



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 8.22.24

EPA Brownfields Public Meeting:

- We recently held a public meeting in partnership with Our Katahdin, providing updates and progress made locally with our respective EPA Brownfields funding.
- The Sevee & Maher environmental team lead the discussion, providing explanations of their work, with before and after visuals on several major projects.
- We were thrilled to have Jim Burnes, head of EPA Region I, and several of his colleagues in attendance. They boast at the national level about the remarkable assessment and cleanup work happening in our region by Our Katahdin, and more recently, The Town of Millinocket.

Penobscot Ave. / Iron Bridge Road Culvert & Bridge:

- The Public Works Director and I met last week with our engineering partners, Olver & Associates, and Barney Silver of Lou Silver Inc. the selected contractor for this project, for our pre-construction meeting.
- At that meeting, we signed the official "Notice to Proceed" contract with a start date of August 26th.
- We were informed that this projects would likely take 3-4 weeks to complete. Once the work is complete and inspected, the road will be opened!

THE BANK IS COMING DOWN:

- As I type, Adam Qualey Inc. is next door demoing the former Bank.
- According to the property owner, this will be clear in another few days and will remain a slab likely until next spring or summer when he expects to place a modular office building in the space.

MDOT Village Partnership Initiative:

- The CID and I continue working with the MDOT and BACTS teams on this project.
- To date; The Project Scope and Engineering Estimate have been completed.
- We have an order for funding related to the next step in this project on tonight's agenda.
- This is extremely exciting work and I can't wait to see it come to fruition. It will be several years of hard work paying off in a hugely impactful way!

Department Updates:



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Public Works:

- Public works has completed the crosswalk and traffic marker painting.
- Our line striping contractor has made it to town and completed the striping of all divider lanes.
- 5 failing storm drains have been repaired and re hot topped.
- Public Works has replaced two rusted out steel cross culverts on Rice Farm Rd that required road closures for the work to be completed safely. One culvert replacement was hindered by the old pulp pipeline that connect the two paper mills. Both new culverts have been stoned in place for appearance and longevity.
- The road to the Dog Park has had fresh gravel added and finish graded.
- Public Works has been trimming brush that has grown into the roadways and sidewalks. There is much more to do as time allows.
- The department has been steadily filling potholes. Please contact us regarding any that we have missed.

Transfer Station:

- The contractor has evacuated the freon from the refrigerators and air conditioning units at the transfer site.
- 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 crew has performed 49 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.
- **We will be doing a fall cleanup of the cemetery to include all decorations on or around October 15th. Please plan accordingly to remove any decorations at the cemetery before this time.**

Bryan Duprey, Director of Public Works



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Code / Public Health & Safety

- Followed up on trash and sewer complaints received from citizens.
- Followed up on complaints received concerning items on properties around community.
- Continued to work on Solar Energy Ordinance.
- Participated in the 3rd Annual Back to School supply giveaway.
- Continue to be in constant contact with Mr. Benjamin concerning property at 181 Penobscot Ave.
- Participated in Annual End of Summer Pool Party.
- Continue to collaborate with Vendors at Peddlers Hill
- Continue to work on additional CEO training.
- Continued to follow up on inspections for permits that have been issued.
- Meet with engineering company on new renovations to Millinocket Regional Hospital and review their plans.
- Awaiting new signage for Peddlers Hill.
- Had a building inspector here from Trident, our underwriter for property insurance to inspect our boiler room.
- Attended regional Traffic Incident Management meeting.
- Continue to collaborate with the owner of 316 Penobscot Ave. and attempts to get area cleaned up and building taken down.
- Finalized certificates for Solar One solar field at Our Katahdin.

Tom Malcolm, Code Enforcement and Public Health & Safety

Assessor:

- We continue to prep for the commitment of taxes
- Traci has been entering the personal property account, calling/visiting taxpayers for clarification and verifying accuracy.
- I am processing the remaining deeds and preparing new valuations
- Traci and I have been doing street by street reviews of the work the reval team has finished.
- Once reviewed, we will pass it along for data entry.

Lorna Thompson – Tax Assessor

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



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- o Social Media
- o Advertising
- o Welcome Home Guide
- o Website updates
- Overseeing the following projects:
 - o Concept design of the Community Center
 - o Brownfields Community Wide Assessment
 - Sevee and Maher continue their assessments.
 - o Hopeful Sign
 - New donation from Our Katahdin
 - Expected donation from Northern Forest Center
 - Meeting soon with Gary Allen for marathon runner support
 - o New Windows for the Municipal Building
 - Measurements have been taken.
 - Set for construction in November.
 - o Ski Tow Project
 - Pre-construction meeting with Bryan Duprey, Peter Jamieson, Rick Lax and Rick Waceken.
 - o CDBG Façade Program
 - Now accepting applications.
 - o Improvements to the community garden
 - o Ordered pop-up tents for the Age Friendly Committee/Farmers' Market- for vendor use -courtesy of the grant from Farm Credit East.
- Researched various grant opportunities.
- End of Summer Pool Party
 - o Hosted August 15th
 - o Thank you to the Events Team, Katahdin Area Transition Team and volunteers for making this event a blast!
- Back to School Supply Giveaway
 - o Hosted on August 17th
 - o Thank you to the Events Team and our amazing volunteers for making this a success.
- Submitted a grant application to the Alford Foundation for \$500,000 to revitalize Katahdin Pride Park – a new playground and cement slab for skating rink.

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Town of Millinocket, ME.197 Penobscot Ave(207) 723-7000



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Totals include July 19, 22, 2024, through August 16, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,407,034.97 were collected, which involved 2282 transactions processed in Trio. **Report Attached*

- FY23/24 Real Estate & Personal Property: ***Lien Status** as of 8/1/2024;
 - 161 filed with Registry of Deeds; 13 paid to date;
 - 148 accounts: Lien Summary total - \$176,524.73
- Total Tax Summary as of 8/16/2024: **Reports Attached*
 - 2024 Real Estate: 232 total accounts; Amount Due: \$176,524.73
 - 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
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- July 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.
- Dog Rabies Certificates filed and communications with ACO.
- Finalizing prior council meeting minutes.
- Fulfilling requests for tax information, providing normal daily requests of motor vehicles, 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.
- Continued restoration efforts of vital records by filing, indexing, and storage.

Elections Department:

- Received first 3 mailings for the November 5, 2024 General Election; process all required documents by posted deadlines.
- Municipal Election - **Nomination papers:** Town Council & School Board - available at the Town Clerk's office: July 26th, 2024 through **September 6th, 2024, to be returned by 4:00 pm.**
 - Town Council: Two (2) – 3-Year terms available (Madore/McLaughlin)
 - Matthew Bragdon – Returned and certified by Clerk's office.
 - Scott A. Leavitt – Not returned
 - Tammy Mclaughlin - Not returned
 - Michael A. Madore –Nomination paper: Withdrawn
 - School Board: One (1) – 3-Year term available (Steward)
 - Warren Steward – Returned and certified by Clerks office.

Other Items: Boards/Committees: **Volunteers needed** – Recreation Advisory Committee: (1) Full Seat available and (1) Partial Term to expire 3/2025



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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 Healthcare Coalition of Maine Leadership Team Meeting.
- Chief Cote attended the NERIS Workshop on new fire reporting.
- The department hosted the Penobscot Rural TIMS (Traffic Incident Management Systems) Meeting on Wednesday August 14th.
- The department hosted and participated in the Back-to-School Event on Saturday August 17th with 106 children in attendance.
- Engine 781 is scheduled for another pump test on August 20th to determine the future of the truck.
- The new Ambulance (788) is scheduled to arrive on August 20th and will be a week roughly before it's in service fully. After arrival it will need to be stocked, radios installed, Wi-Fi installed, and licensing.
- General Aviation for Structural Firefighters (Airport Training) is scheduled for Sept 10th and Oct 16th for fulltime staff. Paid Call Members will tour the airport as well.
- Chief Cote has worked to set up a regional class on October 30th to be held at the Millinocket Memorial Library on Lithium-Ion Batteries, Solar Panels, and Electric Vehicles for all area fire departments. Expenses for this program will be covered by the State Emergency Response Commission.
- Chief Cote is working on firefighter cancer preventive measures and program for the department.
- Chief Cote is working with regional departments to set up a rural tanker shuttle training for the area in the fall.
- Chief Cote is working with Millinocket Regional Hospital to get their Hazmat Team up and operational again.
- Chief Cote is working with Millinocket Regional Hospital on Employee Fire Safety for September.
- Katahdin Area Regional Firefighter I & II Class will complete their written test on August 21st in East Millinocket, and the skills test will be completed with options of traveling to Caribou on September 7th or Bangor on September 21st.
- Chief Cote and various partners have started the work on the emergency action plans for the Millinocket Marathon for December.
- Items from the Maine EMS Stabilization Grant have been ordered and we're just waiting for them to arrive and be installed.
- Fire Prevention Month planning has started for the month of October.
- A \$200 gift card from Harbor Freight was received as part of their Community Give Back Program for the department to use on items needed for the station.



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- 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.
- The Department continues to distribute File of Life Cards and Naloxone 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 member has completed their EMT-Basic Class and is waiting on taking their National Registry Exam for Licensing.
- 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

Police Department: SEE ATTACHED REPORT

Millinocket Memorial Library: SEE ATTACHED REPORT

Respectfully Submitted,

Peter Jamieson, Town Manager.