



Millinocket

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Town Manager's Report – 5.23.24

Unorganized Territories Fire & EMS Contracts:

- Chief Cote and I had a great meeting with the Penobscot County U.T. Administration recently and came to an agreement on what would be proposed to the County Commissioners regarding our contract to provide Fire & EMS support to the U.T.'s.
- This agreement will benefit the Town financial and resolves the burden that the Taxpayers of Millinocket have carried for years related to the cost of providing these services outside of our community.
- We are please to have worked through this agreement with the U.T. Administration and thank them for their patience throughout the process. They were wonderful to work with.
- It is my understanding that the Penobscot County Commissioners will be presented with this agreement for consideration on Tuesday, 5/21
- We will be meeting soon to consider the renewal of our Solid Waste contract with the U.T.'s, as the current agreement ends in June. Public Works Director, Bryan Duprey, and I will be reviewing this contract and presenting necessary updates to the County. Our hope for this one is for it to be short and sweet.

Elks' Land:

- I intend to meet in the very future with wood cutting outfits in preparation for clearing the acreage needed for our new Fire Station & Public Safety Building.
- We have submitted a request to the Congressionally Directed Spending program that, if rewarded, would fund the engineering and construction of this facility. We are hopeful to receive the funding, however, if we are not awarded these funds, we will continue to search for other funding sources.
- I have revived the conversation with Dirigo Solar regarding their interest to construct a solar array at the back of this parcel, near the airport boundary. We are meeting this week to start planning that work and discuss a new lease option. It will be great to have this investment begin to produce revenue as was intended.
- Discussions are ongoing regarding the remainder of the acreage. Research is showing conflicting information as to what would be best suited for the area in terms of housing vs. mixed use commercial. More to come!

Court Lease:

- Completion of the updated court lease is right around the corner!
- I have been addressing this with the Court administration with assistance from our attorney.
- The new agreement should provide a better financial benefit to the Town as well as help fund necessary improvements to the building.

Upcoming Projects:



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- This will be a busy summer with the various projects set to begin work:
 - We have more paving work being done than the Town has seen in a very long time.
 - The Department of Transportation has a major paving project planned for much of Central Street (Rt. 11/157)
 - The culvert and bridge connecting Penobscot Avenue to Iron Bridge Road will finally be replaced as soon as the water flowage is at the proper level. I understand this generally happens in late July into early August.
 - Work should begin on the Ski Tow Project.
 - Millinocket will begin the process of conceptual design of our future community center. The public is encouraged to please participate in the community meetings to share their input on the proposed project.
- I know I'm forgetting a couple of projects here, but all of these summer projects and the upcoming fall projects including the start of the main pump station upgrade and the modernization of the municipal building elevator will certainly make for a busy year!

Respectfully submitted,

Peter Jamieson, Town Manager.

Department Updates

Public Works:

Safety:

- Bryan Duprey and Jeremy Santerre Attended a "Work Zone Traffic Control" Safety class sponsored by Maine DOT. All PW Employees have now taken this course. Steve Perreault, Tom Creehan, and Mike York attended the "Roadway Fundamentals" class also sponsored by the Maine DOT.
- Public Works Garage and Transfer Station facility was visited by the Maine Municipal Association Risk Assessment/Loss Control for an inspection of both facilities. I was informed of a few updates needed to make our facilities safer for employees and the visiting public. Overall, we are in good standing with this inspection.



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Operations:

- Street Sweeping is underway. We have had multiple breakdowns with sweeper this spring causing delays in getting to all parts of town.
- Sand piles can be left in front of residences, but we ask to leave the sand in small rows and not large piles. Our sweeper will pick them up more efficiently this way.
- We have been working to repair damage caused by our snow removal efforts over the winter. Contact the Public Works if you have an area damaged by us in need of repair.

Transfer Station:

- Wood ash from the lumber burn pile has been hauled to Dolby Landfill for the final time. The landfill is in the process of being capped and we will need to find other arrangements for our wood ash in the future.
- 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.
- The compost pile is open for residents to drop off brush and yard waste. Bagged leaves must be emptied, and the bags disposed of properly.
- As always, we are accepting all the cardboard, plastic jugs, and tin cans that we can get for recycling. Help us keep as much waste as possible from ending up in the landfill.

Cemetery:

- The Cemetery operations are in full swing with spring burials.
- The American Legion has partnered with students from Granite St School to place American Flags on the graves of our veterans.
- The cemetery was fertilized and treated for grubs this spring. We will be reseeding the areas damaged by grubs last season.

Bryan Duprey – Public Works Director



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Treasurer:

- Worked with the Auditors on some federal grant testing.
- Federal and State quarterly reporting.
- Monthly work of reconciling accounts.
- Overall catching up on things after budget season ended.
- Attended various TRIO trainings.
- Completed FY25 Municipal Budget with Town Manager and Department Heads

Respectfully submitted, *Beverly MacLeod, Town Treasurer*

Assessing:

- Traci is processing the 100+ personal property declarations that we have received to date.
- Traci and I have been doing street reviews of the revaluation team's completed documentation. Once reviewed, we will send the files off for data entry into our TRIO software.
- Traci and I have also been following up on the construction projects that have been done since April 1, 2023.
- I am also working on the State reports regarding our ratio of assessments as compared to sales. Again, the sales are substantially outpacing our assessments. At this time, despite all of our historical adjustments, we have slipped to 68%. I will be analyzing the sales data to implement cost schedules changes to improve our compliance.

Lorna Thompson – Town Assessor

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



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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

Code Enforcement / Public Health & Safety:

- Following up on residential property projects inspections.
- Working to finish the Solar Energy System Ordinance to take to the Planning Board.
- Followed up on several trash and sewer complaints received from citizens.
- Followed up on complaints received concerning items on properties around community.
- Working with subcommittee of Age Friendly on this year's Farmers Market.
- Attended Manufactured Housing (Tiny Homes) put on by MBOIA.
- Received certification from Age Friendly Master Class program.
- Attended continuing education training for LHO around Mold and Moisture in rental properties.
- Attended class with Maine DHHS on Maine Health Inspection Program updates for coming summer season.
- Check and work with Vendors at Peddlers Hill
- Completed LSC inspections for citizens receiving Town rental assistance.
- Collaborated with Solar Companies installing home based Solar projects.
- Talked with LUPC and have flyer with information for persons looking for information on doing work around their properties located near bodies of water.
- Attending online Life Safety Code classes as required for re-certification.
- Jason Johnson from MMA Safety Coordinator conducted inspections at the Town Office, Airport, Public Works, and the Transfer Station as part of our annual inspections this year. Items addressed will be addressed and report sent to Jason.
- Continue to work with Bob Benjamin on property at 181 Penobscot Ave.

Thomas Malcolm – CEO, Public Health & Safety



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Airport:

- All the winter equipment has been stored and replaced with summer equipment.
- Spring cleaning of the facility along with mowing and trimming has begun.
- The Rotating Beacon is now back in service thanks to Pine State Electric (Rick W)
- Runway lights that were damaged by snow removal equipment are fixed. (we have a few every year)
- The annual FAA AIP (airport improvement plan) also known as the CIP (capital improvement plan) process has begun.
I attend the first meeting at MEDOT in Augusta on May 21st.
- I have been asked to attend the National Paper Airplane Day at Granite Street School on May 24th.
I am looking forward to presenting the award for the longest paper airplane flight.
- The Based Aircraft List has been updated to show that we now have 22 aircraft that call KMLT home.
This number is up two from last year as we have two new aircraft that were built here over the last several months.
- We currently have four people taking flying lessons here with the new instructor.
- The G.A.R.D. system has recorded 109 aircraft operations this month to date. 5-17-24.
- I have had several meetings with Hoyle Tanner on the design of the main runway and taxiway extension.

Jeff Campbell – Airport Manager

Wastewater Treatment:

- The month of April are percent removals dropped a bit into the 80th percentile for BOD and TSS removals. This is due to the lagoons' heavy algae which occurs around this time of year. The good news is that it is slowly but steadily improving day by day and we will be reporting back up into the mid 90's on removal.
- On May 16, we had our annual DEP state inspection. The inspection went very well and there were no issues with the way the plant and process are being operated. This will be followed by a state report outlining areas covered in the inspection. It is a great feeling knowing we are doing the job we have been hired to do. Kirk, Everett and I work well together and take great pride in what we do that reflects the State inspection. We continue to provide great service to our town and the environment in which we live in.
- On the agenda for the summer, we will be taking care of some much-needed maintenance, pump installation, and the start of our new Main pump station upgrade. We are excited for the upgrade which will help the wastewater process run a lot smoother.



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Jason Ingalls – Wastewater Superintendent

Community Initiatives:

- 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.
 - Senior Sign Project 2024 is now live.
- Assisting Age Friendly Committee with various projects.
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Advertising
 - Welcome Home Guide
 - Still fine tuning
 - Street Pole Banners
 - Final designs have been ordered.
- Overseeing the following projects:
 - Concept design of the Community Center
 - Brownfields Community Wide Assessment
 - Sevee and Maher continue assessments.
 - New Awnings for Municipal Building
 - They are up!
 - Ski Tow Project
 - Planning meeting will happen in the next few weeks.
 - RFP for electrical work to follow shortly after.
- Researched various grant opportunities.
- The events team has selected two winners of the Town of Millinocket Scholarship.
 - The winners will be announced during Senior Night at the High School.
 - Formal resolutions will be submitted for the council meeting on June 13th to honor the recipients.
- Continued the planning of the Independence Day celebration with Events Team.
- Submitted a grant for the construction of the airport terminal building through the Northern Border Regional Commission Timber for Transit Program in the amount of five million dollars.
- Submitted a CDS request both to Senator King and Senator Collins for the design and construction of a new Fire Station / Public Safety Building.
- Received news that Millinocket was selected for the CDBG grant to start a façade program in Millinocket in the amount of \$100,000.
 - We are working on the next steps now.
 - More info and RFA (Request for Applications) to come within the next few weeks.



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- Received news that the Town was awarded the Energy Efficiency Priorities Grant in the amount of \$100,00 to replace some windows in the Municipal Building.
- Attending the Brownfields Summit in Portland at the end of the month.
- Received news that Millinocket was selected to receive a \$10,000 grant toward the Ski Tow Project.
 - This will be extremely helpful as costs have increased since the original budget was created!

Amber Wheaton – Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include March 26, 2024, through May 17, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$2,558,762.60 were collected, which involved 3808 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: **past due**; Tax paid summary as of 4/17/2024: **Reports Attached*
 - 2024 Real Estate: 355 accounts; Amount Due: \$353,474.81.
 - 2024 Personal Property: 28 accounts; Amount Due: \$9,849.95
 - 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%)
 - Sharon, Tax Collector, mailed reminder notices to delinquent tax account holders and made phone calls for some account holders with smaller balances due. **Letter Attached*
 - Mailed renewal reminder letters to current Victualer License holders on 3/20/24.
 - Motor Vehicle reports current, reconciled, and submitted to BMV.
 - April 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 is gearing up – Recording sales, deeds, electronic/card file.
 - finalizing prior council meeting minutes.
 - Fulfilling requests for 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:**
- June 11, 2024, Primary and FY25 School Budget Validation elections; Items of interest: Certified, and Submitted all required Clerk documents to SOS (Secretary of State-Elections Division) by timeline provided; Absentee Ballots Available May 10, 2024 through June 6, 2024



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- 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:

- **Recreation Advisory Committee: (1) Full Seat available and (1) Partial Term to expire 3/2025.**
- 2024 Annual Transfer Site stickers available; Resident fee: \$20/Non-Resident fee: \$10
- 2024 ATV and Boat Registration Stickers available: Reminder: 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:

- The Department is taking part in celebrating the 50th National EMS Week during May 19th -May 25th.
- Attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting via zoom. Millinocket Fire will be hosting the June County Chiefs Meeting.
- Chief Cote attended the Healthcare Coalition of Maine State Leadership Committee Meeting.
- Chief Cote attended the Maine EMS report writer workshop.
- Chief Cote attended the Fire Reporting Data Framework and Update workshop for new fire reporting.
- Chief Cote hosted a meeting for mutual aid chiefs to discuss the new potential OSHA draft ruling.
- Chief Cote held a After Action Review Meeting for area departments and agencies on the April 8th Eclipse.
- Fire Department has partnered with Age Friendly to start a File of Life program with a start date of June.
- Chief Cote is working on an inspection program for facility inspections of the Millinocket Fire Dept.
- Chief Cote is working to get the department ready for a SHAPE (Safety & Health Award for Public Employers) Inspection with Maine Safety Works.
- Chief Cote is working with T-Mobile to put cell phones in each Ambulance and Fire Truck, as well as back up cell phone in dispatch with a start date of July 1st.
- Maine Forest Service Volunteer Fire Assistance Grant has been closed out and submitted for reimbursement.
- Chief Cote is working on a Live Fire Burn Plan to conduct Live Fire Training for Millinocket Fire Department and Katahdin Regional Firefighter 1&2 Class to take place on June 23rd in Hodgdon.
- All Tier II Reporting for the Millinocket Area has been reported by local business and submitted to the Fire Department and County & State Emergency Management Offices.
- Chief Cote working on updating the Town of Millinocket Emergency Action Plan.
- Fulltime crews are training on pumps, hydrants, and scene size up during shifts.



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- Driver Recertification Training is happening for full-time and paid call staff.
- One fulltime member just completed the Advance EMT Class in Lewiston and is awaiting national registry testing.
- One paid call member just completed Emergency Vehicle Driver's Training and is signed up to take the EMT-Basic class in July.
- Katahdin Area Regional Firefighter I&II is going full speed at Millinocket Fire, with 18 students in the program throughout the region. Lost three students recently in the program for various reasons.
- Two new EMS Jump Bags and a suction unit have been purchased for the ambulances.
- Inspecting various open burn/campfire sites in the community and educating community members on the new state open burning laws & regulations.
- Chief Cote continues to work with Town Manager and the Unorganized Territory Administrator on Fire & EMS contracts with Penobscot County.
- Chief Cote continues working on updating mutual aid plans, response plans, and preplans.
- One FF/Paramedic and One Paid Call Firefighter out for on-the-job injury, unknown at this time how long personnel will be out.
- One Fulltime Opening is posted and being advertised.
- Full-time and Paid Call Staff Meetings and Training continue monthly.

Jon Cote – Fire Chief / Emergency Manager Director

Millinocket Memorial Library Update Attached