



**TENTATIVE AGENDA  
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM  
THURSDAY, JULY 24, 2025  
at 5:30 PM**

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**'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.'**

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: February 27, 2025, March 13, 2025, & March 27, 2025 Regular meetings, and 7/16/2025 Executive Session.
5. Special Presentation(s): Charter Review Committee
6. **UNFINISHED BUSINESS: Tabled 9/12/2024**
7. ORDER #206-2024 Amendment of Charter Section C202
8. ORDER #207-2024 Amendment of Charter Section C205
9. ORDER #208-2024 Amendment of Charter Section C301
10. ORDER #209-2024 Amendment of Charter Section C402
11. ORDER #210-2024 Amendment of Charter Section C405.A
12. ORDER #211-2024 Amendment of Charter Section C405.B
13. ORDER #212-2024 Amendment of Charter Section C1012

**NEW BUSINESS:**

14. Town Manager's Report – July 24, 2025
15. ORDER #161-2025 Approval of the Prior Fiscal Year Town Warrant for July 25, 2025
16. ORDER #162-2025 Approval of the Prior Fiscal Year Wastewater Warrant for July 25, 2025
17. ORDER #163-2025 Approval of the Town Warrant for July 25, 2025
18. ORDER #164-2025 Approval of the Wastewater Warrant for July 25, 2025
19. ORDER #165-2025 Adoption of Unassigned Fund Balance Policy
20. ORDER #166-2025 Adoption of Volunteer Policy
21. ORDER #167-2025 Authorization of Certain Road and Parking Lot Closures – Cinema Under the Stars Series
22. Reports and Communications:

- a. Warrant Committee for the August 14, 2025 Council Meeting will be Councilor Mackin and Councilor McLaughlin
- b. Chair's Committees Reports
- c. Two Minute Public Comment

## 23. Adjournment

Join Zoom Meeting <https://us02web.zoom.us/j/87490766388>

**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](mailto: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](http://Millinocket.org).



# Millinocket

Maine's Biggest Small Town

**Town of Millinocket**

197 Penobscot Avenue

Millinocket, Maine 04462

Manager@Millinocket.org [www.millinocket.org](http://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](http://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/>.

February 27, 2025

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Danforth at 5:35pm. Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Higgins-Zoom, Mackin-excused, McLaughlin, Pelletier-Zoom. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, Recreation Director Cody McEwen, MML Librarian Diana Furukawa, Airport Manager Jeff Campbell; Presenters: East Mlkt. PD Crpl. Fitzgerald, Diana Furukawa MML; Media: Kat TV, Brian Brown-Zoom, 5 in person public attendance and 3 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: none; Approval of Minutes: January 23, 2025 and February 13, 2025 Regular meetings/Public Hearings; Motion- Pelletier, Second- McLaughlin, Vote 6-0 *Council Comment*: none; Public Comment: none.;

Special Presentation(s): a) East Millinocket PD, Crpl. Brad Fitzgerald – Year in Review; Prepared and submitted detail reports of incidents; high level overview of reported incidents, calls, response and resolutions, contribution of time spent on Lamson Funeral Home Case; increase in mental health cases, decrease in crime; increase of alcohol and Atv related offenses, decrease in drug offenses-focus being contribution being proactive with acknowledgment of Officer Clayton; decrease in traffic offenses with officers being proactive; decrease in suicide attempts with increase of suicide threats, increase in vehicle thefts; concludes bail violations decreased noting unfortunate court bail conditions are less strict and offenses are reoccurring.

*Council Comment*: council discussion appreciate detailed presentation and ongoing communications from department; inquires if totals given for Town ordinance violations are Millinocket only, Officer Fitzgerald confirms totals in report are for combination of Tri-Towns; Dumais inquires calls/school patrol; Fitzgerald informs school patrol/calls are categorized separately from the dare safety program, notes police present at time in and at dismissals and periodically for safety relations; does not anticipate an increase with department being proactively involved, examples Officer Derby's presence is a positive deterrent; Councilor Dumais expresses appreciation for continued communications between the town and department; \*TM Jamieson acknowledges the community being comfortable with police presence, noting Officer Edson's community engagement including youth has been a positive impact for all ages; Chair Danforth inquires welfare check totals; Fitzgerald informs the calls consists of children/family of elderly parents no longer around call in for welfare checks with concerns unable to reach, actively calling with concerns of social media posts or not responding to other forms of communications; encourages the community to not wait and contact PD immediately with concerns noting it could be lifesaving if reported in timely manner; speaks on points of prior discussions-unable to have office in school as it necessary to fill patrol positions first noting down an officer in academy; informs the department was awarded \$33,000 grant from Penobscot County emergency management, to install vehicle repeaters equips the car to be a portable radio having issues with current radios inconsistently working increasing officer safety, notes at no cost to tax payers with ability for F.D to if chooses to install; informs slated to receive \$94,000 for Northern Maine Law Enforcement Modernization, approved on March 2024 pending release of funding, intention to purchase body cameras and video storage with cost to be covered for first 5 years and will need to be considered a budget item for a three communities going forward, cost depending of storage capacity needed, notes videos are subject to FOAA requests; informs a lot of work involved to make positive changes, True Narch-drug testing devices, a more current process to determine drug and required by Court/DA office for reporting, notes closest testing is in Bangor, anticipates costs over \$40,000 having \$35,000 allocated; online options for report of services, links online all information reported confidential, encourages businesses to go online and register with Business contact information has its helpful for all departments and businesses in response to an property check concern.

Public Comment: none

b) Millinocket Memorial Library, Diana Furukawa – Quarterly Review; High level overview of operations updates, funding, programs, facility operations, and FY25 budget; facilities maintenance, grants received, extension of working/open hours, behavioral issues youth/tween with ongoing work and encourage with more communication, seeing more challenges with adult behavior contributing from underlying mental health, article expressed uptick with behavioral concerns in many communities; fundraising, anticipated \$50,000 grant funding for next year, operational budget conceded less than anticipated with timing of payments, and exceeded expectation of donors.

*Council Comment:* Council inquires: EVV chargers used as anticipated, used less than anticipated, mostly used by visitors as an amenity; current maintenance issues, none to date; notes will be more strict on over working hours; HVAC repairs, payroll; Operating budget detail-anticipate donations, decreased expenses on expenditures and payroll; focus on fundraising events, communication best focus on grant writing and relationship with town; Expenses focusing on building repairs line increase, evacuation for first floor exit, equipment, shift of volunteers aging out and having to contract out for services; eliminate part time position to reduce payroll; states happy about the bottom line, investing in four full time employees, clerks and subs for customer services.; Councilor Bragdon regarding the structure some event hours, makes a suggestion for some events to be held on weekends for larger attendance.; Chair Danforth thanks for the comprehensive report.

*Public Comment:* none

Town Manager's Report – 2/27/2025 **FY25 Financial Update:** Year-to-date expenses and revenue reports are attached. I am pleased to say that the Town of Millinocket's finances remain in great share. Both sides of our current fiscal budget, expense and revenue, are pacing right along as they should be at this point in the year. Without day-to-day understanding of the budget, some of the large negative numbers will look shocking at first glance. These are not alarming and to be expected due to several reasons. Grant funds and related purchases or project costs that were not included in the original fiscal budget. (not tax dollars) Annual expenses or their related totals to be entered later in the fiscal year. Workers' Compensation. Unemployment. Insurances. Unexpected expenses with additional funds approved via council order. Example: Hopper/concrete emergency repair at Transfer Site. I am very proud of our team for how responsibly we handle our taxpayer dollars and other funding sources.

**FY26 Budget Schedule:** Workshop 1: March 20<sup>th</sup>, Workshop 2: March 27<sup>th</sup>, Workshop 3: April 3<sup>rd</sup>, 1<sup>st</sup> Special Public Hearing: April 17<sup>th</sup>, 2<sup>nd</sup> Special Public Hearing & Adoption: April 24<sup>th</sup>

**Municipal Building Windows:** All windows in the Millinocket Municipal Building have replaced!

Both projects have been completed! Fire Damaged windows replaced by insurance for one side

All other windows were fully replaced by Renewal by Anderson thanks to the \$100,000 in grant funding obtained by our Community Initiates Director and \$17,000 added by the Council to complete the total project cost. These new windows IMMEDIATELY made a major and noticeable difference in the comfort and energy efficiency of the building.

**Department Updates: The Public Works crew has:** Responded to several storms requiring plowing and sanding. There has been a lot of drifting requiring portions of town to be plowed multiple times long after the storm has ended. We had a plow truck breakdown requiring it to be towed to Bangor. The truck is currently getting a new transmission installed at Freightliner of Bangor. Our backup truck also has broken down with a failed radiator and transmission. Discussion and planning for repair ongoing with Town Manager. East Millinocket Public Works has loaned us a plow truck while ours is being repaired. 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.

**Transfer Station:** A truckload of electronic devices has been sent out for recycling.

A repair was made to the control system of one of the hoppers. In making that repair, a leaking hydraulic cylinder was found. This will require replacement and a temporary shutdown of this hopper. Time of project

TBD. Lights have been ordered to replace damaged and broken lights on the parking area of the hopper building. Tipping fees have increased again for solid waste. A ton of waste is now \$88 dollars at the landfill, up from \$83. Every ton of recycled material saves the Town that tipping fee and brings revenue from 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. **RECYCLING** – We are currently accepting: cardboard, Plastic jugs, Tin cans, Newspaper, Magazines, Paperback books, Phone books, Box board, Mixed paper, Office paper, School papers, Junk mail. Any amount of material we can collect for recycling keeps it out of the landfill, SAVES MONEY... and MAKES MONEY! **Cemetery:** The Cemetery is closed for the season. Only foot traffic is allowed currently. Bryan Duprey – Public Works Director

**Airport:** The G.A.R.D. system has reported 89 aircraft operations as of 2-24.

Meetings are still taking place for the design, permit, bid, and construction of our new extended taxiway.

FY26 Budget preliminary numbers and estimates have been turned into the Manager and Treasurer.

The MMA safety audit was completed on 2-24. It seems like we came through it with only a couple of items noted. Six ski planes flew out of Millinocket Airport on 2-22 to participate in the Ebeemee Lake Ski Plane Fly-in hosted by Steve Noyes. There are currently two students taking flying lessons right now, and another having just passed his private pilot exam. Another aircraft now calls Millinocket home, bringing the total to six new aircraft moving here in the last year. Jeff Campbell, Airport Manager

**Assessing:** Reval work continues. Data entry of new property information is current task at hand.

Working on updates to Comp Plan. Will have draft for Planning Board review soon.

Lorna Thompson – Town Assessor

**Code / Public Health & Safety** Followed up on complaints received concerning items on properties around the community. Attended Webinar on LHO updates for 2025 concerning reporting issues. Continued follow-up inspections for permits that have been issued. Attended Webinar for CEO put on by MBOIA regarding legal updates around tax acquired properties. Follow up on progress at 196 Penobscot Ave. Katahdin Forest Center, updated permits. Follow up on progress at 230 Penobscot Ave. Our Katahdin. Attended Court hearing and testified regarding home at on Eastland Ave. Judgement issued in favor of Town of Millinocket, have received court ruling and judgement. Did site visit at MRH to assess progress on renovations and issue if any. Attended STR public hearings held by the Town Council, ordinance passed and starting to work on documentation that will go with approved permits. Attended Winterfest meetings for the upcoming snowmobile parade and events. Phone conversation with gentleman purchasing lots on Medway Road and looking for ownership of Hasbro Drive and if it belongs to Boatman's also looking to know what he can build on the property. He will need more information and would be glad to meet with him for further discussion. Working with numerous committees and events throughout the community. Finishing up the Homeowners Guide to permitting and how it works as well as tips on when permits are needed. When completed plan to have it place on website under Code Enforcement page. Follow up on progress with renovations at MRH. Worked with Versant on upgrade to Utility Poles and Wiring on Ohio Street, they are upgrading the complete system along Ohio St. from Massachusetts Ave. to Field Street. ZOOM meeting with Penquis Public Health on aids to help citizens in Maine especially in our region. Attended a kick-off meeting with KTP and their concept designer as well as other community leaders on construction concepts for MHP. Looking for thoughts and ideas on concepts and concerns. Coverage on sidewalk in front of 196 Penobscot Ave. and dumpster in front of 230 Penobscot Ave. have been removed. Spent day with Jason Johnson, MMA Loss Control Consultant going around town buildings and checking safety concerns as well as checking safety records and procedures. I was called by a resident to assist with safety inspection that was required by the insurance company so I went and did inspection using form provided by insurance company, this was noted that it was a courtesy inspection and all I could do is give the homeowner suggestions for issues in the home. I continue to deliver sand for sand bucket program and put out some new sand buckets to residents. Called to assist the State Health Inspector with

an inspection that was outside of town limits, this was a courtesy to assist her from going to the establishment alone. Presented draft CEO budget to Town Manager as requested. Attended ZOOM presentation for LHO on Maine Protective Services and ways they can work with Health Officers and CEO on issues in our community. Renewed CPR certification. Continue to get requests for Roof Mounted Solar Panel projects in the community and issue permits for these projects. Set up inspection date with State Elevator Inspector to do inspection on elevator rebuild also will have Fire Alarm Co. on site to do annual inspection at same time. Attached monthly report of permits issued during January and February 2025 as requested by a Councilor.

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, Overseeing the following projects: Concept design of the Community Center, Arcadia Designworks in wrapping up the final product. Brownfields Community Wide Assessment, Sevee and Maher continue their assessments. Attended our monthly check-in with the EPA and Maine DEP, 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. Researched various grant opportunities. Applied to the Maine Community Foundation for \$10,000 to secure funding for a summer music series in Millinocket, Submitted a pre-application to the Gloria C. Mackenzie Foundation for funds to revitalize Katahdin Pride Park, Began the pre-application for the NBRC Timber for Transit Program for funds to construct a new airport terminal building, Received feedback from Northern Forest Center on our prior application and current application, Attended an UMaine Community Sustainable Energy Team meeting Worked on the following Community Events: Millinocket's Independence Day Celebration

Amber Wheaton, Community Initiatives Director

**Town Clerk/Tax Collectors Office:** Totals include January 18, 2025, through February 21, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$3,017,859.63 were collected, which involved 3070 transactions processed in Trio. *\*Report Attached;* FY24/25 Real Estate & Personal Property Tax: Mil Rate 27.6; Interest Rate 8.5%; 2<sup>nd</sup> Half Due Date: 1/29/2025; Interest Date: 1/30/2025 *\*Reports Attached;* Real Estate: 581 Delinquent accounts totaling \$757,933.60. Personal Property: 38 Delinquent accounts totaling \$19,455.10. Sharon contacted 2025 delinquent Personal Property account holders; Reminder letters will be mailed by the end of the month. 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. January 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 and Public Hearings. 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 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.

**Elections Department:** Maintaining voter registration files: Electronic AVR/OVR/BMV, Agency death acknowledgments, in person requests, and as of 2/5/2025 SOS's system purge of inactive voters who did not vote within 2 federal elections (Since 2018 to current).

**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 –Available: Game, Snowmobile, ATV, & Boat. 2025 Dog Licenses – \$25 Late Fee 2/1/2025; **Rabies Certificates Required for filing.** A new Online Program-Online Portal



program for Dog Owner convenience is 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

**Wastewater:** This reporting references the month of January. We had a good month. Things drastically changed in the Wastewater Treatment System due of course it being winter. The Lagoons are socked in with thick ice therefore slows the biological efficiency down some from allowing photosynthesis from happening. Keeping the activity alive is dependent on aeration. We had a total monthly flow of 14.218 MGD come through the plant and into the receiving waters. A daily average of 0.508 MGD. The removals are still where we like them. BOD5 was 94% and TSS 97% which is great. The plant and collection system are operating as they should be. The upgrade project at the Main Pump Station is going very well. T Buck and Oliver Associates Engineering keep us well informed and are very professional. We have monthly meetings and are in constant contact with both companies throughout. We continue to do routine daily maintenance when and where needed and practice good safety standards in this department. Also, weekly State testing is done for both the DEP and EPA, following State of Maine laws and regulations.

Jason Ingalls – Wastewater Chief Operator

**Fire & Ambulance:** 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 Eastern Maine Community College EMS Advisory Committee Meeting. Chief Cote attended the Maine EMS Community Paramedic Grant Meeting. Chief Cote attended the Penobscot Regional Peer Support Meeting. Chief Cote attended an informational meeting/webinar on NERIS, (new electronic fire reporting tool). Maine EMS visited the Millinocket Fire Station to go over the Maine Community Paramedic Grant Agreement and Reporting. Chief Cote coordinated and hosted a meeting with EMPD, Code/Health & Safety, and Rec Dept on the Food Truck Festival for planning operation services and public safety needs. Chief Cote submitted a contest application to the Home Fire Safety Sprinkler Corporation for Home Fire Sprinkler Week in May. Chief Cote instructed Narcan training for Wabanaki Public Health and will continue to do this monthly. Interviews were held for four applicants and two offers were made and each accepted the offer. One will start on Tuesday February 18<sup>th</sup> and the other on Monday February 24<sup>th</sup>. New Hires will go through a two-week orientation before being placed on a regular rotating shift. Department Members completed their annual respiratory fit testing for N-95 Mask and SCBA. Department Members completed their annual Hazmat Awareness Training. Department Members completed their annual CPR recertification training with FF/Medic Cullen. Department Members completed their annual SCBA recertification training. Department Members attended a Firefighter Cancer Awareness Reduction Training course through the Maine Fire Protection Services Commission. Department Members trained with Baxter Park Rangers on winter operations and communications at Baxter Park. Water Rescue training was held for the Paid Call Members. Chief Cote partnered with the American Red Cross and held a Home Fire Safety Program at the Millinocket Memorial Library on January 30<sup>th</sup>. Chief Cote continuing to work Allegiance on the arrival of the new Engine and equipment. The department FCC Radio License was renewed for 10 years. Businesses in the Millinocket Fire Department response area have submitted their TIER II reports. Chief Cote is working on updating mutual aid agreements with neighboring communities. Chief Cote continues to work 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 is working with the Maine Forest Service to host the Town Fire Warden Meeting in Millinocket on March 20<sup>th</sup>. Chief Cote has submitted the necessary forms and data needed to the Maine State Fire Marshals Office for the new online fire reporting system to start up late year. Chief Cote is working with AMB Billing to submit the CMS Medicare Ambulance Survey. Ambulance 788 is out for repairs at Autotronics, and a loaner ambulance has been put in service. Snowmobile trailer tires have been replaced. The following capital improvement equipment has been ordered: Thermal Imaging Cameras, Four Gas Meters, Hose, Nozzles, Hand Tools, K-12 Saws (Vent Saws), Exhaust Fans, and Scene Lighting. 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

Recreation Department: SEE ATTACHED REPORT; Additional Documents Attached: FY25 Expense Year-To-Date; FY25 Revenue Year-To-Date; Code Enforcement Permit Summary 01/01/2025 – 02/24/2025; Town Clerks' Office - Receipts Report; Fire & Ambulance – January Call Totals. Respectfully Submitted, Peter Jamieson, Town Manager.

*Council Comment:* Councilor Dumais inquires if the truck from East Millinocket was borrowed with compensation, \*TM Jamieson informs borrowed only at no cost.; Chair Danforth commends the airport for upgrades and total aircraft housed., \*TM Jamieson informs six more additional hangers will be able to market with completion of project.

*Public Comment:* Sandra Sullivan, 104 Sunset Drive, inquires if budget workshops will be zoomed, \*TM Jamieson confirms yes and budgets will be available to the public prior to on the website, packet, and in print.; acknowledges the fire chief for filling all positions.

Cody McEwen, Recreation Director speaks on regards to the ice rink anticipate open later than expected due to weather tentatively through March, will communicate; informs no open gym at Stearns this Sunday.

Unfinished Business: None.

ORDER #24-2025 PROVIDING FOR: Execution of the Town Warrant for February 27, 2025 IT IS ORDERED that the Town Warrant for February 27, 2025, in the amount of \$148,153.70 is hereby approved.

Motion-Higgins      Second-Dumais      Vote 6-0

*Council Comment:* *Noted larger expenses:* Allied Equipment, Ambulance Medical billing, Biddeford Internet Corp, Harrison Enterprises, Hoyle Tanner Assoc., MMA, Maine Water Co., MSW, Preble Oil Co., Sevee & Maher Engineers, The Peral Group, Versant Power, Wastewater Treatment.

*Public Comment:* none.

ORDER #25-2025 PROVIDING FOR: Execution of the Wastewater Warrant for February 27, 202 IT IS ORDERED that the Wastewater Warrant for February 27, 2025, in the amount of \$12,607.52 is hereby approved. Motion-Higgins      Second-Dumais      Vote 6-0

*Council Comment:* *Noted larger expenses:* Maine Water Co., Sewer Equipment Co. of America, Versant Power  
*Public Comment:* none.

ORDER #26-2025 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for The Blue Ox Saloon. IT IS ORDERED that the Millinocket Town Council approves the attached application for a malt, vinous and spirituous liquor license is hereby approved for: Thomas St. John, Business Address: 61 Penobscot Avenue, Millinocket d/b/a The Blue Ox Saloon, 61 Penobscot Avenue, Millinocket  
Motion-Pelletier      Second-McLaughlin      Vote 3-3 FAILED-(Dumais/Bragdon/Danforth-Opposed)

*Council Comment:* Chair Danforth read/submitted Councilor Mackin's email in support; Council discussion express concerns with police incident report attached; inquires if proper procedures or changes made to address and rectify the issues regarding reported violations; Corpl Fitzgerald informs the Council the violations were reported to the liquor inspector and the cases are under investigation; Thomas St. John Business owner states he has always been proactive in his business and no pending cases with adjudication just allegations; an extensive council discussion expressed concerns of the prevention of sale of liquor, available trainings for staff, and good faith effort to take proactive action; Thomas acknowledges the concerns expressed noting his intentions to be proactive with upgrades to business and in addition of his son as partial business owner; further council discussion expressed the need for corrective action and proper process to follow up depending on council action taken, suggestions to sign an agreement, provide a process plan for corrective action addressing concerns,

feasible options, suggestions to table with concern of business interruption; Councilor Bragdon motion to table until March 13<sup>th</sup> to allow admin and St John to come to an agreement, Second by Chair Danforth, Vote to Table 2-4 (Pelletier/Dumais/McLaughlin/Danforth-Opposed)-Fails; Councilor Dumais Motions to Table pending outcomes of alleged charges, Second by Councilor Bragdon, Vote to Table 2-4 (Pelletier/Higgins/McLaughlin/Danforth-Opposed) -Fails; Councilor Higgins Opens for Debate expresses intention for St. John to alleviate concerns not denying the issues at hand or wanting to deny business operations; extensive debate addresses it's the responsibility of the owner to keep business open, responsibility of the owner to take action to conduct a business, onus is on the council to do the due diligence in best interest of the town, referencing the Towns Entertainment Ordinance, reads Sec. 65-8, a Permit holder in violation a license can be revoked in determination after a public hearing is held, Councilor Dumais emphasizes the council's due diligence and opportunity to suspend or revoke under the town's provisions depending on action taken today, no intention to lose business, incline to pass today with caution if violations continue, cannot support; Councilor McLaughlin expresses her support of Dumais' statement.

Public Comment: Sandra Sullivan 104 Sunset Drive, blame not solely on business owner but on onus on kids going into the establishments; concentrate on getting something for kids to do in town; Thoms St. John states he never allows underage drinking.

Scott Leavitt 330 Congress St., acknowledges the extensive discussion, states responsibility for town and safety of residents, if passed, concerns if state investigator provides license inquiries is the state is liable if something happens and owner has hard time controlling and states if state revokes license the town won't have a choice; suggests the council to take precaution in approving, notes cameras won't help to stop underage drinking.

Town Clerk Lakeman suggests the Town's ordinance and business surveillance proactively needs to be more restrictive.

\*TM Jamieson regarding Mr. Leavitt, informs the liability does not fall on the town; Call for Vote -Higgins hearing no second; Chair Danforth expresses this is a very concerning topic of debate, incidents that have happened at a long standing business establishment with concerns for public safety, states the council seeks the business owner to take a corrective plan action; Councilor Dumais Second to Call to vote, ends debate; Vote 3-3 (Dumais/Bragdon/Danfroth-Opposed)- Order Fails.

**ORDER #27-2025 PROVIDING FOR:** Approval of an Application for an Entertainment License for The Blue Ox Saloon. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Thomas St. John, Business Address: 61 Penobscot Avenue, Millinocket d/b/a The Blue Ox Saloon, 61 Penobscot Avenue, Millinocket.

Motion-McLaughlin                      Second-Dumais                      Vote 6-0

*Council Comment:* Councilor Higgins motions to amend; hearing no second; Councilor Bragdon state the proposed amendment is the town's ordinance and is mute, not necessary to have in the order; \*TM Jamieson and CEO Malcolm informs necessary for fire marshal office for entertainment and dance; Town Clerk Lakeman supports Bragdon's statement the ordinance written in the order is mute an unnecessary.; Call to Vote Bragdon, second by Dumais.

Public Comment: none

**ORDER #28-2025 PROVIDING FOR:** Approval of an Application for a Special Event Malt, Vinous and Spirituous Liquor License for Boreal Theater. IT IS ORDERED that the Millinocket Town Council approves the attached application for a Special Event malt, vinous and spirituous liquor license is hereby approved for: Randy D. Jackson, Business Address: 215 Penobscot Avenue, Millinocket d/b/a Boreal Theater, 215 Penobscot Avenue, Millinocket

Motion-Bragdon                      Second-McLaughlin                      Vote 6-0

*Council Comment:* none

Public Comment: Scott Leavitt inquiries about report of incidents; Town Clerk Lakeman informs none reported.

ORDER #29-2025 PROVIDING FOR: Approval of an Application for an Entertainment License for Boreal Theater. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Randy Jackson, Business Address: 215 Penobscot Avenue, Millinocket d/b/a Boreal Theater, 215 Penobscot Avenue, Millinocket.

Motion-Dumais                      Second-Bragdon                      Vote 6-0

Council Comment: Councilor Higgins requests clarification of entertainment license ordinance; discussion informs to house establishment for entertainment noting even a juke box; further inquiries; Town Clerk Lakeman informs the licenses approves all entertainment provided for business relations beyond housing a juke box, theater, movies, shows/skits/plays, etc.

Public Comment: none

Reports and Communications: a. Warrant Committee for March 13, 2025, Regular Council meeting will be Councilor McLaughlin and Councilor Pelletier.

- a. Chair Committee Reports: Chair Danforth-Age Friendly Committee-No report, next meeting will be held on March 11 at 2:00pm at the MML.

Councilor Bragdon reminds the town manager about discussion on the Charter Review Orders

- b. Two Minute Public Comment: Cody McEwen, Recreation Director, expressed concerns with report of Snowsled going down main street, snowmobile trails routes designated differently than ATV designated trails; State Law to use marked access routes to municipal access trails, acknowledges easement through recreation complex; suggests town should start looking at the routes people are using to allow access; bale line shared of designated access routes, find ways to make access work for majority users, access abused a lot with impossible enforcement.
- c. Motion to adjourn at 8:22 p.m. –Bragdon, Second –McLaughlin Vote 6-0

*Diana M. Lakeman Town Clerk 7/15/2025*

March 13, 2025

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Danforth at 5:34 pm. Roll Call: Town Council Members Present: Bragdon, Danforth, Dumais, Higgins, Mackin, McLaughlin, Pelletier. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, Recreation Director Cody McEwen, Public Works Director Bryan Duprey, Airport Manager Jeff Campbell; Presenters: n/a; Media: Kat TV, Brian Brown-Zoom, 20 in person public attendance and 7 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Updates – Order #37-2025; Approval of Minutes: none; Special Presentation(s): none; Unfinished Business: None; Town Manager Report: none.  
Workshop: Discussion on Charter Revision Options; Time Enter in at 5:40pm; Time Out at 5:55pm.

ORDER #30-2025 PROVIDING FOR: Execution of the Town Warrant for March 13, 2025 IT IS ORDERED that the Town Warrant for March 13, 2025, in the amount of \$398,447.94 is hereby approved.

Motion-Pelletier Second-McLaughlin Vote 7-0

*Council Comment:* Noted larger expenses: Autotronics- will be reimbursed by insurance, DR, Elan Financial, KatTV, ME Tech Group, ME Water, MML Library, MWS, NE Salt CO., Preble Oil CO., Town of East – ED/Rec Contracts.

Public Comment: none.

ORDER #31-2025 PROVIDING FOR: Execution of the Wastewater Warrant for March 13, 2025 IT IS ORDERED that the Wastewater Warrant for March 13, 2025, in the amount of \$84,927.16 is hereby approved.

Motion-McLaughlin Second-Dumais Vote 7-0

*Council Comment:* Noted larger expenses: Katahdin Motors, Maine Municipal Bond Bank.

Public Comment: none.

ORDER #32-2025 PROVIDING FOR: Approval of a Reappointment to the Recreation Advisory Committee – A. Shortall IT IS ORDERED that Amanada Shortall is hereby Reappointed to the Town of Millinocket Recreation Advisory Committee for a three (3) year-term to expire March 31, 2028. Note: Amanda's application was received on 3/9/2025 and is the only application on file, leaving the board with two (2) vacant seats, one (1) full seat and one (1) alternate seat

Motion-Mackin Second-Higgins Vote 7-0

*Council Comment:* Councilor Bragdon expressed appreciation to all those that volunteer on Town committees, efforts do not go unnoticed.

Public Comment: none

ORDER #33-2025 PROVIDING FOR Approval of Payment to Katahdin Area Television  
WHEREAS the administration and KATV accountant have identified and verified that a regular payment to KATV had been missed in fiscal year 2023; IT IS ORDERED that the Millinocket Town Council approves correcting this missed payment by approving a payment to be made to KATV in the amount of \$6,000.00 and that these funds are allocated from the Unassigned Fund Balance.

Motion-Dumais Second-Higgins Vote 7-0

*Council Comment:* none

Public Comment: none

ORDER #34-2025 PROVIDING FOR Acceptance of Fire Department Cancer Reduction Grant IT IS ORDERED that the Millinocket Town Council accepts this grant, totaling \$5,000.00 from the Maine Fire Protection Services Commission Cancer Reduction Grant Program. IT IS FURTHER ORDERED that the local match requirement of \$3,325.00 be allocated from expense line 0203-2034 (SUPPLIES & TOOLS)

NOTE: These funds will be used to purchase a Gear Extractor from HSE Fire/Safety Equipment with the purpose of washing firefighting gear.

Motion-Bragdon                      Second-McLaughlin      Vote 7-0

*Council Comment:* Councilor Dumais appreciates chief going after grants keeping equipment up to date.

*Public Comment:* none

ORDER #35-2025 PROVIDING FOR Approval of Mutual Aid Fire Agreement with Town of East Millinocket Fire Department IT IS ORDERED that the Millinocket Town Council Grants approval to enter into the attached Mutual Aid Fire Agreement with the Town of East Millinocket Fire Department. IT IS FURTHER ORDERED that the Town Manager and Fire Chief are authorized to sign the agreement once approved.

Motion-McLaughlin                      Second-Bragdon                      Vote 7-0

*Council Comment:* none

*Public Comment:* none

ORDER #36-2025 PROVIDING FOR: Rescind Order #26-2025 Previously Failed on February 27th, 2025 IT IS ORDERED That the Millinocket Town Council rescinds Order #26-2025 – “Approval of an Application for a Malt, Vinous and Spirituous Liquor License for the Blue Ox Saloon. IT IS FURTHER ORDERED that the attached application for a malt, vinous and spiritous liquor license is hereby approved for: Thomas St. John, Business Address: 61 Penobscot Avenue, Millinocket. DBA The Blue Ox Saloon, 61 Penobscot Avenue, Millinocket.

Motion-Pelletier                      Second-Dumais                      Vote 7-0

*Council Comment:* Chair Danforth states intent to bring back with different understanding of process, noting PD incidents are still of concern willing to look into working with owner and will do du diligence if pending investigation proceeds further.; Council discussion commends St. John’s submitted letter to the council applauding updates already made to establishment addressing concerns spoken previously by the council, Council discussion concludes acknowledging such businesses being a staple of the community, and noting the intention of the council was not to shut down a business, sought to have business address the ongoing concerns of the council and community with majority support of the order.

*Public Comment:* Chuck Pringle 1 Colony Place, acknowledges the concerns of underage drinking on premise, expects the business owner to address all concerns, noting cameras would’ve been beneficial 10years ago commends taking onus going forward, suggests council should reconsider permit.

Sandra Sullivan 104 Sunset Drive, morality not legality, underage persons being served onus of self and parent, not owner; PD to address each situation, concerns not all on business owner.

Shane Glynn (Dr), compliments council for reconsideration, speaks on establishments as a business owner, community needs business of all spectrums, essential part of the community and important, acknowledges owner is a great business owner willing to serve the community seven days a week, built business organically over the years, glad to support the business.

Stephanie Sinclair 96 Aroostook Ave, states onus on individuals presenting false IDs, owner is responsible and does a very good job as sole proprietor, underage breaking law when entering the establishment.

Thomas St. John 96 Penobscot (Business Owner of topic) thanks every for the comments, states he does not tolerate underage drinking would never jeopardize his license, read the submitted letter to the council; notes attractions brings investment to town; informs his son Andrew moved back to continue the legacy as part owner of the establishment, notes providing business over decades dedicating half his life to serve the community, patrons and visitors; excited son is willing to continue; appreciates the towns patience and collaboration with changes being made; Andrew (Son) asks for consideration to accept changes and approve license to continue

business in community, recognized business having deep meaning to community and his father, appreciates the support, notes resilience willing to fix a broken process; awareness comes change to problems now acknowledges changes are needed to continue in a positive direction, thanks the council and town for consideration.

Cody McEwen 81 Bowdoin Street, cautions the Council acknowledging peaceful recognition withholding applause.

ORDER #37-2025 PROVIDING FOR: Authorization to Amend Order #27-2025 Previously Adopted on February 27, 2025 IT IS ORDERED that Order #27-2025 now reads; "It is ordered that the attached application for an Entertainment license is hereby approved with the following condition: The Blue Ox Saloon is given notice that if it is involved in another incident or another violation by law enforcement that the Town will seek and/or revoke said Entertainment License following the Procedure written in the Town Charter Chapter 65 Entertainment License Sub Section 65-8 Suspension or Revocation of Permit."

Motion-Higgins                      Second-Bragdon                      Vote 4-3 (McLaughlin/Pelletier/Danforth-Opposed)  
Council Comment: Councilor Higgins states reason he requested the amendment hearing the community holds business and town accountable, seeks accountability from business owner; Councilor discussion expressed concerns to not favor the amendment, ease of incident can be appropriated without leeway, no legalities, redundancy of current law by ordinance and not necessary to have in the order, accuracy if read "if convicted of violation" not assumption, State authorities should act first before town does; Councilor Higgins reads Statute of process, and explains the revoke process starts with a public hearing not pulling a license at that moment; Council discussion concludes with acknowledging stricter rules are needed, suggestions to change current code through proper process, applauds intent while recognizing redundancy with current ordinance, and amendment seeks a triggering effect with current or future council holding town accountable to follow up with licenses.  
Public Comment: none

Reports and Communications: a. Warrant Committee for March 27, 2025, Regular Council meeting will be Councilor Bragdon and Chair Danforth.

- a. Chair Committee Reports: Chair Danforth reminder next Thursday is the start of the FY26 budget proceeding starting with the budget workshop at 5:30pm, in council chambers.
- b. Two Minute Public Comment: Scott Leavitt 330 Congress Street, expressed gratitude, notes all the council members in person and is nice to see all together, suggests keeping big issues at the end of the agenda going forward so attendance here for all town business not just personal.
- c. Motion to adjourn at 6:58 p.m. –Pelletier, Second –McLaughlin, Vote 5-2 (Pelletier/Bragdon-Opposed)

*Diana M. Lakeman Town Clerk 7/18/2025*



March 27, 2025

The Regular meeting of the Millinocket Town Council was brought to order in Council Chambers and via Zoom by Chair Danforth at 6:25 pm following the Workshop at 5:30pm. Roll Call: Town Council Members Present: Bragdon-Excused, Danforth, Dumais, Higgins, Mackin, McLaughlin, Pelletier-Zoom. Also present: Town Manager Peter Jamieson, Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, Recreation Director Cody McEwen, Public Works Director Bryan Duprey, Airport Manager Jeff Campbell, Treasurer Beverly MacLeod; Presenters: n/a; Media: Kat TV, Brian Brown-Zoom, 4 in person public attendance and 3 in Zoom public.

Pledge of Allegiance; Adjustments to the Agenda: Addition – Order #51-2025;  
Approval of Minutes: March 18, 2025 Executive Session., Motion-Dumais, Second-McLaughlin, Vote 6-0,  
Council Comments-none, Public Comment-none;  
Special Presentation(s): none; Unfinished Business: None; Town Manager Report: none.

ORDER #40-2025 PROVIDING FOR: Execution of the Town Warrant for March 27, 2025 IT IS ORDERED that the Town Warrant for March 27, 2025, in the amount of \$171,200.77 is hereby approved.

Motion-Danforth Second-McLaughlin Vote 6-0

*Council Comment: Noted larger expenses: Freightliner of Maine, Hol Tanner Assoc., KatTv, ME Water Co., MWS, PDQ Door Co., Preble Oil, Russell Johnson Beaupain, Brownfield Assessment, Versant Power.*

Public Comment: none.

ORDER #41-2025 PROVIDING FOR: Execution of the Wastewater Warrant for March 27, 2025 IT IS ORDERED that the Wastewater Warrant for March 27, 2025, in the amount of \$320,602.48 is hereby approved.

Motion-Danforth Second-McLaughlin Vote 6-0

*Council Comment: Noted larger expenses: Olver Associates, T-Buck Construction, Versant Power, Town of Millinocket.*

Public Comment: none.

ORDER #42-2025 PROVIDING FOR: Approval of Re-Appointment to the Board of Appeals  
IT IS ORDERED that the Millinocket Town Council approves the re-appointment of Michael Jewers to the Board of Appeals for a three-year term to expire March 2028. Note: Michael's term expires 3/2025 and his application was received on 3/20/2025. If approved, the board has one full seat available for full commitment (T.Leavitt/Vacant).

Motion-McLaughlin Second-Higgins Vote 6-0

*Council Comment: Clerk Update – received D. Saucier Resignation.*

Public Comment: none

ORDER #43-2025 PROVIDING FOR: Approval of an Application for a Victualer License for Crepe Elizabeth- MFT. IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Dawn Miller, Windham, ME d/b/a Crepes Elizabeth - MFT, Ultimate Food Truck Extravaganza, Millinocket.

Motion-Pelletier Second-McLaughlin Vote 6-0

*Council Comment: none*

Public Comment: none



ORDER #44-2025 PROVIDING FOR: Approval of an Application for a Victualer License for Hang Wong Chinese Restaurant IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Deng Ziu Yang, Millinocket, ME d/b/a c/o Hang Hong Yang Corporation, Hang Wong Chinese Restaurant – 973 Central St., Millinocket.

Motion-Dumais          Second-Higgins          Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #45-2025 PROVIDING FOR: Approval of an Application for a Victualer License for Steve's Hot Dog Cart- MFC. IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Steve Morrow, 467 Penobscot Ave., ME d/b/a Steve's Hot Dog Cart - MFC, Veteran's Memorial Park/Rough Cutters Wood Products, 5 Golden Rd., Millinocket.

Motion-Higgins          Second-McLaughlin          Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #46-2025 PROVIDING FOR: Approval of an Application for a Victualer License for Yum Bake Shop IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Maria Rowe, Millinocket, ME d/b/a Yum Bake Shop – 215 Penobscot Ave., Millinocket.

Motion-Mackin          Second-Higgins          Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #47-2025 PROVIDING FOR Approval of Donations to Millinocket Baseball and Softball Programs WHEREAS the Millinocket Town Council has received donation requests from the Millinocket Little League and Stearns JR/SR High School baseball and softball programs; and WHEREAS the Council wishes to support these excellent programs with providing quality experiences for youth and families in our community; IT IS ORDERED that the Millinocket Town Council approves the 3 donation requests listed below. IT IS FURTHER ORDERED that \$4,000.00 be transferred from budget line 0115-3778 to budget line 0816-4043 to complete the total for these donations. Millinocket Little League: Green Thumb Service \$1,937.70, Stearns JR/SR H.S. Baseball & Softball: Mound and Plate Covers \$3,710.72, Outfield Banner \$2,991.44

Motion-Pelletier          Second-Higgins          Vote 6-0

*Council Comment:* Chair relays in Councilor Bragdon's absence, appreciates funding funds.

*Public Comment:* none

ORDER #48-2025 PROVIDING FOR Acceptance of Maine EMS Community Paramedicine Grant Funding IT IS ORDERED that the Millinocket Town Council accepts this grant, totaling \$34,000.00 from the Maine EMS Community Paramedicine Grant Program with a no funding match obligation to the Town to be used by August 31st, 2025. NOTE: These funds may be used for the following: EMS Education-EMT, AEMT, Paramedic, Community Paramedicine, Continuing Education, Specialty Courses, Certification Testing, Testing Cost, Travel, and Training Equipment, Leadership Training, Recruitment & Retention, Financial Sustainability-Software, Audits, and Financial Training

Motion-Mackin          Second-Higgins          Vote 6-0

*Council Comment:* inquires grant funds usage intention; Chief Cote informs five year grant-year one funding continue education and training, collaboration with EMMC.

*Public Comment:* Tom Malcolm 73 School St., applauds John pursuing grant funding, notes rural Maine did not receive grant funding when available 10years ago.

ORDER #49-2025 PROVIDING FOR: Approval of an Application for an Entertainment License for American Legion Post 80. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Jasmine Neuhaus, Finance Officer, Business Address: 970 Central St., Millinocket d/b/a Donald V. Henry American Legion Post 80, 970 Central St. Millinocket.

Motion-Dumais          Second-Higgins          Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #50-2025 PROVIDING FOR: Approval of an Application for a Malt, Vinous and Spirituous Liquor License for American Legion Post 80. IT IS ORDERED that the Millinocket Town Council approves the attached application for a malt, vinous and spirituous liquor license is hereby approved for: Donald V. Henry, Business Address: 970 Central St., Millinocket d/b/a American Legion Post 80, 970 Central St., Millinocket

Motion-Higgins          Second-Mackin          Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #51-2025 PROVIDING FOR ESTABLISHMENT OF BANKING AND INVESTMENT SERVICES WHEREAS ORDER #48-2022 AUTHORIZED THE TREASURER TO ESTABLISH INVESTMENT AND OTHER ACCOUNTS WITH WELLS FARGO ADVISORS; WHEREAS, THE TOWN ESTABLISHED A BROKERAGE ACCOUNT WITH WELLS FARGO ADVISORS FOR THE STEARNS HIGH SCHOOL SARAH JANE THOMPSON MEMORIAL SCHOLARSHIP FUND; WHEREAS, WELLS FARGO ADVISORS HAS ADVISED THE TOWN THAT IT CAN NO LONGER MAINTAIN THE ACCOUNT AND ASKED THE TOWN TO TRANSFER ITS FUNDS TO ANOTHER ENTITY SO THAT THE WELLS FARGO ACCOUNT CAN BE TERMINATED BY April 1, 2025; AND WHEREAS, THE TOWN TREASURER IS CHARGED WITH RESPONSIBILITY OF INVESTING ALL MUNICIPAL FUNDS, INCLUDING RESERVE FUNDS AND TRUST FUNDS, AS REQUIRED BY MAINE LAW, THE CHARTER AND THE ADMINISTRATIVE CODE; AND WHEREAS, THE DEPUTY TREASURER ACTS IN THE ABSENCE OF OR AT THE DIRECTION OF THE TREASURER. NOW THEREFORE, IT IS ORDERED: THE TREASURER IS AUTHORIZED TO OPEN ONE OR MORE BROKERAGE ACCOUNTS AT BANGOR SAVINGS BANK FOR THE STEARNS HIGH SCHOOL SARA JANE THOMPSON MEMORIAL SCHOLARSHIP FUND AND OTHER SIMILAR TRUST OR RESTRICTED FUNDS SO LONG AS EACH ACCOUNT IS NOT COMMINGLED WITH FUNDS IN OTHER ACCOUNTS; THE TREASURER AND DEPUTY TREASURER SHALL BE THE PERSONS AUTHORIZED TO MAKE DEPOSITS, INVESTMENTS AND WITHDRAWALS FROM THE ACCOUNTS AUTHORIZED BY THIS ORDER AND TO MANAGE THE ACCOUNTS AT THIS INSTITUTION; THE TREASURER, WITH THE CONSENT OF THE TOWN MANAGER AND THE ADVICE OF THE TOWN ATTORNEY, IS AUTHORIZED TO NEGOTIATE THE TERMS AND CONDITIONS OF THE FOLLOWING GREEMENTS WITH BANGOR SAVINGS BANK AND TO EXECUTE THE FINAL AGREEMENTS ON BEHALF OF THE TOWN OR OTHERWISE COMPLETE THE REQUIRED FORMS; THE TREASURER AND DEPUTY TREASURER ARE AUTHORIZED TO COMPLETE ANY AND ALL DOCUMENTS REQUIRED BY BANGOR SAVINGS BANK TO OPEN ACCOUNTS; THE AUTHORITY GRANTED TO THE TREASURER AND DEPUTY TREASURER BY THIS ORDER IS GRANTED TO THE INDIVIDUAL APPOINTED TO SUCH POSITIONS BUT IS INTENDED TO APPLY IN THE FUTURE WHEN DIFFERENT INDIVIDUALS ARE APPOINTED TO THOSE POSITIONS AND BANGOR SAVINGS BANK MAY CONTINUE TO RELY UPON THIS ORDER EVEN THOUGH DIFFERENT INDIVIDUALS HOLD THE POSITION OF TREASURER OR DEPUTY TREASURER FROM TIME TO TIME; IT IS ALSO REQUIRED FOR EACH SEPARATE ACCOUNT OPENED UNDER THE AUTHORITY OF THIS ORDER HAVE AN INVESTMENT COMMITTEE TO ADVISE THE TREASURER AS TO APPROPRIATE INVESTMENT IN ACCORDANCE WITH THE TRUST OR OTHER GOVERNING DOCUMENT.

Motion-McLaughlin Second-Pelletier Vote 6-0

*Council Comment:* \*TM Jamieson informs funding has been at Wells Fargo for decades, in recent months Wells Fargo dropping Municipal Accounts, transferring fund to current financial institution for separate accounting.

Public Comment: none

Reports and Communications: a. Warrant Committee for April 10, 2025, Regular Council meeting will be Councilor Dumais and Councilor Higgins.

- a. Chair Committee Reports: Age Friendly meeting 4/8 at MML via Zoom; Earth Day 4/22-Community clean up, meet at Recreation Complex, hopeful large volunteer turnout, BBQ after at Veterans Memorial Park; Farmers Market to be held on first Saturdays of each month; Community Garden – located on Congress St., Plots will be available soon.
- b. Two Minute Public Comment: James Angier-Winn, Pier To Peer; new to area, introduction of newly reformed P2P will be moving back to Millinocket.; \*TM Jamieson intends to have back for Special presentation on Project.
- c. Motion to adjourn at 6:55 p.m. –Dumais, Second –Higgins, Vote 6-0

*Diana M. Lakeman Town Clerk 7/21/2025*

July 16, 2025

The Special Meeting for Executive Session was brought to order in the Town Manager's office and via Zoom at 5:30 pm by Chair Danforth.

Roll Call:

Town Council Members Present:

Bragdon	Mackin - Excused
Danforth	McLaughlin
Dumais	Pelletier
Higgins - Excused	

Also in attendance: Town Manager Peter Jamieson, Town Assessor Lorna Thompson.

Order #160-2025 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) to Discuss Economic Development.

Motion – Pelletier Second – Bragdon Vote 5-0

Councilor Dumais exited at 6:30pm; Lorna Thompson exited at 6:38pm.

Motion to Adjourn @ 7:30 pm –Councilor Bragdon,  
Second- Councilor McLaughlin  
Vote 5-0

**ORDER #206-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C202**

WHEREAS, the Town Council has determined that Section C202 of the Charter should be amended to change the qualifications of the members of the Council including adding a felony conviction as vacating a Councilman's seat.

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C202 of the Charter be amended to read as follows:

**C202. Qualifications.**

Councilmen shall be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each Councilman's term in office. Councilmen shall hold no office of emolument or profit under the Town Charter or ordinances. If a Councilman shall cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a Councilman's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that Councilman's office shall be immediately vacant upon notice of such conviction to the Council.

(Explanation: The current section does not provide for a Councilman's seat to become vacant upon conviction of a felony or define a "qualified elector" as a registered voter.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C202 on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00096854.DOCX 08 25 24

Passed by the Town Council\_\_\_\_\_

ATTEST:\_\_\_\_\_

(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE, FOR THE PURPOSE OF AMENDING SECTION C202 THE TOWN CHARTER TO READ AS FOLLOWS:

**C202. Qualifications.**

Councilmen shall be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each Councilman's term in office. Councilmen shall hold no office of emolument or profit under the Town Charter or ordinances. If a Councilman shall cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a Councilman's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that Councilman's office shall be immediately vacant upon notice of such conviction to the Council.

(Explanation:       The current section does not provide for a Councilman's seat to become vacant upon conviction of a felony or define a "qualified elector" as a registered voter.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

**ORDER # \_\_\_\_\_-2024**

**PROVIDING FOR:** AMENDMENT OF CHARTER SECTION C202

WHEREAS, the Town Council has determined that Section C202 of the Charter should be amended to change the qualifications of the members of the Council including adding a felony conviction as vacating a Councilman's seat.

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed changes to §C202 and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C202. Qualifications.**

Councilmen shall be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each Councilman's term in office. Councilmen shall hold no office of emolument or profit under the Town Charter or ordinances. If a Councilman shall cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a Councilman's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that Councilman's office shall be immediately vacant upon notice of such conviction to the Council.

(Explanation: The current section does not provide for a Councilman's seat to become vacant upon conviction of a felony or define a "qualified elector" as a registered voter.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

- A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;
- B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter and
- C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of the amendment with the offices of the Secretary of State, Law Library and in her records.

**ORDER #207-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C205**

WHEREAS, the Council has determined that Section C205 of the Charter should be amended to change the process for it to determine compensation of its members as well as the compensation of certain other employees;

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C205 of the Charter be amended to read as follows:

**C205. Compensation.**

The Town Council will set the compensation of its members from time to time through the annual budget process with changes in compensation effective on July 1<sup>st</sup> following final adoption of the annual budget for each fiscal year. The Council, by order, shall fix the salaries of employees which it appoints, or for which it determines the manner of appointment, including the Town Manager, for his/her services. The Town Council shall also determine the salaries of employees appointed by the Town Manager.

(Explanation: The current procedure for the Town Council to determine its compensation is cumbersome and not part of the budget process.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C205 on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00096850.DOCX 08/25/24

Passed by the Town Council\_\_\_\_\_

ATTEST:\_\_\_\_\_



(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE FOR THE PURPOSE OF AMENDING SECTION C205 THE TOWN CHARTER TO READ AS FOLLOWS:

**C205. Compensation.**

The Town Council will set the compensation of its members from time to time through the annual budget process with changes in compensation effective on July 1<sup>st</sup> following final adoption of the annual budget for each fiscal year. The Council, by order, shall fix the salaries of employees which it appoints, or for which it determines the manner of appointment, including the Town Manager, for his/her services. The Town Council shall also determine the salaries of employees appointed by the Town Manager.

(Explanation:       The current procedure for the Town Council to determine its compensation is cumbersome and not part of the budget process.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

ORDER # \_\_\_\_\_-2024

PROVIDING FOR: AMENDMENT OF CHARTER SECTION C205

WHEREAS, the Council has determined that Section C205 of the Charter should be amended to change the process for it to determine compensation of its members as well as the compensation of certain other employees;

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed change to §C205 and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C205. Compensation.**

The Town Council will set the compensation of its members from time to time through the annual budget process with changes in compensation effective on July 1<sup>st</sup> following final adoption of the annual budget for each fiscal year. The Council, by order, shall fix the salaries of employees which it appoints, or for which it determines the manner of appointment, including the Town Manager, for his/her services. The Town Council shall also determine the salaries of employees appointed by the Town Manager.

(Explanation: The current procedure for the Town Council to determine its compensation is cumbersome and not part of the budget process.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

- A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;
- B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter; and

and

C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of the amendment with the offices of the Secretary of State, Law Library and in her records.

12/676 00096850.DOCX 08/25/24

**ORDER #208-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C301**

WHEREAS, the Town Council has determined that Section C301 of the Charter should be amended to change the qualifications of the Town Manager to provide that the Town Manager live within a specified radius around the Town;

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C301 of the Charter be amended to read as follows:

**C301. Qualifications.**

The Town Manager shall be chosen by the Town Council on the basis his character and his executive and administrative qualifications with reference to the individual's actual and related experience in, or knowledge of, accepted practice with respect to the duties of the office as hereinafter set forth. At the time of appointment, the individual need not be a resident of the town but will be required to establish a residence within a safe commuting distance of the Town of Millinocket within six (6) months of appointment to the position of Town Manager.

(Explanation: The current section does not require the Town Manager to live within a specified distance of the Town of Millinocket.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C301 on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00096851.DOCX 08/25/24

Passed by the Town Council\_\_\_\_\_

ATTEST:\_\_\_\_\_

(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE FOR THE PURPOSE OF AMENDING SECTION C301 THE TOWN CHARTER TO READ AS FOLLOWS:

**C301. Qualifications.**

The Town Manager shall be chosen by the Town Council on the basis his character and his executive and administrative qualifications with reference to the individual's actual and related experience in, or knowledge of, accepted practice with respect to the duties of the office as hereinafter set forth. At the time of appointment, the individual need not be a resident of the town but will be required to establish a residence within a safe commuting distance of the Town of Millinocket within six (6) months of appointment to the position of Town Manager.

(Explanation:       The current section does not require the Town Manager to live within a specified distance of the Town of Millinocket.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

ORDER # \_\_\_\_\_-2024

PROVIDING FOR: AMENDMENT OF CHARTER SECTION C301

WHEREAS, the Town Council has determined that Section C301 of the Charter should be amended to change the qualifications of the Town Manager to provide that the Town Manager live within a specified radius around the Town; and

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed change to §C301 and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C301. Qualifications.**

The Town Manager shall be chosen by the Town Council on the basis his character and his executive and administrative qualifications with reference to the individual's actual and related experience in, or knowledge of, accepted practice with respect to the duties of the office as hereinafter set forth. At the time of appointment, the individual need not be a resident of the town but will be required to establish a residence within a safe commuting distance of the Town of Millinocket within six (6) months of appointment to the position of Town Manager.

(Explanation: The current section does not require the Town Manager to live within a specified distance of the Town of Millinocket.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

- A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;
- B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter; and

C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of the amendment with the offices of the Secretary of State, Law Library and in her records.

12/676 00096851.DOCX 08/25/24

**ORDER #209-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C402**

WHEREAS, the Town Council has determined that Section C402 of the Charter should be amended to change the qualifications of the members of the School Board to add a felony conviction as vacating a member's seat.

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C402 of the Charter be amended to read as follows:

**C402. Qualifications of Board Members.**

Members of the School Board must be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each member's entire term in office. Members will hold no office of emolument or profit under the Town Charter or ordinances. If a member of the School Board will cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a member's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that member's office will be immediately vacant upon notice of such conviction to the Council or School Board.

(Explanation: The current section does not provide for a school board member's seat to become vacant upon conviction of a felony.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C402 on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00097115.DOCX 08/25/24

Passed by the Town Council \_\_\_\_\_

ATTEST: \_\_\_\_\_



(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE, FOR THE PURPOSE OF AMENDING SECTION C402 THE TOWN CHARTER TO READ AS FOLLOWS:

**C402. Qualifications of Board Members.**

Members of the School Board must be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each member's entire term in office. Members will hold no office of emolument or profit under the Town Charter or ordinances. If a member of the School Board will cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a member's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that member's office will be immediately vacant upon notice of such conviction to the Council or School Board.

(Explanation:       The current section does not provide for a school board member's seat to become vacant upon conviction of a felony.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

**ORDER # \_\_\_\_\_-2024**

**PROVIDING FOR:** AMENDMENT OF CHARTER SECTION C402

WHEREAS, the Town Council has determined that Section C402 of the Charter should be amended to change the qualifications of the members of the School Board to add a felony conviction as vacating a member's seat.

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed changes to §C402 and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C402. Qualifications of Board Members.**

Members of the School Board must be qualified electors (registered voters) of the Town of Millinocket and reside in the Town of Millinocket during each member's entire term in office. Members will hold no office of emolument or profit under the Town Charter or ordinances. If a member of the School Board will cease to possess any of these qualifications, or is convicted of a felony or crime of involving moral turpitude during a member's term of office, upon the expiration of any appeal period following conviction with no appeal being filed or upon a final decision resolving any and all appeals, that member's office will be immediately vacant upon notice of such conviction to the Council or School Board.

(Explanation: The current section does not provide for a school board member's seat to become vacant upon conviction of a felony.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

- A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;
- B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter and
- C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of

the amendment with the offices of the Secretary of State, Law Library and in her records.

12/676 00097115.DOCX 08/25/24

**ORDER #210-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C405.A**

WHEREAS, the Town Council has determined that Section C405.A of the Charter should be amended to provide for certain documentation prior to School Board budget workshops.

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C405.A of the Charter be amended to read as follows:

**C405.A Powers and duties of Board; preparation of budget.**

A. The School Board will have all the powers conferred, and will perform all the duties imposed, by law upon superintending school committees in regard to the care and management of the public schools of the Town of Millinocket, except as otherwise provided in this Charter. The School Board will prepare budget estimates in detail of the several sums required during the ensuing budget year for the support of the public schools and a draft budget will be provided to the Town Council and public prior to each School Board budget workshop and the current proposed draft budget will be sent out along with public notice of each budget workshop. The final budget adopted by the School Board will be submitted to the Town Council for approval and the Town Council will act on the school budget prior to the beginning of the next school year. The Town Council will prescribe the time and place of presentation of the school budget.

(Explanation: The current section does not provide for draft school budgets to be provided to the Council and public prior to school budget workshops.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C405.A on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00097278.DOCX 08/25/24

Passed by the Town Council\_\_\_\_\_

ATTEST:\_\_\_\_\_

(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE, FOR THE PURPOSE OF AMENDING SECTION C405.A OF THE TOWN CHARTER TO READ AS FOLLOWS:

**C405.A Powers and duties of Board; preparation of budget.**

- A. The School Board will have all the powers conferred, and will perform all the duties imposed, by law upon superintending school committees in regard to the care and management of the public schools of the Town of Millinocket, except as otherwise provided in this Charter. The School Board will prepare budget estimates in detail of the several sums required during the ensuing budget year for the support of the public schools and a draft budget will be provided to the Town Council and public prior to each School Board budget workshop and the current proposed draft budget will be sent out along with public notice of each budget workshop. The final budget adopted by the School Board will be submitted to the Town Council for approval and the Town Council will act on the school budget prior to the beginning of the next school year. The Town Council will prescribe the time and place of presentation of the school budget.

(Explanation: The current section does not provide for draft school budgets to be provided to the Council and public prior to school budget workshops.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

**ORDER # \_\_\_\_\_-2024**

**PROVIDING FOR:** AMENDMENT OF CHARTER SECTION C405.A

WHEREAS, the Town Council has determined that Section C405.A of the Charter should be amended to provide for certain documentation prior to School Board budget workshops.

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed changes to §C405.A and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C405.A Powers and duties of Board; preparation of budget.**

- A. The School Board will have all the powers conferred, and will perform all the duties imposed, by law upon superintending school committees in regard to the care and management of the public schools of the Town of Millinocket, except as otherwise provided in this Charter. The School Board will prepare budget estimates in detail of the several sums required during the ensuing budget year for the support of the public schools and a draft budget will be provided to the Town Council and public prior to each School Board budget workshop and the current proposed draft budget will be sent out along with public notice of each budget workshop. The final budget adopted by the School Board will be submitted to the Town Council for approval and the Town Council will act on the school budget prior to the beginning of the next school year. The Town Council will prescribe the time and place of presentation of the school budget.

(Explanation: The current section does not provide for draft school budgets to be provided to the Council and public prior to school budget workshops.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;

B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter and

C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of the amendment with the offices of the Secretary of State, Law Library and in her records.

12/676 00097278.DOCX 08/25/24

**ORDER # 211-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C405.B**

WHEREAS, the Town Council has determined that Section C405.B of the Charter should be amended to conform school department budget lines with state law.

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C405.B of the Charter be amended to read as follows:

**C405.B. Powers and duties of Board, preparation of budget.**

**B.** The school budget will include an itemized statement of revenue from:

- (1) Total education costs appropriated pursuant to Title 22 Section 15690 subsection 1;
- (2) Non-state funded debt service costs approved pursuant to Title 22 Section 15690 subsection 2;
- (3) Additional local funds, if any, approved pursuant to Title 20-A Section 15690 subsection 3, paragraph A, together with a statement of the amount of money to be raised by municipal taxation, together with comparative figures from the current and next preceding school budget year.

The school budget will include the School Board's recommended appropriation for each of the following line item categories of proposed expenditures, the sum of which will constitute the total proposed appropriation for school purposes, as well as year-to-date expenditures for the previous year and preceding two years:

- (1) Regular instruction;
- (2) Special education;
- (3) Career and technical education;
- (4) Other instruction, including summer school and extracurricular instruction;
- (5) Student and staff support;
- (6) System Administration;
- (7) School Administration;
- (8) Transportation and buses;



- (9) Facilities maintenance;
- (10) Debt Service and other commitments; and
- (11) All other expenditures, including school lunch;

(Explanation: The current section does not have the same line item categories as required by Title 20-A Section 1485. )

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C405.B on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00097116.DOCX 08/25/24

Passed by the Town Council\_\_\_\_\_

ATTEST:\_\_\_\_\_

(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE, FOR THE PURPOSE OF AMENDING SECTION C405.B THE TOWN CHARTER TO READ AS FOLLOWS:

**C405.B. Powers and duties of Board, preparation of budget.**

**B.** The school budget will include an itemized statement of revenue from:

(1) Total education costs appropriated pursuant to Title 22 Section 15690 subsection 1;

(2) Non-state funded debt service costs approved pursuant to Title 22 Section 15690 subsection 2;

(3) Additional local funds, if any, approved pursuant to Title 20-A Section 15690 subsection 3, paragraph A, together with a statement of the amount of money to be raised by municipal taxation, together with comparative figures from the current and next preceding school budget year.

The school budget will include the School Board's recommended appropriation for each of the following line item categories of proposed expenditures, the sum of which will constitute the total proposed appropriation for school purposes, as well as year-to-date expenditures for the previous year and preceding two years:

- (1) Regular instruction;
- (2) Special education;
- (3) Career and technical education;
- (4) Other instruction, including summer school and extracurricular instruction;
- (5) Student and staff support;
- (6) System Administration;
- (7) School Administration;
- (8) Transportation and buses;
- (9) Facilities maintenance;
- (10) Debt Service and other commitments; and

(11) All other expenditures, including school lunch;

(Explanation: The current section does not have the same line item categories as required by Title 20-A Section 1485.

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

12/676 00097116.DOCX 08/25/24

(BACKUP)

**ORDER # \_\_\_\_\_-2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C405.B**

WHEREAS, the Town Council has determined that Section C405.B of the Charter should be amended to conform school department budget lines with state law.

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed changes to §C405.B and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C405.B. Powers and duties of Board, preparation of budget.**

**B.** The school budget will include an itemized statement of revenue from:

(1) Total education costs appropriated pursuant to Title 22 Section 15690 subsection 1;

(2) Non-state funded debt service costs approved pursuant to Title 22 Section 15690 subsection 2;

(3) Additional local funds, if any, approved pursuant to Title 20-A Section 15690 subsection 3, paragraph A.

together with a statement of the amount of money to be raised by municipal taxation, together with comparative figures from the current and next preceding school budget year.

The school budget will include the School Board's recommended appropriation for each of the following line item categories of proposed expenditures, the sum of which will constitute the total proposed appropriation for school purposes, as well as year-to-date expenditures for the previous year and preceding two years:

(1) Regular instruction;

- (2) Special education;
- (3) Career and technical education;
- (4) Other instruction, including summer school and extracurricular instruction;
- (5) Student and staff support;
- (6) System Administration;
- (7) School Administration;
- (8) Transportation and buses;
- (9) Facilities maintenance;
- (10) Debt Service and other commitments; and
- (11) All other expenditures, including school lunch;

(Explanation: The current section does not have the same line item categories as required by Title 20-A Section 1485.

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;

B-prepare appropriate replacement pages and to distribute such replacement Pages to all known holders of copies of the Charter and

C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of the amendment with the offices of the Secretary of State, Law Library and in her records.

**ORDER #212-2024 – TABLED 9/12/2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C1012**

WHEREAS, the Council has determined that Section C1012 of the Charter should be amended to provide for periodic reviews of the Charter;

NOW THEREFORE,

Section 1. IT IS ORDERED that Section C1012 of the Charter be amended to read as follows:

**C1012 Charter Amendment.**

This Charter may be amended in accordance with Title 30-A M.R.S.A. Sections 2101 et seq.

At least once every ten (10) years, the Council, by order, shall create a committee comprised of members of the Council and qualified electors (registered voters) of Millinocket to review the Charter and recommend amendments to this the Charter to be considered by the Council in accordance with Title 30-A M.R.S.A. section 2104 as amended from time to time or replaced by another statute.

(Explanation: This Amendment provides for periodic reviews of Section C1012 of the Charter.)

Section 2. IT IS FURTHER ORDERED, pursuant to Charter Section C1012 and Title 30-A, Section 2104, that the Council conduct a public hearing concerning the proposed amendment of Section C1012 on Thursday September 26, 2024, at 5:30 p.m. in the Council Chambers and that notice of the hearing be published in the Katahdin Region News section of the Lincoln News at least 7 days before the hearing. The notice shall contain the text of the proposed amendment and a brief explanation.

12/676 00097341.DOCX 09/02/24

Passed by the Town Council \_\_\_\_\_

ATTEST: \_\_\_\_\_

(BACKUP)

**TOWN OF MILLINOCKET  
PUBLIC HEARING**

A PUBLIC HEARING WILL BE HELD ON THURSDAY, \_\_\_\_\_, 2024, AT \_\_\_\_\_ P.M. IN COUCNIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE FOR THE PURPOSE OF AMENDING SECTION C1012 THE TOWN CHARTER AS FOLLOWS:

**C1012 Charter Amendment.**

This Charter may be amended in accordance with Title 30-A M.R.S.A. Sections 2101 et seq.

At least once every ten (10) years, the Council, by order, shall create a committee comprised of members of the Council and qualified electors (registered voters) of Millinocket to review the Charter and recommend amendments to this the Charter to be considered by the Council in accordance with Title 30-A M.R.S.A. section 2104 as amended from time to time or replaced by another statute.

(Explanation: This Amendment provides for periodic reviews of Section C1012 of the Charter.)

Dated \_\_\_\_\_, 2024 at Millinocket, Maine

Diana Lakeman  
Town Clerk

(BACKUP)

**ORDER # \_\_\_\_\_-2024**

**PROVIDING FOR: AMENDMENT OF CHARTER SECTION C1012**

WHEREAS, the Council has determined that Section C1012 of the Charter should be amended to provide for periodic reviews of this Charter;

WHEREAS, the Council has held a public hearing concerning the proposed Charter amendment;

NOW THEREFORE,

Section 1. IT IS ORDERED that a Municipal referendum be held on November 5, 2024, concerning the proposed change to §C1012 and the ballot question shall be as follows:

Shall the municipality approve the Charter Amendment reprinted below?

**C1012 Charter Amendment.**

This Charter may be amended in accordance with Title 30-A M.R.S.A. Sections 2101 et seq.

At least once every ten (10) years, the Council, by order, shall create a committee comprised of members of the Council and qualified electors (registered voters) of Millinocket to review the Charter and recommend amendments to this the Charter to be considered by the Council in accordance with Title 30-A M.R.S.A. section 2104 as amended from time to time or replaced by another statute.

(Explanation: This Amendment provides for periodic reviews of Section C1012 of the Charter.)

Section 2. IT IS FURTHER ORDERED that this charter amendment is effective on January 1, 2025 following its enactment at the referendum and that the Town Manager and Town Clerk are directed to:

A-incorporate the change into the official Charter of the Town with an appropriate reference to the date of the amendment;

B-prepare appropriate replacement pages and to distribute such replacement pages to all known holders of copies of the Charter; and

C-pursuant to Title 30-A Section 2106, the Town Clerk shall file certificates of



the amendment with the offices of the Secretary of State, Law Library and in her records.

12/676 00097341.DOCX 09/02/24



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report - 7.24.25

### Economic Development:

- I've been spending a large portion of time focusing on the work related to the upcoming biofuel development. There is a lot of progress happening that our teams are navigating to bring this to fruition.
- Our team is working on a very exciting opportunity for housing development expansion. We look forward to bringing that conversation forward to the planning board and council soon.
- We are working on the possibility of aiding in the process to expand childcare offerings into a new, larger space that would accommodate care for more children.

### UMaine Capstone and Bates Street Overpass:

- We contacted the University of Maine Civil & Environmental Engineering department to apply for inclusion in their Capstone Project program.
- We recently received the news that our project was selected to be included and worked on by the students in the department.
- The team working on this project will provide multiple design options for consideration that should alleviate the recurring floods and road closures at this location, each with an opinion of probable cost and expected period of exceedance. Options will include reestablishing a natural river bottom and include design against scour. Designs may include minor changes to road geometry; an adjacent concrete railroad overpass provides significant geometric constraint.

### Library Contract:

- This contract has been updated to the terms set forth by the council at the June 26<sup>th</sup> meeting and signed by both parties.

### Brownfields:

- Lots of Brownfield's work happening in the community!
- Recently added Millinocket Fabrication and Millinocket Regional Hospital to the program and planning to assist both with handling underground tanks.

### Town Policies & Ordinances:

- Completed drafts of Unassigned Fund Balance and Volunteer policies for consideration by the council.
- In the works
  - Several MMA Workers Comp related policies



# Millinocket

Maine's Biggest Small Town

- Investment
  - Personnel - Update
- Ordinances in the works
  - Marijuana Ordinance update
  - Nuisance Property
  - Both will hopefully be ready for consideration within the next 6 – 8 weeks

## Department Updates

### Public Works:

- Repaired a failing storm drain near 61 Penobscot Ave
- Hauled screened gravel to the transfer site for leveling and maintenance of the gravel pad near the scrap metal pile
- Installed High Visibility placards to some speed limit signs on Poplar and Bates St
- Paved in Multiple utility cuts
- Began painting crosswalks and traffic signal markings
- Installed flags through town prior to the 4<sup>th</sup> of July
- Placed barricades for traffic control during 4<sup>th</sup> of July events
- Repaired a broken sewer line at the Forest Ave and Orchard St Intersection. This break resulted in the flusher truck hose becoming stuck in the line and required Emery Lee and Sons to dig with an excavator.
- Repaired a failing sewer basin cover on Granite St
- Assisted Maine Water Company with the repair of a water valve on Central/Penobscot
- Removed shrubs from the cemetery as requested by the plot owner's family
- Hauled concrete pile from Transfer site to be used as inert fill
- Removed rotting trees from the Balsam Drive, Peddler's Hill and Crandall Park areas

### Transfer Station:

- Batteries were hauled to Bangor by Public Works for recycling.
- Another load of cardboard has been hauled away for recycling through the Maine Resource Recovery Association.
- Totes have been placed near the compactor for small amounts of cardboard and plastic jugs. Large amounts of either material are still requested to be dropped off at the recycling building directly.
- Every ton of recycled material saves the Town that tipping fee, as well as a revenue for the material.



# Millinocket

Maine's Biggest Small Town

- 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.
- As always, we are accepting all the cardboard, plastic jugs and tin cans as well as other materials that we can get for recycling. Help us keep as much waste as possible from ending up in the landfill. The complete list can be found at [www.millinocket.org](http://www.millinocket.org).

## Cemetery:

- 35 burials have taken place at the cemetery so far this season.
- The benches at the entrance of the Cemetery have been painted.
- Regular mowing and trimming are underway. These machines can send debris many feet away from the work location. Please stay a safe distance from any mower or trimmer while in operation.
- Please refer to the Rules and Regulations of the Cemetery that can be found on the Town's website for information pertaining to the Cemetery.
- No small ornamental or decorative stones are allowed around any foot stone, grave marker or head stone. These present a safety hazard when mowing or trimming.

Bryan Duprey – Public Works Director

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## Airport:

- The G.A.R.D. System has logged 144 aircraft operations this month to date.
  - One of the Taxiway D infrastructure grants was awarded last week, one more to follow.
  - We are still on track for a fall construction schedule for the taxiway.
  - I am meeting weekly with Hoyle Tanner on the Reconstruction and Extension of Runway 11-29.
  - The environmental assessment and permitting are going well for the runway project.
  - We have several students currently taking flying lessons, with more inquiries coming in weekly.
  - All the equipment has been ordered for the fuel system upgrade, hopefully it will be up and running soon.
- 
- We are into our second round of airfield mowing for the season.

Jeff Campbell, Airport Manager

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## Code / Public Health & Safety



# Millinocket

Maine's Biggest Small Town

- Followed up on complaints received concerning items on properties around the community.
- Will start reporting permits issued on financial year starting this month.
- Continued follow-up inspections for permits that have been issued.
- Follow up on progress at 230 Penobscot Ave. (Our Katahdin)
- Working with numerous committees and events throughout the community.
- Continued to monitor progress on renovations at MRH staying a little ahead of schedule.
- Continue to get requests for Roof Mounted Solar Panel projects in the community and issue permits for these projects.
- Have been following multiple complaints about housing conditions in Millinocket and continue to follow up on these complaints.
- Conducting inspections on STR properties in Millinocket.
- Continue to work with Trident Medical to get storefront open on Penobscot Ave.
- Met with Peter and Councilor Bragdon to work on revising our current Cannabis policies.
- Conducted LSC inspections for people requesting general assistance to be sure the unit they are renting meet LSC.
- Attended Webinar on Radon presented by MBOIA.
- Continuing to take a series of webinars around FPW message "Charge into Fire Safety" on teaching important safety practice when handling, charging, and storing lithium-batteries.
- Office has been busy with many questions and people looking for information and help with what is needed for permitting a project.
- Have noted projects being done at various residents and have approached them concerning permitting that is required.
- Have met with individuals on various projects that will require Site Plan Review and have been advising them on materials needed for permit.
- Conversation with a realtor concerning property that owner would like to split and sell the lots separately and what the process would be, lots are already sub divided so this could be a possibility for the owner.
- Inquiries from homeowners looking at the possibility of establishing a tiny home space within their primary structure and what that would have to look like to meet code requirements.

Thomas Malcolm CEO, LHO, LSO, FLSE, JFS II, Retired Fire Chief

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## Assessing:

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



# Millinocket

Maine's Biggest Small Town

- Our office is working on several major projects: tax commitment, TIF documents, reval data and review, to name a few.
- Finalizing the personal property data entry
- Updating building valuations in Trio for the 16% building valuation increase that must be done this year.
- Entering new construction completed as of April 1
- Updating deed/transfer information

Lorna Thomson, Tax Assessor

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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:
  - Brownfields Community Wide Assessment
    - Sevee and Maher continue their assessments.
  - CDBG Façade Program
    - All projects are either ready to begin work or in final contracting phase
    - Complete: Spoiled and Chamber
  - Transportation Solutions
    - Continued working on "vision" with GPCOG
- Researched various grant opportunities.
  - Prepped applications for Northern Border Regional Commission and Community Resilience Partnership.
- Worked on the following Community Events:
  - Hosted Independence Day Festival 2025
  - Bandstand Jams Summer Music Series
  - Cinema Under the Stars
  - Back to School Supply Giveaway



# Millinocket

Maine's Biggest Small Town

- End of Summer Pool Party

Amber Wheaton, Community Initiatives Director

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## Town Clerk/Tax Collectors Office:

Totals include June 24, 2025, through July 18, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$372,969.36 were collected, which involved 850 transactions processed in Trio. *\*Report Attached*

- FY24/25 Real Estate & Personal Property – Delinquent Account Balances *\*Reports Attached*
  - Tax Collector's Notes: 30-Day Notice letters - mailed June 26<sup>th</sup>, 2025, affecting 272 tax accounts**
    - 262 Tax Collector's Notice, Lien Claim and Demand 30 Day Notices were mailed on June 26.
    - 211 accounts remain unpaid at this time which will process to lien on July 31.
    - A comparison to 176 accounts last year and 118 accounts in the previous year.
    - 52 accounts still owe for the 24-tax year as well as this year's tax.
    - 60 accounts for this year belong to Molly Hansen and Leonard Warren under their names as well as their business LLC.
- June month end reports for Vital Records, IF& Wildlife, and Dogs were reconciled and collected monies were submitted to all State agencies accordingly.
- Large increase in Vital Record requests and sales with impending Real ID requirements.
- Preparing for end of fiscal year reports.
- Weekly Motor Vehicle reports are reconciled and submitted to BMV.
- Advertising – Election, Closure Notices, Board/Committee vacancies and Public Hearings.
- Marriage and Cemetery – *It's that time of Year again*; 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:



# Millinocket

Maine's Biggest Small Town

- **Town Council and School Board Circulation for Nominations:** Available on July 25, 2025, through September 5, 2025, in the Town Clerk's office; to be voted on at the November 4<sup>th</sup> Municipal election.
  - Two (2) Council seats (Jesse Dumais/Robert Higgins)
  - Two (2) School Board seats (Kevin Gregory/Kevin Libby)
- Maintaining voter registration files: Electronic AVR/OVR/BMV, Agency death acknowledgments, in person requests, and as of 2/5/2025 SOS's system purge of inactive voters who did not vote within 2 federal elections (Since 2018 to current).

#### Other Items:

- **Boards/Committees – Available Seats**
  - 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 Appeals (1) Partial Term to expire 4/2027,
- 2025 Transfer Site Permits available - **\$20 fee** for Millinocket & contracted county residents.
- 2025 IF & Wildlife Licenses –Available: Game, ATV, & Boat.

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

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#### Fire & Ambulance:

- Chief Cote continues serving on the Emergency Vehicle Drivers Training Committee for Maine Fire Service Institute for the new drivers training program in the United States.
- Chief Cote attended the Maine CDC Healthcare Coalition Leadership Team Meeting.
- Chief Cote met with Eastern Maine Community College on upcoming EMS classes and training for staff. A contract was signed for continuing education, specialty classes, and leadership conference for 12 months starting in September.
- Chief Cote attended a Regional Traffic Incident Management Meeting in East Millinocket.
- Chief Cote attended Penobscot County Local Emergency Planning Committee Meeting.
- Chief Cote has attended webinars on the Medicare Part B Ambulance Billing.
- Chief Cote has met with First Due on working with Millinocket Fire on community risk reduction and reporting.
- Chief Cote attended a training on Healthcare Facility Evacuations for large incidents.
- Chief Cote attended a training on new fire department foam.
- Chief Cote has started working on his online assignments and projects for Fire Officer 3 class start in late September in Bangor.
- Chief Cote attended various committee meetings.





# Millinocket

Maine's Biggest Small Town

- Chief Cote is continuing working on developing a policy, procedures, & training for the Low Angle Rescue program.
- Chief Cote is working with Maine EMS on bringing a mental health awareness training the area for local responders.
- Chief Cote is working on setting up an Emergency Vehicle Drivers Training and Hazmat Operations Class in the Katahdin Region for area departments.
- Chief Cote is working on setting up live burn training for September 2025 for department members and mutual aid departments.
- Chief Cote completed all quarterly reports for all the fire department grants, and EMS projects the department currently has.
- Fulltime crews have been busy with shift training on the new engine, various EMS subjects, gas meters, and portable pumps.
- Full-time crews have completed new inventory and inventory sheets of Engine 781 & Engine 783.
- Department members took part in the July 4<sup>th</sup> Parade with 780, 781, 783, 788, & 789.
- Department provided standby services for the July 5<sup>th</sup> Fireworks with 780, 783, and 787.
- Window Project has started at the Fire Station for the bunk rooms and the front windows of the station.
- Toughbook's, EMS Training Equipment, and Low Angle Rescue equipment have been ordered for the department and are waiting for it to arrive.
- Chief Cote continues working with the town electrical inspector and a local plumber to get the gear extractor washer installed.
- Chief Cote continues working on the town's Emergency Action Plan updating that.
- Chief Cote continues working on updating run response cards for the department.
- 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.
- One full-time department member is signed up for the Advanced EMT Class in Greenville starting in the Fall.
- The department had one full-time staff member give his notice, and the last day of employment will be July 23<sup>rd</sup>.
- One new full-time staff was recently hired and starts orientation on July 21<sup>st</sup>, 2025.
- The department continues to distribute File of Life Cards and Naloxone to residents.
- The department continues to install CO/Smoke Alarms and conduct home safety surveys for residents of Millinocket.

Chief Jonathan Cote – Fire Chief, Emergency Management Director

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**EMPD:**

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



# Millinocket

Maine's Biggest Small Town

- To date we've responded to over 6,440 calls for service, with over 3,940 of those calls being in the Town of Millinocket.
- Overall, the 4th of July festivities went well in Millinocket with few minor issues. We were very happy to see such a huge turnout for the parade and it shows the spirit is still alive in Millinocket.
- We have two people nearly complete with the hiring process and are hopeful to be sending them to required training in the coming months.
- We have received our Axon body worn cameras and will soon be deploying these to officers for use. We are very excited about this equipment and it will prove to be a very big benefit to our agency.
- We have also received our TruNarc Narcotics Analyzer. This too is a very exciting piece of equipment for our agency which will make testing potential illegal substances safer and more effective. Officers will soon be receiving the training on the use of this device.
- Over the last several months we have seen a large number of impaired drivers. Our officers remain vigilant in enforcing impaired driving but we would like to remind citizens to please make the smart choice by finding a sober driver.

Cpl. Bradley Fitzgerald, East Millinocket Police Department

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**Recreation:** SEE ATTACHED REPORT

**Library:** SEE ATTACHED REPORT

**Additional Documents Attached:**

- Fire & Ambulance - June Call Totals
- Town Clerks' Office - Receipts Report
- Code Enforcement Permit Summary 5/19/25-6/23/25

Respectfully Submitted,

Peter Jamieson, Town Manager.



53 Main St., East Millinocket, ME 04430

**Department updates as of 7/21/2025:**

- We served 60 meals at our recent Senior Dinner. Our next dinner is Steak or Chicken Tacos on Monday August 18th at the East Millinocket Rec Hall - served at 12:00pm - take out is available starting at 12:15pm. The hall is also accessible via stair lift, please let us know if you need any assistance and we can help you. This will be our last Summer Special dinner, with our new schedule available for regular dinners starting in September.
- Our Senior Socials are held in the rec/banquet hall from 9:00am to 11:00am on Wednesdays in East Millinocket. 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.
- The Playgrounds as well as the Basketball, Tennis, and Pickleball courts have been active and available for use daily. Please note that all Recreation areas close at 10pm and reopen at dawn.
- Our Summer camps and clinics have been well attended this year! Our last clinic for this year is our Soccer Camp. Thank you to all our staff, coaches and volunteers that make these opportunities possible for the kids!
- The pools are open in both communities, and have been very busy. Thank you to our staff that keep these running! The updated pool schedule is listed here:

**East Millinocket & Millinocket: Opening June 20th / Closing August 17th**

- General Swim: Monday - Sunday 1:00pm – 4:30pm
  - Adult Swim: Tuesday/Thursday 4:45pm – 6:00pm
  - Night Swim: Monday/Wednesday/Friday 5:30pm – 7:30pm
- Swimming lessons are held at either swimming pool from 9:00am through 12:00pm Monday, Wednesday, and Friday. Arts & Crafts is held on those same days from 9:00am to 11:30am.
  - The Summer Lunch Program is still on going, with lunches distributed during at 11:30am Monday through Friday at the Pool Attendant desk.
  - Our lifeguards have completed their in service training for July; they practice rescue skills such as deep and shallow water rescues, at the surface and submerged victims. As well as spinal motion restriction using a backboard. Thank you to our staff for participating in these additional training sessions!

Respectfully submitted,  
Cody McEwen  
Recreation Director

# Millinocket Memorial Library Director's Report

June/July 2025

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 7.17.25



## LIBRARY UPDATES

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### Programs

Our annual Summe Reading Program kicked off on June 21st, and we have about 50 kids registered so far. We've offered a whole slate of special programs so far, including: Art with Amanda, Movies at the Library, a Bubble Party, Pokemon Club, and an Appalachian Trail themed story time. In addition, we are once again serving as a site for the national Summer Lunch Program, distributing 10-15 bagged lunches per day, on average.

Other recent programs have included weekly Mahjong for Beginners, Chair Yoga with Tori Gray, Baby and Me Postpartum Support Group with Maine Families, and a new Teen Grief Support Group with True Connections Behavioral Health.

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### Fundraising

On July 5th, we hosted an Anniversary Celebration at the library, commemorating 10 years of MML operating as a nonprofit and all of the ways we've grown since then. We estimate that about 150 people attended and have received very positive feedback about the event overall. If you missed it, photos and videos from the event are available at: [www.MillinocketLib.org/mmmlsjourney](http://www.MillinocketLib.org/mmmlsjourney) or on our social media pages. The event brought in about \$9,000 for the library, but more importantly, we strengthened relationships with community members and current and future donors. While it's not the type of event we'd want to do annually, we learned a lot about how to organize fundraising events, obtain business sponsorships, and tell our story to increase community engagement and support.

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### Facilities

With the patio project complete, we are focused on two building projects: modernizing our elevator and replacing our roof. The elevator project is scheduled to begin on September 8th with Pine State Elevator. For the roof, we're working on writing grants to supplement the \$50,000 we received from the Stephen and Tabitha King Foundation late last year, with the hopes of completing the project in 2026.

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### Finance

The Library's 2024 990s (tax return) and indepdent financial reviews have been submitted and are now available on the Library's website at: [www.Millinocketlib.org/reports/#financial](http://www.Millinocketlib.org/reports/#financial). If Councilors or the public has questions about these reports, they are welcome to contact me at [director@millinocketlib.org](mailto:director@millinocketlib.org) or 207-447-4075.

## Gear Library

The Katahdin Gear Library has always been a collaborative effort between the Library and another nonprofit called the Outdoor Sport Institute (OSI), which focuses on connecting people in our region to human-powered outdoor recreation. MML has been the fiscal agent for the program since 2018, but this year we made a joint decision with OSI to have them take over the fiscal agency going forward. MML will continue to be involved with steering the direction of the gear library, but this change will streamline many of our internal processes, decrease confusion, and eliminate redundancies in terms of expenses like insurance.

## Collaborative Work

In May, we renewed our contract to provide facilitated leadership to the Katahdin Collaborative for another year. Through this contract, MML staff assist the Collaborative and other partner organizations in incubating mission-aligned projects related to community health and wellness in the Katahdin Region. Initial projects have included 1) developing a regional emergency heating fund, 2) launching LGBTQ+ events and initiatives such as the Northern Maine Pride Ride, 3) reviving a regional food council, and 4) completing a system-mapping project with a graduate student to better understand where people in our area are getting stuck when trying to access key resources.

## LIBRARY STATISTICS

Patrons	June 2025	May 2025	Change	June 2024	
Cardholders	3151	3101	50	2896	
Adult Cardholders	2482	2444	38	2261	
Youth Cardholders	663	654	9	634	
Millinocket Resident Cardholders	2333	2300	33	2172	
Out of State Cardholders	81	86	-5	69	
Circulation	June 2025	May 2025	Change	June 2024	
Active Cardholders	351	304	47	455	
Circulation	1114	994	120	1215	
Active Cloudlibrary Users	31	38	-7	31	
Imagination Library Users	187	185	2	188	
Program Engagement	June 2025	May 2025	Change	June 2024	
Library Website Visits	2441	2424	17	3181	
Facebook Likes	2056	2045	11	1947	
Instagram Followers	735	733	2	703	
Adult Programs	16	18	-2	7	
Adult Program Attendance	163	96	67	145	
Children's Programs	18	23	-5	15	
Children's Program Attendance	135	101	34	187	
Community Meetings	27	21	6	17	
Community Meeting Attendance	188	161	27	102	
Foot Traffic	2059	2070	-11	2560	
Library Volunteer Hours	135	149	-14	119	
Number of Reportable Incidents	2	1	1	1	
Facilities	June 2025	May 2025	Change	June 2024	
Hours Open	171	166	5	162	
Computer Sessions	286	285	1	304	
Public Meeting Room Use	182	165	17	121	
EV Charges	1	6	-5	5	
Wifi Connections	No data- router issue				742



# Millinocket

Maine's Biggest Small Town

## Code Enforcement Permit Summary

FY26

7/1/25 - 7/21/25

Permit Type	New	Prev. Total	YTD (Calendar)
Alteration	6	0	6
Principal Structure	1	0	1
Accessory Structure	1	0	1
Demolition / Moving	0	0	0
Sign	0	0	0
Fence	1	0	1
Electrical	4	0	4
Plumbing	0	0	0
Yard Sale	4	0	4
Certificate of Occupancy	1	0	1
Site Plan - Major	0	0	0
Site Plan - Minor	0	0	0
Medical Marijuana Dispensary	0	0	0
Subsurface WWT	0	0	0
Change of Use	1	0	1
Certificate of Completion	0	0	0
Short Term Rental	1	0	6
Livestock	0	0	0
<b>Permit Totals</b>	<b>20</b>	<b>0</b>	<b>20</b>
<b>Revenue Totals</b>	<b>\$738</b>	<b>\$0</b>	<b>\$738</b>



## **FIRE AND AMBULANCE RUNS REPORT FOR JUNE 2025**

### **AMBULANCE**

Local BLS: 29

Local ALS: 30

Local No Transport: 18

Out of Town BLS: 1

Out of Town ALS: 1

Out of Town No Transport: 1

Police Stage: 3

Public Assist: 7

### **CHIEF OFFICER CALL IN NO STAFFING: 5**

Lost Calls BLS: 9

Lost Calls ACLS (Paramedic): 6

### **FIRES**

**Vehicle Fire (t1 R8 WELS)- 1**

**Wildland Fire (T3 Indian Purchase)-1**

**Dumpster Fire-1**

**General Fire Alarm Activation-3**

**Residential Smoke Alarms Going Off-1**

**Tree on Wires-1**

**Power Line Down-1**

**MVA-No Injuries (Long A Township)-1**

**Aid to Ambulance- 6**

**Public Assist-1**

**Assist Fire Marshals Office-1**

**Short Term Rental Campfire Inspections-0**

Chief Jonathan P. Cote  
Millinocket Fire Department  
[fire.ems@millinocket.org](mailto:fire.ems@millinocket.org)

## Receipt Search Report

Actual Date Between 06/24/2025 and 07/18/2025, Receipt Type Between 1 and 804

### Receipt Summary

Type	Count	Amount
2 BOAT REGISTRATION	82	5,300.06
3 ATV REGISTRATIONS	57	5,333.75
5 GAME LICENSES	15	378.00
6 DOG LICENSES	2	42.00
7 CODE ENFORCEMENT	11	618.00
12 TRANSFER SITE RECYC	1	307.68
14 GENERAL ASSISTANCE	2	3,492.04
18 PAYMENT IN LIEU TAX	1	3,000.00
19 BD CHECK & WASH ACC	2	30.00
22 ADM COPIES /AUDIT	4	43.00
26 NOTARY FEES	5	25.00
29 TOWN DONATIONS & EVENTS	1	195.00
39 AMB AR COLLECTIONS	1	1,248.92
41 CLERK'S OFFICE	1	2.00
42 CDBG MLKT HIST SOC	1	465.86
51 ECONOMICAL DEVELOPM	1	96,225.90
53 AMBULANCE PAYMENTS	11	2,609.77
54 AMULANCE CR CARD PAYMENTS	2	450.00
55 PUBLIC WORKS ADMIN	2	30.00
58 CAPITAL IMPROVEMENT	1	1,250.00
60 WASTEWATER CONT	1	172.37
61 SCHOOL APCON 2597	3	749.58
62 SCHOOL REVENUE 2597	12	56,625.95
63 VIC/ENT/PED/VND/BUS	12	190.00
65 PUBLIC WORKS/EXPENS	2	3,753.90
67 WW & SCHOOL BANK FE	1	0.69
70 SCHOOL PAYROLL TAX	6	57,543.73
74 CEMETERY BILLING	11	3,025.00
77 WASTEWATER TREATMEN	2	389.00
90 Real Estate Payment	86	39,849.39
91 Tax Lien Payment	6	1,837.11
92 Personal Property Payment	2	112.64
94 Utility - Sewer Payment	69	6,373.21
99 Motor Vehicle	333	75,758.40
100 WASTE WATER PR TAX	2	2,131.75
111 TRANSFER STICKER TO	19	380.00
112 TRANSFER STICKER UN	37	740.00
113 MISCELLANEOUS REVENUE	3	1,415.66
801 Death Certificate	9	357.00
802 Birth Certificate	21	324.00
803 Marriage Certificate	10	193.00



## Receipt Search Report

Actual Date Between 06/24/2025 and 07/18/2025, Receipt Type Between 1 and 804

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850

372,969.36

RE

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
<b>Total for 277 Bills:</b>		277 Accounts	546,402.72	223,187.84	323,214.88

**Payment Summary**

Type	Principal	Interest	Costs	Total
3 - 30 DN Costs	0.00	0.00	-2,679.68	-2,679.68
C - Correction	-1,631.54	0.00	0.00	-1,631.54
P - Payment	222,472.87	0.00	164.32	222,637.19
Y - Prepayment	4,861.87	0.00	0.00	4,861.87
Total	225,703.20	0.00	-2,515.36	223,187.84

**Non Lien Summary**

2025-1	277	323,214.88
Total	277	323,214.88

<b>No Bills</b>	0.00	0.00	0.00
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**Payment Summary**

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

**Lien Summary**

Total	0	0.00
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<b>Total for 277 Bills:</b>	546,402.72	223,187.84	323,214.88
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*personal property*

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
23 P	AIRPORT CABINS	2025	24.84	0.00	24.84
321 P	ALLIANCE HEALTHCARE SERVICES	2025	14,299.56	14,292.78	6.78
81 P	AUTOMATIC VENDING & GAMES	2025	96.60	0.00	96.60
338 P	CONOPCO, INC	2025	66.24	65.44	0.80
210 P	COTE, ANGELA	2025	55.20	0.00	55.20
348 P	CSI LEASING, INC	2025	24.84	18.80	6.04
49 P	CYR, ED & SON INC	2025	69.00	0.00	69.00
9 P	DAYLE ROLLINS PLUMBING & HEATI	2025	113.16	2.97	110.19
2244 P	DIANNE MATTHEWS	2025	209.76	0.00	209.76
358 P	DIEM LAPIERRE LLC	2025	55.20	55.00	0.20
145 P	DISH NETWORK LLC	2025	477.48	476.43	1.05
108 P	DUVEL ROBERT	2025	27.60	0.00	27.60
2238 P	FISKE, ELIZABETH	2025	60.72	0.00	60.72
65 P	FSC SUBWAY LLC	2025	190.44	186.33	4.11
278 P	GETCHELL BROS. INC.	2025	27.60	0.00	27.60
2205 P	GLIDDEN, JON	2025	358.80	0.00	358.80
2239 P	GREAT NORTHERN GIFTS	2025	132.48	0.00	132.48
250 P	JANDREAU CLEANING	2025	22.08	0.00	22.08
119 P	KATAHDIN GENERAL STORE	2025	2,307.36	2,297.55	9.81
201 P	KATAHDIN INN & SUITES	2025	3,118.80	0.00	3,118.80
374 P	KELLEY MOBILE HOME PARK	2025	126.96	0.00	126.96
248 P	LAMSON REALTY LLC	2025	2,050.68	0.00	2,050.68
154 P	LEE, EMERY & SONS INC.	2025	331.20	330.54	0.66
412 P	MAINELY COFFEE	2025	416.76	0.00	416.76
399 P	MILLI'S	2025	209.76	0.00	209.76
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
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
<b>Total for 29 Bills:</b>		29 Accounts	26,333.16	17,957.68	8,375.48

**Payment Summary**

Type	Principal	Interest	Costs	Total
P - Payment	17,954.71	0.00	0.00	17,954.71
Y - Prepayment	2.97	0.00	0.00	2.97
<b>Total</b>	<b>17,957.68</b>	<b>0.00</b>	<b>0.00</b>	<b>17,957.68</b>

**Non Lien Summary**

2025-1	29	8,375.48
<b>Total</b>	<b>29</b>	<b>8,375.48</b>

**ORDER #161-2025**

**PROVIDING FOR:** Execution of the Prior Fiscal Year Town Warrant for July 24, 2025

**IT IS ORDERED** that the Prior Fiscal Year Town Warrant for July 24, 2025, in the amount of \$\_\_\_\_\_ is hereby approved.

Passed by the Town Council\_\_\_\_\_

Attest:\_\_\_\_\_

**ORDER #162-2025**

**PROVIDING FOR:** Execution of the Prior Fiscal Year Wastewater Warrant for July 24, 2025

**IT IS ORDERED** that the Prior Fiscal Year Wastewater Warrant for July 24, 2025, in the amount of \$\_\_\_\_\_ is hereby approved.

Passed by the Town Council\_\_\_\_\_

Attest:\_\_\_\_\_

**ORDER #163-2025**

**PROVIDING FOR:** Execution of the Town Warrant for July 24, 2025

**IT IS ORDERED** that the Town Warrant for July 24, 2025, in the amount of \$ \_\_\_\_\_ is hereby approved.

Passed by the Town Council \_\_\_\_\_

Attest: \_\_\_\_\_

**ORDER #164-2025**

**PROVIDING FOR:** Execution of the Wastewater Warrant for July 24, 2025

**IT IS ORDERED** that the Wastewater Warrant for July 24, 2025, in the amount of \$\_\_\_\_\_ is hereby approved.

Passed by the Town Council\_\_\_\_\_

Attest:\_\_\_\_\_

**ORDER #165-2025**

**PROVIDING FOR** Adoption of Unassigned Fund Balance Policy

**IT IS ORDERED** that the Millinocket Town Council approve and adopt the attached policy titled "Town of Millinocket Unassigned Fund Balance Policy".

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_





# Millinocket

Maine's Biggest Small Town

## Town of Millinocket UNASSIGNED FUND BALANCE POLICY

### Objectives & Definitions

The objective of this policy is to provide for sound financial management of the Town's unassigned funds, as reported annually in the year-end Financial Audit, and to establish procedures for management of those funds.

### Purpose & Use

The unassigned fund balance serves several purposes. It represents a source of funding which is available for unforeseen emergencies, provides cash flow to offset the need for borrowing in anticipation of tax receipts, and provides evidence to the Town's bondholders and bond rating agencies of financial stability and credit worthiness. Undesignated funds may also be used, with approval of the Town Council, through the municipal budgeting process or at the time of tax commitment to offset budgetary impacts on the tax rate calculation.

### Target Balances

Based on guidelines provided by the Town auditor, the target balance for undesignated fund balance consists of three tiers:

**MINIMUM LEVEL:** Funds equal to 30 days of funds based on the current year's approved expense budget.

**TARGET LEVEL:** Funds equal to 60 days of funds based on the current year's approved expense budget.

**MAXIMUM LEVEL:** Funds equal to 90 days of funds based on the current year's approved expense budget.

### Target Level Calculation

The calculation of each tier's financial target shall take place annually, and be reported to the Council, at the time of tax commitment. The target is determined by dividing the Total Municipal Budget (including final School and County costs) by the number of days in that calendar year and multiplying that by the number of days in each tier target.



### **Required Actions**

The following actions shall be taken based upon the amount of undesignated fund balance relative to the established targets:

1. **BALANCE IS BELOW THE MINIMUM LEVEL:** When the unassigned fund balance is below the minimum level, steps shall be taken to increase the fund balance level, bringing it closer, or to, the minimum level. Funds shall not be used to offset the budgetary impact on the mil rate or for other non-emergency uses.
2. **BALANCE IS ABOVE THE MINIMUM LEVEL BUT UNDER THE TARGET LEVEL:** Efforts shall be made to bring the unassigned fund balance to the target level. With town council authorization, funds may be used for mitigating the budgetary impact on the mil rate, or for other valid purposes which benefit the taxpayer. After subtraction of these amounts the remaining fund balance level must be equal to or greater than the minimum level.
3. **BALANCE IS BETWEEN THE TARGET LEVEL AND THE MAXIMUM LEVEL:** Upon proper authorization by the town council, the use of unassigned funds may be used to offset the budgetary impact on the tax rate, or for other valid purposes which benefit the taxpayer. However, these actions shall not result in the depletion of the unassigned fund balance below the target level.
4. **BALANCE IS IN EXCESS OF THE MAXIMUM LEVEL:** Amounts in excess of the maximum level must be used to offset the budgetary impact on the tax rate, or for other valid • purposes which benefit the taxpayer. However, these said actions shall not result in the depletion of the unassigned fund balance below the target tier.

### **Emergency Actions Permitted**

Notwithstanding any provision of this ordinance, the Millinocket Town Council may vote at any time to use unassigned fund balance funds to respond to emergency or time-sensitive funding needs.

### **Guaranteed Investments**

Funds used in relation to the Town of Millinocket Investment Policy shall be included in the total used to calculate level of the Unassigned Fund Balance in relation to the tiers described as Target Balances in this policy.

**ORDER #166-2025**

**PROVIDING FOR** Adoption of Volunteer Policy

**IT IS ORDERED** that the Millinocket Town Council approve and adopt the attached policy titled “Town of Millinocket Volunteer Policy”.

PASSED BY THE COUNCIL: \_\_\_\_\_

ATTEST: \_\_\_\_\_



# Millinocket

Maine's Biggest Small Town

## TOWN OF MILLINOCKET VOLUNTEER POLICY

The Town of Millinocket recognizes that volunteers can make a vital contribution to the effectiveness and reach of municipal programs and services. Volunteers enhance capacity, build community pride, and foster deeper engagement in civic life. The Town encourages and supports a structured and inclusive volunteer program.

The purposes of the volunteer program are to:

- A. Provide Town departments with additional resources for delivering public services;
- B. Promote transparency and community understanding of municipal operations; and
- C. Strengthen connections between the Town and its residents through active participation.

For the purpose of this policy, a *volunteer* is defined as any individual providing services to the Town, with no expectation of compensation or employment benefits.

Volunteers serve under the direction of a designated municipal supervisor or department head and must perform only those tasks to which they have been assigned. Volunteers may assist with community events, maintenance efforts, office support, recreation programs, or other municipal functions as needed.

Volunteers are expected to:

- Follow all Town policies, safety procedures, and codes of conduct;
- Maintain confidentiality of any sensitive information;
- Represent the Town in a respectful and professional manner.

All volunteers must complete a Volunteer Application and sign a background check waiver annually.

Background screenings will be conducted at the discretion of the Town and in accordance with applicable laws. Volunteers may not begin their service until the background check has been completed and approved. Final approval rests with the Town Manager or designated official. Background check information will remain confidential and securely filed.

The Town may recognize volunteer service through public acknowledgments or annual appreciation efforts. Departments are encouraged to regularly evaluate the impact and effectiveness of volunteer contributions.

**PROVIDING FOR** Authorization of Parking Lot Closures for Movie Nights

**IT IS ORDERED** that the Millinocket Town Council approves the closure of the Veterans Park parking lot from 4:00pm to 11:00pm for movie nights in the park on the dates listed below:

July 29<sup>th</sup>, 2025

August 5<sup>th</sup>, 2025

August 12<sup>th</sup>, 2025

August 19<sup>th</sup>, 2025

August 26<sup>th</sup>, 2025

**IT IS FURTHER ORDERED**

**PASSED BY COUNCIL:** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

## **PERMISSION FOR BANDSTAND MOVIE NIGHTS**

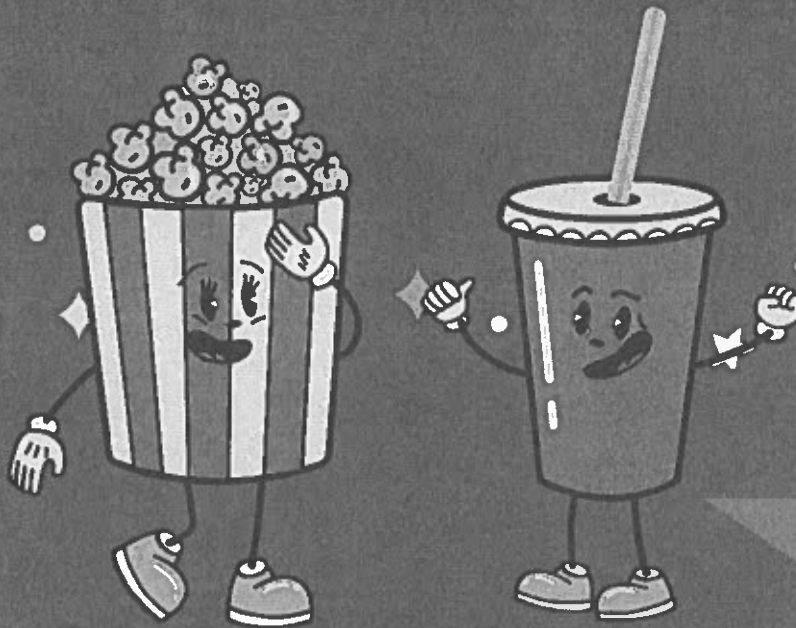
**Would like permission to close Veterans Park parking lot from Tuesday, July 29th and each Tuesday through August 25<sup>th</sup> from 4pm till 11pm for movie nights.**

**Thomas Malcolm  
Health and Safety Officer  
CEO  
Town of Millinocket**



# UNDER THE STARS

JOIN US ON TUESDAYS FOR  
CINEMA UNDER THE STARS  
VETERANS MEMORIAL PARK  
MOVIES STARTING AT 9PM



**Millinocket**

Maine's Biggest Small Town

**FREE  
EVENT**

TUESDAY JULY 22<sup>ND</sup> - A MINECRAFT MOVIE (PG)

TUESDAY JULY 29<sup>TH</sup> - CLUELESS (PG-13)

TUESDAY AUGUST 5<sup>TH</sup> - WICKED (PG)

TUESDAY AUGUST 12<sup>TH</sup> - THE GOONIES (PG)

TUESDAY AUGUST 19<sup>TH</sup> - DESPICABLE ME 4 (PG)

TUESDAY AUGUST 25<sup>TH</sup> - JUMANJI (PG)