



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, MARCH 28, 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: n/a
4. Approval of Minutes: March 14, 2024, Regular meeting; Executive Sessions: February 29, 2024, March 13, 2024, March 14, 2024, & March 21, 2024.

UNFINISHED BUSINESS: n/a

5. Special Presentation: None

NEW BUSINESS:

6. Town Manager’s Report: 3/28/2024
7. ORDER #49-2024 Approval of the Town Warrant for March 28, 2024
8. ORDER #50-2024 Approval of the Wastewater Warrant for March 28, 2024
9. ORDER #51-2024 Approval of a Victualer License Application – Big Daddy’s Hot Box (MFT)
10. ORDER #52-2024 Approval of a Victualer License Application – Joe’s Chuck Wagon (MFT)
11. ORDER #53-2024 Approval of a Victualer License Application – Yum Bake Shop
12. ORDER #54-2024 Approval of Permanent Community Initiatives Director Position
13. Reports and Communications:
 - a. Warrant Committee for the April 11, 2024, Council Meeting will be Councilor McLaughlin and Councilor Pelletier
 - 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/j/82058394915>

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/>.

February 29, 2024

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 5:31 pm by Chair Madore.

Roll Call:

Town Council Members Present:

Danforth	Madore
Dumais	McLaughlin
Higgins via Zoom	Pelletier
Mackin -Absent/Excused	

Also in attendance: Town Manager Peter Jamieson, Peter Malikowski, Michele McInnis, Shane Flynn, and Steve Sanders via Zoom.

- Entered Executive Session - @ 5:35 pm.

Order #20-2024 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(C) for Discussions o Economic Development.

Motion – Danforth Second – McLaughlin Vote 6-0

Executive session adjournment at 7:13 pm;

Motion- Councilor Danforth, Seconded- Councilor McLaughlin, Vote 6-0

Motion to Adjourn @ 7:15 pm –Councilor Danforth,

Second- Councilor McLaughlin

Vote 6-0

March 13, 2024

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 5:30 pm by Chair Madore.

Roll Call:

Town Council Members Present:

Danforth	Madore
Dumais	McLaughlin
Higgins via Zoom	Pelletier- Excused
Mackin	

Also in attendance: Town Manager Peter Jamieson, Assessor Lorna Thompson, and Attorney Phillip Saucier from Berstein-Shur.

- Entered Executive Session - @ 5:35 pm.

Order #46-2024 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(E) for Consultations with Legal Counsel to Discuss Legal Rights and Responsibilities.

Motion – McLaughlin Second – Danforth Vote 6-0

Executive session adjournment at 6:25pm;

Motion- Councilor McLaughlin, Seconded- Councilor Higgins, Vote 6-0

Motion to Adjourn @ 6:28 pm –Councilor McLaughlin,

Second- Councilor Higgins

Vote 6-0

March 14, 2024

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 4:46 pm by Chair Madore.

Roll Call:

Town Council Members Present:

Danforth	Madore
Dumais	McLaughlin
Higgins via Zoom	Pelletier
Mackin	

Also in attendance: Town Manager Peter Jamieson, Attorney Dean Beaupain, and Steve Sanders.

- Entered Executive Session - @ 4:48 pm.

Order #36-2024 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(E) for Consultations with Legal Counsel to Discuss Legal Rights and Responsibilities.

Motion – McLaughlin Second – Dumais Vote 7-0

Motion to Adjourn @ 5:15 pm –Councilor Higgins,

Second- Councilor Dumais

Vote 7-0

March 14, 2024

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 via Zoom, Madore, Mackin, Pelletier, McLaughlin. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health Officer Thomas Malcolm, Fire Chief John Cote, Public Works Director Bryan Duprey via Zoom, Presenters: Mandy Hollway-Olver Associates; Media Kat TV, and Brian Brown-Zoom, 5 in person public attendance and 5 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Additions- Order #47-2024.

Approval of Minutes: February 22, 2024, Regular Town Council meeting.

Motion- Dumais Second-McLaughlin Vote 7-0

Council Comment: none

Public Comment: none

Special Presentation(s): a) Mandy Hollway, Olver Associates – Bates Street Project with Maine Department of Transportation; overview of incentive partnership for roadway improvements, provides status explaining current road conditions are more than just drainage issues that need to be addressed; noting two part projects, Katahdin Avenue to overpass, and over pass to Town line; engineering out to bid focusing on part 1, costs estimates \$2.4 million with town to expend approximate \$1.8 Million; provided option to explore re-definition and reclaim, anticipates further discussion addressing how to proceed with the projects and ME DOT's funding.

Council Comment: *TM Jamieson addresses interest to include both projects with opportunities to fund through programs available; Mandy informs part 2 of the project includes bridge reconstruction keeping in mind timeline of roadway being paved, acknowledges extensions will be needed with a deadline to expend monies by 2027 not foreseeing construction of road until 2028; *TM Jamieson seeks for further direction for project funding after the council discusses further resource options available through bonds, grants, etc.; Mandy states preliminary study anticipates reuse of good gravel and other materials; Bryan Duprey-PW Director, clarifies issues of drainage is at the street level through manholes and not on stream level flow/drainage; Chair Madore concludes directing the council to seek out the Manager for further discussion; Mandy updates the council on the culvert replacement on iron Bridge Road, informs the concrete is made and pending installation when the contract is available.

Public Comment: none

Unfinished Business: None; Town Manager's Report – March 14, 2024; provided verbal report; addressed the recent fire at the property adjacent to the municipal building, spoke with field insurance adjusters with the loss of all windows at the fire side of the municipal building, water damage to the elevator basement housing the sump pump, smoke damage in building replacing all filters, pumps, and necessary cleaning and maintenance supplies; acknowledges the huge loss to the history and aesthetics of the downtown, notes the property was just accessed through Brownfield project, acknowledges the opportunities available with the anticipated empty lot as it can be marketed and profited as a buildable place, expressed acknowledgements to the fire department and chief Cote, noting 2 minor injuries sustained by firefighters while responding; appreciations to all responding neighboring departments, recognized Public Works department efficiently addressing cleanup of roadway/driveway debris and water drainage issues, and thankful of the additional support to fire department; Anticipates to start budget workshops by the end of March with creative use with responsible spending of Maine Revenue Sharing to address necessary repairs previously neglected.

Council Comment: Councilor Dumais echoes statements made emphasizing the building fire was a tremendous loss to the downtown, inquires if communication with the owner and plans going forward to address the

property; *TM Jamieson informs some communications with owner and staff, will be given notice if the property cleanup is not addressed within the proper timeframe, states intention to revisit through proper dangerous building process if property cleanup is not completed; Fire Chief Cote informs property released back to owner while still under investigation; *Chair Madore inquires if the property is known to have insurance; *TM Jamieson acknowledges inquiry is under no obligation to the Town, refrains from commenting. Public Comment: Sandra Sullivan, 104 Sunset Drive, inquires if the town anticipates the property to stay as is during the Eclipse event, expressed safety concerns; *TM Jamieson informs the town has to allow initially the allotted 30 days for the private owner to address the property; Sandy expressed concerns if the town could secure the site; *TM Jamieson emphasized that this is a private property and not town owned. Thomas Malcom, Health/Code Officer: expressed appreciation to all the responding fire departments, and for the council's dedication to build back up the fire department.

ORDER #37-2024 PROVIDING FOR: Execution of the Town Warrant for March 14, 2024
IT IS ORDERED that the Town Warrant for March 14, 2024, in the amount of \$177,013.95 is hereby approved.
Motion- Dumais Second-Higgins Vote 7-0
Council Comment: Noted larger expenses: Dead River, Disarts, Elan Financial Services, Freightliner of Maine, ME Technology Group, Maine Water Co., Millinocket Memorial Library, Municipal Waste Solutions, Pine State Electric, Preble Oil Co., C.B. Engineers.
Public Comment: none

ORDER #38-2024 PROVIDING FOR: Execution of the Wastewater Warrant for March 14, 2024
IT IS ORDERED that the Wastewater Warrant for March 14, 2024, in the amount of \$2,949.60 is hereby approved. Motion- Madore Second-Dumais Vote 7-0
Council Comment: Noted larger expenses: none
Public Comment: none

ORDER #39-2024 ***Amended** - PROVIDING FOR: Approval for an Application for a Malt, Vinous and Spirituous Liquor License for American Legion Post 80. IT IS ORDERED that the Millinocket Town Council ***approves** ~~enters into a Public Hearing for~~ the attached application for a malt, vinous and spirituous liquor license is hereby approved for: Lester Raymond Jr., Business Address: 970 Central Street, Millinocket d/b/a Donald V. Henery American Legion Post 80, 970 Central Street, Millinocket

Motion-Mackin Second-Dumais Vote as Amended 7-0
Council Comment: Councilor Danforth motions to amend the order striking “enters into a Public Hearing for” and replace with “approves”, Second by Councilor Pelletier, Vote on the amendment 7-0.
Councilor Dumais enthusiastically endorses Councilor Mackins order and encourages the council to support.
Public Comment: none

ORDER #40-2024 PROVIDING FOR: Approval of an Application for an Entertainment License for American Legion Post 80. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Lester Raymond Jr, Business Address: 970 Central Street, Millinocket d/b/a Donald V. Henery American Legion Post 80, 970 Central Street, Millinocket.
Motion-Higgins Second-Dumais Vote 7-0
Council Comment: none
Public Comment: none

ORDER #41-2024 PROVIDING FOR: Approval for an Application for a Malt, Vinous and Spirituous Liquor License for Boreal Theater. IT IS ORDERED that the Millinocket Town Council approves the attached

application for a malt, vinous and spirituous liquor license is hereby approved for: Randy D. Jackson, Business Address: 215 Penobscot Avenue, Millinocket d/b/a Boreal Theater, 215 Penobscot Avenue, Millinocket
Motion-McLaughlin Second-Danforth Vote 7-0
Council Comment:
Public Comment: none

ORDER #42-2024 PROVIDING FOR: Approval of an Application for an Entertainment License for Boreal Theater. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Randy Jackson, Business Address: 215 Penobscot Avenue, Millinocket d/b/a Boreal Theater, 215 Penobscot Avenue, Millinocket.
Motion-Pelletier Second-Dumais Vote 7-0
Council Comment: none
Public Comment: none

ORDER #43-2024 PROVIDING FOR: Approval of an Application for a Victualer License for Mainely Coffee. IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Roger Buzby, 47 Katahdin Avenue, Millinocket d/b/a Mainely Coffee, Mobile Coffee Trailer, Millinocket.
Motion-Mackin Second-Dumais Vote 7-0
Council Comment: Councilor Pelletier inquires about the unpaid personal property taxes; Town Clerk Lakeman informed communications made with the business owners of the unpaid personal property, noting their intentions rectify.
Public Comment: none

ORDER #44-2024 PROVIDING FOR: Approval of an Application for a Victualer License for Salt and Cedar Kitchen. IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Jeremy Drews, 102 Main Street, Carmel d/b/a Salt and Cedar Kitchen, Mobile Food Truck.
Motion-Danforth Second-McLaughlin Vote 7-0
Council Comment: none
Public Comment: none

ORDER #45-2024 PROVIDING FOR: AMENDMENT OF INTERCREDITOR AGREEMENT TERMS

WHEREAS, Our Katahdin is a Maine nonprofit corporation organized to foster economic development in the Katahdin region; and WHEREAS, Our Katahdin owns the former Great Northern Paper Company mill site in Millinocket; and WHEREAS, the Town has loaned Our Katahdin \$450,000 to assist in redevelopment of the mill site; and WHEREAS, Our Katahdin has additional funding through loan and grant agreements with the Economic Development Agency of the United States Department of Commerce, the Maine Rural Development Authority, Maine Technology Institute and Bangor Savings Bank ; and WHEREAS, the parties providing funding to Our Katahdin for redevelopment of the mill site have entered into an Intercreditor Agreement; and WHEREAS, the Intercreditor Agreement requires the written consent of its parties to amendments, modifications or changes to its terms; and WHEREAS, Our Katahdin has requested modifications to the Intercreditor Agreement to provide for amended and additional loans and grants for continued redevelopment of the mill site and to allow additional redevelopment proposals to proceed; and WHEREAS, Order #236-2019 provides that the Town Manager, with the approval of the Chairman and advice of the Town Attorney, is authorized to modify the terms and conditions, security and priority of security of its loan to Our Katahdin, after consultation with the Council; and WHEREAS, Order #229-2020 authorized the Intercreditor Agreement; and WHEREAS, the Town Manager, with the advice of the Town Attorney and approval of the Chairman expects to consent to the requested modifications of the Intercreditor Agreement; NOW THEREFORE, IT IS

ORDERED: That this Order documents that the Town Manager has consulted with the Council concerning the requested modifications to the Intercreditor Agreement. 0012/535 00095239.DOCX
Motion-McLaughlin Second-Danforth Vote 7-0
Council Comment: none
Public Comment: none

-Used Out of Rotation-

ORDER #47-2024 PROVIDING FOR: Approval of Appointment to the Planning Board - Alternate
IT IS ORDERED that the Millinocket Town Council approves the appointment of Evan Campbell to the Planning Board for the remainder of the 5-year term to expire January 2027.

Note: The application was received 3/13/2024 and is the only application on file.

Motion-Danforth Second-McLaughlin Vote 7-0

Council Comment: Chair Madore expressed appreciation for Evan volunteering; notes his confidence in the planning board moving forward.

Public Comment: none

Reports and Communications:

a. Warrant Committee for the March 28, 2024, Regular Council meeting will be Councilor Mackin and Chair Madore.

b. Chair Committee Reports: Councilor Danforth, Age Friendly Committee, Farmer's/Artisans market in planning stages to discuss at next meeting; supporting Life cards retaining personal/medial information on cards to display for emergency response personnel.

c. Two Minute Public Comment: none

Motion to adjourn at 6:23 p.m. –Dumais, Second –McLaughlin Vote 7- 0

March 21, 2024

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 5:31 pm by Chair Madore.

Roll Call:

Town Council Members Present:

Danforth	Madore
Dumais	McLaughlin
Higgins	Pelletier via Zoom
Mackin -Absent/Excused	

Also in attendance: Town Manager Peter Jamieson, and guest presenter Michael Wallace.

- Entered Executive Session - @ 5:35 pm.

Order #48-2024 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(C) for Discussions o Economic Development.

Motion – Danforth Second – Higgins Vote 7-0

Executive session adjournment at 6:16 pm;

Motion- Councilor Danforth, Seconded- Councilor Higgins, Vote 7-0

Motion to Adjourn @ 6:18 pm –Councilor Dumais,

Second- Councilor Higgins

Vote 7-0



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Town Manager's Report – 3.28.24

Public Works One-Ton Bid:

- In the FY24 Capital budget, \$65,000 was approved to replace the One-Ton truck at Public Works. The lowest bid we received came in at \$76,000. After discussions with several councilors and mixed reactions, I'm looking for some discussion on the following options:
 - Buy the truck now – This would consist of an order being presented for consideration of spending \$11,000 from the unassigned fund balance to increase the one-ton budget and make the purchase in this fiscal year. This option would not have any impact on a tax increase.
 - Buy the truck later – This would mean allowing for a carry-forward of the \$65,000 and paring that with an additional \$11,000 (variable due to timeline) to be built into the FY25 budget. This would mean the \$11,000 (or so) would be included and paid for in the tax raise for July 1.

Eclipse Mass Mailing:

- Thanks to our Rockstar staff and a partnership with the Katahdin Chamber of Commerce, our mass mailing has been sent out to all addresses within the 04462 zip code, covering tips and advice for our local community members to be best prepared for our expected, massive increase in visitation for the Eclipse. Those should be hitting mailboxes any day now!

ICL in Millinocket:

- The current Institute for Civic Leadership cohort includes Millinocket's Town Clerk and Community Initiatives Director. Myself, Councilor Danforth, and several others from the region are proud to be alumni of this program.
- We were thrilled to be asked to host a 2-day session for the class here in Millinocket. Leaders from all over the state came to Millinocket to experience a changing Town on the rise! The group heard from Deb Roundtree, a fellow alum, about the progress and excitement at the Katahdin Higher Education Center, Tom Shaffer from Maine Heritage Timber, Wabanaki Public Health and Wellness, they visited the Airport and heard all about our big plans from Jeff Campbell, Jess Masse presented about the work of Our Katahdin, and ME! It was an honor to speak on behalf of the Town of Millinocket and my own personal experience as our Town Manager during this incredibly exciting and transitional time!

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Public Works:

- The Crew had started preliminary street sweeping operations before the two most recent storms.
- Public Works has cleared fallen trees from streets and the walking path following the storm on 3-21-24.
- A new concrete "bin" was assembled by the crew to store the cold patch inside the public works garage.
- A storm drain behind the Town Office was repaired after being washed out by the firefighting effort of the old bank on Penobscot Ave.
- Recent warm weather has started pothole season early. I encourage you to report potholes that we may have missed.
- I would like to remind the public and contractors to not push snow into roadways or sidewalks after the town has cleared the right of ways. This continues to be a problem year after year and is a quick way to narrow our streets to one lane width.

Transfer Station:

- *The contractor that grinds the brush has requested that nothing longer than 8 feet be brought to our brush pile. Anything longer than that plugs the grinder.
- We are currently halfway to filling a second tractor trailer with recycled cardboard. We have yet to fill one with plastic or tin.
- As always, we are accepting all the cardboard, plastic jugs and tin cans that we can get for recycling.

Bryan Duprey, Director of Public Works

Airport:

- Attended a Public Advisory Committee meeting for the MEDOT State Aviation Plan on 2/29.
- Attended a Maine Aeronautical Advisory Board meeting also for the MEDOT on 3/20.
- Have had several inquiries about flying into Millinocket for the Eclipse.
- We currently have three students taking flying lessons at Millinocket.
- I am happy to report that we had no significant issues with cleaning up this latest storm, it just took a couple of days.

Jeff Campbell, Airport Manager



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Code / Public Health & Safety

- Following up on residential property projects that have been permitted for follow up inspections.
- Attended online seminar on LHO Guide-Food Service, Health Inspections through LHO continuing training.
- Attended ZOOM meeting on upcoming Eclipse in April.
- Working on MMA Safety Grant.
- Received updated STR proposed ordinance for review from Town Attorney.
- Gathering information on Solar Energy System Ordinances around the State.
- Attended National Traffic Incident Management Training held at MFD by MSP and ME DOT.
- Completed final inspection at Dunkin Donuts and have issued Certificate of Occupancy.
- Met with several new property owners about renovations to properties they have purchased.
- Awaiting release of 181 Penobscot Ave from FMO to contact owner about removal of building and clean-up process.
- Gathering information on Tiny Homes to look at having some changes made to our zoning ordinance.
- Working with groups around the upcoming Solar Eclipse and helping with planning.
- Working with subcommittee of Age Friendly on this year's Farmers Market.

Tom Malcolm – Code Enforcement / Public Health & Safety Officer

Human Resources Director

- Personnel issues/WC/Unum/Family Medical Leave
- Assisting Town Manager and Department heads
- Office Responsibilities
- Union negotiations with Fire and Public Works

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Submitting reimbursements

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes.
- AP warrants for this week's council meeting.
- Assisting Treasurer as needed

Lori Santerre – HR/GA/Bookkeeper



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Wastewater:

- Working closely with Olver & Associates on Main Pump Station Upgrade
- Held successfully Pre-Bid meeting with construction companies. Looking forward to the official bid opening Thursday, the 28th.
- Eric from Olver Associates will be presenting to update the Council on the project in the coming weeks/month.
- We had a close call with the Main Pump station during a recent power outage. Thankfully our crew was able to address the issue and, with the help of a company we have a great relationship with, get the generator back up in running, avoiding a bypass! We still have a little work to do to secure it's functionality and that will be done asap.

Jason Ingalls – Superintendent of Wastewater Treatment

Treasurer:

- Spent the month of March working on budgets and budget meetings with the Town Manager and Department Heads.
- Worked with the School Department on ways to work together to make things easier for both of us. We will be scheduling another quarterly in-person meeting with the Business Manager and I to see where we are at.
- Monthly work of reconciling accounts.
- Working with the auditors on Fiscal Year 2023 requests and getting that information to them so the audit can be completed. They are finishing up with the single audit of Federal Grant monies that were selected for testing.

Bev MacLeod – Town Treasurer



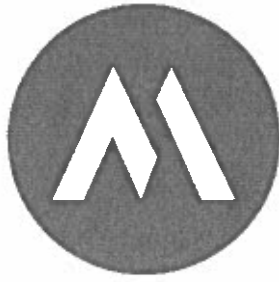
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Community Initiatives Director

- Worked on the community newsletter “Magic City Monthly” along with the Manager and various departments/organizations!
- Used Facebook, Constant Contact, and digital sign to communicate with the community.
- 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
 - Marketing for Eclipse Event and various Eclipse communications.
- Overseeing the following projects:
 - EV Charger Install
 - Project complete!
 - Concept design of the Community Center
 - Brownfields Community Wide Assessment
 - Sevee and Maher have begun the work.
 - New Awnings for Municipal Building
 - Will have them up before the Eclipse.
- Attended an ICL Session in Millinocket
- Continued cross training as Deputy of General Assistance.
- Researched various grant opportunities.
- Submitted a grant to FEMA for new PPE, hoses, and nozzles with assistance from Treasurer and Fire Chief.
- Submitted a Letter of Interest to NBRC Timber for Transit for the construction of the Katahdin Regional Airport Terminal Building with assistance from Airport Manager.
- Worked on the Eclipse event with Outer Reach Broadband.
- Begun the planning of the Independence Day celebration with Events Team.
- Spoke at the Maine Sustainability and Water Conference (today 3/28/24) about Millinocket’s efforts to become more resilient to the effects of climate change.
- Attending Mental Health First Aid training (tomorrow 3/29/24)!
- Received word that we were awarded \$250 from an earmark application I partnered on for energy efficiency upgrades for Town buildings to alleviate future costs to the Town.

Amber Wheaton, Community Initiatives Director



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Town Clerk/Tax Collectors Office:

Totals include February 21, 2024, through March 25, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,300,904.47 were collected, which involved 1453 transactions processed in Trio. **Report Attached*

- **FY23/24 Real Estate & Personal Property: 2nd half due date past due: 1/25/2024; Tax paid summary as of 3/25/2024: **Reports Attached***
 - 2024 Real Estate: 510 accounts; Amount Due: \$520,540.03.
 - 2024 Personal Property: 32 accounts; Amount Due: \$11,016.02
 - Mailed reminder letters to delinquent Personal Property accounts on February 29, 2024.
- April Sewer Billing – 2024 2nd Quarter:
 - Bill Date 4/25/24; Due Date 5/23/24; Interest Date 5/24/24 (8%)
- Submitted Department Budget
- Mailed renewal reminder letters to current Victualer License holders on 3/20/24.
- Clerk staff prepared and mailed approx. 1700 Eclipse Residential letters from the Town Manager on 3/25/24; also, hand delivered copies to Assisted Living Facilities to distribute.
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- February 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.

Elections Department:

- March 5, 2024, Presidential Primary Election; Items of interest: Finalized, Certified, and Sumbitted all required Warden and Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided; Pending VPH access to finalize election duties.
- Absentee Ballot Applications only are available for the June 11th, 2024, Primary: request can be made by electronic ABR system, mail in, in person, or over the phone.

Other Items:

• **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



Millinocket

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- 2024 Annual Transfer Site stickers available; Resident fee: \$20/Non-Resident fee: \$10
- 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 attended multiple County & State Eclipse Planning meetings via zoom.
- Chief Cote hosted a virtual planning meeting for the Town of Millinocket on emergency planning and operations for the Eclipse.
- Chief Cote attended Regional EMS Meeting via Zoom.
- Chief Cote attended a tabletop exercise at Baxter Park HQ with Park Rangers and Maine Forest Service on Wildfire response on March 19th.
- Chief Cote attended the Annual Town Fire Warden Meeting in Lincoln on March 20th.
- Chief Cote attending the Maine Fire Chiefs Professional Development Conference at Sunday River- March 27th-29th.
- Millinocket Fire hosted a TIMS (Traffic Incident Management Systems) Course on March 14th.
- Chief Cote attended a mutual aid meeting with neighboring chiefs on March 25th.
- ISO (Insurance Service Office) completed a site survey on March 20th.
- Annual Drivers Training was held for all department members.
- Annual Wildland Fire Training was held for all department members.
- Accountability Program has been put into place for fire ground scenes and accountability tags issued to all department members and an accountability board carried on the Engine.
- Katahdin Area Regional Firefighter I&II is going full speed at Millinocket Fire, with 3 department members attending.
- Conducted a Fire Station Visit/Tour for Living Innovations.
- Fulltime Staff and Millinocket Regional Hospital Staff completed Hazmat Operations Class Part 1 on March 22nd.
- Department Members critiqued and reviewed the fire at the former bank.
- Duty Crews are getting equipment ready for Spring Wildfire Season.
- New Wildfire Equipment from the Forestry Grant been placed in service and training done on it.
- Department received from Maine EMS a new pediatric/neonatal transport device known as "Kangaroo Fix" and fulltime crews have completed training on this.
- Ambulances & Chief's Truck had annual maintenance and service done to them.
- Side By Side is getting serviced, tires replaced, lights and siren have been installed, and wildfire equipment has been purchased for it as well.



Millinocket

Maine's Biggest Small Town

- 781 & 783 had some minor repairs done to wiring and pump issues by Northeast Fire Apparatus and K&T Environmental and Fire Sales.
- Chief Cote and Fulltime Staff completed ISO surveys for the department and submitted them to ISO.
- Chief Cote and Community Initiative Director submitted the 2023 Assistance to Firefighters Grant.
- Chief Cote is working full speed on emergency action plan and operations plan for the Eclipse on April 8th.
- Chief Cote wrote a new Emergency Driver SOG for all department members.
- Chief Cote continues to work with Town Administration and the County on Fire & EMS contracts for the unorganized townships.
- Chief Cote continues working on updating mutual aid plans, response plans, and preplans.
- Duty Crews continue assisting with the Age Friendly Sand Bucket Program and have delivered buckets to all those who have requested them.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Two Firefighters/EMT-Basics are out on medical leave.
- One Fulltime Opening is posted and being advertised.
- Full-time and Paid Call Staff Meetings and Training continue monthly.

Jon Cote – Fire Chief

Millinocket Memorial Library: SEE ATTACHED REPORT

Receipt Search Report

Actual Date Between 02/21/2024 and 03/25/2024, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
2 BOAT REGISTRATION	18	1,243.05
4 SNOWSLED REG	11	767.00
5 GAME LICENSES	3	80.00
6 DOG LICENSES	2	-25.00
7 CODE ENFORCEMENT	11	494.00
8 ASSESSING MISCELLAN	2	2,230.40
9 POLICE DEPARTMENT	8	450.00
11 TRANSFER SITE	1	110.00
12 TRANSFER SITE RECYC	2	15,437.50
15 AIRPORT	1	1,545.00
16 AIRPORT EXC/SALE TX	1	351.51
18 PAYMENT IN LIEU TAX	1	6,557.18
19 BD CHECK & WASH ACC	5	142.81
22 ADM COPIES /AUDIT	5	8.50
24 ADMIN	2	6,084.00
26 NOTARY FEES	8	55.00
30 REV SHARING/BETE	3	291,344.99
38 GRANTS	1	4,227.00
42 CDBG MLKT HIST SOC	1	465.86
43 UNUM - W/C REIMBURS	1	428.57
50 MUNICIPAL BLDG	1	2,333.33
52 FIRE & AMBULANCE MISC	1	15.00
53 AMBULANCE PAYMENTS	12	4,664.08
54 AMULANCE CR CARD PAYMENTS	4	835.62
56 RECREATION	1	20.00
61 SCHOOL APCON 2597	3	4,042.55
62 SCHOOL REVENUE 2597	20	590,421.25
63 VIC/ENT/PED/VND/BUS	9	165.00
65 PUBLIC WORKS/EXPENS	1	2,311.40
70 SCHOOL PAYROLL TAX	4	59,512.82
90 Real Estate Payment	123	102,061.41
91 Tax Lien Payment	2	157.16
92 Personal Property Payment	10	12,243.32
94 Utility - Sewer Payment	680	57,902.74
95 Utility - Sewer Lien	16	2,785.02
99 Motor Vehicle	314	121,699.24
100 WASTE WATER PR TAX	5	3,862.16
101 ELECTION-REIMBURSE	1	218.00
111 TRANSFER STICKER TO	72	1,438.00
112 TRANSFER STICKER UN	24	256.00
800 Dog Registration	34	1,233.00
801 Death Certificate	10	378.00

Receipt Search Report

Actual Date Between 02/21/2024 and 03/25/2024, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
802 Birth Certificate	15	261.00
803 Marriage Certificate	4	91.00
	1453	1,300,904.47

Non Zero Balance on All Accounts

Tax Year: 2024-1 To 2024-2

Personal Property

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
32	P A&A BROCHU	2024	848.82	822.03	26.79
23	P AIRPORT CABINS	2024	16.92	0.00	16.92
285	P ALLEN, RICHARD	2024	56.40	0.00	56.40
321	P ALLIANCE HEALTHCARE SERVICES	2024	14,610.42	14,608.80	1.62
81	P AUTOMATIC VENDING & GAMES	2024	98.70	0.00	98.70
338	P CONOPCO, INC	2024	76.14	75.84	0.30
210	P COTE, ANGELA	2024	59.22	0.00	59.22
348	P CSI LEASING, INC	2024	5.64	0.00	5.64
49	P CYR, ED & SON INC	2024	70.50	0.00	70.50
145	P DISH NETWORK LLC	2024	552.72	551.73	0.99
2213	P DOLLAR GENERAL STORE #25421	2024	5,167.93	0.00	5,167.93
108	P DUVEL ROBERT	2024	28.20	0.00	28.20
19	P FERLAND, WAYNE	2024	126.90	126.70	0.20
65	P FSC SUBWAY LLC	2024	205.86	0.00	205.86
278	P GETCHELL BROS. INC.	2024	28.20	0.00	28.20
2205	P GLIDDEN, JON	2024	366.60	0.00	366.60
372	P HALLMARK MARKETING COMPANY LLC	2024	36.66	36.60	0.06
53	P HERITAGE MOTOR INN INC	2024	1,077.24	1,077.25	-0.01
250	P JANDREAU CLEANING	2024	22.56	0.00	22.56
207	P KATAHDIN SERVICES, LLC.	2024	617.58	0.00	617.58
374	P KELLEY MOBILE HOME PARK	2024	129.72	0.00	129.72
248	P LAMSON REALTY LLC	2024	2,095.26	0.00	2,095.26
233	P LE SORELLE MILLINOCKET FLORAL AND GIFT LLC	2024	101.52	50.76	50.76
393	P LEASE CORPORATION OF AMERICA	2024	586.56	586.10	0.46
396	P MAINE HERITAGE TIMBER LLC	2024	2,944.08	2,939.81	4.27
412	P MAINLY COFFEE	2024	470.94	0.00	470.94
160	P NORTHWOODS REAL ESTATE LLC	2024	62.04	61.96	0.08
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
378	P VIASAT INC	2024	64.86	64.13	0.73
Total for 32 Bills:		32 Accounts	33,060.55	22,044.53	11,016.02

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	22,044.53	0.00	0.00	22,044.53
Total	22,044.53	0.00	0.00	22,044.53

Non Lien Summary

2024-1	32	11,016.02
Total	32	11,016.02

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
Total for 611 Bills:		610 Accounts	781,309.57	275,493.60	505,815.97

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-3,258.18	0.00	0.00	-3,258.18
P - Payment	257,050.83	0.00	0.00	257,050.83
Y - Prepayment	21,700.95	0.00	0.00	21,700.95
Total	275,493.60	0.00	0.00	275,493.60

Non Lien Summary

2024-1	510	520,540.03
2025-1	101	-14,724.06
Total	611	505,815.97

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 611 Bills:		781,309.57	275,493.60	505,815.97
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Millinocket

Maine's Biggest Small Town

FIRE AND AMBULANCE RUNS REPORT FOR FEBRUARY 2024

AMBULANCE

Local BLS: 20

Local ALS: 18

Local No Transport: 12

Out of Town BLS: 3

Out of Town ALS: 8

Out of Town No Transport: 3

Police Stage: 2

Public Assist: 6

CHIEF OFFICER CALL IN NO STAFFING: 4

Lost Calls BLS: 4

Lost Calls ACLS (Paramedic): 6

FIRES

Chimney Fire- 1

Electrical Fire-1

Microwave Fire- 1

Snowmobile Fire-1

Snowmobile Accident-3

Motor Vehicle Accident No Injuries-1

CO Alarm-1

Aid to the Ambulance-4

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

Millinocket Memorial Library Director's Report

February/March 2024

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 3.21.2024



LIBRARY UPDATES

Programs

The library is now hosting a new, biweekly support group for new moms called "The Mom Connection", featuring a family nurse and lactation specialist from Maine Families. It is every 2nd and 4th Thursday at 1pm and is open to any new mom. In addition, on Mondays and Fridays, we are offering an open playtime for young children and their parents to socialize. While kids and parents are welcome to play at the library any time, we hope these designated times will help people connect with other families more easily.

Programs in February and March included an information session with the USDA where community members learned more about home repair grants and loans available to them, an ongoing writing workshop series with Lissette Carithers, and the kick-off of our new classic movie night series featuring "Casablanca".

Operations

The library will be serving as the emergency command center for the eclipse on Sunday, 4/7, and Monday, 4/8. The space will be used as a central hub and communication post for local and regional EMS.

Teen behavioral issues have calmed down a bit this past month, in part because we made the tough decision to institute a temporary ban on a particular teen who was involved in several incidents at the library this winter. While we make every attempt to allow all people to use the space, we have to draw the line somewhere and enforce consequences when there are recurring issues.

Facilities

In February, we added a significant amount of sound insulation between our floors and between our downstairs meeting rooms. It has already made a big difference in terms of improving privacy and ambience. The sound insulation was paid for through a grant from the Maine State Library to improve our space for remote workers.

Due to several recurring leaks, drainage issues, and insulation issues with our current roof, we are seeking quotes for roof replacement instead of just repairs and are applying for private grants to support the project in the coming years.

Gear Library

Due to the strange winter weather, the gear library closed early for the winter season at the start of March. However, we will be open for special hours during the week of the eclipse and will be selling a fun eclipse-themed version of our "Don't Millinocket 'Til You Try It" shirts.

Winter gear library programs have included ski clinics, after school outings, winter vacation camp with Friends of Katahdin Woods and Waters and the Outdoor Sport Institute, and open workbench evenings, where anyone in the community is welcome to come work on their bikes or wax skis together in the space. Coming up soon, we'll be leading an April vacation camp and some new birding programs.

LIBRARY STATISTICS

Patrons	January 2024	February 2024	Change	February 2023
Cardholders	2788	2811	23	2462
Adult Cardholders	2167	2194	27	1955
Youth Cardholders	615	617	2	507
Millinocket Resident Cardholders	2093	2105	12	1833
Out of State Cardholders	79	67	-12	58

Circulation	January 2024	February 2024	Change	February 2023
Active Cardholders	369	311	-58	302
Circulation	1161	951	-210	894
Active Cloudlibrary Users	37	39	2	34
Imagination Library Users	169	179	10	141

Program Engagement	January 2024	February 2024	Change	February 2023
Library Website Visits	2170	2166	-4	2168
Facebook Likes	1818	1845	27	1584
Instagram Followers	677	678	1	614
Adult Programs	6	8	-16	18
Adult Program Attendance	29	62	33	77
Children's Programs	8	8	0	14
Children's Program Attendance	43	80	37	104
Community Meetings	13	17	4	10
Community Meeting Attendance	85	82	-3	66
Foot Traffic	<i>No data- counter error</i>	2073	<i>N/A</i>	2076
Library Volunteer Hours	155	111	-44	152

Facilities	January 2024	February 2024	Change	February 2023
Hours Open	154	154	0	147
Computer Sessions	203	257	54	193
Public Meeting Room Use	125	153	28	104
EV Charges	0	4	4	<i>N/A</i>
Wifi Connections	624	753	129	607

Gear Library	January 2024	February 2024	Change	February 2023
Gear Circulation	36	42	6	59
KGL Programs	7	6	-1	<i>In 2022, these were included in library program count.</i>
KGL Program Attendance	<i>Data not ready</i>	58	51	
KGL Hours Open	57	83	26	112
KGL Foot Traffic	53	79	26	88

ORDER #49-2024

PROVIDING FOR: Execution of the Town Warrant for March 28, 2024

IT IS ORDERED that the Town Warrant for March 28, 2024, in the amount of \$ _____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #50-2024

PROVIDING FOR: Execution of the Wastewater Warrant for March 28, 2024

IT IS ORDERED that the Wastewater Warrant for March 28, 2024, in the amount of \$_____ is hereby approved.

Passed by the Town Council _____

Attest: _____

ORDER #51-2024

PROVIDING FOR: Approval of an Application for a Victualer License for Big Daddy's Hot Box - MFT

IT IS ORDERED that the attached application for a Victualer License is hereby approved for:

Ike Contino, 226 Kendall Corner Rd, Waldo, ME
d/b/a
Big Daddy's Hot Box, Mobile Food Truck

Passed by the Town Council _____

Attest: _____



Millinocket

Maine's Biggest Small Town

APPLICATION FOR A VICTUALERS LICENSE

FEE: \$25.00

ITEM	NEEDED
Victualer/State.Lic	<input checked="" type="checkbox"/>
Date Paid	3-13-24 via Mail
Payment Type	CK#1050
Expire Date	May 31, 25
Clerks' Approval	Dum

NAME OF APPLICANT: Big Daddy's Hot box - Ike Contino

PHONE NUMBER OF APPLICANT: 860-449-4546

RESIDENCE OF APPLICANT: 226 Kendall Corner Rd Waldo, ME 04915

NAME OF BUSINESS: Big Daddy's Hot Box

PHONE NUMBER OF BUSINESS: 207-505-1001

BUSINESS ADDRESS: 226 Kendall Corner Rd Waldo, ME 04915

NATURE OF BUSINESS: Food Truck

LOCATION TO BE USED: Veterans Memorial Park Millinocket ME

RESIDENCE OF APPLICANT IN THE LAST FIVE YEARS:
226 Kendall Corner Rd Waldo, ME 04915

LIST OF PRINCIPAL OFFICERS, TITLES AND ADDRESS FOR THE PAST THREE YEARS:
Issac (Ike) Contino - same as above - owner

DESCRIPTION OF PREMISES TO BE LICENSED
Big Daddy's Hot box food truck

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 30740

EATING PLACE - MOBILE

BIG DADDY'S HOTBOX
226 KENDALL CORNER RD
WALDO ME 04915

ATTN IKE CONTINO
CONTINO, ISSAC
BIG DADDY'S HOTBOX
226 KENDALL CORNER RD
WALDO ME 04915

EXPIRES: 01/17/2025

FEE: \$270.00



Jeanne M. Lombard

Commissioner

NON-TRANSFERABLE

ORDER #52-2024

PROVIDING FOR: Approval of an Application for a Victualer License for Joe's Chuck Wagon - MFT

IT IS ORDERED that the attached application for a Victualer License is hereby approved for:

Joseph W. Larson, 2 Nohkomess Street, Apt. 213, Old Town, ME
d/b/a
Joe's Chuck Wagon, Mobile Food Truck

Passed by the Town Council _____

Attest: _____



Millinocket

Maine's Biggest Small Town

DATE	NEEDED
Victualer/State Lic	_____
Date Paid	_____
Payment Type	_____
Expire Date	May 31, _____
Clarks' Approval	_____

APPLICATION FOR A VICTUALERS LICENSE

FEE: \$25.00

NAME OF APPLICANT: Joseph W. Larson

PHONE NUMBER OF APPLICANT: 203-577-7347

RESIDENCE OF APPLICANT: 2 Mohkness St Apt 213, Old Town ME 04465

NAME OF BUSINESS: Joes Chuck Wagon

PHONE NUMBER OF BUSINESS: 203-577-7347

BUSINESS ADDRESS: 2 Mohkness St. Apt 213, Old Town ME 04468

NATURE OF BUSINESS: Mobile Food Truck

LOCATION TO BE USED: * attached Email *

RESIDENCE OF APPLICANT IN THE LAST FIVE YEARS: (interest by Chamber Eclipse Event - Location permitted Veteran's Memorial Park - TBD)

& Sandy Beach Lane, Old Town ME 04468

2 Mohkness St. Apt 213 Old Town ME 04468

LIST OF PRINCIPAL OFFICERS, TITLES AND ADDRESS FOR THE PAST THREE YEARS:

Joseph W. Larson, owner

DESCRIPTION OF PREMISES TO BE LICENSED

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)

Diana Lakeman

From: Diana Lakeman
Sent: Monday, March 25, 2024 2:18 PM
To: Joseph Larson
Subject: RE: Victualars license

The application you submitted is not complete and does require you to choose a specific location. Having prior phone discussion with interest to participate in the Chamber's Event for the Eclipse, they are permitted to allow vendors to use Veteran's Memorial park as their location. I will include this along with your application for the council to consider.

Best,

Diana M. Lakeman | Town Clerk



Millinocket

Maine's Biggest Small Town

townclerk@millinocket.org | (207) 723-7006 Fax:(207)-723-7002

197 Penobscot Avenue. Millinocket, ME. 04462

Office Hours: Mon - Fri
7:30 AM to 4:00 PM
Election Day Polls Open 8 AM to 8 PM



From: Joseph Larson <joeschuckwagon@gmail.com>
Sent: Monday, March 25, 2024 1:03 PM
To: Diana Lakeman <townclerk@millinocket.org>
Subject: Victualars license

Application

[Attention! This email originates from outside of the organization. Do not open attachments or click links unless you are sure this email comes from a known sender.]

203-571-1071 / Joe Larson

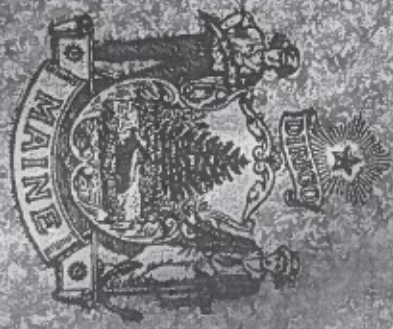
Emailed/Called - 3/20
- 3/25
Pending - Location to be used?

JOES CHUCK WAGON
2 NOKOMIS ST APT 213
OLD TOWN ME 04468

LARSON, JOSEPH W
JOES CHUCK WAGON
2 NOKOMISS ST APT 213
OLD TOWN ME 04468

State of **Maine**
DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 25977
EATING PLACE - MOBILE



NON-TRANSFERABLE

EXPIRES: 05/10/2024

FEE: \$270.00

James B. Lankford
Commissioner

ServSafe

ServSafe® CERTIFICATION

JOSEPH LARSON

For successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is sponsored by the American National Standards Institute (ANSI)-Consensus for Food Protection (CFP).

DATE OF EXAMINATION

4/26/2016

EXAM FORM NUMBER

10558

DATE OF EXPIRATION

4/26/2023

ANSI



For more information on ServSafe, visit us online at www.servsafe.com. ServSafe is a registered trademark of the International Brotherhood of Teamsters. © 2016 ServSafe. All rights reserved.

ORDER #53-2024

PROVIDING FOR: Approval of an Application for a Victualer License for Yum Bake Shop

IT IS ORDERED that the attached application for a Victualer License is hereby approved for:

Maria Rowe, 68 Congress Street, Millinocket
d/b/a
Yum Bake Shop, 215 Penobscot Avenue, Millinocket.

Passed by the Town Council _____

Attest: _____

BUSINESS Vin Bake Shop
215 Penobscot Ave.

ORDER # 53-2024

COVER SHEET FOR LIQUOR, ENTERTAINMENT OR VICTUALER LICENSE APPLICATIONS



TAXES ARE CURRENT

Yes No



WASTEWATER IS CURRENT

Yes No N/A



POLICE INCIDENTS IN THE PAST YEAR

Yes No

(IF APPLICABLE PLEASE LIST)



Millinocket

Maine's Biggest Small Town

ITEM	NEEDED
Victualer/State.Lic	<input checked="" type="checkbox"/>
Date Paid	3-26-24
Payment Type	CASH
Expire Date	May 31, 25
Clerks' Approval	Dull

APPLICATION FOR A VICTUALERS LICENSE

FEE: \$25.00

NAME OF APPLICANT: MARIA ROWE

PHONE NUMBER OF APPLICANT: 207 322 6649

RESIDENCE OF APPLICANT: 68 Congress St, MILLINOCKET, ME

NAME OF BUSINESS: YUM BAKE SHOP

PHONE NUMBER OF BUSINESS: 207 322 6649

BUSINESS ADDRESS: 215 PENOBSCOT AVE, MILLINOCKET, ME

NATURE OF BUSINESS: BAKERY

LOCATION TO BE USED: 215 PENOBSCOT AVE, MILLINOCKET, ME

RESIDENCE OF APPLICANT IN THE LAST FIVE YEARS:
STOCKTON SPRINGS ME, MILLINOCKET, ME

LIST OF PRINCIPAL OFFICERS, TITLES AND ADDRESS FOR THE PAST THREE YEARS:
MARIA ROWE, 68 Congress St
Millinocket, ME 04462

DESCRIPTION OF PREMISES TO BE LICENSED
BAKERY

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES FOOD VENDOR'S LICENSE)



State of Maine

Department of Agriculture, Conservation & Forestry
Division of Quality Assurance & Regulations
28 State House Station, Augusta, ME 04333-0028
(207) 287-3841

SERIAL NUMBER

154112

2-37795

April 14, 2023

April 16, 2024

LICENSE NUMBER

DATE OF ISSUE

DATE OF EXPIRATION

This certifies that
Yum Bake Shop
Marie Rowe
PO Box 582

Millinocket, ME 04462-

BAKERY

Location: 215 Penobscot AVE, Millinocket

This certificate is valid only between the date issued and expiration date appearing herein. Only the named holder at the location for which issued may use it.

The person named herein is authorized to sell or manufacture food products, fuel and/or sell or repair weighing and measuring devices as permitted by law for the listed authorizations.

This certificate and/or each type of authorization represented is subject to suspension, revocation or cancellation as authorized by Maine Revised Statutes.

LICENSE TYPE

DESCRIPTION OF LICENSE AUTHORIZATIONS

FEE

License Type	Authorizations	Fee
Retail Bakery	0 to 10 Baked Goods (produced on site) Cold Foods (prepared on site) Dairy Products Frozen Food Fruit Juices Hot Foods (prepared on site) Ready to Eat Deli Items	20.00
Mobile Vendor	0 to 10	20.00
Commercial Food Processor	Breads, Rolls Cakes, Pies Jams, Jellies Seafood (Ready to Eat) Other Type Soups, Sandwiches	50.00
TOTAL:		90.00



Department of Agriculture, Conservation &
Forestry

Amanda Beal

Commissioner

Division of Quality Assurance

Collette Franklin

Director

ORDER #54-2024

PROVIDING FOR: Approval of Permanent Community Initiatives Director Position

WHEREAS: Order #31-2022 (attached) approved a full-time budget line to be added for a previously approved, temporary Community Initiatives Director position; and

WHEREAS: This position was intended to have a trial period of two years before being reviewed and reconsidered as a permanent addition to the Town staff;

IT IS ORDERED: That the Millinocket Town Council, upon review of the attached job description which has been improved after 2 years of the program's growth and evolution, approves the Community Initiatives Director position as a permanent addition at the to the staff roster for the Town of Millinocket at the level of Depart Head.

PASSED BY COUNCIL: _____

ATTEST: _____

JOB DESCRIPTION

Community Initiatives Director

The Community Initiatives Director (CID) will initiate, and coordinate grants and projects introduced by and/or involving town leadership and partners. The CID will be responsible for researching, synthesizing, and writing grant proposals.

Reporting directly to the Town Manager and working with the Town Treasurer, the position will include, but is not limited to the following:

- Grant writing, project implementation and reporting
- Overseeing, coordinating and completing existing/pending initiatives
- Coordinating with interns and/or volunteers in various capacities within the town
- Building and maintaining relationships with partner organizations
- Working with department heads to support their operations
- Attending relevant trainings, conferences and webinars
- Maintain and accomplish a running list of goals and needs outlined by the Town Manager
- Assist the Town Manager in researching and following up on issue delegated to the CID
- Build and lead communication efforts with the community and beyond
- Be cross-trained in other departments to step in when needed; including but not limited to Payroll, Warrant Processing, General Assistance, etc.
- Lead event planning efforts for the Town of Millinocket

*Amendment - **ORDER #31-2022**

PROVIDING FOR: Community Initiatives Director Budget Approval

WHEREAS a full time Community Initiatives Director position has been approved; and

WHEREAS there is no department budget for this position;

IT IS ORDERED that \$85,000 is approved to establish the Community Initiatives Director ~~Department~~*under the Department of Administration budget to pay for salary, benefits which assumes family medical insurance and other related department expenses; and

IT IS FURTHER ORDERED that ~~\$85,000~~*30,000 is transferred from the unassigned fund balance to the appropriate expense lines to fund this new department.

PASSED BY THE COUNCIL: _____

ATTEST: _____

JOB DESCRIPTION

Community Initiatives Director

The Community Initiatives Director (CID) will initiate, and coordinate grants and projects introduced by and/or involving town leadership and partners. The CID will be responsible for researching, synthesizing, and writing grant proposals for American Rescue Plan Act (ARPA) funding, opioid settlement funds, infrastructure funds, and other grant programs.

Reporting directly to the Town Manager and working with the Town Treasurer, the position will include, but is not limited to the following:

- Grant writing, project implementation and reporting
- Overseeing, coordinating and completing existing/pending initiatives
- Coordinating with interns in various capacities within the town
- Building and maintaining relationships with partner organizations
- Working with department heads to support their operations
- Attending relevant trainings, conferences and webinars
- Maintain and accomplish a running list of goals and needs developed by the Council
- Assist the Town Manager in researching and following up on issue delegated to the CID

This is a temporary (part time) (full time) position subject to annual funding by the Town Council until such time as the Council has evaluated the need for the position and to authorize it on a permanent basis.