



**TENTATIVE AGENDA**  
**PUBLIC HEARINGS & REGULAR TOWN COUNCIL MEETING in COUNCIL CHAMBERS & via ZOOM**  
**\*\*MONDAY, NOVEMBER 24, 2025 at 5:30 PM\*\***

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

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1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: September 25, 2025 and October 9, 2025 PH & Regular Council meetings.
5. Special Presentation(s):
  - a. Resolve #8-2025 Proclamation for Stearns Football Team
  - b. RHR Smith - Audit Review Presentation
  - c. Dr. Shelley Lane, Superintendent of Schools – Quarterly Update
  - d. Jon Cote, Fire Chief – Emergency Operation Plan Update
6. Old Business: none

**NEW BUSINESS:**

7. Town Manager's Report – 10/21/2025
8. ORDINANCE #3-2025 **1<sup>st</sup> Public Hearing** – Amendment to Chapter 75, General Assistance, Appendices A – H.
9. ORDER #242-2025 Approval of the Town Warrant for November 24, 2025
10. ORDER #243-2025 Approval of the Wastewater Warrant for November 24, 2025
11. ORDER #244-2025 **Public Hearing** - Approval of Liquor License Application – Highlands Tavern
12. ORDER #245-2025 Approval of Entertainment License Application – Highlands Tavern
13. ORDER #246-2025 Approval of Victualers License Application – Highlands Tavern
14. ORDER #247-2025 Approval of Appointment to the Board of Assessment Review – R. Angotti
15. ORDER #248-2025 Approval of Appointment to CEO/LPI – Thomas Malcolm
16. ORDER #249-2025 Approval of Certain Streets and Parking Lot Closures – Millinocket Marathon & Events
17. ORDER #250-2025 Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Norther Timber Cruisers

18. ORDER #251-2025 Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Twin Pines Snowmobile Club
19. ORDER #252-2025 Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Jo Mary Riders
20. ORDER #253-2025 Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Ebeemee Snowmobile Club
21. ORDER #254-2025 Approval of Remote Participation in Public Proceedings Policy
22. ORDER #255-2025 Approval of Certain Street and Parking lot Closures for Festival of Lights
23. Reports and Communications:
  - a. Warrant Committee for the December 11, 2025 Council Meeting will be Councilor Pelletier and Councilor Runyon
  - b. Chair's Committees Reports
  - c. Two Minute Public Comment
24. 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).

**A RESOLUTION RECOGNIZING THE STEARNS/SCHENCK 8-MAN FOOTBALL TEAM FOR THEIR 2025 STATE CHAMPIONSHIP**

**WHEREAS**, the Stearns/Schenck High School Football Team, joined by student-athletes from Schenck High School, completed an exceptional 2025 season with a 9–2 record, demonstrating resilience, determination, and teamwork throughout the year; and

**WHEREAS**, the team achieved a historic victory by securing the 2025 Class D State Championship, marking the first state football title since 1998 and bringing great pride to the Town of Millinocket; and

**WHEREAS**, Head Coach Herring, in his ninth year leading the program, has shown outstanding dedication, leadership, and commitment to the development of his athletes, both on and off the field; and

**WHEREAS**, Assistant Coaches Nick Cullen, Dave Michaud, Arthur Greenlaw, Josh Studer, and Greg Marter have each contributed invaluable knowledge, passion, and support to the team, helping shape a championship culture; and

**WHEREAS**, the senior players Lucas Pelkey, Ben Waite, Owen Wilson, and Trevor Vandine have provided leadership, sportsmanship, and exemplary effort, serving as role models for their teammates and representing their schools and community with distinction; and

**WHEREAS**, the success of the Stearns/Schenck Football Team has strengthened community spirit, united residents in celebration, and reflected the pride and tradition of athletics in the Katahdin region;

**NOW, THEREFORE, BE IT RESOLVED**, that the Millinocket Town Council, in council assembled on November 24<sup>th</sup>, 2025, does hereby recognize, honor, and congratulate the 2025 Stearns/Schenck 8-Man Football State Champions for their extraordinary accomplishments and extends appreciation to the players, coaches, families, and supporters who contributed to this historic victory.

Miriam Lakeman  
Diana Lakeman, Town Clerk 11/24/2025  
7-0

**ORDINANCE #3-2025**

**PROVIDING FOR:** Amendment to Chapter 75, General Assistance, Code of the Town of Millinocket in Compliance with Title 22 M.R.S.A. §4305(4)

**BE IT ORDAINED** by the Town Council of Millinocket in Town Council assembled that the Millinocket Code, Chapter 75, Appendices A - H be amended per the attached appendix.

**IT IS FURTHER ORDERED** that this ordinance take is in effect October 1, 2025 through September 30, 2026.

1<sup>st</sup> Reading 11/24/2025 (7-0)  
2<sup>nd</sup> Reading \_\_\_\_\_

Council Approved \_\_\_\_\_

Effective Date \_\_\_\_\_

Attest: Diana M. Lakeman  
Diana M. Lakeman, Town Clerk

**ORDER #242-2025**

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

**IT IS ORDERED** that the Town Warrant for November 24, 2025, in the amount of \$148,233.11 is hereby approved.

Passed by the Town Council

11/24/2025  
7-0

Attest:

Diana M. Lakeman

**ORDER #243-2025**

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

**IT IS ORDERED** that the Wastewater Warrant for November 24, 2025, in the amount of \$10,150.85 is hereby approved.

Passed by the Town Council

11/24/2025

Attest:

Deanna M. Lakeman

**ORDER #244-2025**

**PROVIDING FOR: Public Hearing** – Approval for an Application for a Malt, Vinous and Spirituous Liquor License for Highlands Tavern.

**IT IS ORDERED** that the Millinocket Town Council enters into a Public Hearing for the attached application for a malt, vinous and spirituous liquor license is hereby approved for:

Jennifer Goulet, Business Address: 973 Central Street, Millinocket.

d/b/a

Highlands Tavern, 973 Central Street, Millinocket.

Passed by the Town Council

11/24/2025  
7-0

Attest:

Diana M. Lakeran

**\*AMENDED - ORDER #245-2025**

**PROVIDING FOR:** Approval of an Application for an Entertainment License for Highlands Tavern.

**IT IS ORDERED** that the attached application for an Entertainment License is hereby approved for:

Jennifer Goulet; Business Address: 973 Central Street, Millinocket  
d/b/a

Highlands Tavern, 973 Central Street, Millinocket, **\*pending approval from Code Enforcement.**

Passed by the Town Council

11/24/2025  
7-0

Attest:

Dorian Lakeman



**ORDER #246-2025**

**PROVIDING FOR:** Approval of an Application for a Victualer License for Highlands Tavern.

**IT IS ORDERED** that the attached application for a Victualer License is hereby approved for:

Jennifer Goulet; Business Address -973 Central Street, Millinocket  
d/b/a  
Highlands Tavern, 973 Central Street, Millinocket

Passed by the Town Council

11/24/2025  
7-0

Attest:

Diana M. Lacombe

**ORDER #247-2025**

**PROVIDING FOR:** Approval of Appointment to the Board of Assessment Review – R. Angotti

**IT IS ORDERED** that Richard Angotti is hereby Appointed to the Town of Millinocket's Board of Assessment Review for a Three (3) Year term to expire November 2028.

Note: Richard's application was received on 11/19/2025 and is the only application on file. If approved, the board will have a full commitment.

Passed by the Town Council

11/24/2025  
7-0

Attest:

Diana M. Takeman

**ORDER #248-2025**

**PROVIDING FOR:** Re-Appointment of the Code Enforcement Officer/Licensed Plumbing Inspector

**IT IS ORDERED** that Thomas Malcolm is re-appointed to serve as Code Enforcement Officer/Licensed Plumbing Inspector as of July 2025 for an indefinite period of time.

Note: The Town Manager and Town Council, through Order #170-2024, appointed Mr. Malcolm for a one (1) year term.

Passed by the Town Council

11/24/2025

Attest:

Diana M. Lakeman

**PROVIDING FOR** Street and Parking Lot Closures for Millinocket Marathon

**IT IS ORDERED** that approval is granted for the following street and parking lot closures for the 2025 Millinocket Marathon and related activities:

- Penobscot Avenue from Central Street to Katahdin Avenue, including intersections
  - o 6:00am – 6:00pm
- Veterans Park / Bandstand Parking Lot
  - o 6:00am – 6:00pm
  - o Friday December 5<sup>th</sup> & Saturday December 6<sup>th</sup>
- Poplar Street from Penobscot Avenue to Katahdin Ave
  - o 6:00am – 6:00pm
- Poplar Street and all intersections until Golden Road
  - o 6:00am until races are underway
- Birch Street from Penobscot Avenue to Aroostook Avenue
  - o 6:00am – 11:00am

**PASSED BY COUNCIL:**

11/24/2025  
7-0

**ATTEST:**

Diana M. Lakeman

**ORDER #250-2025**

**PROVIDING FOR:** Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Northern Timber Cruisers

**IT IS ORDERED** that approval is granted to submit the 2025-2026 Northern Timber Cruisers Snowmobile Club application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The Application requests a total of \$43,196.30 in State funds that are to be supplemented by local/private funds of \$18,512.70 for a total project cost of \$61,709.00. In addition to this, the Town of Millinocket will pay Northern Timber Cruisers Snowmobile Club \$2,400.00 to assist with grooming.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign and execute any and all documents necessary in relation to this grant.

Passed by the Council: 11/24/2025  
70

Attest: Diana M. Lokenan



# Millinocket

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**CONTRACT BETWEEN**  
**TOWN OF MILLINOCKET**  
**AND**  
**NORTHERN TIMBER CRUISERS SNOWMOBILE CLUB**

THIS AGREEMENT, made as the 10th day of November 18, 2025, between the **Northern Timber Cruisers Snowmobile Club (hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follows:

## **I. DESCRIPTION OF WORK**

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

## **II. CONDITIONS**

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.



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It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit and use warrants it. I.T.S. trail specifications duly designated and provided by the Maine Snowmobile Association Trails Committee shall serve as a guide.

### III. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury or damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

### IV. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined:

- Labor is defined as not directly attributed to grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.): **Grant reimbursement (when applicable)**
- Materials for bridge construction, signing, warming huts, and equipment housing: **Grant reimbursement.**
- Trail grooming and smoothing of snow-covered trail surfaces: **Grant reimbursement.**
- The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

### V. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid which will provide for



# Millinocket

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seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw-down. The total amount of the grant and seed money will not exceed the estimated total amount of \$61,709.00

The Grant split will be:

Local: 30% = \$18,512.70 raised by private funds and local Town match

State 70% = \$43,196.30

Separately, there will be a split of a \$25,000.00 Town budgeted allocation between all parties involved under this grant program contracted with the Town of Millinocket. **The split for Northern Timber Cruisers Snowmobile Club will be \$2,400.00 based on trail milage.**

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

## VI. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town monthly a detailed bill which will outline the Operator's expenses incurred that are directly related to this contract as outlined in Section III.

The Town will make payments as per the Operator's bill submitted and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request.

All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

## VII. APPLICABLE LAW





# Millinocket

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The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.

  
Operator

  
Project Director

By Northern Timber Cruisers Snowmobile Club President

(Title)

By Community Initiatives Director

(Title)



Town Manager

**ORDER #251-2025**

**PROVIDING FOR:** Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Twin Pines Snowmobile Club

**IT IS ORDERED** that approval is granted to submit the 2025-2026 Twin Pine Snowmobile Club application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The Application requests a total of \$118,148.10 in State funds that are to be supplemented by local/private funds of \$50,634.90 for a total project cost of \$168,783.00. In addition to this, the Town of Millinocket will pay Twin Pines Snowmobile Club \$21,600.00, to assist with grooming.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign and execute any and all documents necessary in relation to this grant.

Passed by the Council: \_\_\_\_\_

11/24/2025  
7-0

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

Diana M. Lakeman



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## CONTRACT BETWEEN

## TOWN OF MILLINOCKET

## AND

## TWIN PINES SNOWMOBILE CLUB

THIS AGREEMENT, made as the 10th day of November 18, 2025, between the **Twin Pines Snowmobile Club (hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follows:

### I. DESCRIPTION OF WORK

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

### II. CONDITIONS

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.



It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit and use warrants it. I.T.S. trail specifications duly designated and provided by the Mine Snowmobile Association Trails Committee shall serve as a guide.

### III. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury or damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

### IV. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined:

- Labor is defined as not directly attributed to grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.): **Grant reimbursement (when applicable)**
- Materials for bridge construction, signing, warming huts, and equipment housing: **Grant reimbursement.**
- Trail grooming and smoothing of snow-covered trail surfaces: **Grant reimbursement.**
- The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

### V. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid which will provide for



# Millinocket

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seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw-down. The total amount of the grant and seed money will not exceed the estimated total amount of \$168,783.00

The Grant split will be:

Local: 30% = \$50,634.90 raised by private funds and local Town match

State 70% = \$118,148.10

Separately, there will be a split of a \$25,000.00 Town budgeted allocation between all parties involved under this grant program contracted with the Town of Millinocket. **The split for Twin Pines Snowmobile Club will be \$21,600.00 based on trail mileage.**

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

## VI. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town monthly a detailed bill which will outline the Operator's expenses incurred that are directly related to this contract as outlined in Section III.

The Town will make payments as per the Operator's bill submitted and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request.

All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

## VII. APPLICABLE LAW



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The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.

  
Matthew Pollock President (Nov 30, 2025 11:18:23 EST)

Operator

*Amber Wheaton*

Project Director

By Twin Pines Snowmobile Club President

(Title)

By Community Initiatives Director

(Title)



Town Manager

**ORDER #252-2025**

**PROVIDING FOR:** Approval of Snowmobile Trail Maintenance Grant Application to the Maine Department of Conservation – Jo Mary Riders

**IT IS ORDERED** that approval is granted to submit the 2025-2026 Jo Mary Riders Snowmobile Club application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The Application requests a total of \$98,560.00 in State funds that are to be supplemented by local/private funds of \$42,240.00 for a total project cost of \$140,800.00. In addition to this, the Town of Millinocket will pay Jo Mary Riders Snowmobile Club \$1,000.00 to assist with grooming.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign and execute any and all documents necessary in relation to this grant.

Passed by the Council: \_\_\_\_\_

11/24/2025  
7-0

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

*Dan M. Loxman*



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## CONTRACT BETWEEN

## TOWN OF MILLINOCKET

## AND

## JO MARY RIDERS SNOWMOBILE CLUB

THIS AGREEMENT, made as the 10th day of November 18, 2025, between the **Jo Mary Riders Snowmobile Club (hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follows:

### I. DESCRIPTION OF WORK

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

### II. CONDITIONS

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.





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It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit and use warrants it. I.T.S. trail specifications duly designated and provided by the Maine Snowmobile Association Trails Committee shall serve as a guide.

### III. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury or damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

### IV. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined:

- Labor is defined as not directly attributed to grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.): **Grant reimbursement (when applicable)**
- Materials for bridge construction, signing, warming huts, and equipment housing: **Grant reimbursement.**
- Trail grooming and smoothing of snow-covered trail surfaces: **Grant reimbursement.**
- The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

### V. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid which will provide for



seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw-down. The total amount of the grant and seed money will not exceed the estimated total amount of \$140,800.00

The Grant split will be:

Local: 30% = \$42,240.00 raised by private funds and local Town match

State 70% = \$98,560.00

Separately, there will be a split of a \$25,000.00 Town budgeted allocation between all parties involved under this grant program contracted with the Town of Millinocket. **The split for Jo Mary Riders Snowmobile Club will be \$1,000.00 based on trail milage.**

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

## VI. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town monthly a detailed bill which will outline the Operator's expenses incurred that are directly related to this contract as outlined in Section III.

The Town will make payments as per the Operator's bill submitted and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request.

All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

## VII. APPLICABLE LAW



# Millinocket

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The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.

\_\_\_\_\_  
Operator

*Amber Wheaton*  
\_\_\_\_\_  
Project Director

By Jo Mary Riders Snowmobile Club President

(Title)

By Community Initiatives Director

(Title)

  
\_\_\_\_\_  
Town Manager

**ORDER #253-2025**

**PROVIDING FOR:** Approval of Snowmobile Trail Maintenance Grant  
Application to the Maine Department of Conservation – Ebeemee  
Snowmobile Club

**IT IS ORDERED** that approval is granted to submit the 2025-2026 Ebeemee Snowmobile Club application for the Maine Department of Conservation Snowmobile Program Municipal Grant-in-Aid Agreement. The Application requests a total of \$30,919.00 in State funds that are to be supplemented by local/private funds of \$13,251.00 for a total project cost of \$44,170.00.

**IT IS FURTHER ORDERED** that the Town Manager is authorized to sign and execute any and all documents necessary in relation to this grant.

Passed by the Council:

11/24/2025  
7-0

Attest:

Diana M. Lakeman



# Millinocket

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**CONTRACT BETWEEN**  
**TOWN OF MILLINOCKET**  
**AND**  
**EBEEMEE SNOWMOBILE CLUB**

THIS AGREEMENT, made as the 10th day of November 18, 2025, between the **Ebeemee Snowmobile Club (hereinafter referred to as the Operator)** and **The Town of Millinocket (hereinafter referred to as the Town)**

WITNESSETH: That the parties for the considerations hereinafter set forth agree as follows:

## **I. DESCRIPTION OF WORK**

The Operator shall adequately maintain and groom approximately 108 miles of snowmobile trail in and around the Town of Millinocket and adjoining unorganized territories. Such work shall include (1) the erection and replacement of trail markers, (2) the grooming, compacting and smoothing of the snow covering and trail surface, (3) the removal of trees, limbs, barricades, and other obstructions or material as necessary, from the trail, (4) the building of and replacement of snowmobile trail bridges such that safe passage of the user is ensured, and (5) the plowing and snow removal from designated parking areas that will be utilized by the user groups.

## **II. CONDITIONS**

It is understood the trail has been established pursuant to use permits granted by the owners of the property over which the trail passes, and accordingly, the Agreement is subject to the terms and conditions of such use permits and their continued existence.

It is understood that the Operator shall provide all gasoline and oil to the equipment, as necessary, (except as otherwise provided herein) and personnel to operate same, necessary to perform work specified.



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It is understood that the entire trail network shall be groomed at least three times a week when snow conditions permit and use warrants it. I.T.S. trail specifications duly designated and provided by the Maine Snowmobile Association Trails Committee shall serve as a guide.

### III. INSURANCE

It is understood that the State of Maine, Department of Conservation, Snowmobile Division, Bureau of Parks and Recreation, is providing a limited comprehensive general liability insurance policy that will cover any claims of injury or damage to property of landowners, and that the Town of Millinocket will accept this coverage to be on the Operator / Town in the amount of \$ 400,000.00 for each occurrence whether involving injury to person or damages to property.

### IV. CONTRACT PRICE

The Town hereby agrees to pay to the Operator such consideration of the performance in full by the Operator, on such terms as are hereinafter defined:

- Labor is defined as not directly attributed to grooming activity. (Includes brush cutting, bridge building, signing, carpentry, and construction.): **Grant reimbursement (when applicable)**
- Materials for bridge construction, signing, warming huts, and equipment housing: **Grant reimbursement.**
- Trail grooming and smoothing of snow-covered trail surfaces: **Grant reimbursement.**
- The Operator shall pay all Federal, State, or local and/or Use taxes applicable to material, process or devices purchased or used in connection with the work under this contract. Reimbursement of this expense will be at the discretion of the Town's contract administrator.

### V. GRANT-IN-AID REQUEST AND COST ESTIMATE

It is understood that the Town will submit for approval to the State of Maine, Snowmobile Division, Bureau of Parks and Recreation, a request for a Grant-In-Aid which will provide for



# Millinocket

Maine's Biggest Small Town

seventy percent (70%) of the total cost of the Town of Millinocket's Snowmobile Program which in part is being enacted by the said Operator.

Thirty percent (30%) or seed money for this grant will be provided by the Town as local funds in agreement equal to the State draw-down. The total amount of the grant and seed money will not exceed the estimated total amount of \$44,170.00

The Grant split will be:

Local: 30% = \$13,251.00 raised by private funds

State: 70% = \$30,919.00

It is understood that the Operator will prepare and submit to the Town for their review and signatures the Grant-In-Aid request, which in turn will be submitted by the Town to the State Bureau of Parks and Recreation, Snowmobile Division, for approval.

## VI. TIME AND MANNER OF PAYMENTS

The Operator will submit to the Town monthly a detailed bill which will outline the Operator's expenses incurred that are directly related to this contract as outlined in Section III.

The Town will make payments as per the Operator's bill submitted and then submit a request for seventy percent (70%) reimbursement of that amount which is subject to approval by the State Administrator. The detailed billing as presented to the Town by the Operator will serve as evidence for the Town's request.

All statements presented for payment to the Town will have review and approval by the Project Director. This Treasurer will present all bills for payment to the Town's Contract Administrator or its designee.

## VII. APPLICABLE LAW

The laws of the State of Maine shall govern this contract.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands as of the day and year first above written.



# Millinocket

Maine's Biggest Small Town

  
License # 2025-10-31-31 (EST)

Operator



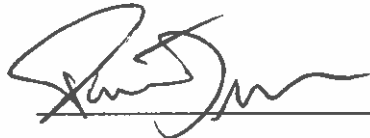
Project Director

By Ebeemee Snowmobile Club President

(Title)

By Community Initiatives Director

(Title)



Town Manager



**ORDER #254-2025**

**PROVIDING FOR** Approval of Remote Participation in Public Proceedings Policy

**WHEREAS** the Millinocket Town Council seeks framework and structure related to remote participation for official meetings of the Town Council by Councilors and members of the public;

**IT IS ORDERED** that the attached Remote Participation for Public Proceedings Policy is approved and adopted.

**PASSED BY COUNCIL:**

11/24/2025  
7-0

**ATTEST:**

Diana M. Lakeman

**PROVIDING FOR** Street and Parking Lot Closures for Festival of Lights

**IT IS ORDERED** that approval is granted for the following street and parking lot closures for the 2025 Festival of Lights and related activities:

- Poplar Street from Penobscot Avenue to Katahdin Ave
  - o 3:00pm – 8:00pm
  - o Friday December 19<sup>th</sup>
- Veterans Park / Bandstand Parking Lot
  - o 7:00am – 8:00pm
  - o Friday December 19<sup>th</sup>
- Friday, December 19<sup>th</sup>, Festival of Lights Parade
  - o Lineup at 3:30pm in Stearns High School parking lot
  - o Kick off at 4:00pm
  - o Route:
    - Across Second St. to Penobscot Ave.
    - Turn left and proceed along Penobscot Ave.
    - End at Veterans Park/Bandstand parking lot

**PASSED BY COUNCIL:**

11/24/2025  
7-0

**ATTEST:**

Niana M. Loken