



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 6.27.24

Department Updates

Public Works:

- The initial town wide street sweeping has been completed. We will continue to sweep areas that need a second pass as well as washouts from rainstorms.
- The crew has been working to install pickleball nets at the Town tennis courts. This is slow work to avoid unnecessary damage to the court surface. When completed the nets will be removable as needed.
- The Public Works Department has filled two job openings, part-time grounds maintenance and a full time Operator position. This still leaves us with an open Mechanic position.
- We have poured a concrete slab on Peddler's Hill to accommodate the new ADA style porta potty which was recently installed.
- The department has been steadily filling potholes. Please contact us regarding any that we have missed.
- I have rejected the State Bid price through a new vendor for road salt for the upcoming winter. By negotiating with our previous vendor, I was able to secure a lower price per ton than the State bid offered.
- Tom Creehan, James Perry, Mike York, Jeremy Santerre and Bryan Duprey all attended the "Highway Congress" trade show sponsored by the Maine chapter of the American Public Works Association. This event gives the crew a chance to speak with the vendors of the products we use on a regular basis. There are short training sessions, equipment demonstrations and test drives of the latest Public Works themed equipment and tools.

Transfer Station:

- The Maine DEP conducted a surprise inspection on June 7th. I will report back with the results of that inspection.
- The scrap metal pile was hauled off as of 6-18-24 by Grimm Industries.
- 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.
- The compost and brush pile area is now under surveillance due to continued dumping of unacceptable materials. I worked with the Town Manager on a plan and these cameras have



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been in operation for about 2 weeks. We will now be able to identify anyone dumping unacceptable materials and address any issues with those individuals.

- 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 is at a full staff level of 4 as of 6-12-24.
- The cemetery was fertilized and treated for grubs this spring. We will be reseeded the areas damaged by grubs last season.

Bryan Duprey – Public Works Director

Treasurer:

- Housekeeping work with the Town Manager and Department Heads on departmental revenue and expenses, making sure things are moved if need to be and getting all revenues received. Doing correcting journal entries also if coded or entered incorrectly.
- Working on gathering information for the fiscal year-end as far as journal entries and Trio processes.
- Monthly work of reconciling accounts.
- Ongoing updating of sewer accounts for sales and mailing address changes.
- Compiling listing of fixed assets and deletions for year-end process. I will be reaching out to the Department Heads for help so that I don't miss anything.
- Making notes going forward so things will be easier next year and trying to organize files so that I can keep up and find things.

Respectfully submitted, *Beverly MacLeod, Town Treasurer*

Assessing:

- Traci continues to enter personal property tax information into Trio.
- Lorna is working on data entry in preparation for tax commitment.
- 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.
- The revaluation team has now completed the older sections of town. Little Italy, Cross the Tracks, Katahdin Ave, etc. They will be moving into the New Development next.

Lorna Thompson – Town Assessor



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Human Resources Director

- Personnel issues/WC/Unum/Maine Pers
- Assisting Town Manager and Department heads
- Office Responsibilities
- Union negotiations with Fire and Public Works
- Hired Cemetery, Lawn grounds keeper and Operator for Public Works Department

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 Director, GA Director, Bookkeeper

Code Enforcement / Public Health & Safety:

- Completed our proposed Solar Energy System Ordinance to take to the Planning Board.
- Followed up on trash and sewer complaints received from citizens.
- Followed up on complaints received concerning items on properties around community.
- Worked on Canoe Race activities at Crandall Park.
- Working with subcommittee of Age Friendly on this year's Farmers Market.
- Continue to collaborate with Vendors at Peddlers Hill
- Completed LSC inspections for citizens receiving Town rental assistance.
- Collaborated with Solar Companies installing home based Solar projects.
- Lorna, Peter, and I met with LUPC on areas that we can work with on zoning issues.
- Attending online Life Safety Code classes as required for re-certification.
- Continue to work with Bob Benjamin on property at 181 Penobscot Ave.
- Collaborated with Peter on new signage for Peddlers Hill.
- Helped Outer Reach Broadband in setting up Customer Appreciation Day.
- Attended subsurface wastewater online seminar.
- Attended Local Planning and Appeals Board training put on by MMA in Bangor.



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- Spoke with Maine Housing concerning Nesterly program that is being offered across the State and is looking to come to Millinocket.
- Took site plan review application to Planning Board for In Home Day Care that is interested in opening on Katahdin Ave. Received approval from Planning Board so am working with owner to get paperwork that is required for State Licensing.
- Helped groups/organizations on Park Use Age Permitting.
- Continued to follow up on outstanding permits and activities being done in community.

Thomas Malcolm – CEO, Public Health & Safety

Airport:

- Maine Forest Service Helicopter crews had orientation training for Baxter State Park employees at the Airport.
- Attended a Maine Aeronautical Advisory Board meeting held at the Lewiston / Auburn airport.
- Runway and Taxiway design, permitting, and construction meetings have been ongoing.
- Airport grounds maintenance has been ongoing in earnest.
- Met with the Lead Project Planner for the FAA New England Region to go over our Runway Reconstruction Project.
- Working towards tying up FY24 loose ends, Accounting, Sales Tax, and Inventory.

Jeff Campbell – Airport Manager

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.
- 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
 - They’re up!
- Overseeing the following projects:



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- o Concept design of the Community Center
- o Brownfields Community Wide Assessment
 - Sevee and Maher continue their assessments.
- o Hopeful Sign
- o New Windows for the Municipal Building
 - Request for bids is out!
- o Ski Tow Project
 - Request for bids for the electrical work is out!
 - Deposit was sent for the rope tow.
- o CDBG Façade Program
 - The final documents have been submitted, once approved we will put out a request for applications!
- Researched various grant opportunities.
- Preparing for Independence Day celebrations with events team.
- Planning the End of Summer Pool Party with the events team.
- Planning the Back to School – supply giveaway with events team.

Amber Wheaton – Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include May 18, 2024, through June 21, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$970,896.17 were collected, which involved 1886 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: **past due**; Tax paid summary as of 6/21/2024: **Reports Attached*
 - 2024 Real Estate: 319 accounts; Amount Due: \$294,453.37
 - 2024 Personal Property: 28 accounts; Amount Due: \$9,648.07
 - Mailed reminder letters to delinquent Personal Property accounts
- Preparing July Sewer Billing – 2024 3rd Quarter:
- Sharon, Tax Collector, preparing to send 229 30-Day Notices of Lien on June 27th, 2024
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- May 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 in full swing – Recording sales, deeds, electronic/card files.
- 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.



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- 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 ROVC and submitted all items and documents to SOS (Secretary of State-Elections Division) required by provided timeline;
- Received first mailings for the November 5, 2024 General Election; will be posting notices soon for the availability of Town Council and School Board nomination papers.

Other Items:

- Boards/Committees: **Volunteers needed – 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
- 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:

- Chief Cote attended various committee meetings.
- Chief Cote attended the Maine Emergency Preparedness Conference on May 29th in Augusta.
- Millinocket Fire hosted the Penobscot County Fire Chiefs Association Dinner and Meeting on Thursday June 6th.
- Chief Cote attended a school visit with Penobscot County Fire Chiefs Association, and Eastern Maine Community College on June 5th to discuss with interested students about the Fire Science and Live In Program.
- Chief Cote attended the Maine Fire Service Institute Fire Instructor Meeting on Tuesday June 11th via zoom.
- Chief Cote attended the Region 4 EMS Council Meeting on Wednesday June 12th via zoom.
- Chief Cote attended the Maine Fire Chiefs Meeting/Training on Tuesday June 25th in Bar Harbor.
- Chief Cote is working on updating inventory list for the department's equipment and personal protective equipment.
- Chief Cote is working on updating the 2024 Training calendar for the Fall, and setting up outside trainings.
- Chief Cote is working on a hazard and needs assessment plan for the fire department and the community.
- Chief Cote is working on updating the department EMS Service Plans.
- Chief Cote is working on a cooling/warming center plan for the Community.



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- Chief Cote is continuing working to get the department ready for a SHAPE (Safety & Health Award for Public Employers) Inspection with Maine Safety Works.
- Chief Cote continues working on updating mutual aid plans, response plans, and preplans.
- Chief Cote attended a planning meeting with Penobscot EMA, East Millinocket Police, and MRH on the early stages of the Marathon for December.
- On Duty Crew took part in the Granite Street School Field Days on Monday June 3rd.
- Rescue Boat assisted Medway Fire with event coverage on Saturday June 22nd for the Canoe Race in Medway.
- On Duty Crews & Chief Cote took part in with distribution events for the File of Life Kits on Friday June 22nd, and Thursday June 27th.
- Live Burns were held on Sunday June 23rd for the Katahdin Area Firefighter I & II Class. Students are now waiting for written and skills testing in August and September. 18 Students total, with 3 from Millinocket.
- Chief Cote worked with the Millinocket Memorial Library to open up a Cooling Center from June 18th to June 22nd.
- Emergency Generator for Fire Dept and Town Office was serviced on June 3rd.
- 15 New Hand lights have been placed in service in the ambulances and fire trucks.
- New 110-watt mobile radios have been purchased for all three ambulances, and the first new radio was installed on Thursday June 20th.
- New Portable Pump, tank and decals for the side by side has arrived and will be getting installed in the near future.
- Three new helmets, 2 sets of Tecgen 51 gear, and 2 pairs of leather bunker boots have been ordered for fulltime staff.
- Pump Test are scheduled for each Engine to be done on Thursday June 27th by Northeast Fire Apparatus.
- All Ambulances & Fire Trucks went through their annual commercial vehicle inspection and passed.
- New Ambulance has arrived in Maine, and is at Autotronics in Frenchville getting the final touches done to it, before being delivered to Millinocket.
- Chief Cote continues inspecting various open burn/camp fire sites in the community and educating community members on the new state open burning laws & regulations.
- One FF/Paramedic out for a on-the-job injury, unknown at this time how long personnel will be out.
- One Fulltime Opening is posted and being advertised.

Jon Cote – Fire Chief / Emergency Manager Director



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Respectfully Submitted,

Peter Jamieson, Town Manager.