



TENTATIVE AGENDA
WORKSHOP & REGULAR TOWN COUNCIL MEETING to Follow
in COUNCIL CHAMBERS & via ZOOM
THURSDAY, AUGUST 8, 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. Workshop – Information Session Regarding Access Route to National Monument

-Regular Council Meeting-

2. Roll Call

3. Pledge of Allegiance

4. Adjustments to the Agenda: n/a

5. Approval of Minutes: July 11, 2024, Regular Meeting

6. Special Presentation: Jason Bird, Penquis Housing Development – Update
John Raymond, ATV in-town Trail - Update

UNFINISHED BUSINESS: n/a

NEW BUSINESS:

7. Town Manager's Report: None

8. ORDER #177-2024 Approval of the Prior Fiscal Year 2024 Town Warrant for August 8, 2024

9. ORDER #178-2024 Approval of the Prior Fiscal Year 2024 Wastewater Warrant for August 8, 2024

10. ORDER #179-2024 Approval of the Town Warrant for August 8, 2024

11. ORDER #180-2024 Approval of the Wastewater Warrant for August 8, 2024

12. ORDER #181-2024 Approval of the Revisions to the Town of Millinocket Procurement Policy

13. Reports and Communications:

- a. Warrant Committee for the August 22, 2024, Council Meeting will be Councilor Higgins and Councilor Mackin
- b. Chair's Committees Reports
- c. Two Minute Public Comment

14. Adjournment

Join Zoom Meeting <https://us02web.zoom.us/j/2906301567>

Meeting ID: 820 5839 4915

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

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

Meetings are open to the public for in-person attendance and via Zoom.

The Town of Millinocket supports optional face masks/coverings and social distancing.

Submit any public comments to the Town Manager prior to the meeting: manager@millinocket.org or call (207) 723-7000 Ext.5 to make special arrangements. Meetings are also available via Zoom and YouTube Channel.

Find all the 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/>.

July 11, 2024

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Madore at 5:32 pm. Roll Call: Town Council Members Present: Danforth, Dumais, Higgins, Madore, Mackin, Pelletier, McLaughlin. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health Officer/CEO Thomas Malcolm, Public Works Director Bryan Duprey via Zoom, Fire Chief Jon Cote. Media: Kat TV & Brian Brown-Zoom, 12 in person public attendance and 4 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Update(s) – 4/25/2024 Minutes; Order(s) #164-2024 through #137-2024; Addition(s) – Order #170-2024.

Approval of Minutes: April 25, 2024, PH/Budget Adoption & Regular Town Council meeting.

Motion-Dumais Second-Higgins Vote 7-0

Council Comment: none. *Public Comment:* none.

Special Presentation(s): none; Unfinished Business: None.

Town Manager's Report – verbal update; Olver Associates meeting in two weeks, communications of culvert and bridge repair start time expected in early August pending contractor availability; Announces interest in Manager internship, partnership with school program as class to have opportunity to work in local municipal government as a youth ambassador of the council, to participate in conversations, meetings (with out a vote) noting with a voice, presents the idea as a good opportunity to mirror the school board that has a student representative, announces Andrew Hallett as the interested student who comes highly recommended by the school staff and students, proposed an ambassadorship in conversation to collet feedback from peers, welcomes Andrew with introduction to the council.

Council Comment: Council discussion commends Andrew for his interest in local government and stepping up, noting great opportunity for both council and students to share ambassadorships and to share communications, council discussion concludes clarifying ambassador is not a voting member of the council with suggestion to the manager to write up a policy and bring back for action.

Public Comment: Andrew Hallett, 16 Colony Place, introduces himself and expressed appreciation for the opportunity to work alongside the manager and council.

ORDER #164-2024 PROVIDING FOR: Execution of the Prior Year Town Warrant for July 11, 2024 IT IS ORDERED that the Town Warrant for July 11, 2024, in the amount of \$83,857 is hereby approved.

Motion-Madore Second-Dumais Vote 7-0

Council Comment: *Noted larger expenses:* Acadia Desing works, DR, Elan Financial Group, MWS, Ambulance Radio, RH Smith & Co., Brownfield Assessment, Stearns Lunber, Michael Sulinski-Pool supplies.

Public Comment: none.

ORDER #165-2024 PROVIDING FOR: Execution of the Prior Year Wastewater Warrant for July 11, 2024 IT IS ORDERED that the Wastewater Warrant for July 11, 2024, in the amount of \$2,323.40 is hereby approved.

Motion- McLaughlin Second- Dumais Vote 7-0

Council Comment: *Noted larger expenses:*

Public Comment: none.

ORDER #166-2024 PROVIDING FOR: Execution of the Town Warrant for July 11, 2024 IT IS ORDERED that the Town Warrant for July 11, 2024, in the amount of \$68,444.00 is hereby approved.

Motion-Madore Second-McLaughlin Vote 7-0

Council Comment: Noted larger expenses: iWorks, MMA, ME Tech, ME Water CO., Michael Sulinski-Pool Supplies.

Public Comment: none.

ORDER #167-2024 PROVIDING FOR: Execution of the Wastewater Warrant for July 11, 2024 IT IS ORDERED that the Wastewater Warrant for July 11, 2024, in the amount of \$1065.75 is hereby approved.

Motion-Mackin Second-McLaughlin Vote 7-0

Council Comment: Noted larger expenses: none

Public Comment: none.

ORDER #168-2024 PROVIDING FOR Award of Window Replacement Project Bid

WHEREAS the Town of Millinocket received \$100,000.00 in grant funding from the Community Resilience Partnership Energy Efficiency Priorities Fund for the replacement of windows in the Millinocket Municipal Building; and WHEREAS this project received one bid (attached) from Renewal by Anderson for the replacement of 39 Fibrex High Performance Low-e4 windows at a cost of \$117,435.00

IT IS ORDERED that the Millinocket Town Council, at the recommendation of the Town Manager and Community Initiatives Director, award this project to Renewal by Anderson. IT IS FURTHER ORDERED that the additional \$17,435.00 needed to complete this project be allocated from the Unassigned Fund Balance.

NOTE: This bid includes discounts totaling \$41,862.00 off the original project estimate from Renewal by Anderson. Bids Received: Renewal by Anderson - \$117,435.00

Motion-Danforth Second-McLaughlin Vote 7-0

Council Comment: Councilor Higgins anticipates reduction in heating bill costs with window replacements. Councilor Dumais acknowledges communications with Chris McDonald, Renewal by Anderson Rep., 20 year insurance on windows and will only be covered with the installation done by their company, notes importance to know that if installed by another company the insurance does not cover the windows warranty; Chair Madore expressed appreciation for the involved by the CID bringing opportunities in with these grant monies, and acknowledges all her efforts to date.

Public Comment: Sandra Sullivan, 104 Sunset Drive, inquires if all windows in building will be replaced; *TM Jamieson informs yes, all except the fire damaged windows on the alleyway side as they are covered by insurance; curious fund balance after the next two expenditure orders noting fund balance used quit a bit; *TM Jamieson informs approximately \$3.6-\$4 million, acknowledges prior year used many time in small increments, notes more strategic spending this budget season; Sandra recognized CID Wheaton doing a great job.

Bruce Leavitt, 72 Aroostook Ave, assuming windows insurance being replaced are of quality; *TM Jamieson confirms.

ORDER #169-2024 PROVIDING FOR Purchase of Replacement Pump for Town Pool

WHEREAS there is a need to replace a pump and the Town Pool that is nearing the end of its operational life; and WHEREAS the Recreation Director has researched the matter and presented the attached quote from Mike's Pool Service; IT IS ORDERED that the Millinocket Town Council, at the recommendation of the Recreation Director and Town Manager, approves the purchase of this pump for \$13,059.99 with funds allocated from the Unassigned Fund Balance.

Motion-Pelletier Second-Higgins Vote 7-0

Council Comment: Councilor Dumais favors purchase noting it's importance for functionality, community and children.

Councilor Higgins supports as in need for children's summer activities.

Public Comment: none.

ORDER 170-2024 PROVIDING FOR: Appointment of the Code Enforcement Officer/Licensed Plumbing Inspector IT IS ORDERED that Thomas Malcolm is appointed to serve as Code Enforcement Officer/Licensed Plumbing Inspector for a one-year term to expire July 31, 2025.

Motion-Dumais Second-Higgins Vote 7-0

Council Comment: Councilor Dumais acknowledges Tom in new role and inquiring his actual retirement; Chair Madore recognized Tom as a continued asset to this community, being dedicated to Millinocket and involved in the community for a long time; *TM Jamieson notes Tom's role temporary since march, just revived LPI certification today and will continue to obtain Code certification within a year, order official with procedure with new budget year; Councilor Pelletier injuries continue as Part time position; *TM Jamieson informs Parttime LPI/CEO, stipend HSO.

Public Comment: none.

Reports and Communications: a. Warrant Committee for the July 25, 2024, Regular Council meeting will be Councilor McLaughlin and Councilor Pelletier.

b. Chair Committee Reports: Councilor Danforth, Age Friendly Committee, Field trip to EAA Café, learned about provided programs and available underutilized funding; Informs Farmer's & Artisan Market open now through September every Saturday from 9am-2pm, notes \$500 grant revived for tents and tables for vendor use. Councilor Higgins inquires STR updates; Chair Madore informs in hands of attorney, seeking finalization to proceed

Councilor Pelletier, Charter Review Committee, contacted Attorney Beaupain, noted housekeeping items prior to bringing to public hearing for review, notes referendum item of final draft changes, hopes review in a timely manner.

Chair Madore announces grant received for tree canopy project, states previous trees now diseased will refund monies and will be replaced by the Richardson's company, locking in 2024 pricing and replanted next spring.

c. Two Minute Public Comment: Chair Madore reminds the public comments limited to two minutes per person and to address the council as a whole; Scott Leavitt, 330 Congress Street, supports idea noting great opportunity shadow Town Manager in government setting, inquires insurance for individual to insure if something happens the town is covered; *TM Jamieson informs program is set up through the school as class and falls under town liability.

Jimmy Busque, 32 Forest Ave., read letter submitted on behalf of the Fin and Feather Club, written, distributed to the council, and submitted by Bryant Davis President; submitted into the minutes.

Councilor Pelletier informs he evaluated all 28 emails received, 7 businesses, 3 unorganized territory residents, 18 residents of Millinocket for reconsideration on the vote for the Letter of Support and 5 in opposition, suggests follow charter procedures if proposal to proceed to overturn council action either by referendum to consider whole majority of town; Councilor Higgins thanks Councilor Pelletier for stating charter procedures, notes many other contact methods were used, notes respecting names not be used informs majority stating opposition; Chair Madore acknowledges all councilors had the opportunity to weigh in prior to voting on the order on all communication considered, whether in favor or opposition; recognized County Commissioner David Marshall in attendance, David expressed concern having received communications from Patten's Town manager related to the park entrance located in their community stating roads not maintained by park but by the community having an impact with abuse to the condition of the roads of \$23 million in damage, expressing concern as they did not anticipate extent of damage and deterioration left for the community to maintain after being rejected when sought for funding assistance from the National Monument reps claiming no budgeted monies; continued to express concerns after communications with Patten town manager and business owners not seeing any impact to economic funding and only seeing an increase in foot traffic with no capitol investment with road deterioration a burden on the taxpayers to maintain; suggests a lot not covered in the bill as it would be beneficial for municipality to put on hold until the unanswered questions are addressed.

Richard Theriault, Former Councilor/Real Estate Brooker throughout the state/resident 484 Poplar Street, expresses whole heartedly supports the councilors prior vote noting other community members assume we are small thinkers, clarifies seeing through the trees and not allowing federal government to dictate local issues. Bruce Leavitt, 72 Forest Ave, addresses Councilor Pelletier's charter information for petition, notes time has past only 10 days from council action to propose initiative for petition, concerns losing original sight as it's potentially federal land and may become restricted land with no local control.

Daniel Anderson 242 Turkey Tail Road County resident requesting permission to address council, understands land purchased on Hubber Rd. and Robert's Rd to gift to Penobscot Nations, questions why is more land needed to purchase and support for access needed to Staceyville Rd stating he is aware of two access points is available already in the works, as a lease holder doesn't understand why needing two accesses to the monument.

Councilor Dumais states he has had a lot of conversation around the matter, agree with Rep. Javner, Commissioner David Marshall, and Sen. Stewart in their letter to Sen. King's bill, with conversations with Senator Collins as well for request to pause the bill, seeking more information with investigation to inform the community with truth, recognizes a group conversation sharing slanderous misinformation and acknowledged their misinformed communications that the town is antibusiness, states the Town of Millinocket and it's council is very pro businesses signing hundreds of orders that support business with in the community, hopes communications concludes support for local business; acknowledges the divisive situation recognizing the numerous emails, phone calls, and visitations the entire council received from residents and nonresidents, noting his personal experience as a two to one nonpolitical ratio but local issue; encourages residents to take action if they disagree with prior council action through proper referendum procedures if there is disbelief in their government, anticipates statements made reach Sen. King and Sen. Collins in hopes they take the community into consideration putting this bill on pause and communicate with the community properly with resolve, welcomes conversations going forward; Councilor Pelletier agrees with Councilor Dumais' statements, clarifies process for referendum in charter; Councilor Danforth reads email request to be read from Diana Furukawa supporting access reconsideration, submitted into email.

Motion to adjourn at 7:12 p.m. – McLaughlin, Second –Dumais Vote 7- 0

ORDER #177-2024

PROVIDING FOR: Execution of the Prior Year Town Warrant for August 8, 2024

IT IS ORDERED that the Prior Year Town Warrant for August 8, 2024, in the amount of \$608.46 is hereby approved.

Passed by the Town Council _____

Attest: _____

**PRIOR YEAR
TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 4, 2024**

TOWN #370

TOWN AP WARRANT	AUGUST 4, 2024	\$608.46
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WW #371

WW AP WARRANT	AUGUST 4, 2024	\$9,601.69
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A / P Check Register

Bank: BANGOR SAVINGS A/P

Town Prior Year

Type	Check	Amount	Date	Wrnt	Payee
R	35862	107.70	08/01/24	370	0805 HOYLE, TANNER & ASSOCIATES
R	35863	52.74	08/01/24	370	1903 KATAHDIN TRUE VALUE
R	35864	47.57	08/01/24	370	0584 REGISTER OF DEEDS
R	35865	300.45	08/01/24	370	1502 VERSANT POWER
R	35866	100.00	08/01/24	370	0771 WASTEWATER TREATMENT
Total		608.46			

Count

Checks	5
Voids	0

ORDER #178-2024

PROVIDING FOR: Execution of the Prior Year Wastewater Warrant for August 8, 2024

IT IS ORDERED that the Prior Year Wastewater Warrant for August 8, 2024, in the amount of \$9,601.69 is hereby approved.

Passed by the Town Council _____

Attest: _____

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

**** REPRINT ****

WW Prior Year

Type	Check	Amount	Date	Wrnt	Payee
V	10981	262.50	08/01/24	371	1903 KATAHDIN TRUE VALUE
R	10982	251.34	08/01/24	371	0037 MAINE WATER COMPANY
R	10983	4,822.13	08/01/24	371	0513 OLVER ASSOCIATES INC.
R	10984	4,528.22	08/01/24	371	1502 VERSANT POWER
Total		9,601.69			

Count

Checks	3
Voids	1

ORDER #179-2024

PROVIDING FOR: Execution of the Town Warrant for August 8, 2024

IT IS ORDERED that the Town Warrant for August 8, 2024, in the amount of \$177,350.74 is hereby approved.

Passed by the Town Council _____

Attest: _____

**TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 4, 2024**

TOWN #32

TOWN AP WARRANT AUGUST 4, 2024 \$177,350.74

WW #31

WW AP WARRANT AUGUST 4, 2024 \$1,165.91

A / P Check Register
Bank: BANGOR SAVINGS A/P

Type	Check	Amount	Date	Wrnt	Payee
R	35825	15,593.39	08/01/24	32	0039 ASCENT AVIATION GROUP INC
R	35826	634.00	08/01/24	32	0056 BANGOR SAVINGS BANK
R	35827	63.03	08/01/24	32	1078 BEE LINE CABLE
R	35828	25.00	08/01/24	32	0292 CAMPBELL, JEFFREY W
R	35829	179.66	08/01/24	32	0229 CARQUEST AUTO PARTS
R	35830	91.60	08/01/24	32	1294 CRANDALL'S HARDWARE, INC.
R	35831	2,897.11	08/01/24	32	0157 DEAD RIVER
R	35832	7,623.86	08/01/24	32	0181 DYSARTS SERVICE
R	35833	290.44	08/01/24	32	0207 FASTENAL COMPANY
R	35834	1,801.00	08/01/24	32	0240 GREEN THUMB LAWN SERVICE
R	35835	480.00	08/01/24	32	1039 HOGAN TIRE, INC.
R	35836	30,458.18	08/01/24	32	0805 HOYLE, TANNER & ASSOCIATES
R	35837	65.00	08/01/24	32	2102 JAMIESON, PETER
R	35838	59.00	08/01/24	32	1277 JIMAR CONSTRUCTION PRODUCTS, LLC
R	35839	83.56	08/01/24	32	1280 K.L. JACK & CO., INC.
R	35840	108.87	08/01/24	32	1270 LAKEMAN, DIANA M.
R	35841	175.43	08/01/24	32	1457 MAINE TOWN CITY & COUNTY
R	35842	261.31	08/01/24	32	0037 MAINE WATER COMPANY
R	35843	50.00	08/01/24	32	0687 MALCOLM, THOMAS M.
R	35844	550.00	08/01/24	32	2255 MAYA 448 ME LLC
R	35845	11,593.43	08/01/24	32	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	35846	64.20	08/01/24	32	1819 NAPA AUTO PARTS
R	35847	1,255.48	08/01/24	32	1669 OFFICE DEPOT, INC
R	35848	59.99	08/01/24	32	0653 PERREAULT, STEVEN L.
R	35849	18,049.69	08/01/24	32	0547 PINE STATE ELEVATOR COMPANY
R	35850	312.79	08/01/24	32	2269 SCP DISTRIBUTORS LLC
R	35851	193.35	08/01/24	32	0841 SHERWIN-WILLIAMS CO
R	35852	155.53	08/01/24	32	0636 SOUTH-WORTH MILTON, INC.
R	35853	4,018.15	08/01/24	32	0649 STERNS LUMBER COMPANY INC
R	35854	78,290.00	08/01/24	32	2270 THE PEARL GROUP
R	35855	109.86	08/01/24	32	0699 TRANSCO BUSINESS TECHNOLOGIES
R	35856	25.69	08/01/24	32	0737 UNIFIRST CORPORATION
R	35857	688.37	08/01/24	32	1502 VERSANT POWER
R	35858	275.49	08/01/24	32	0771 WASTEWATER TREATMENT
R	35859	387.30	08/01/24	32	1799 WEST BRANCH AVIATION LLC
R	35860	185.00	08/01/24	32	0792 WINTERPORT BOOT
R	35861	195.98	08/01/24	32	2074 WORLD OF FLAGS U.S.A.
Total		177,350.74			

Count	
Checks	37
Voids	0

ORDER #180-2024

PROVIDING FOR: Execution of the Wastewater Warrant for August 8, 2024

IT IS ORDERED that the Wastewater Warrant for August 8, 2024, in the amount of \$1,165.91 is hereby approved.

Passed by the Town Council _____

Attest: _____

Millinocket
11:05 AM

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

08/01/2024
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	10977	2.20	08/01/24	31	0157 DEAD RIVER
R	10978	74.07	08/01/24	31	0485 NCL OF WISCONSIN, INC.
R	10979	949.76	08/01/24	31	1057 USA BLUE BOOK
R	10980	139.88	08/01/24	31	0445 W. S. EMERSON COMPANY, INC
Total		1,165.91			

Count	
Checks	4
Voids	0

ORDER #181-2024

PROVIDING FOR Revisions to Town of Millinocket Procurement Policy

WHEREAS order #170-2023 provided for the adoption of the Town of Millinocket Procurement Policy; and

WHEREAS the need for revisions to this policy has been identified;

IT IS ORDERED that the Millinocket Town Council approves the attached revisions to the Town of Millinocket Procurement Policy.

PASSED BY THE COUNCIL: _____

ATTEST: _____

ORDER #170-2023

PROVIDING FOR: Adoption of Procurement Policy

WHEREAS the Town of Millinocket is required to have a procurement policy on file that directs all aspects of purchasing goods and services and that meets federal requirements,

IT IS ORDERED that the Millinocket Town Council approve and adopt the attached policy titled "Town of Millinocket Procurement Policy".

PASSED BY THE COUNCIL: _____

ATTEST: _____

TOWN OF MILLINOCKET

Procurement Policy

Section 1. Purpose

Municipalities expend substantial sums of money each year carrying out the many functions and services that they provide. They also must dispose of surplus property from time to time. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the government if they can provide an equivalent product or service and a competitive price.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business and/or purchase its surplus materials or property. It is also the purpose of this policy to encourage joint and bulk purchasing among departments and agencies wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.

This policy shall be known as the "Town of Millinocket, ME Procurement Policy" and may be cited as such.

Section 2. Definitions

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

2.1 BID MOST ADVANTAGEOUS TO THE TOWN - Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting Town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."

2.2 COMPETITIVE BIDDING - The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town as described in Section 7.

2.3 EMERGENCY PURCHASE - A purchase necessitated by a threat to public health, safety or to property.

2.4 FIELD PURCHASES- The direct purchase by a department head from a vendor of supplies needed in small quantities for day-to-day operation.

2.5 GOODS AND SERVICES - The complete array of purchases of the town, including but not limited to: supplies, commodities, equipment, construction materials and labor, consulting services, and training.

2.6 GROUP PURCHASE - A purchase made by the Town by grouping two (2) or more departmental requisitions in one (1) purchase order.

2.7 INFORMAL PRICE QUOTES – Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process.

2.8 PURCHASE AMOUNT - The total cost of goods or service including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.

2.9 QUALIFIED VENDOR – A vendor, small or large, who agrees to the terms of payment of the Town of Millinocket, ME and demonstrates quality, timely delivery, and quality performance.

2.10 SEALED FORMAL BIDS - Quotations from all vendors that are submitted in sealed envelopes, properly labeled and received by the Town prior to any specified deadline.

2.11 SPECIFICATIONS - The qualitative standards set by department heads as a guide to the Town Manager and the Town Council and as a measure of quality and quantity that successful vendors must achieve to be considered for an award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name. All specifications must meet current standard practice.

Section 3. Adherence to Budget

3.1 The budget of the Town is prepared on a modified line basis. Expenditures during the year should follow as closely as possible the items identified in the budget document. The Town Council recognizes that unforeseen expenditures develop which result in the need to purchase additional items not itemized in the budget. Occasionally, circumstances arise in which items budgeted for can be deleted and the Town Council at the budget adoption. The funds need not be obligated to exceed recommended line items appropriations in the published budget must receive approval from the Town Manager. The Town Manager must feel comfortable that the obligation of funds over the recommended amount will not cause a future need to overdraft the “lump sum” operations appropriation approved b. The Town Manager does not feel that the obligation of funds is appropriate, they have the authority to veto the department head’s decision. If the department head would like to pursue the matter further, the Town Manager will put the employee on the next agenda for the next regularly scheduled Town Council’s meeting. If the department head obligates said funds over the line-item amount (without permission), they will be subject to discipline. No capital project will be overspent by any amount without prior approval from the Town Council. In most cases, because the budget & capital project was approved by the voters as a separate Warrant Article, the overdraft will have to be “ratified” by a Town Meeting vote.

Section 4. Bidding Requirements

4.1 INFORMAL PRICE QUOTE REQUIREMENTS.

The Department Head shall conduct and document informal, competitive price quotes for purchases over five thousand dollars (\$5,000). These price quotes will be documented in a brief memo attached to the PO. A minimum of two quotes verbal or otherwise will be solicited whenever possible. The informal price quotations will be submitted to the Town Manager for review and approval.

4.2 OPTIONAL PURCHASING METHODS.

Notwithstanding any other provision of this policy to the contrary, the following methods may be employed for the purpose of purchasing goods and services.

- (a) **EMERGENCY WAIVER OF BIDDING REQUIREMENTS** - The bidding procedures may be waived by the Town Council when there exists an emergency as determined by the Town Manager and Town Council. All attempts shall be made to obtain the most competitive price within the time available.
- (b) **PURCHASES MADE THROUGH STATE; STATE BID PRICES** - The Department Head may, with approval by the Town Manager, waive bidding procedures when purchasing through the State of Maine or at State bid prices but not superseding Section 6.1. The bid requirements may apply at the discretion of the Town Manager and/or Town Council.
- (c) **CHANGE PURCHASE ORDERS** - The Department Head and/or Town Manager is empowered to issue change purchase orders for changes in scope or quantity of an existing purchase. The change in purchase amount is subject to other provisions of the Purchasing Policy.
- (d) **REQUESTS FOR PROPOSALS (RFP)** - The Department Head and/or Town Manager may solicit competitive proposals if they determine that compiling detailed technical specifications is not feasible or advantageous. The solicitation and/or award of RFPs is subject to other provisions of the Purchasing Policy.
- (e) **REGIONAL PURCHASING** - The Town Manager and/or Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Manager where the goal is to bid for goods and services for more than one town or town subject to other provisions of the Purchasing Policy and approval of the Town Council.

4.3 SUSPENDED OR DEBARRED CONTRACTORS - No contractor will be awarded a contract if they are suspended or debarred or may any prime contractor award a suspended or debarred subcontractor. www.sam.gov database will be verified before awarding contracts.

Section 5. Exceptions

5.1 EXCEPTION REPORTING - The Department Head shall report apparent exceptions to the bidding and award requirements to the Town Manager who will inform the Town Council of the exception.

5.2 EXEMPTIONS TO BIDDING AND APPROVAL REQUIREMENTS. - Payments exempt from the bidding and Town Manager approval requirements due to their nature or other statutory provisions include:

5.2.1 (a) Utility consumption costs including electrical, natural gas, fuel, heating oil, water and sewer. **(b)** Telephone and cell phone call charges. **(c)** Advertising. **(d)** Postage. **(e)** Federal, state and local taxes. **(f)** Court judgments. **(g)** Workers Compensation claims. **(h)** Debt service payments. **(i)** Legal and professional services **(j)** General Assistance. **(k)** The Road or Highway account (operational budget, not capital). 23 MRSA § 2705 allows an overdraft to occur in the road or highway contract account, provided the overdraft does not exceed 15% of the amount appropriated for that purpose. The Public Works Director is authorized to incur this overdraft with the prior written consent of the majority of the Town Council. Even though the law allows up to 15 % overdraft, the Town Council are still required to include an order in the next Town Council Meeting Warrant to cover the amount of the overdraft.

Section 6. Town Council's Responsibility

6.1 Nothing in this policy shall negate the Town Council's responsibility to sign Warrants authorizing expenditure of funds.

Section 7. Competitive Bidding Procedure

7.1 Competitive bidding will open with notice from the Town Manager by notice of solicitations for bidding, which shall be sent to vendors, and/or by advertising. The notice shall contain specifications as to the quantity and quality, date and time at which bidding shall be closed and the date and time at which bids shall be opened and read and the purchase awards made. All solicitations shall note that all purchases are subject to the conditions set forth in the Town Procurement Policy.

7.2 The Department Head in conjunction with the Town Manager shall solicit at least two (2) vendors on every purchase requiring bidding; provided, however, that in all cases a bid most advantageous to the town shall be awarded. If less than two (2) bids shall be received, the Town Manager may either award the purchase on the basis of the best bid of those submitted or shall order a re-bid on that item.

7.3 Technical specifications for bids shall state information as broadly as practicable yet shall be specific enough to describe the requirements of the department. Non-technical specifications for bids shall state the quality required in general terms.

7.4 Formal, sealed bids shall be submitted by qualified vendors before the stated deadline and may be withdrawn by any bidder before the deadline. After the deadline the Town Manager shall

receive no further bids, and no bidder shall withdraw a bid. The town shall have custody of all bids submitted pursuant to this policy.

7.5 Town Manager shall require security from vendors for construction projects. The elements of a purchase to be secured include, but are not limited to, the following: General & Auto Liability and Workers Comp Insurance, also a Certificate of Insurance with the Town of Millinocket as Certificate Holder listed.

7.5.1 PERFORMANCE - To ensure compliance with and completion of the contract at 100% of contract requirements. The Department Heads and/or Town Manager will review the project to verify the work is complete and to standard RFP.

7.5.2 LABOR AND MATERIAL PAYMENT - To ensure payment to suppliers and subcontractors by the contractor after 100% of contract requirements are met.

7.6 The form of the security will be prescribed by the Town Manager and acceptable by the Town Attorney and Town Council and can consist, but is not limited to, bonds issued by surety companies licensed within the United States, certified checks and irrevocable letters of credit at banks acceptable to the Town.

7.7 In the event of a tie for low bid by equally qualified bidders where one bid is not considered a bid most advantageous, the following rules shall apply to the tied bidders:

7.8. If preference cannot be determined the Town Manager shall, in the presence of such bidders if possible or in the presence of a witness, draw lots to determine who shall be awarded the bid in accordance with the Town Purchasing Policy.

7.9 The Town Manager & Department Head shall open bids, review, and complete a Bid Review form to be presented to the Town Council at the next meeting. In determining the low bid or the bid most advantageous, the Town Manager & Department Head shall, whenever possible, analyze the bids so that the bids are compared on an equal basis and award the bid most advantageous to the Town as described in section 2.1. The Town Manager and/or the Department Head will notify all vendors that applied to the bid process by email or by phone.

7.10 The competitive bid procedure may be waived by a majority vote of the Town Council upon the request of the Town Manager.

Section 8. Noncompetitive Proposals

8.1 §200.320(f) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (a) The item is available only from a single source.
- (b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- (c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (d) After solicitation of several sources, competition is determined inadequate

Section 9. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

9.1 § 200.321 The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (a) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Section 10. Re-bidding

10.1 The Town Manager is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than two (2) bids have been received, notwithstanding solicitations seeking the same, or where no bid most advantageous to the town has been received.

Section 11. Contract Processing or Provisions

11.1 The Town Manager is designated as the contracting officer of the town as authorized by the town charter or by vote of the Town Council. Execution of a contract or contract change order accompanying a purchase order or purchase change order needs to be confirmed by the Department Head. Purchases involving contracts are subject to all other provisions of the Purchasing Policy.

Section 12. Conditions of Purchase

12.1 All purchases made by the town shall be subject to the following conditions:

12.1.1 All purchases shall be awarded based on the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

12.1.2 All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

12.1.3 When an award of purchase shall be recommended to other than the lowest qualified bidder or the bid most advantageous to the town, the Town Manager shall submit such recommendation to the Town Council for approval or disapproval. Should the Town Council reject such a recommendation, the award shall be made to the bid deemed to be the most advantageous to the Town, unless all bids are rejected.

Section 13. Duties of Department Heads

13.1 All Department Heads shall:

- (a) Determine acceptable quality and quantity of commodities and supplies to be purchased.
- (b) Assist the Town Manager in establishing lists of approved specifications and vendors.
- (c) Share knowledge of special factors that will implement a policy designed to enable the town to minimize cost and maximize quality.
- (d) Prepare requisitions with a view toward group purchasing and keep corresponding records to facilitate debiting on town financial records.
- (e) Be empowered to reject any unacceptable supply or commodity on grounds including high cost or low quality and provide the Town Manager with a detailed written report explaining the reasons for such rejection.

Section 14. Obsolete Fixed Assets

14.1 All department heads shall report, annually (or other such deadline as determined by the Town Manager) to the Town Manager obsolete and excess fixed assets, including:

- (a) Items beyond use.
- (b) Items being replaced or to be replaced and are not traded.
- (c) Obsolete items.

Section 15. Conflicts of Interest

15.1 No employee, member, or volunteer of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

- (a) Avoid the intent and appearance of unethical behavior or practices.
- (b) Diligently follow the procurement laws, rules, and procedures.

- (c) Refrain from any activity that would create a conflict between personal interest and the interest of the Town by excluding yourself from the project if necessary.
- (d) Identify and eliminate any conflicts of interest.
- (e) Avoid soliciting or accepting money, loans, credits, discounts, favors, or services from present or potential suppliers which may influence or appear to influence purchasing decisions.
- (f) Ensure that all people have equal opportunity to compete in a fair and open environment.
- (g) Conduct procurement roles and responsibilities in a manner that maintains and communicates trust and confidence in the integrity of the procurement process.
- (h) Seek to protect taxpayers' dollars by obtaining maximum value for each dollar of expenditure for the procurement of goods and services.
- (i) Provide prompt and courteous services in good faith, devoid of any bias, to all persons and entities using the procurement process
- (j) Conduct and maintain the procurement process with the utmost transparency to maintain public trust, recognize the need for confidentiality on occasion to protect the integrity of the procurement process for users.

Section 16. Retention requirements for records.

16.1 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **three years** from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period. Where there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- (f) Indirect cost rate proposals and cost allocations plan. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation. § 200.333

TOWN OF MILLINOCKET PROCUREMENT POLICY

Section 17. Implementation

17.1 To facilitate conduct in accordance with the purchasing policy, a copy of this policy shall be made available to town officials, employees, volunteers, Town Council and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

Adopted by vote of the Town Council on this date, _____.

Received and Recorded: _____, 2023

Town/City Clerk

TOWN OF MILLINOCKET PURCHASING POLICY ACKNOWLEDGEMENT FORM

I have received a copy of the Town of Millinocket Purchasing Policy dated _____, I understand that it is my responsibility to read this document and discuss anything in this policy that I do not understand with the Town Manager.

I understand that the signed copy of this Acknowledement Form will be kept in my personnel file.

Employee Name (Printed)

Employee Name (Signature)

Employee Title

TOWN OF MILLINOCKET

Procurement Policy

Section 1. Purpose

Municipalities expend substantial sums of money each year carrying out the many functions and services that they provide. They also must dispose of surplus property from time to time. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability. At the same time vendors should have a reasonable right to equal opportunity to provide the goods and services that are used by the government if they can provide an equivalent product or service and a competitive price.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, the need for financial control and accountability and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business and/or purchase its surplus materials or property. It is also the purpose of this policy to encourage joint and bulk purchasing among departments and agencies wherever such purchasing practices achieve better pricing without significantly degrading quality or operational efficiency.

This policy shall be known as the "Town of Millinocket Procurement Policy" and may be cited as such.

Section 2. Definitions

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

2.1 BID MOST ADVANTAGEOUS TO THE TOWN - Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the "bid most advantageous to the town."

2.2 COMPETITIVE BIDDING - The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town as described in Section 7.

2.3 EMERGENCY PURCHASE - A purchase necessitated by timeliness, threat to health, safety, or property.

2.4 FIELD PURCHASES- The direct purchase by a department head from a vendor of supplies needed in small quantities for day-to-day operation.

2.5 GOODS AND SERVICES - The complete array of purchases of the town, including but not limited to: supplies, commodities, equipment, construction materials and labor, consulting services, and training.

2.6 GROUP PURCHASE - A purchase made by the Town by grouping two (2) or more departmental requisitions in one (1) purchase order.

2.7 INFORMAL PRICE QUOTES – Quotations, written and oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process.

2.8 PURCHASE AMOUNT - The total cost of goods or service including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.

2.9 QUALIFIED VENDOR – A vendor, small or large, who agrees to the terms of payment of the Town of Millinocket, ME and demonstrates quality, timely delivery, and quality performance.

2.10 SEALED FORMAL BIDS - Quotations from all vendors that are submitted in sealed envelopes, properly labeled and received by the Town prior to any specified deadline.

2.11 SPECIFICATIONS - The qualitative standards set by department heads as a guide to the Town Manager and the Town Council and as a measure of quality and quantity that successful vendors must achieve to be considered for an award. Specifications shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name. All specifications must meet current standard practice.

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 - (b) Telephone and cell phone call charges.
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 - (e) Federal, state and local taxes.
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 - (i) Legal and professional services
 - (j) General Assistance.
 - (k) The Road or Highway account (operational budget, not capital).

23 MRSA § 2705 allows an overdraft to occur in the road or highway contract account, provided the overdraft does not exceed 15% of the amount appropriated for that purpose. The Public Works Director is authorized to incur this overdraft with the prior written consent of the majority of the Town Council. Even though the law allows up to 15 % overdraft, the Town Council are still required to include an order in the next Town Council Meeting Warrant to cover the amount of the overdraft.

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7.5.1 PERFORMANCE - To ensure compliance with and completion of the contract at 100% of contract requirements. The Department Heads and/or Town Manager will review the project to verify the work is complete and to the standard of the RFP.

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- (c) Refrain from any activity that would create a conflict between personal interest and the interest of the Town by excluding yourself from the project if necessary.
- (d) Identify and eliminate any conflicts of interest.
- (e) Avoid soliciting or accepting money, loans, credits, discounts, favors, or services from present or potential suppliers which may influence or appear to influence purchasing decisions.
- (f) Ensure that all people have equal opportunity to compete in a fair and open environment.
- (g) Conduct procurement roles and responsibilities in a manner that maintains and communicates trust and confidence in the integrity of the procurement process.
- (h) Seek to protect taxpayers' dollars by obtaining maximum value for each dollar of expenditure for the procurement of goods and services.
- (i) Provide prompt and courteous services in good faith, devoid of any bias, to all persons and entities using the procurement process
- (j) Conduct and maintain the procurement process with the utmost transparency to maintain public trust, recognize the need for confidentiality on occasion to protect the integrity of the procurement process for users.

Section 16. Retention requirements for records.

16.1 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of **three years** from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period. Where there is such a requirement, the retention period for the records pertaining to the earning of the income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

(f) Indirect cost rate proposals and cost allocations plan. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) *If submitted for negotiation.* If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

(2) *If not submitted for negotiation.* If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation. § 200.333

TOWN OF MILLINOCKET PROCUREMENT POLICY

Section 17. Implementation

17.1 To facilitate conduct in accordance with the purchasing policy, a copy of this policy shall be made available to town officials, employees, volunteers, Town Council and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

Adopted by vote of the Town Council on this date, _____.

Revised by vote of the Town Council on this date, _____.

Received and Recorded: _____, 2024

Town Clerk: _____

TOWN OF MILLINOCKET PURCHASING POLICY ACKNOWLEDGEMENT FORM

I have received a copy of the Town of Millinocket Purchasing Policy dated _____. I understand that it is my responsibility to read this document and discuss anything in this policy that I do not understand with the Town Manager.

I understand that the signed copy of this Acknowledgement Form will be kept in my personnel file.

Employee Name (Printed)

Employee Name (Signature)

Employee Title