



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, FEBRUARY 8, 2024
at 5:30 PM

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda: Correction- 1/25/2024 Minutes; Additions- Order #25-2024
4. Approval of Minutes: January 25, 2024, Regular meeting.

UNFINISHED BUSINESS: n/a

5. Special Presentation:
 - a. Shelley Lane, Superintendent of Schools – Quarterly Financial Update
 - b. Diana Furukawa, Millinocket Memorial Library - Quarterly Financial Update
 - c. Chamber – Eclipse Event

NEW BUSINESS:

6. ORDER #21-2024 Approval of the Town Warrant for February 8, 2024
7. ORDER #22-2024 Approval of the Wastewater Warrant for February 8, 2024
8. ORDER #23-2024 Approval of the Re-Appointment to the Recreation Advisory Committee – S. Jamieson
9. ORDER #24-2024 Approval of Expenditure from Unassigned Fund Balance – Lighting Upgrade
10. ORDER #25-2024 Approval of the Recommendation by the Economic Development and Sustainability Committee – Community Center Bid Award Concept Design
11. Reports and Communications:
 - a. Warrant Committee for the February 22, 2024, Council Meeting will be Councilor Pelletier and Councilor Danforth
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment

12. 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****



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/>.

January 25, 2024 *Corrected-DML

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

Roll Call: Town Council Members Present: Danforth, Dumais, Higgins, Madore, Mackin via Zoom, Pelletier via Zoom, McLaughlin. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health Officer Thomas Malcolm, Airport Manager Jeff Campbell, PW Director Bryan Duprey, FC John Cote, Media Brian Brown-Zoom, KAT Tv, 5 in person public attendance and 3 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Additions – Correction-Warrant Committee; Addition(s)- Manager’s Report; Orders #18-2024 & #19-2024.

Approval of Minutes: January 4, 2024, Executive Session, & January 11, 2024, Regular Town Council meeting.

Motion-Danforth Second-Higgins Vote 7-0

Council Comment: none

Public Comment: none

Special Presentation(s): none; *Council Comment:* n/a; *Public Comment:* n/a; Unfinished Business: None

Town Manager’s Report –1/25/2024; 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

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 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, Sevec 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. 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

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. 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.

Additions: High level overview, encourages viewing full report can be found on the website; Chamber received grant to assist with planning in preparation of the Solar Eclipse event, anticipating the community be prepared to handle the mass influx of visitors in attendance, anticipated increase of access to fire/EMS services, available centrally located amenities for public use; seeks council and public input for recommendation to include Bates street as an official access point for snowmobilers to connect to trail system at town line, after discussion with Warden Glidden and Club President Raymond learned if officially made a trail the liability would be included with trail system and not town: with council inquiry clarifies point of access beginning at Katahdin General Store, through underpass, along left side of road way, and ending a town line trail head access near Sawmill Bar and Grill restaurant; Council Comment: Council discussion express support permitting Bates Street at Katahdin General Store as a point of access to the trail head at the town line, limiting speed to 15mph currently abided by

ATV, monitored and enforced by law with safety concerns, consideration of designated signs be posted; Councilor Dumais inquires to the Manager if a hand shake agreement is now in place with all appropriate law enforcement for Bates Street access and if so, does this agreement suffice; *TM Jamieson informs agreement only from Katahdin General Store to Mooseshed; inquires to Mr. Brundrett if current agreement negative impact on business; Jamie informs yes noting closest accessible gas station; Councilor discussion expressed concerns of speed and misuse of roadway and by passing trail for access to clubhouse; inquiries if more work load on Public Works; *TM Jamieson informs no extra workload; council discussion concludes with motion from Councilor Dumais to authorize the Town Manager with recommendations from John Raymond and local authorities to design through Bates Street to the town line an access route for snowmobiling purposes posted 15 miles per hour limit; Second-Higgins; Chair Madore motions to amend designation from the town line to the Katahdin General Store, Chair Madore confirms motion as amended; Second on the Amendment-Dumais, Vote on Amendment 7-0;

***AMENDED - ORDER #19-2024 PROVIDING FOR Authorization for Designation of Snowmobile Trail Access Route – Bates Street. IT IS ORDERED that the Millinocket Town Council authorizes the Town Manager, with the recommendations of John Raymand and local authorities, to design through Bates Street *from Katahdin General Store to the Town line an access route for snowmobiling purposes, posted 15 miles per hour limit.**

Motion-Madore Second-Dumais Vote as Amended 7-0

Public Comment: Jamie Brundrett, 115 Highland Ave. and business owner of Katahdin General Store located on Bates Street, expressed his opinion to find all feasible ways to be mindful of businesses stating upper Bates Street only inaccessible part of town; trail access is important for residents and customers noting access to all businesses on Central Street and downtown; states there is already ATV trail access and is appreciative of what has been done already; asks for consideration to act quickly looking for a motion today to allow access from Bates Street to Town Line noting the short snowmobile season, informs State Law deems appropriate officials approve access for snowmobiles urges to consider the motion.

Scott Leavitt, 330 Congress, expressed concerns of insurance liability of Town with location of access trail along roadway.

Council Comment Continued on Manager's Report: Councilor Danforth inquires status on skating rink, *TM Jamieson informs weather permitting, work has been done in preparation to open as soon as possible; Councilor Higgins asks for clarification on CID grant status, *TM Jamieson informs the concept has not been awarded yet; Chair Madore congratulates fire chief Cote on appointments; Town Clerk Lakeman reminds of the town's board/committee vacancies.

Public Comment: Sandra Sullivan, 104 Sunset Drive, asks if the new ski town is tow is functioning; *TM Jamieson responds the slide is available for use, anticipates rope tow and hut will be put in this summer. Jamie Brundrett, suggests for the solar eclipse event that the town open up sections of the airport land for parking access; *TM Jamieson expressed concerns with wet ground conditions in April not being a feasible place for parking, informs the chamber is working on star points; Jeff Campbell, Airport Manager, is not opposed to the parking suggestion stating will cause a maintenance disaster, will consider and revisit closer to the event; Councilor Dumais informs there is plenty of parking available along Somerset street.

ORDER #13-202 PROVIDING FOR: Execution of the Town Warrant for January 25, 2024

IT IS ORDERED that the Town Warrant for January 25, 2024, in the amount of \$112,176.90 is hereby approved. Motion-Dumais Second-Higgins Vote 7-0

Council Comment: Noted larger expenses: Bangor Savings Bank, MMA-Workers Comp, MWS, Preble Oil Co., Versant Power,

Public Comment: none

ORDER #14-2024 PROVIDING FOR: Execution of the Wastewater Warrant for January 25, 2024
IT IS ORDERED that the Wastewater Warrant for January 25, 2024, in the amount of \$33,788.52 is hereby approved. Motion-Higgins Second-Dumais Vote 7-0
Council Comment: *Noted larger expenses:* Allen's Communications Service, MMA-Workers Comp, town of Millinocket, Office Depot, Russell Resources, Versant Power.
Public Comment: none

ORDER #15-2024 PROVIDING FOR Approval of Street Parking Closures for Winterfest Events
WHEREAS the Winterfest snow sled parade is scheduled to take place on Friday, February 16th, 2024; and WHEREAS the closure of parking on the left side of Penobscot Avenue is necessary for Public Works to place and remove snow for the parade, and WHEREAS, closure of the Bandstand parking lot is necessary for the safety for all activity participation, IT IS ORDERED that the Millinocket Town Council approves the street parking closures of Penobscot Avenue from Second Street up to Veteran's Memorial Park on Friday, February 16th, 2024, starting at 7:00 AM and ending at 8:00 PM; and close the bandstand parking lot on Friday, February 16th, 2024 from 7:00 AM to 10:00 PM. Note: See Attached Email request
Motion-Mackin Second-Danforth Vote 7-0
Council Comment: Councilor Dumais supports Councilor Mackin's order as read.
Public Comment: none

ORDER #16-2024 PROVIDING FOR Acceptance of Maine Forest Service Volunteer Fire Assistance Grant.
IT IS ORDERED that the Millinocket Town Council accepts this grant, totaling \$1,101.44, from the Maine Forest Service Volunteer Fire Assistance Grant program, with an equal share of local matching funds to be allocated from budget line 0203-2008, Tools and Equipment Replacement.
NOTE These funds will provide the following equipment for our Fire Department:
2 Electric Chainsaws, 3 Pulaski's, 3 Indian Tanks, 6 Wildland Brooms, 6 Wildland Collapsible Rakes.
Motion-Danforth Second-McLaughlin Vote 7-0
Council Comment: Chair Madore inquires to FC Cote the importance to the department; FC Cote informs this grant will upgrade the department with forestry equipment required for all forestry emergency needs outfitting all three trucks; Councilor Dumais thanks the chief for what he has done for the department.
Public Comment: none

***AMENDED** - ORDER #17-2024 PROVIDING FOR: Municipal Quit Claim Deed to K & M Motors, INC.
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 the described premises acquired through permission and license from Mary Mildred Gonya to the Town of Millinocket, dated November 6, 1964, and recorded in the Penobscot Registry of Deeds in Book 1994, Page 169. Motion-McLaughlin Second-Danforth Vote as Amended 7-0
Council Comment: *TM Jamieson suggests to change the language of order as the manager is not required to sign; Councilor Danforth motions to amend the order removing "to sign"; Second- Pelletier, Vote on the Amendment 7- 0.
Public Comment: none

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.
Motion-Pelletier Second-Danforth Vote 7-0
Council Comment: none; Public Comment: none

Reports and Communications:

a. Warrant Committee for the February 8, 2024, Regular Council meeting will be Councilor McLaughlin and Chair Madore.

b. Chair Committee Reports: Chair Madore, Economic Development/Sustainability, will meet Monday, January 29th, at 3pm in the Town manager's office.

Councilor Dumais inquires quarterly update from Our Katahdin; Chair Madore anticipates presentation in March.

Councilor Higgins inquires if any legal update status on Charter Review recommendations and STR; Chair Madore states no updates; Councilor Higgins recommends holding Economic Development/Sustainability committee meeting after 4:00pm, work hours, so all members that work can attend.

c. Two Minute Public Comment: Scott Leavitt, 330 Congress Street, expressed concerns snow being plowed across the street into the Michaud Trail, suggests the no plowing signs posted for this area with safety issues for children and pedestrians; *TM Jamieson addresses concerns being a point of frustration and violation of State Law informing has asked for support for enforcement on plowing issues.

Tom Malcolm, 73 School Street, favors the snowmobile access through Bates Street if speed limit is posted, states Central street needs signs posted as well for concerns of safety with current speeds.

John Raymond, 236 Highland Ave, looking to relocate trail access, anticipate landowner support, agrees with speed concerns supporting limit set, informs community trail system approved with LUPC permit finished to design bridge with the possibility of access on Huber Road and anticipate trail finalized; suggests no snowmobiling signs posted at access trail up through the lake road.

Motion to adjourn at 6:46 p.m. –Dumais, Second –McLaughlin Vote 7-0

ORDER #25-2024

Providing For: Approval of the Recommendation by the Economic Development and Sustainability Committee

WHEREAS: The Economic and Sustainability Committee was tasked with reviewing bids for the concept design of a Millinocket Community Center and to make a recommendation to the Millinocket Town Council as to what firm should be awarded the bid;

IT IS ORDERED: That the Millinocket Town Council award the bid for the concept design of the proposed Millinocket Community Center to Arcadia Designworks for a cost of \$29,140 dollars.

The committee recommends a yes vote.

Note: Listed below are the bidders and their proposed project costs:

Haley Ward-	\$ 77,500.00
Arcadia Designworks	\$29,140.00
Sealander Architects	\$34,000.00
CWS Architects	\$23,050-48,050
Placemark	\$75,995

APPROVED BY COUNCIL: _____

ATTEST: _____



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Economic Development and Sustainability Committee

The Economic Development and Sustainability committee was tasked to solicit design proposals and bids for a concept design of a proposed Millinocket Community Center. The committee received 5 bid proposals to consider. The members of the committee were given copies of the proposals to review. After a reasonable time for review the committee met on 2 occasions November 7th and January 29th to discuss their thoughts and considerations about each submission. Before the January meeting each member was given a scoring sheet. Members were asked to rate each bid on 4 categories, (Price, Capacity, Understanding Millinocket, and Energy Efficiency.) Each category was rated on a scale of 1-5 with 5 being the highest and 1 being the lowest. On the January meeting members were asked to share their scoring and offer reasons for their choices. Final tabulations were recorded, and the following were the results.

Haley Ward scored 79 points.

Arcadia Designworks scored 108 points.

Sealander architects scored 79 points.

CWS Architects scored 103 points.

Placemark scored 66 points.

Though the meetings were advertised , No one from the public attended either meeting so no public comment was offered. At the January 29th meeting a vote was called and by unanimous approval Arcadia Designworks was selected for recommendation to the Council.

Respectfully submitted,

Michael Madore, Committee Chair.



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All proposals received contained the following information:

- Cover letter stating interest in the project with signatures of duly authorized principal.
- Experience with similar projects.
- Experience of key staff personal.
- Explanation of interest in project as it relates to the Bidder's relationship with the municipality and the region.
- Cost of services breakdown in accordance with scope of work.

Contract will be awarded based on four (4) factors which are described below by the Sustainability Committee. Each factor will be rated, and the contract awarded under normal circumstances, to the bidder receiving the highest number of points. The following will be rated on a scale from 1-5 for a total of 5 points each.

- Price= 5 points. The highest number of points in this category will be given to the lowest reasonable bid price.
- Capacity=5 points. Points will be awarded based on prior experience in performing similar work produced, technical and financial resources in designing municipal or public buildings.
- Demonstrated understanding of Millinocket =5 points. All designs must take into consideration of the history, culture, and vision for the future. Points will be awarded based on a demonstrated understanding of the town and the bidder's relationship with Millinocket and the region.
- Energy Efficiency= 5 points. Points will be awarded based upon prior experience with energy efficiency and the intended energy efficiency standards of the design.