



AGENDA

- ITEM 1.** Call to Order
- ITEM 2.** Consideration of the January 3, 2011 Council Meeting Minutes
- ITEM 3.** Consideration of the Agenda
- ITEM 4.** Comments from the Public
- ITEM 5.** New Business
 - a. Departmental Budget Review & Updates
 - b. Marijuana Dispensaries and Site Cultivation
- ITEM 6.** Unfinished Business
 - a. Solid Waste -Discussion
 - b. Town Services Review & Departmental Restructure Plan
- ITEM 7.** Additions by Council
 - a. Proclamation - Boston Post Cane
 - b. Lou Silver Inc. Update
 - c. BAT Update
- ITEM 8.** Manager's Report
- ITEM 9.** Requests for Information and Town Council Comments
- ITEM 10.** Review of Town Warrants 15 and Town Payroll 15
- ITEM 11.** Adjournment

Joseph Friedman
1 Veazie Villas
852-0093

Jonathan Parker
1149 Buck Hill Dr.
947-4740

Brian Perkins
1116 Chase Rd.
942-2609

Roderick Hathaway
203 Chickadee Drive
947-6207

David King
1081 Main Street
942-2376

AGENDA NOTES and MANAGER'S REPORT

For Monday Jan 31st @ 7 PM Veazie Council Chambers

Please attach this to your last packet (Jan 18th 2011) The new packet items are just additions to the last packet. Please replace the former Managers report and agenda. All other items will remain the same item numbers.

ITEM 5A: Departmental Budget Review and Update Reports:

Please find enclosed a copy of departmental reports that the departments had gathered together for your review.

Since the executive department had a special session with the Town Council and provided information it was not included in your packet. If you need that information reprinted please contact Karen or I prior to the meeting.

The goal is to give everyone an update on where the departments are mid way thru the fiscal year. It will also afford everyone the opportunity to discuss how the budget was developed last year. Information supplied are departmental reports and line item budgets.

ITEM 5B: Marijuana Dispensaries and Site of Cultivation Discussion:

Please find enclosed another proposed Moratorium on Medical Marijuana Dispensaries and Sites of Marijuana Cultivation. At the present time, Penobscot County's licensee has been awarded to a firm that is planning on opening a shop in Bangor and a growing facility in Bangor or Hermon. The Town's Attorney has outlined the following - it looks like it might take a few more months for the Planning Board to finalize its recommendations and to hold a public hearing, and for the Town Council to undertake its review, hearing and adoption procedure.

He also informed me that the Planning Board's draft provisions include the requirement for an annual license for any such facility, but did not specify the licensing authority or licensing procedure. This licensing approach probably makes sense, so that the Town would have an annual opportunity to ensure that the facility is operating properly and in accordance with the law. He asked that staff discuss this concept with the Town Council, and get some input on whether an annual license should be required, and, if so, which official or entity should be the licensing authority. At the present time, staff's recommendation would be that it be designated to the Police Chief.

If the Town Council wishes to proceed with the moratorium the following motion would be proposed: " Motion to schedule a public hearing on the proposed Moratorium on Marijuana Dispensaries and Marijuana Site of Cultivation for February 14, 2011 as required under the Veazie Town Charter."

ITEM 6A: Solid Waste:

In prior discussions staff was drafting up a proposed RFP. Now Bangor is reviewing what they are doing and staff has been in discussions with the City. As you know we have been single stream for quite a while now and the City is now thinking on moving in that direction. The City of Bangor does not offer it at the present time. The City is also thinking of moving to automated collection and / or a pay as you throw. Staff's opinion is that we would not recommend a pay as you throw system at the present time until we see what happens in the communities that have enacted them.

We have also enclosed a copy of the GAT agreement with PERC that the Town has. The agreement guarantees annual tonnage to be delivered to PERC. If we do not meet the tonnage agreed to within the agreement PERC can bill the Town the difference. At the present time we have traded our 'underages' with other communities within our trading area, ie. Bangor.

Staff would recommend that we wait and work with the City of Bangor on what they decide to do. We may be able to partner with the city at best for a coordinated regional effort or write an RFP that would afford the Town with some new opportunities such as automated collection.

ITEM 6B: Town Services Review and Departmental Restructuring Plan Study:

Over the last several months there have been requests for departments to compare services and create benchmarks with other communities. As you may understand many communities do not collect data or have it available for extraction to be useful for comparisons or the creations of benchmarks.

As you are aware Veazie was a part of a regional working group (Old Town, Milford, Orono and Veazie) that were working to develop mutual benefit ideas. From the working group, Old Town developed an RFP for a review of town services and departmental restructuring, and discussions on assessing spun off from there and ended up including Bangor sometime later. I expressed the problem that we faced with Peggy Daigle the City Manager of Old Town. She outlined that Old Town faced the same problem. They ended up putting out an RFP for a city services review and departmental restructuring plan study. She then outlined that if

the Town was interested in using the City's consultant who won the contract that she would forward me the consultant's information. Enclosed is a copy of what the consultant is doing for the City of Old Town. In general, management believes that having an objective review and recommendation plan may be very productive for the Town. It was pointed out that the consultant had an established collection of data from a number of communities already obtained and collected. Lastly please find a memo from Assessor / Ceo Thomas on his thoughts on what we will need to fill if he retires in the future.

We are currently using the consultant on a number of management development matters at the present time and are developing a survey for planning purposes.

Now we wish to have a discussion on the future and having the consultant come on and conduct a study of what the Town does and how departments might be able to be restructured to become more effective and efficient. Especially since some key positions maybe transitioning in the near future. In conclusion, we would like to invite the consultant to a future meeting to discuss study and evaluation opportunities.

ITEM 7a: Proclamation Boston Post Cane:

Chairman Hathaway had requested a proclamation to be drafted so that the Town Council could award a Boston Cane to the Town's oldest resident. Please find attached the drafted proclamation.

ITEM 7b: Lou Silver Inc. Update:

Chairman Hathaway had requested that Lou Silver, Inc. give an update which Barney was very agreeable to doing since the project seems to be running very well.

ITEM 7c: BAT Update:

Chairman Hathaway and Councilor Friedman had requested to have the BAT in to do a brief presentation on the regional bus service. Joe McNiel will be present to shed some light and information on the BUS. Please see the enclosed summation of this year's bus service.

ITEM 8. Please find enclosed:

a.) A copy of a letter from Time Warner pertaining to the Cable Franchise Renewal. As you are aware the last one cost the Town some \$18,000 in legal costs. This time around the Cable Consortium will be the lead on the renewals.

b.) A copy of a letter from the Sewer District pertaining to the proposed rate

increase. The notice was lacking firm dates or the adoption process defined within the notice so we cannot report on the hearing date.

c.) Copies of emails pertaining to snow plow comments.

d.) A copy of a statement from WBRC displaying the inkind contribution that they made.

e.) Please find enclosed maps developed by the Conservation Commission of the walking trails.

f.) A copy of the Water District's meeting minutes.

g.) An invitation from the Bangor City Council on the "Community Reads" Program. If you are interested please contact them soon. There are a limited number of spaces.

*h.) Regional Assessors Plan Report. This is the document that was handed out at the January 24th regional meeting. The next meeting is scheduled for February 14th at 9:00am at Bangor City Hall to take up the report.

*i.) Water District Minutes

*j.) Comments received from the website about plowing.

To: Veazie Town Council

From: Joe McNeil – Bus Superintendent

Subject: Veazie town meeting

Date: January 26, 2010

Background

The Town of Veazie has been providing public transportation to their residents for over three decades with BAT Community Connector. To provide this service, a partnership was developed between the communities of Veazie, Orono, Old Town and the University of Maine to serve this common interest. The Town of Orono and the City of Old Town each pay 30% of the deficit, Veazie contributes 15% and the University of Maine pays 25%. Currently the bus operates hourly service from 6 AM to 7 PM Monday through Friday. It operates every two hours on Saturday.

Capital

The City of Bangor manages an interest bearing Trust Account for capital purchases. It is appropriated through the annual budget process. Buses, bus shelters and bus rehabilitation are examples of capital expenditures. When available, federal monies pay for 80% of the cost of capital items. Currently there is \$101,510 in this account.

Bus Replacement

There are two buses assigned to the route that serves the Town of Veazie. The buses that are on this route are 1996 thirty foot Orion buses. Each vehicle has accumulated 600,000 miles and has met the Federal standards for replacement. They will be replaced April with 2010 thirty-five foot Gillig buses. These buses will be replaced using stimulus monies and they will not require any local match.

Ridership

Annual Ridership on the VOOT route peaked in FY 2009 at 143,097, having increased year-on-year ever since FY2000, when it experienced a slight decrease to 75,369. The ridership grew 90% between FY2000 and FY2009.

In FY 2010, the ridership decreased to 129,147. The reduction in ridership is probably related to the condition of the economy, and changing levels of enrolment at the University of Maine, and is likely to increase as the local economy rebounds.

Bangor, Veazie and Orono Collaboration

Regional Assessor Plan for Discussion

January 2011

Submitted by:

Benjamin F. Birch Jr, City Assessor for Bangor

Reviewed by:

Allan Thomas, Assessor for Veazie

Richard 'Rick' Sands, Assessor for Orono

City of Bangor

73 Harlow Street, Bangor Maine 04401

Town of Veazie

1084 Main Street, Veazie Maine 04401-7091

Town of Orono

59 Main Street, P.O. Box 130, Orono Maine 04473-0130

Regional Assessor Plan for Discussion

Contact Page

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Town of Orono

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ASSESSING DEPARTMENT
Benjamin Birch, Jr., Assessor
Peggy A. Collins, Appraiser
Philip S. Drew, Appraiser
Nelson W. Kitchen, Appraiser

January 11, 2011

TO: Committee of Municipal Officers and Managers (Bangor, Veazie and Orono Group)

Committee Member:

On behalf of the assessors, I enclose the Regional Assessor's Plan for the discussion describing the assessors' shared views of the collaborative effort regarding the assessing functions in the Towns of Veazie and Orono and the City of Bangor. The plan contains general elements required in assessing along with input provided by the assessors and the Orono Director of Community Development, Evan D. Richert.

This plan is provided for the purpose of assisting the Orono, Veazie and Bangor Group (subcommittee) members in their attempt to develop an Operational Plan and it's potential implementation based on the best practices in th'e field of assessment.

It is clear that the software applicatigns and revaluation status of each jurisdiction would be costly to standardize, but necessary to achieve successful regional collaboration. All three communities use the same assessing software, though Orono and Veazie do not use it fully. To fully utilize the software will be time consuming and costly. This means that Orono will need a town revaluation. For the purpose of accuracy and equality, all properties in Veazie will need to be visited and inspected, with the collected data then being entered into the TRIO Assessing System . People resources do not exist for performing the added work needed for either Orono's revaluation or Veazie's building inspections and data entry. The assessors remain available to present these findings to their respective Municipal Offices and to the Subcommittee at the January 24, 2011 meeting in Orono.

Respectfully,

A handwritten signature in cursive script that reads "Benjamin F. Birch, Jr." followed by a stylized flourish.

Benjamin F. Birch, Jr.
City Assessor

ORDER, Authorizing and Directing a Collaborative Effort regarding the Assessing Function in the Towns of Veazie & Orono and the City of Bangor

<p><i>Regional Assessors Plan for Discussion</i></p>

Information or questions concerning details or requirements for this discussion should be directed to the individuals listed on the contact page.

Collaborative Effort Background

City of Bangor Council Action dated May 24, 2010: **Resolve**, Expressing their Interest and Intent of the City of Bangor to Work with the Towns of Orono and Veazie to Explore Opportunities for Cooperation.

Commentary: The Towns of Veazie and Orono have recently expressed interest in working with the City of Bangor to explore opportunities for cooperation. This Resolve expresses Bangor's interest to work with them as well. Additionally, this Resolve authorizes the Council Chair of Bangor to appoint representatives from Bangor for this purpose. Richard D. Bronson Jr. and Geoffrey M Gratwick were appointed.

After the committee of municipal officers and managers (Bangor, Veazie and Orono Group), meeting on November 22, 2010 in Veazie, the ORDER, Authorizing the Directing a Collaborative Effort regarding the Assessing Function in the Towns of Veazie & Orono and the City of Bangor was introduced.

Whereas, the Councils for the City of Bangor and the Towns of Orono and Veazie desire to find opportunities to partner on municipal services; and

Whereas, the stated goals of these opportunities are to find cost savings and/or improve the delivery of municipal services across the three communities; and

Whereas, the Councils from the three communities have appointed a subcommittee which includes two council representatives and the managers from each community for the sole purpose of studying these issues; and

Whereas, the subcommittee has studied the delivery of Assessment services and determined that each of the communities could benefit from a collaboration of the Assessment system; and

Whereas, the subcommittee identified several benefits of Assessment collaboration including, depth of staffing, and overall improvement of Assessment services; and

Whereas, the subcommittee recognizes that the three communities utilize different technology and processes for implementing assessment services; and

Whereas, the subcommittee felt that these differences could be overcome through a collaborative partnership that identified differences and worked cooperatively to address those differences;

That the staffs, from the City of Bangor, work collaboratively with the staff from Town of Veazie and Town of Orono to develop a plan for identifying and implementing changes that would be necessary to implement a cooperative and/or consolidated assessment service; and

That the group develop this operational plan and potential implementation based on the best practices in the field of assessment; and

That the plan identifies the benefits and limitations of a coordinated and/or consolidated assessment service and include best estimates of implementation costs for the respective communities.

That the Assessors, of the three communities, report back to the subcommittee and three Councils no later than February 14, 2011.

Assessors Input History

Assessor from the three communities met with the Orono Director of Community Development, Evan D. Richert, at the Orono Town Office on September 10, 2010 at 3:00P.M and discussed the Collaborative proposal. As a result of this meeting Evan D. Richert was able to report back to the Bangor, Veazie and Orono Group on November 8, 2010.

Evan Richert's - GENERAL THOUGHT

INITIAL EXPLORATION OF CONSOLIDATING ASSESSOR' DEPARTMENTS-Summary only

A. Will consolidation save money?

- Not in the short term (at least a few years)
 - i. Consolidation, to be effective, will need certain upfront investments to
 1. Standardize and fully use software, and
 2. Enable staff experienced to one town to easily do assessing in the others
- This likely means revaluation at least in Orono and possibly Veazie to enable data (i.e. building data) to be appropriately entered into the TRIO assessing software. Orono's building data are not in the system, and Veazie's building data are not fully in the system. Entering the building data into TRIO will end up changing the values of all properties with structures, and in any case all buildings would need to be inspected for accuracy. Bangor has all of its land and building data already in TRIO. Property sketches are made by hand on individual property assessment cards. TRIO has a Sketch program but Bangor elected to continue with

the manual process because of cost and time it would take to sketch each property.

B. May produce modest savings in the long term

- Current staffing does not appear to be out of line with peers, though there has not been a systematic evaluation of this. The staffing levels, based on a 40-hour week, are
 - i. Bangor – 6, including assessor, chief appraiser, two other appraisers, two administrative staff; manage about 12,000 residential, mobile home, commercial & industrial accounts and about 2800 personal property accounts.
 - ii. Orono – approx. 0.87 (an FTE is shared with Milford)-about 2,350 residential, commercial, and industrial accounts, 250 personal property accounts.
 - iii. Veazie-approx. 0.25-about 700 +/- accounts of all types
- Overall cost savings should not be counted on as the motivating factors for consolidation.

C. Are there other reasons to consider consolidation?

- Revaluation at least in Orono, maybe in Veazie, as part of getting building data into TRIO.
- Veazie contract with Bangor for assessing services a few months before Allan Thomas' retirement to get familiar with community and assessing practices; because of the slowdown in economy, Bangor staff would have time to do this now-but may not when economy returns to normal level of sales and development activity. Thus, the sharing of an assessor between Bangor and Veazie would be a step toward consolidation.

The Bangor, Veazie and Orono Group meeting on November 22, 2010 requested that the Assessor's meet with the Group in January to give their general ideas of how a combined assessing office may work and what would or should be done to

make it happen. Specifically, assessors from each community to provide a preliminary report on consolidation efforts, including anticipated costs, obstacles, and issues for consideration.

- The assessors have met on three different occasions in December on 12/01/2010, 12/14/2010 and 12/21/2010 at the Assessors' Office in Bangor.
 - On 12/01/2010 the assessor discussed the collaboration proposal. Topics discussed were:
 - Revaluation Costs - \$85 - \$100 per parcel
 - Orono Costs range is \$202,000 - \$238,200
 - Veazie Costs range is \$59,330 - \$69,800
 - Estimates are subject to change depending on status of property assessment card data and assessment rating.
 - Bangor doesn't need a revaluation; however, if the goal is to have the "best practices" then Bangor will need to make significant updates to their Cost Tables and Land Tables. Current "cost and Land Tables" are from the 1970 revaluation done by Cole/ Layer /Trumble Company and updated for the last in-house revaluation in 1989. Since then the City has made annual adjustments to keep pace with the real estate market.
 - Design Property Assessment Card
 - Work Loads
 - Special Property Assessments – need outside appraisal specialists at additional costs.
 - On 12/14/2010 the assessors continued their discussion on the collaboration proposal. Topics discussed were:
 - Mappings costs

- TRIO License Fees and Programs being used
 - Legal Fees
 - Education
 - Travel expenses
 - IT Costs and Networking Service
 - Tax Billing
 - Location of Assessing Services
 - Commitment Dates
- On 12/21/2010 the assessors' continued their discussion of the collaboration proposal. Topics discussed were:
 - Appointment of the Assessor
 - Whether Bangor Veazie or Orono will need to change their Town Charter to appoint the Assessor. The three communities have different procedures
 - Orono and Veazie assessors asked Bangor assessor to get a legal opinion
 - Who will the assessors of Orono and Veazie work for?
 - If the town charters don't need to be changed can the assessor be appointed by an Assessor's Service Agreement?
 - A final meeting was set for January 11, 2011.

Additional Information

The Mass Appraisal Process

Mass appraisal is defined as "the process of valuing the worth of a universe of properties, as of a given data, in uniform order, utilizing a common reference for data, and allowing for statistical testing."

The decision to conduct a mass appraisal (also called a reappraisal or revaluation) of all or part of a jurisdiction is founded on comprehensive market analysis program that uses assessment-sales or assessment-appraisal ratio studies to determine what inequities exist in assessment valuations. The assessor uses such studies to find the differences between (1) assessed values and market values of properties and (2) actual assessment level and statutory assessment level.

A large variation in either of these relationships may be a signal that reappraisal of the entire jurisdiction is necessary to restore equity to the tax base. Or, it may show that certain types of property are inequitably assessed and equity can be achieved by revaluing them only.

Analysis of the relationships between market value and assessed value requires good collection and use of data, especially data on properties recently sold. Because the sale price of property is usually a close approximation of its market value, data on recent sales can be used as the data for determining the market values of most properties within a jurisdiction. Collection of sales data is therefore a cornerstone of the mass appraisal process. Only if reliable data are used in the initial calculations can the final result be accurate.

In the assessment of real property for ad Valorem taxation, sales serve two purposes. First, sales are used as comparables and for abstraction and evaluation of the contributory values of the components of property value; and second, sales incorporated into assessment-sales ratio analysis are the basis from which assessment uniformity is quantitatively determined.

Assessing Departments FY2012 Goals

The assessing office will assess all property at a level between 90 and 110 percent of their current market value as of the sales date shown by a ratio study. This level will be achieved by the coming year.

The assessing office will assess all assessable properties uniformly so that the coefficient of dispersion will be 15 or less. This level will be achieved by the coming year.

The assessing office will maintain the TRIO Assessing Software (computer-assessed mass appraisal system) as circumstances warrant.

The assessment office will list promptly all Real Property by processing deeds received from the recorder's office (PRD) within one week (on average) of receipt.

The assessment office will list promptly all Personal Property Declaration Forms (property lists) received from property owner within one week (on average) of receipt.

Building permits provide forewarnings on construction activity. Using these permits assessments for new construction and building improvements will be completed as of April 1st and assessment finalized by commitment date.

Review and process Exemption applications annually by March 31 and assessment finalized by commitment date.

The city/Town Tax Maps will be updated as of April 1 st.

The coming tax roll will reflect any tax shift caused by legislative changes due to Governor's Tax Reduction Proposal-LD1

Major Elements of a Real Property Assessment System
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Internal Controls

The Assessor establishes

- Organization Plan
- Standards of practice
- Internal reviews (laws and regulations)

Discovery/data-gathering activities

The Assessor's Office collects

- Deeds and other real property transfer documents
- Building-permit information
- Field-canvass information (25% each year)
- Other market information

The Assessor's Office Creates

- Legal description files/assessment maps
- Property characteristics files
- Sales File
- Property ownership files
- Other files

Valuation/Property Appraisal

The Assessor's Office Makes

- Cost Approach Appraisals
- Sale Comparison Approach Appraisals
- Income Approach Appraisals
 - Each community has their specific needs

Listing/Assessment Activities

The Assessor Sets

- Assessments

The Assessor Allows

- Exemptions
- Abatements

The Assessor Prepares

- Assessment rolls
- Assessment – change notices
 - Each community sends notices differently

The Role of the Assessor is to list all taxable property and estimate values in accordance with laws that govern the jurisdiction.

A real property assessment system organizes resources to carry out the primary assessment responsibilities of discovery, listing and valuing properties in accordance with property tax policy.

The primary tasks performed by assessors working toward completion of an assessment roll are:

1. Locating and identifying all taxable property in the jurisdiction.
2. Making an inventory of the quantity, quality, and important characteristics of all taxable property.
3. Estimating the value of each taxable property.
4. Determining the extent of taxability of each property.
5. Calculating the assessed value of each property.
6. Preparing and certifying the assessment roll of the entire jurisdiction.
7. Notifying owners of the assessed value of their properties.
8. Defending value estimates and valuation.
9. Calculation of rates and tax bills.

Assessing Departments Reoccurring Projects

Recurring Projects

- Municipal Valuation Report
- Assessor Commitment Report to City Council/Manager

- Tree Growth Tax Roster – Annual Update
- State Sales Turn-Around Document
- Sales Analysis for Coming Year Update
- Personal Property Declaration Form/Letter of Instruction Updates
- Personal Property Declaration Form Mailings
- Personal Property Depreciation Tables Update
- Marshal & Swift Commercial Cost File Updated
- Annual Budget Review for Coming tax year
- Assessor's Coming Year Projections with Council
- Power Point Presentation review and update for coming tax year
- Tax Map Annual Update
- April 1 valuations
- Commitment of Tax Roll

Objectives

- To update assessing software cost files by March 1.
- Establish current land values by March 1.
- Conduct Sales Ratio studies to assist in projections for coming tax year.
- Analyze income and expense statements when abatement requests are initiated. Request Appraisal report using 706.

SPECIAL PROJECTS

- Assessor's Commitment Report
- TIF Report
- Downtown Development District

Real Estate Sequence of Activities

Preparatory Activities

1. Design/Upgrade Real Estate Property Record Cards - December

2. Design/Update Personal Property Declaration Forms/Instruction letters - December
3. Order real estate property record cards - December
4. Order personal property declaration forms/Instruction letters - December
5. Mail personal property declaration forms/Instruction letters -January
6. Update computer software program on all changes for upcoming tax year – January – March
7. Order upcoming tax year Commitment Book binders - February
8. Order upcoming tax year Commitment Book paper - February
9. Review Department Budget – January – March
10. Review state turnaround document / previous years reports – October/November
11. Review Exemptions other than Veterans and Homestead – February/March
12. Review Tree Growth Tax Roster – Annual Update – August
13. Setting the Tax Rate

| Inspection - Assessment

1. Transfer information to new real estate property record cards. This might include sketches and characteristics from the existing property record cards or information such as lot sizes and neighborhood codes zoning, new subdivision lot numbering from recorded plot plans, or subdivision.
2. Collect data from inspections on building permits and requests for inspections/assessment reviews.
3. Perform supervisor quality checks
4. Perform office check of property record cards and personal property itemized lists.
5. Prepare valuation letters on all new assessments
6. Enter appropriate information in computer.
7. Make field checks and phone calls.

Valuation activities

1. Collect data
 - Sales data
 - cost data

- income/expense data
2. Analyze sales, cost and income and expense information
 3. Develop cost index, depreciation tables, and capitalization rates.
 4. Maintain Sales Files and print Monthly Sales Report.
 5. Generate computer estimates of value.

Review activities

1. Review estimated values by the appraiser in the office or in the field.
2. Finalize values. This may include running a final sales ratio analysis and making adjustments to those classes or neighborhoods that are out of line.

New construction update activities

1. Complete listing and processing of new construction.
2. Produce final estimates of value on completed new construction.
3. In March of each year, check new construction work-in progress and estimate percentage of completion for April 1st.

Taxpayer's notification activities

1. Personal property when requested
2. Real estate when requested
3. Valuation letters on assessment updates on new construction and interior inspections.
4. Assessors notice of Decision on Abatement applications
5. Notification of Appeals process with local Board of Assessment Review (BOAR)
6. BOAR Hearing Decision notices
7. Annual Taxpayer information letter to be printed on back of tax bill.

PERSONAL PROPERTY SEQUENCE OF ACTIVITIES
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- Month of December update Personal Property Declaration Instruction letters
- Month of December update Personal Property Declaration Forms
- Month of December print itemized list for all personal property accounts
- Month of December prepare personal property mailing (fold & stuff instruction letter, declaration form and itemized list)
- First week of January run all envelopes through postage meter and mail out personal property declarations
- Month of January printout custom report for logging in return personal property declarations
- January – May open personal property returns, date stamp and log in Custom Report
- Data input on Top 50 Accounts average 1 per day
- Data input on Top 51 to 200 Accounts average 2 per day
- Data input on Top 201 to 3000 Accounts average 10 per day
- Data input on Lease Equipment requires extra follow up and phone calls and cross reference with other accounts, data input will be 2 per day
- Data input on apartments will be 25 per day
- All data input should be done by May 15th
- Assist in abatement for personal property
- Assist with 801 Reimbursements

PERSONAL PROPERTY SUMMARY

City of **Bangor's** account information

Total Personal Property mail out in January 2010	2,937
Total Declarations returned by businesses	1,128
Total Declaration returned by Apartment Owners	800
Total personal property override's (not returned)	1,009
Total 801's	180
Total BETR Applications	276
Total BETE Applications	111

Orono, Veazie and City of Bangor, Collaboration Effort for Assessing
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Bangor City Council, Government Operations Committee action on Resolve, Supporting the City of Bangor, Orono and Veazie Collaboration Agreement for Assessing Services.

Reducing tax burdens

- ☐ Assessment Services will result in greater uniformity within the region.
 - Each of the communities certified 100% ratio.
- ☐ This collaboration proposal is supported by the “managers” of Orono and Veazie. Does this indicate that there is dissatisfaction in the assessment service now being provided locally?
 - As Bangor’s assessor, I am unaware of such problems. If there have been documented views, why hasn’t the local assessor been informed?

Property Tax Relief

- ☐ Cost Savings
 - Improved services
 - Consolidation of dispersed resources
 - Reduce administrative duplication
 - Genuine Cost Savings Unknown
 - Savings; Not explained or shown.
 - Property Tax Savings. Not explained or shown.

Need to start collecting information on all the assessing functions:

- ☐ Number of deeds processed per month
- ☐ Number of Real Estate Transfers processed per month
- ☐ Number of Building Permits processed per month

- Number of inspections performed each month.
 - Residential single family home new construction
 - Residential single family home new additions
 - Condominiums
 - Mobile Homes
 - Commercial new construction
 - Commercial new additions
 - Multi-family new construction
 - Multi-family new additions

Mapping changes will be made by whom.

- New individual lots
- New Subdivision lots
- Tax Map corrections or modifications

General Observations:

- Each community has a Certified Maine Assessor responsible for providing Assessment services for their perspective communities.
- City of Bangor has an Assessing Department with six full-time employees.
- City Assessor for Bangor is a contract employee hired by the City Council.
- Both Orono and Veazie Assessors are employees hired by the Managers.
- The operation and management responsibilities for Bangor are covered in the City Charter.
- Each community's Assessor is responsible for performing assessing function in according to the rules and regulations required by the State of Maine, Maine Revenue Service, Property Tax Division.
- Each community is providing assessing services in **full compliance** of the State Statues, 36 M.R.S.A. 327(1), Minimum Assessing Standards.
- At the present time, the operational, management and service of the assessing function in each of the communities are very different.

- The Assessing Software is the same for each community but the information in the data base of Orono and Veazie is significantly under utilized.

Regardless of the direction that is ultimately determined, the below information has been provided to assist in the process.

- A. The question that needs to be asked and a solution given would be. Would such agreement be “**financial feasible**”? This means defining the least expensive functional operation possible, keeping in mind that all statutory requirements will have to be met. 36 M.R.S.A. §327 (1) “minimum assessing standards”.
- B. Identify the known/unknown “**cost**” to associate with entering into a collaborative assessing operation.
 - Communities to be involved
 - Level of Assessment Rating for communities being considered
 - Municipal Officers full acceptance of Assessor selected to be the primary assessor for all communities
 - Identify staffing by function to determine savings if savings can be achieved.
 - Software needs
 - Programming needs to connect software to dominant users
 - Supervision and delegation of work assignments
 - Interruption of existing level of services for all communities working within the collaborative agreement
 - Perform a random sample of property cards from tax maps representing a cross section of the communities tax cards to be used when conducting the field observations
 - Conduct field observations to determine accuracy and completeness of property record cards

- Perform random sample of personal property cards with real estate “street” counter book to determine if a more aggressive and efficient personal property tax assessment process
- Willingness of Municipal Officers for putting a community’s resources toward the maintenance of property records will have a long term positive value to the community
- Identify of the accumulative effect of poor recordkeeping is what’s significant
- In the long run, it will cost the town more if it does not devote the necessary resources to maintain its property records.
- Reduction of level of service being reduced to fewer days

Assessor will be prepared to explain How assessing is done in:

- Bangor
- Veazie
- Orono

What forms of collaboration might be possible.

- “data warehouse”, providing information to all municipalities
- Mapping
- Tax billing
- Deed processing
- Relevant data, Sales information
- Revaluation Collaborations

<p>Collaboration Positives/Key Issues</p>
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There are several key issues surrounding the matter of collaborative assessing. This overview will express several pros and cons of collaboration. The following are collaboration characteristics that are traditionally associated

with the joint process, or were specifically raised by local government officials who are currently engaged in a collaborative agreement.

- a. **Standardizations:** All Maine cities and towns operate under the same property tax law.
- b. **Smoothness:** All jurisdictions use the same Assessment Date, April 1st.
- c. **Public Information:** Assessment collaboration permits a variety of public information tools that are typically found in these jurisdictions. The most powerful of these may be the utilization of the internet for publication of property tax information. Bangor has not put their assessment information on the Internet, but has an annual power-point explaining the valuation changes from year to year.
- d. **Platform:** Collaboration constitutes a starting point for an assortment of initiative that would otherwise be impractical. Examples include deed processing, mapping (GIS), tax billing and Internet utilizations. While most of these are done in one fashion or another in each jurisdiction, cooperative assessing is often a crucible for initiative that would have been considered impractical or impossible otherwise.
- e. **Equalizations:** Maine Revenue Service conducts an annual valuation of each city and town in the State. These are undertaken to enable the equitable distribution of taxes that are levied across municipal boundaries (county, school districts).

Collaboration Negatives

1. **Loss of Control:** There is a fairly widespread belief that relinquishment of a local function to a regional level of any kind implies that the town or city will have little or no input with respect to the new operation of that function.

2. **Diminution of Service Quality:** Among the “anti” group, there seems to be an assumption that the quality of services will automatically be lower if that service is moved to a collaborative agreement. For example, a small town might receive five day per week of on-site services from an appraisal/assessment expert under current conditions. The fear would be that the frequency would be reduced to, for example, one or two days a week. As the types of possible collaboration are unknown and unspecified at this time, it is very difficult to rebut these theories.
3. Relocating assessing services to a centralized location serving multiple communities.
4. Logistics of maintaining separate assessing systems in one location or having the ability to maintain each communities assessing information in their present locations and provide limited office hours.
5. What would happen if one community would cut their assessing budget, would the other communities have any say?
6. If one community needs a revaluation, should the others share the cost?
7. Non-standardized assessment recordkeeping. Are communities willing to spend the money to standardize hardware and software?
8. Are communities willing to spend the money to update property record cards to the same level of completeness?

Meeting of the Orono-Veazie Water District Trustees

Held at the Council Chambers on January 4, 2011

Meeting #390 called to order at 7:00 p.m.

Present: Chairman McCormack, Trustee Parker, Trustee Hall, Trustee Fortier, Trustee Borneman, and Supt. Cross

Minutes of meeting # 389 approved as written.

- Item 1. A true list of water service assessments for February in the amount of \$ 62,982.85 was committed to Dennis Cross, Treasure by vote of Trustees.
- Item 2. Trustees voted to have rate documents prepared and submitted as soon as possible.
- Item 3. Dennis indicates Penta is down to a punch list. One item is a 60 hour test that needs to be coordinated with Weston & Sampson.
- Item 4. Trustees voted to authorize Dennis to hire Brantner, Thibodeau & Associates for 2010 audit.
- Item 5. Residual Disposal, Dennis is working with the DEP and contractors to handle this.
- Item 6. Trustees reviewed the Income & Expense Statement for December.
- Item 7. Trustees reviewed again the situation at John Dall's house and voted not to pursue and a letter will be sent from the Board notifying him.
- Item 8. The Trustees asked Dennis to contact Weston & Sampson and direct them to expedite information. Penta needs to complete the 60 hour test. This needs to be done to prevent further delays by Penta.
- Item 9. Trustees reviewed employee salaries with Dennis and authorized an adjustment.
- Item 10. The meeting adjourned at 8:45 p.m.
- Item 11. The next meeting will be held at the District Office at 7:00 p.m. on February 1, 2011.

Respectfully submitted,

John McCormack

ITEM # 8j

From: "Brad Teel" <brad.teel@att.net>
Subject: **General Comments to the Town**
Date: January 21, 2011 4:01:21 PM EST
To: veazietm@aol.com, "Bill Reed" <breed@veazie.net>
* 1 Attachment, 0.2 KB

Request From: Brad Teel
Email: brad.teel@att.net
Source IP: 71.173.81.166

Address: 5 Merrick St.
City: Veazie
State: ME
Zip: 04401
Phone:
Organization:

Please plow the the roads more than one time per day.



[Attach0.html \(0.2 KB\)](#)

From: "Rob Tomilson" <retomilson@roadrunner.com>
Subject: **Buck Hill Drive plowing**
Date: January 21, 2011 3:46:42 PM EST
To: <veazietm@aol.com>

Hi Bill

Just got a call from my wife and there is a pickup stuck in the middle of buckhill drive in front of needhams due to amount of snow on road.

From: "Jane Robbins-Teel" <janerobbinsteel102@gmail.com>
Subject: **General Comments to the Town**
Date: January 21, 2011 8:11:33 AM EST
To: veazietm@aol.com, "Bill Reed" <breed@veazie.net>
▶ 1 Attachment, 0.3 KB

Request From: Jane Robbins-Teel
Email: janerobbinsteel102@gmail.com
Source IP: 216.220.227.130

Address: 5 Merrick Street
City:
State:
Zip:
Phone:
Organization:

At 7:30 am this morning (Jan. 19th), Merrick Street had not been plowed.



[Attach0.html \(0.3 KB\)](#)