



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 3.28.24

Public Works One-Ton Bid:

- In the FY24 Capital budget, \$65,000 was approved to replace the One-Ton truck at Public Works. The lowest bid we received came in at \$76,000. After discussions with several councilors and mixed reactions, I'm looking for some discussion on the following options:
 - Buy the truck now – This would consist of an order being presented for consideration of spending \$11,000 from the unassigned fund balance to increase the one-ton budget and make the purchase in this fiscal year. This option would not have any impact on a tax increase.
 - Buy the truck later – This would mean allowing for a carry-forward of the \$65,000 and paring that with an additional \$11,000 (variable due to timeline) to be built into the FY25 budget. This would mean the \$11,000 (or so) would be included and paid for in the tax raise for July 1.

Eclipse Mass Mailing:

- Thanks to our Rockstar staff and a partnership with the Katahdin Chamber of Commerce, our mass mailing has been sent out to all addresses within the 04462 zip code, covering tips and advice for our local community members to be best prepared for our expected, massive increase in visitation for the Eclipse. Those should be hitting mailboxes any day now!

ICL in Millinocket:

- The current Institute for Civic Leadership cohort includes Millinocket's Town Clerk and Community Initiatives Director. Myself, Councilor Danforth, and several others from the region are proud to be alumni of this program.
- We were thrilled to be asked to host a 2-day session for the class here in Millinocket. Leaders from all over the state came to Millinocket to experience a changing Town on the rise! The group heard from Deb Roundtree, a fellow alum, about the progress and excitement at the Katahdin Higher Education Center, Tom Shaffer from Maine Heritage Timber, Wabanaki Public Health and Wellness, they visited the Airport and heard all about our big plans from Jeff Campbell, Jess Masse presented about the work of Our Katahdin, and ME! It was an honor to speak on behalf of the Town of Millinocket and my own personal experience as our Town Manager during this incredibly exciting and transitional time!

Respectfully Submitted,



Millinocket

Maine's Biggest Small Town

Peter Jamieson, Town Manager.

Public Works:

- The Crew had started preliminary street sweeping operations before the two most recent storms.
- Public Works has cleared fallen trees from streets and the walking path following the storm on 3-21-24.
- A new concrete “bin” was assembled by the crew to store the cold patch inside the public works garage.
- A storm drain behind the Town Office was repaired after being washed out by the firefighting effort of the old bank on Penobscot Ave.
- Recent warm weather has started pothole season early. I encourage you to report potholes that we may have missed.
- I 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 contractor that grinds the brush has requested that nothing longer than 8 feet be brought to our brush pile. Anything longer than that plugs the grinder.
- We are currently halfway to filling a second tractor trailer with recycled cardboard. We have yet to fill one with plastic or tin.
- As always, we are accepting all the cardboard, plastic jugs and tin cans that we can get for recycling.

Bryan Duprey, Director of Public Works

Airport:

- Attended a Public Advisory Committee meeting for the MEDOT State Aviation Plan on 2/29.
- Attended a Maine Aeronautical Advisory Board meeting also for the MEDOT on 3/20.
- Have had several inquiries about flying into Millinocket for the Eclipse.
- We currently have three students taking flying lessons at Millinocket.
- I am happy to report that we had no significant issues with cleaning up this latest storm, it just took a couple of days.



Millinocket

Maine's Biggest Small Town

Jeff Campbell, Airport Manager

Code / Public Health & Safety

- Following up on residential property projects that have been permitted for follow up inspections.
- Attended online seminar on LHO Guide-Food Service, Health Inspections through LHO continuing training.
- Attended ZOOM meeting on upcoming Eclipse in April.
- Working on MMA Safety Grant.
- Received updated STR proposed ordinance for review from Town Attorney.
- Gathering information on Solar Energy System Ordinances around the State.
- Attended National Traffic Incident Management Training held at MFD by MSP and ME DOT.
- Completed final inspection at Dunkin Donuts and have issued Certificate of Occupancy.
- Met with several new property owners about renovations to properties they have purchased.
- Awaiting release of 181 Penobscot Ave from FMO to contact owner about removal of building and clean-up process.
- Gathering information on Tiny Homes to look at having some changes made to our zoning ordinance.
- Working with groups around the upcoming Solar Eclipse and helping with planning.
- Working with subcommittee of Age Friendly on this year's Farmers Market.

Tom Malcolm – Code Enforcement / Public Health & Safety Officer

Human Resources Director

- Personnel issues/WC/Unum/Family Medical Leave
- Assisting Town Manager and Department heads
- Office Responsibilities
- Union negotiations with Fire and Public Works

General Assistance Director

- Assisted individuals to meet their unmet needs.
- Submitting reimbursements

Bookkeeper

- Processed payroll for Town and Wastewater employees, to include the warrants for the taxes.
- AP warrants for this week's council meeting.
- Assisting Treasurer as needed

Lori Santerre – HR/GA/Bookkeeper



Millinocket

Maine's Biggest Small Town

Wastewater:

- Working closely with Olver & Associates on Main Pump Station Upgrade
- Held successfully Pre-Bid meeting with construction companies. Looking forward to the official bid opening Thursday, the 28th.
- Eric from Olver Associates will be presenting to update the Council on the project in the coming weeks/month.
- We had a close call with the Main Pump station during a recent power outage. Thankfully our crew was able to address the issue and, with the help of a company we have a great relationship with, get the generator back up in running, avoiding a bypass! We still have a little work to do to secure it's functionality and that will be done asap.

Jason Ingalls – Superintendent of Wastewater Treatment

Treasurer:

- Spent the month of March working on budgets and budget meetings with the Town Manager and Department Heads.
- Worked with the School Department on ways to work together to make things easier for both of us. We will be scheduling another quarterly in-person meeting with the Business Manager and I to see where we are at.
- Monthly work of reconciling accounts.
- Working with the auditors on Fiscal Year 2023 requests and getting that information to them so the audit can be completed. They are finishing up with the single audit of Federal Grant monies that were selected for testing.

Bev MacLeod – Town Treasurer



Millinocket

Maine's Biggest Small Town

Community Initiatives Director

- Worked on the community newsletter “Magic City Monthly” along with the Manager and various departments/organizations!
- Used Facebook, Constant Contact, and digital sign to communicate with the community.
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Advertising
 - Welcome Home Guide
 - Fine tuning the final draft before turning it over to DesignLab
 - Street Pole Banners
 - Final designs are being cleaned up by DesignLab
 - Marketing for Eclipse Event and various Eclipse communications.
- Overseeing the following projects:
 - EV Charger Install
 - Project complete!
 - Concept design of the Community Center
 - Brownfields Community Wide Assessment
 - Sevee and Maher have begun the work.
 - New Awnings for Municipal Building
 - Will have them up before the Eclipse.
- Attended an ICL Session in Millinocket
- Continued cross training as Deputy of General Assistance.
- Researched various grant opportunities.
- Submitted a grant to FEMA for new PPE, hoses, and nozzles with assistance from Treasurer and Fire Chief.
- Submitted a Letter of Interest to NBRC Timber for Transit for the construction of the Katahdin Regional Airport Terminal Building with assistance from Airport Manager.
- Worked on the Eclipse event with Outer Reach Broadband.
- Begun the planning of the Independence Day celebration with Events Team.
- Spoke at the Maine Sustainability and Water Conference (today 3/28/24) about Millinocket’s efforts to become more resilient to the effects of climate change.
- Attending Mental Health First Aid training (tomorrow 3/29/24)!
- Received word that we were awarded \$250 from an earmark application I partnered on for energy efficiency upgrades for Town buildings to alleviate future costs to the Town.

Amber Wheaton, Community Initiatives Director



Millinocket

Maine's Biggest Small Town

Town Clerk/Tax Collectors Office:

Totals include February 21, 2024, through March 25, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,300,904.47 were collected, which involved 1453 transactions processed in Trio. **Report Attached*

- **FY23/24 Real Estate & Personal Property: 2nd half due date past due: 1/25/2024**; Tax paid summary as of 3/25/2024: **Reports Attached*
 - 2024 Real Estate: 510 accounts; Amount Due: \$520,540.03.
 - 2024 Personal Property: 32 accounts; Amount Due: \$11,016.02
 - Mailed reminder letters to delinquent Personal Property accounts on February 29, 2024.
- April Sewer Billing – 2024 2nd Quarter:
 - Bill Date 4/25/24; Due Date 5/23/24; **Interest Date 5/24/24** (8%)
- Submitted Department Budget
- Mailed renewal reminder letters to current Victualer License holders on 3/20/24.
- Clerk staff prepared and mailed approx. 1700 Eclipse Residential letters from the Town Manager on 3/25/24; also, hand delivered copies to Assisted Living Facilities to distribute.
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- February 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.
- finalizing prior 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.

Elections Department:

- March 5, 2024, Presidential Primary Election; Items of interest: Finalized, Certified, and Submitted all required Warden and Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided; Pending VPH access to finalize election duties.
- Absentee Ballot Applications only are available for the June 11th, 2024, Primary: request can be made by electronic ABR system, mail in, in person, or over the phone.

Other Items:

- **Boards/Committees:**
 - Personnel Appeals Board: (1) Full seat available – James Lawrence/Expired 12/23.
 - Board of Appeals: (2) Full Seats available - Krystle Garand/Expired 12/23, Dan Bernard/Expired 1/24;
 - Recreation Advisory Committee: (1) Full Seat available – Brennan Turner/Expired 12/23



Millinocket

Maine's Biggest Small Town

- 2024 Annual Transfer Site stickers available; Resident fee: \$20/Non-Resident fee: \$10
- 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 attended multiple County & State Eclipse Planning meetings via zoom.
- Chief Cote hosted a virtual planning meeting for the Town of Millinocket on emergency planning and operations for the Eclipse.
- Chief Cote attended Regional EMS Meeting via Zoom.
- Chief Cote attended a tabletop exercise at Baxter Park HQ with Park Rangers and Maine Forest Service on Wildfire response on March 19th.
- Chief Cote attended the Annual Town Fire Warden Meeting in Lincoln on March 20th.
- Chief Cote attending the Maine Fire Chiefs Professional Development Conference at Sunday River- March 27th-29th.
- Millinocket Fire hosted a TIMS (Traffic Incident Management Systems) Course on March 14th.
- Chief Cote attended a mutual aid meeting with neighboring chiefs on March 25th.
- ISO (Insurance Service Office) completed a site survey on March 20th.
- Annual Drivers Training was held for all department members.
- Annual Wildland Fire Training was held for all department members.
- Accountability Program has been put into place for fire ground scenes and accountability tags issued to all department members and an accountability board carried on the Engine.
- Katahdin Area Regional Firefighter I&II is going full speed at Millinocket Fire, with 3 department members attending.
- Conducted a Fire Station Visit/Tour for Living Innovations.
- Fulltime Staff and Millinocket Regional Hospital Staff completed Hazmat Operations Class Part 1 on March 22nd.
- Department Members critiqued and reviewed the fire at the former bank.
- Duty Crews are getting equipment ready for Spring Wildfire Season.
- New Wildfire Equipment from the Forestry Grant been placed in service and training done on it.
- Department received from Maine EMS a new pediatric/neonatal transport device known as "Kangaroo Fix" and fulltime crews have completed training on this.
- Ambulances & Chief's Truck had annual maintenance and service done to them.
- Side By Side is getting serviced, tires replaced, lights and siren have been installed, and wildfire equipment has been purchased for it as well.



Millinocket

Maine's Biggest Small Town

- 781 & 783 had some minor repairs done to wiring and pump issues by Northeast Fire Apparatus and K&T Environmental and Fire Sales.
- Chief Cote and Fulltime Staff completed ISO surveys for the department and submitted them to ISO.
- Chief Cote and Community Initiative Director submitted the 2023 Assistance to Firefighters Grant.
- Chief Cote is working full speed on emergency action plan and operations plan for the Eclipse on April 8th.
- Chief Cote wrote a new Emergency Driver SOG for all department members.
- Chief Cote continues to work with Town Administration and the County on Fire & EMS contracts for the unorganized townships.
- Chief Cote continues working on updating mutual aid plans, response plans, and preplans.
- Duty Crews continue assisting with the Age Friendly Sand Bucket Program and have delivered buckets to all those who have requested them.
- One FF/Paramedic out for on-the-job injury, unknown at this time how long personnel will be out.
- Two Firefighters/EMT-Basics are out on medical leave.
- One Fulltime Opening is posted and being advertised.
- Full-time and Paid Call Staff Meetings and Training continue monthly.

Jon Cote – Fire Chief

Millinocket Memorial Library: SEE ATTACHED REPORT