



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, JANUARY 25, 2024
at 5:30 PM

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

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda: Correction-Warrant Committee; Addition-Manager’s Report; #18-2023
4. Approval of Minutes: January 4, 2024, Executive Session & January 11, 2024, Regular meeting.

UNFINISHED BUSINESS: n/a

5. Special Presentation: none

NEW BUSINESS:

6. Town Manager’s Report
7. ORDER #13-2024 Approval of the Town Warrant for January 25, 2024
8. ORDER #14-2024 Approval of the Wastewater Warrant for January 25, 2024
9. ORDER #15-2024 Approval of the Certain Street Closures – Winterfest Parade
10. ORDER #16-2024 Acceptance of the Maine Forest Service Volunteer Fire Assistance Grant
11. ORDER #17-2024 Authorization for Municipal Quit Claim Deed to K & K Motors, INC.
12. ORDER #18-2024 Authorizaiton for Municipal Quit Claim Deed - Ferland
13. Reports and Communications:
 - a. Warrant Committee for the February 8, 2024, Council Meeting will be Councilor Mackin and Chair Madore
 - b. Chair’s Committees Reports
 - c. Two Minute Public Comment

14. Adjournment

Join Zoom Meeting <https://us02web.zoom.us/j/82058394915>

Meeting ID: 820 5839 4915

One tap mobile +13017158592, 82058394915# US (Washington DC); +13126266799, 82058394915# US (Chicago)

Dial In: Find your local number: <https://us02web.zoom.us/u/kc0L05Af7m>

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****



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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/>.



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Town Manager's Report – 1.25.24

Snowmobiling on Bates Street:

- Will provide update on the recent confusion around snowmobile access on Bates St. and seek discussion on a recommendation to officially designate a portion of the road as a trail.

Department Updates:

Public Works:

- Plowing and ice control continues as the weather dictates. We are on call 24/7 to respond.
- We have had two overnight cleanups so far that included the help of two hired contractors.
- The Trackless sidewalk machine with the mounted snowblower has suffered a breakdown that has taken it out of service. We are working on a repair to keep the sidewalks open as the snow builds beyond what the plow can handle. This machine is needed to open the sidewalks that are blocked by private plowing after we have opened them with the plow.
- We have had a few truck breakdowns during storms this year. Without any spare trucks, we have to rearrange the plowing routes when this happens, and this lengthens every driver's route. We appreciate your patience in these situations.
- With winter upon us I want to remind everyone that our trucks need lots of room to maneuver and have many inherent blind spots. Please give us room to clear your streets.
- We completed our annual Fire Extinguisher training at the MFD on 1-16-24.

Transfer Station:

- The 2024 Transfer Station use stickers are available at the town office. Your 2023 sticker expired on December 31st.
- The brush pile has been ground into mulch and is being hauled away by Northland Bark Mulch. We encountered a few problems with the size of some of the material in pile. Going forward, nothing longer than 8 feet can be dropped off at the brush pile.

Cemetery:

- The first burial for 2024 is already scheduled. Hopefully the snow will be gone by June!

Bryan Duprey, Director of Public Works



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Airport:

- The G.A.R.D. system has recorded 121 aircraft operations the month to date. Now that the snow has started to accumulate, we have been experiencing some equipment issues. We are in the process of addressing these issues with the manufacturer.
- The internet issues should be resolved by meeting time.
- I have attended several Teams / Zoom meetings with the FAA, MEDOT, and Hoyle Tanner for the upcoming Airport Improvement Projects.

Jeff Campbell, Airport Manager

Code / Public Health & Safety

- Follow up on residential property projects that are ongoing, follow up inspections.
 - Met with Katahdin Inn about renovations and plans to move forward on upgrades to this property by the new owners.
 - Final site visit to Solar 1 project at One North property.
 - Attended online continuing education seminar for LHO.
 - Attended workshop on cooling and heating centers with MEMA.
 - Attended annual OSHA training through Millinocket Fire Dept.
 - Met with our safety consultation from MMA, about safety issues and recent inspections at Town facilities.
 - Attended ZOOM training with DHHS on updates to current Mobile Eating unit's rules and regulations.
 - Worked with Eastern Maine Railroad on renovations at their facility and new leech field.
 - Continuing to work with area businesses that are making upgrades or changes.
 - Attended ZOOM training with DHHS on Local Health Officer legal issues.
 - Attached report of permits issued in 2023, there was an increase in fifty-seven more than were issued in 2022.
-

Assessor:

- The assessing department received notice from Maine Revenue services that we will be receiving a partial payment regarding the reimbursement for the tax stabilization program.
- The Legislature appropriated \$15,000,000 in FY24 for purposes of funding those reimbursements. However, municipalities have submitted reimbursement claims totaling approximately \$26,500,000. Maine Revenue Services will issue partial payments to each



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municipality that submitted a claim for reimbursement (payment will be about 56% of the amount requested). Our reimbursement request totaled \$65,177.30

- Maine Revenue Services is requesting an additional \$15,000,000 in the supplemental budget bill. Hopefully the amount is approved and if so, the remaining amount will be sent to the communities later this spring.
- The Tax Stabilization program was not funded for the current year.
- Otherwise, our department has been quiet, generally we do see a lull during the holidays. Traci is preparing to mail the personal property declarations and we are trying to catch-up with the property transfers (which seem to have slowed down as compared to previous months)

Lorna Thompson – Tax Assessor

Community Initiatives Director

- Worked on the community newsletter “Magic City Monthly” along with the Manager and various departments/organizations!
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Advertising
 - Welcome Home Guide
 - Street Pole Banners
- Overseeing the following projects:
 - EV Charger Install
 - Work will be complete in the next two weeks.
 - Concept design of the Community Center
 - Reviewing bids.
 - Brownfields Community Wide Assessment
 - Sevee and Maher have begun the work.
- Attending the Institute for Civic Leadership
- Assisted with payroll.
- Began cross training as Deputy of General Assistance.
- Attended the Municipal Sustainable Energy Team meeting with Dr. Sharon Klein from the University of Maine.
 - I am now a member of the board.
 - We have been awarded \$1,700 as board members for an energy project of our choosing.
 - Looking into putting a heat pump hot water heater in Public Works building.



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- Attended a FLEET Advisory Committee meeting.
- Attended an informational session for the next round of Community Action Grants.
- Researched various grant opportunities.
- Began researching and writing three grant proposals for various community projects.
- Filed/working on various quarterly reporting documents.

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include November 18, 2023, through January 22, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$3,895,907.17 were collected, which involved 3929 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: **2nd half due date: 1/25/2024**; Tax paid summary as of 1/22/2024: **Reports Attached*
 - 2024 Real Estate: 938 accounts; Amount Due: \$966,823.98.
 - 2024 Personal Property: 54 accounts; Amount Due: \$92,389.94
 - January Sewer Billing – 2024 1st Quarter:
 - Bill Date 1/30/24; Due Date 2/28/24; Interest Date 2/29/24 (8%)
 - Motor Vehicle reports current, reconciled, and submitted to BMV.
 - January month end reports for Vital Records, IF& Wildlife, and Dogs were reconciled and collected monies were submitted to all State agencies accordingly.
 - Marriage and Cemetery season seems to be wrapping up – Recording sales, deeds, electronic/card file.
 - 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.
 - Creating Agendas, posting advertisements of public hearings, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.
- Election:
- March 5, 2024 Presidential Primary Election; Items of interest: Certified and Submitted all required Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided, Scheduling, and training. Applications only are available for Absentee Ballot Requests, electronic, mail in, in person, or over the phone.

Other Items:

- 2024 Dog tags became available on October 15, 2023; Courtesy reminder phone calls began; Fees: \$6 spayed/neutered; \$11 intact. **Mandatory \$25 Late Fee effective Feb. 1, 2024**



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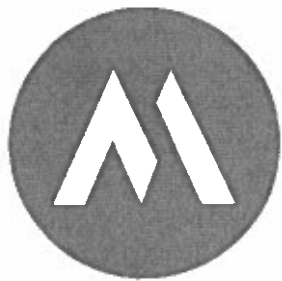
Boards/Committees:

- Personnel Appeals Board: (1) Full seat available – James Lawrence/Expired 12/23; Board of Appeals: (1) Full Seat available - Krystle Garand/Expired 12/23; Recreation Advisory Committee: (2) Full Seats available – Brennan Turner & Stephanie Jamieson/Expired 12/23
- 2024 Snowmobile and Boat Registration Stickers available: Reminder: IF & Wildlife mandatory agent fee increase to \$5 on ATV snowmobile registrations
- Continued restoration efforts of vital records by filing, indexing, and storage.

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

Fire & Ambulance:

- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom. Chief Cote was elected to serve under the Board of Directors for the Penobscot County Fire Chiefs Association.
- Chief Cote attended the Maine Fire Chiefs Association Membership Meeting via zoom.
- Chief Cote attended the Assistance to Fire Grant Workshop in Bangor to apply for the fire act grant in early 2024.
- Chief Cote attended the Healthcare Coalition of Maine Leadership Team Meeting.
- Chief Cote attended the Marathon Planning After Action meeting with East Millinocket Police Dept and Penobscot Emergency Management.
- Chief Cote Attended a planning meeting with Millinocket Regional Hospital, Penobscot EMA, and East Millinocket Police Dept on Active Shooters.
- Katahdin Area Regional Firefighter 1 & 2 Class started on Wednesday January 17th with 26 in attendance.
- Annual BLS Training was held on January 16th & 18th for the Fire & EMS Dept, Public Works, Airport, Solid Waste, & Transfer Station. Training was instructed by Instructor Cote.
- The Annual Meeting/Chief Supper was held on Tuesday January 9th for all department members.
- MMA Inspection was completed on January 17th and went very well.
- Working with Maine EMS on WIFI services for the departments three ambulances.
- Working with Maine EMS & Town Treasure on the application for the EMS sustainability EMS funding.
- Chief Cote is working on the planning stages of an emergency action plan for the Eclipse on April 8th.
- Chief Cote is working on the early stages of putting together some community wide disaster drills for the 2024 year.
- December 17th the department moved into their new staffing plans for 2 person crews 24/7 and are fully staffed.



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- The Department has implemented the use of the I am Responding Text Software to assist with finding crews for on-call and off-duty staff to assist with transfers.
- All eight of the Departments Ambulance Drivers have become licensed with Maine EMS as Ambulance Drivers.
- The department will put in service on Tuesday January 23rd the new portable radios that were purchased with ARPA funds.
- Working on setting up a Hazmat Operations Class for the Department, Mutual Aid Departments, Millinocket Regional Hospital, and the Katahdin Area Regional Firefighter 1 & 2 Class.
- Duty Crews are assisting with the Age Friendly Sand Bucket Program and have delivered buckets to all those who have requested them.
- Chief Cote is working on updating mutual aid plans for Fire & EMS services.
- Chief Cote continues working on updating response plans and preplans.
- Glass Master Tool was placed in service to assist with vehicle extrications.
- New Staff orientation continues in house for new staff.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- One new Paid Call Ambulance Driver was hired and started their training.
- Full-time and Paid Call Meetings and Training continue monthly.

Jon Cote – Fire Chief

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT

Respectfully Submitted,

Peter Jamieson, Town Manager.

Receipt Search Report

Actual Date Between 11/18/2023 and 01/22/2024, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
2 BOAT REGISTRATION	8	453.40
3 ATV REGISTRATIONS	2	205.00
4 SNOWSLED REG	236	33,827.09
5 GAME LICENSES	177	7,465.00
7 CODE ENFORCEMENT	22	1,293.25
8 ASSESSING MISCELLAN	2	2,230.40
10 POLICE MISCELLANOUS	3	150.00
11 TRANSFER SITE	1	916.00
12 TRANSFER SITE RECYC	3	11,395.01
14 GENERAL ASSISTANCE	3	5,975.46
15 AIRPORT	2	2,428.11
16 AIRPORT EXC/SALE TX	2	1,926.89
22 ADM COPIES /AUDIT	9	26.00
24 ADMIN	1	1,500.00
25 ADMINISTRATION	1	10.00
26 NOTARY FEES	12	95.00
27 MISC ASSESSING	1	1,930.00
30 REV SHARING/BETE	4	580,220.17
32 LRAP	1	51,944.00
39 AMB AR COLLECTIONS	1	674.38
42 CDBG MLKT HIST SOC	2	931.72
43 UNUM - W/C REIMBURS	6	5,285.71
44 UNUM - W/C REIMBURS	1	1,750.00
50 MUNICIPAL BLDG	2	4,666.66
51 ECONOMICAL DEVELOPM	1	8,438.79
52 FIRE & AMBULANCE MISC	2	1,515.00
53 AMBULANCE PAYMENTS	32	9,555.95
54 AMULANCE CR CARD PAYMENTS	6	725.00
56 RECREATION	1	400.00
57 SNOWSLED AND ATV	1	19,129.15
61 SCHOOL APCON 2597	7	3,203.51
62 SCHOOL REVENUE 2597	31	929,469.93
63 VIC/ENT/PED/VND/BUS	8	190.00
65 PUBLIC WORKS/EXPENS	7	8,152.31
67 WW & SCHOOL BANK FE	2	548.67
68 ACCTS REC MISC	1	2,540.01
70 SCHOOL PAYROLL TAX	10	148,343.13
74 CEMETERY BILLING	6	2,000.00
77 WASTEWATER TREATMEN	2	387.00
90 Real Estate Payment	968	1,284,618.78
91 Tax Lien Payment	60	37,008.77
92 Personal Property Payment	40	471,993.59

Receipt Search Report

Actual Date Between 11/18/2023 and 01/22/2024, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
94 Utility - Sewer Payment	850	82,073.09
95 Utility - Sewer Lien	28	6,118.59
99 Motor Vehicle	501	140,810.16
100 WASTE WATER PR TAX	9	7,065.35
101 ELECTION-REIMBURSE	2	452.14
111 TRANSFER STICKER TO	433	8,682.00
112 TRANSFER STICKER UN	81	858.00
800 Dog Registration	269	2,546.00
801 Death Certificate	24	918.00
802 Birth Certificate	30	552.00
803 Marriage Certificate	11	233.00
804 Burial Permit	4	80.00
	3929	3,895,907.17

Non Zero Balance on All Accounts

Tax Year: 2024-1 To 2024-2

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
1474 R	YORK, RUDY R	2024	2,041.68	1,020.84	1,020.84
2216 R	YOST, RICHARD W JR	2024	138.18	0.00	138.18
Total for 938 Bills:		938 Accounts	1,499,376.16	532,552.18	966,823.98

Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	555.54	0.00	0.00	555.54
C - Correction	-9,648.24	0.00	0.00	-9,648.24
P - Payment	530,535.53	0.00	0.00	530,535.53
Y - Prepayment	11,109.35	0.00	0.00	11,109.35
Total	532,552.18	0.00	0.00	532,552.18

Non Lien Summary

2024-1	938	966,823.98
Total	938	966,823.98

No Bills 0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
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Total for 938 Bills: 1,499,376.16 532,552.18 966,823.98

Non Zero Balance on All Accounts

Tax Year: 2024-1 To 2024-1

Personal property

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
62 P	STERN'S LUMBER COMPANY INC.	2024	1,043.40	1,042.82	0.58
282 P	SURPRENANT DAVID & LUISA	2024	874.20	0.00	874.20
387 P	SURPRENANT, DAVID & LUISA	2024	141.00	0.00	141.00
186 P	THREE RIVERS HOLDINGS LLC	2024	473.76	0.00	473.76
264 P	TOGUE POND COMPANY	2024	5,129.58	2,564.79	2,564.79
378 P	VIASAT INC	2024	64.86	64.13	0.73
2212 P	WCIORKA-ROWE, MARIA	2024	516.06	258.03	258.03
77 P	WILEY, JOHN	2024	335.58	167.79	167.79
Total for 54 Bills:		54 Accounts	198,573.40	106,183.46	92,389.94

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	106,179.56	0.00	0.00	106,179.56
Y - Prepayment	3.90	0.00	0.00	3.90
Total	106,183.46	0.00	0.00	106,183.46

Non Lien Summary

2024-1	54	92,389.94
Total	54	92,389.94

No Bills

0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
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Total for 54 Bills: 198,573.40 106,183.46 92,389.94



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FIRE AND AMBULANCE RUNS REPORT FOR DECEMBER 2023

AMBULANCE

Local BLS: 69

Local ALS: 19

Local No Transport: 10

Out of Town BLS: 8

Out of Town ALS: 1

Out of Town No Transport: 1

Police Stage: 3

Public Assist: 13

CHIEF OFFICER CALL IN NO STAFFING: 4

Lost Calls BLS: 7

Lost Calls ACLS (Paramedic): 11

FIRES

Structure Fire- 1

Dumpster Fire- 3

General Fire Alarm Activation-2

Residential Smoke Alarm-1

Water Rescue-1

Odor Call/Dryer Smoking-1

CO Call-1

Aid to the Ambulance-1

Motor Vehicle Accident-1

Snowmobile Crash-1

Utility/Wires Down-6

Mutual Aid Given-1

Chief Jonathan P. Cote
Millinocket Fire Department
fire.ems@millinocket.org

Town of Millinocket

Permit Summary

2023

<u>Type</u>	<u>Number Issued</u>	
Alteration	16	
Principle	6	
Accessory	14	
Change of Use	3	
Demolition/Moving	16	
Sign	4	
Fence	9	
Electrical	49	
Plumbing	10	
Road/Driveway	1	
Yard Sale	20	
Outdoor Wood Boiler	0	
Certificate of Occupancy	4	
Livestock	1	
Home Occupation	0	
Site Plan	1	
<u>TOTAL</u>	154	12/31/2023

East Millinocket Police Department

- 2023 was another record-breaking year in relation to calls for service. Our calls for service increased again in 2023 totaling 10,844 calls with 5,745 of those calls being in the Town of Millinocket. We are still working to complete our end of year complete statistics to include total arrest, traffic stops, types of offenses, etc.
- Although this hasn't been a typical Maine winter with very little snow conditions thus far, we are starting to see an increase in snowmobile visitors to our region as we have received a little snow over the last few weeks. We want to remind everyone to drive with extra caution as our region is a very large attraction to snowmobile traffic to include our downtown restaurants and area hotels. Please be mindful of snowmobile trail crossings and THINK SNOW!
- Last year we were awarded a grant by the Penobscot County Commissioners to upgrade the radio infrastructure in the Katahdin Region. This work will include adding two repeated channels for local public safety use of not only our agency, but all Fire and EMS agencies in the Katahdin Region. That project is now moving to the next phase with hopes of completion by Spring 2024.
- Working in conjunction with the Penobscot County Sheriff's Office we are planning an active shooter exercise that will take place at Stearns and Granite Street schools in February. This exercise will include a several hour training block for Fire/EMS and Law Enforcement and then a couple weeks later they will put their training to place with a full-scale exercise. The purpose of this training is geared toward a response to these incidents with minimal resources as the Katahdin Region is unique and we don't have as many resources as the larger, non-rural communities. This training and exercise will be very beneficial because it involves working with all public safety resources in our region due to the fact we typically don't get to train together.



Millinocket Memorial Library Director's Report

December 2023/January 2024

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 1.12.2024



LIBRARY UPDATES

Operations

December and January tend to be one of our slower times of year in terms of foot traffic, circulation, and library use, with many people busy over the holidays and staying inside on cold days. We've been using this time to work on the things that are easy to put off when we're busy such as emergency planning. Our emergency planning process will involve reviewing our insurance policies for coverage gaps, updating our staff's safety certifications, and improving our security protocols, succession plan, and knowledge of the facility. We will be reaching out to local and county EMS for some guidance in this process.

Facilities

Teens helping to paint the new space!



This winter, we're gathering quotes from insulation and roofing vendors to repair the outer edge of the roof of our Children's Room, which has been leaking, particularly in high wind.

At the same time, we're collecting quotes for sound insulation between our floors and meeting rooms. With our teen space moving downstairs, we want to ensure that everyone can continue to comfortably coexist in the space, and a big piece of that is sound insulation. The new teen area is about 70% complete, and we plan to host a grand opening of the space in late winter. It's been great to work with many local teens to prepare the room; from helping paint the walls, to assembling furniture, to creating a mural, they've taken ownership of the space in a big way.

Fundraising

Our annual fundraising appeal wrapped up at the end of December and brought in approximately \$36,000 to the library from 173 donors. We exceeded our fundraising goal of \$25,000 in large part because of an unexpected gift of \$10,000 from a single donor. We are so grateful to everyone who contributed from the community and beyond!

Programs

This past month our programs included a resource fair with SaVida Health, technology drop-in help with Outer Reach Broadband, a Coffee and Paper Crafts program for teens and adults, Yarn Arts Club, afternoon movies for kids, toddler story time, Rape Response Services drop-in hours, and our typical computer classes.

We've established our program goals for 2024 based on community input, which include offering:

–**Preventative Programs:** 8 resource-based preventative programs such as workshops on avoiding tax scams or LiHEAP sign-up sessions and 2 or 3 community conversations on pertinent local issues

–**Youth Programs:** a robust Summer Reading Program and teen-led programs such as Dungeons and Dragons Club and Pokemon Club

–**Adult Programs:** 8-9 literary and cultural programs for adults and several hands-on workshops on topics like gardening and crafting

Resource Navigation

Our Resource Navigator, John Marden, has been busy this winter. The most frequent issue he's been assisting folks with is heating insecurity, followed by food and transportation. While we provide information and support in-house, we also handle a lot of referrals to other agencies, so we've been working this winter on deepening our relationships with key organizations like Disability Rights of Maine and Eastern Area Agency on Aging to further streamline the referral process.

One of the barriers we've observed to people accessing services is a lack of the digital skills needed to apply for benefits online. In response to this and other needs, we plan to pilot 1-1 technology help by appointment at the library this spring in addition to our computer classes.

Gear Library

Due to the strange winter weather, the gear library is reopening a little late for the snow season on January 12th. Its winter hours will be Mondays from 9-12, Fridays from 12-6, and Saturdays and Sundays from 9-4. In addition, we'll be offering a number of outdoor programs for all ages, including community snowshoes, trail tours, after school youth programs, and cross country ski clinics.

Our General Manager, Baileigh Studer, continues to assist with a Stearns High School class focused on trail maintenance and gear repair. Our hope is to increase the gear repair skills of local youth and create a pipeline of future gear library interns, all while connecting them to their community and the emerging outdoor recreation economy.

LIBRARY STATISTICS

Patrons	November 2023	December 2023	Change	December 2022	
Cardholders	2771	2772		1	2429
Adult Cardholders	2147	2153		6	1920
Youth Cardholders	614	615		1	504
Millinocket Resident Cardholders	2081	2082		1	1825
Out of State Cardholders	85	79		-6	76

Circulation	November 2023	December 2023	Change	December 2022	
Active Cardholders	310	32		-278	312
Circulation	875	851		-24	1089
Active Cloudlibrary Users	33	34		1	27

Program Engagement	November 2023	December 2023	Change	December 2022	
Library Website Visits	1765	1726		-39	1631
Facebook Likes	1771	1784		13	1553
Instagram Followers	659	671		12	593
Adult Programs	6	4		-16	11
Adult Program Attendance	43	29		-14	76
Children's Programs	6	5		-1	12
Children's Program Attendance	21	25		4	37
Community Meetings	9	7		-2	5
Community Meeting Attendance	57	55		-2	47
Foot Traffic	1350	1477		127	No data
Library Volunteer Hours	124			-124	166

Facilities	November 2023	December 2023	Change	December 2022	
Hours Open	137	140		3	154
Computer Sessions	217	163		-54	182
Public Meeting Room Use	109	97		-12	126
Wifi Connections	691	624		-67	543

Gear Library	November 2023	December 2023	Change	December 2022	
Gear Circulation	KGL Closed	KGL Closed		0	KGL Closed
KGL Programs	6	0		-6	In 2022, these were included in library program count.
KGL Program Attendance	15	0		-15	
KGL Hours Open	KGL Closed	KGL Closed		0	0
KGL Foot Traffic	KGL Closed	KGL Closed		0	0

Resource Navigation	November 2023	December 2023	Change	December 2022	
Individuals Served	No data	58		No data	162
Primary need: Heating	No data	29		No data	No data
Primary need: Food	No data	1		No data	No data
Primary need: Transportation	No data	3		No data	No data
Primary need: Other	No data	1		No data	No data
Formal Referrals Made	No data	9		No data	No data

ORDER #18-2024

PROVIDING FOR: Municipal Quit Claim Deed to Elaine M. Ferland

IT IS ORDERED that the Millinocket Town Council authorizes the Town Manager to sign, execute, and file all necessary paperwork related to the attached Municipal Quit Claim Deed, transferring any and all right title and interest in and to Tax Map U5, Lot 230-A, as shown on the tax maps of Millinocket, Maine, to Elaine M Ferland in her capacity as Personal Representative of the Estate of Wane M. Ferland.

PASSED BY THE COUNCIL: _____

ATTEST: _____

MUNICIPAL QUITCLAIM DEED

TOWN OF MILLINOCKET, a body corporate and politic, located in Millinocket, Penobscot County, Maine, for consideration paid, grants and releases to **ELAINE M. FERLAND** of Millinocket, Maine, whose mailing address is 77 Water Street, Millinocket, Maine 04462, not individually, but only in her capacity as **Personal Representative of the ESTATE OF WAYNE M. FERLAND**, all of its right, title and interest in and to Tax Map U5, Lot 230-A, as shown on the tax maps of **Millinocket**, Penobscot County, Maine, said maps being on file in the Assessor's Office at the Town of Millinocket, 197 Penobscot Avenue, Millinocket, Maine, which Grantor may have acquired by virtue of the undischarged sewer lien referenced below.

Meaning and intending to release, and hereby releasing to Grantees, any and all interests that Grantor may have in the above described property pursuant to the following lien certificate recorded in the Penobscot County Registry of Deeds:

1. Dated October 18, 2017 and recorded in **Book 14641, Page 100.**

For a further description of the foregoing property, reference is made to the deed from Melvin F. Ferland and Gloria M. Ferland to Melvin F. Ferland, Gloria M. Ferland, and Wayne M. Ferland, dated January 6, 2004 and recorded in the Penobscot County Registry of Deeds in Book 9165, Page 121.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, Peter Jamieson, Town Manager of the said Town of Millinocket, has hereunto set his hand and seal in his said capacity on this _____ day of January 2024.

TOWN OF MILLINOCKET

By: _____
Peter Jamieson, Town Manager

STATE OF MAINE

Penobscot County _____, 2024

Personally appeared the above named Peter Jamieson being the Town Manager of the Town of Millinocket, and acknowledged before me the foregoing instrument to be his free act and deed in his said capacity and the free act and deed of said body corporate and politic.

Notary Public

Print or type name as signed

