



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 6.22.23

### Code Enforcement Officer:

- The position of Code Enforcement Officer for the Town of Millinocket has been offered and accepted.
- Shawn Mitchell has accepted this position. He will join us all certified, with some experience, and ready to pick up where his predecessor left off. The only certification we will be helping him acquire is Maine Uniform Building and Energy Code (MUBEC).
- Shawn will be coming next week to meet the team and gather materials to get acquainted with. We expect him to start July 5<sup>th</sup>!
- We also expect that the iWorQ online permitting platform will be ready to go by then so he will be starting fresh with this great new tool.

Respectfully submitted,

Peter Jamieson, Town Manager



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## **Public Works:**

- Street painting is underway, weather permitting. Crosswalks and turning lane arrows are being done first. Parking stalls will follow.
- I have been in contact with the contracted street line painting company. He is expected to have our lines done before the Fourth of July parade. Again, this is weather dependent.
- We have completed the remount of our 2009 one ton with a newer dump body from an older out of service truck This should get us a few more years of service from the body and chassis.
- We have completed bracing the picnic table shelters at Jerry Pond. We had to remove a few of them that were too rotten to safely leave standing. The remaining structures should be better suited to handle the snow loads in winter that caused some to collapse.
- The dock at Jerry Pond has been repaired from damage sustained over the winter and put back into service. We also replaced some rotten decking.
- We have started to repair and repaint the concrete fascia surrounding the Town Office front entrance.

## **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.
- 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.
- New signage is being ordered to remind everyone of the recycling center being open.

## **Cemetery:**

- Spring burials are happening at a rapid pace right now, keeping the crew busy.
- We are now fully staffed and are working to keep the grass mowed and trimmed as the weather permits.
- 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.

Respectfully submitted, Bryan Duprey – Director of Public Works

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## **Town Treasurer:**

- The preaudit for FY23 will take place June 28-29 this month remotely by RHR Smith.
- RHR Smith is also holding a single federal audit workshop online earlier in the week that I am in hopes of joining.
- I met with my contacts at Bangor Savings Bank this month and had a good discussion about other services the bank offers that could be helpful to the Town. More information will be sent to me for further review.
- The final drawdown request was submitted for the Downtown Revitalization CDBG grant. The total amount reimbursed for this project was \$310,000.
- A \$1,665,000 loan request submitted to the Maine Municipal Bond bank for the Wastewater Main Pump Station Upgrade.
- The total project is estimated to be \$3.1 Million, of which \$1M will be covered by an ARPA grant and \$430,000 will come from unspent bond funds from a prior bond.

Mary Alice Cullen, Town Treasurer.

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## **Wastewater Operations:**

- The treatment facility and pump stations are all currently fucking well. As needed, routine maintenance along with required lab work is being performed daily.
- Lab work consists of testing for Biochemical Oxygen Demand (BODS), Total Suspended Solids (TSS), pH, and temperature performed weekly.
- The treatment facility used 14,540 kilowatt hours of electricity in May.
- In May, the treatment facility processed 21.3 million gallons of wastewater. The average daily flow was .687 million gallons. Peak flow was 1.2 million gallons which was on May 1<sup>st</sup>. Removal rates for biochemical oxygen demand were 91% and total suspended solids was 95% total rainfall for may was 3.23 inches.
- Two new Smith and Loveless pumps were ordered for the Stearns High School pump station. The two pumps should be here by mid to late summer. EJ Prescott will be installing the pumps which are 15 feet down in a dry well. The cost of this project is just under \$60,000.00.
- We would like to remind the residents of Millinocket to please not flush wipes, paper towels, grease, plastics, q-tips, or anything but toilet paper to the sewer system. These items cause 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:**

- Mowing of the airport is in full swing.
- Interviews for the airport position have been scheduled.
- I have attended a Maine DOT public advisory committee meeting this month along with a Maine Aeronautical Advisory board meeting.
- Hoyle Tanner has been here inspecting the airport property for wetlands.

Jeff Campbell, Airport Manager

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## **Assessor:**

- We have a new addition to the assessing department. We have hired Traci Thompson (no relation) as the new Code/Assessing assistant. Although she did not come to us with a municipal government background, she is quickly learning our procedures.
- It is anticipated that the individuals who will be visiting properties (ie listers) as part of our revaluation will start site visits in July. We are obtaining identification badges for all three of them and their vehicles will have Town of Millinocket placards.
- They will visit every property in town. If no one answers the door when they knock, they will leave a door tag explaining our visit.
- I am still working on the data entry portion of the State's Tax Stabilization program. The program requires the assessing department to review all applications to ensure applicants meet the following criteria: have owned a home somewhere in Maine for 10 years (it does not have to be consecutive years, nor is it required to be solely in one community.); that they have reached the age of 65 as of April 1, 2023 and that they are receiving a Homestead exemption. It is a time-consuming task for several reasons: If the individual has not owned in Millinocket for ten years, we must verify ownership in the alternate community and many of our records don't include the actual purchase dates. Additionally, I am still finding accounts being assessed to individuals who have passed away years ago. The good news is the work is helping to further improve our tax records.
- I also want to express my gratitude to Tom for his willingness to help by stepping into the Code Enforcement role. His assistance has removed much of the burden from my department, and I greatly appreciate management allowing him to help in that capacity.

Lorna Thompson, Assessor

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## **Recreation:**

- Pool is getting set up and expected to open this week – weather permitting.
- Lifeguard training happening weekend of 6/17
- Summer camps and activities starting
- New signs for Delahanty fields, Carmen Brigalli Playground, and the baseball field are here and will be put up soon.

Jody Nelson, Rec. Director

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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 Code Enforcement officer.
- Hired mechanic for Public Works

## **General Assistance Director**

- Assisted individuals to meet their unmet needs.
- Attended GA Spring Seminar
- Submitted for reimbursement.

## **Bookkeeper**

- Process payroll for Town and Wastewater to include the warrants for the taxes.
- 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 various departments/organizations!
- Worked alongside DesignLab on the following projects:
  - Community Calendar
  - Social Media
  - Branding for the street light banners and LED Digital Sign
- Researched grant opportunities for various community/department needs.
  - Began writing and preparing upcoming grant proposals.
- Attended various committee meetings.
- Facilitated bi-weekly Events Committee Meetings. We are working on the following events:
  - Bike Rodeo
  - 4<sup>th</sup> of July Celebration
  - End of Summer Pool Party
- Submitted a grant to WinterKids for funds to go towards the Ski Tow Project – public voting begins July 3<sup>rd</sup>, 2023.
- Attended a training webinar for the Community Resilience Partnership
- Expended the rest of the CDBG Funds on the following items:
  - EV Charger Match
  - Picnic Tables for various Parks
  - LED Digital Sign
  - Garden supplies to beautify the front of the Municipal Building.
  - Christmas lights
  - Branded street light banners
- The Municipal Heat Pump Project has begun the installation phase.
- Planned for the grand opening of the Dog Park with the support of the Town Manager and Town Clerk!
- Received news that the Town was awarded a grant of \$500,000 from the EPA Brownfield funding.
  - The Manager and I will attend a conference this August in Detroit for training on administering Brownfield funds.

Amber Wheaton, Community Initiatives Director

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## **Town Clerk/Tax Collectors Office:**

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



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Totals include May 1, 2023, through June 15, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,579,706 were collected, which involved 3489 transactions processed in Trio. *\*Report Attached*

- FY22/23 Real Estate & Personal Property: **30-Day Notice of Lien – certified mailing dated and sent on 6/15/2023, for 161 delinquent tax accounts.**
  - Tax paid summary as of 6/15/2023: *\*Reports Attached*
    - \$190,645.64 for RE accounts (**remaining total due: \$199,544.96**)
    - \$31,275.57 for PP accounts (**remaining total due: \$1,820.48**)
    - Sharon mailed Tax Collector courtesy reminder letters and phone calls during April and May.
- Sharon reconciled current weekly Motor Vehicle reports; submitted to BMV.
- May month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Preparation of July 2023 - 3<sup>rd</sup> 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:

- Transferred 5/23/2023 Special Municipal and School Budget Referendum used ballots, absentee and election day materials to their stored locations for their mandated retention periods.

#### Other Items:

- Boards/Committees:
  - Personnel Appeals Board: (1) Full seat available
- 2024 Motorcycle registration stickers – Available March 2023
- 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:**





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- Attended various committee meetings.
- Attended Maine Ambulance Association meeting via ZOOM.
- Met with inspector from Maine Solid Fuels at Katahdin Health Care concerning new boilers.
- Asst. Chief Cote continues with Basic Fire School Trainings.
- EMS training held, had representative from BSA here and conducted training on the new oral airway devices that we will be placing on ambulances.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Participated in Field Days at Granite St School had 780, 781, 783 and 789 there for the day and had great time with the kids.
- Participated in Parade for Little League.
- Had 781 and 783 annual pump testing done, issues with 783 the 2012 International Pumper it would not pass the annual testing and Northeast Apparatus is currently working with company concerning issues. The truck is still in service but cannot have lines from this truck inside buildings for safety reasons.
- Have spoken with Autotronics and have secured a 2023 Chevrolet 4500 4X4 ambulance that is currently in production with anticipated arrival of January 2024. This is in the 2024 capital budget.
- Received notice from Binder Lift that our new lifting device should be shipped within the next couple of weeks, this is funded by an MAA Safety Grant.
- Worked with Maine Water to get a couple of hydrants that were out of service repaired or replaced.
- Attended NEEMS meeting via ZOOM.
- Attended field training session with Maine Public Health around Health Officer training.
- Attended annual National Fire Protection Association Conference as the State of Maine Public Life Safety Educator Representative.
- Working in CEO office trying to keep permits and items moving forward until new CEO is hired and on board.
- Working with Lorna on addressing issues in the community that we have had on the back burner for awhile and trying to move forward with them.

FIRE AND AMBULANCE RUNS REPORT FOR MAY 2023 ATTACHED

Tom Malcolm – Fire Chief, Public Health & Safety Officer

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**Police Department:**

**SEE ATTACHED REPORT**

**Millinocket Memorial Library:**

**SEE ATTACHED REPORT**