



**TENTATIVE AGENDA
REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM
THURSDAY, AUGUST 28, 2025
at 5:30 PM**

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

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: August 14, 2025 Regular meeting.
5. Special Presentation(s): n/a

NEW BUSINESS:

6. Town Manager's Report – 8/28/2025
7. ORDER #184-2025 Approval of the Prior Fiscal Year Town Warrant for August 28, 2025
8. ORDER #185-2025 Approval of the Prior Fiscal Year Wastewater Warrant for August 28, 2025
9. ORDER #186-2025 Approval of the Town Warrant for August 28, 2025
10. ORDER #187-2025 Approval of the Wastewater Warrant for August 28, 2025
11. ORDER #188-2025 Approval of the Planning Board Application – M. Anderson
12. ORDER #189-2025 Adoption of Investment Policy
13. ORDER #190-2025 Award of Demo Bid – 143 Medway Road
14. ORDER #191-2025 Approval of Certain Road and Parking Lot Closures – Trails End Festival
15. Reports and Communications:
 - a. Warrant Committee for the September 11, 2025 Council Meeting will be Chair Danforth and Councilor Dumais
 - b. Chair's Committees Reports
 - c. Two Minute Public Comment
16. 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 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.



Millinocket

Maine's Biggest Small Town

Town of Millinocket
197 Penobscot Avenue
Millinocket, Maine 04462
Manager@Millinocket.org www.millinocket.org
207-723-7000 Ext 5

Citizen Guide to Town Council Meetings

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

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

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

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

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

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

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

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

August 14, 2025

The Public Hearing and Regular meeting of the Millinocket Town Council was brought to order in Council Chambers by Chair Danforth at 5:30 pm. Roll Call: Town Council Members Present: Bragdon-Excused, Danforth, Dumais, Higgins-Excused, Mackin-Excused, McLaughlin, Pelletier. Also present: Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm-Zoom, Fire Chief Jon Cote-Zoom, PW Director Bryan Duprey, CID Amber Wheaton; Presenters: none; Media: Brian Brown-Zoom, 3 in person public attendance and 2 Zoom attendance.

Pledge of Allegiance; Adjustments to the Agenda: Update Orders #170-2025 through #173-2025; Corrected 7/31/2025 Minutes; Approval of Minutes: June 26, 2025, July 10, 2025 and July 24, 2025 Regular meetings and July 31, 2025 Special meeting; Motion- Dumais, Second- Pelletier, Vote 4-0; *Council Comment:* Chair Danforth and Clerk Lakeman noted corrected minutes distributed and placed on file by the Clerk; Public Comment: none;

Special Presentation(s): none; Unfinished business: none; Town Manager's Report – none.

ORDER #170-2025 PROVIDING FOR: Execution of the Prior Fiscal Year Town Warrant for August 14, 2025 IT IS ORDERED that the Prior Fiscal Year Town Warrant for August 14, 2025, in the amount of \$63,314.32 is hereby approved.

Motion-McLaughlin Second-Dumais Vote 4-0

Council Comment: Noted larger expenses: Hol Tanner Assoc, MMA, Versant Power.

Public Comment: none

ORDER #171-2025 PROVIDING FOR: Execution of the Prior Fiscal Year Wastewater Warrant for August 14, 2025 IT IS ORDERED that the Prior Fiscal Year Wastewater Warrant for August 14, 2025, in the amount of \$9,007.10 is hereby approved.

Motion-McLaughlin Second-Dumais Vote 4-0

Council Comment: Noted larger expenses: MMA, Versant Power.

Public Comment: none

ORDER #172-2025 PROVIDING FOR: Execution of the Town Warrant for August 14, 2025 IT IS ORDERED that the Town Warrant for August 14, 2025, in the amount of \$171,004.97 is hereby approved.

Motion-McLaughlin Second-Dumais Vote 4-0

Council Comment: Noted larger expenses: Bangor Abatement Corp. Camerota Inc, FR, Elan Financial Services, Stephen K Lucas, Maine Technologies Group, Maine Water Co, MWS, Versant Power.

Public Comment: none

ORDER #173-2025 PROVIDING FOR: Execution of the Wastewater Warrant for August 14, 2025 IT IS ORDERED that the Wastewater Warrant for August 14, 2025, in the amount of \$18,661.11 is hereby approved.

Motion-McLaughlin Second-Pelletier Vote 4-0

Council Comment: Noted larger expenses: Town of Millinocket- Administrative WW costs.

Public Comment: none

ORDER #174-2025 PROVIDING FOR: **Public Hearing** – Proposed Town Charter Amendments to Sections C202, C205, C301, C402, C405.A, C405.B, and C1012. IT IS ORDERED That the Millinocket Town Council enter into a public hearing to discuss the Proposed Town Charter Amendments C202, C205, C301, C402, C405.A, C405.B, and C1012; as attached:

Motion- Pelletier Second-McLaughlin Vote 4-0

In Public Hearing at 5:40pm; Public Attendance: 3 In Person and 2 via Zoom (1 removed from zoom at 6:04pm, full name not displayed); Also Present: Department Heads- Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm-Zoom, Fire Chief Jon Cote-Zoom, PW Director Bryan Duprey, CID Amber Wheaton; and Media: Brian Brown-Zoom; Chair Danforth explained she will read through each proposed charter amendment then will seek council and then public comment;

C202: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 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.)

Council Comment: none; Public Comment: none;

C205: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 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 1st 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.)

Council Comment: none; Public Comment: none;

C301: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 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.)

Council Comment: Councilor Dumais expressed the statement of safe commuting distance seems vague, inquires Chair Danforth to reread explanation; Chair Danforth acknowledges the statement does not specify certain distance as intended;

Public Comment: Councilor Dumais read the attached email submitted by Ester Gass: Hi Jane --

I won't be attending the Thursday Charter Amendments public hearing, but i'd like to give my input on just one bit of C301. C301. Qualifications. The Town Manager... 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...I'm sure the words "safe commuting distance" are too subject to varying circumstances to be legally binding for an official Town document. A commute from East Mill to Millinocket can be deadly because of sun in the eyes, animals in the road, ice and weather conditions, being distracted by a bee in the car, etc etc. I wouldn't support language that requires the Town Manager to live IN Millinocket, so in my opinion, this part of the sentence should be struck out. Thanks. Esther Gass 273 Highland Ave. Millinocket; notes submitted into the minutes.; Town Clerk Lakeman asks the chair to be recognized, reminds those in Zoom attendance to raise hand and turn video on to be recognized and speak during public comment.

C402: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 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.)

Council Comment: none; Public Comment: none;

C405.A: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 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.** 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.)

Council Comment: none; Public Comment: none;

C405.B.: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 P.M. IN COUNCIL CHAMBERS LOCATED IN THE MILLINOCKET MUNICIPAL BUILDING 197 PENOBSCOT AVENUE, MILLINOCKET, MAINE, FOR THE PURPOSE OF AMENDING SECTION C405.B OF 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.

Council Comment: none; Public Comment: none;

C1012: A PUBLIC HEARING WILL BE HELD ON THURSDAY, AUGUST 14, 2025, AT 5:30 P.M. IN COUNCIL 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.)

Council Comment: Chair Danforth acknowledges a Charter Committee would be conducting a review; notes the process has taken over a few years, Councilor Pelletier confirms it has been a three year tedious process, expressed concerns with hopes for more public interest and comments, states the process and changes was blessed by legal a lot; Public Comment: none; Chair Danforth seeing/hearing no other public comment:

Out of Public Hearing at 5:54 PM.

ORDER #175-2025 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 4, 2025, 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, 2026 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

Motion- Dumais Second-McLaughlin Vote 4-0

Council Comment: none

Public Comment: none

ORDER #176-2025 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 4, 2025, 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 1st 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, 2026 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.

Motion- McLaughlin Second-Pelletier Vote 4-0

Council Comment: none

Public Comment: none

ORDER #177-2025 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 4, 2025, 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, 2026 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.

Motion- Pelletier Second-McLaughlin Vote 3-1 (Dumais/Opposed)

Council Comment: Council discussion informs this as written was a compromise to bring to council order being a divisive topic within the charter committee, expressed concerns with clarity with no "specified radius" was not determined or specified as written; Councilor Pelletier states is in agreement is Ester Gass's email statement and notes his supports if an amendment needed or if brought to voters as proposed, noting intent informs amendment is the same as current charter without the radius specified and sees not much effect with this order if passed, states the council would approve specifics in the manager's contract.; council discussion concludes with acknowledgment of the intent and approved contract details to state the parameters, and expressed concerns and reason for amendment if no effect as the charter is today, while questioning what defines a "safe commuting distances".

Public Comment: Sandy Sullivan 104 Sunset Drive/Charter Review Committee member, notes this topic was discussed a lot looking for language, states Millinocket is unique being in the middle of the woods, wanted to allow manager to live within reason and without specific mileage defined, while not allowing a manager to reside out of state, and with discretion living where they decided.

ORDER #178-2025 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 4, 2025, 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, 2026 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.

Motion- Dumais Second-McLaughlin Vote 4-0

Council Comment: none

Public Comment: none

ORDER #179-2025 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 4, 2025, 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. 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, 2026 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.

Motion- McLaughlin Second-Dumais Vote 4-0

Council Comment: none

Public Comment: none

ORDER #180-2025 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 4, 2025, 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, 2026 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.

Motion- Pelletier Second-McLaughlin Vote 4-0

Council Comment: none

Public Comment: none

ORDER #181-2025 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 4, 2025, 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, 2026 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.

Motion- Danforth Second-Pelletier Vote 4 -0

Council Comment: none

Public Comment: none

ORDER #182-2025 PROVIDING FOR Award of Winter Sand Bid

WHEREAS The Town of Millinocket recently held its bid opening for winter sand and received two bids;
IT IS ORDERD The Millinocket Town Council, at the recommendation of the Public Works Director and Town Manager, award the winter sand bid to Emery Lee and Sons for \$11 per yard and a maximum of 2500 yards to be purchased. Bids received:

Adam Qualey Inc. - \$13.50 per yard

Emery Lee & Sons Inc. - \$11.00 per yard

Motion- Dumais Second-McLaughlin Vote 4-0

Council Comment: none

Public Comment: none

Reports and Communications: a. Warrant Committee for August 28, 2025 Regular Council meeting will be Councilor Pelletier and Councilor Bragdon.

a. Chair Committee Reports: none

b. Two Minute Public Comment: Town Clerk Lakeman informed nomination papers are available until September 4, 2025 until 4pm; noted 2 people took out for town council and 1 took out for school board, none yet returned; expressed encouragement for more people to get involved.

c. Motion to adjourn at 6:26 p.m. –Dumais, Second –McLaughlin, Vote 3-1 (Pelletier/Opposed)

Diana M. Lakeman Town Clerk 8/20/2025



Millinocket

Maine's Biggest Small Town

Town Manager's Report – 8.28.25

Policy & Ordinance:

- Investment Policy – Completed, reviewed, and on 8/28 agenda.
 - This will allow us make use of CDAR Programs to invest UFB dollars in guaranteed, short-term investments which will increase revenues toward our budget and continue to feed the UFB.
- Cannabis Ordinance Revision – Councilor Bragdon, Tom Malcom, and I have reviewed and revised this ordinance, working toward more inclusion and alignment with State Statute updated since the adoption of Millinocket's Marijuana Ordinance. This has been reviewed by legal and can be ready for Public Hearing in September.
- Disorderly Property Ordinance – Cpl. Fitzgerald, Chief Cote, Tom Malcom, and I have prepared a draft of Millinocket's Disorderly Property Ordinance, which is now in legal review.
 - This was inspired by learning how other towns approach and deal with these issues.
 - Should legal review be completed in time, we would like to begin the public process on this in conjunction with the Cannabis Ordinance Revision.

Street Sweeper Purchase:

- All is now squared away and prepared for this capital purchase, approved in the FY26 budget.
- An order will be presented on the 9/11 agenda to provide final approval and place the order.
- Can't express in words how excited we are to have this critical upgrade and get it out on the streets for spring clean-up!

Derelict Properties:

- One more success on tonight's agenda!
- 143 Medway Road is now fully through the process and ready to go!
- The Demolition Bid Award order is on tonight's agenda, so demo and clean up will happen as soon as the awarded contractor is ready to begin!



Millinocket

Maine's Biggest Small Town

Department Updates

Public Works:

- Replaced the brick storm drain basin with a new pre-cast concrete basin at the intersection of Penobscot and Bowdoin St
- Started the annual storm drain catch basin cleaning
- Up righted and leveled multiple stones at the cemetery that had fallen over
- Paved in Multiple utility cuts following storm drain and sewer repairs
- Began the annual summer flushing and inspection of the town sewer lines
- Mowed the roadside of Medway Rd and Rice Farm Rd to the intersection of Rt 157.
- Replaced faded street signs in the "Little Italy" area
- Continued painting crosswalks and traffic arrows
- Finalized the winter salt bid with MDOT purchase price
- Responded to two overtime call in reports of plugged sewer lines.
- Started mixing and stockpiling winter road salt/sand
- Rented stump grinder to remove stumps from trees previously cut along Balsam Dr. and Field St.

Transfer Station:

- Due to the current High Fire Danger due to the unusually dry conditions and no burn permits issued, we are unable to accept anything in the burn pile area. When conditions improve we will resume accepting this material***
- A load of E-waste (TV's, computers, etc) was hauled away for recycling
- Every ton of recycled material saves the Town that tipping fee, as well as a revenue for the material.
- This is a reminder that any refrigerator or freezer brought to the transfer station for disposal needs to be empty, and all grates, trays, or compartments need to be removed.
- The contractor that grinds the brush has requested that nothing longer than 8 feet be brought to our brush pile. Anything longer than that plugs the grinder.
- As always, we are accepting all the cardboard, plastic jugs and tin cans that we can get for recycling. Help us keep as much waste as possible from ending up in the landfill.

Cemetery:

- With unusually dry conditions, all mowing has been suspended at the cemetery to avoid stressing the grass.
- Burials are ongoing as needed
- 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.



Millinocket

Maine's Biggest Small Town

- 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

Airport:

- The G.A.R.D. System has recorded 133 aircraft operations as of 8-21.
- On the 8th Make a Wish and Wings for Wishes Stopped by with 22 planes for fuel on their Statewide fundraising tour.
- Airport Infrastructure update meetings are ongoing between me, Hoyle Tanner, MEDOT, and the FAA.
- Planning has begun for our annual Fly-In Cruz-In scheduled on October 11th.

Jeff Campbell, Airport Manager

Code / Public Health & Safety

- Followed up on complaints received concerning items on properties around the community.
- Continued follow-up inspections for permits that have been issued.
- Follow up on progress at 230 Penobscot Ave. following up on Electrical Permit.
- 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.
- Issued COO for Trident Medical to open their new facility on Penobscot Ave.
- Working with contractors on 181 Penobscot Ave, about building structure they are working on working with them on what permits are needed and details.
- I attended ZOOM meeting of the Penquis Public Health Council.
- 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.
- Working with contractor on issues and concerns about Accessible Home Attachment program that has granted one to a Millinocket resident via the Accessible Home Attachment Pilot Program sponsored by DHHS Office of Aging and Disability Services. Having issues with meeting State of Maine building codes working through FMO.



Millinocket

Maine's Biggest Small Town

- Working with attorney on property located on Medway Rd. that is on Subdivision map as open space and person that has bought lot would like to develop it and not sure about permits.
- Lorna and I attended ZOOM meeting around new legislation concerning housing, codes and ordinance changes this was a listening session to learn more about the legislation and ask questions and raise concerns.
- Working with SMRT on Wabanaki building on Oxford St. to be Wabanaki Wellness Recovery Home, going to Site Plan Review. Update presentation made to Planning Board for Site Plan review and was approved on 8/21/2025.
- Bldg. Etcetera is beginning work on 181 Penobscot Ave (Old Bank) for new structure work has started to get site ready cleaning concrete slab and prepping it.
- Working with SMRT on development and Sub-Division plan for Our Katahdin.
- Working with Bryan to remove old steps at rear entry to Town Office, new steps are ready at American Concrete and will be delivered and installed when site is ready.
- Followed up with lawyer concerns about Open Space at Preble Subdivision on Medway Rd.
- Will follow up on two property maintenance issues that have been working on for some time was finally able to make some progress and issues were to be taken care of by 8/22/25.
- Attended Webinar on ridge vent changes to Maine Code.
- Scheduled to attend Webinar for continuing Education through MOBIA for CEO on 8/28/25.
- Worked with Amber on End of Summer Pool Party, Back to School Supply Day as well as Movie nights and Summer Music series.

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

Assessing:

- preparing for the upcoming commitment by updating ownership changes, giving and taking away exemptions, and Traci is finalizing the personal property files.
- We are implementing a 16% increase to building valuations this year to remain in compliance with state ratio standards. Current sales are still out pacing our assessments, even after this adjustment.
- We are working with Bill VanTuinen regarding the valuation of Brookfield as the agreement with them ended as of April 1, 2025. We will need to schedule a meeting between the town and the company as per the previous agreement.
- We have also been in conversation with Ryan from Castlerock regarding TIF creation.
- I am still working on the original assessed value (OAV) for the TIF document.
- Tom and I have also been receiving emails from the 911 Accuracy Coordinator regarding local addresses that have errors. We have been fixing them as we find or are notified. The most recent change was to the Hillcrest Golf Course which was never named "Golf Course Road" even though that was the name locally. Last week we added Hangar Road for Jeff at the airport.



Millinocket

Maine's Biggest Small Town

- My intention is to have commitment finalized by September 19th at the latest. I have classes scheduled for the week of September 22nd and want to have the bills ready before I leave for class.

Lorna Thomson, Tax Assessor

Community Initiatives Director

- Worked on the community newsletter "Magic City Monthly" along with the Manager and various departments/organizations!
- Used Facebook, Constant Contact, and digital sign to communicate with the community.
- Worked alongside DesignLab on the following projects:
 - Community Calendar
 - Social Media
 - Advertising
 - Website updates
 - Welcome Home Guide
- 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
 - Currently in progress: Yorks, LLC, Emery Lee and Sons, Blue Ox Saloon – keep your eyes out for the facelift!
 - Transportation Solutions
 - Continued working on "vision" with GPCOG
- Researched various grant opportunities.
 - Worked on and will be submitting two applications:
 - CRP: Community Action Grant – Weatherization Project focusing on the Municipal Building, the Library and Public Works
 - NBRC: Timber for Transit – Funds for the construction on the Airport Terminal Building.
- Connected with Maine Community Foundation – The Maine Monitor: Working on a community listening session on local news needs in Maine communities.
- Went to the 2025 National Brownfields Conference in Chicago
- Worked on the following Community Events:
 - Bandstand Jams Summer Music Series
 - Cinema Under the Stars
 - Back to School Supply Giveaway
 - End of Summer Pool Party



Millinocket

Maine's Biggest Small Town

Amber Wheaton, Community Initiatives Director

Town Clerk/Tax Collectors Office:

Totals include July 19, 2025, through August 22, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$2,296,397.43 were collected, which involved 3161 transactions processed in Trio. **Report Attached*

- FY24/25 Real Estate & Personal Property – Delinquent Account Balances **Reports Attached*
 - ***Tax Collector's Notes: Lien Date 7/31/2025 - 197 Tax Liens Filed; total balance with interest & costs \$298,136.55***
 - Real Estate as of 8/20/2025: Lien Summary - \$147,382.25; 110 Accounts
 - Real Estate as of 8/20/2025: Total Summary - \$155,026.52; 174 Accounts
 - Personal Property as of 8/20/2025: Total Summary - \$8,233.19; 27 Accounts
- July 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:

- ***Town Council and School Board Circulation for Nominations: *SEEKING VOLUNTEERS* Available on July 25, 2025 through September 5, 2025 in the Town Clerk's office; to be voted on at the November 4th Municipal election;***
 - Two (2) Council seats (Jesse Dumais/Robert Higgins)
 - Two (2) School Board seats (Kevin Gregory/Kevin Libby)
- Preparing State & Municipal Referendum Elections: 7 Questions – Proposed Charter Amendments



Millinocket

Maine's Biggest Small Town

- 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.

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

Fire & Ambulance:

- Chief Cote presented at a National Webinar on "Improving Emergency Response and Road Safety in Maine" as part of Maine EMS Connectivity Program for Ambulance WIFI.
- 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 a Train the Trainer for the new Emergency Vehicle Drivers Training Program in Augusta.
- Chief Cote continues to attend webinars on the Medicare Part B Ambulance Billing.
- Chief Cote attended a webinar on "Charge Batteries in Fire Safety"
- Chief Cote met with staff from Maine Fire Service Institute on hosting the Train the Trainer Session for the Katahdin Region on the new drivers training program.
- Chief Cote has met with Meals on Wheels Program to partner on the Home Fire Safety Program in Millinocket.
- Chief Cote met with the Disaster Program Manager of the American Red Cross Office on Red Cross response to Disasters and Residential Fires in Millinocket.
- Chief Cote met with the Town Manager and the Piscataquis County Administrator on the Fire & EMS contracts for Piscataquis Unorganized Territories.
- Chief Cote attended the meeting with Penobscot County on Fire & EMS Regionalization efforts.
- Chief Cote attended various committee meetings.
- Chief Cote continues developing a policy, procedures, & training for the Low Angle Rescue program. Currently the equipment is on back order.
- Chief Cote has set up and scheduled the emergency planning meetings for the Millinocket Marathon and Half to start in September.
- Chief is currently setting up training for Fall & Winter, and some specialty training with Maine lac Fire Training for the winter.



Millinocket

Maine's Biggest Small Town

- Chief Cote completed the draft copy of the Town's Emergency Management Plan.
- Chief Cote wrote a draft copy of a billing policy for Fire Department response to fire calls.
- Chief Cote working with Eastern Maine Community College on the monthly EMS training for the department for 2025-2026 from received as part of the Maine EMS Community Paramedicine Grant.
- Chief Cote is working with FF/EMT Brenenstuhl on a Class B Burn Plan for Live Fire Training for September 9th in Millinocket.
- The department has applied Clinical Laboratory Waiver for 2026 for the Ambulances.
- Maine EMS Community Paramedicine Grant Year 1 Funding is completed and currently waiting for year two funding and year two objectives to be released.
- Chief Cote coordinated with Library Staff, Penobscot Emergency Management, and Maine Emergency Management on the Cooling Center operations during the warm weather. Shout out to the library staff for the great work they do with assisting with that.
- Funding approved for the Hazmat Operations Refresher class in October to be held at Millinocket Fire Department for Katahdin Region Departments.
- Chief Cote has been working on get updates and alerts out to the community on the HIGH Fire Danger level days and working with the Maine Forest Service during this time as well on wildland fire response.
- Crews took part in the Back-to-School Supply Event at the Millinocket Fire Department.
- The department hosted and took part in a Leadership and Mental Health Training for EMS providers as part of the Maine EMS Community Paramedicine Grant.
- Full-time Crews have been busy completing the State EMS Inspection List on all three of the department's ambulances.
- Full-time Crews have completed training on the new IV medication pumps and have been placed in service.
- FF/EMT Hakes attended the Basic Pumps Course in East Millinocket.
- New workstation has been set upstairs of the station to provide a second area for crews to do reports after returning from a call. As many times we have multiple calls come in at once, and another workstation was needed.
- The window project was completed by Bangor Abatement on the Dayroom and Bunkroom Windows.
- Unit 780 (Chiefs Vehicle) has had a mobile WIFI installed, new emergency lights, and laptop installed in it.
- Unit 798 has had all new batteries replaced in it.
- New extrication tools expected to arrive early September.
- Crews are setting up the new Gear Washer and training on 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.



Millinocket

Maine's Biggest Small Town

- FF/EMT Brenenstuhl has completed and passed his Fire Officer II Certification.
- Two full-time department members are up for the Advanced EMT Class starting August 20th and 27th in Greenville and Fairfield.
- Department has hired a new paid call member.
- Department has two full-time openings and actively seeking applicants.
- 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

Wastewater Treatment:

- Things are going well with the Wastewater Treatment Facility. Summer is moving fast. The month of July we treated 10,353,000 gallons of wastewater. Our BOD5 removal was 97 percent and TSS was 98 percent. E-coli numbers are low which keeps us from chlorinating. A Geo mean of 5 for the month. Total Rainfall for the month was 2.05 inches. A very dry month.
- We have been working on the lagoons. Burning weeds and brushing out around the ponds. Terry Boyington resigned from the ground maintenance. Kirk, Everett, and I have been working together to keep everything looking good. Bryan has sent over a couple of workers from the cemetery to help with ground maintenance as well. Which was greatly appreciated. The cemetery is dried up due to the weather and he wanted to keep them going. The annual Flushing is going good and is in full swing. Thanks to Bryan and his crew.
- Finally, the Main Pump station is close to completion and is looking very good, we are on-line. Excited for the new upgrade which will better for processing wastewater.

Jason Ingalls – Superintendent, Wastewater Treatment

Recreation:

SEE ATTACHED REPORT

Library:

SEE ATTACHED REPORT



Millinocket

Maine's Biggest Small Town

Additional Documents Attached:

- Fire & Ambulance - July Call Totals
- Town Clerks' Office - Receipts Report
- Code Enforcement Permit Summary 7/22/25-8/25/25

Respectfully Submitted,

Peter Jamieson, Town Manager.



53 Main St., East Millinocket, ME 04430

Department updates as of 8/22/2025:

- We served 40 meals at our recent August Senior Dinner. This was our last Summer Special dinner, with our new schedule available for regular dinners starting in September.
- 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 were well attended this year! Thank you to all our staff, coaches and volunteers that make these opportunities possible for the kids! We will be releasing our Fall/Winter program as school starts. Travel Soccer registration will be available soon!
- Our lifeguards completed their in service training for August; 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!
- The Department has updated its Emergency Action Plans for the Swimming Pools in both towns to keep us compliant with Maine Health and Safety Code.
- The end of season pool party in Millinocket and East Millinocket were both well attended! Thank you to all the organizations and volunteers that made these celebrations an absolute blast. We are looking forward to the summer fun again next year!
- The pools are closed for the season in both communities, and we had a very busy season! Thank you to our staff that kept these facilities running! We will be performing final maintenance on the facilities, and will winterize them this September. We have some additional repairs scheduled for this August/September, replacing the pool gutter grating and pool deck caulking. This will improve the life and aesthetics of the facility and be completed ahead of next season.

Respectfully submitted,
Cody McEwen
Recreation Director

Millinocket Memorial Library Director's Report

July/August 2025

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 8.12.25



LIBRARY UPDATES

Programs

This year's Summer Reading Program has been full to the brim with special events, including trail and animal-themed story times, workshops with University of Maine 4H and the Maine Discovery Museum, and art programs with Amanda Albanese and our intern, Makenna Johnson. This summer, we hosted the National Summer Lunch Program and have distributed over 350 lunches so far— a decrease from last year due to decreased service dates of the program.

Operations

In July alone, we had eight reportable incidents, the majority of which were related to youth behavior or safety. We've had to tighten our youth behavior procedures at times and involve parents to address these issues. An aspect of the problem relates to unattended children. Our policy currently allows unattended children ages 10 and up, but this can be very hard to enforce, so it may be worth reconsidering in the future.

Due to an issue with our door counter, we don't have precise data about the use of our extended hours on Tuesday evenings during the summer. However, anecdotally, they have not been super busy. We have attempted to schedule other programs during Tuesday evenings to increase awareness of the hours, but we may want to reassess our strategy for next year. On the bright side, having substitute clerks has made Circulation Desk scheduling easier on Tuesdays and otherwise.

Facilities

We are collaborating with the Town of Millinocket to submit a Community Action Grant proposal to the state of Maine that includes the remaining funds needed for our roof replacement project, along with improvements to other town-owned buildings.

The elevator modernization project is slated to begin on September 8th and take 3-4 weeks to complete. During this time, the elevator will be out of commission, so we will need to assist some patrons with accessing materials from downstairs and are planning to provide Zoom options for as many downstairs meetings and programs as possible.

Finance

We are continuing to work with Flaherty's Financial Services (FFS) for bookkeeping and accounting. Going forward, their scope will be more limited to reconciliation, but initially they have assisted with a few financial clean-up items and have been very helpful in revising our financial procedures to be more efficient and effective.

Help Desk

Starting in late August, we're once again hosting weekly heating assistance sign-up sessions with Penquis, in an effort to get community members registered before the winter months. Due to staffing changes and budget cuts, Penquis will only be able to come for four weeks this year, and all appointment slots have already been filled. However, Penquis recently added an online registration option, so through the Help Desk, we will be able to assist people in completing the online application themselves.

LIBRARY STATISTICS

Patrons	July 2025	June 2025	Change	July 2024
Cardholders	3148	3151	-3	2896
Adult Cardholders	2473	2482	-9	2261
Youth Cardholders	667	663	4	634
Millinocket Resident Cardholders	2336	2333	3	2172
Out of State Cardholders	91	81	10	69
Circulation	July 2025	June 2025	Change	July 2024
Active Cardholders	397	351	46	455
Circulation	1484	1114	370	1215
Active Cloudlibrary Users	36	31	5	31
Imagination Library Users	187	187	0	188
Program Engagement	July 2025	June 2025	Change	July 2024
Library Website Visits	2303	2441	-138	3181
Facebook Likes	2066	2056	10	1947
Instagram Followers	741	735	6	703
Adult Programs	12	16	-4	7
Adult Program Attendance	252	163	89	145
Children's Programs	27	18	9	15
Children's Program Attendance	171	135	36	187
Community Meetings	26	27	-1	17
Community Meeting Attendance	150	188	-38	102
Summer Lunches Distributed	285	59	226	310
Foot Traffic	<i>No data- counter issue</i>		N/A	2560
Library Volunteer Hours	166	135	31	119
Number of Reportable Incidents	8	2	6	4
Facilities	July 2025	June 2025	Change	July 2024
Hours Open	183	171	12	174
Computer Sessions	410	286	124	304
Public Meeting Room Use	197	182	15	121
EV Charges	26	1	25	5
Wifi Connections	<i>No data- router issue</i>			742



FIRE AND AMBULANCE RUNS REPORT FOR JULY 2025

AMBULANCE

Local BLS: 25

Local ALS: 31

Local No Transport: 10

Out of Town BLS: 3

Out of Town ALS: 6

Out of Town No Transport: 4

Police Stage: 3

Public Assist: 13

CHIEF OFFICER CALL IN NO STAFFING: 15

Lost Calls BLS: 3

Lost Calls ACLS (Paramedic): 5

FIRES

Woods Fire-1

Smoke Investigation-1

Water Rescue-T2-R8 WELS

Chemical Release Indoors-1

Commercial Fire Alarms-2 (1 @ T1-R8 WELS)

Residential Fire Alarm-1 (Cedar Lake)

Motor Vehicle Accident-Property Damage-2 (1 @ Long A Township)

Fuel Spill-1

Utility Problem-4

Aid to the Ambulance-4

Mutual Aid to East Millinocket (Building Fire)-1

Unauthorized Burn-1

Public Service-2

Public Assist-1

Assist OSHA-1

Assist Code Enforcement-1

Short Term Rental Campfire Inspections-0

Chief Jonathan P. Cote

Millinocket Fire Department

fire.ems@millinocket.org



Millinocket

Maine's Biggest Small Town

Code Enforcement Permit Summary

FY26

7/22/25 – 8/25/25

Permit Type	New	Prev. Total	YTD (Calendar)
Alteration	8	6	14
Principal Structure	0	1	1
Accessory Structure	2	1	3
Demolition / Moving	2	0	2
Sign	1	0	1
Fence	2	1	3
Electrical	15	4	19
Plumbing	3	0	3
Yard Sale	8	4	12
Certificate of Occupancy	0	1	1
Site Plan - Major	1	0	1
Site Plan - Minor	0	0	0
Medical Cannabis Dispensary	0	0	0
Subsurface WWT	0	0	0
Change of Use	0	1	1
Certificate of Completion	0	0	0
Short Term Rental	13	1	14
Livestock	1	0	1
Permit Totals	56	20	76
Revenue Totals	\$2,526	\$738	\$3,264

Receipt Search Report

Actual Date Between 07/19/2025 and 08/22/2025, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
1 MOTOR VEHICLE	3	213.94
2 BOAT REGISTRATION	57	8,461.88
3 ATV REGISTRATIONS	25	2,518.49
5 GAME LICENSES	13	411.50
6 DOG LICENSES	4	39.00
7 CODE ENFORCEMENT	39	3,077.00
8 ASSESSING MISCELLAN	5	715,666.76
11 TRANSFER SITE	1	1,050.00
12 TRANSFER SITE RECYC	2	1,948.69
15 AIRPORT	4	11,629.50
16 AIRPORT EXC/SALE TX	1	1,058.95
19 BD CHECK & WASH ACC	2	287.22
22 ADM COPIES /AUDIT	3	6.72
26 NOTARY FEES	10	75.00
29 TOWN DONATIONS & EVENTS	2	1,500.00
30 REV SHARING/BETE	3	391,909.92
39 AMB AR COLLECTIONS	1	120.69
41 CLERK'S OFFICE	2	0.00
42 CDBG MLKT HIST SOC	1	465.86
49 FIRE DEPARTMENT	1	138.56
50 MUNICIPAL BLDG	1	2,333.33
53 AMBULANCE PAYMENTS	15	3,749.12
54 AMULANCE CR CARD PAYMENTS	2	300.00
55 PUBLIC WORKS ADMIN	3	150.00
58 CAPITAL IMPROVEMENT	2	16,663.20
59 WASTEWATER ADMINIST	1	12,500.00
60 WASTEWATER CONT	1	536.98
61 SCHOOL APCON 2597	2	3,117.39
62 SCHOOL REVENUE 2597	17	540,288.02
63 VIC/ENT/PED/VND/BUS	3	35.00
67 WW & SCHOOL BANK FE	2	1,227.65
70 SCHOOL PAYROLL TAX	6	59,839.51
72 INSURANCE REIM	1	875.26
74 CEMETERY BILLING	14	4,800.00
77 WASTEWATER TREATMEN	3	807.29
79 CODE ENFORCEMENT	1	300.00
81 FRINGE BENEFITS	1	5,314.00
90 Real Estate Payment	70	48,298.45
91 Tax Lien Payment	109	159,151.11
92 Personal Property Payment	2	149.87
94 Utility - Sewer Payment	2013	294,018.71
95 Utility - Sewer Lien	9	791.37

Receipt Search Report

Actual Date Between 07/19/2025 and 08/22/2025, Receipt Type Between 1 and 804

Receipt Summary

Type	Count	Amount
99 Motor Vehicle	550	154,769.16
100 WASTE WATER PR TAX	9	6,105.09
111 TRANSFER STICKER TO	40	800.00
112 TRANSFER STICKER UN	31	620.00
114 FIRE DEPARTMENT	4	33,943.42
115 MISC REIMBURSEMENTS	1	2,970.82
801 Death Certificate	13	405.00
802 Birth Certificate	40	662.00
803 Marriage Certificate	16	296.00
	3161	2,496,397.43

Non Zero Balance on All Accounts

Tax Year: 2025-1 To 2025-2

08/20/2025

Page 5

Real Estate

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
1923 L	SPEED, MISHA	2025	1,011.63	0.00	1,011.63
733 L	SPRUCE STREET HOLDINGS LLC	2025	1,649.08	0.00	1,649.08
555 L	THAYER, WILLIAM S	2025	994.50	0.00	994.50
2338 L	WACEKEN, STEPHEN A	2025	2,959.95	0.00	2,959.95
703 L	WEYMOUTH, ROSANNE G	2025	155.53	149.70	5.83
1554 L	WODNICK, FRANK E &	2025	2,571.31	0.00	2,571.31
867 L	YORK, NIKKI-JO	2025	110.77	52.17	58.60
Total for 110 Bills:		110 Accounts	152,109.04	4,726.79	147,382.25

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	3,512.73	379.48	834.58	4,726.79
Total	3,512.73	379.48	834.58	4,726.79

Lien Summary

2025-1	110	147,382.25
Total	110	147,382.25

Total for 174 Bills: 327,780.28 172,753.52 155,026.76

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
250	P JANDREAU CLEANING	2025	22.08	0.00	22.08
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
Total for 27 Bills:		27 Accounts	23,893.32	15,660.13	8,233.19

Payment Summary

Type	Principal	Interest	Costs	Total
P - Payment	15,657.16	0.00	0.00	15,657.16
Y - Prepayment	2.97	0.00	0.00	2.97
Total	15,660.13	0.00	0.00	15,660.13

Non Lien Summary

2025-1	27	8,233.19
Total	27	8,233.19

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
No Bills			0.00	0.00	0.00

Payment Summary				
Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary		
Total	0	0.00

Total for 27 Bills:	23,893.32	15,660.13	8,233.19
---------------------	-----------	-----------	----------

ORDER #184-2025

PROVIDING FOR: Execution of the Prior Fiscal Year Town Warrant for August 28, 2025

IT IS ORDERED that the Prior Fiscal Year Town Warrant for August 28, 2025, in the amount of \$608.99 is hereby approved.

Passed by the Town Council_____

Attest:_____

PRIOR YEAR
TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 28, 2025

WW #376

WW WARRANT	AUGUST 28, 2025	\$14,466.40
------------	-----------------	-------------

TOWN #375

TOWN WARRANT	AUGUST 28, 2025	\$608.99
--------------	-----------------	----------

TOTAL	\$15,075.39
--------------	--------------------

Millinocket-2025
8:27 AM

A / P Check Register

Bank: BANGOR SAVINGS A/P

08/25/2025

Page 1

Town Prior Year

Type	Check	Amount	Date	Wrnt	Payee
R	37439	249.00	08/25/25	375	0235 GILMAN ELECTRICAL SUPPLY
R	37440	350.00	08/25/25	375	0365 LINCOLN RENTAL SYSTEMS INC.
R	37441	9.99	08/25/25	375	1669 OFFICE DEPOT, INC
Total		608.99			

Count

Checks	3
Voids	0

ORDER #185-2025

PROVIDING FOR: Execution of the Prior Fiscal Year Wastewater Warrant for August 28, 2025

IT IS ORDERED that the Prior Fiscal Year Wastewater Warrant for August 28, 2025, in the amount of \$14,466.40 is hereby approved.

Passed by the Town Council _____

Attest: _____

PRIOR YEAR
TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 28, 2025

WW #376

WW WARRANT AUGUST 28, 2025 \$14,466.40

TOWN #375

TOWN WARRANT AUGUST 28, 2025 \$608.99

TOTAL \$15,075.39

A / P Check Register
Bank: KEY BANK WW A/P FD 3
WW Prior Year

Type	Check	Amount	Date	Wrnt	Payee
R	11416	14,466.40	08/25/25	376	0513 OLVER ASSOCIATES INC.
Total		14,466.40			

Count	
Checks	1
Voids	0

ORDER #186-2025

PROVIDING FOR: Execution of the Town Warrant for August 28, 2025

IT IS ORDERED that the Town Warrant for August 28, 2025, in the amount of \$476,209.33 is hereby approved.

Passed by the Town Council_____

Attest:_____

TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 28, 2025

WW #46

WW WARRANT AUGUST 28, 2025 \$762,574.34

TOWN #47

TOWN WARRANT AUGUST 28, 2025 \$476,209.33

TOTAL \$1,238,783.67

A / P Check Register
Bank: BANGOR SAVINGS A/P

Type	Check	Amount	Date	Wrnt	Payee
R	37442	128.00	08/28/25	47	2356 AHM-NORTHERN LIGHT DRUG TESTING SERVICES
R	37443	88.66	08/28/25	47	1835 AIRGAS, INC.
R	37444	290.56	08/28/25	47	2249 BOUND TREE MEDICAL LLC
R	37445	74.00	08/28/25	47	2025 FARRELL, ROSENBLATT & RUSSELL, P.A.
R	37446	420.53	08/28/25	47	0222 FREIGHTLINER OF MAINE, INC.
R	37447	788.00	08/28/25	47	0242 GUAY FIRE EQUIPMENT INC
R	37448	313.02	08/28/25	47	2102 JAMIESON, PETER
R	37449	357.18	08/28/25	47	1903 KATAHDIN TRUE VALUE
R	37450	350.00	08/28/25	47	0365 LINCOLN RENTAL SYSTEMS INC.
R	37451	882.00	08/28/25	47	0395 MAINE RESOURCE RECOVERY ASSOC.
R	37452	196.48	08/28/25	47	0037 MAINE WATER COMPANY
R	37453	300.00	08/28/25	47	2080 MANZO, FRANK JR
R	37454	5,105.66	08/28/25	47	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	37455	103.93	08/28/25	47	1819 NAPA AUTO PARTS
R	37456	5,633.35	08/28/25	47	1680 NEW ENGLAND SALT CO. LLC
R	37457	300.00	08/28/25	47	2289 NICE JEREMY PAUL
R	37458	708.83	08/28/25	47	1669 OFFICE DEPOT, INC
R	37459	500.00	08/28/25	47	2358 OLMSTEAD HAROLD III
R	37460	121.00	08/28/25	47	2206 ORKIN
R	37461	413,085.81	08/28/25	47	0534 PENOBSCOT COUNTY TREASURER
R	37462	408.99	08/28/25	47	0553 PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC
R	37463	575.00	08/28/25	47	0560 PORTLAND GLASS
R	37464	133.00	08/28/25	47	0584 REGISTER OF DEEDS
R	37465	5,260.00	08/28/25	47	2083 RHR SMITH & COMPANY
R	37466	33,263.80	08/28/25	47	2235 SEVEE & MAHER ENGINEERS, INC
R	37467	850.00	08/28/25	47	2359 ST. JEAN RENEE
R	37468	523.57	08/28/25	47	1668 STANLEY'S AUTO CENTER LLC
R	37469	1,632.56	08/28/25	47	1021 STEELSTONE INDUSTRIES
R	37470	532.00	08/28/25	47	0649 STERNS LUMBER COMPANY INC
R	37471	101.68	08/28/25	47	2093 THE SNOWMAN GROUP
R	37472	71.38	08/28/25	47	0737 UNIFIRST CORPORATION
R	37473	1,356.60	08/28/25	47	1502 VERSANT POWER
R	37474	254.98	08/28/25	47	1799 WEST BRANCH AVIATION LLC
R	37475	429.70	08/28/25	47	2115 WHEATON, AMBER G
R	37476	386.70	08/28/25	47	0778 WHITE SIGN
R	37477	559.98	08/28/25	47	0792 WINTERPORT BOOT
R	37478	122.38	08/28/25	47	2073 XEROX FINANCIAL SERVICES LLC
Total		476,209.33			

Count

Checks	37
Voids	0

ORDER #187-2025

PROVIDING FOR: Execution of the Wastewater Warrant for August 28, 2025

IT IS ORDERED that the Wastewater Warrant for August 28, 2025, in the amount of \$762,574.34 is hereby approved.

Passed by the Town Council_____

Attest:_____

TOWN OF MILLINOCKET
WARRANT SHEET
AUGUST 28, 2025

WW #46

WW WARRANT	AUGUST 28, 2025	\$762,574.34
------------	-----------------	--------------

TOWN #47

TOWN WARRANT	AUGUST 28, 2025	\$476,209.33
--------------	-----------------	--------------

TOTAL	\$1,238,783.67
--------------	-----------------------

Millinocket
10:42 AM

A / P Check Register
Bank: KEY BANK WW A/P FD 3

08/25/2025
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	11417	200.00	08/25/25	46	2098 DAVES'S WORLD INC.
R	11418	344.29	08/25/25	46	0235 GILMAN ELECTRICAL SUPPLY
R	11419	50.00	08/25/25	46	0204 HALE, EVERETT E.
R	11420	50.00	08/25/25	46	2075 INGALLS JASON M
R	11421	136,809.68	08/25/25	46	0846 MAINE MUNICIPAL BOND BANK
R	11422	80.17	08/25/25	46	0456 MILLINOCKET, TOWN OF
R	11423	338.75	08/25/25	46	1654 NORLEN'S WATER TREATMENT, LLC
R	11424	76.00	08/25/25	46	0584 REGISTER OF DEEDS
R	11425	1,440.00	08/25/25	46	2083 RHR SMITH & COMPANY
R	11426	135.94	08/25/25	46	0649 STERNS LUMBER COMPANY INC
R	11427	612,597.05	08/25/25	46	1895 T BUCK CONSTRUCTION INC
R	11428	10,352.46	08/25/25	46	1502 VERSANT POWER
R	11429	100.00	08/25/25	46	0771 WASTEWATER TREATMENT
Total		762,574.34			

Count

Checks	13
Voids	0

ORDER #188-2025

PROVIDING FOR: Approval of Re-Appointment to Planning Board – M. Anderson

IT IS ORDERED that the Millinocket Town Council approves the re-appointment of Michelle Anderson to the Planning Board for a three-year term to expire September 2028.

Note: This board maintains full commitment with approval of re-appointment.

Passed by the Town Council _____

Attest: _____

Town of Millinocket
Application for Boards & Committees

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

Committee/Board: Planning
In order to assess the interest related to this committee, please complete this brief application.

Date: 8/13/25

Name: Michelle Anderson Address: 146 Katahdin

Telephone Numbers: Day Time: (207) 447-8019 Evenings: (207) 447-8028

Email Address: mbandera@seku.com

Why are you seeking to become a committee representative? My current term is expired as of September 2025.

I enjoy the "job" as it makes me feel like I'm doing something for the town.

What talents/skills do you feel you would bring to this position? experience & logic

What do you feel is the responsibility of this board/committee? to help to support the town in property matters.

What municipal boards, volunteer organizations or community service groups have you worked with the past and for what length of time? none in Millinocket

What have you to offer to this committee which our Town can use in this important undertaking? my experience, patience, & logic.

When are you available to meet, please specify?

Weekday any day A.M. 9:00 to P.M. 5:00

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

ORDER #189-2025

PROVIDING FOR Adoption of Investment Policy

IT IS ORDERED that the Millinocket Town Council approves and adopts the attached policy titled “Town of Millinocket Investment Policy”.

PASSED BY THE COUNCIL: _____

ATTEST: _____

Investment Policy

TOWN OF MILLINOCKET

This investment policy is intended to apply to the management of the Town's General Funds, Restricted Funds and Trust Funds.

- I. **Investment of General Funds** – this includes tax receipts, fees from ongoing services and operations and other revenue reimbursements or revenue sharing derived from the day-to-day operation of the Town in accordance with its usual and customary budget practices. General Funds do not include funds designated as “Restricted” or Trust” Funds.”

Section A - Investment Objectives

Maine State Statutes authorize municipal treasurers to deposit or invest municipal funds by direction of the Municipal Officers.

Pursuant to 30-A M.R.S.A. § 5706, the Town of Millinocket (Town) has adopted the following investment objectives relative to the management and investment of General Funds:

- The primary investment objective for the Town's General Funds is the preservation of capital and the protection of investment principal.
- In investing public funds, the Town staff will strive for productive investment returns within the confines of this policy and as permitted by Maine Statutes.
- The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet operating needs that are reasonably anticipated or foreseeable.
- The Town will diversify its investments to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.

Section B - Investment Principles and Limitations

The Treasurer or Treasurer's designee shall invest only funds for which there is no immediate need to sell and exchange securities so purchased, and deposit such securities for safekeeping. All investment decisions shall be made with the approval of the Municipal Officers, after considering the investment objectives and exercising judgment and care under the circumstances then prevailing.

The following investment principles shall guide the Treasurer or the Treasurer's designee in the conduct of the municipality's investment program:

- I. The Town may only purchase investments that are legally permitted under 30-A M.R.S.A. §§ 5706-5719.

2. The maturity date of short-term investments (twelve (12) months or less) should not exceed the date the Town anticipates that it will need the funds for liquidity purposes.
3. The Town shall not engage in any market timing of investments, or make investments for the purpose of speculating.
4. For purposes of General Funds, investments shall be limited to the following: (1) products or accounts where the Town's fund or deposit balance is at all times fully insured by the FDIC or the FSLIC; or (2) when circumstances and interest rates on individual bonds are compelling, the Town may invest in U.S. Treasury or U.S. Government Agency Bonds, or money market funds that invest solely therein.
5. When practical, cash balances in demand deposit accounts should not exceed compensating balances for extended periods of time.
6. Whenever possible, the Town will seek to use financial institutions that maintain a significant presence or operations in Maine.

II. Investment of Restricted or Trust Funds

Restricted funds – these are funds that the Town Council, or appropriate subcommittee thereof, has restricted the use of the funds for a particular purpose, over a particular period of time. Restricted funds may have either a short, medium or long-term investment horizon. At the time of designation, the Treasurer or the Treasurer's designee may recommend an investment strategy for approval in conjunction with the designation. Any such investment strategy and/or investments shall be restricted to those investments legally permitted under 30-A M.R.S.A sections 5706-5719.

Trust funds – these are funds left to the Town (usually by will or gift) to be administered by the Town for the benefit of a particular purpose or beneficiary. Examples include cemetery or scholarship funds that are intended to exist and be administered by the Town in perpetuity. Unless the funds are restricted by the Donor, these funds may be pooled and aggregated for investment purposes, and identified through sub-accounting reports, or some other reporting function, as appropriate.

Trust and scholarship funds generally have a long-term (in perpetuity) investment horizon. As such, it is reasonable and appropriate to employ a long-term investment strategy that is dictated by prudence.

The Town has determined that these funds should be managed on a total return basis, that is, without regard to specific income or capital gains targets. Instead, these funds should be positioned for reasonable, diversified and prudent long-term growth. To this end, the Town should engage the services of a financial institution with Trust or fiduciary powers to professionally manage these funds on a fiduciary basis, as permitted by 30-A M.R.S.A Section 5706 (4).

To assist the Trustee/Fiduciary, the Town has adopted the following asset allocation guidelines:

Stocks or Equity Range: 60-70% - performance benchmark: the S&P 500 Index

Fixed Income or Bond Range 25-40%- performance benchmark: the US Aggregate Bond Index

Cash equivalents Range: 0-5% - performance benchmark the 90 day US Treasury yield, or similar short-term money market benchmark.

The Trustee/Fiduciary may use individual stocks and/or bonds, mutual funds or Exchange Traded Funds in the management of the portfolio. The Trustee/Fiduciary is permitted to allocate up to 20% of the Equity portion of the portfolio to the U.S. small cap, U.S. mid-cap or international asset classes.

The Fixed Income investment shall be limited to: (1) direct obligations of the U.S. government or its agencies, or ETFs or mutual funds that invest solely therein; (2) U.S. Investment Grade Corporate bonds, or ETFs or mutual funds that invest solely therein; and (3) up to 10% of the bond portion of the portfolio may be invested in ETFs or mutual funds with exposure to the high yield sub asset class.

The Treasurer or Treasurer's Designee should monitor the Trustee's performance and compliance with this policy on a regular basis, but no less frequently than annually.

Distributions from the Trust: The Town may adopt a distribution and/or spending policy to objectively manage distributions from the trust or scholarship accounts. Any such distribution or spending formulas should be based on principles of unitrust distributions with an emphasis on keeping the distributions and trust balances healthy and sustainable over the long-term. Any deviation from this approach should only be with the approval of the Town Council, or the appropriate subcommittee thereof.

Section C - Reporting and Control

The Town's governing body shall receive periodic reports on investment performance from the Treasurer or the Treasurer's designee for the purpose of monitoring the performance and structure of the Town's investments.

Section D - Code of Ethics

All personnel involved in the investment program shall adhere to the Town's Conflicts of Interest policy and the standards in 30-A M.R.S.A. §§ 5706-5719 to prevent any real or perceived violation of their fiduciary responsibilities. Such responsibility carries with it the duty to ensure that all investments are placed without the appearance of any improper influence or personal gain.

Review and approval: this policy should be reviewed and approved by the Town Council, or the appropriate sub-committee thereof, on an annual basis.

Last Approval:

PROVIDING FOR Award of 143 Medway Road Demo Bid

IT IS ORDERED that the Millinocket Town Council, at the recommendation of the Town Manager, awards this bid to Emery Lee & Sons, Inc. at their proposed priced of \$41,000.00.

IT IS FURTHER ORDERED that the funding for this work be allocated from the Unassigned Fund Balance.

Bids Received:

Emery Lee & Sons, Inc. - \$41,000.00

Lakeside - \$46,000.00

PASSED BY COUNCIL: _____

ATTEST: _____



Millinocket

Maine's Biggest Small Town

Request for Proposals

Building Abatement & Demolition – 143 Medway Road

The Town of Millinocket invites qualified contractors to submit proposals for the abatement and demolition of existing structures and site clearing at 143 Medway Road. The selected contractor will be responsible for:

- Providing all necessary equipment and performing all tasks required to safely and efficiently abate and demolish the structure
- Clear, level, loam, and seed the site
- Place markers for location of water and sewer lines

All bidders must submit:

- Proof of liability insurance (or equivalent waiver approved by the State of Maine)
- Total project cost
- Realistic scheduling expectation (start to finish)

Bids will be reviewed on Monday, August 25th, with intension of awarding the project at the August 28th Town Council Meeting.

Please submit proposals to Millinocket Town Manager via email, mail, or in person:

Peter Jamieson - Town Manager

manager@millinocket.org

197 Penobscot Ave

Millinocket, ME. 04462

If you have any questions regarding this RFP, please contact Peter Jamieson by email at manager@millinocket.org or by phone at (207) 447-4093.

Emery Lee & Sons, Inc.
dba Lee's General Trucking, DBE
936 Central Street
Millinocket, ME 04462
(207) 723-8850
Fax (207) 723-8051
Emerylee936@gmail.com

August 15, 2025

Prepared for: Town of Millinocket
Quote: Building Abatement and Demolition

Location: 143 Medway Road

Quote is as follows:

- Provide all necessary equipment and performing all tasks required to safely and efficiently abate and demolish the structure.
- Clear, level, loam, and seed the site
- Place markers for location of water and sewer lines

Total - \$41,000.00

Emery Lee & Sons, Inc. is a certified Disadvantage Business Enterprise (DBE)
Prices good until December 31st, 2025.

Provided by:


James Lee

8/15/25
Date

Accepted by:

Signature

Date

Name (printed)

Position/Title



PROPOSAL

DATE: 8/21/25

TO: Peter Jamieson - Town of Millinocket

PROJECT: 143 Medway Rd, Millinocket - Abatement and Demolition OUR PROJECT #: 25-0672

DESCRIPTION OF WORK:

Based on review of the HAZMAT Inventory dated 7/24/25 we understand our scope of work to be:

1. Remove universal wastes (listed on second page)
2. Remove and dispose of approximately 875 square feet of house footprint, including all asbestos waste (listed in table on this page below).
3. Remove any trees within 20' of building.
4. Clear, level with fill, loam and seed the disturbed building footprint site after building site has been removed and disposed of.
5. Place markers for water and sewer lines.

The following regulated materials will be disposed of as asbestos containing building materials:

Green 9x9 inch Floor Tiles	2nd Floor, Bedroom #2	100 SF	Floor is very unstable
Red 9x9 Inch Floor Tiles	2nd Floor, Bedroom #2	100 SF	Floor is very unstable
Tan 9x9 Inch Floor Tiles	2nd Floor, Hallway	30 SF	Floor is very unstable
Transite Siding	Exterior Rear Addition	300 SF	Building has fallen in
Black Asphalt Sealant	Exterior Rear Addition and Rear Roof Penetrations	30 SF	Used as a sealer at roof to house, at penetrations and at doors
Blue/ Green Sheet Flooring	2nd Floor Bedroom 1	120 SF	Floor is very unstable
Tar Paper under floor tiles	1st Floor Stairway	30 SF	
Black Mastic	1st Floor Stairway	30 SF	
Asphalt Flooring	1st Floor Kitchen	150 SF	
Window Glazing	Exterior on window sashes	~ 34 sashes	



Universal and other special waste to be removed before the building demolition:

Main House	Incandensent Bulbs	17
	275 Gallon Oil Tank (basement)	1/2 full
	Thermostats	1
	2-gallon gas can	1
	Misc. paints/cleaners	6
Shed	20-pound propane tanks	7

PRICE:

\$46,000

RYAN PETERS

LAKESIDE CONCRETE CUTTING, INC.

ORDER #191-2025

PROVIDING FOR Approval of Certain Street and Parking Lot Closures – Trails End Festival

IT IS ORDERED that the Millinocket Town Council authorizes the street and parking lot closures listed below regarding the 2025 Trails End Festival.

- Veterans Park / Band Stand Parking Pot
 - o Friday 9/12 at 6:00am through Sunday 9/14 at 6:00pm
- Poplar Street from Penobscot Ave. to Katahdin Ave.
 - o Friday 9/12 at 6:00am through Sunday 9/14 at 6:00pm
- Penobscot Ave. Municipal Parking Lot
 - o Saturday 9/13 from 8:00am until 12:00pm

PASSED BY COUNCIL: _____

ATTEST: _____

PERMISSION FOR TRAILS END CLOSURES

Would like to have permission from the Town Council to close Veterans Park parking area from Friday, Sept. 12th at 6am till Sunday, Sept. 14th at 6pm for the annual Trails End Festival. Also seeking permission to close Poplar St. from Penobscot Ave. to Katahdin Ave. during the same time for the festival. Seeking permission to close the Municipal Parking Lot on Penobscot Ave. on Saturday, Sept. 13th from 8am till noon for Touch a Truck that will be in the parking lot.

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