

AGENDA

- ITEM 1.** Call to Order
- ITEM 2.** Consideration of the March 28, 2011 Council Meeting Minutes
- ITEM 3.** Consideration of the Agenda
- ITEM 4.** Comments from the Public
- ITEM 5.** New Business
 - a. Manager Review Discussion
- ITEM 6.** Unfinished Business
 - a. Executive Department Review
 - b. Communications Update
 - c. Road Bonding Discussion
 - d. Possible Executive Session 1 MRSA 405(D) Discussion of Labor Contracts
- ITEM 7.** Additions by Council
- ITEM 8.** Manager's Report
- ITEM 9.** Requests for Information and Town Council Comments
- ITEM 10.** Review of Town Warrants 21 and Town Payroll 21
- ITEM 11.** Adjournment

Joseph Friedman
1 Veazie Villas
852-0933

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 April 11th @ 7 PM Veazie Council Chambers

ITEM 5A: Manager Review Discussion:

Chairman Hathaway requested that we enclose the copies of evaluation forms that the Town's attorney had sent and that this item be placed on the agenda.

ITEM 6A: Municipal Departmental Budget Review:

Chairman Hathaway requested that we expand the item requested from the last Council meeting to include the whole budget and expensive report and trial balance.

Please find a current copy of the budget and a balance sheet, a line item budget definition, a management flow chart and departmental reports. We also reprinted information on all departments that was issued in past Council packets – please review the following packets: November 22nd and December 13th on Executive Department; January 17th and January 31st for all other municipal departments.

Julie Reed has also updated the Executive Department duties report. The Fire Department has also enclosed a January departmental overview report and the Police Department has also attached a press release from MDEA on the Veazie drug bust. All department heads will be present to address any questions.

ITEM 6B: Communications Update:

Please find enclosed a copy of an email that Jim Parker sent. In general, the Water District voted to allow us to place another antenna up on the water tower site. I have spoke with Dennis Cross and the path forward looks very smooth. They, the Water District, at the present time are not looking to run power up to the site. They would not object if we did. Also Barney Silver would not object. Neither party is willing to participate in the cost of bringing a line in at this time.

ITEM 6C: Road Projects Bonding Discussion:

Please find enclosed copies of payment "run offs" for \$600,000 and \$750,000.00 ~10 year bonds. In conclusion, management would recommended that the Town Council authorize management to start the process to secure and retain a bond Counsel, submit a bond bank

application for highways projects with a goal that a November 2011 ballot be held on said bonding. We would also recommend bonding the larger figure so that the major projects could be hammered out. (Sunset / Wedgewood, Main Street and Olive Street)

Recommended Motion: Motion to order management to obtain Bond Counsel, submit a Maine Municipal Bond Bank application for the purpose of various municipal highway projects with a goal of a November 2011 ballot on said bonding.

ITEM 6D: Labor Contracts Discussion:

Please find enclosed a copy of information requested. It would also be recommended that the Town Council enter an executive session to discuss the Fire Department labor contract if any discussion is to be conducted.

Recommended motion: Motion to enter executive session under 1MRSA 405(D) Discussion of Labor Contracts.

ITEM 7: Addition by Council:

None

ITEM 8.

- a.) Please find enclosed copies of the final grounds maintenance contract that went out in the paper this week.
- b.) Please find enclosed emails pertaining to snow plowing from the last storm and follow up emails.
- c.) Please find enclosed our first Solid Waste Advisory Committee applicant.
- d.) Please find enclosed a copy of an informational update on the Risk Pool Dividends and benefits that we have received.

PRESENT: Chairman Hathaway, Councilor Friedman, Councilor Parker, Councilor Perkins, Councilor King, Manager W. Reed, Deputy Clerk K. Humphrey, Office Administrator J. Reed, Fire Chief G. Martin, Public Works Superintendent B. Stoyell, Police Chief M. Leonard, Parks & Recreation Director R. Young, Mike Bush of Penquis CAP, David Wight of Old Town, Craig Sanborn of Penobscot Nation Housing, George Harris of Micronetixxs, Travis Noyes of CES, Inc., Community Center Redevelopment Advisory Committee, Andrew George of EMDC, Members of the Public.

ITEM 1. The March 28, 2011 Veazie Town Council meeting was called to order at 7:00PM.

ITEM 2. Consideration of the Minutes

Motion By: Councilor King—to accept the March 14, 2011 meeting minutes as written. Seconded: Councilor Friedman, Voted 5-0 in favor.

ITEM 3. Consideration of the Agenda

Manager Reed stated that he received the assessment from the Sewer District. This was added as item 7a.

ITEM 4. Comments from the Public

There were no comments from the public.

ITEM 5a. Public Hearing – CBDG

Motion By: Councilor Perkins—to open the public hearing to receive comments and written submissions on the Healthy Home Community Development Block Grant application. Seconded: Councilor King, Voted 5-0 in favor.

Mike Bush from Penquis CAP was present and explained that the public hearing was required for the submittal of the housing grant. He outlined that this kind of grant program can only go through communities and it is intended to benefit the low to moderate income families. This grant will help to make homes healthier. Some times people can have health issues due to problems with their home. For example a leaky roof can lead to mold which can then lead to health issues for residents.

Chairman Hathaway inquired about the cost to the Town. Mike Bush outlined that it would just require a little of Manager Reeds time and overseeing the accounting and payments. He added that Penquis CAP will act as the administrator and handle everything else.

Chairman Hathaway inquired on how citizens will access the grant money. Mike Bush outlined that they have social service agencies and they hope to get the Town's code enforcement officer and health officer involved as well. These are all people whose job includes going into people's home. These people would attend a small training on what to look for in homes. Penquis CAP would reach out to someone via these agencies and send them an application.

Councilor Perkins inquired why the larger towns involved didn't take the lead on this grant.

David Wight of Old Town stated that when the city was brought on board it had already been established that Veazie was the lead. He outlined that given the opportunity they would have been the lead because they think it is a great thing.

Councilor Friedman stated that he was not against the grant but just didn't know if Manager Reed would have time for it.

Motion By: Councilor Perkins—to close the public hearing. Seconded: Councilor King, Voted 5-0 in favor.

Motion By: Chairman Hathaway—to order the Town Manager to execute the CBDG application for Healthy Homes and accept and implement the grant if awarded the grant on the Town of Veazie's behalf. Seconded: Councilor Parker, Voted 4-1 in favor.

ITEM 5b. Communications Systems Analysis

George Harris of Microtinexx to go over his findings with the Town Council. Mr. Harris was hired to look at communication problems of the Town. Ultimately he corroborated Whitten's findings that the communication system was indeed inadequate.

Mr. Harris outlined that the police department is sharing a repeater in Old town with Old Town and Orono. The location is suboptimal for Veazie. Whitten's had proposed a second repeater be put on Kelly Road and filed for a license. Because of the close proximity to Canada, Canada officials have to sign off on the license. Mr. Harris outlined that he didn't think there would be any problems and once this is complete it should be a very satisfactory solution for the police department.

One of the major concerns was the fire department. It uses a repeater on top of Hilltop complex at the University of Maine. Mr. Harris outlined that firefighter's pagers do not go off in Veazie. Placing a repeater on the water tower on top of Buck Hill would fix all of their problems with radios and pagers. The one downside to Buck Hill is that there is no power up there. One option would be to put a solar powered repeater on the water tower. The other option would involve running power to the site.

Mr. Harris outlined that the public works department does not use a repeater at all. He recommended adding a repeater on Buck Hill for them as well.

Councilor Perkins asked how much one repeater would cost. \$18,500 for a solar powered one or \$12,500 for one that required power run to the location. Councilor Friedman stated that the Town has a small public works department and that they don't need their own repeater, they can use cell phones. Councilor Friedman also inquired on how tall the antenna would be. Mr. Harris outlined that it could either be eleven or twenty-two feet tall.

Councilor King suggested talking with the Water District to see if they might be interested in putting permanent power up there because they use solar power.

Councilor Parker stated that the Town would have to work with Barney Silver because he believed the Water District only has underground utility rights across his property.

Manager Reed will contact Barney Silver and the Water District.

ITEM 5c. Solid Waste Discussion

Chairman Hathaway stated that he would like to start preliminary discussions on a pay as you throw program for the community. He outlined that the solid waste contract expires in December and PERC only has about a useful life of less than 10 years left. He added that transportation of solid waste is a large portion of the Town's budget and it needs to reduce volume and do its part to recycle more.

Councilor Friedman stated that he agreed that the Town needs to educate itself better to not throw so much and recycle more, however, in discussions with residents over the weekend he found that people felt that their taxes are high enough now and it's just one more thing they have to pay for.

Councilor Parker stated that the Town needs to find something more creative than following other towns. He outlined that he mentioned it to a few people and got an earful.

Councilor Perkins stated he'd like to see the Town start with some creative writing in the Town's newsletter.

Manager Reed stated that Waste Management has contracted with EcoMaine for single stream recycling processing and will be taking more items. They will be sending information for the newsletter.

Member of the public Susan MacKay outlined that there is a lot of people in Town that don't know Veazie has single stream recycling. She thinks there needs to be more education and larger bins.

Member of the public Terry Lynch stated that the Town used to do a spring cleanup. He has heard of towns getting dumpsters and people bringing their items to it. Councilor Friedman stated that Bradley has done that and maybe the Town should try it.

Chairman Hathaway asked to keep this item on the agenda and keep discussing it as well as work on an educational piece.

ITEM 6a. Community Center Update

The Community Center Redevelopment Advisory Committee was present to give an update on the project.

Janine Raquet outlined they have received two grants, one from Efficiency Maine and another from the Public Utility Commission. The PUC grant was for \$18,000 and will be for windows, doors and lighting. They had to be specific on the amount of savings. The other grant from Efficiency Maine they didn't have to be as specific and mentioned doing roof or siding. An energy audit will need to be done for the Efficiency Maine grant.

There was discussion on bonding and the process. Chairman Hathaway stated that this might be the time to start planning and moving the process along. Bonding rates are good, people need work and timing is everything. He would hate to see the Committee start losing grants and lose momentum.

Committee member Don MacKay stated that he doesn't think the group will lose interest. They would really like to engage the community.

ITEM 6b. Roads Review List

There was discussion on the condition of the roads in town. Manager Reed outlined that a lot of the roads were done in the late 70s and 80s and he thinks the life cycle of the roads may be coming to fruition.

Chairman Hathaway stated that he thought it was time to seriously think about a bond package. The Town will never get caught up if it continues to pick away each year at a street or two. A bond package would allow the Town to negotiate deals on larger volumes.

Manager Reed will get some numbers for the next meeting and see how much work the Town could do if it bonded and had a payment of \$75,000 for ten years.

ITEM 6c. Lawn Services Proposals

It was decided to put the service out to bid again and remove the community pickup. The deadline for submittals will be before the April 25th Council meeting so that they may review the bids and hopefully award the bid. The Council would also like to reconfirm the expenses it would be getting rid of by bidding out this services.

ITEM 7a. Veazie Sewer District Assessment

Manager Reed provided the Council with a copy of the Veazie Sewer District assessment. The assessment is now \$160,000, \$20,000 up from last year's \$140,000.

ITEM 8. Manager's Report

The Council reviewed the following items:

- a. copies of the Old Town Operation and Organizational Study and final report
- b. a thank you letter from Jim Ring pertaining to his retirement party
- c. a notice pertaining to the new license that will be coming out very soon
- d. a copy of an email pertaining to regional assessing.
- e. a copy of an email pertaining to how past union wages were established
- f. a grant list of State and Federal Mandates

ITEM 9. Requests for Information and Town Council Comments

Councilor Perkins outlined that in the past they have talked about re-evaluating each department and he would like to look at the Town Office.

Councilor Parker inquired whether rent and a certificate of insurance had been received from Mr. Kennedy for the community center. Deputy Treasurer Julie Reed stated that rent had not been received yet nor had he provided a certificate of insurance. Councilor Perkins stated that since the building is not fit shouldn't the Town make sure that he has insurance. Chairman Hathaway suggested calling his insurance company.

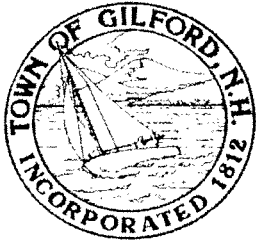
ITEM 10. Warrants: Town Warrant 20, 20A and Town Payroll 20 were circulated for signature.

ITEM 11. Adjournment: Motion: Councilor Friedman—to adjourn the March 28, 2011 Town Council Meeting. Seconded: Councilor King. There was no further discussion. Voted 5-0. Meeting adjourned 9:34 pm.

A true record, Attest:



*Karen Humphrey
Deputy Clerk
Town of Veazie*



ITEM # 5a

**TOWN OF GILFORD, NEW HAMPSHIRE
EMPLOYEE JOB PERFORMANCE EVALUATION FORM**

EMPLOYEE'S NAME: _____

EMPLOYEE'S TITLE: _____

DEPARTMENT: _____

INITIAL DATE OF HIRE: _____

DATE OF CURRENT CLASSIFICATION (ANNIVERSARY DATE): _____

EVALUATION PERIOD FROM: _____ TO: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S TITLE: _____

DATE OF EVALUATION: _____

TYPE OF EVALUATION: ☐ PROBATIONARY
☐ ANNUAL REVIEW
☐ SELF-EVALUATION
☐ OTHER _____

- STEP 1: EMPLOYEE SELF-EVALUATION
STEP 2: SUPERVISOR REVIEW/EVALUATION
STEP 3: DEPARTMENT MANAGER REVIEW/EVALUATION
STEP 4: TOWN ADMINISTRATOR REVIEW
STEP 4a: BOARD OF SELECTMEN REVIEW (APPLICABLE FOR DEPT. MANAGERS ONLY)
STEP 5: EMPLOYEE & SUPERVISOR CONSULTATION
STEP 6: EMPLOYEE ACKNOWLEDGEMENT
STEP 7: ORIGINAL RETURNED TO TOWN ADMINISTRATOR FOR PERSONNEL FILE
STEP 8: BOARD OF SELECTMEN APPROVAL OF CHANGE OF STATUS FORM

LEVELS OF PERFORMANCE (FOR RATING PURPOSES – USE WHOLE NUMBERS ONLY):

- 0= Unacceptable: Minimum expectations are not being met; performance is deficient; better effort is required; results are unsatisfactory
- 2= Acceptable: Meets expectations; performs assigned tasks and/or responsibilities sufficiently; Few deficiencies are noted
- 3= Commendable: Performance expectations are often exceeded; goes above and beyond the basic effort with good results; proficient in most tasks; mistakes are extremely rare
- 4= Exceptional: Superior effort and outstanding results are consistently demonstrated; serves as a role model for other employees; exemplary conduct in most rating aspects

GENERAL EVALUATION CRITERIA**(A.1) QUALITY OF WORK:**

Can the employee be depended upon to meet finished product expectations? Is the work consistently thorough, accurate and timely? Are errors or mistakes often noted? Are things done right the first time? Does the employee forget to do parts of a project? Can the end results be used as an example for others? Is work done neatly or sloppily? Is attention to detail obvious or lacking? Are reports and project documentation completed in an appropriate manner? Has the employee received disciplinary action and/or praise for the quality of work during the review period?

RATING: _____

COMMENTS: _____

(A.2) QUANTITY OF WORK:

Does the employee keep up or fall behind other workers? Does the employee exceed the output of others? Is work time spent productively? Are daily assignments completed in their entirety? Does the employee exceed goals and/or request additional assignments? What happens to work output before and after break times or absences from work? Has the employee received disciplinary action and/or praise for the quantity of work during the review period?

RATING: _____

COMMENTS: _____

(A.3) PERSONAL WORK HABITS:

Does the employee report to work punctually? How often has the employee used sick leave during the evaluation period? Is leave time abused? Are there any patterns or trends related to workplace attendance? Does the employee repeatedly ask to leave work early due to illness or appointments? Is the employee's appearance neat and appropriate? Does the employee dress appropriately? Does the employee maintain a neat and organized work area? Does the employee report to work when truly sick? Is the employee a positive role model for others? Does the employee conduct himself/herself in a professional manner? Is the employee fair-minded? Does the employee use appropriate language? Is the employee dependable? Does the employee act with integrity? Has the employee received disciplinary action and/or praise for personal work habits during the review period?

RATING: _____

COMMENTS: _____

(A.4) ATTITUDE:

To what extent does the employee cooperate with fellow workers? Is the employee moody or non-communicative? Does the employee demonstrate enthusiasm or complain about work assignments? How does the employee interact with peers and other Town officials? Does the employee spread gossip or rumors about others? Is the employee's temperament appropriate? How does the employee respond to criticism and suggestions? Does the employee lack tactfulness at times? Is the employee sensitive to the needs or shortcomings of others? Does the employee foster a productive and friendly work atmosphere? Does the employee care about the funds used for departmental purposes? Does the employee treat Town property with respect? Does the employee listen attentively and follow directions? Does the employee comply with directives and policies? Has the employee received disciplinary action and/or praise for his/her attitude during the review period?

RATING: _____

COMMENTS: _____

(A.5) ADAPTABILITY & PROBLEM-SOLVING:

How does the employee cope with unfamiliar work? Does the employee require close supervision? Does the employee show initiative and self-motivation? Is the employee flexible as priorities shift or emergencies develop? Does the employee show an interest in expanding job knowledge? How does the employee react to new ideas? Does the employee suggest new approaches to problem-solving? How does the employee react to unsuccessful experiments? Is the employee able to identify or anticipate problems and communicate such issues to supervisors? Has the employee received disciplinary action and/or praise for his/her adaptability and problem-solving abilities during the review period?

RATING: _____

COMMENTS: _____

(A.6) SAFETY COMPLIANCE:

Does the employee consistently comply with safety policies and procedures? Does the employee demonstrate concern for a safe work environment? Does the employee engage in horseplay or dangerous behavior? Does the employee have to be reminded to use appropriate protective equipment and practices? Does the employee wear a seat belt in a Town vehicle? Does the employee provide suggestions for enhancing worker safety? Does the employee fulfill his/her risk management obligations? Has the employee had any workplace accidents? Has the employee failed a random drug test? Does the employee recognize the importance of law enforcement in the promotion of safety? Is the employee an active participant on the JLMC? Has the employee received disciplinary action and/or praise for safety related issues during the review period?

RATING: _____

COMMENTS: _____

(A.7) PROFESSIONAL DEVELOPMENT:

Has the employee taken any training classes during the evaluation period? Were educational opportunities initiated by the employee or supervisor? Has the employee demonstrated a willingness to learn? Has the employee met the goals previously established? Has the employee complied with training requirements? Does the employee ask pertinent questions? Has the employee failed any classes or neglected to fulfill any training opportunities? Does the employee share job knowledge with others? What types of certifications have been obtained during the evaluation period? Does the employee exhibit potential for promotion or an upgrade in job classification?

RATING: _____

COMMENTS: _____

(A.8) TECHNICAL SKILLS:

Is the employee familiar with the job description? Is the employee capable of performing all of the duties set forth in the job description? Has the employee demonstrated the ability to perform the duties of the position with distinction? Does the employee avoid certain responsibilities? What has the employee done to stay current in emerging technologies? Does the employee ask questions to better understand his/her responsibilities? Is the employee ready for additional responsibilities? Does the employee voluntarily apply additional skills for the benefit of the department? Is the employee working to his/her maximum potential? Is the employee respected by colleagues? Does the employee look into historical aspects of a situation? How does the employee fulfill budgetary responsibilities? Has the employee received disciplinary action and/or praise for his/her technical skills during the review period?

RATING: _____

COMMENTS: _____

(A.9) ORGANIZATION:

Has the employee demonstrated the ability to organize and prioritize assignments? Does the employee appear organized when he/she attends meetings? Are deadlines met? Does the employee frequently appear to be in crisis mode? Does the employee anticipate project obstacles and develop plans to achieve success? Is the employee able to meet the daily workload and if not, does he/she communicate legitimate reasons to a supervisor? Does the employee waste time during the workday? Has the employee received disciplinary action and/or praise for his/her organizational skills during the review period?

RATING: _____

COMMENTS: _____

(A.10) TEAMWORK:

Does the employee accept accountability for individual work contributions? Does the employee solicit input and ideas from others? Does the employee blame others for mistakes? Does the employee offer praise to others? Does the employee have personality conflicts with other members of the work team? Has the employee demonstrated a willingness to share skills and coach others? Does the employee ask for others to help with a difficult task or volunteer to help other employees? Does the employee speak of Town government or Town officials in a complimentary or derogatory manner? Does the employee speak of wanting to work somewhere else or of striving for advancement? Does the employee respect the chain of command? Has the employee received disciplinary action and/or praise for his/her teamwork during the review period?

RATING: _____

COMMENTS: _____

(A.11) PUBLIC RELATIONS & COMMUNICATIONS:

Does the employee communicate appropriately with citizens? How does the employee respond to citizen requests for service? Has the employee gone above and beyond the call of duty to help someone? Does the employee provide concise verbal and/or written communications to supervisors, subordinates and co-workers? Does the employee spread misinformation or partial renderings of actual events? Is the employee an advocate for the department? Does the employee accurately explain his/her role in Town government to others? Does the employee refer citizen inquiries to supervisors? Has the employee been the recipient of a citizen complaint and if so, was there any validity to the complaint? Has the employee done anything to cast discredit on the department? How does the employee interact with other government agencies and/or the press? How are reports and presentations handled? Has the employee received disciplinary action and/or praise for public relations activity and communication skills during the review period?

RATING: _____

COMMENTS: _____

(A.12) LEADERSHIP:

Is the employee a leader or a follower? Does the employee delegate appropriately? Has the employee made himself/herself critical to the success of the department/Town? Is the employee effective when working in a supervisory capacity? Does the employee set a good example for others? Has the employee established personal goals and objectives? Does the employee promote innovation? Does the employee show initiative or a take charge approach to work assignments? Does the employee demonstrate unique personal skills? Does the employee empower subordinates? Does the employee need to be told what to do?

RATING: _____

COMMENTS: _____

PART B. ADDITIONAL EVALUATION CRITERIA

(B.1) ACCOMPLISHMENTS:

(B.2) STRENGTHS:

(B.3) WEAKNESSES:

(B.4) ACTION PLAN FOR IMPROVEMENTS:

(B.5) DEPARTMENTAL GOALS & OBJECTIVES:

(B.6) SUPERVISOR'S ROLE/CONTRIBUTIONS TOWARDS EMPLOYEE'S FUTURE SUCCESS:

(B.7) OTHER SUPERVISOR'S COMMENTS:

PART C. COMPENSATION CALCULATIONS

(C.1) SUM TOTAL OF ALL RATINGS THIS EVALUATION: _____

(C.2) ADJUSTMENT*: _____

(C.3) TOTAL MERIT RATING: _____

(C.4) PROPOSED MERIT AMOUNT (SEE CHART BELOW): _____

0-23	= 0.0%
24-29	= 2.0%
30-35	= 2.5%
36-41	= 3.0%
42-47	= 3.5%
48+	= 4.0%

*ADJUSTMENT VALUE SHALL NOT EXCEED 4 POINTS (+/-) BASED ON ADDITIONAL EVALUATION CRITERIA AS SET FORTH IN PART B

PART D. ACKNOWLEDGEMENTS

DEPARTMENT MANAGER'S COMMENTS:

DEPARTMENT MANAGER'S SIGNATURE _____

DATE _____

TOWN ADMINISTRATOR'S COMMENTS:

TOWN ADMINISTRATOR'S SIGNATURE _____

DATE _____

Town of Littleton

Employee Performance Appraisal

Employee	Date of Employment
Position	Years of Service
Department	Rating Period
Prepared by:	Date
Department Head Approval	Date
Town Manager Approval	Date
Discussed with Employee by:	Date
Employee Signature *	Date

***I have read this appraisal and discussed it with my supervisor**

Town of Littleton

Employee Performance Appraisal

Employee _____

Date _____

Section I - Skills Evaluation

Instructions: Based on the employees job performance, indicate the rating that best describes their current skill level. Utilize the comments space to provide specific examples and to explain the rating.

Rating Scale: O - Outstanding; Exceptional performance, consistently exceeds performance standards
 G - Good; Above average performance, consistently achieves performance standard
 S - Satisfactory; Adequate performance, usually achieves performance standard
 M - Marginal; Below average performance, frequently does not achieve satisfactory performance standard
 U - Unsatisfactory; Unacceptable performance, consistently fails to achieve performance standard
 NA - Not applicable to this employee or not known to the evaluator

Skill

Rating

Comments/Examples

A. **Job Knowledge** - Extent to which employee possesses the appropriate skills training, and knowledge for the job

B. **Quality of Work** - Assessment of the accuracy, neatness, completeness, and timeliness of the employees work.

C. **Quantity of Work** - The level of output of the employee of acceptable quality work.

D. **Work Habits** - Observation of good work habits including professionalism, orderliness, conscientiousness, attention to detail, good safety habits.

Employee _____

Date _____

Skill	Rating	Comments/Examples
E. Attendance - Faithfulness of employee in coming to work daily and observing scheduled work hours		
F. Initiative & Motivation - Degree to which employee acts independently and exhibits resourcefulness and self-reliance. Generates new ideas and approaches		
G. Responsiveness - Degree to which the employee is customer service oriented, meeting the needs of the public, or peers or subordinates.		
H. Communications - Clarity of expression of ideas in both oral and written form.		
I. Creativity - Extent to which employee approaches problems with a questioning outlook and attempts to find new and better ways of doing things.		
J. Flexibility - Displays the ability to change job functions, activities, or assignments, based on current demand with no decrease of service.		
K. Interpersonal Skills - Ability to work well and cooperatively with supervisors and co-workers, and to have good relations with the public.		
L. Openness to Constructive Criticism - Ability of employee to positively accept constructive criticism and to use it without defensiveness or subordination.		
M. Acceptance of Responsibility - Desire to take on additional responsibilities, to learn new skills, and to improve self.		

Employee _____

Date _____

Skill	Rating	Comments/Examples
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N. Manifest Leadership Qualities - Extent to which the employee shows the ability to teach and share knowledge with co-workers, shows the ability to lead and motivate others.

O. Planning and Organizational Skills - Demonstration of good practices in planning days workload, setting appropriate priorities, and organizing efforts to achieve goals.

P. Team Work Orientation - Demonstration of ability to collaborate and cooperate with others to reach the desired goals of the town.

Q. Adaptability - Ability to adapt to changing priorities, exhibit flexibility, accept direction and criticism, enjoys new challenges.

R. Thoroughness - Degree to which employee follows through on assignments, pays attention to details, and completes assigned tasks.

S. Attitude - Demonstration of positive attitude, commitment to towns objectives and goals, positive outlook, and spirit of cooperation.

Section II - Special Recognition

Describe an instances where the employee has received special recognition during the rating period, either positive or negative, e.g. commendation, written reprimand, disciplinary probation, disciplinary action

Employee _____

Date _____

Section III - Major Strengths and Accomplishments

Described the employees strengths and give specific examples of accomplishments.

1. _____
2. _____
3. _____
4. _____
5. _____

Section IV - Areas Needing Improvement

Describe the employees weaknesses and given specific examples of areas needing improvement

1. _____
2. _____
3. _____
4. _____
5. _____

Section V - Self-Improvement Efforts

Describe any training or skills improvement efforts undertaken by the employee, in an educational plan approved by the department head:

1. _____
2. _____
3. _____
4. _____
5. _____

Section VI - Development Plans

List specific steps to improve performance including special assignments, new responsibilities, training, and anticipated dates of completion.

Problem	Action Plan

Employee _____

Date _____

Section VII - Overall Evaluation

Explain why you would rate this employee as Outstanding, Good, Satisfactory, Marginal, or Unsatisfactory.

Section VIII - Employee Comments

Additional Remarks:

TOWN MANAGER EVALUATION FORMAT

EXPLANATION OF TOWN MANAGER EVALUATION FORMAT

Numerical Rating:

- *(1) Does not meet work performance standards.
- (2) Marginally acceptable work performance.
- (3) Meets work performance standards to a satisfactory degree.
- (4) Exceeds normal performance standards.
- (5) Excels in the performance of work standards to a noteworthy degree.

* A rating of 1 should be supported by a written statement of fact and suggestions on how to improve work performance. The following is a list of performance characteristics to be evaluated numerically, as listed above, with suggested considerations to be used in arriving at the numerical rating.

PART I: GENERAL ADMINISTRATION PERFORMANCES (Circle Rating)

A. Financial Management

1 2 3 4 5

Consider performance of the following financial management responsibilities: cash management and investment techniques; budget preparation and presentation; managing the adopted budget; development and managing purchasing system; monitoring the collection of taxes and billing procedures; preparing and presenting financial reports; and, prudence in handling expenditure of funds?

B. Personnel Administration

1 2 3 4 5

How well does the Town Manager delegate authority; coordinate and direct or supervise staff and consultants; evaluate personnel performance; demonstrate proficiency in personnel matters such as classification, pay administration, recruiting and labor negotiations; motivate, coordinate and assist in the professional development of her staff?

C. Communication

1 2 3 4 5

How effective is the Town Manager in presenting written and oral communication to the Town Council, Public and Media; preparing agendas and presenting administrative issues; establishing and Maintaining favorable working relationships with local organizations, county, state and federal agencies?

D. Project Accomplishment

1 2 3 4 5

How effective is the Town Manager in originating and following through on projects designed to produce a more efficient municipal government? Consider such projects as installation of computer system; design and administration of a financial management system; preparation of warrants, budgets and personnel systems; changes in municipal software systems, collection of foreclosed property taxes, etc.?

E. General

1 2 3 4 5

How effective is the Town Manager in recommending action for program priorities; identifying problems and determining appropriate action for their solution; keeping current on federal, state and municipal issues; monitoring and addressing landfill related issues, and the preparation and monitoring of grants?

PART II: PERSONAL QUALITIES

- A. Responsibility 1 2 3 4 5
How well does the Town Manager assume responsibility for her performance as well as that of her staff and department heads?
- B. Initiative 1 2 3 4 5
To what degree does the Town Manager take the initiative to identify and solve problems without being told to do so?
- C. Efficiency 1 2 3 4 5
How well organized and effective is the Town Manager in meeting deadlines and other commitments?
- D. Reliability 1 2 3 4 5
To what degree does the Town Manager elicit trust and confidence in her statements and recommendations?
- E. Dedication 1 2 3 4 5
To what degree does the Town Manager commit her time and energy to the fulfillment of her responsibilities?
- F. Behavior Flexibility 1 2 3 4 5
How well does the Town Manager accept constructive criticism, exercise self-control, cope with stress and demonstrate self-confidence?
- G. Sensitivity 1 2 3 4 5
To what degree does the Town Manager recognize and respond to the individual concerns and needs of the railroad community, advocate groups, regulators, customers and consultants?
- H. Leadership 1 2 3 4 5
To what degree does the Town Manager set a positive example for staff and department heads to follow and, at the same time, maintain high morale?

PART III: NARRATIVE DESCRIPTION OF OVERALL PERFORMANCE

Narrative summary of noteworthy strengths and/or weaknesses that should be corrected.

Councilor Signature

Date

DATE: _____

The purpose of this form is to provide a means for Town Department Heads/employees to register comments on the management style, leadership ability, and overall performance of the Town Manager. These comments will be provided directly to the Council Chairperson for discussion at the Manager's performance evaluation. The Annual Evaluation for the Manager will be at the _____ Council Meeting so any comments should be left in the Mayor's mailbox at the Town Office by _____.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Signature _____

Department/Employee

**Town of Veazie, Maine
Performance Evaluation**

Name:

Date:

Read carefully the Performance Factors and phrases describing Performance Levels below. On the basis of the employee's actual performance in the job versus their position's responsibilities mark the score from 1 to 5 which is associated with the phrase best describing their performance. Use the space below each Performance Factor for comments, and please remember to cite specific examples of the employee's performance to support scores of 1 or 5.

Job Knowledge and Skills - Extent employee's skills and knowledge fulfill the responsibilities of the position.

1. Inadequate knowledge of job duties; Does not apply knowledge/skills.
2. Basic understanding of job duties; Requires frequent direction to apply knowledge/skills properly.
3. Properly applies skills and knowledge of the techniques, procedures, products, and materials to perform job duties.
4. Above average level of knowledge and skills applied to job duties; Functions with minimal supervision.
5. Seeks additional job knowledge and skills and applies such to the overall improvement of department function.

_____ Score Examples require
 for scores of 1 or 5: _____

Quantity of Work - Volume of work regularly produced to meet job expectations and schedules.

1. Amount of work accomplished totally inadequate, below the job standards.
2. Below average volume of work; Often slows Department operations.
3. Generally produces a volume of work that meets job standards.
4. Frequently achieves a high volume of work surpassing job requirements.
5. Consistently exceeds job requirements with exceptional speed and volume of work accomplished.

_____ Score Examples required
 for scores of 1 or 5: _____

Quality of Work - The accuracy, thoroughness and neatness of assignments being performed.

1. Work product is inaccurate and of unacceptable quality which reflects poorly on.
2. Work frequently below quality standards; Requires frequent direction to improve quality.
3. Work quality meets acceptable quality standards; Requires some direction.
4. Work product is of consistent high quality; Requires only minimum direction.
5. Results virtually perfect, exceptional accuracy, thoroughness and effectiveness; Rarely needs direction.

_____ Score Examples required
 for scores of 1 or 5: _____

Initiative - Ability to act independently, suggest or introduce new ideas and/or techniques for improving service.

1. Does only what is directed, distracted on the job, is not a self-starter.
2. Requires some direction to accomplish work; Seldom performs other duties.
3. A self-starter; helps others and makes suggestions for improvement in work methods.
4. Often suggests better ways for accomplishing work; does additional work without direction.
5. Consistently makes suggestions that improve work efficiency and quality; Always helps others to reduce overall work.

_____ Score Examples required
 for scores of 1 or 5: _____

Judgment - Ability to Evaluate situations and make sound decisions based on one's evaluation of the situation.

1. Makes decisions without basis; Neglects to take appropriate action; Does not make use of available information.
2. Sometimes makes decisions in haste without using available information; Sometimes fails to seek needed assistance.
3. Generally demonstrates logical thinking by making sound decisions after considering available facts.
4. Consistently makes appropriate recommendations for solution of problems; Rarely requires assistance.
5. Displays exceptional ability to analyze and deal with a variety of situations that otherwise could be potential problems.

_____ Score Examples required
for scores of 1 or 5: _____

Adaptability - Flexibility to respond to changes in the position and department requirements.

1. Does not respond well to change in job assignment, work loads, or responsibilities; Never helps when short staffed.
2. Some willingness to respond to change, but with reluctance; Sometimes fills in for vacancies.
3. Generally willing to accept changes in job assignments and to try new methods; Available when short staffed.
4. Readily adaptable and occasionally suggests changes to improve function; Sometimes volunteers to fill vacancies.
5. Superior ability to grasp new information and varying responsibilities; Always volunteers when short staffed.

_____ Score Examples required
for scores of 1 or 5: _____

Teamwork - Willingness and ability to work with and for others.

1. Finds difficulty in being supervised; Acts independently without respect to how actions affect others.
2. Usually gets along well with supervisor and others; Occasional difficulties with other employees.
3. Responds well to supervision and direction; works well in a group.
4. Regularly contributes to the overall department efforts; Actions complement efforts of other employees.
5. Exceptional team player whose contributions to the group are relied upon for smooth operations.

_____ Score Examples required
for scores of 1 or 5: _____

Service to Others - Perception by both residents and employees as dependable and responsive to service needs.

1. Does not appear to care if others are satisfied; Rarely acts in ways which promote courtesy or service.
2. Occasionally acts in ways which promote good service; Sometimes abrupt or discourteous reflecting poorly on the office.
3. Readily assists residents and employees to provide good service; Gives priority to satisfying others.
4. Frequently exceeds job responsibilities to satisfy residents and others; Is cheerful and friendly with others.
5. Exemplary service; Sets example by promoting service to residents and others; Recognized for good service by others.

_____ Score Examples required
for scores of 1 or 5: _____

Attendance/Dependability - Punctuality and attendance record.

1. Frequently late or absent; Seldom notifies supervisor of absence within appropriate time frame.

2. Occasionally reports late to work or back from lunch; Higher than average sick days.
3. Consistently on time; Average attendance record.
4. Seldom absent; Reports absences early in order that alternate staffing may be arranged.
5. Virtually perfect attendance and punctuality; Often prearranges alternate staffing for scheduled time off.

_____ Score Examples required
for scores of 1 or 5: _____

Dress Code/Work Rules - Extent to which employee follows dress code and other rules associated with position.

1. Frequently dresses inappropriately for their position; Does not comply with personnel policies.
2. Usually follows Dress Code and other work rules; Some notable lapses in compliance.
3. Always follows Dress Code and regularly complies with other personnel policies.
4. Often exceeds Dress Code guidelines for the position; Frequently suggests better guidelines for work rules.
5. Always exceeds Dress Code guidelines; Model employee for developing and following personnel guidelines.

_____ Score Examples required
for scores of 1 or 5: _____

_____ Total Score

Overall Comments about the Employee:

List specific areas in which the employee needs to improve and/or work objectives to be met by employee:

Recommendations

I have read this appraisal and it's content has been explained to me.

Signature

Date

Comments

TOWN OF VEAZIE
1084 Main Street, Veazie, ME 04401
Phone: (207) 947-2781 Fax: (207) 942-1654



Personnel Evaluation Form
For
ADMINISTRATORS

FORM

A	E	B
----------	----------	----------

Administrator: William Reed

Date of Evaluation:

Title: Town Manager

**Supervisor/
Evaluator: Council**

Department: Executive

Review Period:

(From) / (to)

The value of its human resources to the Town of Veazie can not be overstated. The Town's mission could not be achieved without a competent, motivated workforce. To that end, the semi-annual performance evaluation review becomes one of the most effective methods of insuring an efficient and effective operation.

This evaluation process applies to all administrators. The evaluations are intended to:

- determine the extent to which your performance meets the requirements of your position;
- strengthen your relationship with your supervisor;
- open channels of communication;
- clarify job expectations and establish future goals and objectives;
- provide specific occasions for you to raise questions about your position and/or guidance you have been receiving;
- provide your supervisor with an opportunity to assess how effective he/she has been in communicating with you;
- Discuss with your supervisor any possible opportunities for professional and career growth and to work together to identify appropriate education / training opportunities.

TOWN OF VEAZIE
Performance Evaluation
for
ADMINISTRATORS

Evaluation Instructions: The following evaluation form is based upon what employees do on a daily basis. Please use the following criteria for your assessment by placing an **X in the appropriate space**. Space for additional comments is provided if the councilor believes it is necessary. An attachment may also be added if necessary.

Part A: Definition for rating number to be applied:

- (5) **OUTSTANDING:** Accomplished all goals or performed all tasks and excels in a substantial manner.
- (4) **COMMENDABLE:** Performs all tasks above departmental standards.
- (3) **COMPETENT:** Consistently performs at a satisfactory level; meets all departmental standards.
- (2) **NEEDS IMPROVEMENT:** Often does not meet departmental standards; has potential but needs action plan to improve.
- (1) **MINIMALLY QUALIFIED:** Many goals unrealized; many tasks not performed.

PART B: Performance Criteria

I. Organizational Effectiveness

Performance Factors

Performance Assessment

COMMENTS

OUTSTANDING
 COMMENDABLE
 COMPETENT
 NEEDS IMPROVEMENT
 MINIMALLY QUALIFIED

A. Practices & understands how to use formal & informal networks.

○ ○ ○ ○ ○

B. Understands the mission of the Town; makes decisions, and takes actions based upon that understanding.

○ ○ ○ ○ ○

Performance Factors**Performance Assessment****COMMENTS**

OUTSTANDING

COMMENDABLE

COMPETENT

NEEDS IMPROVEMENT

MINIMALLY QUALIFIED

C. Collaborates with peers; seeks feedback from departments about collaborating more effectively/efficiently; uses feedback to create strategies and plans.

○○○○○

II. Management / Leadership

A. Motivates others by empowering staff & inviting staff to participate fully in the ownership & vision of the department.

○○○○○

B. Provides a supportive environment for staff to participate fully in the decisions and plans for the department.

○○○○○

C. Makes timely, logical decisions and judgments; can act independently when necessary to deal with difficult/unique crisis situations.

○○○○○

D. Takes charge; provides direction; provides a settling influence for staff. Effectively solves problems; assigns and delegates responsibilities.

○○○○○

III. Communication

Performance Factors

Performance Assessment

COMMENTS

OUTSTANDING
COMMENDABLE
COMPETENT
NEEDS IMPROVEMENT
MINIMALLY QUALIFIED

A. Makes presentations effectively in a variety of settings --internally & externally -- including written communications and press releases.

○ ○ ○ ○ ○

B. Articulates issues effectively & uses appropriate styles for different audiences; communicates with Department Heads and other staff appropriately.

○ ○ ○ ○ ○

C. Demonstrates managerial strengths by providing current, complete, positive, and/or corrective feedback to staff in a timely fashion; takes disciplinary action when necessary.

○ ○ ○ ○ ○

D. Influences others rather than directs; deals effectively with differences of opinions; confronts without alienating others and draws others into conversations on issues.

○ ○ ○ ○ ○

E. Negotiates successfully with staff & others and mediates disputes when appropriate.

○ ○ ○ ○ ○

IV. Team Building / Staff Development

Performance Factors

Performance Assessment

COMMENTS

OUTSTANDING
COMMENDABLE
COMPETENT
NEEDS IMPROVEMENT
MINIMALLY QUALIFIED

A. Is committed to staff development and encourages staff to use opportunities to enhance and enrich their backgrounds.

○ ○ ○ ○ ○

B. Is effective in identifying staff strengths & weaknesses.

○ ○ ○ ○ ○

C. Understands individual differences in background and style and how these influence staff contributions to the department.

○ ○ ○ ○ ○

D. Demonstrates an ability to build a strong and effective team approach to department goals & objectives resulting in a high level of service To the Town.

○ ○ ○ ○ ○

V. Productivity

Performance Factors

Performance Assessment

COMMENTS

OUTSTANDING
COMMENDABLE
COMPETENT
NEEDS IMPROVEMENT
MINIMALLY QUALIFIED

A. Performs with little or no direction; organizes department goals & objectives appropriately & effectively guides them to achievements. Minimizes costs & manages within budget.

○ ○ ○ ○ ○

B. Works assigned schedule; manages time well and meets deadlines.

○ ○ ○ ○ ○

C. Accomplishes goals & objectives set for the department by setting high standards of performance; leads by example.

○ ○ ○ ○ ○

D. Develops and manages department budget effectively; keeps within the budget and achieves department goals and objectives.

○ ○ ○ ○ ○

E. Demonstrates adaptability and flexibility in applying changes in employees' work.

○ ○ ○ ○ ○

Performance Factors**Performance Assessment****COMMENTS**

OUTSTANDING
COMMENDABLE
COMPETENT
NEEDS IMPROVEMENT
MINIMALLY QUALIFIED

F. Constantly expands job knowledge; participates in professional development opportunities; keeps abreast of new developments in the field.

**Part C: Scoring Sheet For Administrator**

The final tabulation of your evaluation is an attempt to make the scoring as objective as possible. It attempts to ensure that your evaluator is evaluating your overall performance according to a set procedure and not simply to a subjective feeling.

The following table shows the highest number of points one could earn in a category (i.e. outstanding, commendable, competent, etc.). The table also illustrates the range of points necessary for each category, the total score of the employee, and where that places the employee in the Merit Pay Program.

Administrator Tabulation

CATEGORY	# OF ITEMS	# OF POINTS EARNED / CAT.	EMPLOYEE'S SCORE IN EACH CATEGORY
----------	------------	------------------------------	--------------------------------------

of Items X Pts. earned

Outstanding

____ X ____ = ____

Commendable

____ X ____ = ____

Competent	_____X_____ = _____
Needs Improvement	_____X_____ = _____
Minimally Qualified	_____X_____ = _____
Total Score	= _____

Range for Pay Plan Category	Points / Category	Employee Total Score _____
Outstanding		
Commendable		
Competent		
Needs Improvement		
Minimally Qualified		

Part D: Summary of Administrator Evaluation
Review & Evaluation of Performance & Skills

Department Head _____ Town Manager _____

Department _____ Review Period _____
(From) / (To)

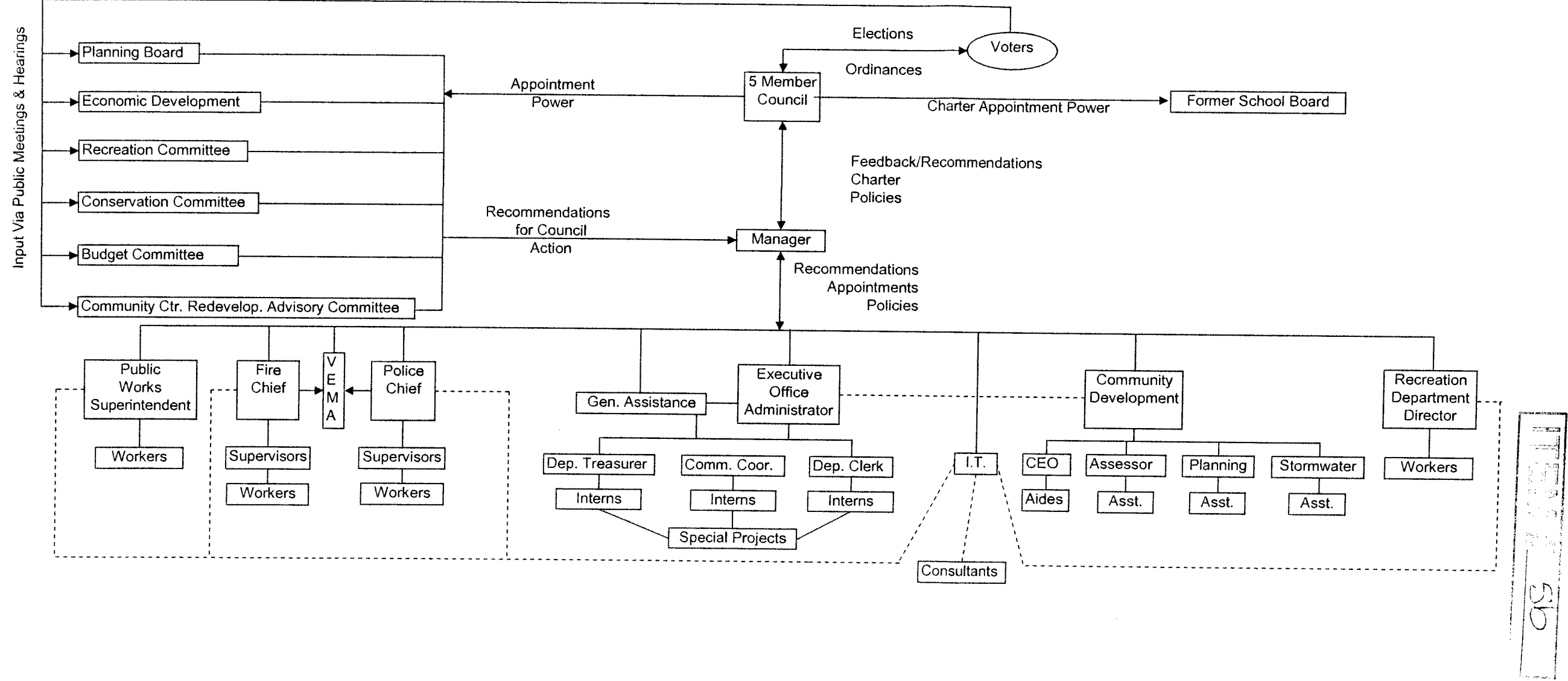
Date of Appointment _____

Evaluation Status: _____ 6 Month Probationary _____ Mid- Year Evaluation _____ Annual Evaluation

Date of Discussion with Town Manager

By my signature I acknowledge that I have had the opportunity to review and respond to the recommendations and comments above.

Current
Town of Veazie Organizational Flowchart



TOWN OF VEAZIE
BALANCE SHEET FOR FUND 100
April 30, 2011

ASSETS

GENERAL FUND CHECKING	\$1,432,440.31
EFT ACCOUNT	24,497.87
CREDIT CARD CLEARING ACCOUNT	821.97
CASH DRAWERS	900.00
REC PETTY CASH	300.00
TOWN OFFICE PETTY CASH	300.00
OFFSET ACCOUNT	0.00
TOTAL CASH	1,459,260.15

BANGOR SAVINGS TRUST ACCOUNT	607,547.13
BANGOR SAVINGS AGENCY ACCOUNT	150,836.97
CASCO BAY TIF AGENCY	477,857.77
CASCO BAY TIF DEVELOPER	2,226.27
BANGOR SAVINGS ADVANTAGE	2,700.00
TOTAL INVESTMENTS	1,241,168.14

2010 REAL ESTATE	56,705.82
2009 REAL ESTATE	25,005.01
2008 REAL ESTATE	2,565.00
2007 REAL ESTATE	0.00
TOTAL OUTSTANDING	84,275.83

2010 PERSONAL PROPERTY	103.40
2009 PERSONAL PROPERTY	104.50
TOTAL OUTSTANDING	207.90

ABATEMENTS	14,166.50
PREPAID TAXES	0.00
OVERPAYMENT OF TAXES	0.00
TOTAL TAX OFFSETS	14,166.50

ACCOUNTS RECEIVABLE	0.00
TOTAL RECEIVABLES	0.00

HEALTH INSURANCE	(767.12)
125 MEDICAL REIMBURSEMENT	2,592.00
TOTAL RECIEVABLES / OTHER	1,824.88

<u>TOTAL ASSETS</u>	<u>2,800,903.40</u>
----------------------------	----------------------------

TOWN OF VEAZIE
BALANCE SHEET FOR FUND 100
April 30, 2011

LIABILITIES AND EQUITY

ACCOUNTS PAYABLE-PRIOR YEAR	\$0.00
ACCOUNTS PAYABLE- GENERAL	0.00
TOTAL PAYABLES	0.00
BMV REGISTRATIONFEES	3,710.00
BMV SALES TAX	1,464.81
BMV TITLE FEES	165.00
RV REGISTRATION FEES	65.00
RV SALES TAX	0.05
ANIMAL WELFARE	21.00
INLAND FIS/WILD FEES	298.00
PLUMBING-STATE	242.00
BIRTH CERTIFICATES	15.60
MARRIAGE LICENSE	11.20
DEATH CERTIFICATE	12.40
BURIAL PERMIT	46.00
TOTAL STATE PAYABLES	6,051.06
DEFERRED REVENUES	44,447.00
TOTAL DEFERRED REVENUE	44,447.00
DTF CAPITAL PROJECTS	332,809.76
DTF TRUST FUND	(16,800.00)
TOTAL DUE TO FROM ACCOUNTS	322,160.30
TOTAL LIABILITIES	372,673.36
DESIGNATED-EMPLOYEE FUND	323.12
REC SCHOLARSHIP FUND	448.00
COMPREHENSIVE PLANNING	23,429.70
VEAZIE DAYS	904.78
TOTE BAG DONATION	1,178.00
COMMUNITY CENTER GRANT	0.00
PVCC DUES	1,421.00
TRAINING	(1,298.00)
DONATION FIRE DEPT	1,243.22
FIRE GRANT	(20,453.21)
FIRE DEPT-CAPITAL	6,315.28
POLICE DEPARTMENT-CAP	6,816.00
POLICE DEPT DONATION	1,325.16
EXECUTIVE DEPT-CAP	8,576.14
NRCS CONSERVATION GRANT	2,268.76
PUBLIC WORKS-CAPITAL	20,878.11
CONSERVATION COMMISSION	13,767.00
PLANNING BOARD EXPENSE	(2,835.38)
PROJECT CANOPY GRANT	0.00
HISTORICAL SOCIETY	14,254.00
ECONOMIC DEVELOPMENT FUND	21,479.61
ENTRANCE SIGNS	1,171.66
LEGAL SERVICE	0.00
TIF FEES	504,497.72
HIGHWAY PROJECTS-CAPITAL	0.00
DESIGNATED WORKING CAPITAL	600,000.00
TOTAL DESIGNATED	1,205,710.67
YTD NET INCOME	957,771.57

**TOWN OF VEAZIE
BALANCE SHEET FOR FUND 100
April 30, 2011**

UNDESIGNATED FUND GENERAL	\$264,747.80
TOTAL UNDESIGNATED	<u>1,222,519.37</u>
TOTAL EQUITY	<u>2,428,230.04</u>
<i>TOTAL LIABILITIES AND EQUITY</i>	<u>2,800,903.40</u>

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
REVENUES					
TAX REVENUE	(5,479,232.19)	(5,433.38)	(5,375,600.94)	2%	(103,631.25)
INTERGOVERNMENTAL REVENUE	(219,850.00)	0.00	(173,643.43)	21%	(46,206.57)
TOWN CLERK REVENUE	(35,310.00)	(200.70)	(33,799.18)	4%	(1,510.82)
REFUNDS/REIMBURSEMENTS	(22,000.00)	0.00	(21,065.48)	4%	(934.52)
RECREATION REVENUE	(44,150.00)	(20.00)	(29,768.00)	33%	(14,382.00)
OTHER REVENUE	(129,000.00)	0.00	(4,360.00)	97%	(124,640.00)
INTEREST INCOME	(40,000.00)	0.00	(14,170.02)	65%	(25,829.98)
TOTAL REVENUES	(5,969,542.19)	(5,654.08)	(5,652,407.05)	5%	(317,135.14)
EXPENSES					
GENERAL ADMINISTRATION					
GENERAL ADMIN SALARIES	207,700.00	0.00	160,847.86	23%	46,852.14
ADMIN TAXES/INSURANCE	19,451.30	0.00	13,818.40	29%	5,632.90
ADMIN BENEFITS	54,000.00	0.00	33,707.73	38%	20,292.27
ADMIN DEPARTMENTAL	10,850.00	0.00	4,821.17	56%	6,028.83
CONTRACTED SERVICES	43,500.00	0.00	34,042.93	22%	9,457.07
ADMIN MAINTENANCE	3,000.00	0.00	1,263.61	58%	1,736.39
ADMIN UTILITIES	23,900.00	1,625.88	16,952.35	29%	6,947.65
ADMIN EQUIPMENT	1,725.00	0.00	513.75	70%	1,211.25
ADMIN CAPITAL OUTLAY	24,800.00	0.00	12,695.43	49%	12,104.57
ADMIN OTHER OPERATING EXPENSES	0.00	0.00	0.00	0.0%	0.00
TOTAL ADMINISTRATION	388,926.30	1,625.88	278,663.23	28%	110,263.07
POLICE DEPARTMENT					
POLICE DEPARTMENT SALARIES	233,000.00	0.00	182,736.74	22%	50,263.26
POLICE TAXES/INSURANCE	23,849.64	0.00	22,185.50	7%	1,664.14
POLICE BENEFITS	43,978.73	0.00	30,423.74	31%	13,554.99
POLICE DEPARTMENTAL EXPENSE	32,650.00	(294.92)	19,720.68	40%	12,929.32
POLICE MAINTENANCE	11,250.00	0.00	4,751.41	58%	6,498.59
POLICE DEPARTMENT OTHER OPERATING E	3,725.00	0.00	1,743.85	53%	1,981.15
	348,453.37	(294.92)	261,561.92	25%	86,891.45

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTEMENT					
SALARIES	152,179.00	\$0.00	125,667.81	17%	26,511.19
FIRE PAYROLL TAXES/INSURANCE	22,844.00	0.00	18,408.32	19%	4,435.68
FIRE DEPARTMENT BENEFITS	14,336.00	0.00	11,224.85	22%	3,111.15
FIRE DEPARTMENTAL EXPENSE	11,100.00	0.00	3,639.01	67%	7,460.99
FIRE DEPARTMENT CONTRACTED SERVICE	5,600.00	0.00	971.00	83%	4,629.00
FIRE DEPARTMENT MAINTENANCE	12,400.00	0.00	4,728.50	62%	7,671.50
FIRE DEPARTMENT EQUIPMENT	8,250.00	0.00	3,700.25	55%	4,549.75
FIRE DEPARTMENT OTHER OPERATING EXP	8,000.00	0.00	1,738.43	78%	6,261.57
	234,709.00	0.00	170,078.17	28%	64,630.83
PUBLIC WORKS					
PUBLIC WORKS SALARIES	118,568.00	0.00	61,173.11	48%	57,394.89
PUBLIC WORKS TAXES/INSURANCE	20,570.00	0.00	12,157.96	41%	8,412.04
PUBLIC WORKS BENEFITS	36,485.00	0.00	8,179.10	78%	28,305.90
PUBLIC WORKS DEPARTMENTAL EXPENSE	66,920.00	0.00	56,545.78	16%	10,374.22
PUBLIC WORKS TRAINING TRAVEL	500.00	0.00	135.95	73%	364.05
PUBLIC WORKS EQUIPMENT	33,700.00	0.00	18,385.08	45%	15,314.92
TOTAL PUBLIC WORKS	276,743.00	0.00	156,576.98	43%	120,166.02
PARKS & REC					
PARKS & RECREATIONS SALARIES	49,200.00	0.00	46,185.54	6%	3,014.46
PARKS & RECREATION TAXES/INSURANCE	5,550.00	0.00	5,484.73	1%	65.27
PARKS & RECREATION BENEFITS	9,800.00	0.00	7,571.82	23%	2,228.18
PARKS & RECREATION DEPARTMENTAL EXP	20,720.00	0.00	12,067.54	42%	8,652.46
PARKS & RECREATION OTHER OPERATING	4,400.00	0.00	2,529.60	43%	1,870.40
	89,670.00	0.00	73,839.23	18%	15,830.77
CAPITAL ACCOUNTS					
CAPITAL OUTLAY	105,750.00	0.00	97,182.61	8%	8,567.39
SPECIAL ASESMENTS	1,856,140.41	0.00	1,650,508.85	11%	205,631.56
TRANSFERS	2,627,517.59	0.00	1,987,963.20	24%	639,554.39
DESIGNATED ACCOUNTS	33,400.00	0.00	18,261.29	45%	15,138.71

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
	4,622,808.00	\$0.00	3,753,915.95	19%	868,892.05
TOTAL EXPENSES	5,961,309.67	1,330.96	4,694,635.48	21%	1,266,674.19

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
REVENUES					
TAX REVENUE:					
REAL ESTATE TAX COMMITMENT	(2,627,323.69)	0.00	(2,627,323.69)	0%	0.00
SUPPLEMENTAL TAX COMMITMENT	(8,232.52)	0.00	(8,232.52)	0%	0.00
PERSONAL PROP TAX COMMITMENT	(2,483,568.36)	0.00	(2,483,568.36)	0%	0.00
EXCISE TAX - BMV	(305,000.00)	(5,365.90)	(216,459.03)	29%	(88,540.97)
EXCISE TAX - BOATS	0.00	0.00	(255.20)	0%	255.20
HOMESTEAD EXEMPTION	(44,107.62)	0.00	(33,099.00)	25%	(11,008.62)
INTEREST AND COSTS	(11,000.00)	(67.48)	(6,663.14)	39%	(4,336.86)
Total TAX REVENUE	<u>(5,479,232.19)</u>	<u>(5,433.38)</u>	<u>(5,375,600.94)</u>	<u>2%</u>	<u>(103,631.25)</u>
INTERGOVERNMENTAL REVENUE:					
MUNICIPAL REVENUE SHARING	(200,000.00)	0.00	(155,322.18)	22%	(44,677.82)
LOCAL ROAD ASSISTANCE	(15,000.00)	0.00	(10,825.00)	28%	(4,175.00)
GENERAL ASSISTANCE REIMB	(3,000.00)	0.00	(5,144.44)	(71%)	2,144.44
VETERANS REIMBURSEMENT	(1,500.00)	0.00	(1,606.00)	(7%)	106.00
SNOWMOBILE REIMBURSEMENT	(150.00)	0.00	(542.84)	(262%)	392.84
TREE GROWTH REIMBURSEMENT	(200.00)	0.00	(202.97)	(1%)	2.97
Total INTERGOVERNMENTAL REVENUE	<u>(219,850.00)</u>	<u>0.00</u>	<u>(173,643.43)</u>	<u>21%</u>	<u>(46,206.57)</u>
TOWN CLERK REVENUE:					
CLERKS FEES	(1,000.00)	(3.00)	(618.25)	38%	(381.75)
VITAL RECORDS	(750.00)	(37.20)	(627.00)	16%	(123.00)
PLUMBING PERMITS	(1,500.00)	(45.00)	(289.50)	81%	(1,210.50)

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
TOWN CLERK REVENUE (continued):					
BUILDING PERMIT	(3,000.00)	(25.00)	(551.55)	82%	(2,448.45)
ELECTRICAL PERMIT	(1,000.00)	(10.00)	(200.00)	80%	(800.00)
MOBIL HOME PARK FEES	(360.00)	0.00	0.00	100%	(360.00)
CABLE TV FEES	(21,000.00)	0.00	(21,787.18)	(4%)	787.18
POLICE FEES AND FINES	(1,000.00)	0.00	(135.00)	87%	(865.00)
PD SALARY REIMBURSEMENT	0.00	0.00	0.00	0%	0.00
FIRE DEPARTMENT REVENUE	0.00	0.00	(4,200.00)	0%	4,200.00
ANIMAL FEES AND FINES	(700.00)	(2.00)	(781.00)	(12%)	81.00
BMV AGENT FEES	(5,000.00)	(78.00)	(4,166.00)	17%	(834.00)
MISCELLANEOUS	0.00	(0.50)	(190.70)	0%	190.70
CONCEALED WEAPONS	0.00	0.00	(253.00)	0%	253.00
Total TOWN CLERK REVENUE	(35,310.00)	(200.70)	(33,799.18)	4%	(1,510.82)
REFUNDS/REIMBURSEMENTS:					
MRC	(20,000.00)	0.00	(14,745.48)	26%	(5,254.52)
WINTER ROADS CONTRACT	0.00	0.00	(4,320.00)	0%	4,320.00
TIF ADMIN FEES	(2,000.00)	0.00	(2,000.00)	0%	0.00
Total REFUNDS/REIMBURSEMENTS	(22,000.00)	0.00	(21,065.48)	4%	(934.52)
RECREATION REVENUE:					
AFTER SCHOOL PROGRAM	(29,650.00)	0.00	(17,473.00)	41%	(12,177.00)
ADULT PROGRAMS - REC	(1,000.00)	0.00	(71.00)	93%	(929.00)
SUMMER REC PROGRAMS	(12,600.00)	0.00	(11,064.00)	12%	(1,536.00)
OTHER RECREATION REVENUES	0.00	0.00	(250.00)	0%	250.00
YOUTH LEAGUE	(900.00)	(20.00)	(910.00)	(1%)	10.00

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
RECREATION REVENUE (continued):					
Total RECREATION REVENUE	(44,150.00)	(20.00)	(29,768.00)	33%	(14,382.00)
OTHER REVENUE:					
COMM CENTER RENTAL	(3,000.00)	0.00	(3,290.00)	(10%)	290.00
CERTIFICATION BLOCK GRANT	0.00	0.00	0.00	0%	0.00
CEMETERY FEES	(1,000.00)	0.00	(1,070.00)	(7%)	70.00
CEMETERY TRANSFER	0.00	0.00	0.00	0%	0.00
EDUCATIONAL RESERVE TRANSFER	0.00	0.00	0.00	0%	0.00
MUNICIPAL CREDIT RESERVE TRANSFER	(125,000.00)	0.00	0.00	100%	(125,000.00)
UNDESIGNATED FUND TRANSFER	0.00	0.00	0.00	0%	0.00
Total OTHER REVENUE	(129,000.00)	0.00	(4,360.00)	97%	(124,640.00)
INTEREST INCOME:					
INTEREST	(40,000.00)	0.00	(14,170.02)	65%	(25,829.98)
CAPITAL GAINS/LOSES	0.00	0.00	0.00	0%	0.00
OPERATING TRANSFERS IN	0.00	0.00	0.00	0%	0.00
Total INTEREST INCOME	(40,000.00)	0.00	(14,170.02)	65%	(25,829.98)
TOTAL REVENUES	(5,969,542.19)	(5,654.08)	(5,652,407.05)	5%	(317,135.14)
EXPENSES					
GENERAL ADMINISTRATION					
GENERAL ADMIN SALARIES: TOWN MANAGER	68,000.00	0.00	51,548.99	24%	16,451.01

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
GENERAL ADMIN SALARIES (continued):					
DEPUTY TREASURER	43,000.00	\$0.00	33,994.80	21%	9,005.20
DEPUTY CLERK	35,000.00	0.00	28,422.96	19%	6,577.04
ASSISTANT CLERK	11,000.00	0.00	8,470.61	23%	2,529.39
ASSESSOR / CEO	42,500.00	0.00	33,034.50	22%	9,465.50
TOWN COUNCIL	3,200.00	0.00	2,400.00	25%	800.00
CUSTODIAL SERVICES	5,000.00	0.00	2,976.00	40%	2,024.00
Total GENERAL ADMIN SALARIES	207,700.00	0.00	160,847.86	23%	46,852.14
ADMIN TAXES/INSURANCE:					
FICA EXPENSE - ADM	13,900.40	0.00	9,955.75	28%	3,944.65
MEDICARE - ADM	3,250.90	0.00	2,328.35	28%	922.55
WORKERS COMPENSATION - ADM	2,300.00	0.00	1,534.30	33%	765.70
Total ADMIN TAXES/INSURANCE	19,451.30	0.00	13,818.40	29%	5,632.90
ADMIN BENEFITS:					
HEALTH INSURANCE - ADM	37,500.00	0.00	21,024.88	44%	16,475.12
RETIREMENT - ADM	16,500.00	0.00	12,682.85	23%	3,817.15
Total ADMIN BENEFITS	54,000.00	0.00	33,707.73	38%	20,292.27
ADMIN DEPARTMENTAL:					
GENERAL ASSISTANCE	0.00	0.00	0.00	0%	0.00
MMA DUES	2,800.00	0.00	2,603.00	7%	197.00
PVCOG DUES	0.00	0.00	0.00	0%	0.00
PVCC CABLE COOP	1,000.00	0.00	0.00	100%	1,000.00
REGISTRY EXPENSE	1,500.00	0.00	688.79	54%	811.21

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
ADMIN DEPARTMENTAL (continued):					
ELECTION COSTS	2,500.00	\$0.00	1,123.68	55%	1,376.32
ASSESSOR'S EXPENSE	2,750.00	0.00	405.70	85%	2,344.30
PLANNING BOARD EXPENSE	0.00	0.00	0.00	0%	0.00
TOWN COUNCIL	0.00	0.00	0.00	0%	0.00
CHAMBER OF COMMERCE	300.00	0.00	0.00	100%	300.00
Total ADMIN DEPARTMENTAL	10,850.00	0.00	4,821.17	56%	6,028.83
CONTRACTED SERVICES:					
LEGAL FEES	5,000.00	0.00	1,683.00	66%	3,317.00
AUDIT FEES	7,000.00	0.00	5,500.00	21%	1,500.00
MAINTENANCE AGREEMENT	10,000.00	0.00	5,092.10	49%	4,907.90
PROCESSING FEES	7,000.00	0.00	7,233.84	(3%)	(233.84)
TRIO LICENSES	5,500.00	0.00	5,620.82	(2%)	(120.82)
ANNUAL REPORT	2,000.00	0.00	0.00	100%	2,000.00
NEPDES COMPLIANCE	7,000.00	0.00	8,913.17	(27%)	(1,913.17)
Total CONTRACTED SERVICES	43,500.00	0.00	34,042.93	22%	9,457.07
ADMIN MAINTENANCE:					
CUSTODIAL SUPPLIES	3,000.00	0.00	1,263.61	58%	1,736.39
Total ADMIN MAINTENANCE	3,000.00	0.00	1,263.61	58%	1,736.39
ADMIN UTILITIES:					
ELECTRICITY	18,000.00	1,625.88	12,605.60	30%	5,394.40
OIL	0.00	0.00	0.00	0%	0.00
TELEPHONE	3,500.00	0.00	2,543.94	27%	956.06

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
ADMIN UTILITIES (continued):					
WATER / SEWER	2,200.00	0.00	1,802.81	18%	397.19
BOTTLED GAS	200.00	0.00	0.00	100%	200.00
Total ADMIN UTILITIES	23,900.00	1,625.88	16,952.35	29%	6,947.65
ADMIN EQUIPMENT:					
EQUIPMENT PURCHASE	1,000.00	0.00	0.00	100%	1,000.00
EQUIPMENT REPAIR	0.00	0.00	0.00	0%	0.00
EQUIPMENT RENTAL(POSTAGE)	725.00	0.00	513.75	29%	211.25
FURNITURE	0.00	0.00	0.00	0%	0.00
Total ADMIN EQUIPMENT	1,725.00	0.00	513.75	70%	1,211.25
ADMIN CAPITAL OUTLAY:					
TRAINING - ADM	2,000.00	0.00	289.33	86%	1,710.67
DUES / SUBSCRIPTIONS	3,500.00	0.00	3,067.35	12%	432.65
OFFICE SUPPLIES	4,800.00	0.00	2,706.38	44%	2,093.62
POSTAGE	4,250.00	0.00	3,279.84	23%	970.16
PRINTING - ADM	1,500.00	0.00	0.00	100%	1,500.00
MEALS / TRAVEL - ADM	4,500.00	0.00	1,034.22	77%	3,465.78
BOOKS / FORMS	1,250.00	0.00	159.00	87%	1,091.00
ADVERTISING	2,000.00	0.00	1,808.19	10%	191.81
ALARM SYSTEM	1,000.00	0.00	351.12	65%	648.88
PUBLIC LIABILITY	0.00	0.00	0.00	0%	0.00
Total ADMIN CAPITAL OUTLAY	24,800.00	0.00	12,695.43	49%	12,104.57
TOTAL ADMINISTRATION	388,926.30	1,625.88	278,663.23	28%	110,263.07
POLICE DEPARTMENT					

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENT SALARIES:					
POLICE CHIEF	52,500.00	0.00	45,906.21	13%	6,593.79
PATROL SALARIES	164,000.00	0.00	122,863.55	25%	41,136.45
MDEA SALARY	0.00	0.00	0.00	0%	0.00
POLICE TECHNICIAN	0.00	0.00	0.00	0%	0.00
OVERTIME - PD	9,000.00	0.00	11,002.69	(22%)	(2,002.69)
ANIMAL CONTROL PAYROLL	0.00	0.00	0.00	0%	0.00
TRAINING	6,000.00	0.00	2,964.29	51%	3,035.71
DARE PROGRAM	1,500.00	0.00	0.00	100%	1,500.00
Total POLICE DEPARTMENT SALARIES	233,000.00	0.00	182,736.74	22%	50,263.26
POLICE TAXES/INSURANCE:					
FICA - PD	14,505.50	0.00	10,992.83	24%	3,512.67
MAINE STATE RETIREMENT-PD	0.00	0.00	0.00	0%	0.00
MEDICARE - PD	3,390.39	0.00	2,571.00	24%	819.39
WORKERS COMP - PD	5,953.75	0.00	8,621.67	(45%)	(2,667.92)
Total POLICE TAXES/INSURANCE	23,849.64	0.00	22,185.50	7%	1,664.14
POLICE BENEFITS:					
HEALTH INSURANCE - PD	30,928.54	0.00	23,183.48	25%	7,745.06
RETIREMENT FUND-PD	13,050.19	0.00	7,240.26	45%	5,809.93
MAINE STATE RETIREMENT	0.00	0.00	0.00	0%	0.00
Total POLICE BENEFITS	43,978.73	0.00	30,423.74	31%	13,554.99
POLICE DEPARTMENTAL EXPENSE:					
GASOLINE COSTS - PD	12,000.00	0.00	10,014.66	17%	1,985.34

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENTAL EXPENSE (continued):					
ANIMAL CONTROL	4,600.00	0.00	2,491.39	46%	2,108.61
SCHOOL CROSSING	2,800.00	0.00	1,705.68	39%	1,094.32
LAB FEES	500.00	0.00	104.50	79%	395.50
COMMUNICATIONS - PD	5,000.00	(294.92)	2,564.40	49%	2,435.60
AMMUNITION - PD	1,500.00	0.00	1,605.69	(7%)	(105.69)
UNIFORMS- PD	3,500.00	0.00	1,006.86	71%	2,493.14
UNIFORM REPAIR - PD	0.00	0.00	0.00	0%	0.00
COMMUNITY POLICING	750.00	0.00	227.50	70%	522.50
PERSONNEL EVALUATIONS - PD	2,000.00	0.00	0.00	100%	2,000.00
BI-ANNUAL PHYSICALS - PD	0.00	0.00	0.00	0%	0.00
POLICE ACADEMY	0.00	0.00	0.00	0%	0.00
Total POLICE DEPARTMENTAL EXPENSE	32,650.00	(294.92)	19,720.68	40%	12,929.32
POLICE MAINTENANCE:					
CRUISER REPAIR	9,000.00	0.00	4,149.41	54%	4,850.59
CRUISER #2	0.00	0.00	0.00	0%	0.00
RADIO REPAIR - PD	0.00	0.00	0.00	0%	0.00
ISSUED EQUIPMENT-PD	1,500.00	0.00	176.00	88%	1,324.00
EQUIPMENT REPAIR-PD	750.00	0.00	426.00	43%	324.00
Total POLICE MAINTENANCE	11,250.00	0.00	4,751.41	58%	6,498.59
POLICE DEPARTMENT OTHER OPERATING E					
TRAINING - PD	0.00	0.00	0.00	0%	0.00
DUES / MEMBERSHIPS - PD	500.00	0.00	530.00	(6%)	(30.00)
REGIONAL COMPUTER	0.00	0.00	0.00	0%	0.00

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENT OTHER OPERATING EXPENSE (continued):					
PRINTING - PD	0.00	\$0.00	0.00	0%	0.00
COMPUTER/MAINT-PD	1,500.00	0.00	239.98	84%	1,260.02
OFFICE SUPPLIES-PD	1,725.00	0.00	973.87	44%	751.13
Total POLICE DEPARTMENT OTHER OPERA	3,725.00	0.00	1,743.85	53%	1,981.15
	348,453.37	(294.92)	261,561.92	25%	86,891.45
FIRE DEPARTEMENT					
SALARIES:					
FIRE CHIEF SALARY	9,500.00	0.00	7,124.94	25%	2,375.06
ASST FIRE CHIEF SALARY	5,700.00	0.00	950.00	83%	4,750.00
FIREFIGHTER DAY COVERAGE	96,979.00	0.00	80,045.30	17%	16,933.70
CALL FIREFIGHTERS	40,000.00	0.00	37,547.57	6%	2,452.43
Total SALARIES	152,179.00	0.00	125,667.81	17%	26,511.19
FIRE PAYROLL TAXES/INSURANCE:					
FICA - FD	9,924.00	0.00	7,689.91	23%	2,234.09
MEDICARE - FD	2,160.00	0.00	1,803.14	17%	356.86
WORKERS COMP - FD	10,760.00	0.00	8,915.27	17%	1,844.73
Total FIRE PAYROLL TAXES/INSURANCE	22,844.00	0.00	18,408.32	19%	4,435.68
FIRE DEPARTMENT BENEFITS:					
HEALTH INSURANCE - FD	8,011.00	0.00	6,033.00	25%	1,978.00
RETIREMENT - FD	6,325.00	0.00	5,191.85	18%	1,133.15
MAINE STATE RETIREMENT-FD	0.00	0.00	0.00	0%	0.00
Total FIRE DEPARTMENT BENEFITS	14,336.00	0.00	11,224.85	22%	3,111.15

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTMENTAL EXPENSE:					
GASOLINE - FD	2,300.00	0.00	1,003.48	56%	1,296.52
COMMUNICATIONS - FD	2,300.00	0.00	1,437.26	38%	862.74
UNIFORM COST - FD	1,500.00	0.00	724.77	52%	775.23
ANNUAL TB-FD	300.00	0.00	52.50	83%	247.50
HEPATITIS B - FD	500.00	0.00	0.00	100%	500.00
EMS RECERTIFICATION - FD	700.00	0.00	0.00	100%	700.00
ANNUAL PHYSICALS - FD	2,500.00	0.00	421.00	83%	2,079.00
FIRE PREVENTION	1,000.00	0.00	0.00	100%	1,000.00
Total FIRE DEPARTMENTAL EXPENSE	11,100.00	0.00	3,639.01	67%	7,460.99
FIRE DEPARTMENT CONTRACTED SERVICE:					
MAINTENANCE CONTRACT-FD	5,600.00	0.00	971.00	83%	4,629.00
UNION CONTRACT EXPENSE	0.00	0.00	0.00	0%	0.00
Total FIRE DEPARTMENT CONTRACTED SE	5,600.00	0.00	971.00	83%	4,629.00
FIRE DEPARTMENT MAINTENANCE:					
ENGINE 191	2,500.00	0.00	1,510.95	40%	989.05
ENGINE 192	1,000.00	0.00	974.86	3%	25.14
UNIT 190	1,750.00	0.00	0.00	100%	1,750.00
UNIT 198	1,750.00	0.00	337.24	81%	1,412.76
ENGINE 195	2,000.00	0.00	758.00	62%	1,242.00
RADIO REPAIR - FD	2,000.00	0.00	1,031.75	48%	968.25
SCBA MAINTENANCE	1,400.00	0.00	115.70	92%	1,284.30
Total FIRE DEPARTMENT MAINTENANCE	12,400.00	0.00	4,728.50	62%	7,671.50

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTMENT EQUIPMENT:					
FIREFIGHTING EQUIPMENT	2,500.00	0.00	1,394.05	44%	1,105.95
ISSUE EQUIPMENT - FD	4,500.00	0.00	1,070.06	76%	3,429.94
EMS EQUIPMENT	450.00	0.00	727.03	(62%)	(277.03)
SM MECHANICAL EQUIPMENT-FD	800.00	0.00	509.11	36%	290.89
Total FIRE DEPARTMENT EQUIPMENT	8,250.00	0.00	3,700.25	55%	4,549.75
FIRE DEPARTMENT OTHER OPERATING EXPE					
TRAINING TUITION - FD	2,000.00	0.00	225.00	89%	1,775.00
TRAINING INSTRUCTOR - FD	1,500.00	0.00	0.00	100%	1,500.00
DUES / SUBSCRIPTIONS - FD	700.00	0.00	698.00	0%	2.00
TRAINING TRAVEL - FD	450.00	0.00	448.44	0%	1.56
TRAINING MATERIALS - FD	450.00	0.00	17.82	96%	432.18
QUINT TRAINING REQUIREMENTS	0.00	0.00	0.00	0%	0.00
SUPPLIES - FD	2,000.00	0.00	349.17	83%	1,650.83
NFPA CODE SUBSCRIPTION	900.00	0.00	0.00	100%	900.00
EMERGENCY CALLS COST LINE	0.00	0.00	0.00	0%	0.00
Total FIRE DEPARTMENT OTHER OPERATI	8,000.00	0.00	1,738.43	78%	6,261.57
PUBLIC WORKS	234,709.00	0.00	170,078.17	28%	64,630.83
PUBLIC WORKS SALARIES:					
PUBLIC WORKS SALARIES	113,568.00	0.00	59,034.01	48%	54,533.99
PUBLIC WORKS OVERTIME	5,000.00	0.00	2,139.10	57%	2,860.90

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PUBLIC WORKS SALARIES (continued):					
CUSTODIAN EXPENSE	0.00	\$0.00	0.00	0%	0.00
Total PUBLIC WORKS SALARIES	118,568.00	0.00	61,173.11	48%	57,394.89
PUBLIC WORKS TAXES/INSURANCE:					
FICA - PW	7,256.00	0.00	4,135.52	43%	3,120.48
MEDICARE - PW	1,814.00	0.00	967.19	47%	846.81
WORKERS COMP - PW	11,500.00	0.00	7,055.25	39%	4,444.75
Total PUBLIC WORKS TAXES/INSURANCE	20,570.00	0.00	12,157.96	41%	8,412.04
PUBLIC WORKS BENEFITS:					
HEALTH INSURANCE - PW	27,000.00	0.00	5,632.86	79%	21,367.14
RETIREMENT - PW	9,485.00	0.00	2,546.24	73%	6,938.76
Total PUBLIC WORKS BENEFITS	36,485.00	0.00	8,179.10	78%	28,305.90
PUBLIC WORKS DEPARTMENTAL EXPENSE:					
SHOP EXPENSE - PW	10,000.00	0.00	3,305.67	67%	6,694.33
PROJECT MATERIALS - PW	6,000.00	0.00	200.80	97%	5,799.20
COMMUNICATIONS - PW	3,500.00	0.00	1,944.22	44%	1,555.78
UNIFORM COST - PW	3,500.00	0.00	2,230.89	36%	1,269.11
HEPATITIS B - PW	120.00	0.00	0.00	100%	120.00
DRUG TESTING - PW	300.00	0.00	150.00	50%	150.00
STREET SWEEPING	0.00	0.00	0.00	0%	0.00
DRAIN CLEANING	6,000.00	0.00	2,163.11	64%	3,836.89
HIGHWAY MAINTENANCE	11,000.00	0.00	4,178.92	62%	6,821.08
ROAD SALT	19,000.00	0.00	42,286.73	(123%)	(23,286.73)

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PUBLIC WORKS DEPARTMENTAL EXPENSE (continued):					
ROAD SAND	0.00	\$0.00	0.00	0%	0.00
LIQUID CALCIUM	0.00	0.00	0.00	0%	0.00
CEMETERY MAINTENANCE	6,000.00	0.00	85.44	99%	5,914.56
MAINTENANCE SUPPLIES	1,500.00	0.00	0.00	100%	1,500.00
Total PUBLIC WORKS DEPARTMENTAL EX	66,920.00	0.00	56,545.78	16%	10,374.22
PUBLIC WORKS TRAINING TRAVEL:					
TRAINING/TRAVEL--PW	500.00	0.00	135.95	73%	364.05
Total PUBLIC WORKS TRAINING TRAVEL	500.00	0.00	135.95	73%	364.05
PUBLIC WORKS EQUIPMENT:					
EQUIP PARTS PURCHASE - PW	10,000.00	0.00	714.95	93%	9,285.05
EQUIPMENT RENTAL - PW	1,700.00	0.00	0.00	100%	1,700.00
EQUIPMENT O / M - PW	22,000.00	0.00	17,670.13	20%	4,329.87
Total PUBLIC WORKS EQUIPMENT	33,700.00	0.00	18,385.08	45%	15,314.92
TOTAL PUBLIC WORKS	276,743.00	0.00	156,576.98	43%	120,166.02
PARKS & REC					
PARKS & RECREATIONS SALARIES:					
REC DIRECTOR	31,200.00	0.00	25,298.54	19%	5,901.46
REC YOUTH WORKERS	18,000.00	0.00	20,887.00	(16%)	(2,887.00)
Total PARKS & RECREATIONS SALARIES	49,200.00	0.00	46,185.54	6%	3,014.46
PARKS & RECREATION TAXES/INSURANCE:					
FICA - REC	3,300.00	0.00	2,970.65	10%	329.35

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PARKS & RECREATION TAXES/INSURANCE (continued):					
MEDICARE - REC	750.00	\$0.00	694.77	7%	55.23
WORKERS COMP - REC	1,500.00	0.00	1,819.31	(21%)	(319.31)
Total PARKS & RECREATION TAXES/INSUR	<u>5,550.00</u>	<u>0.00</u>	<u>5,484.73</u>	<u>1%</u>	<u>65.27</u>
PARKS & RECREATION BENEFITS:					
HEALTH INSURANCE - REC	7,500.00	0.00	5,632.86	25%	1,867.14
RETIREMENT - REC	2,300.00	0.00	1,938.96	16%	361.04
Total PARKS & RECREATION BENEFITS	<u>9,800.00</u>	<u>0.00</u>	<u>7,571.82</u>	<u>23%</u>	<u>2,228.18</u>
PARKS & RECREATION DEPARTMENTAL EXP					
PARK MAINTENANCE	1,200.00	0.00	114.55	90%	1,085.45
FAMILY DANCE	500.00	0.00	290.64	42%	209.36
SUMMER TRANSPORTATION	4,520.00	0.00	4,123.38	9%	396.62
INSTRUCTIONAL COSTS	1,000.00	0.00	500.00	50%	500.00
YOUTH LEAGUE	3,000.00	0.00	1,968.70	34%	1,031.30
HALLOWEEN CARNIVAL	500.00	0.00	570.98	(14%)	(70.98)
SPRING EGG HUNT	500.00	0.00	0.00	100%	500.00
REC COMMUNITY PROGRAM	4,000.00	0.00	1,484.41	63%	2,515.59
AFTER SCHOOL PROGRAM	2,500.00	0.00	1,200.09	52%	1,299.91
SUMMER ADMISSIONS	3,000.00	0.00	1,814.79	40%	1,185.21
Total PARKS & RECREATION DEPARTMENT	<u>20,720.00</u>	<u>0.00</u>	<u>12,067.54</u>	<u>42%</u>	<u>8,652.46</u>
PARKS & RECREATION OTHER OPERATING:					
MILEAGE/TRAVEL-REC	500.00	0.00	321.72	36%	178.28
RECREATION COMMUNICATIONS	1,700.00	0.00	1,216.14	28%	483.86

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PARKS & RECREATION OTHER OPERATING (continued):					
SUPPLIES - REC	2,100.00	\$0.00	991.74	53%	1,108.26
ADVERTISING - REC	100.00	0.00	0.00	100%	100.00
Total PARKS & RECREATION OTHER OPER	4,400.00	0.00	2,529.60	43%	1,870.40
CAPITAL ACCOUNTS	89,670.00	0.00	73,839.23	18%	15,830.77
CAPITAL OUTLAY:					
POLICE DEPARTMENT-CAP	4,000.00	0.00	4,440.00	(11%)	(440.00)
EXECUTIVE DEPARTMENT-CAP	3,750.00	0.00	1,836.00	51%	1,914.00
BUILDING MAINTENANCE - CAP	10,000.00	0.00	10,000.00	0%	0.00
PUBLIC WORKS - CAP	6,000.00	0.00	0.00	100%	6,000.00
EQUIPMENT REHAB - CAP	0.00	0.00	0.00	0%	0.00
MOWER - CAP	0.00	0.00	0.00	0%	0.00
FIRE GRANT	0.00	0.00	0.00	0%	0.00
ONE TON TRUCK - CAP	0.00	0.00	0.00	0%	0.00
VEMA - CAP	2,000.00	0.00	0.00	100%	2,000.00
FIRE DEPARTMENT - CAP	0.00	0.00	0.00	0%	0.00
BALLFIELD CAPITAL - CAP	0.00	0.00	0.00	0%	0.00
PLAYGROUND - CAP	0.00	0.00	0.00	0%	0.00
CEMETERY PROJECTS - CAP	0.00	0.00	0.00	0%	0.00
HIGHWAY PROJECTS - CAP	75,000.00	0.00	75,226.90	0%	(226.90)
COMMUNITY PROGRAMS	5,000.00	0.00	5,679.71	(14%)	(679.71)
TRAILER	0.00	0.00	0.00	0%	0.00
BULL DOZER	0.00	0.00	0.00	0%	0.00

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
CAPITAL OUTLAY (continued):					
Total CAPITAL OUTLAY	105,750.00	\$0.00	97,182.61	8%	8,567.39
SPECIAL ASESSEMENTS:					
COUNTY TAX	244,643.63	0.00	244,643.63	0%	0.00
SEWER DISTRICT APPROPRIATION	140,000.00	0.00	140,000.00	0%	0.00
HYDRANT RENTAL	76,890.00	0.00	57,667.50	25%	19,222.50
STREET LIGHTS	30,000.00	0.00	16,324.43	46%	13,675.57
STREET LINING	4,500.00	0.00	4,494.69	0%	5.31
SOLID WASTE	132,834.00	0.00	87,917.15	34%	44,916.85
HEATING COST	12,888.00	0.00	12,187.05	5%	700.95
GENERAL ASSISTANCE	10,000.00	0.00	11,747.61	(17%)	(1,747.61)
PUBLIC TRANSPORTATION	18,000.00	0.00	5,165.10	71%	12,834.90
DIESEL FUEL	13,650.00	0.00	7,019.93	49%	6,630.07
NETWORK MAINTENANCE	5,000.00	0.00	714.81	86%	4,285.19
TIF FINANCING	1,008,385.75	0.00	1,006,008.62	0%	2,377.13
OVERLAY	159,349.03	0.00	0.00	100%	159,349.03
TIF LEASE PAYMENTS	0.00	0.00	56,618.33	0%	(56,618.33)
Total SPECIAL ASESSEMENTS	1,856,140.41	0.00	1,650,508.85	11%	205,631.56
TRANSFERS:					
INSURANCE RESERVE - RES	37,300.00	0.00	37,300.00	0%	0.00
UNEMPLOYMENT - RES	2,000.00	0.00	2,000.00	0%	0.00
SICK TIME / PAID LEAVE RESERVE	0.00	0.00	0.00	0%	0.00
CONSERVAION TREE/LAND-RES	0.00	0.00	0.00	0%	0.00
POLICE CAR - RES	10,000.00	0.00	10,000.00	0%	0.00

Veazie
REVENUES & EXPENSES
For the Ten Months Ending April 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended April</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
TRANSFERS (continued):					
PD SAFETY EQUIPMENT RES	2,000.00	\$0.00	2,000.00	0%	0.00
MUNICIPAL CREDIT - RES	0.00	0.00	0.00	0%	0.00
MUNICIPAL BUILDING - RES	2,000.00	0.00	2,000.00	0%	0.00
COMM BUILDING - RES	5,000.00	0.00	5,000.00	0%	0.00
SCHOOL LUNCH TRANSFER	0.00	0.00	0.00	0%	0.00
SIDEWALKS - RES	0.00	0.00	0.00	0%	0.00
CUL de sac IMPROVEMENTS	0.00	0.00	0.00	0%	0.00
TRAFFIC LIGHTS - RES	1,000.00	0.00	1,000.00	0%	0.00
FIRE DEPARTMENT - RES	10,000.00	0.00	10,000.00	0%	0.00
PUBLIC WORKS-RES	0.00	0.00	0.00	0%	0.00
EDUCATION TUITION RESERVE	0.00	0.00	0.00	0%	0.00
COMMUNITY INVESTMENT - RES	0.00	0.00	0.00	0%	0.00
RSU 26 ASSESSMENT	2,558,217.59	0.00	1,918,663.20	25%	639,554.39
Total TRANSFERS	2,627,517.59	0.00	1,987,963.20	24%	639,554.39
DESIGNATED ACCOUNTS:					
CONSERVATION COMMISSION	4,000.00	0.00	3,125.90	22%	874.10
COMPREHENSIVE PLANNING	10,000.00	0.00	0.00	100%	10,000.00
HISTORICAL SOCIETY	1,000.00	0.00	0.00	100%	1,000.00
ECONOMIC DEVELOPMENT	5,000.00	0.00	4,850.00	3%	150.00
MS 4 COMPLIANCE	13,400.00	0.00	10,224.55	24%	3,175.45
EMPLOYEE FUND	0.00	0.00	60.84	0%	(60.84)
VEAZIE ENTRANCE SIGNS	0.00	0.00	0.00	0%	0.00
Total DESIGNATED ACCOUNTS	33,400.00	0.00	18,261.29	45%	15,138.71
TOTAL EXPENSES	4,622,808.00	0.00	3,753,915.95	19%	868,892.05
	5,961,309.67	1,330.96	4,694,635.48	21%	1,266,674.19

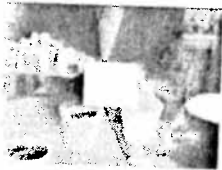
BusinessDictionary.com

line item budget

Definition

Budget in which the individual financial statement items are grouped by cost centers or departments. It shows the comparison between the financial data for the past accounting or budgeting periods and estimated figures for the current or a future period.

Related Videos



How to Keep Your Wedding Under Budget



How to Create Your Own Budget



Why You Should I Make a Personal Budget

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5121

Town of Veazie

Budget Request FY 2010 - 2011

04/13/2010
Date

Executive Department Summary

Past Fiscal Year And Anticipated Need For The Coming Year	Budget FY 2009-2010	Anticipated 2010-2011
	\$402,942.79	\$388,926.30

Proposed Budget Fiscal Year 10-11	Manager's Request	Council / Budget Approved \$	% Increase % (Decrease)
	\$388,926.30		(3.6%)

Support for Budget Request: Provide justification for the budget request using as much detail as is necessary to support the request. Please use additional sheets if necessary.

In general, a decrease of 3.6% is proposed for the coming fiscal year. The primary decrease is due to personnel costs of the department reducing a part time counter clerk to half time and reducing a 2/5 Janitor to 1/5.

Present revised staffing and work plan entails:

4 full-time positions

- Manager – 2080 hrs plus
- Deputy Treasurer – 2080 hrs plus
- Town Clerk – 2080 hrs plus
- Assessor/CEO – 2080 hrs plus

(1) 1/2-time counter clerk – 1040 hrs

(1) 1/5 time backup CEO – 416 hrs

(1) 1/5 janitor/maintenance – 416 hrs

The decreases for the department were as follows:

Executive Department Salaries - \$8,062.00

Executive Benefits - \$200.00

The termination of PVCOG membership due to EMDC's take over of the organization \$2,500

The reduction of PVCC dues - \$1,500

Audit Services - \$1,000.00 (Our current auditing firm outlined that our bill this year was about \$6,000)

Electricity - \$2,000. (The energy efficiency conversion of lighting should save us this about)

Equipment Purchase -\$1,000 (will hold off on planned replacement purchases)

Training and seminars - \$1,000.00 (all staff are up to date on certifications just required classes will be taken)

Office Supplies – \$1,000.00 We have been fortunate to be given 30 plus boxes of copier paper this past year so we will purchase replacement paper and use the surplus.

Increases for the department are as follows:

FICA / Medicare adjustments \$645

Processing Cost – \$1,000.00 (the use of credit cards for transactions have increased greatly)

TRIO License Fee - \$300.00 – Increase in cost

NPDES Compliance - \$1,000.00

Dues and Subscriptions -\$500.00 (Fees to associations have increased)

Advertising Expense - \$800.00 (rates have increased for basic ads)

Executive Budget**2009-2010****2010-2011****Memo Area****Executive Salaries**

Town Manager	\$ 69,021.70	\$ 68,000.00
Deputy Treasurer	\$ 42,848.00	\$ 43,000.00
Deputy Clerk	\$ 34,814.00	\$ 35,000.00
Assistant Clerk	\$ 18,425.50	\$ 11,000.00
Assessor / CEO	\$ 42,452.80	\$ 42,500.00
Town Council	\$ 3,200.00	\$ 3,200.00
Janitorial	\$ 5,000.00	\$ 5,000.00
Total Executive Salaries	\$ 215,762.00	\$ 207,700.00

Executive Taxes/Insurance

FICA	\$ 13,377.24	\$ 13,900.40
Medicare	\$ 3,128.55	\$ 3,250.90
Workers Comp	\$ 2,300.00	\$ 2,300.00
Total Executive Taxes/Insurance	\$ 18,805.79	\$ 19,451.30

Executive Benefits

Health Insurance	\$ 37,500.00	\$ 37,500.00
Employee Retirement	\$ 16,700.00	\$ 16,500.00
Executive Benefits Total	\$ 54,200.00	\$ 54,000.00

Executive Departmental

MMA Dues	\$ 2,800.00	\$ 2,800.00
PVCOG Dues	\$ 2,500.00	\$ -
PVCC- Cable Coop	\$ 2,500.00	\$ 1,000.00
Reg. of Deeds	\$ 1,500.00	\$ 1,500.00
Election Costs	\$ 2,500.00	\$ 2,500.00
Assessors Expenses	\$ 2,750.00	\$ 2,750.00
Planning Board Expense	\$ -	\$ -
Chamber of Comm	\$ 300.00	\$ 300.00
Total Executive Departmental	\$ 14,850.00	\$ 10,850.00

Contracted Services

Legal Services	\$ 5,000.00	\$ 5,000.00
Audit Services	\$ 8,000.00	\$ 7,000.00
Maint. Agreement	\$ 10,000.00	\$ 10,000.00
Processing Fees	\$ 6,000.00	\$ 7,000.00
Trio Lic. Fee	\$ 5,200.00	\$ 5,500.00
Annual Report	\$ 2,000.00	\$ 2,000.00
NEPDES Compliance	\$ 6,000.00	\$ 7,000.00
Total Contracted Services	\$ 42,200.00	\$ 43,500.00

Executive Maintenance

Custodial Supplies	\$ 3,000.00	\$ 3,000.00
Total Executive Maintenance	\$ 3,000.00	\$ 3,000.00

Executive Utilities

Electricity	\$ 20,000.00	\$ 18,000.00
Telephone	\$ 3,500.00	\$ 3,500.00
Water / Sewer Service	\$ 2,200.00	\$ 2,200.00
Bottled Gas	\$ 200.00	\$ 200.00
Total Executive Utilities	\$ 25,900.00	\$ 23,900.00

Executive Equipment

Equipment Purchase	\$ 2,000.00	\$ 1,000.00
Equipment Rental (Postage)	\$ 725.00	\$ 725.00
Total Executive Equipment	\$ 2,725.00	\$ 1,725.00

Executive Capital Outlay

Training & Seminars	\$ 3,000.00	\$ 2,000.00
Dues & Subscriptions	\$ 3,000.00	\$ 3,500.00
Office Supplies	\$ 5,800.00	\$ 4,800.00
Postage	\$ 4,250.00	\$ 4,250.00
Printing Costs	\$ 1,500.00	\$ 1,500.00
Meals & Travel	\$ 4,500.00	\$ 4,500.00
Books & Forms	\$ 1,250.00	\$ 1,250.00
Advertising Expense	\$ 1,200.00	\$ 2,000.00
Building Alarm	\$ 1,000.00	\$ 1,000.00
Total Executive Capital Outlay	\$ 25,500.00	\$ 24,800.00

Total Executive Department	\$ 402,942.79	\$ 388,926.30	-14,016.49	3.5% decrease
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Town of Veazie

Budget Request FY 2010 - 2011

04/06/2010
Date

Executive Capital Account Summary

Past Fiscal Year And Anticipated Need For The Coming Year	Budget FY 2009-2010	Anticipated 2010-2011
	\$7,500.00	\$3,750.00

Proposed Budget Fiscal Year 10-11	Manager's Request	Council / Budget Approved \$	% Increase % (Decrease)
	\$3,750.00		(50%)

Support for Budget Request: Provide justification for the budget request using as much detail as is necessary to support the request. Please use additional sheets if necessary.

This funding request is the estimated cost of the wide area accounting software package "ADS" licensing fee, which is roughly \$3,000. \$750 will be used for general office replacement capital items. The reduction is due to the fact that the School Department is no longer a part of our licensing or computer replacement program.

Town of Veazie

Budget Request FY 2010-2011

Capital Building Maintenance Summary

04/06/2010
Date

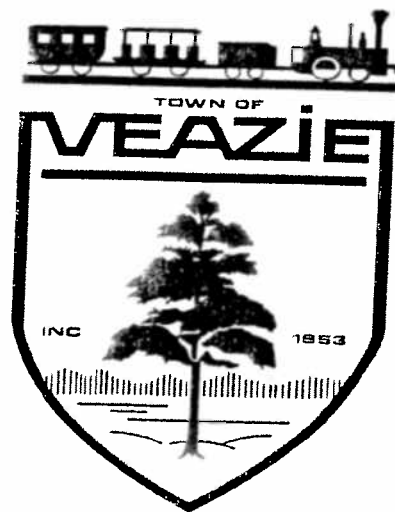
Past Fiscal Year And Anticipated Need For The Coming Year	Budget FY 2009-2010	Anticipated FY 2010-2011
	\$12,000.00	\$10,000.00

Proposed Budget Fiscal Year 10-11	Manager's Request	Council / Budget Approved \$	% Increase % (Decrease)
	\$10,000.00		(16%)

Support for Budget Request: Provide justification for the budget request using as much detail as is necessary to support the request. Please use additional sheets if necessary.

This fund is used to address immediate maintenance needs of the municipal building. We at the current time do not have any major projects planned. In the past year we sealed the driveway, replaced all heating control units and replaced many light fixtures for energy efficiency.

DUTIES
OF
THE
TOWN
OFFICE



The Town Office is staffed with two full-time positions and one part-time position at the present time. The duties of the positions are outlined in the pages to follow. Our part-time person works the two busiest days of the week, Monday's and Friday's. We were unable to find anyone willing to work the four hour day shift, which we have had in the past. This option had allowed for coverage during lunchtime hours so that there were two people available during that time period. Staff would encourage that the position be maintained for the purpose of filling in for training days, vacation time and sick days. As you may recall, the full-time assistant clerk's position was cut back to a part-time position a few years back which has saved the administrative department the cost of benefits and wages. For a period of time we had two part-time positions to cover when additional staffing hours were needed to be filled. Although, the office has been fortunate enough to keep the position filled without a lot of interruption, there are times that the office is only staffed with one person and this will be the case more often unless the position is maintained. This also promotes a problem with the separation of duties which would put the Town in a position of not being compliant with GASB. Additionally, without a part-time person the office would be tremendously under staffed when a full-time staff member utilizes their earned vacation time, sick leave or needs to attend a mandatory training. This would mean one of two things. The staff on duty would not be able to take a lunch break, or the office would have to close for staff to take a lunch break.

Training is a must when working in the field of municipal government but this past year staff has not attended as much training as in years past because it leaves the office short staffed. Last year we lost our part-time person to a full-time job in April and were unable to fill the position until the end of May. This left times that the office was short staffed. However, we did not receive any complaints; I suspect that there were times that customers have had to wait longer than in the past to complete their transactions. During vacations we try to make arrangements for the part-time person to work a full week but staffing will still be down by the part-time person for that period of time leaving the lunch time period with one staff member for the whole week. If the part-timer is not available to fill in for the full vacation it leaves the office with only one staff member and again the lunch break becomes an issue.

Many people are unaware of the role and responsibilities the employees have that are working for municipal government. The Staff is required to know and perform multiple duties. The subject matter of inquires tends to be different at various times of the year. For example we take several calls during this time of year for residents requesting how much they paid in property taxes and excise tax on motor vehicle

and/or boats as they prepare their tax return. The Town Office Staff acts as a Customer Service Representative to provide the first line of service to citizens and assist them with a multitude of tasks. Answering questions about subject matter on just about any topic you can imagine.

The Town Office seems to be the first place people call to inquire about various subjects which makes perfect sense; after all, they must start somewhere. We are well aware that many people do not know where to start asking questions so we are prepared to answer questions or refer them to other agencies for answers. This situation usually pertains to people just moving to Maine from out of State, first time home buyers or residents who receive a letter from a governmental agency and do not know what to do. A few years ago the insurance law really wreaked havoc with many motorists because they did not understand why it was that they were receiving a letter stating that their registration would be/or had been suspended. The State decided to reverse the law as it made for many inefficiencies and also many angry people.

The staff occasionally answers the other department's phones when they are out attending to some of their other duties in town. The staff is also responsible for handling a great deal of correspondence materials and deciphering the importance and prioritizing to whom the information needs to be dispersed. The Town Office staff is expected to be good with customer service and excellent multi-taskers as they deal with the diverse needs of our customers by accessing computer records and databases, calculating excise tax and providing property tax information.

Too often people associate the Town Office as a place they need to go to register their motor vehicle and not much more. Well, this is only the tip of the iceberg of the duties that are performed by the Town Office Staff. The manual for registering motor vehicles is a mere 546 pages of information for registering many different vehicles from antique cars to special equipment machinery. The Town of Veazie offers on-line registrations but this does not elevate the work of registering the vehicle in the Town Office during regular business hours. There is additional work involved in these types of transactions. The information needs to be uploaded in our database and reports must be printed as the back up materials for the electronic payments that are received and then there is the need to post the transaction. Registrations are not just paying your excise tax and getting your stickers.

Motor vehicle reports need to be done on a weekly basis so to keep the information for the State's computer network up-to-date and accurate as to the status of registrations, address changes, name additions and deletions. We are an authorized

new registration town with the privilege to issue State of Maine license plates, collect sales tax and process title applications. Even many of the larger cities choose not to take on this responsibility.

The Town office is also responsible for registering and maintaining the records for recreational vehicles—ATV's, snowmobiles, go carts and boats. These types of vehicles are regulated through the Inland Fish and Wildlife Agency. The staff also issues hunting and fishing licenses. Did you know there are 26 different choices on a hunt/fish license form? Additionally, it is necessary to know the laws and regulations regarding the issuance of these licensing privileges to State of Maine residences or out-of-state visitors. The Town is authorized to issue licenses to anyone eligible not just town residents. Monthly reporting is also a requirement to be an Inland Fisheries agent.

The Town of Veazie also participate in the MOSES online licensing for hunting and fishing licenses, and now boat, ATV and snowmobile registrations. This service was thought to cut down on the amount of time it takes to complete the transaction because the information is online therefore less paperwork.

Unfortunately, the State of Maine went with the lowest bidder and the MOSES program is very slow and cumbersome. However, it does eliminate duplicate licensing or registrations that would happen sometimes when people wanted to give a license as a gift. It also helps when a new resident comes to town because the Inland Fish information is in the database for the whole state, eliminating the need for people to produce previous registrations for the most part. There may be the rare instance that the State has not loaded the information into the system. Being a MOSES participant does mean that our reports have been brought up-to-date and the electronic registration Town's information gets loaded into the system first.

Vital records are the one thing in our society that everyone has in common. They are records of the most intimate affairs of each individual in our society. Most people now recognize the value of complete and accurate records of births, marriages and deaths. Vital records are used for new purposes every day and the demand for this important data is constantly on the increase. The staff is responsible for issuing marriage licenses and domestic partner filings. All vital records once processed by the Town are filed with the state. Additionally, vital records need to be maintained forever and made available for the public to obtain copies. However, staff must also know the laws governing the issuance of vital records. A new law which commenced in July of 2010 makes most of the documents confidential and restricts who may receive copies.

Dog licensing such as fees, late fines, rabies clinics, wolf-hybrids and other issues are topics that the staff needs to keep informed about. It is the responsibility of the Town Office to register dogs and maintain the registration records. Monthly reports also have to be filed with the Maine Department of Agriculture and Animal Welfare.

The Town Office staff is also required to facilitate every aspect of all of the election processes. One of the staff members is assigned to be the Registrar of Voters. This person is responsible for registering voters, maintaining voter records and certifying petitions and municipal nomination papers. All staff is also trained to administer voter registration. The Federal government in 2004 implemented the Help America Vote Act. This greatly impacted voter registration and state elections. A new statewide online system called Central Voter Registration was created. Instead of each municipality having its own voter database there is now one database that is utilized by all municipalities. The Act also implemented new laws and procedures surrounding voter registration, absentee voting and election day voting. The Town Clerk is in charge of conducting municipal and state elections. The laws surrounding the election process (state and municipal) are extremely complicated and must be followed to the letter to ensure the integrity of each election. The Clerk must receive and maintain ballots, administer absentee voting, find Election Clerks to work the election and ensure that elections are conducted in accordance with State and municipal election laws. All staff are also trained to conduct absentee voting.

The Town Office staff is also required to obtain a Notary Public certification so that notary services can be provided for the public.

It would be hard to describe a typical day at the Town Office because people's needs change from day to day and season to season. However, there are the typical regular everyday duties that arise from day-to-day which include the following:

- **Motor Vehicle registrations**
- **Marriage Licenses**
- **Birth Certificates**
- **Death Certificates**
- **Real Estate Tax Payments**
- **Dog Licenses**
- **Hunting & Fishing Licenses**

This is a list of different types of inquiries one might receive when working for municipal government.

- **Tax information**
- **Council/Selectmen Obligations**
- **What forms are required . . .for this situation**
- **Procedures . . . for this situation?**
- **Duties ofthis position?**
- **Where to obtain specific clerk-related info . . .**
- **What to do . . . this situation?**
- **When to do . . . for this situation?**
- **Where to go . . . for this situation?**
- **Who to contact . . . for this information?**

To illustrate the multifaceted duties required to be performed at the Town Office as prescribed by law I have obtained from Maine Municipal Association a collection of job descriptions. In order to encompass all duties of the Town Office personnel it was necessary to use ten (10) different job descriptions; which describe the nature of work associated with each position, the essential duties and responsibilities and the requirements of work associated with the position. Although we only have 2 full-time and one part-time person we are required to meet the duties of the following ten (10) job descriptions. I have removed many redundancies in the positions for which we have not named one particular person to the title but the duties are still necessary to perform the tasks within the Town Office.

Office Manager

Nature of work:

This is responsible fiscal, administrative, and supervisory work assignment assisting in the maintenance and operation of the Town's day-to-day operations.

Employee is responsible for performing various fiscal and clerical office work including inventory control, accounts payable and assisting in investment activities and the collection of service payments. Work involves the use of the computer system and supervising the office staff. Work is performed with independence under the supervision of the Town Manager and is subject to review through audits and observation of results achieved. Position provides leadership and management as well as makes significant individual contribution to that department, and requires considerable coordination with other town departments, the Town Manager, and Town Council. As a department head, serves as a member of the Town's management team.

Essential Duties and Responsibilities:

Oversees the day-to-day operations of the Town Office to insure accuracy and proper completion of transaction performed by employees and participates in working the counter and collecting payments from customers.

Supervises daily bank deposits, maintains cash journal, and prepares accounts receivable record, including the billing to the MDEA for reimbursement.

Requires knowledge of record keeping under State Statutes

Working knowledge of Local Government Records Retention Schedule

Access to records as per the Right to Know Law

Records preservation ideas

Records management tips for an efficient office environment

Posts to the computer all accounts payable, and keeps a monthly record of accounts payable for review

Verifies accuracy of monthly trial balance, balance sheet and income statement from general ledger and produces reports for the Town Council, Town Manager and for all Department Heads.

Maintains information on all vendors, creates a vendor file for a new account for the town and school.

Monitors cash levels and assists Town Manager in determining investment transfers.

Assists auditors by assembling complex financial information and preparing detailed work sheets, such as capital expenditure, construction, bond issues, investments, year-end trial balances, verifies the accuracy of invoices, etc.

Performs word processing for reports, correspondence, and contracts as needed by the Town Manager

Assigns office task priorities and schedules

Requirements of Work:

Knowledge of modern office methods, practices, procedures and equipment

Knowledge of principles and practices of accounting, with the ability to take accounts payable and receivable through a complete accounting cycle.

Knowledge of and ability to use multiple software packages

Knowledge of business English and mathematics, with the ability to make arithmetical computations quickly and accurately

Ability to prepare accounting data and produce financial information for reports

Ability to use and maintain the computerized financial system

Ability to establish and maintain effective working relationships with fellow workers and the general public and the ability to work independently

Deputy Tax Collector

Nature of work:

This is responsible administrative and fiscal work in the collection and handling of Town funds.

Employee is responsible for the collection and recording of town funds. Work involves tax collection, maintaining liaison with Town departments and the general public, and supervising department staff. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

Essential Duties and Responsibilities:

Supervises and is responsible for the collection of all monies.

Receives and processes all tax payments by mail; records and balances all payments.

Prepares all reports of various tax collections and distributes them to the Town Council, the State, and the census bureau.

Prepares timely tax receipt deposits and enters amounts into computer.

Prepares a monthly report of tax collections and other receivables for the Town Manager

Reconciles tax collections to general ledger

Assists in the collection of taxes and fees at the counter

Prepares cut-offs: procedures for end-of-year work/financial audit

Requirements of Work:

Working knowledge of the principles and practices of municipal accounting

Thorough knowledge of the lien process

Working knowledge of the principles and practices of municipal cash management

Thorough knowledge of excise tax collection: laws, updates

Ability to prepare regular reports on tax collection activities

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money

Familiar with the laws surrounding town records which includes the responsibility for the retention and destruction of old records

Ability to plan, organize, supervise and review the work of subordinates

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Deputy Treasurer

Nature of work:

Responsible for the day to day handling and oversight of all monies collected by the Town, supervision of office staff, management of investment transfers, and preparation and maintenance of financial records.

Essential Duties and Responsibilities:

Position requires extensive communication with taxpayers and citizens, the business community, financial institutions, municipal officials and other municipal employees. The person must be capable of significant communication versatility ranging from one-to-one collaboration to group presentation skills. Chooses and designs processes for effective information flow and sharing. Communication includes considerable written documentation of records and documents.

Reconcile 5 different bank accounts and the investment portfolio.

Prepare quarterly reports for the US Census Bureau as well as a yearly report to this agency.

Prepares the yearly Fiscal Survey Reports

Preparation of monthly and annual financial reports for municipal officials and taxpayers

Monitors town funds, communicating with financial institutions and municipal officials

Performs title searches at the Registry of Deeds, prepares lien work, analyzes reports, and meets with public to solve payment problems for real estate taxes, other assessments and accounts receivable.

Responds to taxpayer inquiries and requests for information regarding tax liens and foreclosures

Position requires detailed, specialized and extensive knowledge of the practices and procedures of cash management, investment, budgeting and municipal accounting.

Employee should possess seasoned knowledge of the organization and the role of this department, and be able to investigate and analyze specialized or broad based issues.

Knowledge of tax process including tax lien requirements

Knowledge of municipal accounting and cash management practices

Position requires the management of the operations of the office and department of Town Treasurer, in accordance with commonly accepted accounting practices and in compliance with all state and local statutory and regulatory requirements.

Employee is responsible for and participates in the full range of activities in the Treasurer's office. Work includes the technical areas of tax collection, cash management, computerized recordkeeping and customer service, as well as overall management of the office. Work involves the coordination of department staff, other municipal employees and municipal officials.

Responsible for executing actions necessary to achieve departmental objectives

A significant amount of problem solving, interpretation and policy development is required. Must be aware and use judgment around legal and social issues.

Shares in the development of departmental and organizational short and long range goals

Responsible for detailed recordkeeping necessary for annual budgeting and administration

Position requires the ability to develop strategic plans and policies affecting a department and the organization as a whole, working within established statutory, regulatory, and policy guidelines. Decisions may be complex in

nature and require cross departmental or functional problem solving and analysis.

Welfare Director

Nature of work:

This is responsible technical and administrative work in the administration of the Town's General Assistance program.

Employee of this class is responsible for administering the General Assistance program. Work includes application and processing, investigation and advising, and granting approved funds. Employee also receives and records incoming cash payments. Work involves the handling of funds and preparation of standard forms and receipts. Collection includes taxes, license fees, permit fees, and various registration charges. Work is performed under the general supervision of the Town Manager. Work is reviewed based on results achieved and audits.

Essential Duties and Responsibilities:

Receives all incoming applications for General Assistance, interviews applicants and investigates situation within 24 hours as required by law.

Issues General Assistance payments in accordance with applicable statutes, regulations and ordinances

Working knowledge of the statutes and regulations governing general assistance

Knowledge of other social service agencies to which clients may be referred to for services to sometimes unique situations

Prepares monthly reports for the 50% State reimbursement for General Assistance payments

Ability to keep varied records, to assemble and organize data, on paper and computerized files and to prepare standard reports from such records in a manner which can protect the privacy of the general assistance clients as these records are privacy protected.

Ability to deal courteously with the public, using tact and resourcefulness in meeting new problems

Town Clerk

Nature of work:

This is responsible administrative and clerical work in the custody of Town records and in serving as Town Clerk.

Employee is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work includes extensive public contact. Work is performed in accordance with the Town ordinances and State and Federal laws with a high degree of independence. Work is reviewed by the Office Manager through audits, records and reports.

Essential Duties and Responsibilities:

Validates official documents, oversees posting of official notices and advertisements, and records papers with Federal and State Government as received.

Issues various licenses such as marriage, hunting, fishing and dog licenses, and maintains all related records.

Maintains records of births, deaths, marriages, burials and sends periodic reports to the State of Maine Office of Vital Statistics; issues certified copies of same.

Oversees and participates in the collection of various taxes including excise and property taxes; and prepares all tax liens for the Tax Collector.

Computes excise tax on new and used automobiles, trucks, trailers, motorcycles and boats, keeping and processing records of these registrations and reporting to the BMV on a weekly basis.

Administers all elections including scheduling and appointing ballot clerks,

orders and prepares ballots, issues absentee ballots, processes and records ballots and reports election results and accepts voter registration.

Collects monies and answers inquiries at Town Office

Keeper of the petty cash and Town credit accounts

Orders and maintains departmental supplies

Plans and supervises the conduct of all elections

Prepares polls, ballot boxes, voting machines and ballots

Instructs election officials as to election laws and procedures

Issues absentee ballots

Processes all election ballots and reports results to the Secretary of State, news groups and candidates as requested.

Supervises all voter registration functions

Performs related duties as required

Requirements of Work:

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town and City Clerks

Thorough knowledge of modern office procedures, practices and equipment

Responsible for the scheduling maintenance and upkeep of the leased photo copiers and printers

Ability to establish and maintain effective working relationships with other Town officials, employees and the general public

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and state regulations relating to the operation of the office and Town government, and ability to communicate this to office staff and the

public.

Proficiency in the use of the adding machine and typewriter

Ability to maintain records and prepare records

Ability to interact with the Town's computer system

Administrative Assistant to Town Manager

Nature of work:

Responsible for providing clerical and administrative support to the Town Manager and Town Council, and other boards as assigned.

Essential Duties and Responsibilities:

Works closely with the Town Manager to maintain correspondence necessary for the day-to-day operations at the Town Office

Assists in proving cash at the close of day; prepares bank deposits.

Maintains all files pertaining to past, present and future dealing for the Town Office

Updates Charter, Code and Ordinances as necessary

Files all first reports of injuries to the MMA Health Trust through reporting and must be followed through until the incident is resolved.

Maintains the personnel files for all current and past employees of all of the Town's departments

Responsible for all forms needed for health, dental, life, long and short term disability insurances. Responsible for maintaining records for the Town's retirement benefits this includes the most recent addition of the Maine State Retirement program for the eligible departments.

Is responsible for filing any and all paperwork required for a new hire for all Town Departments

Waits on counter, answers questions, and gives out information requested on property taxes, excise taxes, and miscellaneous accounts receivable

Prepares invoices for collection of various accounts receivable.

Composes and edits letters, reports and other material; sets up and maintains various files.

Publishes the newsletters and the Annual Town Report

Maintains a computerized list of all inventories for all Town Departments and the School Department

Serves as outside contact person in the collection of delinquent taxes and various accounts receivable

Works closely with attorney and Town Manager's Office with correspondence necessary for the Union negotiations

Prepares all council packets to be distributed every two weeks also distributes packets as needed to other Town Boards.

Takes the minutes of all Council meetings and other Town Boards as needed

Requirements of Work:

Knowledge of basic accounting principles

Working knowledge of modern office procedures, practices, and equipment, including work with computer systems and multiple software packages

Responsible for maintaining the Town's website, this includes posting pertinent information and forwarding such correspondence to members of the public that request it.

Ability to work with computer systems for the Town's television station and posting all up-to-date information and deleting past information to the T.V. station

Ability to work independently with a minimum of supervision and to organize and schedule work to meet deadlines

Ability to communicate both orally and in writing

Ability to deal with the public in an effective, tactful and pleasant manner, and to establish effective working relationships with other employees

Accounts Payable Clerk

Nature of work:

This is specialized clerical work in the keeping of fiscal and related records involving the application of bookkeeping principles.

Employee of this class is responsible for receiving all bills to be paid, preparing all payments, and maintaining files on all accounts. Work is performed for all municipal accounts. Work also involves word processing responsibilities and the preparation of a limited amount of correspondence. Work is performed under the general supervision of the Office Manager, subject to review through observation and results achieved.

Essential Duties and Responsibilities:

Prepares purchase orders for payment of all incoming bills and expenses for all Town accounts.

Prepares the yearly Master Purchase Orders for all municipal departments, and record such purchases in a spreadsheet for the auditor's inspection.

Responsible for ordering office supplies, janitorial supplies for Town Office and for preparing purchase orders for timely payment of Town insurances and Finance Department expenses.

Collects all checks returned for insufficient funds—if insufficient for a motor vehicle registration coordinates with the BMV to suspend the registration until the debt is paid.

Cashier Clerk

Nature of work:

Work involves the collection and accounting of funds collected by municipal operations, including tax collection and fees for municipal services.

Essential Duties and Responsibilities:

Greets visitors, answers questions and provides information to members of the public.

Performs a variety of arithmetic calculations related to business activities of office.

Receives payments, computes interest on delinquent taxes, and accounts for large amounts of cash received.

Reconciles, proves, and prepares daily bank deposits.

Operates a variety of office machines including typewriter, calculator and computer terminal as well as multiple software packages

Requirements of Work:

Knowledge of accounting and cash processing procedures designed to assure accurate handling of cash payments, daily cash reconciliation and account posting procedures.

Ability to work at a very high degree of accuracy keeping detailed control of tax records and other financial reports.

Ability to meet and interact with the public in a helpful, courteous manner

Assessor's Clerk

Nature of work:

This is responsible clerical and administrative work performed to assist the Assessor mainly when the Assessor is out of the office performing the duties of the Assessor and/or the Code Enforcement Officer.

Employee of this class is responsible for the performance of a variety of complex clerical and administrative work including the maintenance of records necessary in administering the assessment function and other administrative tasks involved in the operation of the office. Work involves considerable public contact assisting visitors to the offices and in providing requested information. Work is normally carried out with only general instructions subject to occasional review of methods and results.

Essential Duties and Responsibilities:

Independently meets the public giving information requiring knowledge of departmental policies and procedures; serves as a representative of the department head as delegated in contacts with other employees, officials, and the general public.

Assists in the maintenance of real estate property record cards

Assists in the preparation of and types official reports, documents for computer input, requests for supplies, expenditure authorizations; proofs all data for accuracy.

Helps with the mailing of property tax bills to property owners

Reviews and receives legal documents such as deeds and files them accordingly.

Ensures that all computer records and back-up records are complete and up to date

Types memos, forms, reports, and general correspondence and may compose routine letters and memos in response to standard inquiries

Requirements of Work:

A basic working knowledge of the practices and principles of property appraisal and assessment

Working knowledge of business English, spelling and arithmetic

Working knowledge of modern office equipment, practices and procedures

Working knowledge of applicable laws, ordinances and regulations, and of departmental policies and procedures

Ability to keep complex clerical records and to prepare accurate reports from simple arithmetical or accounting information

Ability to establish and maintain effective working relationships with other employees and the general public, and to deal with public relations problems courteously and tactfully

Skill in the operation of a typewriter, calculator, and familiarity with computer operations

Ability to perform multifaceted assessing functions accurately, despite constant interruptions

Registrar of Voters

Nature of work:

Administers all elections including scheduling and appointing ballot clerks; orders and prepares ballots; issues absentee ballots; processes and records ballots and reports election results and accepts voter registration

Essential Duties and Responsibilities:

Determine voter eligibility by reviewing each application and deciding whether the voter meets the registration qualifications

Process new applications for registration and enrollment by mail and in person and place voters on the list as soon as they have qualified

Process changes of voter information

Prepare and maintain the voter list and files, keeping it current at all times for active and inactive voters.

Conduct a systematic purge at least once every 5 years

Provide accurate information on voters and preparing certified copies of the voter list upon request

Certify status of absentee voters before ballots are processed on Election Day

Certify voter status on petitions

Receive training at least once every 2 years

Attend caucuses for each party

Requirements of Work:

Working knowledge of laws surrounding the totality of the election processes which include Title 21-A & Title 30-A.

Laws surrounding posting of Public Hearings.

Administering the Oaths of Office.

Knowledge of all elections processes.

Preparing and certifying Nomination Papers,

Preparing the Town Warrants for the Town Meeting.

Be familiar with the Ordinances of the Town surrounding the election.

Knowledge of Town of Veazie's Town Meeting process.

Maintaining the Voter Registration list with additions and deletions as needed and the laws surrounding these actions.

Knowing the laws surrounding Absentee Voting and distributing ballots to those unable to vote in person on Election Day.

POSITION DESCRIPTION

Class Title: Office Administrator-- Finance

Department: Executive

Date: February 25, 2003

GENERAL PURPOSE

Performs a variety of complex administrative, technical and professional work in directing and supervising personnel in the executive department's business office. The position also performs routine clerical, accounting, and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED:

Works under the supervision of the Town Manager according to a relatively fixed work routine.

SUPERVISION EXERCISED

Exercises supervision over Administrative Assistant, Deputy Town Clerk and all other support staff of the department including interns or other part-time or temporary staff as assigned by the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises the human resource of the executive department to achieve goals within available resources. Plans and organizes with the Town Manager's oversight workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments.

Makes presentations to councils, boards, commissions, civic groups and the general public when requested by the Town manager.

Communicates official plans, policies and procedures to office staff members.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds.

Prepares and review work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists the Town manager in recruitment, interviews, and assists in the selection of employees to fill vacant positions within the department.

Conducts wage survey within labor market to determine competitive wage rate.

Prepares employee separation notices and related documentation, and assists in the conduction of exit interviews to determine reasons behind separations.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

May represent organization at personnel related hearings and investigations.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Recommends benefit plan changes to management.

Develops and maintains resources that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Directs performance of clerical functions such as updating records and processing personnel actions.

Analyzes wage and salary reports and related data.

Verifies payrolls monthly; Maintains payroll warrants and collects time sheets from Administrative Assistant to compare to payroll figures.

Maintains data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions and insurance; maintains vacation and sick leave records.

Verifies the payment of state taxes, federal taxes, medical premiums, retirement sums, etc.

Maintains and reconciles all accounts and funds.

Maintained and reconciles all tax collections to property tax assessment.

Processes claims and vouchers for payment. Verifies Town budget account coding.

Accumulates, calculates, posts, balances, and reconciles data for specific accounts and payroll,

checks against warrant registers; identifies, traces, and otherwise resolves discrepancies in accordance with established procedures.

Prepares monthly, quarterly, and annual reports.

Disburses Town funds upon approval of warrants, vouchers, coupons, notes or bonds.

Verifies employee benefit payments, maintains related data, and prepares related reports.

Examines receipts for accuracy and completeness; Reviews daily bank deposits records.

Prepares periodic reports. Assists in the preparation of the annual and other State or Federal reports.

Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.

Maintains the fixed asset accounts of the Town.

Prepares financial reports on revenue and expenses; reconciles bank statements.

Performs periodic financial reviews.

Assists the Town Manager in the operation and maintenance of the City's central financial computer system.

Maintains and reconciles Tax Increment Funding accounts, Reserve and Capital Funds.

Maintain special accounts receivable.

Assist in preparation of year-end reports.

Prepares periodic utility, financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

Investigates accidents and reviews reports for insurance carrier.

Evaluates services, coverage, and options available through insurance and investment companies to determine programs best meeting needs of the Town.

Serves as a member of the safety committee.

Provides technical support to other department staff as required by the Town Manager.

Provides assistance with the administration, record keeping and reporting of the Town's general assistance program.

Provides technical support for the Town's Website

Must maintain on going working relationship with the Town's Independent Auditor to review and implement all internal controls and to review and update the Town's accounting or fiscal reporting standard as required by GASB.

Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

May serve as a back up to related technician positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with specialized course work in general office practices such public administration, business administration, accounting, data processing, and
- (B) Two (2) years of increasingly responsible related experience, or (C) any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of governmental accounting principles and practices.
- (B) Skill in to operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; central financial computer; 10-key calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

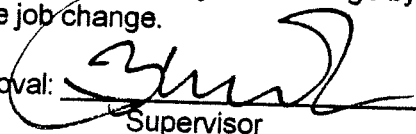
SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:


Supervisor

Approval:


Appointing Authority

Effective Date:

Feb 25, 2003

Revision History:

NEW -

POSITION DESCRIPTION

Class Title: Administrative Assistant / Executive Aide
Department: Executive Department
Date: 02.27.2003

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative and technical work in the administration of the Town government. Provides administrative support to committees as assigned by the Town Manager, and assists in the administration of the standard operating policies and procedures of the Town's municipal departments.

SUPERVISION RECEIVED:

Works under the general supervision of the Office Administrator. Town Manager may assign special project to Administrative Assistant.

SUPERVISION EXERCISED

May exercise supervision over clerical, temporary or other staff, as assigned by Town Manager or Office Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages assigned operations to achieve goals within available resources; plans and organizes workloads and assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Assists in the development of short and long range capital plans and inventory; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments as needed.

Provides professional advice to management

Communicates official plans, policies and procedures to staff and the general public; Makes presentations to supervisor, Council, boards, commissions and the general public as assigned.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests;

Recommends policies and procedures to improve efficiency and effectiveness of operations.

Maintains harmony among workers.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.

Reviews drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned by Manager.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Researches grant programs; prepares grant applications.

Performs routine clerical and administrative work, answers phones, assists the public in the collection of information or requests for assistance, cashiering, data processing, record keeping and limited bookkeeping.

Answers in-coming calls and routes callers to the proper department / department head or provides information as required.

Is designated as the keeper of the petty cash box.

Plans and conducts new employee orientation to foster positive attitude toward Town goals.

Keeps record of personnel insurance coverage, retirement plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Keeps records of hired employee characteristics for governmental reporting purposes.

Oversees testing of applicants and regular employee drug testing.

Plans and directs implementation and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

Conducts preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, retirement plans, paid time off, bonus pay,

and special employer sponsored activities.

Analyzes existing benefits policies of organization, and prevailing practices among similar organizations, to establish competitive benefits programs.

Recommends modification of existing benefits programs.

Recommends benefit plan changes to management.

Notifies employees of changes in benefits programs.

Performs clerical functions such as updating records and processing personnel actions.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Prepares personnel forecast to project employment needs.

Advise department managers of local, state and Federal policy regarding equal employment opportunities, compensation, and employee benefits.

Prepares workers compensation reports, unemployment reports and notices and Risk Pool property and causality insurance forms.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms and computer applications; makes simple postings to accounts; compiles data for various reports.

Collects time sheets and inputs payroll figures to payroll service.

Files all ICMA RC and Insurance Reports.

Prepares records such as notices, minutes, and resolutions.

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Maintains inventories and orders office supplies and materials, maintains departmental personnel records.

Conducts the administration, record keeping and reporting of the Town's general assistance program

Schedules appointments for the Town Manager, and performs other administrative and

clerical duties as assigned.

PERIPHERAL DUTIES

Attend seminars and workshops related to administrative duties and responsibilities.

Prepares correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

Serves as a member of oral interview panels for employee selection.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management, or a closely related field, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques;
- (B) Skill in operation of listed tools and equipment;
- (C) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing;

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED

POSITION DESCRIPTION

Class Title: Clerk – State Agent
Department: Executive
Date: February 28, 2003

GENERAL PURPOSE

Performs a variety of routine clerical, administrative and financial work by receiving payments from customers or others for the payment of goods or services received.

SUPERVISION RECEIVED:

Works under the supervision of the Office Administrator with special projects to be assigned by the Town Manager.

SUPERVISION EXERCISED

None normally. Will train Interns and others on counter duties when assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Computes or recomposes bill, itemized lists, and tickets showing amount due.

Makes change, and issues receipts or tickets to customers.

Process transactions through cash receipt system

Records amounts received and prepare reports of transactions via Town receipt system.

Reads and records totals shown on cash register tape and verify against cash on hand.

Quotes price and describe features of items for which money is received. IE Town Ordinances and maps.

Arranges small office type purchases.

Prepares and monitors purchase orders.

Assigned as designated keeper of the purchase cards.

Operates cash register.

Receives, stamps and distributes incoming mail, processes outgoing mail;

Maintains election records.

Assists the Town Clerk in Municipal, State and Federal elections.

Organization of many office areas and files and other duties as outlined below:

Performs the duties of register of voters.

Required to file weekly Reports: Motor Vehicle, Inland Fishies, and animal control. Required to file daily activity control sheets.

Counter Duties entail for example the following:

Registrations – Department of Motor Vehicle
Inland Fishiers – Hunting, Fishing, RV's
Collection of Fees – per Town and State schedules.
Issues approved permits – Yard sale, Electrical, Plumbing, Concealed weapons
Issues Vital Records Information and certificates Following State and Town regulations.
Assists in the collection of all taxes by posting via Town's register system
Assists in the disbursement of Town / community information. IE sunshine RFI and community and Board informational packets.
Performs duties of Town Clerk as assigned by Town Manager.
Provide other duties as assigned by the Town Manager.

Assists the Deputy Treasurer in the separation of duties: Process the warrant.

PERIPHERAL DUTIES

Receives the public and answers questions; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.

Operates office machines as required.

Operates a vehicle to run errands, attend trainings, and attend meetings.

Composes types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as bookkeeping, computers, or filing, and (B) three (3) year of responsible related work experience, or any equivalent combination of related education and experience.

(B) Graduation from a four (4) year College or University Degree program will equal (A)

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of listed items in the tools and equipment section.

(C) Ability to quickly make accurate arithmetic computations; ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Notary Public or ability to become one within a six month period.

TOOLS AND EQUIPMENT USED

Cash register; typewriter, PC computers; copy machine; postage machine; fax machine; phone; 10-key calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand and talk or hear. The employee is required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements

of the job change.

Approval: 

Town Manager

Effective Date: November 21, 2001

Revised Date: 28 November 2002
28 February 2003

JOB DESCRIPTION
Assessor/Code Enforcement Officer

Position Description

This is administrative and specialized technical work in the evaluation and assessment of real and personal property and the enforcement of local ordinances and State law.

Employee is responsible for determining the valuation of real and personal property in the municipality. The employee gathers by inspection, research, and examination of records, information affecting the value of taxable property and determines the tax assessment of the property. The employee executes official documents and is responsible for the accuracy and validity of the annual property tax commitment. The employee determines the annual tax rate and prepares the tax commitment.

The employee enforces the Town Ordinances and Building Codes, plumbing and electrical covering new construction, modifications and repairs. Work involves the inspection of building construction and alteration, and the investigation of complaints of violation of the Town Zoning and other land use Ordinances.

Examples of Position Duties

1. Determines the assessment of taxes on properties in accordance with the laws, rules and regulations governing the assessment process.
2. Inspects building construction and alterations for compliance with site and zoning ordinances.
3. Appraises and evaluates properties by means of the analysis of location, structural and business value factors.
4. Makes inspections and reviews taxable personal property listings to determine the assessed value of machinery, equipment, furniture and fixtures.
5. Researches recorded deeds provided by the Penobscot County Registry of Deeds to establish the owner of record for the purpose of determining the correct tax liability and to certify same through commitment to the tax collector.
6. Maintains computerized data on all land, buildings and personal property.
7. Acts on abatement requests and issues any supplemental assessments.
8. Answers questions of the public regarding assessing laws and regulations as well as site location and zoning ordinances.

Exhibit L.

9. Issue building, plumbing, and electrical permits.
10. Advise citizens and town officials as to all land use ordinances restriction and requirements upon requests.
11. Inspect installations of plumbing, electrical, actual building construction, and installations of swimming pools for compliance with all state and local codes and ordinances.
12. Investigate complaints of possible violations of the plumbing, electrical, zoning and other requirements.
13. Enforce provisions of state laws and Town ordinances relating to dangerous buildings and junk yards.
14. Issue permits of operation and monitor ordinance compliance of mobile home parks and monitor installation of trailers for compliance with size and all other restriction.
15. Refer zoning and building permit refusals and administrative appeals to the Board of Appeals and assist Appeals Board at hearings.
16. Upon request, meet with the Town Council to discuss code enforcement status and make recommendations for improvements.
17. Prosecute land use violations under Rule 80K.
18. Re-appraise Bangor Hydro Electric Company.
19. Prepare a sales ratio study in the manner recommended by the Bureau of Taxation to verify the level of assessment and quality rating.
20. Notify all taxpayers with an increase in value greater than 10% over the prior years value. Will meet with all taxpayers who wish an appointment relative to their new value.

Qualifications

Maintains good public relations by answering questions concerning property assessment and code enforcement and by reviewing all valuation complaints in a confidential and professional manner.

Thorough knowledge of the modern principles and practices of appraisal and tax assessing as applied to the determination of land, building and personal property values for the tax purposes.

Thorough knowledge of the laws and regulations governing the tax commitment and assessment of property tax for local purposes.

Thorough knowledge of Federal, State, and Local Zoning Ordinances, Laws and Regulations.

Considerable knowledge of modern construction standards, practices and techniques.

Ability to recognize and analyze factors which influence the value of properties.

Ability to successfully contact taxpayers, town employees, and officials and to establish and maintain effective working relationship.

Education and Experience

High School graduation supplemented by special courses in appraisal, assessment and construction and experience in property tax assessment work, or an equivalent combination of experience and training.

Necessary Special Requirements

Must possess a Certified Maine Assessor Certificate.

Must possess valid motor vehicle operator's license and be willing and able to use personal vehicle for business use under mileage reimbursement plan.

Must be Rule 80K certified or become certified within 6 months of the start of employment.

Must be a Certified Code Enforcement Officer in fields of:

Building Standards

Shoreland Zoning

Zoning/Land Use

Plumbing Interior of Exterior

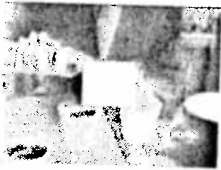
BusinessDictionary.com

line item budget

Definition

Budget in which the individual financial statement items are grouped by cost centers or departments. It shows the comparison between the financial data for the past accounting or budgeting periods and estimated figures for the current or a future period.

Related Videos



How to Keep Your Wedding Under Budget



How to Create Your Own Budget



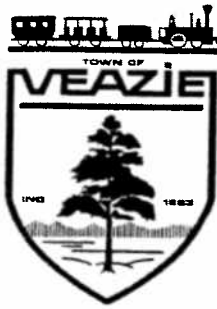
Why You Should I Make a Personal Budget

This content can be found on the following page:

<http://www.businessdictionary.com/definition/line-item-budget.html>

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ITEM #621

To: William Reed; Town Manager

From: Brian P. Stoyell; Public Works Director

Date: 01/12/11

Re: Mid Year Budget Report

Please find the attached mid year update report and the 2010-2011 Budget report for the Public Works Department.

The Public Works Budget at the mid year point is on track except for the budget line for Equipment Operation and Maintenance. As of this year, one of the changes that has been implemented is the regionalization of fleet maintenance which is now being carried out at the City of Bangor Motor Pool. Robert Dawes the Director of the motor pool has been a valuable asset in bringing our equipment back up to par. Also all equipment is now on a regular maintenance program.

In conclusion the budget at the mid year point is on track and things seem to be progressing forward. If you have any questions please do not hesitate to call me at the office (207) 947-3319.

PUBLIC WORKS DEPARTMENT**2009-2010****2010-2011****PERSONNEL**

PUBLIC WORKS SALARIES	130,866.00	113,568.00
PUBLIC WORKS OVERTIME	5,000	5,000.00
FICA MEDICARE	11,000.00	9,070
WORKERS COMP.	11,500.00	11,500.00
HEALTH INSURANCE	37,000.00	27,000.00
RETIREMENT	<u>10,800.00</u>	<u>9,485.00</u>
PERSONNEL SUBTOTAL	206,166.00	175,623.00

OPERATIONS

SHOP EXPENSE	10,000.00	\$ 11,000.00
PROJECT MATERIALS	6,000.00	6,000.00
COMMUNICATIONS	2,420.00	3,500.00
UNIFORM COSTS	2,500.00	3,500.00
HEPATITIS B	120.00	120.00
DRUG TESTING	200.00	300.00
EQUIPMENT RENTAL	<u>200.00</u>	<u>1,700.00</u>
OPERATIONS SUBTOTAL	20,040.00	26,120.00

PROFESSIONAL COSTS

STREET SWEEPING	0	0
DRAIN CLEANING	1,000.00	6,000.00
HIGHWAY MAINTENANCE	11,000.00	11,000.00
ROAD SALT	15,000.00	18,000.00
ROAD SAND	0.00	0.00
LIQUID CALCIUM	1,000.00	0.00
CEMETERY MAINTENANCE	<u>4,000.00</u>	<u>6,000.00</u>
PROFESSIONAL COSTS SUBTOTAL	32,000	40,000.00

SERVICE COSTS

MAINTENANCE SUPPLIES	3,000.00	1,500.00
EQUIPMENT PARTS PURCHASE	5,000.00	10,000.00
EQUIPMENT O&M	7,500.00	22,000.00
TRAINING / TRAVEL	<u>2,000.00</u>	<u>500.00</u>
SERVICE COSTS SUBTOTAL	17,500.00	34,000.00

275,706.00

275,743.00

TOTAL PUBLIC WORKS**CAPITAL**

POWER EQUIP & SERVICE EQUIP	\$1,500.00
TOOL PURCHASE AND REPLACEMENT	\$1,500.00
RESTOCK FABRICATING METAL	\$1,500.00
SHOP SUPPLIES	<u>\$1,500.00</u>
	\$6,000.00

Veazie
PUBLIC WORKS
For the Six Months Ending December 31, 2010

<u>Account Number</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended December</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
5????	EXPENSES	276,743.00	19,515.99	80,595.52	71%	196,147.48

Veazie
PUBLIC WORKS
For the Six Months Ending December 31, 2010

Account Number	Description	Budgeted	Expended December	Expended YTD	Percent Remaining	Amount Remaining
100-040-50010-010	EXPENSES:					
100-040-50010-020	PUBLIC WORKS SALARIES	113,568.00	6,144.14	39,361.24	65%	74,206.76
100-040-50020-010	PUBLIC WORKS OVERTIME	5,000.00	97.02	681.91	86%	4,318.09
100-040-50020-020	FICA - PW	7,256.00	427.89	2,684.88	63%	4,571.12
100-040-50020-030	MEDICARE - PW	1,814.00	100.07	627.93	65%	1,186.07
100-040-50030-010	WORKERS COMP - PW	11,500.00		2,670.80	77%	8,829.20
100-040-50030-020	HEALTH INSURANCE - PW	27,000.00	743.17	4,146.52	85%	22,853.48
100-040-50040-010	RETIREMENT - PW	9,485.00	256.00	1,650.24	83%	7,834.76
100-040-50040-020	SHOP EXPENSE - PW	10,000.00	110.29	1,343.92	87%	8,656.08
100-040-50040-040	PROJECT MATERIALS - PW	6,000.00	184.14	184.14	97%	5,815.86
100-040-50040-060	COMMUNICATIONS - PW	3,500.00	279.41	1,329.96	62%	2,170.04
100-040-50040-080	UNIFORM COST - PW	3,500.00	179.12	1,334.70	62%	2,165.30
100-040-50040-110	HEPATITIS B - PW	120.00			100%	120.00
100-040-50040-130	DRUG TESTING - PW	300.00		150.00	50%	150.00
100-040-50040-140	DRAIN CLEANING	6,000.00	2,163.11	2,163.11	64%	3,836.89
100-040-50040-150	HIGHWAY MAINTENANCE	11,000.00	1,162.26	3,894.50	65%	7,105.50
100-040-50040-170	ROAD SALT	19,000.00	4,369.35	4,369.35	77%	14,630.65
100-040-50040-180	CEMETERY MAINTENANCE	6,000.00		85.44	99%	5,914.56
100-040-50080-010	MAINTENANCE SUPPLIES	1,500.00			100%	1,500.00
100-040-50080-020	EQUIP PARTS PURCHASE - PW	10,000.00	209.70	297.46	97%	9,702.54
100-040-50080-030	EQUIPMENT O / M - PW	22,000.00	3,045.88	13,509.98	39%	8,490.02
100-040-50100-010	EQUIPMENT RENTAL - PW	1,700.00			100%	1,700.00
	TRAINING/TRAVEL-PW	500.00	44.44	109.44	78%	390.56
5???	Total EXPENSES	276,743.00	19,515.99	80,595.52	71%	196,147.48

Veazie
CAPITAL ACCOUNTS
For the Six Months Ending December 31, 2010

Account Number	Description	Budgeted	Expended December	Expended YTD	Percent Remaining	Amount Remaining
100-060-50090-010	EXPENSES:					
100-060-50090-020	POLICE DEPARTMENT-CAP	4,000.00			100%	4,000.00
100-060-50090-030	EXECUTIVE DEPARTMENT-CAP	3,750.00		1,836.00	51%	1,914.00
100-060-50090-040	BUILDING MAINTENANCE - CAP	10,000.00	1,489.64	3,302.29	67%	6,697.71
100-060-50090-090	PUBLIC WORKS - CAP	6,000.00			100%	6,000.00
100-060-50090-140	VEMA - CAP	2,000.00			100%	2,000.00
100-060-50090-150	HIGHWAY PROJECTS - CAP	75,000.00		75,000.00		
	COMMUNITY PROGRAMS	5,000.00		5,679.71	(14%)	(679.71)
5????	Total EXPENSES	105,750.00	1,489.64	85,818.00	19%	19,932.00



ITEM #6211

**Veazie Parks & Recreation Department
Robert N. Young, Recreation Director
1084 Main Street
Veazie, ME 04401-7091**

To: William Reed; Town Manager

From: Robert N. Young Recreation Director

Date: 01-10-11

Re: Year End/Budget Report

Per your request please find the yearend report and the end of year budget update for the Recreation department.

- 1) Reprint of the FY 10-11 budget report that was presented and accepted by the budget committee.
2. Budget report ending 12-31-10: 38% or \$34,106.65 remaining. Only area of concern is Youth Workers due to Summer Employment. This should not affect the over all Budget we should be right on most of Rec. money is spent during the summer Months.

Town of Veazie
Budget Request FY 2010- 2011

04/12/10

Parks and Recreation Department
Summary

Date

Past Fiscal Year And Anticipated Need For The Coming Year	Budget FY 2009-2010	Anticipated 2010-2011
	\$ 89,670	\$ 89,670

Proposed Budget Fiscal Year 08-09	Department's Request	Council / Budget Approved \$	% Increase % (Decrease)
	\$89,670		%0.00

Support for Budget Request: Provide justification for the budget request using as much detail as is necessary to support the request. Please use additional sheets if necessary.

This year's budget reflects a 0% increase to the Recreation Department Budget. The Department should be able to run an effective and successful program with this proposed budget.

Parks Rec. Department
2010 - 2011 Proposed Budget

Description	09 -10 FY	10 - 11 FY	Increase
Rec. Director	\$29,120	\$31,200	\$2,080
Rec. Youth Workers	\$19,000	\$18,000	
FICA - Rec.	\$3,300	\$3,300	
Medicare - Rec.	\$750	\$750	
Workers Comp - Rec.	\$1,400	\$1,500	\$1,000
Health Insur - Rec.	\$7,500	\$7,500	
Retirement - Rec.	\$2,300	\$2,300	
Personnel Total	\$63,370	\$64,550	\$1,180
Park Maintance	\$1,500	\$1,200	
Family Dance	\$500	\$500	
Instructional Cost	\$1,200	1,000	
Youth League	\$3,000	\$3,000	
Halloween Carnival	\$500	\$500	
Spring Egg Hunt	\$500	\$500	
Rec. Community Programs	\$4,500	\$4,000	
Community Programs Total	\$11,700	\$10,700	
Summer Transportation	\$4,700	\$4,520	
Summer Admissions	\$3,000	\$3,000	
Supplies - Rec.	\$2,100	\$2,100	
Summer Rec. Total	\$9,800	\$9,620	
After School Program	\$2,200	\$2,500	\$300
Milage/Travel - Rec.	\$1,000	\$500	
Recreation Communication	\$1,500	\$1,700	\$200
Advertising	\$100	\$100	
After School Program Total	\$4,800	\$4,800	
Total Budget 09 -10 FY	\$89,670	\$89,670	

Veazie
PARKS AND RECREATION
For the Six Months Ending December 31, 2010

<u>Account Number</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended December</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
	EXPENSES:					
100-050-50010-010	REC DIRECTOR	31,200.00	3,491.32	16,691.32	47%	14,508.68
100-050-50010-020	REC YOUTH WORKERS	18,000.00	734.00	18,413.00	(2%)	(413.00)
100-050-50020-010	FICA - REC	3,300.00	274.02	2,240.96	32%	1,059.04
100-050-50020-020	MEDICARE - REC	750.00	64.09	524.08	30%	225.92
100-050-50020-030	WORKERS COMP - REC	1,500.00		527.46	65%	972.54
100-050-50030-010	HEALTH INSURANCE - REC	7,500.00	743.17	4,146.52	45%	3,353.48
100-050-50030-020	RETIREMENT - REC	2,300.00	194.37	1,250.37	46%	1,049.63
100-050-50040-010	PARK MAINTENANCE	1,200.00		74.60	94%	1,125.40
100-050-50040-020	FAMILY DANCE	500.00			100%	500.00
100-050-50040-040	SUMMER TRANSPORTATION	4,520.00		4,099.51	9%	420.49
100-050-50040-050	INSTRUCTIONAL COSTS	1,000.00		500.00	50%	500.00
100-050-50040-060	YOUTH LEAGUE	3,000.00	(200.00)	846.11	72%	2,153.89
100-050-50040-070	HALLOWEEN CARNIVAL	500.00	258.33	570.98	(14%)	(70.98)
100-050-50040-080	SPRING EGG HUNT	500.00			100%	500.00
100-050-50040-090	REC COMMUNITY PROGRAM	4,000.00		1,397.28	65%	2,602.72
100-050-50040-100	AFTER SCHOOL PROGRAM	2,500.00	248.40	536.68	79%	1,963.32
100-050-50040-110	SUMMER ADMISSIONS	3,000.00		1,814.79	40%	1,185.21
100-050-50100-010	MILEAGE/TRAVEL-REC	500.00		321.72	36%	178.28
100-050-50100-040	RECREATION COMMUNICATIONS	1,700.00	164.93	766.96	55%	933.04
100-050-50100-060	SUPPLIES - REC	2,100.00	162.28	841.01	60%	1,258.99
100-050-50100-080	ADVERTISING - REC	100.00			100%	100.00
57777	Total EXPENSES	89,670.00	6,134.91	55,563.35	38%	34,106.65

Veazie
PARKS AND RECREATION
For the Six Months Ending December 31, 2010

<u>Account Number</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended December</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
52222	EXPENSES	89,670.00	6,134.91	55,563.35	38%	34,106.65

Town of Veazie Fire/Rescue Department

ITEM # 62111

To: William Reed; Town Manager

From: Gerry G. Martin; Fire Chief

Date: 01/12/2011

Re: Mid Year Budget Report



Per your request please find the following reports on the 2010-2011 Budget.

- 1) Copy of the 2010-2011 Budget Report that was accepted by the Budget Committee and Town Council.
- 2) December 2010 monthly report.
- 3) Detailed Incident Report from 1-1-2010 to 12-31-2010.
- 4) Payroll bread down for December.

Much of the Fire Department Budget is on track. The areas of concern that are being addressed are:

- 1) Call firefighter payroll
- 2) Fleet maintenance

We are looking at regionalization of fleet maintenance with Bangor Fire Department. I have been meeting with the Bangor Fire Department Chief and at this point I am waiting on his updates.

In conclusion I believe at this point I can stay within the overall budget.

Town of Veazie Fire/Rescue Department

MEMORANDUM

To: Chief Martin

From: Capt Metcalf

Date: January 10, 2011

Re: December 2010 monthly report



Report on the Fire Department December 2010

Incidents

100 - Fire, other	1	3.03%
Total - Fires	1	3.03%
321 - EMS call, excluding vehicle accident with injury	20	60.61%
Total - Rescue & Emergency Medical Service Incidents	20	60.61%
500 - Service Call, other	1	3.03%
521 - Water evacuation	2	6.06%
571 - Cover assignment, standby, moveup	2	6.06%
5711 - Mutual Aid	1	3.03%
Total - Service Call	6	18.18%
651 - Smoke scare, odor of smoke	1	3.03%
Total - Good Intent Call	1	3.03%
743 - Smoke detector activation, no fire - unintentional	5	15.15%
Total - False Alarm & False Call	5	15.15%
Total	33	100.00%
	33	100.00%

Day of the Week	Number of Incidents
Sunday	3
Monday	6
Tuesday	3
Wednesday	10
Thursday	5
Friday	2
Saturday	4

Town of Veazie Fire/Rescue Department

Incidents by Time of Day

01:00:00 to 01:59:59	1	
04:00:00 to 04:59:59	1	
05:00:00 to 05:59:59	2	
06:00:00 to 06:59:59	1	
07:00:00 to 07:59:59	1	
08:00:00 to 08:59:59	5	
09:00:00 to 09:59:59	1	
10:00:00 to 10:59:59	3	Shaded area represents daytime coverage
11:00:00 to 11:59:59	1	
12:00:00 to 12:59:59	2	
13:00:00 to 13:59:59	3	
14:00:00 to 14:59:59	1	
15:00:00 to 15:59:59	1	
16:00:00 to 16:59:59	2	
17:00:00 to 17:59:59	2	
19:00:00 to 19:59:59	1	
22:00:00 to 22:59:59	1	
23:00:00 to 23:59:59	4	

December Training

12/2/2010 1800 Respiratory Protection 1910.134,

Annual review of our required respiratory protection program which included gear donning and an SCBA confidence course. 13 Members in attendance.

12/3/2010 0730 Respiratory Protection 1910.134,

Annual review of our required respiratory protection program – make up as class was missed. 1 Member in attendance.

12/9/2010 1800 Pre-Incident Planning,

Conducted two table top scenarios involving a response to a structure fire and a response to a hazardous materials incident. Class focused on the Incident Management System and resource management. 11 Members in attendance.

12/16/2010 1800 Musculoskeletal Injuries

Class review of musculoskeletal injuries with practical exercises of proper splinting. 9 Members in attendance.

12/23/2010 1800 Split Training

Aerial Apparatus - Operations,

Review of aerial placement and operations – included setting aerial for roof vent operations and rescue from windows.

Ambulance Orientation

Review of ambulance operations including stretcher operation, equipment locations, assisting EMS providers, maintenance procedures and driving.

10 Members in attendance

Town of Veazie Fire/Rescue Department

12/30/2010 1800 Ladder Raise Fundamentals, -
Practical exercises of proper carries and raising of ground ladders. 10 Members in attendance

Other Activities

12/3/2010 Public Education Activity – conducted a CPR class.

12/13/2010 Meeting – attended council meeting – Tower and communication update on agenda.

12/20/2010 Public Relations Activity – brought gift bags to school for all students. Gift bag consisted of a 9-volt battery for a smoke alarm, public education material and a free bowling pass.

12/20/2010 Meeting – attended council meeting – ambulance contract on agenda.

12/26/2010 Storm Coverage 2000-0700
Three covered station due to snow storm

12/30/2010 Hydrant Shoveling Detail 0945-1445

Memorandum

Date: March 16, 2010

To: Budget Committee

From: Chief Gerry Martin

RE: Proposed 2010 -2011 Fire Department Budget

This is my recommendation for the 2010-2011 Fire Department Budget to provide Fire & Rescue services to protect the citizens of Veazie. The total requested operational budget including Capital Expense for the Fire Department is \$243,997.00. This budget only contains increases in the personnel and payroll category and those increases are due to the full time employees union contracted pay raise. This year's budget request shows a \$6,408.00 increase in the Personnel Services section and no changes in the General Maintenance or Operations Section. We are also requesting again this year a \$5,000.00 capital expense for apparatus replacement and \$5,000 for a SCBA Bottle Replacement Program. The total budget request including the capital expense is \$6408.00 more than what was approved for the 2009-2010 fiscal year.

I am proposing the following changes in the Personal Services Section

1. **\$250.00 increase** in the Fire Chief Salary.
2. **No change** in the Assistant Chief Salary.
3. **\$3661.00 increase** in the Fire Fighter-Day Coverage area due to approved collective bargaining agreement pay raises. This also includes a \$2600 Fire Science degree/certificate stipend that is in the collective bargaining agreement.
4. **\$500 increase** in the Firefighter pay due to new pay schedule the council approved that corresponds to the new collective bargaining agreement that the full-time employees received effective July 1, 2008.
5. **\$348.00 increase** in the firefighter retirement fund.
6. **\$361.00 increase** in the Health Insurance.
7. **\$81.00 increase** in Medicare
8. **\$579.00 increase** in Social Security (FICA)
9. **\$628.00 increase** in Workers Compensation.

I am proposing the following changes in the Operations Section:

1. **No Change** in the Gasoline budget
2. **No Change** in the Annual Physicals
3. **No Change** in the Hepatitis B Expense
4. **No Change** in Annual TB Vaccine
5. **No Change** in the NFPA Code Subscription.
6. **No Change** in the Radio repair category.
7. **No Change** in Training Tuition

For future planning purposes we will be replacing the SCBA Bottle Replacement Program Capital Expense line item for budget year 2011-2012 with a Turn-Out Gear Replacement Program. The new NFPA guideline for turn-out gear requires that the Reflective shell has to be replaced every 5 years and the entire set has to be replaced every 10 years. The current cost for replacing a set of turn-out gear exceeds \$1000.00. We had obtained a grant about 3 years ago to update all fire department personnel's gear to include the drag rescue device so all department gear will need replacement at the same time.

These are my recommendations for an effective Fire Department budget to provide us with the resources to prepare for and quickly respond to any emergency that may occur in the community.

This request is being submitted for your review and suggestions. I look forward to meeting with you in the future to work out the final request for the council.

Respectfully Submitted

Gerry Martin
Fire Chief
Veazie Fire Department

FIRE DEPARTMENT BUDGET

2009-2010

2010-2011

CHANGE

Personnel			
Fire Chief Salary	\$9,250.00	\$9,500.00	\$250.00
Asst. Chief Salary	\$5,700.00	\$5,700.00	\$0.00
Fire Fighter-Day Coverage	\$93,318.00	\$96,979.00	\$3,661.00
Call Firefighters	\$39,500.00	\$40,000.00	\$500.00
Retirement	\$5,265.00	\$5,613.00	\$348.00
Health Insurance	\$7,650.00	\$8,011.00	\$361.00
Medicare	\$2,079.00	\$2,160.00	\$81.00
Social Security (FICA)	\$9,345.00	\$9,924.00	\$579.00
Worker's Compensation	\$10,132.00	\$10,760.00	\$628.00
Total Personnel Budget	\$182,239.00	\$188,647.00	\$6,408.00

Operations			
Gasoline	\$2,300.00	\$2,300.00	\$0.00
Annual Physicals	\$2,500.00	\$2,500.00	\$0.00
Hepatitis B Expense	\$500.00	\$500.00	\$0.00
EMS Recertification	\$700.00	\$700.00	\$0.00
Radio Repair	\$2,000.00	\$2,000.00	\$0.00
NFPA Code Subscription	\$900.00	\$900.00	\$0.00
Dues & Publications	\$700.00	\$700.00	\$0.00
Uniforms	\$1,500.00	\$1,500.00	\$0.00
Fire Prevention	\$1,000.00	\$1,000.00	\$0.00
Training Tuition	\$2,000.00	\$2,000.00	\$0.00
Training Instructor Fees	\$1,500.00	\$1,500.00	\$0.00
Training Travel	\$450.00	\$450.00	\$0.00
Annual TB Vaccine	\$300.00	\$300.00	\$0.00
Communication	\$2,300.00	\$2,300.00	\$0.00
Total Operations Budget	\$18,650.00	\$18,650.00	\$0.00

General Maintenance			
Small Mechanical Equipment	\$800.00	\$800.00	\$0.00
Issue Equipment	\$4,500.00	\$4,500.00	\$0.00
Firefighting Equipment	\$2,500.00	\$2,500.00	\$0.00
SCBA Maintenance	\$1,400.00	\$1,400.00	\$0.00
Engine 191	\$2,500.00	\$2,500.00	\$0.00
Engine 192	\$1,000.00	\$1,000.00	\$0.00
Ladder 195	\$2,000.00	\$2,000.00	\$0.00
Unit 190	\$1,750.00	\$1,750.00	\$0.00
Unit 198	\$1,750.00	\$1,750.00	\$0.00
Maintenance Contracts	\$5,600.00	\$5,600.00	\$0.00
Supplies General	\$2,000.00	\$2,000.00	\$0.00
EMS Equipment	\$450.00	\$450.00	\$0.00
Training Materials	\$450.00	\$450.00	\$0.00
Total General Maintenance	\$26,700.00	\$26,700.00	\$0.00

Total Fire Department	\$227,589.00	\$233,997.00	\$6,408.00
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Requested Capital Expenses		
Truck Reserve Fund	\$5,000.00	\$5,000.00
SCBA Bottle Replacement Program	\$5,000.00	\$5,000.00

Total Fire Department & Capital	\$237,589.00	\$243,997.00	\$6,408.00
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Fire Response**\$43,631.00**

Annual Respirator Physicals	
20 person @ \$100.00 ea	\$2,000.00
20 person @ 1 hour	20 hours
\$13.59 per hour department wage average	\$270.00
Fire Response	11 Responses
10 person @ 4 hours X 11 Calls	440 hours
\$13.59 per hour department wage average	\$5,980.00
Hazardous Condition	14 Responses
10 person @ 4 hours X 10 Calls	400 hours
\$13.59 per hour department wage average	\$5,436.00
Mutual Aid	15 Responses
6 person @ 2 hours X 15 Calls	180 hours
\$13.59 per hour department wage average	\$2,446.00
Service Call	20 Responses
10 person @ 2 hours X 20 Calls	400 hours
\$13.59 per hour department wage average	\$5,436.00
Good Intent Call	12 Responses
10 person @ 2 hours X 12 Calls	240 hours
\$13.59 per hour department wage average	\$3,262.00
Burn Permit inspections	45 Responses
1 person @ 1 hours X 45 Calls	45 hours
\$19.85 per hour department wage average	\$893.00
False Alarm	22 Responses
10 person @ 2 hours X 22 Calls	440 hours
\$13.59 per hour department wage average	\$5,980.00
Citizen Complaint	2 Response
4 person @ 2 hours X 2 Calls	16 Hours
\$13.59 per hour department wage average	\$217.00
Storm Coverage	7 storms
4 person @ 12 hours X 7 events	336 hours
\$13.59 per hour department wage average	\$4,566.00
Overtime costs	
2 person @ 10 hours per month	240 hours
\$29.77 per hour department wage average	\$7,145.00

EMS Response**\$18,802.00**

Hep B Expense	\$500.00
Ems Recertification Expense	\$700.00
CLIA Fee	\$100.00
Annual TB Test	
20 person cost of shot and reading results @ \$15.00	\$300.00
20 person @ 2 hours	40 hours
\$13.59 per hour department wage average	\$544.00
EMS Equipment	\$450.00
EMS Reports and Documentation	
30 hours a month	360 hours
\$13.59 per hour department wage average	\$4,892.00
EMS Response	150 Responses
4 person @ 2 hours X 150 Calls	1200 hours
\$13.59 per hour department wage average	\$16,308.00

Capital Expense**\$32,100.00**

Gasoline expenses	\$2,300.00
Uniforms	\$1,500.00
Communications	\$2,300.00
Issue Equipment	\$4,500.00
Firefighting Equipment	\$2,500.00
Car 190 Maintenance	\$1,750.00
Engine 191 Maintenance	\$2,500.00
Engine 192 Maintenance	\$1,000.00
Ladder 195 Maintenance	\$2,000.00
Rescue 198 Maintenance	\$1,750.00
SCBA Bottle Replacement Program	\$5,000.00
Truck Replacement fund	\$5,000.00

Small Engine Maintenance and Inspections		\$5,564.00
Small Engine Periodic maintenance parts and equipment		\$800.00
28 hours per month	240 hours	
\$19.85 per hour department wage average		\$4,764.00

Hydrant Maintenance & Testing		\$2,346.00
Hydrant Testing		
3 hours per month	36 hours	
\$19.85 per hour department wage average		\$715.00
Hydrant Clearing after Snowstorm		
40 hours per month for 3 months	120 hours	
\$13.59 per hour department wage average		\$1,631.00

Apparatus Maintenance & Inspections		\$33,348.00
140 hours per month	1680 hours	
\$19.85 per hour department wage average		\$33,348.00

Hose Testing		\$667.00
4 hours per month	48 hours	
\$13.59 per hour department wage average		\$667.00

248 01 07.06.10
one emergency calls

Incident by Incident Type With Detail

Date Range: From 1/1/2010 To 12/31/2010

0000 0000
EMS 173 52.74%
Fire 119 36.78%
Other 36 10.47%

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Fire					
Fire, other	3	3	00:07:28		
Building fire	5	4	00:08:05	\$1,050.00	\$151,000.00
Cooking fire, confined to container	1	1	00:05:47	\$237,046.00	\$1,364,700.00
Passenger vehicle fire	1	1	00:09:20		
Forest, woods or woodland fire	4	2	00:07:14		
Brush, or brush and grass mixture fire	2	2	00:09:23		
Grass fire	1	1	00:06:47		
Total Fire:	17	14	00:07:51	\$238,096.00	\$1,515,700.00

EMS/Rescue					
Medical assist, assist EMS crew	3	1	00:14:08		
EMS call, excluding vehicle accident with injury	164	153	00:08:39		
Vehicle accident with injuries	3	3	00:07:14		
Motor vehicle accident with no injuries	1				
Rescue or EMS standby	2				
Total EMS/Rescue:	173	157	00:08:40		

Hazardous Condition					
Gasoline or other flammable liquid spill	1	1	00:00:16		
Gas leak (natural gas or LPG)	1	1	00:05:29		
Carbon monoxide incident	1	1	00:07:16		
Electrical wiring/equipment problem, other	1	1	00:22:09		
Tree on wires	1	1	00:01:23		
Utility wire down other than power line.	1				
Total Hazardous Condition:	6	5	00:07:18		

Service Call

INC027 (3.00)

Note: The incident count used in averages does not include the following
Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No arrival and Invalid Dates/Times

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Service Call - (Continued)					
Service Call, other	13	5	00:06:24		
Burn Permit	16	12	00:05:09		
Water evacuation	3				
Smoke or odor removal	1	1	00:16:45		
Assist police or other governmental agency	2	1	00:07:31		
Public service	6	3	00:11:40		
Assist invalid	1	1	00:02:18		
Cover assignment, standby, moveup	3				
Mutual Aid	5				
Total Service Call:	50	23	00:06:45		
Good Intent					
Good intent call, other	1	1	00:15:10		
Dispatched & cancelled en route	9				
Prescribed fire	4	2	00:11:29		
Smoke scare, odor of smoke	8	7	00:09:57		
Total Good Intent:	22	10	00:10:47		
False Call					
False alarm or false call, other	1	1	00:11:31		
Municipal alarm system, malicious false alarm	1	1	00:10:38		
System malfunction, other	1				
Smoke detector activation due to malfunction	12	12	00:11:03		
Alarm system sounded due to malfunction	6	6	00:07:20		
Smoke detector activation, no fire - unintentional	34	34	00:10:14		
Detector activation, no fire - unintentional	2	2	00:05:50		
Alarm system sounded, no fire - unintentional	2	2	00:07:12		
Total False Call:	59	58	00:09:53		
Other					
Citizen complaint	1	1	00:04:27		
Total Other:	1	1	00:04:27		

JNC027 (3 00)

Page 2 of 3

Printed 01/01/2011 09:44:44

Note: The incident count used in averages does not include the following
 Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No arrival and Invalid Dates/Times.

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Total Incident Count:	328	268		\$238,096.00	\$1,515,700.00

INC027 (3.00)

Note: The incident count used in averages does not include the following
 Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No arrival and Invalid Dates/Times.

	A	B	C	D	E	F	G	H	I	J
1	Veazie Fire Department Payroll			2010						
2	Month of December									
3										
4						Dates:	12/2/2010	12/9/2010	12/16/2010	12/23/2010
5	1900 Gerry G. Martin	Chief	<u>RATE</u>	<u>TOT HRS</u>	<u>Work</u>	<u>Ind Train</u>	<u>Training1</u>	<u>Training2</u>	<u>Training3</u>	<u>Training4</u>
6	1901 Carl B. Tenney	A/C		4						
7	1902 Capt. Pete Metcalf	Capt/FF/EMT-I	\$22.21	0						
8	1903 Lt. David Hjorth	Lt/FFI	\$13.49	27.25	17.25		duty	duty	duty	duty
9	1904 Lt. Nick Sirois	FF/EMT-I	\$17.48	44.5	1		2.5	3	2	
10	1905 Lt. Ken Roy	FF/EMT-I	\$16.44	2			duty		duty	duty
11	1906 Lt. Scott Kigas	Lt/FFI	\$14.16	37.25			2.5	3	2.5	
12	1907 Scott Ireland	FFI	\$13.49	1						
13	1908 Tyler Morrison	FF/EMT	\$14.16	24.5			2	2	2	2.5
14	1909 John Manter	FFI	\$13.49	0						
15	1910			23.25						
16	1911 Barrett McMullan	Prob FF	\$9.30	0			2.5	3	2	3
17	1912 Tony Levesque	Prob FF	\$9.30	7.5			2.5	3		
18	1913 David Jones	Prob FF	\$13.49	11.75			2.5	3		
19	1914 Dennis Farnham	Prob FF	\$9.30	0						
20	1915 Alec Johnston	Prob FFI	\$9.30	6.75						2.75
21	1916 Matthew Vinal	FF	\$9.30	12.5			2.5			
22	1917 William Lovejoy	FFI	\$10.11	18.75	3.5	1.5				2.75
23	1918 Jacob Cyr	Pre-App FF	\$8.99	11.5			2.5			
24	1919 Andrew Rios	FF	\$9.30	9.75				3	2	2.75
25	1920			29.25	5		2.5	3	2	2.75
26	1921			0						
27	1922			0						
28	1923 Dennis McRae	FF/EMT	\$14.16	0						
29	1924 Robert Gallant	FF/EMT-I	\$16.38	56.5	22		2.5	3	2	3
30	1925			13.25			2.5	3		3
31				0						
32	Totals:									
33				341.25	48.75	1.5	27	29	14.5	22.5
34										
35					Total Training Hours	108		Fire Hours		105
36					Total Work Hours	48.75		EMS Hours		78
37					Total Individual Hours	1.5				
38					Total Call Hours	183				
39					TOTAL HOURS	341.25		Fire Total \$		\$1,349.89
40					TOTAL \$	\$4,536.63		EMS Total \$		\$1,071.50
41								Total Call \$		\$2,421.39

[illegible]

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1												
2												
3	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS
4	2010267	2010300	2010301	2010303	2010304	2010305	2010306	2010307	2010309	2010312	2010313	2010317
5												
6												
7												
8	2		duty	2	duty	duty	duty	2	2	duty		
9			2		2		2	2	2	duty		
10	2	2	2				2	2	2		duty	duty
11												
12												
13												
14												
15											2	
16												
17												
18												
19												
20	2	2	2									
21												
22										duty		
23											2	
24												
25												duty
26												2
27												
28												
29						2				2		
30												2
31												
32	6	4	6	2	2	2	4	4	6	0	4	4
33												
34	\$26.98	\$32.88	\$26.98	\$26.98	\$26.98	\$28.32	\$26.98	\$26.98	\$26.98	\$26.98	\$26.98	\$18.60
35	\$32.88	\$18.60	\$32.88				\$32.88	\$32.88	\$32.88		\$20.22	\$28.32
36	\$18.60		\$18.60									
37									\$28.32			
38	\$78.46	\$51.48	\$78.46	\$26.98	\$26.98	\$28.32	\$59.86	\$59.86	\$88.18		\$47.20	\$46.92
39												
40												
41												

This box highlights the individual payroll per EMS call - does not count on duty personnel

[illegible]

[illegible]

Incidents by Time of Day

Date Range: From 1/1/2010 To 12/31/2010

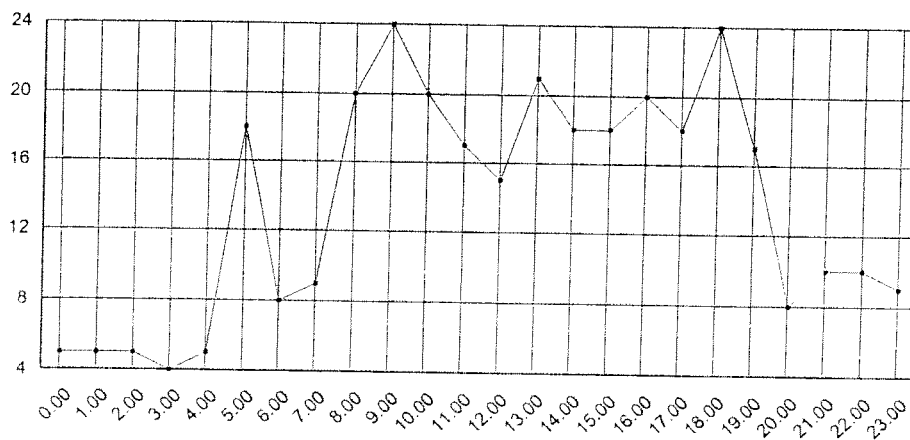
Time of Day	Number of Incidents
00:00:00 to 00:59:59	5
01:00:00 to 01:59:59	5
02:00:00 to 02:59:59	5
03:00:00 to 03:59:59	4
04:00:00 to 04:59:59	5
05:00:00 to 05:59:59	18
06:00:00 to 06:59:59	8
07:00:00 to 07:59:59	9
08:00:00 to 08:59:59	20
09:00:00 to 09:59:59	24
10:00:00 to 10:59:59	20
11:00:00 to 11:59:59	17
12:00:00 to 12:59:59	15
13:00:00 to 13:59:59	21
14:00:00 to 14:59:59	18
15:00:00 to 15:59:59	18
16:00:00 to 16:59:59	20
17:00:00 to 17:59:59	18
18:00:00 to 18:59:59	24
19:00:00 to 19:59:59	17
20:00:00 to 20:59:59	8
21:00:00 to 21:59:59	10
22:00:00 to 22:59:59	10
23:00:00 to 23:59:59	9
	<u>328</u>

50

78

Day	Night
200	128

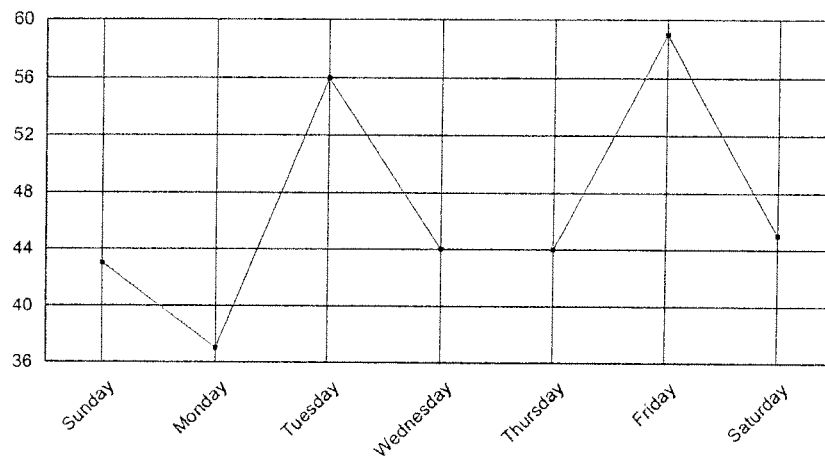
60.975% Day
39.024% Night



Incidents by Day of Week

Date Range: From 1/1/2010 To 12/31/2010

Day of the Week	Number of Incidents
Sunday	43
Monday	37
Tuesday	56
Wednesday	44
Thursday	44
Friday	59
Saturday	45



Average Response Time by Time of Day

Report Period: From 1/1/2010 To 12/31/2010

Time	Count	Count in Average	Average Response Time HHMMSS
00:00:00 to 00:59:59	5	5	00:13:41
01:00:00 to 01:59:59	5	4	00:16:00
02:00:00 to 02:59:59	5	5	00:13:51
03:00:00 to 03:59:59	4	1	00:11:57
04:00:00 to 04:59:59	5	4	00:10:02
05:00:00 to 05:59:59	18	12	00:11:37
06:00:00 to 06:59:59	8	5	00:09:41
07:00:00 to 07:59:59	9	7	00:07:57
08:00:00 to 08:59:59	20	14	00:06:05
09:00:00 to 09:59:59	24	18	00:06:57
10:00:00 to 10:59:59	20	13	00:05:50
11:00:00 to 11:59:59	17	14	00:07:55
12:00:00 to 12:59:59	15	13	00:06:25
13:00:00 to 13:59:59	21	16	00:06:18
14:00:00 to 14:59:59	18	16	00:07:25
15:00:00 to 15:59:59	18	17	00:06:05
16:00:00 to 16:59:59	20	18	00:07:25
17:00:00 to 17:59:59	18	17	00:08:49
18:00:00 to 18:59:59	24	21	00:09:13
19:00:00 to 19:59:59	17	13	00:11:08
20:00:00 to 20:59:59	8	8	00:08:12
21:00:00 to 21:59:59	10	10	00:14:06
22:00:00 to 22:59:59	10	9	00:12:28
23:00:00 to 23:59:59	9	8	00:13:11
Totals:	328	268	

Avg Response Time is
based on the time it's
rcvd @ dispatch and unit
on scene.

Note: The incident count used in averages does not include the following

Not completed incidents, Mutual Aid given, Other Aid Given, Cancelled in Route, Not priority, Fill-in Standby, No arrival and Invalid Dates/Times

False Alarms Report

Date Range: From 1/1/2010 To 12/31/2010

District(s) Selected: ALL

Address	Incident	Alarm Date/Time	Day of Week	Incident Type
District - No Valid District Entered				
1 Flag St	2010167	07/07/2010 02:55:20	Wednesday	733 - Smoke detector activation due to malfunction
"	2010177	07/25/2010 14:02:01	Sunday	733 - Smoke detector activation due to malfunction
"	2010178	07/26/2010 20:24:12	Monday	743 - Smoke detector activation, no fire - unintentional
"	2010179	07/27/2010 07:20:05	Tuesday	735 - Alarm system sounded due to malfunction
"	2010190	08/03/2010 18:17:48	Tuesday	735 - Alarm system sounded due to malfunction
"	2010204	08/22/2010 20:09:46	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010250	10/19/2010 10:03:39	Tuesday	733 - Smoke detector activation due to malfunction
"	2010224	09/19/2010 09:04:57	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010225	09/21/2010 09:38:25	Tuesday	743 - Smoke detector activation, no fire - unintentional
"	2010243	10/05/2010 19:50:40	Tuesday	743 - Smoke detector activation, no fire - unintentional
"	2010017	01/18/2010 18:59:21	Monday	743 - Smoke detector activation, no fire - unintentional
"	2010039	02/19/2010 07:23:00	Friday	743 - Smoke detector activation, no fire - unintentional
"	2010097	04/10/2010 13:32:35	Saturday	743 - Smoke detector activation, no fire - unintentional
"	2010074	03/30/2010 17:27:05	Tuesday	733 - Smoke detector activation due to malfunction
"	2010075	03/30/2010 18:59:11	Tuesday	733 - Smoke detector activation due to malfunction
"	2010076	03/30/2010 22:54:16	Tuesday	733 - Smoke detector activation due to malfunction
"	2010078	03/31/2010 13:17:13	Wednesday	733 - Smoke detector activation due to malfunction
"	2010296	12/01/2010 13:50:32	Wednesday	743 - Smoke detector activation, no fire - unintentional
1 Flag St;	2010292	11/26/2010 14:13:45	Friday	743 - Smoke detector activation, no fire - unintentional
"	2010298	12/02/2010 08:16:39	Thursday	743 - Smoke detector activation, no fire - unintentional
"	2010229	09/27/2010 21:26:27	Monday	743 - Smoke detector activation, no fire - unintentional
"	2010220	09/12/2010 00:51:17	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010275	11/14/2010 18:07:19	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010198	08/13/2010 08:46:37	Friday	743 - Smoke detector activation, no fire - unintentional
"	2010157	06/23/2010 11:37:11	Wednesday	743 - Smoke detector activation, no fire - unintentional
1 Flag St; 111	2010247	10/15/2010 10:29:37	Friday	745 - Alarm system sounded, no fire - unintentional
"	2010239	10/03/2010 10:10:52	Sunday	743 - Smoke detector activation, no fire - unintentional
1 Flag St; 2nd floor	2010128	05/10/2010 13:31:15	Monday	743 - Smoke detector activation, no fire - unintentional

INC033 (3.00)

Address	Incident	Alarm Date/Time	Day of Week	Incident Type
District - No Valid District Entered - Continued				
1 Flagg St, 2nd fl	2010150	06/12/2010 12:50:59	Saturday	743 - Smoke detector activation, no fire - unintentional
1 Flagg St, apt 111	2010308	12/10/2010 23:40:24	Friday	743 - Smoke detector activation, no fire - unintentional
1 Flagg St, apt 208	2010191	08/06/2010 13:36:49	Friday	733 - Smoke detector activation due to malfunction
1040 School St	2010137	05/21/2010 14:08:42	Friday	735 - Alarm system sounded due to malfunction
"	2010108	04/21/2010 08:58:48	Wednesday	743 - Smoke detector activation, no fire - unintentional
"	2010197	08/11/2010 12:05:23	Wednesday	735 - Alarm system sounded due to malfunction
"	2010263	10/29/2010 18:53:07	Friday	743 - Smoke detector activation, no fire - unintentional
"	2010289	11/22/2010 19:23:00	Monday	711 - Municipal alarm system, malicious false alarm
1055 School St, 10	2010264	10/30/2010 19:46:49	Saturday	700 - False alarm or false call, other
1117 Main St	2010161	06/29/2010 14:03:13	Tuesday	733 - Smoke detector activation due to malfunction
1134 Chase Rd	2010170	07/09/2010 05:09:34	Friday	733 - Smoke detector activation due to malfunction
1290 State St	2010094	04/08/2010 10:00:54	Thursday	745 - Alarm system sounded, no fire - unintentional
1360 State St	2010125	05/05/2010 13:13:24	Wednesday	743 - Smoke detector activation, no fire - unintentional
"	2010249	10/19/2010 08:46:46	Tuesday	733 - Smoke detector activation due to malfunction
"	2010314	12/14/2010 23:11:34	Tuesday	743 - Smoke detector activation, no fire - unintentional
14 Moosehead Rd, Fogler	2010277	11/15/2010 08:27:06	Monday	730 - System malfunction, other
1522 State St	2010172	07/19/2010 14:01:06	Monday	735 - Alarm system sounded due to malfunction
"	2010174	07/20/2010 17:15:40	Tuesday	735 - Alarm system sounded due to malfunction
"	2010070	03/27/2010 22:08:02	Saturday	743 - Smoke detector activation, no fire - unintentional
2 Silver Ridge	2010315	12/15/2010 16:36:07	Wednesday	743 - Smoke detector activation, no fire - unintentional
"	2010135	05/19/2010 09:47:54	Wednesday	733 - Smoke detector activation due to malfunction
3 Flagg St	2010121	05/02/2010 02:28:19	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010112	04/25/2010 18:41:03	Sunday	743 - Smoke detector activation, no fire - unintentional
"	2010162	06/30/2010 17:51:14	Wednesday	743 - Smoke detector activation, no fire - unintentional
"	2010160	06/29/2010 05:09:55	Tuesday	743 - Smoke detector activation, no fire - unintentional
"	2010192	08/07/2010 18:00:29	Saturday	744 - Detector activation, no fire - unintentional
3 Flagg St,	2010269	11/09/2010 16:25:16	Tuesday	744 - Detector activation, no fire - unintentional
"	2010244	10/09/2010 17:43:04	Saturday	743 - Smoke detector activation, no fire - unintentional
"	2010116	04/30/2010 17:15:57	Friday	743 - Smoke detector activation, no fire - unintentional
"	2010104	04/16/2010 18:57:02	Friday	743 - Smoke detector activation, no fire - unintentional
3 Flagg St, 2nd floor	2010031	02/09/2010 19:39:41	Tuesday	743 - Smoke detector activation, no fire - unintentional
Subtotal:	59			
Grandtotal:	59			

31 @ 1 Flagg St
10 @ 3 Flagg St

Town of Veazie Fire/Rescue Department

MEMORANDUM

To: Chief Martin

From: Capt Metcalf

Date: February 7, 2011

Re: January 2011 monthly report



Report on the Fire Department January 2011

Incidents

100 - Fire, other	1	3.13%
Total - Fires	1	3.13%
321 - EMS call, excluding vehicle accident with injury	20	62.50%
322 - Vehicle accident with injuries	1	3.13%
381 - Rescue or EMS standby	1	3.13%
Total - Rescue & Emergency Medical Service Incidents	22	68.75%
423 - Refrigeration leak	1	3.13%
Total - Hazardous Conditions (No fire)	1	3.13%
550 - Public service assistance, other	1	3.13%
551 - Assist police or other governmental agency	1	3.13%
553 - Public service	1	3.13%
Total - Service Call	3	9.38%
611 - Dispatched & cancelled en route	1	3.13%
Total - Good Intent Call	1	3.13%
743 - Smoke detector activation, no fire - unintentional	3	9.38%
745 - Alarm system sounded, no fire - unintentional	1	3.13%
Total - False Alarm & False Call	4	12.50%
Total	32	100.00%

Day of the Week	Number of Incidents
Sunday	8
Monday	8
Tuesday	5
Wednesday	3
Thursday	2
Friday	5
Saturday	1

Town of Veazie Fire/Rescue Department

Incidents by Time of Day

04:00:00 to 04:59:59	2	
05:00:00 to 05:59:59	1	
06:00:00 to 06:59:59	2	
07:00:00 to 07:59:59	1	
08:00:00 to 08:59:59	1	
09:00:00 to 09:59:59	2	
10:00:00 to 10:59:59	2	Shaded area represents daytime coverage
11:00:00 to 11:59:59	3	
12:00:00 to 12:59:59	1	
13:00:00 to 13:59:59	4	
14:00:00 to 14:59:59	1	
15:00:00 to 15:59:59	1	
16:00:00 to 16:59:59	3	
17:00:00 to 17:59:59	2	
18:00:00 to 18:59:59	1	
19:00:00 to 19:59:59	2	
20:00:00 to 20:59:59	1	
22:00:00 to 22:59:59	1	
23:00:00 to 23:59:59	1	

January Training

1/6/2011 1800 Salvage Cover Operations,
Review of salvage cover operations which included a classroom presentation on salvage and 3 practical evolutions. Included training on a new portable trash pump.
14 members in attendance.

1/13/2011 1800 Responding to Natural Gas Emergencies,
Mike Boggs of Bangor Natural Gas came in and provided a class on understanding, responding to and the handling of natural gas emergencies. 17 members in attendance.


1/16/2011 0900-1200
Conducted driver training and apparatus familiarization with Engine 192.
2 members in attendance

1/20/2011 1800 Annual Required Training –Bloodborne Pathogens
Required training on the review of bloodborne pathogens and communicable disease. Also covered a review of departments exposure control policy. 12 members in attendance

1/21/2011 1030 Annual Required Training –Bloodborne Pathogens
Annual review of our required exposure control policy – make up as class was missed.
1 Member in attendance.

1/27/2011 1800 Annual Required Training –
Required training on towns sexual harassment policy, hazardous communication policy and lock out/tag out policy. Also reviewed new radio reprogramming features and operations.
14 members in attendance

1/27/2011 1600 Annual Required Training –Bloodborne Pathogens
Annual review of our required exposure control policy – make up as class was missed.
1 Member in attendance.



Town of Veazie Fire/Rescue Department

1/28/2011 0900 Annual Required Training –Bloodborne Pathogens
*Annual review of our required exposure control policy – make up as class was missed.
1 Member in attendance.*

1/28/2011 1400 CPR Instructor Update Training
Completed online instructor updates for CPR. 1 member in attendance.

Other Activities

1/3/2011 Meeting – attended council meeting – Public Hearing on tower ordinance.

1/12-13/2011 Storm Coverage 1730-0700
Two covered station due to snow storm

1/15/2011 Public Relations Activity – Installed and secured a rear facing car seat for a citizen. Task was completed by Lt. K. Roy who is a certified car seat technician

1/20-21/2011 Storm Coverage 1900-0700
Two covered station due to snow storm

1/23/2011 Hydrant Shoveling Detail 0730-1230

1/31/2011 Meeting – attended council meeting – 2 items on agenda that discussed departmental budgetary review and a discussion on a departmental services review

[illegible]

[illegible]

	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1												
2												
3	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS	EMS
4	2011033	2011034	2011035	2011036	2011037	2011040	2011041	2011045	2011047	2011048	2011049	2011050
5												
6												
7	2	duty			2	duty		duty	2	duty	duty	duty
8	2	2				2	2					2
9			duty	2			duty		2	2	duty	
10												
11												
12				2		duty			2	duty	2	
13												
14						duty			2	duty	2	2
15												
16												
17												
18												
19												
20		2				2				2		
21												
22							2					
23												
24												
25												
26												
27												
28	2	2	2	2		2	2					2
29												
30												
31												
32	6	6	2	6	2	6	6	2	10	0	4	6
33												
34	\$44.42	\$26.98	\$28.32	\$34.96	\$44.42	\$26.98	\$26.98	\$32.88	\$44.42	\$0.00	\$26.98	\$26.98
35	\$26.98	\$18.60	\$0.00	\$26.98	\$0.00	\$18.60	\$20.22	\$0.00	\$32.88	\$32.88	\$26.98	\$26.98
36	\$28.32	\$28.32	\$0.00	\$28.32		\$32.76	\$28.32	\$0.00	\$26.98	\$26.98	\$28.32	
37							\$0.00		\$18.60			
38												
39	\$99.72	\$73.90	\$28.32	\$90.26	\$44.42	\$78.34	\$75.52	\$32.88	\$131.26		\$53.96	\$82.28
40												
41												

This box highlights the individual payroll per EMS call - does not count on duty personnel

[illegible]

[illegible]

Town of Veazie Fire/Rescue Department

MEMORANDUM

To: Chief Martin
From: Captain Metcalf
Date: April 4, 2011
Re: March Monthly Report



Incidents

111 - Building fire	1	2.94%
Total - Fires	1	2.94%
311 - Medical assist, assist EMS crew	2	5.88%
321 - EMS call, excluding vehicle accident with injury	13	38.24%
Total - Rescue & Emergency Medical Service Incidents	15	44.12%
413 - Oil or other combustible liquid spill	1	2.94%
Total - Hazardous Conditions (No fire)	1	2.94%
500 - Service Call, other	1	2.94%
5001 - Burn Permit	3	8.82%
522 - Water or steam leak	1	2.94%
542 - Animal rescue	1	2.94%
551 - Assist police or other governmental agency	2	5.88%
553 - Public service	2	5.88%
571 - Cover assignment, standby, move-up	2	5.88%
Total - Service Call	12	35.29%
733 - Smoke detector activation due to malfunction	1	2.94%
743 - Smoke detector activation, no fire - unintentional	3	8.82%
745 - Alarm system sounded, no fire - unintentional	1	2.94%
Total - False Alarm & False Call	5	14.71%
Total	34	100.00%

Day of the Week	Number of Incidents
Sunday	5
Monday	6
Tuesday	3
Wednesday	4
Thursday	3
Friday	6
Saturday	7

Town of Veazie Fire/Rescue Department

Time of Day	Number of Incidents
03:00:00 to 03:59:59	1
07:00:00 to 07:59:59	3
08:00:00 to 08:59:59	1
09:00:00 to 09:59:59	1
10:00:00 to 10:59:59	2
11:00:00 to 11:59:59	2
12:00:00 to 12:59:59	1
13:00:00 to 13:59:59	3
14:00:00 to 14:59:59	2
15:00:00 to 15:59:59	5
16:00:00 to 16:59:59	2
17:00:00 to 17:59:59	1
18:00:00 to 18:59:59	3
19:00:00 to 19:59:59	3
21:00:00 to 21:59:59	3
22:00:00 to 22:59:59	1

Shaded area represents
daytime coverage

March Training

3/3/2011 1800 Tactics Review

Review of fireground tactics using computer simulation.

14 members in attendance

3/10/2011 1800 Technical Rescue Equipment Review

Review of carried technical rescue equipment and a review of haul systems, rescue knots and confined space hoist

12 members in attendance

3/24/11 1800 EAP Review

EAP came in to provide an overview of their services

1830 EMS/Respiratory Emergencies

Review and care of respiratory emergencies.

14 members in attendance

3/24/2011 1700 AVOC train the trainer

Lt Sirois attended an ambulance vehicle operations course instructor train the trainer in Augusta

3/31/2011 1800 Skills

Went to Bangor Fire Departments training site and conducted two evolutions. Evolution 1: raising a ground ladder to second floor window and conduct a vent/enter/search activity.

Evolution 2: climb aerial to 2nd floor balcony with 2 ½ hose and 1 ¾ high-rise hose. Connect 1 ¾ to 2 ½ and descend stairway to fire room. Primary search was also conducted by crew.

15 members in attendance

Town of Veazie Fire/Rescue Department

Other Activities

3/17/2011 Public Education 0800-1200

Lt Sirois conducted a community CPR class

3/17/2011 Meeting 1600-1730

Lt Sirois attended a Penobscot County response plan meeting

3/17/2011 Meeting 1800

Fire Officer Meeting to discuss current standard operating guidelines

3/17/2011 Maintenance 1800

Monthly ladder inspections were completed

	A	B	C	D	E	F	G	H	I	J
1	Veazie Fire Department Payroll									
2	Month of March									
3										
4										
5	1900 Gerry G. Martin	Chief		TOT HRS	Work	Dates:	Training1	Training2	Training3	Training4
6	1901 Carl B. Tenney	A/C		19.5		Ind Train		2	2	3
7	1902 Capt. Pete Metcalf	Capt FFI/EMT-I		4			2	duty	2	duty
8	1903 Lt. David Hjorth	Lt FI	\$22.21	12.75			duty	duty	duty	duty
9	1904 Lt. Nick Sirois	FFI/EMT-I	\$13.49	33.5			2		2	3
10	1905 Lt. Ken Roy	FFI/EMT-I	\$17.48	13.5		4	duty		duty	
11	1906 Lt. Scott Kigas	Lt FFI	\$16.44	41.25	3.75		2	2	2	3
12	1907 Scott Ireland	FFI	\$14.16	6.5			2		2	
13	1908 Tyler Morrison	FFI/EMT	\$13.49	23.75			2	2	1.25	2
14	1909 John Manter	FFI	\$14.16	12.5			2	2		
15	1910		\$13.49	20.75			2	2	1.25	3
16	1911 Barrett McMullan	Prob FF		0						
17	1912 Tony Levesque	Prob FF	\$9.30	5						3
18	1913 David Jones	Prob FF	\$9.30	0						
19	1914 Dennis Farnham	Prob FF	\$13.49	0						
20	1915 Alec Johnston	Prob FFI	\$9.30	0						
21	1916 Matthew Vinal	FF	\$9.30	15.5			2			3
22	1917 William Lovejoy	FFI	\$10.11	27.5	0.5		2	2		3
23	1918 Jacob Cyr	Pre-App FF	\$8.99	21.75			2	2	1.25	1
24	1919 Andrew Rios	FF	\$9.30	0			duty	duty	duty	duty
25	1920			15.5				2		3
26	1921			0						
27	1922			0						
28	1923 Dennis McRae	FFI/EMT	\$14.16	0						
29	1924 Robert Gallant	FFI/EMT-I	\$16.38	40	9		2	2		3
30	1925			13.5			2	2		3
31				0						
32	Totals:									
33				326.75	13.25	4	22	20	13.75	33
34										
35				Total Training Hours		118.75		Fire Hours		104
36				Total Work Hours		13.25		EMS Hours		86.75
37				Total Individual Hours		4		Other Hours		0
38				Total Call Hours		190.75		Fire Total \$		\$1,388.08
39				TOTAL HOURS		326.75		EMS Total \$		\$1,106.22
40				TOTAL \$		\$4,116.54		Other Total \$		\$0.00
41								Total Call \$		\$2,494.29

[illegible]

X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1											
2											
3	Fire										
4	2011093	2011094	2011095	2011096	2011097	2011098	2011099	2011100	2011101	2011102	2011103
5											
6											
7	2										
8											
9	2										
10											
11	2										
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26											
27											
28	2										
29											
30											
31											
32	4	6	0	8	8	0	2	6	8	10	4
33											
34											
35											
36											
37											
38											
39											
40											
41											

This box highlights the Individual payroll per EMS call - does not count on

[illegible]

	BI	BJ	BK
1			
2			
3			
4	Fire\$	EMS\$	Other \$
5			
6			
7	\$177.68	\$105.50	\$0.00
8	\$107.92	\$215.84	\$0.00
9	\$166.06	\$0.00	\$0.00
10	\$197.28	\$230.16	\$0.00
11	\$0.00	\$0.00	\$0.00
12	\$107.92	\$80.94	\$0.00
13	\$84.96	\$28.32	\$0.00
14	\$80.94	\$53.96	\$0.00
15			\$0.00
16	\$18.60	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00
20	\$55.80	\$18.60	\$0.00
21	\$69.75	\$93.00	\$0.00
22	\$55.61	\$101.10	\$0.00
23	\$0.00	\$0.00	\$0.00
24	\$37.20	\$37.20	\$0.00
25			
26			
27			
28	\$162.84	\$141.60	\$0.00
29	\$65.52	\$0.00	\$0.00
30			
31			
32	\$1,388.08	\$1,106.22	\$0.00
33			
34			
35			
36			
37			
38			
39			
40			
41			

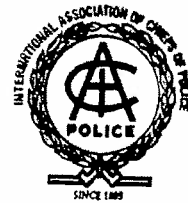
ITEM # 6214

Year End Report 2010



MISSION STATEMENT

As members of the Veazie Police Department our mission is to provide a professional community-oriented police service. We are committed to creating and maintaining an active community partnership and assisting citizens in identifying and solving problems to improve the quality of life in our community. We are dedicated to protecting life, property, and maintaining order while assuring fair and equal treatment to everyone.



Veazie Police Department

Mark Leonard, Chief of Police
1084 Main Street
Veazie, ME 04401-7091
Tel / Fax (207) 947-2358

To: William Reed; Town Manager

From: Mark E Leonard; Chief of Police

Date: 01-10-11

Re: Year End/ Budget Report

Per your request please find the yearend report and the end of year budget update for the police department. A snap shot of what is included is as follows:

- 1) Department Photo: (from left) Off. Justin Angelo, Off. Tucker Bonnevie, Off. Tyler Morrison, Sgt. Paul Haslam, Chief Mark Leonard, Sgt. Keith Emery, Off. Brian Sirois, Off. Kevin Sirois, Off. Ralph Bridges, Off. Jason Boden (missing from photo Off. Dain Bryant)
- 2) Reprint of FY 10-11 budget report that was presented and accepted by the budget committee
- 3) Budget report ending 12-31-10: 51% or \$176,083.70 remaining. Only area of concern is overtime where I have 8% or \$730.81 remaining. This is mostly because of two extended/ unplanned sickness.
- 4) Department Stats:
 - Total Calls for Service: 2657 or 221.4 per month
 - Total Criminal/Civil and Traffic Citations: 314 or 26 per month
 - Total Written Warnings: 936 or 78 per month

CRIME PREVENTION IS EVERYBODY'S BUSINESS

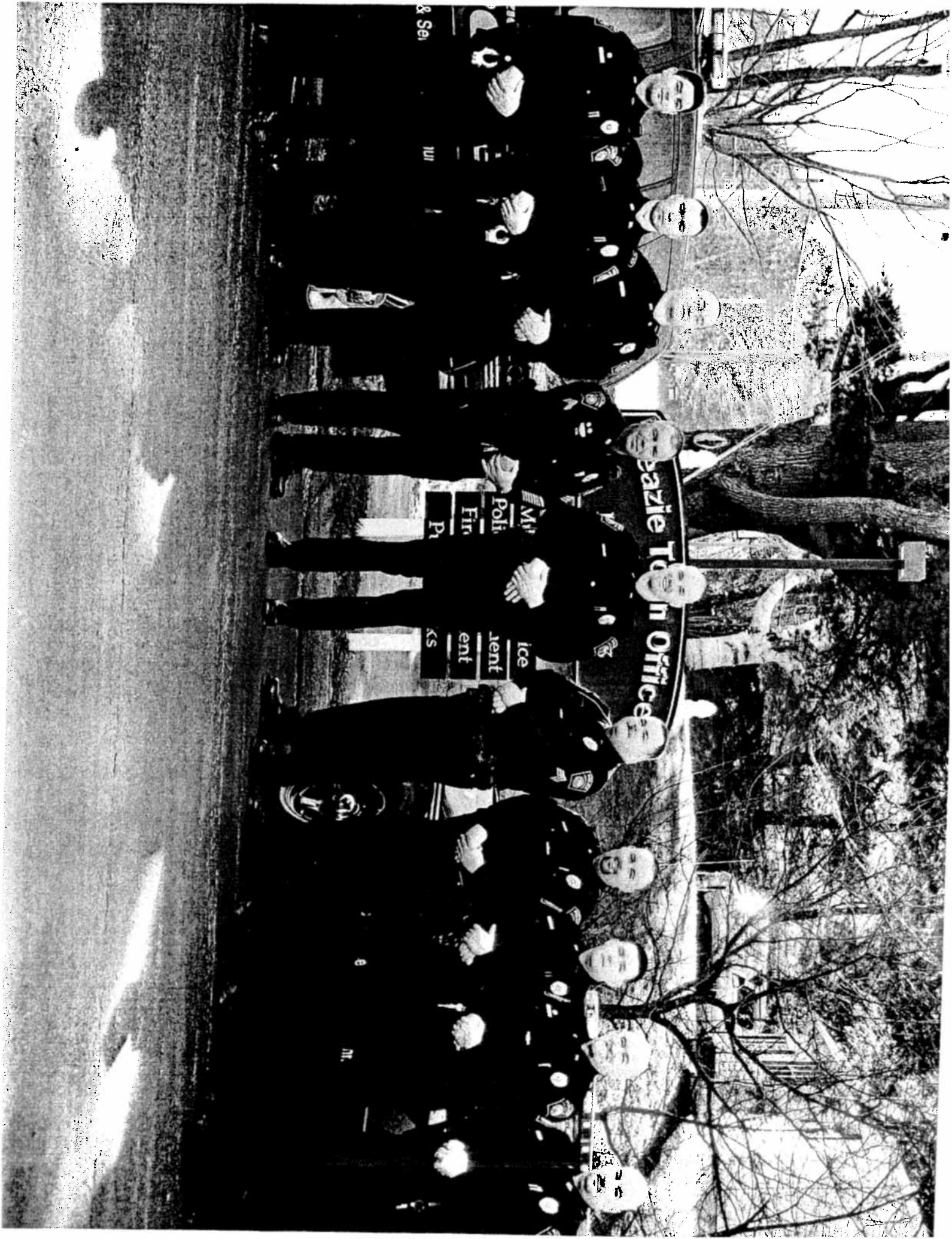
5) Vehicle Photos:

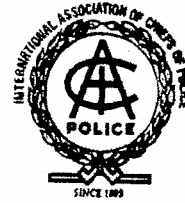
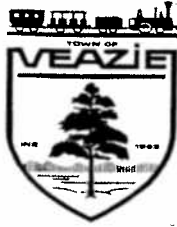
Marked 2010 Dodge Charger- 34089 miles

Marked 2009 Dodge Durango-26122 miles

(not pictured) Unmarked 2007 Dodge Charger- 110947 miles

I look forward to meeting with you and discussing this in person. If you need anything added to the report or need further details on something that is in the report please don't hesitate to ask me.





Veazie Police Department
Mark Leonard, Chief of Police
1084 Main Street
Veazie, ME 04401-7091
Tel / Fax (207) 947-2358

To: Veazie Budget Committee Members

**CC: William Reed; Veazie Town Manager
Veazie Town Council Members**

From: Mark E Leonard; Chief of Police

Date: 04-07-2010

Re: Proposed Police Department Budget for FY 10-11

Again this year as I have done in past years I would like to start by saying thank you the members of the budget committee for agreeing to participate in the budget process for the Town of Veazie. The budget that I am presenting again this year is very conservative but will continue to allow the Police Department to provide the level of service that the community has come to expect without sacrificing the safety of the residents of the Town of Veazie or the Officers that provide this safety.

In the pages that follow you will see the recommendations for the 2010-2011 Police Department Budget. This proposed budget shows an overall decrease of \$10,000.00 under FY 09-10's budget. This figure takes into account the total impact on the Town of Veazie's FY 10-11 Budget including reserve accounts and capital expenditures.

Below you will find a copy of the entire budget as proposed and then I will be discussing it further in the pages that follow.

Proposed Police Department Budget for FY 10-11

	<u>09-10 FY</u>	<u>10-11 FY</u>	<u>Change</u>
<u>Personnel</u>			
Payroll/Salaries	\$216,500.00	\$216,500.00	
Overtime	\$9,000.00	\$9,000.00	
Medicare	\$3,390.39	\$3,390.39	
FICA	\$14,505.50	\$14,505.50	
Workers Comp	\$5,953.75	\$5,953.75	
Health Insurance	\$30,928.54	\$30,928.54	
Retirement	<u>\$13,050.19</u>	<u>\$13,050.19</u>	
Total Personnel	\$293,328.37	\$293,328.37	
<u>Operations</u>			
Communications	\$5,000.00	\$5,000.00	
Training	\$6,000.00	\$6,000.00	
Animal Control	\$4,600.00	\$4,600.00	
Lab Fees	\$500.00	\$500.00	
Dues and Membership	\$500.00	\$500.00	
Ammo	\$1,500.00	\$1,500.00	
Uniforms	\$3,500.00	\$3,500.00	
Personnel Evaluation	\$2,000.00	\$2,000.00	
Crossing Guard	\$2,800.00	\$2,800.00	
DARE	\$1,500.00	\$1,500.00	
Office Supplies	\$1,725.00	\$1,725.00	
Computers/ Maintenance	\$1,500.00	\$1,500.00	
Issued Equipment	\$1,500.00	\$1,500.00	
Community Policing	\$750.00	\$750.00	
Equipment Repair	<u>\$750.00</u>	<u>\$750.00</u>	
Total Operations	<u>\$34,125.00</u>	<u>\$34,125.00</u>	
<u>Vehicle Maintenance</u>			
Cruiser Repair	\$9,000.00	\$9,000.00	
Gasoline	<u>\$12,000.00</u>	<u>\$12,000.00</u>	
Total Vehicle Maintenance	\$21,000.00	\$21,000.00	
Total Budget	\$348,453.37	\$348,453.37	0.00%
<u>Reserves</u>			
Cruiser	\$20,000.00	\$10,000.00	<u>Change</u> \$10,000.00
Police Safety Equip	\$2,000.00	\$2,000.00	
VEMA	\$2,000.00	\$2,000.00	
Capital	\$4,000.00	\$4,000.00	
Total Impact	\$376,453.37	\$366,453.37	-10,000.00

Proposed Police Department Budget for FY 10-11

Again for the FY 10-11 budget cycle we were asked to present the budgets in a program orientated form much like we switched to two budget cycles ago. The proposed FY 10-11 Police Budget is split into three sections. The first program is community policing/ crime prevention, the second program is training and the third program is operations. In the next few pages I will talk about each of the above programs and discuss what we are currently doing. This can only occur with adequate but conservative funding, which in my opinion is what is requested. I hope that each of you will agree and support the budget as presented.

Program 1- Community Policing/ Crime Prevention:

Community Policing is a collaborative effort between the police and the community that identifies problems of crime and disorder and involves all elements of the community in the search for solutions to these problems. Community Policing offers a way for law enforcement to help re-energize our community. Developing strong, self-sufficient communities is an essential step in creating an atmosphere in which serious crime will not flourish.

Effective Community Policing has a positive impact on reducing neighborhood crime, helping to reduce fear of crime and enhancing the quality of life in the community. It accomplishes these things by combining the efforts and resources of the police, local government and community members.

As you may or may not be aware, an effective Community Policing program starts from the top and moves down through the staff. I am very proud of the efforts that each staff member is putting into making this program successful.

Crime prevention is the anticipation, recognition and appraisal of a crime risk and the initiation of some action to remove or reduce it. This is one of the highest priorities of the Veazie Police Department. The principles and skills associated with crime prevention have never been more important than they are today. The terrorist acts of September 11, 2001 still loom in everyone's minds which raises the concern about future such acts. This along with other outside forces from around the World creates the pressing need to protect the physical assets of the Town of Veazie.

We are currently participating in or promoting numerous crime prevention programs and are always looking to expand in this area. Studies have shown that with good community policing tactics, crime prevention statistics will increase and vise versa. The following is a look at what the Veazie Police Department has done over the past twelve months.

Statistics:

Calls for service- 2520

Traffic Summons- 247 for 264 violations

Written Warnings- 839 warnings for 873 violations

Property reported Stolen: \$9,334.00

Property Recovered: \$3,993.00 or approximately a 43 % recovery rate

Requested Funding for Community Policing/Crime Prevention Program

	<u>10-11 FY</u>	<u>10-11 FY</u>
Personnel	\$293,328.37	\$293,328.37
Lab Fees	\$500.00	\$500.00
Dues and Membership	\$500.00	\$500.00
Personnel Evaluation	\$2,000.00	\$2,000.00
Crossing Guard	\$2,800.00	\$2,800.00
DARE	\$1,500.00	\$1,500.00
Community Policing	\$750.00	\$750.00
Uniforms	\$3,500.00	\$3,500.00
Issued Equipment	<u>\$1,500.00</u>	<u>\$1,500.00</u>
Total	\$306,378.37	\$306,378.37

This program makes up approximately 87.9% of the budget

I am not requesting any increases and I am in hopes to maintain the current funding. My sole reason for doing this is because of the tough economic times that are occurring not only in this community, but both State and Nationwide. With the requested funds I will be able to maintain current staffing level and continue to provide the same level of service that we are currently providing which the community has come to expect. We are fortunate that we are able to find Professional Police Officers that want to work for the current pay level that we are paying our part time police officers. With the requested funding we will not be able to increase their wages.

Program 2- Training:

Another important factor in a successful Community Policing / Crime Prevention program is training. As Chief Law Enforcement Officer I take the training that this Department provides and offers very seriously. A department that does not train their Officers is not giving the community all the services that they deserve.

Training is a very important part of law enforcement, and must be ongoing to keep up with the changing criminal justice system. Officers need to be trained every year about changes in the law, equipment changes, and new investigative procedures. The staff of the Veazie Police Department participated in numerous hours of training during the past 12 months. Some of these trainings have been attended and others were completed using the internet. This does not include the numerous hours that the officers spend reading and viewing publications pertaining to current trends and techniques concerning law enforcement. This also does not include our monthly Department meetings where we discuss a wide array of topics.

Requested Funding for Training Program

	<u>09-10 FY</u>	<u>10-11 FY</u>	<u>Change</u>
Training	\$6,000.00	\$6,000.00	
Ammo	<u>\$1,500.00</u>	<u>\$1,500.00</u>	
Total	\$7,500.00	\$7,500.00	

This program makes up approximately 2.2% of the budget and contains no change in the FY 10-11 request.

Program 3- Operations:

	<u>09-10 FY</u>	<u>10-11 FY</u>	<u>Change</u>
Communications	\$5,000.00	\$5,000.00	
Animal Control	\$4,600.00	\$4,600.00	
Office Supplies	\$1,725.00	\$1,725.00	
Computers/ Maintenance	\$1,500.00	\$1,500.00	
Cruiser Repair	\$9,000.00	\$9,000.00	
Gasoline	\$12,000.00	\$12,000.00	
Equipment Repair	<u>\$750.00</u>	<u>\$750.00</u>	
Total	\$34,575.00	\$34,575.00	

This program makes up the second largest portion of the budget at approximately 9.9 %. Although I would like to increase areas of this section I'm in hopes to maintain the current funding level.

Reserve Accounts:

	<u>09-10 FY</u>	<u>10-11 FY</u>	<u>Change</u>
Cruiser	\$20,000.00	\$10,000.00	-50%
Police Safety Equip	\$2,000.00	\$2,000.00	
VEMA	\$2,000.00	\$2,000.00	

Additional portions of the town's budget that the Police Department effects is reserves. I am decreasing the cruiser reserve line by 50% because we were recently able to purchase a new cruiser through insurance. With this insurance purchase we will not have another scheduled purchase for a new cruiser until next fiscal year. I do not want to eliminate the entire line in case we have an unforeseen need to purchase a cruiser before next fiscal year. I also don't want to eliminate the entire line and then request the entire amount back next fiscal year.

Capital Account:

<u>09-10 FY</u>	<u>10-11 FY</u>	<u>Change</u>
\$4,000.00	\$4,000.00	

The last account that affects the Town of Veazie's overall budget is a capital account for the Police Department. I am proposing that we budget \$4,000.00 for this account. The requested monies will be put towards the purchase a new identification system for Veazie's Public Safety Employees. We have attempted, and will continue to attempt to make this purchase through grants, but at this time we have been unsuccessful and the need for a secure identification system is extremely important. We have been extremely fortunate that our current system hasn't been compromised as it is simply made from an excel program that was created numerous years ago. With a secure identification system we would be able to make secure, professional looking id's for all employees.

This concludes my FY 10-11 Budget presentation. I feel that this budget will allow us to continue our day to day operations without sacrificing the safety of the residents of the Town of Veazie or the Officers that provide this safety and security for our citizens. I look forward to meeting with you and discussing this proposed budget.

Respectfully Submitted,

Mark E Leonard
Chief of Police
Veazie Police Department

**Veazie
POLICE DEPARTMENT
For the Six Months Ending December 31, 2010**

<u>Account Number</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended December</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
57777	EXPENSES	348,453.37	29,273.36	172,369.67	51%	176,083.70

**Veazie
POLICE DEPARTMENT**
For the Six Months Ending December 31, 2010

Account Number	Description	Budgeted	Expended December	Expended YTD	Percent Remaining	Amount Remaining
100-020-50010-010	EXPENSES:					
	POLICE CHIEF	52,500.00	8,747.69	31,594.25	40%	20,905.75
100-020-50010-020	PATROL SALARIES	164,000.00	11,816.63	79,857.61	51%	84,142.39
100-020-50010-040	OVERTIME - PD	9,000.00	500.76	8,269.19	8%	730.81
100-020-50010-050	TRAINING	6,000.00	35.45	1,517.56	75%	4,482.44
100-020-50010-060	DARE PROGRAM	1,500.00			100%	1,500.00
100-020-50020-010	FICA - PD	14,505.50	1,283.69	7,312.06	50%	7,193.44
100-020-50020-020	MEDICARE - PD	3,390.39	300.23	1,710.22	50%	1,680.17
100-020-50030-010	WORKERS COMP - PD	5,953.75		2,587.07	57%	3,366.68
100-020-50030-020	HEALTH INSURANCE - PD	30,928.54	3,058.86	17,065.76	45%	13,862.78
100-020-50040-010	RETIREMENT FUND-PD	13,050.19	723.05	4,681.90	64%	8,368.29
100-020-50040-020	GASOLINE COSTS - PD	12,000.00	1,103.34	6,335.00	47%	5,665.00
100-020-50040-025	ANIMAL CONTROL	4,600.00	280.71	1,649.26	64%	2,950.74
100-020-50040-030	SCHOOL CROSSING	2,800.00	247.20	906.40	68%	1,893.60
100-020-50040-040	LAB FEES	500.00			100%	500.00
100-020-50040-050	COMMUNICATIONS - PD	5,000.00	307.55	1,703.85	66%	3,296.15
100-020-50040-060	AMMUNITION - PD	1,500.00		1,385.69	8%	114.31
100-020-50040-080	UNIFORMS- PD	3,500.00		321.93	91%	3,178.07
100-020-50040-090	COMMUNITY POLICING	750.00	100.00	100.00	87%	650.00
100-020-50060-010	PERSONNEL EVALUATIONS - PD	2,000.00			100%	2,000.00
100-020-50060-040	CRUISER REPAIR	9,000.00	358.47	3,518.77	61%	5,481.23
100-020-50060-050	ISSUED EQUIPMENT-PD	1,500.00		176.00	88%	1,324.00
100-020-50100-020	EQUIPMENT REPAIR-PD	750.00		426.00	43%	324.00
100-020-50100-050	DUES / MEMBERSHIPS - PD	500.00	250.00	350.00	30%	150.00
100-020-50100-060	COMPUTER/MAINT-PD	1,500.00		239.98	84%	1,260.02
	OFFICE SUPPLIES-PD	1,725.00	159.73	661.17	62%	1,063.83
5????	Total EXPENSES	348,453.37	29,273.36	172,369.67	51%	176,083.70

Veazie
CAPITAL ACCOUNTS
For the Six Months Ending December 31, 2010

Account Number	Description	Budgeted	Expended December	Expended YTD	Percent Remaining	Amount Remaining
100-060-50090-010	EXPENSES:					
100-060-50090-020	POLICE DEPARTMENT-CAP	4,000.00			100%	4,000.00
100-060-50090-030	EXECUTIVE DEPARTMENT-CAP	3,750.00		1,836.00	51%	1,914.00
100-060-50090-040	BUILDING MAINTENANCE - CAP	10,000.00	1,489.64	3,302.29	67%	6,697.71
100-060-50090-090	PUBLIC WORKS - CAP	6,000.00			100%	6,000.00
100-060-50090-140	VEMA - CAP	2,000.00			100%	2,000.00
100-060-50090-150	HIGHWAY PROJECTS - CAP	75,000.00		75,000.00		
52222	COMMUNITY PROGRAMS	5,000.00		5,679.71	(14%)	(679.71)
	Total EXPENSES	105,750.00	1,489.64	85,818.00	19%	19,932.00



Veazie Police Department

Mark E. Leonard, Chief of Police
1084 Main Street
Veazie, ME 04401-7091
(207) 947-2358
Fax: (207) 947-2358

To: Chief Leonard

From: Sgt. Emery

Date: 01/06/2011

Re: Year End Statistics 2010

Total criminal/civil and traffic Citations: 314

Average citation per month: 26

Total offense for above citations: 333

Average offense per month: 27.75

Total traffic warnings (written): 936

Average warnings per month: 78

Total offenses for above warnings: 973

Total offenses per month: 81

CRIME PREVENTION IS EVERYBODY'S BUSINESS

Total number of calls for service/incidents handled: 2657

Average incidents/calls for service per month: 221.4

A break down of the types of incidents handled:

Alarms: 51

All other (not classified): 19

Ambulance or medical assist: 102

Animal problem: 43

Alcohol offenses: 6

Assault (various, non-domestic): 8

Agency Assist (including administrative deliveries): 252

ATL: 2

Burglary: 2

Bail search: 5

Citizen dispute: 3

Custodial Interference: 4

Citizen Assist: 58

Civil matter/dispute: 14

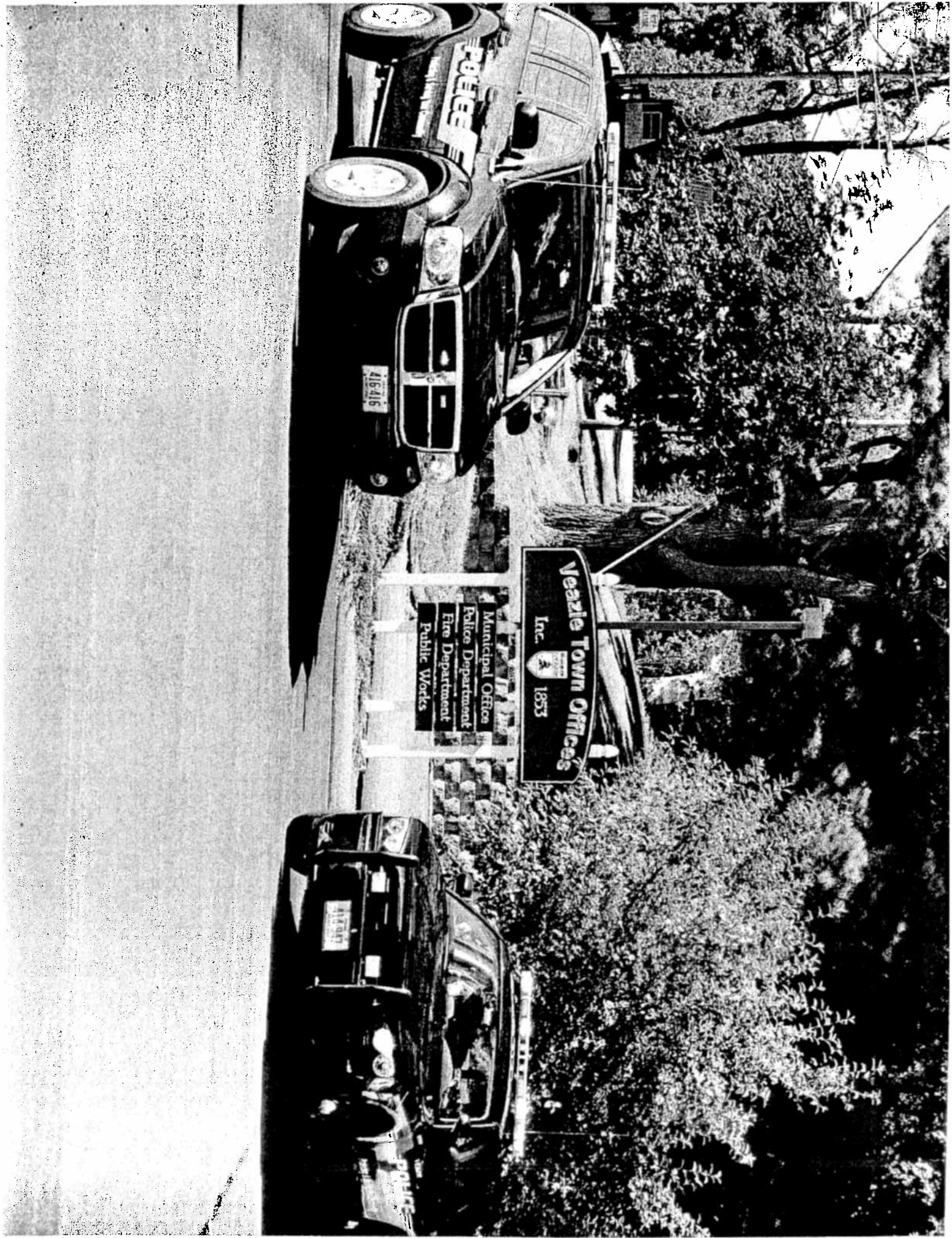
Criminal mischief: 8

Communications offense: 4

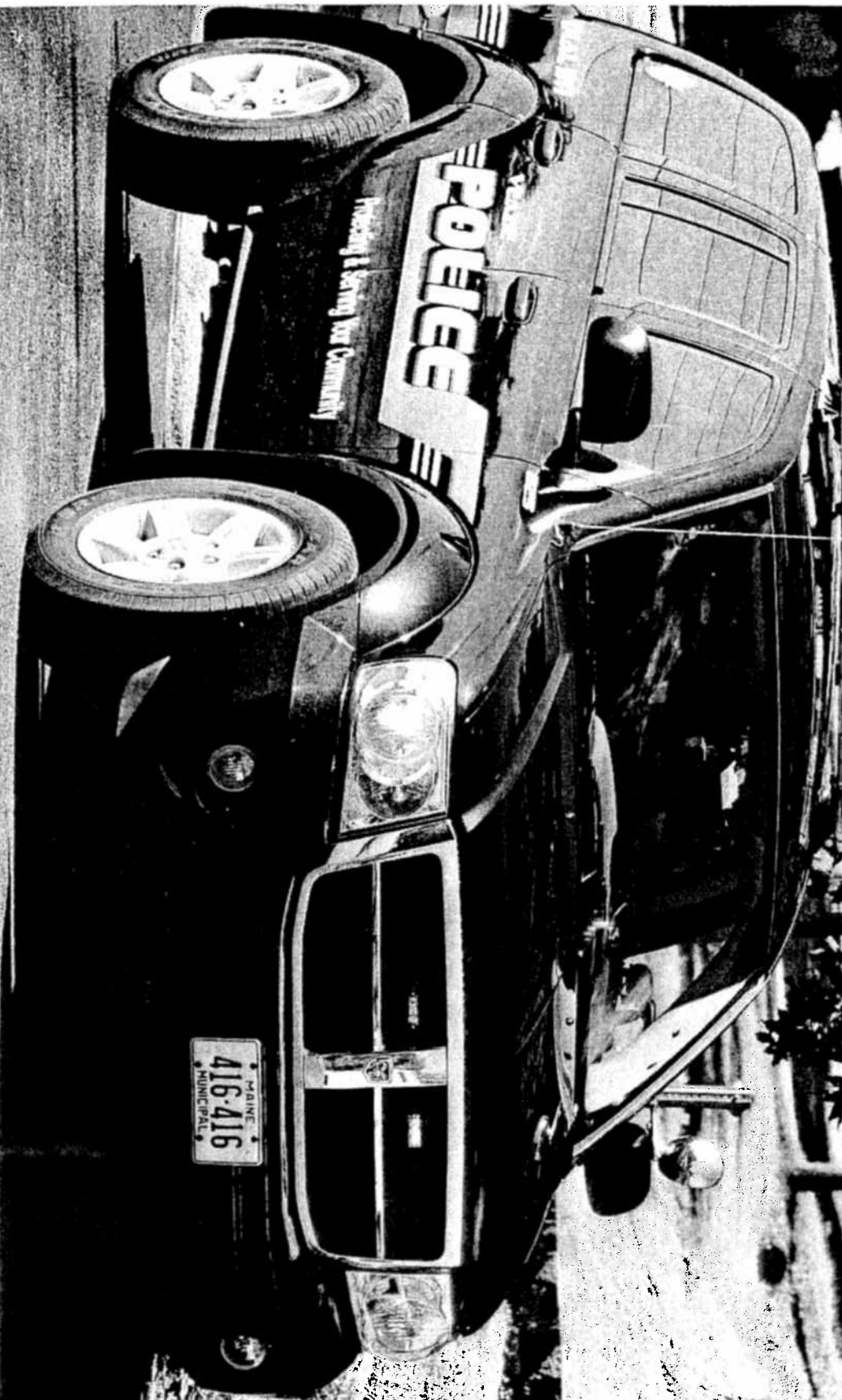
Controlled substance/possession: 6

Court service: 39
Disorderly Conduct: 13
Designated patrol: 243
OUI: 2
Emotional/behavior problem (mental problem): 5
Escort: 2
Erratic Vehicle operation: 23
Fire alarm: 1
Family Fight (domestic violence): 14
False information/report: 1
Fraud/Forgery: 8
Fireworks: 1
Harassment: 15
Internal investigation: 2
Police Information: 260
Intoxicated person: 5
Juvenile problem: 7
Lost/Found property: 21
Motorist assist: 29
Missing person: 3
ATV complaint: 1
Noise problem: 28
Nonsufficient funds (bad check): 2
Obstructing Gov't admin: 1
Detail: 17

Parking problem: 10
Property check: 766
Property watch: 39
Patronizing prostitution: 2
Public service: 57
Suspicious person/circumstance: 42
Sex offense: 2
Suicide threat/attempt: 12
Traffic crash: 14
Traffic hazard: 13
Threatening: 1
Traffic offenses (non infraction): 34
Theft (all): 17
Trespassing: 8
Training: 152
Unsecure building: 35
Utility problem: 7
Vandalism: 1
VIN inspection: 2
Violation of a protection order: 5
Violation of conditions of release: 5
Warrant arrest: 22
Weapon problem: 2
Welfare check: 71
Wanted out: 7







Ves

From: Crandall, Darrell O **Sent:** Wednesday, April 06, 2011 10:55 AM
Subject: MDEA Press Release

MAINE DRUG ENFORCEMENT AGENCY (MDEA)

Media Release

April 6, 2011

Direct questions to: MDEA Division Commander Darrell Crandall @ 207-557-0510

A four month criminal investigation by the Maine Drug Enforcement Agency (MDEA) and the Veazie Police Department has resulted in two arrests and the seizure of prescription drugs worth more than \$14,000.

The investigation into 26-year-old Jamie Boyd (F) and Shawn Bryant, 27, both of Veazie, began following complaints the two were selling drugs. Agents and Veazie Police conducted surveillance on several occasions and were able to follow the pair's rental vehicle when it left Maine on Tuesday. The vehicle went to a location in Southern New England and was followed back to Penobscot County. Around 1:00 a.m. Wednesday morning, MDEA Agents requested that a State Trooper stop the suspect vehicle, which was traveling north on Interstate 95 in Carmel.

MDEA Agents searched the vehicle finding 58 Methadone tablets and 203 Opana ® (Oxymorphone) tablets hidden on Jamie Boyd. Both Boyd and Bryant were in the vehicle and they were arrested and taken to the Penobscot County Jail. During processing at the jail, Boyd was found to have concealed an additional 120 tablets in a body cavity, which were ultimately seized as evidence. Forty (40) of those

Anyone with information on drug crimes may call MDEA, toll free, at 1-800-452-6457 or may go to the MDEA website at www.maine.gov/dps/mdea

***** Mugs available at PCJ**

DARRELL O. CRANDALL, JR., COMMANDER
DEPARTMENT OF PUBLIC SAFETY
MAINE DRUG ENFORCEMENT AGENCY - DIVISION II
(O) 207-532-5170 (C) 207-557-0510
E-MAIL: DARRELL.O.CRANDALL@MAINE.GOV

AROOSTOOK DTF - 12 KELLERAN STREET, HOULTON, ME 04730
NORTH CENTRAL DTF - 106 HOGAN ROAD, BANGOR, ME 04401
SOUTH CENTRAL DTF - 36 HOSPITAL STREET, AUGUSTA, ME 04330
DOWN EAST DTF - 50 STATE STREET, SUITE 11, ELLSWORTH, ME 04605

This e-mail message is the property of the State of Maine and may contain sensitive information made confidential by 25 M.R.S.A. 2957. If you believe you received this message in error, please notify the sender and delete the message. No official information in or attached to this message may be shared without the consent of the Maine Drug Enforcement Agency.

ITEM # 66

From: jparker339@roadrunner.com
Date: April 5, 2011 9:43:22 PM EDT
To: "Bill Reed" <veazietm@aol.com>, "Jon" <jonparker@blackbearlawncare.com>
Reply-To: jparker339@roadrunner.com

Co-location on buck hill tower approved. Details up to you and dennis.

Jim

Sent from my U.S. Cellular BlackBerry® smartphone

Maine Municipal Bond Bank**Estimate of Borrowing**Prepared via www.mmbb.com on: April 07, 2011

ITEM # 600

Date	Principal	Rate	Interest	Total Payment	FY Total
05/1/2012			\$11,000.40	\$11,000.40	
11/1/2012	\$60,000.00	3.0000%	\$10,680.00	\$70,680.00	\$81,680.40
05/1/2013			\$9,780.00	\$9,780.00	
11/1/2013	\$60,000.00	3.3000%	\$9,780.00	\$69,780.00	\$79,560.00
05/1/2014			\$8,790.00	\$8,790.00	
11/1/2014	\$60,000.00	3.3500%	\$8,790.00	\$68,790.00	\$77,580.00
05/1/2015			\$7,785.00	\$7,785.00	
11/1/2015	\$60,000.00	3.4500%	\$7,785.00	\$67,785.00	\$75,570.00
05/1/2016			\$6,750.00	\$6,750.00	
11/1/2016	\$60,000.00	3.5000%	\$6,750.00	\$66,750.00	\$73,500.00
05/1/2017			\$5,700.00	\$5,700.00	
11/1/2017	\$60,000.00	3.6000%	\$5,700.00	\$65,700.00	\$71,400.00
05/1/2018			\$4,620.00	\$4,620.00	
11/1/2018	\$60,000.00	3.7000%	\$4,620.00	\$64,620.00	\$69,240.00
05/1/2019			\$3,510.00	\$3,510.00	
11/1/2019	\$60,000.00	3.8000%	\$3,510.00	\$63,510.00	\$67,020.00
05/1/2020			\$2,370.00	\$2,370.00	
11/1/2020	\$60,000.00	3.9000%	\$2,370.00	\$62,370.00	\$64,740.00
05/1/2021			\$1,200.00	\$1,200.00	
11/1/2021	\$60,000.00	4.0000%	\$1,200.00	\$61,200.00	\$62,400.00
TOTALS	\$600,000.00		\$122,690.40	\$722,690.40	

This report is an estimate only. Actual borrowing costs may vary.

Maine Municipal Bond Bank
Estimate of Borrowing
Prepared via www.mmbb.com on: April 07, 2011

Date	Principal	Rate	Interest	Total Payment	FY Total
05/1/2012			\$13,750.50	\$13,750.50	
11/1/2012	\$75,000.00	3.0000%	\$13,350.00	\$88,350.00	\$102,100.50
05/1/2013			\$12,225.00	\$12,225.00	
11/1/2013	\$75,000.00	3.3000%	\$12,225.00	\$87,225.00	\$99,450.00
05/1/2014			\$10,987.50	\$10,987.50	
11/1/2014	\$75,000.00	3.3500%	\$10,987.50	\$85,987.50	\$96,975.00
05/1/2015			\$9,731.25	\$9,731.25	
11/1/2015	\$75,000.00	3.4500%	\$9,731.25	\$84,731.25	\$94,462.50
05/1/2016			\$8,437.50	\$8,437.50	
11/1/2016	\$75,000.00	3.5000%	\$8,437.50	\$83,437.50	\$91,875.00
05/1/2017			\$7,125.00	\$7,125.00	
11/1/2017	\$75,000.00	3.6000%	\$7,125.00	\$82,125.00	\$89,250.00
05/1/2018			\$5,775.00	\$5,775.00	
11/1/2018	\$75,000.00	3.7000%	\$5,775.00	\$80,775.00	\$86,550.00
05/1/2019			\$4,387.50	\$4,387.50	
11/1/2019	\$75,000.00	3.8000%	\$4,387.50	\$79,387.50	\$83,775.00
05/1/2020			\$2,962.50	\$2,962.50	
11/1/2020	\$75,000.00	3.9000%	\$2,962.50	\$77,962.50	\$80,925.00
05/1/2021			\$1,500.00	\$1,500.00	
11/1/2021	\$75,000.00	4.0000%	\$1,500.00	\$76,500.00	\$78,000.00
TOTALS	\$750,000.00		\$153,363.00	\$903,363.00	

This report is an estimate only. Actual borrowing costs may vary.

FIRE & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Lewiston	Androscoggin	35,756	Fire Chief		\$ 80,905.50		
Bangor	Penobscot	31,395	Fire Chief		93,405.00		
South Portland	Cumberland	23,746	Fire Chief				
Auburn	Androscoggin	23,151	Fire Chief	\$ 2,500.16		\$ 39.89	
Biddeford	York	21,632	Fire Chief			43.32	
Sanford	York	21,404	Fire Chief		79,470.00		
Scarborough	Cumberland	18,832	Fire Chief		79,995.76		
Augusta	Kennebec	18,561	Fire Chief			38.98	
Saco	York	18,147	Fire Chief		82,578.00	33.76	
Windham	Cumberland	16,394	Fire Chief				
Waterville	Kennebec	15,489	Fire Chief		72,446.40	37.98	
Gorham	Cumberland	15,338	Fire Chief		80,203.00		
York	York	13,556	Fire Chief	11,000.00			
Kennebunk	York	11,427	Fire Chief		70,354.00		
Falmouth	Cumberland	10,996	Fire Chief				
Kittery	York	10,236	Fire Chief			34.03	
Wells	York	9,949	Fire Chief		36,000.00	20.20	
Standish	Cumberland	9,808	Fire Chief		77,061.00		
Orono	Penobscot	9,630	Fire Chief		56,002.00		
Lisbon	Androscoggin	9,352	Fire Chief		69,701.00		
Presque Isle	Aroostook	9,229	Fire Chief		53,839.00		
Brewer	Penobscot	9,198	Fire Chief		61,751.00		
Cape Elizabeth	Cumberland	9,040	Fire Chief		69,010.00		
Skowhegan	Somerset	8,707	Fire Chief		71,400.00		
Caribou	Aroostook	8,187	Fire Chief		49,000.00	30.57	
Buxton	York	8,119	Fire Chief		52,656.00		

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Freeport	Cumberland	8,051	Fire Chief		75,464.00		
Rockland	Knox	7,522	Fire Chief		64,527.00		
Berwick	York	7,337	Fire Chief			31.34	
Cumberland	Cumberland	7,316	Fire Chief		41,262.00		
Gray	Cumberland	7,266	Fire Chief		60,000.00		10.00
Ellsworth	Hancock	6,990	Fire Chief			29.09	
Belfast	Waldo	6,758	Fire Chief		60,873.00		
Fairfield	Somerset	6,692	Fire Chief		52,325.00		
Winthrop	Kennebec	6,463	Fire Chief	11,160.00		9.46	
Rumford	Oxford	6,319	Fire Chief		54,060.24		
Houlton	Aroostook	6,274	Fire Chief		54,546.00		
Eliot	York	6,256	Fire Chief	5,000.00			
Oakland	Kennebec	6,154	Fire Chief		50,499.00		
New Gloucester	Cumberland	5,393	Fire Chief		53,500.00		
Poland	Androscoggin	5,320	Fire Chief			24.08	
Camden	Knox	5,267	Fire Chief	1,500.00		27.65	
Lincoln	Penobscot	5,182	Fire Chief		37,290.24		
Bridgton	Cumberland	5,126	Fire Chief	11,068.00			
Waldoboro	Lincoln	5,039	Fire Chief	5,051.00			12.90
Heron	Penobscot	4,923	Fire Chief		46,726.00		
Bucksport	Hancock	4,892	Fire Chief		58,710.00		
Jay	Franklin	4,845	Fire Chief	8,500.00			
Sabbattus	Androscoggin	4,767	Fire Chief	13,181.00			
North Berwick	York	4,757	Fire Chief	6,600.00			8.79
Norway	Oxford	4,756	Fire Chief	2,500.00			
Warren	Knox	4,678	Fire Chief		34,320.00		
Madison	Somerset	4,581	Fire Chief	8,200.00			10.00
Millinocket	Penobscot	4,536	Fire Chief			27.75	

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Madawaska	Aroostook	4,369	Fire Chief	24,153.00			
Glenburn	Penobscot	4,368	Fire Chief	1,934.00			
Vassalboro	Kennebec	4,320	Fire Chief	3,000.00			
Wilton	Franklin	4,189	Fire Chief	3,200.00			
Sidney	Kennebec	4,002	Fire Chief			7.50	
Kennebunkport	York	3,956	Fire Chief	10,000.00			13.00
Monmouth	Kennebec	3,866	Fire Chief	5,200.00		20.60	
Wiscasset	Lincoln	3,827	Fire Chief	10,000.00			
Winterport	Waldo	3,756	Fire Chief	2,400.00			
Orrington	Penobscot	3,704	Fire Chief		44,283.00		
Rockport	Knox	3,512	Fire Chief		51,145.00		
Naples	Cumberland	3,509	Fire Chief	13,500.00			15.00
Fort Fairfield	Aroostook	3,500	Fire Chief		55,700.00		
Clinton	Kennebec	3,448	Fire Chief		43,000.00		
Richmond	Sagadahoc	3,348	Fire Chief	1,750.00			
Norridgewock	Somerset	3,288	Fire Chief	2,500.00		11.47	
Mechanic Falls	Androscoggin	3,274	Fire Chief	1,800.00		8.25	
Fryeburg	Oxford	3,274	Fire Chief			20.66	
Thomaston	Knox	3,266	Fire Chief	12,822.31			
Calais	Washington	3,242	Fire Chief		54,710.00		
Boothbay	Lincoln	3,222	Fire Chief	13,500.00			
Livermore	Androscoggin	3,215	Fire Chief	2,122.00		8.00	
Belgrade	Kennebec	3,195	Fire Chief	2,212.00		13.85	
Newport	Penobscot	3,134	Fire Chief	5,000.00			12.09
Holden	Penobscot	3,000	Fire Chief		54,059.00		
Mexico	Oxford	2,913	Fire Chief	6,687.00			10.38
Woolwich	Sagadahoc	2,898	Fire Chief	6,180.00			
Farmingdale	Kennebec	2,857	Fire Chief	1,750.00		8.00	

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Alfred	York	2,847	Fire Chief	5,100.00			
Bowdoin	Sagadahoc	2,796	Fire Chief	1,500.00	34,020.00		
Corinth	Penobscot	2,781	Fire Chief			10.00	
Bristol	Lincoln	2,757	Fire Chief	4,500.00			
Chelsea	Kennebec	2,676	Fire Chief	5,000.00			12.00
Searsport	Waldo	2,675	Fire Chief	7,500.00			
Limerick	York	2,614	Fire Chief	3,500.00		9.00	
Anson	Somerset	2,540	Fire Chief	3,000.00			
Bethel	Oxford	2,539	Fire Chief	4,750.00			
Shapleigh	York	2,537	Fire Chief	5,628.00			
Dixfield	Oxford	2,531	Fire Chief	4,000.00			
Manchester	Kennebec	2,521	Fire Chief	3,500.00			8.50
Hallowell	Kennebec	2,501	Fire Chief	5,000.00			
Levant	Penobscot	2,466	Fire Chief	10,400.00		13.90	
Van Buren	Aroostook	2,439	Fire Chief				15.00
Harrison	Cumberland	2,436	Fire Chief	4,500.00			
Boothbay Harbor	Lincoln	2,332	Fire Chief	13,568.00		10.30	
Union	Knox	2,330	Fire Chief	4,000.00			
Blue Hill	Hancock	2,320	Fire Chief	3,700.00			
Lincolnville	Waldo	2,273	Fire Chief	2,783.00			
Hancock	Hancock	2,268	Fire Chief	2,000.00			
Acton	York	2,254	Fire Chief	15,000.00			
Whitefield	Lincoln	2,236	Fire Chief	1,200.00			
Phippsburg	Sagadahoc	2,213	Fire Chief	4,430.00	60,432.00		
Mount Desert	Hancock	2,176	Fire Chief			9.00	
Livemore Falls	Androscoggin	2,172	Fire Chief	3,600.00			
Leeds	Androscoggin	2,131	Fire Chief	2,500.00			
Canaan	Somerset	2,121	Fire Chief	8,000.00			

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Albion	Kennebec	2,046	Fire Chief	3,000.00			
Gouldsboro	Hancock	2,002	Fire Chief	3,000.00			
Unity	Waldo	1,973	Fire Chief	3,000.00			
Mapleton	Aroostook	1,967	Fire Chief	9,614.00			
Southwest Harbor	Hancock	1,955	Fire Chief	5,000.00			
Saint Albans	Somerset	1,863	Fire Chief	3,000.00			
Veazie	Penobscot	1,842	Fire Chief	9,249.00			
West Bath	Sagadahoc	1,832	Fire Chief	4,500.00			
Buckfield	Oxford	1,813	Fire Chief	2,120.00		9.30	
West Paris	Oxford	1,734	Fire Chief	4,000.00		14.00	
East Millinocket	Penobscot	1,721	Fire Chief	5,000.00	51,777.00		
Otisfield	Oxford	1,698	Fire Chief	3,500.00		10.00	
Dresden	Lincoln	1,692	Fire Chief	4,000.00			
Nobleboro	Lincoln	1,690	Fire Chief	2,200.00		10.00	
Greenville	Piscataquis	1,678	Fire Chief	2,000.00		8.50	
Lamoine	Hancock	1,622	Fire Chief	1,400.00			
Pownal	Cumberland	1,609	Fire Chief	8,000.00			
Hiram	Oxford	1,564	Fire Chief	1,500.00			
Sebago	Cumberland	1,540	Fire Chief	2,500.00			
Peru	Oxford	1,527	Fire Chief	3,000.00			
Northport	Waldo	1,520	Fire Chief		20,800.00		
Guilford	Piscataquis	1,516	Fire Chief	1,000.00		15.00	
Waterford	Oxford	1,514	Fire Chief	2,500.00			
South Thomaston	Knox	1,512	Fire Chief	2,705.00			
Newfield	York	1,505	Fire Chief	5,000.00			
Eastport	Washington	1,482	Fire Chief	4,000.00			
Newburgh	Penobscot	1,482	Fire Chief	3,000.00			
Hudson	Penobscot	1,476	Fire Chief	2,500.00			

[Flat Rate per call,
per training, etc.]

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Charleston	Penobscot	1,471	Fire Chief	1,500.00			
Lubec	Washington	1,461	Fire Chief	6,000.00			
Ashland	Aroostook	1,460	Fire Chief	5,000.00			
Surry	Hancock	1,451	Fire Chief	2,500.00			13.50
Medway	Penobscot	1,444	Fire Chief	3,000.00			
Brownfield	Oxford	1,432	Fire Chief	2,400.00			
Franklin	Hancock	1,427	Fire Chief	4,000.00			
Castine	Hancock	1,416	Fire Chief	7,750.00			
Washington	Knox	1,411	Fire Chief	2,500.00			
Woodstock	Oxford	1,353	Fire Chief	3,700.00			11.00
Searsmont	Waldo	1,334	Fire Chief	5,000.00	45,000.00		
Vinalhaven	Knox	1,327	Fire Chief				
Palermo	Waldo	1,326	Fire Chief	1,500.00			
Plymouth	Penobscot	1,319	Fire Chief	2,500.00			
Milbridge	Washington	1,315	Fire Chief	4,244.00			
Cushing	Knox	1,278	Fire Chief	3,605.00			
Strong	Franklin	1,267	Fire Chief	2,200.00			
Ogunquit	York	1,243	Fire Chief		46,542.00	7.50	
Sangerville	Piscataquis	1,227	Fire Chief	1,300.00			
Easton	Aroostook	1,202	Fire Chief	7,695.40			
Friendship	Knox	1,173	Fire Chief	3,000.00			
Frenchville	Aroostook	1,172	Fire Chief	1,500.00			
Canton	Oxford	1,150	Fire Chief	3,000.00			
Dixmont	Penobscot	1,144	Fire Chief	1,591.20			
Kingfield	Franklin	1,128	Fire Chief	3,000.00			
Rangeley	Franklin	1,127	Fire Chief		41,199.00	8.00	
Hebron	Oxford	1,122	Fire Chief	1,500.00			
Machiasport	Washington	1,106	Fire Chief	1,800.00			

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Denmark	Oxford	1,097	Fire Chief	3,500.00			
Brooks	Waldo	1,088	Fire Chief	2,500.00			
Georgetown	Sagadahoc	1,082	Fire Chief				
Stetson	Penobscot	1,072	Fire Chief	500.00			10.75
Etna	Penobscot	1,054	Fire Chief	2,000.00		10.00	
Sedgwick	Hancock	1,050	Fire Chief	1,200.00			1.65
Troy	Waldo	1,026	Fire Chief	1,200.00			
Phillips	Franklin	1,015	Fire Chief	5,000.00			
Montville	Waldo	1,008	Fire Chief	4,000.00		10.00	
Solon	Somerset	992	Fire Chief	6,000.00		10.00	
Winter Harbor	Hancock	969	Fire Chief	350.00			
Smithfield	Somerset	957	Fire Chief	2,962.00			
South Bristol	Lincoln	914	Fire Chief	3,000.00		10.00	
Sumner	Oxford	879	Fire Chief	2,500.00			
Belmont	Waldo	872	Fire Chief	1,000.00			7.00
Detroit	Somerset	869	Fire Chief	2,000.00			
Brooksville	Hancock	854	Fire Chief	2,500.00			
Alton	Penobscot	849	Fire Chief				
Brooklin	Hancock	820	Fire Chief	5,500.00		9.35	
Saint Agatha	Aroostook	814	Fire Chief	2,000.00			
Mattawamkeag	Penobscot	794	Fire Chief	7,500.00			
New Portland	Somerset	791	Fire Chief	1,750.00			
Knox	Waldo	756	Fire Chief	500.00			
Jackman	Somerset	705	Fire Chief				
Alna	Lincoln	681	Fire Chief	1,500.00		7.50	
Monson	Piscataquis	677	Fire Chief				
Jonesboro	Washington	610	Fire Chief	1,331.00		14.00	
Starks	Somerset	595	Fire Chief	2,400.00			

Fire & EMS

[Flat Rate per call,
per training, etc.]

Per Call

Hourly Rate

Salary

Stipend

Position

Pop.

County

Municipality

Arrowsic	Sagadahoc	510	Fire Chief	2,815.00			
Whiting	Washington	467	Fire Chief	2,000.00		19.03	
Carrabasset Valley	Franklin	440	Fire Chief				
North Haven	Knox	384	Fire Chief	5,000.00			
Newry	Oxford	357	Fire Chief	4,000.00			
Sorrento	Hancock	282	Fire Chief	2,800.00			
Stoneham	Oxford	274	Fire Chief	1,500.00			
Masardis	Aroostook	262	Fire Chief	1,000.00			
Allagash	Aroostook	255	Fire Chief	1,050.00			
Shirley	Piscataquis	188	Fire Chief	900.00			
Gilead	Oxford	165	Fire Chief	1,500.00		10.00	
Meddybemps	Washington	152	Fire Chief	650.00			
Vanceboro	Washington	146	Fire Chief	1,800.00			
Haynesville	Aroostook	122	Fire Chief	400.00			
Lincoln Plantation	Oxford	47	Fire Chief	1,000.00			
Frenchboro	Hancock	47	Fire Chief	250.00			
Seboeis Plantation	Penobscot	41	Fire Chief	300.00			
Beddington	Washington	30	Fire Chief	1,000.00			

Lewiston	Androscoggin	35,756	Deputy Fire Chief		77,571.00	31.11	
Bangor	Penobscot	31,395	Deputy Fire Chief			34.37	
South Portland	Cumberland	23,746	Deputy Fire Chief	2,500.16		33.26	
Auburn	Androscoggin	23,151	Deputy Fire Chief		67,029.00		
Biddeford	York	21,632	Deputy Fire Chief		71,262.88		
Sanford	York	21,404	Deputy Fire Chief			27.71	
Scarborough	Cumberland	18,832	Deputy Fire Chief			23.34	
Augusta	Kennebec	18,561	Deputy Fire Chief	6,059.00			

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Saco	York	18,147	Deputy Fire Chief		73,701.94		
Windham	Cumberland	16,394	Deputy Fire Chief			30.60	
Gorham	Cumberland	15,338	Deputy Fire Chief	2,500.00	62,069.00		
Kennebunk	York	11,427	Deputy Fire Chief		62,210.00		
Falmouth	Cumberland	10,996	Deputy Fire Chief			27.64	
Kittery	York	10,236	Deputy Fire Chief	150.00		15.27	
Standish	Cumberland	9,808	Deputy Fire Chief	2,825.00			
Lisbon	Androscoggin	9,352	Deputy Fire Chief	3,339.00			
Presque Isle	Aroostook	9,229	Deputy Fire Chief				
Brewer	Penobscot	9,198	Deputy Fire Chief		60,553.00	14.79	
Cape Elizabeth	Cumberland	9,040	Deputy Fire Chief			17.16	
Buxton	York	8,119	Deputy Fire Chief		54,254.00	14.00	
Freeport	Cumberland	8,051	Deputy Fire Chief	3,328.00			
Winslow	Kennebec	7,892	Deputy Fire Chief				
Old Town	Penobscot	7,730	Deputy Fire Chief		62,029.24		
Rockland	Knox	7,522	Deputy Fire Chief		52,500.00		
Berwick	York	7,337	Deputy Fire Chief	1,500.00		12.25	
Cumberland	Cumberland	7,316	Deputy Fire Chief		44,269.00		
Gray	Cumberland	7,266	Deputy Fire Chief	750.00			10.00
Ellsworth	Hancock	6,990	Deputy Fire Chief			16.01	
Winthrop	Kennebec	6,463	Deputy Fire Chief	5,120.00		9.46	
Rumford	Oxford	6,319	Deputy Fire Chief			14.38	
Eliot	York	6,256	Deputy Fire Chief	2,000.00			
Oakland	Kennebec	6,154	Deputy Fire Chief	4,874.00			
New Gloucester	Cumberland	5,393	Deputy Fire Chief	1,000.00			
Camden	Knox	5,267	Deputy Fire Chief				10.50
Bridgton	Cumberland	5,126	Deputy Fire Chief	4,140.00		19.65	
Waldoboro	Lincoln	5,039	Deputy Fire Chief	2,913.00			12.90

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Jay	Franklin	4,845	Deputy Fire Chief	5,000.00			8.79
North Berwick	York	4,757	Deputy Fire Chief	5,220.00			
Norway	Oxford	4,756	Deputy Fire Chief	750.00			
Warren	Knox	4,678	Deputy Fire Chief	700.00			10.00
Madison	Somerset	4,581	Deputy Fire Chief	1,500.00		19.70	
Millinocket	Penobscot	4,536	Deputy Fire Chief				
Glenburn	Penobscot	4,368	Deputy Fire Chief	1,397.00		7.50	
Wilton	Franklin	4,189	Deputy Fire Chief	850.00			13.00
Sidney	Kennebec	4,002	Deputy Fire Chief				
Kennebunkport	York	3,956	Deputy Fire Chief	775.00			
Monmouth	Kennebec	3,866	Deputy Fire Chief	1,820.00			
Wiscasset	Lincoln	3,827	Deputy Fire Chief	700.00			10.93
Rockport	Knox	3,512	Deputy Fire Chief	420.00			15.00
Naples	Cumberland	3,509	Deputy Fire Chief	1,500.00	33,500.00		
Fort Fairfield	Aroostook	3,500	Deputy Fire Chief			9.17	
Clinton	Kennebec	3,448	Deputy Fire Chief			10.33	
Norridgewock	Somerset	3,288	Deputy Fire Chief	1,300.00			
Fryeburg	Oxford	3,274	Deputy Fire Chief	1,500.00		8.25	
Mechanic Falls	Androscoggin	3,274	Deputy Fire Chief	1,500.00			
Thomaston	Knox	3,266	Deputy Fire Chief	5,070.00		19.45	
Calais	Washington	3,242	Deputy Fire Chief				
Boothbay	Lincoln	3,222	Deputy Fire Chief	2,750.00		8.00	
Livemore	Androscoggin	3,215	Deputy Fire Chief	1,591.00		13.85	
Belgrade	Kennebec	3,195	Deputy Fire Chief				11.24
Newport	Penobscot	3,134	Deputy Fire Chief	2,000.00			
Holden	Penobscot	3,000	Deputy Fire Chief		36,410.00		12.69
Mexico	Oxford	2,913	Deputy Fire Chief				
Woolwich	Sagadahoc	2,898	Deputy Fire Chief	2,000.00			

File & End

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Farmingdale	Kennebec	2,857	Deputy Fire Chief	1,250.00		8.00	
Alfred	York	2,847	Deputy Fire Chief	2,040.00			
Bowdoin	Sagadahoc	2,796	Deputy Fire Chief	500.00			
Corinth	Penobscot	2,781	Deputy Fire Chief	200.00			
Bristol	Lincoln	2,757	Deputy Fire Chief	1,500.00		10.00	
Chelsea	Kennebec	2,676	Deputy Fire Chief	468.75			
Searsport	Waldo	2,675	Deputy Fire Chief	500.00			12.00
Limerick	York	2,614	Deputy Fire Chief	3,000.00			
Minot	Androscoggin	2,610	Deputy Fire Chief	2,000.00			
Anson	Somerset	2,540	Deputy Fire Chief	1,500.00		9.00	
Bethel	Oxford	2,539	Deputy Fire Chief	3,300.00			
Shapleigh	York	2,537	Deputy Fire Chief	1,126.00			
Dixfield	Oxford	2,531	Deputy Fire Chief	2,000.00			
Manchester	Kennebec	2,521	Deputy Fire Chief	775.00			8.00
Harrison	Cumberland	2,436	Deputy Fire Chief	1,250.00			15.00
Boothbay Harbor	Lincoln	2,332	Deputy Fire Chief	3,319.00		10.30	
Union	Knox	2,330	Deputy Fire Chief	3,000.00			
Blue Hill	Hancock	2,320	Deputy Fire Chief	1,000.00			
Lincolnville	Waldo	2,273	Deputy Fire Chief	362.00			
Hancock	Hancock	2,268	Deputy Fire Chief	1,000.00			
Acton	York	2,254	Deputy Fire Chief	4,000.00			
Whitefield	Lincoln	2,236	Deputy Fire Chief	500.00			
Phippsburg	Sagadahoc	2,213	Deputy Fire Chief	560.00			
Livermore Falls	Androscoggin	2,172	Deputy Fire Chief	1,800.00		9.00	
Leeds	Androscoggin	2,131	Deputy Fire Chief	400.00			
Canaan	Somerset	2,121	Deputy Fire Chief	1,000.00			
Gouldsboro	Hancock	2,002	Deputy Fire Chief	2,000.00			
Unity	Waldo	1,973	Deputy Fire Chief	200.00			

[Flat Rate per call, per training, etc.]

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Mapleton	Aroostook	1,967	Deputy Fire Chief	6,717.00			
Southwest Harbor	Hancock	1,955	Deputy Fire Chief	2,000.00			
Saint Albans	Somerset	1,863	Deputy Fire Chief	750.00			
Veazie	Penobscot	1,842	Deputy Fire Chief	5,700.00			
West Bath	Sagadahoc	1,832	Deputy Fire Chief	1,000.00			
Buckfield	Oxford	1,813	Deputy Fire Chief	850.00		9.30	
West Paris	Oxford	1,734	Deputy Fire Chief	3,000.00		13.00	
Otisfield	Oxford	1,698	Deputy Fire Chief	750.00		10.00	
Dresden	Lincoln	1,692	Deputy Fire Chief	2,000.00		10.00	
Nobleboro	Lincoln	1,690	Deputy Fire Chief	2,000.00		8.50	
Greenville	Piscataquis	1,678	Deputy Fire Chief	1,250.00			
Lamoine	Hancock	1,622	Deputy Fire Chief	300.00			
Sebago	Cumberland	1,540	Deputy Fire Chief	1,250.00			
Guilford	Piscataquis	1,516	Deputy Fire Chief	300.00		7.50	
Waterford	Oxford	1,514	Deputy Fire Chief	1,000.00			
South Thomaston	Knox	1,512	Deputy Fire Chief	1,862.00			
Eastport	Washington	1,482	Deputy Fire Chief	2,500.00			
Newburgh	Penobscot	1,482	Deputy Fire Chief	1,500.00			
Hudson	Penobscot	1,476	Deputy Fire Chief	1,500.00			
Ashland	Aroostook	1,460	Deputy Fire Chief	2,500.00			
Surry	Hancock	1,451	Deputy Fire Chief	1,500.00			
Medway	Penobscot	1,444	Deputy Fire Chief				13.00
Castine	Hancock	1,416	Deputy Fire Chief	2,750.00			
Washington	Knox	1,411	Deputy Fire Chief	2,000.00			
Woodstock	Oxford	1,353	Deputy Fire Chief	2,000.00			11.00
Searsmont	Waldo	1,334	Deputy Fire Chief	1,500.00			
Vinalhaven	Knox	1,327	Deputy Fire Chief	1,500.00			
Plymouth Penobscot		1,319	Deputy Fire Chief			9.00	

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Cushing	Knox	1,278	Deputy Fire Chief	566.00			
Strong	Franklin	1,267	Deputy Fire Chief			9.00	
Ogunquit	York	1,243	Deputy Fire Chief			17.73	
Sangerville	Piscataquis	1,227	Deputy Fire Chief	300.00		7.50	
Friendship	Knox	1,173	Deputy Fire Chief	1,000.00			
Hebron	Oxford	1,122	Deputy Fire Chief	750.00		8.00	
Denmark	Oxford	1,097	Deputy Fire Chief	500.00			
Brooks	Waldo	1,088	Deputy Fire Chief	1,250.00			
Georgetown	Sagadahoc	1,082	Deputy Fire Chief				10.25
Sedgwick	Hancock	1,050	Deputy Fire Chief	600.00		10.00	
Montville	Waldo	1,008	Deputy Fire Chief	1,000.00		10.00	
Solon	Somerset	992	Deputy Fire Chief				
Winter Harbor	Hancock	969	Deputy Fire Chief	175.00			
Smithfield	Somerset	957	Deputy Fire Chief	1,000.00			
South Bristol	Lincoln	914	Deputy Fire Chief	1,500.00		10.00	
Sumner	Oxford	879	Deputy Fire Chief	500.00			
Belmont	Waldo	872	Deputy Fire Chief	500.00			7.00
Detroit	Somerset	869	Deputy Fire Chief	500.00			
Alton	Penobscot	849	Deputy Fire Chief				
Saint Agatha	Aroostook	814	Deputy Fire Chief			8.35	
Mattawamkeag	Penobscot	794	Deputy Fire Chief			8.00	
New Portland	Somerset	791	Deputy Fire Chief			12.00	
Jackman	Somerset	705	Deputy Fire Chief			10.00	
Alna	Lincoln	681	Deputy Fire Chief	1,000.00		7.50	
Columbia Falls	Washington	614	Deputy Fire Chief	950.00			
Arrowsic	Sagadahoc	510	Deputy Fire Chief	1,083.00			
North Haven	Knox	384	Deputy Fire Chief	2,000.00			
Newry	Oxford	357	Deputy Fire Chief	2,500.00			

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Stoneham	Oxford	274	Deputy Fire Chief	500.00			
Masardis	Aroostook	262	Deputy Fire Chief	600.00			
Shirley	Piscataquis	188	Deputy Fire Chief	500.00			
Gilead	Oxford	165	Deputy Fire Chief			10.00	
Lincoln Plantation	Oxford	47	Deputy Fire Chief			10.00	
Lewiston	Androscoggin	35,756	Fire Captain		68,927.04		
Bangor	Penobscot	31,395	Fire Captain			25.08	
South Portland	Cumberland	23,746	Fire Captain			24.44	
Auburn	Androscoggin	23,151	Fire Captain			29.41	
Biddeford	York	21,632	Fire Captain			24.66	
Sanford	York	21,404	Fire Captain			23.47	
Scarborough	Cumberland	18,832	Fire Captain			.75/Hr + base	
Augusta	Kennebec	18,561	Fire Captain	6,440.00		19.92	
Saco	York	18,147	Fire Captain		52,820.04		
Windham	Cumberland	16,394	Fire Captain			18.83	
Waterville	Kennebec	15,489	Fire Captain			18.93	
Gorham	Cumberland	15,338	Fire Captain			14.17	
Kennebunk	York	11,427	Fire Captain			15.37	
Falmouth	Cumberland	10,996	Fire Captain	1,800.00			
Kittery	York	10,236	Fire Captain	125.00		13.29	
Wells	York	9,949	Fire Captain			18.28	
Standish	Cumberland	9,808	Fire Captain	1,000.00			
Lisbon	Androscoggin	9,352	Fire Captain	2,732.00			
Brewer	Penobscot	9,198	Fire Captain		54,604.00		
Cape Elizabeth	Cumberland	9,040	Fire Captain			13.00	
Skowhegan	Somerset	8,707	Fire Captain			14.17	

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Caribou	Aroostook	8,187	Fire Captain			13.91	
Buxton	York	8,119	Fire Captain			13.25	
Freeport	Cumberland	8,051	Fire Captain			13.83	
Winslow	Kennebec	7,892	Fire Captain		42,766.88		
Berwick	York	7,337	Fire Captain	800.00		11.00	10.00
Gray	Cumberland	7,266	Fire Captain	300.00			
Ellsworth	Hancock	6,990	Fire Captain			14.30	
Hampden	Penobscot	6,866	Fire Captain			11.58	
Belfast	Waldo	6,758	Fire Captain	275.00			
Winthrop	Kennebec	6,463	Fire Captain	1,088.00		9.46	
Rumford	Oxford	6,319	Fire Captain				12.50
New Gloucester	Cumberland	5,393	Fire Captain	850.00		16.56	10.50
Camden	Knox	5,267	Fire Captain				
Bridgton	Cumberland	5,126	Fire Captain	1,035.00			
Waldoboro	Lincoln	5,039	Fire Captain	1,094.00			12.90
Jay	Franklin	4,845	Fire Captain	2,500.00			
Sabattus	Androscoggin	4,767	Fire Captain	7,295.00			
North Berwick	York	4,757	Fire Captain	3,900.00			8.79
Madison	Somerset	4,581	Fire Captain	536.00			10.00
Glenburn	Penobscot	4,368	Fire Captain	967.00			
Sidney	Kennebec	4,002	Fire Captain				13.00
Kennebunkport	York	3,956	Fire Captain	450.00			
Wiscasset	Lincoln	3,827	Fire Captain	616.66			
Rockport	Knox	3,512	Fire Captain	315.00			10.93
Naples	Cumberland	3,509	Fire Captain	750.00			15.00
Clinton	Kennebec	3,448	Fire Captain			9.17	
Norridgewock	Somerset	3,288	Fire Captain	1,200.00		10.33	
Mechanic Falls	Androscoggin	3,274	Fire Captain	350.00		8.25	

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Fryeburg	Oxford	3,274	Fire Captain			10.00	
Thomaston	Knox	3,266	Fire Captain			11.25	
Calais	Washington	3,242	Fire Captain			16.89	
Livermore	Androscoggin	3,215	Fire Captain			8.00	
Belgrade	Kennebec	3,195	Fire Captain			12.00	
Holden	Penobscot	3,000	Fire Captain			11.00	11.55
Mexico	Oxford	2,913	Fire Captain				
Woolwich	Sagadahoc	2,898	Fire Captain	1,250.00			
Farmingdale	Kennebec	2,857	Fire Captain	250.00		8.00	
Alfred	York	2,847	Fire Captain	255.00			
Bristol	Lincoln	2,757	Fire Captain	250.00		10.00	
Chelsea	Kennebec	2,676	Fire Captain	468.75			12.00
Searsport	Waldo	2,675	Fire Captain	100.00			
Limerick	York	2,614	Fire Captain	2,000.00			
Anson	Somerset	2,540	Fire Captain	300.00		9.00	
Bethel	Oxford	2,539	Fire Captain	1,100.00			
Shapleigh	York	2,537	Fire Captain	1,126.00			
Manchester	Kennebec	2,521	Fire Captain	750.00			8.00
Levant	Penobscot	2,466	Fire Captain	1,500.00			
Acton	York	2,254	Fire Captain	2,000.00			
Livermore Falls	Androscoggin	2,172	Fire Captain	1,200.00		9.00	
Southwest Harbor	Hancock	1,955	Fire Captain	3,000.00			
Saint Albans	Somerset	1,863	Fire Captain				
Veazie	Penobscot	1,842	Fire Captain				
Buckfield	Oxford	1,813	Fire Captain	320.00		21.46	
West Paris	Oxford	1,734	Fire Captain	2,000.00		9.30	
Otisfield	Oxford	1,698	Fire Captain	300.00		12.00	
Nobleboro	Lincoln	1,690	Fire Captain	2,000.00		10.00	

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Greenville	Piscataquis	1,678	Fire Captain	750.00		8.50	
Lamoine	Hancock	1,622	Fire Captain	300.00			
Guilford	Piscataquis	1,516	Fire Captain	100.00		7.50	
South Thomaston	Knox	1,512	Fire Captain	574.00			
Hudson	Penobscot	1,476	Fire Captain	600.00			
Medway	Penobscot	1,444	Fire Captain				
Woodstock	Oxford	1,353	Fire Captain	500.00			12.50
Sangerville	Piscataquis	1,227	Fire Captain	100.00		7.50	11.00
Friendship	Knox	1,173	Fire Captain	800.00			
Rangeley	Franklin	1,127	Fire Captain	100.00			
Hebron	Oxford	1,122	Fire Captain	500.00		8.25	
Brooks	Waldo	1,088	Fire Captain	750.00		8.00	
Georgetown	Sagadahoc	1,082	Fire Captain				
Smithfield	Somerset	957	Fire Captain	750.00			9.25
Alton	Penobscot	849	Fire Captain			7.50	
Saint Agatha	Aroostook	814	Fire Captain			8.00	
Arrowsic	Sagadahoc	510	Fire Captain	217.00			
North Haven	Knox	384	Fire Captain	1,500.00			
Newry	Oxford	357	Fire Captain	2,000.00			
Gilead	Oxford	165	Fire Captain			10.00	
Lewiston	Androscoggin	35,756	Fire Lieutenant		56,403.98		
Bangor	Penobscot	31,395	Fire Lieutenant			22.70	
South Portland	Cumberland	23,746	Fire Lieutenant			23.32	
Auburn	Androscoggin	23,151	Fire Lieutenant			23.82	
Biddeford	York	21,632	Fire Lieutenant			23.68	
Sanford	York	21,404	Fire Lieutenant			20.78	

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate .50/Hr + base	Per Call
Scarborough	Cumberland	18,832	Fire Lieutenant				
Augusta	Kennebec	18,561	Fire Lieutenant	4,743.00	45,985.36	19.22	
Saco	York	18,147	Fire Lieutenant				
Windham	Cumberland	16,394	Fire Lieutenant			18.35	
Waterville	Kennebec	15,489	Fire Lieutenant			16.54	
Gorham	Cumberland	15,338	Fire Lieutenant			13.92	
Kennebunk	York	11,427	Fire Lieutenant			15.37	
Falmouth	Cumberland	10,996	Fire Lieutenant	600.00			
Kittery	York	10,236	Fire Lieutenant	100.00		11.44	
Standish	Cumberland	9,808	Fire Lieutenant	500.00	43,614.00		
Orono	Penobscot	9,630	Fire Lieutenant				
Lisbon	Androscoggin	9,352	Fire Lieutenant	2,227.00	50,161.00		
Brewer	Penobscot	9,198	Fire Lieutenant			11.96	
Cape Elizabeth	Cumberland	9,040	Fire Lieutenant			14.59	
Skowhegan	Somerset	8,707	Fire Lieutenant	287.88		12.00	
Buxton	York	8,119	Fire Lieutenant			13.30	
Freeport	Cumberland	8,051	Fire Lieutenant		39,298.48	14.67	
Winslow	Kennebec	7,892	Fire Lieutenant				
Old Town	Penobscot	7,730	Fire Lieutenant		45,679.00		
Rockland	Knox	7,522	Fire Lieutenant			18.60	
Berwick	York	7,337	Fire Lieutenant	200.00			10.00
Gray	Cumberland	7,266	Fire Lieutenant		44,777.00		
Hampden	Penobscot	6,866	Fire Lieutenant	225.00			
Belfast	Waldo	6,758	Fire Lieutenant			13.61	
Rumford	Oxford	6,319	Fire Lieutenant	1,250.00			
Eliot	York	6,256	Fire Lieutenant	600.00			10.50
New Gloucester	Cumberland	5,393	Fire Lieutenant				
Camden	Knox	5,267	Fire Lieutenant			15.53	

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Bridgton	Cumberland	5,126	Fire Lieutenant	1,000.00			
Waldoboro	Lincoln	5,039	Fire Lieutenant	810.00			12.90
Hermon	Penobscot	4,923	Fire Lieutenant		28,849.00		
Jay	Franklin	4,845	Fire Lieutenant	1,500.00			
North Berwick	York	4,757	Fire Lieutenant	2,580.00			8.79
Madison	Somerset	4,581	Fire Lieutenant	268.00			10.00
Glenburn	Penobscot	4,368	Fire Lieutenant	698.00			
Wilton	Franklin	4,189	Fire Lieutenant	850.00		7.50	
Sidney	Kennebec	4,002	Fire Lieutenant				
Kennebunkport	York	3,956	Fire Lieutenant	300.00			13.00
Wiscasset	Lincoln	3,827	Fire Lieutenant	400.00			
Rockport	Knox	3,512	Fire Lieutenant	236.00			10.93
Naples	Cumberland	3,509	Fire Lieutenant	750.00			15.00
Clinton	Kennebec	3,448	Fire Lieutenant				
Norridgewock	Somerset	3,288	Fire Lieutenant	700.00		9.17	
Mechanic Falls	Androscoggin	3,274	Fire Lieutenant	175.00		10.33	
Fryeburg	Oxford	3,274	Fire Lieutenant			8.25	
Thomaston	Knox	3,266	Fire Lieutenant			9.50	
Calais	Washington	3,242	Fire Lieutenant			10.25	
Livermore	Androscoggin	3,215	Fire Lieutenant			15.51	
Newport	Penobscot	3,134	Fire Lieutenant			8.00	
Holden	Penobscot	3,000	Fire Lieutenant	450.00			10.03
Mexico	Oxford	2,913	Fire Lieutenant			11.00	
Woolwich	Sagadahoc	2,898	Fire Lieutenant	625.00			10.96
Farmingdale	Kennebec	2,857	Fire Lieutenant	250.00		8.00	
Alfred	York	2,847	Fire Lieutenant	127.50			
Bristol	Lincoln	2,757	Fire Lieutenant	150.00		10.00	
Chelsea	Kennebec	2,676	Fire Lieutenant	468.75			

Fire & EMS

[Flat Rate per call, per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Searsport	Waldo	2,675	Fire Lieutenant				12.00
Limerick	York	2,614	Fire Lieutenant	1,100.00			
Anson	Somerset	2,540	Fire Lieutenant	200.00		9.00	
Bethel	Oxford	2,539	Fire Lieutenant	500.00			
Shapleigh	York	2,537	Fire Lieutenant	1,126.00			
Levant	Penobscot	2,466	Fire Lieutenant	1,000.00			
Boothbay Harbor	Lincoln	2,332	Fire Lieutenant	2,213.00		10.30	
Acton	York	2,254	Fire Lieutenant	1,200.00		9.00	
Livernore Falls	Androscoggin	2,172	Fire Lieutenant	500.00			
Southwest Harbor	Hancock	1,955	Fire Lieutenant	2,000.00			7.50
Saint Albans	Somerset	1,863	Fire Lieutenant				
Veazie	Penobscot	1,842	Fire Lieutenant	320.00		14.53	
Buckfield	Oxford	1,813	Fire Lieutenant	200.00		9.30	
Otisfield	Oxford	1,698	Fire Lieutenant	300.00		10.00	
Lamoine	Hancock	1,622	Fire Lieutenant	50.00		7.50	
Guilford	Piscataquis	1,516	Fire Lieutenant	1,530.00			
South Thomaston	Knox	1,512	Fire Lieutenant	400.00			
Hudson	Penobscot	1,476	Fire Lieutenant				12.50
Medway	Penobscot	1,444	Fire Lieutenant	500.00			11.00
Woodstock	Oxford	1,353	Fire Lieutenant				9.00
Plymouth	Penobscot	1,319	Fire Lieutenant	500.00			
Ogunquit	York	1,243	Fire Lieutenant	50.00		7.50	
Sangerville	Piscataquis	1,227	Fire Lieutenant	100.00		8.25	
Rangeley	Franklin	1,127	Fire Lieutenant				9.00
Georgetown	Sagadahoc	1,082	Fire Lieutenant	650.00			
Smithfield	Somerset	957	Fire Lieutenant			7.50	
Alton	Penobscot	849	Fire Lieutenant			8.00	
Saint Agatha	Aroostook	814	Fire Lieutenant				

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
North Haven	Knox	384	Fire Lieutenant	400.00			
Gilead	Oxford	165	Fire Lieutenant			10.00	
Lewiston	Androscoggin	35,756	Firefighter		44,611.54		
Bangor	Penobscot	31,395	Firefighter			20.28	
South Portland	Cumberland	23,746	Firefighter			20.14	
Auburn	Androscoggin	23,151	Firefighter			20.97	
Biddeford	York	21,632	Firefighter			20.07	
Sanford	York	21,404	Firefighter			18.16	
Scarborough	Cumberland	18,832	Firefighter			13.76	
Augusta	Kennebec	18,561	Firefighter	524.00		15.89	
Saco	York	18,147	Firefighter		42,669.63		
Windham	Cumberland	16,394	Firefighter			14.17	
Waterville	Kennebec	15,489	Firefighter			13.54	
Gorham	Cumberland	15,338	Firefighter			11.70	
York	York	13,556	Firefighter			31.20	
Falmouth	Cumberland	10,996	Firefighter			15.00	
Kittery	York	10,236	Firefighter			10.04	
Wells	York	9,949	Firefighter			15.63	
Standish	Cumberland	9,808	Firefighter			14.04	
Orono	Penobscot	9,630	Firefighter		36,076.00		
Lisbon	Androscoggin	9,352	Firefighter	1,760.00			
Presque Isle	Aroostook	9,229	Firefighter			12.68	
Brewer	Penobscot	9,198	Firefighter		38,422.00		
Cape Elizabeth	Cumberland	9,040	Firefighter			10.40	
Skowhegan	Somerset	8,707	Firefighter			12.69	
Caribou	Aroostook	8,187	Firefighter			13.96	
Buxton	York	8,119	Firefighter			12.23	

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Freeport	Cumberland	8,051	Firefighter			10.95	
Old Town	Penobscot	7,730	Firefighter			13.42	
Rockland	Knox	7,522	Firefighter		39,608.00		
Berwick	York	7,337	Firefighter			17.07	
Cumberland	Cumberland	7,316	Firefighter			13.41	10.00
Gray	Cumberland	7,266	Firefighter			14.06	
Ellsworth	Hancock	6,990	Firefighter		40,614.00		
Hampden	Penobscot	6,866	Firefighter			12.83	
Belfast	Waldo	6,758	Firefighter			14.28	
Fairfield	Somerset	6,692	Firefighter			9.46	
Winthrop	Kennebec	6,463	Firefighter			12.97	
Rumford	Oxford	6,319	Firefighter			12.88	
Houlton	Aroostook	6,274	Firefighter			10.00	
Eliot	York	6,256	Firefighter	400.00			8.00
New Gloucester	Cumberland	5,393	Firefighter			11.51	
Poland	Androscoggin	5,320	Firefighter			14.50	
Camden	Knox	5,267	Firefighter			14.08	
Lincoln	Penobscot	5,182	Firefighter			9.00	
Bridgton	Cumberland	5,126	Firefighter				12.90
Waldoboro	Lincoln	5,039	Firefighter			10.45	
Heron	Penobscot	4,923	Firefighter			18.90	
Bucksport	Hancock	4,892	Firefighter				16.00
North Berwick	York	4,757	Firefighter				8.79
Norway	Oxford	4,756	Firefighter			8.75	
Warren	Knox	4,678	Firefighter			7.50	
Madison	Somerset	4,581	Firefighter				10.00
Millinocket	Penobscot	4,536	Firefighter			18.39	
Glenburn	Penobscot	4,368	Firefighter	883.00			
Vassalboro	Kennebec	4,320	Firefighter			7.50	8.00
Wilton	Franklin	4,189	Firefighter				
Sidney	Kennebec	4,002	Firefighter				13.00

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Kennebunkport	York	3,956	Firefighter			11.90	
Arundel	York	3,940	Firefighter		36,753.60		
Monmouth	Kennebec	3,866	Firefighter			8.75	
Wiscasset	Lincoln	3,827	Firefighter			10.00	
Winterport	Waldo	3,756	Firefighter				10.00
Orrington	Penobscot	3,704	Firefighter		30,186.00		
Rockport	Knox	3,512	Firefighter				10.93
Naples	Cumberland	3,509	Firefighter				15.00
Clinton	Kennebec	3,448	Firefighter			12.83	
Richmond	Sagadahoc	3,348	Firefighter			8.75	
Norridgewock	Somerset	3,288	Firefighter			10.33	
Fryeburg	Oxford	3,274	Firefighter			8.75	
Mechanic Falls	Androscoggin	3,274	Firefighter			8.25	
Thomaston	Knox	3,266	Firefighter			9.25	
Calais	Washington	3,242	Firefighter			8.59	
Boothbay	Lincoln	3,222	Firefighter			10.00	
Livermore	Androscoggin	3,215	Firefighter			8.00	
Belgrade	Kennebec	3,195	Firefighter			11.55	
Newport	Penobscot	3,134	Firefighter			12.47	
Holden	Penobscot	3,000	Firefighter			11.00	
Mexico	Oxford	2,913	Firefighter		34,447.00		10.38
Woolwich	Sagadahoc	2,898	Firefighter			10.00	
Farmingdale	Kennebec	2,857	Firefighter			8.00	
Alfred	York	2,847	Firefighter		31,590.00		
Bristol	Lincoln	2,757	Firefighter			10.00	
Chelsea	Kennebec	2,676	Firefighter	468.75			
Searsport	Waldo	2,675	Firefighter				12.00
Anson	Somerset	2,540	Firefighter			9.00	
Bethel	Oxford	2,539	Firefighter			10.00	
Shapleigh	York	2,537	Firefighter			7.85	
Manchester	Kennebec	2,521	Firefighter				8.00

(Flat Rate per call,
per training, etc.)

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Levant	Penobscot	2,466	Firefighter	600.00			15.00
Harrison	Cumberland	2,436	Firefighter				
Boothbay Harbor	Lincoln	2,332	Firefighter			10.30	
Union	Knox	2,330	Firefighter			8.00	
Blue Hill	Hancock	2,320	Firefighter			8.00	
Lincolnville	Waldo	2,273	Firefighter				7.50
Phippsburg	Sagadahoc	2,213	Firefighter	293.75			
Mount Desert	Hancock	2,176	Firefighter			12.00	
Livermore Falls	Androscoggin	2,172	Firefighter			8.00	
Saint Albans	Somerset	1,863	Firefighter				7.50
Veazie	Penobscot	1,842	Firefighter			10.59	
Buckfield	Oxford	1,813	Firefighter			9.30	
West Paris	Oxford	1,734	Firefighter			10.25	
East Millinocket	Penobscot	1,721	Firefighter			15.19	
Nobleboro	Lincoln	1,690	Firefighter			10.00	
Greenville	Piscataquis	1,678	Firefighter			8.50	
Lamoine	Hancock	1,622	Firefighter	300.00			
Pownal	Cumberland	1,609	Firefighter			7.00	
Northport	Waldo	1,520	Firefighter			7.00	
Guilford	Piscataquis	1,516	Firefighter			7.50	
South Thomaston	Knox	1,512	Firefighter			11.49	
Ashland	Aroostook	1,460	Firefighter	650.00			
Surry	Hancock	1,451	Firefighter			10.79	
Medway	Penobscot	1,444	Firefighter				12.00
Woodstock	Oxford	1,353	Firefighter			11.00	
Searsmont	Waldo	1,334	Firefighter			10.00	
Vinalhaven	Knox	1,327	Firefighter			11.25	
Plymouth	Penobscot	1,319	Firefighter				9.00
Milbridge	Washington	1,315	Firefighter	681.00			
Strong	Franklin	1,267	Firefighter			8.50	
Ogunquit	York	1,243	Firefighter			12.00	

FIRE DEPT.

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Sangerville	Piscataquis	1,227	Firefighter			7.50	
Friendship	Knox	1,173	Firefighter	300.00			
Frenchville	Aroostook	1,172	Firefighter			8.00	
Rangeley	Franklin	1,127	Firefighter			8.25	
Hebron	Oxford	1,122	Firefighter			8.00	
Georgetown	Sagadahoc	1,082	Firefighter				7.75
Stetson	Penobscot	1,072	Firefighter			8.00	
Etna	Penobscot	1,054	Firefighter				1.65
Montville	Waldo	1,008	Firefighter			10.00	
Solon	Somerset	992	Firefighter			10.00	
Smithfield	Somerset	957	Firefighter	500.00		10.00	
South Bristol	Lincoln	914	Firefighter			10.00	
Belmont	Waldo	872	Firefighter	100.00			7.00
Alton	Penobscot	849	Firefighter			7.50	
Saint Agatha	Aroostook	814	Firefighter			8.00	
Mattawamkeag	Penobscot	794	Firefighter			7.50	
New Portland	Somerset	791	Firefighter			10.00	
Jackman	Somerset	705	Firefighter			7.50	
Starks	Somerset	595	Firefighter			8.00	
North Haven	Knox	384	Firefighter				15.10
Newry	Oxford	357	Firefighter			11.00	
Shirley	Piscataquis	188	Firefighter			7.50	
Gilead	Oxford	165	Firefighter			10.00	
Vanceboro	Washington	146	Firefighter	500.00			

Blue Hill	Hancock	2,320	Fire Dispatch			8.00	
Searsmont	Waldo	1,334	Fire Dispatch			10.00	
Belmont	Waldo	872	Fire Dispatch	100.00			7.00
Allagash	Aroostook	255	Fire Dispatch			10.00	

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
South Portland	Cumberland	23,746	EMS Director			28.11	
Scarborough	Cumberland	18,832	EMS Director			29.41	
Caribou	Aroostook	8,187	EMS Director	5,185.68			
Buxton	York	8,119	EMS Director	1,000.00		17.09	10.00
Gray	Cumberland	7,266	EMS Director		46,426.00		
Waldoboro	Lincoln	5,039	EMS Director	2,000.00		12.21	
North Berwick	York	4,757	EMS Director	9,000.00		21.26	
Warren	Knox	4,678	EMS Director				13.00
Madawaska	Aroostook	4,369	EMS Director				
Sidney	Kennebec	4,002	EMS Director		31,200.00		
Wiscasset	Lincoln	3,827	EMS Director			17.00	
Naples	Cumberland	3,509	EMS Director			8.25	
Mechanic Falls	Androscoggin	3,274	EMS Director	1,000.00		13.85	
Belgrade	Kennebec	3,195	EMS Director	2,600.00			
Woolwich	Sagadahoc	2,898	EMS Director	10,200.00			
Alfred	York	2,847	EMS Director	2,000.00		10.00	
Bristol	Lincoln	2,757	EMS Director		42,000.00		
Searsport	Waldo	2,675	EMS Director				
Limerick	York	2,614	EMS Director	1,200.00		27.06	
Shapleigh	York	2,537	EMS Director	5,628.00			
Manchester	Kennebec	2,521	EMS Director	500.00			
Van Buren	Aroostook	2,439	EMS Director				
Phippsburg	Sagadahoc	2,213	EMS Director	2,575.00			
Gouldsboro	Hancock	2,002	EMS Director	1,000.00			
Saint Albans	Somerset	1,863	EMS Director	500.00			
Otisfield	Oxford	1,698	EMS Director	600.00		10.00	
Tremont	Hancock	1,610	EMS Director	500.00			
Sebago	Cumberland	1,540	EMS Director	2,500.00		7.00	
Northport	Waldo	1,520	EMS Director			7.50	
Guilford	Piscataquis	1,516	EMS Director				

Fire & EMS

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
South Thomaston	Knox	1,512	EMS Director	2,705.00			
Hudson	Penobscot	1,476	EMS Director	400.00			
Searsport	Waldo	1,334	EMS Director	5,000.00			
Vinalhaven	Knox	1,327	EMS Director		20,852.00		
Cushing	Knox	1,278	EMS Director	492.00			
Georgetown	Sagadahoc	1,082	EMS Director				9.75
Stetson	Penobscot	1,072	EMS Director	300.00		10.00	
Etna	Penobscot	1,054	EMS Director				1.65
South Bristol	Lincoln	914	EMS Director	1,100.00			
Sumner	Oxford	879	EMS Director	1,800.00			
Westport Island	Lincoln	782	EMS Director	900.00			
Alna	Lincoln	681	EMS Director	300.00			
Moscow	Somerset	554	EMS Director	2,000.00			
North Haven	Knox	384	EMS Director	2,600.00			

Bangor	Penobscot	31,395	Paramedic			21.03	
South Portland	Cumberland	23,746	Paramedic			21.60	
Auburn	Androscoggin	23,151	Paramedic	4,160.00			
Biddeford	York	21,632	Paramedic			21.15	
Sanford	York	21,404	Paramedic			20.09	
Scarborough	Cumberland	18,832	Paramedic			19.82	
Augusta	Kennebec	18,561	Paramedic	4,574.00		15.31	
Saco	York	18,147	Paramedic		43,540.22		
Windham	Cumberland	16,394	Paramedic			18.43	
Gorham	Cumberland	15,338	Paramedic		47,152.00		
Kennebunk	York	11,427	Paramedic			17.97	
Standish	Cumberland	9,808	Paramedic			16.17	
Orono	Penobscot	9,630	Paramedic				
Brewer	Penobscot	9,198	Paramedic		38,089.00		
Cape Elizabeth	Cumberland	9,040	Paramedic		35,327.00		67.60

[Flat Rate per call,
per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Caribou	Aroostook	8,187	Paramedic			13.98	
Buxton	York	8,119	Paramedic			15.97	
Freeport	Cumberland	8,051	Paramedic			16.94	
Old Town	Penobscot	7,730	Paramedic			13.42	
Cumberland	Cumberland	7,316	Paramedic			16.83	10.00
Gray	Cumberland	7,266	Paramedic			16.00	
Belfast	Waldo	6,758	Paramedic			19.36	
Winthrop	Kennebec	6,463	Paramedic			17.09	15.00
Houlton	Aroostook	6,274	Paramedic			13.25	
Poland	Androscoggin	5,320	Paramedic			17.00	
Waldoboro	Lincoln	5,039	Paramedic			16.60	
Bucksport	Hancock	4,892	Paramedic			18.90	
Warren	Knox	4,678	Paramedic				35.00
Madawaska	Aroostook	4,369	Paramedic			10.92	
Arundel	York	3,940	Paramedic			15.00	
Wiscasset	Lincoln	3,827	Paramedic			13.50	
Naples	Cumberland	3,509	Paramedic			15.00	
Thomaston	Knox	3,266	Paramedic			13.00	
Calais	Washington	3,242	Paramedic			15.36	
Woolwich	Sagadahoc	2,898	Paramedic			10.00	
Alfred	York	2,847	Paramedic			14.00	
Searsport	Waldo	2,675	Paramedic				12.00
Limerick	York	2,614	Paramedic		37,001.00		
Shapleigh	York	2,537	Paramedic	3,377.00			
Van Buren	Aroostook	2,439	Paramedic			15.50	
Sebago	Cumberland	1,540	Paramedic			14.51	
South Thomaston	Knox	1,512	Paramedic			12.63	
Searsmont	Waldo	1,334	Paramedic			10.00	
Cushing	Knox	1,278	Paramedic			14.00	
Ogunquit	York	1,243	Paramedic		48,593.00		

Fire & EMS

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Bangor	Penobscot	31,395	EMT			23.13	
South Portland	Cumberland	23,746	EMT			19.85	
Auburn	Androscoggin	23,151	EMT	2,080.00			
Biddeford	York	21,632	EMT			20.67	
Scarborough	Cumberland	18,832	EMT			15.12	
Augusta	Kennebec	18,561	EMT	5,012.00		19.22	
Saco	York	18,147	EMT		41,799.03		
Gorham	Cumberland	15,338	EMT		37,455.00		
Kennebunk	York	11,427	EMT			13.17	
Falmouth	Cumberland	10,996	EMT			15.00	
Standish	Cumberland	9,808	EMT			12.34	
Orono	Penobscot	9,630	EMT		37,619.00		
Brewer	Penobscot	9,198	EMT		35,327.00		
Cape Elizabeth	Cumberland	9,040	EMT				36.40
Caribou	Aroostook	8,187	EMT			13.91	
Buxton	York	8,119	EMT			11.30	
Freeport	Cumberland	8,051	EMT			10.95	
Rockland	Knox	7,522	EMT		30,509.00		
Cumberland	Cumberland	7,316	EMT			12.40	
Gray	Cumberland	7,266	EMT			10.82	10.00
Belfast	Waldo	6,758	EMT			16.91/1st Hr then 13.30/Hr	
Winthrop	Kennebec	6,463	EMT			10.46	15.00
Turner	Androscoggin	5,482	EMT			11.42	
New Gloucester	Cumberland	5,393	EMT	400.00			8.50
Poland	Androscoggin	5,320	EMT			9.10	
Waldoboro	Lincoln	5,039	EMT			14.75	
Bucksport	Hancock	4,892	EMT				24.00
North Berwick	York	4,757	EMT			12.21	

APPENDIX

[Flat Rate per call, per training, etc.]

Municipality	County	Pop.	Position	Stipend	Salary	Hourly Rate	Per Call
Warren	Knox	4,678	EMT			8.41	22.00
Madawaska	Aroostook	4,369	EMT				13.00
Sidney	Kennebec	4,002	EMT			12.00	
Arundel	York	3,940	EMT			11.50	
Wiscasset	Lincoln	3,827	EMT			10.00	
Naples	Cumberland	3,509	EMT			8.25	
Mechanic Falls	Androscoggin	3,274	EMT			11.50	
Thomaston	Knox	3,266	EMT			10.00	
Calais	Washington	3,242	EMT			12.50	
Belgrade	Kennebec	3,195	EMT			10.00	
Woolwich	Sagadahoc	2,898	EMT			11.35	
Alfred	York	2,847	EMT				10.00
Searesport	Waldo	2,675	EMT				10.00
Limerick	York	2,614	EMT			10.00	
Shapleigh	York	2,537	EMT			10.50	
Van Buren	Aroostook	2,439	EMT			14.77	
Veazie	Penobscot	1,842	EMT			10.30	
Buckfield	Oxford	1,813	EMT			13.56	
Sebago	Cumberland	1,540	EMT			7.00	
Northport	Waldo	1,520	EMT			10.39	
South Thomaston	Knox	1,512	EMT			10.00	
Searsport	Waldo	1,334	EMT			11.62	
Vinalhaven	Knox	1,327	EMT				9.00
Plymouth	Penobscot	1,319	EMT		48,850.00		
Ogunquit	York	1,243	EMT				8.75
Georgetown	Sagadahoc	1,082	EMT	100.00			7.00
Belmont	Waldo	872	EMT			11.00	
Mattawamkeag	Penobscot	794	EMT		25,189.00		
Pleasant Point Reservation	Washington	633	EMT				

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$ Monthly Premium Single	% Premium Paid by Employer	% Premium Paid by Employee	\$ Monthly Premium Family	% Premium Paid by Employer	% Premium Paid by Employee
Lewiston	Androscoggin	35,756	Health	521.41	75.0%	25.0%	1,169.49	75.0%	25.0%
Bangor	Penobscot	31,395	Health	654.56	80.0%	20.0%	1,706.29	75.0%	25.0%
South Portland	Cumberland	23,746	Health	640.16	100.0%	0.0%	1,435.81	80.0%	20.0%
Auburn	Androscoggin	23,151	Health	618.99	85.0%	15.0%	1,388.24	85.0%	15.0%
Biddeford	York	21,632	Health	555.00	80.0%	20.0%	1,469.00	80.0%	20.0%
Sanford	York	21,404	Health	483.23	85.0%	15.0%	1,083.82	85.0%	15.0%
Scarborough	Cumberland	18,832	Health	438.21	100.0%	0.0%	982.67	72.0%	28.0%
Augusta	Kennebec	18,561	Health	525.41	90.0%	10.0%	1,178.48	90.0%	10.0%
Saco	York	18,147	Health	439.29	85.0%	15.0%	985.31	85.0%	15.0%
Windham	Cumberland	16,394	Health	478.28	90.0%	10.0%	1,072.82	85.0%	15.0%
Waterville	Kennebec	15,489	Health	525.29	80.0%	20.0%	1,178.27	80.0%	20.0%
Gorham	Cumberland	15,338	Health	549.11	90.0%	10.0%	1,231.69	90.0%	10.0%
York	York	13,556	Health	597.21	85.0%	15.0%	1,339.59	85.0%	15.0%
Kennebunk	York	11,427	Health	694.06	87.0%	13.0%	1,556.92	87.0%	13.0%
Falmouth	Cumberland	10,996	Health	490.74	87.5%	12.5%	1,100.84	87.5%	12.5%
Kittery	York	10,236	Health	557.00	85.0%	15.0%	1,458.00	85.0%	15.0%
Wells	York	9,949	Health	633.00	85.0%	15.0%	1,421.00	85.0%	15.0%
Standish	Cumberland	9,808	Health	701.74	100.0%	0.0%	2,105.22	50.0%	50.0%
Orono	Penobscot	9,630	Health	561.79	100.0%	0.0%	1,260.20	80.0%	20.0%
Lisbon	Androscoggin	9,352	Health	550.30	80.0%	20.0%	1,234.39	80.0%	20.0%
Presque Isle	Aroostook	9,229	Health	562.15	100.0%	0.0%	1,260.63	27.7%	72.3%
Cape Elizabeth	Cumberland	9,040	Health	516.58	90.0%	10.0%	1,031.17	80.0%	20.0%
Skowhegan	Somerset	8,707	Health	620.33	100.0%	0.0%	1,391.48	50.0%	50.0%
Caribou	Aroostook	8,187	Health	716.01	80.0%	100.0%	1,606.11	80.0%	20.0%
Buxton	York	8,119	Health	647.00	90.0%	10.0%	1,452.00	70.0%	30.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$		%		\$		%	
				Monthly Premium	Single	Premium Paid by Employer	Premium Paid by Employee	Monthly Premium	Family	Premium Paid by Employer	Premium Paid by Employee
Freeport	Cumberland	8,051	Health	533.39	533.39	90.0%	10.0%	1,196.43	1,196.43	75.0%	25.0%
Winslow	Kennebec	7,892	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	77.0%	23.0%
Old Town	Penobscot	7,730	Health	621.10	621.10	87.0%	13.0%	1,392.99	1,392.99	75.0%	25.0%
Rockland	Knox	7,522	Health	647.39	647.39	85.0%	15.0%	1,452.17	1,452.17	85.0%	15.0%
Berwick	York	7,337	Health	605.00	605.00	85.0%	15.0%	1,553.20	1,553.20	85.0%	15.0%
Cumberland	Cumberland	7,316	Health	385.75	385.75	90.0%	10.0%	1,127.05	1,127.05	90.0%	10.0%
Gray	Cumberland	7,266	Health	338.00	338.00	80.0%	20.0%	914.00	914.00	80.0%	20.0%
Hampden	Penobscot	6,866	Health	647.39	647.39	100.0%	0.0%	1,210.73	1,210.73	86.0%	14.0%
Belfast	Waldo	6,758	Health	671.18	671.18	100.0%	0.0%	1,678.00	1,678.00	54.0%	46.0%
Fairfield	Somerset	6,692	Health	711.70	711.70	90.0%	10.0%	1,954.70	1,954.70	70.0%	30.0%
Winthrop	Kennebec	6,463	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	70.0%	30.0%
Rumford	Oxford	6,319	Health	551.76	551.76	100.0%	0.0%	1,237.67	1,237.67	17.0%	83.0%
Houlton	Aroostook	6,274	Health	568.60	568.60	91.0%	9.0%	1,275.40	1,275.40	91.0%	9.0%
Eliot	York	6,256	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	75.0%	25.0%
Oakland	Kennebec	6,154	Health	550.00	550.00	100.0%	0.0%	1,234.00	1,234.00	80.0%	20.0%
New Gloucester	Cumberland	5,393	Health	647.39	647.39	97.0%	3.0%	1,452.17	1,452.17	81.0%	19.0%
Poland	Androscoggin	5,320	Health	647.39	647.39	90.0%	10.0%	1,452.17	1,452.17	90.0%	10.0%
Camden	Knox	5,267	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	80.0%	20.0%
Lincoln	Penobscot	5,182	Health	647.39	647.39	80.0%	20.0%	1,452.17	1,452.17	70.0%	30.0%
Harpeswell	Cumberland	5,173	Health	647.40	647.40	80.0%	20.0%	1,452.17	1,452.17	77.0%	23.0%
Bridgton	Cumberland	5,126	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	50.0%	50.0%
Waldoboro	Lincoln	5,039	Health	359.53	359.53	100.0%	0.0%	945.72	945.72	85.0%	15.0%
Hermon	Penobscot	4,923	Health	550.30	550.30	100.0%	0.0%	1,234.39	1,234.39	70.0%	30.0%
Bucksport	Hancock	4,892	Health	647.39	647.39	91.0%	9.0%	1,452.17	1,452.17	92.0%	8.0%
Jay	Franklin	4,845	Health	647.39	647.39	0.0%	100.0%	1,452.17	1,452.17	20.0%	80.0%
Sabatius	Androscoggin	4,767	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	50.0%	50.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	Monthly Premium Single	Premium Paid by Employer	Premium Paid by Employee	Monthly Premium Family	Premium Paid by Employer	Premium Paid by Employee
North Berwick	York	4,757	Health	647.39	100.0%	0.0%	1,452.17	75.0%	25.0%
Norway	Oxford	4,756	Health	647.39	100.0%	0.0%	1,452.17	60.0%	40.0%
Warren	Knox	4,678	Health	735.67	100.0%	0.0%	1,650.19	40.0%	60.0%
Madison	Somerset	4,581	Health	647.39	100.0%	0.0%	1,452.17	100.0%	0.0%
Millinocket	Penobscot	4,536	Health	647.39	87.0%	13.0%	1,452.17	87.0%	13.0%
Greene	Androscoggin	4,388	Health	647.39	100.0%	0.0%	-	-	-
Madawaska	Aroostook	4,369	Health	550.30	100.0%	0.0%	1,234.39	60.0%	40.0%
Glenburn	Penobscot	4,368	Health	647.39	100.0%	0.0%	-	-	-
Vassalboro	Kennebec	4,320	Health	647.39	100.0%	0.0%	1,452.17	44.6%	55.4%
Wilton	Franklin	4,189	Health	735.67	100.0%	0.0%	1,650.19	69.0%	31.0%
Sidney	Kennebec	4,002	Health	735.67	100.0%	0.0%	914.52	0.0%	100.0%
Kennebunkport	York	3,956	Health	647.39	93.0%	7.0%	1,452.17	93.0%	7.0%
Monmouth	Kennebec	3,866	Health	647.39	100.0%	0.0%	1,452.17	60.0%	40.0%
Wiscasset	Lincoln	3,827	Health	647.39	85.0%	15.0%	1,452.17	85.0%	15.0%
Winterport	Waldo	3,756	Health	735.67	100.0%	0.0%	-	-	-
Orrington	Penobscot	3,704	Health	735.67	100.0%	0.0%	1,650.19	50.0%	50.0%
Rockport	Knox	3,512	Health	647.39	85.0%	15.0%	1,452.17	85.0%	15.0%
Naples	Cumberland	3,509	Health	267.00	100.0%	0.0%	801.00	33.0%	67.0%
Fort Fairfield	Aroostook	3,500	Health	550.30	100.0%	0.0%	1,234.39	0.0%	100.0%
North Yarmouth	Cumberland	3,500	Health	550.30	96.3%	3.7%	1,234.39	96.3%	3.7%
Clinton	Kennebec	3,448	Health	647.39	100.0%	0.0%	-	-	-
Richmond	Sagadahoc	3,348	Health	647.39	100.0%	0.0%	1,452.17	73.0%	27.0%
Norridgewock	Somerset	3,288	Health	647.39	97.0%	3.0%	804.78	0.0%	100.0%
Fryeburg	Oxford	3,274	Health	647.39	100.0%	0.0%	1,452.17	65.0%	35.0%
Mechanic Falls	Androscoggin	3,274	Health	647.39	100.0%	0.0%	1,452.17	80.0%	20.0%

Medical & Dental Insurance

Municipality	County	Pop.	Insurance	\$		%		\$		%	
				Monthly Premium	Single	Premium Paid by Employer	Premium Paid by Employee	Monthly Premium Family	Premium Paid by Employer	Premium Paid by Employee	%
Thomaston	Knox	3,266	Health	735.67		100.0%	0.0%	1,650.19	100.0%	0.0%	0.0%
Calais	Washington	3,242	Health	550.30		85.0%	15.0%	1,234.39	85.0%	15.0%	15.0%
Boothbay	Lincoln	3,222	Health	735.67		100.0%	0.0%	1,650.19	80.0%	20.0%	20.0%
Livemore	Androscoggin	3,215	Health	550.30		100.0%	0.0%	1,234.39	44.6%	55.4%	55.4%
Belgrade	Kennebec	3,195	Health	647.39		100.0%	0.0%	-	-	-	-
Newport	Penobscot	3,134	Health	550.30		92.0%	8.0%	1,234.39	85.0%	15.0%	15.0%
Holden	Penobscot	3,000	Health	550.30		90.0%	10.0%	1,234.39	70.0%	30.0%	30.0%
Mexico	Oxford	2,913	Health	647.40		81.5%	18.5%	1,452.17	83.5%	16.5%	16.5%
Woolwich	Sagadahoc	2,898	Health	735.67		90.0%	10.0%	-	-	-	-
Farmingdale	Kennebec	2,857	Health	-		-	-	3,132.96	73.0%	27.0%	27.0%
Alfred	York	2,847	Health	647.39		90.0%	10.0%	1,452.17	75.0%	25.0%	25.0%
Corinth	Penobscot	2,781	Health	550.30		100.0%	0.0%	1,234.39	100.0%	0.0%	0.0%
Bristol	Lincoln	2,757	Health	647.39		100.0%	0.0%	1,452.17	75.0%	25.0%	25.0%
Chelsea	Kennebec	2,676	Health	647.39		100.0%	0.0%	-	-	-	-
Searsport	Waldo	2,675	Health	647.39		85.0%	15.0%	1,452.17	85.0%	15.0%	15.0%
Minot	Androscoggin	2,610	Health	735.67		100.0%	0.0%	-	-	-	-
Anson	Somerset	2,540	Health	647.39		100.0%	0.0%	1,452.17	50.0%	50.0%	50.0%
Bethel	Oxford	2,539	Health	647.39		80.0%	20.0%	1,452.17	80.0%	20.0%	20.0%
Shapleigh	York	2,537	Health	812.00		75.0%	25.0%	-	-	-	-
Dixfield	Oxford	2,531	Health	735.67		100.0%	0.0%	1,650.19	0.0%	100.0%	100.0%
Manchester	Kennebec	2,521	Health	647.39		100.0%	0.0%	-	-	-	-
Hallowell	Kennebec	2,501	Health	680.67		100.0%	0.0%	-	-	-	-
Van Buren	Aroostook	2,439	Health	550.30		80.0%	20.0%	-	-	-	-
Harrison	Cumberland	2,436	Health	647.39		100.0%	0.0%	1,452.17	73.0%	27.0%	27.0%
Boothbay Harbor	Lincoln	2,332	Health	605.88		100.0%	0.0%	1,315.44	80.0%	20.0%	20.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	Monthly Premium Single	Premium Paid by Employer	Premium Paid by Employee	Monthly Premium Family	Premium Paid by Employer	Premium Paid by Employee
Union	Knox	2,330	Health	647.39	100.0%	0.0%	-	-	-
Blue Hill	Hancock	2,320	Health	641.00	78.0%	22.0%	-	-	-
Lincolnville	Waldo	2,273	Health	735.67	100.0%	0.0%	1,650.19	85.0%	15.0%
Hancock	Hancock	2,268	Health	550.30	100.0%	0.0%	-	-	-
Acton	York	2,254	Health	462.00	100.0%	0.0%	1,386.00	85.0%	15.0%
Whitefield	Lincoln	2,236	Health	735.67	100.0%	0.0%	-	-	-
Mount Desert	Hancock	2,176	Health	647.39	100.0%	0.0%	1,452.17	100.0%	0.0%
Livemore Falls	Androscoggin	2,172	Health	631.76	92.0%	8.0%	1,640.88	92.0%	8.0%
Dayton	York	2,133	Health	550.30	100.0%	0.0%	1,234.39	0.0%	100.0%
Leeds	Androscoggin	2,131	Health	-	-	-	1,452.17	50.0%	50.0%
Canaan	Somerset	2,121	Health	647.39	65.0%	35.0%	-	-	-
Gouldsboro	Hancock	2,002	Health	647.39	100.0%	0.0%	-	-	-
Mapleton	Aroostook	1,967	Health	647.39	100.0%	0.0%	1,452.17	50.0%	50.0%
Saint Albans	Somerset	1,863	Health	550.30	100.0%	0.0%	1,234.39	72.0%	28.0%
Veazie	Penobscot	1,842	Health	647.39	100.0%	0.0%	1,452.17	50.0%	50.0%
West Bath	Sagadahoc	1,832	Health	647.39	100.0%	0.0%	1,452.17	60.0%	40.0%
Buckfield	Oxford	1,813	Health	647.39	80.0%	20.0%	1,452.17	50.0%	50.0%
West Paris	Oxford	1,734	Health	647.39	80.0%	20.0%	1,452.17	80.0%	20.0%
East Millinocket	Penobscot	1,721	Health	647.39	80.0%	20.0%	1,452.17	80.0%	20.0%
Otisfield	Oxford	1,698	Health	647.39	100.0%	0.0%	1,056.34	61.0%	39.0%
Nobleboro	Lincoln	1,690	Health	700.00	100.0%	0.0%	-	-	-
Greenville	Piscataquis	1,678	Health	647.39	100.0%	0.0%	1,452.17	27.7%	72.3%
Lamoine	Hancock	1,622	Health	-	-	-	602.80	100.0%	0.0%
Tremont	Hancock	1,610	Health	735.67	100.0%	0.0%	1,650.19	70.0%	30.0%
Pownal	Cumberland	1,609	Health	550.30	100.0%	0.0%	1,234.39	45.0%	55.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$		%		%		\$		%	
				Monthly Premium	Single	Premium Paid by Employer	Premium Paid by Employee	Monthly Premium	Family	Premium Paid by Employer	Premium Paid by Employee		
Hiram	Oxford	1,564	Health	647.39	647.39	100.0%	0.0%	1,018.20	1,018.20	63.0%	37.0%		
Sebago	Cumberland	1,540	Health	647.39	647.39	80.0%	20.0%	1,452.17	1,452.17	50.0%	50.0%		
Peru	Oxford	1,527	Health	735.67	735.67	100.0%	0.0%	-	-	-	-		
Northport	Waldo	1,520	Health	1,100.60	1,100.60	80.0%	20.0%	-	-	-	-		
Guilford	Piscataquis	1,516	Health	735.00	735.00	100.0%	0.0%	1,650.00	1,650.00	89.0%	11.0%		
Waterford	Oxford	1,514	Health	736.00	736.00	100.0%	0.0%	-	-	-	-		
South Thomaston	Knox	1,512	Health	647.00	647.00	80.0%	20.0%	1,452.17	1,452.17	80.0%	20.0%		
Eastport	Washington	1,482	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	92.0%	8.0%		
Hudson	Penobscot	1,476	Health	644.00	644.00	100.0%	0.0%	-	-	-	-		
Ashland	Aroostook	1,460	Health	627.00	627.00	100.0%	0.0%	1,287.00	1,287.00	87.0%	13.0%		
Surry	Hancock	1,451	Health	599.44	599.44	80.0%	20.0%	1,344.60	1,344.60	36.0%	64.0%		
Medway	Penobscot	1,444	Health	647.30	647.30	100.0%	0.0%	1,452.17	1,452.17	80.0%	20.0%		
Brownfield	Oxford	1,432	Health	647.39	647.39	100.0%	0.0%	804.78	804.78	0.0%	100.0%		
Franklin	Hancock	1,427	Health	-	-	-	-	1,015.20	1,015.20	44.5%	55.5%		
Castine	Hancock	1,416	Health	647.39	647.39	75.0%	25.0%	1,452.17	1,452.17	75.0%	25.0%		
Woodstock	Oxford	1,353	Health	357.00	357.00	100.0%	0.0%	1,013.00	1,013.00	93.5%	6.5%		
Searsmont	Waldo	1,334	Health	647.39	647.39	100.0%	0.0%	-	-	-	-		
Vinalhaven	Knox	1,327	Health	647.39	647.39	85.0%	15.0%	1,452.17	1,452.17	85.0%	15.0%		
Milbridge	Washington	1,315	Health	683.33	683.33	100.0%	0.0%	-	-	-	-		
Cushing	Knox	1,278	Health	-	-	-	-	1,018.20	1,018.20	0.0%	100.0%		
Strong	Franklin	1,267	Health	735.67	735.67	100.0%	0.0%	-	-	-	-		
Ogunquit	York	1,243	Health	647.39	647.39	80.0%	20.0%	1,452.17	1,452.17	80.0%	20.0%		
Sangerville	Piscataquis	1,227	Health	647.39	647.39	100.0%	0.0%	-	-	-	-		
Easton	Aroostook	1,202	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	100.0%	0.0%		
Frenchville	Aroostook	1,172	Health	647.39	647.39	100.0%	0.0%	1,452.17	1,452.17	75.0%	25.0%		

Health & Dental Insurance

Municipality	County	Pop.	Insurance	Monthly Premium Single	Premium Paid by Employer %	Premium Paid by Employee %	Monthly Premium Family	Premium Paid by Employer %	Premium Paid by Employee %
Rangeley	Franklin	1,127	Health	735.67	75.0%	25.0%	1,650.19	75.0%	25.0%
Fayette	Kennebec	1,109	Health	550.30	100.0%	0.0%	1,234.39	80.0%	20.0%
Machiasport	Washington	1,106	Health	647.39	100.0%	0.0%	-	-	-
Exeter	Penobscot	1,062	Health	600.00	100.0%	0.0%	-	-	-
Harford	Oxford	1,046	Health	647.39	100.0%	0.0%	-	-	-
Phillips	Franklin	1,015	Health	647.39	100.0%	0.0%	-	-	-
Smithfield	Somerset	957	Health	647.39	100.0%	0.0%	-	-	-
Saint Agatha	Aroostook	814	Health	647.39	100.0%	0.0%	804.79	0.0%	100.0%
Mattawamkeag	Penobscot	794	Health	899.16	75.0%	25.0%	-	-	-
Jackman	Somerset	705	Health	-	-	-	-	-	-
Monson	Piscataquis	677	Health	647.39	100.0%	0.0%	1,234.39	77.1%	22.9%
Pleasant Point Reservation	Washington	633	Health	710.80	100.0%	-	-	-	-
Columbia Falls	Washington	614	Health	647.39	100.0%	0.0%	-	-	-
New Limerick	Aroostook	525	Health	735.67	100.0%	0.0%	-	-	-
Carrabassett Valley	Franklin	440	Health	550.30	100.0%	0.0%	1,650.19	44.6%	55.4%
North Haven	Knox	384	Health	647.39	80.0%	20.0%	1,234.39	55.4%	44.6%
Newry	Oxford	357	Health	550.30	100.0%	0.0%	1,452.17	80.0%	20.0%
Sorrento	Hancock	282	Health	1,158.00	100.0%	0.0%	-	-	-
Masardis	Aroostook	262	Health	-	-	-	-	-	-
Dallas Plantation	Franklin	241	Health	685.98	100.0%	0.0%	1,452.17	100.0%	0.0%
Gilead	Oxford	165	Health	679.17	100.0%	0.0%	-	-	-
Frye Island	Cumberland	70	Health	647.39	100.0%	0.0%	1,452.17	100.0%	0.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$ Monthly Premium Single	% Premium Paid by Employer	% Premium Paid by Employee	\$ Monthly Premium Family	% Premium Paid by Employer	% Premium Paid by Employee
Lewiston	Androscoggin	35,756	Dental	44.80	0.0%	100.0%	133.46	0.0%	100.0%
Bangor	Penobscot	31,395	Dental	28.91	0.0%	100.0%	85.30	0.0%	100.0%
South Portland	Cumberland	23,746	Dental	46.03	0.0%	100.0%	133.39	0.0%	100.0%
Sanford	York	21,404	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Scarborough	Cumberland	18,832	Dental	33.28	50.0%	50.0%	109.64	15.0%	85.0%
Augusta	Kennebec	18,561	Dental	30.20	100.0%	0.0%	109.98	0.0%	100.0%
Saco	York	18,147	Dental	34.85	-	-	120.26	-	-
Windham	Cumberland	16,394	Dental	33.28	100.0%	0.0%	109.64	70.0%	30.0%
Waterville	Kennebec	15,489	Dental	33.28	100.0%	0.0%	109.64	50.0%	50.0%
Gorham	Cumberland	15,338	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Falmouth	Cumberland	10,996	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Kittery	York	10,236	Dental	37.17	80.0%	20.0%	121.72	80.0%	20.0%
Standish	Cumberland	9,808	Dental	45.50	75.0%	25.0%	152.78	50.0%	50.0%
Orono	Penobscot	9,630	Dental	50.95	0.0%	100.0%	147.64	0.0%	100.0%
Lisbon	Androscoggin	9,352	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Skowhegan	Somerset	8,707	Dental	33.28	100.0%	0.0%	109.64	0.0%	100.0%
Buxton	York	8,119	Dental	35.00	90.0%	10.0%	115.00	70.0%	30.0%
Freeport	Cumberland	8,051	Dental	34.61	100.0%	0.0%	109.64	30.0%	70.0%
Winslow	Kennebec	7,892	Dental	33.28	100.0%	0.0%	-	-	-
Old Town	Penobscot	7,730	Dental	33.28	100.0%	0.0%	109.54	83.0%	17.0%
Rockland	Knox	7,522	Dental	48.76	85.0%	15.0%	146.80	85.0%	15.0%
Cumberland	Cumberland	7,316	Dental	41.00	0.0%	100.0%	125.00	0.0%	100.0%
Gray	Cumberland	7,266	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Winthrop	Kennebec	6,463	Dental	33.28	100.0%	0.0%	109.64	0.0%	100.0%
Rumford	Oxford	6,319	Dental	33.28	100.0%	0.0%	109.64	34.0%	66.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$ Monthly Premium Single	% Premium Paid by Employer	% Premium Paid by Employee	\$ Monthly Premium Family	% Premium Paid by Employer	% Premium Paid by Employee
Houlton	Aroostook	6,274	Dental	60.00	0.0%	100.0%	89.70	0.0%	100.0%
Eliot	York	6,256	Dental	33.28	100.0%	0.0%	109.64	75.0%	25.0%
Oakland	Kennebec	6,154	Dental	33.00	0.0%	100.0%	110.00	0.0%	100.0%
New Gloucester	Cumberland	5,393	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Poland	Androscoggin	5,320	Dental	33.28	0.0%	100.0%	57.45	0.0%	100.0%
Camden	Knox	5,267	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Bridgton	Cumberland	5,126	Dental	33.28	100.0%	0.0%	109.64	0.0%	100.0%
Hermion	Penobscot	4,923	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Sabatius	Androscoggin	4,767	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
North Berwick	York	4,757	Dental	33.28	100.0%	0.0%	109.64	75.0%	25.0%
Warren	Knox	4,678	Dental	33.28	100.0%	0.0%	109.64	40.0%	60.0%
Millinocket	Penobscot	4,536	Dental	48.89	0.0%	100.0%	-	-	-
Greene	Androscoggin	4,388	Dental	33.28	100.0%	0.0%	-	-	-
Glenburn	Penobscot	4,368	Dental	33.28	0.0%	100.0%	-	-	-
Vassalboro	Kennebec	4,320	Dental	33.28	100.0%	0.0%	57.45	57.9%	42.1%
Wilton	Franklin	4,189	Dental	33.28	100.0%	0.0%	109.64	30.0%	70.0%
Kennebunkport	York	3,956	Dental	33.28	40.0%	60.0%	57.45	40.0%	60.0%
Monmouth	Kennebec	3,866	Dental	33.28	100.0%	0.0%	57.45	60.0%	40.0%
Wiscasset	Lincoln	3,827	Dental	33.28	85.0%	15.0%	109.64	85.0%	15.0%
Winterport	Waldo	3,756	Dental	33.28	0.0%	100.0%	-	-	-
Orrington	Penobscot	3,704	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Rockport	Knox	3,512	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Naples	Cumberland	3,509	Dental	87.00	100.0%	0.0%	185.00	47.0%	53.0%
North Yarmouth	Cumberland	3,500	Dental	33.28	98.1%	1.9%	109.64	98.1%	1.9%
Clinton	Kennebec	3,448	Dental	25.48	0.0%	100.0%	-	-	-

Health & Dental Insurance

Municipality	County	Pop.	Insurance	Monthly Premium Single	Premium Paid by Employer %	Premium Paid by Employee %	Monthly Premium Family	Premium Paid by Employer %	Premium Paid by Employee %
Richmond	Sagadahoc	3,348	Dental	33.28	100.0%	0.0%	109.64	66.0%	34.0%
Norridgewock	Somerset	3,288	Dental	33.28	0.0%	100.0%	57.45	0.0%	100.0%
Calais	Washington	3,242	Dental	33.28	93.0%	7.0%	109.64	93.0%	7.0%
Boothbay	Lincoln	3,222	Dental	33.28	0.0%	100.0%	57.45	0.0%	100.0%
Belgrade	Kennebec	3,195	Dental	32.00	100.0%	0.0%	-	-	-
Newport	Penobscot	3,134	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Mexico	Oxford	2,913	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Farmingdale	Kennebec	2,857	Dental	-	-	-	64.00	0.0%	100.0%
Alfred	York	2,847	Dental	33.28	90.0%	10.0%	109.64	75.0%	25.0%
Corinth	Penobscot	2,781	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Searsport	Waldo	2,675	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Minot	Androscoggin	2,610	Dental	33.28	100.0%	0.0%	-	-	-
Anson	Somerset	2,540	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Shapleigh	York	2,537	Dental	60.00	75.0%	25.0%	-	-	-
Dixfield	Oxford	2,531	Dental	33.28	100.0%	0.0%	57.45	0.0%	100.0%
Manchester	Kennebec	2,521	Dental	33.28	100.0%	0.0%	-	-	-
Hallowell	Kennebec	2,501	Dental	33.28	100.0%	0.0%	-	-	-
Harrison	Cumberland	2,436	Dental	33.28	100.0%	0.0%	109.64	69.6%	30.4%
Lincolnville	Waldo	2,273	Dental	33.28	100.0%	0.0%	109.64	85.0%	15.0%
Mapleton	Aroostook	1,967	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Veazie	Penobscot	1,842	Dental	33.28	100.0%	0.0%	109.64	30.0%	70.0%
West Bath	Sagadahoc	1,832	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Tremont	Hancock	1,610	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Pownal	Cumberland	1,609	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Waterford	Oxford	1,514	Dental	33.00	0.0%	100.0%	57.00	0.0%	100.0%

Health & Dental Insurance

Municipality	County	Pop.	Insurance	\$ Monthly Premium Single	% Premium Paid by Employer	% Premium Paid by Employee	\$ Monthly Premium Family	% Premium Paid by Employer	% Premium Paid by Employee
Eastport	Washington	1,482	Dental	-	-	-	109.64	0.0%	100.0%
Surry	Hancock	1,451	Dental	33.28	0.0%	100.0%	105.42	0.0%	100.0%
Medway	Penobscot	1,444	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
Brownfield	Oxford	1,432	Dental	11.20	0.0%	100.0%	33.28	0.0%	100.0%
Castine	Hancock	1,416	Dental	33.28	75.0%	25.0%	109.64	75.0%	25.0%
Vinalhaven	Knox	1,327	Dental	33.28	60.0%	40.0%	109.64	60.0%	40.0%
Ogunquit	York	1,243	Dental	37.60	90.0%	10.0%	122.80	90.0%	10.0%
Rangeley	Franklin	1,127	Dental	33.28	0.0%	100.0%	57.45	0.0%	100.0%
Fayette	Kennebec	1,109	Dental	33.28	100.0%	0.0%	109.64	80.0%	20.0%
Hartford	Oxford	1,046	Dental	33.28	100.0%	0.0%	-	-	-
Mattawamkeag	Penobscot	794	Dental	64.00	0.0%	100.0%	-	-	-
Jackman	Somerset	705	Dental	-	-	-	57.45	0.0%	100.0%
Monson	Piscataquis	677	Dental	13.26	0.0%	100.0%	-	-	-
Carrabassett Valley	Franklin	440	Dental	33.28	0.0%	100.0%	109.64	0.0%	100.0%
North Haven	Knox	384	Dental	33.28	80.0%	20.0%	109.64	80.0%	20.0%
Newry	Oxford	357	Dental	3,328.00	100.0%	0.0%	-	-	100.0%
Dallas Plantation	Franklin	241	Dental	33.28	0.0%	100.0%	-	-	-
Frye Island	Cumberland	70	Dental	33.28	100.0%	0.0%	57.45	100.0%	0.0%

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:					Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability	Disability	Insurance		
Lewiston	Androscoggin	35,756	Y	Y	Y	Y	Y	Y	N	Y
Bangor	Penobscot	31,395	N	Y	Y	Y	Y	Y	Y	Y
South Portland	Cumberland	23,746	Y	Y	Y	N	Y	Y	Y	Y
Auburn	Androscoggin	23,151	Y	Y	Y	Y	Y	Y	N	Y
Biddeford	York	21,632	Y	Y	Y	Y	Y	Y	Y	Y
Sanford	York	21,404	Y	Y	Y	Y	Y	Y	N	Y
Scarborough	Cumberland	18,832	Y	Y	Y	Y	Y	Y	Y	Y
Augusta	Kennebec	18,561	Y	Y	Y	Y	Y	Y	Y	Y
Saco	York	18,147	Y	Y	Y	Y	Y	Y	Y	Y
Windham	Cumberland	16,394	Y	Y	N	Y	Y	Y	N	Y
Waterville	Kennebec	15,489	N	Y	N	Y	Y	Y	N	Y
Gorham	Cumberland	15,338	N	Y	Y	Y	Y	Y	N	Y
York	York	13,556	Y	Y	Y	Y	Y	Y	N	Y
Kennebunk	York	11,427	Y	Y	Y	Y	Y	Y	N	Y
Falmouth	Cumberland	10,996	N	N	N	Y	Y	Y	Y	Y
Kittery	York	10,236	N	N	N	Y	Y	Y	N	Y
Wells	York	9,949	Y	Y	Y	Y	Y	Y	N	Y
Standish	Cumberland	9,808	Y	N	N	Y	Y	Y	Y	Y
Orono	Penobscot	9,630	Y	Y	Y	Y	Y	Y	N	Y
Lisbon	Androscoggin	9,352	Y	Y	Y	Y	Y	Y	Y	Y
Presque Isle	Aroostook	9,229	Y	Y	Y	Y	Y	Y	N	Y
Brewer	Penobscot	9,198	Y	Y	Y	Y	Y	Y	N	Y
Cape Elizabeth	Cumberland	9,040	Y	Y	Y	Y	Y	Y	Y	Y
Skowhegan	Somerset	8,707	N	Y	N	Y	Y	Y	N	Y
Caribou	Aroostook	8,187	Y	Y	Y	Y	Y	Y	N	Y
Buxton	York	8,119	N	Y	N	Y	Y	Y	Y	Y
Freeport	Cumberland	8,051	Y	Y	Y	Y	Y	Y	N	Y
Winslow	Kennebec	7,892	N	N	Y	Y	Y	Y	-	-
Old Town	Penobscot	7,730	Y	Y	N	Y	Y	Y	N	Y

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:					Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability	Disability			
Rockland	Knox	7,522	N	N	Y	Y	N	N	Y	
Berwick	York	7,337	Y	Y	Y	Y	N	N	Y	
Cumberland	Cumberland	7,316	Y	Y	Y	Y	Y	Y	Y	
Gray	Cumberland	7,266	N	Y	Y	Y	N	N	Y	
Ellsworth	Hancock	6,990	N	Y	Y	Y	N	-	Y	
Hampden	Penobscot	6,866	Y	Y	N	Y	Y	Y	Y	
Belfast	Waldo	6,758	N	Y	N	Y	Y	Y	Y	
Fairfield	Somerset	6,692	N	N	N	Y	N	N	Y	
Winthrop	Kennebec	6,463	N	Y	Y	Y	N	N	Y	
Rumford	Oxford	6,319	N	Y	N	Y	N	N	Y	
Houlton	Aroostook	6,274	Y	Y	Y	Y	N	N	Y	
Eliot	York	6,256	N	N	N	Y	N	N	Y	
Oakland	Kennebec	6,154	Y	Y	Y	Y	N	N	Y	
Turner	Androscoggin	5,482	N	N	Y	N	Y	Y	Y	
New Gloucester	Cumberland	5,393	Y	Y	N	N	N	-	Y	
Poland	Androscoggin	5,320	Y	Y	N	Y	N	N	Y	
Camden	Knox	5,267	N	N	N	Y	Y	Y	Y	
Lincoln	Penobscot	5,182	Y	N	N	Y	N	Y	Y	
Harpswell	Cumberland	5,173	N	Y	N	Y	N	N	Y	
Bridgton	Cumberland	5,126	Y	N	N	Y	N	N	Y	
Waldoboro	Lincoln	5,039	Y	N	N	Y	Y	Y	Y	
Heron	Penobscot	4,923	Y	Y	Y	Y	N	Y	Y	
Bucksport	Hancock	4,892	Y	Y	N	-	-	-	-	
Jay	Franklin	4,845	Y	N	Y	Y	Y	N	N	
Sabattus	Androscoggin	4,767	Y	Y	Y	Y	Y	Y	Y	
North Berwick	York	4,757	N	Y	N	Y	Y	N	Y	
Norway	Oxford	4,756	Y	Y	Y	Y	Y	Y	Y	
Warren	Knox	4,678	Y	N	Y	Y	N	N	Y	
Madison	Somerset	4,581	N	N	N	Y	N	N	Y	
Millinocket	Penobscot	4,536	Y	Y	N	Y	N	N	Y	

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:				Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability			
Greene	Androscoggin	4,388	N	N	N	Y	-	-	Y
Madawaska	Aroostook	4,369	N	N	N	Y	-	-	Y
Glenburn	Penobscot	4,368	Y	N	N	N	N	N	Y
Vassalboro	Kennebec	4,320	Y	N	N	Y	N	N	Y
Wilton	Franklin	4,189	N	N	N	Y	Y	Y	Y
Sidney	Kennebec	4,002	Y	N	N	Y	N	N	Y
Kennebunkport	York	3,956	Y	Y	N	Y	N	N	Y
Monmouth	Kennebec	3,866	Y	N	N	Y	Y	Y	Y
Wiscasset	Lincoln	3,827	Y	Y	Y	Y	Y	Y	Y
Winterport	Waldo	3,756	N	N	N	Y	N	N	Y
Orrington	Penobscot	3,704	N	N	N	Y	Y	Y	Y
Rockport	Knox	3,512	N	Y	N	Y	N	N	Y
Naples	Cumberland	3,509	N	Y	N	Y	Y	Y	Y
North Yarmouth	Cumberland	3,500	Y	Y	N	Y	Y	Y	Y
Fort Fairfield	Aroostook	3,500	Y	N	Y	Y	-	-	Y
Clinton	Kennebec	3,448	N	Y	N	Y	N	N	Y
Richmond	Sagadahoc	3,348	Y	Y	Y	Y	N	N	Y
Norridgewock	Somerset	3,288	N	Y	N	Y	N	N	Y
Mechanic Falls	Androscoggin	3,274	Y	N	N	N	N	N	Y
Fryeburg	Oxford	3,274	N	N	Y	Y	N	N	Y
Thomaston	Knox	3,266	N	N	N	Y	N	N	Y
Calais	Washington	3,242	N	Y	N	Y	N	N	Y
Boothbay	Lincoln	3,222	N	N	N	N	N	N	Y
Livernore	Androscoggin	3,215	Y	N	N	Y	N	N	Y
Belgrade	Kennebec	3,195	N	N	N	Y	Y	Y	Y
Newport	Penobscot	3,134	Y	Y	N	Y	N	N	Y
Holden	Penobscot	3,000	Y	Y	Y	Y	N	N	Y
Mexico	Oxford	2,913	Y	Y	N	Y	N	N	Y
Woolwich	Sagadahoc	2,898	N	N	N	Y	N	N	Y
Farmingdale	Kennebec	2,857	N	Y	N	Y	-	-	-

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:					Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability	Disability	Disability		
Alfred	York	2,847	N	Y	N	Y	Y	N	N	Y
Corinth	Penobscot	2,781	N	N	N	Y	Y	N	N	Y
Bristol	Lincoln	2,757	N	N	N	-	-	-	-	-
Chelsea	Kennebec	2,676	N	N	N	N	N	N	N	N
Searsport	Waldo	2,675	N	N	N	Y	Y	N	N	Y
Minot	Androscoggin	2,610	N	N	N	-	-	-	-	Y
Anson	Somerset	2,540	N	Y	N	Y	Y	N	N	Y
Bethel	Oxford	2,539	N	N	Y	Y	Y	N	N	Y
Shapleigh	York	2,537	N	N	N	N	N	N	N	Y
Dixfield	Oxford	2,531	Y	N	N	Y	Y	N	N	Y
Manchester	Kennebec	2,521	Y	Y	N	Y	Y	-	-	Y
Hallowell	Kennebec	2,501	Y	N	N	Y	Y	-	-	Y
Van Buren	Aroostook	2,439	N	N	N	Y	Y	N	N	Y
Harrison	Cumberland	2,436	N	Y	N	Y	Y	N	N	Y
Boothbay Harbor	Lincoln	2,332	Y	N	Y	Y	Y	N	N	Y
Union	Knox	2,330	N	N	N	Y	Y	N	N	Y
Blue Hill	Hancock	2,320	Y	Y	N	N	N	N	N	N
Lincolnville	Waldo	2,273	Y	N	N	Y	Y	-	-	Y
Hancock	Hancock	2,268	Y	N	N	N	N	N	N	N
Acton	York	2,254	N	N	N	N	N	N	N	N
Whitefield	Lincoln	2,236	Y	N	N	N	N	N	N	Y
Mount Desert	Hancock	2,176	N	N	N	Y	Y	-	-	Y
Livemore Falls	Androscoggin	2,172	N	N	N	Y	Y	-	-	-
Dayton	York	2,133	Y	Y	N	-	-	-	-	Y
Leeds	Androscoggin	2,131	N	Y	Y	N	N	N	N	N
Canaan	Somerset	2,121	N	N	N	-	-	-	-	-
Gouldsboro	Hancock	2,002	N	N	Y	-	-	-	-	Y
Mapleton	Aroostook	1,967	Y	N	N	N	N	N	N	Y
Southwest Harbor	Hancock	1,955	-	Y	-	-	-	-	-	-
Saint Albans	Somerset	1,863	N	N	N	Y	Y	Y	Y	Y

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:					Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability				
Veazie	Penobscot	1,842	N	Y	Y	Y			Y	Y
West Bath	Sagadahoc	1,832	N	Y	N	N			N	Y
Buckfield	Oxford	1,813	N	N	N	N			N	Y
West Paris	Oxford	1,734	N	Y	N	N			N	Y
East Millinocket	Penobscot	1,721	N	Y	N	Y			N	Y
Otisfield	Oxford	1,698	N	Y	N	Y			-	-
Nobleboro	Lincoln	1,690	N	N	N	Y			-	-
Greenville	Piscataquis	1,678	Y	Y	N	Y			N	Y
Lamoine	Hancock	1,622	Y	N	N	N			N	N
Tremont	Hancock	1,610	N	N	N	Y			Y	Y
Pownal	Cumberland	1,609	N	Y	N	N			N	N
Hiram	Oxford	1,564	N	N	N	N			Y	Y
Sebago	Cumberland	1,540	N	Y	N	N			N	N
Peru	Oxford	1,527	Y	N	N	Y			-	Y
Northport	Waldo	1,520	N	Y	N	N			N	Y
Guilford	Piscataquis	1,516	N	Y	N	N			N	Y
Waterford	Oxford	1,514	N	Y	N	N			N	Y
South Thomaston	Knox	1,512	Y	N	N	-			-	Y
Eastport	Washington	1,482	N	N	N	N			N	Y
Hudson	Penobscot	1,476	N	N	N	Y			N	Y
Charleston	Penobscot	1,471	-	N	N	N			N	N
Ashland	Aroostook	1,460	N	-	-	N			N	N
Surry	Hancock	1,451	N	Y	N	Y			Y	Y
Medway	Penobscot	1,444	Y	Y	N	Y			Y	Y
Brownfield	Oxford	1,432	N	N	N	N			N	Y
Franklin	Hancock	1,427	N	Y	N	N			N	Y
Castine	Hancock	1,416	N	Y	N	-			-	-
Woodstock	Oxford	1,353	N	Y	N	Y			N	Y
Searsmont	Waldo	1,334	N	N	Y	N			N	N
Vinalhaven	Knox	1,327	N	Y	N	-			-	Y

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:					Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability	Disability			
Milbridge	Washington	1,315	N	N	N	N	N		N	Y
Cushing	Knox	1,278	N	N	N	N	N		N	N
Strong	Franklin	1,267	Y	N	N	Y	Y		N	Y
Ogunquit	York	1,243	Y	Y	Y	Y	Y		N	Y
Sangerville	Piscataquis	1,227	N	N	N	N	N		N	Y
Easton	Aroostook	1,202	Y	-	N	Y	Y		N	Y
Frenchville	Aroostook	1,172	N	N	N	Y	Y		Y	Y
Rangeley	Franklin	1,127	N	Y	N	N	N		Y	Y
Fayette	Kennebec	1,109	N	N	N	-	Y		Y	Y
Machiasport	Washington	1,106	N	N	N	Y	Y		N	Y
Exeter	Penobscot	1,062	Y	-	-	Y	Y		Y	Y
Hartford	Oxford	1,046	N	N	N	N	N		N	Y
Phillips	Franklin	1,015	N	N	N	-	Y		-	Y
Solon	Somerset	992	N	Y	N	N	N		Y	N
Smithfield	Somerset	957	N	N	N	N	N		N	N
South Bristol	Lincoln	914	-	-	-	N	N		N	N
Saint Agatha	Aroostook	814	N	N	N	Y	Y		N	Y
Mattawamkeag	Penobscot	794	N	N	N	N	N		Y	Y
Jackman	Somerset	705	N	N	N	Y	Y		-	Y
Monson	Piscataquis	677	N	N	N	-	-		-	Y
Pleasant Point Reservation	Washington	633	N	N	N	Y	Y		N	Y
Columbia Falls	Washington	614	N	N	N	-	-		-	-
New Limerick	Aroostook	525	Y	N	N	N	N		N	Y
Carrabassett Valley	Franklin	440	Y	Y	-	-	-		-	-
North Haven	Knox	384	N	N	N	Y	Y		N	Y
Newry	Oxford	357	N	N	N	N	N		N	Y
Sorrento	Hancock	282	N	N	N	N	N		N	Y
Hanover	Oxford	276	N	N	N	N	N		N	N
Masardis	Aroostook	262	N	N	N	N	N		-	N
Dallas Plantation	Franklin	241	N	N	N	-	N		N	Y

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:				Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability			
Gilead	Oxford	165	N	N	N	N		N	N
Beaver Cove	Piscataquis	87	-	-	-	N		N	N
Frye Island	Cumberland	70	N	N	N	-		-	-

Insurance Plans

Municipality	County	Pop.	Offer Buy-Out	Flexible Spending Accounts:				Long-term Disability	Life Insurance
				Pre-Tax Plan	Section 125 or Cafeteria Plan	Short-term Disability			
Gilead	Oxford	165	N	N	N	N		N	N
Beaver Cove	Piscataquis	87	-	-	-	N		N	N
Frye Island	Cumberland	70	N	N	N	-		-	-

**Bid Submission Sheet
Grounds Maintenance Contract
04.04.2011**

Contractor's Name _____

Address _____

Phone number _____

Federal ID/ SS Number _____ MDOT Number _____

Any contract which may be the result of this bid will be between the Town of Veazie (referred to as "we" or "our") and you. When this bid submission and any resultant contract refers to you, it includes your employees and agents. The subject of this bid submission is grounds maintenance services. The Town of Veazie reserves all rights including but not limited: to the ability to modify, add or delete services proposed, to accept or reject any and all proposals and bids when deemed in the best interest of the Town of Veazie.

Services: What and when:

Provide grounds maintenance services for the municipal and school owned properties listed on the mowing site schedule attached. Services to begin on May 1, 2011, and continue until December 31, 2012. Seasonal clean ups at locations as indicated on the mowing site (schedule A) will also be required.

Independent Contractor

You and your agents and employees, during the performance of any resultant contract, shall act in an independent capacity and not as officers, employees, or agents of the Town. Any manpower needed to fulfill the obligations described under this bid shall be employed by you and you shall be solely responsible for complying with applicable state and Federal laws including, but not limited to, worker's compensation law, employment security law, and minimum wage law.

As an independent contractor, you will also be responsible for maintaining your equipment in a safe, operable, and legal condition.

As an independent contractor, you will be responsible for all bills for labor, materials, equipment, and fuel and any other items which are incurred in providing the services outlined below. The Town will not pay such bills.

As an independent contractor, you have the right and duty to supervise and control your employees, agents, and equipment. The Town personnel have the right to inspect mowing operations and notify you of any problems, errors, or non-performance.

THE CONTACTOR AGREES THAT IF YOUR BID SUBMISSION IS SUCCESSFUL:

General requirements:

- To furnish adequate and satisfactory equipment and manpower to maintain the required properties on a weekly basis.
- Grass will be cut at a height of 3" to minimize storm water runoff. Some areas are to maintained lower and is detailed on Schedule A
- The Contractor at all sites, to ensure visual appeal as determined by the Public Works director or his/her designee, will do weed trimming. Trimming is to maintained at the height of mowed grass and is to be done at the time of mowing.
- Any conflicts and problems found by the public works director or his or her designee shall be addressed within 24 hours.
- Unless the volume of grass clippings becomes too unsightly, it is preferred that clippings remain in place as mulch.
- Specific site requirements are included

Insurance:

To provide proof of the following insurance coverage:

- Worker's Compensation in accordance with Maine law.
- General Liability: \$ 500,000 each occurrence, \$ 5,000 medical expense (any one person), \$ 1,000,000 general aggregate, \$ 1,000,000 products – com/op aggregate, \$ 1,000,000 automobile liability – combined single limit (each accident).

Breach of contract:

If the contractor is in violation of any of the terms of this contract, or if the Town Manager, in conjunction with the Public Works Director, are of the opinion that the work described in this contract is being performed unsatisfactorily, the Town Manager or his/her designee shall notify the contractor by certified mail setting forth the basis for the Town's complaint. Upon receipt of such notice, the contractor shall have ten (10) calendar days to comply with the terms and conditions of the contract or rectify the unsatisfactory work. If, at the expiration of the ten (10) calendar day period the performance of the contractor is not in compliance with the terms of this contract, the Town Manager or his/her designee will, by certified letter, notify the contractor to discontinue all work to be performed under this contract. The Town may thereupon, by contract or otherwise, complete the work and the contractor will be liable for costs which exceed the rate provided in this contract. Such charges shall be deemed liquidated damages.

Indemnification:

You agree to defend, indemnify and hold harmless the Town, and its officers, agents or employees, harmless from any claim for death, injury, property damage, or other loss which may result from your performance of lawn care services.

Terms of the contract:

The terms of this contract is for the mowing seasons from May 1, 2011 through December 31, 2012, with an option to extend the contract for two (2) years or renewing the contract for five (5) years without returning to the bidding process. Payment for services shall be made on the Thursday following the regularly scheduled Town Council's meeting after the invoices are received.

For budgetary purposes, please break out the cost of the school and Veazie Community sports field mowing separate from the rest of the municipal properties.

Bid price:

Bid price for mowing and community collection - municipal

2011 mowing season _____

2012 mowing season _____

Bid price for Veazie Community School mowing, including Veazie Sports Field

2011 mowing season _____

2012 mowing season _____

Before the award of this contract, any bidder will be required to show they have or commit to have the necessary equipment, facilities, experience, ability and financial resources to perform the work in a manner satisfactory to the Town.

The Town of Veazie reserves the right to reject any and/or all bids and to again invite bids; to waive such formalities or informalities as do not affect or alter the substantive provisions thereof; and to negotiate with any bidder it feels will result in a favorable result for the Town; and to accept any bid deemed advantageous to the Town. The prices specified in this bid are considered valid for a period of 60 days from the stated date of bid opening.

Signature of Authorized Contractor's Representative

Date _____

List A

Mowing Schedule

Riverside Park – Old County Road

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing, and trimming as described in the general requirements of this bid submission sheet.
- .
- Fall Clean up – power rake leaves, remove deadfall of leaves and remove leaves.

Cemetery – Fairview Cemetery all sections located off of US Route 2 – State Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – Power raking of leaves, removal deadfall of leaves and remove leaves from site.

Veazie Community School Complex – Located on School Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing, and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – no special requirements

Municipal Office Complex – Main Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – no special requirements

Municipal Playground – Flagg Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
 - Mowing, and trimming as described in the general requirements of the bid submission sheet.
 - Fall Clean up – no special requirements
-

Veazie Triangle – Intersection of Main Street, Railroad Tracks and State Street US Route 2

- Spring Clean up – none
- Mowing to be done bi weekly
- Fall Clean up – none
-

Veazie Informational Sign area – Intersection of May Street and State Street US Route 2

- Spring Clean up – none
- Mowing to be done bi weekly
- Fall Clean up - none

Eagle View Drive Entrance – School Street

- Spring Clean up – none
- Mowing to be done as described in the general requirements of the bid submission sheet.
- Fall Clean up – none

Veazie Community Sports Fields – School Street behind Veazie Community School complex and facing Main Street.

- Spring Clean up
 - Patch seeding as needed
- Mowing to be done to maintain length of approximately 1.5” in defined areas.
- Fall Clean up
 - aeration, and overseeding
- Base paths are to be defined by edging or other means. This is to be done annually – either as part of spring clean up or fall clean up.
- Fields need to be mowed the day before all Veazie Community School Activities and special events as detailed from the VCS athletic director and Parks and recreation director.

Weed Trimming- Various and as needed including but not limited to:

- Veazie Community School
 - Veazie Community Recreation Fields
 - Tennis Courts
 - All Community Parking lots
 - Veazie Triangle
 - Island by former Dang Property / Church parking lot
 - The Main Street Rail Road Bridge
 - The Veazie Community Signs 4 locations (Chase Rd, 3 on State street)
 - All of Fairview Cemetery where needed
 - Veazie Municipal Building Complex
-

BIDDER'S QUALIFICATION CERTIFICATE

The undersigned hereby certifies and submits the following qualifications:

Name and address (mailing & physical) _____

Number of years in the lawn care business under present firm name.

Particular types of work performed by your company:

List several recent municipal or private mowing contract references: (include at least 4 with the following information: contract amount, type, name & owner or contact and phone number)

Gross amount of contracts now in hand _____

Bank reference(s): _____

By: _____
Title: _____

**TOWN OF VEAZIE
GROUNDS MAINTENANCE
REQUEST FOR PROPOSAL & QUALIFICATION NOTICE
FOR INTERESTED PARTIES**

The Town of Veazie is accepting proposals of intent from persons or businesses interested in the Town's Ground Maintenance Contract. The Contract would be initiated for services to begin in the spring of 2011. The first step in the process of submitting a proposal for providing the service the Council is requesting that all interested parties obtain and complete a qualification form and RFP packet. Information and forms can be obtained at the Veazie Town Office, 1084 Main Street, Veazie, Maine 04401 during normal business hours. Phone 207-947-2781, Fax 207-942-1654. The Veazie Town Council reserves the right to waive any requirement; to accept or reject any and all applications or RFP's at their discretion. Qualification forms and RFP's must be completed and received by the Veazie Town Office by 4:00 PM, April 20th, 2011.

April 2, 4, 2011

APR 11 2011 1 10

APR 11 2011 1 10

ITEM # 8b

From: "Barney" <barney@lousilver.com>
Subject: **Merrick Street**
Date: April 4, 2011 11:58:00 AM EDT
To: "William Reed" <veazietm@aol.com>

I am in receipt of the email from the Teels on Merrick Street. This makes for good reading but it is anything but the truth. I do not know what the basis is for the constant complaining but be it as it may the email does not state the facts as they exist.

This was a late year storm of a lot of heavy wet snow. It was hard to plow due to it being so heavy and hard to drive in. The timing of this complaint was at the worst part of the storm. It was snowing multiple inches per hour, visibility was bad, and any win-row from a plow blade was very difficult for a car to drive through. The priority streets were plowed and open.

During this time frame the large plow truck broke down for 1 hour, (an arm on the wing had to be welded due to soft conditions from a lack of frost). There was an accident on Chase Road/ Rt2. And the intensity of the storm picked up. While all of this was going on I went from one unit plowing in Veazie to three units plowing in Veazie. This level of service stayed until all roads and turn arounds were in very good shape and had been plowed at least two times. At approx 6:00 pm with it still snowing lightly and pavement showing on most all of the town with all of the banks pushed back we reduced to one unit.

Mr. Teel called me to complain but was ok. He was not happy but did not conduct himself poorly. I told him I would be there in a few minutes. I was in the Buck Hill area and needed to clean up a little. He called back and said his wife was stuck and it was wrong. I had just finished and headed down personally. From the 1st call to my being there was about ten minutes.

When I got there the snow bank was 12 to 15" high with a single car track thru it to the house. There were no footprints, no signs of a car stuck or spinning tires, and no signs of any shoveling. I plowed out the street. After the snow bank the street had 4 to 6" of snow on it. Due to the issues I had it took a little longer than usual to have the Town fully open.

There are a few streets in town with the same issues as Merrick St. This is a very narrow street and in order to make it wide snow would have to be pushed way back and destroy a lot of lawn area. Even in the summer the street is narrow. The statements of my only plowing that street with a small pick up is just not true. The use of the small pickups allow intersections, culdesacs, narrow roads, short streets to be opened up much more quickly than with a large truck. The small trucks are much quicker to open large areas, but not to leave them in a final condition. The large truck is always needed.

This street has never had a storm that the clean up, pushing back the snow, and all of the salting, has been done by anything other than the large truck.

I took this job wanting to do things a little bit different.

- 1.) I hauled the heavy snow off almost every road in town at least two times. The exception was Rt 2 and with the help of the Police department it was done one time.
- 2.) Snow banks were pushed back on a regular basis.
- 3.) Every time a street got narrow, we hauled it off.
- 4.) When the sight distance became poor on most of the personal driveways in town we sent out a bucket loader and lugged snow away to help the owners.
- 5.) We tried to keep the right number of plow units working all the time.
- 6.) Areas that would drift in the past were kept on top of and did not drift.
- 7.) This storm alone I helped people with the snow in the end of the drives, they were trying to clear with shovels or snow blowers 8 to 10 times.
- 8.) The roads in Veazie were clear when in the other towns they were in much worse shape. Most days all of the Veazie roads had a major amount of pavement showing or were completely bare

when the other towns Main Streets still had no pavement showing.

With all of this being said. The plow truck, and accident slowed me down by about an hour. I feel bad about that and wished it had not happened. I feel that I showed that being a citizen of town can be a benefit for this town and I gave more to this contract than anyone else would have. There seems to only be a couple areas of complaints and these may not be areas that can be fixed. We have tried and will try again. I truly believe we have done a very good job in town and will continue to do so.

Thanks for your time

Barney W.Silver

From: William Reed <veazietm@aol.com>
Subject: **Fwd: General Comments to the Town**
Date: April 1, 2011 2:17:43 PM EDT
To: rod hathaway <rod@mainetrailer.com>, Jon Parker <jparker@midmaine.com>, Joe Friedman <jfriedman3@roadrunner.com>, Brian Perkins <Bperkins@apollo.umenfa.maine.edu>, david king <vz801@myfairpoint.net>
Cc: Jane Robbins-Teel <janerobbinsteel102@gmail.com>
1 Attachment, 1.0 KB

Council members:

Please find attached a complaint pertaining to the snow plowing today, April 1st. A copy will be enclosed in your packet.

Thank you
William Reed
veazietm@aol.com

Confidentiality notice: the email message contained herein is intended only for the individual to whom or entity to which it is addressed as shown at the beginning of the message and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if the employee or agent responsible for delivering the message is not an employee or agent of the intended recipient, you are hereby notified that any review, dissemination, distribution, use, or copying of this message is strictly prohibited. If you have received this message in error, please notify us immediately by return email and permanently delete this message and your reply to the extent it includes this message. Thank you for your cooperation.

Begin forwarded message:

From: "Jane Robbins-Teel" <janerobbinsteel102@gmail.com>
Date: April 1, 2011 2:09:57 PM EDT
To: veazietm@aol.com, "Bill Reed" <breed@veazie.net>
Subject: General Comments to the Town

Request From: Jane Robbins-Teel
Email: janerobbinsteel102@gmail.com
Source IP: 72.73.115.148

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

I am not at all pleased with the lack of plowing service. Today, April 1st around 1:30 pm, I was not able to turn from School Street onto Merrick because of a 2 ft build up of snow. The build up was caused by School Street's plowing. In order to get onto Merrick, my husband had to shovel out an area wide enough for my car. He had called Silver's two times today.

As you know, this has been a continual problem throughout the winter. When the Town of Veazie plowed, we never had a problem and we have lived here for 9 years. Silver's uses a small pick up truck on Merrick Street and it doesn't make a wide enough path for

two vehicles to meet. The Town of Veazie also used a large plow truck on our street.

I am totally frustrated at this point. I assume that the Town Council does take citizen comments under consideration.

Thank you. Jane and Brad Teel



Attach0.html (1.0 KB)

ITEM # 8c

From: William Reed <veazietm@aol.com>
Subject: **Fwd: General Comments to the Town Solid Waste Committee**
Date: April 6, 2011 8:17:12 AM EDT
To: rfaofvz38@hotmail.com
Cc: Karen Humphrey <khumphrey@veazie.net>, rod hathaway <rod@mainetrailer.com>, Jon Parker <jparker@midmaine.com>, Brian Perkins <Bperkins@apollo.umenfa.maine.edu>, david king <vz801@myfairpoint.net>, Joe Friedman <jfriedman3@roadrunner.com>, Brian Stoyell <bstoyell@veazie.net>
1 Attachment, 0.6 KB

Richard

Thank you ! - I will forward your name to the Town Council

William Reed
veazietm@aol.com

Confidentiality notice: the email message contained herein is intended only for the individual to whom or entity to which it is addressed as shown at the beginning of the message and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if the employee or agent responsible for delivering the message is not an employee or agent of the intended recipient, you are hereby notified that any review, dissemination, distribution, use, or copying of this message is strictly prohibited. If you have received this message in error, please notify us immediately by return email and permanently delete this message and your reply to the extent it includes this message. Thank you for your cooperation.

Begin forwarded message:

From: "Richard F Averill" <rfaofvz38@hotmail.com>
Date: April 5, 2011 10:33:00 PM EDT
To: veazietm@aol.com, "Bill Reed" <breed@veazie.net>
Subject: General Comments to the Town

Request From: Richard F Averill
Email: rfaofvz38@hotmail.com
Source IP: 98.108.29.230
Address: 33 Thompson Rd
City: Veazie
State: Me
Zip: 04401
Phone: 207-745-8067
Organization:

I would like to volunteer for the Waste disposal committee.
I am a graduate of U of Maine with a BS in Civil Engineering.
Have lived in Veazie since January 1963. I am very interested in recycling.
I worked for the Maine DOT for 39 years and finished as the Asst. Division Engr. We recycle bi-monthly and would like to see more people do the same. As it is the RIGHT THING TO DO.



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

60 Community Drive
P.O. Box 9109
Augusta, Maine 04332-9109

ITEM # 85

Telephone No.

(207) 626-5583
(800) 590-5583 Maine Only
Fax No. (207) 626-0513

March 28, 2011

Ms Karen E Humphrey
Deputy Clerk
Town of Veazie
1084 Main St
Veazie, ME 04401-7091

Dear Ms Humphrey;

MMA's Risk Management Services is pleased to present your 2010-2011 Property & Casualty Pool Membership Report. MMA provides comprehensive risk management services tailored to meet the needs of local Maine governments. The MMA Risk Management Services benefits include:

- **Long -Term Stability** – Providing rate stability for over **24 years**.
- **Dividends** – in 2010 the Property & Casualty Pool returned **\$399,413** in dividends to our participating Members.
- **Loss Control** – MMA's Loss Control Consultants conduct hazard inspections, property surveys and training for members of the Pool. This value added service, provided to members **at no additional cost**, helps to protect our members, their employees, and the public.
- **Endorsements** – The Pool **does not charge** during the coverage term for adding vehicles, property or equipment valued at \$1,000,000 or less, or for adding routine liability exposures except under special circumstances.
- **Claims Administration** – During 2010, the Risk Management Services Claims Department adjusted over **5100 claims**.
- **RMS Staff Visits** – Risk Management Services staff made **1,380 visits** to members in 2010, an increase from the 1,131 visits made in 2009.

This report highlights a few specific benefits you receive as a participant in the Pool. The Membership Report is designed to be brief and summarize activities performed on your behalf during the past year. The benefits outlined on the enclosed Membership Report demonstrate MMA's commitment to serving our members and their interests. For your convenience, we have enclosed additional copies of the Membership Report for distribution to your Governing Officials. If you have any questions, comments or suggestions on how we may improve our services, please call our Risk Management Services Department at 800-590-5583 or 626-5583.

Sincerely,

Patricia Kablitz, CPCU. ARM
Director, Risk Management Services

The value of Membership...



Maine Municipal Association
Risk Management Services

2010 Property and Casualty Pool

Town of Veazie

During the 2010-2011 Property & Casualty Pool coverage year,
the Town of Veazie received the **benefits** identified below:

DIVIDENDS

The governing board of Property & Casualty Pool voted dividends
to be distributed in 2010. Dividends are not guaranteed year-to-year.

Dividends PAID to the Town of Veazie:\$1,963

UNDERWRITING

The Property & Casualty Pool does not charge for property added
during a coverage term if the added value is \$1,000,000 or less.
There is also no charge for adding or changing equipment and
vehicles. MMA made 1 mid-term change(s) to your coverage
schedules during the 2010-2011 coverage term.

The total Additional Contribution waived as a result:\$10

LOSS CONTROL

In the last year, Loss Control staff visited and provided
3.00 service hours.

The estimated value of this service is:\$285

THE TOTAL VALUE OF BENEFITS FOR THE 2010-2011 YEAR:

\$2,253*

*This is NOT a bill.

The Maine Municipal Association Property & Casualty Pool appreciates your participation.



PROPERTY & CASUALTY POOL MMA Risk Management Services

MAINE PEOPLE WORKING FOR MAINE COMMUNITIES

Membership is the difference

ADVANTAGES:

- A Partnership of Maine Communities grouping together to fund a self-insurance pool
- Public Entity risk management is what we do and all we do
- Specialized comprehensive coverage designed for Maine Communities
- Coverage crafted to take full advantage of the protections and immunities provided to cities, towns, schools, water and sewer districts
- Providing rate stability for over 20 years

Marketing/Underwriting:

- On-site visits at your convenience
- Direct access to your underwriter to answer coverage questions
- New and renewal application assistance
- Itemized breakdowns of contributions available for each line of business

Claims Management:

- We understand the Maine Tort Claims Act and the immunities it provides
- Online, fax or paper claims reporting
- Direct access to your assigned Claims Handler
- Claims review meetings are encouraged and available at your request/location

Loss Control:

- Experienced, designated Loss Control Consultants
- MMA staff provides all services with no additional fees.
- Partnering with you to provide inspections, program and property evaluations, training and consultation, specific to municipal exposures that prevent injuries and accidents and help you control your costs

Special Coverages Available:

- Personal Automobile Deductible Reimbursement for employees
- Volunteer Accident Insurance
- Tenant Users Liability Insurance
- Volunteer Firefighter Blanket Accident Coverage
- Road Salt Contamination Coverage

For More Information Contact: Phone: (800) 590-5583

Marcus Ballou Email: mballou@memun.org | Judy Doore Email: jdoore@memun.org