



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 1.25.24

Snowmobiling on Bates Street:

- Will provide update on the recent confusion around snowmobile access on Bates St. and seek discussion on a recommendation to officially designate a portion of the road as a trail.

Department Updates:

Public Works:

- Plowing and ice control continues as the weather dictates. We are on call 24/7 to respond.
- We have had two overnight cleanups so far that included the help of two hired contractors.
- The Trackless sidewalk machine with the mounted snowblower has suffered a breakdown that has taken it out of service. We are working on a repair to keep the sidewalks open as the snow builds beyond what the plow can handle. This machine is needed to open the sidewalks that are blocked by private plowing after we have opened them with the plow.
- We have had a few truck breakdowns during storms this year. Without any spare trucks, we have to rearrange the plowing routes when this happens, and this lengthens every driver's route. We appreciate your patience in these situations.
- With winter upon us I want to remind everyone that our trucks need lots of room to maneuver and have many inherent blind spots. Please give us room to clear your streets.
- We completed our annual Fire Extinguisher training at the MFD on 1-16-24.

Transfer Station:

- The 2024 Transfer Station use stickers are available at the town office. Your 2023 sticker expired on December 31st.
- The brush pile has been ground into mulch and is being hauled away by Northland Bark Mulch. We encountered a few problems with the size of some of the material in pile. Going forward, nothing longer than 8 feet can be dropped off at the brush pile.

Cemetery:

- The first burial for 2024 is already scheduled. Hopefully the snow will be gone by June!

Bryan Duprey, Director of Public Works



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Airport:

- The G.A.R.D. system has recorded 121 aircraft operations the month to date. Now that the snow has started to accumulate, we have been experiencing some equipment issues. We are in the process of addressing these issues with the manufacturer.
- The internet issues should be resolved by meeting time.
- I have attended several Teams / Zoom meetings with the FAA, MEDOT, and Hoyle Tanner for the upcoming Airport Improvement Projects.

Jeff Campbell, Airport Manager

Code / Public Health & Safety

- Follow up on residential property projects that are ongoing, follow up inspections.
 - Met with Katahdin Inn about renovations and plans to move forward on upgrades to this property by the new owners.
 - Final site visit to Solar 1 project at One North property.
 - Attended online continuing education seminar for LHO.
 - Attended workshop on cooling and heating centers with MEMA.
 - Attended annual OSHA training through Millinocket Fire Dept.
 - Met with our safety consultation from MMA, about safety issues and recent inspections at Town facilities.
 - Attended ZOOM training with DHHS on updates to current Mobile Eating unit's rules and regulations.
 - Worked with Eastern Maine Railroad on renovations at their facility and new leech field.
 - Continuing to work with area businesses that are making upgrades or changes.
 - Attended ZOOM training with DHHS on Local Health Officer legal issues.
 - Attached report of permits issued in 2023, there was an increase in fifty-seven more than were issued in 2022.
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Assessor:

- The assessing department received notice from Maine Revenue services that we will be receiving a partial payment regarding the reimbursement for the tax stabilization program.
- The Legislature appropriated \$15,000,000 in FY24 for purposes of funding those reimbursements. However, municipalities have submitted reimbursement claims totaling approximately \$26,500,000. Maine Revenue Services will issue partial payments to each municipality that submitted a claim for reimbursement (payment will be about 56% of the amount requested). Our reimbursement request totaled \$65,177.30



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- Maine Revenue Services is requesting an additional \$15,000,000 in the supplemental budget bill. Hopefully the amount is approved and if so, the remaining amount will be sent to the communities later this spring.
- The Tax Stabilization program was not funded for the current year.
- Otherwise, our department has been quiet, generally we do see a lull during the holidays. Traci is preparing to mail the personal property declarations and we are trying to catch-up with the property transfers (which seem to have slowed down as compared to previous months)

Lorna Thompson – Tax Assessor

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
 - Welcome Home Guide
 - Street Pole Banners
- Overseeing the following projects:
 - EV Charger Install
 - Work will be complete in the next two weeks.
 - Concept design of the Community Center
 - Reviewing bids.
 - Brownfields Community Wide Assessment
 - Sevee and Maher have begun the work.
- Attending the Institute for Civic Leadership
- Assisted with payroll.
- Began cross training as Deputy of General Assistance.
- Attended the Municipal Sustainable Energy Team meeting with Dr. Sharon Klein from the University of Maine.
 - I am now a member of the board.
 - We have been awarded \$1,700 as board members for an energy project of our choosing.
 - Looking into putting a heat pump hot water heater in Public Works building.
- Attended a FLEET Advisory Committee meeting.
- Attended an informational session for the next round of Community Action Grants.
- Researched various grant opportunities.



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- Began researching and writing three grant proposals for various community projects.
- Filed/working on various quarterly reporting documents.

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include November 18, 2023, through January 22, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$3,895,907.17 were collected, which involved 3929 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: **2nd half due date: 1/25/2024**; Tax paid summary as of 1/22/2024: **Reports Attached*
 - 2024 Real Estate: 938 accounts; Amount Due: \$966,823.98.
 - 2024 Personal Property: 54 accounts; Amount Due: \$92,389.94
- January Sewer Billing – 2024 1st Quarter:
 - Bill Date 1/30/24; Due Date 2/28/24; Interest Date 2/29/24 (8%)
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- January month end reports for Vital Records, IF& Wildlife, and Dogs were reconciled and collected monies were submitted to all State agencies accordingly.
- Marriage and Cemetery season seems to be wrapping up – Recording sales, deeds, electronic/card file.
- 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.
- Creating Agendas, posting advertisements of public hearings, notifications, and local paper advertisements, Email correspondence, returning phone messages and inquiries.

Election:

- March 5, 2024 Presidential Primary Election; Items of interest: Certified and Submitted all required Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided, Scheduling, and training. Applications only are available for Absentee Ballot Requests, electronic, mail in, in person, or over the phone.

Other Items:

- 2024 Dog tags became available on October 15, 2023; Courtesy reminder phone calls began; Fees: \$6 spayed/neutered; \$11 intact. **Mandatory \$25 Late Fee effective Feb. 1, 2024**

Boards/Committees:



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- Personnel Appeals Board: (1) Full seat available – James Lawrence/Expired 12/23; Board of Appeals: (1) Full Seat available - Krystle Garand/Expired 12/23; Recreation Advisory Committee: (2) Full Seats available – Brennan Turner & Stephanie Jamieson/Expired 12/23
- 2024 Snowmobile and Boat Registration Stickers available: Reminder: IF & Wildlife mandatory agent fee increase to \$5 on ATV snowmobile registrations
- 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

Fire & Ambulance:

- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom. Chief Cote was elected to serve under the Board of Directors for the Penobscot County Fire Chiefs Association.
- Chief Cote attended the Maine Fire Chiefs Association Membership Meeting via zoom.
- Chief Cote attended the Assistance to Fire Grant Workshop in Bangor to apply for the fire act grant in early 2024.
- Chief Cote attended the Healthcare Coalition of Maine Leadership Team Meeting.
- Chief Cote attended the Marathon Planning After Action meeting with East Millinocket Police Dept and Penobscot Emergency Management.
- Chief Cote Attended a planning meeting with Millinocket Regional Hospital, Penobscot EMA, and East Millinocket Police Dept on Active Shooters.
- Katahdin Area Regional Firefighter 1 & 2 Class started on Wednesday January 17th with 26 in attendance.
- Annual BLS Training was held on January 16th & 18th for the Fire & EMS Dept, Public Works, Airport, Solid Waste, & Transfer Station. Training was instructed by Instructor Cote.
- The Annual Meeting/Chief Supper was held on Tuesday January 9th for all department members.
- MMA Inspection was completed on January 17th and went very well.
- Working with Maine EMS on WIFI services for the departments three ambulances.
- Working with Maine EMS & Town Treasure on the application for the EMS sustainability EMS funding.
- Chief Cote is working on the planning stages of an emergency action plan for the Eclipse on April 8th.
- Chief Cote is working on the early stages of putting together some community wide disaster drills for the 2024 year.
- December 17th the department moved into their new staffing plans for 2 person crews 24/7 and are fully staffed.
- The Department has implemented the use of the I am Responding Text Software to assist with finding crews for on-call and off-duty staff to assist with transfers.



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- All eight of the Departments Ambulance Drivers have become licensed with Maine EMS as Ambulance Drivers.
- The department will put in service on Tuesday January 23rd the new portable radios that were purchased with ARPA funds.
- Working on setting up a Hazmat Operations Class for the Department, Mutual Aid Departments, Millinocket Regional Hospital, and the Katahdin Area Regional Firefighter 1 & 2 Class.
- Duty Crews are assisting with the Age Friendly Sand Bucket Program and have delivered buckets to all those who have requested them.
- Chief Cote is working on updating mutual aid plans for Fire & EMS services.
- Chief Cote continues working on updating response plans and preplans.
- Glass Master Tool was placed in service to assist with vehicle extrications.
- New Staff orientation continues in house for new staff.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- One new Paid Call Ambulance Driver was hired and started their training.
- Full-time and Paid Call Meetings and Training continue monthly.

Jon Cote – Fire Chief

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT

Respectfully Submitted,

Peter Jamieson, Town Manager.