



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 1.26.22

### Public Works:

- they are shipped.

Bryan Duprey, Director of Public Works

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### Town Treasurer:

- This month has been tied up with year-end tax reporting. W2-s, 1099's, sales tax filing and federal tax reporting are completed. The only item left is the Affordable Healthcare reporting.
- The FY22 audit is still in process. I have provided additional information this past week. The deadline with the State is February 28. There should be a draft of the report for review soon.
- I received our first check from the Thomas Agency for delinquent ambulance accounts. They collected \$2,535 and sent us a check for \$1,774.50 after their fee was deducted.

Mary Alice Cullen, Town Treasurer.

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### Wastewater Operations:

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance along with required lab work is being performed daily.
- Lab work consists of testing for Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), pH, and Temperature performed weekly.
- The Treatment Facility used 22600 kilowatt hours of electricity in December, as compared to 23500 kilowatt hours in November. Please see attached power consumption graph for yearly comparison.
- In December the Treatment Facility processed 35.906 million gallons of wastewater. The average daily flow was 1.158 million gallons. Peak flow was 2.018 million gallons which was on December 8th. Removal rates for Biochemical Oxygen Demand (BOD5) were 95%, and Total Suspended Solids (TSS) was 97%. Total rainfall for December was 3.95 inches. Snowfall was 12.50 inches.
- During December we did general maintenance around the pump stations and control building. We also started an upgrade on the disinfection system which will be in the basement of control building. This upgrade will be fully online during the chlorination season from May 15 to September 30. We are excited for the new upgrade.
- We would again like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, Q-tips or anything but toilet paper (only) to the sewer system. These items are causing **extreme plugs** to the sewer system and costly maintenance to our pumping



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stations. If this should continue, we will be forced to have a rate increase to cover the added costs of maintenance we are incurring. We would like to thank the residents for this consideration.

James Charette, Superintendent

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## **Airport:**

Jeff Campbell, Airport Manager

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## **Assessor:**

- Our department has remained fairly quiet, allowing us to move forward on projects, filing, and paperwork. The sales in December continue to exceed our assessments; although it feels like there are fewer sales.
  - As examples, in December, 169 Bowdoin St sold for \$165,000; 81 prospect St sold for \$88,500 and 69 Waldo sold for \$149,900.
- I am working to complete the State's Sales Ratio document (AKA turnaround document). Each year the state requests assessment information for all sales that have occurred in town. They ask for lot size, property type, assessed values and for the assessor's opinion regarding if the sale was valid.
- Sue continues to copy the property cards and place in street number order for our revaluation inspections. She is also closing in on the final file cabinet drawer of property card data entry. As I look back to my return in 2019, we have made significant departmental progress specifically with data. We will soon begin the annual personal property declaration mailing process. It is hard to believe it is almost that time of year again!
- We are happy to have Chris onboard. We appreciate his efforts to chase down issues and supply code enforcement information and guidance to property owners.

Lorna Thompson, Assessor

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## **Recreation:**

- Pee wee basketball has wrapped up
- Cheerleading has switched to competition mode. The Tri-Town Starlets will compete in Bangor in March.



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- Watching the weather and working on making ice at the skating rink. Once we have ice, we will have a schedule for the hut to be open and for people to make use of our newly acquired ice skate rental fleet.
- Involved in planning of Winterfest and Snowdown

Jody Nelson, Rec. Director

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## **Human Resources Director**

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## **Community Initiatives Director**

- Worked on the community newsletter “Magic City Monthly” along with the manager and the department heads!
- Worked alongside DesignLab on the following projects:
  - Website updates
  - Community Calendar
  - Social Media
  - Event promotion
  - Met with their team to set quarterly goals alongside the Manager.
- Researched grant opportunities for various community/department needs.
- Attended various committee meetings.
- Discussed Electric Vehicle Chargers and the potential to bring them to Millinocket with various contractors, Efficiency Maine, etc.
  - Submitted two applications – one for two chargers in Veterans Park, one for two chargers in the Municipal Parking Lot
- Applied to the Gloria C. MacKenzie Foundation for funds for the Ski Tow Project
- Prepared for the ME Service Fellow – ensuring they will have everything they need upon arrival, and we have the proper budgets in place with the assistance of Mary Alice, Treasurer
  - Met with Jake Hurner to work on recruitment materials for the Fellowship program.
- Attended a course on utilizing the census data tables to build stronger grant proposal.
- Explored grant opportunities and projects costs for a Pump Track/Skate Park for Millinocket
  - Met with American Ramp Company about the costs of Pump tracks and what steps the Town needs to take to build one.
- Met with FitLot about the costs and steps needed to bring a FitLot to Millinocket
  - Began picking Jane Danforth’s brain on best ways to fund this project.



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- Planned and hosted a Spaghetti Supper to raise funds for the Millinocket Fire/EMS Outreach and Prevention Fund alongside SaVida Health, Chief Malcolm, Asst. Chief Cote and the Town Manager
- Completed and submitted Quarter 4 reports for the NBRC Funding

Amber Wheaton, Community Initiatives Director

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## **Town Clerk/Tax Collectors Office:**

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

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## **Fire, Ambulance, Public Health & Safety:**

- Second Assistant Chief Farrington and I attended Basic Life Support for Obstetrics.
- Working with Dept. heads on upcoming Winterfest Parade and working with other various other organizations for additional events during Feb. school vacation.
- Have started getting requests for sand or sand buckets under our Sand Bucket Project which is underage Friendly Millinocket.
- Inspected pellet stove installation for resident that his insurance company had required for him to put pellet stove in.
- In the process of renewing my Local Health Officer certification.
- Assistant Chief Cote conducted OSHA/DOL annual mandatory training for Fire, EMS, Public Works and Airport personnel.
- Second Assistant Chief Farrington and Assistant Chief Cote conducted annual snow sled rescue training for all FD personnel.
- Getting annual medical evaluations done for all FD employees.
- Assistant Chief Cote conducted annual Haz Mat Awareness Level training for all FD employees, also second Assistant Chief Farrington will be doing annual fit test for employees as well during this training session.
- Still have two FT employees out with injuries expect them to return by end of January.
- Had major malfunction with one of our new Stryker Cots and is covered by warranty awaiting parts to repair unit.



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- Working on presentation on Substance Abuse Resources and holding spaghetti feed to benefit Millinocket Fire EMS Outreach Program.

Tom Malcolm – Fire Chief, Public Health & Safety Officer

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**Police Department:    SEE ATTACHED REPORT**