



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 4.28.22

FY23 Budget:

- Budget Workshops are underway. At our first workshop on April 21st, we presented the overview of our initial draft of the FY23 Municipal Budget. I felt it went very well, all things considered.
- Myself and our Town Treasurer fielded questions from the Council along with several our Department Heads who were in attendance.
- The schedule we discussed moving forward will be every Thursday until we the process is complete. On council meeting weeks, we will have budget workshop at 4:00 before the council meets. On non-council meeting weeks, we will start the budget workshop at 5:00. This information will be available on our website and social media in advance of the meetings.

Employment Vacancies:

- We have several vacancies currently and upcoming over the next year across multiple departments.
- We urge qualified applicants in the community to apply and consider municipal employment. We offer a great benefits and retirement package. These career opportunities second to none.
- Current openings include Fire/EMS, Public Works, Rec. Department (Pool – Part-time/Seasonal)
- Multiple positions expecting vacancies due to retirement in the coming 7-10 months and beyond.

Trainings:

- April 28th: Attending an all-day seminar on Personnel Practices in Bangor, hosted by MMA.
- June 22nd: Registered to attend the “New Managers Conference”, also hosted by MMA.
- Very much looking forward to these educational opportunities and more moving forward.

Wastewater Facilities Tour:

- On Tuesday April 26th, I spend 2 hours with our Wastewater Superintendent, Jim Charrette.
- This was an eye-opening experience. It was amazing to ride along with Jim and get a better understanding of this incredible infrastructure we have in our community.
- Hats off and special recognition to Jim and the Wastewater crew who keep our sewers humming and with near-perfect results for the quality of water discharged into the river after being treated by our local team.



Millinocket

Maine's Biggest Small Town

Peddlers Hill:

- Stemming from recent discussion in the meetings of the Sustainability Committee, we will be bringing a recommendation forward regarding a new ordinance to change the permit fees for selling on Peddlers Hill to be more simplified.
- A once-annual fee of \$15 will be the suggestion to replace the two options we currently have.
- We will also be looking to have a sign installed to address the rules and directions related to peddling at that location.

Community Garden:

- After months of meetings, conversations, and planning, our first Community Garden has been built!
- We are now accepting applications to rent the plots. These are FREE. There is NO COST to rent a plot in the community garden. Anyone interested can contact Brittany Grutter via email at bgrutter@mrhme.org.
- Those involved in the Sustainability Committee and Age Friendly Committee hope that this effort continues. That this first garden will be considered a pilot project and there will be more gardens added throughout the community in the future.
- We all offer huge thanks to those who assisted in the planning and the installation of the garden.
- We were joined by the MML and Katahdin Learning Project's vacation camp students for the big event as part of their Earth Day learning and activities. They helped color in the beautiful signs that are now hung at the garden, and they even had an opportunity to plan some seeds to take home and watch grow!

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.

Department Updates:



Millinocket

Maine's Biggest Small Town

Public Works:

- Street and sidewalk sweeping
- Picking up plow areas, and mowing areas.
- Beavers blocking culvert on rice farm road. Installed screen on inlet.
- Met with DOT on culvert on Bates Street. KG side of underpass which is showing signs of degrading... It is on our infrastructure upgrade plan. Discussing with DOT as it may be their responsibility to help replacement if needed. Need more investigation as to the condition of the culvert.
- Working on budgets.
- A LED lighting upgrade through efficiency Maine has been completed at the Public Works Garage building. The funding was from FY 2022 planned capital budget monies with a \$2000+ rebate and was installed by a local certified Electrician Adam Ouellette. This project will reduce the electrical demand for this building and improve safety.

Transfer Station:

- Painted compactor gates for better visibility. Chained and locked them to prevent the public from opening them. Only attendant will have the key to open them when needed to unload the packer trucks.
- We have hired a temporary part time person as one of the employees is out with a medical condition.
- Working on 2021 solid waste report for the State of Maine DEP.

Cemetery:

- 1. Roads still soft for vehicle traffic. I have posted that the main gate will be open by May 1, 2022. That is standard from year to year.
- 2. We have some projects scheduled for this summer:
 1. Painting the metal fence on the main gate.
 2. Volunteers again this year are fixing abandon stones in the old section that are leaning or have fallen over because of no foundations under the stones.
 3. Have a quote from Allen Fence Company to replace the section of the old black metal fence that is located at the entrance of the Cemetery. We are looking for grant monies in coordination with the Town's CID.

Ralph Soucier, Director of Public Works

Human Resources Director

- Hired Community Initiatives Director – Amber Wheaton



Millinocket

Maine's Biggest Small Town

- Town Report
- Budget
- Drug and alcohol testing
- Emails and phones, front office
- Personnel issues

General Assistance Director

- Assisted individuals to meet their unmet needs
- Audited by the Department of Health and Human Services (See attachment)
- Submit for monthly reimbursement to DHHS

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes.
- Accounts payable for Town and Wastewater
- Reporting quarterly State withholdings to Maine Revenue Service

Lori Santerre, Human Resource Director

Airport:

Operations

- The G.A.R.D system has recorded 57 aircraft operations this month to date.
- Replaced two runway edge marking light bulbs.
- Spring cleanup has begun, pavement edge markers have been removed.
- Preparing snow removal equipment for their summer rest.

Safety

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

Administration

- Working with Hoyle, Tanner & Associates on the Airport Master Plan.
- Attended the first FY23 municipal budget workshop.
- Attended the Sustainability Committee meeting concerning the Airport Terminal Building.
- Met with the new Community Initiatives Director on future funding, etc.

Jeff Campbell, Airport Manager

Town Treasurer:



Millinocket

Maine's Biggest Small Town

- The second Cares payment of \$13,000 was received in March for the Airport.
- Zoom monthly fee has increased from \$29.98 to \$31.78.
- The FY22 pre-audit prep work with RYR Smith will take place in May 19.
- Most of my time was spent this month working on the FY23 budget and attending meetings.
- The ESSER3 expenditures to date are \$240,017 spent, with an additional \$118,648 encumbrance. A reimbursement request sent to the State several months ago remains outstanding. No more requests can be submitted until the state pays the outstanding request.
- Including the ESSER3 encumbrance and the \$75,000 budgeted transfer to the school's general revenue budget from the international program, \$1,023,716 remains unspent from the \$1,500,000 reserve to cash flow the school's special revenue budget according to my analysis. I have asked the bookkeeper to follow up with the State to find out when the ESSER3 payment is expected and to provide an update on the other outstanding reimbursements.

Mary Alice Cullen, Town Treasurer.

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.
- Lab work consists of testing for Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), pH, and Temperature performed weekly.
- The Treatment Facility used 22,400 kilowatt hours of electricity in March, as compared to 21,500 kilowatt hours in February. Please see attached power consumption graph for yearly comparison.
- In March the Treatment Facility processed 30.9 million gallons of wastewater. The average daily flow was 1.0 million gallons. Peak flow was 2.1 million gallons which was on March 25th. Removal rates for Biochemical Oxygen Demand (BOD5) were 96%, and Total Suspended Solids (TSS) was 97%. Total rainfall for February was 3.73 inches, snowfall was 8.50 inches.
- During the month of March, we have experienced generator problems at the Central St. Station. Because we are required to have standby power on site, we had to rent a generator from CMD Power Systems. We are hoping to resolve this problem in the very near future.

James Charette, Superintendent

Assesor:



Millinocket

Maine's Biggest Small Town

- We have received the 4-1-21 abatement application from Brookfield at the local level. Bill, Joel and I are requesting additional information from the company to clarify items that have conflicting information.
- Personal property declarations were mailed and are now being returned
- We are still working with TRIO to correct some conversion errors within our software. We have a couple of unresolved issues primarily in the personal property portion of the database.
- Sue continues to supply information to real estate professionals and is still entering the property card information back into the software.
- The deadline (April 1) for submission of exemption applications (such as veteran and homestead) has passed. Any subsequent submissions will now be kept on file for next year.

Lorna Thompson, Assessor

Code Enforcement:

- Passed Legal Issues and Enforcement Techniques test.
 - Continuing to study and move on to other exams for certification
- The office has become much busier now that spring has sprung
 - Multiple new permit applications and inquiries.
- Looking to create message for website and social media on permits needed for projects within the Town and the proper process to follow to obtain them.

Evan Campbell, Code Enforcement Officer

Community Initiatives Director:

- Researched funding opportunities for the following projects
 - Dog Park
 - New Generator for Wastewater Treatment Facility
 - Upgrades to municipal building's office equipment
 - Fire Dept: New PPE and Thermo-Imaging Camera
- Met with department heads to further understand the financial needs of each department and to review current accepted grants.
- Attended Sustainability Committee meetings
- Met with Peggy Daigle to review CDS grants submitted April 8th

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:



Millinocket

Maine's Biggest Small Town

Totals include March 22, 2022, through April 25, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,044,377.41 were collected, which involved 1721 transactions processed in Trio. ***Report Attached**

- Sharon reconciled and up to date on weekly Motor Vehicle reports submitted to BMV.
- Real Estate & Personal Property Tax Balances as of 4/25/2022: \$240,794.97 remains unpaid for 21/22 RE; \$11,638.07 remains unpaid for 21/22 PP. ***Reports Attached**
- Prepared quarterly Wastewater billing for April and sent to print, bill mail date: 4/29/2022; bill due date: 5/30/22; Interest date: 5/31/2022; Excited for feedback of the new bill look.
- FY19/20 & FY20/21 Annual Reports were mailed to the 4 State agencies required by MMA.
- Victualer License Expiration Reminder: May 31, 2022; courtesy letters and applications mailed on 3/29/2022.
- 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:

- Placement of Political/Temporary Signage Notice: Posted on website for public awareness as we had some violators prior year. ***Notice Attached**
- mailings 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)
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- **IF& Wildlife: Updates**
 - Notification of ATV State registration rate increase and are as follows: Maine Resident Season- \$70; Non-Resident Season- \$115; Non-Resident 7-Day- \$100.
 - Agent sticker inventory will be received by May 6, 22, typically available by 5/1, -Maine Residents can Re-Register online; Non-Residents can process new and re-registrations online.
- Planning Board: (1) Alternate Seat available.
- Continued restoration efforts of vital records by filing, indexing, and storage.

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



Millinocket

Maine's Biggest Small Town

Fire, Ambulance, Public Health & Safety:

- Attended various committee meetings.
- Working on 2022-2023 budget for Fire and Ambulance, attended budget workshop
- Attended ZOOM meeting on Child Abuse Prevention
- Had FT FF/Paramedic attend Emergency Vehicle Operations Course put on by Maine Fire Training this is required for all employees that drive Fire Trucks as well as Ambulances.
- Continued to work with Whitten's Radio Service on upgrade to base station and do away with landline and going to repeater system for better radio coverage, this is part of Capital plan for 2021-2022.
- Sent letters of support to Senator Collins and Senator King for Eastern Maine Community College
- Sent letter of support to Senator Collins for Millinocket Regional Hospitals application for grant funds to renovate the ER
- Received notification from MacKenzie Foundation did not receive grant this year.
- Worked with Amber Wheaton on grant opportunity for PPE.
- Attended ZOOM online seminar from NFPA and updated materials for Fire and Life Safety Educator II.
- Conducted inspection for new local business with CEO
- Attended ZOOM class with Maine Ambulance Association on ambulance reimbursements
- Have put snow sled away for summer months and have Rescue Boat at station for summer season.

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library Update: SEE ATTACHED REPORT