



**TENTATIVE AGENDA  
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM  
THURSDAY, OCTOBER 12, 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, fragrances hair products, and or similar products.'**

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: none
5. **ORDINANCE #2-2023 Public Hearing** – 1<sup>st</sup> Reading Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket
6. Special Presentation(s):
  - a. Shelley Lane, Superintendent of Schools – School Quarterly Financial Update
  - b. Charter Review Committee – Proposed Charter Changes Presentation

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

7. Town Manager's Report – October 12, 2023
8. ORDER #234-2023 Approval of the Town Warrant for October 12, 2023
9. ORDER #235-2023 Approval of the Wastewater Warrant for October 12, 2023
10. ORDER #236-2023 Authorization for a General Obligation Bond for Upgrades to the Main Pump Station
11. ORDER #237-2023 Approval to Carry Forward FY23 Unspent Budget Items
12. ORDER #238-2023 Approval of Amendment to Town Manager Employment Agreement
13. ORDER #239-2023 Acceptance of the Winterkids Downhill 24 Outdoor Fund Award
14. ORDER #240-2023 Approval of Street Closures – Halloween Festivities
15. ORDER #241-2023 Acceptance of EV Charger Bid Award
16. ORDER #242-2023 Approval of I.T. Services Bid Award
17. ORDER #243-2023 Amendment to Order #322-2022

18. ORDER #244-2023 Award of Penobscot Avenue Drainage Infrastructure
19. Reports and Communications:
  - a. Warrant Committee for the October 26, 2023, Council Meeting will be Councilor Higgins and Councilor Madore.
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
20. 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](mailto: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](http://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](http://www.millinocket.org)

207-723-7000 Ext 5

## Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

**ORDINANCE #2-2023**

**PROVIDING FOR:** Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. §4305(4)

**BE IT ORDAINED** by the Town Council of Millinocket in Town Council assembled that the Millinocket Code, Chapter 75, Appendices A - H be amended per the attached appendix.

**IT IS FURTHER ORDERED** that this ordinance take effect 30 days after enactment.

1<sup>st</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading \_\_\_\_\_


Council Approved \_\_\_\_\_

Effective Date \_\_\_\_\_

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

Diana M. Lakeman, Town Clerk

TO: Town Council

FROM: Lori A. Santerre, Welfare Director 

RE: MMA's General Assistance Ordinance Appendixes updated as of October 1, 2023.

DATE: September 19, 2023

Enclosed please find MMA's new General Assistance Ordinance Appendixes (A, B, C), which become effective on October 1, 2023.

The changes are to the Total Monthly Allowed General Assistance Maximums, which are calculated based on the 2023-24 HUD Fair Market Rent values, Food Maximums based on the USDA 2023-24 Thrifty Food Plan and the Housing Allowance which are developed by the 2023-24 HUD Fair Market Rent value, with the applicable housing electric utility and heating allowances, as developed by the Maine State Housing Authority (MSHA). Mileage, State of Maine travel expense reimbursement rate set by State Controller. The Department of Human Services has accepted all figures to be reasonable and sufficient.

Even if the Municipality has adopted MMA's General Assistance Ordinance, the municipal officers must still approve the new enclosed appendixes. This replacement assumes prior adoption and will occur every October.

Upon approval a copy of the signed ordinance must be submitted to MMA and the Department of Human Services.

## Diana Lakeman

---

**From:** Diana Lakeman  
**Sent:** Tuesday, September 26, 2023 9:46 AM  
**To:** danforthab@myfairpoint.net; katnews@Lincnews.com  
**Cc:** Lori Santerre  
**Subject:** Public Hearing AD - Town of Millinocket Ordinance #2-2023  
**Attachments:** ad for Ord #2-2023 General Assist Amendments - Appendicies A-H Update.doc

Please find attached: AD for Public Notice – Ordinance #2-2023 to run in this week's circulation of the Katahdin Times per our usual ad size. Please confirm request received.

Best,

Diana M. Lakeman | Town Clerk



**Millinocket**

Maine's Biggest Small Town

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

197 Penobscot Avenue. Millinocket, ME. 04462

Office Hours: Mon - Fri

7:30 AM to 4:00 PM

Election Day Polls Open 8 AM to 8 PM



**TOWN OF MILLINOCKET PUBLIC HEARING  
ORDINANCE #2-2023  
Chapter 75, A – H, Code of the Town of Millinocket  
General Assistance Ordinance Appendices Changes**

The Millinocket Town Council will hold public hearings on Ordinance #2-2023, to amend Chapter 75, General Assistance of the Code of the Town of Millinocket by repealing Appendices A – H of the existing Ordinance and replacing with Appendices A – H.

The hearings will be held during the Council meetings of October 12, 2023, and October 26, 2023, in the Council Chambers located in the Municipal Building at 197 Penobscot Avenue, beginning at 5:30 PM.

Dated at Millinocket, ME

September 26, 2023

Diana M. Lakeman  
Town Clerk



[For use when adopting **updated appendices only** without amending the body of an existing G.A. ordinance]

MUNICIPALITY OF Millinocket  
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of

Millinocket, after notice and hearing, hereby amend the municipal General

Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1,

2023 through September 30, 2024. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

## APPENDIX A

### TOTAL MONTHLY ALLOWED GA MAXIMUMS

Person (s)	1	2	3	4	5
Penobscot(2023-2024)	846.00	853.00	1,126.00	1,408.00	1,537.00
(2022-2023)	789.00	792.00	1,043.00	1,302.00	1,420.00

---

\*Please Note: Add \$75 for each additional person

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75,ARTICLEVI,  
SUBSECTION 75.33-(A).Page-7559.**

**APPENDIX B  
FOOD MAXIMUMS**

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
<b>1</b>	<b>67.67</b> (65.35)	<b>291.00</b> (281.00)
<b>2</b>	<b>124.42</b> (120.00)	<b>535.00</b> (516.00)
<b>3</b>	<b>178.14</b> (172.09)	<b>766.00</b> (740.00)
<b>4</b>	<b>226.28</b> (218.37)	<b>973.00</b> (939.00)
<b>5</b>	<b>268.60</b> (259.53)	<b>1,155.00</b> (1,116.00)
<b>6</b>	<b>322.33</b> (311.40)	<b>1,386.00</b> (1,339.00)
<b>7</b>	<b>356.28</b> (344.19)	<b>1,532.00</b> (1,480.00)
<b>8</b>	<b>407.21</b> (393.26)	<b>1,751.00</b> (1,691.00)

---

Please Note: For additional persons, add \$219 per month

Please Note: Last year amounts are in parentheses

**NOTE: THIS WILL REPLACE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.3.b, Page-7560.**

**APPENDIX C**  
**HOUSING MAXIMUMS**

**(Heated & Unheated Rents)**

<b>Penobscot County Bedrooms</b>	<b>Unheated Weekly</b>	<b>Monthly</b>	<b>Heated Weekly</b>	<b>Monthly</b>
<b>0</b>	<b>163.00</b> (152.00)	<b>702.00</b> (654.00)	<b>193.00</b> (180.00)	<b>831.00</b> (775.00)
<b>1</b>	<b>163.00</b> (152.00)	<b>702.00</b> (654.00)	<b>194.00</b> (180.00)	<b>836.00</b> (775.00)
<b>2</b>	<b>206.00</b> (190.00)	<b>884.00</b> (816.00)	<b>257.00</b> (238.00)	<b>1,105.00</b> (1,022.00)
<b>3</b>	<b>259.00</b> (238.00)	<b>1,114.00</b> (1,025.00)	<b>322.00</b> (297.00)	<b>1,383.00</b> (1,278.00)
<b>4</b>	<b>273.00</b> (251.00)	<b>1,175.00</b> (1,078.00)	<b>351.00</b> (323.00)	<b>1,507.00</b> (1,391.00)

\*Please Note: Last years amounts are in parentheses

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.4.g, Page-7567.**

## APPENDIX D

### UTILITIES

#### WITHOUT ELECTRIC HOT WATER

No. Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE\* FOR EACH ADDITIONAL PERSON ADD \$10.50 PER MONTH.

#### WITH ELECTRIC HOT WATER

No. Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE\* FOR EACH ADDITIONAL PERSON ADD \$14.50 PER MONTH.

NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33-(C). Page-7568

**APPENDIX E**  
**HEATING FUEL**

<u>MONTH</u>	<u>GALLONS</u>	<u>MONTH</u>	<u>GALLONS</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

## APPENDIX F

### PERSONAL CARE & HOUSEHOLD SUPPLIES

No. Household	Weekly	Monthly
1-2	10.50 (10.50)	45.00 (45.00)
3-4	11.60 (11.60)	50.00 (50.00)
5-6	12.80 (12.80)	55.00 (55.00)
7-8	14.00 (14.00)	60.00 (60.00)

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

### **BABY NEEDS**

<b>No. of Children</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>12.80</b> (12.80)	<b>55.00</b> (55.00)
<b>2</b>	<b>17.40</b> (17.40)	<b>75.00</b> (75.00)
<b>3</b>	<b>23.30</b> (23.30)	<b>100.00</b> (100.00)
<b>4</b>	<b>27.90</b> (27.90)	<b>120.00</b> (120.00)

**c. When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under six (6) (less than 5) years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up the following amounts:**

\*Please Note: Last years amount is in parentheses

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 77.33.7.a, c, Page-7571**



## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

### **Cremation Maximums**

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

## **Appendix H**

**Effective: 10/01/23-9/30/24**

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

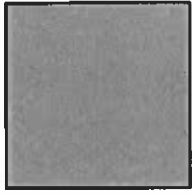
Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

# **Charter Review Committee Major Changes DRAFT Presentation**

**Members: Chair-Louie Pelletier, Vice Chair- Richard Angotti, Scribe-Matthew Bragdon, Sandra Sullivan, Gage Modery, Wally Paul & Robert Higgins**

# Important Information



- Blue is the color of additions to the charter that are currently not part of the document



- Red is the color of current items of the charter that are to be deleted, the items will also have a strike through them  
EX. ~~Hello~~

# **Minor Changes**

- Gender neutral changes to include both male and females.
- Adding Town Of Millinocket and State Of Maine throughout document
- ~~Shall~~ to Will to have a more demanding feeling
- Grammer and sentence structure changes
- And several minor additions to sections throughout document

# Major Change #1 §C202. Qualifications.

~~Councilmen-Councilors shall~~ will be qualified electors of the Town of Millinocket, ~~and shall~~ will reside in the Town of Millinocket during the term of office, and will be a registered voter of the Town of Millinocket during their entire term in office. They ~~shall~~ will hold no office of emolument or profit under the Town Charter or ordinances. If a ~~Councilman-Councilor shall~~ will cease to possess any of these qualifications or ~~shall~~ is be convicted of a felony or crime involving moral turpitude during their term of office ~~involving moral turpitude, his/her~~ their office ~~shall~~ will immediately become vacant.

NOTE: This is also added to the School Board §C402. Qualifications of Board members.

# Major Change #2

## §C204. Enumeration of powers.

Without limitation of the foregoing, the Council ~~shall~~ will have power to:

D. Inquire into the conduct of any office, department or agency of the town and make investigations as to municipal affairs. **Town Council will also have the authority to place a department head on paid leave until an investigation is completed.**

# Major Change #3

## §C205. Compensation. [Amended 4-17-1986 by Ord. No.4-86]

~~Councilors shall receive fifteen dollars (\$15.) for each Council meeting upon attendance, not to exceed, in the aggregate, eight hundred dollars (\$800.) per year in full for their services, except that the Chairperson of the Town Council shall receive twenty dollars (\$20.) for each Council meeting upon attendance, not to exceed, in the aggregate, one thousand dollars (\$1,000.) per year in full for his or her services. Such compensation may be changed by ordinance. The Council will set the compensation of the council through the budget process annually, which consist of budget workshops and 2 public hearings. The Town Council by order shall will fix the salaries of officials elected by the Town Council, including the salary of the Town Manager for his/her their services as such and for all other services rendered. by him. Maximum salaries of the appointees of the Town Manager shall will be fixed by the Town Council.~~



# Major Change #4

## §C301. Qualifications.

- The Town Manager ~~shall~~ will be chosen by the Council ~~solely~~ on the basis of ~~his~~ **their** character and ~~his~~**their** executive and administrative qualifications with ~~special~~ reference to **his** **their** actual **and related** experience in or ~~his~~ **their** knowledge of accepted practice in respect to the duties of ~~his~~ **their** office as hereinafter set forth. At the time of ~~his~~ **their** appointment, ~~his~~ **they** need not be a resident of the town or state **but, needs to become a resident within 100 nautical miles of the Town of Millinocket or within a safe commutable distance within 6 months of acceptance of contract.**

## Major Change #5

### §C405. Powers and duties of Board; preparation of budget.

A. The School Board ~~shall~~ will have all the powers conferred and ~~shall~~ will perform all the duties imposed by law upon superintending school committees in regard to the care and management of the public schools of the Town of Millinocket, except as otherwise provided in this Charter. The School Board ~~shall~~ will prepare budget estimates in detail of the several sums required during the ensuing budget year of the support of the public schools **a draft budget will be provided to the councilors and public prior to the school board budget workshops to be sent out with public notice of thee workshop.** Such budget ~~shall~~ will be approved by the Town Council prior to the beginning of the next school year. The Town Council ~~shall~~ will prescribe the time and place of presentation of the school budget.

# **Major Change #6**

## **§C405. Powers and duties of Board; preparation of budget.**

- ~~(1) Administration. System Administration~~
- ~~(2) Instructional salaries. School Administration~~
- ~~(3) Instructional materials. Regular Instruction~~
- ~~(4) Attendance and health. Special Education~~
- ~~(5) Vocation education. Student and Staff Support~~
- ~~(6) Student activities and support service. Other Instruction~~
- ~~(7) Student transportation. Career and Technical Education~~
- ~~(8) Operation and maintenance of plant. Facilities Maintenance~~
- ~~(9) Debt service and employee benefits. Transportation~~
- ~~(10) Adult education. Other Expenditures~~

**Major Change #7**  
**§C405. Powers and duties of Board;**  
**preparation of budget.**

- **All filing of grants requiring cash flow**  
**encumbrance will require previous notification to**  
**the Manager and Town Treasurer.**

# **Major Change #8**

## **§C508. Transfer of unencumbered appropriations.**

- The Council may by resolution transfer any unencumbered appropriation balance or portion thereof between general classification of expenditures within an office.

**The school unencumbered appropriations will remain in the school budget as a carry-over amount and cannot be spent until audited.**

- **NOTE: The school was invited to a meeting where we discussed all items regarding the school. We came to an agreement on almost every item!**

## **Major Change #9**

### **§C601. Division of Assessment; Town Assessor.**

- **B. Millinocket property revaluations will occur in accordance with State of Maine law chapter 208.**

- NOTE: This is more of a placeholder for legal to put the proper terminology and law into this new section

# **Major Change #10**

## **§C1010. (~~Reserved~~) Municipal Document Review**

- **A. An informal review of the Town of Millinocket charter will be completed a minimum of once every 10 years.**
- **B. An informal review of the Town of Millinocket Zoning code/Subdivision Ordinance books will be completed a minimum once every 10 years.**
- **C. An informal review of the Town of Millinocket Comprehensive plan will be completed once every 5 years.**

# Questions on Major changes?



# **Final Questions on the Entire Charter?**

# Code of the Town of Millinocket

COUNTY OF PENOBSCOT

STATE OF MAINE

Editor of this Code

R. D. SQUIRES

Consulting Editors

V. M. BUTLER

T. B. CLANCY

E. M. FIKE

J. E. FLINT

H. H. HENRY

J. S. KITT

E. L. KLINE

D. J. KRESS

J. G. KRESS

G. C. LETTER

K. N. MacCALLUM

M. R. NETTNIN

F. J. SQUIRES

M. E. SZCZESNIAK

M. T. VERSPRILLE

C. C. WIGHT

GENERAL CODE PUBLISHERS CORP. 72 Hinchey Road

Rochester, New York 14624

1987

# Code of the Town of Millinocket

COUNTY OF PENOBSCOT

STATE OF MAINE

SERIAL NO.....**0002**

GENERAL CODE PUBLISHERS CORP. 72 Hinchey Road

Rochester, New York 14624

1987

# PREFACE

In the land of Mt. Katahdin, the heart of the vital paper milling areas of Maine, Millinocket sits proudly reflecting on its past while constantly planning for the future.

The Town of Millinocket ~~has, over time~~ ~~has the years,~~ passed through a process of legislative change common to many American communities. While only a few simple laws were necessary at the time of the establishment of the Town, in 1901 subsequent growth of the community, together with the complexity of modern life, has created the need for new and more detailed legislation for the proper function and ~~government~~ governance of the Town of Millinocket. The recording of local law is an aspect of municipal history, and as the community develops and changes, review and revision of old laws and consideration of new laws, in the light of current ~~trends~~ times, must keep pace. The orderly collection of these records is an important step in this ever-continuing process. ~~Legislation must be more than mere chronological enactments reposing in the pages of old records. It~~ These records must be available and logically arranged for convenient use and must be kept up-to-date. In accordance with State of Maine statutes and the United States Constitution. It was with thoughts such as these in mind that the Town Council ordered the following codification of the Town's legislation.

## Contents of Code

The various chapters of the Code contain all currently effective legislation (ordinances) of a general and permanent nature enacted by the Town Council of the Town of Millinocket, including revisions or amendments to existing legislation deemed necessary by the Town Council in the course of the codification.

## Division of Code

The Code is divided into parts. Part I, Administrative Legislation, contains all Town legislation of an administrative nature,

## MILLINOCKET CODE

namely, that dealing with the administration of government, that establishing or regulating municipal departments and that affecting officers and employees of the municipal government and its departments. Part II, General Legislation, contains all other Town legislation of a regulatory nature. Items of legislation in this part generally impose penalties for violation of their provisions, whereas those in Part I do not.

### **Grouping of Legislation and Arrangement of Chapters**

The various items of legislation are organized into chapters, their order being an alphabetical progression from one subject to another. Wherever there are two or more items of legislation dealing with the same subject, they are combined into a single chapter. Thus, for example, all legislation pertaining to the regulation of streets and sidewalks may be found in Part II, in the chapter entitled "Streets and Sidewalks." In such chapters, use of Article or Part designations has preserved the identity of the individual items of legislation.

### **Table of Contents**

The Table of Contents details the alphabetical arrangement of material by chapter as a means of identifying specific areas of legislation. Wherever two or more items of legislation have been combined by the editor into a single chapter, titles of the several Articles or Parts are listed beneath the chapter title in order to facilitate location of the individual item of legislation.

### **Reserved Chapters**

Unassigned chapter numbers do not appear in the Table of Contents but are available for assignment to new enactments. In this manner, new subject matter can be included alphabetically.

## **PREFACE**

### **Pagination**

A unique page-numbering system has been used in which each chapter forms an autonomous unit. The first page of each chapter is the number of that chapter followed by a colon and the numeral "1." Thus, Chapter 6 would begin on page 6:1. By the use of this system, it is possible to add or to change pages in any chapter, or add new chapters, without affecting the sequence of subsequent pages.

### **Numbering of Sections**

A chapter-related section-numbering system is employed, in which each section of every item of legislation is assigned a number which indicates both the number of the chapter in which the legislation is located and the location of the section within that chapter. Thus, the first section of Chapter 6 would be § 6-1, while the fourth section of Chapter 53 would be § 53-4. New sections can then be added between existing sections using a decimal system. Thus, for example, if two sections were to be added between §§ 53-4 and 53-5, they would be numbered as §§ 53-4.1 and 53-4.2.

### **Scheme**

The Scheme is the list of section titles which precedes the text of each chapter. These titles are carefully written so that, taken together, they may be considered as a summary of the content of the chapter. Taken separately, each describes the content of a particular section. For ease and precision of reference, the Scheme titles are repeated as section headings in the text.

### **Histories**

At the end of the Scheme in each chapter is located the legislative history for that chapter. This History indicates the specific legislative source from which the chapter was derived, including the enactment number (e.g., ordinance number, local law number, bylaw number, resolution number, etc.), if pertinent, and

## MILLINOCKET CODE

the date of adoption. In the case of chapters containing Parts or Articles derived from more than one item of legislation, the source of each Part or Article is indicated in the History. Amendments to individual sections or subsections are indicated by histories where appropriate in the text.

### **Codification Amendments and Revisions**

New chapters adopted or sections amended or revised during the process of codification are specifically enumerated in chapter Histories with reference to "Ch. 1, General Provisions," where the legislation adopting this Code and making such revisions will appear after final enactment. Sections so amended or re-vised are also indicated in the text by means of Editor's Notes referring to the chapter cited above.

### **General References; Editor's Notes**

In each chapter containing material related to other chapters in the Code, a table of General References is included to direct the reader's attention to such related chapters. Editor's Notes are used in the text to provide supplementary information and cross-references to related provisions in other chapters.

### **Appendix**

Certain forms of local legislation are not of a nature suitable for inclusion in the main body of the Code but are of such significance that their application is community-wide or their provisions are germane to the conduct of municipal government. The Appendix of this Code is reserved for such legislation and for any other material that the community may wish to include.

### **Index**

The Index is a guide to information. Since it is likely that this Code will be used by persons without formal legal training, the Index has been formulated to enable such persons to locate a particular section quickly. Each section of each chapter has been

## PREFACE

indexed. The Index will be supplemented and revised from time to time as new legislation is added to the Code.

### Instructions for Amending the Code

All changes to the Code, whether they are amendments, deletions or complete new additions, ~~should~~ will be adopted as ~~amending~~ amendments to the Code. In doing so, existing material that is not being substantively altered ~~should~~ will not be renumbered. Where new sections are to be added to a chapter, they can be added at the end of the existing material (continuing the numbering sequence) or inserted between existing sections as decimal numbers (e.g., a new section between §§ 45-5 and 45-6 should be designated § 45- 5.1). New chapters should ~~will~~ be added in the proper alphabetical sequence in the appropriate division or part (e.g., Part I, Administrative Legislation, or Part II, General Legislation), utilizing the reserved chapter numbers. New chapter titles ~~should~~ will begin with the key word for the alphabetical listing (e.g., new legislation on abandoned vehicles should be titled "Vehicles, Abandoned" under "V" in the table of contents, and a new enactment on coin-operated amusement devices ~~should~~ will be "Amusement Devices" or "Amusement Devices, Coin-Operated" under "A" in the table of contents). Where a reserved number is not available, an "A" chapter ~~should~~ will be used (e.g., a new chapter to be included between Chapters 45 and 46 should be designated Chapter 45A). New Articles may be inserted between existing Articles in a chapter (e.g., adding a new district to the Zoning Regulations) by the use of "A" Articles (e.g., a new Article to be included between Articles XVI and XVII ~~should~~ will be designated Article XVIA). The section numbers would be as indicated above (e.g., if the new Article XVIA contains six sections and existing Article XVI ends with § 45-30 and Article XVII begins with § 45-31. Article XVIA ~~should~~ will contain §§ 45-30.1 through 45-30.6).

### Supplementation

Supplementation of the Code will follow the adoption of new legislation. New legislation or amendments to existing legislation will be included and repeals will be indicated as soon as possible



## MILLINOCKET CODE

after passage. Supplemental pages ~~should~~ will be inserted as soon as they are received and old pages removed, in accordance with the Instruction Page which accompanies each supplement.

### Acknowledgment

This Code is the result of much time and effort on the part of the Town's officials. The editor wishes to ~~particularly~~ particularly acknowledge the efforts of the Millinocket Town Council and especially the cooperation and hard work of Town Manager William Ayoob. His desire for accuracy and attention to detail, as well as his kindness and courtesy contributed greatly to the successful outcome of this project.

The codification of the legislation of the Town of Millinocket reflects an appreciation of the needs of a progressive and expanding community. As in many other municipalities, officials are faced with fundamental changes involving nearly every facet of community life. Problems increase in number and complexity and range in importance from everyday details to crucial areas of civic planning. It is the profound conviction of General Code that this Code will contribute significantly to the efficient administration of local government. As Samuel Johnson observed, "The law is the last result of human wisdom acting upon human experience for the benefit of the public."

## TABLE OF CONTENTS

## THE CHARTER

Charter ..... C:1

## THE CODE

## PART I: ADMINISTRATIVE LEGISLATION

**1. General Provisions ..... 1:1**

Article I	Adoption of Code
-----------	------------------

3. Administration of Government..... 3:1

4. Petitions ..... 4:1

Article I                      Petitions Filed Pursuant to Charter Sections  
C901 and C903

5. Appeals, Board of ..... 5:1

7. Budget.....7:1

Article I                      Presentation and Approval for Planned Capital  
Expenditures and/or Indebtedness

9. Cemetery Commission ..... 9:1

17. Library Board of Trustees ..... 17:1

21. Nursing Commission.....21:1

Petitions -- See Ch. 4

23. Planning Board ..... 23:126. Recreation Commission.....26:1

## MILLINOCKET CODE

27. Salaries and Compensation .....	27:1
Article I                      Town Council	
29. Transportation, Department of.....	29:1
29.A Warrant Review and Approval.....	29A:1
30. Welfare Hearing Board.....	30:1

## PART II: GENERAL LEGISLATION

33. Airport.....	33:1
35. Alarm Systems.....	35:1
38. Alcoholic Beverages .....	38:1
Article I                      Bottle Clubs	
42. Bandstand .....	42:1
48. Building Construction .....	48:1
49. Life Safety Code .....	49:1
50. Property Maintenance .....	50:1
61. Dogs and Other Animals.....	61:1
Article I                      Dogs	
Article II                      Keeping of Animals	
Article III                      Cats and Other Domestic Animals	
65. Entertainment. Licenses.....	65:1
66. Fees .....	66:1
Article I                      Nonprofit Housing Facilities Service Fees	
68. Floodplain Management .....	68:1
70. Food Establishments .....	70:1
73. Solid Waste.....	73:1
75. General Assistance .....	75:1

## TABLE OF CONTENTS

78. Junk Dealers .....	78:1
Life Safety Code -- See Ch. 49	
83. Mobile Home Parks; Manufactured Housing.....	83:1
Article I                      Mobile Home Parks	
Article II                     Manufactured Housing	
86. Outdoor Wood Boilers .....	86:1
90. Pawnbrokers .....	90:1
94. Peace and Good Order .....	94:1
Article I                      Throwing of Objects	
97. Peddling and Soliciting .....	97:1
104. Sewers .....	104:1
Solid Waste -- See Ch. 73.	
108. Streets and Sidewalks.....	108:1
Article I                      Snow Removal	
110. Street and Road Addressing .....	110:1
Article I                      Administration and Design Guidelines	
115. Vehicles and Traffic .....	115:1
121. Weapons .....	121:1
123. Wind Turbines .....	123:1
125. Zoning.....	125:1
Part 1                          (Reserved)	
Part 2                          Town Zoning	
126. Zoning (continued) .....	126:1

MILLINOCKET CODE

**APPENDIX**

A127. Affirmative Action.....	A127:1
A128. Personnel Policy.....	A128:1
A129. Sexual Harassment.....	A129:1
A130. Bloodborne Pathogens Control .....	A130:1
A131. Family Medical Leave Policy .....	A131:1

**DISPOSITION LIST**

**INDEX**

CHARTER

**CHARTER**

**ARTICLE I**

**Grant of Powers to the Town**

§C101. Incorporation.

§C102. Powers of the town.

**ARTICLE II**

**Town Council**

§C201. Membership; election; terms.

§C202. Qualifications.

§C203. Powers and duties generally.

§C204. Enumeration of powers.

§C205. Compensation.

§C206. Induction into office.

§C207. Council to judge qualifications of its members.

§C208. Regular meetings; special meetings, posting of Council actions.

§C209. ~~Chairman.~~

§C210. Quorum; adjourned meeting.

§C211. Vacancies.

§C212. Rules of procedure, ordinances, orders and resolves.

§C213. Adoption of ordinances.

§C214. Town Clerk as Clerk of Council; records.

§C215. Independent annual audit.

§C216. Appointment of Town Manager.

C1



## MILLINOCKET CODE

§C217. Removal of Town Manager.

§C218. Interference by Council with administrative service.

§C219. Recall of elected officials.

### **ARTICLE III**

### **Town Manager**

§C301. Qualifications.

§C302. Powers and duties.

§C303. Absence or disability.

§C304. Establishment of departments.

§C305. Appointment of Health Officer.

### **ARTICLE IV**

### **Department of Education**

§C401. Board of Education.

§C402. Qualifications of Board members.

§C403. Vacancies on Board.

§C404. Organization; swearing in; quorum.

§ C405. Powers and duties of Board; preparation of budget.

### **ARTICLE V**

### **Budget**

§C501. Fiscal year, budget year.

§C502. Preparation and submission of budget.

§C503. Budget establishes appropriations.



C2

## **CHARTER**

§C504. Budget establishes tax levy; certification to Town Assessor.

§C505. Budget summary.

§C506. Departmental expenditures; gross appropriations.

§C507. (Reserved)

§C508. Transfer of unencumbered appropriations.

§C509. Interim expenditures; public statement of overexpenditures.

## **ARTICLE VI**

### **Tax Administration**

§C601. Division of Assessment; Town Assessor.

§C602. Board of Assessment Review; compensation; vacancies.

§C603. Powers and duties of Board of Assessment Review.

## **ARTICLE VII**

### **Municipal Development**

§C701. Planning Board.

§C702. Zoning Ordinance.

§C703. Board of Appeals.

## **ARTICLE VIII**

### **Nominations and Elections**

§C801. Municipal elections.

§C802. Qualification for nomination.

## **MILLINOCKET CODE**

§C803. Conduct and management of elections.

§C804. Voting places.

§C805. Election officials.

§C806. Activity restricted at voting places.

## **ARTICLE IX**

### **Initiative and Referendum**

§C901. Petition for overrule of Council action.

§C902. Submission by Council of proposition to popular vote.

§C903. Enactment of ordinance by initiative.

§C904. Form of ballot.

§C905. (Reserved)

§C906. Referendum Reconsideration Limited.

## **ARTICLE X**

### **General Provisions**

§C1001. Repealer.

§C1002. Severability.

§C1003. Title.

§C1004. Existing rights and contracts not affected.

§C1006. Oath of office.

§C1007. Continuation of ordinances not inconsistent.

§C1008. Removal of officers and employees; appeals.

§C1009. Personnel Appeals Board.

§C1010. (Reserved) Municipal Document Review.

§C1011. Bonds of officials.

## CHARTER

§C101

§C102

§C1012. Charter amendment.

HISTORY: Adopted at the town election held 3-14-1969; amended 7-11-1974, 3-9-1979, 7-8-1980 and 11-2-1993. Subsequent amendments noted where applicable.]

## GENERAL REFERENCES

General provisions - See Ch. 1, Art. I.

Administration of government - See Ch. 3.

## ARTICLE I

### Grant of Powers to the Town

#### § C101. Incorporation.

The inhabitants of the Town of Millinocket, within the limits as now established or as hereafter established in the manner provided by law, ~~shall~~ will be a municipal corporation by the name of the "Town of Millinocket, Maine."

#### §C102. Powers of the town.

A. The town shall will have, exercise and enjoy all the rights, immunities, powers, privileges and franchises and shall will be subject to all the duties, liabilities and obligations provided for herein or otherwise pertaining to or incumbent upon said town as a municipal corporation, or the inhabitants or municipal authorities thereof; it may enact bylaws, regulations and ordinances not inconsistent with the Constitution and laws of the State of Maine, and impose penalties for the breach thereof ~~not exceeding one hundred dollars (\$100.) in any one case, to be recovered to the use of said town by appropriate action.~~ a minimum of \$100 unless a lower minimum is established or waived by the council.

B. The town may acquire property within or without its corporate limits for any town purpose, in fee simple or any lesser interest or estate, by purchase, gift, devise,

C5

12



## MILLINOCKET CODE

§C102

lease or condemnation, and may sell, lease, mortgage, hold, manage and control such property as its interest may require.

~~C. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the town would have if the particular power were not mentioned. The Charter shall will be liberally construed to the end, that the Town of~~ Millinocket may have all the powers necessary or convenient for the conduct of its municipal affairs, including all powers the town may assume pursuant to state laws and of the provisions of the State of Maine Constitution.

§C203

## ARTICLE II Town Council

### §C201. Membership; Election; Terms.

The Town Council ~~shall will~~ be composed of seven (7) members, each of whom ~~shall will~~ be elected by the registered voters of the entire town. Each member ~~shall will~~ be elected for a term of three (3) years and until ~~his a~~ successor is elected and qualified.

### §C202. Qualifications.

~~Councilmen~~ Councilors ~~shall will~~ be qualified electors of the Town of Millinocket, and ~~shall will~~ reside in the Town of Millinocket during the term of office, and will be a registered voter of the Town of Millinocket during their entire term in office. ~~They shall will hold no office of~~ emolument or profit under the Town Charter or ordinances. If a ~~Councilman~~ Councilor ~~shall will~~ cease to possess any of these qualifications or ~~shall is~~ be convicted of a felony or crime involving moral turpitude during their term of office ~~involving moral turpitude, his/her~~ their office ~~shall will~~ immediately become vacant.

### §C203. Powers and duties generally.

The members of the Town Council ~~shall will be and~~ constitute the municipal officers of the Town of Millinocket for all purposes required by statute, and except as otherwise herein specifically

## CHARTER

§C203

§C204

provided, ~~shall~~ will have all powers and authority given to, and perform all duties required of, municipal officers under the laws of ~~this the~~ State of Maine, and ~~the municipal officers all~~ have all the powers heretofore vested in the Town Meeting, subject to provisions of Article IX.

### **§C204. Enumeration of powers.**

Without limitation of the foregoing, the Council ~~shall~~ will have power to:

A. Appoint and remove the Town Manager and the Town Clerk; appoint the Board of Assessment Review, the Board of Appeals, the Planning Board; and determine the ~~process manner~~ of appointment of the following officers: Assessor, Treasurer and Town Attorney.

B. By ordinance create, change, and abolish offices, departments, or agencies other than the offices, departments and agencies established by this Charter. The Council by ordinance may assign additional functions or duties to offices, departments or agencies established by this Charter but may not discontinue or assign to any other office, department, or agency any function or duty assigned by this Charter to a particular office, department, or agency. The Council may, however, vest in the Manager all or part of the duties of any office except the School Department.

C. Make, alter and repeal ordinances; included under this power shall will be the power to enact ordinances regulating the following classes of persons, businesses and purposes and to grant licenses and permits therefor for such periods of time and in accordance with such rules and regulations, not inconsistent with law, upon payment by the licensee of such fees and filing of such bonds as said Town Council may establish and make provisions for by ordinance, to wit: but not limited to; auctioneers, the maintenance and operation of garages, filling stations, sidewalk, tanks and pumps for the sale or distribution of gasoline and other

## MILLINOCKET CODE

§C204

§C204

volatile flammable liquids for fuel or power; the manufacture, storage, sale, transportation, disposition and use of explosives and flammable liquids; billiard halls; pool halls; bowling alleys; roller-skating rinks; junk dealers in secondhand parts and salvage of automobiles; dealers in secondhand merchandise; hawkers and peddlers; employment agencies; itinerant vendors; public automobiles; taxicabs and motor buses; public wagons and trucks; amusements; exhibitions and performances; theaters; moving-picture houses; inns; victualers; pawnbrokers; lodging houses of four (4) ~~lodging rooms or more~~; public shooting galleries; the manufacture, storage, sale, distribution and use of fireworks; dance halls; circuses; and the erection of signs, flags, banners, awnings, marquees and all other things within the limits of the sidewalks, roads, ways and streets of said town, and no such objects placed within said limits in accordance with such ordinances shall will be deemed defects in such sidewalks, roads, ways and streets.<sup>1</sup>

D. Inquire into the conduct of any office, department or agency of the town and make investigations as to municipal affairs. Town Council will also have the authority to place a department head on paid leave until an investigation is completed.

E. Adopt land survey maps.

F. Adopt and modify the Official Map of the Town of Millinocket.

G. Regulate and restrict the height and the number of stories of buildings and other structures, the size of yards and courts, the density of population and the location and use of buildings for trade, industry, business, residence, or other purposes through zoning ordinances.

H. Create a housing and/or rental authority.

<sup>1</sup> Editor's Note: See Part II. General Legislation, of the Code of the Town of Millinocket for ordinances regulating such persons and businesses.





## CHARTER

### §C204

I. Adopt, modify and carry out plans proposed by the Planning Board for the ~~clearance of slum districts and rehabilitation of blighted areas.~~ clearance, rehabilitation and or remediation of blighted areas and/or properties.

J. Adopt, modify, and carry out plans proposed by the Planning Board for the replanning, improvements, and redevelopment of neighborhoods and for the replanning, reconstruction and redevelopment of any area or district which may have been destroyed in whole or in part by disaster.

K. Provide for an annual audit.

### §C205. Compensation. [Amended 4-17-1986 by Ord. No.4-86]

~~Councilors shall receive fifteen dollars (\$15.) for each Council meeting upon attendance, not to exceed, in the aggregate, eight hundred dollars (\$800.) per year in full for their services, except that the Chairperson of the Town Council shall receive twenty dollars (\$20.) for each Council meeting upon attendance, not to exceed, in the aggregate, one thousand dollars (\$1,000.) per year in full for his or her services. Such compensation may be changed by ordinance.~~ The Council will set the compensation of the council through the budget process annually, which consist of budget workshops and 2 public hearings. The Town Council by order ~~shall~~ will fix the salaries of officials elected by the Town Council, including the salary of the Town Manager for ~~his/her~~ their services as such and for all other services rendered. ~~by him.~~ Maximum salaries of the appointees of the Town Manager ~~shall~~ will be fixed by the Town Council.

### §C206. Induction into office. [Amended 1-6- 1984 by Ord. No 2-84]

Effective January 1, 1985, the Town Council and the School Board ~~shall~~ will meet at the Town Council Chambers at 7:00 p.m. on the second Monday in November, and at said meeting ~~Councilmen~~ Councilors-elect and School Board members-elect shall will be sworn to the faithful discharge of their duties by a Notary Public or by the Town Clerk.



## MILLINOCKET CODE

§C207

§C209

### **§ C207. Council to judge qualifications of its members.**

The Council ~~shall~~ will be the judge of the election and qualifications of its members and for such purpose shall will have power to subpoena witnesses and require production of records, but the decision of the Council in any such case shall will be subject to review by the courts.

### **§C208. Regular meetings; special meetings, posting of Council actions.**

A. The Town Council ~~shall~~ will, at its first meeting or as soon thereafter as possible, establish by ordinance or resolution a regular place and time for holding its regular meetings, and ~~shall~~ will meet regularly at least once a month. It ~~shall~~ will also provide a method for calling special meetings. All meetings of the Town Council ~~shall~~ will be open to the public in accordance with the Revised Statutes of 1964, M.R.S.A Title 1 §§ 401 to 406.

B. ~~Actions~~ Minutes of the Council ~~shall~~ will be posted in the town office and will be posted on the town website, and social media outlets within a reasonable time. ~~after such action has been taken.~~

### **§ C209. Chairman.**

At its first meeting or as soon thereafter as practicable, the Council ~~shall~~ will elect, by majority vote of the entire Council, one (1) of its members for the ensuing year as Chairman, and the Council may fill, for an unexpired term, any vacancy in the office of Chairman that may occur. The Chairman ~~shall~~ will preside at the meetings of the Council and shall will be recognized as head of the town government for all ceremonial purposes and by the Governor for purposes of military law, but ~~he~~ they shall will have no regular administrative duties. In the temporary absence or disability of the Chairman, the Town Council may elect a Chairman Pro tempore from among its members, and ~~he/she~~ they shall will exercise all the powers of Chairman during such

## CHARTER

### §C209

temporary absence or disability of the Chairman and ~~shall will~~ receive such compensation as the Chairman normally receives.

### §C212

#### **§C210. Quorum; adjourned meeting.**

A majority of the Town Council ~~shall will~~ constitute a quorum for the transaction of business, ~~but~~ A smaller number may adjourn ~~from time to time~~ or may compel attendance of absent members, with at least twenty-four (24) hours' notice of the time and place of holding such an adjourned meeting ~~shall will~~ be given to all members who were not present at the meeting from which adjournment was taken.

#### **§C211. Vacancies.**

If a seat in the Council becomes vacant more than six (6) months prior to the next regular town election, the vacancy ~~shall will~~ be filled for the unexpired term within sixty (60) days from the date that the vacancy occurred by a special election, the warrant for which ~~shall will~~, upon vote of the Town Council, be issued by a member of the Town Council, by vote designated for that duty.

#### **§C212. Rules of procedure,; ordinances, orders and resolves.**

The Town Council ~~shall will~~ provide for keeping a record of its proceedings and ~~shall will~~ determine its own rules of procedure and make lawful regulations for enforcing the same. The Council ~~shall will~~ act only by ordinance, order or resolve. All ordinances, orders and resolves, except orders or resolves making appropriations of money, ~~shall will~~ be confined to one (1) subject, which ~~shall will~~ be clearly expressed in the title. All appropriation orders or resolves ~~shall will~~ be confined to the subject of appropriations only.

## MILLINOCKET CODE

§C213

§C216

### **§C213. Adoption of ordinances.**

Before any ordinance ~~shall~~ will be passed, at least ~~one (1)~~ two (2) public hearing ~~shall~~ will be held by the Council, notice of which ~~shall~~ will be given at least seven (7) days in advance by publication in a newspaper having a circulation in said town, posted on the towns website, posted on the towns social media outlets and by posting a notice in a public place. The yeas and nays ~~shall~~ will be taken on the passage of all ordinances and entered on the record of the proceedings of the Council by the Clerk. Every ordinance ~~shall~~ will require on passage the affirmative vote of a majority of the members of the Council. Such ordinance ~~shall~~ will be effective thirty (30) days after such passage, unless changed by council majority vote, subject to the provisions of Article IX

### **§C214. Town Clerk as Clerk of Council; records.**

The Town Clerk ~~shall~~ will act as Clerk of the Council, and ~~he/she~~ shall keep a public record of all proceedings of the Council, including all roll-call votes.

### **§C215. Independent annual audit.**

Prior to the end of each fiscal year, the Council ~~shall~~ will designate the State Department of Audit or private certified public accountants who, as of the end of the fiscal year, ~~shall~~ will make an independent audit of accounts and other evidences of financial transactions of the town government and ~~shall~~ will submit their report to the Council and the Town Manager. Such accountants ~~shall~~ will not maintain any accounts or records of the town business, but ~~shall~~ will postaudit the books and documents kept by the Department of Finance and any separate or subordinate accounts kept by any other office, department or agency of the town government.

### **§C216. Appointment of Town Manager.**

The Council ~~shall~~ will appoint an officer of the town who ~~shall~~ will have the title of 'Town Manager' and ~~shall~~ will have the powers and

## CHARTER

§C216

§C218

perform the duties in this Charter provided. No Councilman or shall will receive such appointment during the term for which he shall will have been elected nor within one (1) year after the expiration of his term, nor shall will any member of the Town Council act in that capacity.

### **§C217. Removal of Town Manager.**

The Council shall will appoint the Manager for a definite term and may be removed him/her for cause by a majority vote of its members. ~~At least thirty (30) days before such removal shall become effective, the Council shall, by a majority vote of its members, adopt a preliminary resolution stating the reasons for him/her removal.~~ The Manager may reply in writing and may request a public hearing, which shall will be held not earlier than twenty (20) days nor later than thirty (30) days after the filing of such request. After such public hearing, if one be requested, and after full consideration, the Council by majority vote of its members may adopt a final resolution of removal. By the preliminary resolution, the Council may suspend the Manager from duty, but the regular salary of the Manager shall will continue to be paid to him/her them during the period of suspension. If removal is voted, the Council shall will cause to be paid to the Manager forthwith any unpaid balance of his their salary and his their salary for at least the next two (2) calendar months.

### **§C218. Interference by Council with administrative service.**

Neither the Council nor any of its members shall will direct or request the appointment of any person to or his/her their removal from office by the Manager or by any of his/her their subordinates. Except for the purpose of inquiry, the Council and its members shall will deal with the administrative service solely through the Manager, and neither the Council nor any member thereof shall will give orders to any subordinates of the Manager, either publicly or privately.

## MILLINOCKET CODE

§C219

§C219

### **§C219. Recall of elected officials. [Added 9-26-1985 by Ord. No.4-85]**

Any person elected to any office in the Town of Millinocket may be recalled and removed therefrom by the electors of the town as herein provided.

#### **A. Procedure for initiating recall petition.**

(1) Any thirty (30) qualified voters of the town of Millinocket may make and file with the Town Clerk an affidavit containing the name of the elected official whose removal is sought. These thirty (30) qualified voters ~~shall~~ will be referred to as the "Recall Committee" The affidavit ~~shall~~ will also contain a statement detailing the reason(s) why recall is sought. This statement detailing the reason(s) for removal ~~shall~~ will thereafter be made a part of the recall petition. Upon filing of the affidavit by the thirty (30) qualified voters and acceptance of the affidavit by the Town Clerk, the Town Clerk ~~shall~~ will prepare a recall petition relating to the elected official named in the affidavit. The Recall Committee ~~shall~~ will have 30 calendar days from the date of acceptance of the affidavit by the Town Clerk to cause the petition to be signed by not less than twenty percent (20%) of the qualified voters of the Town of Millinocket in the last Gubernatorial election. The petition ~~shall~~ will be available for signing only at the Town Clerk's office, during normal business hours. and ~~shall~~ will be signed by qualified voters in the presence of the Town Clerk or the Deputy Town Clerk. At the end of the thirty-calendar day period the Town Clerk ~~shall~~ will declare the recall petition closed.

(2) The recall petition, to be effective, ~~shall~~ will have been signed by voters of the town of Millinocket numbering not less than twenty percent (20%) of the number of qualified voters as determined at the time of the last preceding ~~municipal~~ Gubernatorial election, and each voter's signature ~~shall~~ will be followed by the voter's printed name, place of



## CHARTER

§C219

§C219

residence with the street and number or other description sufficient to identify the place.

B. Examination and certification of recall petition. Within ten ( 10) business days after the closing of the petition, the Town Clerk ~~shall will~~ ascertain whether or not the petition was signed by the requisite number of voters and, upon such finding, ~~shall will~~ attach a certification to the petition stating that the petition has the required number of signatures of qualified voters, that all signatures were affixed in the presence of the Clerk or Deputy Clerk, that each signer had an opportunity to read the statement detailing the reason(s) for recall and that the petition is sufficient. Should fewer qualified voters than required hereunder sign the petition within the required time, the petition ~~shall will~~ have no further force or effect and all proceedings ~~shall will~~ be terminated.

C. Calling of recall election. If the petition ~~shall will~~ be certified by the Town Clerk to be sufficient, the Clerk ~~shall will~~ submit the petition with certification to the Town Council within five (5) business days of certification as sufficient and ~~shall will~~ notify the elected official whose removal is sought of such action. The Town Council ~~shall will~~ there upon, within ten (10) days of the receipt of the Town Clerk's certification, order an election to be held not more than forty-five (45) days after receipt to submit to vote the question of recall. If recall is effective, the Town Council ~~shall will~~, within forty-five (45) days after the vote for recall, hold a special election to fill the vacancy; provided, however, that if a regular municipal election is to occur within six months after the vote for recall, the Town Council may in its discretion hold the election to fill the vacancy on the date of such other regular municipal election. The recall election ~~shall will~~ be called and held, and nominations to fill any vacancy created by that recall election ~~shall will~~ be made as in other elections under this Charter.

D. Form of ballot in recall election. The form of the ballot at the recall election ~~shall will~~ be as follows:

## MILLINOCKET CODE

§C219

§C302

"~~shall will~~ (name of person proposed for recall), a member of the Millinocket Town Council and/or the Millinocket School ~~Committee~~ board, be recalled?"

Immediately below such question ~~shall will~~ appear in the following order the words "Yes" and "No" and to the right of each word a square within which the voter may cast ~~his~~ their vote.

E. Majority vote required. The elected official whose recall is sought as provided above ~~shall will~~ be recalled and immediately removed from office when a majority of those voting thereon ~~shall will~~ have voted in the affirmative. The successor elected after recall ~~shall will~~ serve for the balance of the unexpired term of the recalled official.

## ARTICLE III

### Town Manager

#### §C301. Qualifications.

The Town Manager ~~shall will~~ be chosen by the Council ~~solely~~ on the basis of ~~his~~ their character and ~~his~~ their executive and administrative qualifications with ~~special~~ reference to ~~his~~ their actual and related experience in or ~~his~~ their knowledge of accepted practice in respect to the duties of ~~his~~ their office as hereinafter set forth. At the time of ~~his~~ their appointment, ~~his~~ they need not be a resident of the town or state but, needs to become a resident within 100 nautical miles of the Town of Millinocket or within a safe commutable distance within 6 months of acceptance of contract.

#### §C302. Powers and duties.

The Town Manger ~~shall will~~ be the chief administrative officer and the head of the administrative branch of the town government and ~~shall will~~ be responsible to the Council for the proper administration of all affairs of the Town of Millinocket. ~~He~~ They ~~shall will~~ have the power and ~~shall will~~ be required to:

A. Appoint, prescribe the duties of and, when necessary for the good of the service, remove all officers and employees of the town, except as otherwise provided herein and except as ~~he~~ they may authorize the head of a department or

## CHARTER

§C302

§C303

office to appoint and remove subordinates in such department or office.

B. Prepare the budget annually, submit it to the Council and be responsible for its administration after adoption.

C. Prepare and submit to the Council as of the end of the fiscal year, a complete report on the finances and administrative activities of the town for the preceding year and cause such annual town report to be published and made available to the public by the end of the first quarter ~~as promptly as possible~~ after the close of the fiscal year.

D. Attend the meetings of the Council, except when ~~their~~ ~~his~~ removal is being considered, and keep the Council advised of the financial condition and future needs of the town and make such recommendations as may seem ~~to him~~ desirable.

E. See that all laws and ordinances governing the Town of Millinocket are faithfully executed.

F. Act as Purchasing Agent for all departments of the Town of Millinocket, except the School Department.

G. Perform such other duties as may be prescribed by this Charter or required ~~of him~~ by the Council, not inconsistent with this Charter.

H. Prepare an Administrative Code, submit it to the Council and be responsible for its administration after adoption.<sup>2</sup>

### **§ C303. Absence or disability.**

To perform ~~his~~ the manager's duties during ~~his~~ a temporary absence or disability of 30 days or ~~more~~, the Manager may, with the consent of the Council, designate by letter filed with the Town Clerk a qualified administrative officer of the town. In the event of failure of the Manager to make such designation, the Council may by

---

Editor's Note: See Ch.3, Administration of Government.

## MILLINOCKET CODE

§C303

§C402

resolution appoint any administrative officer of the town to perform the duties of the Manager until ~~he~~ the manager ~~shall~~ returns. ~~or his disability shall cease.~~

### **§C304. Establishment of departments.**

There ~~shall~~ **will** be a Department of Education and such other departments as may be established by ordinance upon the recommendation of the Manager.

### **§C305. Appointment of Health Officer.**

The Manager ~~shall~~ **will** appoint a Health Officer, who ~~shall~~ **will** serve for such term and exercise such powers and perform such duties as may be prescribed, conferred or imposed by law. The Health Officer ~~shall~~ **will** meet such qualifications as may be specified generally for such positions by the State Commissioner of Human Services.

## **ARTICLE IV**

### **Department of Education**

#### **§C401. Board of Education.**

The Department of Education ~~shall~~ **will** be administered by a Board of Education, hereinafter referred to as the "School Board", which ~~shall~~ **will** consist of five (5) duly qualified electors of the Town of Millinocket, who ~~shall~~ **will** be nominated and elected by the registered voters of the ~~entire~~ Town of Millinocket according to the provisions of Article VIII of this Charter for a term of three (3) years and who ~~shall~~ **will** serve until their successors are elected and qualified.

#### **§C402. Qualifications of Board members.**

Members of the School Board ~~shall~~ **will** be qualified electors of the Town of Millinocket and ~~shall~~ **will** reside in the Town of Millinocket during their ~~entire~~ term ~~of~~ in office.

## CHARTER

### §C402

They ~~shall~~ will hold no office of emolument or profit under the Town Charter or ordinances. If a member of the School Board ~~shall~~ will cease to possess any of these qualifications or ~~shall is~~ convicted of a felony or crime involving moral turpitude during their term of office ~~be-convicted of a crime involving moral turpitude, his~~ their office ~~shall~~ will immediately become vacant.

### §C405

#### **§C403. Vacancies on Board.**

If for any reason a vacancy ~~shall~~ exist in the membership of the School Board, it ~~shall will~~ be filled by a majority vote of the Council until the next municipal election.

#### **§C404. Organization; swearing in; quorum.**

The members of the School Board ~~shall will~~ meet for organization on the second Monday from the date of their election. The members-elect ~~shall will~~ be sworn to the faithful discharge of their duties by a Notary Public or by the Town Clerk, and a record made thereof. The majority of the whole number of the School Board ~~shall will~~ be a quorum, and they ~~shall will~~ elect their own Chairman.

#### **§C405. Powers and duties of Board; preparation of budget.**

- A. The School Board ~~shall will~~ have all the powers conferred and ~~shall will~~ perform all the duties imposed by law upon superintending school committees in regard to the care and management of the public schools of the Town of Millinocket, except as otherwise provided in this Charter. The School Board ~~shall will~~ prepare budget estimates in detail of the several sums required during the ensuing budget year of the support of the public schools a draft budget will be provided to the councilors and public prior to the school board budget workshops to be sent out with public notice of thee workshop. Such budget ~~shall will~~ be approved by the Town Council prior to the beginning of the next school year. The Town Council ~~shall will~~ prescribe the time and place of presentation of the school budget.

## MILLINOCKET CODE

§C405

§C405

**B. [Amended 1-6-1984 by Ord. No. 1-84]** The school budget ~~shall~~ will include an itemized statement of revenue from sources other than municipal taxation, together with a statement of the amount of money to be raised by municipal taxation, together with comparative figures from the current and next preceding school budget year. The school budget ~~shall~~ will include the School Committee's recommended appropriation for each of the following line item categories of proposed expenditures, the sum of which ~~shall~~ will constitute the total proposed appropriation for school purposes, as well as year-to-date expenditures for the previous year and preceding two years.

- (1) ~~Administration.~~ System Administration
- (2) ~~Instructional salaries.~~ School Administration
- (3) ~~Instructional materials.~~ Regular Instruction
- (4) ~~Attendance and health.~~ Special Education
- (5) ~~Vocation education.~~ Student and Staff Support
- (6) ~~Student activities and support service.~~ Other Instruction
- (7) ~~Student transportation.~~ Career and Technical Education
- (8) ~~Operation and maintenance of plant.~~ Facilities Maintenance
- (9) ~~Debt service and employee benefits.~~ Transportation
- (10) ~~Adult education.~~ Other Expenditures

C. The Town Council, after reviewing the proposed budget, may change the proposed appropriation in any of the above line categories prior to approving the final budget. Approval of the school budget ~~shall~~ will fix the appropriation for each of the line item categories and the School Committee ~~shall~~ will not authorize the transfer of approved amounts from one line item category to another without prior approval of the Town Council. The expenditures included within each line item category ~~shall~~ will be consistent with the accounting and reporting requirements of the Maine State Department of Education and Cultural Services. The Council may not

## CHARTER

§C405

§C502

by ordinance create additional line item categories within the school budget.

D. The School Board ~~shall~~ will review the budget at least quarterly to compare year-to-date expenditures to those amounts as approved by the Town Council. Any documents prepared pursuant to this requirement ~~shall~~ will be immediately disseminated to the public and become part of the public record.

E. All filing of grants requiring cash flow encumbrance will require previous notification to the Manager and Town Treasurer.

## ARTICLE V

### Budget

**§C501. Fiscal year, budget year.<sup>3</sup>**

The fiscal year of the town government ~~shall~~ will begin the first day of July and ~~shall~~ will end on the 30th day of June of each calendar year. Such fiscal year ~~shall~~ will constitute the budget and accounting year as used in this Charter. The term "budget year" ~~shall~~ will mean the fiscal year for which any particular budget is adopted and in which it is administered.

**§C502. Preparation and submission of budget.**

A. The Town Manager ~~shall~~ will, not less than 60 days before the beginning of any budget year, submit to the Council a budget and an explanatory budget message. The budget authority of the Council ~~shall~~ will be limited to the final determination of the total appropriation to be made to each of the several offices, departments and agencies of the town, including the Department of Education. This budget ~~shall~~ will be compiled from detailed information furnished by the administrative officers and boards on blanks, forms of which ~~shall~~ will be designated by the Manager and ~~shall~~ will contain:

---

<sup>3</sup> Editor's Note: See also § 3-8 of Ch.3. Administration of Government.

## MILLINOCKET CODE

§C502

§C504

- (1) Exact statement of the financial condition of the Town of Millinocket.
- (2) An itemized statement of appropriations recommended for current expenses and for permanent; improvements, with comparative statements in parallel columns of estimated expenditures for the current year and actual expenditures for the next two preceding fiscal years. An increase or decrease in any item ~~shall~~ will be indicated.
- (3) An itemized statement of estimated revenue from all sources, other than taxation, and a statement of taxes required, with comparative figures from current and next two preceding years.
- (4) Such other information as may be required by the Town Council.

B. The proposed budget prepared by the Manager ~~shall~~ will be reviewed by the Town Council, which ~~shall~~ will approve the budget with or without amendments. The Town Council ~~shall~~ will give public notice as to the availability of the budget and the time and place of hearing. The Council ~~shall~~ will then review and act on the budget.

### **§C503. Budget establishes appropriations.**

From the date of adoption of the budget, the several amounts stated therein as proposed appropriations ~~shall~~ will be and become appropriated to the several agencies and purposes therein named.

### **§ C504. Budget establishes tax levy; certification to Town Assessor.**

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax ~~shall~~ will constitute a determination of the amount of the levy for the



## CHARTER

§C504

§C508

purposes of the Town of Millinocket in the corresponding tax year. A copy of the budget as finally adopted ~~shall~~ will be certified by the Manager and filed ~~by him~~ with the Town Assessor, whose duty it ~~shall~~ will be to levy such taxes for the corresponding tax year.

### **§C505. Budget summary.**

At the head of the budget there ~~shall~~ will appear a summary of the budget, which need not be itemized further than by principal sources of anticipated revenue, stating separately the amount to be raised by property tax, and ~~shall~~ will be itemized also by departments, including the School Department, and ~~kinds~~ program of expenditures, in such a manner as to present to taxpayers a simple and clear summary of the detailed estimates of the budget.

### **§C506. Departmental expenditures; gross appropriations.**

The budget for all departments, including the School Department, ~~shall~~ will include all proposed expenditures, and the Town Council ~~shall~~ will make a gross appropriation for each department, including the School Department, for the ensuing municipal year. The gross appropriation for each department ~~shall~~ will not be exceeded except by consent of the Council and subject to the provisions of Article IX, but the school budget ~~shall~~ will be expended under the direction and control of the School Board.

### **§C507. (Reserved)**

### **§C508. Transfer of unencumbered appropriations.**

The Council may by resolution transfer any unencumbered appropriation balance or portion thereof between general classification of expenditures within an office. The school unencumbered appropriations will remain in the school budget as a carry-over amount and cannot be spent until audited.

## MILLINOCKET CODE

§C509

§C602

### **§C509. Interim expenditures; public statement of over expenditures.**

A. In the period between the beginning of the fiscal year and the appropriation of funds, the Council may authorize expenditures for current departmental expenses chargeable to the appropriations for the year, when made, in amounts sufficient to cover the necessary expenses of the various departments.

B. If any act of the Council ~~shall~~ will cause the annual town budget to be exceeded by any amount, this fact ~~shall~~ will be stated publicly in the report of the Council as provided for in Sub Section C208 of this Charter.

## **ARTICLE VI**

### **Tax Administration**

### **§C601. Division of Assessment; Town Assessor.**

A. There ~~shall~~ will be established a Division of Assessment, the head of which ~~shall~~ will be the Town Assessor. The Assessor, appointed as hereinbefore provided, ~~shall~~ will exercise the same powers and be subject to the same duties and liabilities as established by the laws of the State of Maine.

B. Millinocket property revaluations will occur in accordance with State of Maine law chapter 208.

### **§C602. Board of Assessment Review; compensation; vacancies.**

There ~~shall~~ will be a Board of Assessment Review, to consist of three (3) members who ~~shall~~ will be appointed by the Town Council for a term of three (3) years. Compensation, if any, to such members ~~shall~~ will be determined by the Town Council. Vacancies in the membership of such Board ~~shall~~ will be filled by appointment by the Council for the unexpired term.

## CHARTER

§C603

§C702

### **§C603. Powers and duties of Board of Assessment Review.**

The powers and duties of the Board of Assessment Review ~~shall~~ will be to:

A. Review, on complaint of property owners, and revise, if necessary and proper, assessments for the purpose of taxation of real and personal property within the Town of Millinocket limits made by the Town Assessor.

B. Administer oaths.

C. Take testimony.

D. Hold hearings.

E. Adopt regulations regarding the procedure of assessment review.

## ARTICLE VII

### Municipal Development

#### **§C701. Planning Board.**

There ~~shall~~ will be a Town Planning Board, which ~~shall~~ will be appointed, have such powers and perform such duties as are provided by the laws of the State of Maine.<sup>4</sup>

#### **§C702. Zoning Ordinance.**

There ~~shall~~ will be a Zoning Ordinance as provided by state law.<sup>5</sup>

---

<sup>4</sup> Editor'11 Note: See Ch. 23. Planning Board.

<sup>5</sup> Editor's Note: See Ch. 125, Zoning.

## MILLINOCKET CODE

§C703

§C803

### **§C703. Board of Appeals**

There ~~shall~~ **will** be a Board of Appeals, which ~~shall~~ **will** be appointed by the Town Council, have such powers and perform such duties as are provided by the laws of the State of Maine.<sup>6</sup>

## **ARTICLE VIII**

### **Nominations and Elections**

#### **§C801. Municipal elections. [Amended 146-1984 by Ord.No.2-84]**

Effective January 1, 1985, the regular election for the choice of members of the Town Council and the School Board ~~shall~~ **will** be held on the first Tuesday after the first Monday in November. The Council may, by resolution, order a special election at any time to fill vacancies in the Council.

#### **§C802. Qualification for nomination.**

Any qualified elector of the Town of Millinocket may be nominated for the Council or School Board in accordance with the laws of the State of Maine.

#### **§C803. Conduct and management of elections.**

Provisions of the laws of the State of Maine relating to the qualifications of electors, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for, conducting and management of elections, so far as they may be applicable, ~~shall~~ **will** govern all municipal elections, except as otherwise provided in this Chapter.

---

<sup>6</sup> Editor's Note: See Ch. 5. Appeals. Board of.

## CHARTER

§C804

§C901

### **§C804. Voting places.**

The voting places established for state elections ~~shall~~ will be established for municipal elections.

### **§C805. Election officials.**

The Town Council ~~shall~~ will, at least ten (10) days before any election, appoint a Warden, who ~~shall~~ will exercise all duties as prescribed by State of Maine law, and a Clerk, in addition to the regular Ballot Clerks, for each voting place.

### **§C806. Activity restricted at voting places.**

No unofficial activities, including but not limited to, the selling of any baked goods, crafts, or raffle chances; the collection of petition signatures for any cause; or polling or picketing; ~~shall~~ will be allowed within 200 feet of any voting place. The Warden ~~shall~~ will be empowered to enforce this section.

## ARTICLE IX

### Initiative and Referendum

#### **§C901. Petition for overrule of Council action.**

All ordinances, orders or resolves, except those making appointments or removals or regulating exclusively the internal procedure of the Council, ~~shall~~ will be subject to overrule by a referendum as follow:

A. Any five (5) registered voters may begin referendum proceedings by request, in writing, to the Town Clerk for the appropriate petition blanks. All papers of the petition ~~shall~~ will be uniform in size and style and ~~shall~~ will be assembled as one (1) instrument for filing. They ~~shall~~ will contain or have attached thereto throughout their circulation the full text of the ordinance, order or resolve sought to be reconsidered. The petition ~~shall~~ will be signed

## MILLINOCKET CODE

### §C901

only by registered voters of the Town of Millinocket, ~~and~~ each voter's signature, printed name, ~~shall be~~ and followed by ~~his~~ their address.

B. Each paper of the petition ~~shall~~ will have attached to it, when filed, an affidavit executed by the circulator thereof stating that ~~he~~ they personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in ~~his~~ their presence, that ~~he~~ they believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance, order or resolve sought to be reconsidered.

C. If within ten (10) days after the enactment of any such ordinance, order or resolve, or the next business day should the 10th day fall on a non-business day, the appropriate petition, signed by registered voters of the Town of Millinocket numbering at least twenty percent (20%) of the number of votes cast in the Town of Millinocket at the last gubernatorial election, is filed with the Town Clerk, requesting its reference to a referendum, the Town Council ~~shall~~ will call a public hearing to be held within fourteen (14) days from the date of the filing of such petition with the Town Clerk and ~~shall~~ will, within fourteen (14) days after said public hearing, call a special municipal election for the purpose of submitting to a referendum. vote the question of adopting such ordinance, order or resolve, Pending action by the voters of the Town of Millinocket, the referred ordinance, order or resolve ~~shall~~ will be suspended from going into operation until it has received a vote of the majority of the voters voting on said question.  
**[Amended 11-3-1992]**

### **§C902. Submission by Council of proposition to popular vote.**

The Town Council may submit on its own initiative a proposition for the enactment, repeal or amendment of any ordinance, order or resolve, except as herein otherwise provided, to be voted upon at any municipal election, and

## CHARTER

§C902

§C903

should such proposition review a majority of the votes cast thereon at such election, such ordinance, order or resolve ~~shall will~~ be enacted, repealed or amended accordingly.

### **§C903. Enactment of ordinance by initiative.**

Ordinances may be enacted by the following initiative procedure.

A. Any five (5) registered voters may begin initiative proceedings by request, in writing, to the Town Clerk for the appropriate petition blanks. The complete text of the proposed ordinance ~~shall will~~ be included with the request. All papers of the petition ~~shall will~~ be uniform in size and style and ~~shall will~~ be assembled as one (1) instrument for filing. They ~~shall will~~ contain or have attached thereto throughout their circulation the full text of the proposed ordinance. The petition ~~shall will~~ be signed only by registered voters of the Town of Millinocket, and each voter's signature, printed name, and ~~shall will~~ be followed by ~~his~~ their address.

B. Each paper of the petition ~~shall will~~ have attached to it, when filed, an affidavit executed by the circulator thereof stating that ~~he~~ they personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in ~~his~~ their presence, that ~~he~~ individual believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the proposed ordinance.

C. Upon receipt by the Town Clerk of the appropriate petition, signed by registered voters of the Town of Millinocket numbering at least twenty percent (20%) of the number of votes cast in the Town of Millinocket at the last gubernatorial election, the Town Council ~~shall will~~ call a public hearing to be held within fourteen (14) days from the date of the filing of such petition with the Town Clerk and ~~shall will~~ within fourteen (14) days after said public hearing, call a municipal election for the purpose of submitting to vote

## MILLINOCKET CODE

### §C903

the question of adopting such ordinance, unless such ~~shall~~ will be enacted by the Council prior to the call for said town election. Such ordinance ~~shall~~ will be enacted and take effect when a majority of those voting thereon ~~shall~~ will have voted in the affirmative. [Amended 11-3-1992]

D. Any such proposed ordinance ~~shall~~ will be examined by the Town Attorney before being submitted to the voters. The Town Attorney is authorized to correct the form of such proposed ordinance for the purpose of avoiding repetitions, illegalities, ~~and~~ unconstitutional provisions, ~~and~~ to assure accuracy in its text, ~~and~~ reference, ~~and~~ clearness, and preciseness in its phraseology, but he ~~shall~~ will not materially change its meaning and effect.

### §C904. Form of ballot.

The form of the ballot for the proposed ordinance or repeal of such ordinance, order or resolve ~~shall~~ will be substantially as follows:

" ~~shall~~ will the ordinance, or order or resolve entitled, "be approved?"

\_\_YES \_\_NO

B. The voters ~~shall~~ will indicate their choice by a cross "X" or check mark placed in the appropriate box under the words "YES" ~~and~~ or "NO".

### §C905. (Reserved)

### §C906. Referendum Reconsideration Limited. [Amended 9-30-1993]

Any issue that has been decided by referendum vote ~~shall~~ will not be reconsidered by any means until at least one full year has lapsed from the time of referendum vote. Provided, however, any issue may be reconsidered if the Town Council determines



## CHARTER

§C906

§C1004

that an emergency exists affecting the health, safety, or welfare of the inhabitants of the Town of Millinocket.

## ARTICLE X

### General Provisions

#### **§C1001. Repealer.**

Chapter 131 of the private and special laws of 1965 is repealed; and all acts and parts of acts of the private and special laws of Maine relating to the Town of Millinocket, inconsistent with the provisions of this Charter, are repealed.

#### **§C1002. Severability.**

If any portion of this Act ~~shall~~ will be held to be invalid, such decision ~~shall~~ will not affect the validity of the remaining portions thereof.

#### **§C1003. Title.**

This Charter ~~shall~~ will be known and may be cited as the "Council-Manager Charter of the Town of Millinocket." The Clerk ~~shall~~ will cause it to be printed and made available to the public promptly.

#### **§C1004. Existing rights and contracts not affected.**

The Clerks of the Supreme Judicial and Superior Courts may issue summons for witnesses to attend and produce books, documents, and papers at any meeting of the Town Council for the Town of Millinocket at which a hearing is had in any ~~matter~~ matter regarding any alleged dereliction, which summons ~~shall~~ will be served as required to be sufficient in matters before the Supreme Judicial or Superior Courts. On complaint or failure to obey summons to the District Court for Northern Penobscot, which Court is expressly given jurisdiction to hear such

## MILLINOCKET CODE

### §C1004

complaints, said District Court, if it finds failure to obey said summons to be without reasonable excuse, ~~shall~~ will impose a fine of not less than ten dollars (\$10.) nor more than one hundred dollars (\$100.) or imprisonment for not more than thirty (30) days, or both. All rights of appeal are to be available as exist in the general laws of the Town Clerk.

### §C1008

### §C1006. Oath of office.<sup>7</sup>

Every officer of the Town of Millinocket ~~shall~~ will, before entering upon the duties of his ~~their~~ office, take and subscribe to the following oath or affirmation, to be filed and kept in the office of the Town Clerk:

"I solemnly swear (or affirm) that I will support the Constitution and will obey the laws of the United States and of the State of Maine; that I will, in all respect, observe the provisions of the Charter and ordinances of the Town of Millinocket, and will faithfully discharge the duties of the office of..... "

### §C1007. Continuation of ordinances not inconsistent.

All ordinances of the Town of Millinocket in force at the time when this Charter takes effect, not inconsistent with the provisions of this Charter, ~~shall~~ will continue in force until amended or repealed.

### §C1008. Removal of officers and employees; appeals.

Any officer or employee to whom the Town Manager or a head of any office, department or agency may appoint a successor may be removed by the Manager or other appointing officer at any time. The decision of the Manager or other appointing officer ~~shall~~ will be subject to appeal to the Personnel Appeals Board. Notice of such appeal ~~shall~~ will be made in writing to the

---

<sup>7</sup> Editor's Note: See also Subsection 3-6 of Ch. 3, Administration of Government.

## CHARTER

§C1008

§C1011

Town Manager and the Town Council within thirty (30) days of notice of dismissal.

### **§C1009. Personnel Appeals Board.**

There ~~shall~~ will be Personnel Appeals Board consisting of three (3) members appointed by the Town Council from among the qualified voters of the Town of Millinocket. All appointments ~~shall~~ will be made for terms of three (3) years.

### **§C1010. (Reserved) Municipal Document Review**

A. An informal review of the Town of Millinocket charter will be completed a minimum of once every 10 years.

B. An informal review of the Town of Millinocket Zoning code/Subdivision Ordinance books will be completed a minimum once every 10 years.

C. An informal review of the Town of Millinocket Comprehensive plan will be completed once every 5 years.

### **§C1011. Bonds of officials.<sup>8</sup>**

The Town Council ~~shall~~ will require a bond with sufficient surety or sureties, satisfactory to the Town Council, from all persons trusted with the collection, custody or disbursement of any of the public moneys and may require such bond from such other officials as it may deem advisable, the premium charges for said bonds to be paid by the Town of Millinocket.

---

<sup>8</sup> Editor's Note: See also Subsection S. 7 of Ch. 3, Administration of Government.

C33

12-25-93

## MILLINOCKET CODE

§C1012

§C1012

### **§C1012. Charter amendment. [Amended 11-3-1992]**

This Charter may be amended in accordance with 30-A M.R.S.A. Subsection 2101 et seq.<sup>9</sup>

---

<sup>9</sup> Editor's Note: The following provisions appeared immediately following this section "Emergency clause; referendum; effective date; certificate to Secretary of State and resubmission to the voters. In view of the emergency cited in the preamble, this Act shall take effect when approved, only for the purpose of permitting its submission to the legal voter of the Town of Millinocket at the next annual town election to be held in

March 1969. Warrants shall be issued for such election in the manner now provided by law for the holding of municipal elections, notifying and warning the qualified voters of said town to meet in the regular voting place of said town, there to cast their ballots on the approval or rejection of this Act. Failure of approval by the legal voters of the Town of Millinocket at the annual town meeting of 1989 shall not prevent subsequent elections held before 1974. The Town Clerk shall prepare the required ballots, on which he shall reduce the subject matter of this Act to the following question: "Shall will An Act Providing for a Council-Manager Form of Government for the Town of Millinocket, passed by the 104th Legislature, be accepted?" The voters shall indicate by a cross or check mark placed against the words YES or NO their opinion of the same. "This Act shall take effect for the purpose of nominating and electing officers hereunder immediately upon its acceptance by a majority of the legal voters voting at said election, and for all other purposes this Act shall take effect immediately following the first election held under the provision of this Charter following (the approval of this Act. "The results of the vote shall be declared by the municipal officer., of the Town of Millinocket and due certificate thereof shall will be filed by the Town Clerk with the Secretary of State."



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 10.12.23

This meeting's regular Manager's Report will be replaced with an update on the Town's financial standings after the end of 1<sup>st</sup> quarter.

Sincerely,

Peter Jamieson, Town Manager

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
0101 - GENERAL GOVERNMENT	373,617.00	0.00	373,617.00
0101 - COUNCIL	8,800.00	0.00	8,800.00
0102 - MANAGER	93,600.00	22,680.40	70,919.60
0109 - TREASURER/TOWN AUDITOR	75,000.00	18,751.20	56,248.80
0202 - HR DIR/ASSISTANT BOOKKEEPER	62,400.00	15,602.08	46,797.92
0420 - PART TIME	0.00	0.00	0.00
3002 - SOC SEC/MEDICARE TAXES	18,345.00	4,051.51	14,293.49
3003 - WORKMEN'S COMPENSATION	1,676.00	0.00	1,676.00
3004 - HOSPITAL INSURANCE	86,206.00	20,947.44	65,258.56
3005 - UNEMPLOYMENT	920.00	0.00	920.00
3006 - ACCIDENT/SICKNESS INS	2,211.00	0.00	2,211.00
3008 - MAINE PERS	24,459.00	0.00	24,459.00
Department..	373,617.00	82,032.63	291,584.37
0103 - ELECTIONS & REGISTRATIONS	13,091.00	0.00	13,091.00
0420 - PART TIME	7,200.00	0.00	7,200.00
2018 - POSTAGE	400.00	0.00	400.00
2019 - OFFICE SUPPLIES	1,400.00	711.58	688.42
3002 - SOC SEC/MEDICARE TAXES	551.00	0.00	551.00
3003 - WORKMEN'S COMPENSATION	40.00	0.00	40.00
4026 - MAINT/UPDT	3,500.00	0.00	3,500.00
Department..	13,091.00	711.58	12,379.42
0104 - TOWN CLERKS DEPARTMENT	276,168.00	0.00	276,168.00
0104 - TOWN CLERK	50,000.00	12,500.80	37,499.20
0113 - TAX COLLECTOR	42,000.00	10,498.80	31,501.20
0391 - CLERK II	40,000.00	9,999.60	30,000.40
0420 - PART TIME	24,749.00	5,645.04	19,103.96
1520 - REC/FIL FEES	3,500.00	0.00	3,500.00
1610 - TAXBILL EXP.	1,100.00	0.00	1,100.00
2006 - DUES MEMBERSHIPS SUBSCRIPT	230.00	0.00	230.00
2018 - POSTAGE	5,000.00	1,951.53	3,048.47
2019 - OFFICE SUPPLIES	3,000.00	1,059.51	1,940.49
2028 - TELEPHONE	2,000.00	593.76	1,406.24
2030 - TRAVEL	1,500.00	1,084.50	415.50
2035 - TRAINING	500.00	90.00	410.00
3002 - SOC SEC/MEDICARE TAXES	11,991.00	2,728.12	9,262.88
3003 - WORKMEN'S COMPENSATION	2,316.00	0.00	2,316.00
3004 - HOSPITAL INSURANCE	70,281.00	17,072.28	53,208.72
3005 - UNEMPLOYMENT	1,226.00	0.00	1,226.00
3006 - ACCIDENT/SICKNESS INS	1,994.00	0.00	1,994.00
3008 - MAINE PERS	14,701.00	0.00	14,701.00
4027 - PRESENT/AWARDS	80.00	0.00	80.00
Department..	276,168.00	63,223.94	212,944.06
0107 - ASSESSING	96,600.00	0.00	96,600.00
0105 - ASSESSOR	47,590.00	18,075.20	29,514.80
0106 - SHARED ASSESSOR	11,898.00	2,288.00	9,610.00

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jnl Desc---	Current Budget	Net	Unexpended Balance
<b>0107 - ASSESSING CONT'D</b>			
0420 - PART TIME	15,600.00	3,855.00	11,745.00
2006 - DUES MEMBERSHIPS SUBSCRIPT	100.00	0.00	100.00
2018 - POSTAGE	200.00	13.86	186.14
2019 - OFFICE SUPPLIES	200.00	24.78	175.22
2020 - REGISTRY OF DEEDS	350.00	111.96	238.04
2028 - TELEPHONE	400.00	100.64	299.36
2030 - TRAVEL	200.00	92.70	107.30
2035 - TRAINING	500.00	0.00	500.00
2037 - ASSESSOR'S MAPPING	500.00	0.00	500.00
2042 - PRINTING	80.00	0.00	80.00
2150 - OUTSIDE SERVICES	2,500.00	0.00	2,500.00
3002 - SOC SEC/MEDICARE TAXES	5,744.00	1,852.69	3,891.31
3003 - WORKMEN'S COMPENSATION	2,466.00	0.00	2,466.00
3005 - UNEMPLOYMENT	613.00	0.00	613.00
3008 - MAINE PERS	7,659.00	0.00	7,659.00
Department..	96,600.00	26,414.83	70,185.17
<b>0108 - MUNICIPAL BUILDING</b>	100,730.00	0.00	100,730.00
0420 - PART TIME	21,844.00	5,373.50	16,470.50
1910 - ELEVATOR MAINTENANCE	5,000.00	3,280.22	1,719.78
2007 - ELECTRICITY/WATER/SEWER	26,000.00	4,993.90	21,006.10
3002 - SOC SEC/MEDICARE TAXES	1,671.00	411.02	1,259.98
3003 - WORKMEN'S COMPENSATION	1,180.00	0.00	1,180.00
3005 - UNEMPLOYMENT	307.00	0.00	307.00
3008 - MAINE PERS	2,228.00	0.00	2,228.00
3015 - HEATING FUEL	20,000.00	0.00	20,000.00
3016 - CLEANING SUPPLIES	1,000.00	316.69	683.31
3108 - BLDG MAINTENANCE	4,500.00	768.82	3,731.18
4044 - AIR COND/TEMP CONTROL	17,000.00	0.00	17,000.00
Department..	100,730.00	15,144.15	85,585.85
<b>0109 - AUDIT</b>	20,000.00	0.00	20,000.00
4001 - AUDIT REPORT	20,000.00	7,900.00	12,100.00
Department..	20,000.00	7,900.00	12,100.00
<b>0111 - LEGAL EXPENSES</b>	75,000.00	0.00	75,000.00
4003 - LEGAL SERVICES	75,000.00	7,413.00	67,587.00
4302 - OUR KATAHDIN - ECONOMIC DEV	0.00	1,690.00	-1,690.00
Department..	75,000.00	9,103.00	65,897.00
<b>0112 - ADMINISTRATION</b>	85,185.00	0.00	85,185.00
1112 - COMPUTER SUPPORT	25,000.00	8,803.41	16,196.59
1630 - COUNCIL EXPENSES	500.00	36.99	463.01
2001 - ADVERTISING	3,000.00	537.13	2,462.87
2006 - DUES MEMBERSHIPS SUBSCRIPT	6,100.00	1,727.00	4,373.00
2018 - POSTAGE	3,000.00	1,920.67	1,079.33
2019 - OFFICE SUPPLIES	4,200.00	615.01	3,584.99
2020 - REGISTRY OF DEEDS	3,000.00	684.00	2,316.00



## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>0112 - ADMINISTRATION CONT'D</b>			
2023 - EQUIPMENT CONTRACTS	5,000.00	1,076.55	3,923.45
2028 - TELEPHONE	4,235.00	1,128.99	3,106.01
2036 - TESTING/PHYSICALS	2,000.00	87.00	1,913.00
2057 - COMPUTER NETWORK & LICENSES	21,000.00	803.52	20,196.48
2815 - PARKING LOT RENT	1,020.00	0.00	1,020.00
3109 - WELL BEING BENEFIT	500.00	80.00	420.00
4038 - BANK SERVICE FEES	5,000.00	1,082.66	3,917.34
4040 - DSL SITE HOSTING	650.00	200.00	450.00
4041 - BUSINESS/MISCELLANEOUS EXPENSE	980.00	605.00	375.00
Department..	85,185.00	19,387.93	65,797.07
<b>0113 - TOWN REVALUATION</b>	0.00	0.00	0.00
0393 - TEMP ASSESSING SERV EMPLOYEES	45,000.00	4,843.75	40,156.25
1105 - SUPPLIES	0.00	320.82	-320.82
3002 - SOC SEC/MEDICARE TAXES	3,442.50	370.55	3,071.95
3003 - WORKMEN'S COMPENSATION	1,756.50	0.00	1,756.50
3005 - UNEMPLOYMENT	921.00	0.00	921.00
4041 - BUSINESS/MISCELLANEOUS EXPENSE	2,500.00	0.00	2,500.00
Department..	53,620.00	5,535.12	48,084.88
<b>0114 - PLANNING CODE DEV.</b>	66,551.00	0.00	66,551.00
0111 - CODE ENFORCEMENT	55,000.00	12,543.66	42,456.34
2001 - ADVERTISING	200.00	0.00	200.00
2018 - POSTAGE	200.00	80.32	119.68
2019 - OFFICE SUPPLIES	200.00	21.05	178.95
2028 - TELEPHONE	1,500.00	298.13	1,201.87
2030 - TRAVEL	1,000.00	116.02	883.98
2035 - TRAINING	1,000.00	215.04	784.96
3002 - SOC SEC/MEDICARE TAXES	4,207.00	924.60	3,282.40
3003 - WORKMEN'S COMPENSATION	2,200.00	0.00	2,200.00
3004 - HOSPITAL INSURANCE	0.00	4,149.08	-4,149.08
3005 - UNEMPLOYMENT	307.00	0.00	307.00
3006 - ACCIDENT/SICKNESS INS	737.00	0.00	737.00
Department..	66,551.00	18,347.90	48,203.10
<b>0115 - ECONOMIC DEVELOPMENT</b>	82,480.00	0.00	82,480.00
1533 - KAT	12,000.00	6,000.00	6,000.00
2047 - ZOOM	480.00	95.94	384.06
3776 - COMMUNICATIONS CONTRACT	20,000.00	5,151.18	14,848.82
3778 - ECONOMIC DEVELOPMENT	50,000.00	0.00	50,000.00
6000 - GIS MAPPING	0.00	0.00	0.00
6002 - BROWNFIELD GRANT	0.00	4,936.90	-4,936.90
Department..	82,480.00	16,184.02	66,295.98
<b>0118 - COMMUNITY INITIATIVES DIRECTOR</b>	89,539.00	0.00	89,539.00
0120 - COMMUNITY INITIATIVES DIR	46,800.00	11,702.86	35,097.14
2006 - DUES MEMBERSHIPS SUBSCRIPT	1,600.00	40.00	1,560.00
2018 - POSTAGE	50.00	20.79	29.21

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>0118 - COMMUNITY INITIATIVES DIRECTOR CONT'D</b>			
2019 - OFFICE SUPPLIES	300.00	60.95	239.05
2028 - TELEPHONE	500.00	157.12	342.88
2030 - TRAVEL	1,300.00	0.00	1,300.00
2035 - TRAINING	600.00	1,000.00	-400.00
3002 - SOC SEC/MEDICARE TAXES	3,580.00	782.38	2,797.62
3003 - WORKMEN'S COMPENSATION	260.00	0.00	260.00
3004 - HOSPITAL INSURANCE	28,731.00	6,980.25	21,750.75
3005 - UNEMPLOYMENT	307.00	0.00	307.00
3006 - ACCIDENT/SICKNESS INS	737.00	0.00	737.00
3008 - MAINE PERS	4,774.00	0.00	4,774.00
Department..	89,539.00	20,744.35	68,794.65
<b>0119 - ARPA</b>	7,288.00	0.00	7,288.00
1112 - COMPUTER SUPPORT	1,288.00	1,277.62	10.38
3608 - FENCE REPAIR/INSTALLATION	0.00	0.00	0.00
3770 - LITTLE ITALY DOG PARK	0.00	62.41	-62.41
3773 - IWORQ ONLINE CODE PERM SYSTEM	6,000.00	6,000.00	0.00
3775 - POOL SKYLIGHTS	0.00	9,800.00	-9,800.00
3783 - ARPA SKI TOW	22,500.00	0.00	22,500.00
3784 - HISTORICAL SOCIETY	10,000.00	10,000.00	0.00
3785 - FIRE STATION FURNITURE	1,500.00	1,491.00	9.00
3786 - VOT REGISTRATION TENT	1,000.00	0.00	1,000.00
Department..	42,288.00	28,631.03	13,656.97
<b>0201 - POLICE DEPARTMENT</b>	790,874.00	0.00	790,874.00
1115 - POLICE DEPT SERVICE CONTRACT	790,874.00	350,098.00	440,776.00
Department..	790,874.00	350,098.00	440,776.00
<b>0203 - FIRE DEPARTMENT</b>	69,117.00	0.00	69,117.00
0302 - CALL FIREFIGHTERS	5,500.00	1,346.50	4,153.50
0410 - OVERTIME	17,500.00	3,056.96	14,443.04
0422 - TRAINING P/R	7,500.00	862.12	6,637.88
0551 - SAFETY GRANT	0.00	1,805.40	-1,805.40
2006 - DUES MEMBERSHIPS SUBSCRIPT	600.00	0.00	600.00
2008 - EQUIPMENT REPAIRS/REPLACE	10,000.00	0.00	10,000.00
2034 - SUPPLIES & TOOLS	1,500.00	47.82	1,452.18
2035 - TRAINING	1,000.00	76.54	923.46
2036 - TESTING/PHYSICALS	1,200.00	0.00	1,200.00
2038 - TRAINING-VOLUNTEER	3,000.00	660.00	2,340.00
2050 - VEHICLE MAINTENANCE	10,000.00	306.50	9,693.50
2051 - VEHICLE OPERATIONS	3,000.00	700.39	2,299.61
3002 - SOC SEC/MEDICARE TAXES	2,142.00	443.24	1,698.76
3003 - WORKMEN'S COMPENSATION	4,480.00	0.00	4,480.00
3008 - MAINE PERS	1,695.00	0.00	1,695.00
Department..	69,117.00	9,305.47	59,811.53
<b>0204 - AMBULANCE</b>	214,271.00	0.00	214,271.00
0373 - DRIVERS	0.00	195.00	-195.00

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>0204 - AMBULANCE CONT'D</b>			
0374 - AMB PER DIEM	25,000.00	3,757.00	21,243.00
0410 - OVERTIME	75,000.00	12,632.12	62,367.88
0422 - TRAINING P/R	5,500.00	48.19	5,451.81
0423 - EMT/NURSE TRAINING	2,500.00	202.50	2,297.50
0437 - RETURN OF GRANT FUNDS	0.00	10,339.65	-10,339.65
2008 - EQUIPMENT REPAIRS/REPLACE	4,000.00	0.00	4,000.00
2018 - POSTAGE	0.00	15.12	-15.12
2034 - SUPPLIES & TOOLS	16,000.00	2,657.93	13,342.07
2035 - TRAINING	1,500.00	0.00	1,500.00
2043 - EMS LICENSING	2,500.00	1,001.00	1,499.00
2044 - EMS CED	1,000.00	0.00	1,000.00
2050 - VEHICLE MAINTENANCE	11,000.00	552.09	10,447.91
2051 - VEHICLE OPERATIONS	20,000.00	945.43	19,054.57
3002 - SOC SEC/MEDICARE TAXES	7,880.00	1,265.20	6,614.80
3003 - WORKMEN'S COMPENSATION	15,416.00	0.00	15,416.00
3008 - MAINE PERS	8,475.00	0.00	8,475.00
4029 - BILLING	18,500.00	3,757.69	14,742.31
4401 - HYDRANT RENTAL	0.00	37,714.86	-37,714.86
Department..	214,271.00	75,083.78	139,187.22
<b>0205 - FIRE &amp; AMBULANCE GENERAL</b>	740,710.00	0.00	740,710.00
0112 - FIRE CHIEF	70,000.00	2,152.26	67,847.74
0117 - ASSISTANT FIRE CHIEF	0.00	16,221.11	-16,221.11
0372 - EMT	280,604.00	53,956.73	226,647.27
0377 - 2ND ASSISTANCE CHIEF STIPEND	3,500.00	875.00	2,625.00
0410 - OVERTIME	40,000.00	19,826.39	20,173.61
0422 - TRAINING P/R	2,500.00	129.78	2,370.22
2007 - ELECTRICITY/WATER/SEWER	3,000.00	423.65	2,576.35
2018 - POSTAGE	75.00	0.00	75.00
2019 - OFFICE SUPPLIES	1,000.00	280.75	719.25
2028 - TELEPHONE	7,000.00	1,253.04	5,746.96
2052 - UNIFORMS	10,000.00	1,722.25	8,277.75
2053 - UNIFORM CLEANING	5,600.00	1,200.00	4,400.00
2054 - BUILDING SUPPLIES	2,000.00	110.98	1,889.02
3002 - SOC SEC/MEDICARE TAXES	30,340.00	6,976.00	23,364.00
3003 - WORKMEN'S COMPENSATION	62,897.00	0.00	62,897.00
3004 - HOSPITAL INSURANCE	151,489.00	30,052.83	121,436.17
3005 - UNEMPLOYMENT	2,146.00	0.00	2,146.00
3006 - ACCIDENT/SICKNESS INS	4,421.00	0.00	4,421.00
3008 - MAINE PERS	44,138.00	0.00	44,138.00
3015 - HEATING FUEL	14,000.00	0.00	14,000.00
3111 - RADIO CONNECT	3,000.00	546.14	2,453.86
4008 - BLDG MAINTENANCE	3,000.00	2,939.09	60.91
Department..	740,710.00	138,666.00	602,044.00
<b>0206 - COMMUNITY SERVICES</b>	563,000.00	0.00	563,000.00

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>0206 - COMMUNITY SERVICES CONT'D</b>			
4401 - HYDRANT RENTAL	474,000.00	113,144.58	360,855.42
4402 - STREET LIGHTS	82,000.00	16,251.44	65,748.56
4403 - TRAFFIC LIGHT REPAIR	7,000.00	0.00	7,000.00
Department..	563,000.00	129,396.02	433,603.98
<b>0209 - INSURANCES</b>	110,145.00	0.00	110,145.00
4201 - PROPERTY	22,575.00	0.00	22,575.00
4202 - FLEET/VEHICLE	45,045.00	0.00	45,045.00
4203 - GENERAL LIABILITY	22,470.00	0.00	22,470.00
4206 - BONDS:TREASURER/TAX COLL	2,000.00	975.00	1,025.00
4208 - PUBLIC OFFICIALS	6,530.00	0.00	6,530.00
4209 - EMPLOYMENT PRACTICES LIABILITY	11,525.00	0.00	11,525.00
Department..	110,145.00	975.00	109,170.00
<b>0213 - ENFORCEMENT OFFICIALS</b>	7,083.00	0.00	7,083.00
0115 - HEALTH OFFICER	5,000.00	750.00	4,250.00
0380 - ELECTRICAL INSPECTOR	1,500.00	375.00	1,125.00
3002 - SOC SEC/MEDICARE TAXES	383.00	86.66	296.34
3003 - WORKMEN'S COMPENSATION	200.00	0.00	200.00
Department..	7,083.00	1,211.66	5,871.34
<b>0214 - DOG CONSTABLE</b>	14,970.00	0.00	14,970.00
0356 - DOG CONSTABLE	9,632.00	2,407.99	7,224.01
0358 - PENOBSCOT VALLEY HUMANE SOCIET	1,800.00	0.00	1,800.00
2028 - TELEPHONE	900.00	188.89	711.11
2034 - SUPPLIES & TOOLS	1,500.00	254.51	1,245.49
3002 - SOC SEC/MEDICARE TAXES	737.00	184.21	552.79
3003 - WORKMEN'S COMPENSATION	202.00	0.00	202.00
3005 - UNEMPLOYMENT	199.00	0.00	199.00
Department..	14,970.00	3,035.60	11,934.40
<b>0300 - FRINGE BENEFITS</b>	35,355.00	0.00	35,355.00
3002 - SOC SEC/MEDICARE TAXES	2,295.00	1,513.11	781.89
3003 - WORKMEN'S COMPENSATION	0.00	42,609.59	-42,609.59
3005 - UNEMPLOYMENT	0.00	3,342.59	-3,342.59
3006 - ACCIDENT/SICKNESS INS	0.00	4,677.87	-4,677.87
3007 - EARNED TIME ACCRUAL	30,000.00	19,779.14	10,220.86
3008 - MAINE PERS	3,060.00	39,503.05	-36,443.05
Department..	35,355.00	111,425.35	-76,070.35
<b>0402 - P.W. ADMINISTRATION</b>	113,450.00	0.00	113,450.00
0108 - DIRECTOR	74,000.00	18,500.04	55,499.96
0420 - PART TIME	0.00	163.88	-163.88
2018 - POSTAGE	35.00	3.87	31.13
2019 - OFFICE SUPPLIES	800.00	96.47	703.53
2028 - TELEPHONE	4,200.00	1,254.17	2,945.83
2030 - TRAVEL	100.00	0.00	100.00
3002 - SOC SEC/MEDICARE TAXES	5,661.00	1,427.72	4,233.28
3003 - WORKMEN'S COMPENSATION	7,252.00	0.00	7,252.00
3004 - HOSPITAL INSURANCE	12,810.00	3,111.81	9,698.19

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jnl Desc---	Current Budget	Net	Unexpended Balance
<b>0402 - P.W. ADMINISTRATION CONT'D</b>			
3005 - UNEMPLOYMENT	307.00	0.00	307.00
3006 - ACCIDENT/SICKNESS INS	737.00	0.00	737.00
3008 - MAINE PERS	7,548.00	0.00	7,548.00
Department..	113,450.00	24,557.96	88,892.04
<b>0403 - GARAGE MAINTENANCE</b>	34,000.00	0.00	34,000.00
2007 - ELECTRICITY/WATER/SEWER	11,000.00	2,855.00	8,145.00
2008 - EQUIPMENT REPAIRS/REPLACE	3,000.00	198.00	2,802.00
3015 - HEATING FUEL	15,000.00	0.00	15,000.00
3108 - BLDG MAINTENANCE	5,000.00	0.00	5,000.00
Department..	34,000.00	3,053.00	30,947.00
<b>0407 - P.W. ROADS &amp; CONSTRUCTION</b>	1,315,453.00	0.00	1,315,453.00
0401 - FULL TIME PAYROLL	336,563.00	83,128.24	253,434.76
0410 - OVERTIME	43,600.00	1,701.93	41,898.07
0420 - PART TIME	9,000.00	0.00	9,000.00
2011 - ROAD PAVING & CONSTRUCTION	410,000.00	399,295.60	10,704.40
2022 - PORTABLE OUT HOUSE	2,000.00	300.00	1,700.00
2029 - TIRES	10,000.00	31.30	9,968.70
2032 - GAS/OIL/GREASE	70,000.00	12,196.10	57,803.90
2033 - MAINTENANCE REPAIRS	65,000.00	13,334.17	51,665.83
2034 - SUPPLIES & TOOLS	2,500.00	993.05	1,506.95
2035 - TRAINING	1,500.00	0.00	1,500.00
2036 - TESTING/PHYSICALS	0.00	-64.00	64.00
2052 - UNIFORMS	3,500.00	1,156.92	2,343.08
2802 - WINTER SAND	12,900.00	20,000.00	-7,100.00
2803 - PAINT & SUPPLIES	12,000.00	9,964.14	2,035.86
2804 - SALT	40,000.00	-3,011.25	43,011.25
2805 - SHOULDER MAINTENANCE	2,000.00	124.99	1,875.01
2806 - SUPPLIES	2,000.00	665.42	1,334.58
2807 - EQUIP FOR SNOW REMOVAL	6,000.00	0.00	6,000.00
2808 - SIGNS	5,000.00	0.00	5,000.00
2809 - COLD PATCH	10,000.00	0.00	10,000.00
2810 - CALCIUM	750.00	0.00	750.00
2812 - STORM DRAIN REPAIR	5,000.00	193.94	4,806.06
2813 - CULVERTS	2,500.00	0.00	2,500.00
2814 - TREE CARE/REPLACEMENT	2,500.00	0.00	2,500.00
3002 - SOC SEC/MEDICARE TAXES	29,771.00	6,329.53	23,441.47
3003 - WORKMEN'S COMPENSATION	38,138.00	0.00	38,138.00
3004 - HOSPITAL INSURANCE	145,470.00	39,282.48	106,187.52
3005 - UNEMPLOYMENT	2,639.00	0.00	2,639.00
3006 - ACCIDENT/SICKNESS INS	5,895.00	0.00	5,895.00
3008 - MAINE PERS	39,227.00	0.00	39,227.00
Department..	1,315,453.00	585,622.56	729,830.44
<b>0408 - P.W. WINTER ROADS (DO NOT USE)</b>	0.00	0.00	0.00
2033 - MAINTENANCE REPAIRS	0.00	-223.80	223.80

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
0408 - P.W. WINTER ROADS (DO NOT USE) CONT'D			
Department..	0.00	-223.80	223.80
0409 - TRANSFER SITE	470,842.00	0.00	470,842.00
0383 - WASTE HAULER, PART TIME	18,388.00	4,172.48	14,215.52
0420 - PART TIME	86,580.00	21,225.00	65,355.00
0604 - WEARING APPAREL	1,200.00	0.00	1,200.00
2007 - ELECTRICITY/WATER/SEWER	15,000.00	2,074.53	12,925.47
2008 - EQUIPMENT REPAIRS/REPLACE	8,000.00	4,406.66	3,593.34
2014 - TOOLS/SMALL EQUIP	150.00	0.00	150.00
2028 - TELEPHONE	500.00	147.96	352.04
2029 - TIRES	4,000.00	4,147.38	-147.38
2032 - GAS/OIL/GREASE	30,000.00	5,113.87	24,886.13
2150 - OUTSIDE SERVICES	2,500.00	510.32	1,989.68
3002 - SOC SEC/MEDICARE TAXES	8,030.00	1,943.00	6,087.00
3003 - WORKMEN'S COMPENSATION	6,718.00	0.00	6,718.00
3005 - UNEMPLOYMENT	1,226.00	0.00	1,226.00
3008 - MAINE PERS	9,750.00	0.00	9,750.00
3010 - CLEANING SOLVENTS	100.00	0.00	100.00
3015 - HEATING FUEL	6,500.00	24.61	6,475.39
3108 - BLDG MAINTENANCE	2,500.00	2,649.70	-149.70
3150 - LAND FILL COST	248,000.00	55,843.28	192,156.72
3151 - DISPOSAL/RECYCLING	500.00	0.00	500.00
3152 - PERMITS	1,200.00	452.74	747.26
3154 - MEMBERSHIP FEES	4,500.00	1,330.60	3,169.40
3155 - TIRES DISPOSAL	6,000.00	0.00	6,000.00
3156 - WHITE GOODS/FREON DISPOSAL	2,000.00	0.00	2,000.00
3159 - SHINGLES DISPOSAL	6,000.00	0.00	6,000.00
3160 - WOOD ASH DISPOSAL	1,500.00	0.00	1,500.00
Department..	470,842.00	104,042.13	366,799.87
0501 - LIBRARY	125,000.00	0.00	125,000.00
2007 - ELECTRICITY/WATER/SEWER	0.00	100.25	-100.25
2015 - LIBRARY CONTRACT	125,000.00	31,250.00	93,750.00
Department..	125,000.00	31,350.25	93,649.75
0502 - GIFTS/DONATE	0.00	0.00	0.00
4501 - GIFTS & DONATIONS	0.00	0.00	0.00
Department..	0.00	0.00	0.00
0700 - DEBT & INTEREST	139,673.00	0.00	139,673.00
0730 - GNP ECON DEV PRINCIPAL	79,011.00	55,945.74	23,065.26
0731 - GNP ECON DEV INTEREST	15,520.00	0.00	15,520.00
0734 - AMBULANCE POWER COTS LEASE	12,596.00	0.00	12,596.00
0735 - LAND PURCHASE INTEREST	11,180.00	0.00	11,180.00
0736 - LAND PURCHASE PRINCIPAL	21,366.00	0.00	21,366.00
Department..	139,673.00	55,945.74	83,727.26
0815 - GENERAL ASSISTANCE	17,150.00	0.00	17,150.00
3701 - RENT	12,000.00	4,336.75	7,663.25
3702 - ELECTRICITY	500.00	0.00	500.00

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>0815 - GENERAL ASSISTANCE CONT'D</b>			
3703 - LP GAS	150.00	0.00	150.00
3704 - MEDICAL	300.00	0.00	300.00
3705 - HOUSEHOLD	600.00	133.36	466.64
3706 - WATER	500.00	0.00	500.00
3708 - FOOD	100.00	65.00	35.00
3710 - FUEL ASSISTANCE	1,000.00	0.00	1,000.00
3711 - OTHER	2,000.00	0.00	2,000.00
Department..	17,150.00	4,535.11	12,614.89
<b>0816 - PUB HEALTH/ WELFARE AGENCY</b>	8,415.00	0.00	8,415.00
3812 - MEMORIAL DAY FLAGS	2,415.00	505.43	1,909.57
3813 - PUBLIC HEALTH & WELFARE	0.00	600.00	-600.00
4043 - DONATION/DONATION PURCHASES	7,500.00	2,074.85	5,425.15
Department..	9,915.00	3,180.28	6,734.72
<b>0902 - CEMETERY</b>	65,340.00	0.00	65,340.00
0499 - LABORER	43,000.00	16,850.00	26,150.00
2007 - ELECTRICITY/WATER/SEWER	600.00	232.13	367.87
2008 - EQUIPMENT REPAIRS/REPLACE	1,000.00	7.99	992.01
2022 - PORTABLE OUT HOUSE	1,100.00	300.00	800.00
2028 - TELEPHONE	360.00	0.00	360.00
2032 - GAS/OIL/GREASE	1,000.00	901.63	98.37
2033 - MAINTENANCE REPAIRS	500.00	59.43	440.57
2034 - SUPPLIES & TOOLS	375.00	181.02	193.98
3002 - SOC SEC/MEDICARE TAXES	3,290.00	1,289.03	2,000.97
3003 - WORKMEN'S COMPENSATION	3,225.00	0.00	3,225.00
3005 - UNEMPLOYMENT	890.00	0.00	890.00
4030 - FERTILIZER & SEED	10,000.00	0.00	10,000.00
Department..	65,340.00	19,821.23	45,518.77
<b>1002 - RECREATION</b>	203,255.00	0.00	203,255.00
0384 - MAINTENANCE SUPER.	40,040.00	10,010.00	30,030.00
0420 - PART TIME	37,398.00	21,099.44	16,298.56
0498 - PART TIME REC MAINT LABOR	8,660.00	5,850.00	2,810.00
2001 - ADVERTISING	100.00	0.00	100.00
2007 - ELECTRICITY/WATER/SEWER	19,000.00	1,852.58	17,147.42
2008 - EQUIPMENT REPAIRS/REPLACE	500.00	171.37	328.63
2018 - POSTAGE	200.00	0.00	200.00
2019 - OFFICE SUPPLIES	300.00	282.14	17.86
2027 - HARDWARE & PAINT SUPPLIES	1,000.00	301.06	698.94
2028 - TELEPHONE	500.00	157.12	342.88
2032 - GAS/OIL/GREASE	1,600.00	373.44	1,226.56
2035 - TRAINING	200.00	0.00	200.00
2039 - YOUTH PROGRAMS	1,500.00	700.17	799.83
2048 - POOL SUPPLIES	5,000.00	3,402.09	1,597.91
2101 - E MILL REC CONTRACT	39,803.00	19,901.50	19,901.50
3002 - SOC SEC/MEDICARE TAXES	6,587.00	2,786.56	3,800.44

## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>1002 - RECREATION CONT'D</b>			
3003 - WORKMEN'S COMPENSATION	4,735.00	0.00	4,735.00
3004 - HOSPITAL INSURANCE	20,903.00	3,945.38	16,957.62
3005 - UNEMPLOYMENT	1,208.00	0.00	1,208.00
3006 - ACCIDENT/SICKNESS INS	737.00	0.00	737.00
3008 - MAINE PERS	4,084.00	0.00	4,084.00
3105 - NEW EQUIPMENT	500.00	484.98	15.02
3117 - POOL MAINTENANCE	6,000.00	171.80	5,828.20
4030 - FERTILIZER & SEED	2,400.00	2,564.05	-164.05
4042 - FENCE & GATE REPAIRS	300.00	0.00	300.00
Department..	203,255.00	74,053.68	129,201.32
<b>1009 - SNOWSLED &amp; ATV PROGRAM</b>	89,280.00	0.00	89,280.00
0615 - ATV TRAIL GRANT	0.00	25,503.29	-25,503.29
3649 - LOCAL MATCH	15,000.00	0.00	15,000.00
3650 - SNOW SLED PROGRAM	73,780.00	0.00	73,780.00
3651 - CROSS COUNTRY GROOMING	500.00	0.00	500.00
Department..	89,280.00	25,503.29	63,776.71
<b>1101 - AIRPORT OPERATIONS</b>	190,797.00	0.00	190,797.00
0401 - FULL TIME PAYROLL	58,420.00	14,558.30	43,861.70
0420 - PART TIME	32,864.00	11,522.00	21,342.00
1105 - SUPPLIES	600.00	0.00	600.00
2001 - ADVERTISING	250.00	0.00	250.00
2007 - ELECTRICITY/WATER/SEWER	6,000.00	1,903.55	4,096.45
2008 - EQUIPMENT REPAIRS/REPLACE	7,000.00	69.92	6,930.08
2018 - POSTAGE	250.00	1.26	248.74
2019 - OFFICE SUPPLIES	400.00	95.78	304.22
2028 - TELEPHONE	2,500.00	834.01	1,665.99
2032 - GAS/OIL/GREASE	4,500.00	207.93	4,292.07
2057 - COMPUTER NETWORK & LICENSES	390.00	0.00	390.00
3002 - SOC SEC/MEDICARE TAXES	6,983.00	1,915.50	5,067.50
3003 - WORKMEN'S COMPENSATION	6,116.00	0.00	6,116.00
3004 - HOSPITAL INSURANCE	28,735.00	6,980.25	21,754.75
3005 - UNEMPLOYMENT	920.00	0.00	920.00
3006 - ACCIDENT/SICKNESS INS	737.00	0.00	737.00
3008 - MAINE PERS	8,632.00	0.00	8,632.00
3015 - HEATING FUEL	6,000.00	0.00	6,000.00
3108 - BLDG MAINTENANCE	2,500.00	240.77	2,259.23
3815 - VEGETATION MANAGEMENT	10,000.00	0.00	10,000.00
4207 - AIRPORT INSURANCE	7,000.00	0.00	7,000.00
Department..	190,797.00	38,329.27	152,467.73
<b>1102 - AIRPORT BUSINESS</b>	80,400.00	0.00	80,400.00
1500 - COST OF AVIATION FUEL SOLD	36,000.00	20,884.28	15,115.72
1501 - COST OF MISC ITEMS SOLD	2,500.00	932.37	1,567.63
1505 - COST OF COFFEE SOLD	400.00	0.00	400.00
1510 - COST JET FUEL SOLD	36,000.00	14,988.09	21,011.91



## Expense Detail Report

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Unexpended Balance
<b>1102 - AIRPORT BUSINESS CONT'D</b>			
2009 - JET REFUEL EQUIP EXPENSE	1,500.00	0.00	1,500.00
2066 - AV GAS EQUIPMENT EXPENSE	1,500.00	20.00	1,480.00
3020 - CC FEES & LEASE	2,500.00	325.99	2,174.01
Department..	80,400.00	37,150.73	43,249.27
<b>1106 - HOLIDAY OBSERVATION &amp; EVENTS</b>	20,000.00	0.00	20,000.00
7010 - 4TH OF JULY	7,000.00	0.00	7,000.00
7011 - OTHER TOWN COMMITTEES	3,000.00	0.00	3,000.00
7012 - EVENTS COMMITTEE	10,000.00	4,746.95	5,253.05
7016 - SCHOLARSHIP DONATIONS	0.00	119.05	-119.05
Department..	20,000.00	4,866.00	15,134.00
<b>1201 - COUNTY TAX</b>	307,465.00	0.00	307,465.00
4601 - COUNTY TAX	307,465.00	307,464.99	0.01
Department..	307,465.00	307,464.99	0.01
<b>1300 - CAPITAL IMPROVEMENTS</b>	597,479.00	0.00	597,479.00
9502 - CAPITAL RESERVE	10,000.00	37,410.64	-27,410.64
9504 - BUDGETED CAPITAL IMPROVEMENTS	587,479.00	0.00	587,479.00
Department..	597,479.00	37,410.64	560,068.36
<b>1301 - SPECIAL CAPITAL IMPROVEMENTS</b>	547,074.00	0.00	547,074.00
3118 - AIRPORT GRANTS	421,680.00	54,268.59	367,411.41
9002 - PINES CULVERT	405,000.00	658.70	404,341.30
9506 - NBRC GRANT AIRPORT	62,538.66	53,574.33	8,964.33
9508 - MUNICIPAL BLDG HEAT PUMPS	35,075.00	39,075.00	-4,000.00
9509 - MUNICIPAL BLDG ELEVATOR UPGRAD	106,999.00	0.00	106,999.00
9511 - COMMUNITY CENTER	35,000.00	0.00	35,000.00
Department..	1,066,292.66	147,576.62	918,716.04
<b>Final Totals</b>	<b>8,766,185.66</b>	<b>2,636,797.04</b>	<b>6,129,388.62</b>

# REVENUES BY FUND MAC

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Uncollected Balance
0101 - GENERAL GOVERNMENT	3,038,771.00	0.00	3,038,771.00
0109 - PAYMENT IN LIEU OF TAXES	18,500.00	9,000.00	9,500.00
0110 - BAD CHECK CHARGE	100.00	25.00	75.00
0148 - BANK/INVESTMENT INT	60,000.00	13,980.48	46,019.52
0150 - COPIES/FAX	150.00	31.00	119.00
0151 - ADM MISC	1,000.00	0.00	1,000.00
0154 - LEGAL	4,000.00	1,000.00	3,000.00
0155 - SALE OF PROPERTY	5,000.00	1,482.18	3,517.82
0900 - ST MUN REV SHARING	1,742,500.00	516,822.75	1,225,677.25
0901 - BETE STATE REIMBURSEMENT	42,442.00	0.00	42,442.00
0921 - TRANSFER/CAP RES	0.00	10,339.65	-10,339.65
0924 - TRANSFER ANIMAL RESERVE	4,655.00	0.00	4,655.00
0926 - TRANSFER FUND BALANCE	1,119,773.76	0.00	1,119,773.76
0938 - TRANSFER RESTRICTED FUND BAL	159,362.00	0.00	159,362.00
Department..	3,157,482.76	552,681.06	2,604,801.70
0102 - TAX COLLECTOR	0.00	0.00	0.00
0119 - M/V AGENT FEES	0.00	0.00	0.00
Department..	0.00	0.00	0.00
0104 - TOWN CLERKS DEPARTMENT	947,350.00	0.00	947,350.00
0102 - AUTO EXCISE	825,000.00	231,611.95	593,388.05
0103 - BOAT EXCISE	5,000.00	1,127.80	3,872.20
0104 - COST & INTEREST	40,000.00	19,844.64	20,155.36
0115 - HUNTING FISHING FEES	1,000.00	72.50	927.50
0116 - DOGS/CONST FEES	3,000.00	120.00	2,880.00
0117 - CARE OF DOG FEES	650.00	25.00	625.00
0118 - TOWN CLK LIC FEES	10,000.00	2,515.60	7,484.40
0119 - M/V AGENT FEES	25,000.00	8,170.00	16,830.00
0120 - BOAT REGIS FEES	4,400.00	958.20	3,441.80
0121 - ATV/SNOWSLED FEES	800.00	106.00	694.00
0122 - WW ADM FEES	32,000.00	0.00	32,000.00
0125 - NOTARY FEES	500.00	250.00	250.00
0525 - ME COMM COLLEGE PROG REFUND	0.00	800.00	-800.00
Department..	947,350.00	265,601.69	681,748.31
0107 - ASSESSING	756,464.00	0.00	756,464.00
0125 - VET REIMB	7,720.00	0.00	7,720.00
0126 - TREE GROWTH	25,000.00	0.00	25,000.00
0128 - HOMESTEAD	709,247.00	504,450.00	204,797.00
0523 - SHARED TAX ASSESSOR	14,497.00	3,345.60	11,151.40
0526 - MAINE TAX STABILIZATION	0.00	0.00	0.00
Department..	756,464.00	507,795.60	248,668.40
0108 - MUNICIPAL BUILDING	62,740.00	0.00	62,740.00
0152 - COURT RENT	36,240.00	6,999.99	29,240.01
0153 - GLOBAL NAVI SATELLITE SYS RENT	1,500.00	0.00	1,500.00
0155 - COURT OTHER PROJ FUNDING	25,000.00	0.00	25,000.00
Department..	62,740.00	6,999.99	55,740.01
0114 - PLANNING CODE DEV.	3,275.00	0.00	3,275.00

# REVENUES BY FUND MAC

Fund: 01  
July to June

Account----- Date Jrnl Desc---	Current Budget	Net	Uncollected Balance
0114 - PLANNING CODE DEV. CONT'D			
0516 - BUILDING PERMITS	2,000.00	10,628.00	-8,628.00
0517 - PLUMBING PERMITS	250.00	422.50	-172.50
0518 - ELECTRICAL PERMITS	1,000.00	806.00	194.00
0525 - LIFESTOCK PERMIT	25.00	0.00	25.00
Department..	3,275.00	11,856.50	-8,581.50
0115 - ECONOMIC DEVELOPMENT	120,815.00	0.00	120,815.00
1533 - KAT	12,000.00	6,000.00	6,000.00
1781 - GNP ECON DEV LOAN PAYMENT	108,815.00	0.00	108,815.00
Department..	120,815.00	6,000.00	114,815.00
0118 - COMMUNITY INITIATIVES DIRECTOR	0.00	0.00	0.00
0525 - ME COMM COLLEGE PROG REFUND	0.00	800.00	-800.00
Department..	0.00	800.00	-800.00
0201 - POLICE DEPARTMENT	0.00	0.00	0.00
0139 - POLICE WITNESS FEES	0.00	30.00	-30.00
0140 - POLICE OTHER	0.00	50.00	-50.00
Department..	0.00	80.00	-80.00
0203 - FIRE DEPARTMENT	6,500.00	0.00	6,500.00
0307 - PEN CTY FIRE STIPEND	4,500.00	0.00	4,500.00
0310 - PIS CTY FIRE STIPEND	2,000.00	0.00	2,000.00
Department..	6,500.00	0.00	6,500.00
0204 - AMBULANCE	358,500.00	0.00	358,500.00
0107 - AMBULANCE BILLING	350,000.00	65,988.21	284,011.79
0306 - FIRE/AMB REPORTS	0.00	30.00	-30.00
0309 - PEN CTY AMB STIPEND	6,000.00	0.00	6,000.00
0311 - PIS CTY AMB STIPEND	2,500.00	0.00	2,500.00
Department..	358,500.00	66,018.21	292,481.79
0300 - FRINGE BENEFITS	0.00	0.00	0.00
0146 - W/C REFUND	0.00	1,805.40	-1,805.40
Department..	0.00	1,805.40	-1,805.40
0402 - P.W. ADMINISTRATION	25,250.00	0.00	25,250.00
0405 - WW FLUSHER REIMBURSEMENT	25,000.00	4,166.66	20,833.34
0406 - PW MISC	250.00	15.00	235.00
Department..	25,250.00	4,181.66	21,068.34
0407 - P.W. ROADS & CONSTRUCTION	45,000.00	0.00	45,000.00
0913 - LRAP LOCAL ROAD ASST PROGRAM	45,000.00	0.00	45,000.00
Department..	45,000.00	0.00	45,000.00
0409 - TRANSFER SITE	131,900.00	0.00	131,900.00
0503 - COUNTY MSW AGREEMENT	48,900.00	0.00	48,900.00
0505 - T/S PERC/MRC DISTRIBUTION	15,000.00	0.00	15,000.00
0506 - T/S SITE SHINGLES	4,500.00	729.00	3,771.00
0509 - T/S TIRE PERMIT	4,000.00	1,212.00	2,788.00
0510 - T/S WHITE GOODS	1,500.00	560.00	940.00
0511 - T/S RECYCLING	5,000.00	0.00	5,000.00
0512 - SCRAP METAL	30,000.00	943.97	29,056.03
0514 - TOWN USAGE FEE	20,000.00	1,486.00	18,514.00

# REVENUES BY FUND MAC

Fund: 01  
July to June

Account----- Date Jnl Desc---	Current Budget	Net	Uncollected Balance
0409 - TRANSFER SITE CONT'D			
0515 - COUNTY USAGE FEE	3,000.00	816.00	2,184.00
Department..	131,900.00	5,746.97	126,153.03
0815 - GENERAL ASSISTANCE	12,005.00	0.00	12,005.00
0512 - STATE REIMBURSE	12,005.00	0.00	12,005.00
0513 - SOC. SEC. REIMBURSE	0.00	2,100.00	-2,100.00
Department..	12,005.00	2,100.00	9,905.00
0816 - PUB HEALTH/ WELFARE AGENCY	0.00	0.00	0.00
0156 - MEMORIAL FLAG DONATIONS	0.00	312.00	-312.00
Department..	0.00	312.00	-312.00
0902 - CEMETERY	22,000.00	0.00	22,000.00
0655 - CEMETERY	22,000.00	11,775.00	10,225.00
Department..	22,000.00	11,775.00	10,225.00
1002 - RECREATION	1,000.00	0.00	1,000.00
0621 - KIDS PEACE	1,000.00	0.00	1,000.00
0623 - REC MISC REVENUE	0.00	592.00	-592.00
Department..	1,000.00	592.00	408.00
1009 - SNOWSLED & ATV PROGRAM	76,980.00	0.00	76,980.00
0609 - SNOW GRANT	73,780.00	0.00	73,780.00
0610 - SNOW REGIS	3,200.00	0.00	3,200.00
0611 - ATV TRAIL GRANT	0.00	25,503.29	-25,503.29
Department..	76,980.00	25,503.29	51,476.71
1102 - AIRPORT BUSINESS	115,780.00	0.00	115,780.00
0707 - NOYES RENT	4,800.00	0.00	4,800.00
0708 - WBA LEASE	3,480.00	290.00	3,190.00
0709 - AVIATION FUEL SALES	45,000.00	14,188.47	30,811.53
0710 - HANGAR RENT	6,000.00	750.00	5,250.00
0711 - TIE DOWN FEES	1,000.00	385.00	615.00
0712 - LAND LEASE	250.00	0.00	250.00
0713 - MISC SALES	3,000.00	216.00	2,784.00
0715 - COFFEE SALES	750.00	92.59	657.41
0717 - BRNG LEASE	3,000.00	0.00	3,000.00
0718 - JET FUEL SLS	48,500.00	1,498.09	47,001.91
Department..	115,780.00	17,420.15	98,359.85
1106 - HOLIDAY OBSERVATION & EVENTS	0.00	0.00	0.00
7015 - EVENTS DONATIONS	0.00	540.05	-540.05
Department..	0.00	540.05	-540.05
1301 - SPECIAL CAPITAL IMPROVEMENTS	125,000.00	0.00	125,000.00
5004 - AIRPORT GRANTS	400,596.00	0.00	400,596.00
5010 - ROPE TOW PROJECT GRANTS	0.00	10,000.00	-10,000.00
5011 - NBRC AIRPORT GRANT	30,030.90	0.00	30,030.90
5014 - MAINE DOT PI GRANT	125,000.00	0.00	125,000.00
5015 - MLKT COM CTR SEWALL GRANT	35,000.00	35,000.00	0.00
5017 - NOTHERN FOREST CENTER EDA GRAN	25,000.00	25,000.00	0.00
Department..	615,626.90	70,000.00	545,626.90
1650 - RE TAX COMMITMENT	0.00	0.00	0.00

## REVENUES BY FUND MAC

Fund: 01  
July to June

Account----- Date      Jrnl   Desc---	Current Budget	Net	Uncollected Balance
1650 - RE TAX COMMITTMENT CONT'D			
0111 - RE TAX COMMITTMENT	0.00	4,620,843.54	-4,620,843.54
0113 - RE SUPPLEMENTAL	0.00	3,250.90	-3,250.90
Department..	0.00	4,624,094.44	-4,624,094.44
1651 - PP TAX COMMITTMENT	0.00	0.00	0.00
0112 - PP TAX COMMITTMENT	0.00	1,038,036.08	-1,038,036.08
Department..	0.00	1,038,036.08	-1,038,036.08
<b>Final Totals</b>	<b>6,458,668.66</b>	<b>7,219,940.09</b>	<b>-761,271.43</b>

**ORDER #234-2023**

**PROVIDING FOR:** Execution of the Town Warrant for October 12, 2023

**IT IS ORDERED** that the Town Warrant for October 12, 2023, in the amount of \$946,632.48 is hereby approved.

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

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

**TOWN WARRANTS**

**TOWN COUNCIL MEETING  
THURSDAY, OCTOBER 12, 2023**

<b>TOWN</b>	<b>WARRANT (111)</b>	
<b>WARRANT</b>	<b>OCTOBER 12, 2023</b>	<b>\$946,632.48</b>
	<b>TOTAL</b>	<b>\$946,632.48</b>

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

Town

Type	Check	Amount	Date	Wrnt	Payee
R	34569	20,000.00	10/12/23	111	1905 ADAM QUALEY INCORPORATED
R	34570	1,076.85	10/12/23	111	2095 AMBULANCE MEDICAL BILLING
R	34571	20,884.28	10/12/23	111	0039 ASCENT AVIATION GROUP INC
R	34572	397,654.00	10/12/23	111	1572 B&B PAVING INC.
R	34573	63.03	10/12/23	111	1078 BEE LINE CABLE
R	34574	1,278.00	10/12/23	111	0064 BERNSTEIN, SHUR, SAWYER & NELSON
R	34575	940.48	10/12/23	111	0869 BIDDEFORD INTERNET CORPORATION
R	34576	200.00	10/12/23	111	2204 CAIL CRYSTAL
R	34577	85.29	10/12/23	111	0229 CARQUEST AUTO PARTS
R	34578	174.25	10/12/23	111	1883 CONSOLIDATED COMMUNICATIONS
R	34579	179.07	10/12/23	111	2154 COTE, JONATHAN P
R	34580	124.99	10/12/23	111	1294 CRANDALL'S HARDWARE, INC.
R	34581	112.80	10/12/23	111	0148 DAIGLE & HOUGHTON INC.
R	34582	4,195.61	10/12/23	111	0157 DEAD RIVER
R	34583	940.00	10/12/23	111	1775 DESIGNLAB, LLC
R	34584	12,002.13	10/12/23	111	0181 DYSARTS SERVICE
E	34585	2,825.32	10/12/23	111	2173 ELAN FINANCIAL SERVICES
R	34586	711.58	10/12/23	111	1476 ELECTION SYSTEMS & SOFTWARE, LLC
R	34587	7,368.44	10/12/23	111	0222 FREIGHTLINER OF MAINE, INC.
R	34588	1,406.75	10/12/23	111	1629 GATEWAY PRESS
R	34589	75.00	10/12/23	111	0826 HARRIS COMPUTER SYSTEMS
R	34590	57.99	10/12/23	111	1488 HASKELL, LORRI L
R	34591	200.00	10/12/23	111	2210 JULIA M ALLEN
R	34592	43.00	10/12/23	111	0330 KATAHDIN MOTORS, INC.
R	34593	1,691.02	10/12/23	111	1903 KATAHDIN TRUE VALUE
R	34594	9,500.00	10/12/23	111	0975 LUCAS, STEPHEN K
R	34595	170.00	10/12/23	111	0392 MAINE MUNICIPAL ASSOCIATION
R	34596	20,925.94	10/12/23	111	0391 MAINE MUNICIPAL ASSOCIATION
R	34597	15.00	10/12/23	111	0460 MAINE MUNICIPAL TAX COLLECTORS'
R	34598	2,620.64	10/12/23	111	1849 MAINE TECHNOLOGY GROUP LLC
R	34599	37,714.86	10/12/23	111	0037 MAINE WATER COMPANY
R	34600	272.31	10/12/23	111	1259 MATHESON TRI-GAS, INC.
R	34601	149.45	10/12/23	111	0454 MILLINOCKET REGIONAL HOSPITAL
R	34602	220.40	10/12/23	111	1086 MILLINOCKET SCHOOL
R	34603	78.99	10/12/23	111	0456 MILLINOCKET, TOWN OF
R	34604	1,080.60	10/12/23	111	0471 MUNICIPAL REVIEW COMMITTEE, INC
R	34605	15,521.72	10/12/23	111	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	34606	757.57	10/12/23	111	1819 NAPA AUTO PARTS
R	34607	286.62	10/12/23	111	2023 NORTH COAST SERVICES, LLC
R	34608	1,265.60	10/12/23	111	1931 NORTHEAST PAVING
R	34609	25,503.29	10/12/23	111	0506 NORTHERN TIMBER CRUISERS, INC.
R	34610	84.00	10/12/23	111	0511 OAK GROVE SPRING WATER CO.
R	34611	100.00	10/12/23	111	2206 ORKIN
R	34612	1,501.12	10/12/23	111	0516 OVERHEAD DOOR CO. OF BANGOR, INC.
R	34613	25.00	10/12/23	111	1537 PELLETIER MANUFACTURING, INC.
R	34614	2,052.00	10/12/23	111	0547 PINE STATE ELEVATOR COMPANY
R	34615	114.00	10/12/23	111	0584 REGISTER OF DEEDS
R	34616	79.88	10/12/23	111	0371 SANTERRE, LORI A.



Millinocket  
2:49 PM

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

10/06/2023  
Page 2

Town

Type	Check	Amount	Date	Wrnt	Payee
R	34617	330.00	10/12/23	111	0649 STERNS LUMBER COMPANY INC
R	34618	350,380.14	10/12/23	111	0695 TOWN OF EAST MILLINOCKET
R	34619	100.14	10/12/23	111	0699 TRANSCO BUSINESS TECHNOLOGIES
R	34620	27.57	10/12/23	111	0737 UNIFIRST CORPORATION
R	34621	181.11	10/12/23	111	0748 US CELLULAR
R	34622	934.73	10/12/23	111	1502 VERSANT POWER
R	34623	49.95	10/12/23	111	2074 WORLD OF FLAGS U.S.A.
R	34624	299.97	10/12/23	111	1321 ZERO WASTE USA
<b>Total</b>		<b>946,632.48</b>			

**Count**

Checks	56
Voids	0

**ORDER #235-2023**

**PROVIDING FOR:** Execution of the Wastewater Warrant for October 12, 2023

**IT IS ORDERED** that the Wastewater Warrant for October 12, in the amount of \$6,698.79 is hereby approved.

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

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

## **WW WARRANTS**

**TOWN COUNCIL MEETING  
THURSDAY, OCTOBER 12, 2023**

<b>WW</b>	<b>WARRANT (110)</b>	
<b>WARRANT</b>	<b>OCTOBER 12, 2023</b>	<b>\$6,698.79</b>
	<b>TOTAL</b>	<b>\$6,698.79</b>

Millinocket  
2:08 PM

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

10/06/2023  
Page 1

WW

Type	Check	Amount	Date	Wrnt	Payee
R	10652	69.25	10/12/23	110	0869 BIDDEFORD INTERNET CORPORATION
R	10653	150.00	10/12/23	110	0009 CLEARWATER LABORATORY
R	10654	76.24	10/12/23	110	0157 DEAD RIVER
R	10655	59.30	10/12/23	110	0235 GILMAN ELECTRICAL SUPPLY
R	10656	290.66	10/12/23	110	0392 MAINE MUNICIPAL ASSOCIATION
R	10657	1,577.36	10/12/23	110	0391 MAINE MUNICIPAL ASSOCIATION
R	10658	462.47	10/12/23	110	1849 MAINE TECHNOLOGY GROUP LLC
R	10659	19.72	10/12/23	110	0425 MCMASTER-CARR SUPPLY COMPANY
R	10660	1,154.94	10/12/23	110	0456 MILLINOCKET, TOWN OF
R	10661	231.45	10/12/23	110	0485 NCL OF WISCONSIN, INC.
R	10662	124.89	10/12/23	110	1669 OFFICE DEPOT, INC
R	10663	1,896.25	10/12/23	110	0546 PIERCE ATWOOD LLP
R	10664	95.00	10/12/23	110	0584 REGISTER OF DEEDS
R	10665	81.49	10/12/23	110	1668 STANLEY'S AUTO CENTER LLC
R	10666	45.28	10/12/23	110	0748 US CELLULAR
R	10667	364.49	10/12/23	110	1057 USA BLUE BOOK
<b>Total</b>		<b>6,698.79</b>			

**Count**

Checks	16
Voids	0

TOWN COUNCIL

**AN ORDER PROVIDING FOR:** General Obligation Bond for upgrades to the Main Pump Station.

**BE IT ORDERED**, that under and pursuant to the provisions of Title 30-A, Section 5772 of the Maine Revised Statutes, as amended, and the Charter of the Town of Millinocket, Maine, a Capital Improvement Project consisting of upgrades to the Main Pump Station, including transaction costs and other expenditures reasonably related to the Project, are hereby approved; and

**BE IT FURTHER ORDERED**, that a sum not to exceed \$1,665,000 is hereby appropriated to provide for the costs of said Project; and

**BE IT FURTHER ORDERED**, that to fund said appropriation, the Treasurer and the Chair of the Town Council are hereby authorized to issue, at one time or from time to time, General Obligation securities of the Town (including callable securities, with or without premium, and temporary notes in anticipation of the sale thereof) in an aggregate principal amount of \$1,665,000; and

**BE IT FURTHER ORDERED** that the discretion to fix the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other details of said securities, including execution and delivery of said securities against payment therefore, and to provide for the sale thereof, is hereby delegated to the Treasurer and the Chair; and

**BE IT FURTHER ORDERED** That the Town hereby irrevocably pledges the user fees, rates, assessments and other charges of the Town for the payment of the debt service on the Bond.

**BE IT FURTHER ORDERED**, that the Town hereby makes a general obligation pledge of its property tax revenues to be used in the event that the sewer and storm water rates, user fees, assessments and other charges levied on, and paid by ratepayers are not sufficient to meet the annual payments of principal and the semi-annual payments of interest on said securities until the debt created by the issuance and sale of said securities is extinguished.

IN THE TOWN COUNCIL.

Read and Adopted:

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

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

Chair \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORDER #237-2023**

**PROVIDING FOR:** Approval to Carry Forward FY23 Unspent Budget Items

**IT IS ORDERED** that the Millinocket Town Council approves the carry forward of \$22,090.40 for the following unspent FY23 Budget items:

- 1) Public Works Road, Winter Sand (E0407-2802) - \$9,383.60
- 2) Public Works Road, Paint & Supplies (E0407-2803) - \$9,660.68
- 3) Holiday Observation & Events, 4<sup>th</sup> of July (E1106-7010) - \$1,660.00
- 4) Holiday Observation & Events, Events Committee (E116-7012) - \$1,386.12

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

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

**ORDER #238-2023**

**PROVIDING FOR:** Approval of Amendment to Town Manager Employment Agreement

**WHEREAS,** the Town and Manager are parties to one certain Employment Agreement (the “Agreement”) by which the Manager is employed as the Town’s Town Manager; and

**WHEREAS,** it is the desire of the parties to amend the Agreement to provide performance evaluations twice a year rather than quarterly.

**NOW THEREFORE, IT IS ORDERED AS FOLLOWS:**

1-That the Amendment to Employment Agreement (hereafter “Amendment”) attached to this Order is approved; and

2-The Chairman of the Town Council is directed to execute and deliver the Amendment on behalf of the Town and upon execution of the Amendment by Mr. Jamieson, the Town Clerk is directed to file the original Amendment with the Employment Agreement and the records in her office, provide Mr. Jamieson with an attested copy of the Agreement for his records, and provide a copy to the Human Resources Director for Mr. Jamieson’s personnel file.

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

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

## **AMENDMENT TO EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of October, 2023, by and between the **TOWN OF MILLINOCKET**, Maine, a municipal corporation, hereinafter called "TOWN," as party of the first part, and **Peter Jamieson**, hereinafter called "MANAGER," as party of the second party, both of whom understand as follows:

### **WITNESSETH:**

**WHEREAS**, the Town and Manager are parties to one certain Employment Agreement (the "Agreement") by which the Manager is employed as the Town's Town Manager; and

**WHEREAS**, it is the desire of the parties to amend the Agreement; and

**WHEREAS**, Section 13.D of the Agreement requires amendments to be in writing and signed by each party.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained and intending to be legally bound, the parties agree as follows:

**Section 1.** Section 10 of the Agreement is replaced with the following:

### **10. Performance Evaluation**

- A. The Town Council shall review and evaluate the performance of the MANAGER in October and March of each year during the term of this Agreement. The evaluation shall include a goal setting session with the Council.
- B. The Council Chairman shall provide the MANAGER with a summary written statement of the findings of the Town Council and provide an adequate opportunity for the MANAGER to discuss each evaluation with the Town Council.

**Section 2.** Other than as provided herein, the Agreement between the parties remains in full force and effect as provided in said Agreement.



**IN WITNESS THEREOF**, the Town of Millinocket has caused this Agreement to be signed and executed in its behalf by the Chairman of its Town Council and duly attested by its Town Clerk, and the MANAGER has signed and executed this Agreement, both in duplicate, the day and year first written above.

Town of Millinocket

By: \_\_\_\_\_  
Jesse Dumais, Chairman

\_\_\_\_\_  
Peter Jamieson, Manager

**ORDER #239-2023**

**PROVIDING FOR** Acceptance of the Winterkids Downhill 24 Outdoor Fund Award

**WHEREAS** The Town of Millinocket won first (1<sup>st</sup>) place during the voting period in the Winterkids Downhill 24 Outdoor Fund competition for the Millinocket Ski Tow Project.

**WHEREAS** The Town was awarded \$10,000.00 as the first (1<sup>st</sup>) place recipient.

**IT IS ORDERED** that the Millinocket Town Council approves the acceptance of \$10,000.00 from the Winterkids Downhill 24 Outdoor Fund for the Millinocket Ski Tow Project.

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

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

**ORDER #240-2023**

**PROVIDING FOR:** Approval of Street Closures for Halloween Festivities

**IT IS ORDERED** that the Millinocket Town Council approves the following street closures for Halloween Festivities:

Close Massachusetts Avenue from Heritage Drive by Faith Baptist Church to New Jersey Street from 4pm to 7pm on Tuesday, October 31<sup>st</sup>; and

Close Independence Lane at the Massachusetts Avenue intersection; and

Close Aroostook Avenue from Summer Street to Central Street and the lower end of Westwood Ave next to the Nazarene Church for trunk or treaters; and

**Note:** Request from the Health & Safety Officer attached.

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

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

### **Street closure for Halloween Evening**

**I would like to suggest that we close Massachusetts Avenue from Heritage Drive by Faith Baptist Church to New Jersey Street from 4pm to 7pm on Tuesday, October 31<sup>st</sup>. as a safety concern for the considerable number of trick or treaters that seem to go there. Also, would close Independence Lane at the Massachusetts Avenue intersection.**

**Would like to close Aroostook Avenue from Summer Street to Central Street as well for trunk or treaters that would like to set up and join in on the Town of Millinocket's trunk or treat, Millinocket Fire will have it set up on the ramp in front of the Fire Department and the Red Knights also plan to have a set up at Katahdin Appliance.**

**Would like to close the lower end of Westwood Ave next to the Nazarene Church as this is typically done.**

**We would only allow residents access to and from their homes. This will help with safety concerns during the events.**

**Thomas Malcolm  
Health and Safety Officer**

**ORDER #241-2023**

**PROVIDING FOR** Approval of EV Charging Station Project Proposal Award

**IT IS ORDERED** that the Millinocket Town Council accepts the proposal for the EV Charging Station Project from Pine State Electric in the amount of \$11,300.00 and approves work to begin immediately.

Two bids received:

Pine State Electric	\$11,300.00
AA Electric Service	\$43,480.00

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

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



COMMERCIAL • INDUSTRIAL

P.O. Box 97 Bangor, ME 04402 Phone: 207-942-9228

6. Install Town provided EV charging station, attach to concrete base and wire per manufacturer's instructions.
7. Provide start up and commissioning assistance.

#### **Municipal Parking Lot**

1. Excavation Provided
  - a. From existing utility pole in parking lot corner to new meter and 200A panel.
  - b. From new 200A panel to two new EV charging station locations.
  - c. Includes all necessary saw cutting and removal.
  - d. Back fill to be 6" sand around conduits with native soil back fill compacted in 18" lifts.
  - e. Patching of asphalt to match existing pavement.
  - f. Restoration of and landscaping to match existing.
2. Provide and install new 200A 120/240V service entrance and panel near existing utility Pole. Including the following:
  - a. New 2" conduit riser to utility companies' construction specifications.
  - b. New panel backer board:
    - i. 12" Cast in Place concrete pier 4' Deep
    - ii. W6 Steel Riser with Sturt and ½" Aluminum Backer plate, Bare steel to be primed and painted black.
    - iii. Backer board to be attached to pier with cast in place J- Bolts.
    - iv. Vehicular protection to be two 6" Steel concrete filled bollards cast into 12" piers (42" Deep and 42" Exposed). Covering to be yellow PVC bollard sleeves.
  - c. Provide and install all necessary conduit, wire, fittings, fasteners and supports.
3. Provide and install 1- 1" conduit from new panel to each EV charging station.
4. Provide 6" of sand back fill around conduits, replace with native soil compacting in 18" lifts.
5. Provide and install two new concrete bases in front of two parking spots at the municipal lot.
  - a. Concrete Base to be approx. 3'x3'x 2' deep. With #4 rebar mat a 12" O.C EW.
  - b. Concrete to be 4000 PSI mix with broomed finish with finish edges.
  - c. Each concrete base receives two bolted down bollards with yellow finish. Attachment to concrete base will be with four 6" Long ½" Structural concrete lags per bollard.



COMMERCIAL • INDUSTRIAL

P.O. Box 97 Bangor, ME 04402 Phone: 207-942-9228

- b. Junction Boxes:
- c. Strut Straps: Two Piece Steel
- d. Expansion Couplings – GRC type with integral grounding
- 3. Wire/ Cable:
  - a. All wire – THHN/THWN-2 Copper Color coded Matching Phase.
    - i. Three Phase 480/277V: Brown, Orange, Yellow, Gray
    - ii. Three Phase 120/208V: Black, Red, Blue White
    - iii. Single Phase 120/240V: Black, Red, White
    - iv. 120V Control: Red
    - v. 120V Neutral: White
    - vi. DC Input: Blue
    - vii. Ground: Green
- 4. Enclosures:
  - a. Interior- NEMA 1, Painted Steel
  - b. Exterior- NEMA 3R, Painted Steel
- 5. Hardware:
  - a. Zinc 3/8 Bolts and Hardware

**Work Provided by AAE:**

**Veterans Park**

1. Provide excavation from existing 200A panel located on backer board to two new EV charging station locations. Conduit trench to be 30" Deep.
2. Provide and install 1- 1" conduit from existing panel to each EV charging station.
3. Provide 6" of sand back fill around conduits, replace with native soil compacting in 18" lifts. Provide Loam, seed and hay mulch disturbed area and return grade to match existing.
4. Provide and install two new concrete bases in front of two parking spots at Veterans Park parking lot.
  - a. Concrete Base to be approx. 3'x3'x 2' deep. With #4 rebar mat a 12" O.C EW.
  - b. Concrete to be 4000 PSI mix with broomed finish with finish edges.
  - c. Each concrete base receives two bolted down bollards with yellow finish. Attachment to concrete base will be with four 6" Long ½" Structural concrete lags per bollard.
5. Install one 40A 240V feed per charging station from existing panel. Includes all wire and breakers.



COMMERCIAL • INDUSTRIAL

P.O. Box 97 Bangor, ME 04402 Phone: 207-942-9228

## **Proposal**

**Proposal #6920232**

**June 9, 2023**

**Prepared by:** Parker Averill  
AA Electric Service  
P.O. Box 97  
Bangor, ME 04402  
[parker@aaelectricsservice.com](mailto:parker@aaelectricsservice.com)

**Prepared for:** Amber Wheaton  
[CID@millinocket.org](mailto:CID@millinocket.org)

**RFQ: EV Charging Installation**

**Location:** Millinocket, ME – Veterans Park and Municipal Parking Lot

**Equipment Provided by Others Installed by AAE:**

1. 4- EV Charging Stations

**Materials and Labor Provided by AAE**

**Equipment Provide by AAE:**

1. 1- 120/240V- 200A- 1P Meter Socket with Lever bypass.
2. 1- 120/240V- 200A – 1P NEMA 3R Panel with associated breakers
3. 8- 6" Diameter, 42" Tall, safety yellow Bolt Down Bollards

**Material Specifications:**

1. Conduit:
  - a. Exterior Exposed: Galvanized Rigid Conduit (GRC)
  - b. Interior Exposed: EMT with compression fittings
  - c. Below Grade: Sched. 40 PVC
  - d. Flexible Connections: LFMC
  - e. Strut- Steel
2. Conduit Fittings and Supports:
  - a. Conduit Bodies: Form 5 With Gasket Covers



## ESTIMATE



Prepared For

Millinocket Town Office Car Charging Station

**Pine State Electric**

127 New Jersey St  
 Millinocket, ME 04462  
 Phone: 447-0840  
 Email: rwaceken@myfairpoint.net

Estimate # 123

Date 01/10/2023

Description	Total
# 8 thhn wire	\$400.00
#10 green thhn	\$200.00
3/4pvc	\$300.00
Electrician	\$4,000.00
Install all electrical work to code for car chargers, includes start up.	
Electrician helper	\$2,400.00
200 amp service	\$4,000.00
200 amp service underground to pedestal made with 2 inch rigid pipe and unistrut in parking lot across from municipal building, run 3/4 in pvc across parking lot to where car chargers will be located.	
Run 3/4 in pvc to car charges in bandstand parking lot	
Digging and concrete work by others	
<b>Subtotal</b>	<b>\$11,300.00</b>
<b>Total</b>	<b>\$11,300.00</b>

**ORDER #242-2023**

**PROVIDING FOR** Approval of I.T. Services Bid Award

**WHEREAS** The Town of Millinocket posted a request for I.T. Services bids, receiving one bid from current provider, Maine Technology Group,

**IT IS ORDERED** that the Millinocket Town Council awards the attached 2023 – 2027 bid and contract for I.T. Services to Maine Technology Group.

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

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

Comparison										
Product ID		Description		Last Invoice		Current Actual		Proposed		
		Qty	Price	Ext Price	Qty	Price	Ext Price	Qty	Price	Ext Price
MTG HAAS WORKSTATION	Managed Hardware as a Service Workstat	25	\$57.33	\$1,433.25	33	\$85.00	\$2,805.00 x	33	\$30.00	\$990.00
MTG NETGUARD	Netguard DNS Filtering and Protection	25	\$3.00	\$75.00	29	\$5.00	\$145.00 x	29	\$4.00	\$116.00
CALZICSM	Sophos Central Intercept X Endpoint Adv	25	\$0.00	\$0.00	33	\$5.00	\$165.00 x	33	\$4.00	\$132.00
MTG HAAS FIREWALL	Managed Network Device - Firewall - Harc	1	\$25.00	\$25.00	1	\$45.00	\$45.00 x	1	\$30.00	\$30.00
MTG MANAGED FIREWALL	Managed Firewall - Including Monthly Lic	0	\$0.00	\$0.00	1	\$75.00	\$75.00	1	\$20.00	\$20.00
SP180CSMD	Sophos XG 115 Standard Protection mont	1	\$0.00	\$0.00	1	\$30.00	\$30.00 x	1	\$30.00	\$30.00
SP1A0CSMD	Sophos XG 105 Standard Protection Mont	1	\$0.00	\$0.00	1	\$0.00	\$0.00	1	\$0.00	\$0.00
XT1Y0CSMD	Sophos XGS 107 Standard Protection Mon	0	\$0.00	\$0.00	1	\$30.00	\$30.00 x	1	\$30.00	\$30.00
MTG HAAS SWITCH	Managed Network Device - Switch - Harc	1	\$25.00	\$25.00	2	\$50.00	\$100.00 x	2	\$50.00	\$100.00
MTG HAAS WAP	Managed Network Device - Wireless Accel	2	\$10.00	\$20.00	2	\$90.00	\$180.00 x	2	\$50.00	\$100.00
MTG HAAS SERVER	Managed HAAS Server (single hardware d	2	\$80.00	\$160.00	1	\$175.00	\$175.00 x	1	\$175.00	\$175.00
CSZ1CSMF	Sophos Central Intercept X Advanced for S	5	\$0.00	\$0.00	4	\$19.95	\$79.80 x	4	\$19.95	\$79.80
MS SPLA SERVER STD 2 CORE	SPLA Windows Server Standard 2-Core Pa	16	\$0.00	\$0.00	16	\$4.67	\$74.72	16		\$0.00
MTG HAAS DEVICE	Local Backup Hardware as a service devic	1	\$98.00	\$98.00	1	\$109.00	\$109.00 x	1	\$109.00	\$109.00
Dark Web Monitoring Service	Dark Web Monitoring Service	1	\$44.00	\$44.00			\$0.00			\$0.00
MST-NCE-102-C100-MON-1YR	Microsoft 365 Business Basic [NCE] - 1YR (	16	\$6.00	\$96.00	13	\$6.00	\$78.00 x	13	\$6.00	\$78.00
MST-NCE-104-C100-MON-1YR	Microsoft 365 Business Standard [NCE] - 1	17	\$12.50	\$212.50	16	\$12.50	\$200.00 x	16	\$12.50	\$200.00
Acronis PW Storage (abgw-phx: Prepaid Acronis Cloud Backup Storage (per GB)		125	\$0.35	\$43.75	125	\$0.35	\$43.75 x	446	\$0.35	\$156.10
Acronis PW Storage (abgw-phx: Over age Acronis Cloud Backup Storage (p-		320.72	\$0.50	\$160.36	321	\$0.50	\$160.50	0	\$0.00	\$0.00
Acronis Local Storage	Acronis Local Backup Storage	807.05	\$0.15	\$121.06	807	\$0.15	\$121.05 x	807	\$0.15	\$121.05
	Managed HAAS VM			\$0.00	1	\$99.00	\$99.00	1	\$0.00	\$0.00
	Breach Secure Now			\$0.00	29	\$5.00	\$145.00 x	29	\$3.00	\$87.00
	service and support monthly hours (8)			\$0.00	8	\$180.00	\$1,440.00 x	8	\$135.00	\$1,080.00
	Managed switch			\$0.00	1	\$10.00	\$10.00 x	1	\$10.00	\$10.00
	Managed AP			\$0.00	2	\$5.00	\$10.00 x	2	\$5.00	\$10.00
		0		\$0.00	0	\$0.00	\$0.00 x			\$0.00
			8/1/2023 Invoice	\$2,513.92			\$6,190.82			\$3,653.95



**MAINE TECHNOLOGY GROUP**

**Managed IT Services 2023-2027**

**Town of Millinocket**

Peter Jamieson  
[manager@millinocket.org](mailto:manager@millinocket.org)

**Monica McCarthy**

[monica@mainetechgroup.com](mailto:monica@mainetechgroup.com)  
207-692-0955



## Executive Summary

### Client Notice

MTG appreciates the opportunity to have served the Town of Millinocket since 2018. We respectfully provide this renewal proposal for Managed IT Services for your consideration.

During this period, we have continued to upgrade our service offerings and refine our approach, with best of breed solutions and best practices to protect our clients from today's unprecedented threats to IT security.

MTG's costs to provide this service continue to increase. With this proposal, while we have attempted to recover some of our costs, we have discounted substantially in recognition of our partnership over these past years and our desire to retain you as a client. We appreciate your partnership and look forward to continuing to serve you.

2023 Recommendations: Breach Secure Now end user training (included in proposal)

Future: Consider MTG VoIP when internet is improved, for service portability and reduced costs.

Thanks and best regards,  
 Monica McCarthy  
 Maine Technology Group  
 207-692-0958 / monica@mainetechgroup.com

## Managed Services

Description	Recurring	Qty	Ext. Recurring
<b>Managed Network Switch</b>	\$10.00	1	\$10.00
Managed Network Device - Switch			
<b>Managed Access Point</b>	\$5.00	2	\$10.00
Managed Network Device - Wireless Access Point			
<b>Managed Firewall</b>	\$20.00	1	\$20.00
Managed Network Services - Firewall			
<b>Hardware As A Service Device- Fireproof and waterproof network attached local storage device</b>	\$109.00	1	\$109.00
Server Appliance Subscription Service			
<b>Recurring Monthly Help Desk Hours</b>	\$1,080.00	1	\$1,080.00
Help desk hours replenish at the 1st of every month. Help desk service tickets (re-active "incidents" or pro-active "requests") utilize these hours in fifteen-minute increments. Once the quantity of service hours reaches 0 hours, overages will be billed at the current hourly support rate in 15-minute increments, invoiced at the end of each month.			
<b>Managed Hardware as a Service HAAS Workstations</b>	\$30.00	33	\$990.00
Managed Hardware as a Service Workstation			
- IT HelpDesk Support			
- Security Patching and Updates			
- Scheduled Hardware Refresh			



## MAINE TECHNOLOGY GROUP

### Managed Services

Description	Recurring	Qty	Ext. Recurring
<b>Managed HAAS Firewall</b>	\$30.00	1	\$30.00
Managed Network Device - Firewall - Hardware as a service device			
<b>Managed HAAS Switch</b>	\$50.00	2	\$100.00
Managed Network Device - Switch - Hardware as a Service item			
<b>Managed HAAS Access Point</b>	\$50.00	2	\$100.00
Managed Network Device - Wireless Access Point - Hardware as a Service item			
<b>Managed HAAS Server - 1 host + 3 vm</b>	\$175.00	1	\$175.00
Managed HAAS Server (single hardware device with up to two Virtual machine servers) - Hardware as a Service device - Patching and monitoring - Support(management)			
<b>Hardware As A Service HAAS Device - Firewall</b>	\$0.00	1	\$0.00
Server Appliance Subscription Service			
<b>Sophos XG 115 Standard Protection Monthly</b>	\$30.00	1	\$30.00
Sophos XG 115 Standard Protection monthly license			
<b>Sophos XGS 107 Standard Protection Monthly</b>	\$30.00	1	\$30.00
Sophos XGS 107 Standard Protection Monthly			
<b>Microsoft 365 Business Basic [NCE] - 1YR (Monthly)</b>	\$6.00	13	\$78.00
Microsoft 365 Business Basic includes Office Online, hosted email, and 1TB of file storage per user.			
<b>Microsoft 365 Business Standard [NCE] - 1YR (Monthly)</b>	\$12.50	16	\$200.00
Microsoft 365 Business Standard includes fully installed Office applications across multiple devices, hosted email, and online file storage and sharing.			
Monthly Subtotal:			<b>\$2,962.00</b>

### Monthly Cyber Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>Sophos Central Intercept X Endpoint Adv w XDR Monthly</b>	\$4.00	\$0.00	33	\$132.00	\$0.00
Sophos Central Intercept X Endpoint Adv w XDR					
<b>NetGuard DNS filtering and protection</b>	\$4.00	\$0.00	29	\$116.00	\$0.00
NetGuard DNS filtering and protection					



## MAINE TECHNOLOGY GROUP

### Monthly Cyber Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Sophos Central Intercept X Adv for Server w XDR Monthly	\$19.95	\$0.00	4	\$79.80	\$0.00
Sophos Central Intercept X Advanced for Servers with XDR Monthly					
BSN Breach Prevention Platform - Monthly	\$3.00	\$0.00	29	\$87.00	\$0.00
Breach Secure Now Breach Prevention Platform gives MSPs a set of white-labeled security awareness services designed to help customers strengthen their overall security through a mix of security assessments, policies and procedures, training, the latest news on security.					
				Monthly Subtotal:	\$414.80
				Subtotal:	\$0.00

### Monthly Backup Services

Description		Recurring	Qty	Ext. Recurring
Acronis Local Storage	Acronis Local Backup Storage (per GB)	\$0.15	807	\$121.05
	Acronis Local Backup Storage (per GB)			
Acronis PW Storage (abgw-phx1-arp2-r01)	Acronis Cloud Backup Storage (per GB)	\$0.35	446	\$156.10
	Acronis Cloud Backup Storage (per GB)			
Monthly Subtotal:				\$277.15



## MAINE TECHNOLOGY GROUP

### Managed IT Services 2023-2027



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

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

Quote Information:  
**Quote #: MM001740**  
  
 Version: 1  
 Delivery Date: 10/10/2023  
 Expiration Date: 10/25/2023

### Quote Summary

Description	Amount
Monthly Cyber Services	\$0.00
Total:	\$0.00

### Monthly Expenses Summary

Description	Amount
Managed Services	\$2,962.00
Monthly Cyber Services	\$414.80
Monthly Backup Services	\$277.15
Monthly Total:	\$3,653.95


**\*\*Payment is Net15 upon receipt of the invoice\*\***

Your signature below authorizes Maine Technology Group to order and invoice the hardware / software items proposed above. Proposal does not include applicable taxes and freight unless noted in the proposal. Returns and-or cancellations are not accepted without prior approval from Maine Technology Group. We reserve the right to cancel orders arising from pricing or other errors.

\*Your digital signature signifies you have the authority within your organization and also agree with all terms and conditions located in the Master Service Agreement located @ [www.mainetechgroup.com/managed-service-master-agreement/](http://www.mainetechgroup.com/managed-service-master-agreement/), and understand that your payment information will be saved for auto-payment of future transactions on your account. If you do not agree with those terms, you should not accept this letter of engagement or quote.

### Maine Technology Group

### Town of Millinocket

Signature:   
 Name: Monica McCarthy  
 Title: Senior Account Representative  
 Date: 10/10/2023

Signature: \_\_\_\_\_  
 Name: Peter Jamieson  
 Date: \_\_\_\_\_





## Terms and Conditions

Table 3.1 Current Managed Services Rates*	Time Frame/Day	Standard Rate
Remote On-Site Support/Help Desk	8am-5pm Mon-Fri	\$150 per hour (0.25 hour min)
Project/Professional Services	8am-5pm Mon-Fri	\$180 per hour (0.25 hour min)
Software monitoring of managed systems	All	Included with Managed Services
Emergency Afterhours or Weekend Support	7am-7pm Sun-Sat	\$200 per hour (1 hour min)
Published Holidays	7am-7pm Any	\$300 per hour (1 hour min)
Travel Time (to and from Client Site) plus mileage rate .70¢ per mile		½ Standard Rate (5-minute increments)

\* Standard rates subject to change. Last updated 7/24/2023.

Summary: Terms and Conditions	Description	Notes
Monthly Fees	\$3,653.95	
Included Hours of Help Desk	8 hours per month	
Escalator Annually	4%	
Workstation Count (Time of Agreement)	33	
User Count (Time of Agreement)	29	
Override Current Hourly Support Rate	\$150 /hr	
Override Current Hourly Project Rate	\$150 /hr	
Length of Agreement	48 months	

## Master Services Master Agreement

Current applicable rates may be found at [www.mainetechgroup.com/managed-service-master-agreement](http://www.mainetechgroup.com/managed-service-master-agreement).

## Appendix

Table 3.1 Current Managed Services Rates*	Time Frame/Day	Standard Rate
Remote On-Site Support/Help Desk	8am-5pm Mon-Fri	\$150 per hour (0.25 hour min)
Project/Professional Services	8am-5pm Mon-Fri	\$180 per hour (0.25 hour min)
Software monitoring of managed systems	All	Included with Managed Services
Emergency Afterhours or Weekend Support	7am-7pm Sun-Sat	\$200 per hour (1 hour min)
Published Holidays	7am-7pm Any	\$300 per hour (1 hour min)
Travel Time (to and from Client Site) plus mileage rate .70¢ per mile		½ Standard Rate (5-minute increments)

\* Standard rates subject to change. Last updated 7/24/2023.

**ORDER #243-2023**

**PROVIDING FOR:** Amendment of order #322-2022

**WHEREAS:** Order#322-2022 accepted the quote from Hahnel Bros. to repair the rooves on both the municipal building canopy and elevator entrance, and approved the expenditure of \$9,275.00 of local American Rescue Plan Act funding to pay for the repairs; and

**WHEREAS:** During the job, Hahnel Bros. determined the amount of damage to the structure was more than anticipated, leading to replacing more of the structure than originally planned, and an increase to the invoice for work in the amount of \$1,816.95;

**IT IS ORDERED:** That the Millinocket Town Council amend the totals in order #322-2022 to read \$11,097.95 for the repairs, which will leave an uncommitted ARPA grant balance of \$39,410.54 as of this order date.

Passed by Council: \_\_\_\_\_

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

**ORDER #322-2022**

**PROVIDING FOR:** Acceptance of Quote for Municipal Building Roof Repairs

**WHEREAS:** the front canopy on the municipal building and the roof on the elevator entrance are in dire need of repairs and;

**WHEREAS:** after 6 months of outreach and attempts with various contractors, the Building Custodian and Town Manager have received the attached quote from Hahnel Bros. Co. to repair both rooves in the spring of 2023;

**IT IS ORDERED:** The Millinocket Town Council grants authority to the Town Manager to accept the attached quote for roof repairs and;

**IT IS FURTHER ORDERED:** The Millinocket Town Council grants permission to the Town Treasurer transfer plan according for \$9,275.00 of local American Rescue Plan Act to be used at the time the work is done, leaving a remaining ARPA funds balance of \$206,271.00.

Passed by the Town Council: 12/22/2022

ATTEST: Diana M. Lakeman



LEWISTON DIVISION — 46 STRAWBERRY AVE. • P.O. BOX 1160 • LEWISTON, MAINE 04243 • (207) 784-6477 • FAX (207) 782-9859  
BANGOR DIVISION — 219 PERRY ROAD • BANGOR, MAINE 04401 • (207) 945-6476 • FAX (207) 945-0129

## **STANDARD FORM OF CHANGE ORDER**

Date: 9/28/2023

No. 1

Owner: Town of Millinocket

The undersigned Owner and Contractor agree to change the Contract between them dated 12/5/2022 as follows:

Replace 31 rotten roof joists and 8' by 8' section of roof sheathing.

The original Contract Price was:	<u>\$9,275.00</u>
Net change by previously authorized Change Order was	<u>\$00.00</u>
The total Contract Price prior to this Change Order was:	<u>\$9,275.00</u>
The Contract Price will be increased by this Change Order by:	<u>\$1,816..95</u>
The new Contract Price will be:	<u>\$11,091.95</u>

### **CONTRACTOR**

Date: 9/28/2023

By: Bul 8/28/23

Title: Project Manager / Estimator

### **OWNER**

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

**ORDER #244-2023**

**PROVIDING FOR:** Award of Penobscot Avenue Drainage Infrastructure Replacement Bid

**IT IS ORDERED:** The Millinocket Town Council, at the recommendation of the Town Manager, Public Works Director, and Olver Associates Inc. Environmental Engineers, awards this bid to Lou Silver Inc. at \$393,000.00.

Bids Received:

Lou Silver	\$393,000.00
T. Buck Construction	\$681,411.00
Emery Lee & Sons	\$732,000.00

Approved by Council: \_\_\_\_\_

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

# OLVER ASSOCIATES INC.

ENVIRONMENTAL ENGINEERS

October 4, 2023

Mr. Peter Jamieson, Town Manager  
Town of Millinocket  
197 Penobscot Avenue  
Millinocket, Maine 04462

RE: Penobscot Avenue Drainage Infrastructure Replacement  
Bid Results

Dear Peter:

On April 11, 2023 bids were opened for the Penobscot Avenue Drainage Infrastructure Replacement project. Three bids were received as follow:

CONTRACTOR	LOCATION	Total Bid
Lou Silver Inc.	Orono, Maine	\$393,000
T. Buck Construction Inc.	Turner, Maine	\$681,411
Emery Lee & Sons Inc.	Millinocket, Maine	\$732,000

Attached please find a copy of the low bid from Lou Silver Inc.

As you know, when the initial planning of this project occurred, it was anticipated that a corrugated metal culvert of similar size could be used to replace the existing deteriorated one, and the budget estimate for the project was \$275,000. The Town was successful in obtaining a \$125,000 stream grant from the State of Maine, however as a condition of the grant, the size of the culvert needed to be increased to meet their criteria. That increased size necessitates use of concrete culvert materials. Between the increased size and the ongoing impacts on the construction industry with increased materials, fuel, and labor costs, the project construction cost has increased.

We investigated the option of not utilizing the grant which would allow the Town just replace the existing culvert with the same sized corrugated metal culvert. Low bidder Lou Silver Inc. was asked for a price for the reduced size culvert, and they quoted \$333,000 to do this, which is \$60,000 of price reduction. Based on that pricing, turning back the \$125,000 grant would not make sense as the Town's share would cost more to complete the project.

**OLVER ASSOCIATES INC.**

Mr. Peter Jamieson, Town Manager  
October 4, 2023  
Page 2

Another complicating factor is that the grant contract with the State expires in March of 2024. There is currently an unprecedented long lead time for all concrete structures. If the Town authorizes the work now, then the box culvert can be ordered and built over the winter. The State has indicated that they will allow the Town to submit a reimbursement request if the contractor invoices for the materials, as long as that is submitted prior to the contract expiration. At this point, we would recommend that the Town award the construction contract to Lou Silver Inc. in the amount of \$393,000 which will allow the project to proceed next year.

Please let us know if you have any questions or need further information at this time.

Very truly yours,

OLVER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'Mandy Holway', written over the printed name.

Mandy Holway P.E., Vice-President  
Construction Services Manager

MJH/sb

2480/090

PROPOSAL  
PENOBSCOT AVENUE DRAINAGE STRUCTURE REPLACEMENT  
TOWN OF MILLINOCKET, MAINE

Town of Millinocket, Maine  
197 Penobscot Avenue  
Millinocket, Maine 04462

Greetings:

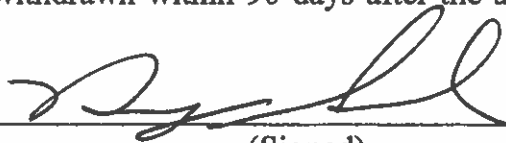
The undersigned, as Bidder on the above indicated Project, declares that the only persons or parties interested as principals in this Bid or in the Contract proposed to be taken, are named herein; that this Bidder has carefully examined the location of the proposed work, the Drawings and Specifications including the Invitation to Bid, Proposal, Contract, and Technical Specifications; and proposes and agrees if this Bid is accepted that he/she will contract to provide all necessary and proper labor, machinery, equipment, facilities, and incidentals, and to do all the Work and furnish all labor and material necessary or proper to carry out the Contract in the manner and time therein set forth, and that he/she will do all other things required and incidental to the completion of the Work.

All entries in the entire proposal have been made clearly and in ink; total prices bid have been written in both words and figures. All items defined in the Contract Documents have been bid upon.

It is understood that this Bid may not be withdrawn within 90 days after the actual date of the opening thereof.

4/11/2023

(Date)



(Signed)

Name: Barney Silver

Title: President

Representing: Lou Silver Inc

Address: P.O. Box 22

Orono, ME  
04473



# BID FORM

BIDDER agrees to perform all Work as described in these Contract Documents for the following unit prices for the payment items indicated:

ITEM	DESCRIPTION	APPROX. QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Drainage Structure Replacement (All project work with the exception of items noted below as unit price items)	1	LS	\$ <u>365,000.<sup>00</sup></u>	\$ <u>365,000.<sup>00</sup></u>
2.	Roadway Pavement	80	Tons	\$ <u>300.<sup>00</sup></u>	\$ <u>24,000.<sup>00</sup></u>
3.	Removal & Replacement of Unsuitable Material	100*	CY	\$ <u>20.<sup>00</sup></u>	\$ <u>2,000.<sup>00</sup></u>
4.	Owner's Testing Allowance	All	LS*	\$ <u>2,000.00</u>	\$ <u>2,000.00</u>

TOTAL BID (IN FIGURES):\$ 393,000.<sup>00</sup>

TOTAL BID (IN WORDS):  
Three hundred ninety-three thousand dollars no cents Dollars

\*Note: Asterisk indicates indeterminate quantity for bidding comparison.

The undersigned agrees to the following:

- To furnish all required insurance certificates and bonds within 10 days after formal acceptance of the proposal by the Owner. All insurance certificates and bonds must be furnished before formal execution of the contract by the Owner.
- To substantially complete the work within 60 calendar days and to fully complete the work within 90 calendar days of the formal Notice to Proceed.
- That the Owner may retain liquidated damages of \$750 per day for each day in excess of those mentioned above that the work is not completed as indicated.

The undersigned acknowledges the receipt of the following Addenda:

#1 Dated 3/31/23

Date: 4/11/2023

Signed: [Signature]

Name: Barney Silver

Title: President

Representing: Law Silver Inc

Address: P.O. Box 22

Orono, ME 04473

Telephone: (207) 942-8074

Fax: (207) 942-5072

(Seal - if Bid is by Corporation)  
(Also attached Certificate of Authority  
for signatory to execute contract)

**LOU SILVER, INC.**

**Clerk's Certificate**

I, PHILLIP D. BUCKLEY, of Bangor, Penobscot County, Maine, certify as follows:

1. That I am the Clerk of LOU SILVER, INC., a Maine corporation with a principal place of business at Veazie, Penobscot County, Maine;

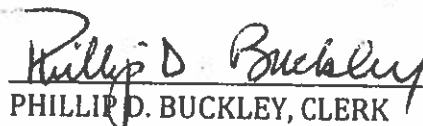
2. That by unanimous action of the Board of Directors of LOU SILVER, INC. (the "Corporation"), dated March 17, 2009, the following resolution was adopted:

**RESOLVED:** That Barney W. Silver, being the duly elected and qualified President and Treasurer of the Corporation, is hereby authorized to execute and deliver, and affix the corporate seal to, on behalf of the Corporation, such documents as may be required for bids, bid bonds, proposals, and contracts with the Maine Department of Transportation, the United States Corp of Engineers, or any other governmental agency, Federal, State, or local; and is further authorized, in the name of the Corporation, to execute all documents as may be required upon an award of contract by such agency.

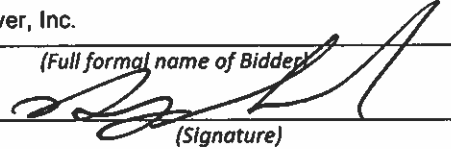
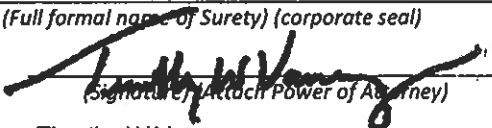
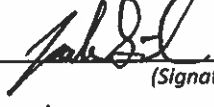

3. That the foregoing resolution is in full force and effect.

4. This is to further certify that Barney W. Silver is the duly elected and qualified President and Treasurer of the Corporation.

Dated: March 17, 2009

  
PHILLIP D. BUCKLEY, CLERK

## BID BOND (PENAL SUM FORM)

<b>Bidder</b> Name: Lou Silver, Inc. Address (principal place of business): P.O. Box 22 Orono, ME 04473	<b>Surety</b> Name: Travelers Casualty & Surety Company of America Address (principal place of business): Bond & Financial Products, Construction Services One Tower Square Hartford, CT 06813
<b>Owner</b> Name: Town of Millinocket Address (principal place of business): 197 Penobscot Avenue Millinocket, Maine 04462	<b>Bid</b> Project (name and location): Penobscot Avenue Drainage Structure Replacement Millinocket, Maine  Bid Due Date: April 11, 2023
<b>Bond</b> Penal Sum: Five Percent of the Bid Amount (5%) Date of Bond: April 11, 2023	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
<b>Bidder</b> Lou Silver, Inc.	<b>Surety</b> Travelers Casualty & Surety Company of America
By:  <small>(Full formal name of Bidder)</small> <small>(Signature)</small>	By:  <small>(Full formal name of Surety) (corporate seal)</small> <small>(Signature) (Attach Power of Attorney)</small>
Name: <u>Barney Silver</u> <small>(Printed or typed)</small>	Name: <u>Timothy W Varney</u> <small>(Printed or typed)</small>
Title: <u>President</u>	Title: <u>Attorney-in-Fact</u>
Attest:  <small>(Signature)</small>	Attest:  <small>(Signature)</small>
Name: <u>Jacob Silver</u> <small>(Printed or typed)</small>	Name: <u>Thomas Bearor</u> <small>(Printed or typed)</small>
Title: <u>Vice President</u>	Title: <u>Agent</u>
<small>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</small>	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
  - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2. All Bids are rejected by Owner, or
  - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **TIMOTHY W VARNEY** of **BANGOR** Maine, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF,** the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF,** I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



  
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED,** that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED,** that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED,** that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 11th day of April, 2023



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.**