

Council Comment: Councilor Madore recognizes MML's program structure is to run best serving the community, applauds efforts and appreciates quarterly reporting.

Councilor Danforth expressed appreciation for the presentation, acknowledges Mobilize Katahdin revamped into more offerings with the need for more than just transportation and secured funding for Penquis.

Public Comment: none

b) **Tabled** - Ordinance #1-2023 Short Term Rental PROVIDING FOR: An Adoption of the Amendment to Chapter 125, Article VIII, §46.1 of the Code of the Town of Millinocket

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET that the attached Chapter 125, Article VIII, §46.1 Short Term Rental Ordinance of the Millinocket Code is hereby adopted as amended . IT IS FURTHER ORDAINED that the Town Clerk make appropriate changes to incorporate this chapter into the Millinocket Code and distribute new pages to all persons known to have a copy of the Code. Motion to Table- Madore; Second-Bragdon; Vote to Table- Indefinite 7-0.

Unfinished Business: n/a

Town Manager's Report 7/27/2023 Department Updates:

Public Works: Street painting is almost completed. Crosswalks, turning lane arrows and parking stalls are all painted by PW. I have been in contact with the contracted street line painting company. He is still catching up on his list of customers. The rainy start of the summer has him way behind.

We have trimmed branches and brush along Katahdin Ave Extension in response to safety concerns over the poor visibility in certain spots. This road is seeing increased traffic due to the Penobscot Ave Bridge closure. Considerable time has been spent patching holes on Rice Farm/Medway RD.

Summer maintenance of the plow equipment is underway in preparation for winter.

The new Arial Lift truck has been ordered and is expected to ready in 6 to 8 weeks.

Two rotten and dying trees were removed from the tree belt on Michigan Ave.

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. The brush and compost area is left open during times the transfer site is closed as a convenience to the public. Please do not abuse it.

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.

Cemetery: We are down one employee from last month but are working to keep the grass mowed and trimmed in between burials. 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.

Bryan Duprey, Director of Public Works

Human Resources Director Personnel issues, Drug and Alcohol testing. Municipal Release deeds, Supplies for Municipal building. Employee Benefits, Interviewed and hired EMT/Firefighter, Year End work

General Assistance Director Assisted individuals to meet their unmet needs. Submitted for reimbursements.

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

Lori Santerre, Human Resource Director

Airport: I am happy to announce that we are back to a full staff, Stan Valley is our newest Airport Attendant.

Surveying has been started for the runway 11-29 reconstruction project. Test borings are also being done this week for the same project. Skydiving activity has picked up with the improvement in the weather.

Regular air traffic has also increased for the same reason. With drier weather we have been able to complete the first round of mowing this week.

Respectfully, Jeff Campbell, Airport Manager

Town Clerk/Tax Collectors Office: Totals include June 16, 2023, through July 21, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,301,433.57 were collected, which involved 1685 transactions processed in Trio.

**Report Attached*

FY22/23 Real Estate & Personal Property: Tax paid summary as of 7/21/2023: **Reports Attached*

Lien –dated and filed at the Registry of Deeds on 7/20/2023: 103 delinquent RE accounts totaling 138,402.69.

29 PP accounts: remaining total due: \$1,799.83. Amber reconciled current weekly Motor Vehicle reports;

submitted to BMV. June month end reports were reconciled and collected monies were submitted to all State agencies accordingly. 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: November 7, 2023 Municipal Election process has begun: Nomination Papers: will be available on Friday, July 28th, 2023, and are due back in the Clerk's office by 4:00 pm on Friday, September 8th, 2023 for the following municipal seats up in November 2023: Town Council - Three 3-year Terms, School Board – Two 3-Year Terms

Other Items: Reminder: Dogs must be vaccinated and licensed to utilize the Town Dog Park.

Fees: \$6 spayed/neutered; \$11 intact.

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.

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

Town Treasurer: Wastewater foreclosure notices were sent for a lien recorded February 16, 2022. The lien will mature August 16. Presently, there are about 14 accounts involved.

A sewer line was recorded June 21 for unpaid fees dating from April 29 to July 27, 2022.

Other than keeping the lien process on track, my efforts are primarily focused on closing out FY23 and preparing for the upcoming audit in October.

Mary Alice Cullen, Town Treasurer.

Assessor: Traci continues to learn all our procedures and applicable laws.

We are working to enter all the required pieces for our annual tax commitment. Traci is currently working on the personal property commitment component. We have also been working with the reval "listers" on techniques to make sure that data is gathered uniformly. Danielle and I have spent some time "on the streets" looking at neighborhoods and discussing the process. The name badges have arrived, and I have notified the police department of vehicles associated with the project. They will be working on Friday and Saturday sporadically until summer is over. Then they expect to work on a more regular basis, for as long as the weather cooperates. Code and Assessing departments are working well together. Shawn is great about sharing pertinent information. Tom and Evan have also been very helpful. I will be attending a class to learn about the changes to the Senior Tax Stabilization program. It is my current understanding that the program has been eliminated for 2024 and will be replaced with additional funding to the tax deferral program and what was formally known as the Circuit Breaker program. I should have better information to share in my next report.

Lorna Thompson, Assessor.

Fire, Ambulance, Public Health & Safety: Attended various committee meetings. Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom. Chief Cote attended the Maine Healthcare Coalition of Maine Leadership Meeting via zoom. Chief Cote attended the TIMS (Traffic Incident Management Systems) Instructor Course. Chief Cote continues with Basic Fire School Trainings. Chief Cote participated in the Annual Bike Rodeo, Fulltime Staff & Paid Call Staff participated in the July 4th Parade. Chief Cote has been working on updating response plans, files, policies, daily duties, new employee orientation packet and written plans. Chief Cote has been reviewing and updating the unorganized township agreements with Penobscot County. Chief Cote met with Chief Lee of Medway Fire and working on updating the mutual aid agreement between Medway & Millinocket. Fulltime crews waxed and polished all fire apparatus & ambulances for the July 4th Parade. Fulltime crews have been busy conducting summer cleaning around the station. Crew assisted with the firework detail. Fulltime Staff Meeting and lunch was held. Paid Call Meeting was held. 783 was sent to Cowell Diesel in Ellsworth for repairs due to not passing the annual pump test. 783 is still out of service for interior operations, can be used for exterior operations only. Chief Cote has Medway Fire & Maine Forest Service responding automatically to any out-of-town fires. Maine Forest Service has provided a tanker to be housed at Millinocket Fire until 783 is fully in service. 788 was sent to Stanley's for new brakes. An interview was held for one position and an offer was made. One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.

Chief Jonathan Cote

Police Department: EMPD has responded to 5,525 calls for service to date in 2023, with over 2,600 of those calls being in Millinocket. Officers have arrested or summonsed over 310 individuals to date in 2023 and

conducted 1,735 traffic stops. Although weather played a factor in a lot of the community events around the 4th of July, officers were able to participate in multiple events around the community. Overall, there were minimal incidents surrounding the 4th of July. EMPD again would like to congratulate Chief Thomas Malcolm on his well-deserved retirement. Your dedication to the region over the last several decades does not go unnoticed and we truly hope you enjoy retirement. EMPD has submitted for grant funding to help fund radio infrastructure upgrades for our local operations channels. This project will help increase our radio coverage in all three communities we serve and will also be a resource to our partners of all area Fire/EMS Departments while dealing with emergency scenes. We are committed to increasing and upgrading department equipment and resources while trying to lessen the burden on taxpayers.

Respectfully submitted, Peter Jamieson, Town Manager

Council Comment: Welcomes Stan Valley to Airport, notes survey on runway 11 for reconstruction, asks if cross wind runway able to remain: Jeff Campbell Airport Manager, crossway runway still in negotiation stages noting not yet funded; inquires tax lien amount/quantity; Town Clerk Lakeman informs 103 liens were processed noting one less than prior year; Emphasizes nomination papers available and encourages public to take out and participate; recognizes code enforcement and Health/Safety Officer progress.

Councilor Bragdon requests order drafted for next meeting for ~~American Legion Post 80~~ ***Knights of Columbus Counsel 680-funding needed for cemetery monument upkeep**, suggest \$1500 from unsigned fund balance; Chair Dumais held a straw poll- all in favor 7-0, permission to move forward with order for next meeting.

Public Comment: none

ORDER #186-2023 PROVIDING FOR: Execution of the Town Warrant for July 27, 2023

IT IS ORDERED that the Town Warrant for July 27, 2023, in the amount of \$29,952.84 is hereby approved.

Motion- Higgins Second- Madore Vote 7-0

Council Comment: Noted larger expenses; Credit Card payment, Iworks, Mike Wilensky-pool, Versant Power.

Public Comment: none

ORDER #187-2023 PROVIDING FOR: Execution of the Wastewater Warrant for July 27, 2023

IT IS ORDERED that the Wastewater Warrant for July 27, 2023, in the amount of \$6,690.81 is hereby approved.

Motion-McLaughlin Second- Madore Vote 7-0

Council Comment: Versant Power

Public Comment: none

ORDER #188-2023 PROVIDING FOR: Execution of the Prior Year Town Warrant for July 27, 2023

IT IS ORDERED that the Prior Year Town Warrant for July 27, 2023, in the amount of \$48,642.99 is hereby approved.

Motion-Higgins Second- Bragdon Vote 7-0

Council Comment: Noted Larger expenses: Green Thumb-Athletic Field; MRC, Versant Power, Clint Morrow.

Public Comment: none

ORDER #189-2023 PROVIDING FOR: Execution of the Prior Year Wastewater Warrant for July 27, 2023

IT IS ORDERED that the Prior Year Wastewater Warrant for July 27, 2023, in the amount of \$17,788.84 is hereby approved.

Motion- McLaughlin Second- Bragdon Vote 7-0

Council Comment: Noted Larger expenses: Lover Assoc.- Pump Station, Pierce Atwood-Litigation Rep.

Public Comment: none

ORDER #190-2023 PROVIDING FOR: Update to Personal Policy Mileage Reimbursement

WHEREAS The mileage reimbursement rate for Town employees as outlined in the Town's Personnel Policy needs to be updated and should be aligned with the IRS rate, which is the most common rate used by municipalities, IT IS ORDERED that the Millinocket Town Council approves the update of the Personnel Policy, increasing the mileage reimbursement rate to 65.5 cents per mile.

Motion-Higgins Second-Danforth Vote 7-0

Council Comment: none

Public Comment: none

ORDER #191-2023 PROVIDING FOR: Dangerous Buildings Act Authorization

IT IS ORDERED that the Millinocket Town Council authorizes the Town Manager and Code Enforcement Officer to act on their behalf in carrying out work related to the Dangerous Buildings Act.

Motion-Pelletier Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER#192-2023 PROVIDING FOR Acceptance of Elmina B. Sewall Foundation - Healthy People

Healthy Places Grant Program. WHEREAS The Town of Millinocket was awarded a Healthy People Healthy Places Grant in the amount of \$35,000.00 for the concept design of a community center in Millinocket.

IT IS ORDERED that the Millinocket Town Council approves the acceptance of \$35,000.00 from the Elmina B. Sewall Foundation - Healthy People Healthy Places grant program for the concept design of a community center in Millinocket.

Motion-Danforth Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER#193-2023 PROVIDING FOR: Approval of an Application for an Entertainment License for Hillcrest

Golf Club. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for:

Hillcrest Golf Club, Business Address: 1 Golf Course Road , Millinocket

d/b/a Hillcrest Golf Club, 1 Golf Course Road, Millinocket.

Motion- Bragdon Second- Higgins Vote 7-0

Council Comment: none

Public Comment: none

ORDER #194-2023 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor

License for Hillcrest Golf Club. IT IS ORDERED that the attached application for a malt, vinous and spirituous

liquor license is hereby approved for: Hillcrest Golf Club, Business Address: 1 Golf Course Road, Millinocket.

d/b/a Hillcrest Golf Club, 1 Golf Course Road, Millinocket.

Motion- Higgins Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #195-2023 PROVIDING FOR: Approval of an Application for a Victualer License for Hillcrest Golf

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

Hillcrest Golf Club, Business Address – 1 Golf Course Road, Millinocket

d/b/a Hillcrest Golf Club, 1 Golf Course Road, Millinocket

Motion-Pelletier Second-Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #196-2023 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 Order #175-2023 provided updates to paused ESSER3 Grant Expenditures; 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 \$525,120.74 are approved: School parking and entrance repairs \$374,541; Cafeteria tables \$20,000; Fly curriculum \$1,500; Payroll \$33,304.24; Chair \$5,000; Intercom System \$50,000; Field Work \$1,540; Elevators \$39,235.50; 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.

Motion-Bragdon Second- Madore Vote 7-0

Council Comment: Councilor Pelletier curiosity of effect to undesignated fund balance; *TM Jamieson clarifies slight modification to previous order with no change to impact outstanding balance of \$800, confident reimbursements stay on track being received every three months doing forward; Councilor Pelletier inquires if impact to grant work; *TM Jamieson informs no, informs capping until September and will be navigating responsible expenditures over wants.

Public Comment: none

Reports and Communications:

- a) Warrant Committee for the August 10, 2023, Council meeting will be Councilor Pelletier and Councilor Bragdon
- b) Chair Committee Reports: Councilor Pelletier, Charter Review Committee- informs next meeting is 8/2/2023 at 4:30pm, Town Managers office and via Zoom.
- c) Two Minute Public Comment: Sandra Sullivan, 104 Sunset Drive, acknowledges the citizen who volunteered planting flowers at the Veteran's monument as they seemed neglected; Council recognized Carolyn; *TM Jamieson informs a payment of \$250 was given to Carolyn for her efforts to maintain the monument flowers; Councilor Madore acknowledged many groups/organizations additional volunteered efforts.

Chair Dumais explained discussion on the Ordinance stopped once the motion to table took place; Council Madore further explained that the proposed ordinance needs to be reviewed by the town attorney for revisions or approval before Council action.

-Motion to adjourn at 6:27 p.m. -Madore, Second - Higgins Vote 7-0.

September 12, 2023 *Amended

The Executive Session was brought to order in the Town Manager's office and via Zoom at 5:30 pm by Chair Dumais.

Roll Call:

Town Council Members Present:

Bragdon	Higgins via Zoom
Danforth-Excused	Pelletier
Dumais	Madore
	McLaughlin

Also in attendance: Town Manager Peter Jamieson, Town Attorney Dean Beaupain; Mr. John Wall.

- Entered Executive Session - 5:31 pm.

Order #225-2023 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(E) for Consultations with Legal Counsel.

Motion – Madore Second – Bragdon Vote 7*6-0

John Wall exited at 5:50pm; Executive Session out – 5:56; Motion-Madore, Second-Bragdon, vote 7*6-0.

Motion to Adjourn at 5:57 pm –Councilor Bragdon,

Second- Councilor Madore

Vote 7*6-0

ORDER #226-2023

PROVIDING FOR: Execution of the Town Warrant for September 28, 2023

IT IS ORDERED that the Town Warrant for September 28, 2023, in the amount of \$179,965.22 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:20 PM

Town

A / P Check Register

Bank: BANGOR SAVINGS A/P

**** REPRINT ****

09/26/2023

Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	34508	110.57	09/28/23	96	1835 AIRGAS, INC.
R	34509	124.43	09/28/23	96	2208 ALLEN UNIFORM SALES, INC
R	34510	1,871.00	09/28/23	96	2095 AMBULANCE MEDICAL BILLING
R	34511	200.00	09/28/23	96	2079 BERNIER JENNIFER
R	34512	351.80	09/28/23	96	0869 BIDDEFORD INTERNET CORPORATION
R	34513	176.00	09/28/23	96	1840 BIRD, THOMAS W
R	34514	7,415.00	09/28/23	96	1869 BLOOMER RUSSELL BEAUPAIN
R	34515	581.25	09/28/23	96	2019 BREAKING THE CYCLE
R	34516	531.88	09/28/23	96	0229 CARQUEST AUTO PARTS
R	34517	396.54	09/28/23	96	2154 COTE, JONATHAN P
R	34518	94.85	09/28/23	96	0157 DEAD RIVER
R	34519	200.00	09/28/23	96	0420 FARRINGTON, MATTHEW P.
R	34520	497.97	09/28/23	96	0222 FREIGHTLINER OF MAINE, INC.
R	34521	246.02	09/28/23	96	0226 GALLS LLC
R	34522	401.13	09/28/23	96	1629 GATEWAY PRESS
R	34523	1,127.22	09/28/23	96	0240 GREEN THUMB LAWN SERVICE
R	34524	54,268.59	09/28/23	96	0805 HOYLE, TANNER & ASSOCIATES
R	34525	195.00	09/28/23	96	2102 JAMIESON, PETER
R	34526	54.00	09/28/23	96	2053 JEAN'S SERENDIPITY INC
R	34527	328.36	09/28/23	96	0311 JORDAN EQUIPMENT CO.
R	34528	218.42	09/28/23	96	1903 KATAHDIN TRUE VALUE
R	34529	300.00	09/28/23	96	0365 LINCOLN RENTAL SYSTEMS INC.
R	34530	3,342.59	09/28/23	96	0392 MAINE MUNICIPAL ASSOCIATION
R	34531	19.59	09/28/23	96	0374 MAINE OXY ACETYLENE SUPPLY CO.
R	34532	200.00	09/28/23	96	0422 MATTHEWS, III, ADDISON G.
R	34533	10,000.00	09/28/23	96	0449 MILLINOCKET HISTORICAL SOC
R	34534	375.00	09/28/23	96	0451 MILLINOCKET INSURANCE AGENCY
R	34535	31,250.00	09/28/23	96	0452 MILLINOCKET MEMORIAL LIBRARY
R	34536	417.23	09/28/23	96	1819 NAPA AUTO PARTS
R	34537	20.00	09/28/23	96	0511 OAK GROVE SPRING WATER CO.
R	34538	79.68	09/28/23	96	1669 OFFICE DEPOT, INC
R	34539	408.99	09/28/23	96	0553 PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
R	34540	152.20	09/28/23	96	0584 REGISTER OF DEEDS
R	34541	347.97	09/28/23	96	1668 STANLEY'S AUTO CENTER LLC
R	34542	486.20	09/28/23	96	0649 STERNS LUMBER COMPANY INC
R	34543	20,376.67	09/28/23	96	0695 TOWN OF EAST MILLINOCKET
R	34544	255.00	09/28/23	96	0731 TWO DUCKS ON AN ISLAND, LLC
R	34545	82.71	09/28/23	96	0737 UNIFIRST CORPORATION
V	34546	0.00	09/28/23	96	1502 VERSANT POWER
R	34547	11,495.81	09/28/23	96	1502 VERSANT POWER
R	34548	109.25	09/28/23	96	1799 WEST BRANCH AVIATION LLC
R	34549	264.99	09/28/23	96	0792 WINTERPORT BOOT
R	34550	122.38	09/28/23	96	2073 XEROX FINANCIAL SERVICES LLC

Total 149,496.29

Count

Checks	42
Voids	1

Town

Millinocket
1:19 PM

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

09/26/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	34552	30,468.93	09/25/23	98	2061 ARCADIA DESIGNWORKS LLC
Total		30,468.93			

Count	
Checks	1
Voids	0

ORDER #233-2023

PROVIDING FOR: AMENDMENT TO THE PERSONNEL POLICY TO PROVIDE FOR TEMPORARY EMPLOYEES

WHEREAS, the Town has not undergone a town wide review of its real estate parcels for tax assessment purposes in over thirty years; and

WHEREAS, the Town's assessing records have not been systematically updated since the last town wide revaluation and no longer reflect the current status of properties within the Town; and

WHEREAS, the availability of firms capable of inspecting properties within the town and providing a current market values of the properties within the town on a cost effective basis and in a timely manner is limited, at best; and

WHEREAS, the Town needs to proceed to update its assessing records in order to provide fair tax assessments for its citizens and to comply with Maine law; and

WHEREAS, the Assessor is not able to inspect, review and update all the properties in the Town and is need of assistance in order update the Town's assessing records to allow current tax assessment of the properties; and

WHEREAS, in light of current circumstances, it is in the best interests of the community for the Town to provide temporary assistance to the Assessor as provided herein; and

WHEREAS, the Personnel Policy does not have provisions concerning temporary employees and the Personnel Policy needs to amended in that regard.

NOW THEREFORE,

IT IS ORDERED that pursuant to Section A128.1.E of the Personnel Policy, the definition of "Part-Time Employee" in Section 128.2 of the Personnel Policy is replaced with the following definition:

"PART TIME EMPLOYEE

A "Part-time" Employee is anyone who works, or is scheduled to work, on average, thirty-nine (39) hours or less per week on a continuing basis over the course of a calendar year, or anyone who works less than the regularly established number of hours per day, days per

week, or week per month assigned to that position for full time employees.

Part-time employees shall be paid for hours actually worked. Part-time employees are entitled to benefits required by law, including social security, workers' compensation, paid leave, family medical leave and unemployment compensation. For those whom the Town expects to work less than a full-time work week as defined above there shall be no benefits other than those required by law."

IT IS FURTHER ORDERED that, pursuant to Section A128.1.E of the Personnel Policy, the definition of "Seasonal Employee" in Section A128.2 of the Personnel Policy is replaced with the following and the definition of "Temporary Employee" is added as follows:

"TEMPORARY AND SEASONAL EMPLOYEE

a. Temporary Employees. Temporary employment is employment to accomplish a specified task, or tasks on an intermittent basis, or for a standard workweek or less, on a regular basis, but, in all cases, for a definite and limited period of time. Temporary employees receive no other benefits except those required by law. Temporary employees are not permanent employment positions with the Town and are subject to funding for the position as determined by the Town Council. The term of employment for a temporary employee ends if the position is not funded.

b. Seasonal Employees. Seasonal employees are appointed, on an annual basis, in the same manner and are subject to the same procedure as regular, full-time employees except that they will be laid off at the close of the season for which they have been appointed and the position funded in the budget.

c. Temporary and seasonal employees shall be paid for hours actually worked and shall be eligible for only benefits required by law such as social security, workers' compensation, paid leave, family medical leave and unemployment compensation but not for any other benefit under this Personnel Policy or any other Town policy. "

IT IS FURTHER ORDERED that, pursuant to Section A128.1.E of the Personnel Policy, that Section A128-3.I is added to the Personnel Policy as follows:

- “I. Temporary employees are hired for a specific task and term. Such employees will not establish seniority rights, nor will they be eligible for vacation, sick leave, or any other benefits that the Town offers but are entitled to those benefits required by law such as social security, workers’ compensation, paid leave, family medical leave and unemployment compensation.

Temporary employees are assigned to a specific department of the Town, report to the department head, unless otherwise directed by the Town Manager, and perform a specified task for a specified term with the Town Manager approving a job description for each temporary employee or class of temporary employees.”

IT IS FURTHER ORDERED that the Town Clerk is directed to have the pages of the Personnel Policy in the Millinocket Code replaced as necessary with new pages to reflect this Order and to distribute new pages to those individuals and entities known to have copies of the Code and to update the Millinocket Code on the Town web site when new pages are available.

IT IS FURTHER ORDERED that the Town Manager is authorized to hire three temporary employees to assist the Assessor in updating the Town’s assessment records for each property within the Town other than tax maps;

IT IS FURTHER ORDERED that the Town Manager is authorized and directed to consult with the Human Resources Director and Assessor to prepare job descriptions for the temporary employees; and

IT IS FURTHER ORDERED that, pursuant to Section A128-3.A of the Personnel Policy, that the maximum compensation for the temporary employees is \$62.50 per hour as determined by the Town Manager based on the qualifications of each temporary employee; and

IT IS FURTHER ORDERED that the Treasurer is directed to create line E0113-0393 Town Revaluation - Temporary Assessing Services - Temporary Employees as part of the General Administration budget and financial records of the Town;

IT IS FURTHER ORDERED that the Treasurer is directed to transfer \$51,120 from line Municipal Revaluation line of the Assigned Fund Balance to the department budget line ‘E0113 Town Revaluation’ and then further to the Temporary Assessing Services – Temporary Employees and employee benefit

expense budget lines to partially fund the temporary employees through June 30, 2024; and

IT IS FURTHER ORDERED that \$2,500 is transferred from the Municipal Revaluation line of the assigned fund balance to line E0113-4041 – Town Revaluation – Business/Miscellaneous Expense to partially fund other related expenses approved by the Town Manager through June 30, 2024.

IT IS FURTHER ORDERED that the Town Manager is authorized to take all action necessary to implement this Order.

00012/666 0003669.docx

Passed by the Town Council _____

Attest: _____

TOWN OF MILLINOCKET
Temporary Property Lister

Direct Supervisor: The Assessor

The purpose of the position is to update property information within the town of Millinocket for assessing records.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Inspect a variety of residential/commercial properties to ensure that the property record reflects current and accurate property characteristics.
- Collect detailed and comprehensive property data and verifies accuracy of previously collected data.
- Record new and/or updated information on field documents.
- Take pictures of all properties, name those pictures based on map and lot, and save the pictures within the town's computer/software system.
- Respectfully communicate with taxpayers, owners, and renters regarding property characteristics
- This position requires working primarily outdoors in all weather conditions.