



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 7.27.22

Department Updates:

Public Works:

- Street painting is almost completed. Crosswalks, turning lane arrows and parking stalls are all painted by PW.
- I have been in contact with the contracted street line painting company. He is still catching up on his list of customers. The rainy start of the summer has him way behind.
- We have trimmed branches and brush along Katahdin Ave Extension in response to safety concerns over the poor visibility in certain spots. This road is seeing increased traffic due to the Penobscot Ave Bridge closure.
- Considerable time has been spent patching holes on Rice Farm/Medway RD.
- Summer maintenance of the plow equipment is underway in preparation for winter.
- The new Arial Lift truck has been ordered and is expected to ready in 6 to 8 weeks.
- Two rotten and dying trees were removed from the tree belt on Michigan Ave.

Transfer Station:

- This is a reminder that the Millinocket Transfer Site is for waste generated within the town, and those approved unorganized Territories only. Surrounding communities have their own Transfer sites for residents in those towns.
- The brush and compost area is left open during times the transfer site is closed as a convenience to the public. **Please do not abuse it.**
- Everyone should have their transfer site usage stickers by now, if not, they need to be purchased ASAP
- Recycling is being accepted and we are looking for all the cardboard, plastic jugs and tin cans that we can get.

Cemetery:

- We are down one employee from last month but are working to keep the grass mowed and trimmed in between burials.
- The cemetery has rules on what decorations are allowed around headstones. They can be viewed on the Town's website. They are in place for the safety and convenience of the maintenance crew as well as the public.

Bryan Duprey, Director of Public Works



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Human Resources Director

- Personnel issues
- Drug and Alcohol testing.
- Municipal Release deeds
- Supplies for Municipal building.
- Employee Benefits
- Interviewed and hired EMT/Firefighter
- Year End work

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Submitted for reimbursements.

Bookkeeper

- Process payroll for Town and Wastewater to include the warrants for the taxes.
- Town and WW bills

Lori Santerre, Human Resource Director

Airport:

- I am happy to announce that we are back to a full staff, Stan Valley is our newest Airport Attendant.
- Surveying has been started for the runway 11-29 reconstruction project.
- Test borings are also being done this week for the same project.
- Skydiving activity has picked up with the improvement in the weather.
- Regular air traffic has also increased for the same reason.
- With drier weather we have been able to complete the first round of mowing this week.

Respectfully,

Jeff Campbell, Airport Manager

Town Clerk/Tax Collectors Office:

Town of Millinocket, ME.197 Penobscot Ave(207) 723-7000



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Totals include June 16, 2023, through July 21, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,301,433.57 were collected, which involved 1685 transactions processed in Trio. **Report Attached*

- FY22/23 Real Estate & Personal Property:
 - Tax paid summary as of 7/21/2023: **Reports Attached*
 - **Lien –dated and filed at the Registry of Deeds on 7/20/2023: 103 delinquent RE accounts totaling 138,402.69.**
 - 29 PP accounts: remaining total due: \$1,799.83.
- Amber reconciled current weekly Motor Vehicle reports; submitted to BMV.
- June month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- July 2023 - 3rd Quarter Sewer Billing:
 - Bill Date 7/27/23; Due Date 8/27/23; Interest Date 8/28/23
- Cemetery season is upon us – Recording sales, deeds, electronic and card file updates.
- Working on 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.

Election:

- November 7, 2023 Municipal Election process has begun:
 - **Nomination Papers:** will be available on Friday, July 28th, 2023, and are due back in the Clerk's office by 4:00 pm on Friday, September 8th, 2023 for the following municipal seats up in November 2023:

Town Council - Three 3-year Terms

School Board – Two 3-Year Terms

Other Items:

- **Reminder: Dogs must be vaccinated and licensed to utilize the Town Dog Park.**
 - **Fees: \$6 spayed/neutered; \$11 intact.**
- Boards/Committees:
 - Personnel Appeals Board: (1) Full seat available
- 2024 Motorcycle registration stickers – Available March 2023
- 2023 Boat Registrations – Available on December 1st.
- 2023 Inland Fisheries & Wildlife Licenses Available

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



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Town Treasurer:

- Wastewater foreclosure notices were sent for a lien recorded February 16, 2022. The lien will mature August 16. Presently, there are about 14 accounts involved.
- A sewer line was recorded June 21 for unpaid fees dating from April 29 to July 27, 2022.
- Other than keeping the lien process on track, my efforts are primarily focused on closing out FY23 and preparing for the upcoming audit in October.

Mary Alice Cullen, Town Treasurer.

Assessor:

- Traci continues to learn all our procedures and applicable laws.
- We are working to enter all the required pieces for our annual tax commitment. Traci is currently working on the personal property commitment component.
- We have also been working with the reval "listers" on techniques to make sure that data is gathered uniformly. Danielle and I have spent some time "on the streets" looking at neighborhoods and discussing the process. The name badges have arrived, and I have notified the police department of vehicles associated with the project. They will be working on Friday and Saturday sporadically until summer is over. Then they expect to work on a more regular basis, for as long as the weather cooperates.
- Code and Assessing departments are working well together. Shawn is great about sharing pertinent information. Tom and Evan have also been very helpful.
- I will be attending a class to learn about the changes to the Senior Tax Stabilization program. It is my current understanding that the program has been eliminated for 2024 and will be replaced with additional funding to the tax deferral program and what was formally known as the Circuit Breaker program. I should have better information to share in my next report.

Lorna Thompson, Assessor.



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Fire, Ambulance, Public Health & Safety:

- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom.
- Chief Cote attended the Maine Healthcare Coalition of Maine Leadership Meeting via zoom.
- Chief Cote attended the TIMS (Traffic Incident Management Systems) Instructor Course.
- Chief Cote continues with Basic Fire School Trainings.
- Chief Cote participated in the Annual Bike Rodeo
- Fulltime Staff & Paid Call Staff participated in the July 4th Parade.
- Chief Cote has been working on updating response plans, files, policies, daily duties, new employee orientation packet and written plans.
- Chief Cote has been reviewing and updating the unorganized township agreements with Penobscot County.
- Chief Cote met with Chief Lee of Medway Fire and working on updating the mutual aid agreement between Medway & Millinocket.
- Fulltime crews waxed and polished all fire apparatus & ambulances for the July 4th Parade.
- Fulltime crews have been busy conducting summer cleaning around the station.
- Crew assisted with the firework detail.
- Fulltime Staff Meeting and lunch was held.
- Paid Call Meeting was held.
- 783 was sent to Cowell Diesel in Ellsworth for repairs due to not passing the annual pump test. 783 is still out of service for interior operations, can be used for exterior operations only. Chief Cote has Medway Fire & Maine Forest Service responding automatically to any out-of-town fires. Maine Forest Service has provided a tanker to be housed at Millinocket Fire until 783 is fully in service.
- 788 was sent to Stanley's for new brakes.
- An interview was held for one position and an offer was made.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.

Chief Jonathan Cote



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Police Department:

- EMPD has responded to 5,525 calls for service to date in 2023, with over 2,600 of those calls being in Millinocket.
- Officers have arrested or summonsed over 310 individuals to date in 2023 and conducted 1,735 traffic stops.
- Although weather played a factor in a lot of the community events around the 4th of July, officers were able to participate in multiple events around the community. Overall, there were minimal incidents surrounding the 4th of July.
- EMPD again would like to congratulate Chief Thomas Malcolm on his well-deserved retirement. Your dedication to the region over the last several decades does not go unnoticed and we truly hope you enjoy retirement.
- EMPD has submitted for grant funding to help fund radio infrastructure upgrades for our local operations channels. This project will help increase our radio coverage in all three communities we serve and will also be a resource to our partners of all area Fire/EMS Departments while dealing with emergency scenes. We are committed to increasing and upgrading department equipment and resources while trying to lessen the burden on taxpayers.