



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 1.27.22

Bike/Ped Safety Project:

- On February 3rd, TY LIN and MaineDOT held an initial small group review of data gathered during our Phase 1 study. This presentation also included ideas for suggested adaptations to traffic routes for the bike and pedestrian lanes, as well as driving lanes, intersections, and sidewalks. If all goes according to plan, we will have a public listening session on this material in the beginning of April. I will be looking at options to host this meeting in-person and hybrid with Zoom access and advertising the meeting for community engagement.

Wastewater Upgrade:

- We are approaching the final step in this project. There are just a few pieces to wrap up on the State Street and the Elm/Bates Street sewer projects regarding paving and landscaping. The final project will be the upgrade to our main pump station in Little Italy. We have been awarded a \$1M ARPA grant to contribute to the cost of upgrade. If all goes well, this work will go out to bid in the fall of this year and begin shortly after. More details included in the Wastewater Operations update further in this report.

Job Postings:

- Community Initiatives Director: The CID posting closes this coming Thursday, February 10th. We do have a couple of strong applicants. We are hopeful and look forward to interviewing them. My goal is to seek approval of funding at the next council meeting, February 24th.
- Code Enforcement Officer: I made the decision start with an internal post for code enforcement as I see benefit of promotion from within when feasible. This posting also closes February 10th. We will interview, assess, and take necessary next steps.

YouTube Channel:

- The Town of Millinocket YouTube channel is now live. I have begun uploading recordings of our Town Council and committee meetings to the channel.
- The Council and each committee have their own playlist for organization and ease of access.
- The Channel has been shared via social media. Soon, the channel and all individual links will be shared under the appropriate locations for each meeting. This is work in progress in collaboration with Designlab, inspired by input from community members and the Town Council.



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Upcoming Committee Meetings:

- Charter Review: Next meeting, February 14th at 4:00. Manager's office and zoom.
- Sustainability: Next meeting, February 14th at 5:00. Airport and zoom.
- Economic Development: TBD. Awaiting input from members on scheduling.
- Age Friendly: Next meeting, February 15th at 4:00. Zoom.

REMINDERS:

- All committee meetings are open to the public. Members of the community are encouraged to attend and participate!
- Agendas and Zoom Links/Meeting locations are posted both on Millinocket.org and the Town of Millinocket, Maine Facebook page.
- If a community member has interest in an agenda item but is unable to attend a meeting, they are welcome to provide comment in writing in advance via email to manager@millinocket.org or by dropping off a typed/handwritten statement at our town office.
- YouTube links will be shared following Town Council and Committee meetings. These recordings can be viewed at any time and members of the community can submit comment or feedback as they wish.
- Community engagement is welcomed and encouraged! We want our community to be attentive and to be involved in the activity happening locally around municipal government!

Council Meetings:

- *Seeking discussion on Zoom vs. "in person" for upcoming meetings.*
- Depending on the plan moving forward, I plan to address the technology needs for in person council meetings as needed. I have the two options mentioned in previous reports and will make arrangements to address when we make the move back to in-person meetings.

NOTE: ARPA funding workshop series information and schedule attached.

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- Getting calls from residents about high snowbanks. Investigated and found that neighbors have pushed snow up so they can't see, and a private plow driver has pushed up snow on the end of the driveway. Also getting calls about private plow drivers plowing across the road and blocking their property. These are not Public Works issues. Public Works has been removing snow with the blower to widen streets as needed, but there are many private plow trucks plowing driveways leaving snow in the road which causes us to re-visit those areas during the day causing in-efficiency in our department. Another words, "making our job harder". They seem to push snow from the resident's yards out into the Town's right-a-way. We do recognize some residents don't have a good place to keep snow in their yards per design.

Transfer Station:

- I am attending an informational meeting with the MRC February 15th to discuss the future of the Hampden Facility as the Designated Representative for this area. Due to the confidential information that will be shared, the meeting will be held in executive session and limited to one person for each member
- We have been able to keep MSW out of the Landfill by hauling to the PERC Plant in Orrington per MRC agreement.
- ***FUN FACT!*** *E-Waste is measured in weight. (Lbs. not Units) There was 20,000 Lbs. of E-waste discarded at the Transfer Station last year, not 20,000 individual TV's.*

Cemetery:

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works



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Human Resources Director:

- Personnel
- Assisting Town Manager
- Office Responsibilities
- Advertising for code enforcement /plumbing inspector
- Submitted Workers Compensation Premium Audit for 2021
- Advertising for the CID position
- Ordering of building supplies/office

General Assistance Director

- Assisted individuals to meet their unmet needs
- Submitting reimbursement
- Monthly Statistics report

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
- Uploading of Federal and State Taxes

Lori Santerre, Human Resource Director

Recreation Dept.

- We have been working on the All-Star basketball tournament
- We had a Winterfest meeting
- Working on a Gloria C. Mackenzie Grant

Jody Nelson, Recreation Director.



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Airport:

Operations

- The G.A.R.D. system has recorded 8 aircraft operations this month to date.
- We have plowed two major storms over the last week, still dealing with icy runways.
- All the snow removal equipment is running well at this time.

Safety

- Dealing with a lot of Ice this season, crew has been wearing creepers.
- Completed monthly fire extinguisher inspections.
- Completed weekly fuel farm inspection.

Administration

- Month end financial reporting and hangar bills completed.
- Had a very good meeting on operations and a facility tour with the Town Manager.
- Updated our airport sponsor E-Signature forms to reflect Mr. Jamieson.
- Working on FY23 budget.

Respectfully,

Jeff Campbell, Airport Manager

Town Treasurer:

- The second airport grant for \$13,000 for reimbursement of operating expenses was submitted.
- The Wastewater lien foreclosure process for liens filed 7/27/2020 was completed January 27 with no accounts affected. There were a few accounts that had not paid yet on the morning of the 27th, and with the help of Amber Carney, we were successful in contacting these people who promptly paid off the outstanding balance.
- The FY21 audit report draft should be sent to me for review soon as we have a end-of-month deadline with the State.
- The FY20 real estate tax liens foreclose February 22. There are quite a few unpaid liens at this point but expect the payment activity to pick up as the foreclosure date draws near.

Mary Alice Cullen, Town Treasurer.

Town Clerk/Tax Collectors Office:



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Totals include January 25th, 2021 through February 7th, 2022, Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$292,023.69 were collected, which involved 1068 transactions processed in Trio. ***Report Attached**

- Finalized all council meeting minutes.
- Sharon reconciled current Motor Vehicle weekly report and submitted to BMV.
- Tax Collector and Clerk End of Month State Agency Reports for January 2022 are reconciled, and bills submitted for disbursement, also processed/submitted Rapid Renewal Reports for online registrations.
- 2nd half tax payments were due January 13th, 2022, Interest started to accrue on January 14th on any principal balance owed: \$508,732.82 remains unpaid for 21/22 RE; \$19,401.64 remains unpaid for 21/22 PP. ***Reports Attached**
- Wastewater billing for January 26th, 2022, bill date is due February 25th with interest to accrue on February 28th.
- Staff made courtesy reminder phone calls to all unregistered dog owners for renewals during the month of January, Approximate total of unregistered dogs to date: **240**
- 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.
- Updates daily to voter registration additions, deletions, and requests.

Other Items:

- **2022** Dog tags for registrations available October 15th as the current registrations expired 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

Assessor:



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- Sue is doing all her normal items: entering property cards, (we almost have half of them back into the database now) supply information as requested for code and assessing and digitizing the code book.
- I am helping the Manager with code issues and coordinating with the planning board. We have determined that our “official” land use map that is posted on the wall does not contain all the current zoning information and that it needs to be updated.
- I continue to answer taxpayers and real estate professional’s questions.
- We did receive the decision from the local board of assessment review regarding the Brookfield case. The found in favor of the town. Brookfield can appeal their decision to the State Board of Property Tax Review within the next 60 days.

Lorna Thompson, Assessor.

Wastewater Operations:

- The treatment facility and pump stations are all currently functioning well. As needed, routine maintenance and snow removal, along with required lab work is being performed daily.
- On 2/2/2022, we had a meeting in the Town Manager’s office with Mandy Olver of Olver Associates. At the meeting was Peter Jamieson, Town Manager, Mary Alice, Treasurer, Jason Ingalls from the Wastewater, Jim Charette from the Wastewater, and Mandy Olver. We discussed what was left to do on the State Streets Sewer Upgrade project as well as the Elm / Bates Streets Sewer Upgrade project. At this point, all that is left to finish the projects is paving and grass seeding in both areas. At the end of both projects, a final punch list will be done to finish. During the meeting, we also talked about the ARPA grant funding the town will be receiving for the Main Pump Station Upgrade. We will receive \$800,000.00 in year 2022 and \$200,000.00 in year 2023. The town’s portion for the project will be \$1,670,000.00 in the form of an SRF loan. Total project cost will be \$2,670,000.00. If all goes as planned, the project will go out to bid in the fall of 2022 and start not long after.

James Charette, Superintendent

Fire, Ambulance, Public Health & Safety:



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- 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.
- Assisted Fire Marshal on DHHS complaints at local facility and will continue to follow up and report to FMO.
- Annual Mandatory OSHA/DOL training held for all Fire and EMS personnel.
- Set up for Town Departments to do online training for their annual DOL trainings.
- Attended various committee meetings.
- Completed report to MacKenzie Foundation for recent grant.
- Completed recertification of Life Safety Code certification.
- Did four chimney inspections for area residents.
- Delivered sand buckets and sand to area residents under our "Sand Bucket" program.
- Attended sprinkler informational program through NFPA through ZOOM.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT