



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

---

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

---

1. Roll Call
2. Pledge of Allegiance
3. Adjustments to the Agenda:
4. Approval of Minutes: 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 #4-2025 **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).



# 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/>.

September 25, 2025

The Public Hearing and Regular meeting of the Millinocket Town Council was brought to order in Council Chambers by Chair Danforth at 5:33 pm. Roll Call: Town Council Members Present: Bragdon-Zoom, Danforth, Dumais-Excused, Higgins-Excused, Mackin, McLaughlin, Pelletier. Also present: Town Clerk Diana Lakeman, Health/Code Officer Thomas Malcolm, Fire Chief Jon Cote, PW Director Bryan Duprey, Airport Manager Jeff Campbell; Presenters: none; Media: KAT Tv, Brian Brown-Zoom, 3 in person public attendance and 3 Zoom attendance (2 removed prior to Public Hearing).

Pledge of Allegiance; Adjustments to the Agenda: none; Approval of Minutes: September 11, 2025 Regular/PH meeting; Motion-Pelletier, Second-McLaughlin, Vote 5-0; *Council Comment*: none; Public Comment: none;

Special Presentation(s): none; Unfinished business: none;

Ordinance #2-2025 - **\*Amended** – Second Reading– 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, **\*Amended** 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: 7-0; 9/11/2025; Motion-Pelletier, Second-McLaughlin, **Second Reading** 4-0-1 (Bragdon/Abstain); Enact: October 24, 2025. **Time in Public Hearing: 5:47pm**; *Council Comment*: Councilor Pelletier Motions to Amend Section 39-2-1.B. to add the following language: “No more than Two (2) Cannabis businesses will be located in the downtown commercial zone”, Second by Chair Danforth; Councilor Pelletier notes didn’t include language for Residential zones since businesses don’t currently locate in residential zoning; Public Comment: Raphael Chubelashvili 159 Aroostook Ave., inquires define downtown commercial zone; Thomas Malcolm Code Enforcement, informs the downtown business district is Central Street and Penobscot Avenue intersection through to Birch Street, understands concerns with suggestions to limit to two to downtown area, notes to have no issue with either decision; \*TM Jamieson informs commercial zones includes both sides of Central Street, Penobscot Avenue through downtown, and Aroostook Avenues; cautions administration can not pick and choose which the quantity of businesses that enter into these zones; Councilor Bragdon reflects prior statements made by Councilor Dumais limiting certain businesses and not all; concerns intent on limiting; Chair Danforth acknowledges concerns; Councilor McLaughlin inquires if there is current limitations on businesses that sell/serve alcohol; \*TM Jamieson informs there are no detailed limitations to retail or other business establishments in Millinocket unless located in neighborhood commercial, notes residential has different stipulations refrained restriction on types of business allowed and downtown commercial is more open to any retail establishment.; Scott Leavitt 330 Congress St., expressed confusion with the back and forth communications of support and concern, states two cannabis business in the downtown district is efficient, expressed concerns with kids, pedestrians, and odor; supports limitation of two business in downtown area; Council discussion explained odor will not be relevant, on product sales; Vote to Amend 39-2-1(B) 4-1 (Bragdon/Opposed); Councilor Pelletier motion to Amend Section 39-2-1. I., striking the s4ection and replace with the following language, “The operators of Medial Cannabis Businesses shall obtain a Town of Millinocket business license, a medical cannabis business permit, and pay the fees prior to inspection and license being granted.”; Second by Councilor Bragdon; Council Comment-none, Public Comment, expressed concerns as written; Vote on Amendment to Section 39-2-1.I., 5-0; Councilor Pelletier motions to Amend Section 39-2-1.I. ii. to add to the following language, “Once a permit is issued businesses will have 6 months to open. Additional time may be granted by CEI, if necessary.”, seconded by Councilor Bragdon for discussion; Council Comment: Thomas Malcolm, CEO, clarifies reasonings gives enforcement options to alleviate delays in opening after

approval; Councilor Pelletier states seems egregious; \*TM Jamieson informs feedback from attorney supports an annual permit, notes if the business is not established and in operations in a year, the town is under no obligation to renew the permit, six months does not feel necessary to include with concerns a potential new business unable to be operational, states internal decision no necessary to have the six month rotation clause with attorney support; Public Comment: Raphael Chubelashvili 159 Chestnut St. supports 1 year as sufficient, notes if business is responsible 1 year is an allowable time for business to be operational.; \*TM Jamieson states sets limitations as written; Kyle Fuller 169 Congress St. expressed concerns if no limitation set, what stops a license of an nonoperational business being held for another year holding up another business from opening and being operational, supports six months.; \*TM Jamieson states this draft allows one year until a renewal of permit, agrees six months is sufficient for a business to become operational; Council Discussion: Councilor Bragdon inquires inf refund is given in the six month scenario; \*TM Jamieson informs No; Bragdon agrees with Mr. Fuller understanding both sides of the six months versus a year; Rapheal concerns one business holding multiple licenses and limiting others business opportunities; \*TM Jamieson informs these issues will be handled at the administrative level, and with the decisions to renew; Chair Danforth favors the amendment; \*TM Jamieson expressed concerns limiting potential businesses; Councilor Bragdon inquired how can be enforced if one year is up and is renewal time noting not clear as written; Councilor Pelletier notes dispensaries may take more time to be operational; Raphael-states support for 6 month, distraction of vacant storefront and businesses; \*TM Jamieson informs all concerns will be handled at the administrative level and recommends to cease amendment discussion; Councilor Bragdon acknowledges all the big changes with the rewrite of the cannabis ordinance dealing with odor, lockboxes, and many other improvements for business opportunity; Vote on Amendment Section 39-2-1.I. ii. 0-5 (Fails).

Back to Public Comment on Ordinance as Amended: Kyle Fuller 169 Congress Street, expressed support for more medical cannabis storefronts in commercial zoning, states affordable products are not locally accessible, changes made in this ordinance allows affordable, consistent cultivation and accessibility strengthening the community, looks for council support with amended actions, ensures the community will benefit; Scott Leavitt 330 Congress St. states he doesn't think all councilors are in favor of these changes and sees confusion among the council, understands affects business and once passed we will have to face different things that are going to happen, states he unfortunately missed the first meeting and expressed confusion as the ordinance should be smoothed out prior to the second hearing, seeks clarification; Chair Danforth addresses the public concerns and feedback and states the public hearing for that purpose, having spent a lot of time on this ordinance and in depth; Councilor Bragdon addresses how the process started with community concerns, went through a breakdown on all proposed changes, not all councilors agree stating that is politics; Councilor Pelletier clarifies the ordinance is not changing what outlines medical marijuana, and acknowledges changes are being conservative to businesses. **Out of Public Hearing at: 6:36 pm.**

Town Manager's Report – 9/25/2025: **Tax Commitment:** Tax Commitment will be delayed due to navigation of stipulations in a prior multi-year agreement.

We anticipate bringing all tax commitment related orders to the agenda for the October 9<sup>th</sup> Council Meeting and committing within the following few days.

This will unfortunately push the first due date out into the second week of November.

SOME GOOD NEWS though

After hearing from the community and council during the FY26 budget process, we have dug into the possibly of extending the second tax bill due date later into the year.

We've identified that our financial state is healthy enough to do this.

The exact date will be identified at the October 9<sup>th</sup> council meeting and is likely to be in mid-March or early April!

**Disorderly Property Ordinance:** A nearly final draft is ready for final tweaks before scheduling Special Hearings.

With the election just over a month away, we will plan to start that process once the new council has transferred in.

We feel strongly that this will help address multiple issues throughout the community as it develops and believe it will put the “teeth” into situations where we currently have none.

Huge thanks to Cpl. Fitzgerald, Tom Malcolm, and Chief Cote for their teamwork on this.

**Foreclosed Property Maintenance:** With the summer weather’s affect on the amount of mowing being done at the cemetery and 2 unplanned openings for other property maintenance positions, the Public Works Director began moving the Cemetery Crew around the community to address other areas that needed attention.

Together, we then realized we could use the additional time and budget to keep them on and have them begin cleaning up some of the foreclosed, Town-Owned properties. They were able to check several off the list and make them more presentable.

We feel this is important to continue. We have expectations of community members to keep their properties clean, so we should be doing the same.

We will be saying goodbye to that crew for the season and appreciate them for the additional work they took on.

We will likely be establishing a plan to begin caring for these foreclosed properties regularly moving forward.

**EMPD’s New Intoxilyzer:** EMPD is receiving a new intoxilyzer and that will be installed here in Millinocket in the Police Department. We are currently working through arrangements with our I.T. provider to aid installation and setup on the network.

This is a great new technical additional for their operation and we are pleased they’ve chosen to house it in Millinocket. It’s also unfortunate because part of that decision was that most impaired drivers they encounter are in Millinocket.

**Jim’s Dry Cleaning:** We are nearly complete in working through the final stages of this property with the Brownfields team.

It will likely be listed for sale in the coming weeks.

**Department Updates Public Works:** Repaired a failing storm drain on Somerset St with new piping and paving the utility cut

Continued with the annual storm drain catch basin cleaning

Continued the annual summer flushing and inspection of the town sewer lines

Flail mowed various overgrown roadsides around town

Assisted with new fall themed flowers on Penobscot Ave

Paving repair to three roads in the cemetery

Paving repair in many shoulder spots around town.

Hauled 2500 Yards of winter from Emery Lee and Sons and finished the stockpile for this coming winter

Screened waste soil from multiple utility jobs to reclaim the usable gravel

Assisted the Trails End Festival with placing barricades and cones for traffic control

**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\*\*\*

Our freon recycler evacuated the freon from all of the refrigerator and air conditioning units

The scrap metal pile was hauled away by Grimm Industries for recycling

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:** Mowing in the cemetery has been on a limited basis. We are trying to mow the thickest and greenest portions while avoiding the parched areas

The cemetery crew has been assisting Public Works in cleaning up some overgrown Town owned properties

Small decorative rocks were removed from one grave site by the Public Works Director. These present a safety hazard and are not allowed.

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

**Code / Public Health & Safety** Attended FMO ZOOM meeting on Digital Code concept.

Followed up on complaints received concerning items on properties around the community.

Continued follow-up inspections for permits that have been issued.

Continue to work with Suite Pad on accessible housing that they would like to place in our community.

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.

Meet with an individual to discuss permits and stipulations for a company looking to install E-Chargers in the community.

Assisted Health Food Inspector on a facility outside the Town.

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. Awaiting stamped plans from Engineer for this project.

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.

Working with SMRT on development and Sub-Division plan for Our Katahdin.

Continuing to work with the developer that is working on the old Boatman's property on Medway Road and Hasbro Road they are looking to sell some of the lots separately and have a larger portion that would include the restaurant portion awaiting some information from Haley Ward as they prepare this for sale.

Attended first reading of Cannabis ordinance on revisions to our existing ordinance.

Working with Peter, Corporal Fitzgerald and Chief Cote on nuisance ordinance.

Met with regional food safety inspector to follow up on complaints that they had received.

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

**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, Event Marketing, Overseeing the following projects:

Brownfields Community Wide Assessment, Sevee and Maher continue their assessments.

CDBG Façade Program, Complete: Spoiled, Chamber and York's LLC.

Currently in progress: Emery Lee and Sons, Blue Ox Saloon – keep your eyes out for the facelift!

Up next: Millinocket Insurance and McLeish. Energy Efficiency Priorities Grant

Project Closeout: We've completed the final documentation with the Governor's Office of Policy Innovation and the Future (GOPIF) and expect the reimbursement to be processed within the next month.



GOPIF Feedback: During the September 16th close-out meeting, GOPIF expressed satisfaction with Millinocket's progress, highlighting our ability to execute the project efficiently despite its complexity. Project Details: As a reminder, the project involves installing 39 new, energy-efficient windows at the Municipal Building, thanks to a \$100,000 grant awarded through GOPIF's Community Resilience Partnership - Energy Efficiency Priorities Grant. Met with Austin Winder from Five and Dime Studios, along with Bryan Duprey. Five and Dime Studios is a video production company specializing in high-end documentaries that celebrate communities across the US. We discussed a potential project with Five and Dime Studios to create a 10–20-minute documentary capturing Millinocket's history and future. Their most recent production, airing on PBS for the next three years, promotes tourism for Van Buren, Maine. They've also produced campaign ads for a U.S. Senate candidate, worked with musicians and local businesses, and specialize in content that promotes communities and preserves their legacy. Researched various grant opportunities. Planted the mums along Penobscot Ave! Worked on the following Community Events: Bandstand Jams Summer Music Series This initiative was funded by a Community Building Grant from the Maine Community Foundation The Town hosted 9 jams, with 1 cancellation due to weather. Final Bandstand Jam was on Friday, September 12<sup>th</sup> in coordination with Trails End Festival. A huge thank you to: Our talented musicians for sharing their passion with us Our community members for supporting live music and coming out to enjoy the performances The Freedom Riders Association, Maine Chapter 3, for their collaboration and dedication to enriching our community. The Airports Flyin/Cruzin: Assisting Jeff in marketing materials, including the design of new Millinocket Municipal Airport t-shirts! Trunk or Treat  
Amber Wheaton, Community Initiatives Director

**Town Clerk/Tax Collectors Office:** Totals include August 23, 2025, through September 18, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. In summary, \$816,918.44 were collected, which involved 935 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 9/18/2025: Lien Summary - \$133,820.28; 99 Accounts (-\$13,561.97/11)

Real Estate as of 9/18/2025: Total Summary - \$139,464.79; 163 Accounts (-\$15,561.73/11)

Personal Property as of 9/18/2025: Total Summary - \$8,233.19; 27 Accounts (No change)

FY25/26 Tax Billing – Pending commitment date to submit billings for postage. (End of Sept.)

August 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. Weekly Motor Vehicle reports are reconciled and submitted to BMV.

Advertising – Election, Closure Notices, Board/Committee vacancies and Public Hearings. Marriage and Cemetery –Recording sales, deeds, maps, and electronic/card files. 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 Verified Circulation for Nominations:*** to be voted on at the November 4<sup>th</sup> Municipal election: Two (2) Council seats (Jesse Dumais/Robert Higgins): Melville Asher Gould IV, Michael A. Madore, Maghann Elizabeth Runyon, Gilda Stratton

Two (2) School Board seats (Kevin Gregory/Kevin Libby): Kevin Gregory, Kevin Libby, Thomas M. Malcolm

Preparing State & Municipal Referendum Elections: 7 Questions – Proposed Charter Amendments

Maintaining voter registration files: Electronic AVR/OVR/BMV, Agency death acknowledgments, in person requests.

**Other Items: Boards/Committees** – Available Seats – **SEEKING VOLUNTEERS** 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, 2026 Dog Registration – Available October 15<sup>th</sup>, Online or in person. [www.maine.gov](http://www.maine.gov)  
Respectfully, Diana M. Lakeman Town Clerk, Sharon A. Cyr Tax Collector

**Fire & Ambulance:** Chief Cote attended the Penobscot County Fire Chiefs Meeting and was voted back in for another term for the Board of Directors. 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 an EMS Instructor workshop at EMCC about the Evolution of EMS. Chief Cote attended a Community Risk Reduction Workshop on September 24<sup>th</sup> in Houlton with Maine Fire Chiefs and Maine Fire Marshal Office. Chief Cote attended the meeting with Penobscot County on Fire & EMS Regionalization efforts. Chief Cote has started hosting emergency planning meetings with various agencies for the Millinocket Marathon. Chief Cote has worked with MRH Staff to set up a flu shot clinic for fire department staff. Chief Cote is currently working with EMCC to hold a EMS Leadership Training in the Katahdin Region in early 2026. Chief Cote continues developing a policy, procedures, & training for the Low Angle Rescue program. Chief Cote is working towards his Fire Officer 3 and will be attending the in-person portion of the class at EMCC from September 29<sup>th</sup> to October 2<sup>nd</sup>. Chief Cote is working on a Mental Health Program for department staff to include training. Chief Cote is working on coordinating a Basic Fire School for the Winter. Full-time Crews took part in the September 11<sup>th</sup> events. Chief Cote & Fulltime Crews are getting ready for Fire Prevention month and scheduling fire prevention classes and tours. All department members completed training on the I am Responding and Spillman Software and signed all new user agreement forms. Fulltime Crews took part in the Trails End Festival- filling the dunking booth, participating in the parade and the Touch A Truck Event. EMS Staff have started to complete their 2025 Maine EMS Protocol update training. Department training has started back up for all department members for Tuesday evenings, and members have been busy attending these training sessions. Firefighter/EMT-A Farrington attended a blood draw training instructed by the Maine State Police in East Millinocket. Fulltime crews have been busy continuing to train on pump operations. Bangor Abatement is slated to start replacing the framing and weather striping around the department overhead doors. Unit 780 (Chiefs Vehicle) has had the Spillman Dispatch Computer Aided Dispatch software installed to it. Stryker inspected and serviced all the department stretchers and powerlifts. No issues found. Fire Tech & Safety inspected and serviced all the departments SCBA's and cascade system. No issues found. Low Angle Rescue equipment has arrived and will be placed into service soon after training is completed. The department is patiently waiting for the new extrication tools expected to arrive in September. 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. Department has two full-time openings and is actively seeking applicants. One full-time staff member is out currently on medical leave. 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

**Library: SEE ATTACHED REPORT; Additional Documents Attached:**

**Fire & Ambulance – August Call Totals**

**Town Clerks' Office - Receipts Report**

**Tax Collectors Office – Non-Zero Balance Report**

**Code Enforcement FY26 Permit Summary 7/22/25-8/25/25**

Respectfully Submitted, Peter Jamieson, Town Manager.

Council Comment: none

Public Comment: Scott Leavitt 330 Congress St. inquires expected mil rate; \*TM Jamieson obligation of certain negotiations are required before commitment; confident minimal changes to tax bills anticipating a decreased mil rate.

ORDER #204-2025 PROVIDING FOR: Execution of the Town Warrant for September 25, 2025  
IT IS ORDERED that the Town Warrant for September 25, 2025, in the amount of \$82,894.10 is hereby approved.

Motion-Mackin Second-Bragdon Vote 5-0

*Council Comment: Noted larger expenses:* Charter Communications, Emery Lee Co., ME Water Co., MWS, Town of East - Recreation Contract.

Public Comment: none

ORDER #205-2025 PROVIDING FOR: Execution of the Wastewater Warrant for September 25, 2025  
IT IS ORDERED that the Wastewater Warrant for September 25, 2025, in the amount of \$98392.19 is hereby approved.

Motion- Mackin Second-Bradon Vote 5-0

*Council Comment: Noted larger expenses:* ME Water Co., Olver Associates Inc., T-Buck Construction, Versant Power.

Public Comment: none

ORDER #206-2025 PROVIDING FOR Street and Parking Lot Closures for Halloween Events  
IT IS ORDERED that the Millinocket Town Council authorizes the street and parking lot closures listed below for Halloween 2025. Massachusetts Ave from Heritage Drive to New Jersey Street October 31st 4:00pm – 7:00pm Independence Lane at Mass Ave intersection October 31st 4:00pm – 7:00pm Veterans Park Parking Lot October 31st 2:00pm – 8:00pm Poplar Street from Penobscot Ave to Katahdin Ave October 31st 2:00pm – 8:00pm Lower end of Westwood near Nazarene Church October 31st 4:00pm – 6:00pm

Motion-McLaughlin Second-Bragdon Vote 5-0

*Council Comment:* none

Public Comment: none

Reports and Communications: a. Warrant Committee for October 9, 2025 Regular Council meeting will be Councilor McLaughlin and Councilor Pelletier.

- a. Chair Committee Reports: none
- b. Two Minute Public Comment: none
- c. Motion to adjourn at 6:50 p.m. –Bragdon, Second –McLaughlin, Vote 4-1 (Pelletier/Opposed)

*Diana M. Lakeman Town Clerk 11/12 /2025*

October 9, 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-Excused, 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, Assessor Lorna Thompson; Presenters: none; Media: Kat TV & Brian Brown-Zoom, 5 in person public attendance and 2 Zoom attendance. Pledge of Allegiance; Adjustments to the Agenda: Updates - Orders #207-2025 through #211-2025; Approval of Minutes: September 23, 2025 Executive Session; Motion-Dumais, Second-McLaughlin, Vote 6-0; *Council Comment*: none; Public Comment: none;

Special Presentation(s): Resolve #5-2025 Fire Prevention Week 2025

WHEREAS the Town of Millinocket is committed to ensuring the safety and security of all those living in and visiting the Town of Millinocket; and WHEREAS fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces unique fire risks; and WHEREAS most of the electronics used in homes daily including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and WHEREAS the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries; and WHEREAS residents should follow three key calls to action: purchased approved products only, charge batteries safely, and recycle them responsibly to prevent battery-related fires; and WHEREAS the Town of Millinocket's first responders are dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and WHEREAS the 2025 Fire Prevention Week theme, "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home," serves to remind us the importance of using, charging, and recycling lithium-ion batteries safely to reduce the risk of fires in homes and communities; THEREFORE, BE IT RESOLVED that the Millinocket Town Council, in council assembled, does hereby proclaim October 5–11, 2025, as Fire Prevention Week throughout the Town of Millinocket.

Motion – Danforth      Second – Dumais      Vote 6-0

*Council Comment*: none

Public Comment: none

Resolve #6-2025 WHEREAS, Spirit of America Foundation cherishes Municipal Officials' help with its program and created 'Municipal Officials Appreciation Month', in 2025 dedicated nationally to Firefighters, to express gratitude; WHEREAS, Municipal Officials make personal sacrifices to serve constituents and deserve more public recognition/respect than they generally receive; WHEREAS, Firefighters risk their lives while battling blazes and evacuating folks from burning buildings; WHEREAS, Firefighters faithfully respond 24X7 to a variety of emergencies and provide medical care; WHEREAS, Firefighters spend many hours each year in training for how to react to situations they could encounter; WHEREAS, Millinocket much appreciates the services provided by its Firefighters and other Municipal Officials; NOW THEREFORE, BE IT PROCLAIMED that Millinocket, MAINE designates October, 2025 as Millinocket's MUNICIPAL OFFICIALS APPRECIATION MONTH" and urges our citizens to show gratitude to their Municipal Officials, and especially to Firefighters, for all they do to make this a better Community.

Motion – Pelletier      Second – McLaughlin      Vote 6-0

*Council Comment*: Chair Danforth appreciates the resolution being brought forward.

Public Comment: Town Clerk Lakeman brought the Resolve to council action with notification from MMA Spirit of America that morning of intention for resolution to acknowledge all municipal officials including Fire/EMS.

Chief Cote thanks the council for their recognition noting it means a lot.

Unfinished business: none; Town Manager's Report – None.

ORDER #207-2025 PROVIDING FOR: Execution of the Town Warrant for October 9, 2025  
IT IS ORDERED that the Town Warrant for October 9, 2025, in the amount of \$828,867.34 is hereby approved.  
Motion-McLaughlin Second-Dumais Vote 6-0  
*Council Comment:* Noted larger expenses  
Public Comment: none

ORDER #208-2025 PROVIDING FOR: Execution of the Wastewater Warrant for October 9, 2025  
IT IS ORDERED that the Wastewater Warrant for October 9, 2025, in the amount of \$17,472.63 is hereby approved.  
Motion-Pelletier Second-McLaughlin Vote 6-0  
*Council Comment:* Noted larger expenses  
Public Comment: none

ORDER #209-2025 PROVIDING FOR: Commitment of FY26 Property Taxes.  
IT IS ORDERED that the Fiscal Year 2026 Property Taxes be committed and the due date for the first half payment is 30 days after the commitment date or on the following next business day; and for the second half to be due on the corresponding date in March 2026.  
Motion- Dumais Second-McLaughlin Vote 6-0  
Council Comment: none  
Public Comment: none

ORDER #210-2025 PROVIDING FOR: Setting the Mil Rate for FY26.  
IT IS ORDERED that the Millinocket Town Council approves the FY26 Mil Rate set by the Assessor.  
Motion- Mackin Second-Higgins Vote 6-0  
*Council Comment:* Chair Danforth acknowledges the order is vague and explains it is the legal obligation of the assessor to set the mil rate, council order is formality.  
Councilor Dumais acknowledges biggest impact on tax bill is the budget and expenditures, encourages all to attend budget meetings and provide feedback at budget time for council decisions that most impact the mil rate.  
Public Comment: Assessor Thompson informs the delayed commitment was due to pending outcome of meeting with taxpayer; states 16% building adjustments, land adjustments 100% at fair market value, doubling land values according to location and cost schedule; Sandra Sullivan 104 Sunset Drive, appreciates the clarification.

ORDER #211-2025 **\*Amended** - PROVIDING FOR: Setting the Interest Rate for FY26 Delinquent Taxes.  
IT IS ORDERED that the interest rate for FY26 delinquent taxes be set at **\*6%** and interest shall begin for the first half taxes on the 31st day after the commitment date and on the 31st day after the second half set due date; and, IT IS FURTHER ORDERED that the interest rate for the FY26 delinquent sewer fees be set at the same rate as the FY26 delinquent taxes.  
Motion- Pelletier Second-Danforth Vote as Amended 6-0  
*Council Comment:* Councilor Dumais motions to amend interest on delinquent tax be set at 5%, second by Councilor Pelletier, Council discussion informs of past interest rates ranging from 4% up to 12% following State capped guidelines, informs functions as a council can choose the interest rate, states intentions to adjust the interest rate to alleviate the pressure and burden on the taxpayer and not to encourage delinquency, clarification setting decreased interest rate for payments on delinquent taxes will also decrease interest rate for reimbursement of taxes if assessor reevaluates assessment and adjusts commitment; Assessor Thompson informs the rate is based on “borrowed money” and calculated what costs the town to sit on nonpayment; Vote on amendment fails 3-3; Councilor Dumais motions to amend the interest on delinquent tax be set at 6%, second by Councilor Higgins, Vote on amendment 6-0.  
Public Comment: none

ORDER #212-2025 \*Amended - PROVIDING FOR: Interest Rate for Overpayment of Taxes.

IT IS ORDERED that the Millinocket Town Council set the FY26 interest rate for overpayment of taxes at \*2 percent.

NOTE: § 506-A Overpayment of Taxes allows a municipality to reduce the interest rate for overpayment of taxes by 4 percentage points of what it charges for the interest rate of delinquent taxes.

Motion- Higgins Second-Dumais Vote as Amended 6-0

*Council Comment:* Councilor Dumais amended the order as previously read for the order to comply with the previous amended interest rate of 4% to 2%; Seconded by Higgins, vote 6-0.

*Public Comment:* none

ORDER #213-2025 PROVIDING FOR: Date, Time, Place, Warden for the November 4, 2025 Millinocket Municipal Election and Referendum IT IS ORDERED that the Millinocket Municipal Election and Referendum will be held on Tuesday, November 4, 2025, from 8:00 a.m. to 8:00 p.m. at the Stearns High School Gymnasium.; and IT IS FURTHER ORDERED that Micheal Kight shall be Warden of said elections.

Motion- McLaughlin Second-Higgins Vote 6-0

*Council Comment:* none

*Public Comment:* none

ORDER #214-2025 PROVIDING FOR: Processing Absentee Ballots for the November 4, 2025 Millinocket Municipal Election and Referendum WHEREAS, Title 21-A MRSA Section 759.7 allows the Election Warden and appointed deputies to process absentee ballots while the polls are open; and WHEREAS, processing such ballots will assist the Election Clerks and result in an expedited process after the polls are closed; and WHEREAS, expediting the process after the polls are closed will result in some savings to the Town of Millinocket; NOW THEREFORE IT IS ORDERED that the Election Warden is authorized to process absentee ballots at 9:00 a.m., 11:00 a.m., 2:00 p.m., and 6:00 p.m. during the Millinocket Municipal Election and Referendum on November 4, 2025.

Motion- Dumais Second-Pelletier Vote 6-0

*Council Comment:* Town Clerk Lakeman informs absentee ballots are available.

*Public Comment:* none

ORDER #215-2025 PROVIDING FOR: Office Hours of the Registrar for the November 4, 2025 Millinocket Municipal Election and Referendum WHEREAS, Title 21-A MRSA Section 122(6) specifies the process that the Registrar must follow in registering voters; and WHEREAS, The Town Clerk also serves as Registrar; and WHEREAS, the Town Clerk has regular hours on four business days before election day to register voters; and WHEREAS, being open evening hours as required by law to receive voter registrations will be an added cost to the municipality; NOW THEREFORE IT IS ORDERED that it is not necessary that the Registrar be opened to accept voter registrations for two hours in the evening between 5 P.M. and 9 P.M. on at least three days before election day.

Motion- Mackin Second-McLaughlin Vote 6-0

*Council Comment:* Town Clerk Lakeman informs voter registrations and updates are still available at the election site.

*Public Comment:* none

ORDER #216-2025 PROVIDING FOR Award of #2 Fuel Oil Bid for 2025-2026 Heating Season

WHEREAS the annual bid opening for #2 Fuel Oil was held on September 25th, where one bid was received; IT IS ORDERED The Millinocket Town Council awards the 2025-2026 fuel oil bid to Preble Oil Company at \$2.4672 total price per gallon delivered.

Motion- Higgins Second-McLaughlin Vote 6-0

Council Comment: Councilor Dumais notes first time for one bid to be returned.

Public Comment: none

**ORDER #217-2025 PROVIDING FOR Adoption of Millinocket Fire Service Billing Policy**

HEREAS the Administrative team, with consideration of common industry practice, has developed the attached policy which identifies solutions to a currently limited or non-existent local practice for billing of services such as vehicle accidents, vehicle fires, fluid spills, hazmat incidents, and false or nuisance alarms; and WHEREAS the administrative responsibilities outlined in this policy are expected to be handled in-house by the Millinocket Fire Chief and therefore would not increase expenses related to other Fire Department billing contracts; IT IS ORDERED that the Millinocket Town Council adopts the attached Millinocket Fire Service Billing Policy

Motion- McLaughlin Second-Higgins Vote 6-0

Council Comment: Chair Danforth expressed appreciation to chief Cote with research and setting a policy in place.

Public Comment: none

**ORDER #218-2025 PROVIDING FOR Authorization for Transfer of Reserve Funds Toward Wastewater Main Pump Station Upgrade** WHEREAS it is now time to complete the billing process for this project; and WHEREAS as was originally planned, the final funding to complete this project, estimated at \$951,811.00 is currently held in a reserve account; IT IS ORDERED that the Millinocket Town Council authorizes the Town Treasurer to transfer these funds into the Town's Wastewater budget for the purpose of processing final payments on the multi-year Wastewater Main Pump Station Upgrade project.

Motion- Pelletier Second-McLaughlin Vote 6-0

Council Comment: none

Public Comment: none

**ORDER #219-2025 PROVIDING FOR Transfer of Unassigned Funds to Supplement Paving Budget**

WHEREAS the final plans for annual paving and the related invoice became larger than was anticipated during FY26 Budget preparation; and WHEREAS these tentative adjustments were communicated with the Town Council throughout the process; IT IS ORDERED that the Millinocket Town Council authorizes the transfer of \$50,000.00 from the Unassigned Fund Balance to budget line 0407-2011 Road Paving & Construction.

NOTE: Current UNAUDITED UFB = \$3,675,492 If approved, UFB = \$3,625,492

Motion- Dumais Second-McLaughlin Vote 6-0

Council Comment: none

Public Comment: none

**ORDER #220-2025 PROVIDING FOR: Approval of Appointment to the Recreation Advisory Committee – M. Charette** IT IS ORDERED that Mia Charette is hereby Appointed to the Town of Millinocket Recreation Advisory Committee for a three (3) year-term to expire October 31, 2028.

Note: Mia's application was received on 10/2/2025 and is the only application on file. If approved, this appointment leaves the board with one (1) alternate seat vacancy.

Motion- Mackin Second-McLaughlin Vote 6-0

Council Comment: Council expresses appreciation to volunteers' time spent for community.

Public Comment: none

**ORDER #221-2025 PROVIDING FOR: Approval of an Application for a Victualer License for Katahdin Inn and Suites.** IT IS ORDERED that the attached application for a Victualer License is hereby approved for: Sachin Thapa, SS & DS LLC; Katahdin Inn & Suites; Business Address -740 Central Street, Millinocket d/b/a The Summit – Sports & Spirits, 740 Central Street, Millinocket

Motion- Higgins      Second-Dumais      Vote 6-0

Council Comment: Town Clerk Lakeman explained the victualer license needed from pending liquor license approval in 2024 now passed.

Public Comment: none

ORDER #222-2025 PROVIDING FOR: Approval of an Application for an Entertainment License for Katahdin Inn and Suites. IT IS ORDERED that the attached application for an Entertainment License is hereby approved for: Sachin Thapa; SS & DS LLC, Katahdin Inn & Suites; Business Address: 740 Central Street, Millinocket d/b/a The Summit - Sports & Spirits, 740 Central Street, Millinocket.

Motion- McLaughlin   Second-Higgins      Vote 6-0

Council Comment:

Public Comment: none

Reports and Communications: a. Warrant Committee for October 23, 2025 Regular Council meeting will be Councilor Bragdon and Chair Danforth.

- a. Chair Committee Reports: Age Friendly will host brainstorm session on 10/14<sup>th</sup>.
- b. Two Minute Public Comment: Will Hernandez 99 Park St East MLKT, asks for permission to address the council; Chair granted; concerns very little activity with planning board in the communities, provides history, asks the council to consider partnering with region, intentions to start discussions on similar interests, informs of his research of history with economic development noting huge potential for the region, informed self-background; Chair Danforth extends invite to meeting with Councilor Pellitier and herself, council asks to come to the council preparing a special presentation; Thomas Malcolm School Street, thanks Public Works and Bryan Duprey for paving and painted lines, and designating no parking on crosswalks, and ADA compliance with state regulations designations with parking and accessibility.
- c. Motion to adjourn at 6:37 p.m. –McLaughlin, Second –Higgins, Vote 6-0

*Diana M. Lakeman Town Clerk 11/20/2025*



**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.

\_\_\_\_\_

\_\_\_\_\_

Diana Lakeman, Town Clerk



# Millinocket

Maine's Biggest Small Town

## Town Manager's Report – 11.24.25

### Public Works:

- Rigged the fleet of plow trucks with gear for snowplowing
- Assisted in planting ten shade trees donated by Our Katahdin
- Completed the annual storm drain cleaning
- Completed the annual summer flushing and inspection of the town sewer lines. Recorded defects will be added to the work schedule as time allows.
- Cleared and built a gravel pad near the dog park to allow for parking out of the driving lane
- Added gravel and graded the Rec Complex Road
- Cleared and rip rapped the ditch along Central St near Hannaford and Peddler's Hill
- Added material to the shoulder along Medway Rd and Rice Farm Rd to match the new hot top
- Leveled multiple leaning stones at the Cemetery
- Removed a rotting and dangerous tree on Lincoln St
- Responded to the season's first two winter storms with salt, sand and plowing.
- Director Bryan Duprey and PW Operators Andy Locke and Jordan Lee attended a Snow and Ice control training hosted by MEDOT

### Transfer Station:

- The brick and block pile was hauled away to be used as inert fill
- Our freon recycler evacuated the freon from all of the refrigerator and air conditioning units
- The Municipal Waste Hub has announced that we will soon be hauling our material to the facility in Hampden instead of the landfill
- 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:

- Public Works have conducted the final burials for the season after the Cemetery Crew completed their season.
- The Cemetery entrance gate is now closed for the season. Foot traffic is allowed through the pedestrian gate.



# Millinocket

Maine's Biggest Small Town

## Code / Public Health & Safety

- Met with Sustainable Forest on their building at 196 Penobscot Ave.
- Followed up on complaints received concerning items on properties around the community.
- Continued follow-up inspections for permits that have been issued.
- Continue to work with Suite Pad on accessible housing that they would like to place in our community.
- Attended ZOOM meeting for upcoming Marathon to be held on December 6<sup>th</sup>.
- 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.
- Following up on projects that are ongoing without permits
- Office has been extremely busy with questions concerning the sub-division lots on Medway Road with sales of lots for Preble subdivision, also old Boatman's is selling that property off in individual lots.
- Met with gentleman that is looking to purchase the former Boatman's on Hasbro Road he is looking to buy it and 10 acres to continue as a campground. Talked about issues he will have to deal with to get it reopened.
- 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.
- Continuing to work with contractors and owner of 240 Penobscot Ave and renovations being made to the building.
- Conducted LSC inspections with clients for assistance.
- Working with contractors on various projects and answering questions.
- Continue to work with Amber W. on community events and creating new opportunities for events to benefit our community.
- Talking with Bryan concerning Town Ordinances regarding snowplowing and citizens parking on tree belts and side of the road hindering plowing activities, he has done up notice and Amber will get it out on our social media.
- Started to prepare to get Sand Bucket Program up and running for this coming winter season.
- Attended Council meetings.
- Continue to work with electrician to get power hooked up to rear step for Town Office.
- Attended ZOOM meeting through DHHS on Bedbugs and LHO responsibilities and resources in Maine.
- Follow up with Sevee Mahar on Subdivision plan for Our Katahdin property so can set up meeting with Planning Board.



# Millinocket

Maine's Biggest Small Town

- Met with a resident about home next to them that has mold issues on outside of residence no one living there presently. I am trying to contact the owner of the property.
- Work with Amber to plan events during the upcoming Christmas season.
- Met with a citizen that has recently purchased a food cart that will be set up in East Millinocket but would like to be able to do Millinocket events as well, assisted her with information on getting it inspected and licensed by DHHS.
- Worked with Diana on reappointment as CEO/LPI.

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

---

## 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 important messages, updates and closures with the community.
- Covered with General Assistance
- Covered with Payroll
- Worked at the Election
- Updated documents for the Senior Sign Project and the Town of Millinocket Scholarship Fund, both have been sent to the school to be shared with the 2026 Senior Class!
- Worked alongside DesignLab on the following projects:
  - Community Calendar
  - Social Media
  - Event Marketing
- Overseeing the following projects:
  - Brownfields Community Wide Assessment
    - Sevee and Maher continue their assessments.
  - CDBG Façade Program
    - Complete: Spoiled, Emery Lee and Sons, Katahdin Chamber and York's LLC.
    - Currently in progress: Blue Ox Saloon - keep your eyes out for the facelift!
    - Up next: Millinocket Insurance and McLeish.
- Worked on the applications for the Snowmobile Grants through the State for the following Clubs:
  - Ebeemee Snowmobile Club
  - Twin Pines Snowmobile Club
  - Jo Mary Riders Snowmobile Club
  - Northern Timber Cruisers Snowmobile Club
- Researched various grant opportunities



# Millinocket

Maine's Biggest Small Town

- Worked on the following Community Events/Projects:
  - Trunk or Treat
    - Despite the rain and moving locations (shoutout to Granite Street staff for coordinating) the event was a massive success. Participants prepared for roughly 400 children, and all ran out of candy!
  - Halloween Movie Nights
    - Friday's movie "Haunted Mansion" had 17 cars
    - Saturday's movie "Pet Semetary" had 20 cars
    - Thank you to Jeff at the Airport, Bryan from Public Works, and all our volunteers who made these nights fun for all!
  - Festival of Lights Parade
    - December 19th
  - Light Up Millinocket
    - Winners will be announced December 22<sup>nd</sup> - most "liked" house and business will each win \$100 cash prize
  - Oh Christmas Tree - Tree Giveaway
    - November 30<sup>th</sup>
  - Santa visits with the schools
    - December 18<sup>th</sup> and 19<sup>th</sup>
  - Toys for Tots
    - Ongoing, the Town will be a drop-off site.
  - Granite Street Wreath Lighting
    - December 5th

Amber Wheaton, Community Initiatives Director

---

## Airport:

- The G.A.R.D. system has recorded 49 aircraft operations as of 11-17-25.
- Baxter State Park presented a plaque to the Airport honoring its participation in the 2025 Search & Rescue missions.
- The local seaplane community has begun landing their planes on the grass in preparation for the changeover to winter operations.
- All of the mowing equipment has now been changed over to snow removal, as well as the hangars cleaned out to accept seaplanes.
- The first plowable storm for the year was on 11-16-25, it was a good training exercise for the new Airport employee.
- The number of based aircraft has again increased this year; the new number is 24 with one more coming next week.

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



# Millinocket

Maine's Biggest Small Town

Jeff Campbell – Airport Manager

---

## Wastewater Treatment:

- The month of October we treated 10,143,000 gallons of wastewater. Our Total Settable Solids (TSS) was 98 percent removal and Bio Oxygen Demand (BOD) was also 98 percent removal. Which is good and shows that our system is running smoothly and adequately. We had a total rainfall of approximately 4 inches for the month.
- We had a productive month in October wrapping up some loose end projects and preparing for the winter months. Making sure our fuel for generators were topped off and replaced two batteries at the Pines and Central pump stations. We continue to do weekly generator exercises and do our daily routine checks of the 5 pump stations and the plant to ensure everything is in tip top condition. Kirk Birmingham has been completing the required training for a total of 18 credit hours to maintain his Grade 3 license.
- The Main pump station is just about complete, minus a little cleaning which is being done and should be wrapped up in the coming weeks. It is online now and is running smoothly. We are very excited about the upgrade.
- The Public Works crew completed yearly infrastructure flushing which was overdue. Very happy with what they did out on the streets cleaning the main lines. Bryan Duprey does a very good job directing and assisting his crew with the flushing.
- Everett, Kirk, and I continue to operate the Wastewater Treatment Plant to the best of our ability. Our main goal is to ensure our plant and collection system is running properly and we are following Maine State Law on the treatment of wastewater for the Town of Millinocket.

Jason Ingalls – Superintendent of Wastewater Treatment

---

## Town Clerk/Tax Collectors Office:

Totals include September 19, 2025, through November 19, 2025: Receipt Summary report which provides by receipt type, the number of transactions and total dollars processed at the Town Office. **In summary, \$5,436,746.42 were collected, which involved 4980 transactions processed in Trio. \*Report Attached**

- FY24/25 Real Estate & Personal Property – Delinquent Account Balances \*Reports Attached
  - Real Estate as of 11/18/2025: Lien Summary \$123,513.02; 87 Accounts; (-\$10,307.26;12)
  - Personal Property as of 11/19/2025: Total Summary \$8,063.81; 23 Accounts; (-\$169.38;4)
- FY25/26 Tax Billing - Commitment date: 10/13/2025
  - Due Dates: 1<sup>st</sup> half 11/13/2025; Interest Date: 11/14/2025
  - 2<sup>nd</sup> half: 3/13/2026; Interest Date: 03/14/2026

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



# Millinocket

Maine's Biggest Small Town

- Real Estate as of 11/18/2025: \$3,138,888.16; 1868 Accounts.
- Personal Property as of 11/19/2025: \$379,027.14; 95 Accounts.
- FY 23/24 Annual Report
- September & October month end reports for Vital Records, IF& Wildlife, and Dogs were reconciled & payments sent to all State agencies accordingly.
- Weekly Motor Vehicle reports are current, reconciled, & submitted to BMV.
- Preparing Municipal Referendum Charter Amendments for distribution.
- Large increase in Vital Record requests and sales with impending Real ID requirements
- Advertising – Election, Closure Notices, Board/Committee vacancies and Public Hearings.
- Marriage and Cemetery –Recording sales, deeds, maps, and electronic/card files.
- Council meeting minutes.
- Swearing in newly appointed and elected officials, board, and committee members.
- Fulfilling requests for tax billing and account 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, reminders sent to expiring/expired committee/board members, returning phone messages and inquiries.
- Continued restoration efforts of vital records by filing, indexing, and storage.

## Elections Department:

### ***Town Council, School Board, & Municipal Referendum Certified Return of Votes Cast: 11/4/2025***

Total Ballots Cast: 1251; TOWN COUNCIL 3 Year (Vote for 2): ROVC: 2502:

Gould IV., Melville Asher 716, Madore, Michael A. 466, Runyon, Maghann E. 623, Stratton, Gilda G. 328, Blanks 369

SCHOOL BOARD 3 Year (Vote for 2) ROVC: 2502:

Gregory, Kevin 740, Libby, Kevin 908, Malcolm, Thomas 515, Blanks 339.

Question 1: C202 Charter Amendment: ROVC 1252

Yes: 1099, No: 134, Blanks: 19

Question 2: C205 Charter Amendment: ROVC 1252

Yes: 860, No: 363, Blanks: 29

Question 3: C301 Charter Amendment: ROVC 1252

Yes: 898, No: 328, Blanks: 26

Question 4: C402 Charter Amendment: ROVC 1252

Yes: 1128, No: 104, Blanks: 20

Question 5: C405.A Charter Amendment: ROVC 1252

Yes: 935, No: 229, Blanks: 88

Question 6: 405.B Charter Amendment: ROVC 1252

Yes: 987, No: 170, Blanks: 95

Question 7: C1012 Charter Amendment: ROVC 1252

Yes: 994, No: 163, Blanks: 95



# Millinocket

Maine's Biggest Small Town

- Meeting all SOS (Secretary of State) post-election deadlines required for the 11/4/2025 State Referendum; pending confirmation to begin entering VPH (Voter Participation History)
- Preparing for new roll out of CVR; Maintaining voter registration files: Electronic AVR/OVR/BMV, Agency death acknowledgments, in person requests.

#### Other Items:

- **Boards/Committees** – Available Seats – **SEEKING VOLUNTEERS**
  - Recreation Advisory Committee: (1) Partial Term to expire 2/2026
  - Personnel Appeals Board (1) Partial Term to expire 11/2026
  - Board of Appeals (1) Full 3-Year Term
- 2026 Dog Registration – Available October 15<sup>th</sup>, Online or in person. [www.maine.gov](http://www.maine.gov)

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

---

#### Fire & Ambulance:

- Chief Cote attended various committee meetings
- Chief Cote attended the Penobscot County Fire Chiefs Meeting.
- Chief Cote attended the Maine EMS Region 3 Council Meeting.
- Chief Cote hosted a meeting with area chiefs, and officials from Baxter Park and Maine Forest Service on Tanker Taskforce, Manpower, EMS Taskforce, Tech Rescue Taskforce, and Chief Taskforce.
- Chief Cote attended the Maine Healthcare Coalition Leadership Meeting and the Statewide workgroup meeting naloxone.
- 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 is coordinating the emergency planning meetings with various agencies for the Millinocket Marathon.
- Chief Cote worked with Penobscot County UT staff to secure funding and a agreement to purchase a transport litter mule wheel to be used on trails in very limited access.
- Chief Cote signed new clinical agreements with Northern Maine Community College and the United Training Center for EMS students to complete clinicals at Millinocket Fire.
- Chief Cote is continuing working on coordinating a Basic Fire School for the Winter
- Chief Cote has completed all the onboarding requirements for the new fire reporting tool call NERIS, to start up in January.
- Chief completed the NFPA needs assessment for fire departments.
- Chief Cote is currently working on the 2026 annual BLS training plan and the 2026 annual training calendar.
- Chief Cote has met with some local business on Fire & EMS responses to those businesses.
- Department EMS Service License and Ambulance License were all renewed.





# Millinocket

Maine's Biggest Small Town

- Department renewed their CLIA Lab License for EMS blood draws.
- Annual Fire Extinguishers Inspections and Service were completed for the department.
- Department took delivery of three video laryngoscopes and will be completing training soon on them before being placed in service.
- Department cardiac monitors and stretchers were annually inspected and serviced.
- Department computers recently went under the new Spillman dispatch system software update.
- Rescue Snowmobile has had its annual service at Lincoln Power Sports for the season.
- 10 SCBA bottles have been sent out for hydrostatic testing and certification.
- Full-time crews have been busy completing the new Maine EMS Protocol Updates and Annual Airport training courses.
- Fulltime crews took off all the forestry equipment off the apparatus and got the apparatus in service for winter.
- Fulltime crews took part in the Tractor Supply Touch A Truck Event on November 1<sup>st</sup>.
- Full-time Crews have been busy installing CO/Smoke Alarms and conducting Home Safety Surveys, and Chief Cote has been assisting with Chimney and wood stove/pellet stove inspections.
- Department members completed Low Angle Rescue Training on November 6<sup>th</sup> and the equipment has officially been placed in service.
- Hazmat Operations Refresher Class has been rescheduled to a later date in December.
- Chief Cote is continuing to work to get the department ready for the 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.
- Firefighter/EMT-B John Brenenstuhl attended the Fire Officer 3 Class in Bangor.
- Noah Bachner, Firefighter/Advanced EMT has completed his orientation and has been placed on a regular rotation.
- Two full-time staff members are out currently on medical leave.
- One full-time opening remains open currently.
- 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

---

**Library:**

**SEE ATTACHED REPORT**

**EMPD:**

**SEE ATTACHED REPORT**

**Additional Documents Attached:**

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



# Millinocket

Maine's Biggest Small Town

- **Fire & Ambulance - October Calls Report**
- **Town Clerks' Office - Receipts Report**
- **Tax Collectors Office - Non-Zero Balance Report**
- **Code Enforcement FY26 Permit Summary 10/20/25 - 11/20/25**

Respectfully Submitted,

Peter Jamieson, Town Manager.

# Millinocket Memorial Library Director's Report

## October/November 2025

Prepared by Library Director, Diana Furukawa, for Millinocket Town Council, 11.13.25



### LIBRARY UPDATES

---

#### Programs

Recent programs have included an author talk with Mason Pratt, our annual Candidates Night featuring candidates for school board and town council, our youth Halloween Party, and an interactive discussion about the experience of women at Great Northern Paper in collaboration with the Millinocket Historical Society. Upcoming programs include a Fall Poetry Night featuring poet Twinkle Manning, weekly Mahjong for Beginners, a presentation on tornado science, our Kids Art Club for children grades 3-6, and our weekly story time.

This month, after much planning, we launched a series of Saturday afternoon programs about Wabanaki history, with funding from a Maine Humanities Council grant. Over 85 people have attended these programs so far, and they have been very well received. The last program in the series is on Saturday, November 15th at 3pm.

---

#### Help Desk

This fall, we launched a targeted marketing campaign to promote our Help Desk service, which included radio advertisements. We are seeing increased use of the service and a decrease in no-show appointments. With the federal shutdown and its impacts on SNAP as well as cuts to heating assistance programs, we are anecdotally seeing more people struggling to meet their basic needs and expect that to increase this winter. All of this has collided with decreased capacity from many government-funded social service agencies, underscoring the importance of the Help Desk as a low-barrier point of connection for many.

---

---

## Development

Our annual fundraising appeal is scheduled to launch on November 17th, with printed letters going to a targeted audience of about 670 people. This year's letter is written from the perspective of MML Board Member Laura Manzo, and our goal is to raise about \$30K for Library operations by the end of 2025.

We've established a new contract with Paige Holmes to assist us with grantwriting and overall fundraising/development strategy in 2025 and 2026. We are hopeful she can greatly increase the effectiveness of our grantwriting and donor cultivation strategies.

---

## Facilities

We submitted the final electrical invoices for our elevator modernization project in mid October, but have not yet received reimbursement due to the federal shutdown.

---

## Succession Planning

I have been working hard to document as much as possible about my role before I wrap up at the end of the month. While the Director transition certainly presents some challenges, it has also been a good excuse to make headway on succession planning, cross-training, and documentation of key processes.

The Library Director hiring process continues to move forward, and we are hopeful that we will be ready to announce my replacement in the next couple of weeks.

---

## Collections

We recently installed some additional shelving for our historic collection of local newspapers, making them more visible and accessible to the public. We've also been assisting the Millinocket Historical Society as they begin to digitize all newspapers available between our collection and their collection. We're working with them to ensure that the scanned newspapers are available for free online through the Digital Maine Repository.

## LIBRARY STATISTICS

---

Patrons	October 2025	September 2025	Change	October 2024	
Cardholders	3213	3186	27	2978	
Adult Cardholders	2530	2508	22	2338	
Youth Cardholders	675	673	2	637	
Millinocket Resident Cardholders	2383	2363	20	2218	
Out of State Cardholders	85	95	-10	85	

---

<b>Circulation</b>	<b>October 2025</b>	<b>September 2025</b>	<b>Change</b>	<b>October 2024</b>
Active Cardholders	359	416	-57	404
Circulation	1148	962	186	1021
Active Cloudlibrary Users	31	29	2	41
Imagination Library Users	187	187	0	183
<b>Program Engagement</b>	<b>October 2025</b>	<b>September 2025</b>	<b>Change</b>	<b>October 2024</b>
Library Website Visits	2151	1914	237	1992
Facebook Likes	2087	2082	5	2001
Instagram Followers	746	743	3	719
Adult Programs	9	11	-2	10
Adult Program Attendance	224	97	127	159
Children's Programs	12	16	-4	5
Children's Program Attendance	106	27	79	139
Community Meetings	22	22	0	11
Community Meeting Attendance	136	154	-18	68
Foot Traffic	2652	2448	204	2035
Library Volunteer Hours	94	104	-10	127
Number of Reportable Incidents	1	3	-2	2
<b>Facilities</b>	<b>October 2025</b>	<b>September 2025</b>	<b>Change</b>	<b>October 2024</b>
Hours Open	168	154	14	151
Computer Sessions	219	216	3	231
Public Meeting Room Use	155	160	-5	128
EV Charges	17	28	-11	14
Wifi Connections	<i>No data- router issue</i>			671



## East Millinocket Police Department

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

---



### Memo

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

---

#### Calls For Service (To Date)

- Total Calls = 9,149
  - o Millinocket = 5,462

Ofc Chris Libby is well into his field training and has been progressing well. We expect him to be completed training by the end of the month.

We have filled another vacant patrol position. The candidate has accepted the offer and is expected to start in the beginning of December. This new hire has law enforcement experience and is full-time certified in the State of Ohio. We will be required to do some specific Maine Criminal Justice Academy trainings to become full-time certified in Maine. We this hire, we only have one other vacancy to fill.

SRO Porfido has been working with our grant manger regarding the COPS Grant related to the School Resource Officer position. We have also begun discussions with the school department regarding assisted funding for this position to go alongside the grant funding. We feel, and we think the school department would agree, this position has been very successful its first few months and we want to see this continue.

All officers have completed mandatory firearms training and will begin working on yearly mandatory trainings.

Ofc Edson has again began the DARE Program in the Granite St School and we are excited to see this wonderful program in continuing in our schools.

Multiple officers assisted during recent Halloween events. Despite the poor weather, the turnout from the community was very encouraging!

East Millinocket Police Department

I have been working alongside Chief Cote in planning for this years Millinocket Marathon. I want to thank Chief Cote for his partnership in making this a safe event. As in years past, we will have a large-scale public safety response to ensure a safe event for the participants, visitors and residents. We are truly fortunate to have created such a good working relationship with Chief Cote and his staff.

Respectfully,

*Bradley Fitzgerald*

Corporal Bradley Fitzgerald

## Receipt Search Report

Actual Date Between 09/19/2025 and 11/19/2025, Receipt Type Between 1 and 804

### Receipt Summary

Type	Count	Amount
1 MOTOR VEHICLE	2	271.39
2 BOAT REGISTRATION	3	157.75
3 ATV REGISTRATIONS	9	980.00
4 SNOWSLED REG	14	2,576.00
5 GAME LICENSES	35	791.00
6 DOG LICENSES	71	556.00
7 CODE ENFORCEMENT	45	3,594.00
8 ASSESSING MISCELLAN	3	11,146.25
11 TRANSFER SITE	2	2,068.00
12 TRANSFER SITE RECYC	2	12,295.46
14 GENERAL ASSISTANCE	4	2,083.84
15 AIRPORT	2	3,616.26
16 AIRPORT EXC/SALE TX	2	401.89
18 PAYMENT IN LIEU TAX	1	2,500.00
19 BD CHECK & WASH ACC	1	125.00
22 ADM COPIES /AUDIT	5	6.00
26 NOTARY FEES	8	50.00
27 MISC ASSESSING	3	6,000.00
29 TOWN DONATIONS & EVENTS	1	208.46
30 REV SHARING/BETE	2	389,057.13
39 AMB AR COLLECTIONS	2	1,677.97
41 CLERK'S OFFICE	4	-9.99
42 CDBG MLKT HIST SOC	1	465.86
49 FIRE DEPARTMENT	1	250.00
50 MUNICIPAL BLDG	2	4,666.66
52 FIRE & AMBULANCE MISC	5	330.00
53 AMBULANCE PAYMENTS	36	7,975.53
54 AMULANCE CR CARD PAYMENTS	5	2,188.50
55 PUBLIC WORKS ADMIN	3	200.00
59 WASTEWATER ADMINIST	1	12,500.00
60 WASTEWATER CONT	3	1,426.97
61 SCHOOL APCON 2597	9	4,159.64
62 SCHOOL REVENUE 2597	37	1,012,384.69
63 VIC/ENT/PED/VND/BUS	6	100.00
65 PUBLIC WORKS/EXPENS	7	13,363.07
67 WW & SCHOOL BANK FE	3	6,423.08
70 SCHOOL PAYROLL TAX	14	139,205.66
74 CEMETERY BILLING	16	4,650.00
77 WASTEWATER TREATMEN	2	412.45
80 GRANTS & CAP IMP	1	100,000.00
90 Real Estate Payment	1870	2,823,895.00
91 Tax Lien Payment	43	13,794.35



## Receipt Search Report

Actual Date Between 09/19/2025 and 11/19/2025, Receipt Type Between 1 and 804

### Receipt Summary

Type	Count	Amount
92 Personal Property Payment	118	424,074.86
94 Utility - Sewer Payment	1711	181,756.04
95 Utility - Sewer Lien	2	348.03
99 Motor Vehicle	728	230,529.46
100 WASTE WATER PR TAX	10	8,591.40
111 TRANSFER STICKER TO	27	540.00
115 MISC REIMBURSEMENTS	2	345.76
801 Death Certificate	18	702.00
802 Birth Certificate	62	1,038.00
803 Marriage Certificate	16	277.00
	4980	5,436,746.42

*Real Estate*

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
<b>Total for 1868 Bills:</b>		1868 Accounts	5,180,715.50	2,041,827.34	3,138,888.16

**Payment Summary**

Type	Principal	Interest	Costs	Total
A - Abatement	598.00	0.00	0.00	598.00
C - Correction	-3,386.27	0.00	0.00	-3,386.27
P - Payment	2,000,675.61	0.00	0.00	2,000,675.61
Y - Prepayment	43,940.00	0.00	0.00	43,940.00
<b>Total</b>	<b>2,041,827.34</b>	<b>0.00</b>	<b>0.00</b>	<b>2,041,827.34</b>

**Non Lien Summary**

2026-1	1868	3,138,888.16
<b>Total</b>	<b>1868</b>	<b>3,138,888.16</b>

<b>No Bills</b>	0.00	0.00	0.00
-----------------	------	------	------

**Payment Summary**

Type	Principal	Interest	Costs	Total
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Lien Summary**

<b>Total</b>	<b>0</b>	<b>0.00</b>
--------------	----------	-------------

<b>Total for 1868 Bills:</b>	<b>5,180,715.50</b>	<b>2,041,827.34</b>	<b>3,138,888.16</b>
------------------------------	---------------------	---------------------	---------------------

*Personal Property*

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
264	P TOGUE POND COMPANY	2026	4,179.10	2,089.55	2,089.55
2212	P WCIORKA-ROWE, MARIA	2026	370.30	185.15	185.15
2221	P WEST BRANCH WELLNESS LLC	2026	184.00	0.00	184.00
77	P WILEY, JOHN	2026	305.90	152.95	152.95
163	P WILLIAMS SCOTSMAN INC	2026	243.80	0.00	243.80
<b>Total for 95 Bills:</b>		95 Accounts	746,467.53	367,440.39	379,027.14

**Payment Summary**

Type	Principal	Interest	Costs	Total
C - Correction	-71.75	0.00	0.00	-71.75
P - Payment	366,398.06	0.00	0.00	366,398.06
Y - Prepayment	1,114.08	0.00	0.00	1,114.08
<b>Total</b>	<b>367,440.39</b>	<b>0.00</b>	<b>0.00</b>	<b>367,440.39</b>

**Non Lien Summary**

2026-1	94	378,948.94
2026-2	1	78.20
<b>Total</b>	<b>95</b>	<b>379,027.14</b>

**No Bills**

0.00 0.00 0.00

**Payment Summary**

Type	Principal	Interest	Costs	Total
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Lien Summary**

<b>Total</b>	<b>0</b>	<b>0.00</b>
--------------	----------	-------------

**Total for 95 Bills:** 746,467.53 367,440.39 379,027.14



**Millinocket**

Maine's Biggest Small Town

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

### **AMBULANCE**

Local BLS: 42

Local ALS: 24

Local No Transport: 17

Out of Town BLS: 3

Out of Town ALS: 1

Out of Town No Transport: 1

Police Stage: 2

Public Assist: 5

### **CHIEF OFFICER CALL IN NO STAFFING: 13**

Lost Calls BLS: 4

Lost Calls ACLS (Paramedic): 10

### **FIRES**

**Building Fire- 1 Furnace Malfunction (T1 R9 WELS)**

**Vehicle Fire-1**

**Outside Fire-1 (Halloween Decorations)**

**General Fire Alarm Activation-5**

**Motor Vehicle Accident with Entrapment and Injuries-1 (T4 Indian Purchase)**

**Motor Vehicle Accident with Injuries Car vs Pedestrian- 1**

**Hazmat with no release-1**

**Dirt Bike Accident with Injuries-1**

**Utility Problem-3**

**Mutual Aid Given-1 (Medway-Building Fire)**

**Aid to the Ambulance-10**

**Short Term Rental Campfire Inspections-0**

Chief Jonathan P. Cote

Millinocket Fire Department

[fire.ems@millinocket.org](mailto:fire.ems@millinocket.org)



# Millinocket

Maine's Biggest Small Town

## Code Enforcement Permit Summary

FY26

10/20/25 – 11/20/25

Permit Type	New	Prev. Total	YTD (Calendar)
Alteration	8	28	36
Principal Structure	1	1	2
Accessory Structure	1	8	9
Demolition / Moving	1	4	5
Sign	2	1	3
Fence	0	5	5
Electrical	9	45	54
Plumbing	2	6	8
Yard Sale	0	14	14
Certificate of Occupancy	0	7	7
Site Plan - Major	0	0	0
Site Plan - Minor	0	1	1
Medical Cannabis Dispensary	3	0	3
Subsurface WWT	1	0	1
Change of Use	0	1	1
Certificate of Completion	0	0	0
Short Term Rental	0	14	14
Livestock	0	2	2
<b>Permit Totals</b>	<b>27</b>	<b>134</b>	<b>161</b>
<b>Revenue Totals</b>	<b>\$8,244</b>	<b>\$6,288</b>	<b>\$14,532</b>

**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 \_\_\_\_\_  
2<sup>nd</sup> Reading \_\_\_\_\_

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

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

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

TOWN OF MILLINOCKET PUBLIC HEARING  
ORDINANCE #3-2025  
Chapter 75, A – H, Code of the Town of Millinocket  
General Assistance Ordinance Appendices Changes

The Millinocket Town Council will hold public hearings on  
Ordinance #3-2025, to amend Chapter 75, General Assistance of the Code of the  
Town of Millinocket by repealing Appendices A – H of the existing Ordinance  
and replacing with Appendices A – H.

The hearings will be held during the Council meetings of November 24, 2025, and  
December 11, 2025, in the Council Chambers located in the Municipal Building at  
197 Penobscot Avenue, beginning at 5:30 PM.

Dated at Millinocket, ME

November 13, 2025

  
Diana M. Lakeman

Town Clerk

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

**MUNICIPALITY OF MILLINOCKET**  
**GENERAL ASSISTANCE ORDINANCE**

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of MILLINOCKET, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 2025 through September 30, 2026. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]






# Millinocket

Maine's Biggest Small Town

TO: Town Council

FROM: Lori A. Santerre, Welfare Director. 

RE: MMA's General Assistance Ordinance Appendixes updated as of October 1, 2025.

DATE: November 12, 2025

Enclosed please find MMA's new General Assistance Ordinance Appendixes (A-H), which become effective on October 1, 2025.

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence housing maximums guide. You can find information about the MMA Model Ordinances on the Maine Welfare Director's Association (MWDA) website at [www.mainewelfaredirectors.org](http://www.mainewelfaredirectors.org).

Even if the Municipality has adopted MMA's General Assistance Ordinance, the municipal officers must still approve the new enclosed appendixes. This replacement assumes prior adoption and will occur every October.

Upon approval a copy of the signed ordinance must be submitted to MMA and the Department of Human Services.

**APPENDIX A**

**TOTAL MONTHLY ALLOWED GA MAXIMUMS**

<b>Person (s)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Penobscot(2025-2026)</b>	<b>923.00</b>	<b>968.00</b>	<b>1,271.00</b>	<b>1,601.00</b>	<b>1,895.00</b>
<b>(2024-2025)</b>	<b>874.00</b>	<b>884.00</b>	<b>1,169.000</b>	<b>1,464.00</b>	<b>1,603.00</b>

---

\*Please Note: Add \$75 for each additional person

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75,ARTICLEVI,  
SUBSECTION 75.33-(A).Page-7559.**

**APPENDIX B  
FOOD MAXIMUMS**

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
<b>1</b>	<b>69.30</b> (67.91)	<b>298.00</b> (292.00)
<b>2</b>	<b>126.98</b> (124.65)	<b>546.00</b> (536.00)
<b>3</b>	<b>182.56</b> (178.60)	<b>785.00</b> (768.00)
<b>4</b>	<b>231.16</b> (226.74)	<b>994.00</b> (975.00)
<b>5</b>	<b>275.12</b> (269.30)	<b>1,183.00</b> (1,158.00)
<b>6</b>	<b>330.47</b> (323.26)	<b>1,421.00</b> (1,390.00)
<b>7</b>	<b>365.35</b> (357.21)	<b>1,571.00</b> (1,536.00)
<b>8</b>	<b>416.05</b> (408.37)	<b>1,789.00</b> (1,756.00)

---

Please Note: For additional persons, add \$218 per month

Please Note: Last year amounts are in parentheses

**NOTE: THIS WILL REPLACE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.3.b, Page-7560.**

**APPENDIX C**  
**HOUSING MAXIMUMS**

**(Heated & Unheated Rents)**

<b>Penobscot County Bedrooms</b>	<b>Unheated Weekly</b>	<b>Monthly</b>	<b>Heated Weekly</b>	<b>Monthly</b>
<b>0</b>	<b>181.00</b> (173.00)	<b>779.00</b> (742.00)	<b>210.00</b> (199.00)	<b>902.00</b> (857.00)
<b>1</b>	<b>183.00</b> (173.00)	<b>786.00</b> (742.00)	<b>220.00</b> (201.00)	<b>945.00</b> (865.00)
<b>2</b>	<b>242.00</b> (221.00)	<b>1,040.00</b> (949.00)	<b>289.00</b> (266.00)	<b>1,244.00</b> (1,146.00)
<b>3</b>	<b>308.00</b> (278.00)	<b>1,323.00</b> (1,197.00)	<b>365.00</b> (334.00)	<b>1,570.00</b> (1,437.00)
<b>4</b>	<b>363.00</b> (297.00)	<b>1,560.00</b> (1,278.00)	<b>432.00</b> (365.00)	<b>1,859.00</b> (1,571.00)

\*Please Note: Last years amounts are in parentheses

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,  
SUBSECTION 75.33.B.4.g, Page-7567.**

## **APPENDIX D**

### **UTILITIES**

#### **WITHOUT ELECTRIC HOT WATER**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>\$19.95</b>	<b>\$85.50</b>
<b>2</b>	<b>\$22.52</b>	<b>\$96.50</b>
<b>3</b>	<b>\$24.97</b>	<b>\$107.00</b>
<b>4</b>	<b>\$27.53</b>	<b>\$118.00</b>
<b>5</b>	<b>\$29.88</b>	<b>\$128.50</b>
<b>6</b>	<b>\$32.55</b>	<b>\$139.50</b>

**NOTE\* FOR EACH ADDITIONAL PERSON ADD \$10.50 PER MONTH.**

#### **WITH ELECTRIC HOT WATER**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>\$29.63</b>	<b>\$127.00</b>
<b>2</b>	<b>\$34.07</b>	<b>\$146.00</b>
<b>3</b>	<b>\$39.67</b>	<b>\$170.00</b>
<b>4</b>	<b>\$46.32</b>	<b>\$198.50</b>
<b>5</b>	<b>\$55.65</b>	<b>\$238.50</b>
<b>6</b>	<b>\$58.68</b>	<b>\$251.50</b>

**NOTE\* FOR EACH ADDITIONAL PERSON ADD \$14.50 PER MONTH.**

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI,**

**APPENDIX E**

**HEATING FUEL**

<u>MONTH</u>	<u>GALLONS</u>	<u>MONTH</u>	<u>GALLONS</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

## **APPENDIX F**

### **PERSONAL CARE & HOUSEHOLD SUPPLIES**

<b>No. Household</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1-2</b>	<b>10.50</b> (10.50)	<b>45.00</b> (45.00)
<b>3-4</b>	<b>11.60</b> (11.60)	<b>50.00</b> (50.00)
<b>5-6</b>	<b>12.80</b> (12.80)	<b>55.00</b> (55.00)
<b>7-8</b>	<b>14.00</b> (14.00)	<b>60.00</b> (60.00)

**NOTE: For each additional person add \$1.25 per week or \$5.00 per month.**

### **BABY NEEDS**

<b>No. of Children</b>	<b>Weekly</b>	<b>Monthly</b>
<b>1</b>	<b>12.80</b> (12.80)	<b>55.00</b> (55.00)
<b>2</b>	<b>17.40</b> (17.40)	<b>75.00</b> (75.00)
<b>3</b>	<b>23.30</b> (23.30)	<b>100.00</b> (100.00)
<b>4</b>	<b>27.90</b> (27.90)	<b>120.00</b> (120.00)

**c. When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under six (6) (less than 5) years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up the following amounts:**

**\*Please Note: Last years amount is in parentheses**

**NOTE: THIS WILL REPLACE THE TABLE IN CHAPTER 75, ARTICLE VI, SUBSECTION 77.33.7.a, c, Page-7571**



## APPENDIX G

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 54 cents (.54) per mile.

## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

### **Cremation Maximums**

The maximum amount of assistance granted for a cremation shall be **\$1,125**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

## **Appendix H**

**Effective: 10/01/25-9/30/26**

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

# 2025-2026 GA Housing Maximums

## Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2025- 9/30/2026

Non-Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Aroostook County	\$147.00	\$633.00	\$102.90	\$443.10
Franklin County	\$158.25	\$681.75	\$110.78	\$477.23
Hancock County	\$195.00	\$838.50	\$136.50	\$586.95
Kennebec County	\$168.75	\$726.00	\$118.13	\$508.20
Knox County	\$168.00	\$723.00	\$117.60	\$506.10
Lincoln County	\$207.75	\$892.50	\$145.43	\$624.75
Oxford County	\$160.50	\$689.25	\$112.35	\$482.48
Piscataquis County	\$159.75	\$687.00	\$111.83	\$480.90
Somerset County	\$171.00	\$734.25	\$119.70	\$513.98
Waldo County	\$192.00	\$825.00	\$134.40	\$577.50
Washington County	\$148.50	\$639.00	\$103.95	\$447.30

Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Bangor HMFA	\$210.00	\$901.50	\$147.00	\$631.05
Cumberland Cty. HMFA	\$251.25	\$1,080.00	\$175.88	\$756.00
Lewiston/Auburn MSA	\$186.75	\$802.50	\$130.73	\$561.75
Penobscot Cty. HMFA	\$165.00	\$708.75	\$115.50	\$496.13
Portland HMFA	\$296.25	\$1,273.50	\$207.38	\$891.45
Sagadahoc Cty. HMFA	\$219.75	\$946.50	\$153.83	\$662.55
York Cty. HMFA	\$247.50	\$1,065.00	\$173.25	\$745.50
York/Kittery/S. Berwick HMFA	\$289.50	\$1,243.50	\$202.65	\$870.45

These rates were calculated according to CMR 10-144, Ch. 323, Section V which requires:

A. The Recovery Residence is 75% of 1 bedroom heated rate.

B. The Recovery Residence rate for a facility with 26 or more beds is 70% of the <26 bed rate (A).

Revised 08/22/2025

**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\_\_\_\_\_

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

**TOWN OF MILLINOCKET**

**WARRANT SHEET**

**NOVEMBER 24, 2025**

**TOWN #134**

**TOWN WARRANT NOVEMBER 24, 2025 \$148,233.11**

**TOTAL \$148,233.11**

Millinocket  
11:31 AM

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

11/18/2025  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	37818	175.00	11/20/25	134	0013 AFFILIATED HEALTHCARE MANAGEMENT
R	37819	265.08	11/20/25	134	1835 AIRGAS, INC.
R	37820	32,536.25	11/20/25	134	0056 BANGOR SAVINGS BANK
R	37821	515.00	11/20/25	134	0059 BANGOR TRUCK EQUIPMENT
R	37822	2,197.50	11/20/25	134	0064 BERNSTEIN, SHUR, SAWYER & NELSON
R	37823	493.84	11/20/25	134	2249 BOUND TREE MEDICAL LLC
R	37824	43.79	11/20/25	134	0868 CAMPBELL, EVAN
R	37825	2,710.73	11/20/25	134	2335 CHARTER COMMUNICATIONS
R	37826	42,074.57	11/20/25	134	0196 EMERY LEE & SONS, INC.
R	37827	814.00	11/20/25	134	2025 FARRELL, ROSENBLATT & RUSSELL, P.A.
R	37828	600.00	11/20/25	134	2236 GAIL E WOURMS
R	37829	351.80	11/20/25	134	0869 GWI - GREAT WORKS INTERNET
R	37830	1,432.13	11/20/25	134	0805 HOYLE, TANNER & ASSOCIATES
R	37831	180.00	11/20/25	134	0392 MAINE MUNICIPAL ASSOCIATION
R	37832	42,764.41	11/20/25	134	0037 MAINE WATER COMPANY
R	37833	2,121.94	11/20/25	134	2198 MUNICIPAL WASTE SOLUTIONS, LLC
R	37834	57.48	11/20/25	134	1819 NAPA AUTO PARTS
R	37835	2,842.02	11/20/25	134	1680 NEW ENGLAND SALT CO. LLC
R	37836	412.07	11/20/25	134	2023 NORTH COAST SERVICES, LLC
R	37837	216.32	11/20/25	134	1669 OFFICE DEPOT, INC
R	37838	418.00	11/20/25	134	0520 P D Q DOOR COMPANY
R	37839	1,789.61	11/20/25	134	1596 PREBLE OIL COMPANY
R	37840	163.20	11/20/25	134	0968 STRYKER MEDICAL
R	37841	52.52	11/20/25	134	0737 UNIFIRST CORPORATION
V	37842	0.00	11/20/25	134	1502 VERSANT POWER
R	37843	12,959.03	11/20/25	134	1502 VERSANT POWER
R	37844	45.00	11/20/25	134	2238 WITMER PUBLIC SAFETY GROUP, INC
R	37845	1.82	11/20/25	134	2073 XEROX FINANCIAL SERVICES
<b>Total</b>		<b>148,233.11</b>			

**Count**

Checks	27
Voids	1

**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\_\_\_\_\_

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



**TOWN OF MILLINOCKET**

**WARRANT SHEET**

**NOVEMBER 24, 2025**

**WW #135**

**WW WARRANT NOVEMBER 24, 2025 \$10,150.85**

**TOTAL \$10,150.85**

Millinocket  
11:49 AM

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

11/18/2025  
Page 1

Type	Check	Amount	Date	Wrnt	Payee
R	11515	1,112.73	11/20/25	135	1944 BOUCHARD CLEANING & RESTORATION,INC
R	11516	300.00	11/20/25	135	2338 CAMPBELL'S PEST CONTROL LLC
R	11517	50.00	11/20/25	135	0204 HALE, EVERETT E.
R	11518	50.00	11/20/25	135	2075 INGALLS JASON M
R	11519	120.00	11/20/25	135	2008 MAINE WATER ENVIRONMENT ASSOCIATION
R	11520	114.13	11/20/25	135	0425 MCMASTER-CARR SUPPLY COMPANY
R	11521	316.94	11/20/25	135	1596 PREBLE OIL COMPANY
R	11522	150.00	11/20/25	135	1469 STATE OF MAINE
R	11523	111.00	11/20/25	135	0717 TREASURER, STATE OF MAINE
R	11524	909.00	11/20/25	135	0717 TREASURER, STATE OF MAINE
R	11525	6,917.05	11/20/25	135	1502 VERSANT POWER
<b>Total</b>		<b>10,150.85</b>			

<b>Count</b>	
Checks	11
Voids	0

**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 \_\_\_\_\_

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



# State of Maine

Bureau of Alcoholic  
Beverages & Lottery  
Operations

## Application Copy

File Number: 103663

Job Type: New Application

LICENSE TYPE On-Premises: Beer, Wine & Spirits	APPLICATION DATE RECEIVED 2025-11-07
SECONDARY LICENSE(S) None selected	
LICENSEE LEGAL NAME Highlands Tavern	LICENSEE TYPE Limited Liability Company
DOING BUSINESS AS	CORPORATE NUMBER
INCORPORATION DATE	
CORRESPONDENCE ADDRESS 165 Knox St Millinocket ME 04462	
MAILING ADDRESS	
PHYSICAL ADDRESS	
CONTACT NAME Jennifer Goulet	PREFERRED CONTACT METHOD Email
CONTACT PHONE (207) 447-0009	ALTERNATE PHONE
FAX	EMAIL jengoulet77@icloud.com

**CORPORATE STRUCTURE****None selected****ADDITIONAL INFORMATION****MANAGED BY AGENT****No****PREMISES TYPE****Class A Lounge****PREMISES NAME****Highlands Tavern****OPERATOR****Jennifer Goulet****PHYSICAL ADDRESS****973 Central St Millinocket ME 04462****MAILING ADDRESS****165 Knox St Millinocket ME 04462****CONTACT NAME****Jennifer Goulet****PREFERRED CONTACT METHOD****Phone****CONTACT PHONE****(207) 447-0009****ALTERNATE PHONE****FAX****EMAIL****jengoulet77@icloud.com****QUESTIONS****On-Premises: Beer, Wine & Spirit**

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

Answer "No" if you are a Sole Proprietor.

Yes

202603681DC

2. What is your expected start date?

November 2025

3. Has/have applicant(s) formerly held a Maine liquor license?

No

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

No

5. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

No

6. Are all licensees/applicants residents of the State of Maine?

Yes

7. Is your license for a club with a membership?

No

8. Is your license application for Vessel Corporation?

No

9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"

No

- 10 Do you have a license from the Office of the State Fire Marshal?  
Contact (207) 626-3870 to determine whether licensure is necessary.

No

11 Will any law enforcement officer directly benefit financially from this license, if issued?

No

12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

14 What is the full name and date of birth of the person managing this premises?

Jennifer Goulet, 4/11/79

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

973 Central St  
Millinocket, ME 04462

21 What will be your business hours? Please indicate each day's open and close times.

Monday thru Sunday / 4pm to 1am

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Stearns High School 1.5 miles  
Granite Street School 1.7 miles  
Faith Baptist Church 0.2 mile

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

No

25 How many seats do you have?

130 people

26 How many bathrooms do you have available to the public?

2



## DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Premises Floor Plan	floor plan.pdf	Floor Plan
Supplemental Ownership Form	_102 Supplemental Ownership Form and Affidavit-2.pdf	Ownership Form

## APPLICANT

Jennifer Goulet

## DECLARATION

- ☒ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

IMG\_2541.jpg



Download



Full screen



Print



Hide email



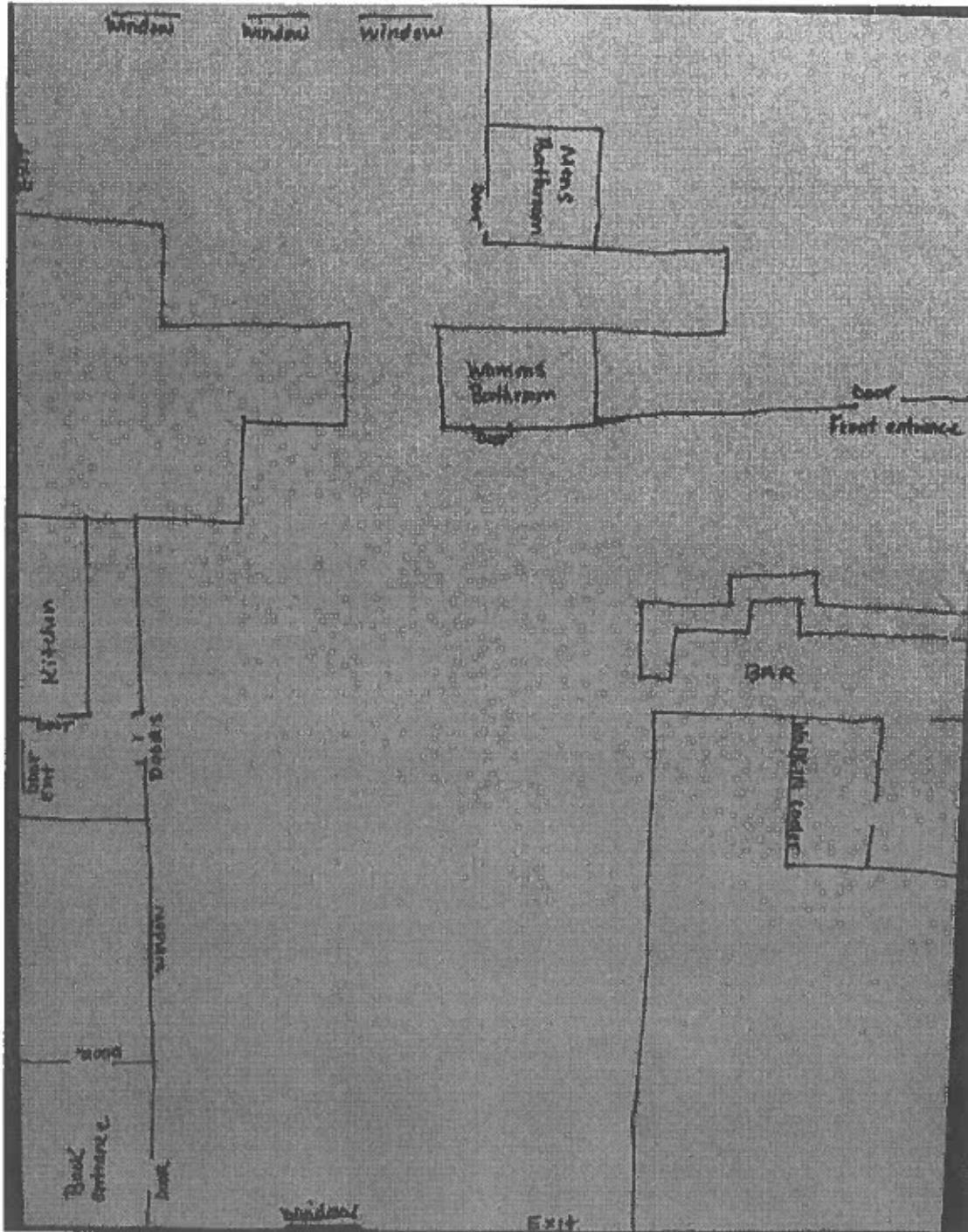
Fwd: H

JG

Sent from

Begin for

F  
<  
D  
E  
T  
S  
M





**STATE OF MAINE**

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

**Supplemental Ownership Form**

28-A M.R.S. §651

*All Questions Must Be Answered Completely.*

1. Company or sole proprietor legal name: Highlands Tavern LLC	2. Date of incorporation/registration: 10/14/2025	3. State of incorporation: Maine
---	--	-------------------------------------

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Jennifer Goulett	4/11/79	207-447-0009	165 Knox St. Millinocket, ME 04462	Owner	100

## Affidavit

### ONLY COMPLETE THIS PAGE IF THERE ARE NO OWNERS OVER 10% LISTED ON PAGE 1

The undersigned authorized representative of the applicant swears or affirms that no person that holds an ownership interest in the applicant holds an ownership interest equal to or greater than 10%.

Jennifer Goulet 11/7/25  
Affiant Signature Date

Jennifer Goulet  
Affiant Printed Name

State of Maine, County of Penobscot

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by: (a) comparing his/her physical appearance with the photograph on the identifying document presented by the applicant and with the photograph affixed hereto, and (b) comparing the applicant's signature made in my presence on this form with the signature on his/her identifying document.

Signature of Notary Public Date

Printed Name of Notary Public

WARNING: The statements on this application are made under oath or affirmation. False statements can be grounds for rejection of the application or suspension or revocation of a license. False swearing is a Class D crime punishable by up to 364 days incarceration and a \$2,000 fine.



per of Dexter in the second half of the Northern  
eterson)



covering an onside kick in the Northern Maine

# Public Notices

## PUBLIC HEARING TOWN OF MILLINOCKET

The Millinocket Town Council will hold a Public Hearing on Monday, November 24, 2025 at 5:30 p.m. in the Millinocket Municipal Building for the purpose of considering a malt, spirituous and vinous liquor license application for the following:

Owner Name, Owner Address:  
Jennifer Goulet  
165 Knox St., Millinocket, ME 04462  
Business name, business address:  
Highlands Tavern  
973 Central St., Millinocket, ME 04462

All persons may appear to show cause, if any, why the above application should not be approved.  
Dated at Millinocket, ME  
October 31, 2025  
Diana M. Lakeman  
Town Clerk

Public Notice deadline is Mondays at 5 p.m.

## PUBLIC NOTICE TOWN OF LOWELL

In preparation for winter, the Town of Lowell Sexton will be doing Cemetery clean-up the weekend after Thanksgiving. We kindly ask that you remove any items that you would like to keep. Thank you so much.

## PUBLIC NOTICE PENOBSCOT COUNTY RESIDENTS OF THE UNORGANIZED TERRITORIES

The trash collection for Kingman, Drew, Prentiss, and Mattamiscotis, scheduled for Thursday, November 27, 2025, Thanksgiving Day, will be collected on Saturday, November 29, 2025.

## PUBLIC NOTICE TOWN OF LINCOLN RSU 67 BOARD OF DIRECTORS VACANCY

The Town Council shall appoint members to the Regional School Unit #67 Board of Directors when a vacancy is created. Due to an unexpected vacancy, we are accepting Citizen Participation Forms to fill the vacancy until the next election set for November of 2026.

Anyone interested in being considered for this vacancy should submit a Citizen Participation Form or letter of interest no later than Friday, November 21, 2025 at 5:00 p.m. Please submit the form or letter of interest in person, by mail, or email to [ann.morrison@lincolnmaine.org](mailto:ann.morrison@lincolnmaine.org).

If you have any questions, please contact Town Clerk, Ann Morrison at 794-3372 or in person at 29 Main St., Lincoln ME 04457 Monday through Friday from 8:00 a.m. to 5:00 p.m.

**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.

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

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



# Millinocket

Maine's Biggest Small Town

TOWN OF MILLINOCKET

## APPLICATIONS FOR A SPECIAL AMUSEMENT LICENSE

FEE: \$25.00

NAME OF APPLICANT: Jennifer Goulet  
RESIDENCE: 165 Knox St Millinocket Me  
NAME OF BUSINESS: Highlands Tavern  
LOCATION TO BE USED: 973 Central St. Millinocket Me  
NATURE OF BUSINESS: Bar  
EMAIL ADDRESS: jengoulet77@icloud.com  
TELEPHONE: 207 447 0009

RESIDENCES OF APPLICANT IN THE LAST FIVE YEARS:

165 Knox St Millinocket Me

HAS APPLICANT HAD A LICENSE DENIED OR REVOKED? YES \_\_\_\_\_ NO X

IF YES, CIRCUMSTANCES OF DENIAL OR REVOKED LICENSE:

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (INCLUDING PARTNERS OR CORPORATE OFFICERS)

YES: \_\_\_\_\_ NO: X

IF YES, WHO & THE CIRCUMSTANCES:

\*COPY OF CURRENT LIQUOR LICENSE (IF APPLICABLE) N/A - PH Ad - Initial Request

\*OTHER INFORMATION MAY BE REQUESTED BY THE MUNICIPAL OFFICERS PH. AR ✓







per of Dexter in the second half of the Northern  
eterson)



covering an onside kick in the Northern Maine

# Public Notices

Public Notice deadline is Mondays at 5 p.m.

## **PUBLIC HEARING TOWN OF MILLINOCKET**

The Millinocket Town Council will hold a Public Hearing on Monday, November 24, 2025 at 5:30 p.m. in the Millinocket Municipal Building for the purpose of considering a malt, spirituous and vinous liquor license application for the following:

Owner Name, Owner Address:  
Jennifer Goulet  
165 Knox St., Millinocket, ME 04462  
Business name, business address:  
Highlands Tavern  
973 Central St., Millinocket, ME 04462

All persons may appear to show cause, if any, why the above application should not be approved.  
Dated at Millinocket, ME  
October 31, 2025  
Diana M. Lakeman  
Town Clerk

## **PUBLIC NOTICE TOWN OF LOWELL**

In preparation for winter, the Town of Lowell Sexton will be doing Cemetery clean-up the weekend after Thanksgiving. We kindly ask that you remove any items that you would like to keep. Thank you so much.

## **PUBLIC NOTICE PENOBSCOT COUNTY RESIDENTS OF THE UNORGANIZED TERRITORIES**

The trash collection for Kingman, Drew, Prentiss, and Mattamiscottis, scheduled for Thursday, November 27, 2025, Thanksgiving Day, will be collected on Saturday, November 29, 2025.

## **PUBLIC NOTICE TOWN OF LINCOLN RSU 67 BOARD OF DIRECTORS VACANCY**

The Town Council shall appoint members to the Regional School Unit #67 Board of Directors when a vacancy is created. Due to an unexpected vacancy, we are accepting Citizen Participation Forms to fill the vacancy until the next election set for November of 2026.

Anyone interested in being considered for this vacancy should submit a Citizen Participation Form or letter of interest no later than Friday, November 21, 2025 at 5:00 p.m. Please submit the form or letter of interest in person, by mail, or email to [ann.morrison@lincolmaine.org](mailto:ann.morrison@lincolmaine.org).

If you have any questions, please contact Town Clerk, Ann Morrison at 794-3372 or in person at 29 Main St., Lincoln ME 04457 Monday through Friday from 8:00 a.m. to 5:00 p.m.



**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 \_\_\_\_\_

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



# Millinocket

Maine's Biggest Small Town

**PAID**  
11-14-25  
cash *amy*

## APPLICATION FOR A VICTUALERS LICENSE

FEE: \$25.00

ITEM	NEEDED
Victualer/State.Lic	
Date Paid	11-14-25
Payment Type	Cash
Expire Date	May 31, 26
Clerks' Approval	<i>Pending state inspection - DML</i>

NAME OF APPLICANT: Jennifer Goulet

PHONE NUMBER OF APPLICANT: 207 447 0009

RESIDENCE OF APPLICANT: 165 Knox St Millinocket Me

NAME OF BUSINESS: Highlands Tavern

PHONE NUMBER OF BUSINESS: 207 723 4157

BUSINESS ADDRESS: 973 Central St. Millinocket Me

NATURE OF BUSINESS: Bar

LOCATION TO BE USED: 973 Central St Millinocket Me

RESIDENCE OF APPLICANT IN THE LAST FIVE YEARS:

165 Knox St. Millinocket Me

LIST OF PRINCIPAL OFFICERS, TITLES AND ADDRESS FOR THE PAST THREE YEARS:

Bartender / bar manager-operator

DESCRIPTION OF PREMISES TO BE LICENSED

Lounge / Bar pool hall

(PLEASE INCLUDE CURRENT COPY OF YOUR STATE OF MAINE DEPARTMENT OF HUMAN SERVICES  
FOOD VENDOR'S LICENSE)

*Pending: STATE INSPECTION Confirmation - Expected 11/21/25*





per of Dexter in the second half of the Northern  
eterson)



covering an inside kick in the Northern Maine

# Public Notices

## PUBLIC HEARING TOWN OF MILLINOCKET

The Millinocket Town Council will hold a Public Hearing on Monday, November 24, 2025 at 5:30 p.m. in the Millinocket Municipal Building for the purpose of considering a malt, spirituous and vinous liquor license application for the following:

Owner Name, Owner Address:  
Jennifer Goulet  
165 Knox St., Millinocket, ME 04462  
Business name, business address:  
Highlands Tavern  
973 Central St., Millinocket, ME 04462

All persons may appear to show cause, if any, why the above application should not be approved.  
Dated at Millinocket, ME  
October 31, 2025  
Diana M. Lakeman  
Town Clerk

Public Notice deadline is Mondays at 5 p.m.

## PUBLIC NOTICE TOWN OF LOWELL

In preparation for winter, the Town of Lowell Sexton will be doing Cemetery clean-up the weekend after Thanksgiving. We kindly ask that you remove any items that you would like to keep. Thank you so much.

## PUBLIC NOTICE PENOBSCOT COUNTY RESIDENTS OF THE UNORGANIZED TERRITORIES

The trash collection for Kingman, Drew, Prentiss, and Mattamiscottis, scheduled for Thursday, November 27, 2025, Thanksgiving Day, will be collected on Saturday, November 29, 2025.

## PUBLIC NOTICE TOWN OF LINCOLN RSU 67 BOARD OF DIRECTORS VACANCY

The Town Council shall appoint members to the Regional School Unit #67 Board of Directors when a vacancy is created. Due to an unexpected vacancy, we are accepting Citizen Participation Forms to fill the vacancy until the next election set for November of 2026.

Anyone interested in being considered for this vacancy should submit a Citizen Participation Form or letter of interest no later than Friday, November 21, 2025 at 5:00 p.m. Please submit the form or letter of interest in person, by mail, or email to [ann.morrison@lincolnmaine.org](mailto:ann.morrison@lincolnmaine.org).

If you have any questions, please contact Town Clerk, Ann Morrison at 794-3372 or in person at 29 Main St., Lincoln ME 04457 Monday through Friday from 8:00 a.m. to 5:00 p.m.



**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 \_\_\_\_\_

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



**Town of Millinocket**  
**Application for Boards & Committees**

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

Committee/Board: Board of Assessment Review

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

Date: 11-19-2025

Name: Richard Angotti Address: 222 Katahdin Ave. Millinocket

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

Email Address: richard.angotti@gmail.com

Why are you seeking to become a committee representative? \_\_\_\_\_

To serve my community.

What talents/skills do you feel you would bring to this position? \_\_\_\_\_

I have multiple years working with assessors and Code enforcement and  
feel I would be a positive asset to this board and protect the town of Millinocket.

What do you feel is the responsibility of this board/committee? \_\_\_\_\_

To review abatement request from tax payers to ensure they are treated fairly  
without prejudice.

What municipal boards, volunteer organizations or community service groups have you  
worked with the past and for what length of time? \_\_\_\_\_

Planning Board, board of appeals, airport commission Region 3 board of  
directors, town council, school board, State of Maine board of Licensing for  
podiatric medicine.

What have you to offer to this committee which our Town can use in this important  
undertaking? \_\_\_\_\_

My working knowledge of state statutes, my commitment to the rules and  
laws of the town of Millinocket

When are you available to meet, please specify?

Weekday I could be available at your A.M. \_\_\_\_\_ P.M. \_\_\_\_\_  
convenience

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

## Diana Lakeman

---

**From:** Dick Angotti <dick.angotti@lincolninfraco.com>  
**Sent:** Wednesday, November 19, 2025 2:36 PM  
**To:** Diana Lakeman  
**Subject:** Board of Assessing review application  
**Attachments:** Boards and Committees Application (3).PDF

*revd*

Richard Angotti

Maine Operations Manager

Lincoln Infrastructure

Convallt Energy

31 North Street

East Millinocket, Me. 04430

Email: [dick.angotti@lincolninfraco.com](mailto:dick.angotti@lincolninfraco.com)

Cell: 207-217-0385

External Email Disclaimer:

Currently on:  
- Board of Appeals  
- Personnel Appeals  
Board

**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 \_\_\_\_\_

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

**ORDER #249-2025**

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

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

## **Street closures for Marathon**

**Requesting permission from the Town Council to close the streets and parking lot for the Marathon to be held on Saturday, December 6<sup>th</sup> as follows:**

**Close Penobscot Avenue from Central Street to Katahdin Avenue and all side streets that come onto Penobscot Ave. on Saturday, December 6<sup>th</sup> from 6am to 6pm for the Marathon.**

**Close Bandstand Parking Lot from Friday, December 5<sup>th</sup> at 6am through Saturday, December 6<sup>th</sup> at 6pm for set up and activities in Veteran's Park.**

**Close Poplar Street from Penobscot Avenue to Katahdin Ave from 6am through 6pm for activities in Veterans Park.**

**Close all side streets on Poplar St. to the entrance of the Golden Road for the start of the race and reopen once both races have started. Will also close Rt. #11 at Golden Road for start of races.**

**Close Birch St. from Penobscot Ave. to Aroostook Ave. from 6am through 11am for the start of the races.**

**Tom Malcolm  
Health and Life Safety Officer**

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

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



# Millinocket

Maine's Biggest Small Town

**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.



# Millinocket

Maine's Biggest Small Town

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 \$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

Maine's Biggest Small Town

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 By Community Initiatives Director

(Title)

(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:** \_\_\_\_\_

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



# Millinocket

Maine's Biggest Small Town

## 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 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 \$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



# Millinocket

Maine's Biggest Small Town

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 Polisten President (Nov 20, 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:** \_\_\_\_\_

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





# Millinocket

Maine's Biggest Small Town

**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.



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 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



# Millinocket

Maine's Biggest Small Town

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 By Community Initiatives Director

(Title)

(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:** \_\_\_\_\_

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



# Millinocket

Maine's Biggest Small Town

**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.



# Millinocket

Maine's Biggest Small Town

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 Plate: 2023 AR 22 23 23 23 23 23

Operator

*Amber Wheaton*

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

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

TOWN OF MILLINOCKET  
REMOTE PARTICIPATION FOR PUBLIC PROCEEDINGS POLICY

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Millinocket Town Council hereby adopts the following policy governing the participation, via remote methods, of members of the Town Council and the public for Town Council meetings. As used herein, "remote methods" means telephonic or video technology (i.e., audio and/or visual systems) that allow simultaneous reception of information and may also include other means necessary to accommodate disabled persons. Public proceedings may not be conducted by text-only means such as e-mail, text messages, or chat functions.

In accordance with the public policies underlying Maine's Freedom of Access Act, it is the intention of this body to conduct its business open to public observation.

- I. Requirements for Remote Participation by members of the body and by the public:
  - a. First and last name must be displayed on the screen. If the individual's first and last name are not displayed on the screen, the chair may give them the opportunity to comply. If the individual does not comply, the chair will give direction to have that individual removed from the meeting.
  - b. In order to speak and address the Town Council, the individual must have their camera on and be visible.
- II. Remote Participation by Members: Members of the Town Council must be physically present for public proceedings at the public meeting location, except when authorized by the chair or presiding officer to participate by remote methods under this policy.
  - a. When remote participation is authorized. Members of the body may participate via remote methods in the following circumstances:
    1. When a medical circumstance involving the member or the member's family makes attendance impracticable
    2. When traveling
    3. When unexpectedly outside the municipality
    4. When the member is unable to attend in person due to work related reasons
  - b. Notice to Chair or Presiding Officer: A member must notify the chair or presiding officer of the Town Council as far in advance as possible if the member is unable to physically attend a meeting of the Town Council.

- c. The chair or presiding officer will make a determination that remote participation by the individual member meets the criteria for remote participation stated above.
- III. Public access: The public will be provided with a meaningful opportunity to attend these meetings via remote methods if they so choose, provided they adhere to the requirements established in Section I.
- IV. Remote-Only Participation: The Town Council may meet solely by remote means if an emergency or urgent situation requires that all members of the body meet only by remote methods. In that circumstance, public attendance may be restricted to remote access only for the public proceeding.
  - a. The chair or presiding officer, in consultation with other members if appropriate and possible, is authorized to make a determination that an emergency or urgent situation requires the body to meet only by remote methods and to limit public attendance at the proceeding to remote means only. The chair or presiding officer's determination will be put in writing and attached to the record of the meeting. Public notice of the determination will be provided as soon as practicable consistent with Section V.
  - b. Reasonable accommodation will be provided to any individual with a disability upon request.
- V. Public Notice: Notice of all body meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which members of the public may access the meeting by remote methods and will provide a method for disabled persons to request necessary accommodation to access the meeting. The notice will identify the time of the meeting as well as a location where the public may attend the meeting in person, unless in-person participation is limited in a case of emergency under Section IV.
- VI. Documents and Materials Made Available: The body will make all documents and materials to be considered by the body available electronically to the public who attend remotely to the same extent customarily available to the public who attend in person if possible.

- VII. **Roll Call Vote:** All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public.

The chair or presiding officer may determine that roll call votes are not necessary if members attending remotely are steadily visible during the meeting.

- VIII. **Public Input:** If the body allows or is required to provide an opportunity for public input during the public proceeding, an effective means of communication between the members of the body, participating by remote methods and in-person, and the public, participating by remote methods and in-person, must be provided.
- The body will accept written comments from the public submitted prior to the meeting which will be read at a subsequent meeting
  - The body will make microphones available at the in-person location which will ensure those attending by remote methods can hear the public comment and speakers to allow those meeting in-person to hear public comments from those meeting remotely.
  - Text and/or chat messages received during a public proceeding are not considered public comment or input.

This policy will remain in force indefinitely unless amended or rescinded.

Date: \_\_\_\_\_

**Millinocket Town Council:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## **Street closures and items for Parade and Events (Festival of Lights)**

**Friday, December 19<sup>th</sup> Festival of Lights Parade will go from Stearns High School with lineup at 3:30 pm parade to kick off at 4:00 pm will go across Second St to Penobscot Avenue turn left and proceed to Bandstand. Will contact EMPD to lead parade and have officer at corner of Penobscot Ave and Central St should not be need for street closures.**

**Close Poplar St from Penobscot Ave to Katahdin Ave on Friday, Dec. 19<sup>th</sup> from 3pm to 8pm to allow for activities around this event.**

**Close Bandstand Parking Lot on Friday, Dec. 19th from 7am to 8pm for activities in parking lot and Bandstand.**

**Tom Malcolm  
Public Health and Life Safety Officer**