



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 3.24.22

FY23 Budget:

- This process is moving along nicely. I have held individual meetings with department heads where necessary to go over their initial drafts. I am feeling comfortable with the progress being made. In the coming week I will be working with Mary Alice to pull everything together for a complete first draft. I think we are right on track for where we need to be, taking into consideration this is my first rodeo with our municipal budget. We have a great team of department heads and a powerhouse treasurer leading the pack. I could not do this without them.

Valuation:

- Lorna and I met on March 17th as planned to discuss a plan for revaluation. We are currently awaiting responses regarding availability of potential key players in our suggested process. We will keep this ball rolling and look to bring a detailed plan and budget four or next council meeting, April 14th.

DOT Bike/Ped:

- Our Public Meeting regarding the Millinocket Bicycle & Pedestrian Safety Study is coming up on April 11th at 6:00pm.
- TY LIN & Maine DOT will give a presentation on the results of their study and share suggestions on how we can adapt Central Street to be better situated for bicycle and pedestrian traffic.
- We encourage our community members to attend to listen, ask questions, provide comments, and help us make these decisions collaboratively!
- WE WANT TO HEAR FROM YOU, MILLINOCKET!

Property Damage, CEO, & EMPD:

- We have received photos and complaints again recently about damage to the Town owned land along Highland Avenue due to illegal parking.
- I have directed our Code Enforcement Officer to notify all property owners along this stretch that we are requesting any violations moving forward be ticketed by Law Enforcement.
- If they rent their property, they will be responsible for notifying all renters.
- This time of year, we must be especially mindful of these things as the ground softens and is easily damaged.



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Staff Meeting & Masking Update:

- I held a staff meeting, Thursday March 17th. We discussed our scheduled upgrade to the most recent version of our operating system, procedure for hiring outside contractors working on Town property regarding workers comp and liability insurance, a reconvening of the Safety Committee, and heard updates and suggestions from Chief Malcolm regarding COVID and masking in Town buildings. All department heads were in attendance.
- Reconvening the Safety Committee, along with a few other items on a punch list will situate us nicely to move into the next tier for discount percentage on our Worker's Compensation Plan with Maine Municipal Association. My predecessor, Mr. Angotti had done a lot of work on this to get us where we are today. I should be able to implement the remaining pieces by August of this year, putting us in great shape for a better rate in 2023.
- "Knock on wood!" Millinocket has seen a tremendous decrease and claims over the past 2 years. With 2019 (our highest year) falling off for the next cycle, along with a higher discount percentage, we are looking at considerable savings on this plan for 2023!
- I am encouraging our employees to keep up their great work, remaining vigilant and cognizant of their safety at all times.
- We will be moving to "Masking Optional" in Town buildings on Monday, March 28th. A memo from Chief Malcolm recapping this information is included in our meeting packet.

Website:

- I have a meeting scheduled for March 29th with Designlab to review our website.
- We will be addressing outdated information, replacing broken links, and user-friendliness.
- Thank you to the community members who have helped to identify some of these items.

Reminder:

- **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 to me or the council. It does not guarantee a response or even that the comment would be seen.**
- **I hope that any member of our community feels comfortable reaching out to me with any questions or concerns they have. All are welcome!**

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- Worked on Traffic Signal Lights on both intersections repairing bottom unhooked sections due to high winds.
- Patching holes
- Opening storm water drains as needed
- Putting together budgets for Cemetery, Transfer Site, and Public Works Departments
- Assisted East Millinocket Public Works in removing X-Mas Decorations
- 2 Operators and the Mechanic attended Street Sweeper Technician Service School at Brewer put on by Allied Equipment

Safety:

- 90% completed on Annual OSHA Training
- Had Public Works Operator complete the Monthly Housekeeping Inspection Checklist
- Enrolled in MMA Safety Enhancement Program Grant for Spring Session

Transfer Station:

- Mike Carroll Executive Director of the MRC attended Council Meeting to update the Town on the status of the new trash facility in Hampden
- One of the transfer site attendants is out with medical issues.

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
- Working on Town Report
- Scheduling interviews for CID Directors position
- Budget preparation

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

Lori Santerre, Human Resource Director

Airport:

Operations

- The G.A.R.D. system has recorded 70 aircraft operations this month to date.
- Spring breakup has begun with the ice and snow receding from the edges of the runways and taxiways.
- During cleanup from the last storm the snowblower ruptured a coolant hose. Public Works was able to repair it.
- Still no water...

Safety

- Completed bi-monthly fuel farm inspections
- Attended a department head meeting where a new schedule and criteria for monthly safety meetings was established.

Administration

- Submitted first draft of the FY23 Airport Budget. We will have had our first workshop this week.
- Attended department head meeting, glad these are happening again.
- Attended Sustainability Committee meeting, discussed Terminal Building design RFP.

Jeff Campbell, Airport Manager



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Town Treasurer:

- The 2021 Worker's Compensation audit was completed. The audit resulted in a premium underpayment of \$9,571. Some contractors were picked up on the audit due to incomplete proof of insurance on file at the Town. This becomes a cost to the Town, because the workers' compensation audit requires the Town to pay for the WC coverage of the contractor's payroll required to provide the onsite services. We were able to obtain the proper paperwork from some contractors, which will decrease the \$9,571 underpayment bill. To rectify this problem in the future, there has been work done internally to reconfirm what is required before a contractor starts working on Town property.
- I've started working on the FY23 budgets and am also catching up on month-end work.
- I've started prepping for the next round of WWT 30-day notices.

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.
- Currently at the Central Street station, we are experiencing generator problems. We are working with CMD Power Systems to resolve this.

James Charette, Superintendent

Code Enforcement:

- Studying and training as much as possible to become certified.
- We have had a few permit applications come through for processing. More will start to come in as we get closer to summer.
- Fielding and assessing questions and complaints.

Evan Campbell, Code Enforcement Officer



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Town Clerk/Tax Collectors Office:

Totals include March 8, 2022, through March 21, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$156,555.51 were collected, which involved 508 transactions processed in Trio. ***Report Attached**

- Sharon reconciled current Motor Vehicle weekly report and submitted to BMV.
- Real Estate & Personal Property Tax Balances as of 3/21/2022: \$383,503.95 remains unpaid for 21/22 RE; \$14,824.52 remains unpaid for 21/22 PP. ***Reports Attached**
- Sharon prepared Tax Collector's Letter to the Public, posted on the website, and currently making phone calls and sending out account details to delinquent accounts as a courtesy for reminder of tax payments in preparation of 30-Day Notices of Lien and prevention of additional certified letter charges.
- Diana prepared Town Clerk reminder letters, with applications, to 25 Victualer's in Millinocket in courtesy of submission for Town Council approval for renewal prior to May 2022 expiration, letters will be mailed March 30th.
- Preparing quarterly Wastewater billing for April.
- Budget Preparation.
- 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; Applications only are now available for Requesting Absentee Ballots

Note: State printed ballots are not available at this time, their projected date to be available is 30 days prior to the primary election. **(Notice of Absentee Ballots will be posted for public knowledge when available)**

- Certified approximately 35 State candidate petitions.
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- Planning Board: (1) Alternate Seat available.
- Board of Appeals: (3) Seats to expire March 31, 2022.
- Preparation efforts with citizen inquiries for procedure for initiating recall petition.
- Continued restoration efforts of vital records by filing, indexing, and storage.

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



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Fire, Ambulance, Public Health & Safety:

- Attended various committee meetings.
- Delivered sand buckets and sand to area residents under our “Sand Bucket” program.
- Attended ZOOM meeting with Penobscot County EMA on multi-jurisdiction plan and its implementation.
- Dealt with trash issue from rental property and explained to landlord it is their responsibility to make sure that they follow proper procedures.
- Checked with Maine CDC on wastewater treatment plants testing for COVID-19 and this is a program they are trying with selected communities.
- Went to do follow up with CEO on recently complaints concerning a facility in Millinocket, found this to be same issues that have been going on and not code violations.
- Attended Safety Committee meeting and discussed COVID protocol updates that I was going to present to Council for their feedback and discussion.
- Assisted State health license inspector conduct two license renewal inspections in Millinocket, both passed without incident.
- Working with Maine Forestry Service on upcoming forest fire training that will be offered in our area.
- Followed up with Deb Roundtree on upcoming BEMT class that will be offered and also on our ongoing plans for a regional testing center at KATEC.
- Submitted Gloria MacKenzie Grant application.
- Working on 2022-2023 budget for Fire and Ambulance.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT