



**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:
4. Approval of Minutes: July 27, 2023, August 10, 2023, August 24, 2023, and September 14, 2023 Regular Meeting
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. 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
17. 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

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-funing needed for upkeeps, 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.

August 10, 2023

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Dumais at 5:31 pm.

Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Madore, Pelletier, Higgins, McLaughlin.

Also present: Town Clerk Diana M. Lakeman, Fire Chief Cote via Zoom, Jeff Campell Airport Manager, 5 in person public attendance and 0 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Addition(s) – Order #201-2023

Approval of Minutes: none

Council Comment: none

Public Comment: none

Special Presentation(s): none

Town Manager's Report: none

ORDER #197-2023 PROVIDING FOR: Execution of the Town Warrant for August 10, 2023

IT IS ORDERED that the Town Warrant for August 10, 2023, in the amount of \$46,441.35 is hereby approved.

Motion- Pelletier Second-Madore Vote 7-0

Council Comment: *Noted larger expenses;* Dead River Fuel, Aviation Fuel, Tire Disposal

Public Comment: none

ORDER #198-2023 PROVIDING FOR: Execution of the Wastewater Warrant for August 10, 2023

IT IS ORDERED that the Wastewater Warrant for August 10, 2023, in the amount of \$6,694.35 is hereby approved.

Motion-Pelletier Second- Madore Vote 7-0

Council Comment: *Noted larger expenses;* Creative Digital Imaging, Inc, USA Blue Book

Public Comment: none

ORDER #199-2023 PROVIDING FOR: Approval to Expend \$1,500 from the Unassigned Fund Balance for a Donation to the Knights of Columbus

WHEREAS The Knights of Colombus has been working for several years to restore the monument at the Millinocket Cemetery, and WHEREAS The project has taken much more money than expected to complete, and WHEREAS The Knights are actively seeking donations to complete the restoration of said monument, IT IS ORDERED That \$1,500 (one thousand five hundred) dollars be expended from the unassigned fund balance to help finish the restoration of the monument.

Motion-Danforth Second- Madore Vote 6-0-1 (Bragdon/Abstained)

Council Comment: Councilor Bragdon on behalf of the Knights of Columbus is grateful- noting his abstention being a member.

Public Comment: none

***AMENDED** - ORDER #200-2023 PROVIDING FOR: Approval of an Application for a Victualer License for Steve's Hot Dog Cart (Mobile Food Unit).

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

Steve Morrow, 467 Penobscot Avenue, Millinocket

d/b/a Steve's Hot Dog Cart (MFU), 467 Penobscot Ave., Millinocket; ~~*Primary~~ & ***Approval of Option 1, 2, & 3, pursuant to installation of meter and pole paid for by the applicant and approval of primary use once a positive written opinion is received from the CEO.**

Motion- Madore Second- Pelletier Vote order as Amended 7-0

Council Comment: Council discussion on concerns on location of options 2 & 3 keeping in mind the zoning ordinances. Majority of Council agree and supports Option 1 and owning/placing his own poll, seeking CEO advice and follow up. Madore motions to Amend order; Approval of Option 1, pursuant to the installation of meter and poll paid for by Applicant. Chair Dumais does clarifies corner lot on Penobscot Avenue, supports the Amendment and following all zoning ordinances.

Public Comment: none

ORDER #201-2023 PROVIDING FOR: Approval of Parking Lot Closures for Events Committee Music in the Bandstand. WHEREAS the Events Committee is sponsoring music in the bandstand on the following dates and would like to close the parking lot from 5pm to 11pm while these events are taking place, IT IS ORDERED that the Millinocket Town Council approves the following parking lot closures on the following dates:

Friday, August 11th, Friday, August 25th, Friday, September 8th

Motion-Danforth Second-Higgins Vote 7-0

Council Comment: Councilor Madore no issue with closures. Chair Dumais stats housekeeping for public safety.

Public Comment: none

Reports and Communications:

- a) Warrant Committee for the August 24, 2023, Council meeting will be Councilor Danforth and Councilor Dumais
- b) Chair Committee Reports: Councilor Pelletier, Charter Review Committee- informs next meeting 8/2/2023 was canceled; next meeting August 16 at 4:30pm, Town Managers office and via Zoom.
- c) Two Minute Public Comment: Jonathan Bator, 369 Massachusetts Avenue, having purchased a tax acquired property, wanted to update the council with progress, provided photos, stated many people have stopped by and are happy with the progress. He also stated there was a lot of mold found in the house, expressing all the mold has been taken care of and removed noting he has seen worse but is grateful, informed of additions of a new porch, new roof, siding, trim has all been replaced, no more rotted wood. Chair Dumais acknowledged a lot has been done to the property & landscaping, expressed he is proud and happy with all you and your family have done. Council Bragdon expressed excitement to hear a great success story noting volunteered follow ups usually don't happened. Council Madore is glad and happy a young family is making it their own, appreciates the updates. Jonathan also mentioned that a group of 50 men ranging in age from 17 to 23 from a church group helped during the process. Sandra Sullivan, 104 Sunset Drive intentionally drives by, so happy to see the progress. John Raymond, 236 Highland Avenue. Expressed gratitude to the Council for their support of Steves Hot Dog Cart, stated it will be an asset to the community when it is up and running. Mr. Raymond also gave an update on the ATV Trail connecting to East Millinocket, its needing an 80' bridge, need \$180,000.00 to finalize the process, hopes to sign an easement by August 25, 2023 to allow a pass through and finalizing the bridge, anticipates grants, notes there is a detour in place until the trail opens, expects to finalize to open the trail by next spring. Matthew Bragdon, 92 Lincoln Street, on behalf of Bruce Rioux, Knights of Columbus, expressed gratitude for the donation and support.

- d) -Motion to adjourn at 5:59 p.m. –Madore, Second – Bragdon Vote 7-0.

August 22, 2023

The Executive Session was brought to order in the Town Manager's office and via Zoom at 5:34 pm by Chair Dumais.

Roll Call:

Town Council Members Present:

Bragdon	Higgins
Danforth	Pelletier
Dumais	Madore
	McLaughlin

Also in attendance: Town Manager Peter Jamieson, Town Attorney Dean Beaupain.

- Entered Executive Session - 5:36 pm.

Order #202-2023 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 – Bragdon Second – Madore Vote 7-0

Executive Session out – 6:42; Motion-Madore, Second-Bragdon, vote 7-0.

Motion to Adjourn at 6:44 pm –Councilor Madore,

Second- Councilor Bragdon

Vote 7-0

August 24, 2023

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 & Deputy Clerk Amber Carney, GA Lori Santerre, Fire Chief Cote, Jeff Campell Airport Manager via Zoom, Health & Safety Officer Tom Malcolm, Our Katahdin Rep. Steve Sanders, 6 in person public attendance and 1 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Updated- Resolve #7-2023; Addition- Order #212-2023.

Approval of Minutes: May 25, 2023, Regular Council Meeting

Motion- Bragdon Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

Special Presentation(s): RESOLVE #7-2023 PROCLAMATION HONORING THOMAS MALCOLM ON HIS RETIREMENT AS FIRE CHIEF FOR THE TOWN OF MILLINOCKET WHEREAS Thomas Malcolm began his career as a Call Firefighter/EMT in February of 1975, then became a full-time Firefighter/EMT on January 31, 1990, and continued in that capacity until October 9, 1995, when he became the Assistant Fire Chief for the Town of Millinocket; and continued until April 1, 2019 when he became the Fire Chief of the Millinocket Fire Department and retired on July 4, 2023 after a combined total of 48 years of service; and, WHEREAS Tom always served the Citizens of Millinocket with enthusiasm and integrity and performed his duties throughout his years of service in a conscientious and responsible manner; and, WHEREAS Tom has set an example of dedication to principle which has been an inspiration to his fellow employees; and WHEREAS, Tom, in all his endeavors has reflected great credit upon the Town of Millinocket and its employees. NOW, THEREFORE, BE IT RESOLVED, that the Millinocket Town Council, in Council assembled on August 24, 2023, does hereby recognize, honor, and thank Thomas Malcolm for his dedication to the Town of Millinocket during his tenure as Fire Chief for the Town of Millinocket.

Motion- Bragdon Second- Madore Vote 7-0

Council Comment: Council discussion expressed appreciation for Tom's 40-50 year dedication to the town of Millinocket, wearing many hats with his heart on his sleeve, acknowledging the community's support of Tom's career in safety first, dedication to the community through volunteering as well, with honor and passion; recognizing him as an asset through multiple organizations and contributions beyond fire and safety services, strong work ethic and knowledge and commitment to the community is unmatched; Council discussion concludes with recognition and honor to Tom expressing undeniable commitment to the citizens of Millinocket and surrounding communities regardless of the situation.

Public Comment: Jim Charrette, 56 Bates St., recognizes Tom as a great asset to the town of Millinocket and as a co-worker, always willing and available to help the community and staff,

acknowledges all the safety programs Tom brought to the community over the years, notes his appreciation for his work ethic and good friendship.

Sandra Sullivan, 104 Sunset Drive, realizes Tom is one of the most visible person and asset to the Town, notes always at every volunteered function, expresses his presence cannot be replaced. Jeff Campbell, Airport Manager/3 Juniper St., echoes Jim's statements recognizing Tom's dedication to the community and support of the Town's staff, congratulates him on his long and distinguished career.

Tom Malcolm, 73 School Street/recipient, expressed its an honor to work for the Town and community being very supportive, acknowledging the staff is amazing and great opportunity and support especially from management and department heads, states Millinocket is special to him and appreciates the support of the department maintaining vital services and hopes those services retain vibrant, acknowledges retirement has been hard giving praise to church and his family for making the transition better, noting support of family is vital.

Unfinished Business: n/a

Town Manager's Report: 8/24/2023 Department Updates

Public Works: The DEP required summer flushing of the town sewers has begun. This gives us a chance to inspect the condition of the sewers. This is also a good time to remind everyone that wipes, cooking grease and other foreign objects cause problems in the sewer. B and B Paving has begun summer paving. This may be a two-trip process for them as we will have some sewer covers to adjust and repair after they mill the existing road surfaces. We are continuing to trim brush and limbs that are causing line of sight obstructions and growing into the rights-of-way around town. Summer maintenance of the plow equipment is underway in preparation for winter. The new Arial Lift truck is being built at the dealer and is expected to be ready in Mid-September. Some rocks have been dug out of the Rice Farm Road to smooth out what we can.

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.

Freon has been collected again from the ever-growing pile of refrigerators and air conditioner units. The scrap metal dealer is in town taking some of the metal pile.

Cemetery: Mowing, trimming, and burying is ongoing throughout the season. Please give the crew ample room when they are running equipment, for your safety and theirs. 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

Wastewater Operations: The treatment plant is running well as we push through the summer months. A lot of rain this summer season has kept the flows on the high side but not pushing us over an exceedance on our monthly average for July. Our maximum flow was 1.46, minimum was 0.624 with a monthly average flow of 0.907. Our license is for 2.33 MGD. Total rain for the month of July was 4.12 inches. Our BOD5 removal was 95% and TSS was 97%, which is where we want to be. 85% and higher is expectable and is what we are licensed for. We do our weekly testing as directed to do so. Continued daily routine checks and maintenance as needed of all our pump stations and the treatment plant are done with weekend coverage and on-call personnel as

well. This month we have two new roofs being installed on both the Bates Street pump station and the garage at the treatment plant. Both buildings needed this. Over the Top roofing out of Winslow will be doing the work. Greg Vigue is the owner and owns a home here in Millinocket. The total amount of both jobs is \$8000. Bates street being stripped and re-shingled and the treatment plant will be prepped and gone over with new shingles. Both buildings will have 30-year architectural. Finally, the two new pumps for the Stearns pump station are slated to be completed on August 24, 2023 and will be shipped within a week to the treatment plant. I will know more by weeks end. EJ Prescott out of Bangor will be installing the pumps due to the size of the pumps and equipment that needs to be used. This will be better for us and safer. I will have more details on this project next month, but as always will keep you posted on this. The year goes by too quickly, as we continue our excellence in maintaining an older Wastewater treatment facility that operates very well. Upgrades will continue when we can do them or as needed.

Jason Ingalls, Superintendent

Town Treasurer: A dividend of \$7,890 was received from the MMA Workers Compensation fund for FY23. For the Town to qualify for the dividend, the 2022 loss ratio had to be less than 40% and the three-year loss ratio less than 75% as of June 30, 2023. The July Maine Revenue Sharing payment of \$170,251 is \$17,000 less than last July's payment of \$187,531. A sewer lien was recently filed 6/23 for unpaid sewer fees dated 10/26/22 to 1/27/23. Approximately 100 accounts were affected with a total due of \$30,476.

Mary Alice Cullen, Town Treasurer.

Human Resources Director: Personnel issues, Drug and Alcohol testing. Municipal Release deeds, Supplies for Municipal building. Employee Benefits, Interviewed and hired EMT/Firefighter (Crystal Cail), 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, HR Director, GA Director, Bookkeeper

Code Enforcement Officer: Working with two developments through the site plan review. Car Wash on Bragdon Property, Residential care facility on Oxford St at site of old VFW. Continual work on first round of identified dangerous buildings, two properties have been served court papers this week. Significant time spent attempting to locate absentee owners for several properties that are abandoned and in states of disrepair and or in violation of codes. Working with developers and the life safety officer on facility upgrades to several properties in town, including fire alarm systems and installation of sprinkler systems. Forward progress on the online permitting system. Still some work to be done, should be online this fall. Working jointly with the Assessor to train the part time shared resource in our office. Working with the electrical inspector to review and streamline the electrical permit process and oversight. Developed an updated tracking system for issued permits. Hardcopies of all issued permits are now stored in the property tax card file. This will streamline research down the road. Fielded 87 citizen complaints regarding property maintenance & sign ordinance violations.

Shawn Mitchell, Code Enforcement Officer

Assessor: Received communication from revaluation team. They have had some speed bumps in life and will not be able to start listing until September. They apologize.

We were out of commission last week with a dead computer. MTG was great with tech help, trying to resuscitate and then sending a new unit along. We are waiting on some additional setup

so I can access the state's E911 addressing site and we are having difficulties attaching to the old dot matrix printer that TRIO requires to print valuation labels. Currently only have one screen but I have ordered the adapter. We have lost some data but overall emerged almost unscathed! TRIO has finally released the needed program updates for commitment.

We did receive our new fireproof cabinet and Traci has moved the important documents to safety. We are now behind with the commitment. Had hoped to be able to commit by the end of the month but probably the second week in September now. I am still working on the tax stabilization applications. It is a slow and annoying process since we have not historically been diligent about our data. The following is the information I gained from my class last month. The collection office has copies to give to taxpayers: **LD 290 "PROPERTY TAX STABILIZATION FOR SENIOR CITIZENS" HAS BEEN REPEALED BY THE STATE LEGISLATURE**

The LD 290 "Property Tax Stabilization for Senior Citizens" program, enacted in August 2022 was repealed by the Maine Legislature on July 6, 2023. This popular program had allowed Maine seniors 65 and older who owned a permanent residence for at least 10 years and were receiving (or eligible for) a homestead exemption, to freeze taxes at the previous year's level regardless of income.

The repeal of this program means there will be no reapplication process and no need to follow-up with the Assessing Department in August, as previously thought. Although the program has been repealed, your application that was filed in 2022 will still be administered this year for the upcoming 2023 Tax Commitment. As a result, for this year's upcoming bill, approved applicants will only be responsible for the "frozen" property tax bill amount—this amount will be equal to the tax amount the owner was billed last year, unless their new billed amount would be lower, in which case they'd owe the lower of the two amounts. Per the law, the State will reimburse the Town for 100% of the difference between actual and frozen taxes.

It is important to note that these are State programs and while the Town plays a role in the administration of them, the Town is not responsible for the policy objectives of these initiatives. Any questions or concerns owners have regarding this program should be directed to your legislative representative. To find your representative, please visit:

<https://legislature.maine.gov/senate/>

TWO EXISTING STATE PROGRAMS BENEFITING LOW-INCOME SENIORS TO BE EXPANDED

To help lower-income seniors avoid higher property taxes and remain in their homes, two existing State programs are being expanded:

1. **The Property Tax Fairness Credit**, which currently allows eligible Mainers to take a \$1,500 credit, has increased to \$2,000; it also loosens limits on the program in a way that allows the benefits to remain constant for a Mainer whose spouse passes away. Note: This program is not administered by the Town; to claim the credit, you must file Form 1040ME and Schedule PTFC/STFC for the tax year during which the property tax or rent was paid. For help, call 207-624-9784. For more info, visit: www.maine.gov/revenue/taxes/tax-relief-credits-programs/income-tax-credits/property-tax-fairness-credit

2. **The State Property Tax Deferral Program**, a lifeline loan program that covers the annual property tax bills of Maine seniors age 65 and older who cannot afford to pay them on their own, has been expanded. It doubles the income limit on that program to \$80,000 and also raises asset limits. Taxes must be paid back when the home is sold or becomes part of an estate. Note: This program is administered by the State; however, applications must be filed with the Assessor's Office between January 1 and April 1 each year. Applications are forwarded to Maine Revenue Services who review and make the determination for acceptance and approval. Questions can be referred to Maine Revenue Services, Property Tax Division, at 207-624-5600 or Prop.tax@maine.gov. For more info, visit: www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs/deferral-program

Lorna Thompson, Assessor

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, Advertising, Researched grant opportunities for various Community/department needs. Lead event planning in coordination with various departments and volunteers. Executed the following events: End of Summer Pool Party, School Supply Giveaway, handed out school supplies to 141 children from all over the Katahdin Region, We ran out of everything! We would like to thank our incredible volunteers, the Millinocket Elks, and the Millinocket School Department for helping the Town

make this event possible for the 2nd year in a row! Overseeing the following projects: Recruitment of Fellow for Airport, LED Light Install, Rebates approved. EV Charger Install, Heat pump Install. This project has been completed! Concept design of the Community Center Put out for bid. LED Sign Installation, This project is complete! Taking webinars on use of the sign. Submitted a grant application to the Northern Penobscot Activities Council for 17 pairs of figure skates for the Town to offer along with the hockey skates already provided. Attended the 2023 Brownfields Conference in Detroit to learn about the grant administration process and rules.

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office: Totals include July 22, 2023, through August 21, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,909,637.63 were collected, which involved 2434 transactions processed in Trio.

**Report Attached; FY22/23 Real Estate & Personal Property: Tax paid summary as of 8/21/2023: *Reports Attached (Lien –dated and filed on 7/20/2023: 103 delinquent RE accounts were recorded at the Registry of Deeds totaling 138,402.69)- Lien Summary; 87 RE Lien accounts: remaining due: \$120,866.13. - Total Summary; 159 RE accounts: total remaining due: \$124,183.84 - 29 PP accounts total remaining due: \$1,799.83 (no change from prior report) 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 State Referendum and Municipal Election process has begun: Multiple state forms and ballot coding submitted by their designated deadlines; Nomination Papers: were available on Friday, July 28th, 2023, and are due back in the Clerk's office by 4:00 pm on Friday, September 8th, 2023; the following municipal seats up in November 2023 and nominations taken out to date: Town Council - Three 3-year Terms: Jane Danforth, Louis R. Pelletier, Gail A. Mackin-Returned, Jennifer McKinney, & Gilda G. Stratton. School Board – Two 3-Year Terms: Donald E. Raymond. Applications for Absentee Ballot Request – Only-available electronically through the State ABR site (Absentee Ballot Request) and manually at the Clerk's Office August 7th, 2023. (Absentee ballot – State projections to be received in the Clerk's office beginning of October) Other Items: Reminder: Dogs must be vaccinated and licensed in their residing towns to utilize the Town Dog Park. Fees: \$6 spayed/neutered; \$11 intact. Boards/Committees: Personnel Appeals Board: (1) Full seat available; 2023 Inland Fisheries & Wildlife Licenses and registrations; 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
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 Pine Tree Burn Foundation Meeting via zoom. Chief Cote attended a training at Maine Fire Service & Institute in Brunswick on new training props for Fire Departments to use. Chief Cote met with Maine Fire Service & Institute on a Firefighter 1 & 2 Training for the Katahdin Region. Chief Cote met with the department medical director on department EMS operations & training. Chief Cote met with Administration Staff at Millinocket Regional Hospital on Emergency Preparedness. Chief Cote met with the Maine Forest Service. Chief Cote continues with Basic Fire School Trainings. Chief Cote & Fulltime Staff participated in the Pool Party at the Town Pool. Chief Cote & Fulltime Staff participated in the Back-to-School Event. Chief Cote has been working the Ambulance Drivers to get them licensed as Ambulance Drivers under the new Maine EMS standard. Chief Cote has been working on a new call back procedure for Fulltime staff during emergencies. 2 Fulltime staff and 1 paid call staff attended a Basic Pumps Operators Course in Medway instructed by Chief Cote. Full-time staff have been working on drivers training and pump training while on shift. Pump Test was held on 783 after the necessary repairs were done and passed. A committee was formed and met to work on starting a Annual Fire Department Recognition Night. One new fulltime Firefighter/EMT-Basic started. An interview was held for one

position and an offer was made to start August 21st. One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out. 2 Heat Pumps were installed inside the fire station. (Chief's Office & Living Quarters) Generator batteries were replaced in the emergency generator that services the Fire Dept and Town Office.

Jon Cote – Fire Chief, Emergency Management Director

Public Health & Safety Officer: Working with CEO on building inspections and complaints. Signed up to take Licensed Plumbing Inspector training to get certified to provide backup for our CEO/LPI. Followed up on trash and debris complaints. Spoke with vendor at Peddlers Hill and gave information on Peddling Permit requirements. Working with Rick Lax on fire sprinkler system plans for two area businesses. Did inspection for couple that are looking to provide foster care in Millinocket and wanted to advise on issues before they contact vendors to do some work.

Thomas Malcolm, Health & Safety Officer

Millinocket Memorial Library: SEE ATTACHED REPORT

Respectfully submitted, Peter Jamieson, Town Manager: Additions- Encourages all to read the manager's report in detail and available online, announces website revamping and updates to information in always a work in progress, clarifies the town manager position is not an elected official; emphasized the State of Maine retracted the LD290 tax stabilization, notes other options and programs available directly through the state; publicly addressed bear mace incident recognizing Fire Chief Cote and crew for addressing the situation as worse case scenario with the best outcome not being worse case, fully supports caution while addressing situations as they should have, thankful of state agencies and departments response, appreciates the Chiefs attention to detail.

Council Comment: Council discussion expressed support of the fire chief's response appreciating all involved considering the situation, appreciation to Public Works department trimming brush and clearing roadways of nuisance debris, inquires why Maine Revenue Sharing payment decreased; *TM Jamieson informs tourism business down throughout the State, assuming tourism decreased due to weather; Council discussion concludes with apologies and acknowledgement of the backlash the bear mace incident cause for the fire department from the community, recognized the support from the town for the department.

Public Comment: none

ORDER #203-2023 PROVIDING FOR: Execution of the Town Warrant for August 24, 2023

IT IS ORDERED that the Town Warrant for August 24, 2023, in the amount of \$519,130.23 is hereby approved.

Motion- Danforth Second-Madore Vote 7-0

Council Comment: *Noted larger expenses:* Acadia Design Works, D&D Paving, Elan Financial, Richard Harmon, ME Water Co, MRC, Pine State Electric, Versant Power, Millinocket share-County Tax.

Public Comment: none

ORDER #204-2023 PROVIDING FOR: Execution of the Wastewater Warrant for August 24, 2023

IT IS ORDERED that the Wastewater Warrant for August 24, 2023, in the amount of \$16,475.12 is hereby approved.

Motion-Danforth Second- Madore Vote 7-0

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

Public Comment: none

ORDER #205-2023 PROVIDING FOR: Execution of the Prior Year Town Warrant for August 24, 2023

IT IS ORDERED that the Prior Year Town Warrant for August 24, 2023, in the amount of \$22,482.35 is hereby approved.

Motion-Danforth Second- Higgins Vote 7-0

Council Comment: *Noted Larger expenses:* Acadia Design Works, Northern Signs.

Public Comment: none

ORDER #206-2023 PROVIDING FOR: Approval of an Application for a Victualer License for Big Daddy's Hot Box (Mobile Food Truck). IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Ike Contino, 226 Kendal Corner Rd., Waldo, ME

d/b/a Big Daddy's Hot Box (MFT), Veteran's Memorial Park - Trails End Festival

Motion-Madore Second-Bragdon Vote 7-0

Council Comment: none

Public Comment: none

ORDER #207-2023 PROVIDING FOR: Approval to enter in a Mutual Aid Agreement with the Town of Medway Fire Department IT IS ORDERED that the Millinocket Town Council grants approval to enter into a Mutual Aid Agreement with the Town of Medway Fire Department; and IT IS FURTHER ORDERED that the Town Council and Fire Chief is authorized to sign the attached agreement once approved.

Motion-Bragdon Second- Danforth Vote 7-0

Council Comment: Councilor Danforth inquires background on agreement; Fire Chief Cote informs annual agreement with change to include as second alarm, reason to improve budgeting and annually will enforced going forward; explains "first alarm" is level of call out for first contracted to respond being East Millinocket, and a "second alarm" call is contracted with Medway.

Public Comment: none

ORDER#208-2023 PROVIDING FOR Approval of Winter Sand Bid

IT IS ORDERED that the Millinocket Town Council awards the winter sand bid to Adam Qualey Incorporated for 2000 yards at \$10.00 per yard. Two bids were received:

Adam Qualey Incorporated \$20,000 - \$10/yd

Emery Lee & Sons Incorporated \$28,000 - \$14/yd

Note: Recommendation of the Public Works Director is attached.

Motion-McLaughlin Second- Bragdon Vote 7-0

Council Comment: none

Public Comment: none

ORDER#209-2023 PROVIDING FOR Approval One Ton Plow Truck Bid

IT IS ORDERED that the Millinocket Town Council awards the 2000 Chevrolet 3500 One Ton Plow Truck (VIN-1GBJK34R0YF481289) to Jeff Jameson. Note: One bid was received.

Motion- Pelletier Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #210-2023 PROVIDING FOR Approval Asphalt Roller Bid

IT IS ORDERED that the Millinocket Town Council awards the 34-inch asphalt roller with the Honda GX340 engine to Allen Levesque. Note: Only one bid was received.

Motion- Higgins Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #211-2023 PROVIDING FOR: CONVEYANCE OF SPECIALTY MINERALS BUILDING, EQUIPMENT AND PERSONAL PROPERTY

WHEREAS, the Specialty Minerals, Inc., owned and operated a building, equipment and necessary personal property (Tax Map R06 Lot 001-ON) (herein after the "Facility") to produce precipitated calcium carbonate on the Great Northern Paper Company mill site at the time the paper mill ceased operating in 2008; and WHEREAS, the Facility was not maintained after the paper mill closed and the Town acquired the interest of Specialty Minerals in the Facility and WHEREAS, Our Katahdin has acquired title to the mill site including the

land under and around the Facility; and WHEREAS, Our Katahdin is working to redevelop the mill site for the benefit of the Town, including creating job opportunities for the community; and WHEREAS, The Facility can be repurposed and returned to productive use; and WHEREAS, the equipment and personal property in the building has salvage value due to its condition and sitting idle for many years and is not necessary for repurposing the building; and WHEREAS, Our Katahdin has proposed that the Town convey its interest in the Facility to it so that the building can be returned to productive use and the equipment and personal property sold with the proceeds applied to Our Katahdin's loan with the Town. NOW THEREFORE, IT IS ORDERED that the Town Manager is authorized and directed to convey the Town's interest in the Facility to Our Katahdin on the condition that Our Katahdin enter into an agreement with the Town to proceed to sell the equipment and personal property in a commercially reasonable manner and apply the net proceeds of the sale to the principal balance of its outstanding loan to the Town. IT IS FURTHER ORDERED that the Town's interest be conveyed by Bill of Sale without warranty of title. IT IS FURTHER ORDERED that the Town Manager, with the advice and approval of the Town Attorney and Chairman of the Town Council, is authorized to enter into an appropriate agreement with Our Katahdin to document Our Katahdin's commitment to sell the equipment and personal property and apply the net proceeds of the sale to the principal balance of its loan with the Town. IT IS FURTHER ORDERED that the Treasurer is directed to write off all unpaid real estate and personal property taxes, including accrued interest and any other charges, concerning the building, equipment and personal property which are the subject of this Order.

12/573 00093130.DOCX

Motion-Madore Second-Danforth Vote 7-0

Council Comment: Council discussion reminds a wave of reading is allowed in any readings; council discussion concludes stating the importance of substance within the order and reading is necessary, majority support.

Public Comment: none

ORDER #212-2023 PROVIDING FOR: Municipal Release Deed to Trinity Realty Partners LLC
IT IS ORDERED that the Millinocket Town Council authorizes the Town Manager to execute and file all necessary paperwork including signing a Municipal Release Deed to Trinity Realty Partners LLC to complete the sale of a property located at 52 Central Street, Map and Lot U05-071 for \$6,616.51 which covers all outstanding sewer and tax fees and other costs.

Motion-Bragdon Second- Madore Vote 7-0

Council Comment: none

Public Comment: none

ORDER #213-2023 PROVIDING FOR: Acceptance of Grant Offer

IT IS ORDERED that the Millinocket Town Council accept airport grant offer, No. 3-23-0030-026-2023 funds in the amount of \$421,680 for expenditures at the Millinocket Municipal Airport for reconstruction of runway 1129 pursuant to the conditions of the Grant Agreement; and IT IS FURTHER ORDERED that the actions of the Town Manager in filing the application for the grant, including all understandings and assurances contained therein, are ratified and confirmed and that the Town Manager is directed to act as official representative of the Town concerning the application and grant and is authorized to execute the grant agreement and to provide such additional information, and to take all necessary action, as may be required and to comply with all grant conditions in administration of the grant. IT IS FURTHER ORDERED that the Town's matching funds in the amount of \$21,084.00 be paid from the Town's undesignated fund balance as needed to fund the project.

Motion-McLaughlin Second- Bragdon Vote 7-0

Council Comment: Chair Dumais supports 5% match noting the good deal.

Public Comment: none

Reports and Communications:

- a) Warrant Committee for the September 14, 2023, Council meeting will be Councilor Higgins and Councilor Madore
- b) Chair Committee Reports: Councilor Pelletier, Charter Review Committee- informs next meeting is 9/6/2023 at 4:30pm, Town Managers office and via Zoom, noting few items of charter working copy to review, proofread, then ready to submit to legal.
Councilor Danforth, Age Friendly committee, meeting on 8/29/2023 at the Millinocket Memorial Library, UNE Center food supply to assist aging health.
- c) Two Minute Public – none
- d) Motion to adjourn at 6:26 p.m. –Madore, Second – Higgins Vote 6-1 (Pelletier/Opposed).

September 12, 2023

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 7-0

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

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

Second- Councilor Madore

Vote 7-0

September 14, 2023

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-Excused, Dumais, Higgins-Excused, Madore, Pelletier, McLaughlin.

Also present: Town Manager Peter Jamieson, Town Clerk Diana M. Lakeman via Zoom, Deputy Clerk Amber M. Carney, Fire Chief Cote, Health & Safety Officer Tom Malcolm, 5 in person public attendance and 0 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: none

Approval of Minutes: June 8, 2023, June 22, 2023, July 13, 2023 Regular Town Council Meetings

Motion- Bragdon Second- Madore Vote 5-0

Council Comment: none

Public Comment: none

Special Presentation(s): Lorna Thompson – Assessor; FY24 Commitment Explanation – Postponed

***Tabled - ORDER #220-2023 Commitment of FY24 Property Taxes - TABLED to 9/28/2023**

IT IS ORDERED that the Fiscal Year 2024 Property Taxes be committed and the due date for the first half payment is 30 days after the commitment date.

Motion-Madore Second-Bragdon Vote-5-0

Council Comment: none

Public Comment: none

***Tabled - ORDER #221-2023 Setting the Mil Rate for FY24 – TABLED to 9/28/2023**

IT IS ORDERED that the Millinocket Town Council set the FY24 Mil Rate at _____ percent.

Motion- Bragdon Second- Madore Vote – 5-0

Council Comment: none

Public Comment: none

ORDER #222-2023 Setting the Interest Rate for FY24 Delinquent Taxes

Motion-Madore Second-Bragdon Vote-5-0

IT IS ORDERED that the interest rate for FY24 delinquent taxes be set at 8% and interest shall begin for the first half taxes on the 31st day after the commitment date; and, IT IS FURTHER ORDERED that the interest rate for the FY24 delinquent sewer fees be set at the same rate as the FY24 delinquent taxes.

Council Comment: Madore states we are right where we should be.

Public Comment: none

ORDER # 223-2023 Interest Rate for Overpayment of Taxes

Motion- Bragdon Second- Madore Vote – 5-0

IT IS ORDERED that the Millinocket Town Council set the FY24 interest rate for overpayment of taxes at 4 percent. NOTE: § 506-A Overpayment of Taxes allows a municipality to reduce the interest rate for overpayment of taxes by 4 percentage points of what it charges for the interest rate of delinquent taxes.

Council Comment: none

Public Comment: none

Unfinished Business: n/a

Town Manager's Report – No submitted Report; Provided Updates.

Town Manager Jamieson: Candidates Night October 2, 2023 from 6-8pm at the Stearns High School Library; welcomes all to reach out to the Town Manager over the Tabled Orders.

Council Comment: none

Public Comment: none

ORDER #214-2023 PROVIDING FOR: Execution of the Town Warrant for September 14, 2023

IT IS ORDERED that the Town Warrant for September 14, 2023, in the amount of \$100,715.45 is hereby approved.

Motion-Madore Second-Bragdon Vote-5-0

Council Comment: Noted larger expenses; Dead River, Design Lab, Elan Financial, Kat TV, Maine Water, Municipal Waste Solutions

Public Comment: none

ORDER #215-2023 PROVIDING FOR: Execution of the Wastewater Warrant for September 14, 2023

IT IS ORDERED that the Wastewater Warrant for September 14, 2023, in the amount of \$212,157.13 is hereby approved.

Motion- Bragdon Second- Madore Vote – 5-0

Council Comment: Noted larger expenses; Greg Vigue, Maine Municipal Bond Bank, Maine Water Company, Smith & Loveless, Inc

Public Comment: none

ORDER #216-2023 PROVIDING FOR: Execution of the Prior Year Town Warrant for September 14, 2023

IT IS ORDERED that the Prior Year Town Warrant for September 14, 2023, in the amount of \$12,200.00 is hereby approved.

Motion-Madore Second- Bragdon Vote- 5-0

Council Comment: Noted Larger expenses: Superior Fence (Fence Repair)

Public Comment: none

ORDER #217-2023 PROVIDING FOR: Approval of street closures for the Trails End Festival

IT IS ORDERED that the Millinocket Town Council grant approval for the closure of the following streets and parking lots for the Trails End Festival:

Friday, Sept. 22nd: Close Parking Lot at Bandstand from 7AM and keep closed till 7PM on Sunday, Sept.

23rd. Close Poplar St. from Penobscot Ave. to Katahdin Ave. from Noon on Friday, Sept. 22nd till 7PM on

Sunday, Sept. 24th. Have Police Officer to lead parade from Stearns High School across Second St. to Penobscot Ave. and down to Veterans Park at 10AM on Saturday, Sept. 23rd. Sunday, Sept. 24th: Close Municipal Parking Lot on Penobscot Ave, from 7AM to 2PM for Touch A Truck.

Close inside outgoing travel lane on Central St. bridge from 9AM-11AM for the rubber duck race to address safety concerns with the crowd.

Motion-Bragdon Second-Madore Vote- 5-0

Council Comment: none

Public Comment: none

ORDER #218-2023 PROVIDING FOR: Approval of Fuel Bid Award

IT IS ORDERED that the Millinocket Town Council accept the bid for heating fuel for the Town of Millinocket for FY2023-2024 from Preble Oil Company and approve the amount of \$3.24804; 0.07 cents over OPIS Bangor rack price, as of Monday, September 4, 2023.

There were three bids received:

Preble Oil Co. \$3.24804 Total Price per gallon delivered.
Dead River Co. \$3.661782 Total Price per gallon delivered.
CN Brown Energy \$3.6211 Total Price per gallon delivered.

Motion-McLaughlin Second- Bragdon Vote- 5-0

Council Comment: Councilor Madore-glad there were 3 bids, says the lowest bid has been the local company, they provide great service and glad it's going to Preble Oil.

Public Comment: none

***AMENDED - ORDER#219-2023 PROVIDING FOR:** Approval to Expend American Rescue Act Funding IT IS ORDERED that the Millinocket Town Council approves the use of ~~\$40,000.00~~ ***\$35,000.00** (thirty-five thousand dollars) of ARPA funding on the following expenses:

Ski-Tow (1/2 remaining project balance)	\$27,500.00 *\$22,500.00
Historical Society	\$10,000.00
Fire Station Furniture	\$1,500.00
Town Clerk – Voter Registration Tent	\$1,000.00

NOTE: Should this order pass, the remaining balance of unallocated local APRA funding will be approximately ~~\$30,000.00~~ ***\$35,000.00**

Motion-Pelletier Second-Madore Vote as Amended- 5-0

Council Comment: Councilor Bragdon asked for clarification on the fire station furniture; Town Manager Jamieson stated the fire station requested some furniture updates, I went over to see what they have been dealing with, sleeping on, sitting on it is in rough shape and broken down and a local business offered a nice price on 3 recliners. Councilor Madore- mention the Ski-Tow having ½ the amount remaining, inquires if the CID will be looking into more grants? Town Manager Jamieson stated a correction needed to be made on the Ski-Tow amount being \$22,500.00 not the \$27,500.00 with a remaining balance of \$45,000.00 and there's an opportunity for more funding that will split the remaining balance with us, they just want to see that we have skin in the game. Confident 100% of project will be paid for.

Public Comment: Rodney Gonya, Augusta Maine, Class of 1977, President of Millinocket Historical Society: stated the struggles of keeping the building good; roof, porch, fixtures. Seeking assistance to keep it up to code. Stated they run strictly on Volunteers, and they have been receiving a lot of visitors and invite the Council to come visit your museum and check things out. Chair Dumais stated that you also received monies from the County Commissioners and inquired what this money means to him; Mr. Gonya states it means being able to finish 2nd floor- leaks, etc., the stairs currently don't meet code, and should start to be worked on in November, hoping to open 2nd floor and display more items, the back side of the building needs some cosmetic work done. Hopefully having more access by the beginning of the new year. Councilor Madore stated he and his wife have gone in, the people are great, and encouraged everyone to go. Mr. Gonya: off subject, stated the Cemetery is well maintained, is his happy place, and one of the nicest to visit.

Motion on Amend: Bragdon Second: Pelletier Vote on the Amendment- 5-0

Public Comment: None

Reports and Communications:

- Warrant Committee for the September 28, 2023, Council meeting will be Councilor McLaughlin and Councilor Pelletier
 - Chair Committee Reports: Councilor Pelletier, Charter Review Committee- informs next meeting is 9/20/2023 Charter Review Committee at 4:30pm, Town Managers office and via Zoom.
 - Two Minute Public Comment: none
- Motion to adjourn at 6:04p.m. –Madore, Second – McLaughlin Vote 4-1 (Pelletier/Opposed).

***TABLED - ORDER #220-2023**
(Tabled to September 28, 2023)

PROVIDING FOR: Commitment of FY24 Property Taxes.

IT IS ORDERED that the Fiscal Year 2024 Property Taxes be committed and the due date for the first half payment is 30 days after the commitment date.

PASSED BY THE COUNCIL: _____

ATTEST: _____

***TABLED - ORDER #221-2023**
(Tabled to September 28, 2023)

PROVIDING FOR: Setting the Mil Rate for FY24.

IT IS ORDERED that the Millinocket Town Council set the FY24 Mil Rate at _____ percent.

PASSED BY THE COUNCIL: _____

ATTEST: _____



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Town Manager's Report – 9.28.23

Town & School Quarterly Financial Update:

- This will happen at our October 12th meeting.
- The School Superintendent and Business Manager will attend to give an update on the School's financial standings after the close of Quarter 1 of the fiscal year.
- I will do the same for the municipal budget in place of a manager's report for this meeting.

Municipal Building Entrance:

- Now that we've had the roof repaired on the awning over the front entrance of the Municipal Building, the underside has begun to fall apart!
- We are working with Public Works at an attempt to address the issue and reopen this entrance as soon as possible.
- There's a chance that this job may need to be hired out to whoever we can find to handle it as soon as possible. If that is to happen, we will be asking the council for additional funding to make the necessary repairs.

TAP policy update:

- We will be working with the attorney to bring forward updates to our Tax Acquired Property policy, hopefully sooner than later.
- The law has been changed regarding how municipalities are required to address the release of Tax Acquired Properties. It's become much more complicated than it had in the past.
- We have several held up currently due to the change in legislation.
- More to come.

Ski-Tow:

- I have an announcement to share regarding the Ski-Tow Project.
- I am choosing to share this information at the meeting to let the suspense build on what this announcement to possibly unveil!
- Oh, what fun...

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates

Public Works:

- The DEP required summer flushing of the town sewer's is still ongoing as time allows. This gives us a chance to inspect the condition of the sewers. This is also a good time to remind everyone that wipes, cooking grease and other foreign objects cause problems in the sewer.
- B and B Paving has completed our requested paving for this summer. We still have some edging work to complete the job. The recent heavy downpours have washed away some of what we had already smoothed out.
- We are continuing to trim brush and limbs that are causing line of sight obstructions and growing into the rights-of-way around town.
- We cleaned up many broken and downed trees after the remnants of hurricane Lee came through town.
- Summer maintenance of the plow equipment is underway in preparation for winter.
- The new Ariel Lift truck is being built at the dealer and is expected to be ready in September.
- Winter Sand is being hauled from the pit near Dolby owned by Adam Qualey Inc.
- At this time I want to thank Steve Jacobs for his dedication of 24 years serving the Town of Millinocket. He is retiring in October and will be missed by all of us here at Public Works.

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 areas are 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.
- Freon has been collected again from the ever-growing pile of refrigerators and air conditioner units.
- The scrap metal pile has been hauled off.



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Cemetery:

- Mowing, trimming, and burying is ongoing throughout the season. Please give the crew ample room when they are running equipment, for your safety and theirs.
- 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

Wastewater Operations:

- Everything is operating well here at the Wastewater Treatment Plant. Weekly testing of wastewater is being done as well as routine daily pump station checks and maintenance when needed.
- We continue to have good numbers of monthly numbers being reported to the State. Our Biological Oxygen Demand removal was 96 percent and 97 percent removal for Total Settable Solids. E-coli count have been good throughout the summer, coming in at an average of 61 for the month of August. 124 is the monthly average for E-coli. We have not had to chlorinate due to this yet this season. Chlorinating season runs from May 15th to September 30th. We are into the final week where we could have to Chlorinate if our numbers go up. We seem to be holding good right now, for September. Our Maximum flow for August was 2.194 MGD and our Minimum was 0.444 MGD. The monthly average flow was 0.875. We had a total of 4.96 inches of rain for the month of August.
- The month of August we had two buildings shingled. Bates street pump station and the garage at the Treatment plant. Two good projects that needed to be done. We also received the two new sludge pumps for Stearns High School pump station. They will be installed early in October by EJ Prescott out of Bangor/Gardiner. They are a professional Water and Wastewater solutions company and are very well known throughout the Northeast to Midwest part of the country. I am confident the job will go smoothly.
- As summer winds down, we continue to work diligently here at the Treatment plant doing our very best to making sure we are adequately treating the town sewage and discharging good clean water into the river.

Jason Ingalls, Superintendent



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Town Treasurer:

- The FY23 audit will take place October 10-13. There is a lot of work involved preparing for this procedure.
- The FY24 budget has been loaded in Trio.
- The actual revenue receipts as of September is \$516,822, which represents 3 months. This is 30% of the total FY24 budget, which is favorable at this time.
- I will be preparing soon to start the lien procedure by sending out lien notices to accounts with unpaid balances for bills dated October 2022 to January 2023.

Mary Alice Cullen, Town Treasurer.

Human Resources Director

- Personnel issues
- Drug and Alcohol testing.
- Municipal Release deeds
- Supplies for Municipal building.
- Employee Benefits
- Interviewed and hired EMT/Firefighter (Shawn Mitchell)
- Information for auditor's
- Fuel Bids

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Submitted for reimbursements.
- Yearly updates for GA maximums

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



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Code Enforcement Officer:

- Worked with owners & developers to finalize planning board approval for project on Oxford St.
- Monitoring several ongoing projects
- Met with management regarding proposed renovations of hotel.
- Continued to revise the electrical permitting process.
- Handled 56 citizen complaints.
- Working with town counsel on several dangerous buildings & non-compliant property owners.
- Completed additional work on online permitting process
- Worked on additional training with admin assistant & Health & Safety officer on transition of CEO duties.

Shawn Mitchell, Code Enforcement Officer

Airport:

- The G.A.R.D. system has recorded 219 aircraft operations this month to date.
- With the unusually high amount of rain this summer, we are still mowing.
- Jet traffic has been good with over 1200 gals of jet fuel sold so far this month.
- The heat pumps that were recently installed in the terminal building are working well.
- The 16th annual Fly-In, Cruz-in, and Barbeque is being held on October 7th. Thanks to Amber (CID) for all of your help with planning, t-shirts, etc.

Jeff Campbell – Airport Manager



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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
 - Advertising
- Events with the Fire/EMS Dept and Public Health/Safety Dept.
 - Trunk or Treat
 - Leaning into the Airport's Fly in/Cruze in
 - Purchasing the shirts for the Airport Fundraiser.
 - Leaning into Trails End Festival
 - Providing bounce house for the weekend.
- Researched grant opportunities for various community/department needs.
- Overseeing the following projects:
 - Recruitment of Fellow for Airport
 - EV Charger Install
 - Concept design of the Community Center
 - Put out for bid.
 - Brownfields Community Wide Assessment
 - Put out for bid.
- Submitted a grant application to the Stephen and Tabitha King Foundation for some updated playground equipment "Percussion Play" to be located at Katahdin Pride Park.
- Applied to the Harold Alfond Foundation for the concept design of a skate park and pump track.
- Attended my first ICL Course!
- Assisted w/ payroll.
 - Crossed trained on payroll tax warrants!

Amber Wheaton, Community Initiatives Director



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Town Clerk/Tax Collectors Office:

Totals include August 22, 2023, through September 25, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$959,786.50 were collected, which involved 1301 transactions processed in Trio. **Report Attached*

- FY22/23 Real Estate & Personal Property:
 - Tax paid summary as of 9/25/2023: **Reports Attached*
 - 2023 Lien Summary; 80 RE Lien accounts remaining; balance due: \$100,876.68.
 - 28 PP accounts total remaining due: \$1,520.82
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- August month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Marriage and Cemetery season is upon us – Recording sales, deeds, electronic and card file updates.
- Working on finalizing all council meeting minutes.
- Fulfilling requests of tax information, providing normal daily requests of motor vehicle and wastewater and tax account balances via e-mail, fax and phone calls.
- Processing daily mail, online, phone, and drop box payments.
- Creating Agendas, posting advertisements of public hearings, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.

Election:

- November 7, 2023 State Referendum and Municipal Election; Multiple state forms and ballot coding and printing were submitted by their designated deadlines; the following municipal seats up in November 2023 Councilor Bragdon, Councilor Danforth, and Councilor Pelletier; nomination papers received by the Town Clerk on 9/8/2023 and accepted for the November 7, 2023 Municipal election ballot:
 - **Town Council** - Three 3-year Terms: Jane Danforth, Gail A. Mackin, Louis R. Pelletier, Gilda G. Stratton.
 - **School Board** – Two 3-Year Terms: Julie Hewke, Thomas M. Malcolm, and Donald E. Raymond.
- Applications for Absentee Ballot Request – Only- available electronically through the State ABR site (Absentee Ballot Request) and manually at the Clerk's Office on August 7th, 2023.

(Absentee ballots – State projections to be received in the Clerk's office beginning of October)

Other Items:

- 2024 Dog tags will be available October 15, 2023; Fees: \$6 spayed/neutered; \$11 intact.
Reminder: Dogs must be vaccinated and licensed in their residing towns to utilize the Town's Dog Park.
- **Boards/Committees:** Personnel Appeals Board: (1) Full seat available
- 2024 Inland Fisheries & Wildlife mandatory Agent fee increase, to \$5, on ATV and snowmobile registrations.

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



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Fire & Ambulance:

- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom.
- Chief Cote attended the Maine State Federation of Firefighters Conference and Parade in Presque Isle from Sept 8th to the 10th.
- Chief Cote attended the Maine Fire Chiefs Association Membership Meeting on September 20th.
- Chief Cote met with Maine Fire Service & Institute on a Firefighter 1 & 2 Training for the Katahdin Region to start in early January.
- Chief Cote attended the County After Action Review for the Millinocket Hazmat Incident.
- Department participated in an in-house after-action review of the Millinocket Hazmat Incident.
- Chief Cote, East Millinocket PD, and Penobscot EMA have been working together on Emergency Action Plans for the Marathon.
- Chief Cote continues with Basic Fire School Trainings.
- EMS Staff completed Mass Casualty Training on September 19th.
- Full-time & Paid Call Crews completed the department's annual hose testing.
- Full-time Crews assisted the Millinocket School District with fire drills.
- Full-time crews train Millinocket Region Hospital on their Hospital Decon Tents.
- New Staff orientation continues in house for new staff.
- Chief Cote continues working with the Ambulance Drivers to get them licensed as Ambulance Drivers under the new Maine EMS standard.
- Full-time staff have been working on drivers training and pump training while on shift.
- A committee was formed and met to work on starting a Annual Fire Department Recognition Night.
- One new fulltime Firefighter/EMT-Basic has been hired and will start on October 2nd.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.

Jon Cote – Fire Chief, Emergency Management Director



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Public Health & Safety Officer:

- Working with CEO on building inspections and complaints.
- Have taken Licensed Plumbing Inspector training and am working on testing to get certified as an LPI.
- Spoke with vendor at Peddlers Hill and gave information on Peddling Permit requirements.
- Working with Rick Lax on fire sprinkler system plans for two area businesses.
- Met with new Public Health Nurse for Penobscot County the State of Maine has started this program up again and will have 3 RNs for Penobscot County and 1 will be our contact covering from Howland to Island Falls. This will be a great addition and should be able to provide some much-needed help with some of our issues.
- Attended Penquis District Substance Use Conversation in Eastern Maine via ZOOM about what is happening in Penobscot/Penquis through Bangor Health.
- Dealt with parking issues in municipal parking lots and having items moved from parking lots.
- Continue to work with the CEO on inspections and permits throughout the town.
- Meet with owner of property on Medway Road with concerns about placing an outhouse on property while working on it.

Tom Malcolm – Public Health & Safety Officer

EMPD:

- EMPD has responded to 7,390 calls for service to date, with over 3650 of those calls being in the Town of Millinocket.
 - Officers have arrested or summonsed over 415 individuals to date and conducted more than 2280 motor vehicle stops.
 - Ofc Clayton and K9 Derby have begun their first phase of their K9 training. The first phase is considered the "patrol" phase which includes suspect apprehension, article and people searching. Phase 1 is expected to be completed just after Thanksgiving.
 - Officers are looking forward to multiple community engagement events in the Katahdin Region over the next several weeks. We have also begun our planning for the 2023 Millinocket Marathon and look forward to providing another safe, fun event for our community. We also will be working closely with area schools regarding school safety. Additionally, in conjunction with Penobscot County EMA, area law enforcement, fire and EMS partners we are in the planning stages of holding a multiple day training event to assist public safety partners in expanding their knowledge and skills in responding to school violence.
 - As we are nearing the end of 2023, Officers will begin completing multiple hours of our yearly trainings.
-

Millinocket Memorial Library – See Attached Report

Receipt Search Report

Actual Date Between 08/22/2023 and 09/25/2023, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
1 MOTOR VEHICLE	1	-3.00
2 BOAT REGISTRATION	6	620.30
3 ATV REGISTRATIONS	12	1,108.00
5 GAME LICENSES	10	211.50
7 CODE ENFORCEMENT	13	9,587.00
8 ASSESSING MISCELLAN	4	3,345.60
11 TRANSFER SITE	1	836.00
13 TREASURER/ACCTG MISC	2	10,056.78
14 GENERAL ASSISTANCE	1	2,100.00
19 BD CHECK & WASH ACC	7	333.80
22 ADM COPIES /AUDIT	6	19.00
24 ADMIN	1	6,000.00
26 NOTARY FEES	14	95.00
29 TOWN DONATIONS & EVENTS	1	150.00
30 REV SHARING/BETE	2	180,320.98
39 OLD AMB AR	2	335.01
46 OTHER ADMIN	1	1,600.00
48 SALE OF PROPERTY/ASSETS	3	2,482.18
52 FIRE & AMBULANCE MISC	1	15.00
53 AMBULANCE PAYMENTS	19	4,463.86
54 AMULANCE CR CARD PAYMENTS	4	574.60
55 PUBLIC WORKS ADMIN	1	15.00
61 SCHOOL APCON 2597	2	4,302.08
62 SCHOOL REVENUE 2597	10	444,073.03
63 VIC/ENT/PED/VND/BUS	6	95.00
65 PUBLIC WORKS/EXPENS	5	7,138.72
70 SCHOOL PAYROLL TAX	6	52,523.53
74 CEMETERY BILLING	8	2,900.00
77 WASTEWATER TREATMEN	1	490.00
81 FRINGE BENEFITS	1	1,805.40
90 Real Estate Payment	33	9,406.06
91 Tax Lien Payment	17	23,417.64
92 Personal Property Payment	4	681.85
94 Utility - Sewer Payment	548	56,430.41
95 Utility - Sewer Lien	14	3,457.07
99 Motor Vehicle	445	123,446.97
100 WASTE WATER PR TAX	5	3,885.13
111 TRANSFER STICKER TO	21	382.00
112 TRANSFER STICKER UN	14	160.00
800 Dog Registration	5	40.00
801 Death Certificate	8	112.00
802 Birth Certificate	24	450.00

Receipt Search Report

Actual Date Between 08/22/2023 and 09/25/2023, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
803 Marriage Certificate	12	323.00
	1301	959,786.50

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
352 L	MANZO FAMILY IRREVOCABLE TRUST	2023	1,684.65	0.00	1,684.65
2268 L	MANZO, DENNIS P	2023	1,017.13	805.78	211.35
1541 L	MASELAN, JAMES P	2023	1,153.42	0.00	1,153.42
2017 L	MCEWEN, JOY E	2023	760.08	0.00	760.08
415 L	MCINNIS, DONALD E JR	2023	1,445.41	0.00	1,445.41
515 L	MELLO, SUSAN L	2023	1,772.26	0.00	1,772.26
984 L	MICHAUD, TAMMY J	2023	526.89	0.00	526.89
1309 L	MOORE, LETICIA B	2023	3,068.47	0.00	3,068.47
644 L	MOORE, LETRICIA B	2023	2,394.69	0.00	2,394.69
445 L	MORRIS, DALE C	2023	908.13	0.00	908.13
480 L	MORRISON, CATHY	2023	693.61	0.00	693.61
1985 L	NELSON, DANIEL A	2023	3,979.88	0.00	3,979.88
1995 L	OLIVER, KAREN M	2023	666.42	0.00	666.42
611 L	PELLETIER, CHARLES	2023	1,536.59	0.00	1,536.59
462 L	PFORTE, KIMBERLY T	2023	1,251.96	145.19	1,106.77
1781 L	PLOURDE, BRIAN T	2023	1,013.88	0.00	1,013.88
987 L	POTVIN, JERRY L	2023	565.78	199.16	366.62
986 L	POTVIN, LLC	2023	695.73	135.83	559.90
449 L	RAYMOND, BOBBY J	2023	708.18	0.00	708.18
2443 L	RIDLEY, JILL A	2023	1,306.96	0.00	1,306.96
1944 L	ROSS, BRIAN A	2023	1,319.04	0.00	1,319.04
597 L	RUSH, ANDREA J HEIRS	2023	1,635.77	0.00	1,635.77
1254 L	RUSH, FRANK W & SONS INC	2023	351.12	0.00	351.12
606 L	SCOTT, HEATHER LYNN	2023	835.61	297.39	538.22
1644 L	SHERWOOD, TIMOTHY G	2023	2,476.26	0.00	2,476.26
1923 L	SPEED, MISHA	2023	632.64	575.19	57.45
837 L	STANLEY, DUSTIN &	2023	1,384.98	0.00	1,384.98
1074 L	STERRY, MICHAEL T	2023	1,152.86	0.00	1,152.86
955 L	WALLACE, ALAN H	2023	1,427.82	0.00	1,427.82
1871 L	YORK, JENNIFER L (NUTTING)	2023	913.11	0.00	913.11
Total for 80 Bills:		80 Accounts	103,533.86	2,657.18	100,876.68

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	2,181.54	67.08	408.56	2,657.18
Total	2,181.54	67.08	408.56	2,657.18

Lien Summary

2023-1	80	100,876.68
Total	80	100,876.68

Total for 152 Bills: 244,181.01 139,986.62 104,194.39

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
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 28 Bills:		28 Accounts	32,526.70	31,005.88	1,520.82

Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	4,201.98	0.00	0.00	4,201.98
P - Payment	26,773.08	0.00	0.00	26,773.08
Y - Prepayment	30.82	0.00	0.00	30.82
Total	31,005.88	0.00	0.00	31,005.88

Non Lien Summary

2023-1	28	1,520.82
Total	28	1,520.82



FIRE AND AMBULANCE RUNS REPORT FOR AUGUST 2023

AMBULANCE

Local BLS: 26

Local ALS: 20

Local No Transport: 5

Out of Town BLS: 8

Out of Town ALS: 4

Out of Town No Transport: 2

Police Stage: 1

Public Assist: 5

CHIEF OFFICER CALL IN NO STAFFING: 7

Lost Calls BLS: 2

Lost Calls ACLS (Paramedic): 7

FIRES

Motor Vehicle Accident without injuries- 1

Residential Fire Alarm Activation- 1

General Fire Alarm Activation-1

Water Rescue- 1

Hazmat-1

Assisted Public -1

CO Alarm Call- 1

Open Burning Complaint- 5

Low Wire Call-1

Chief Jonathan P. Cote

Millinocket Fire Department

fire.ems@millinocket.org

Millinocket Memorial Library Director's Report

August/September 2023

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 9.25.2023



LIBRARY UPDATES

Programs

September was a busy month for adult programming. We hosted a well-attended presentation on the Aging Brain from Dr. Susan Wehry. We also partnered with University of Maine Cooperative Extension and St. Andrew's Episcopal Church to offer another interactive program on fermenting and worked with Partners for Peace to facilitate a book discussion about "Grandma Gatewood's Walk".

Coming up, we're working with the Town of Millinocket to host our annual Candidates' Forum at the Stearns High School library on Monday, October 9th. All School Board and Town Council candidates will be invited to participate in this moderated discussion.

In the coming weeks, we'll be putting out a survey at the library and online to gather input on what types of programs the public would like to see at MML in 2024. This input will help guide our program planning priorities for next year.

Finances

The library's Finance Committee has developed a first draft of our 2024 Operating Budget. The budget will be revised and presented to the library's Board of Directors at their October meeting. The Board may approve it at that time or request further revisions and vote on it at their December meeting. I will present our proposed budget to the Millinocket Town Council during my next quarterly presentation to answer and questions from the council or the public. Overall, the current proposed budget includes expenses totalling about \$300,000. Most expense categories are increasing at the rate of inflation, or approximately 3%.

Facilities

With grants received from the Maine State Library and AARP, we are developing our plans to convert a basement storage area into a public lounge. On weekdays, the lounge will be available to everyone from 10am-2:30pm and for teens from 2:30-5pm, to allow teens more space to hang out. We will be soliciting input from some of our regular teens on what they would like to see in the space.

The library's Building Committee continues to meet with Arcadia Designworks and Lincoln/Haney Engineering to determine the scope of work for our roof replacement/reinforcement, canopy, sitework, and solar projects. Due to rising costs of building materials and labor, the projects may need to be scaled back. We hope to have a more formal update soon.

Operations

The library's board has approved some changes to our organizational chart. Nicole Brennan has been promoted to the role of Assistant Director, which is an exciting step for organizational sustainability and leadership development. Nicole will supervise a part time Program Coordinator position. In addition, this fall, we are hiring a full time Operations Manager, as the previous person in that role has decided to pivot to a part time role in Collections. I will share an updated version of the organizational chart when we discuss the 2024 budget, although these changes account for only a small increase in payroll expenses.

Gear Library

The gear library has been selected to participate in an entrepreneurship program through the Roux Institute and the Onion Foundation this fall. Through the program, we'll receive guidance and support in revising our business model to meet community needs/wants and exploring possible new earned income streams.

LIBRARY STATISTICS

Patrons	July 2023	August 2023	Change	August 2022	
Cardholders	2665	2695	30	30	2351
Adult Cardholders	2059	2089	30	30	1865
Youth Cardholders	605	606	1	1	487
Millinocket Resident	2004	2028	24	24	1812
Out of State Cardholders	64	68	4	4	30

Circulation	July 2023	August 2023	Change	August 2022	
Active Cardholders	424	454	30	30	524
Circulation	1212	1349	137	137	1198
ILLs Sent	<i>Due to our software transition, we do not yet have accurate interlibrary loan data.</i>				37
ILLs Received					85
Active Cloudlibrary Users	32	33	1	1	35

Program Engagement	July 2023	August 2023	Change	August 2022
Library Website Visits	2215	2971	756	2398
Facebook Likes	1678	1712	34	1496
Instagram Followers	640	644	4	581
Adult Programs	10	5	-16	28
Adult Program Attendance	30	115	85	51
Children's Programs	18	18	0	24
Children's Program	79	168	89	88
Community Meetings	11	15	4	8
Community Meeting	70	32	-38	59
Foot Traffic	4154	5434	1280	No data
Library Volunteer Hours	142	146	4	228

Facilities	July 2023	August 2023	Change	August 2022
Hours Open	158	182	25	169
Computer Sessions	240	259	19	No data
Public Meeting Room Use	122	140	18	57
Wifi Connections	619	841	222	690

Gear Library	July 2023	August 2023	Change	August 2022
Gear Circulation	107	71	-36	99
KGL Programs	10	11	1	Prior to this summer, we recorded KGL program data with library program data above.
KGL Program Attendance	48	38	-10	
KGL Hours Open	131	120	-11	168
KGL Foot Traffic	232	226	-6	No data

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 \$30,468.93 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:20 PM

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

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 #227-2023

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

IT IS ORDERED that the Wastewater Warrant for September 28, 2023, in the amount of \$13,415.62 is hereby approved.

Passed by the Town Council_____

Attest: _____

Millinocket
1:20 PM

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

09/26/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	10636	628.00	09/28/23	94	0027 AMERICAN CONCRETE INDUSTRIES INC
R	10637	3,259.00	09/28/23	94	1869 BLOOMER RUSSELL BEAUPAIN
R	10638	142.95	09/28/23	94	0157 DEAD RIVER
R	10639	59.30	09/28/23	94	0235 GILMAN ELECTRICAL SUPPLY
R	10640	290.66	09/28/23	94	0392 MAINE MUNICIPAL ASSOCIATION
R	10641	616.22	09/28/23	94	1596 PREBLE OIL COMPANY
R	10642	57.00	09/28/23	94	0584 REGISTER OF DEEDS
V	10643	98.49	09/28/23	94	1668 STANLEY'S AUTO CENTER LLC
R	10644	73.37	09/28/23	94	1057 USA BLUE BOOK
R	10645	8,289.12	09/28/23	94	1502 VERSANT POWER
Total		13,415.62			

VOIDED

Count

Checks	9
Voids	1

ORDER #228-2023

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

IT IS ORDERED that the Prior Year Town Warrant for September 28, 2023, in the amount of \$37,096.68 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
1:19 PM

Prior Year Town
A / P Check Register
Bank: BANGOR SAVINGS A/P
**** REPRINT ****

09/26/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	34551	37,096.68	09/28/23	97	0805 HOYLE, TANNER & ASSOCIATES
Total		37,096.68			

Count	
Checks	1
Voids	0

ORDER #229-2023

PROVIDING FOR: Approval of the Proposed Amendments to the Cemetery Rules and Regulations

WHEREAS the Cemetery Committee has identified the need to amend the Town of Millinocket's Cemetery Rules and Regulations Policy; and

WHEREAS the attached policy was adopted at the May 11, 2023 Millinocket Cemetery Commission meeting and seeks approval of the commissions' recommendations to amend the Rules and Regulations Cemetery Policy,

IT IS ORDERED that the Millinocket Town Council approves the most recently adopted Rules and Regulations policy of the Millinocket Municipal Cemetery and accepts the attached policy as amended.

Passed by the Town Council _____

Attest: _____

Revised: October 22, 2012

RULES AND REGULATIONS
OF THE
MILLINOCKET MUNICIPAL CEMETERY
MILLINOCKET, MAINE

Adopted by the Millinocket Cemetery Commission: **May 11, 2023**

Approved by the Millinocket Town Council_____

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Stone and Monument Work	12
Trees, Shrubs and Flowers	13
Fees, Charges and Payments	14

MOTTO”

**“DO NO HARM” To grounds, monuments, and the environment,
including decorations, flags and holders.**

MISSION STATEMENT

The responsibility of this commission is to ensure that the Town Cemetery is a place of respect and that a sense of peace, sacredness, safety and security is maintained. To “Do No Harm” to gravesites and monuments as well as safety for the maintenance crew and the general public.

FOREWORD

It is the desire of the Town to make the Millinocket Municipal Cemetery a quiet, beautiful resting place for the deceased, and where a sense of repose will be obtained by dignified landscape effects on a well-maintained lawn. To secure these effects, the Town has spent and will continue to expend considerable sums of money and will require the help and co-operation of every lot owner/family. Anything which would mar the general beauty and harmony of the cemetery must be avoided. Peace and good order must prevail to maintain the sacredness of the cemetery at all times. It is to this end that these rules and regulations have been adopted and made effective to obtain these objectives. Revisions of these rules and regulations shall be updated as circumstances warrant.

PURCHASE OF LOTS

Persons desiring to purchase a lot in the cemetery are referred to the Cemetery Superintendent, Sexton or designee. The Superintendent, Sexton or designee will have available suitable lots showing size and price of lots and such other information as may be required and will be pleased to render assistance to those desiring to make a lot purchase. Upon having made a lot selection, the Superintendent, Sexton, or designee will issue a lot order to the prospective purchaser and will present such order at the office of Town Manager where the lot sale will be made and deed issued.

OWNERSHIP AND TITLE OF LOTS

The terms “Lot Owner” or “Ownership” shall be construed to mean the right to use a lot or part of a lot as purchased from the Town for burial purposes only, under the rules and regulations as prescribed by the Town. Upon full payment of the purchase price of a lot the Town will issue a Cemetery deed under its seal and the deed will be recorded in the records of the Town as evidence of ownership.

All burial rights in cemetery lots, purchased from the Town, occupy the same position as real estate at the death of the owner. Only such persons as names appear on the Cemetery records of the Town will be recognized as owners or part owners of lots. The title to a cemetery lot/lots invests in the owners right to use such lot for burial purposes only, for themselves, their heirs, or for any such persons as they choose to admit, provided such admission is free of charge and without compensation and in accordance with the Cemetery Rules and Regulations.

No owner or proprietor of any lot or lots located in the Millinocket Cemetery or the representative of such an owner or proprietor as defined under the provisions of this section, shall sell, transfer and/or convey any interest in such lot or lots for any consideration without first offering in writing to convey the same to the Town of Millinocket for the amount which records of the Town of Millinocket shall disclose as the total consideration which the Town of Millinocket received for said lot or lots. If upon the expiration of sixty days from the receipt of said offer, then in that event, such sale, transfer or conveyance of said lot or lots may be made to any third party provided always that the new owner shall remain expressly subject to the Rules and Regulations of the Town of Millinocket now or hereafter in force and to the provisions of the Statutes of Maine now hereafter in force.

CARE OF LOTS

All cemetery lots in the Millinocket Municipal Cemetery will be provided with annual care by the Town of Millinocket. “Annual Care” includes the regular mowing of the lot, trimming around monuments and markers, fertilizing and seeding when necessary.

All general ground maintenance in the cemetery will be done by the Town. It is desired that each lot owner feels free to consult with the Superintendent or designee of the cemetery at all times when contemplating the purchase of monumental work or making lot improvements. The Town reserves the right for its workman and those persons necessary in the performance of normal cemetery operations to enter upon or cross over any lot in the performance of such duties.

The Town or its employees assume no liability for physical damage or mental anguish in the performance of normal operations or the loss by vandalism or other acts beyond reasonable control.

PRIVILEGES AND RESTRICTIONS

No mounds shall be raised upon any grave above the general level of the lot. Mounds are difficult to maintain and are easily injured by heat, drought, and frost.

The Town reserves the right at any time to remove unsightly mounds and to re-sod the grave at the general level of the lot. As soon as flowers, wreathes (live or artificial), emblems etc. placed during funerals, or on graves at other times, become unsightly and faded, they will be removed and no responsibility for their protection or maintenance is assumed.

No hedges, shrubs, trees, fences, rocks, including decorative rocks or pebbles or closures of any kind will be permitted on or around lots. No glass containers of any kind to be used in the cemetery.

NO PLANTING OF ANY KIND IN THE GROUND IS PERMITTED.

Window boxes, urns, artificial decorations, or other similar containers will be permitted.

RULES FOR VISITORS

The Cemetery shall be open to visitors around May 1st depending on road conditions and closed approximately Nov 1st depending on snow.

VISITING HOURS ARE FROM SUNRISE TO SUNSET.

Permission to enter the Cemetery at any other time must be obtained from the Superintendent. Any persons found on the grounds after sunset (dark) will be considered a trespasser.

- The speed limit is 10 MPH
- Children under fourteen (14) years of age must be accompanied by parent or guardian
- No pets are allowed in the cemetery (*see note below)
- Four wheelers, dirt bikes and/or motorbikes, bicycles, are not permitted in the Cemetery
- Visitors are required to use roadways at all times
- The picking of any flowers (wild or cultivated) or injury to any plants including any marring of any monument, stone or structure is forbidden
- No touching, leaning or pushing on headstones
- No driving or parking on grass/lawn areas
- Picnic parties with refreshments are not allowed

All persons are reminded that the cemetery grounds are sacredly devoted to the burial of the deceased and that the provisions and penalties of the law, as provided by statute, shall be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules.

NOTES: Dogs shall be allowed in the cemetery for funerals

INTERMENTS

Generally all interments in lots shall be restricted to members of the family. However, permission in writing from a lot owner must accompany all requests for permits to bury persons not members of the immediate family. Such permission shall not be for remuneration. All graves shall be opened and closed by the Town under the direction of the Superintendent. A charge for opening and closing a grave and the sodding and seeding of such grave will be made. The lot owner or funeral director shall designate the location of the grave on the lot to the Superintendent and any change of location made after the opening of the grave has begun shall be at the expense of the lot owner. The cemetery Superintendent shall be given twenty-four hours (24 hrs) notice for the opening and preparation of the grave prior to interment.

The interment of two (2) bodies in one single grave space will not be allowed except in the case of mother and infant, twin children, two (2) children buried at the same time or four (4) cremated remains, or one (1) casket and two (2) cremations. No interment of remains other than that of a human body will be permitted. In all interments the casket shall be enclosed in permanent outside container, concrete boxes, concrete, copper or steel burial vaults and sectional concrete crypts. The Superintendent or his representative is expected to attend every interment and see that the rules and regulations are observed.

DISINTERMENTS

Disinterment of bodies from graves in the Cemetery will only be made by the Town in accordance with the requirements of the statutes of the State. Charges made for the Town's work preparation will be made in accordance with the fee schedule. Owners or their heirs desiring graves opened shall secure the necessary disinterment permit, if remains are to be removed to another Cemetery, from the Town Clerk, to be delivered to the receiving Superintendent. All removals (meaning to transport remains out of the Cemetery) will be made under supervision of a licensed funeral director. Any markers or monuments designating the location of an interment shall be removed at the time a disinterment is made.

STONE AND MONUMENTAL WORK

All stone and monumental work shall be subject to the following regulations and requirements. All memorial foundations shall be placed on solid ground not included in actual grave space except where grave liner is of permanent type and of sufficient strength to support weight of foundation and memorial. The setting of monuments, stones and markers and the transportation of all tools, materials, etc. within the Cemetery grounds shall be subject to the supervision and control of the Superintendent. Heavily loaded vehicles will not be permitted within the Cemetery when in the opinion of the Superintendent such vehicles might cause injury to the roadways. Except when special permission is obtained, all work as outlined above shall be performed during daylight hours, Monday through Friday. Stone or monumental work will not be permitted on a lot until the lot is fully paid for and the Town reserves the right to refuse permission to erect any monumental work not in the keeping with the good appearance of the grounds. No grave markers can be installed above ground level. Care of markers and headstones are the responsibility of the lot owner. Any leveling or raising of grave markers will be done by the Town upon written request of the lot owner to the Superintendent. Should a grave marker become a hinderance in the performance of ground maintenance work, the Town reserves the right to raise or lower grave maker as needed.

TREES SHRUBS AND FLOWERS

All general ground maintenance in the Cemetery will normally be done by the Town. Lot owners may feel free at any time to consult with the Superintendent regarding matters pertaining to general care and upkeep of lots. No person will be permitted to make improvements in the Cemetery except on his own lot.

The Town reserves the right to remove any tree, shrub, vine, plants or flowers which may have become unsightly, extreme in size, dangerous or not in keeping with landscape design. Many plants, especially vines, interfere with proper care of the lots and graves and injure the grass.

Window boxes, artificial flowers etc. should be removed by November 1st.

Winter decorations are allowed.

FEES CHARGES AND PAYMENTS

<u>Service:</u>	<u>Fee:</u>
Purchase Burial Lot	\$200.00
Week Day Burial	\$425.00
Week Day Cremation	\$200.00
Weekend Burial *	\$600.00
Weekend Cremation *	\$300.00

***No Sunday Burials**

Disinterment:

Full Size	\$275.00
Cremations	\$100.00

Reinterment:

Full Size	\$375.00
Cremations	\$200.00

ORDER #230-2023

PROVIDING FOR: Approval for Unassigned Fund Balance Transfer to FY23 Budget

WHEREAS FY23 State Municipal Revenue Sharing receipts were is \$453,278.48 favorable to the FY23 Budget; therefore,

IT IS ORDERED that \$37,872.61 is transferred from R0101-0900 General Government/State Municipal Revenue Sharing to increase the following departments to offset FY23 department overruns:

Community Services Department E0206 - \$1,246.84

Fringe Benefits Department E0300 - \$32,804.18 (Payout of Retirement Benefits)

General Assistance Department E0815 - \$3,821.59

PASSED BY COUNCIL: _____

ATTEST: _____

ORDER #231-2023

PROVIDING FOR Acceptance of The Northern Forest Center Subrecipient Award

WHEREAS The Town of Millinocket was awarded a subrecipient award from the Northern Forest Center through the E.D.A., U.S. Endowment for Forestry & Communities Fund in the amount of \$25,000.00 to incorporate mass timber into the design of the Katahdin Regional Airport Terminal

IT IS ORDERED that the Millinocket Town Council approves the acceptance of \$25,000.00 from the Northern Forest Center to incorporate mass timber into the design of the Katahdin Regional Airport Terminal building.

Passed by the Town Council _____

Attest: _____



Millinocket

Maine's Biggest Small Town

For this funding, the monies the Town has spent and invested in the project thus far satisfy the funding match need. This includes monies invested by the Town and the hours Town employees have utilized to oversee the Airport Terminal Project.

Subrecipient Agreement
Between
The Northern Forest Center and Town of Millinocket

FEDERAL DISCLOSURE REQUIREMENTS

Federal funding agency name:	Economic Development Administration
Assistance Listing title and number:	11.307 Economic Adjustment Assistance
Grant identification number:	EDA 01-79-14837
Pass through entity:	U.S. Endowment for Forestry & Communities
Federal award amount:	\$3,000,000
Federal grant period:	September 27, 2018 to September 26, 2023

SUBAWARD INFORMATION

Project name:	Incorporating Mass Timber into the design of the Katahdin Regional Airport Terminal
Subrecipient:	Town of Millinocket, Maine
Subrecipient type:	Municipality
Subrecipient EIN:	01-6000271
Subrecipient UEI (Unique Entity Identifier):	SMLLKENP2GK3
Period of performance:	April 1, 2021—September 26, 2023
Project description:	Northern Forest Center will administer funds to Town of Millinocket to enable the project design to include mass timber by supporting: a) Architect and structural engineers' communications with a CLT manufacturer and their engineering staff. b) Education of licensed structural engineer(s) in learning formulas and calculations for sizing cross laminated structural systems. c) Architects' integration of CLT use with overall building design including detailing at walls and ceilings, and wood finishes. d) Manufacturing plant tour and meetings with CLT manufacturer.
Total project budget:	\$50,000
Northern Forest Center award:	\$25,000
Total other funds/match:	\$25,000

The Northern Forest Center ("the Center") agrees to provide this award to the Subrecipient for the purposes of satisfactorily performing the Project described in the **Work Plan and Budget** as found in **Appendix A**. Project must be completed, with all funds spent, during the Period of Performance as set forth above. The award is provided on the condition that the Subrecipient agrees that it will raise and spend the amount identified as **Matching Contributions** outlined in section 5 below on the Project. Project must be completed, with all award funds and matching contributions spent, during the Period of Performance as set forth above.

SUBRECIPIENT CONTACT INFORMATION

Name: Peter Jamieson, Town Manager
Address: 197 Penobscot Avenue. Millinocket, ME. 04462
Phone: (207) 723-7000
Email: manager@millinocket.org

NORTHERN FOREST CENTER CONTACT INFORMATION

Grant Manager: Joe Short, Vice President
Address: 18 N Main St. Ste 204 Concord NH 03301-4926
Phone: 603-491-2651
Email: jshort@northernforest.org

TERMS AND CONDITIONS

1. **Payment of Funds:** The Center will reimburse subrecipient for allowable costs in the performance of this subaward. Such reimbursement shall not exceed the award identified above, as detailed in the Budget in **Appendix A**.
 - a. To be eligible to receive Funds, the Subrecipient must 1) return to the Center an original executed copy of the grant agreement for the Project; 2) submit any due financial and programmatic reports; and 3) submit a complete and accurate payment request. Funds are disbursed on a reimbursement basis. The Center reserves the right to retain up to ten percent (10%) of Funds until submission and acceptance of the final reports.
 - b. Payments by the Center to the Subrecipient shall be made upon receipt and approval of invoices from the Subrecipient. Invoices shall be submitted by the subrecipient no more frequently than quarterly, with the final invoice to be submitted no later than thirty (30) days following the expiration date of the period of performance. Invoices shall show current claim and cumulative expenses incurred to date, by budget category.
2. **Amendments:** During the term of the Project, the subrecipient is required to inform the Center of any changes in contact information, any difficulties in completing the project by the end of the period of performance, or any difficulties in submitting reports by their due dates. Any modifications to the scope of the project must be agreed upon, in writing, by the Center and the subrecipient prior to the change. Amendment requests should be initiated by the subrecipient upon determination of a deviation from the original grant agreement.
3. **Termination:** Failure by the Subrecipient to comply with any material term of this grant agreement shall be deemed to be a breach of this grant agreement and constitute cause for the Center to terminate the agreement by written notice to the subrecipient and to pursue any legal remedy to which the Center may be entitled. For purposes of this paragraph, failure to perform those activities described in the project description and scope of work (see Appendix A) will be considered a material breach and may result in termination.

In the event of termination of this grant agreement prior to project completion, the subrecipient shall immediately (unless otherwise directed by the Center in its notice) undertake all reasonable steps to conclude the project cooperatively with the Center, including but not limited to the following:

- a. Stop any work that is incomplete (unless work to be completed and a different date for termination of work are specified in the Center's notice);
- b. Place no further work orders or enter into any further subawards or subcontracts for materials, services, or facilities, except as necessary to complete work as specified in the Center's notice;
- c. Terminate all pending Project work orders, subawards, and subcontracts for work that has not yet commenced;
- d. With the prior written consent of the Center, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the project, including but not limited to reasonable settlements of any outstanding claims arising out of termination of the project work orders, subawards, and subcontracts;
- e. Deliver or make available to the Center all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the Subrecipient under this grant agreement, whether completed or in progress;
- f. Return to the Center any unobligated portion of the award.

4. Reporting Requirements:

- a. Interim Reports: The subrecipient will submit a concise interim programmatic report to the Center on or by the following dates.
 - i. May 19, 2023
 - ii. August 25, 2023
- b. Final Reports: No later than thirty (30) days after the completion of the project, the subrecipient will submit:
 - i. a final financial report accounting for all project receipts, project expenditures, and any budget variances;
 - ii. a final, concise programmatic report summarizing and evaluating the accomplishments achieved during the period of performance;
 - iii. copies of any publications, press releases, and other appropriate products resulting from the project.
 - iv. An inventory of any equipment purchased as part of the project. Equipment is defined as an item of tangible personal property having a useful life of more than one year and a unit cost of more than \$5,000. A depreciation schedule may be used for determination of fair market value.
 - v. Standard Form 429A concerning any real property purchased as well as any recorded deed restrictions associated with the property must be submitted with the final progress report. Any leases of real estate developed as part of the project must also be submitted at that time.
- c. Requests for Extension: No extensions are possible for this grant.

- d. **FFATA Reporting.** In accordance with the Federal Funding Accountability and Transparency Act and regulations at 2 CFR 170, Subrecipients of awards greater than \$25,000 must comply with the reporting requirements of those policies.
5. **Matching Contributions:** The Town of Millinocket will match this award with a minimum of \$25,000 in in qualifying matching funds.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS: GENERAL

6. **Binding Obligations:** This grant agreement has been duly executed by a representative of the Subrecipient with full authority to execute this grant agreement and bind the subrecipient to the terms hereof. After execution by the representative of the subrecipient named on the signature page hereto, this grant agreement will represent the legal, valid, and binding obligation of the subrecipient, enforceable against the subrecipient in accordance with its terms.
7. **Assignment; Subawards:** The subrecipient may not assign this grant agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of the Center. The subrecipient may not provide subawards.
8. **Publicity and Acknowledgement of Support:** The subrecipient agrees to give appropriate credit to the Center, the U.S. Endowment for Forestry & Communities, and the U.S. Economic Development Administration for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this grant agreement. The subrecipient gives the Center the right and authority to publicize the Center's financial support for this grant agreement and the project in press releases, publications, and other public communications.
9. **Evaluation:** The subrecipient agrees to cooperate with the Center by providing timely responses to all reasonable requests for information to assist the Center in evaluating the accomplishments of the Project for a period of five (5) years after the date on which the final financial and programmatic reports are provided.
10. **Indemnity:** The subrecipient shall indemnify and hold harmless the Center, any funding source identified in this grant agreement, their respective officers, agents, and employees, in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the project. Likewise, the Center shall indemnify and hold harmless the subrecipient, its officers, agents, and employees, in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the project. The terms of this provision will survive termination of this grant agreement.
11. **Choice of Law:** The Grant Agreement shall be subject to and interpreted by the laws of the State of New Hampshire without regard to choice of law principles. By entering into this grant agreement, the

subrecipient agrees to submit to the jurisdiction of the courts of New Hampshire. The terms of this provision will survive termination of this Grant Agreement.

12. **Compliance with Laws:** In conducting its activities relating to the project, the subrecipient agrees to conduct all such activities in compliance with all applicable federal, state, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this grant agreement.
13. **Insurance:** The subrecipient agrees to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by the subrecipient and associated with this award in any way.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS RELATING TO FEDERAL FUNDS

14. **Federal Provisions:** The subrecipient must read and understand certain federal regulations, including but not limited to, those identified below. Many federal agencies have agency-specific regulations that govern the issuance of awards and subawards with their funds; it is the obligation of the subrecipient to review and comply with any such regulations issued by its federal agency funding source(s). Applicable terms and conditions to this award—and reference to additional applicable provisions—can be found in **Appendix B, Subaward Terms**.
15. **Federal Cost Principles:** If the subrecipient is a non-profit organization, it must understand and comply with 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” as adopted and supplemented by the USDA in 2 CFR Part 400, including, but not limited to: (i) 2 CFR, Part 215 “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” and, (ii) depending on what kind of organization it is, either (a) 2 CFR, Part 220 “Cost Principles for Educational Institutions” or (b) 2 CFR, Part 230 “Cost Principles for Non-Profit Organizations.”
16. **Uniform Guidance Audits:** If the subrecipient is any type of U.S organization and it expends an aggregate of \$750,000 or more from all Federal sources in a fiscal year, it is subject to a special audit as detailed in 2 C.F.R. Part 200, Subpart F, “Audit Requirements” which it will need to understand and comply with, in addition to other applicable federal regulations.
17. **Subrecipient Lobbying:** The subrecipient agrees, to the best of his or her knowledge and belief, that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency or a member of Congress in connection with this federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

18. Subrecipient Debarment and Suspensions: The subrecipient certifies by entering into this agreement that neither it nor its employees nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this agreement by any federal agency (see the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension)).

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this grant agreement, intending to be bound legally.

NORTHERN FOREST CENTER, INC.

DocuSigned by:

Joe Short

REC9E29734274E7

Name: Joseph Short

Title: Vice President

Date: 4/25/2023

Town of Millinocket

DocuSigned by:

Peter Jamieson

3BF3245208D144D3

Name: Peter Jamieson

Title: Town Manager

Date: 4/25/2023

APPENDIX A—WORK PLAN AND BUDGET

The Town of Millinocket has contracted with ARCADIA designworks teamed and Haley Ward engineers to rethink the function of the Millinocket Airports current 1950's Fixed Base Operation (FBO) building with plans to modernize its presence as the aviation gateway to the Katahdin Region. The approach to the design of the new 7,000 sq.ft. Katahdin Regional Airport Terminal building expands the support services for general aviation, explores the possibility of reintroducing airline carrier service that once served the region, and looks to increase revenue used for the operation of the facility with inclusion of rentable community spaces such as an Event Center, Collaboration Room, and Flex Room.

We are planning to utilize as much wood derived construction materials as feasibility possible while keeping with a technology-based appearance in the new building's architecture. Specific to the Northern Forest Center's goal of supporting wood products manufacturing in the Northeast, we are planning to use whole trees for columns supporting a cross laminated timber roof structure. We did not originally allocate design and engineering fees specifically utilizing such systems.

Northern Forest Center will administer funds to Town of Millinocket to enable the project design to include mass timber by supporting:

- a) Architect and structural engineers' communications with a CLT manufacturer and their engineering staff.
- b) Education of licensed structural engineer(s) in learning formulas and calculations for sizing cross laminated structural systems.
- c) Architects' integration of CLT use with overall building design including detailing at walls and ceilings, and wood finishes.
- d) Manufacturing plant tour and meetings with CLT manufacturer.

Katahdin Regional Airport Terminal - Grant Budget Worksheet
Millinocket, Maine



Economic Development Administration - Subrecipient Grant
Facilitator: Northern Forest Center, Concord, NH

DESIGN & ENGINEERING BUDGET

DISCIPLINE	TASK	RATE	HOURS	EDA	MATCH	TOTAL
Project Manager	Coordinate grant with NFC, Town of Millinocket and with in-house architecture/engineering team.	\$215	32	\$3,440	\$3,440	\$6,880
Licensed Architect	Oversee project design and integration of engineered mass timber systems.	\$225	16	\$1,800	\$1,800	\$3,600
Associate Designer	Design architectural details associated with the building envelope at penetrations and exposure of mass timber elements and systems. Attend educational programs and visit CLT factory.	\$150	62	\$4,650	\$4,650	\$9,300 *
						\$19,780
	<i>* Includes two day travel, room and board to tour Sterling Structural's CLT manufacturing plant in Phoenix, Illinois, and meet with their engineers. Estimated cost \$1,600/person.</i>					
Senior Project Engineer III	Coordinate research and design with Haley Ward in-house team and coordinate between Haley Ward and ARCADIA	\$210	20	\$2,100	\$2,100	\$4,200
Project Engineer I	Research and design mass timber elements including connections. Coordinate with ARCADIA Associate Designer	\$160	72	\$5,760	\$5,760	\$11,520 *
Senior Designer II	Prepare mass timber plans and details. Coordination with Project Engineer and Associate Designer.	\$165	86	\$7,095	\$7,095	\$14,190
				\$24,845	\$24,845	\$29,910
Reimbursable Expenses	Plots, prints, photography, and supplies.	\$155		\$155	\$155	\$310
				\$25,000	\$25,000	

Total Grant with Match Request: \$50,000

Expedition to Sterling Structural CLT, Phoenix, Illinois

Estimate for May 16-17

20 mi from MDW airport

			#/prs	#/prs	#/prs	#/prs
			1	2	1	2
<u>Travel</u>	PWM>MDW				275	550
	MDW>PWM				600	1200
	R/T: Midway (MDW)	swa	650	1300		
		delta				
	O'hare (ORD)					
<u>Room</u>	1 day 1 room 2-queen		250		250	
	2 rooms 1-king Size			500		500
Chicago Marriott Midway						
<u>Car</u>	1 day Hertz Stand.	150				
	insur	75	225	225	250	250
	S. suv	160				
		75				
<u>Parking</u>	1 day PWM		20	20	20	30
<u>Fuel</u>	MDW to Phoenix, IL					
	R/T: 50 0.655 Avg	33	50	50	50	50
<u>Meals</u>	1 day Breakfa	15	15	30		
	2 day Lunch	20	40	40		
	1 day Dinner	30	30	60		
	2 day Incident	5	10	20		
			95	150	95	150
Estimate			1290	2245	1540	2730 *

* Additional \$270 for two to travel to airport totals: \$3,000

used May 16-17 for base fare search

APPENDIX B –SUBRECIPIENT TERMS AND CONDITIONS

Flow Down Requirements

This subaward is made from a larger grant given by the United State Department of Commerce Economic Development Administration, a federal funding entity.

The terms and conditions of Federal awards flow down to subawards to subrecipients unless the terms and conditions of the Federal award specifically indicate otherwise. This means that non-Federal entities must comply with requirements of the Federal award.

The terms and conditions of this Federal award from the U.S. Department of Commerce, Economic Development Administration may be accessed at https://www.commerce.gov/sites/default/files/2020-11/Department%20of%20Commerce%20Standard%20Terms%20Conditions%2030%20April%202019_1.pdf and are included by reference in this appendix.

**APPENDIX C – GRANT AGREEMENT BETWEEN U.S. ENDOWMENT FOR FORESTRY & COMMUNITIES AND
THE NORTHERN FOREST CENTER**

**UNITED STATES ENDOWMENT FOR FORESTRY AND COMMUNITIES
SUBRECIPIENT AGREEMENT 23-00548**

PROJECT: Expanding use of Structural Round Timber and Cross-Laminated Timber in Maine Demonstration Projects

SUBRECIPIENT: Northern Forest Center

ORGANIZATION TYPE: Non-Profit

PERIOD OF PERFORMANCE: April 1, 2023 to September 26, 2023

PROJECT DESCRIPTION: Building on the increasing interest in building with structural round timber (SRT) and cross-laminated timber (CLT) by non-profits and municipalities, the Center has identified three separate projects where small grants from remaining FFEI funds will fill funding gaps in the design phase to enable incorporation of mass timber into the final designs. The resources will enable non-profit/municipal project developers to work with contracted design firms to complete architectural designs and concepts utilizing SRT and mass timber as well as other wood-based products, possibly sourcing via projects previously supported by the FFEI (Town of Ashland, ME; UNH Cooperative Extension). Projects include:

1. Jesup Library Expansion, Bar Harbor: develop, with input from structural, mechanical, and civil engineers, Construction Documents incorporating regionally-sourced cross laminated timber into the 11,400 sq ft library expansion
2. Millinocket Municipal Airport, Millinocket: support the inclusion of SRT and/or CLT into the design of a new 7,000 sq.ft. Katahdin Regional Airport Terminal building
3. Spruce Street Development, Greenville: prepare a conceptual design for one amenity building, a new-construction "multi-purpose barn building" utilizing SRT/mass timber, initially conceptualized as 60'x90' (5400 sf) identified in a conceptual master plan for the site.

AWARD: \$54,096

FUNDING SOURCE(S):

Funding Source Name	Amount	Assistance Listing # (Certain Federal Awards Only)
Economic Development Administration EDA 01-79-14837	\$54,096	11.307

The United States Endowment for Forestry and Communities (“Endowment”) agrees to provide the Award to the Subrecipient for the purposes of satisfactorily performing the Project described in the **Work Plan and Budget** as found in Appendix A and C. Project must be completed, with all funds spent, during the Period of Performance as set forth above. The Award is provided on the condition that the Subrecipient agrees that it will raise and spend at least \$60,000.00 in Matching Contributions on the Project. Project must be completed, with all matching contributions spent, during the Period of Performance as set forth above.

SUBRECIPIENT CONTACT INFORMATION

Subrecipient Name: Joe Short
Subrecipient Organization: Northern Forest Center
Subrecipient Address: P.O. Box 210
Concord, NH 3302
Subrecipient Phone: (603) 229-0679 ext 104
Subrecipient Email: jshort@northernforest.org

ENDOWMENT ADMINISTRATIVE CONTACT INFORMATION

Endowment Administrator: Aleta Rogers
Endowment Address: 10 S. Academy St Suite 101
Greenville, SC 29601
Endowment Phone: 864-233-7646
Endowment Email: aleta@usendowment.org

ENDOWMENT TECHNICAL CONTACT INFORMATION

Endowment Program Officer: Alicia Cramer
Endowment Address: 10 S. Academy St Suite 101
Greenville, SC 29601
Endowment Phone: 864-233-7646
Endowment Email: alicia@usendowment.org

To the extent possible, all communication should take place electronically via the address provided above. Please reference the project number, 23-00548, in any communication.

TERMS AND CONDITIONS

1. **Payment of Funds**: The Endowment will reimburse Subrecipient for allowable costs in the performance of this Subaward. Such reimbursement shall not exceed the Award identified above, as detailed in the Budget in Appendix C.
 - a. To be eligible to receive Funds, the Subrecipient must 1) return to the Endowment an original executed copy of the Agreement for the Project;

2) submit any due financial and programmatic reports; and 3) submit a complete and accurate payment request. Subrecipient may request advance payment of funds prior to expenditure provided that 1) Subrecipient demonstrates an immediate need for advance payment; and 2) Subrecipient documents expenditure of advanced funds on the next payment request and/or required financial report to the Endowment. Approval of advance payment of Funds is made at the sole discretion of the Endowment, based on an assessment of the Subrecipient's needs. In all other cases, Funds are disbursed on a reimbursable basis. The Endowment reserves the right to retain up to ten percent (10%) of Funds until submission and acceptance of the Final Reports.

- b. Payments by the Endowment to the Subrecipient shall be made upon receipt and approval of invoices from the Subrecipient. Invoices shall be submitted by the Subrecipient no more frequently than quarterly, with the final invoice to be submitted no later than thirty (30) days following the expiration date of the Period of Performance. Invoices shall show current claim and cumulative expenses incurred to date, by budget category. All invoices should be submitted via the Endowment's online portal <https://usendowment.force.com/grantee>. For any questions on using the portal or if you need access, please contact subawards@usendowment.org and include your project number.

- 2. **Restrictions on Use of Funds:** No Funds provided by the Endowment pursuant to this Agreement may be used to support litigation expenses, lobbying activities, terrorist activities, or activities in violation of the Foreign Corrupt Practices Act. Overhead and indirect costs must comply with the Endowment's Indirect Cost Rate Policy. Travel costs must comply with the Endowment's Travel Policy.
- 3. **Amendments:** During the term of the Project, the Subrecipient is required to inform the Endowment Contact of any changes in contact information, any difficulties in completing the Project by the end of the Period of Performance, or any difficulties in submitting reports by their due dates. Any modifications to the scope of the Project must be agreed to in writing by the Endowment and the Subrecipient prior to the change. If the Subrecipient determines that a change exceeding ten percent (10%) in any one budget category is required, the Subrecipient must seek approval from the Endowment Grant Administrator. Amendment requests should be initiated by the Subrecipient upon determination of a deviation from the original Agreement. All amendment requests must be submitted via the Endowment's online portal at portal <https://usendowment.force.com/grantee>. The Endowment may initiate the amendment if the Endowment determines an amendment is necessary.
- 4. **Termination:** Failure by the Subrecipient to comply with any material term of this Agreement shall be deemed to be a breach of this Agreement and constitute cause for the Endowment to terminate the Agreement by written notice to the Subrecipient and to pursue any legal remedy to which the Endowment may be entitled. For purposes of this paragraph,

failure to perform those activities described in the Project Description and Scope of Work—Appendix A will be considered a material breach and could result in termination.

The Subrecipient may terminate this Agreement by written notice to the Endowment. In the event of termination of this Agreement prior to Project completion, the Subrecipient shall immediately (unless otherwise directed by the Endowment in its notice if the Endowment initiated the termination) undertake all reasonable steps to conclude the Project cooperatively with the Endowment, including but not limited to the following:

- a. Stop any work that is incomplete (unless work to be completed and a different date for termination of work are specified in the Endowment's notice);
- b. Place no further work orders or enter into any further subawards or subcontracts for materials, services, or facilities, except as necessary to complete work as specified in the Endowment's notice;
- c. Terminate all pending Project work orders, subawards, and subcontracts for work that has not yet been commenced;
- d. With the prior written consent of the Endowment, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the Project, including but not limited to reasonable settlements of any outstanding claims arising out of the termination of the Project work orders, subawards, and subcontracts;
- e. Deliver or make available to the Endowment all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the Subrecipient under this Agreement, whether completed or in progress;
- f. Return to the Endowment any unobligated portion of the Award.

ENDOWMENT PROCESS

5. Reporting Requirements:

- a. **Interim Reports:** The Subrecipient will submit a concise interim, Semiannual report to the Endowment based on the schedule below.
- b. **Final Reports:** No later than thirty (30) days after the completion of the Project, the Subrecipient will submit 1) a Final Financial Report accounting for all Project receipts, Project expenditures, and any Budget variances; 2) a final, concise programmatic report summarizing and evaluating the accomplishments achieved during the Period of Performance; and 3) copies of any publications, press releases, and other appropriate products resulting from the Project.
- c. **Report Submission:** All reports will be submitted via the Endowment's online portal <https://usendowment.force.com/grantee>. For any questions on using the portal or if you need access, please contact subawards@usendowment.org and include your project number.

- d. **Requests for Extension:** Any request for an extension of any of these reporting requirements must be made in writing to the Endowment Contact and approved by the Endowment in advance.
- e. **Reporting Due Dates:**

Due Date	Report Type
June 1, 2023	Interim Report
September 1, 2023	Interim Report
October 26, 2023	Final Report

- 6. **Matching Contributions:** Matching Contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project. Matching Contributions for the purposes of this Project must meet the following criteria: 1) Matching Contributions must be committed directly to the Project and must be used within the Period of Performance or as modified through agreement with the Endowment; and 2) Matching Contributions must be voluntary in nature. Funds presented for fulfillment of mitigation, restitution, or other permit or court-ordered settlements are not eligible.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER

- 7. **Binding Obligations:** This Agreement has been duly executed by a representative of the Subrecipient with full authority to execute this Agreement and bind the Subrecipient to the terms hereof. After execution by the representative of the Subrecipient named on the signature page hereto, this Agreement will represent the legal, valid, and binding obligation of the Subrecipient, enforceable against the Subrecipient in accordance with its terms.
- 8. **Assignment; Subawards and Subcontracts:** The Subrecipient may not assign this Agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of the Endowment. The Subrecipient may not provide subawards nor enter into subcontracts without the prior written approval of the Endowment. Subawards and subcontracts with known parties disclosed in the proposal budget are deemed to be approved.
- 9. **Unexpended Funds:** Any Funds provided by the Endowment and held by the Subrecipient and not expended at the end of the Period of Performance will be returned to the Endowment within ninety (90) days after the end of the Period of Performance.
- 10. **Additional Support:** In making this Award, the Endowment assumes no obligation to provide further funding or support to the Subrecipient beyond the terms stated in this Agreement.
- 11. **Publicity and Acknowledgement of Support:** The Subrecipient agrees to give appropriate credit to the Endowment and other funders for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public

communications regarding this Agreement. The Subrecipient will refer to the Endowment in such acknowledgements as follows:

The United States Endowment for Forestry and Communities, Inc. (the "Endowment") is a not-for-profit corporation that works collaboratively with partners in the public and private sectors to advance systemic, transformative and sustainable change for the health and vitality of the nation's working forests and forest-reliant communities.

Both parties agree to obtain prior approval before using the other party's logo and the logo of any funding sources in any public information releases concerning this Award. The Subrecipient also gives the Endowment the right and authority to publicize the Endowment's financial support for this Agreement and the Project in press releases, publications, and other public communications.

12. **Evaluation**: The Subrecipient agrees to cooperate with the Endowment by providing timely responses to all reasonable requests for information to assist the Endowment in evaluating the accomplishments of the Project for a period of five (5) years after the date on which the final financial and programmatic reports are provided.
13. **Arbitration**: All claims, disputes, and other matters in question arising out of, or relating to this Agreement, its interpretation or breach, shall be decided through arbitration by a person or persons mutually acceptable to both the Endowment and the Subrecipient. Notice of the demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. The award rendered by the arbitrator or arbitrators shall be final. The terms of this provision will survive termination of this Agreement.
14. **Indemnity**: The Subrecipient shall indemnify and hold harmless the Endowment, any Funding Source identified in this Agreement, their respective officers, agents, and employees, in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the Project. Likewise, the Endowment shall indemnify and hold harmless the Subrecipient, its officers, agents, and employees, in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the Project. The terms of this provision will survive termination of this Agreement.
15. **Choice of Law**: The Agreement shall be subject to and interpreted by the laws of the State of South Carolina without regard to choice of law principles. By entering into this Agreement, the Subrecipient agrees to submit to the jurisdiction of the courts of South Carolina. The terms of this provision will survive termination of this Agreement.

16. **Compliance with Laws:** In conducting its activities relating to the Project, the Subrecipient agrees to conduct all such activities in compliance with all applicable Federal, State, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this Agreement.
17. **Insurance:** The Subrecipient agrees to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by the Subrecipient and associated with this Award in any way.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS RELATING TO FEDERAL FUNDS

18. **Federal Provisions:** The Subrecipient must read and understand certain federal regulations, including but not limited to, those identified below which may be located on the Internet at <www.gpo.gov>. Many Federal agencies have agency-specific regulations that govern the issuance of awards and subawards with their funds; it is the obligation of the Subrecipient to review and comply with any such regulations issued by its Federal Agency Funding Source(s). Applicable terms and conditions to this Award—and reference to additional applicable provisions—can be found in **Appendix B, Subaward Terms**.
19. **Federal Cost Principles:** If the Subrecipient is a non-profit organization, it must understand and comply with 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” as adopted and supplemented by the USDA in 2 CFR Part 400, including, but not limited to: (i) 2 CFR, Part 215 “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” and, (ii) depending on what kind of organization it is, either (a) 2 CFR, Part 220 “Cost Principles for Educational Institutions” or (b) 2 CFR, Part 230 “Cost Principles for Non-Profit Organizations.”
20. **Uniform Guidance Audits:** If the Subrecipient is any type of U.S organization and its expends an aggregate of \$750,000 or more from all Federal sources in a fiscal year, it is subject to a special audit as detailed in 2 C.F.R. Part 200, Subpart F, “Audit Requirements” which it will need to understand and comply with, in addition to other applicable Federal regulations detailed in Appendix B Section 7.
21. **Subrecipient Lobbying:** The Subrecipient agrees, to the best of his or her knowledge and belief, that:
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering of any cooperative agreement, and the extension, continuation, renewal,

amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency or a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

22. **Subrecipient Debarment and Suspensions:** The Subrecipient shall enter into no contract or subcontract using Federal funds provided by the Endowment with any party listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension).

23. **Rights to Inventions:** If applicable to this Project, the Subrecipient shall abide by the provisions of 37 CR Part 401 (Rights to Inventions Made by Non-Profit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements) and any implementing regulations issued by the Federal agency that provided funds for this Agreement.

24. **EDA Requirements for Subawards:** All lower tier Subrecipients must comply with the terms and conditions of a DOC financial assistance award, including applicable provisions of the OMB Uniform Guidance(2 C.F.R. Part 200), and all associated Terms and Conditions set forth herein:

https://www2.ntia.doc.gov/files/departments_of_commerce_standard_terms_conditions.pdf

Signature page follows

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement, intending to be bound legally.

UNITED STATES ENDOWMENT FOR FORESTRY AND COMMUNITIES



Name: Peter C. Madden

Title: President and CEO

Date: 4/17/2023

Northern Forest Center



Name: Joe Short

Title: Vice President

Date: 4/17/2023

APPENDIX A—WORK PLAN

Work Plan Activity	Description	End Date
Project support- Jesup Memorial Library	Northern Forest Center will administer funds for Jesup Memorial Library to support the development of Construction Documents, incorporating input from structural, mechanical, and civil engineers to incorporate the use of regionally-sourced CLT.	September 26, 2023
Project Support- Millinocket Airport	Northern Forest Center will administer funds to Town of Millinocket to enable the project design to make good on the inclusion of mass timber by supporting: a) Architect and structural engineers' communications with a CLT manufacturer and their engineering staff. b) Education of licensed structural engineer(s) in learning formulas and calculations for sizing cross laminated structural systems. c) Architects' integration of CLT use with overall building design including detailing at walls and ceilings, and wood finishes. d) Manufacturing plant tour and meetings with CLT manufacturer.	September 26, 2023
Project Support- Greenville Maine	Northern Forest Center will administer funds to support the costs of the contracted project architect to: a) Host a discovery meeting community stakeholders to determine a program for the proposed multi-purpose building. b) Connect with potential mass timber material providers/engineers c) Develop a conceptual plan of the building incorporating mass timber, focusing on size and massing options with model 3D views	September 26, 2023

	d) Complete a preliminary design level for the purposes of establishing an initial budget.	
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APPENDIX B – SUBAWARD TERMS AND CONDITIONS

Section I: Title and Description

Title of Subaward Project	Expanding use of Structural Round Timber and Cross-Laminated Timber in Maine Demonstration Projects
Subaward Project Description	<p>Building on the increasing interest in building with structural round timber (SRT) and cross-laminated timber (CLT) by non-profits and municipalities, the Center has identified three separate projects where small grants from remaining FFEI funds will fill funding gaps in the design phase to enable incorporation of mass timber into the final designs. The resources will enable non-profit/municipal project developers to work with contracted design firms to complete architectural designs and concepts utilizing SRT and mass timber as well as other wood-based products, possibly sourcing via projects previously supported by the FFEI (Town of Ashland, ME; UNH Cooperative Extension). Projects include:</p> <ol style="list-style-type: none"> 1. Jesup Library Expansion, Bar Harbor: develop, with input from structural, mechanical, and civil engineers, Construction Documents incorporating regionally-sourced cross laminated timber into the 11,400 sq ft library expansion 2. Millinocket Municipal Airport, Millinocket: support the inclusion of SRT and/or CLT into the design of a new 7,000 sq.ft. Katahdin Regional Airport Terminal building 3. Spruce Street Development, Greenville: prepare a conceptual design for one amenity building, a new-construction “multi-purpose barn building” utilizing SRT/mass timber, initially conceptualized as 60’x90’ (5400 sf) identified in a conceptual master plan for the site.

Section II: Subrecipient Information

Subrecipient Name	Northern Forest Center
Subrecipient UEI Number	TBZGU3FJLHC3
Subaward period of performance	April 1, 2023 - September 26, 2023
Federal Funds to Subrecipient from	\$54,096.00

Awarding Agency	
Endowment (Non-Federal) Funds to Subrecipient	\$0.00
Subaward Total	\$54,096.00
Subrecipient's ICR	0%

Section III: Federal Disclosure Requirements

Awarding Agency	Economic Development Administration
Pass-through Entity	United States Endowment for Forestry and Communities
Awarding Official	Linda Cruz-Carnall, Regional Director, 215-597-4603, lcruz-carnall@eda.gov
FAIN, Assistance ID Number	EDA 01-79-14837
R&D Subaward?	No
Federal Award Date	September 27, 2018
Total Federal Award to Endowment	\$3,000,000.00
Federal Award Project Description	Northern Forest Wood Products
Assistance Listing Number	11.307

Federal Disclosure Requirements Flow Down Requirements *(the term "Recipient" refers to the Subrecipient entity identified on the first page of this Agreement, where applicable)*

- 1. Drug-Free Workplace**
 - 2. Lobbying and Litigation**
 - 3. Trafficking in Persons**
 - 4. Reporting Subawards and Executive Compensation**
 - 5. Management Fees**
 - 6. Procurement Standards**
 - 7. Other Federally Mandated Contract Provisions**
-

1. Drug-Free Workplace

1.1 The recipient organization of this federal assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 421. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards and keep this information on file during the performance of the award.

1.2 Those recipients who are individuals must comply with the drug-free provisions set forth in Title 2 CFR Part 421 Subpart C. The consequences for violating this condition are detailed under Title 2 CFR Part 421 Subpart E.

2. Lobbying and Litigation

All Recipients.

2.1.1. The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The recipient shall abide by their respective Cost Principles (OMB Circulars A-21, A-87 and A-122), which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.

2.1.2. The recipient agrees to comply with Title 2 CFR Part 418, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

2.1.3. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under 2 CFR Part 418 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

3. Trafficking in Persons

Provisions applicable to a recipient that is a private entity.

3.1.1. The recipient, the recipient's employees, subrecipients under this award, and subrecipients' employees may not—

- 3.1.1.1.** Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- 3.1.1.2.** Procure a commercial sex act during the period of time that the award is in effect; or
- 3.1.1.3.** Use forced labor in the performance of the award or subawards under the award.

3.1.2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if the recipient or a subrecipient that is a private entity —

- 3.1.2.1.** Is determined to have violated a prohibition in paragraph 3.1 of this award term; or
- 3.1.2.2.** Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph 3.1 of this award term through conduct that is either—
 - 3.1.2.2.1.** Associated with performance under this award; or
 - 3.1.2.2.2.** Imputed to the recipient or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),"

Provisions applicable to any recipient.

3.3.1. The recipient must inform the federal awarding agency immediately of any information received from any source alleging a violation of a prohibition in paragraph 3.1.1 of this award term.

3.3.2. Our right to terminate unilaterally that is described in paragraph 3.1.2

- 3.3.2.1.** Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
- 3.3.2.2.** Is in addition to all other remedies for noncompliance that are available to us under this award.

3.3.3. The recipient must include the requirements of paragraph 3.1 of this award term in any subaward made to a private entity.

Definitions. For purposes of this award term:

3.4.1. "Employee" means either:

- 3.4.1.1.** An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
- 3.4.1.2.** Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

3.4.2. "Forced labor" means labor obtained by any of the following methods: the recruitment,

harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3.4.3. "Private entity":

3.4.3.1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

3.4.3.2. Includes:

3.4.3.2.1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

3.4.3.2.2. A for-profit organization.

3.4.4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

4. Reporting Subawards and Executive Compensation

4.1. Reporting of first-tier subawards.

4.1.1. Applicability. Unless the recipient is exempt as provided in paragraph 4.4. of this award term, the recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph 4.5 of this award term).

4.1.2. Where and when to report. (1) The recipient must report each obligating action described in paragraph 4.1.1 of this award term to www.fsrs.gov. (2) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on any date during the month of November of a given year, the obligation must be reported by no later than December 31 of that year.)

4.1.3. What to report. The recipient must report the information about each obligating action as described in the submission instructions available at: <http://www.fsrs.gov>.

4.2. Reporting Total Compensation of Recipient Executives.

4.2.1. Applicability and what to report. The recipient must report total compensation for each of their five most highly compensated executives for the preceding completed fiscal year, if:

4.2.1.1. the total Federal funding authorized to date under this award is \$25,000 or more;

4.2.1.2. in the preceding fiscal year, the recipient received:(i.) 80 percent or more of their annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); (ii.) and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

4.2.1.3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of

the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

4.2.2. Where and when to report. The recipient must report executive total compensation described in paragraph 4.2.1 of this award term: (i.) As part of the registration Central System for Award Management profile available at www.sam.gov. (ii.) By the end of the month following the month in which this award is made, and annually thereafter.

4.3. Reporting of Total Compensation of Subrecipient Executives.

4.3.1. Applicability and what to report. Unless exempt as provided in paragraph 4.4. of this award term, for each first-tier subrecipient under this award, the recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

4.3.1.1. in the subrecipient's preceding fiscal year, the subrecipient received: (i.) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (ii.) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

4.3.1.2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

4.3.2. Where and when to report. The recipient must report subrecipient executive total compensation described in paragraph 4.3.1. of this award term:

4.3.2.1. To the recipient.

4.3.2.2. By the end of the month following the month during which the recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the recipient must report any required compensation information of the subrecipient by November 30 of that year.

4.4. Exemptions

4.4.1. If, in the previous tax year, the recipient had gross income, from all sources, under \$300,000, the recipient is exempt from the requirements to report:

4.4.1.1. subawards, and the total compensation of the five most highly compensated executives of any subrecipient.

4.5. Definitions. For purposes of this award term:

4.5.1. Entity means all of the following, as defined in 2 CFR part 25: (i.) A Governmental organization, which is a State, local government, or Indian tribe; (ii.) A foreign public entity; (iii.) A domestic or foreign nonprofit organization; (iv.) A domestic or foreign for-profit organization; (v.) A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4.5.2. Executive means officers, managing partners, or any other employees in management positions.

4.5.3. Subaward:

4.5.3.1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient award to an eligible subrecipient.

4.5.3.2. The term does not include procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

4.5.3.3. A subaward may be provided through any legal agreement, including an agreement that the recipient or a subrecipient considers a contract.

4.5.4. Subrecipient means an entity that:

4.5.4.1. Receives a subaward from the recipient under this award; and

4.5.4.2. Is accountable to the recipient for the use of the Federal funds provided by the subaward.

4.5.5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

4.5.5.1. Salary and bonus.

4.5.5.2. Awards of stock, stock options and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

4.5.5.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

4.5.5.4. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

4.5.5.5. Above-market earnings on deferred compensation which is not tax-qualified.

4.5.5.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

5. Management Fees

5.1 Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs that are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

6. Procurements Standards

6.1 The recipient (or Subrecipient) agrees to conduct all procurement actions under this assistance agreement in accordance with the procurement standards set forth in the Procurement Standards of 2 CFR 200 Subpart D (200.317 through 200.326). No assistance agreement funds shall be used to reimburse the Federal share of any procurement action found to be in noncompliance with the procurement standards. Any costs incurred by the recipient under contracts and/or small purchases that the Federal agency determines to be in noncompliance with Federal procurement standards shall be unallowable for Federal reimbursement . In addition:

6.1.1 In accordance with the Procurement Standards of 2 CFR 200 Subpart D (200.317 through 200.326), for each proposed procurement with a threshold of \$150,000 or more that is to be awarded without competition, prior to contract execution the recipient shall provide the following documentation to the Project Officer for review:

6.1.1.1 Justification of the single source procurement and how the procurement is permissible under the recipient's written procurement procedures;

6.1.1.2 A copy of the cost or price analysis;

6.1.1.3 Basis for selection;

6.1.1.4 A copy of the proposed contract; and

6.1.1.5 Basis for award cost or price.

6.1.2 In accordance with the Procurement Standards of 2 CFR 200 Subpart D (200-317 through 200.326), for each proposed competitive procurement with a threshold of \$150,000 or more, prior to contract execution, the recipient shall provide the following documentation to the Project Officer for review:

6.1.2.1 A copy of the solicitation announcement;

6.1.2.2 A copy of the cost or price analysis;

6.1.2.4 Basis for selection;

6.1.2.4 A copy of the proposed contract; and

6.1.2.5 Basis for award cost or price.

7. Uniform Guidance Audits: If the Contractor is any type of U.S organization and its expends an aggregate of \$750,000 or more from all Federal sources in a fiscal year, it is subject to a special audit as detailed in 2 C.F.R. Part 200, Subpart F, "Audit Requirements" which it will need to understand and comply with, in addition to other applicable Federal regulations. The above statement includes, but is not limited to, the following specific acts, as applicable.

7.1.1. REMEDIES. Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation-adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where Consultants violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

7.1.2. TERMINATION. All contracts in excess of \$10,000 must address termination for cause and convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

- 7.1.3. EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 CFR Part 60, **all contracts that meet the definition of “Federally assisted construction contract” in 41 CFR Part 60-1.3** must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 7.1.4. DAVIS-BACON ACT,** as amended (40 U.S.C. 3141-3148). **When required by Federal program legislation, all prime construction contracts in excess of \$2,000** awarded by non-Federal entities must include a provision for compliance with the Davis- Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). Per the statute, Consultants must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Consultants must be required to pay wages not less than once a week. The non- Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Consultants and subconsultants on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each Consultant or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 7.1.5. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT** (40 U.S.C. 3701- 3708). **Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers** must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each Consultant, must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay

for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 apply to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- 7.1.6. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** **If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**
- 7.1.7. CLEAN AIR ACT (42 U.S.C. 7401-7671q.) and the FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000** must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 7.1.8. ENERGY EFFICIENCY.** Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- 7.1.9. DEBARMENT AND SUSPENSION.** (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management(SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 7.1.10. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)—Consultants that apply or bid for an award of \$100,000 or more must file the required certifications. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer**

or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- 7.1.11. PROCUREMENT OF RECOVERED MATERIALS.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its Consultants must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- 7.1.12. DEBARMENT AND SUSPENSION.** Furthermore, the Consultant certifies that to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- 7.1.13. BID GUARANTEES AND BONDS.** In accordance with § 200.325 for construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:
- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment, such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
 - b. A performance bond on the part of the Consultant for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Consultant's obligations under such contract.
 - c. A payment bond on the part of the Consultant for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying

labor and material in the execution of the work provided for in the contract.

7.1.14. CONTRACTING WITH SMALL AND MINORITY-OWNED BUSINESSES. In accordance with § 200.321 “Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms,” if subcontracts are to be let, the prime Consultant agrees to take affirmative steps such as those listed in paragraphs (1) through (5) of this section.

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. 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;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e. 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.

7.1.15 PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. In accordance with § 200.216, recipients and subrecipients are prohibited from obligating or expending loan or grant funds to: Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

- a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- b. Telecommunications or video surveillance services provided by such entities or using such equipment.

- c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- d. In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

7.1.16 DOMESTIC PREFERENCES FOR PROCUREMENTS. In accordance with § 200.322, as appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

- a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- b. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Provision	Citation
Recipient Termination	2 CFR Part 200 Appendix II
Equal Employment Opportunity	E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Clean Air Act	42 U.S.C. 7401
Federal Water Pollution Control Act	33 U.S.C. 1251
Energy Efficiency	2 CFR Part 200 Appendix II
Copeland "Anti- Kickback" Act	18 U.S.C. 874 and 40 U.S.C. 276C
Byrd Anti-Lobbying Amendment	31 U.S.C. 1352
Debarment and Suspension	Executive Orders 12549 and 12689
Recycling	2 CFR Part 200 Appendix II
Davis-Bacon Act	40 U.S.C. 276a to a-7
Contract Work Hours and Safety Standards Act	40 U.S.C. 327-333
Rights to Inventions Made Under a Contract or Agreement	37 CFR part 401
Contractor Breach Clause	2 CFR Part 200 Appendix II
Prohibition on Certain Telecommunications and Video Surveillance Services and Equipment	2 CFR Part 200 Subpart C; Public Law 115-232 section 889
Procurement of Recovered Materials	2 CFR Part 200 Property Standards; section 6002 of the Solid Waste Disposal Act
Domestic Preferences for Procurements	2 CFR Part 200 Property Standards

APPENDIX C—BUDGET

Project Budget by Year					
Organization Name:	Northern Forest Center				
Project Name:	Expanding use of Structural Round Timber and Cross-Laminated Timber in Maine				
Demonstration Projects <i>This form only includes funds requested from the Endowment under this project; do not include outside funds. Matching funds (if applicable) will go on Tab 2.</i>					
Only complete budget years applicable to your performance period (e.g., Year 1 and 2 for two years of funding under this grant). Please upload your Negotiated Indirect Cost Rate Agreement (if applicable) to the grantee portal.					
Project Budget by Year					
Category	Year 1	Year 2	Year 3	Total	
Personnel	\$ -	\$ -	\$ -	\$ -	-
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	-
Travel	\$ -	\$ -	\$ -	\$ -	-
Equipment (> \$5,000)*	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	-
Contractual	\$ 54,096.00	\$ -	\$ -	\$ -	54,096.00
Other	\$ -	\$ -	\$ -	\$ -	-
Subtotal/Direct Costs Only	\$ 54,096.00	\$ -	\$ -	\$ -	54,096.00
Modified Total Direct Costs (MTDC)**	\$ 54,096.00	\$ -	\$ -	\$ -	54,096.00
Indirect %	0.0%	0.0%	0.0%	0.0%	0.0%
Indirect Costs***	\$ -	\$ -	\$ -	\$ -	-
Total	\$ 54,096.00	\$ -	\$ -	\$ -	54,096.00
Budget Narrative: (Describe how funds will be used in each category of the above table)					
The Northern Forest Center will administer the deployment of FFEI funds for the following purposes, via reimbursements to the project sponsors for third-party design costs. 100% of the approved funds would flow to the projects, e.g. none will remain with the Center. All funds are for contractual expenses to be incurred by eligible entities for the Jesup Memorial Library, Millinocket Airport, and Greenville mass timber demonstration projects. Specific expenses will include design, architectural and engineering services necessary to support inclusion of mass timber in these three projects.					

Matching Funds by Year				
Category	Year 1	Year 2	Year 3	Total Match
Personnel	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Equipment (> \$5,000)	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Contractual	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
Other	\$ -	\$ -	\$ -	\$ -
Total Direct Costs	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
Indirect %*	0.0%	0.0%	0.0%	0.0%
Indirect Costs*	\$ -	\$ -	\$ -	\$ -
Total	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00

Note: Please value in-kind contributions and materials at reasonable and acceptable rates.

In-Kind Match (by source and amount, not line item)				
Matching Funds Source	Cash	Materials	In Kind Services	Total
Jesup Memorial Library			\$ 25,000.00	\$ 25,000
Town of Millinocket			\$ 25,000.00	\$ 25,000
Northern Forest Center			\$ 10,000.00	\$ 10,000
				\$ -
				\$ -
				\$ -
				\$ -
Totals	\$ -	\$ -	\$ 60,000.00	\$ 60,000

Matching Funds Budget Narrative:
(Describe how funds will be used in each category of the above table)

All funds are for contractual expenses to be incurred by eligible entities for the Jesup Memorial Library, Millinocket Airport, and Greenville mass timber demonstration projects. Specific expenses will include design, architectural and engineering services necessary to support inclusion of mass timber in these three projects.

ORDER #232-2023

PROVIDING FOR: Approval of Street Closures for the Crushing Cancer Parade

IT IS ORDERED that the Millinocket Town Council approves the following street closures for the Crushing Cancer Parade:

Close Penobscot Avenue, as well as, all side streets going onto Penobscot Avenue from Central Street to Katahdin Avenue, on Saturday, October 14th, 2023 from 7:00 a.m. to the conclusion of the parade.

Note: Request from the Health & Safety Officer attached.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Street closures for Crushing Cancer Parade

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 Saturday, October 14th 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 intersection of Penobscot Ave and Katahdin Ave where it will end and then proceed to Highlands Tavern on Central St for activities to follow.

Follow up information the Parade plans to line up at 9am with a kickoff scheduled for 10am activities are set to start at Highlands Tavern at 11am so anticipated can have Penobscot Ave open by 11am.

**Tom Malcolm
Health and Safety Officer**