



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, FEBRUARY 22, 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: Update-Order #27-2024; Additions- Town Manager's Report, Orders #33-2024 through #35-2024
4. Approval of Minutes: February 8, 2024, Regular meeting.

UNFINISHED BUSINESS: n/a

5. Special Presentation:
 - a. Diana Furukawa, Millinocket Memorial Library – Quarterly Financial Update
 - b. Mandy Hollway, Olver & Associates – Bates Street Project with MDOT

NEW BUSINESS:

6. Town Manager's Report: 2/22/2024
7. ORDER #26-2024 Approval of the Town Warrant for February 22, 2024
8. ORDER #27-2024 Approval of the Wastewater Warrant for February 22, 2024
9. ORDER #28-2024 Approval of the Appointments to the Planning Board
10. ORDER #29-2024 Date, Time, Place and Warden for the Presidential Primary
11. ORDER #30-2023 Absentee Ballot Processing for the Presidential Primary
12. ORDER #31-2023 Registrar Office Hours
13. ORDER #32-2024 Approval of Certain Parking Lot Closures
14. ORDER #33-2024 Approval of Town Clerk's and Tax Collector's Office Closure on Election Days
15. ORDER #34-2024 Approval of Airport Master Plan
16. ORDER #35-2024 Approval of Funding for Completion of Elevator Modernization

17. Reports and Communications:

- a. Warrant Committee for the March 14, 2024, Council Meeting will be Councilor Dumais and Councilor Higgins
- b. Chair's Committees Reports
- c. Two Minute Public Comment

18. 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/j/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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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/>.



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Town Manager's Report – 2.22.24

Department Updates

Treasurer:

- Took some training from TRIO and also onsite training with Amy Dunn.
- Learning about the assessing portion of sewer from Lorna and mortgage holder entry. Worked with Diana on entering name and address changes in sewer accounts.
- Prepared and filed 4th Quarter of 2023 forms.
- Worked on getting TCC (Transmitter Control Codes) required for IRS electronic filing requirements which were new for 2023. Anyone with more than 10 forms is now required to file electronically. This includes W-2's, 1099's and 1095C forms.
- Spent most of January preparing and filing W-2's, 1099's and 1095C forms and other year-end processes.
- I am working on finding my way around the files and how journal entries have been recorded in the past and also familiarizing myself with the accounts and budgets.
- Made some notes so that weekly and monthly processes are easier for me to complete.
- Worked with the School Department on getting reports and TCC numbers for their filings. Also worked with the Business Manager to assess what she needs from me and what I would like to see from her.
- Completing work on the next round of sewer liens which will be filed this month.
- Budget Worksheets have been handed out and are starting to roll in. I will be entering them into the budget as they get returned. Met with Peter and Lori for the first round of administration budgets.
- Mostly for me it's been finding my way around the systems already in place and looking back to see how things have been done. I am feeling more comfortable and confident each week. Everyone has been great about helping me out with my questions and showing me things in TRIO and I sure do appreciate it!

Respectfully submitted, *Beverly MacLeod, Town Treasurer*

Assessing:

- We continue to enjoy a slower pace and continue to use the time to catch up on paperwork.
- The personal property mailing is complete, and Traci anticipates mailing it this week.
- We are now working on updating our Current Use Tree Growth program files.
- I have been reviewing the last few months' sales data.



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- The following sales dates and sale prices show a sampling of properties that have sold multiple times.

#	Street	Sales Dates	Sale Prices
144	State	9/23	\$ 210,000
		8/22	\$ 165,000
65	New Hampshire	10/23	\$ 175,000
		6/10	\$ 57,000
142	Wassau	10/23	\$ 259,000
		10/21	\$ 210,000
80	New Jersey	10/23	\$ 130,000
		4/18	\$ 73,000
30	Grand	10/23	\$ 92,700
		11/18	\$ 50,000
89	Pamola	11/23	\$ 39,500
		2/18	\$ 21,500
56	Congress	11/23	\$ 147,900
		2/18	\$ 48,500
134	Minuteman	11/23	\$ 225,000
		7/17	\$ 99,500
52	Central	12/23	\$ 85,000
		10/18	\$ 20,000

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



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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:

- Walk through with FMO plans review at Katahdin Inn about renovations and plans to move forward on upgrades to this property by the new owners.
- Following up on residential property projects that have been permitted for follow up inspections.
- Attended online continuing education seminar for LHO.
- Followed up with our safety consultation from MMA, about safety issues and recent inspections at Town facilities. All issues addressed and closed out with MMA.
- Continuing to work with area businesses that are making upgrades or changes.
- Attended ZOOM training with DHHS on Local Health Officer legal issues.
- Attended ZOOM training with Age Friendly on Volunteers.
- Attended webinar on Radon through LHO continuing training.
- Attended webinar on Brown tail Moths through LHO continuing training.
- Attended ZOOM meeting on upcoming Eclipse in April.
- Worked with other Town Departments and organizations on Winterfest events.
- Worked with Age Friendly Millinocket on upcoming Snow Down event for all ages.
- Attended via ZOOM a Fire Prevention and Education Workshop with NFPA about this year's Fire Prevention Week activities.
- Received updated STR proposed ordinance for review from Town Attorney.
- Gathering information on Solar Energy System Ordinances around the State.

Thomas Malcolm – CEO, Public Health & Safety

Airport:

- The G.A.R.D. system has recorded 136 aircraft operations this month to date.
- All snow removal equipment repairs have been completed.
- The completed Airport Master Plan documents have been submitted for council approval.



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- Runway, Taxiway, and Approach Lighting design is ongoing, averaging two to three meetings a week.
- I will be attending the final PAC meeting for MEDOT's 20-year State Aviation Plan on February 29th.
- Work has begun on the FY25 municipal Budget.

Jeff Campbell – Airport Manager

Community Initiatives:

- 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
 - Fine tuning the final draft before turning it over to DesignLab
 - Street Pole Banners
 - Final designs are being cleaned up by DesignLab
- Overseeing the following projects:
 - EV Charger Install
 - Almost completed.
 - Concept design of the Community Center
 - Accepted a bid – Arcadia Designworks
 - Updated the Sewall Foundation
 - Preliminary meeting with Arcadia
 - Brownfields Community Wide Assessment
 - Sevee and Maher have begun the work.
- Attended an ICL Session at Outward Bound
- Continued cross training as Deputy of General Assistance.
- Researched various grant opportunities.
- Submitted a grant proposal to the Maine Community Foundation for \$10,000 for a warming hut for the ski tow project.
- Submitted a grant proposal to the Community Resilience Partnership: Energy Efficiency Priorities fund for \$100,000 for new windows for the Municipal Building
- Submitted a letter of intent for CDBG Community Enterprise Funds - \$100,000 to start a business façade program in Millinocket.
 - Our letter has been selected to apply for funding.



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- Begun work on the Hopeful Sign project.
 - The design was created by artist Charlie Hewitt.
 - We are preparing for the fundraising phase.
 - "It's a word of action. It requires commitment to do. Hope you can have that. Hopeful means doing something, being reactive to your situation. Don't give in to things that are negative in your life. Go find a way to participate in the community, but also your family," Hewitt said.
 - Hopeful signs have been installed by Hewitt in Portland, Lewiston, Bangor, Ellsworth and Brunswick. *Renderings are attached*
-

Town Clerk/Tax Collectors Office:

Totals include January 23, 2023, through February 20, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,193,215.74 was collected, which involved 2656 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: **2nd half due date: 1/25/2024**; Tax paid summary as of 2/20/2024: **Reports Attached*
 - 2024 Real Estate: 575 accounts; Amount Due: \$623,290.78.
 - 2024 Personal Property: 37 accounts; Amount Due: \$23,227.97
 - 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.
 - finalizing prior 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:
- March 5, 2024 Presidential Primary Election; Items of interest: Certified and Sumbitted all required Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided, Confirmed ballot clerk schedule and **training for 3/1/2024**; Tested and confirmed all election media and ballots 2/9/24; Absentee Ballot requests are available until February 29, 2024, request by electronic ABR system, mail in, in person, or over the phone.

Other Items:



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- 2024 Dog tags became available on October 15, 2023; Fees: \$6 spayed/neutered; \$11 intact. ***Mandatory \$25 Late Fee effective Feb. 1, 2024; 161 Dogs remain unlicensed according to the Municipal Warrant List: if your dog is deceased, no longer have your dog, or live in Millinocket please contact the clerk's office so your records can be updated.***
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 – James Lawrence/Expired 12/23;
 - **Board of Appeals:** (2) Full Seats available - Krystle Garand/Expired 12/23, Dan Bernard/Expired 1/24;
 - **Recreation Advisory Committee:** (1) Full Seat available – Brennan Turner/Expired 12/23
 - **Planning Board:** Anthony Filauro/Charles Cirame - Expire 3/24; both submitted letters of resignation of re-appointment when term expires March 2024.

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 attended the Healthcare Coalition of Maine Leadership Team Meeting via zoom.
- Chief Cote attended multiple County & State Eclipse Planning meetings via zoom.
- Chief Cote attended a state Traffic Incident Management Meeting via zoom.
- Chief Cote hosted a virtual planning meeting for the Town of Millinocket on emergency planning and operations for the Eclipse.
- Chief Cote and staff attended the Active Shooter Trainings held at Medway and Millinocket Schools.
- Chief Cote met with library staff on future fire & life safety classes for the community.
- Annual Hazmat Awareness Training and gear inspections were held for all department members.
- Annual Snowmobile Rescue training was held for all department members.
- New portable radios were assigned and issued to department members.
- WIFI was installed in the ambulances by NewCom and set up continues to happen for these.
- Department ladders were tested, and all passed.
- 781 & 783 had its annual service completed by Northeast Fire Apparatus.
- MMA Inspection was completed on January 17th and went very well.
- Working with Maine EMS on WIFI services for the departments three ambulances.
- Application for the Maine EMS Sustainability Funding project was submitted.
- Chief Cote is working on writing and submitting the 2023 Assistance to Firefighters Grant and partnering with the Community Initiative Director on the grant.
- Chief Cote is working full speed on emergency action plan and operations plan for the Eclipse.
- Chief Cote is working on the Fire & EMS 2024/2025 Budget Worksheets.



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- Chief Cote is working on the planning stages of an emergency action plan for the Eclipse on April 8th.
- Chief Cote continues to work with Town Administration and the County on Fire & EMS contracts for the unorganized townships.
- Duty Crews have completed the Maine EMS Vehicle Inventory Inspection Checklist for the Ambulance.
- Duty Crews are working on getting the side by side together equipment with lights, radio, siren, pump, and tank.
- Annual Fit Testing for N-95 and SCBA's mask were conducted for department members.
- Base Radio was gifted to the department by Penobscot EMA and was installed in the Chief's Office to communicate with PRCC directly.
- Chief Cote is setting up a Hazmat Operations Class for Millinocket Fire, Mutual Communities, and Millinocket Regional Hospital for March 22nd to 24th.
- Duty Crews continue assisting with the Age Friendly Sand Bucket Program and have delivered buckets to all those who have requested them.
- Chief Cote continues working on updating response plans and preplans.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Full-time and Paid Call Meetings and Training continue monthly.

Jon Cote – Fire Chief, Emergency Management Director

NEOKRAFT SIGNS

Neokraft Signs, Inc.
647 Pleasant St | 70 Commercial St
Lewiston, Maine 04240
207.782.9654 | neokraft.com

Custom Sign Fabrication

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PRESENTATION

CHARLIE HEWITT



ACCT ID: 013553
LOCATION: MILL INOCKET, MAINE
DRAWING NO: 1 OF 2
DRAWN BY: DS REP: MM
DATE: 01.31.2024
QUOTE: ●
GEN REF: 22.7400, 21.6831, 20.5564,
19.5448, 5037, 4718, 4681

CUSTOMER APPROVAL

Drawing does not present exact color matches; refer to printing colors. Customer is responsible for art choices. Signing this section indicates that the customer approves the start of production and may incur additional charges.

X

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PHOTO-COMPOSITE—NOT TO SCALE: 3/16"=1'-0"

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PRESENTATION

CHARLIE HEWITT

ACCT ID: 013553
LOCATION: MILLINOCKET, MAINE
DRAWING NO: 1 OF 2
DRAWN BY: DS REP: MM
DATE: 01.31.2024
QUOTE: ●
GEN REF: 22|7400, 21|6831, 20|5564,
19|5448, 5037, 4718, 4681

CUSTOMER APPROVAL

Drawing does not present exact color matches, refer to specified colors. By signing below, customer is responsible for art creation and any color start or production may incur additional charges.

X

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PHOTO-COMPOSITE - NOT TO SCALE: 3/16" = 1'-0" ±

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PRESENTATION

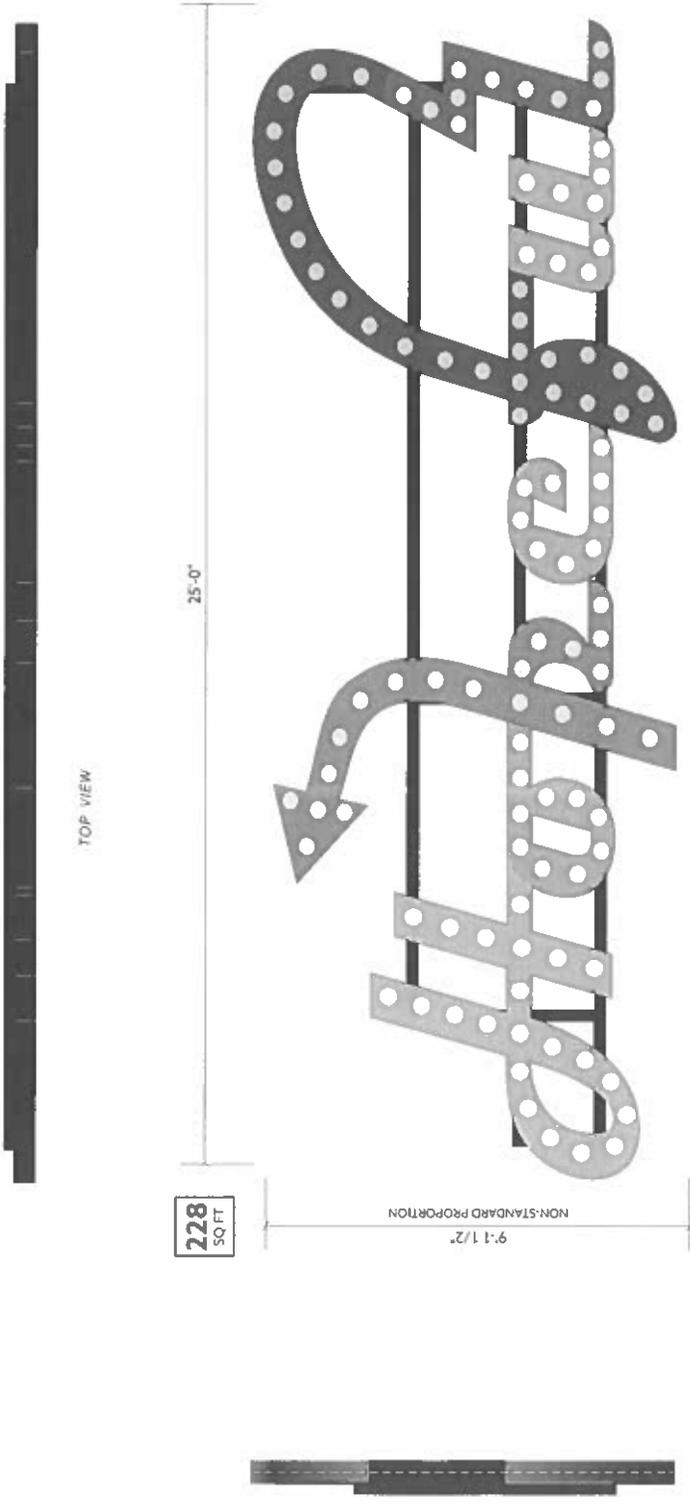
CHARLIE HEWITT

ACCT ID: 013553
 LOCATION: MILLINOCKET, MAINE
 DRAWING NO. 2 OF 2
 DRAWN BY: DS REP: MM
 DATE: 01.31.2024
 QUOTE: ●
 GEN REF: 2217400, 2116831, 2015564, 1915448, 5037, 4718, 4681

CUSTOMER APPROVAL

Drawing does not present exact color matches; refer to manufacturer's color chart for color reproduction. Client is responsible for art choices, spelling, punctuation. Changes after start of production may incur additional charges.

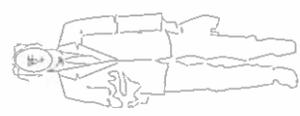
X



END VIEW

FABRICATED ALUMINUM OPEN CHANNEL LETTERS.
 .063 BACKS AND RETURNS: BLACK OUTSIDE, WHITE INSIDE
 3 mm WHITE DIBOND BAFFLE WITH HOLES ROUTED FOR
 (107) SOCKETS, 3" BULBS; DIFFERENT COLOR VINYL LETTER OVERLAYS OR PAINT AS SHOWN

STEEL RAIL/RACEWAYS, PAINTED BLACK
 ELECTRICAL TO SIGN LOCATION BY OWNER



FACE-LIT CHANNEL LETTERS ON ALUMINUM FRAME

SCALE: 3/8"=1'-0" (1) SET REQUIRED

Receipt Search Report

Actual Date Between 01/23/2024 and 02/20/2024, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
2 BOAT REGISTRATION	2	118.00
3 ATV REGISTRATIONS	1	75.00
4 SNOWSLED REG	113	13,125.76
5 GAME LICENSES	22	1,075.00
6 DOG LICENSES	2	-5.00
7 CODE ENFORCEMENT	3	239.00
8 ASSESSING MISCELLAN	1	1,115.20
12 TRANSFER SITE RECYC	1	10,059.00
15 AIRPORT	1	108.18
16 AIRPORT EXC/SALE TX	1	60.00
22 ADM COPIES /AUDIT	5	19.00
23 ADMINISTRATION	1	27.75
26 NOTARY FEES	4	20.00
27 MISC ASSESSING	1	36,499.29
42 CDBG MLKT HIST SOC	1	465.86
43 UNUM - W/C REIMBURS	2	1,000.00
50 MUNICIPAL BLDG	1	2,333.33
52 FIRE & AMBULANCE MISC	2	25.88
53 AMBULANCE PAYMENTS	17	3,831.15
54 AMULANCE CR CARD PAYMENTS	2	300.00
57 SNOWSLED AND ATV	1	3,025.34
61 SCHOOL APCON 2597	3	2,753.59
62 SCHOOL REVENUE 2597	9	510,404.68
63 VIC/ENT/PED/VND/BUS	2	25.00
65 PUBLIC WORKS/EXPENS	4	6,722.59
70 SCHOOL PAYROLL TAX	4	66,409.28
72 INSURANCE REIM	1	725.00
90 Real Estate Payment	423	281,584.42
91 Tax Lien Payment	14	12,336.37
92 Personal Property Payment	17	9,171.44
94 Utility - Sewer Payment	1453	154,180.03
95 Utility - Sewer Lien	5	822.92
99 Motor Vehicle	221	65,788.05
100 WASTE WATER PR TAX	4	3,145.63
111 TRANSFER STICKER TO	163	3,266.00
112 TRANSFER STICKER UN	34	368.00
800 Dog Registration	86	1,283.00
801 Death Certificate	11	369.00
802 Birth Certificate	16	282.00
803 Marriage Certificate	2	61.00

Receipt Search Report

Actual Date Between 01/23/2024 and 02/20/2024, Receipt Type Between 1 and 804

2656

1,193,215.74

REAL Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
1316 R	WYMAN, GERALDINE B (DEWISEES)	2024	1,472.04	736.02	736.02
1317 R	WYMAN, GERALDINE B (DEWISEES)	2024	1,229.52	614.76	614.76
1318 R	WYMAN, GERALDINE MCMAHON (DEWISEES)	2024	1,528.44	764.22	764.22
1765 R	WYMAN, GERTRUDE D	2024	1,362.90	1,361.54	1.36
195 R	YORK, AGNES R &	2024	1,139.28	0.00	1,139.28
1871 R	YORK, JENNIFER L (NUTTING)	2024	961.62	0.00	961.62
2008 R	YORK, KERI J	2024	634.50	0.00	634.50
867 R	YORK, NIKKI-JO	2024	1,663.80	1,661.03	2.77
1474 R	YORK, RUDY R	2024	2,041.68	1,020.84	1,020.84
Total for 575 Bills:		575 Accounts	909,157.39	285,866.61	623,290.78

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-3,258.18	0.00	0.00	-3,258.18
P - Payment	280,507.17	0.00	0.00	280,507.17
Y - Prepayment	8,617.62	0.00	0.00	8,617.62
Total	285,866.61	0.00	0.00	285,866.61

Non Lien Summary

2024-1	575	623,290.78
Total	575	623,290.78

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 575 Bills: 909,157.39 285,866.61 623,290.78

Personal Property

Acct Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 37 Bills:	37 Accounts	56,150.71	32,922.74	23,227.97

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	32,922.74	0.00	0.00	32,922.74
Total	32,922.74	0.00	0.00	32,922.74

Non Lien Summary

2024-1	37	23,227.97
Total	37	23,227.97

No Bills		0.00	0.00	0.00
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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 37 Bills:		56,150.71	32,922.74	23,227.97
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FIRE AND AMBULANCE RUNS REPORT FOR JANUARY 2024

AMBULANCE

Local BLS: 47

Local ALS: 11

Local No Transport: 2

Out of Town BLS: 4

Out of Town ALS: 5

Out of Town No Transport: 1

Police Stage: 3

Public Assist: 5

CHIEF OFFICER CALL IN NO STAFFING: 2

Lost Calls BLS: 7

Lost Calls ACLS (Paramedic): 5

FIRES

Structure Fire- 1

Dumpster Fire- 1

General Fire Alarm Activation-5

Odor Call-1

Motor Vehicle Accident with Extrication-1

Motor Vehicle Accident with Hazmat-1

Motor Vehicle Accident Property Damage-2

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

ORDER #27-2024

PROVIDING FOR: Execution of the Wastewater Warrant for February 22, 2024

IT IS ORDERED that the Wastewater Warrant for February 22, 2024, in the amount of \$21,076.38 is hereby approved.

Passed by the Town Council _____

Attest: _____

WASTEWATER WARRANTS

**TOWN COUNCIL MEETING
THURSDAY, FEBRUARY 22, 2024**

WW WARRANT (236)

WARRANT FEBRUARY 22, 2024 \$19,803.38

WW WARRANT (241)

WARRANT FEBRUARY 22, 2024 \$1273.00

TOTAL \$21,076.38

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

Type	Check	Amount	Date	Wrnt	Payee
R	10810	18.86	02/22/24	236	0229 CARQUEST AUTO PARTS
R	10811	79.96	02/22/24	236	0157 DEAD RIVER
R	10812	245.00	02/22/24	236	0235 GILMAN ELECTRICAL SUPPLY
R	10813	79.67	02/22/24	236	0330 KATAHDIN MOTORS, INC.
R	10814	40.02	02/22/24	236	1903 KATAHDIN TRUE VALUE
R	10815	420.96	02/22/24	236	0392 MAINE MUNICIPAL ASSOCIATION
R	10816	3,594.68	02/22/24	236	0037 MAINE WATER COMPANY
R	10817	245.00	02/22/24	236	2008 MAINE WATER ENVIRONMENT ASSOCIATION
R	10818	82.99	02/22/24	236	1819 NAPA AUTO PARTS
R	10819	134.99	02/22/24	236	1669 OFFICE DEPOT, INC
R	10820	598.22	02/22/24	236	0513 OLVER ASSOCIATES INC.
R	10821	898.94	02/22/24	236	1596 PREBLE OIL COMPANY
R	10822	34.96	02/22/24	236	0748 US CELLULAR
R	10823	261.17	02/22/24	236	1057 USA BLUE BOOK
R	10824	13,067.96	02/22/24	236	1502 VERSANT POWER
Total		19,803.38			

Count	
Checks	15
Voids	0

Millinocket
2:05 PM

WW(1)
A / P Check Register
Bank: KEY BANK WW A/P FD 3

02/21/2024
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	10825	1,273.00	02/22/24	241	0584 REGISTER OF DEEDS
Total		1,273.00			

Count	
Checks	1
Voids	0

ORDER #33-2024

POVIDING FOR: Closure of Town Clerks' and Tax Collectors' Offices On Election Days

WHEREAS: It is common practice in other communities throughout the State of Maine for these offices to be closed on election days due to staffing and operational support;

IT IS ORDERED: that the Millinocket Town Council approves the closure of the Town Clerks' and Tax Collectors' offices on election days moving forward.

NOTE: Supporting data resulting from poll of Maine Town Clerks attached

PASSED BY COUNCIL: _____

ATTEST: _____

Town	Respondent	Days	Open	Comments
Abbot	Loma Marshall	X	X	town of only 585 registered voters.
Augusta	Alisha Ballard	X		
Bar Harbor	Liz Graves	X		We implemented this I believe for the Presidential Election of 2020, includes tax collecting, other depts are open restrict the clerk's office to only election-related activities; but has helped us conduct the election efficiently
Belfast	Angie Crosby	X		
Bronswick	All Burnette	X		
Camden	Katrina Oakes	X		
China	Angela Nelson	X		
Cumberland	Jennifer S. Doten	X		
Danforth	Cheryl Pinkham	X		
Falmouth	Linda Case	X		
Farmington	Ananda Tyler	X		
Glenburn	Katie Allen	X		
Harrison	Kristen MacDonald	X		
Highland	Patricia Dunphy	X		
Kennebunk	Merton Brown	X		
Kittery	Jillian Richards	X		
Lebanon	Lynne M. Davis	X		
Lisbon	Lisa M. Ward	X		
Livemore	Ananda Tyler	X		
Lowell	Sheri Pratt	X		
Mechanic Falls	Janice Felt	X		
Minot	Sara Ferris	X		
Mount Vernon	Amanda Tyler	X		
Newcastle	Emma L. McKeamey	X		
Nobleboro	Robyn Clark	X		
Norridgewick	RICHARD A. LABELLE	X		
North Yarmouth	Debbie Grover	X		
Old Orchard	Kim McLaughlin	X		
Orland	Tracy Patterson	X		
Owls Head	Eleanor Stone	X		
Orford	Kathleen Dillingham	X		
Palermo	Lynn Demo	X		
Parsonsfield	Danielle Taylor	X		
Patten	Billie Doody	X		
Peru	Debra Coudrahn	X		
Pownal	Becky Taylor-Chase	X		
Sabattus	Brenda Letourneau	X		
Sedgwick	Lindsay Dow	X		
South Berwick	Tyenne Vasapoli	X		
Southwest Harbor	Jennifer E. LaHaye	X		
Swanville	Christie	X		
Tonawaton	Melissa Stevens	X		
Union	Tabatha Mac ARTHUR	X		
Van Buren	Jessica L. Cyr	X		
Verona Island	Lisa Sanborn	X		
Windsor	Kelly McGlothlin	X		
Winthrop	Sarah Quimby	X		
York	Lynn Osgood	X		

Our office has always been closed on any Election Day. We now (started 3 years ago) do not open until NOON on the day after an election. The last Presidential Primary election and it did not go well; ended up having to scramble and close the office last minute so she had additional staff up at the polls. We close the Town office on election day. The staff members that aren't involved in the election process work but we are closed to the public. Close for the day

Those of us not involved with the election still work in the office that day, but generally we are closed to customers. my 2 Deputies work with me as Registrar for the day. We have our election in the Town Office too so to have the front office open during an election can be noisy and stressful closed the office most of the time

know some towns are closed the following morning as well to finish up these immediate elections tasks. We may be exploring this option for Nov. The Town of Nobleboro is closed for all services during the elections

We close for every election; My Board has gone so far as to suggest we close on Wednesday, too, given the workload on staff at election time.

I close the front desk at the town office for every election since COVID, which consist of 2 assistance clerks and myself always closed the Town Clerk's Office on Election Day, because, as you said, we need all hands on deck

closing the Town Office during elections since 2020

been closing our office for the past few years

We closed this past November election and found it to be very helpful in order to focus on the elections for that day always closes the Office on Election Day

Our voting place is offsite and I need all the staff to help

Stressful day and need all hands on deck

There are a few residents that get a bit touchy but elections come first!

Our office is closed for any transactions and have all staff work the elections.

I don't think its fair to leave one person to take care of everything, it should be assumed that the office will just be closed and reopened on wednesday, it takes a lot and with THREE to FOUR elections in a row you will need all hands on deck

always been told no (population <1700)

office workers also work the election

We close the office for every election) closes for all elections (Local, State & Federal)

holding elections at our school since COVID and have closed the office for Election Day

it causes a lot of stress. 1- on the single person trying to run the office alone, and 2- the fact that we could use that extra help during the election.

Stressful day and need all hands on deck

POVIDING FOR: Approval of Airport Master Plan

WHEREAS: The multi-year combined effort between the Town of Millinocket and Hoyle Tanner has come to completion; resulting in this highly detailed recommendation of reconstruction of the of the runways and other pieces of the airports infrastructure;

IT IS ORDERED: that the Millinocket Town Council accepts and approves the updated Millinocket Municipal Airport Master Plan as presented.

NOTE: The engineered drawings and related documentation have been available in the Town Manager’s office for review by members of the Town Council.

PASSED BY COUNCIL: _____

ATTEST: _____

POVIDING FOR: Approval of Funding for Completion of Elevator Modernization

WHEREAS: The Town of Millinocket must modernize it’s Municipal Building Elevator stemming from ages of wear and tear as it is a necessity for the operation of the building for their own uses and that of their tenants; and

WHEREAS: Since the original quote, the cost of the project has increased by \$11,400.00 to \$118,600 and other funding sources toward this project include:

\$32,000.00 – Town of Millinocket ARPA Funds

\$49,999.00 – Penobscot County Commissioners Grant

\$25,000.00 – Expected with new Court Lease; and

WHEREAS: An updated lease agreement with the court is in progress but yet to be completed and time is of the essence to have this work scheduled and completed,

IT IS ORDERED: that the Millinocket Town Council approves an additional \$37,000.00 be allocated to the elevator modernization project from the unassigned fund balance for the work to be completed.

NOTE: The \$25,000.00 from the court is still likely to be attainable and be received toward the overall cost of the project. The difference in the Town’s expense will be an increase of about \$11,400.00.

PASSED BY COUNCIL: _____

ATTEST: _____



Pine State Elevator Company

230 ANDERSON STREET, PORTLAND, MAINE 04101-2545
Phone 207-773-7206 Toll Free 800-627-9706 Fax-773-4914

February 16, 2024

To: Town of Millinocket

RE: Millinocket Municipal Building

Subject: EL 3066-elevator modernization

Ladies & Gentlemen:

Pine State Elevator submits a price of ONE HUNDRED EIGHTEEN THOUSAND SIX HUNDRED DOLLARS (\$118,600.00) tax excluded to modernize the existing elevator as follows:

Included in quote:

- New Non-Proprietary microprocessor controller with built in diagnostics
- New floor selector system to improve leveling accuracy & reduce tripping hazard
- New GAL MOVFR II closed loop high speed door operators
- We have included new stainless steel interior elevator doors (hall side will be retained)
- Full height infra-red door protection devices integrated with door operating system. (improved safety feature)
- New door tracks, hanger rolls, gibs, closers & door trucks (hanger rolls) to improve reliability
- New ADA compliant autodial phone with 2013 code compliant phone line monitoring
- New LED emergency battery operated light
- New hydraulic power unit containing a new motor, pump and valve
- New stainless-steel hall push button stations at ADA Height
- Digital Elevator Position Indicators in all hall stations
- New Car operating Panel (buttons) with Fireman's Service panel and Digital Car Position Indicator
- Vandal resistant stainless-steel pushbuttons with LED acknowledge lights quoted
- New Braille tags to meet current ADA requirements
- Fire service phase 1 & 2 (smoke detector system by others)
- Independent Service
- Elevator will be out of service for 4 weeks (estimated)
- Includes 1 year Warranty & Service during normal working hours
- All work will be performed to ASME A 17.1 2013 Section 8.6 and 8.7 requirements
- Inspection with State of ME Inspector. (Note, this does not eliminate the need for the annual inspection)

Clarifications:

- We would maintain our standard insurance (General Liability: \$1 million, Umbrella: \$3 million). Should higher limits be required, the premiums will be added to our price. No waiver of subrogation.
- No bonds were included. No wage scale was included, No penalty clauses will be accepted
- Price based on current material & labor prices. Price based on a signed agreement or acceptable contract being issued within 30 days from date of quote for delivery and installation within 12 months from date of quote. Tariffs & trade policy, as well as normal material & labor escalation may not allow us to hold pricing longer than that without the need to increase the price.

Alternates:

1. If this work can be substantially combined with the elevator modernization the Millinocket Library



Pine State Elevator Company

230 ANDERSON STREET, PORTLAND, MAINE 04101-2545
Phone 207-773-7206 Toll Free 800-627-9706 Fax-773-4914

you may deduct \$3,000.00 from this price (and the same from our modernization proposal to the library dated 1-31-24). Both jobs must be awarded together and done on similar time tables to allow us to achieve savings from combining trips for surveys, preinstallation meeting, oversight, inspection and punch-list.

2. If you would like to renovate the elevator interior at this time, using a new cab interior system in Classic 1 style (rendering attached) on 3 walls finished in standard Wilsonart laminate and a new aluminum framed ceiling grid with aluminum faced panel inserts and LED downlights please add \$12,800.00
3. The existing jack assembly shows no signs of leaking, however it has been in the ground since the 1980's. If you would like to replace the jack assembly during this work, add \$65,000.00 to the price and 4 weeks to the duration. In addition, you will need to contract with Clean Harbors or similar to pump out the hole after the jack has been removed. Additional costs may apply if the existing hole is not large enough or plumb enough to accept the new equipment and the PVC liner that is now required.

Schedule:

- Limited Shop drawings 3-4 weeks
- Material onsite: 14-18 weeks after written order
- Installation: 3-4 weeks per elevator depending on alternates selected (elevator will be out of service)
- Inspection by State: after all punch list items are complete
- Note: Installation slot subject to our workload at time of order.

Brief list of work by others (not included in our price):

- A safe worksite for our employees including adequate Covid-19 precautions and policies.
- Smoke detector system for fire recall, tied into our controller. Heat detectors within 24" of each sprinkler head & shunt trip breaker. Testing for elevator pre-inspection & State Inspection
- If the elevator is operable on an emergency generator, contacts from the ATS switch to our controller will be required (supplied by others)
- Clean dry pit
- ABC Fire extinguisher in machine room
- Dedicated phone line
- New 110 lockable fused disconnect in machine room for cab lighting on a dedicated circuit
- Fused 3 phase disconnect for elevator (existing, though you should change it at this time)- wiring from disconnect to new controller
 - If there are sprinklers in the shaft or machine room a shunt trip breaker will be required along with a heat detector activation system
- GFI outlets in machine room and pit, waterproof pit light
- Onsite storage of material while work is in progress

Terms: 15% down; 40% due with release for production. Material onsite and/or labor performed billed weekly, due net 30.

If you have any further questions, please contact me at 207-773-7206.

Sincerely,

Travis D. McDuffie
Service Manager

ALL QUOTATIONS SUBJECT TO REVIEW IN THIRTY DAYS



Pine State Elevator Company

230 ANDERSON STREET, PORTLAND, MAINE 04101-2545
Phone 207-773-7206 Toll Free 800-627-9706 Fax-773-4914

Accepted By: _____

Date: _____ Title: _____

Billing Address: _____