



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 1.27.22

CDBG:

- The "Go Ahead" has been given to our contact at Haley Ward to move forward on the Veterans Park project. This will include new lighting throughout the park and on our memorial, as well as new electrical outlet access points to allow for vendors and other uses. This will have a positive impact on our community events and festivals. I am awaiting further information from Haley Ward on projected dates for the start of the work and completion.

Bike/Ped Safety Project:

- This work continues as The Maine Department of Transportation has approved grant funding for Millinocket's pedestrian and bicycle safety project. We have been approved for up to \$60,000 in federal transportation funding for the preliminary design, survey/mapping, and initial right-of-way work on the project. This is contingent upon \$15,000 minimum required local match. More information to come on this. We do have a meeting February 3rd regarding the draft final report on the study done this past year.

MaineDOT & Airport:

- We have an order on our agenda this evening regarding a new 15-year Cooperative Umbrella Agreement with the Maine Department of Transportation. Millinocket previously had a 10-year agreement that has expired. The only changes to the new agreement are the length of the agreement and increase in "Maximum Amount of This Agreement," which represents the State's share contribution. This is not a commitment of any town funds, however, if there is a need of grant funding concerning the Millinocket Municipal Airport, this agreement covers the maximum of funds to be matched by the state and local sponsor.

Mobilize Katahdin:

- I have continued participation with the Mobilize Katahdin Coalition, having been involved in prior roles. We heard last week from MRH CEO Dr. Peterson spoke about the current surge of covid pandemic and cases locally. There was discussion of possible action to take locally regarding masking, etc. for the Town of Millinocket. I was joined by Councilors Pray, Pelletier, and Danforth. Danforth of course with her hat Thrive Penobscot hat on as host.



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Job Postings:

- Community Initiatives Director: The Community Initiatives Director position has been reposted. It was posted as a full-time position with a temporary contract, eligible for continuation based on performance and results. I will close the application window on February 11th and will hope to interview and fill soon after.
- Code Enforcement Officer: I will be reviewing the most recent job posting for this position in consideration of edits for full-time work. I plan to have this posted in the coming week, keeping in mind our discussion regarding salary at our January 13th council meeting.

Committees:

- Charter Review: The Charter review has officially begun. This group has created a work plan and has begun making suggested edits to the document. We are set to meet regularly, the 2nd and 4th Monday of each month. I have converted the Charter into a Word Document for cleaner editing and visibility for the presentation throughout the process and for final approval.
- Sustainability: This committee spoke more about the investment in purchasing the land owned by the Elks, the Dirigo solar project, the Airport, and how that all ties together.
 - **Request**: *Conversation and/or straw poll of Council interest in directing Planning Board to investigate accessory dwelling units (ADU's) opportunities.*
- Economic Development: **TO BE UPDATED**

Council Meetings:

- **Seeking discussion on Zoom vs. "in person" for upcoming meetings.**
- I have been in contact with Matt Waite at Stearns & Unified Performing Arts regarding possible "tech crew" student volunteer to assist with audio & visual at council meetings
- Another option I have researched is with a local Employment Specialist who may have a client who is able and interested in audio/visual as a profession. We may be able to offer a work experience, paid for by the agency for a set number of hours as a trial for a few months and potentially hire if all is going well and it is a good match.

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- #10 Plow truck exhaust emissions issues. Addressing with Mechanic and Whited Ford.
- Main runs were scrapped with the Grader and salted. Freezing rain had started to build ice on the roads. Secondary roads are a little snow packed, but road width is not an issue.
- Sand and Salt inventories are in good shape. Using more Salt on the main runs to try and keep them bare due to high traffic demand.
- ***Cost of diesel fuel on the rise. See attached chart.***

Transfer Station:

- Working on State DEP Annual Report
- All Garbage going to the Penobscot Energy Recovery in Orrington to make electricity.
- Hauled 135 tons of MSW to PERC in 2021 per county agreement. \$12,483 was paid to the Town as half six months, and they also paid the tipping fees for that amount of trash. The second half payment of \$12,483 will be paid in June.
- We had a big year recycling E-Waste. 20,897 Televisions, 1,258 Printers, 584 Monitors, and 1,244 Computers along with over 8,000 florescent bulbs which is a free service for the public through the Maine DEP.
- 347 Tons of scrap metal was recycled in 2021
- 24 Tons of Tires.
- White goods where over 300 units.
- 40 Tons of Shingles.

Cemetery:

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works



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Human Resources Director

- Personnel
- Assisting new Town Manager and Department heads
- Office Responsibilities
- Preparing for 2022
- Preparing WC audit for year end
- Pre employment Drug/Alcohol Testing for call drivers at Public Works

General Assistance Director

- Assisted individuals to meet their unmet needs
- Submitting reimbursement
- Monthly Statistics report
- **GA STATISTICS REPORT FOR DECEMBER ATTACHED**

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes.
- AP warrants for this week's council meeting
- Month End warrants for benefits

Lori Santerre, Human Resource Director

Recreation Dept.

- Skating rink has been open. Community is making good use of the resource. Hut is open and staffed Friday, Saturday, Sunday.
- Held Basketball Tournament
- Upcoming support for Winterfest/Snowdown

Lori had been away from work. This information provided by Town Manager.



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Airport:

Operations

1. The G.A.R.D. system has recorded 83 aircraft operations this month to date.
2. We have plowed several times this month. Mother Nature has blessed us with icy runways.
3. The Logging contractor for KFM has begun cutting wood on their land between the runways.

Safety

1. Completed bi-monthly fuel farm inspection.
2. Issued NOTAMs for Airport closures and runway conditions.

Administration

1. Attended (via Zoom) the Maine Aeronautical Advisory Board Meeting hosted by MDOT.
2. Meetings with the Town Manager and Sustainability Committee are scheduled for 1/25 and 2/1.
3. Financial statement at the half year mark is 42.11% expended and 50.73% collected for FY22

Respectfully,

Jeff Campbell, Airport Manager

Town Clerk/Tax Collectors Office:

Totals include January 8th, 2021 through January 24th, 2022, Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$12,254,499.05 were collected, which involved 13,946 transactions processed in Trio. ****Report Attached***

- Finalized all council meeting minutes.
- Sharon processed current Motor Vehicle weekly report, sent in to BMV, and up to date.
- 2nd half tax payments are slowly coming in and were due January 13th, 2022, Interest started to accrue on January 14th on any principal balance owed, answered phone calls and e-mails from customers, title companies, lawyer offices and banks pertaining to taxes. (\$557,295.42 remains unpaid for the 2021-2022 tax year) ****Report Attached***
- Processed Wastewater billing for January 26th, 2022, bill/mail date.
- Diana took a mini staycation, January 18th and returned on Thursday, January 20th.



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- Staff continues to make courtesy reminder phone calls to unregistered dog owners to renew licenses.
- 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, Ordinance notifications and local paper advertisements, Email correspondence, returning phone messages and inquiries of account details and totals.

Election:

- Mailings received from SOS (Secretary of State) office regarding the June 14th Primary election and candidate petitions pertaining to with notification of Municipal redistricting which takes place at the State level, by law, every ten (10) years.
- Updates daily to voter registration additions, deletions, and requests.

Other Items:

- **2022** Dog tags for registrations available October 15th as the current registrations expire December 31, 2021, **Mandatory Late Fee: February 1, 2021**
Updated Proof of Rabies Vaccination Certificate is Required for Registration
- **2022** Snowmobile Registrations available.
- **2022** Transfer Site Stickers are now available: *Annual Fee: Town \$20, County Twps. \$10.00*
- **2022** IF & Wildlife Game Licenses are available as of December 1st.
- Roxanne and Amber continue to improve the preservation of vital records by indexing, inserting the records into acid free sheet protectors, and storing.

Respectfully, Diana M. Lakeman Town Clerk/Deputy Tax Collector, Sharon A. Cyr Tax Collector/Deputy Clerk

Town Treasurer:

Focus has been on:

- Tax reporting that much be issued by January 31st.
- Issues related to School Department related bank accounts.

Mary Alice Cullen, Town Treasurer.



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Assessor:

- Sue continues to enter property cards, supply information as requested for code and assessing and is working on digitizing the code book.
- I spent a lot of time helping applicants for planning board review and coordination with Tony. I also answered taxpayers' questions, assisted the Board of Assessment Review's attorney (Roger Huber) schedule the court facility for their meeting, obtained billing information for Mary Alice. Otherwise just a typical office day

Lorna Thompson, Assessor.

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 on a daily basis.
- We have received notice from Matt Manahan of Pierce Atwood Law Offices, that the town of Millinocket is the last paying stakeholder for the ongoing Penobscot Indian Nation Jurisdiction over the Penobscot River. At this point it will be up to the town council to decide if we can continue to contribute to this cause, which has been going on for decades.
- During this past week, W.W. Maintenance Technician Kirk Birmingham tested for his grade 3B wastewater license and passed the exam. He is now a licensed W.W. operator.

James Charette, Superintendent

Fire, Ambulance, Public Health & Safety:

- Monitoring crew and making sure that everyone is trying to keep safe and mentally conditioning during stressful times.
- Reminded crew to wear masks and keep station locked down
- Working with Dept. heads on upcoming Winterfest Parade and activities working various other organizations.
- New SCBA compressor unit was installed, that finishes the MacKenzie Grant that we were awarded for 2021.
- Went to Old Town and picked up PPE materials that Penobscot Emergency Management had gotten from FEMA, had placed request, and was awarded little over half of our request.
- Have been assisting and answering requests on the new Gas Alarm Law that was passed and went into effect on Jan. 1st.
- Have started getting requests for sand or sand buckets under our Sand Bucket Project which is underage Friendly Millinocket.



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- Meet with property owner that is looking to redo apartment building that he has purchased and went over necessary changes needed to meet Life Safety Code he is having major concerns about second means of egress and got additional information from Fire Marshal's Office on things that would work,
- Inspected pellet stove installation for resident that his insurance company had required for him to put pellet stove in.
- Contacted by neighbor on outside wood boiler issue and have gather information and passed on to CEO and explained this to resident.
- Attended ZOOM meeting with Maine Ambulance Association on new rate increases proposed by Medicare for 2022 and the proposals for 2023-2030.
- In the process of renewing my Local Health Officer certification.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT