



**TENTATIVE AGENDA**  
**PUBLIC HEARING & REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM**  
**THURSDAY, SEPTEMBER 11<sup>TH</sup>, 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, or similar products.'**

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: August 28, 2025 Regular meeting.
5. Special Presentation(s): Peter Walls – Community Art  
-Used Out of Rotation-
6. ORDER #202-2025 Street Closure for Trails End Festival
7. Discussion on Recreation Services Communication
- NEW BUSINESS:**
8. Town Manager's Report – n/a
9. ORDER #195-2025 Approval of the Prior Fiscal Year Town Warrant for September 11, 2025
10. ORDER #196-2025 Approval of the Town Warrant for September 11, 2025
11. ORDER #197-2025 Approval of the Wastewater Warrant for September 11, 2025
12. ORDINANCE #2-2025 **PUBLIC HEARING – First Reading** – Amendment to Chapter 39 Marijuana, Code of the Town of Millinocket
13. ORDER #198-2025 Street Sweeper Lease Agreement
14. ORDER #199-2025 Authorization to Amend Airport Project Contract with Hoyle, Tanner & Associates, INC.
15. ORDER #200-2025 Authorization to Apply – General Aviation Runway Extension Pilot Program
16. ORDER #201-2025 Approval of Bid Award – Airport Taxiway D
17. Reports and Communications:
  - a. Warrant Committee for the September 25, 2025 Council Meeting will be Councilor Higgins and Councilor Mackin
  - b. Chair's Committees Reports

c. Two Minute Public Comment

18. 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/>.

August 28, 2025

The 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, Danforth, Dumais, Higgins, Mackin, McLaughlin, Pelletier. Also present: Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, PW Director Bryan Duprey; Presenters: none; Media: Kat TV & Brian Brown-Zoom, 3 in person public attendance and 0 Zoom attendance.

Pledge of Allegiance; Adjustments to the Agenda: Additions - Orders #192-2025 through #194-2025; 8/26/2025 Ex. Sess. Minutes; Approval of Minutes: August 14, 2025, Regular meeting and Public Hearing & 8/26/2025 Ex. Session; Motion-Dumais, Second-Bragdon, Vote 7-0; *Council Comment*: none; Public Comment: none;

Special Presentation(s): none; Unfinished business: none; Town Manager's Report – 8/28/2025

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.

Cannibis 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 revied 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 Cannibis 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!

### 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. 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 8<sup>th</sup> 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.  
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.

My intention is to have commitment finalized by September 19<sup>th</sup> at the latest. I have classes scheduled for the week of September 22<sup>nd</sup> 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

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 4<sup>th</sup> 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

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 Iac Fire Training for the winter.

Chief Cote completed the draft copy of the Towns 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 9<sup>th</sup> 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.

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 20<sup>th</sup> and 27<sup>th</sup> 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 be better for processing wastewater.

Jason Ingalls – Superintendent, Wastewater Treatment

Recreation: SEE ATTACHED REPORT; Library: SEE ATTACHED REPORT;

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.

*Council Comment*: Council discussion brought updates to Facebook comment fix; Sons of American Legion Riders; lights and flower boxes at Veteran's Memorial Park fix noting current workload on limited crew, notes some names on wall wearing off; reminder public hearing for cannabis ordinance updated, discussion concludes sewer main pump station looking good after project finalization.

Public Comment: none

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.

Motion-Pelletier      Second-Bragdon      Vote 7-0

*Council Comment*: *Noted larger expenses*: none.

Public Comment: none

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.

Motion-Pelletier      Second-Bragdon      Vote 7-0

*Council Comment*: *Noted larger expenses*: Main Pump Station upgrade.

Public Comment: none

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.

Motion-Bragdon      Second-McLaughlin      Vote 7-0

*Council Comment*: *Noted larger expenses*: MWA, NE Salt Co., Penobscot Treasury Deeds, Audit, S. Mayher Inc.; Public Comment: none

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.

Motion-Bragdon      Second-Dumais      Vote 7-0

*Council Comment*: *Noted larger expenses*: MMB Bank, T-Buck Construction, Versant Power.

Public Comment: none

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 five-year term to expire July 2030. Note: This board maintains full commitment with approval of re-appointment.

Motion- Mackin      Second-Higgins      Vote 7-0

*Council Comment:* Councilor Bragdon thanks all volunteers for their commitment to serving, noted other committee/boards vacancies.

Public Comment: none

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”.

Motion- Higgins      Second-Bragdon      Vote 7-0

*Council Comment:* Chair Danforth asks the town manager for reasoning; \*TM Jamieson informs modern guaranteed short term investment, well run and well adjusted municipal banking program; explains fill gaps where other banks fails to meet municipal; needs; developed partnership with intention to make use of Municipal CDs/CDAR investment of UFB three to six months at a time bringing in additional revenues with plans to UFB (unassigned fund balance); program allows monies drawn without penalty; Chair Danforth clarifies this policy protects the town without risk.

Public Comment: none

ORDER #190-2025 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

Motion- Dumais      Second-Bragdon      Vote 7-0

*Council Comment:* Councilor Bragdon concerns cost increase from prior years project cost, discussion with manager explains juniper ridge fees increase, if a contract with juniper ridge proceeds, may see decrease in fees; \*TM Jamieson informs off loading debris rules changed, recommends demo and abatement work combined as rates and costs increase.; Chair Danforth inquires of unassigned fund balance; \*TM Jamieson informs future orders will include the UFB balance and will continue to provide a quarterly report, states balance, if ordered approved, will be \$3,675,492 .

Public Comment: none

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; Friday 9/12 at 6:00am through Sunday 9/14 at 6:00pm; Poplar Street from Penobscot Ave. to Katahdin Ave.; Friday 9/12 at 6:00am through Sunday 9/14 at 6:00pm; Penobscot Ave. Municipal Parking Lot; Saturday 9/13 from 8:00am until 12:00pm.

Motion- McLaughlin      Second-Higgins      Vote 7 -0

*Council Comment:* Councilor Dumais addressed parking concerns in front of hydrants at veteran’s park, states it happens a lot during Friday night events and needs to be addressed.

Public Comment: none

ORDER #192-2025 PROVIDING FOR: Approval of a Special Liquor License Application -Millinocket Elks Lodge #1521 IT IS ORDERED that the Millinocket Town Council approves the attached application for special liquor license is hereby approved for: Millinocket Elks Lodge #1521, Business Address: 213 Aroostook Ave, Mlkt d/b/a Millinocket Elks Lodge #1521, 213 Aroostook Ave, Millinocket.

Motion- Bragdon      Second-McLaughlin      Vote 7-0

Council Comment: none

Public Comment: Town Clerk informs this special event request is to host a beer tent at the Trails End Festival and is an extension off their current state license; \*TM Jamieson informs this is a secondary license and notes suggestion from Liquor Inspector his intention to seek change in process for staff to have authority to approve secondary licenses instead of council action.

ORDER #193-2025 PROVIDING FOR Authorization to Establish Investments with Androscoggin Bank  
WHEREAS it is in the interest of the Town Council and Town Administration to establish guaranteed, short-term investments to increase revenue; IT IS ORDERED that the Millinocket Town Council authorizes the Town Manager and Town Treasurer to an investment relationship and accounts with Androscoggin Bank.

Motion- Pelletier      Second-McLaughlin      Vote 7-0

Council Comment: Councilor Pelletier inquired about how much research for other bank institutions or investments firms; \*TM Jamieson states minimal, informs Androscoggin Bank has very strong investment structure for municipalities, noting this plan has been discussed with the council since last winter and concerns would've been appreciated prior to this council meeting; Councilor Pelletier notes its great to look at other options.

Public Comment: none

ORDER #194-2025 PROVIDING FOR: Approval of Re-Appointment to Cemetery Committee – D. Bradford  
IT IS ORDERED that the Millinocket Town Council approves the re-appointment of Debra Bradford to the Cemetery Committee for a five-year term to expire July 2030.

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

Motion- Mackin      Second-Higgins      Vote 7-0

Council Comment: Councilor Bragdon expressed appreciation, notes several committees struggle to maintain full status; Councilor Dumais suggests the council full support of this order.

Public Comment: none

Reports and Communications: a. Warrant Committee for September 11, 2025 Regular Council meeting will be Chair Danforth and Councilor Dumais.

- a. Chair Committee Reports: Age Friendly meeting September 9<sup>th</sup>.
- b. Two Minute Public Comment: Jeff Campbell, expressed appreciation to the Town Manager and everyone else that help put on the employee BBQ.
- c. Motion to adjourn at 6:07 p.m. –Pelletier, Second –Dumais, Vote 6-1 (Bragdon/Opposed)

*Diana M. Lakeman Town Clerk 9/8/2025*

**ORDER #202-2025 - Used out of Rotation**

**PROVIDING FOR** Street Closure for Trails End Festival

**WHEREAS** the additional attached request was received on 9/8, asking to extend the Poplar Street closure, accommodating Trails End Festival set-up;

**IT IS ORDERED** the Millinocket Town Council approves the closure of Poplar Street from Penobscot Avenue to Katahdin Avenue from 6:30pm Thursday September 11<sup>th</sup> through Sunday September 14<sup>th</sup> at 6:00pm

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

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

## **PERMISSION FOR TRAILS END CLOSURES**

**Due to a scheduling conflict with one of our suppliers of children games for the Festival I am requesting permission to close Poplar St. from Penobscot Ave. to Katahdin Avenue at 6:30 pm on Thursday Sept. 11<sup>th</sup> instead of Friday Sept. 12<sup>th</sup> at 6 am which had been previously approved. Thank You for consideration of this request.**

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

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**RE: Recreation Services**

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**From** Town Admin <townadmin@eastmillinocket.org>

**Date** Fri 9/5/2025 7:10 AM

**To** Peter Jamieson <manager@millinocket.org>; Selectmen 1 <selectmen1@eastmillinocket.org>; Selectmen 2 <selectmen2@eastmillinocket.org>; Selectmen 3 <selectmen3@eastmillinocket.org>; Selectmen 4 <selectmen4@eastmillinocket.org>; Selectmen 5 <selectmen5@eastmillinocket.org>; Town Council <TownCouncil@millinocket.org>

Good morning, Jane and Peter,

Thank you for forwarding the letter and proposed Memorandum of Understanding. I appreciate the clarity you've provided regarding Millinocket's transition plan and continued collaboration with East Millinocket.

We will proceed with invoicing for the July and August services. In the meantime, I will bring the MOU forward for Selectboard review. Please allow a little time for that process, and if any questions arise during their consideration, I will be sure to reach out to you.

We value the ongoing partnership between our communities and look forward to continuing to work together in support of recreation services.

Warm regards,



*Denise Gibbs*

**Town Administrator  
& Treasurer**

53 Main St  
East Millinocket, ME 04430  
Tel - (207) 447-4081 - Direct Line  
Fax - (207) 746-3550

"The Town that Paper Made"

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**From:** Peter Jamieson <manager@millinocket.org>

**Sent:** Thursday, September 4, 2025 4:36 PM

**To:** Selectmen 1 <selectmen1@eastmillinocket.org>; Selectmen 2 <selectmen2@eastmillinocket.org>; Selectmen 3 <selectmen3@eastmillinocket.org>; Selectmen 4 <selectmen4@eastmillinocket.org>; Selectmen 5 <selectmen5@eastmillinocket.org>; Town Admin <townadmin@eastmillinocket.org>; Town Council <TownCouncil@millinocket.org>

**Subject:** Recreation Services

Hello,

Attached are 2 documents containing communication from the Millinocket Town Council concerning Recreation Services. Please feel free to reach out to discuss further.



# Millinocket

Maine's Biggest Small Town

September 3<sup>rd</sup>, 2025

Board of Selectmen & Administration  
Town of East Millinocket  
53 Main Street  
East Millinocket, ME 04430

Dear Selectmen,

Over the past eight months, we have made several attempts to meet and discuss the future of recreation services between our two communities. As you know, up until June 30, 2025, we were under a "Recreation Services Agreement" in which the Town of East Millinocket provided administrative services for the Town of Millinocket's Recreation Department.

After careful consideration, the Town of Millinocket has decided not to pursue a new long-term agreement. Instead, we will be hiring our own Recreation Director to oversee and develop our department. This decision is based on the belief that having two directors working side by side will continue to strengthen the partnership between our towns and create new opportunities to expand recreational offerings in the region. We are confident that adding a full-time Rec. Director in Millinocket will bring more capacity, resources, and support to the area, ultimately benefiting residents across both communities.

We also want to be clear that it remains our intention to keep all recreation programs open and accessible to residents and youth from Millinocket as well as from East Millinocket, Medway, and our other neighboring towns. Recreation plays an essential role in the health and vitality of our region, and we believe these programs should continue to serve the wider community as they have for many years.

Along with this letter, we are providing a Memorandum of Understanding for your review and consideration. This document proposes a month-to-month arrangement, referencing the services outlined in our previous contract. Under this MOU, East Millinocket would continue to provide administrative services for the Millinocket Recreation Department while we advertise for and fill the Millinocket Rec. Director position. This would allow for potential overlap, providing valuable department-specific training and support to help our new director transition smoothly into the role.

Rather than the larger annual stipend included in the previous agreement, compensation would be divided into monthly payments, with the stipend paid for each month services are provided. We see this as a positive step forward in strengthening our collaboration while also building additional partnerships in the future. Millinocket deeply values our shared commitment to recreation and the important role it plays in enhancing quality of life in our communities.





# Millinocket

Maine's Biggest Small Town

We look forward to hearing from you after your review of the attached MOU and to continued partnership as we move ahead together.

Sincerely,

Jane Danforth, Council Chair

Peter Jamieson, Town Manager

**ORDER #195-2025**

**PROVIDING FOR:** Execution of the Prior Fiscal Year Town Warrant for September 11, 2025

**IT IS ORDERED** that the Prior Fiscal Year Town Warrant for September 11, 2025, in the amount of \$4,480.50 is hereby approved.

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

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

**PRIOR YEAR**

**TOWN OF MILLINOCKET**

**WARRANT SHEET**

**SEPTEMBER 11, 2025**

**TOWN #377**

**TOWN WARRANT SEPTEMBER 11, 2025 \$4,480.50**

**TOTAL \$4,480.50**

Millinocket-2025  
11:24 AM

# A / P Check Register

Bank: BANGOR SAVINGS A/P

09/08/2025

Page 1

Town Prior Year.

Type	Check	Amount	Date	Wrnt	Payee
R	37500	4,120.00	09/11/25	377	1898 LAX, FREDRICK
R	37501	280.50	09/11/25	377	0395 MAINE RESOURCE RECOVERY ASSOC.
R	37502	80.00	09/11/25	377	0705 TREASURER, STATE OF MAINE
Total		4,480.50			

## Count

Checks	3
Voids	0

**ORDER #196-2025**

**PROVIDING FOR:** Execution of the Town Warrant for September 11, 2025

**IT IS ORDERED** that the Town Warrant for September 11, 2025, in the amount of \$106,480.05 is hereby approved.

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

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

**TOWN OF MILLINOCKET**

**WARRANT SHEET**

**SEPTEMBER 11, 2025**

**WW #61**

WW WARRANT SEPTEMBER 11, 2025 \$14,691.36

**TOWN #62**

TOWN WARRANT SEPTEMBER 11, 2025 \$106,480.05

**TOTAL \$121,171.41**

# A / P Check Register

Bank: BANGOR SAVINGS A/P

09/08/2025

Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	37503	128.00	09/11/25	62	2356 AHM-NORTHERN LIGHT DRUG TESTING SERVICES
R	37504	42.16	09/11/25	62	1835 AIRGAS, INC.
R	37505	986.48	09/11/25	62	2095 AMBULANCE MEDICAL BILLING
R	37506	12,679.34	09/11/25	62	0039 ASCENT AVIATION GROUP INC
R	37507	18,500.00	09/11/25	62	1137 BANGOR ABATEMENT, INC.
R	37508	2,075.50	09/11/25	62	0064 BERNSTEIN, SHUR, SAWYER & NELSON
R	37509	942.81	09/11/25	62	0869 BIDDEFORD INTERNET CORPORATION
R	37510	450.00	09/11/25	62	2362 CALVARY TEMPLE ASSEMBLY OF GOD
R	37511	100.25	09/11/25	62	1883 CONSOLIDATED COMMUNICATIONS
R	37512	3,379.65	09/11/25	62	0157 DEAD RIVER
R	37513	1,058.43	09/11/25	62	1775 DESIGNLAB, LLC
R	37514	39.84	09/11/25	62	0181 DYSARTS SERVICE
E	37515	12,267.01	09/11/25	62	2173 ELAN FINANCIAL SERVICES
R	37516	3,332.95	09/11/25	62	0196 EMERY LEE & SONS, INC.
R	37517	544.81	09/11/25	62	0205 F.W. WEBB COMPANY
R	37518	238.04	09/11/25	62	0207 FASTENAL COMPANY
R	37519	108.65	09/11/25	62	2237 FIRE SAFETY USA
R	37520	1,230.06	09/11/25	62	0222 FREIGHTLINER OF MAINE, INC.
R	37521	5,689.77	09/11/25	62	2282 HARRISON SHRADER ENTERPRISES LLC
R	37522	990.93	09/11/25	62	0805 HOYLE, TANNER & ASSOCIATES
R	37523	45.00	09/11/25	62	1188 INDUSTRIAL PROTECTION SERVICES, LLC
R	37524	1,050.00	09/11/25	62	2035 INGERSOLL, KEVIN A
R	37525	65.00	09/11/25	62	2102 JAMIESON, PETER
R	37526	198.18	09/11/25	62	1280 K.L. JACK & CO., INC.
R	37527	241.69	09/11/25	62	0354 LACAL EQUIPMENT INC.
R	37528	4,163.87	09/11/25	62	0392 MAINE MUNICIPAL ASSOCIATION
R	37529	3,306.20	09/11/25	62	1849 MAINE TECHNOLOGY GROUP LLC
R	37530	125.00	09/11/25	62	0687 MALCOLM, THOMAS M.
R	37531	21,797.00	09/11/25	62	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	37532	1,161.49	09/11/25	62	1819 NAPA AUTO PARTS
R	37533	108.00	09/11/25	62	0511 OAK GROVE SPRING WATER CO.
R	37534	353.90	09/11/25	62	1669 OFFICE DEPOT, INC
R	37535	242.00	09/11/25	62	2206 ORKIN
R	37536	762.00	09/11/25	62	2200 PINE STATE ELECTRIC
R	37537	398.98	09/11/25	62	0560 PORTLAND GLASS
R	37538	1,007.22	09/11/25	62	1596 PREBLE OIL COMPANY
R	37539	1,100.00	09/11/25	62	2178 RADIO COMMUNICATIONS MGMT INC
R	37540	400.00	09/11/25	62	2083 RHR SMITH & COMPANY
R	37541	133.84	09/11/25	62	2214 SANTERRE, JEREMY
R	37542	815.18	09/11/25	62	0841 SHERWIN-WILLIAMS CO
R	37543	443.13	09/11/25	62	0636 SOUTH-WORTH MILTON, INC.
R	37544	1,707.40	09/11/25	62	1021 STEELSTONE INDUSTRIES
R	37545	30.87	09/11/25	62	0649 STERNS LUMBER COMPANY INC
R	37546	91.39	09/11/25	62	2093 THE SNOWMAN GROUP
R	37547	140.98	09/11/25	62	0699 TRANSCO BUSINESS TECHNOLOGIES
R	37548	92.28	09/11/25	62	0737 UNIFIRST CORPORATION
R	37549	264.28	09/11/25	62	0748 US CELLULAR
V	37550	0.00	09/11/25	62	1502 VERSANT POWER

Type	Check	Amount	Date	Wrnt	Payee
R	37551	1,253.07	09/11/25	62	1502 VERSANT POWER
R	37552	72.92	09/11/25	62	2283 W.S. DARLEY & CO
R	37553	124.50	09/11/25	62	1799 WEST BRANCH AVIATION LLC
Total		106,480.05			

Count	
Checks	50
Voids	1



**ORDER #197-2025**

**PROVIDING FOR:** Execution of the Wastewater Warrant for September 11, 2025

**IT IS ORDERED** that the Wastewater Warrant for September 11, 2025, in the amount of \$14,691.36 is hereby approved.

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

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

**TOWN OF MILLINOCKET**

**WARRANT SHEET**

**SEPTEMBER 11, 2025**

**WW #61**

**WW WARRANT SEPTEMBER 11, 2025 \$14,691.36**

**TOWN #62**

**TOWN WARRANT SEPTEMBER 11, 2025 \$106,480.05**

**TOTAL \$121,171.41**

Millinocket  
12:01 PM

## A / P Check Register

Bank: KEY BANK WW A/P FD 3

09/08/2025

Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	11436	67.42	09/11/25	61	0869 BIDDEFORD INTERNET CORPORATION
R	11437	300.00	09/11/25	61	2338 CAMPBELL'S PEST CONTROL LLC
R	11438	360.00	09/11/25	61	0009 CLEARWATER LABORATORY
R	11439	416.38	09/11/25	61	0392 MAINE MUNICIPAL ASSOCIATION
R	11440	677.17	09/11/25	61	1849 MAINE TECHNOLOGY GROUP LLC
R	11441	230.00	09/11/25	61	2008 MAINE WATER ENVIRONMENT ASSOCIATION
R	11442	11,260.25	09/11/25	61	0456 MILLINOCKET, TOWN OF
R	11443	324.25	09/11/25	61	1819 NAPA AUTO PARTS
R	11444	655.00	09/11/25	61	0485 NCL OF WISCONSIN, INC.
R	11445	400.00	09/11/25	61	2083 RHR SMITH & COMPANY
R	11446	0.89	09/11/25	61	0649 STERNS LUMBER COMPANY INC
<b>Total</b>		<b>14,691.36</b>			

### Count

Checks	11
Voids	0

**ORDINANCE #2-2025**

**PROVIDING FOR: PUBLIC HEARING - An Amendment to Chapter 39 of the Code of the Town of Millinocket concerning Marijuana.**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MILLINOCKET** approve the Amendment to Chapter 39 Marijuana Ordinance of the Town of Millinocket Code, as attached.

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

**IT IS FURTHER ORDAINED** that this amendment will take effect after 30 days of enactment.

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

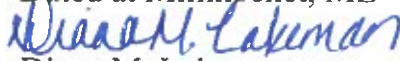
**ATTESTED:** \_\_\_\_\_

TOWN OF MILLINOCKET  
PUBLIC HEARING  
ORDINANCE #2-2025  
CHAPTER 39  
MARIJUANA  
CODE OF THE TOWN OF MILLINOCKET

The Millinocket Town Council will hold public hearings on Ordinance #2-2025, proposed Amendment to the Code of the Town of Millinocket, Chapter 39 – Marijuana, of the Town Charter. The hearings will be held during the Council meetings of September 11<sup>th</sup>, 2025 and September 25<sup>th</sup>, 2025 in Council Chambers located in the Municipal Building, 197 Penobscot Avenue and via Zoom, beginning at 5:30 PM.

Dated at Millinocket, ME

August 26, 2025



Diana M. Lakeman  
Town Clerk

## Chapter 39 Cannabis

### Article 1

#### Recreational Cannabis

- § 39-1-1 Authority
- § 39-1-2 Definitions
- § 39-1-3 Prohibition on Retail Cannabis Establishments
- § 39-1-4 Effective Date; duration
- § 39-1-5 Penalties

### Article 2

#### Medical Cannabis

- § 39-2-1 Medical Cannabis Registered Dispensaries

### Article 3

#### Adult use Home Cultivation

- § 39-3-1 Purpose
- § 39-3-2 Authority
- § 39-3-3 Definitions
- § 39-3-4 Limitation on Adult Use Home Cultivation
- § 39-3-5 No Authorization for Activities Other Than Home Cultivation
- § 39-3-6 Home Cultivation Must Comply with State Law
- § 39-3-7 Not Applicable to Cannabis Cultivation for Medical Purposes
- § 39-3-8 No Local Authorization for Commercial Cannabis Establishments
- § 39-3-9 Effective Date; Duration
- § 39-3-10 Penalties

## Town of Millinocket

**Chapter 39****Retail Cannabis Establishments and Retail Cannabis Social Clubs****Section 39-1-1 Authority.**

This ordinance is enacted pursuant to the Cannabis Legalization Act, 28-B M.R.S.A. c. 1 and 3; and Municipal Home Rule Authority, Me. Const., art. VIII, pt. 2; and 30-A M.R.S.A. § 3001.

**Section 39-1-2 Definitions.**

For purposes of this ordinance, retail cannabis establishments, including retail cannabis stores, retail cannabis cultivation facilities, retail cannabis products manufacturing facilities and retail cannabis testing facilities, and retail cannabis social clubs are defined as set forth in 28-B MRSA §102-A

**Cultivation or Cultivate** - the planting, propagation, growing, harvesting, drying, curing, grading, trimming or other processing of cannabis for use or sale. Cultivation or cultivate does not include manufacturing, testing, or cannabis extraction.

**Manufacture or Manufacturing** - the production, blending, infusing, compounding or other preparation of cannabis concentrate and cannabis products, including, but not limited to, cannabis extraction or preparation by means of chemical synthesis. Manufacture or manufacturing does not include hemp as defined title 7 MRSA §2231, subsection 1-A, Paragraph D.

**Cannabis** - the leaves, stems, flowers and seeds of a cannabis plant, whether growing or not. "Cannabis" includes cannabis concentrate but does not include hemp as defined title 7 MRSA §2231, subsection 1-A, Paragraph D.

**Cannabis Business** - Medical Cannabis Cultivation Facility, Medical Cannabis Manufacturing Facility, Medical Cannabis Testing Facility, Registered Dispensary, Caregiver Retail Store, Adult Use Cannabis Cultivation Facility, Adult Use Cannabis Products Manufacturing Facility, Adult Use Testing Facility, or Adult Use Cannabis Store licensed under this Ordinance.

**Section 39-1-3 Prohibition on Adult Use Cannabis Establishments and Adult Use Cannabis Social Clubs.**

Adult Use cannabis establishments, including retail cannabis stores, retail cannabis cultivation facilities, adult use cannabis products manufacturing facilities, and adult use cannabis testing facilities, and adult use cannabis social clubs, are expressly prohibited in the Town of Millinocket.

No person or organization shall develop or operate a business that engages in adult use or wholesale sales of an adult use cannabis product, as defined by 28 M.R.S.A. §102-A (10).

Nothing in this ordinance is intended to prohibit any lawful use, possession or conduct pursuant to the Maine Medical Use of Cannabis Act, 22 M.R.S.A. c. 558-C.

**Section 39-1-4 Effective date; duration.**

This ordinance shall take effect 30 days after enactment by the municipal legislative body unless otherwise provided and shall remain in effect until it is amended or repealed.

**Section 39-1-5 Penalties.**

This ordinance shall be enforced by the Code Enforcement Officer. Violations of this ordinance shall be subject to the enforcement and penalty provisions of 30-A M.R.S.A. § 4452.

Council Signatures:

1

2

3

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5

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7

Approved by Millinocket Town Council

Date Enacted:

Attest:

§39-2

TOWN OF MILLINOCKET

§39-2

**Article 2**

**Medical Cannabis**

**Section 39-2-1 Medical Cannabis Registered Dispensaries**

- A. No Medical Cannabis Business as defined by 22 M.R.S. § 2421-A shall be located within 1000 feet of the property line of a public or private school at the time application is made.
- B. No more than two (2) Medical Cannabis storefronts, and two (2) Dispensary shall be located in the Town of Millinocket.
- C. Medical Cannabis Businesses shall only be open for business between the hours of 8:00a.m. and 8:00p.m. daily.



D. All Cannabis Businesses shall be designed and equipped to prevent detection of cannabis odors from the property line.

E. Security measures at Medical Cannabis Businesses shall include the following at a minimum:

- i. Security surveillance cameras installed and in operation twenty-four (24) hours a day, seven (7) days a week to monitor all entrances, along with the interior and exterior of the dispensary or facility, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring on the property and must have a power backup in case of power outage.
- ii. Door and window intrusion, robbery and burglary alarm systems with an audible on-site system and Police Department notification components that are professionally monitored and maintained in good working condition, using hard line traditional telephone communications and cellular communication.
- iii. A safe, lockable room must be present in the building and suitable for the storage of all prepared and/or processed cannabis and cash stored overnight in the dispensary or facility.
- iv. Exterior lighting that illuminates all exterior walls and entrances of the licensed dispensary or facility; and
- v. Deadbolt locks on all exterior doors and locks or bars on any other access point all security recordings shall be preserved for thirty (30) days by management of licensed dispensary.
- vi. A Knox box will be installed on the exterior of the building.

H. Inspections of the property and buildings will be conducted yearly by the Code Enforcement Officer.

I. The operators of Medical Cannabis Businesses shall obtain a business license from the Town of Millinocket after a successful inspection has been conducted, and fee paid.

i. Inspection and permitting fees for Medical Cannabis storefront, medical cannabis cultivation, and medical cannabis dispensary shall be. \$2,000 for the initial one (1) year permit, and \$1,000 for the annual renewal permits.

J. The consumption, ingestion or inhalation of medical cannabis on or within the property of a Medical Cannabis Registered Dispensary is prohibited.

K. Visibility of activities; control of emissions; disposal plan for a Medical Cannabis Registered Facility shall be as follows:

- i. All activities of Medical Cannabis Businesses including, without limitation, cultivation, growing, processing, displaying, selling and storage shall be conducted indoors.
- ii. No cannabis or paraphernalia shall be displayed or kept in a dispensary or facility so as to be visible from outside the building (s).
- iii. Sufficient measures and means of preventing smoke, debris, dust, fluids and other substances from exiting a dispensary or facility must be provided at all times. Sufficient measures shall be provided

for the proper disposal of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable state and local laws and regulations.

iv. All Medical Cannabis Businesses shall have in place an operation plan for proper disposal of cannabis related byproducts.

L. Objectionable Odor Determination.

i. An odor will be deemed objectionable and is a public nuisance when any of the following occurs:

- a. The odor generated by the Medical Cannabis Businesses creates a public nuisance at common law; or
- b. The noxious exhalations or offensive smells from the Medical Cannabis Business extends beyond the property line.

ii. Compliance. No Medical Cannabis Businesses shall be exempt from complying with the odor management standards contained in this Ordinance. The odor standards apply to all existing and future Medical Businesses except as otherwise provided herein.

iii. Enforcement. In the event that the Code Enforcement Officer receives complaints that smells or odors are detectable beyond the property line, the following process shall be used to investigate and remedy the odor problem:

a. Within three (3) business days of receiving a complaint, the Code Enforcement Officer shall investigate the property to assess the situation and, if necessary, discuss odor compliance with the business operator, including but not limited to asking the business operator what is being done to mitigate odors. If the Code Enforcement Officer detects odor beyond the property lines, the Code Enforcement Department shall provide verbal and written warning to the business operator and instructions to comply with odor management provisions of this Ordinance. The Code Enforcement Officer shall require the business operator to remedy the odor problem and come into compliance with the provisions of this ordinance within five (5) business days.

b. If after five (5) business days the complaints persist and/or the Code Enforcement Officer continues to observe odor violations, the Code Enforcement Officer shall request the assistance of a law enforcement officer to investigate the complaints. If the Code Enforcement Officer and the law enforcement officer observe odor violations as described above, the Code Enforcement Officer shall notify the business operator of the violation in writing and require conformance within ten (10) business days.

c. If complaints persist and/or the Code Enforcement Officer ~~and the Police Department~~ continues to observe odor violations after the ten (10) business day period as described in Section 22.K.iii.b, the Code Enforcement Officer shall provide a second written notice of violation and require the business operator to submit a written report from a mechanical engineer with recommendations for modification/improvement of the ventilation system within thirty (30) days and installation of recommendations and compliance within forty-five (45) days.

d. If the business operator has not submitted the required report within thirty (30) days, or if the business operator has not submitted evidence of compliance within forty-five (45) days as described in Section 22. L. iii. c, the Code Enforcement Officer shall provide a third and final written notice of violation

and turn the matter over to the Town Attorney for enforcement and imposition of penalties pursuant to 30-A M.R.S. §4452.

e. If the business operator has not submitted the required report within thirty (30) days as described in Section 22. L. iii. c or if the business operator has not submitted evidence of compliance within forty-five (45) days, the Town Council may suspend or decline to renew any medical cannabis establishment license or permit after notice and a public hearing.

Council Signatures:

1  
3  
5  
7

2  
4  
6

Enacted Date:

Attest:

Note:

To be added to the **Schedule of Uses in 125 Zoning Ordinance**

Schedule of uses: Medical Cannabis Registered Dispensary Planning Board approval

§39-3

CODE

§39-3

## **Town of Millinocket**

### **Chapter 39.3**

#### **ADULT USE CANNABIS HOME CULTIVATION**

##### **Section 39-3-1. Purpose.**

The purpose of this ordinance is to regulate the home cultivation of adult use cannabis within the Town of Millinocket.

##### **Section 39-3-2. Authority.**

This Ordinance is enacted pursuant to the Cannabis Legalization Act, 28-B M.R.S. § 1502(3).

##### **Section 39-3-3. Definitions.**

For purposes of this ordinance, the following terms have the following meanings.

**"Adult use"** means the use of cannabis for recreational, non-medical purposes in accordance with the Cannabis Legalization Act, 28-B M.R.S. §§ 101-1505.

**"Domicile"** means a person's established, fixed, permanent or ordinary dwelling place or legal residence to which, whenever the person is absent, the person has the intention of returning. A person may have only one domicile.

**"Cultivate or Cultivation"** means the planting, propagation, growing, harvesting, drying, curing, grading, trimming or other processing of cannabis.

**"Home Cultivation"** means the cultivation of adult use cannabis for personal use in accordance with the Cannabis Legalization Act, 28-B M.R.S. § 1502.

**"Immature cannabis plant"** means a cannabis plant that is not a mature cannabis plant or a seedling.

**"Cannabis"** means the leaves, stems, flowers and seeds of a cannabis plant, whether growing or not.

**"Cannabis"** does not include hemp as defined in Title 7, section 2231.

**"Cannabis plant"** means all species of the plant genus *Cannabis sativa* L, including, but not limited to, a mother plant, a mature cannabis plant, an immature cannabis plant or a seedling. **"Cannabis Plant"** does not include hemp as defined in Title 7, section 2231.

**"Mature cannabis plant"** means a cannabis plant that is flowering does not include hemp as defined in Title 7, section 2231.

**"Own or Owned"** means to have legal title in fee simple, evidenced by a deed or equivalent instrument.

**"Own"** does not include rental agreements, leasehold interests, easements or rights of way, licenses or permissions to use real estate.

**"Parcel of land"** means all contiguous land in the same ownership. Lands located on opposite sides of a public or private road are considered one parcel of land.

**"Person"** means a natural person.

**"Seedling"** means a cannabis plant that is not flowering, ~~is less than 6 inches in height, and less than 6 inches in width.~~ Is less than 24 inches in height and less than 24 inches in width. 28-B MRSA §102-A (59)

#### **Section 39-3-4. Limitation on Adult Use Home Cultivation.**

A person 21 years of age or older may, for personal use, cultivate no more than six (6) mature cannabis plants, twelve (12) immature cannabis plants, and an unlimited number of seedlings, either on the parcel of land where the person is domiciled, or on a parcel of land within the municipality which the person owns but where the person is not domiciled, but not both.

A person may not cultivate cannabis for personal adult use on a parcel of land within the municipality that is not owned by the person and on which the person is not domiciled.

A person under 21 years of age may not cultivate cannabis.

#### **Section 39-3-5. No Authorization for Activities Other Than Home Cultivation**

This ordinance regulates only home cultivation of adult use cannabis. It does not authorize the transfer, sale, manufacture or processing of home cultivated adult use cannabis. Activities beyond home cultivation are subject to all applicable state and local land use and licensing requirements.

**Section 39-3-6. Home Cultivation Must Comply with State Law.**

All home cultivation must be done in accordance with the cultivation requirements and personal limits established by the Cannabis Legalization Act, 28-B M.R.S. § 1502. This ordinance does not authorize any home cultivation or related activity to be conducted in a manner that is prohibited by the Cannabis Legalization Act or any other applicable state law.

**Section 39-3-7. Not Applicable to Cannabis Cultivation for Medical Purposes**

This ordinance does not apply to the cultivation of cannabis for medical use by a qualifying patient, a caregiver, a registered caregiver, or a registered dispensary as authorized by the Maine Medical Use of Cannabis Act, unless such qualifying patient, caregiver, registered caregiver, or registered dispensary is also a person engaging in home cultivation for personal adult use.

**Section 39-3-8. No Local Authorization for Commercial Cannabis Establishments**

This ordinance does not authorize the commercial cultivation, manufacture, sale, or testing of cannabis within the municipality by adult use establishment licensees as provided in 28-B M.R.S. § 402(1)(A), or caregiver retail stores, registered dispensaries, medical manufacturing facilities or testing facilities as provided in 22 M.R.S. § 2429-D(3).

**Section 39-3-9. Effective Date; Duration.**

This ordinance is effective immediately upon enactment by the municipal legislative body and shall remain in effect until it is amended or repealed.

**Section 39-3-10. Penalties.**

This ordinance shall be enforced by the Code Enforcement Officer. Violations of this ordinance are subject to the enforcement and penalty provisions of 30-A M.R.S. § 4452.

Date Enacted:

Attest:

Council Signatures:

1	2
3	4
5	6
7	

## Chapter 39

### ~~Marijuana~~Cannabis

#### Article 1

#### Recreational ~~Marijuana~~Cannabis

- § 39-1-1 Authority
- § 39-1-2 Definitions
- § 39-1-3 Prohibition on Retail ~~Marijuana~~Cannabis Establishments
- § 39-1-4 Effective Date; duration
- § 30-1-5 Penalties

#### Article 2

#### Medical ~~Marijuana~~Cannabis

- § 39-2-1 Medical ~~Marijuana~~Cannabis Registered Dispensaries

#### Article 3

#### Adult use Home Cultivation

- § 39-3-1 Purpose
- § 39-3-2 Authority
- § 39-3-3 Definitions
- § 39-3-4 Limitation on Adult Use Home Cultivation
- § 39-3-5 No Authorization for Activities Other Than Home Cultivation
- § 39-3-6 Home Cultivation Must Comply With State Law
- § 39-3-7 Not Applicable to ~~Marijuana~~Cannabis Cultivation for Medical Purposes
- § 39-3-8 No Local Authorization for Commercial ~~Marijuana~~Cannabis Establishments
- 39-3-9 Effective Date; Duration
- 39-3-10 Penalties

## Town of Millinocket

## Chapter 39

Retail ~~MarijuanaCannabis~~ Establishments and Retail ~~MarijuanaCannabis~~ Social Clubs**Section 39-1-1 Authority.**

This ordinance is enacted pursuant to the ~~MarijuanaCannabis~~-Legalization Act, 7 ~~28-B~~ M.R.S.A. c. 1 and 3 447; and Municipal Home Rule Authority, Me. Const., art. VIII, pt. 2; and 30-A M.R.S.A. § 3001.

**Section 39-1-2 Definitions.**

For purposes of this ordinance, retail ~~marijuanacannabis~~ establishments, including retail ~~marijuanacannabis~~ stores, retail ~~marijuanacannabis~~ cultivation facilities, retail ~~marijuanacannabis~~ products manufacturing facilities and retail ~~marijuanacannabis~~ testing facilities, and retail ~~marijuanacannabis~~ social clubs are defined as set forth in ~~7 M.R.S.A. § 2442~~. 28-B MRSA §102-A

**Cultivation or Cultivate** - the planting, propagation, growing, harvesting, drying, curing, grading, trimming or other processing of ~~marijuanacannabis~~ for use or sale. Cultivation or cultivate does not include manufacturing, testing, or ~~marijuanacannabis~~ extraction.

**Manufacture or Manufacturing** - the production, blending, infusing, compounding or other preparation of ~~marijuanacannabis~~ concentrate and ~~marijuanacannabis~~ products, including, but not limited to, ~~marijuanacannabis~~ extraction or preparation by means of chemical synthesis. Manufacture or manufacturing does not include hemp as defined title 7 MRSA §2231, subsection1-A, Paragraph D.

**~~MarijuanaCannabis~~** - the leaves, stems, flowers and seeds of a ~~marijuanacannabis~~ plant, whether growing or not. "Cannabis" includes cannabis concentrate but does not include hemp as defined title 7 MRSA §2231, subsection1-A, Paragraph D.

**~~MarijuanaCannabis~~ Business** - Medical ~~MarijuanaCannabis~~ Cultivation Facility, Medical ~~MarijuanaCannabis~~ Manufacturing Facility, Medical ~~MarijuanaCannabis~~ Testing Facility, Registered Dispensary, Caregiver Retail Store, Adult Use ~~MarijuanaCannabis~~ Cultivation Facility, Adult Use ~~MarijuanaCannabis~~ Products Manufacturing Facility, Adult Use Testing Facility, or Adult Use ~~MarijuanaCannabis~~ Store licensed under this Ordinance.

**Section 39-1-3 Prohibition on ~~Retail~~ Adult Use ~~MarijuanaCannabis~~ Establishments and ~~Retail~~ Adult Use ~~MarijuanaCannabis~~ Social Clubs.**

~~Retail~~ Adult Use ~~marijuana~~cannabis establishments, including ~~retail~~ ~~marijuana~~cannabis stores, ~~retail~~ ~~marijuana~~cannabis cultivation facilities, ~~retail~~ adult use ~~marijuana~~cannabis products manufacturing facilities, and ~~retail~~ adult use ~~marijuana~~cannabis testing facilities, and ~~retail~~ adult use ~~marijuana~~cannabis social clubs, are expressly prohibited in the Town of Millinocket.

No person or organization shall develop or operate a business that engages in ~~retail~~ adult use or wholesale sales of an ~~retail~~ adult use ~~marijuana~~cannabis product, as defined by 287 M.R.S.A. § ~~2442~~102-A (10).

Nothing in this ordinance is intended to prohibit any lawful use, possession or conduct pursuant to the Maine Medical Use of ~~Marijuana~~Cannabis Act, 22 M.R.S.A. c. 558-C.

**Section 39-1-4** Effective date; duration.

This ordinance shall take effect ~~immediately~~ 30 days after ~~upon~~ enactment by the municipal legislative body unless otherwise provided and shall remain in effect until it is amended or repealed.

**Section 39-1-5** Penalties.

This ordinance shall be enforced by the Code Enforcement Officer. Violations of this ordinance shall be subject to the enforcement and penalty provisions of 30-A M.R.S.A. § 4452.

Council Signatures 1

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Approved by Millinocket Town Council

Date Enacted:

Attest:

§39-2

TOWN OF MILLINOCKET

§39-2

Article 2

Medical

MarijuanaCannabis

Section 39-2-1 Medical ~~Marijuana~~Cannabis Registered Dispensaries



A. ~~No Medical MarijuanaCannabis Registered Dispensary Business~~ as defined by 22 M.R.S. § 2422, 2421-A shall be located within 1000 feet of the property line of a public or private school at the time application is made.

B. ~~No Medical MarijuanaCannabis Registered Dispensary Business~~ shall be located within 200 feet of the property line upon which the ~~Dispensary~~ business is located and the nearest property line of any of the following which is in existence when an application for a Medical MarijuanaCannabis Registered Dispensary Business is made:

i. ~~Church or other facility for religious worship, ii.~~

~~Licensed daycare facility~~

C. ~~No Medical MarijuanaCannabis Registered Dispensary~~ shall be located within 50 feet of the property line of a private residence at the time application is made.

D. No more than two (2) Medical MarijuanaCannabis Registered Facilities storefronts, and two (2) Dispensary shall be located in the Town of Millinocket.

E. Medical MarijuanaCannabis Registered Dispensary Businesses shall only be open for business between the hours of 8:00a.m. and 8:00p.m. daily.

F. ~~All exhaust fans and vents shall be brought above the eave of the roof line by 12" or per the manufactures installation instructions.~~ All Cannabis Businesses shall be designed and equipped to prevent detection of cannabis odors from the property line.

G. Security measures at Medical MarijuanaCannabis Registered Dispensary Businesses shall include the following at a minimum:

i. Security surveillance cameras installed and in operation twenty-four (24) hours a day, seven (7) days a week to monitor all entrances, along with the interior and exterior of the dispensary or facility, to discourage and facilitate the reporting of criminal acts and nuisance activities occurring on the property and must have a power backup in case of power outage.

ii. Door and window intrusion, robbery and burglary alarm systems with an audible on- site system and Police Department notification components that are professionally monitored and maintained in good working condition, using hard line traditional telephone communications and cellular communication.

iii. A safe, lockable room must be present in the building and suitable for the storage of all prepared and/or processed ~~marijuana~~cannabis and cash stored overnight in the dispensary or facility.

iv. Exterior lighting that illuminates all exterior walls and entrances of the licensed dispensary or facility; and

v. Deadbolt locks on all exterior doors and locks or bars on any other access point all security recordings shall be preserved for thirty (30) days by management of licensed dispensary.

vi. A Knox box will be installed on the exterior of the building, and a key will be provided to the Millinocket Fire Department.

H. Inspections of the property and buildings will be conducted yearly by the ~~Millinocket Police Department~~ and Code Enforcement Officer.

I. The operators of Medical ~~MarijuanaCannabis~~ Registered Dispensary Businesses shall obtain a ~~an annual~~ business license from the Town of Millinocket after a successful inspection has been conducted, and fee paid.

i. Inspection and permitting fees for Medical ~~MarijuanaCannabis~~ Registered Dispensary storefront, medical ~~marijuanacannabis~~ cultivation, and medical ~~marijuanacannabis~~ dispensary shall be ~~\$500.00 per year~~. \$2,000 for the initial one (1) year permit, and \$1,000 for the annual renewal permits.

J. The consumption, ingestion or inhalation of medical ~~marijuanacannabis~~ on or within the property of a Medical ~~MarijuanaCannabis~~ Registered Dispensary is prohibited; ~~provided, however, that a Medical MarijuanaCannabis Registered Dispensary employee who is a registered patient, as that term is defined in 22 M.R.S. § 2422 (12), as the same may be amended from time to time, may consume medical marijuanacannabis inside the building(s) on the licensed property, if such consumption occurs via oral consumption and not by smoking. For purpose of the subsection, the term "licensed property" shall include the lot or parcel of the land upon which the Medical MarijuanaCannabis Registered Dispensary is located.~~

K. Visibility of activities; control of emissions; disposal plan for a Medical ~~MarijuanaCannabis~~ Registered Facility shall be as follows:

i. All activities of Medical ~~MarijuanaCannabis~~ Registered Dispensary Businesses including, without limitation, cultivation, growing, processing, displaying, selling and storage shall be conducted indoors.

ii. No ~~marijuanacannabis~~ or paraphernalia shall be displayed or kept in a dispensary or facility so as to be visible from outside the building (s).

iii. Sufficient measures and means of preventing smoke, debris, dust, fluids and other substances from exiting a dispensary or facility must be provided at all times. Sufficient measures shall be provided for the proper disposal of all such materials, items and other substances in a safe, sanitary and secure manner and in accordance with all applicable state and local laws and regulation.

iv. All Medical ~~MarijuanaCannabis~~ Registered Dispensary Businesses shall have in place an operation plan for proper disposal of ~~marijuanacannabis~~ related byproducts.

L. Objectionable Odor Determination.

i. An odor will be deemed objectionable and is a public nuisance when any of the following occurs:

a. The odor generated by the Medical ~~MarijuanaCannabis~~ Registered Dispensary Businesses creates a public nuisance at common law; or

b. The noxious exhalations or offensive smells from the Medical ~~MarijuanaCannabis~~ Business extends beyond the property line.

~~Registered Dispensary or Medical MarijuanaCannabis Cultivation Facility is injurious and dangerous to the health, comfort or property of individuals or the public.~~

ii. ~~Compliance. No Medical Marijuana Cannabis Registered Dispensary Businesses or Medical Marijuana Cannabis Cultivation Facility~~ shall be exempt from complying with the odor management standards contained in this Ordinance. The odor standards apply to all existing and future Medical ~~Registered Dispensary Businesses~~ except as otherwise provided herein.

iii. **Enforcement.** In the event that the Code Enforcement Officer receives complaints that smells or odors are detectable beyond the property line, the following process shall be used to investigate and remedy the odor problem:

a. Within three (3) business days of receiving a complaint, the Code Enforcement Officer shall investigate the property to assess the situation and, if necessary, discuss odor compliance with the business operator, including but not limited to asking the business operator what is being done to mitigate odors. If the Code Enforcement Officer detects odor beyond the property lines, the Code Enforcement Department shall provide verbal and written warning to the business operator and instructions to comply with odor management provisions of this Ordinance. The Code Enforcement Officer shall require the business operator to remedy the odor problem and come into compliance with the provisions of this ordinance within five (5) business days.

b. If after five (5) business days the complaints persist and/or the Code Enforcement Officer continues to observe odor violations, the Code Enforcement Officer shall request the assistance of a law enforcement officer to investigate the complaints. If the Code Enforcement Officer and the law enforcement officer observe odor violations as described above, the Code Enforcement Officer shall notify the business operator of the violation in writing and require conformance within ten (10) business days.

c. If complaints persist and/or the Code Enforcement Officer ~~and the Police Department~~ continues to observe odor violations after the ten (10) business day period as described in Section 22.K.iii.b, the Code Enforcement Officer shall provide a second written notice of violation and require the business operator to submit a written report from a mechanical engineer with recommendations for modification/improvement of the ventilation system within thirty (30) days and installation of recommendations and compliance within forty-five (45) days.

d. If the business operator has not submitted the required report within thirty (30) days, or if the business operator has not submitted evidence of compliance within forty-five (45) days as described in Section 22.K L. iii. c, the Code Enforcement Officer shall provide a third and final written notice of violation and turn the matter over to the Town Attorney for enforcement and imposition of penalties pursuant to 30-A M.R.S. §4452.

e. If the business operator has not submitted the required report within thirty (30) days as described in Section 22.K L. iii. c or if the business operator has not submitted evidence of compliance within forty-five (45) days, the Town Council may suspend or decline to renew any medical ~~marijuana~~cannabis establishment license or permit after notice and a public hearing.

**iv. Exemptions.**

a. ~~Complaints related to outdoor burning will be directed to and enforced by the Millinocket Fire Department as per 12 M.R.S. §9325.~~

b. ~~Smoke or odors originating from the use of outdoor grills or wood, pellet or coal stoves or furnaces.~~

Council Signatures:

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Enacted Date:

Attest:

Note:

To be added to the **Schedule of Uses in 125 Zoning Ordinance**

Schedule of uses: ~~Medical Marijuana~~ Cannabis Registered Dispensary Planning Board approval

~~§~~39-3

CODE

~~§~~39-3

## **Town of Millinocket**

### **Chapter 39.3**

#### **ADULT USE ~~MARIJUANA~~ CANNABIS HOME CULTIVATION**

##### **Section 39-3-1. Purpose.**

The purpose of this ordinance is to regulate the home cultivation of adult use ~~marijuana~~ cannabis within the Town of Millinocket.

##### **Section 39-3-2. Authority.**

This Ordinance is enacted pursuant to the ~~Marijuana~~ Cannabis Legalization Act, 28-B M.R.S. § 1502(3).

##### **Section 39-3-3. Definitions.**

For purposes of this ordinance, the following terms have the following meanings.

**“Adult use”** means the use of ~~marijuana~~ cannabis for recreational, non-medical purposes in accordance with the ~~Marijuana~~ Cannabis Legalization Act, 28-B M.R.S. §§ 101-~~1504~~ 1505.

**“Domicile”** means a person’s established, fixed, permanent or ordinary dwelling place or legal residence to which, whenever the person is absent, the person has the intention of returning. A person may have only one domicile.

**“Cultivate or Cultivation”** means the planting, propagation, growing, harvesting, drying, curing, grading, trimming or other processing of marijuanacannabis.

**“Home Cultivation”** means the cultivation of adult use marijuanacannabis for personal use in accordance with the MarijuanaCannabis Legalization Act, 28-B M.R.S. § 1502.

**“Immature marijuanacannabis plant”** means a marijuanacannabis plant that is not a mature marijuanacannabis plant or a seedling.

**“MarijuanaCannabis”** means the leaves, stems, flowers and seeds of a marijuanacannabis plant, whether growing or not. “MarijuanaCannabis” does not include hemp as defined in Title 7, section 2231.

**“MarijuanaCannabis plant”** means all species of the plant genus Cannabis sativa L, including, but not limited to, a mother plant, a mature marijuanacannabis plant, an immature marijuanacannabis plant or a seedling. “MarijuanaCannabis Plant” does not include hemp as defined in Title 7, section 2231.

**“Mature marijuanacannabis plant”** means a marijuanacannabis plant that is flowering— does not include hemp as defined in Title 7, section 2231.

**“Own or Owned”** means to have legal title in fee simple, evidenced by a deed or equivalent instrument. “Own” does not include rental agreements, leasehold interests, easements or rights of way, licenses or permissions to use real estate.

**“Parcel of land”** means all contiguous land in the same ownership. Lands located on opposite sides of a public or private road are considered one parcel of land.

**“Person”** means a natural person.

**“Seedling”** means a marijuanacannabis plant that is not flowering, ~~is less than 6 inches in height, and less than 6 inches in width.~~ is less than 24 inches in height and less than 24 inches in width. 28-B MRSA §102-A (59)

#### **Section 39-3-4. Limitation on Adult Use Home Cultivation.**

A person 21 years of age or older may, for personal use, cultivate no more than ~~three (3)~~ six (6) mature marijuanacannabis plants, twelve (12) immature marijuanacannabis plants, and an unlimited number of seedlings, either on the parcel of land where the person is domiciled, or on a parcel of land within the municipality which the person owns but where the person is not domiciled, but not both.

A person may not cultivate marijuanacannabis for personal adult use on a parcel of land within the municipality that is not owned by the person and on which the person is not domiciled.

A person under 21 years of age may not cultivate marijuanacannabis.

#### **Section 39-3-5. No Authorization for Activities Other Than Home Cultivation**

This ordinance regulates only home cultivation of adult use marijuanacannabis. It does not authorize the transfer, sale, manufacture or processing of home cultivated adult use marijuanacannabis. Activities beyond home cultivation are subject to all applicable state and local land use and licensing requirements.

#### **Section 39-3-6. Home Cultivation Must Comply With State Law.**

All home cultivation must be done in accordance with the cultivation requirements and personal limits established by the MarijuanaCannabis Legalization Act, 28-B M.R.S. § 1502. This ordinance does not authorize any home cultivation or related activity to be conducted in a manner that is prohibited by the MarijuanaCannabis Legalization Act or any other applicable state law.

**Section 39-3-7. Not Applicable to MarijuanaCannabis Cultivation for Medical Purposes**

This ordinance does not apply to the cultivation of marijuanacannabis for medical use by a qualifying patient, a caregiver, a registered caregiver, or a registered dispensary as authorized by the Maine Medical Use of MarijuanaCannabis Act, unless such qualifying patient, caregiver, registered caregiver, or registered dispensary is also a person engaging in home cultivation for personal adult use.

**Section 39-3-8. No Local Authorization for Commercial MarijuanaCannabis Establishments**

This ordinance does not authorize the commercial cultivation, manufacture, sale, or testing of marijuanacannabis within the municipality by adult use establishment licensees as provided in 28-B M.R.S. § 402(1)(A), or caregiver retail stores, registered dispensaries, medical manufacturing facilities or testing facilities as provided in 22 M.R.S. § 2429-D(3).

**Section 39-3-9. Effective Date; Duration.**

This ordinance is effective immediately upon enactment by the municipal legislative body and shall remain in effect until it is amended or repealed.

**Section 39-3-10. Penalties.**

This ordinance shall be enforced by the Code Enforcement Officer. Violations of this ordinance are subject to the enforcement and penalty provisions of 30-A M.R.S. § 4452.

Date Enacted:

Attest:

Council Signatures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

**COUNCIL ORDER #198-2025**

**AN ORDER PROVIDING FOR:** One (1) Stewart Amos S4C Street Sweeper through lease/purchase financing.

BE IT ORDERED, by the Town Council of the Town of Millinocket, as follows:

- (1) That a Capital Acquisition Project (the "Project") consisting of the Lease of One (1) Stewart Amos S4C Street Sweeper is hereby approved; and
- (2) That the financing for the Project in the principal amount of \$250,934 is awarded to Leasing 2, Inc. at an interest rate of 5.56%; and
- (3) That the Town Manager is hereby authorized to execute a Lease-Purchase Agreement, and all other documents reasonably necessary to accomplish the purpose of this vote; and
- (4) That the Town Council hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project.
- (5) That said Lease is hereby designated a "bank qualified tax-exempt obligation" of the Town for the 2025 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**MILLINOCKET TOWN COUNCIL**

Read and Adopted:

\_\_\_\_\_  
Jane Danforth

\_\_\_\_\_  
Jesse O. Dumais

\_\_\_\_\_  
Robert F. Higgins, Jr.

\_\_\_\_\_  
Gail Mackin

\_\_\_\_\_  
Louie Pelletier

\_\_\_\_\_  
Matthew Bragdon

\_\_\_\_\_  
Tammy McLaughlin

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

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

**ORDER #199-2025**

**PROVIDING FOR** Authorization to Amend Airport Project Contract with Hoyle, Tanner & Associates, INC.

**WHEREAS** necessary amendments to this contract have identified in relation to Scope of Work and Estimate of Engineering Cost, increasing the Maximum Amount of the Agreement by \$123,085.00 to \$689,725.00; and

**WHEREAS** this project remains in the FAA/DOT Reimbursable Agreement, allowing for reimbursement of 97.5% of these project costs, increasing the Town's portion of this project by \$3,077 for a total of \$17,243;

**IT IS ORDERED** that the Millinocket Town Council authorizes the Town Manager to sign and return the attached Airport Project Contract Amendment

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

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



**Modification No. 3**

To

**AIRPORT PROJECT CONTRACT**

Between

**TOWN OF MILLINOCKET, MAINE**

And

**HOYLE, TANNER & ASSOCIATES, INC.**

**AIRPORT/OWNER Contact Person:** Peter Jamieson, Town Manager

**Title of Services:** Design Reconstruction of Runway 11-29

Project Location:	Modified Project Contract Negotiated Price:	<b><u>\$689,725.00</u></b>
<b>Millinocket Municipal Airport</b>	Project Contract Begin Date:	<b><u>June 8, 2023</u></b>
<b>Millinocket, Maine</b>	Original Contract Expiration Date:	<b><u>September 30, 2024</u></b>
	Modified Contract Expiration Date:	<b><u>July 31, 2026</u></b>
Federal Tax I.D. #: <u>14-2010196</u>	GCA Agreement Number:	<b><u>23.390801.00</u></b>
	GCA Ordering Period Dates:	<b><u>4/15/2023 – 4/14/2027</u></b>

WHEREAS, the **Town of Millinocket, Maine** (hereinafter referred to as the "Sponsor") has determined it to be in the interest of the **Town of Millinocket, Maine** that the Airport Project Contract (hereinafter referred to as the "Agreement") between the **Town of Millinocket, Maine** and **Hoyle, Tanner & Associates, Inc.** (hereinafter referred to as the "Consultant"), accepted by said Consultant on the 8<sup>th</sup> day of **June, 2023**, to be modified as hereinafter provided.

NOW THEREFORE, WITNESSETH:

That in consideration of the benefits to accrue to the parties hereto, the Sponsor, on the one part, and the Consultant, on the other part, do hereby mutually agree to modification of this project as follows:

See attached documents:

1. Modification 3 - Scope of Work
2. Modification 3 – Estimate of Engineering Cost

The Maximum Amount of the Agreement shall be ***increased by \$123,085***, from **\$566,640** to **\$689,725**.

All other terms and conditions of the original Agreement shall remain in effect. The Sponsor and the Consultant by their duly authorized representatives, have executed this modification to said original Agreement on the date last signed below.


**TOWN OF MILLINOCKET, MAINE  
(AIRPORT/OWNER OWNER)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter Jamieson  
Town Manager

**HOYLE, TANNER & ASSOCIATES, INC.  
(CONSULTANT)**

August, 1 2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Robert M. Furey, PE  
Senior Vice President

**Millinocket Municipal Airport  
Design Reconstruction of Runway 11-29  
Hoyle Tanner Project No. 23.390801.01**

**Modification No. 3  
August 2025**

**MODIFIED SCOPE OF WORK**

Since September of 2024 this project has progressed in planning, design, and environmental analysis. Modification No. 1 was approved to include an Environmental Assessment, and Modification No. 2 was approved to add additional data collection for geotechnical investigation and topographic survey. This modification request covers additional efforts related to Runway 16 threshold relocation, supplemental electrical design, Taxiway A realignment, additional stormwater permitting analysis to support t Maine Department of Environmental Protection Site Location of Development Act permit, additional cost analysis to respond to agency funding eligibility requests, and additional meeting coordination and project administration.

**Article I, Project Administration**

Additional effort will be required in the following task:

1.16 The addition of an Environmental Assessment, and added design has increased the project duration by approximately 18 months. Normal project administration efforts are increased accordingly.

**Article II, Data Collection**

Additional effort will be required in the following task:

2.19 The original project scope and fee did not include necessary efforts to complete runway lighting power calculations, airfield electrical technical specifications, and airfield lighting vault inspection and improvements. This was an oversight and this line item covers nominal time to manage the efforts of the electrical sub-consultant (Colby Engineers). Scope and fee for Colby Engineers is attached, and summarized in Phase 99, Expenses section of this modification.

**Article III, Cost Comparison Analysis**

No changes to the original scope of work

**Article IV, Design**

- 4.20 Unforeseen additional site grading after the decision to relocate the runway 16 threshold. The RW 11-29 profile is 1.2' higher than the intersecting RW 16-34 profile, and further site grading and drainage design is required to meet grading standards.
- 4.21 Supplementary analysis of an identified vernal pool to determine permit impact areas, setback requirements, and tree clearing adjustments.
- 4.22 Extra hydrocad stormwater analysis in response to Maine Department of Environmental Protection Site Location of Development Act permit meetings with DEP office. The airport has never obtained a SLoDA permit, and submitting the first application required historic and forensic analysis of past land disturbances dating back over forty years. This required more research, and

- data entry than originally anticipated.
- 4.23 In response to changing financial funding for this project, four additional isolated project footprints need to be separately broken out, and in all cases, separately brought to an advanced design level to produce cost estimates. Ultimately, one combined project footprint is anticipated, but these individual elements require conceptual design to assist the Town in discussions of financial funding and phasing.
- 4.24 Due to the anticipated nature of funding, supplemental phasing will be accomplished to present revised construction season scenarios.
- 4.25 Perform an analysis for FAA to support the filing of a design criteria modification to standard to address the Runway 11-29 Line of Sight criteria. Analysis includes conceptual design of a design option that would resolve the criteria issue, including additional runway centerline profile adjustments, drainage adjustments, grading, and cost estimating. Filing the MOS with FAA and coordinating and attending meetings to explain and discuss.

#### **Article V, Permitting and FAA NEPA**

5.57 Supplementary land conversion analysis for additional design areas, supplementary environmental resource research and documentation, additional permit application narrative, exhibits, drawings, and additional coordination with Maine DEP and New England District US Army Corps of Engineers. Additional support to the Town to research abutting airport property maps to fill in missing gaps in official documentation and map information.

#### **Article VI, Bidding**

No changes to the original scope of work

#### **Article VII, Closeout**

No changes to the original scope of work

#### **Expenses and Subconsultants**

See attached subconsultant proposal for Colby Engineers

Appendix D  
Amendment No. 3  
**ESTIMATE OF ENVIRONMENTAL ASSESSMENT AND SUPPORTING DESIGN COSTS**  
for

Reconstruct Runway 11-29  
5001' Option

at  
Millinocket Municipal Airport  
for  
Town of Millinocket  
Millinocket , Maine  
August, 2025

**HOYLE, TANNER PROJECT NO. 23.390801.01**

	Original	Amendment No. 1	Amendment No. 2	Amendment No. 3	New Total	
Article I -- Project Administration						ACTUAL COST PLUS FIXED FEE
	\$36,700	\$1,800	\$1,000	\$8,500	\$48,000	
Article II -- Data Collection						ACTUAL COST PLUS FIXED FEE
	\$22,100	\$16,000	\$1,300	\$2,800	\$42,200	
Article III -- Cost Comparison Analysis						ACTUAL COST PLUS FIXED FEE
	\$39,400	\$0	\$0		\$39,400	
Article IV -- Design						ACTUAL COST PLUS FIXED FEE
	\$166,400	\$19,400	\$4,100	\$76,900	\$266,800	
Article V -- NEPA & Permitting REVISED FOR EA AND NRPA						ACTUAL COST PLUS FIXED FEE
	\$40,800	\$80,800	\$0	\$25,200	\$146,800	
Article VI -- Bidding						ACTUAL COST PLUS FIXED FEE
	\$15,900	\$0	\$0		\$15,900	
Article VII -- Closeout						LUMP SUM
	\$10,700	\$0	\$0		\$10,700	
Expenses and Subconsultants						ACTUAL COST
	\$89,680	\$11,405	\$9,155	\$9,685	\$119,925	
<b>TOTAL ESTIMATED PROJECT COST:</b>	<b>\$421,680</b>	<b>\$129,405</b>	<b>\$15,555</b>	<b>\$123,085</b>	<b>\$689,725</b>	

HOYLE, TANNER PROJECT NO. 23.390801.01

ESTIMATED HOURS BY LABOR CLASSIFICATION									
Task	Principal \$78.00 /HR	Project Manager \$78.00 /HR	Assistant Project Manager \$44.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Staff Engineer \$39.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR	Total Hours	Total Labor Cost
1.16 The addition of an Environmental Assessment, and added design has increased the project duration by approximately 18 months. Normal project administration efforts are increased accordingly	4	12	10				33	59	\$2,876.00
								0	\$0.00
								0	\$0.00
	4	12	10	0	0	0	33	59	\$2,876.00
	\$312.00	\$936.00	\$440.00	\$0.00	\$0.00	\$0.00	\$1,188.00		\$2,876.00
TOTAL DIRECT LABOR									\$2,876.00

DIRECT LABOR  
OVERHEAD

157.23%

FIXED FEE

15%

\$1,100.00

ACTUAL COST PLUS FIXED FEE

\$8,500

Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, NH 03101

Millinocket Municipal Airport

Reconstruct Runway 11-29

5001' Option

Article II – Data Collection  
Hoyle Tanner Phase 10  
For Additional Wetland Survey and Vernal Pool Survey

HOYLE, TANNER PROJECT NO. 23-390801.01

		ESTIMATED HOURS BY LABOR CLASSIFICATION									
Task	Description	Principal \$78.00 /HR	Project Manager \$78.00 /HR	Assistant Project Manager \$44.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Environmental Coordinator \$38.00 /HR	Staff Engineer \$39.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR	Total Hours	Total Labor Cost
2.19	The original project scope and fee did not include necessary efforts to complete runway lighting power calculations, airfield electrical technical specifications, and airfield lighting vault inspection and improvements. This was an oversight and this line item covers nominal time to manage the efforts of the electrical sub-consultant (Colby Engineers). Scope and fee for Colby Engineers is attached, and summarized in Phase 99, Expenses section of this modification.		6				8	2	1	17	\$914.00
	TOTAL HOURS		6				8	2	1	17	
	TOTAL DIRECT LABOR	\$0.00	\$468.00	\$0.00	\$0.00	\$0.00	\$312.00	\$98.00	\$36.00		\$914.00

DIRECT LABOR  
OVERHEAD

FIXED FEE

ACTUAL COST PLUS FIXED FEE

Hoyle, Tanner & Associates, Inc. 150 Dow Street, Manchester, NH 03101

Millinocket Municipal Airport

Reconstruct Runway 11-29

5001' Option

Article III – Cost Comparison Analysis  
Hoyle Tanner Phase 20

HOYLE, TANNER PROJECT NO. 23.390801.01

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost
Task	Description	Airport Planner \$31.00 /HR	Project Manager \$78.00 /HR	Assistant Project Manager \$44.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Staff Engineer \$39.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR		
3.1	Prepare cost analysis for Reconstruction of Runway 11-29 shortening the current runway from 4,713 feet to 3,200 feet and narrowing the runway from 100 feet to 60 feet. Task to include preliminary drawing of alternative.								0	\$0.00
3.2	Prepare cost analysis for Reconstruction of Runway 11-29 in the current runway length and narrowing the runway from 100' to 75'. Task to include preliminary drawing of alternative.								0	\$0.00
3.3	Prepare cost analysis for Reconstruction of Runway 11-29 in the current runway length and width. Task to include preliminary drawing of alternative.								0	\$0.00
3.4	Prepare cost analysis for Reconstruction of Runway 11-29 extending the current runway from 4,713 feet to 5,001 feet and maintaining the current 100-foot width. Task to include preliminary drawing of alternative.								0	\$0.00
3.5	Prepare cost analysis for Reconstruction of Runway 11-29 extending the current runway from 4,713 feet to 5,290 feet and maintaining the current 100-foot width. Task to include preliminary drawing of alternative.								0	\$0.00
3.6	Tabletop Analysis for Runway Corridor Study.								0	\$0.00
3.7	Prepare for, attend and provide meeting minutes for Informational Workshop to present findings. Assume 3 individuals from the Consultant to attend.								0	\$0.00
	TOTAL HOURS	0	0	0	0	0	0	0	0	\$0.00
	TOTAL DIRECT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

DIRECT LABOR OVERHEAD 157.23% \$0.00  
FIXED FEE 15% \$0.00

ACTUAL COST PLUS FIXED FEE \$0



Millinocket Municipal Airport

Reconstruct Runway 11-29

5001' Option

Article IV – Design  
Hoyle Tanner Phase 40  
REVISED FOR 5001' RUNWAY EXTENSION OPTION

HOYLE, TANNER PROJECT NO. 23-390801.01

HOYLE, TANNER PROJECT NO. 23.390801.01

ESTIMATED HOURS BY LABOR CLASSIFICATION										
Task	Description	QA/QC \$73.00 /HR	Project Manager \$78.00 /HR	Assistant Project Manager \$44.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Staff Engineer \$39.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR	Total Hours	Total Labor Cost
4.20	Unforeseen additional site grading after the decision to relocate the runway 16 threshold. The RW 11-29 profile is 1.2' higher than the intersecting RW 15-34 profile, and further site grading and drainage design is required to meet grading standards.	3	20			162	46		231	\$10,351.00
4.21	Supplementary analysis of an identified vernal pool to determine permit impact areas, setback requirements, and tree clearing adjustments.	2	12		8	24	12		58	\$3,062.00
4.22	Extra hydrocad stormwater analysis in response to Maine Department of Environmental Protection Site Location of Development Act permit meetings with DEP office. The airport has never obtained a SLODA permit, and submitting the first application required historic and forensic analysis of past land disturbances dating back over forty years. This required more research, and data entry then originally anticipated.	4	6		4	40	12		66	\$3,136.00
4.23	In response to changing financial funding for this project, four additional isolated project footprints need to be separately broken out, and in all cases, separately brought to an advanced design level to produce cost estimates. Ultimately, one combined project footprint is anticipated, but these individual elements require conceptual design to assist the Town in discussions of financial funding and phasing.		20	6		44	32	2	104	\$5,180.00
4.24	Due to the anticipated nature of funding, supplemental phasing will be accomplished to present revised construction season scenarios.	2	4			32	16		54	\$2,490.00
4.25	Perform an analysis for FAA to support the filing of a design criteria modification to standard to address the Runway 11-29 Line of Sight criteria. Analysis includes conceptual design of a design option that would resolve the criteria issue, including additional runway centerline profile adjustments, drainage adjustments, grading, and cost estimating. Filing the MOS with FAA and coordinating and attending meetings to explain and discuss.	1	4			36			41	\$1,789.00
	TOTAL HOURS	12	66	6	12	338	118	2	554	
	TOTAL DIRECT LABOR	\$876.00	\$5,148.00	\$264.00	\$684.00	\$13,182.00	\$5,782.00	\$72.00		\$26,008.00

DIRECT LABOR OVERHEAD 157.23% \$26,008.00  
\$40,892.38  
FIXED FEE 15% \$66,900.38  
\$10,000.00

ACTUAL COST PLUS FIXED FEE

\$76,900

Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, NH 03103

Millinocket Municipal Airport

Reconstruct Runway 11-29

5001' Option

Article V – NEPA & Permitting REVISED FOR EA AND NRPA  
Hoyle Tanner Phase 50

HOYLE, TANNER PROJECT NO. 23.390801.01

		ESTIMATED HOURS BY LABOR CLASSIFICATION								Total Hours	Total Labor Cost
Task	Description	Principal \$78.00 /HR	Project Manager \$78.00 /HR	Assistant Project Manager \$44.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Staff Engineer \$39.00 /HR	Environmental Coordinator \$38.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR		
5.57	Maine NRPA Supplementary land conversion analysis for additional design areas, supplementary environmental resource research and documentation, additional permit application narrative, exhibits, drawings, and additional coordination with Maine DEP and New England District US Army Corps of Engineers. Additional support to the Town to research abutting airport property maps to fill in missing gaps in official documentation and map information.	1	18	12	38	16	66	24	1	176	\$8,520.00
		1	18	12	38	16	66	24	1	0	\$0.00
	TOTAL HOURS	1	18	12	38	16	66	24	1	176	\$8,520.00
	TOTAL DIRECT LABOR	\$78.00	\$1,404.00	\$528.00	\$2,166.00	\$624.00	\$2,508.00	\$1,176.00	\$36.00		

DIRECT LABOR OVERHEAD	DIRECT LABOR OVERHEAD
FIXED FEE	FIXED FEE
157.23%	15%
\$8,520.00	\$3,300.00
\$13,396.00	
\$21,916.00	

ACTUAL COST PI ACTUAL COST PLUS FIXED FEE

\$25,200

Hoyle, Tanner & Associates, Inc.

150 Bow Street, Manchester, NH 03101

Millinocket Municipal Airport  
Reconstruct Runway 11-29  
5001' Option

Article VI – Bidding  
Hoyle Tanner Phase 60

HOYLE, TANNER PROJECT NO. 23.390801.01

Task	Description	ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost
		Principal \$78.00 /HR	Environmental Coordinator \$38.00 /HR	Project Manager \$78.00 /HR	Sr Environmental Coordinator \$57.00 /HR	Assistant Project Manager \$44.00 /HR	Sr CAD Designer \$49.00 /HR	Grants Administrator \$36.00 /HR		
6.1	Assist with advertising the project to include compiling a list of potential bidders and emailing the ad for bid.								0	\$0.00
6.2	Set up and maintain the online bidding system, QuestCDN. Efforts to include the following: • Create Advertisement on QuestCDNs online bidding site to obtain ebid number for project. • Check documents for any obvious errors. • Create bookmarks for documents (Plans & Specs need to be uploaded as one file) • Extract all documents needed to be uploaded as separate documents for contractors to submit an eligible bid. • Convert Excel spreadsheet (Proposal Document) to CSV file, check cells to be sure they're calculating correctly, upload CSV file to QuestCDN, check CSV file again to be sure it is still calculating correctly. • Email Contractors the Ad for Bids with instructions on how to obtain the bidding documents and setup their account with QuestCDN. • Check Plan Holders list and approve contractors for bidding. • Upload any Addendums that may be issued.								0	\$0.00
6.3	Attend the pre-bid conference, prepare the agenda, and prepare the minutes for distribution. Pre-bid meeting will be at the airport (Assume Project Manager and Project Engineer).								0	\$0.00
6.4	Receive bidder questions and evaluate for inclusion in an addendum. Preparation of addenda if necessary, including any changes to design plans or specifications. Assume 3 addenda.								0	\$0.00
6.5	Administer the bid opening. The bid opening will be administered through the QuestCDN system and will take place in the Consultant's office over MS Teams for those who can't be present.								0	\$0.00
6.6	Analyze the bids for errors and completeness.								0	\$0.00
6.7	Call the Contractor's references and record responses.								0	\$0.00
6.8	Prepare a letter of recommendation of award to the Owner and distribute to MaineDOT and the FAA.								0	\$0.00
	TOTAL HOURS	0	0	0	0	0	0	0	0	\$0.00
	TOTAL DIRECT LABOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

DIRECT LABOR OVERHEAD	\$0.00
	157.23%
FIXED FEE	\$0.00
	15%
ACTUAL COST PLUS FIXED FEE	\$0

Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, NH 03101



HOYLE, TANNER PROJECT NO. 23.390801.01

Reimbursable Expenses	Resident Mileage & Tolls \$286.60 /trip	Mileage & Tolls \$286.60 /trip	Postage & Communications	Printing	Lodging \$109.76 /night	Per Diem		GPS Unit \$150.00 /day	SIDA Amendment & NRP Permit Fees	Expenses Total	Subconsultant	Subconsultant Fees
						\$59.00 /full day	\$44.25 /travel day					
Article I – Project Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	type sub name	\$ -
Article II – Data Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Colby Engineers	\$ 9,685.00
Article III – Cost Comparison Analysis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ -
Article IV – Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	type sub name	\$ -
Article V – NEPA & Permitting REVISED FOR EA AND NRPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	type sub name	\$ -
Article VI – Bidding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	type sub name	\$ -
Article VII – Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	type sub name	\$ -
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		\$ -

Reimbursables Expenses: \$0.00

Subconsultants: \$ 9,685.00

Total Expenses: \$9,685.00

Sustainable  
Structural  
Mechanical  
Fire Protection  
Electrical  
Civil  
Controls  
Architecture



47A York St  
Portland, Maine  
04101 USA  
colbycoengineering.com

2024-070

June 20, 2025

Bob Furey  
Hoyle Tanner  
150 Dow Street  
Manchester, NH 03101

**Subject: Millinocket Municipal Airport – Proposal**

Dear Bob,

Thank you for the opportunity to provide a proposal for electrical engineering services related to the design of Millinocket Municipal Airport.

**Project Scope**

Based on the preliminary set of drawings for Millinocket Airport runway 11-29 (dated April of 2025) and the FAA technical specification boiler plate (AC word doc 150-5370-10H) received, the following is the requested scope of work for this proposal:

1. Review Hoyle Tanner runway LED light layout and perform load calculations. Assumed loads will include:
  - a. New runway lights (edge lights and threshold lights)
  - b. New connecting taxiway lights
  - c. New Runway End Identifier Lights, both runway ends
  - d. New Segmented Circle and Lighted Windcone
2. Site visit to review existing lights, electrical vault, lighted wind cone
3. Load calculations for project (note existing lights are incandescent, and will be converted to LED)
4. Recommend new size of airfield constant current regulator (CCR)
5. Recommend any necessary electrical upgrades to existing lighting vault
6. Research the existing airfield lighting control system (ALCS), and recommend if the system should be upgraded or replaced
7. Review Hoyle Tanner typical details for items listed above and provide mark ups in either ACAD or PDF
8. Review and edit FAA Tech Spes Items L-107, L-108, L-109, and L-115, see FAA Technical Specification Boiler Plate word document
9. 8 hours of shop drawing review

## **Deliverables**

Colby Co. will provide the following deliverables based on the scope of work provided above:

1. Field Investigations: CCE will prepare a site visit report following the site investigation conducted.
2. Analysis and Design: CCE will produce markups of the drawings and specifications to Hoyle Tanner to be incorporated into the overall project documents.
3. Meetings: We have included time for four meetings including the kickoff and interim review meetings. It is assumed all meetings will be held and attended remotely
4. Construction Administration:
  - a. Shop Drawing and Vendor Data Submittal Reviews – We will provide written responses to all shop drawing submittals. CCE has assumed 8 hours of effort.
  - b. Requests for Information (RFI's) – CCE will respond to RFI's in support of the project. CCE has assumed 4 hours of effort.

## **Schedule**

Colby Co. will support your team's project schedule. We anticipate that after the project award, we will negotiate a mutually agreeable schedule including due dates and associated review periods. For the purposes of this proposal, we are anticipating the following high-level schedule, assuming a late June or early July Notice to Proceed:

100% Drawings and Specs	September, 2025
Bidding	January 2026
Shop Drawings	Fall 2026
Construction	Fall 2026 and Spring/Summer 2027

## **Fee Proposal**

Colby Co. will provide the scope and deliverables listed above for a lump sum fee of \$9,685.

## **Exclusions**

For the purposes of this proposal, the following items have been excluded from Colby Co.'s scope.

- Development of Project Design Basis Document
- CAD Services
- Site Visits during Construction including Final completion site visit and As-Built Drawings
- Survey services
- Noise studies and/or acoustical engineering
- Site subsurface geotechnical evaluations
- Environmental engineering and permitting
- Work related to subdivision of the property
- Traffic studies, analysis and permitting
- Hazardous waste testing and/or mitigation work



**COLBY COMPANY ENGINEERING, LLC**  
47A York St  
Portland, Maine  
04101 USA  
colbycoengineering.com

- Wetland mitigation, planning, permitting design and implementation
- Value Engineering and Bid Option Preparation
- Permit application fees, newspaper advertising costs, and peer review expenses
- Architectural and Engineering services not specifically set forth in the Deliverables above

Colby Co. can provide services which have been excluded above. Should any of these items become necessary during the process of this project's development, Colby Co. would be pleased to provide a proposal for these services.

Thank you for contacting Colby Company for your engineering needs. Please do not hesitate to call with any questions.

Sincerely,



Lon Bromolson, PE  
Colby Co. Engineering  
47A York Street  
Portland, Maine 04101  
207.553.7753 (Main)  
515.344.7248 (Cell)

Cc Ben Townsend and Brian Beaulieu – Colby Co.



**COLBY COMPANY ENGINEERING, LLC**  
47A York St  
Portland, Maine  
04101 USA  
[colbycoengineering.com](http://colbycoengineering.com)



**ORDER #200-2025**

**PROVIDING FOR** Authorization to Apply – General Aviation Runway Extension Pilot Program

**WHEREAS** the FAA recently opened this new Pilot Program to provide necessary funding for the extension of existing airport runways that do not meet FAA requirements for the current funding program; and

**WHEREAS** the Millinocket Municipal Airport is a perfect fit for this program and, if funded, would drastically decrease the amount of local funding needed to complete this project;

**IT IS ORDERED** the Millinocket Town Council authorizes and approves of the attached application to the General Aviation Runway Extension Pilot Program for \$8,873,000.00.

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

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

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

\*2. Type of Application

- ☒ New  
☐ Continuation  
☐ Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:  
3-23-0030-XXX-202X

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Town of Millinocket, Maine

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
01-6000271

\*c. UEI:  
SMLLKENP2GK3

**d. Address:**

\*Street 1: 197 Penobscot Avenue

Street 2:

\*City: Millinocket

County/Parish: Penobscot

\*State: ME

\*Province:

\*Country: USA: United States

\*Zip / Postal Code 04462-0000

**e. Organizational Unit:**

Department Name:  
Millinocket Municipal Airport

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Jeff

Middle Name:

\*Last Name: Campbell

Suffix:

Title: Airport Manager

Organizational Affiliation:  
Millinocket Municipal Airport

\*Telephone Number: (207) 731-9906

Fax Number:

\*Email: airport@millinocket.org

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

N/A

\*Title:

Reauthorization Program Guidance Letter (R-PGL) 25-01: Runway Projects; 726(a) GA Runway Extension § 47146

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Reconstruction of Runway 11-29 with Extension.

**Attach supporting documents as specified in agency instructions.**

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant: 2nd

\*b. Program/Project: 2nd

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 03/02/2026

\*b. End Date: 12/31/2027

**18. Estimated Funding (\$):**

*a. Federal	\$ 8,873,000
*b. Applicant	\$ 0
*c. State	\$ 0
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 8,873,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**☐ Yes ☒ No

If "Yes", explain:

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: Mr. \*First Name: Peter

Middle Name: \_\_\_\_\_

\*Last Name: Jamieson

Suffix: \_\_\_\_\_

\*Title: Town Manager

\*Telephone Number: (207) 723-7000 ext. 5

Fax Number: (207) 723-7002

\* Email: manager@millinocket.com

\*Signature of Authorized Representative:

\*Date Signed:

August 25, 2025



Jeff Campbell  
Airport Manager  
Millinocket, ME  
04462

Dear Jeff:

Please accept this letter of support for the improvement (runway rebuild and extension) project at Millinocket Municipal Airport. We understand that the airport is in the process of applying for grant funding for a runway extension through a unique pilot program funding opportunity. We see improvements to the airport infrastructure as critical in support of the regional economy, from industrial to recreational, and more specifically, the efforts of Our Katahdin to both support existing local businesses and attract new dynamic businesses to One North (formerly Great Northern Paper Mill Site).

As we have recently discussed, we have an existing tenant who has indicated that they view the Millinocket Airport as a valuable asset to support their operations. Additionally, we have a prospective tenant who has expressed that it is critically important for them to be located close to the Millinocket Airport. Both companies have indicated an interest in having company executives and/or customers land business aircraft at the airport and they believe the upcoming runway extension will allow for greater utilization of the airport.

Over the last five years, our community has undertaken an economic revitalization centered around the former Great Northern Paper Mill Site, adjacent to the Millinocket Airport. Grant funding through the Federal Railroad Administration, the EPA and other federal agencies in excess of \$50 million, and through private investment, is leading to the creation of permanent jobs and increased economic activity in the region. An airport with the ability to reliably serve jet aircraft has been important to every prospective tenant with whom we have met.

We would be pleased to address any queries from the FAA or other interested parties. To reiterate, Our Katahdin is fully supportive of this unique opportunity to fund the runway extension at the Millinocket Airport through the runway extension pilot program, as it would improve the attractiveness to business and tourists to the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sean Dewitt', with a stylized flourish at the end.

Sean Dewitt  
Our Katahdin, President

**Millinocket Municipal Airport (MLT)**  
**General Aviation Runway Extension Pilot Program**  
**Supporting Information**

The Millinocket Municipal Airport, located in Millinocket, Maine, is a vibrant general aviation airport serving a growing region with a consistent flow of business and recreational visitors. The primary runway at the Millinocket Municipal Airport, Runway 11-29, is presently 4,713' x 99'. Efforts to reconstruct and extend the runway to 5,001' x 100' are in progress, with environmental permitting in progress and planned for completion for early 2026. With a \$5 million federal investment through the Airport Improvement Program, spread over FY2026 and FY2027; to fund the eligible portion of the runway (3,200' x 60'), the Town of Millinocket is committed to implementing the full scope of this project and funding the remaining balance as necessary. Given the forward momentum and federal funds already in place, this project represents a great "win story" opportunity for the Federal Aviation Administration through the Pilot Program. The Millinocket Municipal Airport is an ideal recipient of a Pilot Program grant to ensure the airport provides a facility with the ability to foster additional business aircraft operations, including a more suitable runway.

The Town of Millinocket is in the midst of an economic revitalization, which is the result of a strategic focus, private investment, and significant grant funding. The Federal Aviation Administration (FAA) has the unique opportunity to enhance an airport that plays a critical role in the economic vitality of the region through the Pilot Program with a grant to fund the extension of Runway 11-29 at the Millinocket Airport to extend the primary runway by 288 feet to an ultimate length of 5,001 feet to facilitate additional business aircraft operations.

Serving a community with both business and recreational aviation needs, the Millinocket Municipal Airport is a critical infrastructure component for the region. Business aircraft travel from various locations to Millinocket frequently, given the proximity to Mount Katahdin, which is the northern terminus of the Appalachian Trail. The trail offers a one-of-a-kind recreational opportunity for thousands of visitors annually. Many of the trail hikers arrive or depart the region before commencing or after completing the trail via the Millinocket Municipal Airport. These flights can be range-limited due to the existing length of the runway not allowing for the appropriate stage length flight.

**Current Project Progress to Date**

*Design Schedule:*

- 60% design submitted – 6/1/24
- Pen & Ink ALP change completed – 11/22/24

- 90% design page turn – 4/29/25
- Construction Safety & Phasing Plan submission – 9/12/25 (expected)
- 100% design – 12/19/25 (expected)
- Bidding – 1/27/26 – 2/23/26 (expected)
- AIP grant application submission – 3/2/26 (expected)

*Environmental Schedule:*

- NEPA – Initially submitted an Environmental Assessment (EA) on 6/18/25, based on recent guidance from FAA New England Region Airport Office, revised to a Documented Categorical Exclusion (CATEX), which was submitted to the FAA on 8/22/25
- Permitting:
  - o Sight Location of Development Act (SLDA) – This is tied to Taxiway Delta, approval is estimated mid-August 2025
  - o Natural Resources Protection Act (NPRA) – expected January 2026
  - o Sight Location of Development Act (SLDA) – This is specific to Runway 11-29, expected January 2026
  - o Army Corps of Engineers (ACE) minor wetlands – expected January 2026

**Capitalization of Significant Federal & State Investment in Region**

A Pilot Program grant through the Federal Aviation Administration and Department of Transportation will complement and help further maximize the investment through funds from other federal and state entities presently being invested in Millinocket and the greater Katahdin region.

**Current Federal and State grants:**

- \$53M US Department of Transportation Federal Railroad Administration – Consolidated Rail Infrastructure and Safety Improvements Program to the Maine Department of Transportation. This significant investment will enhance the safety, speed, and reliability of mainlines, including the rehabilitation of a currently dormant track connection to the One North Bio-Industrial Park in Millinocket.
- \$4M Environmental Protection Agency (EPA) Brownfields Cleanup Grant to Our Katahdin. The grant funds will be utilized to complete the cleanup of the Great Northern Paper Company's Roll Storage and Machine Shop Buildings located at 1 Katahdin Avenue in Millinocket, Maine. The cleanup will bring the former mill site closer to development-ready status.
- \$4M EPA Brownfields Cleanup Grant to the Town of East Millinocket. The grant funds will be utilized to complete mitigation and cleanup of the former Great Northern Paper Mill site located at 50 Main Street in East Millinocket, Maine. This grant will address

abandoned aboveground storage tanks, railcar fuel unloading facilities, a pump house, and a co-mingled contamination plume.

### **Provide Enhanced Facilities to Support Private Investment in the Region**

The Town of Millinocket is experiencing an economic resurgence and renaissance, which will be aided by the airport having the ability to facilitate additional business aircraft operations. Castlerock Biofuels LLC, through its subsidiary EME Biofuels LLC, is in the process of developing a new renewable fuel oil facility at the One North industrial park in Millinocket. This is a significant and large-scale investment of private equity dollars into the community. Permitting and financing are in progress, with construction to follow and full-scale operations expected to be up and running by 2027. This is expected to add approximately 80 full-time jobs once operational, according to Our Katahdin.

Additionally, Great Northern Salmon is investing \$300 million into developing part of the former mill site to house a salmon farm. When completed, the salmon farm is expected to produce 10,000 metric tons of salmon annually. These private investments are expected to generate numerous permanent jobs and serve as a catalyst for additional business development throughout the region. As evidenced by the attached letter of support from Our Katahdin, the airport is a critical resource for current and prospective tenants – both key in the economic growth of the region.

### **Use by Aircraft More Demanding than Critical Aircraft**

Based on an Airport Layout Plan (ALP) determination letter from the FAA, dated February 9, 2023, Runway 11-29 is considered an A-I designation runway. The letter stated:

FAA databases currently do not support regular use by more than A-I small aircraft. Existing runway dimensions exceed the design standard for this aircraft. Sponsor may maintain facilities that exceed federal requirements using their own funds for construction and repairs.

While no single aircraft meets the regular use threshold of 500 annual operations, Runway 11-29 at Millinocket Municipal Airport is frequently utilized by a family of aircraft (types) that are more demanding than the critical aircraft and are directly linked to the operational



Multiple business aircraft on the apron at MLT.



activity of one or more business entities currently using the airport. Charter operators utilizing corporate aircraft frequent the airport, as explained previously, for passengers associated with the Appalachian Trail. Mount Katahdin is designated as a National Monument by the National Park Service and attracts approximately 41,000 visitors annually. The tourists who visit the Katahdin Woods and Waters National Monument spend approximately \$2.7 million in the surrounding communities. This additional revenue is vital to local businesses in the Town of Millinocket, which had a reported population of 4,114 in the 2020 Census.

A Traffic Flow Management System Counts (TFMSC) report for the period from June 2024 through May 2025 showed that the Millinocket Municipal Airport received the following fleet of aircraft:

Airplane Approach Category	Airplane Design Group	Operations
<b>A</b>	<b>I</b>	<b>60</b>
<b>A</b>	<b>II</b>	<b>29</b>
<b>B</b>	<b>I</b>	<b>22</b>
<b>B</b>	<b>II</b>	<b>23</b>
<b>C</b>	<b>II</b>	<b>7</b>
<b>No data</b>	<b>-</b>	<b>13</b>

This operational data is supplemented by logs maintained by the Airport Manager which highlight numerous corporate jet aircraft visiting the airport throughout the year bringing passengers to and from the region for business and recreational purposes. Given the geographic location of the Millinocket Municipal Airport in Northern Maine, winter weather often brings contamination to the runway surface despite the best efforts of the airport staff to maintain the pavement to a no worse than wet status. The fleet mix from the TFMSC report includes the following B-II and C-II aircraft:

Aircraft	Takeoff Distance	Landing Distance <i>adjusted for winter contamination (15%)</i>
<b>B350 – Beech Super King Air 350</b>	<b>3,300'</b>	<b>3,096'</b>
<b>BE20 – Beech 200 Super King Air</b>	<b>2,479'</b>	<b>5,080'</b>
<b>C55B – Cessna Citation Bravo</b>	<b>4,160</b>	<b>4,939'</b>
<b>C56X – Cessna Excel/XLS</b>	<b>3,590'</b>	<b>5,655'</b>
<b>C68A – Cessna Citation Latitude</b>	<b>3,580'</b>	<b>2,852'</b>
<b>PC24 – Pilatus PC24</b>	<b>2,930'</b>	<b>2,904'</b>
<b>CL35 – Bombardier Challenger 300</b>	<b>4,835'</b>	<b>2,719'</b>
<b>LJ75 – Learjet 75</b>	<b>4,263'</b>	<b>3,059'</b>

*Source: GlobalAir.com*

It has been determined that the eligible runway design for Airport Improvement Program (AIP) funding is a total dimension of 3,200 feet long by 60 feet wide. However, given the critical role this airport plays in the region facilitating business and recreational user visit, coupled with the significant distances to any other National Plan of Integrated Airport Systems (NPIAS) with a similarly sized runway to facilitate business aircraft the Town of Millinocket is committed to

ensuring the runway is reconstructed to the dimensions of 5,001 feet in length and 100 feet in width. This will ensure the economic viability of the airport and help ensure the economic viability of the region.

**Beyond 20NM from NPIAS airport w/same or longer RWY**

The Millinocket Municipal Airport, located in Millinocket, Maine, is strategically positioned to support economic development for the region and serves as the hub for visitors to Mt. Katahdin, the start (or finish) of the famed Appalachian Trail, which draws thousands of visitors annually. A runway extension to 5,001 feet will ensure the national aviation system can support this region and the numerous visitors it attracts, contributing to the economic viability of the region. Presently, the NAS does not provide a viable solution for visitors to this region with a runway of 5,001 feet or more available for takeoff or landing. The existing alternatives are:

<i>Houlton International Airport (HUL)</i>	
Location	Houlton, ME
Straight line distance	47.1 nautical miles to the northeast
Drive time	1 hour, 12 minutes
Drive distance	72.3 miles

<i>Bangor International Airport (BGR)</i>	
Location	Bangor, ME
Straight line distance	50.8 nautical miles to the south
Drive time	1 hour, 15 minutes
Drive distance	73.2 miles

<i>Presque Isle International Airport (PQI)</i>	
Location	Presque Isle, ME
Straight line distance	68.0 nautical miles to the north-northeast
Drive time	2 hours, 2 minutes
Drive distance	111.0 miles

<i>Waterville Regional Airport (WVL)</i>	
Location	Waterville, ME
Straight line distance	79 nautical miles to the southwest
Drive time	1 hour, 59 minutes
Drive distance	129.0 miles

## **Conclusion**

The Runway 11/29 extension, as part of the upcoming runway reconstruction project, is an excellent candidate for the Pilot Program funding opportunity for a General Aviation (GA) Runway Extension grant. The airport and project are very well aligned with the requirements of the grant opportunity. The Millinocket Municipal Airport serves a region experiencing economic resurgence and will be a catalyst to allow for current and future business operators to better utilize the airport. With significant private investment and other grant funds being invested in the region, a Pilot Program GA Runway Extension grant will enhance the critical infrastructure at the MLT and further bolster the economic vitality of the region. This project is moving along through design and environmental review currently and is scheduled for construction to commence in early 2026. Therefore, this project represents a grant applicant that can meet and exceed grant deadlines and ensure the project is a success story for the GA Runway Extension program. The airport meets the requirements of the grant program as explained in Program Guidance Letter 25-01. The extension from the existing length is 288 feet, which is less than the 1,000 feet maximum allowable length, and the airport serves a region where the next closest airport with a runway of the same length as the planned 5,001-foot length is more than an hour drive time and seventy miles by car away. For all of these reasons, the Runway 11/29 extension at the Millinocket Municipal Airport is an ideal candidate for the GA Runway Extension grant opportunity.

**PROVIDING FOR** Approval of Bid Award – Airport Taxiway D

**WHEREAS** this bid process has been conducted through the Town’s Agreement with Hoyle, Tanner and Associations, INC and it is their recommendation (attached) to award this project to Sargent Corporation;

**IT IS ORDERED** the Millinocket Town Council awards the Taxiway D Extension project to Sargent Corporation in the amount of \$1,095,959.00 and authorizes the Town Manager to execute and file all necessary documents

<b>Bids Received:</b>	<b>Total Bid:</b>	<b>% Diff Bid &amp; Engineer’s Estimate</b>
Sargent Corporation	\$1,095,959.00	+10%
Eurovia DBA Northeast Paving	\$1,309,852.00	+25%
Gordon Contracting	\$1,624,463.00	+40%
<i>Engineer’s Estimate</i>	<i>\$982,603.00</i>	

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

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



Trusted Experts | Innovative Results

VIA EMAIL

April 24, 2025

Mr. Jeff Campbell  
Airport Manager  
Millinocket Municipal Airport  
27 Medway Road  
Millinocket, Maine 04462

Regarding: **Recommendation for Award of Contract**  
**Extend Taxiway D**  
**Millinocket Municipal Airport**

Dear Mr. Campbell,

Bids were opened for the above referenced project on April 23, 2025. Three (3) bids were received for the project. Hoyle Tanner has analyzed the bids. The intent of this letter is to advise you of our findings, and to forward our recommendations for the Award of Contract.

The bid proposals received are listed below in order of low to high bid. The detailed bid tabulation is attached to this letter.

<b><u>FIRM</u></b>	<b><u>Project Total</u></b>	<b>* Percentage difference between bidder and Engineer's Estimate</b>
Sargent Corporation	\$1,095,959.00	+10%
Eurovia DBA Northeast Paving	\$1,309,852.00	+25%
Gordon Contracting	\$1,624,463.00	+40%
Engineer's Estimate	\$982,603.00	

Each bid was checked and no informalities were discovered.

Sargent Corporation's total eligible bid amount was lower than the second lowest responsive bidder by \$213,893.00. Their bid was 10% higher than the Engineer's Estimate.

Douglas E. Morrison, Vice President-Operations/New England, duly signed Sargent Corporation's bid

submittal certification. The Certificate of Nonsegregated Facilities and the Buy American Certificate were attached and executed. Their proposal included a signed and sealed Bid Bond in the amount of 5% of the total bid, countersigned by the attorney-in-fact.

Sargent Corporation indicated that they will utilize no less than 0.86% DBE participation which falls short of the DBE goal of 1.99%. Sargent Corporation's good faith effort statement is attached to this letter.

Three (3) references were contacted and all gave favorable reviews of working with Sargent Corporation on past projects.

Based on our review of the bid documents, we feel that Sargent Corporation submitted a competitive bid and is capable of satisfactorily completing the project with the prices bid and we recommend the following;

Award the subject project to Sargent Corporation in the amount of \$1,095,959.00, contingent upon the satisfactory execution of the Contract between the Town of Millinocket and the Contractor. This should include delivery of acceptable bonds and insurance to the airport at the time of execution.

Please do not hesitate to call if you have any questions.

Sincerely,

**HOYLE, TANNER & ASSOCIATES, INC.**



Suzanne L. Sheppard, P.E.  
Project Manager

**Attachments:**

Bid Tabulation  
Good Faith Effort Statement

**NOTICE OF AWARD**

To: Sargent Corporation  
3 Godfrey Drive  
Orono, ME 04473

PROJECT Description: ***Extend Taxiway D***

You are hereby notified that your Bid dated April 23, 2025 for the above work has been considered and accepted for items in the amount of one million ninety-five thousand nine hundred fifty-nine and 00/100 dollars (\$1,095,959.00). You are required by the Information for Bidders to execute and deliver the attached Agreement and furnish the required CONTRACTOR'S Performance Bond, Payment Bond, Safety Responsibility Covenant, and Certificates of Insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds and Covenant within **fifteen (15)** days from the date of this Notice, the owner will be entitled to consider all your rights arising out of the OWNER'S acceptance of your Bid as abandoned and as a forfeiture of your Bid Bond. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Owner: Town of Millinocket, ME

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.



**BID TABULATION**

**Airport:** Millinocket Municipal Airport, Millinocket, Maine  
**Project:** Extend Taxiway D  
**AIP:** 3-23-0030-027-2024 = Design  
**AIP:** 3-23-0030-xxx-2025 = Construction

**Hoyle, Tanner Job. No. (Design)** 23.390801.02  
**Hoyle Tanner Job No. (Construction)** 23.390801.03

**Bid Opening:** April 23, 2025  
11:00 AM

Bid Item No.	Designation	Quantity		Engineer's Estimate		Sargent Corp		Eurovia DBA Northeast Paving		Gordon Contracting	
		Unit	Amount	Per Unit	Amount	Unit	Amount	Per Unit	Amount	Per Unit	Amount
G-001-1	CSP Compliance	LS	1	\$10,000.00	\$10,000.00		\$10,000.00	\$12,000.00	\$12,000.00	\$82,000.00	\$82,000.00
G-001-2	As-Builts	LS	1	\$4,000.00	\$4,000.00		\$7,000.00	\$7,000.00	\$7,000.00	\$30,000.00	\$30,000.00
C-100-1	Contractor Quality Control Program (CQCP)	LS	1	\$10,000.00	\$10,000.00		\$12,000.00	\$1,500.00	\$1,500.00	\$38,000.00	\$38,000.00
C-102-1	Temporary Seeding and Mulching	SY	13,840	\$0.50	\$6,920.00	\$0.85	\$11,764.00	\$0.50	\$6,920.00	\$0.75	\$10,380.00
C-102-2	Installation and Removal of Sediment Barrier	LF	1,590	\$6.00	\$9,540.00	\$5.00	\$7,950.00	\$7.00	\$11,130.00	\$6.50	\$10,335.00
C-102-3	Inlet Protection	EA	4	\$500.00	\$2,000.00		\$500.00	\$300.00	\$1,200.00	\$275.00	\$1,100.00
C-105-1	Mobilization	LS	1	\$89,700.00	\$89,700.00		\$109,500.00	\$117,000.00	\$117,000.00	\$164,000.00	\$164,000.00
C-105-2	Engineer's Field Office	WK	6	\$1,000.00	\$6,000.00		\$900.00	\$2,450.00	\$14,700.00	\$500.00	\$3,000.00
P-101-1	Asphalt Pavement Removal (less than 6 inch)	SY	210	\$10.00	\$2,100.00	\$10.00	\$2,100.00	\$28.00	\$5,880.00	\$32.00	\$6,720.00
P-101-2	Marking Removal	SF	105	\$10.00	\$1,050.00	\$12.00	\$1,260.00	\$14.00	\$1,470.00	\$12.00	\$1,260.00
P-101-3	Saw and Seal Cold Joints (Hot Applied)	LF	40	\$12.00	\$480.00		\$12,960.00	\$157.00	\$6,280.00	\$25.00	\$1,000.00
P-151-1	Clearing and Grubbing	AC	2	\$10,000.00	\$20,000.00		\$30,000.00	\$13,000.00	\$26,000.00	\$17,500.00	\$35,000.00
P-152-1	Unclassified Excavation	CY	8,210	\$20.00	\$164,200.00	\$9.00	\$73,890.00	\$17.00	\$139,570.00	\$19.00	\$155,990.00
P-152-2	Remove and Reset Tie-Downs	EA	9	\$800.00	\$7,200.00		\$6,300.00	\$650.00	\$5,850.00	\$1,300.00	\$11,700.00
P-154-1	Subbase Course	CY	2,210	\$45.00	\$99,450.00	\$31.00	\$68,510.00	\$46.00	\$101,660.00	\$42.00	\$92,820.00
P-208-1	Crushed Aggregate Base Course	CY	295	\$75.00	\$22,125.00	\$90.00	\$26,550.00	\$130.00	\$38,350.00	\$66.00	\$19,470.00
P-403-1	Asphalt Surface Course	TON	330	\$350.00	\$115,500.00	\$345.00	\$113,850.00	\$330.00	\$108,900.00	\$330.00	\$108,900.00
P-620-1	Permanent Pavement Markings with Beads	SF	340	\$5.00	\$1,700.00	\$10.00	\$3,400.00	\$12.00	\$4,080.00	\$10.00	\$3,400.00
P-620-2	Temporary Pavement Markings	SF	340	\$3.00	\$1,020.00	\$10.00	\$3,400.00	\$12.00	\$4,080.00	\$10.00	\$3,400.00
D-701-1	6-inch PVC	LF	28	\$50.00	\$1,400.00	\$50.00	\$1,400.00	\$80.00	\$2,240.00	\$60.00	\$1,680.00
D-701-2	8-inch RCP	LF	78	\$65.00	\$5,070.00	\$77.00	\$6,006.00	\$215.00	\$16,770.00	\$85.00	\$6,630.00
D-701-3	12-inch RCP	LF	88	\$75.00	\$6,600.00		\$6,776.00	\$205.00	\$18,040.00	\$100.00	\$8,800.00
D-701-4	18-inch RCP	LF	776	\$100.00	\$77,600.00	\$93.00	\$72,168.00	\$190.00	\$147,440.00	\$125.00	\$97,000.00
D-701-5	18-inch Flared End Section	EA	1	\$4,000.00	\$4,000.00		\$3,500.00	\$2,000.00	\$2,000.00	\$1,850.00	\$1,850.00
D-705-1	6-inch Pipe Underdrain, Complete	LF	552	\$45.00	\$24,840.00	\$40.00	\$22,080.00	\$57.00	\$31,464.00	\$64.00	\$35,328.00
D-705-2	Underdrain Cleanout, Complete	EA	3	\$1,600.00	\$4,800.00		\$3,900.00	\$1,000.00	\$3,000.00	\$3,200.00	\$9,600.00
D-751-1	4-FT Diameter Catch Basin	EA	2	\$7,000.00	\$14,000.00		\$18,000.00	\$8,000.00	\$16,000.00	\$11,500.00	\$23,000.00
D-751-2	4-FT Diameter Drainage Manhole	EA	3	\$10,000.00	\$30,000.00	\$8,500.00	\$25,500.00	\$9,000.00	\$27,000.00	\$12,500.00	\$37,500.00
T-901-1	Seeding	SY	13,840	\$1.20	\$16,608.00	\$0.75	\$10,380.00	\$0.45	\$6,228.00	\$0.75	\$10,380.00
T-905-1	Topsoil (4" Depth)	SY	13,840	\$5.00	\$69,200.00	\$3.50	\$48,440.00	\$7.50	\$103,800.00	\$8.00	\$110,720.00
L-125-1	Retroreflective Markers	EA	11	\$500.00	\$5,500.00		\$2,475.00	\$300.00	\$3,300.00	\$500.00	\$5,500.00
M-001-1	Stormwater Treatment Device	LS	1	\$150,000.00	\$150,000.00		\$367,500.00	\$339,000.00	\$339,000.00	\$498,000.00	\$498,000.00
TOTAL BASE BID					\$982,603.00		\$1,095,959.00		\$1,309,852.00		\$1,624,463.00



April 23, 2025

**TO: Suzanne Sheppard  
Hoyle Tanner**

***Re: Contractor's DBE Solicitation for the Millinocket Airport Taxiway D Extension Project***

Sargent Corporation has implemented the use of an "online" bid invitation portal to assist with soliciting quotes from subcontractors, suppliers and DBE's. Attached is a copy of a solicitation log showing those invited to bid on this project. Sargent Corporation did receive two quotes from DBE firms. One firm, P.A. Lyford, Inc. was low bidder and will be used on the project. The other firm, Fineline Pavement Striping, LLC, was not the low proposal and was not carried in our proposal pricing.

Use of the online bid invitation software allows access to all bidding documents by all those on our solicitation list. All updates for addenda and notifications are sent out through this portal. This portal also allows for information to be requested.

Maine has a limited number of DBE contractors that perform the type of work required on this project. The low response to the solicitation was likely due to the proximity of the project to many of the DBE contractors as well as the small quantities for the work items.

Sargent is more than willing to negotiate and work with DBE contractors to facilitate DBE participation when requested by the DBE contractor. We provide all the documentation well ahead of the bid date and we provide quantity take off when requested.

If we can provide you with any other information or if you have any questions or concerns. I can be reached at 207-817-7580.

Respectfully,

*Michael N. Thibodeau*

Michael N. Thibodeau  
Sargent Corporation  
Estimator

**Main Office**  
Telephone: 207-827-4435  
Fax: 207-827-6150  
3 Godfrey Drive  
Orono, ME 04473

**New Hampshire**  
Telephone: 603-734-2132  
Fax: 603-734-2197  
25 Spaulding Road  
Unit 19  
Fremont, NH 03044

**Mid-Atlantic**  
Telephone: 804-368-7118  
Fax: 804-368-7387  
11139 Air Park Road  
Suite 1  
Ashland, VA 23005

**Piedmont Triad**  
Telephone: 743-230-2850  
Fax: 336-808-5258  
8642 W Market Street  
Suite 136  
Greensboro, NC 27409

[sargent.us](http://sargent.us)

Division	Company	Contact	Phone	Email	Cell	Address	City	State
Site Work: Precast Concrete	American Concrete Industries	Will Eisworth	207-947-8334	will@americanconcrete.com		1717 Stillwater Ave.	Vesite	Me
Site Work: Paving	B & B Paving	Jaimie	848-7059	jaimie@bandbpaving.com			Herndon	ME
Site Work: Clearing & Grubbing/Demolition	Beaulieu Logging llc	Jason Beaulieu	207-284-4833	beaulieu.logging@gmail.com	207-590-7621	48 beaulieu ln	arundel	ME
Site Work: Clearing & Grubbing/Demolition	CLT - COMPREHENSIVE LAND TECHNOLOGIES	Jason Tyler	207-445-3151	jtyler@cltenv.com	207-592-3165		SOUTH CHINA	ME
Site Work: Construction Materials	Contech Construction Products	Melissa Hall	207-885-6114	mhall@contech.com		1871 US Route 1	Scarborough	ME
Site Work: Pipe Suppliers	Core & Main	Bill Green	603-263-7350	bill.green@coreandmain.com		29 Eisenhower Drive	Westbrook	ME
Site Work: Pipe Suppliers	E.J. Prescott	Zach Chaput Pat Pres	207-582-2006	Zach.chaput@ejprescott.com		2440 Griffin Street	Gardiner	ME
Site Work: Pipe Suppliers	Ferguson Waterworks	Dan Broderick	207-767-6239	daniel.broderick@ferguson.com	207-239-1226	94 Pleasant Ave.	South Portland	ME
Site Work: DBE's - Maine	Fineline Pavement Striping	Nicole Hopkins	207-848-7007	nicole@finelinepavementstriping.com		P.O. Box 6217	Herndon	ME
Site Work: Paving	Hopkins Milling & Paving LLC	Gary Swoboda	207-573-1716	Gary@hopkinspavingme.com	207-944-6721	800 Coldbrook Rd	Herndon	ME
Site Work: Airport Specialty	Indus (formerly Sealcoatings, Inc.)	Dick Singleton	781-428-3419	dick.singleton@indusinc.com		825 Granite St.	Braintree	MA
Site Work: Landscapers/Seeding	J.M Bennett Hydroseeding, Inc.	John Bennett	207-620-7005	jbenj@bennett-hydroseeding.com		238 Hallowell Road	Chelsea	ME
Site Work: Striping/Signage	L&D Safety Markings Corp	Daniel Peacock	802-461-2625	estimating@ldsfatymarkings.com		304 East Montpelier Road	Barre	VT
Site Work: Striping/Signage	Lazer Lines Pavement Striping	Mike Hopkins	207-573-1716	info@lazer-lines.com		P.O. Box 6179	Herndon	ME
Site Work: DBE's - Maine	LEES GENERAL TRUCKING	MARGARET LEE	207-723-8850	EMERYLEE@ME.NET		996 CENTRAL STREET	MILLINOCKET	ME
Site Work: Site Electrical	Moulson, LLC	Zachary Johnson	207-282-0759	zjohnson@moulson.com	207-205-5575	10 Iron Trail Rd	Biddeford	Maine
Site Work: Airport Specialty	NICOM Coatings, LLC	Evan Kropp	802-229-5261	ekropp@nicomcoatings.com	802-261-5624	140 Industrial Drive	Barre	VT
Site Work: Paving	Northeast Paving (Lane)	Greg Schaub	207-945-0873	gregory.schaub@eurovia.us		953 Odlin Road	Bangor	Me.
Site Work: Striping/Signage	On-The-Line, Inc.	Alfred Griffin	207-947-9912	estimates@onthe-line.com	207-735-3242	2230 Broadway	Bangor	Maine
Site Work: DBE's - Maine	Peter A. Lyford	Ryan Lyford	207-848-3335	ryan@peterlyfordinc.com		53 Daves Way	Herndon	ME
Site Work: Paving	Pike Industries	Rob Mowatt Greg Br	207-578-0054	rob.mowatt@pikeindustries.com	207-578-0054	145 River Rd	Lewiston	ME
Site Work: Pipe Suppliers	Situate Concrete Pipe	Steve Cillizza	603-356-5593	stevvec@siutatecompanies.com	603-475-8560	120 Clay Pit Rd	Marshfield	MA
Site Work: DBE's - Maine	Sir Lines A lot	Roderick Henry Jr.	827-1980	sales@linestripe.com		11 Common Lane	Madison	NH
Site Work: Paving	Street Landscaping & Lawn Care	Jeff Street	506-633-8877	streetlandsc@aoi.com	745-5332		Old Town	Me
Site Work: Pipe Suppliers	Strescon Limited	Stewart Totten	207-794-2044	Totten.stewart@strescon.com	506-333-9153	101 Ashburn Lake Road	Saint John	NB
Site Work: Clearing & Grubbing/Demolition	Treeline, Inc	Brian Souers	207-223-8820	brian@treelineinc.biz		P.O. Box 65	Chester	ME
Site Work: Paving	Wellman Paving	Jeremiah Schaeffer	802-223-9348	jeremiah@wellmanpaving.net			Hampden	ME
Site Work: DBE's - Maine	Worksafe Traffic Control Industries, Inc.	Lorena Laprade		debra@worksafetci.com		115 Industrial Lane - Berline	Barra	VT