



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 3.10.22

FY23 Budget:

- FY23 budget prep is happening in full swing. Department heads are working through their respective pieces. The proposed timeline as it stands now is to have each department's draft budget submitted by March 18th. Mary Alice and I will meet with each department head between March 21st and 23rd. My goal is to have a 1st draft completed by month's end and schedule workshops for councilors over the first 2 weeks of April.

Valuation:

- Lorna is currently on vacation. We have blocked out some time on March 17th to work through a final plan and budget to present for consideration. Providing that goes well, we should be able to have that on our March 24th Town Council Meeting Agenda.

DOT Bike/Ped:

- We have set a date for the public meeting regarding the DOT Bike/Ped Project. At this meeting, TY LIN and DOT will present the findings of their study on bicycle and pedestrian safety along the Central Street corridor here in Millinocket. The presentation will include suggestions for the Town to consider for adaptations of lanes, crosswalks, adding bike lanes, etc.
- We will begin advertising the meeting next week and encouraging community members to attend, participate in the discussion, and ask any questions.
- We are awaiting the draft presentation for review in our local committee.
- This meeting is scheduled for April 11th and will take place in-person at the Stearns Junior Senior High School library. We do plan to offer virtual attendance as well via Zoom. I would like to thank our Superintendent, Dr. McNaughton and Performing Arts/Tech Crew Guru, Mr. Matt Waite, for their assistance in helping me coordinate the date, venue, and technical needs for this meeting

Tax Acquired Property Bidding Process:

- Councilor Bragdon had reached out to me, following up on a conversation from an earlier Council meeting around the bidding/approval process for tax acquired properties. We are seeking input and discussion from the council on whether or not to take a more structured approach and what that may look like.



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YouTube and Public Input:

- I have heard positive feedback and thanks from a number of community members and staff alike on how pleased they are with new YouTube Channel. Folks have been pleased with the availability of recordings for all our meetings, both council and committee. It has been very well received.
- I have received positive feedback from multiple community members on our communication, both myself and the Council. The additional efforts and willingness lately to listen, educate, explain, etc. is welcomed. It has also been expressed that we are acknowledging concerns and taking progressive action.
- It is extremely important that we share these things and acknowledge them. This is what happens when members of our community feel comfortable enough to express not just their concerns but their ideas as well. I believe we will continue to see this type of progress as we encourage more engagement and participation. The Council, the Municipality, and the Community can keep moving forward together as a team.

Reminders:

- **The best way to reach me as Town Manager is to call the town office (207-723-7000) or email me (manager@millinocket.org). Social media is not an appropriate form of communication and does not guarantee a response or even that the comment would be seen.**
- **Public participation is ENCOURAGED at all council and committee meetings. If a community member is unable to attend live, they can see the agenda and provide comment directly to me to be shared. They can also follow up and watch recordings of each meeting on our YouTube Channel. Links to the channel and videos can be found at www.millinocket.org.**

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- Addressing snow complaints as needed.
- Patching holes on main runs. Temperature swings and rain causing issues.
- Opening storm water drains.
- Winter Sand and Salt inventory good shape.
- Traffic Lights on Sycamore and Central Street having detector issues. 1. Camera on NW side showing weak. Adjusted controller to compensate. Camera needs replacing. 2. Ground loop detection on West Turn Lane not working right. Needs to be replaced by a camera. Working with AD Electric to get a quote to do that work.

Transfer Station:

- MRC Virtual meeting on March 10th at 1:30pm – 3:00 pm. Info is in mailboxes.

Cemetery:

- Closed until May 2022.

Respectfully submitted,

Ralph Soucier, Director of Public Works

Recreation Dept.

- We have started after school programming this week. We are playing indoor soccer at opal right now and will be going to granite street the end of March.
- We The skating rink is still open this week, we will be open as long as weather permits.
- We are working on the father/daughter dance and mother/son dance
- Working on summer employment.

Jody Nelson, Recreation Director.



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Human Resources Director

- Personnel
- Assisting Town Manager
- Office Responsibilities
- Hired Evan Campbell as Custodian/Code Enforcement/Plumbing Inspector
- Posted ads for CID Director and Full time Fire Fighter/Advanced EMT or Paramedic

General Assistance Director

- Assisted individuals to meet their unmet needs
- Submit for monthly reimbursement

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

Airport:

Operations

- Snow removal has consumed most of the time since the last report, High winds and light snow creates drifting which requires constant attention.
- Still no water at the terminal building or at one of our Hangar lease tenant's businesses.

Safety

- Completed monthly fire extinguisher inspections.
- Completed bi-weekly fuel farm inspection.

Administration

- Been working with the Manager on a resolution to the water situation.
- FY23 Budget.

Jeff Campbell, Airport Manager



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Town Treasurer:

- As of February, Revenue Sharing is \$179K favorable to budget.
- The FY21 audit is complete, and I will be receiving report copies for distribution to the Council. I have requested a bid for the FY22 audit. It has become difficult to find auditors that perform this type of service.
- There is a property that was recently foreclosed on a FY20 tax lien that has an IRS lien. This will require additional notification to the IRS, which includes a 120-day waiting period for the IRS to respond. I plan to take care of that notification paperwork this week.
- The FY21 worker's compensation audit is complete, which resulted in a premium underpayment of \$9,571. I have requested the audit details for further review.
- I closed out the School Lunch account at Katahdin Federal Credit Union and transferred the funds to the General Account which will be reported as a school revenue. There are two school accounts remaining to bring into compliance with State Statute: (1) Bangor Savings Bank activities (June 30 deadline to distribute funds to owner or account ownership will be transferred to Town Treasurer and (2) Wells Fargo Account – Institution has been notified of the issue with the account.

Mary Alice Cullen, Town Treasurer.

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.
- We are working on our FY23 budgets. We are in hopes to have it completed within the next couple of weeks.

James Charette, Superintendent



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Town Clerk/Tax Collectors Office:

Totals include February 23, 2022, through March 7, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$493,553.48 were collected, which involved 656 transactions processed in Trio. ***Report Attached**

- All February month end reporting reconciled and submitted to appropriate State Agencies.
- Sharon reconciled current Motor Vehicle weekly report and submitted to BMV.
- 2nd half tax payments were due January 13th, 2022, Interest started to accrue on January 14th on any principal balance owed: \$437,384.10 remains unpaid for 21/22 Real Estate; \$133.25 remains unpaid for 21/22 Personal Property. ***Reports Attached**
- Sharon posted a Tax Collector Letter to the Public for a courtesy for reminder of tax payments in preparation of 30-Day Notices of Lien and prevention of additional certified letter charges.
- Finalized all council meeting minutes.
- Fulfilling requests of tax information, providing normal daily requests of motor vehicle and wastewater and tax account balances via e-mail, fax and phone calls.
- Processing daily mail, online, phone, and drop box payments.
- Creating Agendas, posting advertisements of public hearings, Ordinance notifications and local paper advertisements, Email correspondence, returning phone messages and inquiries of account details and totals.

Election:

- 2nd mailing received from SOS (Secretary of State) office in preparation of the June 14th Primary election; information regarding candidate petitions and new procedure requesting registered voter lists.
- Certifying multiple State candidate petitions daily.
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- Continued conversation with Hygrade of projected cost for updates to Wastewater billing procedures, submitted necessary information required for bill template pending approval.

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



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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.
- Attended various committee meetings.
- Did two chimney inspections for area residents
- Delivered sand buckets and sand to area residents under our "Sand Bucket" program.
- Attended Maine Ambulance Association meeting via ZOOM.
- Attended Maine EMS meeting on ambulance run reports updates and changes.
- Met with Dr. McNaughton on mask mandates and recommendations on policy.
- Attended several Federal and State CDC ZOOM meetings around the mask mandate policies and procedures
- Met with Lori (Human Resources) to post FF/EMT position that was recently vacated by Celina Charette.
- Met with inspector from Maine Solid Fuels concerning an issue in Millinocket.
- Attended meeting at Eastern Maine Community College regards to Fire and EMS programing for our region.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT