



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 10.24.24

The Bridge is Open:

- All work has been completed on the culvert and bridge connecting Penobscot Ave. to Riverside Drive / Iron Bridge Road area!
- Lou Silver Inc. did an incredible job, even while uncovering surprising obstacles along the way.
- We are TRILLED to wrap this up and put it behind us!

Town Manager's Page:

- The Town Manager's page at Millinocket.org has been updated!
- It now contains a detailed and realistic description of the duties of the Town Manager in Millinocket and the relationships the position holds with the Town Council and Community.
- It also now hosts an archive of all Town Manager reports submitted during my time in the position, dating back to January of 2022.
- Please visit the page and check it out for yourselves!

Derelict Properties:

- "Eye sores" have been a brought up quite a bit lately. As a reminder:
- We have successfully taken ownership of the fire damaged "eye sore" property on Aroostook Ave, and in tonight's agenda, have a proposal to award the demolition and clearing of that property, expected to be completed by the end of December.
- We have a long-awaited court hearing coming up very soon to seek a decision on another "eye sore" property and are hopeful for a favorable decision.
- Should that outcome be in our favor, we will have a demolition and clearing bid posted soon after.
- Others and I on the administrative time are actively working on these things. They take a long time, and the work is almost entirely non-visible to the public eye.
- We do have several others in the pipeline and are confident that we will have more success stories moving forward!

Elevator Modernization:

- The Municipal Building's Elevator and Accessible entrance are currently closed due to critical and extensive modernization updates to the elevator. This work is estimated to take roughly 4 weeks.
- This is a project we've been working on for several years and is finally coming to fruition.
- These upgrades will ensure a much higher level of safety and efficient operation of the elevator moving forward.



Millinocket

Maine's Biggest Small Town

- The court is staying in Lincoln until the work is complete so that they are not as impacted by the ongoing work.
- For the time being, we have installed a Ring doorbell near the sidewalk at the front entrance. For those with limited mobility who would normally use the elevator entrance, they can push the doorbell and be connected to one of 8 administrative staff inside the building, who can communicate with them to meet their needs. Staff will bring anything they need outside to assist them as efficiently as possible.
- Again, this is temporary. Estimated at about one month.
- We thank the community for patience and understanding while we complete this major project that will allow for better and safer long-term access to and within the Municipal Building
- During this time, the payment box which was located inside the elevator entrance has been moved to the outside of that entrance and attached to the brick wall. People are welcome to use this box to drop off payments at any time.

School Update & Quarterly Financials:

- Dr. Lane will be joining us on November 21st to provide the School Department's quarterly update presentation.
- Keeping with recent tradition, I will be providing our quarterly financials at that meeting as well.

Organizational Meeting:

- The Town Council "Organizational Meeting" will be held on November 11th as directed by State Statute. Yes, that is a holiday. Yes, we are required to hold that meeting that day as it is the first Monday following the election.
- Given the importance of this meeting and the expectation of a larger crowd including families of newly elected officials, photo opportunities, etc., I am seeking input on changing locations for this meeting, given that we will be unable to accommodate those who would rely on the elevator to attend.
- I am working to communicate with the School or the Library to work on an alternative location.
- If the decision is to relocate, The Town Clerk and I would like to have that advertised in the next two issues of the local newspaper as well as the website and social media pages. This requires submission of ads by Tuesday 10/29.

Respectfully Submitted,

Peter Jamieson, Town Manager.



Millinocket

Maine's Biggest Small Town

Department Updates:

Public Works:

- The crew has finished spot-paving many low spots, washouts and utility cuts in town and on Rice Farm Rd.
- The crew has finished shoulder work on the Rice Farm to complement the new paving. That project included approximately 40 truckloads of material to bring the shoulders up to the same height as the road surface.
- Lou Silver's Incorporated has finished the culvert replacement on Penobscot Ave. The end result is very nice looking concrete box culvert that will serve the town for many decades. Public works put the finishing touches on the project on the morning of October 18th and reopened the road to normal traffic.
- We have started to repair the damaged awning over the front door to the Town Office. We are adding support and strapping to allow for installation of a white metal ceiling with lighting.

Transfer Station:

- This is a reminder that any refrigerator or freezer brought to the transfer station for disposal needs to be empty, and all grates, trays, or compartments need to be removed.
- 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 wrought iron fence along East Ave leading to the entrance of the cemetery has been painted along with the entry gate itself.
- The cemetery Supervisor is now working on staining the maintenance building as the old paint was faded and weather damaged.
- A recent windstorm on the 12th of October caused many decorations to be blown off their respective grave sites. Those have been picked up and placed near the maintenance building. Anyone wishing to claim their decorations may do so, items left behind will be disposed of.
- **We will be doing a fall cleanup of the cemetery to include all decorations as time allows. Please plan accordingly to remove any decorations at the cemetery.**

Bryan Duprey – Public Works Director



Millinocket

Maine's Biggest Small Town

Airport:

- The G.A.R.D. system has recorded 88 aircraft operations as of 10-17.
- The additional survey work approved previously has been completed, next will be the core samples.
- Mowing equipment has been put away for the winter and the snow removal equipment service has begun.
- Jet Fuel and AV gas sales remained high right into October.
- Two more aircraft will be calling MMA home in the next few weeks, bringing our total based aircraft to 23.
- The Fly-In Cruz-in was a success despite mother nature. With wind gusting more than 50 mph, aircraft traffic didn't happen, but we had 30 cars from all over the state show up to support our event. There was always a line at the barbeque grill, thank you to the Pioneer Hose Company and Chief Cote for providing the food to benefit their scholarship fund.



Jeff Campbell, Airport Manager

Code / Public Health & Safety

- Followed up on complaints received concerning items on properties around the community.
- Continued to work on Solar Energy Ordinance.
- Continued follow-up inspections for permits that have been issued.
- Continued CEO training.
- Continue to work on additional CEO training.
- Continued to follow up on inspections for permits that have been issued.
- Awaiting new signage for Peddlers Hill.
- Continued to collaborate with architects on MRH project to get Site Plan Review application in and set up meeting with Planning Board. Site Plan Review and public hearing were held and got unanimous support from the Planning Board.



Millinocket

Maine's Biggest Small Town

- Worked with State Electrical Inspection, Local Electrical Inspector, and State of Maine Solid Fuel Inspector on understanding Heat Pump installation and the MOU those two groups have on allowable installations.
- Contacted legal consult concerning questions around our current Marjana ordinance and seeking advice.
- Meet with several individuals purchasing lots on Medway Road and looking for guidance on what they can build on these properties, Preble Subdivision.
- Traci, Lorna, Bev and I met with IWORQ rep on upgrades to permitting system and about online payments for permits.
- Started working with AZ Corp (Cianbro) on permitting the new ER revitalization at MRH and plans for operations during construction on new part of building while keeping the existing portions in operation.
- Attended LHO training via ZOOM on domestic violence and naloxone administration.
- Finished up Farmers Market for the season.
- Received plans and permit applications for renovations at 230 Penobscot Ave.
- We have received a new court date for the dangerous building located on Eastland Avenue.

Thomas Malcolm CEO, LHO, LSO, FLSE, JFS II

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
 - Website updates
 - Winter themed pole banners for downtown
- Overseeing the following projects:
 - Concept design of the Community Center
 - Brownfields Community Wide Assessment
 - Sevee and Maher continue their assessments.
 - Hopeful Sign
 - New Windows for the Municipal Building
 - Completed Federal reporting for the quarter.
 - Ski Tow Project
 - Warming hut – soon to arrive.
 - Groundwork - soon to be completed.



Millinocket

Maine's Biggest Small Town

- Electrical work - soon to be completed.
- Waiting for the delivery of the rope-tow!
- Tow Pro (rope-tow vendor) visiting site 10/23 and delivering equipment.
- CDBG Façade Program
 - Worked on contracts and bid packages.
 - Submitted final documents for an Environmental Review by the State of Maine.
 - Awardees will be given window clings to display at their property, acknowledging their award from the program.
- Researched various grant opportunities.
- Working on an application to the Maine Resilience Partnership for another electronic sign to be placed on Peddler's Hill, further enhancing Millinocket's communications with the public.
- Assisted Municipal Team with various initiatives.
- Attended an UMaine Community Sustainable Energy Team meeting.
- Assisted with payroll in bookkeepers' absence.

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include September 20, 2024, through October 18, 2024: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$1,685,772.84 were collected, which involved 1622 transactions processed in Trio. **Report Attached*

- FY24/25 Real Estate & Personal Property Tax: Assessment Date 4/1/2024; Committed Date 9/28/24; Bills Mailed 10/4/24; Mil Rate 27.6; Interest Rate 8.5%.
 - 1st Half Due Date: 10/29/2024; Interest Date: 10/30/2024
 - 2nd Half Due Date: 1/29/2025; Interest Date: 1/30/2025
- October Sewer Billing – 2024 4th Qtr.; Bill Date: 10/31/2024; Interest Rate 8.5%.
 - Due Date: 11/29/2024; Interest Date: 12/2/2024
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- September 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 for 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.



Millinocket

Maine's Biggest Small Town

Elections Department:

- November 5, 2024 General/Referendum & Municipal Elections: processed all required procedures by posted deadlines for Ballot/Media Testing (10/18/24), inventory/receipt of absentee/election day ballots, Absentee Voting held in assisted living facilities, Notice of elections posted 10/1/2024 on website/social media, at all voting locations Municipal building and Stearns gym lobby doors, Millinocket Memorial Library, and newspaper circulation; Absentee ballots available October 1st, until October 31st, 2024: Absentee Ballot Application Requests in person, online @ [Maine.gov](https://www.maine.gov), by telephone, or by mail-in.
 - Municipal Election – Ballot Candidates:
 - Town Council: Two (2) – 3-Year terms available (Madore/McLaughlin)
 - Matthew Bragdon; Tembar Craig; Tammy McLaughlin; Gilda Stratton
 - School Board: One (1) – 3-Year term available (Steward)
 - Rachel Cyr; Warren Steward (*Verbally – Withdrawn*)

Other Items: Boards/Committees: Recreation Advisory Committee: (1) Partial Term (Alternate Seat) to expire 4/2026; 2025

2025 Snowmobile Registration Stickers Available as of 10/21/2024

Dog Licenses – Available 10/15/2024 Dog Rabies Certificates filed and communications with ACO;

Clerk Note: New Mandated Electronic Dog Registration – Please bring in your current Rabies Vaccination Certificates which assists us to create accurate owner/pet profiles. We thank you for your patience while we navigate this new program together.

Respectfully, Diana Lakeman Town Clerk/Deputy Tax Collector & Sharon Cyr Tax Collector/Deputy Clerk

Wastewater:

- For the month of September, the treatment plant continued to run good numbers. Total settleable solids came in a 99% and BODS at 98%. Our monthly average flow was 0.246 MGD. We discharged 7.372 million gallons of treated wastewater into the receiving waters for the month.
- We continued to do regular maintenance at the plant and the 5 pump stations. Stearns High pump finally got the two new Smith and Loveless pumps put online that were approved in the previous capital budget. This is great news as they replaced two 1977 pumps and should be in good shape for the next few decades and then some!
- The 3 lagoons at the treatment plant have been surveyed. This was done by Olver Associates. They check the depth of the pond to see how many solids are on the bottom. This is also known as the bed. This information will be put in a graph form, and I will receive a letter stating the shape of the lagoons. The last time they were cleaned, and new air diffusers were put in was over 20 years ago. Hoping for good results. The system is running well, and we don't want to upset it if we don't have to.



Millinocket

Maine's Biggest Small Town

- We need to continue to be mindful of what is being flushed down toilets and into the town infrastructure. Low flows this summer do not help the cause. If you have a plugged sewer line, PLEASE call the Public Works Department first to see if the plug is out in the street infrastructure.

Jason Ingalls – Wastewater Chief Operator

Assessing:

- The assessing department has been answering taxpayer questions, finalizing the commitment and completing state forms.
- Traci is helping to complete the 801 business personal property reimbursement forms and filing the documents relating to commitment.

Lorna Thompson – Tax Assessor

Fire & Ambulance:

- The open Firefighter/EMT Position was filled, the applicant will start on Nov 4th.
- Chief Cote attended various committee meetings.
- Chief Cote attended the Penobscot County Fire Chiefs Association Meeting.
- Chief Cote attended the Maine CDC Healthcare Coalition Leadership Team Meeting.
- Chief Cote attended the Maine EMS Board Meeting.
- Chief Cote attended the Maine Ambulance Directors Association Meeting.
- Chief Cote attended the Fire Act Grant Workshop in Bangor.
- Chief Cote attended the Maine Fire Service Institute Quarterly Fire Instructor Meeting.
- Chief Cote facilitated the Marathon Emergency Planning Meeting for all agencies involved.
 - Chief Cote and the department Paramedics meet with Northern Maine Community College as a clinical site for EMS students. Millinocket Fire will start as a clinical site on October 14th.
 - Fulltime Crews took part in the MADD (Mothers Against Drunk Drivers) Walk and the Touch A Truck Event on Saturday Oct 5th.
 - A-Crew conducted Fire Station Tours during Fire Prevention Week with Granite Street School Students.
 - Chief Cote instructed Fire Extinguisher training to Millinocket Regional Hospital Employees.
 - Department Members took part in Hospital DECON Training at Millinocket Regional Hospital on Saturday Sept 29th.
 - Full-time Crews & Mutual Aid Departments attended a General Aviation for Structural Firefighters training at Millinocket Fire on October 16th. Training was provided by the Maine Air National Guard Fire Department in Bangor.



Millinocket

Maine's Biggest Small Town

- Department members were provided flu shots by Millinocket Regional Hospital on Oct 15th, those members who did not get a flu shot will have to go into a masking agreement with the department per Maine EMS rules,
- Chief Cote continues to work with the Community Initiative Director and Town Manager on the Fire Truck replacement.
- Chief Cote wrote and submitted the Forestry Grant to the Maine Forest Service for wildland PPE, Saws, Forestry Hose, and Backpack Pumps.
- Chief Cote worked with the Age Friendly Committee on Fire Safety Grant for smoke and carbon monoxide alarms for a Fire & Fall Prevention Program.
- Chief Cote submitted the quarterly Maine EMS Stabilization grant report to the State.
- Chief Cote is working on standard operating guidelines for Electric Vehicle Incidents.
- Chief Cote and Chief McAdam from East Millinocket are working on setting up trainings between the two departments.
- The department is preparing for winter, by getting the trucks and equipment ready, and training on Chimney Fires and Winter Fireground Operations.
- New online training platform through Fire Engineering has been set up and put in place for the Fulltime crews to train online to assist with keeping certifications up.
- Central Maine Hose Testing completed the department's hose testing, 5 hoses failed during the test and will be replaced later this year.
- All SCBA passed the annual inspection and service test.
- Extrication Pump and Tools were serviced, and small repairs were made to them and hoses were replaced.
- Ambulance's 789 & 798 and the Chief's truck went through routine servicing.
- New SCBA's have arrived, and we're waiting for the valves on the current bottles to be changed over and will be in service soon.
- Chief Cote is continuing working with area agencies/departments on the Emergency Planning for the Marathon in December.
- 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 standard operating guidelines, written plans, mutual aid plans, response plans, and preplans.
- The Department continues to distribute File of Life Cards and Naloxone to residents.
- One FF/Paramedic out for an on-the-job injury, unknown at this time how long personnel will be out.

Jon Cote – Fire Chief



Millinocket

Maine's Biggest Small Town

Recreation Department:

SEE ATTACHED REPORT

EMPD:

SEE ATTACHED REPORT

Peter,

Here are some bullet points.

- As of date we have responded to 9,632 calls for service, with 5,630 of those calls being in the Town of Millinocket.
- We have received notification that we have been awarded a grant from Maine Emergency Management and Penobscot County EMA for \$33,000 to install vehicle repeaters on our police cruisers. These repeaters will greatly enhance our portable radio coverage when working away from our vehicles. Additionally, after complete installation, the fire departments could have the ability to program our vehicle repeater frequency into their portable radios and could also be used when working on emergency scenes together. This is a very important upgrade to improve responder safety when working on calls for service away from our vehicles.
- Despite the poor weather, the first MADD walk was successful with 40-50 participants. We hope to make this an annual event that will grow in our region.
- We are preparing for the upcoming Halloween events in our region and plan to have multiple officers working during the evening and at many local trunk-or-treat events.
- Our two new police cruisers are currently being upfitted and should be in service in the next couple of weeks.
- Ofc Peters is doing well at the MCJA and is just about at the half-way point of completion. We have one other officer who is slated to attend MCJA in January.
- We held interviews recently for vacant patrol positions. One subject backed out of the process after finding a different job. We have one remaining in the process.
- We are still working out logistics in trying to bring a School Resource Officer to Millinocket Schools and we hope to have more regarding this in the coming weeks.

Corporal Bradley B Fitzgerald
East Millinocket Police Department
125 Main St
East Millinocket, ME 04430
Phone: (207)746-3555
Fax: (207)746-3557



RECREATION DEPARTMENT

East Millinocket, Millinocket
53 Main St., East Millinocket, Maine 04430

Department updates as of 10/22/2024:

- Onboarding with both towns and outgoing department director Oct. 7th through Oct 15th. • Soccer season wrapped up on the weekend of Oct 12th– still pending pictures for the travel team. Working on switching vendors.
- Met with the Millinocket Rec Commission Oct. 16th to discuss department transition and update on current programming. Next meeting will be Nov. 13th at 9:00am.
- Halloween candy will be passed out at Granite Street and Opal Myrick in conjunction with the Medway Recreation Department on Oct. 31st.
- Youth basketball and cheering will be starting the first week of November. We had the coaches meeting on Oct. 17th, picked teams and practice times for the season. Working on the referee schedule, otherwise we will be good to go. (95 enrollments currently)
- Implementing Pre-K though 1st grade expansion for both youth basketball and cheering. Shout out to coaches Kirsten and Aaron Hutchins, Stephanie Jamieson, and Amber Wheaton as well as the additional sponsors and volunteers for making this happen. Permission slips due this week – Oct. 25th.
- Cheer season open house will be held at the East Millinocket Rec Hall Oct. 23rd from 5pm to 7pm.
- Toured the Millinocket parks and fields with our department maintenance director Evan Campbell to assess and discuss improvement plans for each site.
 - Jerry Pond signs were completed by Select Designs and working on an install plan. Small sign should be manageable with current supplies/staff, with the large sign may need assistance from public works. We are working on quoting the cost of materials for installing the large sign.
- Hosted our monthly senior dinner in conjunction with the Medway Recreation Department - serving citizens from the entire region - we hit a record on our regular season dinners with 96 meals! We are circulating the schedule to the public going forward to capture the additional need of the regional communities. Our next scheduled dinner is December 16th at the East Millinocket Rec Hall – served at 12:00pm - take out is available starting at 12:15pm.
- Swing set replacement will be delivered and stored at public works – install plan pending delivery and weather conditions. We will look forward to a Fall install but may have to wait until the Spring if the logistics do not work out with the changing seasons.
- Working on quote for repairs to the tennis courts. Previous damage was not repaired correctly, and the department will be taking over the administration of those repairs.

Respectfully submitted,
Cody McEwen
Recreation Director

A Quality Provider of Leisure Services