



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 2.23.23

### Infrastructure Project Updates:

- **MDOT – Bates St. Utility Upgrades and Resurfacing Project**
  - This is a substantial project that would take place in 2 phases over 2 years. This would include upgrades to storm water and sewer infrastructure, culverts, pavement and reconstruction of sidewalks up to ADA standards.
  - Overall cost is roughly \$2.2M, the bulk of which will be covered by MDOT funding. We will be developing a plan in the coming weeks on how we may be able to cover the Town's share of roughly \$500k.
  - More info to come!
- **Olver Associates – Penobscot Ave/Iron Bridge Rd. Culvert**
  - We have received plans from Olver Associates and will be putting the project out to bid in the coming days. We will expect bids due the end of March and plan to bring a recommendation to the Council at our April 13<sup>th</sup> meeting.
  - Start time will be determined through the bid process.
  - Reminder: The local match portion of this grant has already been allocated and set aside through council action so this project is ready to go as soon as the successful bidder is awarded the job and in accordance with their scheduling.
- **Olver Associates – Wastewater / Main Pump Station Upgrade**
  - Design work is nearing completion. Currently in the hands of an electrical engineer to finalize the electrical work plan.
  - This project should be ready to go out for bid in the next 2-3 months.
  - Stay tuned!

Respectfully submitted,

Peter Jamieson, Town Manager



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## **Public Works:**

- The Crew has been busy with the recent storms, plowing and cleaning up the downtown area.
- A few members of the crew have assisted the rec department in flooding the ice rink.
- We have encountered yet another sewer plug on Iron Bridge Rd due to non-flushable Wipes. Another one on Penobscot Ave required multiple visits for tree roots and heavy paper build up.
- A storm drain was temporarily repaired at the intersection of Forest Ave and Central St. A more permanent repair will be made in the summer.
- Ongoing light repairs are being made by the crew on their trucks while we wait for a new Mechanic.
- Would like to remind the public and contractors to not push snow into roadways or sidewalks after the town has cleared the right of ways. This continues to be a problem year after year and is a quick way to narrow our streets to one lane width.

## **Transfer Station:**

- The grindings from the brush pile have been hauled away.
- A couple small signs have been hung on the gate building and the compactor building, reminding users that the recycle building is open.
- I had the opportunity to inform a few members of the public myself about the Recycle building being open.
- PERC had asked if we could haul them some loads of shingles for their incinerator. Three loads have been hauled this far.

Bryan Duprey, Director of Public Works

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## **Town Treasurer:**

- This month has been tied up with year-end tax reporting. W2-s, 1099's, sales tax filing and federal tax reporting are completed. The only item left is the Affordable Healthcare reporting.
- The FY22 audit is still in process. I have provided additional information this past week. The deadline with the State is February 28. There should be a draft of the report for review soon.
- I received our first check from the Thomas Agency for delinquent ambulance accounts. They collected \$2,535 and sent us a check for \$1,774.50 after their fee was deducted.

Mary Alice Cullen, Town Treasurer.

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## **Wastewater Operations:**



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- 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, and Temperature performed weekly.
- The Treatment Facility used 22600 kilowatt hours of electricity in December, as compared to 23500 kilowatt hours in November. Please see attached power consumption graph for yearly comparison.
- In December the Treatment Facility processed 35.906 million gallons of wastewater. The average daily flow was 1.158 million gallons. Peak flow was 2.018 million gallons which was on December 8th. Removal rates for Biochemical Oxygen Demand (BOD5) were 95%, and Total Suspended Solids (TSS) was 97%. Total rainfall for December was 3.95 inches. Snowfall was 12.50 inches.
- During December we did general maintenance around the pump stations and control building. We also started an upgrade on the disinfection system which will be in the basement of control building. This upgrade will be fully online during the chlorination season from May 15 to September 30. We are excited for the new upgrade.
- 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

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#### **Airport:**

- There have been 78 Aircraft operations so far this month.
- Jet fuel sales are strong despite the recent winter weather.
- Speaking of weather, after a slow start to winter it is now dominating our work week.
- I have been working with Arcadia Design Works on site location for the new Terminal Building.
- The rental hangar furnace electrical work has been completed.

Jeff Campbell, Airport Manager

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#### **Code Enforcement:**



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Settling into new CEO position learning town organization, meeting team and staff, office procedures, reading and familiarizing new codes, town layout, some history, current events and more, etc.

## **Permits:**

Getting familiar with permitting requirements, applications, permits, conditions, processes, and filing/record keeping, etc. Have reviewed applications and issued permits for a few of activities that require them. Getting comfortable with the process. A list of issued applications and permits can be found on both the N and T drives.

## **Cases:** Dangerous Buildings, Property Maintenance

- 86 Eastland Ave – 10-day notice served to remove vehicles and trash Chapter 50 Property and Maintenance Ordinance
- 42 Aroostook Ave – Building caught fire in 2022. Demolition permit issued. 30-day Notice Served for nuisance building conditions. Notice was served (by Mail) to clean up exterior property, resume demolition activities, provide written plan, and proceed with repairs. The building has the potential to be deemed a “Dangerous Building”, by the council or a court of law, and ordered to be abated or removed, according to Title 17 Section 2851.

## **Complaints:**

Answered a few complaints and had requests for inspections.

Complaints worthy of note:

- Wassau St. Tenant inspection request – Mold. Inspected apartment. Leak in roof causing damage/mold to wall in bathroom. Have advised landlord to correct the problem and he is supposedly working on it. This is more of a health officer issue for Tom. Tom is aware, we were in the process of inspecting when he had to leave for a fire response. I will communicate with Tom and continue to check with tenant and landlord if Tom would like. Status: Open
- Bowdoin St. – Fence issue. Located in Town’s Right of Way and safety concern, blocking visibility. *Courtesy* notice sent via mail.

## **Miscellaneous:**

A lot of reading code, state statutes, “historical” information, previous cases, past “sop’s” etc.

Continuous work on town specific quick reference binder(s).

In EARLY, initial stages of MUBEC certification.

Chris Beyer, Code Enforcement Officer

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## Assessor:

- Our department has remained fairly quiet, allowing us to move forward on projects, filing, and paperwork. The sales in December continue to exceed our assessments; although it feels like there are fewer sales.
  - As examples, in December, 169 Bowdoin St sold for \$165,000; 81 prospect St sold for \$88,500 and 69 Waldo sold for \$149,900.
- I am working to complete the State's Sales Ratio document (AKA turnaround document). Each year the state requests assessment information for all sales that have occurred in town. They ask for lot size, property type, assessed values and for the assessor's opinion regarding if the sale was valid.
- Sue continues to copy the property cards and place in street number order for our revaluation inspections. She is also closing in on the final file cabinet drawer of property card data entry. As I look back to my return in 2019, we have made significant departmental progress specifically with data. We will soon begin the annual personal property declaration mailing process. It is hard to believe it is almost that time of year again!
- We are happy to have Chris onboard. We appreciate his efforts to chase down issues and supply code enforcement information and guidance to property owners.

Lorna Thompson, Assessor

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## Recreation:

- Pee wee basketball has wrapped up
- Cheerleading has switched to competition mode. The Tri-Town Starlets will compete in Bangor in March.
- Watching the weather and working on making ice at the skating rink. Once we have ice, we will have a schedule for the hut to be open and for people to make use of our newly acquired ice skate rental fleet.
- Involved in planning of Winterfest and Snowdown

Jody Nelson, Rec. Director

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## Human Resources Director

- Personnel issues
- Drug and Alcohol Testing
- Emails and Phones, front office
- Year End
- Municipal Release deeds
- Supplies for Municipal building.
- Employee Evaluations
- Assisted with poverty abatements.
- Foreclosures

## General Assistance Director

- Assisted individuals to meet their unmet needs.
- Met with Mobilize Katahdin regarding resources for the citizens.

## Bookkeeper

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

Lori Santerre, HR Director, GA Director, Bookkeeper

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## **Community Initiatives Director**

- 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
  - Event promotion
  - Met with their team to set quarterly goals alongside the Manager.
- Researched grant opportunities for various community/department needs.
- Attended various committee meetings.
- Discussed Electric Vehicle Chargers and the potential to bring them to Millinocket with various contractors, Efficiency Maine, etc.
  - Submitted two applications – one for two chargers in Veterans Park, one for two chargers in the Municipal Parking Lot
- Applied to the Gloria C. MacKenzie Foundation for funds for the Ski Tow Project
- Prepared for the ME Service Fellow – ensuring they will have everything they need upon arrival, and we have the proper budgets in place with the assistance of Mary Alice, Treasurer
  - Met with Jake Hurner to work on recruitment materials for the Fellowship program.
- Attended a course on utilizing the census data tables to build stronger grant proposal.
- Explored grant opportunities and projects costs for a Pump Track/Skate Park for Millinocket
  - Met with American Ramp Company about the costs of Pump tracks and what steps the Town needs to take to build one.
- Met with FitLot about the costs and steps needed to bring a FitLot to Millinocket
  - Began picking Jane Danforth’s brain on best ways to fund this project.
- Planned and hosted a Spaghetti Supper to raise funds for the Millinocket Fire/EMS Outreach and Prevention Fund alongside SaVida Health, Chief Malcolm, Asst. Chief Cote and the Town Manager
- Completed and submitted Quarter 4 reports for the NBRC Funding

Amber Wheaton, Community Initiatives Director

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## Town Clerk/Tax Collectors Office:

Totals include December 16, 2022, through January 23, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$2,489,574.41 were collected, which involved 2337 transactions processed in Trio. *\*Report Attached*

- FY22/23 Real Estate & Personal Property: **2<sup>nd</sup> Half Due Date – 1/29/2023.**
  - Tax paid summary as of 1/22/2023: *\*Reports Attached*
    - \$716,558.63 for RE accounts (*remaining balances total: \$1,028,637.77*)
    - \$80,005.37 for PP accounts (*remaining balances total: \$86,686.15*)
- Sharon reconciled and is up to date on weekly Motor Vehicle reports; submitted to BMV.
- December month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Processed 2023 1<sup>st</sup> quarter Sewer Billing:
  - Bill Date 1/27/23; Due Date 2/27/23; Interest Date 2/28/23
- Reminder Calls to Dog Owners for License Renewals.
- 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:

- Transferred 11/8/2022 used ballots, absentee and election day materials to their stored locations for their mandated retention periods.

## Other Items:

- Boards/Committees:
  - Personnel Appeals Board: (2) Full seats available
  - Cemetery Committee: (1) Full seat available
- 2023 Dog Licenses Available – Current year expires 12/31/2022.
  - **Mandatory \$25 Late Fee - 2/1/2023**
- 2023 Snowmobile Registrations Available
- 2023 Boat Registrations – Available on December 1<sup>st</sup>.
- 2023 Inland Fisheries & Wildlife Licenses 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:**

- Second Assistant Chief Farrington and I attended Basic Life Support for Obstetrics.
- Working with Dept. heads on upcoming Winterfest Parade and working with other various other organizations for additional events during Feb. school vacation.
- Have started getting requests for sand or sand buckets under our Sand Bucket Project which is underage Friendly Millinocket.
- Inspected pellet stove installation for resident that his insurance company had required for him to put pellet stove in.
- In the process of renewing my Local Health Officer certification.
- Assistant Chief Cote conducted OSHA/DOL annual mandatory training for Fire, EMS, Public Works and Airport personnel.
- Second Assistant Chief Farrington and Assistant Chief Cote conducted annual snow sled rescue training for all FD personnel.
- Getting annual medical evaluations done for all FD employees.
- Assistant Chief Cote conducted annual Haz Mat Awareness Level training for all FD employees, also second Assistant Chief Farrington will be doing annual fit test for employees as well during this training session.
- Still have two FT employees out with injuries expect them to return by end of January.
- Had major malfunction with one of our new Stryker Cots and is covered by warranty awaiting parts to repair unit.
- Working on presentation on Substance Abuse Resources and holding spaghetti feed to benefit Millinocket Fire EMS Outreach Program.

Tom Malcolm – Fire Chief, Public Health & Safety Officer

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## **Police Department:**

**SEE ATTACHED REPORT**

## **Millinocket Memorial Library:**

**SEE ATTACHED REPORT**

- Diana Furukawa will present MML's quarterly update at our 2/9 council meeting.