



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 12.22.22

Public Works:

- Both Loader mounted snowblowers have been serviced and prepared for winter.
- The crew has been gathering loose and broken hot top from the first couple minor snowstorms.
- Tree trimming has been on going on each plow route to prevent damage to the plow trucks.
- Cutting Edges have been replaced on a few trucks in preparation for winter.
- Shoulder work performed on Rhode Island to promote better drainage from the road surface.

Transfer Station:

- Brush pile was ground during the first and second week of December.
- Waiting for the pile of mulch to be hauled away
- Grimm Industries has started to haul away the scrap metal pile.
- Public Works fabricated a ramp to access the storage container purchased just before COVID forced the shutdown of recycling. The container will be used to store bailed materials until they are shipped.

Bryan Duprey, Director of Public Works

Town Treasurer:

- FY22 Audit Report – Extension was granted from the State to 2/28/23 to submit the report.
- FY21 Tax Lien – This tax lien will foreclose January 9, 2023. Foreclosure notices were mailed to 20 property owners.
- Town Acquired Properties – There are three properties that we will soon be accepting bids on. A notice will be placed in the local paper in the
- Near future. It is our hope to present the bid list at the first Council meeting in January 2023. It is important to get this process underway
- So that the properties can be on the 2023 tax assessment listing.
- Town Community Credit Card – The application was accepted by VISA granting a \$50,000 credit limit to the Town, including the School Department.
- The credit cards are being mailed to me for distribution and limit assignment at the individual credit card level.
- Year-End – I have begun preparations for 2022 tax reporting.

Mary Alice Cullen, Town Treasurer.



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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 23,500 kilowatt hours of electricity in November, as compared to 30,400 kilowatt hours in October. Please see attached power consumption graph for yearly comparison.
- In October, the Treatment Facility processed 25.5 million gallons of wastewater. The average daily flow was 0.9 million gallons. Peak flow was 1.6 million gallons which was on November 12th. Removal rates for Biochemical Oxygen Demand (BOD5) were 95%, and Total Suspended Solids (TSS) was 97%. Total rainfall for October was 5.69 inches. Snowfall was 2.00 inches.
- During November we shut the RV dumping station down for the season. The station will be reopened in May. We had some paving done in front of the Bates St Station. This will make plowing much easier and eliminate a very muddy spot as well. At the treatment facility, paving was done near the parking area to repair underground wiring and piping spots.
- 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. We would like to thank the residents for this consideration.

James Charette, Superintendent

Airport:

- Jet Fuel sales are outpacing projected revenues for FY23, Sales remain steady.
- 3000 gallons of Jet fuel was delivered on 12/12 to keep up with the demand.
- Replacement of the Terminal Building chimney will be completed by meeting time.
- New Terminal Building design and engineering is well underway.
- We did a VR (virtual reality) walk through of the new Terminal Building. It was most impressive.
- Rotating Beacon is not operating, myself and the Public Works director are working on repairs.
- The underground Avgas tank will have had its annual inspection completed by meeting time.

Jeff Campbell, Airport Manager



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Assessor:

- Our department has been fairly quiet. Generally, December provides us with a lull as people prepare for the holidays. Additionally, this year, with the interest rate increases we are receiving fewer requests for property information from real estate and banking professionals. We are also seeing fewer sales transactions, although the prices seem to be holding.
- We are starting to prepare for the property inspections next summer in conjunction with our proposed revaluation. Sue has been making copies of our existing property cards and assembling them in order by street address for ease of inspection.
- People may have noticed that we rearranged the office for greater social distancing and to provide better working space for the code officer. Sue and I are eager to have Chris join our team and to work with him to move both departments forward.

Lorna Thompson, Assessor

Recreation:

- Wreath lightings at elementary schools
- Basketball in full swing
- Cheerleading program doing great
- Looking forward to ice rink. Have fleet of brand new loaner skates and skate helpers.

Jody Nelson, Rec. Director

Human Resources Director

- Personnel issues
- Drug and Alcohol Testing
- Emails and Phones, front office
- Year End
- Hiring Code Officer, Chris Beyer
- Retirement of Ralph Soucier
- Elevator certificates
- Municipal Release deeds
- Supplies for Municipal building

- Assisted individuals to meet their unmet needs.

Bookkeeper

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

General Assistance Director



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Lori Santerre – HR, GA, Bookkeeper

Community Initiatives Director

- Attended the Annual Maine Climate Council Meeting on behalf of the Town of Millinocket.
- Received \$50,000 from the Maine Resiliency Partnership for heat pumps to be installed within municipal buildings.
- Received \$20,000 from the Stephen and Tabitha King Foundation for new turnout gear for the Millinocket Fire Department.
- Received \$600 from the Northern Penobscot Activities Council to go towards our rope tow project!
- 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.
- Attended various committee meetings.
- Oversaw the installation of the fence for the new dog park, ordered along with the support of Bryan Duprey (public works) and Jeff Campbell (Airport Manager) additional materials for the park i.e., signage, waste receptacles.
- Met with Arcadia Design to virtually tour the model of the new Millinocket Regional Airport with Peter Jamieson, Town Manager and Jeff Campbell, Airport Manager.
- The Town’s application to the Maine Service Fellow Program – A steward will be coming to Millinocket to work on Economic Development specifically in relation to the Millinocket Regional Airport.
 - I met with Jake Hurner, program coordinator, to work on recruitment materials, job description and timelines. We have projected to have a steward in place within the next three months.

Amber Wheaton, Community Initiatives Director



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Town Clerk/Tax Collectors Office:

Totals include September 20, 2022, through December 15, 2022: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$5,277,042.26 were collected, which involved 6236 transactions processed in Trio. ***Report Attached**

- Sharon reconciled and is up to date on weekly Motor Vehicle reports; submitted to BMV.
- FY22/23 Real Estate & Personal Property Tax paid summary as of 12/15/2022: \$1,492,875.07 for RE accounts (*remaining balances total: \$1,927,894.78*); \$508,301.50 for PP accounts (*remaining balances total: \$508,301.50*); ***Reports Attached**
- September, October, and November month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Preparing
- 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:

- All post-election activities with mandatory deadlines have been met, certified and submitted to SOS, Secretary of State.

Town Clerk Note: I would like to take this opportunity on behalf of the Town of Millinocket to express appreciation to all election officials, the newly appointed Deputy Clerks of the election Amber Carney & Sharon Cyr, appointed Warden of the Election Michael Kight, all ballot clerks, and deputy registrars; the November election went seamlessly with their continued efforts, dedication, and attention to detail.

- Updates daily to voter registration additions, deletions, and other requests.

Other Items:

- Boards/Committees: ***Ad Attached**
 - Personnel Appeals Board: (2) Full seats available
 - Recreation Advisory Committee: (1) Full seat available
 - Cemetery Committee: (1) Full seat available
- 2023 Snowmobile Registrations Available
- 2023 Dog Licenses Available – Current year expires 12/31/2022
 - **Mandatory \$25 Late Fee 2/1/2022**
- 2023 Boat Registrations – Available on December 1st.
- 2023 Inland Fisheries & Wildlife Licenses – TBA
- Continued restoration efforts of vital records by filing, indexing, and storage.



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

Fire, Ambulance, Public Health & Safety:

- Worked with apartment building owner on code issues with building and provided necessary Life Safety Code requirements.
- Met with Deb Roundtree from (EMCC/KHEC) and Jeff Brown (EMS Coordinator for EMCC) on EMS training needs in our area, excellent discussion, and how to develop an EMS training site at Katahdin Higher Education Center.
- Met with building owner that was doing upgrades and looking for information concerning Life Safety Code.
- Kudos to Amber Wheaton on successfully obtaining a grant from the Stephen and Tabitha King Foundation for new turnout gear for the Fire Dept.
- Working with the Recreation and Dept. Heads for the Winterfest Parade and activities during Feb. school break.
- Placed new Stryker Power Pro II cots in 788 and 789. Training was held on operations of these new units.
- Purchased 2 Pedi-Mate child ambulance restraint systems for 788 and 789 per EMS protocols. Training was held on these as well.
- Currently have two medics out one for knee injury and the other with back injury, unsure at this time how long they will be out of service.
- Attended Safety meeting and discussion on Emergency Operations Plan updates.
- Had Fire Truck, Ambulance and Chief's Pickup in Christmas in Katahdin Parade and attended event.
- Had mechanical issue with 788 2015 Chevrolet Ambulance and Pelletier Manufacturing was able to get it right in and repaired so was not out of service.
- Asst Chief Cote is presently working on DOL/OSHA required annual training and will include other Town departments in this training early in 2023.

Tom Malcolm – Fire Chief, Public Health & Safety Officer

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT