



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 5.26.22

ARPA Survey

- The Treasurer, Clerk, and I have devised a plan to gather input from community members at the polls during the primary elections in June.
- We will be creating a quick survey for folks to fill out after they vote, including the approved areas of spending, examples, and room for comments.
- I will try to make myself available as much as possible that day to be present and encourage participation.

Wayfinding

- Together with Denise Devoe at Northern Forest Center, we have submitted the order for the regionally branded wayfinding signage to be printed! ***PHOTO ATTACHED**
- Once received, Ralph and the Public Works crew will be installing the signs in their designated locations throughout the town.
- This is extremely exciting as this project has been almost 4 years in the making and many people have spent hours working toward this goal!
- A big thankyou to the Northern Forest Center in their partnership on this mission.

Tech upgrade

- The manager's office is now fully equipped to conveniently accommodate virtual meetings. Evan Campbell and I recently spent an afternoon installing the new equipment. It is a complete night and day comparison to how we were managing these meetings up until this past week.
- Next step is the assemble of the AV cart and equipment for Council Chambers.
- Very much looking forward to this jump into the 21st century!

Communication with Community Members

- I have spoken about the desire to communicate more directly with more members of the community with current modes of communication.
- CID and I have allocated funding from set up for her position to introduce a communication platform that will allow us to provide email newsletters as well as up to date information and announcements via email and text, similar to the recently adopted system at the school.
- Community members will be able to sign up online and in person at the town office.
- This is a major step forward the town in constant, open, timely communication!

Derelict Properties:

- We have begun to receive an increase in complaints and requests for action from community members regarding derelict properties throughout the town.
- Code, Health & Safety, and I are beginning to meet weekly to address the matter and work toward resolution.



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SBA office hours

- We hosted Jim Pineau, Senior Area Manager for the Small Business Administration, here at the Town Office so that he could be available for drop-in office hours.
- This was an opportunity for business owners and entrepreneurs to discuss potential ways Jim and SBA resources could benefit the success of their business.
- Jim will continue to come once a quarter to meet with anyone interested in SBA resources.

Career Fair

- #TeamMillinocket attended a career fair at Katahdin Higher Education Center
- It was a great opportunity to bond and discuss municipal employment opportunities.
- The even was not well attended and that was a concern but we made the most out of it.

Council/School board meeting

- Working to arrange a public meeting between the Town Council and the School Board to address recent issues around miscommunication, looking for resolution to end the unnecessary tension and move forward on the same page.

Flag

- On behalf of the Town of Millinocket, I would like to thank Millinocket community member, Robert Smith, for his donation of our beautiful new American flag in honor of servicepeople from our community who have served our country.
- Robert noticed the visible wear on the flag being flown at our Municipal Building and took it upon himself to contact Chief Malcolm and make this very generous donation.

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!**
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Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- Street and sidewalk sweeping continues. Most areas have been once over.
- Picking up plow areas, and mowing areas.
- Started mowing parks and roadside areas.
- Patching potholes.
- Getting ready to do line painting.

Transfer Station:

- Billed Unorganized Territory's for second six months payment for MSW per agreement. We ended up with a 10% increase from them for the next three years each year per negotiation of a new contract last July.
- Completed 2021 solid waste report for the State of Maine DEP.
- Setting up to haul wood ash to Dolby Landfill with all three Towns.

Cemetery:

- Crew has started mowing and trimming the grounds in prep for Memorial Day.
- Very busy scheduling burials with funeral homes and families. Locating stones and markers for grave sites.
- The old section is looking nice as stones have been reset that were leaning.

Ralph Soucier, Director of Public Works

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 daily.
- Lab work consists of testing for Biochemical Oxygen Demand (BOD5), Total Suspended Solids (TSS), pH, e.coli bacteria and temperature performed weekly.
- The Treatment Facility used 22,300 kilowatt hours of electricity in April, as compared to 22,400 kilowatt hours in March. Please see attached power consumption graph for yearly comparison.
- In April the treatment facility processed 38.3 million gallons of wastewater. The average daily flow was 1.3 million gallons. Peak flow was 2.0 million gallons which was on April 8th. Removal rates for Biochemical Oxygen Demand (BOD5) were 96%, and Total Suspended Solids (TSS) was 97%. Total rainfall for April was 3.75 inches, snowfall was 0 inches.
- In the first week of April at the Central Street station, CMD Power Systems was able to repair the standby generator. A new control board and speed sensor was installed. The unit was returned to service at the point.

James Charette, Superintendent



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Human Resources Director:

- Hired for Cemetery and Transfer Site
- Drug and Alcohol Testing
- Emails and Phones, front office
- Reporting to US Department of Labor
- Personnel Issues
- Auditor Report

General Assistance Director:

- Assisted individuals to meet their unmet needs.
- Submitted April's 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:

- Airport operations are running normally for the increase in spring traffic.
- There has been a significant increase in Jet fuel sales despite the sharp increase in price.
- Some of the airplanes are being changed from wheels to floats for the summer season.
- I have been attending budget workshops as well as the Job Fair held last Thursday.
- Spring cleanup and mowing has begun around the terminal building.

Jeff Campbell, Airport Manager

Town Treasurer:

- The preliminary FY22 audit with RHR Smith began this week. There was a lot of information that was uploaded. The work is being done remotely.
- Attached is an update on the status of the school department's special revenues budgets as of 5/16. As of that date, \$1M remains from the \$1.5M reserve approved by the Council. The ESSER3 grant has expenditures of \$315,137 with no reimbursements to date. From what I understand, the first reimbursement request submitted several months ago has been held up by the State due to an application issue.
- I'm preparing to submit another group of wastewater liens for unpaid bills which cover the April 28 to July 30, 2021 billing period. There are about 90+ unpaid accounts total about \$24K in fees and interest.

Mary Alice Cullen, Town Treasurer.



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Assessor:

- The assessing department continues to work on the same issues as always:
 - verifying permit information for assessment purposes, data entry, dissemination of information, and the continuation of the Brookfield case. We are currently working to schedule a mediation date to further discuss the case with them

Lorna Thompson, Assessor

Code Enforcement:

- Studying/planning for trainings and tests towards certification
- Reviewing increasing numbers of permit applications
- Working on action plan for derelict properties

Evan Campbell, Code Enforcement Officer

Recreation:

- We had the father /daughter dance and the mother/ son dance. There was 290 people at the father daughter/ dance and 158 at the mother/ son dance.
- We have softball going on now.
- We put out summer flyers and brochures through the schools. We will be putting them out on social media.
- We are working on getting the staff all set to work this summer, (getting their paperwork for employment)
- We are working on the pools to get them running.

Jody Nelson, Rec. Director

Community Initiatives Director

- Submitted a grant proposal to the Libra Foundation for new PPE for the fire department
- Started writing a grant proposal to the Maine Infrastructure Adaption Fund for a new generator for wastewater – will be submitted by the end of the month.
- Continued to research grant opportunities for various community projects
- Attended the Katahdin Career Fair
- Attended the Maine Municipal Tax Collectors and Treasurers Association Annual Conference
- Attended a webinar on Grant Research through the Maine Philanthropy Center
- Attended a webinar on Proposal Writing through the Massachusetts Philanthropy Center
- Attended various committee meetings



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Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include April 25, 2022, through May 23, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$782,753.77 were collected, which involved 2890 transactions processed in Trio. ***Report Attached**

- Sharon reconciled and up to date on weekly Motor Vehicle reports submitted to BMV.
- FY21/22 Real Estate & Personal Property Tax Balances as of 5/23/2022: \$217,658.63 remains unpaid for 269 RE accounts; \$10,859.36 remains unpaid for 32 PP accounts. ***Reports Attached**
- Wastewater bill date: 4/29/2022; bill due date: 5/30/22; Interest date: 5/31/2022; Feedback of the new bill look: Public majority appreciates the new billing look, convenience of payment options, and finding it easier to locate.
- Victualer License Expiration Reminder: May 31, 2022; courtesy letters and applications mailed on 3/29/2022; (a few businesses remain to renew).
- 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, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries of account details and totals.

Election:

- Election mailings, Absentee ballots, and counting reports and media received from SOS (Secretary of State) office in preparation of the June 14th Primary election; Tested ballots on 5/23/2022 prior to required date without issue
- Absentee Ballots are now available through end of business day, Thursday, June 9, 2022.
- Ballot Clerks election day schedule confirmed.
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- 2023 ATV registration stickers available
- Planning Board: (1) Alternate Seat available.
- 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
- Attended budget workshops
- One FT FF/EMT out of work with knee injury
- Conducted two home safety inspections for insurance companies for Millinocket residents
- Did cause and origin fire investigation with ME Fire Marshal to determine cause of recent structure fire
- Attended ZOOM meetings
- Did life safety inspections for two new business with CEO
- Had Akrus Jaws serviced
- Worked with Stryker on replacement of two ambulance cots and received quote
- Worked with Amber on grant for turnout gear, also with grant for mobile auxiliary generator
- Obtaining quote to have Fire Station bay lighting updated to make area brighter

Chief Thomas Malcolm AEMT, FLSE, JFS II

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT