



TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, JANUARY 23, 2025
at 5:30 PM

'This is a fragrance-free building. Please help us to accommodate our co-workers and clients who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and or similar products.'

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda: n/a
4. Approval of Minutes: January 9, 2025 Regular meeting and January 16, 2025 Executive Session.
5. Special Presentation: a) John Raymond, NTC Club President – Northern Timber Cruisers Trail Update
6. **ORDINANCE #1-2025 1st Public Hearing** – An Adoption of the Amendment to Chapter 125, Part 2, XVIII Short-Term Rentals of the Code of the Town of Millinocket
7. Town Manager's Report: 1/23/2025

UNFINISHED BUSINESS: n/a

NEW BUSINESS:

8. ORDER #12-2025 Approval of the Town Warrant for January 23, 2025
9. ORDER #13-2025 Approval of the Wastewater Warrant for January 23, 2025
10. ORDER #14-2025 Approval of Re-Appointment to the Board of Appeals – R. Angotti
11. ORDER #15-2025 Approval of Expense Coding Adjustments within FY24 Fire Department Budget
12. ORDER #16-2025 Acceptance of the Maine Forest Service Volunteer Grant
13. Reports and Communications:
 - a. Warrant Committee for the February 13, 2025, Council Meeting will be Chair Danforth and Councilor Dumais
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment

14. Adjournment

Join Zoom Meeting <https://us02web.zoom.us/j/2906301567>

Meeting ID: 820 5839 4915

One tap mobile +13017158592, 82058394915# US (Washington DC); +13126266799, 82058394915# US (Chicago)

Dial In: Find your local number: <https://us02web.zoom.us/j/kc0L05Af7m>

Meetings are open to the public for in-person attendance and via Zoom.

Submit any public comments to the Town Manager prior to the meeting: manager@millinocket.org or call (207) 723-7000 Ext.5 to make special arrangements. Meetings are also available via Zoom and YouTube Channel.

Find all direct links on our website: Millinocket.org.

The Town of Millinocket supports optional face masks/coverings and social distancing. **Stay Healthy, Stay Safe**



Millinocket

Maine's Biggest Small Town

Town of Millinocket

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org www.millinocket.org

207-723-7000 Ext 5

Citizen Guide to Town Council Meetings

This is an overview of information related to Council Meetings. We hope it is helpful to understanding the process. Thank you for participating in our local government. The town meeting is a place where the public is encouraged to participate. Below are some of the terms:

- **Order** – Item of business to be proposed (motioned) to council for discussion and vote.
- **Motion** – A Councilor proposal to the whole Council for discussion and vote. This could include an Order, an Amendment, or other. Any councilor can make a motion at any point in time during a Town Council meeting, regardless of whether it is on the agenda or not.
- **Second** – A “second” is used when a councilor supports an order to be discussed and voted upon. Without a “second” an order or motion does not get discussed or voted on.
- **Amendment** – A change to an original order, which can be motioned by a councilor and approved or voted down by the whole council.
- **Minutes** – Summary of past meetings, including votes and discussion, that needs Council approval for officially entering the record.
- **Parliamentary Procedure**-This is the protocol used and questions go to the Council Chair. The Council follows Robert’s Rules of Order. The Council adopted additional procedures at the initial session of a new term.
- **Warrant** – a list of articles for items the Council may act on, which usually comes in the form of approving expenditures.
- **Mil Rate** – Tax rate. The tax rate determines what is paid in property taxes. It is stated in “so many dollars per thousand dollars of valuation.” Residential property owners may want to seek homestead exemptions or Veteran’s exemptions (for qualified veterans) to potentially lower their property tax rate, which may be done through the town’s Tax Assessor.
- **Two Minute Public Comment** – Typically the last agenda item provides any member of the public an opportunity to express general concerns, thoughts, or feedback publicly. The Council invites any and all people to speak. Each member of the public will be allowed to speak for a period of not more than two minutes and the Council shall not enter into a debate or a question-and-answer session unless the question can be answered in a brief statement without a debate. This will be at the discretion of the Council Chair.
- **Executive Sessions** – These are private meetings held by the Council when certain matters must be kept confidential to protect other parties, as required by US and/or Maine law, Town Charter, or by contract. This could include personnel issues, legal issues, economic development issues or other. No Action by the Council can be taken in Executive Session—only in public Council meetings can any vote or decision be made by the Council.

- **To ask questions** or offer feedback during Town meetings, the public may do so within the public comment period of each order on the agenda. Any Councilor motion will be open to both the Council and the Public for discussion.

The public is asked to be respectful and orderly. It is of the Council Chairman's discretion to determine whether a public comment is disrespectful or inappropriate in nature, at which point the Chairman may request the ceasing of comment or removal of the public member.

Millinocket publishes the draft agendas on the website and Facebook prior to meetings. If you have questions, you may ask the manager and/or a Town Councilor before the meeting. The town website is www.millinocket.org.

HOW CAN I GET MORE INVOLVED? Come up and speak or submit a written statement to the Council Chairman and/or Town Manager. The Town Council is always seeking public input to ensure all perspectives, beliefs and desires of the public are considered.

Want to do more? Become an appointed member of a committee or board such as the Planning Board, Events Committee, or Board of Appeals. The Town publishes these openings on the website, Facebook, and local newspaper. You may also request to serve on an existing subcommittee by filling out a form on the town website at:

<https://millinocket.org/government/committees-andboards/>.

January 9, 2025

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Danforth at 5:32 pm. Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Higgins, Mackin-Excused, McLaughlin, Pelletier. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, Public Works Director Bryan Duprey, Airport Manager Jeff Campbell, Presenters: none; Media: KAT Tv, Brian Brown-Zoom, 5 in person public attendance and 2 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Additions – Order #10-2025; Approval of Minutes: November 11, 2024 Organizational & Regular meeting and November 25, 2024 Regular meeting
Motion- Dumais, Second- Bragdon, Vote 6-0 *Council Comment:* none, Public Comment: none.;
Special Presentation(s): none; Unfinished Business: None.; Town Manager’s Report – none

ORDER #1-2025 PROVIDING FOR: Execution of the Town Warrant for January 9, 2025 IT IS ORDERED that the Town Warrant for January 9, 2025, in the amount of \$110,588.95 is hereby approved.

Motion-Dumais Second-McLaughlin Vote 6-0

Council Comment: Noted larger expenses: Bangor Savings Bank, Hol Tanner Associates, Industrial Protection services, Municipal Waste Solutions, Versant Power.

Public Comment: none.

ORDER #2-2025 PROVIDING FOR: Execution of the Wastewater Warrant for January 9, 202 IT IS ORDERED that the Wastewater Warrant for January 9, 2025, in the amount of \$407,203.27 is hereby approved.

Motion-Dumais Second-McLaughlin Vote 6-0

Council Comment: Noted larger expenses: Katahdin Motors, Olver Associates, T-Buck Construction.

Public Comment: none.

ORDER #3-2025 PROVIDING FOR: Execution of the Town Warrant for January 9, 2025 IT IS ORDERED that the Town Warrant for January 9, 2025, in the amount of \$438,565.83 is hereby approved.

Motion-McLaughlin Second-Bragdon Vote 6-0

Council Comment: Noted larger expenses: Arcadia Desing Works, Kevin Boynton, Dead River, Emery Lee & Sons, Hol Tanner, KAT Tv-passthrough, MMA-workers comp., Millinocket Memorial Library, New England Salt Co., Patrick Hunt, Stricker Medical, Town of East Millinocket-PD Contract.

Public Comment: none

ORDER #4-2025 PROVIDING FOR: Execution of the Wastewater Warrant for January 9, 2025 IT IS ORDERED that the Wastewater Warrant for January 9, 2025, in the amount of \$10,320.95 is hereby approved.

Motion-McLaughlin Second-Bragdon Vote 6-0

Council Comment: Noted larger expenses: MMA-workers comp.

Public Comment: none

ORDER #5-2025 PROVIDING FOR: Approval of an Application for an Entertainment License for Scootic In, INC. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Scootic In, INC, Business Address: 70 Penobscot Ave., Millinocket d/b/a Scootic In Restaurant, 70 Penobscot Ave., Millinocket.

Motion-Bragdon Second-Higgins Vote 6-0

Council Comment: none

Public Comment: none

ORDER #6-2025 PROVIDING FOR: Approval for an Application for a Malt, Vinous and Spirituous Liquor License for Millinocket Elks Lodge #1521 IT IS ORDERED that the Millinocket Town Council approves the attached application for a malt, vinous and spirituous liquor license is hereby approved for: Millinocket Elks Lodge #1521, Business Address: 213 Aroostook Ave, Mlkt d/b/a Millinocket Elks Lodge #1521, 213 Aroostook Ave, Millinocket.

Motion-Higgins Second-Dumais Vote 6-0

Council Comment: none

Public Comment: none

ORDER #7-2025 PROVIDING FOR: Approval of an Application for an Entertainment License for Millinocket Elks Lodge #1521. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Millinocket Elks Lodge #1521, Business Address: 213 Aroostook Ave, Millinocket d/b/a Millinocket Elks Lodge #1521, 213 Aroostook Ave, Millinocket.

Motion-Pelletier Second-Higgins Vote 6-0

Council Comment: none

Public Comment: none.

ORDER #8-2025 PROVIDING FOR: Authorization for Personal Property Tax Write-Off. IT IS ORDERED that the Millinocket Town Council authorizes the Tax Collector and/or Treasurer to write-off uncollectable personal property taxes totaling \$685.40 as of 1/7/2025 for the following business(s):

Name:	Amount:	Year:
Airport Cabins	\$19.38	2018
Automatic Vending & Games -	\$113.05	2018
Robert Duval -	\$32.30	2018
Ed Cyr & Sons -	\$80.75	2018
Fujifilm Medical System USA	\$3.87	2018
George Pelletier	\$436.05	2018
Total:	\$685.40	

NOTE: The Tax Collector's request to write-off Personal Property taxes is the result of the 2018 bills being over six years old and deemed uncollectable and/or billed in error and past the deadline for the Assessor to correct.

Motion-Dumais Second-Bragdon Vote 6-0

Council Comment: none

Public Comment: none.

ORDER #9-2025 PROVIDING FOR: Approval of a Reappointment of the Registrar of Voters IT IS ORDERED that Diana M. Lakeman is hereby appointed as Registrar of Voters for the Town of Millinocket. IT IS FURTHER ORDERED that this appointment is for a two-year period effective January 1, 2025 ending December 31, 2026.

Motion-Bragdon Second-Higgins Vote 6-0

Council Comment: none

Public Comment: none.

ORDER #10-2025 PROVIDING FOR: Acceptance of the Community Connector Grant IT IS ORDERED that the Millinocket Town Council accepts this \$9,607.00 from the Community Connector Grant the Town of Millinocket and the Fire Department partnered with Age Friendly Committee at a no cost share to the Town of Millinocket. NOTE: These funds will provide the following towards our fire department fire & life safety program for the community. CO/Smoke Alarms, Fall Prevention Materials, Fire & Life Materials

Motion-McLaughlin Second-Pelletier Vote 6-0

Council Comment: Chair Danforth on behalf of the Age Friendly Committee appreciates this grant allowing the fire department to have access to fire prevention programs and equipment to assist the community's needs.

Councilor Dumais inquires how many homes will benefit from this grant, Fire Chief Cote guesstimates 75-100 homes will benefit depending on situation with the availability of both fire alarms and batteries, Dumais inquires if hard wired alarms include battery replacement only, Cote informs yes.

Councilor Bragdon suggests with anticipation fire prevention safety programs available back in schools to start prevention knowledge at a young age, Fire Chief Cote acknowledges starting off fire prevention programs with smoke alarms project as a definite need, notes intention with continued partnership with Red Cross beyond grant assistance.

Public Comment: Thomas Malcolm 73 School Street/prior Fire Chief, please and honored Age Friendly committee got the fire preventions programs back as the communities had programs for many years prior ending in 2019 as they were determined not necessary to have, noting a lot of people will benefit and is a great way to show community support for fire prevention.

Reports and Communications: a. Warrant Committee for the January 23, 2025, Regular Council meeting will be Councilor Pelletier and Councilor Dumais in Councilor Bragdon's absence.

- a. Chair Committee Reports: Age Friendly Committee – Updates Katahdin Snow Down, 5th year running, scheduled for February 16th 1-4pm at the Recreation Complex; Pickleball nets request to Thri e Penobscot to replace nets with need to approximately 80 members; meeting January 14th at 1:15pm at its normal meeting place.

- b. Two Minute Public Comment: none

Motion to adjourn at 5:58 p.m. –McLaughlin, Second –Dumais Vote 5-2 (Pelletier/Dumais-Opposed)

Diana M. Lakeman Town Clerk 1/21/2025

January 16, 2025

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 5:31 pm by Chair Madore.

Roll Call:

Town Council Members Present:

Bragdon Mackin -Absent

Danforth McLaughlin

Dumais Pelletier

Higgins - Excused

Also in attendance: Town Manager Peter Jamieson, Code Enforcement Thomas Malcolm.

Order #11-2025 PROVIDING FOR: Executive Session of the Town Council

IT IS ORDERED that the Millinocket Town Council enter into executive session pursuant to Title 1 M.R.S.A. Section 405(6)(C) for Discussions o Economic Development.

Motion – McLaughlin Second – Pelletier Vote 5-0

Thomas Malcolm exited at 6:46pm;

Motion to Adjourn @ 7:20 pm –Councilor Bragdon,

Second- Councilor Pelletier

Vote 5-0

ORDINANCE #1-2025

PROVIDING FOR: An Adoption of the Amendment to Chapter 125, Part 2, XVIII Short-Term Rentals of the Code of the Town of Millinocket

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET that the attached Short Term Rental Ordinance is hereby adopted as Chapter 125, Part 2, Article XVIII, of the Millinocket Code.

IT IS FURTHER ORDAINED that the Town Clerk make appropriate changes to incorporate this chapter into the Millinocket Code and distribute new pages to all persons known to have a copy of the Code.

IT IS FURTHER ORDERED that this ordinance take effect 30 days after enactment.

First Reading: _____

Second Reading: _____

Effective Date: _____

Town Council:

Council Chair: _____

ATTEST _____

CHAPTER 125
PART 2
ARTICLE XVIII
SHORT-TERM RENTALS
(DRAFT 10-29-2024)

§125-133 Statement of Purpose

It is the purpose and intent of this ordinance to authorize and require the licensing and inspection of short-term rentals, as defined in § 3, to:

- A. Ensure the safety of the occupants of short-term rental units.
- B. Minimize the adverse impacts, including nuisance impacts, of short-term rental uses on surrounding neighborhood; and
- C. Provide a licensing program that enables the Town to monitor short-term rental uses and impacts within its geographic boundary. As well as providing a database of units and owner contacts in case of an emergency.

The Town recognizes that the operation of short-term rentals and the revenue it can make available to property owners may help make the Town affordable for people on fixed or limited incomes and may enhance and diversify the accommodation available to visitors and tourists. This ordinance attempts to strike a balance between the desire of property owners to use their properties for short-term rental use and the desire of the Town's residents to preserve the peaceful and quiet enjoyment of their neighborhoods.

§ 125-134 Applicability

- A. **Applicability.** This ordinance shall apply to any person intending to operate a short-term rental, as that term is defined in § 125-135. This Short-Term Rentals Ordinance initially applies to all zones established under Part 2 Article VI of this Zoning Ordinance.
- B. **Prohibited Short-Term Rentals.** Notwithstanding anything to the contrary in this ordinance, the following structures and uses shall not be operated as a short-term rental, as that term is defined in § 125-134: Travel trailers, vehicles, tents, and lean-tos.
- C. **Exempt Activities.** Notwithstanding anything to the contrary in this ordinance, the following structures and uses are exempt from the licensing requirements in § 125-136: Boardinghouses, rooming houses, bed-and-breakfasts, hotels or inns, motels, or tourist cabins, lodging houses, as those terms are defined in Article XVII § Transient Accommodations I through V; or similar commercial

lodging establishments that are subject to the site plan review requirements of Part 2 Article XI of this Zoning Ordinance.

§ 125-135 Definitions

For interpreting this Article XVIII, the following terms, phrases, words, and their derivations shall have the meanings given herein. Terms not defined shall have the meanings ascribed to them in Part 2 Article XVII or, if undefined therein, their customary dictionary meaning.

BEDROOM

A room within a dwelling primarily used by the occupants for sleeping.

OPERATE or OPERATION

To advertise, offer for rent, let, lease, use, control, manage, or otherwise operate a short-term rental.

PERSON

A natural person or a firm, association, organization, partnership, trust, company, corporation, joint venture, or other legal entity.

REVIEWING AUTHORITY

The Town's Code Enforcement Officer and/or their designee.

RESIDENCE

The dwelling where a natural person (i) registers as their address for tax and government identification purposes, and (ii) resides for more than half of the calendar year or is a member of the armed forces who is on active duty. The Town assessor's determination that a property is entitled to a Maine resident homestead property tax exemption pursuant to 36 M.R.S.A. §§ 682-686 is *prima facie* evidence of residency for purposes of this ordinance.

SHORT-TERM RENTAL

The operation of a short-term rental unit for dwelling, sleeping, or lodging purposes, for a period of less than 30 consecutive days to the same person or persons, in exchange for direct or indirect compensation is a short-term rental subject to this Ordinance. For purposes of this definition, a "short-term rental unit" is (i) a one-family dwelling or mobile home; (ii) a dwelling unit within a two-family dwelling, three-family dwelling, four-family dwelling, apartment building, multiple-unit housing, attached residential building, or mixed residential and commercial building; (iii) an accessory dwelling unit

(ADU); or (iv) any one or two bedrooms within any such short-term rental unit. Short-term rentals are classified as either hosted short-term rentals or non-hosted short-term rentals, as those terms are defined in this ordinance.

SHORT-TERM RENTAL, HOSTED

A short-term rental where the owner or operator resides on the premises where the short-term rental unit is located during any period when the short-term rental unit is occupied. For purposes of this definition, “resides on the premises” means uses, as the owner’s or operator’s residence, (i) a portion of the building within which the short-term rental unit is located; (ii) a dwelling unit located on the same lot as an accessory dwelling unit (ADU) if the ADU is the short-term rental unit; or (iii) an ADU located on the same lot as a dwelling unit if the dwelling unit is the short-term rental unit.

SHORT-TERM RENTAL, NON-HOSTED

A short-term rental where neither the owner nor the operator resides on the premises where the short-term rental unit is located as the owner’s or operator’s residence, whether on-site or off-site property management services are provided for the short-term rental unit. For purposes of this definition, “resides on the premises” has the meaning ascribed to it in the definition of “short-term rental, hosted.”

§ 125-136 Licensing

- A. License Required. Effective _____, 2025, no person shall operate a short-term rental without first obtaining a license pursuant to the requirements of this ordinance.
- B. Licensing Procedure. All administrative power and authority vested in the Town Council or Planning Board to grant or deny a short-term rental license required by this ordinance shall be delegated to the reviewing authority.
 - (1) Application. The owner or operator of a proposed short-term rental shall file a license application with the reviewing authority on forms provided by the office of the reviewing authority. The application shall include, at minimum:
 - (a) Fee. A non-refundable license fee equals \$100.00 for each short-term rental unit.
 - (b) Contact Information. The name, address, e-mail address, and phone number of the applicant, and, if different than the applicant, the contact information of the owner of the building in which the short-term rental unit is proposed to be located, along with written permission from said owner to operate the short-term rental unit. If the owner is a legal entity

other than a natural person, the name of all natural persons who have an ownership interest in the legal entity that is listed as the record owner of the property and the contact information of at least one of the named individuals.

(c) Property Location and Short-Term Rental Details.

- [1] The location, including the zoning district and street address, of the building where the short-term rental unit is proposed to be located.
- [2] A plan showing public streets adjacent to the street address, the location of buildings and improvements and an off-site parking area.
- [3] The number of proposed short-term rental units within the building.
- [4] Whether the short-term rental is proposed as a hosted or non-hosted short-term rental.
- [5] For hosted short-term rentals, documentation demonstrates that the applicant resides on the premises where the short-term rental unit is located as the applicant's residence during any period when the short-term rental unit is occupied.
- [6] For non-hosted short-term rentals, the name, phone number, and e-mail address of a natural person who is available 24 hours a day, 7 days a week, to respond within 60 minutes to any on-site emergency at the premises where the short-term rental unit is located during any period when the short-term rental unit is occupied.
- [7] For short-term rentals in any three-family dwelling, four-family dwelling, apartment building, multiple-unit housing, attached residential building, or mixed residential and commercial building where all of the dwellings units within the building are under the same ownership or under unified management or control, a written statement from the owner identifying which dwelling units (not to exceed 50%) may be used for short-term rental.
- [8] The number of off-street parking spaces available for each short-term rental unit.
- [9] The number of occupants for each short-term rental unit.
- [10] Whether each short-term rental unit is connected to the Town's wastewater treatment system or services by a subsurface wastewater treatment system and, if so, a copy of Maine Department of Human Services, Division of Environmental Health HHE-200 permit for each system
- [11] The number of bedrooms in each short-term rental unit.
- [12] Should the property owner wish to have or allow for campfires on the premises, those campfires must be permitted by the Millinocket

Fire Department and take place in a fire pit approved by the Millinocket Fire Chief.

The property owner must provide the Millinocket Fire Department and the Town's Code Enforcement Office with a written and signed statement should they choose to allow any tenants of their property to have permitted campfires as referenced in § 125-136 B. (1) (c) [12].

[13] Proof of Insurance. A certificate of insurance that expressly states that the building and property may be used for short-term rental purposes and evidence that property insurance and general liability insurance in a sufficient amount to cover liabilities arising from short-term rental use.

(2) Completeness Review. The reviewing authority shall review all licensing applications for completeness in the order that they are received and shall provide notice to abutting property owners pursuant to § 125-136.B(3). If an application is incomplete, the reviewing authority shall return the application to the applicant and explain the reason for the rejection in writing.

(3) Notice Abutting Property Owners. The reviewing authority shall provide written notice of each complete licensing application to the owners of record of all abutting properties. Such notice should include the location of the proposed short-term rental unit and a statement that the application is available for public inspection at the office of the reviewing authority. Records of all such notices shall be kept in file with the reviewing authority.

(4) Inspection.

(a) The reviewing authority shall conduct an inspection to determine whether the short-term rental unit and the building where it is located comply with applicable fire and life safety requirements, including but not limited to the following:

[1] Address. A building containing a short-term rental unit must have approved, contrasting address numbers placed in a location that is visible from the street.

[2] Storage and Trash.

Stairs, hallways, and entryways must be clear of any trash or personal belongings.

Combustible and flammable liquids and gases are not allowed inside the building or short-term rental unit unless they are in listed lockers.

There must be a covered container outside of the building for accumulated trash.

[3] Exits.

The building must have two well-lit exits.

Exits must not be blocked by snow, personal belongings, or in any other fashion.

Fire escapes, if any, must be in good condition and not blocked.

The building must comply with applicable fire and life safety codes.

[4] Electrical.

Extension cords are not allowed, except for temporary use (e.g., cleaning, construction).

Electrical panels must be easily accessed and covered, and fuses/circuits labeled and of the proper type.

Electrical receptacle boxes must have cover plates.

[5] Heating Equipment. Heating equipment must be in good working order with no fuel leaks (this includes oil tanks), properly vented and, in the case of an oil furnace/boiler, have an emergency shut-off switch.

[6] For short-term rental units located in apartment buildings:

Each apartment unit door must be labeled with a uniquely identifying number (e.g., Apartment 1, Apartment 2).

Electric-powered smoke alarms must be installed inside each bedroom, and on each level of the building (if applicable). Smoke alarms should be dated and replaced every 10 years.

At least one carbon monoxide detector (electric powered with battery back-up) must be in the building, located outside of the bedroom.

No gasoline or other flammable liquids and gases shall be stored in the apartment building.

At least one approved fuel gas detector shall be in every room that contains an appliance that combusts propane, natural gas, or liquified petroleum. S2469 Fuel Gas Detectors

At least one 5lb ABC fire extinguisher shall be installed near the exit of the unit.

[7] Space Heaters Prohibited. All space heaters, other than heat pumps, are prohibited in any building containing a short-term rental unit.

(b) The reviewing authority shall document the results of the inspection and shall inform the applicant in writing if the proposed short-term rental unit or the building in which it is located has failed the inspection.

(5) Unit Cap on Certain Short-Term Rentals. In any three-family dwelling, four-

family dwelling, apartment building, multiple-unit housing, attached residential building, or mixed residential and commercial building proposed to be used for hosted or non-hosted short-term rental where all of the dwellings units within the building are under the same ownership or under unified management or control, the number of short-term rental units in the building shall not exceed 50% of the total number of dwelling units within such building. The owner or operator of the building shall designate which dwelling units within the building may be used for short-term rental. For purposes of this provision “unified management or control” means a plan or process of ownership, management, or operation that exhibits characteristics of a unified management approach, including without limitation (i) unified management, control, or supervision; (ii) sharing common equipment, labor, services, or amenities; or (iii) common financing.

- (6) **Occupancy Cap.** Occupancy of each short-term rental unit is limited to two people per bedroom and if a short-term rental unit is serviced by a subsurface wastewater disposal system, the unit may not have more bedrooms than listed on the HHE-200 permit.
- (7) **Outstanding Taxes and Fees.** No license may be issued unless and until all outstanding real estate taxes, wastewater charges along with all interest and additional charges for each short-term rental unit have been paid.
- (8) It shall be a condition of each license that all advertising of short-term rental units for rent include the license number for the units being advertised for rent no matter what medium is used for the advertisement.
- (9) **License.** Upon a determination by the reviewing authority that a proposed short-term rental unit and the building in which it is located (i) comply with the occupancy cap requirements set forth in § 125-136.B(6) ; (ii) comply with the basic fire and life safety requirements set forth in § 125-136.B(4); and (iii) do not exceed the unit cap on certain short-term rentals pursuant to § 125-136.B(5), the reviewing authority shall issue a short-term rental license containing a unique license number to the applicant.

C. License Expiration; Renewal; Transferability.

- (1) **Expiration.** All short-term rental licenses required by this ordinance shall expire one year from the date when the license number was issued by the reviewing authority, unless revoked or suspended prior to expiration in accordance with § 6.

- (2) Renewal. Each license holder shall annually submit a license renewal application with the reviewing authority at least 30 days before the expiration of the prior year's license on forms provided by the office of the reviewing authority.
- (a) Renewal Application. The renewal application shall include, at minimum:
- [1] A fee as provided in § 4.B(1)(a).
 - [2] Updates to the information submitted on the original license application, or a statement that the information remains accurate.
 - [3] Proof of insurance as provided in §4. B(1)(d).
- (b) Completeness Review. The reviewing authority shall review all license renewal applications for completeness in the order that they are received. If an application is incomplete, the reviewing authority shall return the application to the license holder and explain the reason for the rejection in writing.
- (c) Inspection. As part of the review of a renewal application, the reviewing authority shall re- inspect the short-term rental unit and the building where it is located pursuant to § 4.B(4).
- (d) Renewal License. Upon a determination by the reviewing authority that the short-term rental has passed inspection, the reviewing authority shall issue a renewal of the short-term rental license to the license holder. A license renewal, when granted, shall be valid immediately following the issuance of renewal. A license holder who fails to obtain a renewal license prior to the expiration of the license must cease operating the short-term rental until a renewal license is issued.
- (3) Transferability. Short-term rental licenses and license numbers issued under this ordinance are not transferable to any new owner or operator of a short-term rental, nor shall short-term rental licenses or license numbers be transferable to another location. If a short-term rental is acquired, transferred, or purchased by a new owner or operator, the new owner or operator must file a license transfer application in accordance with the procedure set forth in § 125-136.C(2) for license renewals, and may not operate the short-term rental until the reviewing authority issues a notice of transfer of the short-term rental license to the new owner or operator.
- (4) Duty to Update. It is the responsibility of the license holder to submit updated information to the reviewing authority at any time that any information submitted on a license application change.
- (5) Posting Required. Upon the issuance of a short-term rental license number, the license holder shall post and maintain at each short-term rental unit, in plain sight to occupants, a notice containing the following information:
- (a) The license number.

- (b) The E-911 address of the premises where the short-term rental unit is located.
- (c) The name, phone number, and e-mail address of the license holder.
- (d) For non-hosted short-term rentals, the name, phone number, and e-mail address of a natural person who is available 24 hours a day, 7 days a week, to respond within 60 minutes to any on-site emergency at the premises where the short-term rental unit is located during any period when the short-term rental unit is occupied.
- (e) The following sentence shall be at the bottom of the posted notice in a minimum font size of 20:

“Are there health, safety, or other issues with this unit? If so, please contact the Code Enforcement Officer at 207-723-7000 X 2 or the Millinocket Town Office, 197 Penobscot Avenue, Millinocket, to file a complaint.”

§ 125-137 License Denial

The reviewing authority may deny any application for a short-term rental license, renewal, or transfer if the applicant fails to demonstrate compliance with any provision of this ordinance.

§ 125-138 Investigations; Violations; License Suspension or Revocation

- A. Violations. Violations of this ordinance include, but are not limited to, the following:
 - (1) Operating a short-term rental without a valid short-term rental license.
 - (2) Operating a short-term rental after the short-term rental license has expired or after a license holder has failed to submit a timely renewal or transfer application.
 - (3) Failure of an owner or operator of a hosted or non-hosted short-term rental to have available 24 hours a day, 7 days a week, a person to respond to on-site emergencies at the short-term rental.
 - (4) Providing materially incomplete or false information, including misrepresentations and omissions, in a short-term rental license, renewal, or transfer application.
 - (5) Failure, without good cause, to respond within 48 hours to inquiries made by the reviewing authority related to the operation or licensing of a short-term rental.
 - (6) Failure to allow the reviewing authority access to a short-term unit or units to investigate complaints).

- (7) Operating a short-term rental in a manner that endangers, or is reasonably likely to endanger, public health, safety, or welfare.
- B. Investigations. The Town's Code Enforcement Officer, or his designee, (collectively, the "Code Enforcement Officer") is responsible for conducting site and building inspections to ensure compliance with this ordinance at any time as necessary or appropriate and shall investigate all complaints of alleged violations of this ordinance.
- C. Notices of Violation; Petitions; Judicial Action.
- (1) Notice of Violation. If the Code Enforcement Officer, after investigation, determines that a person is in violation of any provision of this ordinance, the Code Enforcement Officer shall issue a notice of violation to the owner or operator of the short-term rental. The notice of violation must state the nature of the violation, the manner and time by which the owner or operator must abate such violation, and the owner or operator's right of appeal.
- (2) Petition to Suspend or Revoke License. If a person fails to abate or remedy any violation in the time and manner described in the notice of violation or if the Code Enforcement Officer determines that a violation endangers, or is reasonably likely to endanger, the public health, safety, or welfare, the Code Enforcement Officer shall petition the Board of Appeals to revoke or suspend the owner's or operator's short-term rental license.
- (3) Judicial Action. Notwithstanding the Code Enforcement Officer's right to petition the Board of Appeals pursuant to § 125-138.C(2), the Code Enforcement Officer may at any time institute, in the name of the Town, any judicial action or proceeding, including seeking injunctions, temporary restraining orders, and the imposition of fines, including attorney's fees, that the Code Enforcement Officer determines is appropriate or necessary to prevent, correct, restrain, or abate any violation of this ordinance that endangers, or is reasonably likely to endanger, the public health, safety, or welfare.
- D. Authority to Suspend or Revoke License. The Board of Appeals may revoke or suspend a short-term rental license at any time upon petition by the Code Enforcement Office pursuant to § 125-138.C(2) if, after notice and a public hearing, the Board of Appeals determines that a license holder has violated this ordinance or any other law, ordinance, regulation, license, or permit condition applicable to operating a short-term rental in a manner that endangers, or is reasonably likely to endanger, the public health, safety, or welfare.
- E. Notice of Hearing; Right of License Holder to be Heard. Prior to ordering the suspension or revocation of a short-term rental license, the Board of Appeals shall provide the license holder, at least seven days prior to the hearing date, notice of the time and place of the hearing at which the license suspension or revocation will be considered. At the hearing, the license holder shall be given an opportunity to hear the evidence in support of the charges against the license

holder and to be heard in the license holder's own defense.

- F. Term of Suspension; New License Required. The Board of Appeals may suspend a short-term license for any period that determines whether it is necessary or appropriate. When cause for a suspension has been removed or corrected and after a suspension term has expired, the holder of a suspended license must apply for and receive a new license in accordance with § 4.B to continue to operate the short-term rental.
- G. Violations are subject to the penalties in Part 2 Article XV § 125-121 and Title 30-A § 4452 as amended or replaced by similar legislation from time to time.

§ 125-139 Appeals

Any appeal from a final licensing decision of the reviewing authority or a notice of violation issued pursuant to this ordinance may be taken by any aggrieved party to the Board of Appeals pursuant to Part 2 Article XV of this Ordinance including payment of the fee required by Part 2 Article XV § 125-118. Further appeals or appeals of a license denial, suspension or revocation by the Board of Appeals made pursuant to this ordinance may be taken by any aggrieved party to the Superior Court in accordance with the provisions of Rule 80B of the Maine Rules of Civil Procedure.

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Millinocket

Maine's Biggest Small Town

Town Manager's Report – 1.23.25

Phone & Internet:

- Planning and design is in full swing for the Spectrum phone and internet upgrade. The Public Works garage and Fire Station have had fiber run into the building and installation surveys have been carried out at all locations included in Phase 1.
- This direct fiber internet and phone service will be a major improvement to our organizational operation. We will have a reliable, consistent high-speed internet connection and all phones at all locations will be interconnected on one phone system.

Window Install:

- Renewal By Anderson is scheduled to install our new Municipal Building windows January 27th through February 11th. Amber W. and I will meet with their installation team prior to the start date to go over expectations and the order in which we would like these windows to be installed with the goal of having as little impact as possible on the workflow of our team.
- I have communicated this schedule with the Court, and it fits well within their upcoming schedule.
- Reminder that this project was almost entirely funded by the State of Maine's Community Development Block Grant program, through the success of our Community Initiatives Director. The Town Council did approve a portion of funds above the grant funding to cover the difference in the cost of work over the grant award.

FY26 Budget:

- FY26 budget planning has begun!
- This massive team effort will consume much of the next 3 months with the expectation to culminate on final hearing and adoption on April 24th!
- All are encouraged to follow along as we work through the process.

Upcoming Presentations:

- Feb. 13th - Eastern Area Agency On Aging
- Feb. 27th - Millinocket Memorial Library (Quarterly Update)
- EMPD (Quarterly Update & 2024 Recap)

Respectfully Submitted,

Peter Jamieson, Town Manager.



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Department Updates:

Public Works:

- The public works and transfer site employees have completed their annual fire extinguisher held at the Millinocket Fire Dept
- Responded to several storms requiring plowing and sanding.
- Completed more brush cutting at the ski tow area
- Assisted in setting up the ski tow, more work is still required
- Trimmed and cut trees to reestablish a fire break around the Transfer site
- While we are doing our best to maintain the streets and sidewalks during the winter months, we ask that you remember our winter parking ban. Vehicles left on the streets prohibit us from effectively clearing snow from the travel lanes and parking stalls.
- Please give the large plow trucks room to maneuver. These trucks do have blind spots, and it is common to have to back-up at some intersections to make a second pass.
- Public works has had to clear multiple sewer plugs recently. The cause of all of them has been “baby wipes” or the like. These wipes, even if labeled as flushable, do not break down in water and will plug the Town’s sewer lines. Please refrain from flushing this as these plugs lead to backups.

Transfer Station:

- Our recycled material broker has found a market for newsprint, magazine and paperboard such as cereal boxes. We will be collecting those materials again. Please drop off these materials in the Recycling building at the transfer station.
- Tipping fees have increased again for solid waste. A ton of waste is now \$88 dollars at the landfill. Every ton of recycled material saves the Town that tipping fee, as well as a revenue for the material.
- 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.
-

Bryan Duprey – Public Works Director



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Airport:

- The G.A.R.D. system has recorded 46 aircraft operations as of 1-17-25.
- The new hangar being constructed is nearing completion and already has two aircraft parked in it.
- Winter operations have been challenging with the recent weather, the runway was ice covered and closed for a week.
- Taxiway design, engineering, and permitting is progressing nicely, preparing for construction this summer.
- Working with Town Manager to schedule meeting with representatives of the Maine delegation on the topic of revisiting data and funding strategies related to the runway reconstruction



Jeff Campbell, Airport Manager



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Code / Public Health & Safety

- Followed up on complaints received concerning items on properties around the community.
- Working with Age Friendly Millinocket and Millinocket Public Works, Millinocket Health and Safety is now doing the Sand Bucket Program and has started off with a great response again this year already exceeding last year's totals.
- Attended Webinar on LHO and Cannabis facilities.
- Continued follow-up inspections for permits that have been issued.
- Continued CEO training.
- Continue to work on additional CEO training.
- Issued permits to Our Katahdin for renovations at 230 Penobscot Ave. working with contractors as this project gets up to speed.
- Court date for 86 Eastland Ave. cancelled. Awaiting new court date.
- Started working with AZ Corp (Cianbro) on the new ER revitalization at MRH and plans for operations during construction on new part of building while keeping the existing portions in operation.
- Sent STR ordinance back into Town Council for their approval.
- Attended Winterfest meetings for the upcoming snowmobile parade and events.
- Attended training on Cannabis legal issues within a community around permitting and licenses.
- Attended DOL/BLS training at MFD.
- Met with gentleman that has purchased some land on outer Poplar Street looking to develop and possibly build a couple of homes.
- Working with numerous committees and events throughout the community.
- Working on Homeowners Guide to permitting and how it works as well as tips on when permits are needed.
- Spoke with Our Katahdin on development in old GNP site around zoning.
- Met with owners of lots on Medway Road with concerns about what they can build and zoning questions.
- Continued to work with DHHS on Fire and Life Safety issues and safety of rental units.
- Completed report on permits issues for the year 2024. Have continued to see numbers rising on permits being issued. (ATTACHED)

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



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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
- Overseeing the following projects:
 - Concept design of the Community Center
 - Arcadia Designworks i wrapping up the final product to present soon!
 - Brownfields Community Wide Assessment
 - Sevee and Maher continue their assessments.
 - Attended our monthly check-in with the EPA and Maine DEP
 - New Windows for the Municipal Building
 - Window installation is scheduled for January 27th-February 11th
 - Ski Tow Project
 - Tow Pro equipment install began.
 - A couple of setbacks were discovered. Seeking resolutions.
 - CDBG Façade Program
 - Continued to work on contracts and bid packages.
 - Met with awardees to go over contracts and outline the process of the projects.
 - Jobs went out to bid and will be opened 1/30:
 - Chamber of Commerce
 - Emery Lee and Sons
 - Spoiled
 - Millinocket Insurance
 - Yorks LLC
- Researched various grant opportunities.
- Applied to the Maine Resilience Partnership Community Action Grant for an electronic sign to be placed on Peddler's Hill, further enhancing Millinocket's communications with the public.
 - This is a zero-dollar match
 - Applied for \$54,120.00
- Completed re-enrollment into the Maine Resilience Partnership
- Submitted a FEMA application for new hoses, and PPE for Millinocket Fire/EMS Department with Fire Chief Cote.
 - Match of \$6,732.05 – Chief Cote has these funds set aside in budget.
 - Applied for \$134,641.00
- Attended an UMaine Community Sustainable Energy Team meeting.
 - Invited to speak/present at the 2025 Maine Sustainability and Water Conference in March



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- Worked on the following Community Events:
 - Christmas Tree Santas
 - Festival of Lights Parade
 - Santa's Visit to Granite St. Elementary School, Opal Myrick Elementary School & KidsPeace.
 - Millinocket's Independence Day Celebration
 - Snowdown

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include November 21, 2024, through January 17, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$3,936,744.68 were collected, which involved 3420 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** **Reports Attached*
 - **2nd Half Due Date: 1/29/2025; Interest Date: 1/30/2025**
- Tax Collector contacted Delinquent Personal Property account holders for past years taxes owed 2018 through 2024.
- January Sewer Billing – 2025 1st Qtr.; Bill Date: 1/29/2025; Interest Rate 8.5%.
 - Due Date: 2/28/2025; Interest Date: 3/3/2025
- Motor Vehicle reports current, reconciled, and submitted to BMV.
- December month-end reports for Vital Records, IF& Wildlife, and Dogs were reconciled and collected monies were submitted to all State agencies accordingly.
- Advertising – Ordinance, Closure Notices, Board/Committee vacancies.
- Marriage and Cemetery – Recording sales, deeds, maps, and electronic/card files.
- 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:

- November 5, 2024, General/Referendum & Municipal Elections: Completed all requirements by designated deadlines; Certified election results and Absentee ballot requests; Processed and finalizing election day voter registration reports. *Fun Fact: highest volume of new/update voter*



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registrations and Absentee Ballot requests to date; Completed last and final step - VPH (Voter Participation History) and submitted by deadline.

Other Items:

- Boards/Committees: Recreation Advisory Committee: (1) Member Seat for Three-year term, (1) Partial Term (Alternate Seat) to expire 4/2026; Personnel Appeals Board (1) Partial Term to expire November 2026; Board of Assessment Review (1) Member Seat for Three-year term; Board of Appeals (1) Member Seat for Three-year term.
- 2025 Transfer Site Permits available - **\$20 fee** for Millinocket & contracted County residents.
- 2025 IF & Wildlife Licenses – Now Available: Game, Snowmobile, & Boat.
- 2025 Dog Licenses – Rabies Certificates Required for filing; New Online Program-Online Portal program for Dog Owner convenience coming soon; ***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

Assessing:

- Continuing to work on final stages of re-val.
- Completing mandatory state reporting.
- Planning for revision of Comp Plan with Town Manager. Updates to come!

Lorna Thompson – Tax Assessor

Fire & Ambulance:

- The Fire Dept and Age Friendly received a grant in the amount of \$1,237.00 from the Maine Forest Service Volunteer Fire Assistance Program.
- 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 Fire Protection Commission Live Fire Training Facility Grant Meeting.
- Chief Cote hosted the quarterly TIMS (Traffic Incident Management Systems) Meeting.
- Chief Cote has met with Maine EMS and conducted a SWOT Analysis as part of the Community Paramedic Grant.



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- Chief Cote conducted the 2025 Annual BLS Training with the Fire & Ambulance, Airport, Public Works, & Transfer Departments Staff.
- The Fire Department held their annual supper meeting for all department members.
- Department members are starting to go through the annual respiratory fit testing and medical clearance requirements.
- Department Members held an annual refresher on snowmobile rescues and ice water rescue.
- Chief Cote is working with Allegiance on the arrival of the new Engine and equipment.
- Chief Cote has applied for a gear extractor through the Maine Fire Protection Commission Cancer Reduction Grant.
- Chief Cote is collaborating with Penobscot EMA and critical infrastructure sites throughout town to have the 1st Net Cell Boosters installed.
- Chief Cote is collaborating with the American Red Cross and Millinocket Memorial Library to coordinate the Red Cross Fire Prevention Program for the end of the month.
- Chief Cote is working on getting things set up for the Fire & Life Safety Program through the Community Connector Grant with a kickoff date to start in February.
- Chief Cote worked with Dr. Turnquist, Department Medical Director, and the Town Manager on long-distance transfer issues and staff shortages.
- Chief Cote has worked with MRH on EMS operation changes with the construction.
- Chief Cote has created a new fire response plan for Millinocket Fire & Mutual Aid Partners when responding to MRH during the construction work.
- Chief Cote has completed all the end of year reports for the Fire & Ambulance Department and is currently working with those members who need to relicense this year for their EMS License.
- 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.
- Two Fulltime Firefighter/EMS Openings available.
- One FF/Paramedic out for an on-the-job injury, unknown at this time how long personnel will be out.

Jon Cote – Fire Chief

Recreation Department:

EMPD:

Millinocket Memorial Library:

ADDITIONAL DOCUMENTS PROVIDED:

SEE ATTACHED REPORT

SEE ATTACHED REPORT

SEE ATTACHED REPORT

CLERK'S OFFICE RECEIPTS REPORT

FIRE & AMBULANCE – NOVEMBER CALLS

FIRE & AMBULANCE – DECEMBER CALLS

CODE ENFORCEMENT – 2024 PERMITS REPORT



53 Main St., East Millinocket, ME 04430

Department updates as of 1/17/2025:

- Our regular basketball season will be coming to a close this month as well as our Eastern Maine Basketball League. All Stars is starting up with a season close by the end of February. We can't thank all our coaches, players, refs, and volunteers enough for their assistance and dedication to this program. Thank you!
- We served 109 meals at our December senior dinner, and 74 meals at our January dinner. Our next senior dinner is February 24th (Chicken Pot Pie) at the East Millinocket Rec Hall – served at 12:00pm - take out is available starting at 12:15pm (this includes town employees) Food takes precedence to those dining in house.
- Since the last report, our banquet hall is now back in compliance with our stair lift which is working well and ready for use when needed.
- We provided two units in the Millinocket Festival Lights Parade over the holidays. Thank you to Santa's elves that assisted us with decorating the trucks! We participated in passing out Christmas Trees with Millinocket's Community Initiatives Director Amber Wheaton and Our Katahdin. We also received some letters to Santa, one of which with a return address and was able to assist the Reindeer gang with delivering a donated toy and hat/gloves to an East Millinocket child.
- Our social media page continues to be very active, and our website is up to date with current information. For example, we now have News Center Maine actively following our content.
- Regionally, our Snowmobile trails are mostly closed. This is a tough time for winter recreation, but we ask on behalf of the clubs that their hard work is respected until we have enough groomable snowpack to open the trails. Please be patient, and think snow! Stay tuned for regional Winterfest activities coming up in February.
- Our Ice Rink in Millinocket is open and is open to the region. Have been busy hiring staff, assisting in the maintenance of the complex, and coordinating scheduling. We are open Wed - Fri 4pm to 8pm Free Skate, and Sat/Sun 12pm to 2pm Stick/Puck, and 2pm to 8pm Free Skate.
- Additional progress has been made for the ski tow project, with additional work performed at the site on Jan. 16th. We thank crews from Public Works, Pine State Electric, and our staff for all the assistance in the cold temperatures moving this project along.
- Added extra Open Gym sessions over winter break, and working in these extra gym times during school vacations in both East Millinocket and Millinocket.
- We started a new program Senior Socials that kicked off Jan. 8th. These socials are held in the rec/banquet hall from 9:00am to 11:00am on Wednesdays. We'll have the radio on with cards, coffee, and cribbage at the ready. All are welcome and this program is open to the region.

Respectfully submitted,
Cody McEwen
Recreation Director



East Millinocket Police Department



125 Main St East Millinocket ME 04430
Telephone (207)746-3555 Fax (207)746-3557
www.eastmillinocketpolice.com

Memo

To: Town Manager Peter Jamieson
From: Corporal Bradley Fitzgerald
Ref: Department Update
Date: January 16, 2025

Calls For Service (Year of 2024)

- Total Calls = 11,895
 - o Millinocket = 7,089
 - o East Millinocket = 2,683
 - o Medway = 1,999

We completed 2024 with another record-breaking year with call volume that again increased. I want to recognize the hard work of all of our officers as they dealt with high call volume and we have done so with being short staffed. Over the next couple weeks, we will finalize all reports and get a complete break down of the calls for service, arrests, etc. These statistics will be provided in person in an upcoming meeting in February

We held our department meeting and training in mid-December and all officers have completed their 2024 MCJA mandatory trainings as well as yearly recertification trainings for taser and firearms. We decided it was important to recognize the work of our officers and created department awards to present for their work in 2024. The winners of the awards were voted on by their peers.

- Sgt Jesse Gee – Officer of the Year
- Ofc Charles Edson – Community Policing Officer of the Year
- Ofc Jordan Knappe & K9 Derby – Rookie of the Year
- Cpl Bradley Fitzgerald – Captain Peter Larlee Dedication Award

Ofc Knappe successfully completed his MCJA PT Test and he will attend the BLETP in January and will graduate in May. We still currently have 3 vacant patrol positions. One do have one potential applicant who is beginning the hiring process.

East Millinocket Police Department

Officers started off 2025 with VERY busy New Years Eve with 3 arrests that all lead to transports to PCJ. Charges included drugs, violation of bail, resisting arrest, disorderly conduct, and DV assault. Sgt Clayton and K9 Derby were also called to assist PCSO in Mattawamkeag on a traffic stop. K9 Derby led officers to a large amount of drugs and cash. In first few days in 2025 we have had 5 trips to PCJ.

December was a busy month with another successful Millinocket Marathon. I want to thank Chief Cote, who worked alongside me for several months with the planning of our Marathon operations and were able to again have a safe, successful event with little incidents. This event continues to grow every year and the continued coordination and cooperation among public safety agencies in our region and beyond helps make this a great community event. Officers were also busy participating in multiple holiday community events to include the Festival of Lights Parade and the Red Knights Santa event.

Ofc Edson has begun teaching the DARE Program in the Millinocket and Medway schools and this has been very well received. He is also looking at alternative programs to bring to higher grade levels at the Middle School and High School in Millinocket.

We were able to auction two retired patrol vehicles and with the money received from the auction of both vehicles we will be looking to update station computers, printers and associated hardware as our current computers are nearing 7-8 years old. We have begun to have many problems with the computers and these are obviously crucial pieces of equipment.

As we have discussed before, we were selected as one of multiple agencies to be a part of Congressman Golden's Law Enforcement Modernization funding project. This funding was passed back in March 2024. We received word this week that we are slated to received \$94,000 for this project. This will allow us to purchase body cameras to include applicable software and cloud storage for 5 years. We will also be able to purchase a TruNarc which is a handheld narcotics analyzer which is used to identify multiple controlled substances, including narcotics, synthetic drugs, cutting agents and precursor chemicals in a single test without direct contact for most samples. TruNarc tests are very beneficial in the prosecution of drug cases and are also much safer for officers to use when tested suspected drugs. These devices are nearly \$40,000 so this grant funding is crucial for our agency to obtain one. Previously we would have to drive drug evidence to Bangor to be tested as that is the closest device.

We also want to recognize and thank the Town of Millinocket, Manager Peter Jamieson and the Town Council for their continued support. The increased communication and cooperation helped make 2024 successful and we look forward to the same in 2025.

Respectfully,

Bradley Fitzgerald

Corporal Bradley Fitzgerald

East Millinocket Police Department

Millinocket Memorial Library Director's Report

December 2024/January 2025

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 1.16.2025



LIBRARY UPDATES

Programs

Recent programs have included an information session with Penquis about local transportation options, the first meeting of our nature-based book club, weekly teen crafting programs, and our annual February vacation camp for kids grades 2-5 with the Outdoor Sport Institute.

Upcoming programs include two snowshoe outings through the Katahdin Gear Library, bi-monthly Coffee & Chat social hours for seniors, and an information session with Efficiency Maine about available rebates.

Fundraising

Our annual fundraising appeal wrapped up at the start of January. We brought in about \$35,000 to support library operations from 142 donors. We are grateful to everyone in the community who contributed to the appeal.

Our Fundraising Friends Committee has begun planning a large fundraising and outreach event this summer to celebrate the library's 10-year anniversary of being a nonprofit, acknowledge the leadership of those who fought to keep our doors open, and invite people into the space to hear stories about the library and the community over time. The event is scheduled for the afternoon of July 5th, in an effort to capitalize on Independence Day visitors. We'll have more details to share soon.

Finance

We have secured a volunteer financial consultant to assist the library with financial planning over the next couple of months. Our goal is to better understand the library's financial needs and goals, in alignment with our strategic plan, over the next 3-5 years. I will share findings from this process with the Town Council this spring.

We're exploring options to contract out some of our bookkeeping and payroll. I'm hopeful that this will increase the efficiency of our processes and free up staff time for more community-based work.

Operations & Staff

The library is piloting a Circulation Desk substitute model this winter that will allow us more flexibility in scheduling and make it easier for us to offer extended evening hours in the summer once again. So far, we have hired two substitutes and have begun training. In addition, our Collections Specialist, Heather Hurley, will be moving away from the area this spring, so we are reassessing other aspects of our staffing model to see what makes sense in 2025 and beyond.

The Help Desk

The Help Desk continues to assist people in the community with urgent unmet basic needs. We've fielded some intense calls this month, including people in need of emergency shelter and heating assistance, and the existing resources to meet these needs is inadequate. In response to the need for heating assistance in particular, we've helped launch a Tri Town Emergency Heating Fund through Our Katahdin and intend to provide some grant-writing support to get it off the ground.

With support from a grant from the Public Library Association, we'll be able to offer some new technology classes beyond our 1-1 appointmentd this spring, including classes for small business owners such as graphic design basics.

LIBRARY STATISTICS

Patrons	December 2024	November 2024	Change	December 2023	
Cardholders	3004	2989		15	2772
Adult Cardholders	2353	2344		9	2153
Youth Cardholders	639	639		0	615
Millinocket Resident Cardholders	2237	2229		8	2082
Out of State Cardholders	72	73		-1	79

Circulation	December 2024	November 2024	Change	December 2023	
Active Cardholders	362	397		-35	322
Circulation	1040	1058		-18	851
Active Cloudlibrary Users	33	34		-1	34
Imagination Library Users	188	184		4	170

Program Engagement	December 2024	November 2024	Change	December 2023	
Library Website Visits	1880	1723		157	1726
Facebook Likes	2014	2007		7	1784
Instagram Followers	718	719		-1	671
Adult Programs	Data delayed	7			4
Adult Program Attendance	Data delayed	36			18
Children's Programs	Data delayed	5			5
Children's Program Attendance	Data delayed	44			47
Community Meetings	12	7		5	7
Community Meeting Attendance					
	102	45		57	55
Foot Traffic	1627	1570		57	1477
Library Volunteer Hours	140	152		-13	159
Number of Reportable Incidents	2	4		-2	2

Facilities	December 2024	November 2024	Change	December 2023	
Hours Open	154.0	150.5		4	140
Computer Sessions	164	173		-9	163
Public Meeting Room Use	110	100		10	97
EV Charges	1	9		-8	5
Wifi Connections	No data- router issue	581			624

Receipt Search Report

Actual Date Between 11/21/2024 and 01/17/2025, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
1 MOTOR VEHICLE	1	15.50
2 BOAT REGISTRATION	13	737.40
3 ATV REGISTRATIONS	5	388.75
4 SNOWSLED REG	181	16,366.39
5 GAME LICENSES	153	7,044.50
6 DOG LICENSES	301	2,124.00
7 CODE ENFORCEMENT	15	1,183.00
8 ASSESSING MISCELLAN	2	2,230.40
11 TRANSFER SITE	1	1,042.00
12 TRANSFER SITE RECYC	1	16,882.60
15 AIRPORT	2	1,751.45
16 AIRPORT EXC/SALE TX	2	110.00
19 BD CHECK & WASH ACC	1	25.00
22 ADM COPIES /AUDIT	5	10.50
24 ADMIN	2	6,467.10
26 NOTARY FEES	23	155.00
30 REV SHARING/BETE	3	638,945.45
32 LRAP	1	52,604.00
39 AMB AR COLLECTIONS	2	396.13
40 GRANTS	1	3,000.00
41 CLERK'S OFFICE	3	-0.08
42 CDBG MLKT HIST SOC	2	931.72
47 FIRE DEPT	1	9,607.00
50 MUNICIPAL BLDG	2	4,666.66
52 FIRE & AMBULANCE MISC	1	2,625.00
53 AMBULANCE PAYMENTS	29	5,321.49
54 AMULANCE CR CARD PAYMENTS	2	427.18
55 PUBLIC WORKS ADMIN	2	25.00
61 SCHOOL APCON 2597	7	2,765.33
62 SCHOOL REVENUE 2597	27	1,229,575.56
63 VIC/ENT/PED/VND/BUS	2	50.00
65 PUBLIC WORKS/EXPENS	3	2,446.52
66 RECREATION	1	14.95
70 SCHOOL PAYROLL TAX	11	135,120.09
74 CEMETERY BILLING	2	500.00
79 CODE ENFORCEMENT	1	140.00
81 FRINGE BENEFITS	5	303.70
90 Real Estate Payment	823	1,156,385.96
91 Tax Lien Payment	33	28,410.81
92 Personal Property Payment	41	396,293.31
94 Utility - Sewer Payment	634	54,604.15
95 Utility - Sewer Lien	29	6,094.79

Receipt Search Report

Actual Date Between 11/21/2024 and 01/17/2025, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
99 Motor Vehicle	457	128,707.66
100 WASTE WATER PR TAX	9	7,994.27
101 ELECTION-REIMBURSE	2	597.44
111 TRANSFER STICKER TO	434	8,770.00
112 TRANSFER STICKER UN	88	1,722.00
801 Death Certificate	12	426.00
802 Birth Certificate	35	591.00
803 Marriage Certificate	7	148.00
	3420	3,936,744.68

Non Zero Balance on All Accounts

Tax Year: 2025-1 To 2025-2

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
530 R	WP REAL ESTATE, LLC	2025	1,713.96	0.00	1,713.96
334 R	WP REAL ESTATE, LLC.	2025	1,835.40	0.00	1,835.40
1156 R	WP REAL ESTATE, LLC.	2025	1,954.08	0.00	1,954.08
1765 R	WYMAN, GERTRUDE D	2025	2,031.36	2,029.90	1.46
1316 R	WYMAN, JUSTIN G	2025	1,769.16	884.58	884.58
1317 R	WYMAN, JUSTIN G	2025	1,471.08	735.54	735.54
1318 R	WYMAN, JUSTIN G	2025	1,838.16	919.08	919.08
1119 R	YATES, TERRY S &	2025	1,581.48	790.74	790.74
1139 R	YATES, TERRY S &	2025	38.64	19.32	19.32
195 R	YORK, AGNES R &	2025	1,523.52	0.00	1,523.52
434 R	YORK, ANTHONY G	2025	1,115.04	557.52	557.52
545 R	YORK, CHAITANYA E	2025	2,185.92	1,092.96	1,092.96
1871 R	YORK, JENNIFER L (NUTTING)	2025	1,324.80	0.00	1,324.80
2008 R	YORK, KERI J	2025	891.48	0.00	891.48
1105 R	YORK, MELISSA L	2025	2,379.12	1,189.56	1,189.56
900 R	YORK, MICHAEL TROY JR	2025	1,857.48	0.00	1,857.48
867 R	YORK, NIKKI-JO	2025	1,998.24	0.00	1,998.24
2357 R	YORK, RICHARD G	2025	4,904.52	2,456.53	2,447.99
1474 R	YORK, RUDY R	2025	2,456.40	1,228.20	1,228.20
1289 R	YORK'S ENTERPRISES LLC	2025	2,315.64	1,157.82	1,157.82
2354 R	YORK'S ENTERPRISES LLC	2025	215.28	107.64	107.64
1337 R	YOUNG, GEORGE W JR	2025	2,693.76	1,346.88	1,346.88
1875 R	YOUNG, PETER G &	2025	1,137.12	568.56	568.56
Total for 1195 Bills:	1195 Accounts		2,741,320.32	1,130,168.14	1,611,152.18

Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	6,817.20	0.00	0.00	6,817.20
C - Correction	-5,345.84	0.00	0.00	-5,345.84
P - Payment	1,093,820.35	0.00	0.00	1,093,820.35
Y - Prepayment	34,876.43	0.00	0.00	34,876.43
Total	1,130,168.14	0.00	0.00	1,130,168.14

Non Lien Summary

2025-1	1195	1,611,152.18
Total	1195	1,611,152.18

No Bills 0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
--------------	----------	-------------

Non Zero Balance on All Accounts

Tax Year: 2025-1 To 2025-2

Personal Property

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
57 P	PLOURDE, JAMES S	2025	229.08	114.54	114.54
155 P	PREBLE OIL CO	2025	24.84	12.42	12.42
86 P	RC MANAGEMENT COMPANY LLC	2025	6,659.88	3,329.94	3,329.94
307 P	REDBOX AUTOMATED RETAIL LLC	2025	85.56	0.00	85.56
405 P	REV LIMIT REPAIR LLC	2025	55.20	0.00	55.20
33 P	RIDEOUT, GARY	2025	883.20	441.60	441.60
282 P	SURPRENANT DAVID & LUISA	2025	855.60	0.00	855.60
186 P	THREE RIVERS HOLDINGS LLC	2025	463.68	231.84	231.84
264 P	TOGUE POND COMPANY	2025	5,020.44	2,510.22	2,510.22
2212 P	WCIORKA-ROWE, MARIA	2025	471.96	235.98	235.98
2221 P	WEST BRANCH WELLNESS LLC	2025	220.80	0.00	220.80
77 P	WILEY, JOHN	2025	339.48	169.74	169.74
Total for 58 Bills:		58 Accounts	183,329.14	95,113.09	88,216.05

Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	-33.12	0.00	0.00	-33.12
P - Payment	95,138.01	0.00	0.00	95,138.01
Y - Prepayment	8.20	0.00	0.00	8.20
Total	95,113.09	0.00	0.00	95,113.09

Non Lien Summary

2025-1	58	88,216.05
Total	58	88,216.05

No Bills 0.00 0.00 0.00

Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0	0.00
--------------	----------	-------------

Total for 58 Bills: 183,329.14 95,113.09 88,216.05



Millinocket

Maine's Biggest Small Town

TOWN OF MILLINOCKET

The Millinocket Town Council is asking for volunteers to serve on the following board(s):

Personnel Appeals Board: One (1) Partial seat for a two-year term to expire November 2026.

Recreation Advisory Committee: One (1) Member seat for a three-year term; One (1) Alternate seat for a Partial term to expire April 2026.

Board of Assessment Review: One (1) Member seat for a three-year term.

Board of Appeals: One (1) Member seat for a three-year term

Any resident wishing to serve on a Town board is urged to pick up an application at the Town Clerk's Office or visit the town's website millinocket.org. Submit completed applications by email to the Town Clerk townclerk@millinocket.org, in person, drop box or mail, to: Town of Millinocket 197 Penobscot Ave. Millinocket, ME 04462. Feel free to email the Town Manager manager@millinocket.org or Town Clerk with inquiries.



FIRE AND AMBULANCE RUNS REPORT FOR NOVEMBER 2024

AMBULANCE

Local BLS: 31

Local ALS: 13

Local No Transport: 8

Out of Town BLS: 3

Out of Town ALS: 2

Out of Town No Transport: 3

Police Stage: 2

Public Assist: 6

CHIEF OFFICER CALL IN NO STAFFING: 5

Lost Calls BLS: 7

Lost Calls ACLS (Paramedic): 12

FIRES

Building Fire (Kitchen)- 1

Building Fire (Electrical)- 1

Chimney Fire- 2

Oil Spill-1

Commercial Fire Alarm Activation- 1

CO Alarm- 1

Motor Vehicle Accident with No Injuries- 1

Mutual Aid to East Millinocket- 1

Wires Down- 6

Unauthorized Burning-1

Public Assist- 2

Aid to the Ambulance- 3

Chief Jonathan P. Cote
Millinocket Fire Department
fire.ems@millinocket.org



FIRE AND AMBULANCE RUNS REPORT FOR DECEMBER 2024

AMBULANCE

Local BLS: 31

Local ALS: 13

Local No Transport: 8

Out of Town BLS: 3

Out of Town ALS: 2

Out of Town No Transport: 3

Police Stage: 2

Public Assist: 6

CHIEF OFFICER CALL IN NO STAFFING: 5

Lost Calls BLS: 7

Lost Calls ACLS (Paramedic): 12

FIRES

Building Fire (Camp T1 R8WELS-Penobscot County)-1

General Fire Activation-2

Motor Vehicle Accident with Injuries-2

Flooded Basement-1

Utility Problem-2

Aid to the Ambulance- 3

Assist Police Dept-2

Juvenile Fire Setter- 1

Public Assist-3

Unauthorized Burning-2

Chief Jonathan P. Cote
Millinocket Fire Department
fire.ems@millinocket.org



Millinocket

Maine's Biggest Small Town

2024 Code Enforcement Permit Summary

Permit Type	Number Issued
Alteration	51
Principal Structure	7
Accessory Structure	8
Demolition / Moving	15
Sign	5
Fence	15
Electrical	84 (40 Solar)
Plumbing	11
Yard Sale	30
Certificate of Occupancy	6
Site Plan – Minor	1
Site Plan – Major	1
Medical Marijuana Dispensary	1
Subsurface WWT	1
Total Permits Issued	236
Total Permit Revenue	\$11,651.00

ORDER #12-2025

PROVIDING FOR: Execution of the Town Warrant for January 23, 2025
IT IS ORDERED that the Town Warrant for January 23, 2025, in the amount of \$389,224.69 is hereby approved.

Passed by the Town Council _____

Attest: _____

**TOWN OF MILLINOCKET
WARRANT SHEET**

JANUARY 23, 2025

TOWN# 197

TOWN AP WARRANT JANUARY 23, 2025 \$389,224.69

TOTAL \$389,224.69

A / P Check Register

Bank: BANGOR SAVINGS A/P

Type	Check	Amount	Date	Wrnt	Payee
R	36539	300,000.00	01/23/25	197	2313 ALLEGIANCE FIRE & RESCUE
R	36540	876.81	01/23/25	197	2095 AMBULANCE MEDICAL BILLING
R	36541	158.76	01/23/25	197	0064 BERNSTEIN, SHUR, SAWYER & NELSON
R	36542	351.80	01/23/25	197	0869 BIDDEFORD INTERNET CORPORATION
R	36543	8.76	01/23/25	197	0229 CARQUEST AUTO PARTS
R	36544	37.50	01/23/25	197	1911 CULLEN, KATIE
R	36545	479.38	01/23/25	197	0157 DEAD RIVER
R	36546	1,321.25	01/23/25	197	1775 DESIGNLAB, LLC
R	36547	705.00	01/23/25	197	2311 DEVAN M. HARTLEY-MICHAUD
R	36548	507.56	01/23/25	197	0222 FREIGHTLINER OF MAINE, INC.
R	36549	680.25	01/23/25	197	1629 GATEWAY PRESS
R	36550	217.76	01/23/25	197	0235 GILMAN ELECTRICAL SUPPLY
R	36551	92.88	01/23/25	197	0250 HANNAFORD
R	36552	49.13	01/23/25	197	1488 HASKELL, LORRI L
R	36553	14,866.82	01/23/25	197	0805 HOYLE, TANNER & ASSOCIATES
R	36554	311.21	01/23/25	197	1903 KATAHDIN TRUE VALUE
R	36555	200.00	01/23/25	197	0365 LINCOLN RENTAL SYSTEMS INC.
R	36556	42,760.10	01/23/25	197	0037 MAINE WATER COMPANY
R	36557	402.28	01/23/25	197	1259 MATHESON TRI-GAS, INC.
R	36558	1,049.00	01/23/25	197	0451 MILLINOCKET INSURANCE AGENCY
R	36559	1,109.73	01/23/25	197	0471 MUNICIPAL REVIEW COMMITTEE, INC
R	36560	6,109.83	01/23/25	197	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	36561	2,844.24	01/23/25	197	1680 NEW ENGLAND SALT CO. LLC
R	36562	30.00	01/23/25	197	0511 OAK GROVE SPRING WATER CO.
R	36563	43.99	01/23/25	197	1669 OFFICE DEPOT, INC
R	36564	121.00	01/23/25	197	2206 ORKIN
R	36565	2,262.25	01/23/25	197	2225 OUELLETTE NICOLAS P
R	36566	4,451.21	01/23/25	197	1596 PREBLE OIL COMPANY
R	36567	95.00	01/23/25	197	0584 REGISTER OF DEEDS
R	36568	131.08	01/23/25	197	0636 SOUTH-WORTH MILTON, INC.
R	36569	66.90	01/23/25	197	1668 STANLEY'S AUTO CENTER LLC
R	36570	6,196.95	01/23/25	197	1502 VERSANT POWER
R	36571	686.26	01/23/25	197	2238 WITMER PUBLIC SAFETY GROUP, INC
Total		389,224.69			

Count

Checks	33
Voids	0

ORDER #13-2025

PROVIDING FOR: Execution of the Wastewater Warrant for January 23, 2025
IT IS ORDERED that the Wastewater Warrant for January 23, 2025, in the amount of \$40,060.34 is hereby approved.

Passed by the Town Council _____

Attest: _____

**TOWN OF MILLINOCKET
WARRANT SHEET**

JANUARY 23, 2025

WW# 196

WW AP WARRANT	JANUARY 23, 2025	<u>\$40,060.34</u>
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TOTAL	\$40,060.34
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A / P Check Register

Bank: KEY BANK WW A/P FD 3

Type	Check	Amount	Date	Wrnt	Payee
R	11156	850.00	01/23/25	196	0009 CLEARWATER LABORATORY
R	11157	866.90	01/23/25	196	0157 DEAD RIVER
R	11158	50.00	01/23/25	196	0204 HALE, EVERETT E.
R	11159	50.00	01/23/25	196	2075 INGALLS JASON M
R	11160	285.75	01/23/25	196	0374 MAINE OXY ACETYLENE SUPPLY CO.
R	11161	400.00	01/23/25	196	0451 MILLINOCKET INSURANCE AGENCY
R	11162	21,128.40	01/23/25	196	0456 MILLINOCKET, TOWN OF
R	11163	275.04	01/23/25	196	1819 NAPA AUTO PARTS
R	11164	352.32	01/23/25	196	1596 PREBLE OIL COMPANY
R	11165	323.00	01/23/25	196	0584 REGISTER OF DEEDS
R	11166	452.00	01/23/25	196	0717 TREASURER, STATE OF MAINE
R	11167	80.50	01/23/25	196	1057 USA BLUE BOOK
R	11168	14,946.43	01/23/25	196	1502 VERSANT POWER
Total		40,060.34			

Count

Checks	13
Voids	0

ORDER #14-2025

PROVIDING FOR: Approval of Application for Re-Appointment to the Board of Appeals

IT IS ORDERED that the Millinocket Town Council approves the re-appointment of Richard Angotti to the Board of Appeals for a three-year term to expire March 2028.

Note: Angotti’s term expires 3/2025 and his application was received on 1/17/2025. If approved, the board has one full seat available for full commitment (T.Leavitt/Vacant).

Passed by the Town Council _____

Attest: _____

Level 1/17/25

Town of Millinocket
Application for Boards & Committees

**IMPORTANT COMMITTEE TO ADVISE THE MUNICIPALITY ON MATTERS
PERTAINING TO SPECIFIC MUNICIPAL DEPARTMENTS**

Committee/Board: board of appeal

In order to assess the interest related to this committee, please complete this brief application.

Date: 1-17-2025

Name: Richard W Angotti Address: 222 Katahdin Avenue

Telephone Numbers: Day Time: 207-217-0385 Evenings: 207-723-5947

Email Address: richard.angotti@gmail.com

Why are you seeking to become a committee representative? To continue to serve
my community

What talents/skills do you feel you would bring to this position? As a former Army Corp of Engineers and as a supervisor at Great Northern
Paper company, Councilor, manager, code officer, I bring 50 years of
knowledge serving my country, community church and family

What do you feel is the responsibility of this board/committee? to protect the integrity of the town and its personnel

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? former interm town manager
former code officer, former school board member, former town councilor, former
planning board member, former transportation commission member, board of
trustees first congregational church, Region III board of directors 1976 -2025

What have you to offer to this committee which our Town can use in this important undertaking? my knowledge of state statutes as well as my commitment to a
fair due process to all

When are you available to meet, please specify?

Weekday any evening that I do not A.M. _____ P.M. X
have a meeting

If you need more space, please feel free to use the back or attach additional page(s).

ORDER #15-2025

PROVIDING FOR Expense Coding Adjustments within FY24 Fire Department Budget

IT IS ORDERED that the Millinocket Town Council approves the following FY24 budget adjustments, reallocating these expenses totaling \$1,101.44 from budget line E 0203-2008 to budget line E 0203-0806 ME Forest Service Grant:

Whitmer Public Safety - \$431.96

Whitmer Public Safety - \$462.00

Whitmer Public Safety - \$207.48 (portion of invoice)

PASSED BY COUNCIL: _____

ATTEST: _____

Witmer Public Safety Group
 101 Independence Way
 Coatesville, PA 19320

www.wpsginc.com
 610-857-8070

BILL TO:
 Billing Address
 Millinocket Fire Department
 197 Penobscot Ave
 Millinocket ME 04462
 United States



www.112244

Customer: Millinocket Fire Department

Sales Order: SO366977

Terms: Net 30

PO#:

Sales Rep:

Shipping Method: Fedex Ground

Ship To: FC Jon Cole
 Millinocket Fire Dept
 222 Arrostook Ave
 Millinocket ME 04462
 United States

AMOUNT DUE: \$431.96

#	Item Name	Description	Ordered	Shipped	B/O	Each	Amount
1	PUL-AXE	Pulaski Axe with Fiberglass Handle Made In USA	3	3	0	\$74.66	\$223.98
2	BBR-5	Brush Fire Broom, 5 Ft Length	6	6	0	\$21.33	\$127.98

TRACKING NUMBER : 271251060526 271251061143

Please direct all payment inquiries to Accounts Receivable
 Phone: 800-852-6088 • Email: Invoices@wpsginc.com
 NOTE: All outstanding invoices being paid with a credit card
 after 30 days will be charged a 3% processing fee.

Vendor # _____ PO # _____

Acct # 0203-2008 \$ 431.96

Acct # _____ \$ _____

[Signature]
 3/14/2024

Subtotal:	\$351.96
Discount:	\$0.00
Tax Total (%):	\$0.00
Freight:	\$80.00
Total:	\$431.96
Amount Paid:	\$0.00
Amount Due:	\$431.96

Winnier Public Safety Group
 101 Independence Way
 Coatesville, PA 19320

www.wpsginc.com
 610-857-8070

BILL TO:
 Billing Address
 Millinocket Fire Department
 197 Penobscot Ave
 Millinocket ME 04462
 United States



Customer: Millinocket Fire Department

Sales Order: SO366977

Terms: Net 30

PO#:

Sales Rep:

Shipping Method: FedEx Ground

Ship To: FC Jon Cole
 Millinocket Fire Dept
 222 Aroostook Ave
 Millinocket ME 04462
 United States

AMOUNT DUE: **\$462.00**

#	Item Name	Description	Ordered	Shipped	B/O	Each	Amount
1	190387	Smith Indian Fire Pumps FEDCO Smokechaser All Brass Fedco Pump; 5-Gallon	3	3	0	\$154.00	\$462.00

Please direct all payment inquiries to Accounts Receivable
 Phone: 800-852-6088 • Email: Invoices@wpsginc.com
 NOTE: All outstanding invoices being paid with a credit card
 after 30 days will be charged a 3% processing fee.

Subtotal:	\$462.00
Discount:	\$0.00
Tax Total (%):	\$0.00
Freight:	\$0.00
Total:	\$462.00
Amount Paid:	\$0.00
Amount Due:	\$462.00

Vendor # _____ PO # _____
 Acct. # 5203-2008 \$ 462.00
 Acct. # _____ \$ _____
JPR 3/28/2024

JPR

WINTER PUBLIC SAFETY GROUP
101 Independence Way
Coatesville, PA 19320

www.wpsginc.com
610-857-8070

BILL TO:

Billing Address
Millinocket Fire Department
197 Penobscot Ave
Millinocket ME 04462
United States



03/22/2024

Customer: Millinocket Fire Department

Sales Order: SO366977

Terms: Net 30

PO#:

Sales Rep:

Shipping Method: FedEx Ground

Ship To:

FC Jon Cole
Millinocket Fire Dept
222 Acrostook Ave
Millinocket ME 04462
United States

AMOUNT DUE: \$641.70

#	Item Name	Description	Ordered	Shipped	B/O	Each	Amount
1	70HTFR-C	Mercedes Textiles Collapsible Fire Rake	6	6	0	\$106.95	\$641.70

Please direct all payment inquiries to Accounts Receivable
Phone: 800-852-6088 - Email: Invoices@wpsginc.com
NOTE: All outstanding invoices being paid with a credit card
after 30 days will be charged a 3% processing fee.

Subtotal:	\$641.70
Discount:	\$0.00
Tax Total (%):	\$0.00
Freight:	\$0.00
Total:	\$641.70
Amount Paid:	\$0.00
Amount Due:	\$641.70

Vendor # PO #

Acct # 0203-2008 \$ 641.70

Acct # \$

4-11-2024

[Handwritten signature]
[Handwritten initials]

ORDER #16-2025

PROVIDING FOR: Acceptance of Maine Forest Service Volunteer Fire Assistance Grant.

IT IS ORDERED that the Millinocket Town Council accepts this grant, totaling \$1,237.00 from the Maine Forest Service Volunteer Fire Assistance Grant program, with an equal share of local matching funds to be allocated from the following budget lines.

0203-2008 Tools & Equipment Replacement
0205-2052 Uniforms

NOTE: These funds will provide the following equipment for our Fire Department:

- 1 Electric Chainsaw
- 2 Backpack Tanks
- 2 Chain Saw Hardhats with Ear & Face Protection
- 2 Chain Saw Chaps
- 10 Willand Fire Helmets
- 2 Lengths of Forestry $\frac{3}{4}$ GHT 50 Foot Hose
- 10 Pairs of Wildland Fire Goggles
- 20 Pairs of Wildland Gloves

PASSED BY THE COUNCIL: _____

ATTEST: _____



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
MAINE FOREST SERVICE
 22 STATE HOUSE STATION
 AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

January 15, 2025

Millinocket Fire Department
 222 AROOSTOOK AVE Millinocket ME 04462

Dear Fire Chief/Town Warden Jonathan P. Cote,

My name is Terri Teller, and I have recently taken on the role of Forest Fire Prevention Specialist for the Maine Forest Service. For the past five years, I worked as a Forest Ranger in the Saco River District before moving to this position. Kent Nelson has moved into a different role with the Maine Forest Service and will be focusing his time on Community Wildfire Defense Grants. Kent got this year's Volunteer Fire Assistance (VFA) grant process off to a great start, which included the new digital application. I will be the primary point of contact for the remainder of this year's grant process, but Kent is providing lots of assistance, so we hope it will be a seamless transition for you. My full contact information is at the bottom of this letter.

The Maine Fire Chief Association's Forestry Committee and four Forest Rangers met on December 19, 2024, to review applications for this year's VFA grants. We are pleased to inform you that the Committee awarded your fire department / town \$1237.00 in grant funds (to be used with an equal share of local funds) to purchase the following items:

Item(s):	Quantity:	Total award amount for item(s):
PPE: Chainsaw Hardhat with Ear & Face Protection	2	52
PPE: Chain Saw Chaps	2	198
Wildland Fire Helmet	10	305
Forestry Hose 3/4 GHT-50 Foot	2	63
PPE: Googles	10	150
PPE: Wildland Gloves	20	100
chainsaw	1	199
Backpack Tanks	2	170

PATTY CORMIER, DIRECTOR
 MAINE FOREST SERVICE
 18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-2791

WWW.MAINEFORESTSERVICE.GOV

We received 126 applications this year and due to several 2024 VFA grants that forfeited and were not reimbursed, there was a surplus amount of funds available for the 2025 VFA grants. However, the VFA grant committee still reviewed each application to ensure the requested items were within the scope of the program.

The next part of the process requires you to complete and sign the *Agreement for State Assistance and Assurances for non-Construction Projects* forms no later than March 14, 2025. As with the online VFA application, we are trying to streamline this portion of the project by using digital forms. They can be accessed online: <https://survey123.arcgis.com/share/58b54d522d124571a546149e26d8fecf> but if that won't work for your agency, we can send you a hard copy if you contact us at 207-287-4990.

The *Assurances* form requires a Unique Entity Identifier (UEI) from the Federal System for Award Management (SAM). **This UEI has replaced the Federal DUNS.** The UEI expiration date must also be listed. The *Agreement for State Assistance* specifically states that you must complete the project before submitting your invoices for reimbursement. The agreement also states that "if the recipient is unable to meet the deadline (of June 30), written notification must be made to the State Supervisor, Forest Protection Division, at least seven (7) days prior to June 30, 2025.

REIMBURSEMENTS

As soon as your purchases have been made, and as soon as your project is complete, you must send copies of the original invoice(s) and documented proof of payment. The following is a list of what is needed to process a reimbursement through the state accounting department:

If purchase is made by the town:

1. A copy of the town warrant sheet(s) indicating the vendor paid, date paid, check number and amount;
If a credit card is used, then the credit card statement* should also be provided.
2. A copy of all invoices indicating the items purchased.

If purchase is made by the Fire Department:

1. A copy of the canceled check(s) or credit card statement*
2. A copy of the actual invoice(s) indicating the items purchased.

*If a personal credit card is used to purchase the items, then a credit card statement is acceptable, as long as the town or privately owned Fire Dept. can show proof that they reimbursed the person who initially paid with the credit card.

As soon as all documentation is received, your town or department will be reimbursed one-half of the authorized project costs. To qualify for reimbursement, the purchase(s) must be made after January 15, 2025. Only individual items listed as approved in this letter costing less than \$4,999 each will be reimbursed. **The deadline for completing projects and submitting all necessary paperwork is June 30, 2025.**

Reminders for deadlines are sent generally via email and posted on MFCA and MSFFF websites. Our goal is to reduce the amount of unclaimed grants, and to limit the time spent tracking down receipts required by the USDA Forest Service. Please check your email frequently for these notices. Any email correspondence should have "VFA" and your town in the subject line. If you have any questions about these procedures or deadlines, please call (207) 287-4993 or email me at terri.teller@maine.gov.

Sincerely,



Terri Teller
Forest Ranger Specialist