



**TENTATIVE AGENDA
ORGANIZATIONAL & REGULAR TOWN COUNCIL MEETING
in COUNCIL CHAMBERS & via ZOOM
MONDAY, NOVEMBER 13, 2023 at 7:00 PM
Note DATE and TIME **

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

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: October 26, 2023, Regular Council Meeting, November 3, 2023, Special Council Meeting

UNFINISHED BUSINESS: n/a

NEW BUSINESS:

5. ORDER #255-2023 Execution of the Town Warrant for November 13, 2023
6. ORDER #256-2023 Execution of the Wastewater Warrant for November 13, 2023
7. ORDER #257-2023 Ratify the November 7, 2023, Municipal Election Results
8. Special Presentation(s): Resolve #8-2023 Proclamation Honoring Councilor Matthew Bragdon
9. Swearing in of New Town Council Members
10. Swearing in of New School Board Members
11. Open the Floor to Nominations for Council Chair
12. ORDER #258-2023 Election of New Town Council Chair
13. Town Manager's Report
14. ORDER #259-2023 Acceptance of the Town Council Procedure Policy
15. ORDER #260-2023 Approval of Snowmobile Trail Maintenance Application to the Maine Department of Conservation
16. ORDER #261-2023 Approval of Brownfields Community Assessment Proposal Award
17. ORDER #262-2023 Approval for Firefighter/EMT FY24 Budget Increase

18. Reports and Communications:

- a. Warrant Committee for the November 27, 2023, Council Meeting will be Councilor Danforth and Councilor Dumais
- b. Chair's Committees Reports
- c. Two Minute Public Comment

19. Adjournment

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

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

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

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

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



Millinocket

Maine's Biggest Small Town

Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org www.millinocket.org

207-723-7000 Ext 5

Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

October 26, 2023

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

Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Higgins, Madore-Excused, Pelletier, McLaughlin. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, , Fire Chief Cote, Airport Manager Jeff Campbell, Millinocket Memorial Librarian Diana Furukawa, Media Brian Brown-Zoom, 4 in person public attendance and 2 in Zoom public.

Pledge of Allegiance; Chair Dumais wishes Councilor Madore well and prays for a safe and speedy recovery; also, as a Representative of Millinocket as Council Chair, with the recent events affecting Lewiston and the entire State of Maine, addresses the community with the following statement:

“As we all know, yesterday, the world got a little smaller. As families all across Maine hug their children and their loved ones a little bit closer this evening, we Mainers are no longer exempt from the tragedies that we watch on TV that the rest of the United States endures. We the citizens of Millinocket grieve with our brothers and sister of Lewiston and the surrounding communities. We pray for protection and safety for all the law enforcement and first responders and medical staff that are involved. As we watch and wait in horror, we hope for a quick resolution without anymore harm. As we lean on our faith in tragedies like these we do not understand, we need to love one another, protect each other, protect yourselves and protect your families. As we now realize this can happen anywhere, even here. Let us take a moment of silence please, to honor and show respect for those lost, and those families who are suffering. (Moment of silence observed). Thank you.”

Public Hearing in at: 5:37 pm

Ordinance #2-2023: Public Hearing- 2nd Reading- Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket. 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.

Motion-Bragdon Second- Danforth Vote 6-0

Council Comment: none

Public Comment: none

Public Hearing out at: 5:39 pm

Special Presentation(s): Diana Furukawa, Millinocket Memorial Library – Quarterly Financials Update; provided slide packet information sheets included into minutes; highlights of 5 priority strategic goals:

1. Provide Engaging and relevant resources and programs, 2. Support community members/organizations and develop mission aligned initiatives; 3. Empower; 4. Garner broad participation, 5. Achieve organizations' sustainability; high level over view of current fy23 budget on track; anticipated changes to FY24 budget re-categorizing department lines and funds with increases appropriately with functional cost adjustments;; informs survey available of services needed with feedback from the community accessibility of programs for digital and financial literacy workshops both kids and teens interests; informs EVV Chargers are functional with a cost of 32 cents per kilowatt-hour. 80-90%, reminds chargers funded by Efficiency of Maine.

Chair Dumais inquires if video surveillance and recording at the facility with recent events; Diana informs there is video surveillance; informs building maintenance and issue being addressed, grants secured to assist purchasing to up update certain spaces; budget for projects are ahead of budget, proposes next years FY24 budget to include income from selling merchandizing; Chair Dumais inquires if local business or outsourcing for merchandise; Diana informs looking into all options; states the Sewell budgeted monies available soon going on the third year of \$100,000 and reminds that the Foundation is looking to decrease funding; notes increase to expenses: books and materials, community engagement items like snacks etc, retail investment, cleaning supplies and plowing, increase in charges for electricity noting anticipated due to EV Chargers, notes

decrease in insurances, payroll increases with cost effective packages to include some replacement of benefit stipends, salary increases in place of benefit packages, provided visual comparison of overhead.

Council Comment: Councilor Danforth expressed her appreciation for the presentation noting the library is a tremendous asset to the community for all ages, thanks Diana for her professionalism and hard work.

Councilor Bragdon notes some questions, concerns and ideas he would like to discuss with Diana at a later date; Diana confirms her availability for communications.

Councilor McLaughlin echoes Danforth acknowledging the excellent informative presentation.

Public Comment: none

Unfinished Business: None

Town Manager's Report – 10/26/2023 Department Updates:

Public Works: The DEP required summer flushing of the town sewer's is still ongoing as time allows. This gives us a chance to inspect the condition of the sewers. This is also a good time to remind everyone that wipes, cooking grease and other foreign objects cause problems in the sewer.

The crew has been hand raking loads of asphalt to patch some problem areas of sidewalks and roadways.

We are continuing to trim brush and limbs that are causing line of sight obstructions and growing into the rights-of-way around town. We will begin to collect bagged leaves from residents. Any bags to be collected should be left on the roadside and we will pick them up on Fridays. We installed new basketball hoops and welcome sign at Carmen Brigalli Playground on York St. We Also installed a new sign at Delahanty Field, helping the Recreation Dept. The new Arial Lift truck is being built at the dealer. Its September delivery has been delayed due to parts availability. It is now expected to be delivered in November.

There is still shoulder work to be finished in the areas that received new hot top this summer. If we haven't gotten to your section yet, please be patient. Chainsaw Safety Training will be held here at public works on Wednesday, Nov 1, 2023. This is a joint training session with East Millinocket and Medway PW.

Transfer Station: This is a reminder that the Millinocket Transfer Site is for waste generated within the town, and those approved unorganized Territories only. Surrounding communities have their own Transfer sites for residents in those towns. The brush and compost area are left open during times the transfer site is closed as a convenience to the public. Please do not abuse it. Everyone should have their transfer site usage stickers by now, if not, they need to be purchased ASAP. Recycling is being accepted and we are looking for all the cardboard, plastic jugs and tin cans that we can get. The brush pile is scheduled to be ground into mulch and hauled away in September.

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

The cemetery will be closing soon as winter gets closer. I ask everyone to remove any decorations that they wish to keep for future use. We will be clearing the remaining decorations some time in November to avoid the decorations being wind-blown and a bigger mess in the springtime.

Respectfully submitted, Bryan Duprey – Director of Public Works

Wastewater Operations: The month of September was busy here at the Wastewater treatment plant. Weekly routine regulatory testing was done and sent to the EPA. Our E-Coli testing finished up for the season on September 30th. We had low numbers on the test and did not have to chlorinate this season which is a good. We are following all regulatory requirements for our permit and the treatment of our town sewer has been good. On the maintenance end of things, we replaced a water pump in our Bates Street pump station generator. EJ Prescott began installing one of two sludge pumps in the Stearns pump station. Will finish up in the next few weeks. I had to order more parts to complete the project. There has been a lot of brushing going on around the lagoon fence. It was getting a little to close and starting to put pressure on the fence. We are winding down and getting ready for winter by doing last minute projects and tying up loose ends on things we have been working on. We had some telemetry work done on our alarm system to make it better serve us. Everything here is running smooth as of now which good change quickly, but we will take what we can take and solve issues when they arrive.

Jason Ingalls, Superintendent

Town Treasurer: An auditor was on site the week of 10/9 assisting with the FY23 audit. As far as I know, the “Town” side of the audit is completed for the most part. There is still work to be done with the school. Once the school’s audit is completed, then the FY23 audit report Can be finished and available for review. With my part of the audit out of the way, I will focus on month-end reporting and quarter-end tax reporting. The interim foreclosure on Wastewater \$1,665,000 bond for the main pump station upgrade has been delayed and is scheduled for review in January 2024.

The Town has up to one year from the 8/23/23 commitment date to complete the foreclosure. I thought it was best to delay the interim foreclosure for a few months because there is no need for the money at present.

Mary Alice Cullen, Town Treasurer.

Human Resources Director: Personnel issues, Drug and Alcohol testing. Municipal Release deeds, Supplies for Municipal building. Employee Benefits

General Assistance Director: Assisted individuals to meet their unmet needs. Submitted for reimbursements. Yearly updates for GA maximums

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

Town and WW bills.

Lori Santerre, HR Director, GA Director, Bookkeeper

Code Enforcement / Public Health & Safety: Attended webinar through Maine CDC on ME CDC Respiratory Virus Season and what is in store.

Follow up on numerous projects that are ongoing, follow up inspections.

Attended conference in Orono on Housing Matters in Maine. Very informative about STR, Tiny House and ADH.

Attended workshop via ZOOM put on by MBIOA and Fire Marshal’s Office on “A Day in The Life of A CEO/LHO. Found this to be very information and required credits toward my LHO certification.

Spoke with Regional Site Manager for Dunkin Donuts that will be redoing the building on Central St. got initial set of plans.

Continued to work on Bragdon Car Wash and get sewer, water, and electrical hook up completed.

Several visits to the site of Solar project at One North property.

Attended workshop via ZOOM with ESCB 9-1-1 on new program for E911 formatting and addressing format.

Finishing up with IWORQ which is scheduled to go online Nov. 1st for permitting and code.

Completed LSC inspection for housing assistance through the Town of Millinocket.

Continued to meet with Millinocket Historical Society as they go to the next phase in renovations of their building. Thomas Malcolm – CEO, Public Health & Safety

Airport: All is well at the airport and readying for winter maintenance and plowing.

Presented at Airport Managers Conference in Plymouth, MA. on Monday.

Millinocket Airport highlight video and presentation were very well received by colleagues throughout the industry.

Jeff Campbell – Airport Manager

Community Initiatives Director: Worked on the community newsletter “Magic City Monthly” along with the Manager and various departments/organizations! Worked alongside DesignLab on the following projects: Community Calendar, Social Media, Advertising, Welcome Home Guide, Street Pole Banners, Events with the Fire/EMS Dept and Public Health/Safety Dept., Trunk or Treat, Holiday events, Partnering with Our Katahdin on project Christmas Tree Santa – more info to come! Researched grant opportunities for various community/department needs. Overseeing the following projects: Recruitment of Fellow for Airport, EV Charger Install, Chargers ae built, Bid has been accepted. Scheduled to begin work soon. Concept design of the Community Center, Reviewing bids. Brownfields Community Wide Assessment Put out for bid. Submitted a grant application to the Libra Foundation for fire gear needed in the event of an electrical vehicle fire. Assisted in the Committee Chair in communicating materials to the Economic Development and Sustainability Committee. Attended an ICL Session at Outward Bound, Assisted w/ payroll. Submitted quarterly reports for grants. Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office: Totals include September 26, 2023, through October 23, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the

Town Office. In summary, \$3,290,984.76 were collected, which involved 2180 transactions processed in Trio.

**Report Attached*

FY23/24 Real Estate & Personal Property: 1st & 2nd half due dates: 10/25/2023 & 1/25/2024; Tax paid summary as of 10/20/2023: **Reports Attached*

- 2024 Real Estate: 1828 accounts; Original Tax \$3,948,769.22; Amount Due: \$2,820,553.47.

-2024 Personal Property: 98 accounts; Original Tax \$1,023,923.95; Amount Due: \$556,177.30.

Motor Vehicle reports current, reconciled, and submitted to BMV. September month end reports were reconciled and collected monies were submitted to all State agencies accordingly. Marriage and Cemetery season is upon us – Recording sales, deeds, electronic/card file, finalizing all council meeting minutes.

Fulfilling requests of tax information, providing normal daily requests of motor vehicle and wastewater and tax account balances via e-mail, fax and phone calls. Processing daily mail, online, phone, and drop box payments. Creating Agendas, posting advertisements of public hearings, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.

Election: November 7, 2023 State Referendum and Municipal Election; Items of interest: Multiple state forms, ballots received, media coding, ballot and media testing; election clerks' schedule, Absentee voting at licensed living facilities scheduled, preparing election materials, and currently conducting Absentee Voting at the municipal office; (Applications for Absentee Ballot Requests are available electronically through the State's ABR site, Absentee Ballot Request, on the town's website, via phone, and in person at the Clerk's Office.)

The following seats expire November 2023: Councilor Bragdon, Councilor Danforth, and Councilor Pelletier; Doanld Raymond & Thomas Malcolm; Candidates for the November 7, 2023 Municipal election ballot: Town Council - Three 3-year Terms: Jane Danforth, Gail A. Mackin, Louis R. Pelletier, Gilda G. Stratton; School Board – Two 3-Year Terms: Julie Hewke, Thomas M. Malcolm, and Donald E. Raymond.

Other Items: 2024 Dog tags became available on October 15, 2023; Fees: \$6 spayed/neutered; \$11 intact.

Mandatory \$25 Late Fee effective Feb. 4, 2024; Reminder: All dogs must be vaccinated and licensed in their residing towns by State Statute and to utilize the Town's Dog Park.

Boards/Committees: Personnel Appeals Board: (1) Full seat available

2024 IF & Wildlife mandatory agent fee increase to \$5 on ATV snowmobile registrations.

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

Fire & Ambulance: Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom.

Chief Cote attended a Public Safety Meeting in Patten on Public Safety Response to the Katahdin Woods & Water National Monument, Chief Cote attended the Maine Fire Service Institute Fire Instructor Workshop in Brunswick. Chief Cote & Fulltime Crews attended a Hazmat Decon Training at Millinocket Regional Hospital. Chief Cote and 1 Firefighter attend the Mobile Alarm Sprinkler Trailer in Medway. Chief Cote & Fulltime Crews provided Fire Station Tours and School Visits during the month of October for Fire Prevention. Chief Cote & Fulltime Crews took part in the Cancer Awareness Parade. Basic Fire School was completed in October, and students now are waiting to complete their live burns in November. Fulltime Crews and Paid Call crews completed 1 day of annual hose testing and will complete the rest of hose testing in the end of October.

Full-time & Paid Call Crews took part in a Ground Safety Course with Life Flight of Maine. Full-time & Paid Call Crews took part in Chimney Fire Training. Grant was received to provide a Firefighter 1 & 2 class to the Katahdin Region starting in early January. Funding was requested and approved for a Hazmat Operations Class by the State Emergency Response Commission. Chief Cote is working on updating response plans and preplans. Chief Cote is working with East Millinocket PD, and Penobscot EMA on emergency plans for the marathon. Chief Cote is currently working on the Forestry Grant for new wildland fire equipment. Chief Cote is working with town administration staff on renewing the Penobscot Fire & EMS Contracts. EMS Service License has been renewed with Maine EMS. Department EMS Quality Assurance Plan was updated. Fulltime & Paid Call Staff received flu shots from Millinocket Regional Hospital. All department self-contained breathing apparatus and cascade system has gone through the annual service testing and maintenance. New Staff orientation continues in house for new staff. Chief Cote continues working with the Ambulance Drivers to get them licensed as Ambulance Drivers under the new Maine EMS standard. One FF/Paramedic out for on-the-job

injury, unknown at this time how long personnel will be out. Fulltime & Paid Call Crews have been providing EMS coverage at the local High School Football games. Jon Cote – Fire Chief, Emergency Management Director

ADDITIONS: acknowledges Code Enforcement electronic permit program is live online for permitting applications only, noting payments must be made via phone or in person anticipating the payment portal available by the end of November, notes the site also has a place to submit violation, opportunity to inform and encourages public to be respectful of staffing and availability, informs linked to property assessment and cards making permitted applications available for anyone to view; Opens the floor for Jeff Campell, Airport Manager, to speak on the promotional video-informs promotional videos projects boosts for airport facilities and operations, attended conference in Massachusetts among respected colleagues, in collaboration presented promotional video with an overview of the airport, FAA representation asked questions about video and the need for more advertising and communications, informs many private conversations with FAA district chief, intentions to visit Millinocket to speak, impressed with the amount of interest and expressed gratitude for the overwhelming experience; TM Jamieson screen shared video.

Council Comment: Councilor Higgins thanks Jeff for the promotional video and detailed information, inquires if leaf bag collections of both paper and plastic; *TM Jamieson will have to look into.

Councilor Bragdon update on recycle issues and have they been addressed; *TM Jamieson informs no, lack of participation and opportunities to make money on materials given; anticipates more discussions of cameras for brush pile; *TM Jamieson informs one RFP bid received only coverage for veterans park, notes he will reach out to vendor to encourage to place another bid; expressed concerns with cemetery and brush pile, anticipate personal appeals board applications, thanks Jeff for the great job and representation.

Chair Dumais encourages business owners and community members to view website and other methods of postings of the council meeting agendas for knowledge of upcoming events or road closures, encourages all to sign up for constant contact email and texting of town information.

Public Comment: none

ORDER #246-2023 PROVIDING FOR: Execution of the Town Warrant for October 26, 2023

IT IS ORDERED that the Town Warrant for October 26, 2023, in the amount of \$101,475.61 is hereby approved. Motion-Higgins Second- McLaughlin Vote- 6-0

Council Comment: Noted larger expenses: Ambulance billing, Bloomer/Russell/Beaupain, Carquest, Flag replacement, Hammel Brothers, Hol Tanner Assoc, MWS, Northeast Paving, Pine State Elevator, Preble Oil, RH Smith-Auditor, Versant Power, basketball court repairs.

Public Comment: none

ORDER #247-2023 PROVIDING FOR: Execution of the Wastewater Warrant for October 26, 2023

IT IS ORDERED that the Wastewater Warrant for October 26, in the amount of \$9,014.32 is hereby approved.

Motion-Higgins Second- Danforth Vote 6-0

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

Public Comment: none

ORDER #248-2023 PROVIDING FOR: Approval of Certain Parking Space Closures – Municipal Parking Lot (Penobscot Ave)IT IS ORDERED that the Millinocket Town Council approves the following parking space

closures as needed for safety concerns: Close four (4) parking spaces at the Penobscot Avenue Municipal Parking Lot adjacent to the old Wilson block. Note: Request from the Health & Safety Officer attached.

Motion-Pelletier Second-Bragdon Vote 6-0

Council Comment: Councilor Danforth inquires if temporary closure; *TM Jamieson explains yes with an active contractor removing building debris request was made for safety; Chair Dumais further expressed support for being proactive in prevention of any damages in case town is liable.

Public Comment: none

ORDER #249-2023 PROVIDING FOR: Authorization for the Town Manager to Send the Charter Review Committee's Proposed Charter Changes to Legal Counsel. WHEREAS: The Charter Review Committee has met over time and extensively discussed the Millinocket Town Charter, offering suggestions for edits and improvements along the way. IT IS ORDERED: the Millinocket Town Council authorizes the Town Manager to send Charter Review Committee's draft of proposed changes to legal counsel for review, requesting an opinion on the appropriate path forward to officially update the document.

Motion- Bragdon Second- Higgins Vote 5-0-1 (Bradon/Abstain)

Council Comment: Councilor Bragdon addressed citizen's concerns of the article written in the local newspaper and emphasized disagreements with statements made that the process of charter changes was not being done legally by highlighting the last paragraph in the order which specifically states "legal counsel for appropriate path forward", acknowledging many days and hours spent researching and readdressing proposed changes noting updates not major; anticipating legal giving best direction for the town to consider.

Chair Dumais addresses some of the changes noting support for majority and trusts that the process will continue to move forward legally.

Public Comment: Sandra Sullivan, 104 Sunset Drive, expressed her irritation after reading the letter posted from a citizen in the local paper, agrees with Councilor Bragdon and emphasized all discussions were done through many meetings all done in open sessions with a lot of thought and invested time, further expressing her irritation with some not knowledge in the process voicing opinions otherwise; inquires if council made changes to the proposed draft copy presented at the last council meeting prior to handing over to legal counsel; Councilor Bragdon informed no council member proposed changes and the document will go to legal counsel to view as proposed; emphasized all charter review committee meetings were recorded, and the recordings of the meetings as well as the minutes drafted including all proposed changes pointed out, are on the town's website available for the public to view and review.

ORDER #250-2023

Motion-McLaughlin Second-Bragdon Vote 6-0

Council Comment:

Public Comment: None

ORDER #251-2023

Motion-Danforth Second-Bragdon Vote 6-0

Council Comment:

Public Comment: None

Reports and Communications:

a. Warrant Committee for the November 13, 2023, Organizational/Council meeting will be Councilor McLaughlin and Councilor Pelletier.

b. Chair Committee Reports: Councilor Danforth, Age Friendly Committee, November 2, 2023, meeting, agenda for presentation and discussion on the All-Abilities Trail project.

*TM Jamieson, Economic Development Committee, informs plans to review bids for community Center Concept Design, anticipate visiting in November with Councilor Madore's return.

c. Two Minute Public Comment: Diana Lakeman, Town Clerk, reminder: Thursday, November 2, 2023, is the last day to request Absentee ballots; available options to request: via in-person, by phone, or online, encourages those to keep in mind the time frame if using USPS to return ballots.

Councilor McLaughlin express appreciation for all emergency response for presence at the schools for extra security and safety measures.

Chair Dumais being the last regular council meeting he chairs with the election for new council approaches, took the opportunity to thank the community and the council for their trust, support and feedback over the year, expressed he took the position as Council Chair with great pride and pleasure, thanks the citizens both for and against him hoping he did a great service for all.

Motion to adjourn at 7:00 p.m. – McLaughlin, Second – Danforth Vote 6-0

November 3, 2023

The Special meeting was brought to order in the Town Manager's office at 3:00 pm by Town Clerk Diana Lakeman.

Roll Call:

Town Council Members Present:

Bragdon	Higgins-Absent
Danforth	Pelletier
Dumais-Absent	Madore-Absent
	McLaughlin

Also in attendance: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, and 1 public in-person.

Town Clerk Diana Lakeman asks for nominations for Pro Chair Tem; Councilor Danforth nominated Councilor Bragdon, Councilor McLaughlin seconds the nomination; hearing no other nominations, Town Clerk Lakeman calls for a vote for the nomination of Councilor Bragdon for Pro Chair Tem, Vote 4-0.

Order #252-2023 PROVIDING FOR: Date, Time, Place, Warden for the November 7, 2023, General Municipal Election

IT IS ORDERED that the General Municipal Election will be held on Tuesday, November 7, 2023, from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and IT IS FURTHER ORDERED that Micheal Kight shall be Warden of said elections.

Motion – Danforth Second – McLaughlin Vote 4-0

Order #253-2023 PROVIDING FOR: Processing Absentee Ballots for the November 7, 2023, General Municipal Election

WHEREAS, Title 21-A MRSA Section 759.7 allows the Election Warden to process absentee ballots while the polls are open; and WHEREAS, processing such ballots will assist the Election Clerks and result in an expedited process after the polls are closed; and WHEREAS, expediting the process after the polls are closed will result in some savings to the Town of Millinocket; NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 9:00 a.m., 11:00 a.m., 2:00 p.m., and 6:00 p.m. during the General Municipal election on November 7, 2023.

Motion – Danforth Second – McLaughlin Vote 4-0

Order #254-2023 PROVIDING FOR: Office Hours of the Registrar for the November 7, 2023, General Municipal Election

WHEREAS Title 21-A MRSA Section 122(6) specifies the process that the Registrar must follow in registering voters; and WHEREAS, The Town Clerk also serves as Registrar; and WHEREAS, the Town Clerk has regular hours on four business days before election day to register voters; and WHEREAS, being open evening hours as required by law to receive voter registrations will be an added cost to the municipality;

NOW THEREFORE IT IS ORDERED that it is not necessary that the Registrar be opened to accept voter registrations for two hours in the evening between 5 P.M. and 9 P.M. on at least three days before election day.

Motion – Danforth Second – McLaughlin Vote 4-0

Motion to Adjourn at 3:06 pm –Councilor Pelletier,
Second- Councilor McLaughlin
Vote 4-0

TOWN WARRANTS

**TOWN COUNCIL MEETING
MONDAY, NOVEMBER 13, 2023**

TOWN	WARRANT (135)	
WARRANT	NOVEMBER 13, 2023	\$54,219.93
TOWN	WARRANT (136)	
WARRANT	NOVEMBER 13, 2023	\$3,032.16
	TOTAL	\$57,252.09

WW	WARRANT (136)	
WARRANT	NOVEMBER 13, 2023	\$2,035.86
	TOTAL	\$2,035.86

ORDER #255-2023

PROVIDING FOR: Execution of the Town Warrant for October 26, 2023

IT IS ORDERED that the Town Warrant for October 26, 2023, in the amount of \$57,252.09 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
10:55 AM

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

11/08/2023
Page 1

Type	Check	Amount	Date	Wrrt	Payee
R	34692	63.03	11/06/23	135	1078 BEE LINE CABLE
R	34693	901.73	11/06/23	135	0869 BIDDEFORD INTERNET CORPORATION
R	34694	90.00	11/06/23	135	0292 CAMPBELL, JEFFREY W
R	34695	68.56	11/06/23	135	2154 COTE, JONATHAN P
V	34696	47.98	11/06/23	135	1294 CRANDALL'S HARDWARE, INC.
R	34697	1,192.47	11/06/23	135	0157 DEAD RIVER
R	34698	387.32	11/06/23	135	0181 DYSARTS SERVICE
E	34699	3,449.83	11/06/23	135	2173 ELAN FINANCIAL SERVICES
R	34700	195.00	11/06/23	135	0242 GUAY FIRE EQUIPMENT INC
R	34701	317.25	11/06/23	135	1039 HOGAN TIRE, INC.
R	34702	200.00	11/06/23	135	2212 HUBERT, MARY
R	34703	65.00	11/06/23	135	2102 JAMIESON, PETER
R	34704	53.50	11/06/23	135	2053 JEAN'S SERENDIPITY INC
R	34705	212.83	11/06/23	135	0311 JORDAN EQUIPMENT CO.
V	34706	37.54	11/06/23	135	1903 KATAHDIN TRUE VALUE
V	34707	3,427.59	11/06/23	135	0392 MAINE MUNICIPAL ASSOCIATION
R	34708	3,114.54	11/06/23	135	1849 MAINE TECHNOLOGY GROUP LLC
R	34709	38,459.60	11/06/23	135	0037 MAINE WATER COMPANY
R	34710	40.00	11/06/23	135	0511 OAK GROVE SPRING WATER CO.
R	34711	15.00	11/06/23	135	0653 PERREault, STEVEN L.
R	34712	338.58	11/06/23	135	0560 PORTLAND GLASS
R	34713	1,372.00	11/06/23	135	1596 PREBLE OIL COMPANY
R	34714	335.27	11/06/23	135	0699 TRANSCO BUSINESS TECHNOLOGIES
R	34715	300.00	11/06/23	135	2213 TROY MCAVOY
R	34716	85.00	11/06/23	135	0731 TWO DUCKS ON AN ISLAND, LLC
R	34717	100.00	11/06/23	135	2150 UNIFIED PERFORMING ARTS BOOSTERS
R	34718	62.14	11/06/23	135	0737 UNIFIRST CORPORATION
R	34719	163.27	11/06/23	135	1502 VERSANT POWER
R	34720	2,321.01	11/06/23	135	0771 WASTEWATER TREATMENT
R	34721	317.00	11/06/23	135	0778 WHITE SIGN
Total		54,219.93			

Count

Checks	27
Voids	3

Millinocket
11:11 AM

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

11/08/2023
Page 1

Type	Check	Amount	Date	Wront	Payee
R	34731	2,850.51	11/08/23	143	2095 AMBULANCE MEDICAL BILLING
R	34732	181.65	11/08/23	143	0584 REGISTER OF DEEDS
Total		3,032.16			

Count	
Checks	2
Voids	0

002

54,219.93+
3,032.16+
57,252.09*

ORDER #256-2023

PROVIDING FOR: Execution of the Wastewater Warrant for November 13, 2023

IT IS ORDERED that the Wastewater Warrant for November 13, 2023 in the amount of \$2035.86 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
10:55 AM

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

11/08/2023
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	10690	73.74	11/06/23	136	0869 BIDDEFORD INTERNET CORPORATION
R	10691	309.73	11/06/23	136	0235 GILMAN ELECTRICAL SUPPLY
R	10692	521.85	11/06/23	136	1849 MAINE TECHNOLOGY GROUP LLC
R	10693	59.54	11/06/23	136	0425 MCMASTER-CARR SUPPLY COMPANY
R	10694	514.40	11/06/23	136	1596 PREBLE OIL COMPANY
R	10695	49.95	11/06/23	136	1668 STANLEY'S AUTO CENTER LLC
R	10696	135.98	11/06/23	136	1057 USA BLUE BOOK
R	10697	105.72	11/06/23	136	1502 VERSANT POWER
R	10698	264.95	11/06/23	136	0445 W. S. EMERSON COMPANY, INC
Total		2,035.86			

Count	
Checks	9
Voids	0

ORDER #257-2023

PROVIDING FOR: Ratification of the November 7, 2023, Municipal Election Results

IT IS ORDERED that the results of the November 7, 2023, Municipal Election are hereby ratified as follows:

Total Ballots Cast: 1190

TOWN COUNCIL 3 Year (Vote for 3):

ROVC: 3570

Danforth, Jane	886
Mackin, Gail	732
Pelletier, Louis	892
Stratton, Gilda	440
Blanks	620

SCHOOL BOARD 3 Year (Vote for 2)

ROVC: 2380

Raymond, Doanld E.	714
Hewke, Julie P.	715
Malcolm, Thomas M.	633
Blanks	318

Note: Warden's Return of Votes Cast and Clerk's Certification attached.

Passed by the Town Council _____

Attest: _____

RETURN OF VOTES CAST: November 7, 2023 Millinocket Municipal Election

TBC: 1190

TOWN COUNCIL 3 Year (Vote for 3):

ROVC 3570

Danforth, Jane	<u>886</u>
Mackin, Gail	<u>732</u>
Pelletier, Louis	<u>892</u>
Stratton, Gilda	<u>440</u>
Blanks	<u>620</u>

SCHOOL BOARD 3 Year (Vote for 2)

ROVC 2380

Raymond, Donald E.	<u>714</u>
Hewke, Julie P.	<u>715</u>
Malcom, Thomas M.	<u>633</u>
Blanks	<u>318</u>

CERTIFICATION

Certified by the Municipal Clerk:

Deanna L. Leman

Signature of Clerk

11/8/2023

Date

WARDEN'S RETURN OF VOTES CAST: November 7, 2023 Millinocket Municipal Election

TBC: 1190

TOWN COUNCIL 3 Year (Vote for 3):

ROVC 3570

Danforth, Jane	<u>886</u>
Mackin, Gail	<u>732</u>
Pelletier, Louis	<u>892</u>
Stratton, Gilda	<u>440</u>
Blanks	<u>620</u>

SCHOOL BOARD 3 Year (Vote for 2)

ROVC 2380

Raymond, Donald E.	<u>714</u>
Hewke, Julie P.	<u>715</u>
Malcom, Thomas M.	<u>633</u>
Blanks	<u>318</u>

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded, and packaged all ballots cast at the Referendum/Municipal Election held on Tuesday, November 7, 2023.

Warden's Signature 

Election official's Signature 

THIS SIGNED COPY MUST BE SEALED WITH THE TALLY TAPE AND VOTED BALLOTS.

***2 copies - One Copy Must be Delivered to the Clerk**

RESOLVE #8-2023

A PROCLAMATION HONORING MATTHEW BRAGDON FOR HIS SERVICE ON THE MILLINOCKET TOWN COUNCIL

WHEREAS Matthew Bragdon has shown great dedication and integrity in his commitment to the role of Town Councilor for the Town of Millinocket; a position he was elected to and served in from 2020 to 2023; and

WHEREAS Mathew Bragdon made has made substantial efforts in advocating for the inclusion and connection with youth in the community, as well as public safety, and assisted in technology upgrades for the Municipal Staff and Town Council throughout his term; and

WHEREAS Matthew Bragdon has devoted significant personal time to many other committees, groups, and issues throughout the community with a consistent message of collaboration, honesty, transparency, and progress,

NOW THEREFORE, be it resolved, that the Millinocket Town Council, in council assembled November 13, 2023, does hereby recognize, honor, and congratulate Matthew Bragdon for his years of dedication to the Town of Millinocket, Maine.

Diana M. Lakeman
Town Clerk

NOMINATIONS FOR COUNCIL CHAIR

Clerk: "Nominations are now in order for the office of Council Chair"

NOMINEE _____ **M-**
S-

NOMINEE _____ **M-**
S-

NOMINEE _____ **M-**
S-

NOMINEE _____ **M-**
S-

Clerk: "Are there further nominations?" Hearing none, nominations are closed.

Clerk: May I have a vote on the first nomination?

All those in Favor: _____

Opposed: _____

Clerk: May I have a vote on the second nomination?

All those in Favor: _____

Opposed: _____

Clerk: May I have a vote on the third nomination?

All those in Favor: _____

Opposed: _____

(Order follows to Elect Chairman of this Council.)

ORDER #258-2023

PROVIDING FOR: Election of Town Council Chairman

IT IS ORDERED that the Millinocket Town Council elects _____ as its Chairman for a one-year term commencing on November 13, 2023 and ending November 2024, or until a successor is duly elected.

PASSED BY THE COUNCIL: _____

ATTEST: _____



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 11.13.23

Election:

- Congratulations to the successful candidates for both School Board and Town Council:
 - School Board:
 - Don Raymond and Julie Hewke
 - Town Council:
 - Louis Pelletier, Jane Danforth, and Gail Mackin
- Thank you to each and every election workers, Michael Kight, our Election Warden, and Amber Carney, our Deputy Clerk, for their efforts in the election.
- Major shout out and thank you to our amazing Town Clerk for the great work she does in preparing and overseeing the entire election operation. She does this so well and deserves every bit of recognition for producing such flawless and successful elections time and time again.

Treasurer:

- As many are aware, Mary Alice Cullen will be leaving her post as Millinocket Town Treasurer after 7 years. She has been an incredible resource for the team and for the Town of Millinocket as a whole. We certainly wish her the very best on her next chapter.
- I am pleased to announce that this unquestionably critical position has been accepted by Beverly MacLeod.
- Bev joins our team with 27 years of experience as a Municipal Treasurer. We are grateful to have had interest from such a qualified candidate and look forward to working with her.
- This transition will happen over the first week of December.

Wastewater – Main Pump Station Upgrade:

- I recently met with the Millinocket Wastewater Team and Olver Associates to go over the final drawings for the long anticipated Main Pump Station Upgrade!
- We were able to review the drawings and discuss the details of the work. Everyone was pleased with proposed work and all that was able to be included stemming from many conversations and studies along the way.
- The Olver team will now prepare the Request for Proposals and send the project out to bid. The lead time for the work to begin is unknown. This will depend on available of contractors and materials.



Millinocket

Maine's Biggest Small Town

Online Code Permitting:

- The online code permit application portal discussed at our last meeting is now fully operational and able to accept payment of application fees, making it a one stop shop!
- We will be putting out more information and promotion of this new convenience in the coming weeks.
- We have already started to see permit applications come through the portal and all is going well so far. We are excited to see what this new level of convenience will do for the amount of permitted work we see versus our knowledge of how much unpermitted work has happened throughout the town over the years.
- Education will be our friend here.

Donation & Advertising Update:

- Per policy, I am providing an update on what has been expended from the Donation & Advertising budget:
 - Karen Oloughlin - \$250.00 for beautification of Veterans Monument
 - Maine Public - \$200.00. This is a regular donation that in previous years had come before the Council as a separate order.
 - Bobbies Gardens - \$500.00
 - Unified Performing Arts - \$100 advertisement in the Willy Wonka play program
 - Bangor Daily News - \$225.00. Advertisement in special fire prevention edition representing Millinocket Fire & EMS. (Committed – Not yet paid)
 - Katahdin Chamber of Commerce - \$525.00 (Committed - Not yet paid)
- Remaining Balance = \$4,200.00

Respectfully Submitted,

Peter Jamieson, Town Manager.

ORDER #259-2023

PROVIDING FOR: Acceptance of Town Council Procedure Policy.

IT IS ORDERED that the Millinocket Town Council re-adopt the Town Council Meeting Procedure Policy proposed as amended on November 14, 2023, a copy of which is attached to this order.

PASSED BY THE COUNCIL: _____

ATTEST: _____

TOWN OF MILLINOCKET
TOWN COUNCIL MEETING PROCEDURE POLICY

The Millinocket Town Council hereby adopts the following Town Council Meeting Procedure Policy:

Section 1— Intent. It is the intent of this policy to provide a general guideline on the conduct of business by the Town Council. It is not intended to conflict with the Town Charter or to be rigid in its application. The Chairperson is given latitude in its administration.

Section 2 — Quorum. A majority of the full Council shall constitute a quorum for the conduct of business.

Section 3 — Action by Council. For an item of business to be approved, a majority of the quorum present and voting must be in the affirmative, except for matters requiring a majority vote of the entire Council specifically addressed in the Town Charter.

Section 4 — Business Items. Items to be considered by the Council will be placed on a written agenda and may include the following:

- A. Roll call of members.
 - 1. Recital of the Pledge of Allegiance.
- B. Approval of the minutes of the preceding meeting(s) with or without corrections.
- C. Special Presentations (15 minutes)
- D. Town Manager's Report
- E. Unfinished business.
- F. New business.
- G. There will be a separate warrant for pass through accounts.
- H. Upload packet to the Town's Website

Section 5 — Presiding Officer. The presiding officer shall be the Chairperson.

- A. Duties of the Chairperson. The Chairperson shall preside at all meetings; preserve decorum and order; speak to points of order in preference to other members and decide such matters, subject to appeal of the entire Council by motion and second which may override the decision of the Chair; call and declare all votes; and perform other functions, presiding or ceremonial in nature, consistent with the position.
- B. In the absence of the Chairperson, the Town Clerk shall call the meeting to order; cause the roll to be called; and, upon a quorum being present, preside over

C. the election of a Chairperson pro tempore.

Section 6 — Actions. The Council shall act by ordinance, order, or resolve per the Town Charter. Except for appropriation orders and resolves, all such ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. Council members or the town manager may propose ordinances, orders, or resolves. All proposed actions shall be in written format, unless the Council decides otherwise or if the action is procedural in nature.

- A. All by-laws passed by the Town Council shall be termed "Ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Millinocket, in Town Council assembled..."
- B. All votes of command shall be termed "Orders" and the enacting style shall be: "It is ordered..."
- C. All votes of opinions, principles, facts, or purposes shall be "Resolves" and the enacting style shall be: "Resolved..."
- D. The Chairperson shall appoint all special committees unless otherwise directed by the Council.

Section 7 — Agendas. The town clerk shall be responsible for establishing the agenda in coordination with the Council Chairperson and the town manager, with the Council Chairperson having final approval. Meeting agendas will be distributed to all members at least 48 hours prior to the called meeting. Agendas will be posted at the Municipal Office, Town's Website and also be advertised, when possible, in a local paper.

Section 8 — Motions, Debate, and Voting. The following process shall be used in considering a question.

- A. Every member present shall vote on each matter, unless such member shall be excused or excuse him/herself due to a conflict of interest or other special reason.

Section 9 — Public Participation. Members of the public will be required to sign in if attending in person. Public attendance and participation at meetings is encouraged and valued, within reasonable guidelines that promote the accomplishment of business by the Council. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedures:

- A. Public comment shall be solicited and allowed during the discussion of each agenda item at the discretion of the Chairperson. Such public input will be received after Council and staff discussion and Council and staff will be allowed to respond to the public comments. The Chairperson may impose time limits in order to allow for as many as possible to make comments and/or to

provide for the timely transaction of business. Members of the public will address the Council from the podium after stating their name and address. Comment will be limited to the subject under discussion and be limited to no more than three (3) minutes.

- B. Public comment during workshop sessions of the Council is not generally allowed unless provided by the order authorizing the session or unless solicited by the Council.
- C. A fifteen-minute period for members of the public to speak on any issue will be added to the end of the Regular Council Meeting Agenda. 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.

Section 10 — Parliamentary Procedure. Unless otherwise stated in this policy or changed by action of the Council, *Roberts Rules of Order* shall be used as the applicable parliamentary procedure of the Council.

Section 11 — Special/Emergency Meetings. Special meetings may be called by the Chairperson or, in the case of his/her absence, disability, or refusal, by a majority of the Council. Notice of such meeting shall be served in person upon, or left at the residence of, each member of the Town Council and of the Town Manager at least 24 hours before the scheduled time of the meeting. The Town Council may meet upon shorter notice in emergency session by unanimous consent of its available members with such decision to be recorded in the minutes of such meeting.

Section 12 — Workshop Meetings. At any Council meeting, a majority of the Council may vote to hold workshop meetings at a scheduled time for a specific purpose.

Section 13 — Special Presentations by the Public. Special Presentations by the public to the Council shall be set at the discretion of the Chairperson. Special Presentations may be made by members of the public to the Town Council, provided that: At the discretion of the Chairperson, Special Presentations may be made by members of the public to the Town Council, provided that:

- A. The presentation is related to Town business; and,
- B. The presentation is limited to no more than fifteen (15) minutes; and,
- C. A list of all speakers who will participate in the presentation is furnished to the Town Manager no later than Friday before the Council meeting so that they can be listed on the agenda.

Presentations may be made at the request of a councilor and determined by Chairperson. Nothing in this Section shall limit provided such presentations are requested by Friday of the week preceding a Council meeting, nothing in this Section shall limit the number of Special Presentations made to the Council at any meeting by a member of the Town Council, the Town Manager, the Town Attorney, Town staff, or others in the conduct of their business with the Town such as engineers, auditors, etc., provided that the Chairperson approves such request(s), after signing in and stating their name and address to the council, limited to no more than three (3) minutes.

Section 14 – Changes/Amendments to Procedures. These procedures shall not be dispensed without the unanimous consent of the members present and said dispensation shall apply only to the matter under discussion at the time. These procedures may be formally amended through the submission and consideration of a written Order adopted by a majority plus one of the Council.

In the event that Town Council meetings will be held virtually the following additions and/or changes to procedures will apply under the aforementioned Sections:

Sections 1 through 14 - All references to "votes" in the aforementioned sections must be done via "roll call," which is an audible vote.

Section 7 - Agendas - Virtual access to the Town Meetings will be subject to these same requirements.

Section 9 - Public Participation - Virtual Town Council meetings are open to the public, as are in-person meetings. In addition to the parameters set in Section 9, those interested in attending virtual meetings must provide their full name in the "waiting room", or its equivalent, before being accepted into the meeting. Those who do not provide their full name will not be admitted to the meeting. Any participant to the Virtual Town Council Meetings may be subject to being muted or removed, at the discretion of the Chair and/or host. ~~*Participants may also submit comments via "chat", or its equivalent, and will be monitored by the Chair and/or host.~~

Amended 01/26/2006

Amended 09/26/2007

Amended 12/7/2015

Amended 12/8/2016

Amended 12/10/2020

Amended 7/22/2021

***Amended 11/14/2022**

ORDER #260-2023

PROVIDING FOR: Approval of Snowmobile Trail Maintenance
Application to the Maine Department of Conservation

IT IS ORDERED that approval is granted to submit the 2023-2024 application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The Application requests a total of \$279,670.45 in State funds that are to be supplemented by local funds of \$83,901.14 project cost of \$279,670.45. In addition to this the Town of Millinocket will pay Twin Pines Snowmobile Club \$12,857.40 and Northern Timber Cruisers \$2,142.60 to assist with grooming.

IT IS FURTHER ORDERED that the Town Manager is authorized to sign and execute any and all agreements necessary to receive this grant.

Passed by the Council: _____

Attest: _____

Jody Nelson
Director of Recreation

RECREATION DEPARTMENT

East Millinocket, Millinocket, Woodville
53 Main St., East Millinocket, Maine 04430

November 13, 2023

Mr. Joe Higgins
Department of Agriculture, Conservation and Forestry
SNOWMOBILE PROGRAM
22 State House Station
Augusta, ME 04333

Dear Joe,

Enclosed is the 2023-2024 application for the Snowmobile Grant-In-Aid Program. The grant includes work to be done on the trails as outlined in the Project Description. Again, we respectfully request you to consider our application as soon as possible to enable us to begin our pre-season work.

As I understand, if the proposed pre-season work changes due to unanticipated weather-related damage, I will notify you either in writing or by telephone. If additional information is required, it will be sent expediently.

If you have any questions, please call me at 746-3553 or email me at jodynelson@gwi.net Thank you.

Sincerely,



Jody Nelson
Project Director

Cc: Twin Pines
Northern Timber Cruisers



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
SNOWMOBILE PROGRAM, MUNICIPAL GRANTS
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM
2023-2024

Municipality/County: Town of Millinocket

Address: 197 Penobscot Ave.

City: Millinocket Zip: 04462

County: Penobscot

The **Project Director** is appointed by the municipality/county. All inquiries about the state-aid grant application are directed to this person.

Name: Jody Nelson Title: Director of Recreation

Address: 53 Main St.

City: East Millinocket Zip: 04430

Home #: _____ Work #: 207-746-3553 Mobile #: 207-447-1366

Email Address: jodynelson@gwi.net

Mileage of proposed trail: 115 (one way)

Estimated administrative cost for processing land use permits, grant administrative labor, insurance, remote radios (Many items eliminated.)

Requested		Approved	
\$	2513.45	\$	

Estimated cost of facilities such as plowing remote parking, gates. (All other items eliminated.)

\$	600.00	\$	
----	--------	----	--

Estimated cost of maintenance including grooming of trails, normal ditching, brushing, bridge repair, picking up litter, etc.

\$	276,557.00	\$	
----	------------	----	--

Total Estimated Cost of Project

\$	279,670.45	\$	
----	------------	----	--

For State Use Only

Approved Total Grant \$ _____

% of approved cost _____ %

**APPLICATION / AGREEMENT / CERTIFICATION
MUNICIPAL / COUNTY GRANT-IN-AID PROGRAM**

THIS IS TO CERTIFY that the Town of Millinocket has authorized and hereby authorizes
(Municipality/County)
Jody Nelson to make application for financial assistance under the provisions of the
(Project Director)
Off-road Recreational Vehicle Office, Snowmobile Trail Fund (M.R.S.A. Title 12, Chapter 220, Subchapter 8, § 1893-3) for the
maintenance of the Town of Millinocket snowmobile trail system.
(Municipality/County)

THIS FURTHER CERTIFIES that the above named Project Director is familiar with the terms and conditions of the Grant-In-Aid Program administered by the Off-road Recreational Vehicle Office from the Snowmobile Trail Fund and has authorized and hereby authorizes Jody Nelson to enter into said agreement
(Project Director)
between the Town of Millinocket and the State of Maine upon approval of the above
(Municipality/County)
identified project by the Off-road Recreational Vehicle Office.

THIS FURTHER CERTIFIES that the Town of Millinocket has been legally constituted and is
(Municipality/County)
responsible for planning for and carrying out the municipal recreation program and Jody Nelson will
(Project Director)
be responsible, on behalf of the Town of Millinocket for the continued operation and
maintenance
(Municipality/County)

of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund Grant-In-Aid Program. Attached is true and correct information relating to the establishment and organization of the municipal agency or department

AND THIS FURTHER CERTIFIES that except for the financial assistance requested by this project application, no financial assistance has been applied for, given, or promised under other State or Federal programs.

By signing this document we have reviewed, understand and are in compliance with the Information and Guidelines for the Municipal/County Grant-in-Aid Program 2023-2024, are utilizing the Trail Maintenance Labor/Equipment Reimbursement Rate Guidelines for 2023-2024 and the Allowable Grant Expenses for 2023-2024.

MUNICIPAL/COUNTY APPROVAL

Municipality/County: Town of Millinocket County: Penobscot

Municipality/County: _____ Date: _____
Signature

Title: Town Manager Project Director: Jody Nelson
Chairman of Board of Selectman
Municipal/County Manager Signature

FOR STATE USE ONLY

VC #: _____ Enc. Amt.: _____

Appropriation #: 014-01A-8130-81-

By: _____ Date: _____
Director, Off Road Recreational Office

Commissioner, Department of Agriculture Conservation and Forestry Date: _____

PROJECT CERTIFICATION

THIS IS TO CERTIFY that the Town Council of Millinocket has authorized Jody Nelson, Project Director, to make application for financial assistance under the provisions of Bureau of Parks and Lands Snowmobile Trail Fund (M.S.R.S. Title 12, Chapter 220, Subchapter VIII, Section 1893-3) for the maintenance of the Town of Millinocket Snowmobile Trail System.

THIS FURTHER CERTIFIIES that the Town Council of Millinocket is familiar with the terms and conditions of the Grant-in-Aid Program administered by the Bureau of Parks and Lands from the Snowmobile Trail Fund and has authorized and hereby authorized Jody Nelson, Project Director, to enter into said agreement between the Town of Millinocket and the State of Maine upon approval of the above identified project by the Bureau of Parks and Lands.

THIS FURTHER CERTIFIES that the Town Council of Millinocket has been legally constituted and is responsible for planning and carrying out the Municipal Grant Program, and the Town Council of Millinocket will be responsible, on behalf of the Town of Millinocket, for the continued operation and maintenance of the completed project in accordance with the terms and conditions of the Snowmobile Trail Fund, Grant-in-Aid Program. Attached is true and correct information relating to the established and organization of Municipal Agency or Department.

THIS FURTHER CERTIFIES that except for the financial assistance requested by the project application, no financial assistance has been applied for, given, or promised, under other State or Federal programs.

November 13, 2023

Dated

Town of Millinocket

Name of Municipality

Dated

Town Manager

November 13, 2023

Dated


Project Director

**TOWN OF MILLINOCKET 2023-2024
SNOWMOBILE TRAIL MUNICIPAL GRANT APPLICATION**

Summary:

This Grant Request has been developed and presented for approval by the Twin Pines and the Northern Timber Cruisers Snowmobile Clubs and Jody Nelson, Director, Recreation Department, Town of Millinocket.

This request is the result of the Timber Cruisers Snowmobile Club and the Town of Millinocket's effort to continue its commitment to the ongoing program in the Katahdin Region to create and maintain excellent snowmobile trail conditions and facilities. The traffic in this region continues to get heavier and heavier each season. The contractors are going out four and sometimes five times per week in order to maintain the trails.

This year's grant request is for a total of \$ 279,670.45

The Grant funding split is a 70 % / 30 % split with the State share at 70%

This split would represent (State Share): \$ 195,769.31

The Municipal / Privately funded share at 30 % would be \$ 83,901.14

The remaining portion of the Municipal / Private funding share not provided by the Town of Millinocket is \$83,901.14 be provided by private funding.

Respectfully submitted,



Jody Nelson, Director of Recreation

Attachment: Project Map for 2023/2024 year

**CONTRACT
BETWEEN
TOWN OF MILLINOCKET
AND
TIMBER CRUSIERS SNOWMOBILE CLUB**

THIS AGREEMENT, made as the 13th day of November 2023 between the **Northern Timber Cruisers Snowmobile Club, Inc. (Hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follow:

I. DESCRIPTION OF WORK

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

II. Conditions

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.

It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit, and use warrants it. I.T.S. trail specifications duly designated and provided by the Mine Snowmobile Association Trails Committee shall serve as a guide.

which will provide for seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw down. The total amount of the grant and seed money will not exceed the estimated total amount of \$279,670.45 The Grant split will be:

Local: 30% = \$83,901.14 raised by private funds + \$2142.60 Town Budgeted)
State 70% = \$279,670.45

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

V. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town on a monthly basis a detailed bill which will outline the Operator's incurred expenses that are in whole directly related to this contract as outlined in Section III.

The Town will make payments as per submitted Operator's bill and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request. All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

VI. APPLICABLE LAW

The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.

IIA. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks, and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury of damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

III. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined.

Labor defined as not directly attributed to the grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.)

Grant Reimbursement (when applicable)

Materials for bridge construction, Signing, warming huts, and Equipment housing.

Grant reimbursement

Trail grooming and smoothing of snow-covered trail surfaces.

Grant reimbursement

The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

IV. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid

John Raymond
Operator

Timber Cruisers Snowmobile Club.

By President
(Title)

Kevin Santorello
(Witness)

Jody Nelson
Project Director

By Director of Recreation
(Title)

Town Manager



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

Received

Posted

SNOWMOBILE CLUB INFORMATION

The club is responsible to provide current forms, submitted minimally once/year. If your club is no longer an active club, please write inactive with the club name and return this form.

All clubs are encouraged to obtain a permanent PO Box or mailing address.

CLUB INFORMATION (Please Type or Print Clearly)

Club name:	Northern Timber Cruisers		
Town:	Millinocket	County:	Penobscot
Mailing address:	P.O. Box 269 Millinocket Me 04462		
All clubs are encouraged to obtain a permanent PO Box or mailing address.			
UPS (Shipping) Physical address:	10 Northern Cruise Trail		
Resident's name:	c/o John Raymond		
UPS requires the resident's name on the shipping label.			
Month officers are elected: April			

OFFICER INFORMATION (Please Type or Print Clearly)

President:	John Raymond	Cell #:	207-447-1818
Home Phone:	N/A	Work #	N/A
Email:	Trailbuilder992@gmail.com		
Signature	John Raymond		
Trail Master:	Mike Rioux	Cell #:	207-205-9040
Home Phone:	N/A	Work #:	N/A
Email:	michaelrioux6885@gmail.com		

Please complete the back of this form if you're a new club or if address has changed.

2023 Grooming Estimates

For

Northern Timber Cruisers

Grooming 4 times a week and using a 21-week season = 84 trips as a starting point to determine the below costs!

Dolby Trail-Polaris-SxS 84 x 3 hrs. = 252 hrs. x \$30 = \$7,560-club

Central Street-Kubota 84 x 2 hrs. = 168 hrs. x \$68 = \$11,424-ITS

Downtown Trail-Kubota 84 x 1 hrs. = 84 hrs. x \$68 = \$5,712-ITS

Rt 11 Bridge-Kubota 84 x 3 hrs. = 252 hrs. x \$68 = \$17,136-ITS

Wadleigh Pond-Polaris SxS 84 x 3 hrs. = 252 x \$30 = \$7,560-Club

Hotels -Kubota 84 x 2 hrs. = 168 hrs. x \$68 = \$11,424-ITS

New trail to East 84 x 4 hrs. = 336 hrs. x \$68 = \$22,848-ITS

Total \$83,664

Liability Insurance \$1700/ P.O. Box \$250

Remote Parking lot Plowing \$600

Fuel @ \$4.50 diesel

1008 hours @ 5 gallons an hour = 5040 gallons. = \$22,680

Fuel @ \$3.40 gasoline

504 hours @ 4 gallons an hour = 1512 gallons = \$6,048

120 hours brush hogging 8 miles of Sled Trail @ \$40 an hour = \$4800

Total \$37,778

The total amount of the grant is \$121,442.00.

In this grant I have included the new trail to East Millinocket and have yet to get authorization to use Huber Road this winter until bridge is completed next spring so if we don't get that we won't be using that trail this winter. If or when that trail gets open, we will have a total of 35,3 miles of trails that we will be responsible for. If not, it will be 24.3 miles.

Excluding the new trail to the East we only have three landowners that we must get permits for. Acadian Timberlands, P&C, Chris Jandreau. If the trail to east gets open, then we will have Huber and Haynes to add.

Northern Timber Cruises

P.O. Box 269

Millinocket, Maine 04462

10 Northern Cruise Trail (physical address)

207 723 6203/ 207 447 1818 cell

John Raymond President

David Moore VP

John Civiello Treasure

Patti Rioux Rec Sec

Mike Rioux Trail Master

Pelicans / Tracks @ 30.00 per hour X 3 hrs

Dolby Trail
2 Miles



Legend

Polaris Tracks @ \$30.00 per hour X 3 hrs

Vadleigh Pond Trail
miles one way

Legend
••••• Vadleigh Pond New Trail 20

Google Earth

1 mi



Kubota Tractor @ \$8.00 per hour x 3 hrs

rt 11 Ben Campbell Bridge

Miles one way



Legend

Kubota Tractor @ \$8.00 per hour x 4hrs

New Trail to East Mill

1 Miles

Legend



Google Earth

Latitude: 42.311111

Longitude: -85.750000

**CONTRACT
BETWEEN
TOWN OF MILLINOCKET
AND
TWIN PINES SNOWMOBILE CLUB**

THIS AGREEMENT, made as the 13th day of November 2023 between the **Twin Pines Snowmobile Club, Inc. (Hereinafter referred to as the Operator)** and **The Town of Millinocket** (hereinafter referred to as the **Town**)

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follow:

I. DESCRIPTION OF WORK

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

II. Conditions

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.

It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit, and use warrants it. I.T.S. trail specifications duly designated and provided by the Mine Snowmobile Association Trails Committee shall serve as a guide.

IIA. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks, and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury of damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

III. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined.

Labor defined as not directly attributed to the grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.)

Grant Reimbursement (when applicable)

Materials for bridge construction, Signing, warming huts, and Equipment housing.

Grant reimbursement

Trail grooming and smoothing of snow-covered trail surfaces.

Grant reimbursement

The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

IV. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid

which will provide for seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw down. The total amount of the grant and seed money will not exceed the estimated total amount of \$279,670.45 The Grant split will be:

Local: 30% = \$83,901.14 raised by private funds + \$12,857.40 Town Budgeted)
State 70% = \$279,670.45

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

V. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town on a monthly basis a detailed bill which will outline the Operator's incurred expenses that are in whole directly related to this contract as outlined in Section III.

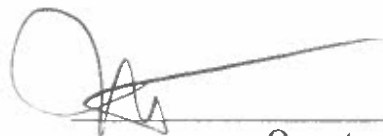
The Town will make payments as per submitted Operator's bill and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request.

All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

VI. APPLICABLE LAW

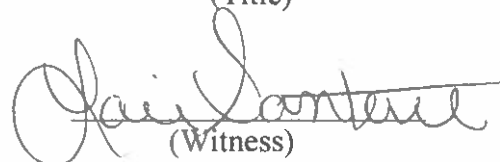
The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.


Operator

Twin Pines Snowmobile Club, Inc.

By President
(Title)


(Witness)


Project Director

By Director of Recreation
(Title)

Town Manager



DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF PARKS & LANDS
OFF-ROAD RECREATIONAL VEHICLE OFFICE
SNOWMOBILE PROGRAM
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022
PH 207-287-4957 FAX 207-287-8111

Received

Posted

SNOWMOBILE CLUB INFORMATION

The club is responsible to provide current forms, submitted minimally once/year. If your club is no longer an active club, please write inactive with the club name and return this form.

All clubs are encouraged to obtain a permanent PO Box or mailing address.

CLUB INFORMATION (Please Type or Print Clearly)

Club name:	Twin Pine Snowmobile Club		
Town:	Millinocket	County:	Penobscot
Mailing address:	PO Box 669 Millinocket Maine 04462		
All clubs are encouraged to obtain a permanent PO Box or mailing address.			
UPS (Shipping) Physical address:	30 Twin Pine Road Millinocket Maine 04462		
Resident's name:	c/o New England Outdoor Center		
UPS requires the resident's name on the shipping label.			
Month officers are elected:	October		

OFFICER INFORMATION (Please Type or Print Clearly)

President:	Matthew A Polstein	Cell #:	(207) 723-3559
Home Phone:		Work #	(207) 723-5438
Email:	matt.polstein@gmail.com		
Signature			
Trail Master:	Max Polstein	Cell #:	(207) 723-1953
Home Phone:		Work #:	(207) 723-5523
Email:	maxpolstein1@gmail.com		

Please COMPLETE THE BACK of this form if you're a new club or if address has changed

Twin Pine Snowmobile Club

2023/2024 Season Project Description

Estimated cost of bridge and trail maintenance, brushing, signing and grooming trails

Preseason trail prep:

Labor for sign prep, installation and removal including new intersection signs 225 @15/hr \$3,375

Vehicle/Small Equipment Expense \$1,000

Brushing trails 250 @ /hr 15 hr \$3750

Brush Hog Work Pole Line and 85/86 between Hurd Pond Stream and Fourth Debsconeag, and on Logan Pond Trail in Baxter State Park 50 at 50hr \$2500

Total Preseason: \$10,625

Grooming

Administration reporting 30hrs @ 15/hr \$450

Liability Insurance \$1663.45

Fee For Spots \$400.00

Total Admin \$2513.45

Equipment

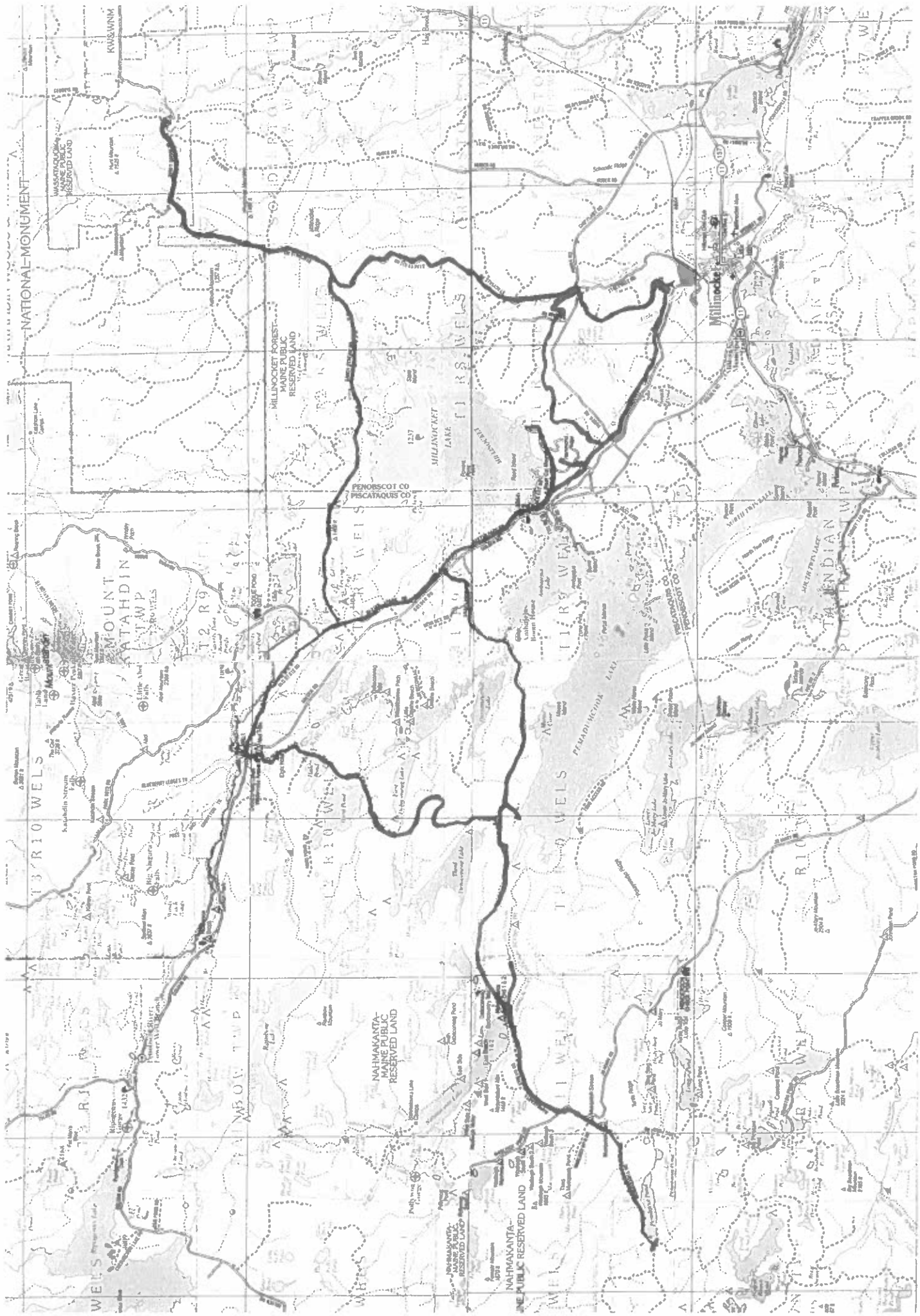
4 BR 275 @ \$121

All with Mogul Master Drag

BR275 1200hrs @ \$145,200

Total Grooming, Permits, projected Preseason, Administration and grooming costs 2023/2024 Season
\$158,228.45

We will be grooming with all BR 275 Cats this season



STATEMENT OF AFFIRMATIVE LANDOWNERS' PERMISSION

The Twin Pines Snowmobile Club and Northern Timber Cruisers and Representatives thereof certify that all Landowners associated with the Millinocket Municipal Trail System have been contacted and permission granted use for the **2023/2024** Season.

Land Owners needing to be named additional Insured 2023-2024

The Nature Conservancy

Maine Field Office

14 Maine Street, Suite 401

Brunswick, ME 04011

Town of Millinocket

197 Penobscot Ave.

Millinocket, ME 04462

Katahdin Timberlands, LLC

P. O. Box 38

Millinocket ,ME 04462

Katahdin paper Co., LLC

One Katahdin Ave.

Millinocket, Me 04462

Hammond Ridge Development Com, LLC

30 Twin Pines Rd.

Millinocket, ME 04462

Plum Creek Maine Timberlands, LLC

49 Mountain Ave.

Fairfield, ME 04937

Twin Pines Camps, LLC
Black Cat Rd.
Millinocket, ME 044621

Huber Resources Corp.
1141 Main St.
Old Town , ME 04468

Bureau of Parks and Lands
Maine Department of conservation
P.O. Box 415
87 Airport Rd.
Old Town, ME 04468

Prentiss & Carlisle
P.O. Box 637
Bangor, ME 04401

Debbie and Gary Jandreau
200 Iron Bridge Rd.
Millinocket ,ME 04462

Big Moose Inn
P.O. 98
Millinocket, Me 04462

David Cyr

Black Cat Rd.

Millinocket, Me 04462

Tom and Sandy Bell

North Woods Store

1605 Baxter State Park Rd.

Millinocket, Me 04462

Katahdin Woods and Waters national Monument

P.O. Box 446

Patten, Me 04765

ORDER #261-2023

PROVIDING FOR Approval of Brownfields Community Assessment Proposal Award

IT IS ORDERED that the Millinocket Town Council accepts the proposal for the Brownfields Community Assessment from Sevee and Maher Engineers and approves work to begin immediately.

One bid received:

Sevee and Maher Engineers – billable hours up to \$500,000.00 (five hundred thousand dollars)

Passed by the Town Council _____

Attest: _____

Proposal for Environmental Consultant Services for Community Wide Brownfields Assessment

November 8, 2023



Prepared for



TOWN OF MILLINOCKET, MAINE

Prepared by



PRINCIPAL IN CHARGE:

Erik M. Clapp, Ph.D., L.G.
President / Principal
Senior Geologist

PRIMARY CONTACT:

Nicholas Sabatine, P.G.
Program Manager /
Brownfields Program Lead

SEVEE & MAHER ENGINEERS, INC.

4 Blanchard Road, P.O. Box 85A
Cumberland, Maine 04021

Tel: 207.829.5016

Mobile: 207.712.9223

Fax: 207.829.5692

Email: Nick.Sabatine@smemaine.com

November 7, 2023

Amber Wheaton
Town of Millinocket
197 Penobscot Avenue
Millinocket, ME 04462

Subject: RFP – Environmental Consultant Services for Community Wide Brownfields Assessment

Dear Amber:

Sevee & Maher Engineers, Inc. (SME) is excited to submit our firm's qualifications to provide Qualified Environmental Professional (QEP) services to the Town of Millinocket (Town) in support of the Town's efforts to clean up and redevelop Brownfields sites in Millinocket, Maine. This submission was prepared in accordance with the Town's Request for Proposals (RFP) for Environmental Consultant Services for your Community Wide Brownfields Assessment.

SME congratulates the Town on your successful U.S. Environmental Protection Agency (U.S.EPA) Brownfields Community Wide Assessment grant award! We are hopeful that this Community Wide Assessment is the start of what will become a sustainable Brownfields Program with additional Assessment Grants and Cleanup Grants to follow. Our attached qualifications provide examples as to why we believe the Town should select SME for this important project.

While employed elsewhere, members of the SME team have worked on multiple projects in Millinocket, including our ongoing work on behalf of Our Katahdin (OK) at the former Great Northern Paper (GNP) mill site, our ongoing work at the Dolby Landfill, and projects on behalf of the Maine Department of Environmental Protection (MEDEP) at Jim's Dry Cleaners. Our team values the time we've spent working in Millinocket (this past summer we had two staff working at the Dolby Landfill for over three months) and we have a thorough appreciation of the opportunities and challenges the Town faces. **As a result, we believe that there is no other team that has more first-hand knowledge of potential sites in need of Brownfields Assessment and the work that needs to be completed as part of this grant.**

The Town understands the importance of relationships at every level. In SME's 38-year history of operation in Maine, our firm has developed relationships that have benefited the Town and will continue to do so. We enjoy excellent long-term relationships with local, State, and Federal project stakeholders. These relationships also extend throughout the development community, including those who have built their careers on residential, municipal (downtown), commercial, and industrial development. If selected for this project, SME will leverage our relationships to support the work we will embark on with the Town.

From SME's deep bench of professionals, we assembled an exceptional Project Team for this Project:

<u>Team Member</u>	<u>Role</u>
Erik M. Clapp, Ph.D., L.G.	Principal in Charge
Nicholas Sabatine, P.G.	Program Manager
Aaron Martin, L.G.	Project Manager
Jaime L. Madore, P.E.	Senior Engineer



Nick Sabatine will serve as the primary contact between the Town and the Project Team. He has over 30 years of environmental consulting experience in Northern New England. Since 2019, Nick has been heavily engaged on all Brownfields projects on behalf of OK at the former GNP mill in Millinocket. Nick understands the challenges and opportunities facing the Town and the Katahdin Region.

SME President Erik Clapp has over 30 years of experience in complex geologic investigations and hazardous building materials remediation, specializing in hydrogeology, geochemistry, sediment transport, and geotechnical issues. He currently serves as Principal-in-Charge on ongoing U.S.EPA-funded Brownfields Cleanup programs in Cutler, Maine and at the former GNP mill in Millinocket.

Aaron Martin has over 20 years of experience managing hydrogeologic investigations, Brownfields assessment and cleanup programs, landfill monitoring, environmental due diligence, and overseeing various types of subsurface investigations, geotechnical investigations, tank removals, fate and transport analysis, and remedial activities throughout New England and the Mid-Atlantic states. Aaron has led all of the Brownfields Assessment work on behalf of OK at the former GNP site.

Jaime Madore has over 20 years of experience providing engineering and consulting services for industrial, commercial, governmental, and environmental projects. She specializes in Brownfields assessments and cleanups and has worked on OK's Brownfields Cleanup of the Administration Building, Engineering Building, and Pilot Plant, Wastewater Treatment Plant and Clarifier, in Millinocket.

The proposed Project Team brings over 100 years of combined experience in environmental consulting, remediation, Brownfields cleanup, and the intricacies and nuances of state and federal Brownfields requirements and regulations.

The Town will benefit from the work underway at the former GNP site as the U.S.EPA Region 1 and MEDEP staff are engaged and committed to seeing that their investment in Millinocket supports redevelopment of these important sites. Representatives of the Town attended this year's National Brownfields Conference in Detroit and met many of the U.S.EPA Region 1 and MEDEP Brownfields staff. In doing so, you have shown U.S.EPA and MEDEP that the Town is committed to ensuring Millinocket assess, cleanup, and reuse your Brownfields sites. In doing so, the Town and Katahdin Region will retain its young people, attract development and investment all while maintaining your unique sense of place in northern Maine.

For decades, Millinocket drove Maine's economy. We are eager to be supporting the Town to once again be a significant driver in our state's economy as it will be a catalyst for other rural communities in Maine, particularly northern Maine, to do the same. SME takes great pride in the work that is underway and the work we have completed in Millinocket. We look forward to continuing this work with the Town and appreciate the opportunity to work with you on your first Brownfields Assessment Program.

SME certifies that to the best of our knowledge all information provided in our response to this RFP is accurate and complete. If any additional information would be helpful, please contact Nick Sabatine by phone at 207.829.5016 (office) or 207.712.9223 (cell), or by email at nick.sabatine@smemaine.com.

Sincerely,

SEVEE & MAHER ENGINEERS, INC.

A handwritten signature in dark ink, appearing to read "Erik M. Clapp".

Erik M. Clapp, Ph.D., L.G.
President

A handwritten signature in dark ink, appearing to read "Nicholas O. Sabatine".

Nicholas O. Sabatine, P.G.
Project Manager/Brownfields Program Lead

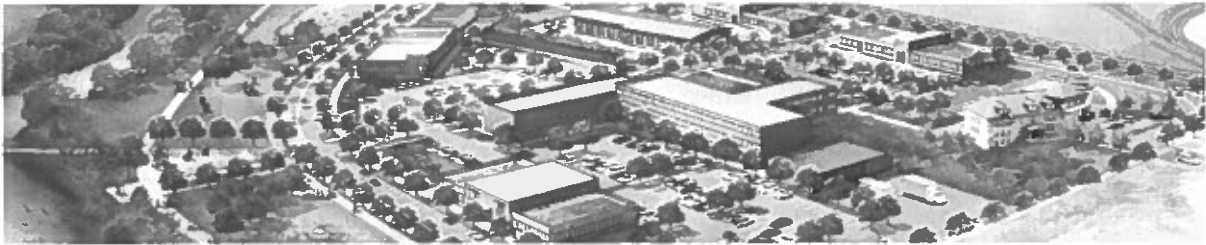
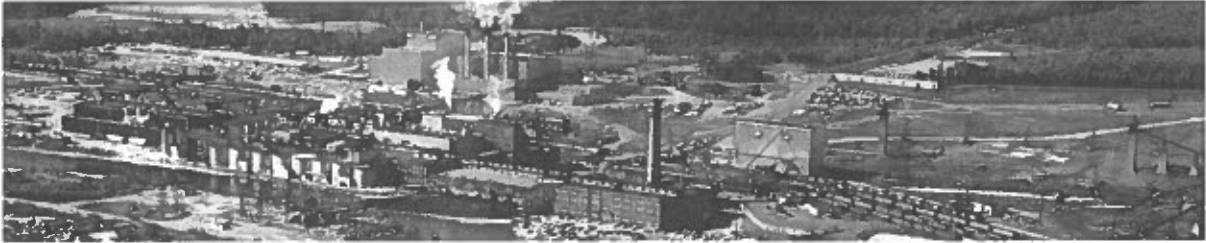


Table of Contents

Section	Page
SECTION 1: FIRM DESCRIPTION AND PRIMARY PROJECT CONTACT	1
1.1 Firm Description	1
1.2 Primary Project Contact	1
SECTION 2: PROJECT DESCRIPTION	2
2.1 Scope of Work	2
2.1.1 Task 1: Cooperative Agreement Oversight	2
2.1.2 Task 2: Community Engagement & Outreach	2
2.1.3 Task 3: Phase I and Phase II Environmental Site Assessments (ESAs)	2
2.1.4 Task 4: Reuse and Remediation Planning	3
2.2 How Grant Funds Will Be Fully Utilized	3
SECTION 3: EXPERIENCE AND SUCCESS WITH THE TOWN'S BROWNFIELDS PROGRAM	3
3.1 Obtaining External Funding Sources	3
3.2 Long-Term Brownfields Redevelopment	4
SECTION 4: PROPOSED PROJECT STAFF	4
SECTION 5: REFERENCES	7
SECTION 6: FEE SCHEDULE	7
SECTION 7: GENERIC BROWNFIELDS QUALITY ASSURANCE PROJECT PLAN (QAPP)	8
SECTION 8: COMPARABLE PROJECT EXPERIENCE	8
SECTION 9: INSURANCE	9

ATTACHMENTS

ATTACHMENT A – Resumes

ATTACHMENT B – Certificate of Insurance

SECTION 1: FIRM DESCRIPTION AND PRIMARY PROJECT CONTACT

1.1 Firm Description



Sevee & Maher Engineers, Inc.

4 Blanchard Road, P.O. Box 85A, Cumberland, Maine 04021
Tel: 207.829.5016 Website: smemaine.com

Sevee & Maher Engineers, Inc. (SME) is an 85+ member, Maine-based, multidisciplinary consulting firm that specializes in environmental and civil engineering services, including Brownfields assessment and redevelopment consulting. SME's professional staff of 18 licensed professional engineers, seven (7) licensed geologists, 11 industrial hygienists, plus a team of environmental scientists, construction engineers, and technicians support governmental, commercial, industrial, and residential clients throughout the U.S. A commitment to excellence guides our work, whether the client is an individual or a Fortune 500 company.

SME was founded in 1985 to provide superior civil, hydrogeologic, and environmental services, as well as the investigation and remediation of RCRA and CERCLA ("Superfund") sites. SME has become known for integrity and excellence in these service offerings, and our success led to an expansion of capabilities and services to support diverse markets and industries. Today, SME's highly qualified experts provide a broad range of professional services in the following areas:

- Brownfields Assessment/Cleanup and Redevelopment
- Environmental Compliance
- Civil Engineering and Permitting
- Geotechnical Engineering
- Solid Waste Engineering
- Site Investigation and Remediation Design
- Hazardous Building Materials, Indoor Environmental Quality, and Industrial Hygiene
- Water Resources
- PCB Delineation and Cleanup under TSCA
- Vapor Intrusion/ Soil Vapor Extraction

For over 38 years, SME has earned and maintained a reputation as a skilled and responsive firm that builds trusted, long-term relationships with clients, regulatory agencies, and other stakeholders. In 2023, SME expanded the firm's professional Brownfields capabilities through the hiring of Nicholas Sabatine, P.G., Stephen Dyer, P.E., Jaime Madore, P.E., and Aaron Martin, L.G. Collectively, they have over 100 years of consulting experience, providing an unmatched team of experts to provide Brownfields consulting services.

1.2 Primary Project Contact

Erik Clapp, Ph.D., L.G., will be Principal in Charge. Nicholas "Nick" Sabatine, P.G., will serve as Program Manager and the Primary Point of Contact for the Project.

Nicholas Sabatine, P.G.

Program Manager / Brownfields Program Lead
SEVEE & MAHER ENGINEERS, INC.

4 Blanchard Road, PO Box 85A Cumberland, Maine 04021

Tel: 207.829.5016 Mobile: 207.712.9223 Fax: 207.829.5692

Email: Nick.Sabatine@smemaine.com



SME's Nick Sabatine moderating a panel at a recent MEDEP meeting of Brownfields grantees

SECTION 2: PROJECT DESCRIPTION

2.1 Scope of Work

SME proposes the following scope of work to provide Environmental Consultant Services for the Community Wide Brownfields Assessment project (“Project”) for the Town of Millinocket, Maine (“Town”). SME will collaborate with the Town and the Project Team to ensure that project objectives and schedule milestones are met.

2.1.1 Task 1: Cooperative Agreement Oversight

This task includes all programmatic tasks and communications necessary to ensure that the Town’s Brownfields program complies with federal and state regulations. This may include meetings with the project team/program stakeholders; forms and submissions (MBE/WBE forms; Federal Financial Report forms, etc.); grant closeout materials; maintaining the U.S. Environmental Protection Agency’s (U.S. EPA’s) ACRES on-line database; and preparing quarterly reports. SME will prepare all necessary reports, maintain duplicate files, and make recommendation on reimbursements to the U.S. EPA.

2.1.2 Task 2: Community Engagement and Outreach

SME will work with the Town to develop a public outreach program that will best suit the needs of the community. This may include press releases, notices on the Town’s website and social media accounts, or development of written marketing materials such as “Brownfields 101” brochures, Site nomination forms, or owner-specific handouts. If requested, SME can develop and facilitate Brownfields workshops or informational sessions to be held at Town Council meetings, public meetings, or at internal meetings for specific municipal departments. SME can also attend meetings with community and neighborhood organizations, property owners and/or project stakeholders (commercial real estate agents, developers, etc.). SME has previously utilized the services of the University of Connecticut (UConn) Technical Assistance for Brownfields (TAB) Program which provides free technical assistance to U.S. EPA Brownfields Grantees, and, with the Town’s authorization, will engage them to assist with Community Engagement and Outreach.

On similar projects on behalf of grantees in Northern Maine, SME team members have kicked off Assessment grant programs with a Brownfields 101 public meeting session. Prior to the 101 session, we reach out to City staff, the chamber of commerce, realtors, bankers, developers, and members of the business community to get the word out. These meetings have been well attended and have benefited the programs by educating those who have potential to utilize assessment funds.

2.1.3 Task 3: Phase I and Phase II Environmental Site Assessments (ESAs)

SME will perform ASTM and AAI-compliant Phase I Environmental Site Assessments (ESAs), Site Specific Quality Assurance Project Plans (SSQAPPs), Phase II ESAs, and Hazardous Building Materials Inventories (HBIMs). Reports will be reviewed by a Professional Engineer and/or Licensed Geologist and will undergo Quality Control Review by our QA Officer.

The documents referred to above will be submitted to U.S. EPA and the Maine Department of Environmental Protection (MEDEP) for review/comment and approval.

2.1.4 Task 4: Reuse and Remediation Planning

On all Brownfields Sites, SME will work with the Town to determine Site reuse and redevelopment options and will develop Analysis of Brownfields Cleanup Alternatives (ABCA)/Remedial Action Plans (RAPs) with remediation/cleanup plans that dovetail with proposed Site redevelopment and include engineering-based cleanup cost estimates. These reports become tools that developers and contractors can use in their redevelopment planning and budgets. Additionally, for Brownfields Sites which hold significant redevelopment value, such as the former Stearns High School, SME will work with the Town to perform additional reuse planning tasks. If desired by the Town, SME will team with a landscape architect and reuse planning firms to conduct public reuse charettes, master planning, site asset analysis, site visioning, and to prepare a developer Requests for Proposals. SME has close working relationships with a number of site developers across the state and will connect them to the Town as appropriate development opportunities arise.

With the Town's authorization, SME will facilitate Site Reuse Planning and or Market Studies for priority sites, if applicable, utilizing the UConn TAB Program services. One of the resources provided by UConn is planning for site reuses, particularly tasks such as market analyses, equitable development, and climate resiliency. SME personnel spoke with UCONN TAB staff at the recent National Brownfields Conference in Detroit and met with them again in early September 2023 to discuss teaming opportunities, including the potential to collaborate with them in Millinocket, should SME be selected.

2.2 How Grant Funds Will Be Fully Utilized

The Town was awarded \$500,000 in U.S. EPA Brownfields Community Wide Brownfields Assessment Grant funds for this project. SME will coordinate and direct activities so that these funds will be utilized to complete the tasks as described above in our proposed scope of work and to maximize the value to the Town. Throughout the life of the project, SME will be in close communication with the Town regarding the balance of the grant funds remaining. On a quarterly basis, we will evaluate the budgets with the Town to confirm that the project is on schedule and within budget.

SECTION 3: EXPERIENCE AND SUCCESS WITH TOWN'S BROWNFIELDS PROGRAM

3.1 Obtaining External Funding Sources

SME team members, while employed elsewhere, have successfully assisted the Town of Millinocket in the creation and submission of this \$500,000 EPA Brownfields Community-Wide Assessment grant. SME team members have assisted with multiple EPA Brownfields and other federal and state funded grants and low-interest loans on behalf of the Millinocket-based non-profit Our Katahdin (OK), owner of the former Great Northern Paper (GNP) mill site. Since 2020, EPA Brownfields grants for OK have included:

- Two (2) \$350,000 Site-Specific Assessment grants for a total of \$700,000;
- Four (4) Cleanup grants totaling \$3,000,000
- Multiple Maine Department of Economic and Community Development (DECD) grants totaling \$2,650,000, and
- MEDEP 128A funding totaling \$57,000.

SME team members also assisted OK in creating and submitting an approximately \$650,000 grant that was funded by the U.S. Department of Housing and Urban Development (HUD). In total, SME team members have been part of bringing over \$7,000,000 of grant funding to Millinocket since 2020.

SME team members have assisted Maine municipalities, council of governments, and not-for-profits across the state to access Brownfields and other funds for assessment and cleanup of sites. We will continue to support the Town in the pursuit of funds to prepare the Town and the former GNP site for redevelopment and economic revitalization.



3.2 Long-Term Brownfields Redevelopment

SME team members identified in Section 4 – Proposed Project Staff have extensive experience providing investigations/assessment consulting services that have led to the successful cleanup and remediation of sites. These team members have been key participants in countless redevelopment planning discussions and strategy sessions with Brownfields clients throughout the state.

This experience includes and extends beyond OK and the former GNP site, as several SME team members have been involved in projects funded by MEDEP and others at sites throughout Millinocket. Sites include team members' work at Jim's Dry Cleaners and our work at the Dolby Landfill on behalf of the State of Maine. Peter Maher, P.E., a co-founder of SME, completed multiple environmental investigations on the GNP site while the Mill was in operation. SME's historic work throughout Millinocket will be an asset to this proposed project and future projects.

SME team members, while employed elsewhere, have worked hand-in-hand with numerous Brownfield clients throughout the state. Our team has spent significant time working in northern Maine on projects in Millinocket, Lincoln, Old Town, Dover Foxcroft, and Milo. Many of these towns have experienced similar issues to Millinocket with mill closures. Our team has assessed and cleaned up multiple northern Maine sites and poised them for redevelopment.

SECTION 4: PROPOSED PROJECT STAFF

SME's proposed project team for the OK Brownfields Program:

Erik M. Clapp, Ph.D., L.G., *Principal in Charge*
Nick Sabatine, P.G., *Program Manager/Primary Point of Contact*
Aaron Martin, L.G., *Project Manager*
Jaime Madore, P.E., *Senior Engineer*

SME's proposed project team members have been involved with multiple Brownfields Assessment and Cleanups in Millinocket. Their knowledge of the Town, including constraints, opportunities, and potential reuse/redevelopment options, is unparalleled. These experienced professionals have developed excellent,

longstanding working relationships with federal, state, and local regulators and agencies, which facilitates strong stakeholder relations that lead to streamlined processes and successful project outcomes. Additional staff from SME's deep bench of professionals are available to support the Project as needed.

Brief biographies of the key Project Team personnel are provided here. Full resumes are provided in Attachment A – Resumes.



Role: Principal in Charge
Erik M. Clapp, Ph.D., L.G.
SME President, Principal, and Senior Geologist
B.A., M.S., and Ph.D. – Geology, University of Vermont

Erik Clapp, President of SME, is a Maine Licensed Geologist with 30 years of experience in complex geologic investigations and hazardous building materials remediation, specializing in hydrogeology, geochemistry, sediment transport, and geotechnical issues. Erik has managed and conducted numerous environmental and hydrogeologic investigations involving groundwater chemical characterization, isotopic tracing of groundwater source areas, and hydrogeologic and contaminant transport modeling for various clients, including Lockheed Martin, Nestle Waters North America, Texas Instruments, National Semiconductor, Fairchild Semiconductor, Bath Iron Works, SAPPI Fine Paper, Eaton Corporation, and many solid waste facilities. He is a leading expert on RCRA Facility Assessments, Investigations and Cleanup and has worked on numerous sites in the RCRA 2020 Program. Erik currently serves as Principal in Charge on an ongoing EPA Brownfields Cleanup in Cutler, Maine, and works closely with SME's Landfill group on projects at the Dolby Landfill in Millinocket and the Juniper Ridge Landfill in Old Town, Maine.



Role: Program Manager / Primary Point of Contact
Nick Sabatine, P.G.
Brownfields Program Lead
M.S. – Environmental Law, Vermont Law School, 1992
B.A. – Geology/Political Science, University of Maine at Farmington, 1991

Nick Sabatine, SME's Brownfields Program Lead, has over 30 years of environmental consulting experience in Northern New England. He has worked on numerous U.S. EPA funded Brownfields Assessment and Cleanup Programs and offers clients high-value, cost-effective solutions that meet their schedules. Since 2019, Nick has been heavily engaged on all U.S. EPA-funded Brownfields projects on behalf of Our Katahdin in Millinocket. As a result, he is in Millinocket several times per month and has had the opportunity to develop a strong understanding of the issues and opportunities facing the Town and the Katahdin Region. A portion of Nick's time is spent developing strategies for how best to use Brownfields funds, supporting other grant opportunities, and seeing that projects are completed on budget and schedule while meeting project stakeholder expectations. Projects in his various areas of expertise include:

- **Our Katahdin**, Brownfield Assessment and Cleanup Programs, Millinocket, Maine
- **City of Old Town**, Community-Wide U.S. EPA Brownfields Assessment and Old Town Canoe Cleanup, Old Town, Maine
- **City of Saco**, Community-Wide U.S. EPA Brownfields Assessment, Saco, Maine



Role: Project Manager

Aaron Martin, L.G.

Senior Geologist

B.S. – Environmental Science, University of Iowa, 2001

Aaron Martin is a Maine Licensed Geologist with 20 years of experience managing hydrogeologic investigations, Brownfields assessment and cleanup programs, landfill monitoring, environmental due diligence, and overseeing various types of subsurface investigations, geotechnical investigations, tank removals, fate and transport analysis and remedial activities throughout New England and the Mid-Atlantic states. Throughout his career, Aaron has maintained excellent professional relationships with clients including private sector, local municipalities, and various governmental agencies.

- **Our Katahdin**, Brownfields Assessment Program, Former Great Northern Paper Millinocket Mill, Millinocket, Maine
- **MEDEP** Brownfields Assessment, Cleanup, and Revolving Loan Fund (RLF) Programs, multiple sites, Maine
- **City of Belfast**, Brownfields Program, Belfast, Maine



Role: Senior Engineer

Jaime Madore, P.E.

Senior Environmental Engineer

B.S. – Civil Engineering, University of Maine, 2002

Jaime Madore is a senior project manager and environmental engineer with over 20 years of experience providing engineering and consulting services for industrial, commercial, governmental, and environmental projects. Ms. Madore specializes in Brownfields assessments and cleanups, remedial system designs, construction-phase engineering services, wastewater and pump station design, and exposure monitoring/indoor air quality assessments for environmental and occupational contaminants. Project experience in her various areas of expertise include:

- **Our Katahdin**, Brownfields Cleanup of the Administration Building, Engineering Building, and Pilot Plant, Wastewater Treatment Plant and Clarifier, Millinocket, Maine
- **City of Gardiner**, Brownfields Assessment and Cleanup of the T.W. Dick Site, Gardiner, Maine
- **Various Clients**, U.S. EPA-Funded Brownfields Cleanup Programs, various sites, Maine

Additional SME Staff and Key Subconsultants:

Beyond the staff identified above, **Environmental Engineering Lead Steve Dyer, P.E.**, will fulfill the role of Senior Engineer and provide QA/QC review of the proposed assessments and ABCA/RAPs. Steve has served in this role on numerous Brownfields projects during his 30+ year consulting career.

Other SME staff include EPA-certified and MEDEP-licensed asbestos and lead-based paint inspectors, as well as engineers (environmental, civil, geotechnical, and chemical), geologists and hydrogeologists, environmental and soils scientists, industrial hygienists, CAD/GIS specialists, database managers, word processing personnel, and administrative staff.

All SME technical and field staff that will be working on this project have completed and maintain Occupational Safety and Health Administration (OSHA) 40-hour Hazardous Waste Operator (HAZWOPER) training. These Health and Safety certificates can be provided, if requested.

SECTION 5: REFERENCES

Steve Sanders, Peter Malikowski, Shane Flynn
OUR KATAHDIN
245 Aroostook Avenue, P.O. Box 293
Millinocket, Maine 04462
207.447.1788
steve@onenorth.net

Bill Mayo, City Manager
CITY OF OLD TOWN
265 Main Street, Old Town, Maine 04468
207.827.3965 x200
bmayo@old-town.org

Tracey Desjardins, Economic Development Dir.
CITY OF SACO
300 Main Street, Saco, Maine 04072
207.282.3487 (reception)
EconomicDevelopment@sacomaine.org

SECTION 6: FEE SCHEDULE



2024 FEE SCHEDULE

ROLE	RATE
PRINCIPAL	\$200/hr
PROGRAM MANAGER	\$180/hr
SR. ENGINEER/SR. GEOLOGIST/SR. SCIENTIST	\$170/hr
PROJECT MANAGER	\$155/hr
ENGINEER/GEOLOGIST/SCIENTIST	\$145/hr
SENIOR FIELD ENGINEER	\$145/hr
FIELD ENGINEER/GEOLOGIST	\$115/hr
SENIOR TECHNICIAN	\$115/hr
SENIOR CADD	\$105/hr
CADD	\$95/hr
TECHNICIAN	\$95/hr
JUNIOR TECHNICIAN	\$65/hr
ADMINISTRATIVE SUPPORT	\$65/hr
COMMUNICATIONS	3% of labor
COMPANY VEHICLE USE	\$0.75/mi
PERSONAL VEHICLE USE	IRS Prevailing Rate
SUBCONTRACTORS	Cost + 10%
PERMIT/APPLICATION FEES	Cost + 10%
DIRECT EXPENSES	Cost + 10%

PERSONNEL

Erik M. Clapp, Ph.D., L.G.

Nicholas O. Sabatine, P.G.

Jaime L. Madore, P.E.

Aaron R. Martin, L.G.

Invoices will be submitted every 30 days. Payment shall be made to Sevee & Maher Engineers within 30 days of receipt of invoice. A 1.5% finance charge will be assessed on all past due invoices.

SECTION 7: GENERIC BROWNFIELDS QUALITY ASSURANCE PROJECT PLAN (QAPP)

SME has and maintains a Generic Brownfields QAPP that has been reviewed and approved by U.S. EPA Region 1 and MEDEP.

SECTION 8: COMPARABLE PROJECT EXPERIENCE

SME personnel have been involved with engineering projects for the pulp and paper mills in Millinocket and East Millinocket and across Maine since the mid-1970s. These projects have involved various technical disciplines ranging from general civil and geotechnical engineering to environmental/remediation engineering. SME founders Peter Maher and John Sevee managed the investigation of the Shack Hill Site for the possible development of a new landfill for solid waste residuals from the Millinocket and East Millinocket mills, as well as the Towns of Millinocket, East Millinocket, and Medway.

Ultimately, the Dolby Landfill site was chosen for a new landfill, and SME has been providing engineering services for this project since its design and construction in the early 1980s. SME currently manages the Dolby Landfill for the State of Maine. SME personnel have worked on numerous engineering projects in the Millinocket area for over 30 years and most recently performed a review of infrastructure to serve the greenfield development area at the GNP Mill.

Some of the projects which SME has conducted at the GNP mills include:

- Geotechnical evaluation of the Ferguson Pond Dikes
- Investigation and closure of the Red Liquor Lagoon
- Investigation and closure of woodland dumps
- PCB investigations and assessments at various mill locations
- Investigation and closure of an ash pond
- Closure of bark piles located along the Penobscot River
- Cleanup of oil spills at various mill locations
- Preparation of mill Spill Prevention Control and Countermeasure Plans
- Mill asbestos surveys
- Study of leachate transport pipeline from Dolby Landfill to East Millinocket WWTP
- Design and construction of new pipeline into East Millinocket WWTP from Dolby Landfill, and
- Evaluation of development potential for the placement of a commercial data storage facility in the footprint of the old No. 11 Paper Machine Building.

In addition to past work on the GNP site, SME team members have worked on projects in the towns of Millinocket, East Millinocket, Lincoln, Old Town, Milo, Dover Foxcroft, Greenville, Ashland, Masardis, Chester and a host of other rural communities throughout northern Maine.

As previously discussed, SME completed multiple projects on the GNP site while in operation. Given these prior project opportunities, we understand the issues/challenges associated with these projects and are committed to create paths forward with the Town and project stakeholders.

SME's proposed project team members have extensive experience working on comparable projects in rural communities in northern Maine. That work includes the Millinocket projects discussed previously in this proposal and additional work in every county of the state but specifically, in the rural communities of Aroostook, Franklin, Somerset, Piscataquis, and Penobscot Counties.

Some of the notable EPA-funded Brownfield Assessment projects in northern Maine that have been completed by SME team members include the following:

- \$700,000 Two Site-Specific Assessments on behalf of OK at the former GNP site
- \$300,000 Community Wide Assessment on behalf of the Town of Lincoln
- \$700,000 Two Community Wide Assessments on behalf of the City of Old Town
- \$700,000 Two Community Wide Assessments on behalf of the Piscataquis County Economic Development Council

Some of the notable EPA-funded Brownfields Cleanup projects in northern Maine that have been completed by SME team members include the following:

- \$500,000 Cleanup of the Lincoln Pulp & Tissue Mill Building 29 site (*Lincoln*)
- \$600,000 Cleanup of the former Old Town Canoe Factory site (*Old Town*)
- \$400,000 Cleanup of the former Mayo Mill (Moosehead Manufacturing) site (*Dover-Foxcroft*)
- \$600,000 Cleanup of the former Maine Leathers site (*Dover-Foxcroft*)
- \$200,000 Cleanup of Central Hall site (*Dover-Foxcroft*)
- \$200,000 Cleanup of the former Wilton Tannery site (*Wilton*)
- \$1,000,000 Cleanup of the former Forster Mill site (*Wilton*), and
- \$200,000 Cleanup of the former Brindis Leather site (*Canton*).

SECTION 9: INSURANCE

As evidence of coverage, a Certificate of Insurance is provided as Attachment B – Certificate of Insurance. SME will work with the Town to make sure all insurance requirements are met prior to beginning work.

ATTACHMENT A: RESUMES

ERIK M. CLAPP, Ph.D., L.G.

EDUCATION

University of Vermont – Ph.D. in Geology, 2003
University of Vermont – M.S. in Geology-Hydrology, 1994
University of Vermont – B.A. in Geology, 1989

PROFESSIONAL REGISTRATION

Licensed Geologist – Maine (GE595)

AFFILIATIONS

National Groundwater Association, since 2000	American Geophysical Union, since 1994
Geological Society of America, since 1991	Maine Geological Society, since 2000

EMPLOYMENT HISTORY

2019 to present – Sevee & Maher Engineers, Inc., President / Principal / Senior Geologist
2018 to 2019 – Sevee & Maher Engineers, Inc., Vice President / Principal / Senior Geologist
2010 to 2018 – Sevee & Maher Engineers, Inc., Principal / Senior Geologist
1998 to 2010 – Sevee & Maher Engineers, Inc., Hydrogeologist
1994 to 1998 – University of Vermont, Department of Geology, Senior Researcher/Lecturer
1992 to 1994 – University of Vermont, School of Natural Resources, Research Assistant
1991 to 1992 – University of Vermont, Department of Geology, Teaching Assistant
1990 to 1991 – U.S. Geological Survey, Field Assistant

EXPERIENCE

Dr. Clapp, president of SME, is a licensed geologist with over 32 years of experience in geologic investigations specializing in hydrogeology, geochemistry, sediment transport, and geotechnical issues. He has supervised and conducted regional and international research projects for the U.S. Department of Defense and the U.S. Geological Survey in New England, the Southwestern U.S., and the Middle East and has instructed university courses in Hydrogeology, Geomorphology, Field Geology, and Computer Simulation of Hydrogeologic Systems.

Since joining SME, Dr. Clapp has managed and conducted numerous environmental and hydrogeologic investigations involving groundwater chemical characterization, isotopic tracing of groundwater source areas, and hydrogeologic and contaminant transport modeling, for various clients including Lockheed Martin, Nestle Waters North America, Texas Instruments, National Semiconductor, Fairchild Semiconductor, Bath Iron Works, SAPPI Fine Paper, Eaton Corporation, and many solid waste facilities throughout Maine. Dr. Clapp has designed and implemented the remediation of PCB contaminated materials, and soil and groundwater contaminated with chlorinated solvents, heavy metals, and other complex chemicals. Dr. Clapp is a leading expert on RCRA Facility Assessments, Investigations and Cleanup and has worked on numerous Sites in the RCRA 2020 Program.

SPECIAL SKILLS

- Geologic and Hydrogeologic Site Characterization
- Geochemistry
- Stable Isotopic Tracers
- Hydrogeology and Contaminant Transport Modeling
- Data Evaluation, Quality Control, and Statistical Analyses
- Environmental Regulations (TSCA, CERCLA, RCRA)
- Regulatory Negotiations

NICHOLAS O. SABATINE, P.G.

EDUCATION

M.S. – Environmental Law, Vermont Law School, 1992

B.A. – Geology/Political Science, University of Maine at Farmington, 1991

PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Professional Geologist – New Hampshire, New York

EMPLOYMENT HISTORY

2023 to Present – Sevee & Maher Engineers, Inc., Cumberland, Maine, Brownfields Program Lead

2004 to 2023 – Ransom Consultants, LLC, Portland, ME, Principal/Vice President/Sr. Geologist/Office Lead

1995 to 2004 – Jacques Whitford, Nova Scotia, Canada, Area Manager

1993 to 1995 – Robert G. Gerber Inc, Portland, Maine, Geologist

PROFESSIONAL EXPERIENCE

Nick Sabatine, SME's Brownfields Program Lead, has over 30 years of environmental consulting experience in Northern New England. He has worked on numerous U.S. EPA funded Brownfields Assessment and Cleanup Programs and offers clients high-value, cost-effective solutions that meet their schedules. Projects in his various areas of expertise include:

- **Our Katahdin, Brownfield Assessment and Cleanup Program, Millinocket, Maine** – Program manager on multiple EPA Brownfields Assessment and Cleanup projects. Since 2019, Nick has helped Our Katahdin secure over \$3.7M in U.S. EPA Brownfields funding and over \$2M in DECD Brownfields RLF funding. Recent projects include the abatement and U.S. EPA-funded cleanup of the Administration Building, and the Engineering and Research (Pilot) Building. DECD's RLF (loan/grant) funded the cleanup of the former Wastewater Treatment Plant and Clarifier. Site Specific Assessment grants have been utilized to assess much of the site including all areas that have received cleanup funding as well as the former Steam Plant, the Tank Farm and Railroad Corridor, Paper Machines 1-10, Paper Machine 11, the former Wastewater Treatment Lagoons, the Woodyard, and former Laydown Area of the site south of Paper Machine 11. All the U.S. EPA funded Brownfields grants are leveraging significant site redevelopment including an aquaculture project at the lagoons, a data center, and a wood pellet manufacturer, among others.
- **City of Saco, Community-Wide U.S. EPA Brownfields Assessment, Saco, Maine** – Program manager for the City's Assessment program. Work has included the assessment of an industrial site likely to go to cleanup.
- **City of Gardiner, Community-Wide U.S. EPA Brownfields Assessment and T.W. Dick Cleanup, Gardiner, Maine** – Currently serves as the City's Program Manager for its 2022 Assessment Grant. He served as the City's program manager on its 2013 \$400,000 EPA Assessment Program. In 2016, the U.S. EPA awarded an additional \$200,000 of Hazardous Assessment funds to the City. During the Assessment Program kickoff in 2013, Nick worked with the City to plan and create four charrettes to help create a vision for a trail system around and through the Cobbossee Stream area. This project received strong support and participation from Gardiner's citizens, businesses, and the municipality. Grant funds were utilized to assess sites throughout the City, including the TW Dick site. Following the Site Assessment, Nick assisted the City in writing multiple successful grants: \$100,000 through the Kennebec Council of Governments (KVCOG); \$305,000 through the Maine Department of Economic and Community Development (DECD); and \$200,000 direct from the U.S. EPA. A medical office building and two workforce housing units were constructed on the site.

AARON R. MARTIN, L.G.

EDUCATION

B.S. – Environmental Science, University of Iowa, 2001

PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Licensed Geologist – Maine

EMPLOYMENT HISTORY

2023 to Present – Sevee & Maher Engineers, Inc., Cumberland, ME, Senior Geologist/Project Manager

2004 to 2023 – Ransom Consulting, LLC, Portland, ME, Geologist/Senior Project Manager

PROFESSIONAL EXPERIENCE

Aaron Martin is a Maine Licensed Geologist with 20 years of experience managing hydrogeologic investigations, Brownfields assessment and cleanup programs, landfill monitoring, environmental due diligence, and overseeing various types of subsurface investigations, geotechnical investigations, tank removals, fate and transport analysis and remedial activities throughout New England and the Mid-Atlantic states. Throughout his career, Aaron has maintained excellent professional relationships with clients including private sector, local municipalities, and various governmental agencies. Project experience in his various areas of expertise include:

- **Our Katahdin, Former Great Northern Paper (GNP) Millinocket Mill, Brownfields Assessment Program, Millinocket, Maine** – Managing geologist responsible for completion of a Phase I Environmental Site Assessment (ESA) for the approximately 1,400-acre, former GNP mill complex in 2019. Aaron has also managed Phase II ESAs at the former Steam Plant, Oil Tank Farm, Wastewater Treatment Plant (WWTP), Paper Mill 11 Area, Woodyard & Maintenance Garage, and Brown Dump areas at the former mill. He prepared Conceptual Site Models (CSMs), Site-Specific Quality Assurance Project Plans (SSQAPPs), Analysis of Brownfields Cleanup Alternatives (ABCA), and remedial action plans (RAPs); conducted regulatory interfacing; and performed other Brownfield tasks for Our Katahdin's redevelopment of the site.
- **Maine Department of Environmental Protection (MEDEP), Brownfield Assessment, Cleanup and Revolving Loan Fund (RLF) Programs** -- Project geologist and project manager responsible for preparation of remedial design plans and specifications, bidding phase services, contract preparation, contractor selection, submittal and managed construction phase services, construction observation, and assistance with MEDEP and/or U.S. Environmental Protection Agency (U.S. EPA) regulatory closure. Aaron has also completed site inventories and managed Phase I ESAs, Phase II investigations, remedial planning and implementation, remedial oversight, regulatory interfacing, community outreach and education, and other Brownfield tasks.
- **City of Belfast, Brownfields Program, Belfast, Maine** – Currently serves as the City's project manager for its 2022 Assessment Grant. Previously served as project geologist for the City's prior Assessment Grants from 2012 to 2021. Conducted Phase I and Phase II ESAs and remedial activities at hydroelectric power plants, former gas stations, boatyards, and a former manufactured gas plant property.

JAIME L. MADORE, P.E.

EDUCATION

B.S. – Civil Engineering, University of Maine, 2002

PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

Professional Engineer – Maine, Massachusetts, New Hampshire, and New York

EMPLOYMENT HISTORY

2023 to Present – Sevee & Maher Engineers, Inc., Senior Environmental Engineer/Project Manager

2007 to 2023 – Ransom Consulting, LLC., Environmental Engineer/Project Manager

PROFESSIONAL EXPERIENCE

Jaime Madore is a senior project manager and environmental engineer with over 20 years of experience providing engineering and consulting services for industrial, commercial, governmental, and environmental projects. Ms. Madore specializes in Brownfield assessments and cleanups, remedial system designs, construction-phase engineering services, wastewater and pump station design, and exposure monitoring/indoor air quality assessments for environmental and occupational contaminants. Project experience in her various areas of expertise include:

- **Our Katahdin, Brownfield Cleanup of the Administration Building, Engineering Building, and Pilot Plant, Millinocket, Maine** – Project manager and senior engineer for U.S. EPA and Maine DECD-funded Brownfield cleanups at the Administration Building, Engineering Building, and Pilot Plant at the former Great Northern Paper Mill in Millinocket. She has performed programmatic tasks and reporting; conducted outreach with the public, municipal officials, and property owners; prepared engineering based ABCAs and Remedial Action Plans; and prepared design plans and specifications for the abatement of hazardous building materials, interior demolition, and roof replacement activities. She has overseen bidding phase services and performed construction services including cleanup observations, Davis-Bacon compliance, and review of pay requisitions. She has helped Our Katahdin leverage funds including \$1.5M from the U.S. EPA Brownfield Program, and \$1.75M from the Maine DECD RLF program.
- **City of Gardiner, Brownfield Assessment and Cleanup of the T.W. Dick Site, Gardiner, Maine** – Through the City's Brownfields Assessment Program, Jaime oversaw assessment activities at the T.W. Dick Site, including Phase I and Phase II ESAs, SSQAPPs, and HBMs, as well as comprehensive cleanup/reuse planning. The reuse planning activities (which included ABCAs and Remedial Action Plans, development of a Request for Proposal to solicit interest from Site developers, public outreach, and area-wide reuse charrettes to engage the public) were used to help the City obtain \$605,000 in cleanup funds. Jaime completed an engineering/cleanup design which dovetailed with the civil site/redevelopment design, and cover systems ultimately became paved parking lots, structural sub-slab building pads, and landscaped beds.
- **U.S. EPA-Funded Brownfield Cleanup Programs, Various Locations, Maine** – Served as the senior engineer and/or project manager for cleanup projects including the Forster Mill and Old Tannery in Wilton, AC Hotel, and 20 Thames Hotels in Portland, Portland Housing Authority Boyd and Front Street Sits in Portland, Former Pepperell Mills in Biddeford, LLC, among others. She has an excellent working relationship with MEDEP and U.S. EPA Brownfields personnel and has extensive experience in all aspects of a Brownfields Program.

ATTACHMENT B: CERTIFICATE OF INSURANCE



SEVEAND-01

AELOWITCH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Clark Insurance
1945 Congress Street, Bldg A
PO Box 3543
Portland, ME 04104-3543

CONTACT NAME:
PHONE (A/C, No, Ext): (207) 774-6257 **FAX (A/C, No):** (207) 774-2994
E-MAIL ADDRESS: info@clarkinsurance.com

INSURED
Sevee & Maher Engineers, Inc. & Environmental Safety &
Hygiene Associates, LLC
Bono Consulting
P.O. Box 85 A
Cumberland Center, ME 04021

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Union Insurance Co	25844
INSURER B : Continental Western Insurance Company	10804
INSURER C : Acadia	31325
INSURER D : Maine Employers Mutual Ins Co	11149
INSURER E : XL Specialty Insurance Co	37885
INSURER F : Westchester Fire Ins Co	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CPA5558317-10	6/15/2023	6/15/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CAA5558319-10	6/15/2023	6/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUA5558320-10	6/15/2023	6/15/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		3102803002	9/21/2022	9/21/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Prof Liability			DPR5014646	6/15/2023	6/15/2024	Each Claim/Aggregate 5,000,000
F	Pollution Liability			G71205496 005	11/19/2022	11/19/2023	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

For Professional Liability coverage, the aggregate limit is the total insurance available for all covered claims presented within the policy period. The limit will be reduced by payments of indemnity and expense.

CERTIFICATE HOLDER

CANCELLATION

For Informational Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Town of Millinocket
Request for Proposals For:
Environmental Consultant Services for Community Wide
Brownfields Assessment

Responses Due by:
November 8th, 2023, by 4:00 p.m. Eastern time

Responses to be sent by email to:
Amber Wheaton
Community Initiatives Director, Town of Millinocket
197, Penobscot Ave. Millinocket, ME 04462
cid@millinocket.org



Millinocket

Maine's Biggest Small Town

Introduction

The U.S. Environmental Protection Agency (US EPA) has awarded the Town of Millinocket a Brownfields Community Wide Assessment Grant in the sum of \$500,000.

A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. It is estimated that there are more than 450,000 brownfields in the U.S. Cleaning up and reinvesting in these properties increases local tax bases, facilitates job growth, utilizes existing infrastructure, takes development pressures off undeveloped, open land, and both improves and protects the environment.

The Town of Millinocket is requesting information on qualifications from qualified environmental engineering/consulting firms to assist with implementation of the grant-funded environmental assessments. The Town reserves the right to waive any information or minor defects in the RFP or the RFP responses / procedure, or reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the Town. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the respondent. Proof of acceptable insurance in accordance with the requirements outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents and terms and conditions of this RFP, as well as the Environmental Protection Agency Cooperative Agreement and the EPA'S terms and conditions (included in this RFP).



Project Overview

The Town of Millinocket has been awarded \$500,000 in Brownfields Community Wide Assessment grant funding from the US EPA for assessment of sites affected by hazardous materials in Millinocket, Maine. Budgeted funds allocated as “contractual” will be the responsibility of the selected respondent. The Town of Millinocket will use grant funds to complete the following tasks:

- **Task 1: Cooperative Agreement Oversight**

The selected environmental consultant shall follow all Brownfield processes and procedures, including the acknowledgement of the partnership among Environmental Protection Agency Region I, Maine Department of Environmental Protection and the Town of Millinocket, and shall therefore keep all parties informed and provide adequate time for review and technical feedback. The selected environmental consultant will also assist the Town in preparing reports, keeping records and requests for reimbursement required by the US Environmental Protection Agency.

- **Task 2: Community Engagement & Outreach**

The selected environmental consultant will assist the Town in developing marketing materials, developing and implementing an outreach strategy for targeted areas and holding local public meetings.

- **Task 3: Phase I & II Environmental Site Assessments (ESAs)**

The selected environmental consultant will provide guidance on the former site prioritization and eligibility determinations and prepare and conduct Phase I & II site investigations and reports. Performed Phase I and Phase II ESAs shall adhere to all applicable ASTM standards and be shared with the EPA and Maine DEP for comment and approval.

- **Task 4: Reuse & Remediation Planning**

The selected environmental consultant will provide guidance and technical assistance, and resources necessary to undertake cleanup and reuse planning for identified sites.



Millinocket

Maine's Biggest Small Town

Submission Requirements

Qualifying firms with a strong background in brownfield redevelopment activities should submit a qualifications package containing the information outlined below. Proposals should be in PDF form and must be submitted via email with the subject line: "EPA Brownfields Grant." Proposals are limited to 10 pages in length (with a maximum two-page cover letter, attached four resumes and proof(s) of insurance not counting toward the ten-page limit). PDF files should be labeled "FIRM NAME: Town of Millinocket 2023 EPA Brownfields Assessment."

Proposals shall be emailed to:

Amber Wheaton, cid@millinocket.org

Proposals are due at the above email on or before November 8th, 2023, at 4:00 p.m. Eastern time. Late responses to this RFP will not be accepted.

Notes:

- The Town of Millinocket will not be held responsible for mishandled, late, or lost qualifications packages.
- Questions related to this RFP should be directed to Amber Wheaton cid@millinocket.org. All questions by consultants will be compiled and responses will be sent back to all parties that have posed questions. Questions must be submitted on or before November 6th, 2023. Questions received after this date will not be answered. Those that have not posed questions but wish to receive the question-and-answer information should contact Amber Wheaton via email.
- Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFP is accurate and complete. Any misrepresentation by a respondent may result in disqualification.



Millinocket

Maine's Biggest Small Town

Submission Content

1. Please submit the following information with your proposal package:
2. Firm name, address and phone number and a brief description of the firm.
3. Name, job title, email, and phone number of primary contact person.
4. Description of the proposed project including a Scope of Work and description of how the allotted grant funds will be fully utilized.
5. Experience and demonstrated success working with the Town of Millinocket to obtain external funding sources for Brownfields investigation and remediation such as EPA grants. If no experience with the Town of Millinocket, please indicate experience and demonstrated success assisting other Maine communities and/or nonprofits.
6. Experience and demonstrated success in working with the Town on long term brownfield redevelopment including planning, investigations, and remediation. If you have no experience with the Town of Millinocket, please indicate experience with other Maine communities and/or nonprofits.
7. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than four (4) staff.
8. The names of at least three Maine local governmental units, businesses, or nonprofit organizations for whom your firm has provided similar services within the past five years.
9. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
10. Written acknowledgement of the existence of a current Generic Brownfields Quality Assurance Project Plan (QAPP) that has been approved by EPA Region I and Maine DEP.
11. Experience with comparable projects in rural communities, especially in northern Maine.
12. Proof of current insurance meeting the requirements outlined below.

Insurance Requirements

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and Disability: Statutory requirements.
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000



Millinocket

Maine's Biggest Small Town

Terms and Conditions

1. The Town of Millinocket shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin, or ancestry.
2. Interviews with some consultants may be scheduled. The Town reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and The Town of Millinocket's redevelopment goals.
3. By submitting a response to the RFP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
4. The Respondent shall keep the Town free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and save harmless the Town from all claims or actions of any kind or description brought against the Town for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.
5. The Town of Millinocket will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.

ORDER #262-2023

PROVIDING FOR: Approval for Firefighter/EMT FY24 Budget Increase

IT IS ORDERED that the Millinocket Town Council approves transferring \$103,648 from the Unassigned Fund Balance to increase the Fire & Ambulance General FY24 Budget to cover the additional expenses associated with adding two extra EMT positions. The following accounts will be affected:

E0205-0372 (Firefighter/EMT) - \$50,040
E0205-3002 (Social Security/Medicare Taxes) - \$3,828
E0205-3004 (Hospital Insurance) - \$29,170
E0205-3008 (Maine PERS) - \$5,655
E0205-3006 (Accident/Sickness Insurance) - \$1,210
E0205-2052 (Uniforms) - \$5,000
E0205-2053 (Uniform Cleaning) - \$1,200
E0205-3003 (Workmen's Compensation) - \$7,000
E0205-3005 (Unemployment) - \$545

PASSED BY THE COUNCIL: _____

ATTEST: _____