



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 7.25.24

Department Updates

Public Works:

- The benches are being installed in the Mini Park next to the Town Office and near the Municipal Parking lot.
- Public Works repaired a sink hole that opened on Katahdin Avenue near Veteran's Park. This was caused by a former stream that supplied a swimming hole in the park area decades ago. PICTURES ATTACHED
- We have repaired two collapsing storm drains, one on Spruce St and one on New Hampshire. We have more to repair before the season is over.
- The new ADA Porta Potty has been set up on Pedler's Hill.
- Public Works removed a broken and unsafe swing set from the recreation department playground.
- Line painting has begun for parking stalls, traffic arrows and crosswalks. We are still waiting for the contractor to stripe the divider lanes around town.
- Public Works has installed new backboards at the Hillcrest basketball court.
- We have refurbished an old water tank from the Rec Dept to be used in filling the new water planters on Penobscot Ave as well as for smoothing the ice at the skating rink this winter.
- The department has been steadily filling potholes. Please contact us regarding any that we have missed.

Transfer Station:

- A load of cardboard was shipped on June 24th to be recycled. The price is up over previous shipments at 120\$ per ton. With this load being over 44k pounds we should see around \$2500 in revenue once the agent fees are paid.
- The DEP has completed their report on the Transfer site and found that the transfer site is "Good Condition" and found no "Substantive Compliance Issues requiring further inspection".
- The porcelain and concrete pile has been hauled off to use as inert fill.
- *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.



Millinocket

Maine's Biggest Small Town

- 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 crew has performed 37 internments so far this season.
- We are working to raise some sunken graves to improve the appearance of our Cemetery as well as make mowing easier.
- As the summer sun and wind has begun taking its toll on some of the decorations, we ask that you remove any that are starting to fall apart and blow across the cemetery.

Bryan Duprey – Public Works Director

Treasurer:

- Working with Department Heads regarding items they may want to carry forward from the FY 24 budget into the FY 25 budget.
- Learning Trio Processes for Year-end work.
- Monthly work of reconciling accounts.
- Ongoing updating of sewer accounts for sales and mailing address changes.
- Working with the auditors on completing the FY 23 audit and any outstanding items.
- Quarter Ending reporting for quarter 3 of 2024.
- Doing Year-end work that requires doing journal entries into FY 24.
- Working with Lori and the Department Heads on Accounts Payable to ensure that invoices are getting into the correct fiscal year.

Respectfully submitted, *Beverly MacLeod, Town Treasurer*

Human Resources Director

- Personnel issues/WC/Unum/Maine Pers
- Assisting Town Manager and Department heads
- Office Responsibilities
- Finalized union contracts with Town Manager and Union Representatives

General Assistance Director

- Assisted individuals to meet their unmet needs
- Submitting reimbursements



Millinocket

Maine's Biggest Small Town

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:

- Attended Planning Board Workshop on the proposed Solar Energy System Ordinance
- Followed up on trash and sewer complaints received from citizens.
- Followed up on complaints received concerning items on properties around community.
- Set up for the Farmers Markets.
- Attended Selectboard meetings in East Millinocket and Medway looking for them to join into our back-to-school supply program that will be coming up in August.
- Continue to be in constant contact with Mr. Benjamin concerning property at 181 Penobscot Ave.
- 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.
- Attended ZOOM meeting with DHS concerning rabid bats in Maine.
- Awaiting new signage for Peddlers Hill.
- Attended LHO ZOOM training on current infectious diseases.
- Obtained my LPI certification and continue to work on additional CEO training.
- Attended ZOOM training with LHO on current infectious diseases.
- Attended legal issues ZOOM training through MSFM for Code Enforcement.
- Follow up on PENQUIS housing building project.
- 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



Millinocket

Maine's Biggest Small Town

Airport:

- The G.A.R.D. system has recorded 138 aircraft operations through 7/18.
- Mowing and maintenance are in full swing, we are already halfway through a second mowing of the runway safety areas.
- Avgas sales are steady, we have ordered our second load of the season.
- Jet Fuel sales are also good as we are seeing an increase in rescues on the mountain.
- There have been several students taking flying lessons, that number is up from last season.
- Interest in construction of new hangars is also steady as we work towards design and construction of the new taxiway.
- Design, Permitting, and the Environmental Assessment work has been ongoing.

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.
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Advertising
 - Welcome Home Guide
- Overseeing the following projects:
 - Concept design of the Community Center
 - Planning first community workshop.
 - Brownfields Community Wide Assessment
 - Sevee and Maher continue their assessments.
 - Hopeful Sign
 - Sponsorship packets have gone out.
 - Secured our first sponsorship from Versant.
 - New Windows for the Municipal Building
 - Selected a contractor: Renewable by Anderson
 - Working with the State for the final go ahead to begin work.
 - Ski Tow Project
 - CDBG Façade Program
 - The final documents have been submitted, still awaiting final approval.
 - The request for applications will go live this month.
 - Improvements to the community garden.



Millinocket

Maine's Biggest Small Town

- o Ordering signage for the Millinocket Farmers' and Artisans' Market.
- Received an award of \$500 from the Farm Credit East Farmers Market Grant Program for the Millinocket Farmers' and Artisans' Market to purchase some pop-up tents to offer vendors.
- Researched various grant opportunities.
- Planning the End of Summer Pool Party with the events team.
 - o August 15th 1pm-4pm
 - Free hotdogs, chips and water
 - Lawn games
 - Music
- Planning the Back to School – supply giveaway with events team.
 - o August 17th 11am-2pm
 - o Goal of assisting 200 children from the region (141 children were assisted last year)

Event Partners: Town of East Millinocket, Town of Medway, Our Katahdin, Katahdin Federal Credit Union
Amber Wheaton – Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include June 22, 2024, through July 18, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,002,541.14 were collected, which involved 951 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: ***30-Day Notice**-status; Tax paid summary as of 7/18/2024: **Reports Attached*
 - 2024 Real Estate: 264 accounts; Amount Due: \$212,987.46
 - 2024 Personal Property: 27 accounts; Amount Due: \$9,643.80
 - Mailed reminder letters to delinquent Personal Property accounts
- July Sewer Billing – 2024 3rd Qtr.: Bill Date: 7/31/24; Due Date: 8/29/24; Int. Date: 8/30/24
- Sharon, Tax Collector, sent 221 30-Day Notices of Lien on June 27th, 2024; 177 pending maturing Lien status
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- June 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, maps, and electronic/card files.
- finalizing prior council meeting minutes.
- Fulfilling requests for tax information, providing normal daily requests of motor vehicle, 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:



Millinocket

Maine's Biggest Small Town

- June 11, 2024 Primary elections; Items of interest: Certified final VPH (Voter Participation History) and submitted all documents to SOS (Secretary of State-Elections Division) by required timeline;
- Received first mailings for the November 5, 2024, General Election.
 - **Nomination papers:** Posted ad/notices on July 15th, 2024, for Town Council and School Board - available at the Town Clerk's office: **July 26th, 2024, through September 6th, 2024, by 4:00 pm.**
 - o Town Council: Two (2) – 3-Year terms available (Madore/McLaughlin)
 - o School Board: One (1) – 3-Year term available (Steward)

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 a workshop on the new proposed OSHA Standards for Fire Departments.
- Department Members took part in the parade on July 4th.
- Department Members provided stand by services for the fireworks on July 5th.
- Pump tests were completed on Engine 781 & Engine 783 by Northeast Fire Apparatus. Engine 781 failed its annual pump test. Chief Cote is working with Northeast Fire Apparatus to get this apparatus fixed and a new pump test ASAP. Mutual Aid companies are assisting as needed during this this time. Engine 781 cannot be used for any interior fire attack operations.
- Engine 781 was taken to Tree Line Service Center in Chester to start the work that is needed towards getting it to be repaired for another pump test.
- Chief Cote is working with Fire Tech & Safety on putting together a proposed plan to update five Self Contained Breathing Apparatus that will be outdated soon.
- Ambulance Radio upgrade project has started with RCM, and one radio has already been installed in Unit #789.
- Chief Cote is working with MRH to set up a Hazmat Decontamination Training for area fire & EMS services on Saturday August 10th at MRH.
- Chief Cote is working with Penobscot EMA and Specialty Response Solutions Training to bring a 3-hour program to the Region on Lithium-Ion Batteries, Solar Panels, and Electric Vehicles.
- Chief Cote is working with Maine Air National Guard to bring a General Aviation for Structure Firefighters Training to the Department in the fall, in the pending stages right now.



Millinocket

Maine's Biggest Small Town

- Chief Cote continues to work with Insurance Companies on the recent fires here in the town.
- Chief Cote is working on Standard Operation Guideline for the Department response and operations to Electric Vehicle, Lithium-Ion Batteries, and Solar Panel Incidents.
- Chief Cote & Penobscot EMA have submitted a request for a DMAT (Disaster Medical Assistance Team) Team for the Millinocket Marathon and request for traffic message boards, cameras, and misc. equipment needed for the Marathon with the Maine Emergency Management Agency.
- Chief Cote is putting together a Burn Plan for Live Class B Burns for area department in the Katahdin Region on July 24th at Stearns High School.
- Chief Cote is working with Maine Fire Service & Institute to coordinate and set up dates for written and skills testing for the Katahdin Area Firefighter I & II Class.
- Chief Cote is working on updating all the departments daily, weekly, and monthly inspection sheets.
- Chief Cote is continuing to work on updating the 2024 Training calendar for the Fall and winter.
- Chief Cote continues working on a hazard and needs assessment plan for the fire department and the community.
- Chief Cote continues working on a cooling/warming center plan for the Community.
- Chief Cote is continuing to work 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.
- 7 New PPE lights have been placed in service for the full-time staff's gear.
- A Battery Safe Disposal Kit has been put into service for disposal of lithium-ion batteries at emergency scenes.
- Traffic Cones have been replaced on Unit 780, Engine 781, & Engine 783.
- Department continues to distribute File of Life Cards and Naloxne to residents.
- Chief Cote continues inspecting various open burn/campfire sites in the community and educating community members on the new state open burning laws & regulations.
- One FF/Paramedic out for an 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

Millinocket Memorial Library update attached.



Millinocket

Maine's Biggest Small Town

East Millinocket Police Department update attached.

Respectfully Submitted,

Peter Jamieson, Town Manager.