



**TENTATIVE AGENDA**  
**SPECIAL TOWN COUNCIL MEETING in the TOWN MANAGER'S OFFICE**  
**FRIDAY, NOVEMBER 3, 2023**  
**at 3:00 PM**

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

1. Roll Call
2. Pledge of Allegiance

**NEW BUSINESS:**

1. ORDER #252-2023 Date, Time, Place and Warden for the General Municipal Election
2. ORDER #253-2023 Absentee Ballot Processing for the General Municipal Election
3. ORDER #254-2023 Registrar Office Hours
4. 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](mailto:manager@millinocket.org) or call (207) 723-7000 Ext.5 to make special arrangements. Meetings are also available via Zoom and YouTube Channel.

Find all direct links on our website: [Millinocket.org](http://Millinocket.org).

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



# Millinocket

Maine's Biggest Small Town

**Town of Millinocket**

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org [www.millinocket.org](http://www.millinocket.org)

207-723-7000 Ext 5

## Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

**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.

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

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

**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.

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

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

**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.

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

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