



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 10.26.23

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.
- The crew has been hand raking loads of asphalt to patch some problem areas of sidewalks and roadways.
- 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 will begin to collect bagged leaves from residents. Any bags to be collected should be left on the roadside and we will pick them up on Fridays.
- We installed new basketball hoops and welcome sign at Carmen Brigalli Playground on York St. We Also installed a new sign at Delahanty Field, helping the Recreation Dept.
- The new Arial Lift truck is being built at the dealer. Its September delivery has been delayed due to parts availability. It is now expected to be delivered in November.
- There is still shoulder work to be finished in the areas that received new hot top this summer. If we haven't gotten to your section yet, please be patient.
- Chainsaw Safety Training will be held here at public works on Wednesday, Nov 1, 2023. This is a joint training session with East Millinocket and Medway PW.

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 area 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.
- The brush pile is scheduled to be ground into mulch and hauled away in September.



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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 will be closing soon as winter gets closer. I ask everyone to remove any decorations that they wish to keep for future use. We will be clearing the remaining decorations some time in November to avoid the decorations being wind-blown and a bigger mess in the springtime.

Respectfully submitted, Bryan Duprey – Director of Public Works

Wastewater Operations:

- The month of September was busy here at the Wastewater treatment plant. Weekly routine regulatory testing was done and sent to the EPA. Our E-Coli testing finished up for the season on September 30th. We had low numbers on the test and did not have to chlorinate this season which is a good.
- We are following all regulatory requirements for our permit and the treatment of our town sewer has been good.
- On the maintenance end of things, we replaced a water pump in our Bates street pump station generator. EJ Prescott began installing one of two sludge pumps in the Stearns pump station. Will finish up in the next few weeks. I had to order more parts to complete the project. There has been a lot of brushing going on around the lagoon fence. It was getting a little to close and starting to put pressure on the fence. We are winding down and getting ready for winter by doing last minute projects and tying up loose ends on things we have been working on. We had some telemetry work done on our alarm system to make it better serve us. Everything here is running smooth as of now which good change quickly, but we will take what we can take and solve issues when they arrive.

Jason Ingalls, Superintendent



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Town Treasurer:

- An auditor was on site the week of 10/9 assisting with the FY23 audit. As far as I know, the “Town” side of the audit is completed for the most part. There is still work to be done with the school.
- Once the school’s audit is completed, then the FY23 audit report Can be finished and available for review. With my part of the audit out of the way, I will focus on month-end reporting and quarter-end tax reporting.
- The interim foreclosure on Wastewater \$1,665,000 bond for the main pump station upgrade has been delayed and is scheduled for review in January 2024.
- The Town has up to one year from the 8/23/23 commitment date to complete the foreclosure. I thought it was best to delay the interim foreclosure for a few months because there is no need for the money at present.

Mary Alice Cullen, Town Treasurer.

Human Resources Director

- Personnel issues
- Drug and Alcohol testing.
- Municipal Release deeds
- Supplies for Municipal building.
- Employee Benefits

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 / Public Health & Safety:

- Attended webinar through Maine CDC on ME CDC Respiratory Virus Season and what is in store.
- Follow up on numerous projects that are ongoing, follow up inspections.
- Attended conference in Orono on Housing Matters in Maine. Very informative about STR, Tiny House and ADH.
- Attended workshop via ZOOM put on by MBIOA and Fire Marshal's Office on "A Day in The Life of A CEO/LHO. Found this to be very information and required credits toward my LHO certification.
- Spoke with Regional Site Manager for Dunkin Donuts that will be redoing the building on Central St. got initial set of plans.
- Continued to work on Bragdon Car Wash and get sewer, water, and electrical hook up completed.
- Several visits to the site of Solar project at One North property.
- Attended workshop via ZOOM with ESCB 9-1-1 on new program for E911 formatting and addressing format.
- Finishing up with IWORQ which is scheduled to go online Nov. 1st for permitting and code.
- Completed LSC inspection for housing assistance through the Town of Millinocket.
- Continued to meet with Millinocket Historical Society as they go to the next phase in renovations of their building.

Thomas Malcolm – CEO, Public Health & Safety

Airport:

- All is well at the airport and readying for winter maintenance and plowing.
- Presented at Airport Managers Conference in Plymouth, MA. on Monday.
 - Millinocket Airport highlight video and presentation were very well received by colleagues throughout the industry.

Jeff Campbell – Airport Manager

Community Initiatives Director



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- 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
 - Welcome Home Guide
 - Street Pole Banners
- Events with the Fire/EMS Dept and Public Health/Safety Dept.
 - Trunk or Treat
 - Holiday events
- Partnering with Our Katahdin on project Christmas Tree Santa – more info to come!
- Researched grant opportunities for various community/department needs.
- Overseeing the following projects:
 - Recruitment of Fellow for Airport
 - EV Charger Install
 - Chargers ae built
 - Bid has been accepted.
 - Scheduled to begin work soon.
 - Concept design of the Community Center
 - Reviewing bids.
 - Brownfields Community Wide Assessment
 - Put out for bid.
- Submitted a grant application to the Libra Foundation for fire gear needed in the event of an electrical vehicle fire.
- Assisted in the Committee Chair in communicating materials to the Economic Development and Sustainability Committee.
- Attended an ICL Session at Outward Bound
- Assisted w/ payroll.
- Submitted quarterly reports for grants.

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 September 26, 2023, through October 23, 2023: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$3,290,984.76 were collected, which involved 2180 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: 1st & 2nd half due dates: 10/25/2023 & 1/25/2024; Tax paid summary as of 10/20/2023: **Reports Attached*
 - 2024 Real Estate: 1828 accounts; Original Tax \$3,948,769.22; Amount Due: \$2,820,553.47.
 - 2024 Personal Property: 98 accounts; Original Tax \$1,023,923.95; Amount Due: \$556,177.30.
 - Motor Vehicle reports current, reconciled, and submitted to BMV.
 - September 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/card file
 - 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; Items of interest: Multiple state forms, ballots received, media coding, ballot and media testing; election clerks' schedule, Absentee voting at licensed living facilities scheduled, preparing election materials, and currently conducting Absentee Voting at the municipal office;

(Applications for Absentee Ballot Requests are available electronically through the State's ABR site, Absentee Ballot Request, on the town's website, via phone, and in person at the Clerk's Office.)

- The following seats expire November 2023: Councilor Bragdon, Councilor Danforth, and Councilor Pelletier; Doanld Raymond & Thomas Malcolm; Candidates 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.

Other Items:

- 2024 Dog tags became available on October 15, 2023; Fees: \$6 spayed/neutered; \$11 intact. **Mandatory \$25 Late Fee effective Feb. 4, 2024**

Reminder: All dogs must be vaccinated and licensed in their residing towns by State Statute and to utilize the Town's Dog Park.

- **Boards/Committees:** Personnel Appeals Board: (1) Full seat available
- 2024 IF & Wildlife mandatory agent fee increase to \$5 on ATV snowmobile registrations.

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

Fire & Ambulance:



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- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom.
- Chief Cote attended a Public Safety Meeting in Patten on Public Safety Response to the Katahdin Woods & Water National Monument
- Chief Cote attended the Maine Fire Service Institute Fire Instructor Workshop in Brunswick.
- Chief Cote & Fulltime Crews attended a Hazmat Decon Training at Millinocket Regional Hospital.
- Chief Cote and 1 Firefighter attend the Mobile Alarm Sprinkler Trailer in Medway.
- Chief Cote & Fulltime Crews provided Fire Station Tours and School Visits during the month of October for Fire Prevention.
- Chief Cote & Fulltime Crews took part in the Cancer Awareness Parade.
- Basic Fire School was completed in October, and students now are waiting to complete their live burns in November.
- Fulltime Crews and Paid Call crews completed 1 day of annual hose testing and will complete the rest of hose testing in the end of October.
- Full-time & Paid Call Crews took part in a Ground Safety Course with Life Flight of Maine.
- Full-time & Paid Call Crews took part in Chimney Fire Training.
- Grant was received to provide a Firefighter 1 & 2 class to the Katahdin Region starting in early January.
- Funding was requested and approved for a Hazmat Operations Class by the State Emergency Response Commission.
- Chief Cote is working on updating response plans and preplans.
- Chief Cote is working with East Millinocket PD, and Penobscot EMA on emergency plans for the marathon.
- Chief Cote is currently working on the Forestry Grant for new wildland fire equipment.
- Chief Cote is working with town administration staff on renewing the Penobscot Fire & EMS Contracts.
- EMS Service License has been renewed with Maine EMS.
- Department EMS Quality Assurance Plan was updated.
- Fulltime & Paid Call Staff received flu shots from Millinocket Regional Hospital.
- All department self-contained breathing apparatus and cascade system has gone through the annual service testing and maintenance.
- 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.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Fulltime & Paid Call Crews have been providing EMS coverage at the local High School Football games.

Jon Cote – Fire Chief, Emergency Management Director
