



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 11.28.22

Election:

- I would like to congratulate the newly elected officials and wish them the best in their endeavors in public service. It is a complicated and difficult role to navigate.
- I would like to public express sincere appreciation for our election workers.
- With our Town Clerk needing to step back from the process this year, our newly deputized clerk, Amber Carney and our Tax Collector/Deputy Clerk, Sharon Cyr, stepped up to the plate in a big way to lead the efforts on a clean and successful election. We are incredible proud of their work and that of the team they lead in preparation and execution of the 2022 Election.
- Another note of recognition to our Election Warden, Michael Kight. Michael has been a tremendous asset through these elections. Thank you, Michael.

Court Lease:

- I am currently in negotiation of our lease agreement with the Court.
- The current agreement was adopted in 1998 and had not been addressed since.
- What we do know now is that we intend to receive an increased rate of payment as well as a substantial financial contribution critical infrastructure in our building.
- More details to come as we finalize the agreement to bring before the council. I am feeling good about the progress being made here.

Recycling:

- Recycling is up and running at the transfer site!
- I personally have seen quite a bit of cardboard going into the hopper on weekly father-son trips to the dump. I hear in conversation that many do not know anything had changed.
- I would suggest we spend a little Money on a large sign for that building with big lettering that reads "Recycling Now Open!" or something to that extent, so that anyone who visits the transfer will see it and know that the recycling facility is open.
- Some are catching on and making good use. I encourage everyone to participate as this is a great thing for our community as it has the potential to bring in more revenue to the Town as opposed to the massive increase in spending, we will see having to continue to transport that as trash to PERC.



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Elevator:

- The elevator in the municipal building is back in operation after a month of being down!
- This final visit had the technicians here for the majority of a full day, rigging and adapting new and old components. We were delighted that they were able to rig together a solution and get it working again.
- I strongly believe we need to address this elevator as soon as possible.
- In December, I plan to bring proposals for modernization and for replacement. The information I have now leads me to believe it will be between \$150K and \$200K for either option.
- We have a couple of funding options to use for this. The most appropriate being local American Rescue Act Funding. We also have interest from another entity in providing substantial funding to help offset that cost for us. More to come!

Security:

- At the request of the council, I have met with Steve Gardiner about installation of security cameras in our parks, the brush pile, and the cemetery.
- He will provide me with several options and prices for us to consider.

School Budget Review:

- The Town Treasurer and I met recently with the school Superintendent and Business Manager for a year-to-date budget update.
- At our December 8th Council Meeting, we plan to have mid-year budget updates from both the Town and the School Department.
- Moving forward, we plan to schedule these updates to the Council quarterly.

Ski-Tow:

- With the snow started to fall and stick around, I want to bring attention to the work that has been done at Millinocket's beloved sliding hill, the Ski-Tow.
- In preparation for the coming season, our Public Works crew has cut away brush hanging over the trail, moved rocks, and cut back branches from the trees to widen the lanes back out and created a safer and more enjoyable sliding experience for the kids and families in our community this season! A huge thank you for their work on this.
- The goal remains to install a lift and small heated building. Though we lost the contest for initial funding, we still feel strongly that this can be complete by next winter.

Hosting Institute for Civic Leadership:



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- I am honored to have been asked to host a session here in Millinocket for this year's ICL class. I am a recent alum of ICL as a member of the Cadillac Class, more often referred to as "The Best Class" ever to have participated in ICL... but I digress.
- On January 19th, the current ICL class will come to Millinocket for a day of learning about real life successes of strategic planning, community building, partnerships coming together for a common goal, and economic development.
- I am planning an agenda and some site visits with our partners at Our Katahdin and Wabanaki Public Health and Wellness, as well as Deb Rountree at Katahdin Higher Education Center.
- This is a great acknowledgement for our Town to be asked to participate in such away for this leadership school. There has been incredible work being done here and I am proud to be able to share our story with some of these up-and-coming leaders.

Our Katahdin Press Release:

- In a press relace on November 21st, our partners, Our Katahdin, announced the collaborative development of a sustainable Forest Products Campus and transportation corridor connecting the One North industrial site here in Millinocket to Searsport.
- The Forest Products Campus will be anchored by a wood pellet facility and supported by upgraded and expanded rail infrastructure that will link production facilities to the international deep-water port in Searsport.
- This is just one critical piece of the big picture. We look forward to more announcements of great news in the not-so-distant future and wish our partners on the Our Katahdin huge congratulations and sincere thanks to their passion and dedication to economic redevelopment in Millinocket.

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- Both trucks refurbished by Pelletier MFG are in back in house and look good.
- First snow of the season went well with three new operators. They are all learning fast as the more experienced guys share their knowledge.
- Repair work is nearly completed on the vandalism damage on the Station Rd bridge railing. The crew built forms and poured concrete to rebuild the rail. The forms are being removed before Thanksgiving.
- A few breakdowns were repaired during the snowstorm by one of the new operators with some help from me.

Transfer Station:

- The recycling has been steady.
- Expecting the brush pile to be ground soon by Northland Bark Mulch.
- Recycle building septic vent pipe being repaired after the snow broke it free last week.

Cemetery:

- Cemetery gate is now closed until spring.

Ralph Soucier, Director of Public Works

Airport:

- Beginning on 11-26-22 the airport terminal building is now closed on weekends until 5-1-23.
- The transmission has been ordered for the airport pickup, hoping to have it back in service soon.
- The internet issues should be resolved by meeting time.
- The materials needed to repair the terminal building chimney have also been ordered.
- First plowable snowstorm was on 11-16-22, the main runway and taxiways were open by 10:30 pm.
- The G.A.R.D. system has recorded 56 aircraft operations this month to date.
- Brush cutting is progressing well on the airport safety zones.

Jeff Campbell, Airport Manager

Town Treasurer:



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- Foreclosure occurred on October 26th for a sewer lien record April 26th, 2021, Presently, there are two properties that were acquired through this process. Letters have been sent to the property owners with the offer to repurchase the property by paying all taxes and sewer fees owned.
- The FY21 tax lien will foreclose January 9, 2023. Presently, \$25,496 remains outstanding on this lien for unpaid taxes and fees.
- I am in hopes of receiving a draft copy of the FY22 audit by the end of November.
- The bond paperwork for the land purchase was sent back to the lawyer this week in preparation for the November 28th closing with the bank.
- Maine Revenue Sharing receipts are strong so far. We have received 4 payments totaling \$638,732 or 49% of the \$1,300,000 included in the FY23 budget.
- The ambulance billing service has reached out the Town's collection agent, The Thomas Agency, and is ready to start sending collections information to them. They will kick off the process by sending the agenda all accounts ready for collection since the onset of the billing services for the Ton.

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 30,400 kilowatt hours of electricity in October, as compared to 29,100 kilowatt hours in September. Please see attached power consumption graph for yearly comparison.
- In October the Treatment Facility processed 29.8 million gallons of wastewater. The average daily flow was 1.0 million gallons. Peak flow was 2.9 million gallons which was on October 19th. Removal rates for Biochemical Oxygen Demand (BOD5) were 93%, and Total Suspended Solids (TSS) was 96%. Total rainfall for October was 7.45 inches.
- We would again like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, Q-tips or anything but toilet paper (only) to the sewer system. These items are causing **extreme plugs** to the sewer system and costly maintenance to our pumping stations. If this should continue, we will be forced to have a rate increase to cover the added costs of maintenance we are incurring. Thank you to the residents for this consideration.

James Charette, Superintendent

Recreation:

- The new filter system is in at the pool, Mikes' pool Service will do the start up in the spring



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- The little pro and East Millinocket pee wee basketball program has started.
- The Cheerleading program is running and has over 20 cheerleaders on the squad
- We are getting ready for our annual wreath lighting at the schools.

Jody Nelson, Rec. Director

Human Resources:

- Personnel issues
- Drug and Alcohol Testing
- Emails and Phones, front office
- Assisted Richard Willigar and Terry Wilson with their retirements (Thank you both for all you've done for the Town of Millinocket)
- Hired Bryan Duprey as Public Works Director
- Hired Jonathan Cote as Assistant Fire Chief

General Assistance:

- Assisted individuals to meet their unmet needs.
- Submitted September 2022 Reimbursement to DHHS at 75% of total spent

Bookkeeper:

- Process payroll for Town and Wastewater to include the warrants for the taxes
- Training Amber Wheaton on payroll processing

Lori Santerre, HR Director, Bookkeeper, GA

Community Initiatives Director



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- Worked on the community newsletter “Magic City Monthly” along with the manager and the department heads!
- Worked alongside DesignLab on the following projects:
 - Website updates
 - Community Calendar
 - Social Media
- Researched grant opportunities for various community/department needs.
- Submitted a grant proposal to Stephen and Tabitha King Foundation for \$19,220 Turn Out Gear for Fire Dept.
- Attended various committee meetings
- Met with a contractor to estimate costs for new dog park fencing
- Confirmed and scheduled construction of the new dog park and ensured materials were ordered
- Cross trained on payroll!
- Assisted the Airport Manager with the Fly-In/Cruz-In event
- Met with Arcadia Design for progress update on Airport Engineering
- Attended the Distributed Generation Stakeholder Group Equity and Access Work Session
- Attended Maine Philanthropy’s October 2022 Grant Research - career development course
- Represented the Town of Millinocket Community Resiliency Partnership Region #4’s Peer to Peer Webinar as a panel speaker
- Attended the 2022 All-Pilots Meeting (M-DASH)
- Assisted in the Halloween Community Movie Night and the Fire Dept. Trunk or Treat
- Submitted an EPA Brownfield Grant proposal alongside Nick Sabatine, Ransom Consulting
- Submitted a grant proposal to Maine Technology Institute for support in funding a new generator for the Wastewater Treatment Facility
- Supported the Events Committee Food Drive and delivered boxes to drop off locations
- Hosted our first Drive in Movie Night – Hocus Pocus
- Applied to the Maine Service Fellows for a Fellow to come research use of airport land alongside Jeff Campbell, Steve Golieb and Brittany Grutter
- Met with a contractor to begin looking at the Municipal Buildings and energy efficiency upgrades – multiple grant opportunities are coming within the next year

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

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



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Totals include August 23, 2022, through September 19, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,258,284.00 were collected, which involved 1096 transactions processed in Trio. ***Report Attached**

- Sharon reconciled and up to date on weekly Motor Vehicle reports submitted to BMV.
- FY21/22 Real Estate Lien Summary & Personal Property Tax Balances as of 9/19/2022: \$88,707.50 remains unpaid for 77 RE accounts (*prior: \$96,798.20/82*); \$8,012.59 remains unpaid for 25 PP accounts (*Prior: \$6,745.62/26*); *Totals change due to abatements/rebilling*). ***Reports Attached**
- August month end reports reconciled and submitted State agent monies accordingly.
- 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:

- August began the start of the November 8th General election with submission of documents and deadlines; Absentee ballot Applications only are currently available, absentee ballots are expected to be shipped by October 9th.
- Town Council & School Board Nomination Papers Eligibility requirements: Primary Resident of Millinocket & Registered Voter of Millinocket:

Returned nomination papers to be included on the November 8th Municipal Election ballot as follows:

Town Council- Three-year term: Jesse O. Dumais, Robert J. Higgins, & Gilda G. Stratton;

School Board- One-year term: Thomas M. Malcolm;

Three-year term: Kevin J.A. Gregory, Julie P. Hewke, Kevin Libby, & Amber G. Wheaton.

- **9/13/2022 School Budget Referendum Election:** Election Day went smoothly with a turnout of 150 Voters in total: Un-Official results until approved by Order are as follows: Yes- 117 / No- 33; an appreciated placed order & pizza delivery by the Town Manager was welcomed by the election staff at supper shift change.
- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- Boards/Committees:
 - Planning Board: (1) Alternate seat available
 - Cemetery Committee: (1) 3-yr 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

Fire, Ambulance, Public Health & Safety:



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- Conducted Fire Drills in schools.
- Conducted apartment LSC inspection for rental assistance.
- Attended meeting on Winterfest activities for February.
- Attended Maine Ambulance Association meeting on ambulance cost reimbursement and legislation that they are trying to bring forward for assistance.
- Putting together sand buckets for our Sand Bucket Program which will start first week of December.
- New Assistant Chief is scheduled to start on 11/28.
- Attended advisory committee meeting at EMCC for Fire and EMS programs through the college.
- Attended the Veterans Day celebration held at Stearns Jr/Senior High School.
- Held fire training.
- Followed up with DHHS adult protective on two cases.
- Placed snowmobile in service for upcoming winter season.
- Conducted courtesy inspection of building with for potential business opportunity.
- Submitted Volunteer Fire Assistance Grant through Maine Forestry.
- Starting to get set up for winter season and getting Sand Buckets ready to distribute.
- Attended a tabletop exercise for Brookfield with area agencies, and Maine and National EMA as part of their licensing requirements.
- Collaborating with Red Cross to become part of their Home Fire Campaign (HFC) have done necessary paperwork and online training to become a designated spot to assist with free smoke alarms in our community.
- Attended advisory committee meeting at Region III for their FF/EMS program.

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT