



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 9.28.23

### **Town & School Quarterly Financial Update:**

- This will happen at our October 12<sup>th</sup> meeting.
- The School Superintendent and Business Manager will attend to give an update on the School's financial standings after the close of Quarter 1 of the fiscal year.
- I will do the same for the municipal budget in place of a manager's report for this meeting.

### **Municipal Building Entrance:**

- Now that we've had the roof repaired on the awning over the front entrance of the Municipal Building, the underside has begun to fall apart!
- We are working with Public Works at an attempt to address the issue and reopen this entrance as soon as possible.
- There's a chance that this job may need to be hired out to whoever we can find to handle it as soon as possible. If that is to happen, we will be asking the council for additional funding to make the necessary repairs.

### **TAP policy update:**

- We will be working with the attorney to bring forward updates to our Tax Acquired Property policy, hopefully sooner than later.
- The law has been changed regarding how municipalities are required to address the release of Tax Acquired Properties. It's become much more complicated than it had in the past.
- We have several held up currently due to the change in legislation.
- More to come.

### **Ski-Tow:**

- I have an announcement to share regarding the Ski-Tow Project.
- I am choosing to share this information at the meeting to let the suspense build on what this announcement to possibly unveil!
- Oh, what fun...

Respectfully Submitted,

Peter Jamieson, Town Manager.



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## Department Updates

### Public Works:

- The DEP required summer flushing of the town sewer's is still ongoing as time allows. This gives us a chance to inspect the condition of the sewers. This is also a good time to remind everyone that wipes, cooking grease and other foreign objects cause problems in the sewer.
- B and B Paving has completed our requested paving for this summer. We still some edging work to complete the job. The recent heavy downpours have washed away some of what we had already smoothed out.
- We are continuing to trim brush and limbs that are causing line of sight obstructions and growing into the rights-of-way around town.
- We cleaned up many broken and downed trees after the remnants of hurricane Lee came through town.
- Summer maintenance of the plow equipment is underway in preparation for winter.
- The new Arial Lift truck is being built at the dealer and is expected to be ready in September.
- Winter Sand is being hauled from the pit near Dolby owned by Adam Qualey Inc.
- At this time I want to thank Steve Jacobs for his dedication of 24 years serving the Town of Millinocket. He is retiring in October and will be missed by all of us here at Public Works.

### 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 areas are 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.
- Freon has been collected again from the ever-growing pile of refrigerators and air conditioner units.
- The scrap metal pile has been hauled off.



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## **Cemetery:**

- Mowing, trimming, and burying is ongoing throughout the season. Please give the crew ample room when they are running equipment, for your safety and theirs.
- 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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## **Wastewater Operations:**

- Everything is operating well here at the Wastewater Treatment Plant. Weekly testing of wastewater is being done as well as routine daily pump station checks and maintenance when needed.
- We continue to have good numbers of monthly numbers being reported to the State. Our Biological Oxygen Demand removal was 96 percent and 97 percent removal for Total Settable Solids. E-coli count have been good throughout the summer, coming in at an average of 61 for the month of August. 124 is the monthly average for E-coli. We have not had to chlorinate due to this yet this season. Chlorinating season runs from May 15th to September 30th. We are into the final week where we could have to Chlorinate if our numbers go up. We seem to be holding good right now, for September. Our Maximum flow for August was 2.194 MGD and our Minimum was 0.444 MGD. The monthly average flow was 0.875. We had a total of 4.96 inches of rain for the month of August.
- The month of August we had two buildings shingled. Bates street pump station and the garage at the Treatment plant. Two good projects that needed to be done. We also received the two new sludge pumps for Stearns High School pump station. They will be installed early in October by EJ Prescott out of Bangor/Gardiner. They are a professional Water and Wastewater solutions company and are very well known throughout the Northeast to Midwest part of the country. I am confident the job will go smoothly.
- As summer winds down, we continue to work diligently here at the Treatment plant doing our very best to making sure we are adequately treating the town sewage and discharging good clean water into the river.

Jason Ingalls, Superintendent

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## **Town Treasurer:**

- The FY23 audit will take place October 10-13. There is a lot of work involved preparing for this procedure.
- The FY24 budget has been loaded in Trio.
- The actual revenue receipts as of September is \$516,822, which represents 3 months. This is 30% of the total FY24 budget, which is favorable at this time.
- I will be preparing soon to start the lien procedure by sending out lien notices to accounts with unpaid balances for bills dated October 2022 to January 2023.

Mary Alice Cullen, Town Treasurer.

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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 (Shawn Mitchell)
- Information for auditor's
- Fuel Bids

## **General Assistance Director**

- Assisted individuals to meet their unmet needs.
- Submitted for reimbursements.
- Yearly updates for GA maximums

## **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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## **Code Enforcement Officer:**

- Worked with owners & developers to finalize planning board approval for project on Oxford St.
- Monitoring several ongoing projects
- Met with management regarding proposed renovations of hotel.
- Continued to revise the electrical permitting process.
- Handled 56 citizen complaints.
- Working with town counsel on several dangerous buildings & non-compliant property owners.
- Completed additional work on online permitting process
- Worked on additional training with admin assistant & Health & Safety officer on transition of CEO duties.

Shawn Mitchell, Code Enforcement Officer

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## **Airport:**

- The G.A.R.D. system has recorded 219 aircraft operations this month to date.
- With the unusually high amount of rain this summer, we are still mowing.
- Jet traffic has been good with over 1200 gals of jet fuel sold so far this month.
- The heat pumps that were recently installed in the terminal building are working well.
- The 16<sup>th</sup> annual Fly-In, Cruz-in, and Barbeque is being held on October 7<sup>th</sup>. Thanks to Amber (CID) for all of your help with planning, t-shirts, etc.

Jeff Campbell – Airport Manager

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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
  - Advertising
- Events with the Fire/EMS Dept and Public Health/Safety Dept.
  - Trunk or Treat
  - Leaning into the Airport’s Fly in/Cruze in
    - Purchasing the shirts for the Airport Fundraiser.
  - Leaning into Trails End Festival
    - Providing bounce house for the weekend.
- Researched grant opportunities for various community/department needs.
- Overseeing the following projects:
  - Recruitment of Fellow for Airport
  - EV Charger Install
  - Concept design of the Community Center
    - Put out for bid.
  - Brownfields Community Wide Assessment
    - Put out for bid.
- Submitted a grant application to the Stephen and Tabitha King Foundation for some updated playground equipment “Percussion Play” to be located at Katahdin Pride Park.
- Applied to the Harold Alfond Foundation for the concept design of a skate park and pump track.
- Attended my first ICL Course!
- Assisted w/ payroll.
  - Crossed trained on payroll tax warrants!

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 August 22, 2023, through September 25, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$959,786.50 were collected, which involved 1301 transactions processed in Trio. *\*Report Attached*

- FY22/23 Real Estate & Personal Property:
  - Tax paid summary as of 9/25/2023: *\*Reports Attached*
    - 2023 Lien Summary; 80 RE Lien accounts remaining; balance due: \$100,876.68.
    - 28 PP accounts total remaining due: \$1,520.82
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- August month end reports were reconciled and collected monies were submitted to all State agencies accordingly.
- Marriage and Cemetery season is upon us – Recording sales, deeds, electronic and card file updates.
- Working on finalizing all 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 State Referendum and Municipal Election; Multiple state forms and ballot coding and printing were submitted by their designated deadlines; the following municipal seats up in November 2023 Councilor Bragdon, Councilor Danforth, and Councilor Pelletier; nomination papers received by the Town Clerk on 9/8/2023 and accepted for the November 7, 2023 Municipal election ballot:
  - **Town Council** - Three 3-year Terms: Jane Danforth, Gail A. Mackin, Louis R. Pelletier, Gilda G. Stratton.
  - **School Board** – Two 3-Year Terms: Julie Hewke, Thomas M. Malcolm, and Donald E. Raymond.
- Applications for Absentee Ballot Request – Only- available electronically through the State ABR site (Absentee Ballot Request) and manually at the Clerk's Office on August 7<sup>th</sup>, 2023.  
*(Absentee ballots – State projections to be received in the Clerk's office beginning of October)*

#### Other Items:

- 2024 Dog tags will be available October 15, 2023; Fees: \$6 spayed/neutered; \$11 intact.  
***Reminder: Dogs must be vaccinated and licensed in their residing towns to utilize the Town's Dog Park.***
- **Boards/Committees:** Personnel Appeals Board: (1) Full seat available
- 2024 Inland Fisheries & Wildlife mandatory Agent fee increase, to \$5, on ATV and snowmobile registrations.

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

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## **Fire & Ambulance:**

- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom.
- Chief Cote attended the Maine State Federation of Firefighters Conference and Parade in Presque Isle from Sept 8<sup>th</sup> to the 10<sup>th</sup>.
- Chief Cote attended the Maine Fire Chiefs Association Membership Meeting on September 20<sup>th</sup>.
- Chief Cote met with Maine Fire Service & Institute on a Firefighter 1 & 2 Training for the Katahdin Region to start in early January.
- Chief Cote attended the County After Action Review for the Millinocket Hazmat Incident.
- Department participated in an in-house after-action review of the Millinocket Hazmat Incident.
- Chief Cote, East Millinocket PD, and Penobscot EMA have been working together on Emergency Action Plans for the Marathon.
- Chief Cote continues with Basic Fire School Trainings.
- EMS Staff completed Mass Casualty Training on September 19<sup>th</sup>.
- Full-time & Paid Call Crews completed the department's annual hose testing.
- Full-time Crews assisted the Millinocket School District with fire drills.
- Full-time crews train Millinocket Region Hospital on their Hospital Decon Tents.
- New Staff orientation continues in house for new staff.
- Chief Cote continues working with the Ambulance Drivers to get them licensed as Ambulance Drivers under the new Maine EMS standard.
- Full-time staff have been working on drivers training and pump training while on shift.
- A committee was formed and met to work on starting a Annual Fire Department Recognition Night.
- One new fulltime Firefighter/EMT-Basic has been hired and will start on October 2<sup>nd</sup>.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.

Jon Cote – Fire Chief, Emergency Management Director

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## **Public Health & Safety Officer:**

- Working with CEO on building inspections and complaints.



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- Have taken Licensed Plumbing Inspector training and am working on testing to get certified as an LPI.
- Spoke with vendor at Peddlers Hill and gave information on Peddling Permit requirements.
- Working with Rick Lax on fire sprinkler system plans for two area businesses.
- Met with new Public Health Nurse for Penobscot County the State of Maine has started this program up again and will have 3 RNs for Penobscot County and 1 will be our contact covering from Howland to Island Falls. This will be a great addition and should be able to provide some much-needed help with some of our issues.
- Attended Penquis District Substance Use Conversation in Eastern Maine via ZOOM about what is happening in Penobscot/Penquis through Bangor Health.
- Dealt with parking issues in municipal parking lots and having items moved from parking lots.
- Continue to work with the CEO on inspections and permits throughout the town.
- Meet with owner of property on Medway Road with concerns about placing an outhouse on property while working on it.

Tom Malcolm – Public Health & Safety Officer

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## **EMPD:**

- EMPD has responded to 7,390 calls for service to date, with over 3650 of those calls being in the Town of Millinocket.
  - Officers have arrested or summonsed over 415 individuals to date and conducted more than 2280 motor vehicle stops.
  - Ofc Clayton and K9 Derby have begun their first phase of their K9 training. The first phase is considered the "patrol" phase which includes suspect apprehension, article and people searching. Phase 1 is expected to be completed just after Thanksgiving.
  - Officers are looking forward to multiple community engagement events in the Katahdin Region over the next several weeks. We have also begun our planning for the 2023 Millinocket Marathon and look forward to providing another safe, fun event for our community. We also will be working closely with area schools regarding school safety. Additionally, in conjunction with Penobscot County EMA, area law enforcement, fire and EMS partners we are in the planning stages of holding a multiple day training event to assist public safety partners in expanding their knowledge and skills in responding to school violence.
  - As we are nearing the end of 2023, Officers will begin completing multiple hours of our yearly trainings.
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**Millinocket Memorial Library – See Attached Report**