



AGENDA

- ITEM 1.** Call to Order
- ITEM 2.** Consideration of the October 11, 2011 Council Meeting Minutes
- ITEM 3.** Consideration of the Agenda
- ITEM 4.** New Business
 - a. Public Hearing – Healthy Homes CDBG Grant
- ITEM 5.** Unfinished Business
 - a. Healthy Homes CDBG Grant Update (Mike Bush, Penquis)
 - b. Stormwater Analysis Update (Phil Ruck, CES)
 - c. RSU #26 Board of Directors Appointment
 - d. Town Manager Search Update
- ITEM 6.** Additions by Council
- ITEM 7.** Manager's Report
- ITEM 8.** Comments from the Public
- ITEM 9.** Requests for Information and Town Council Comments
- ITEM 10.** Review of Town Warrants 9 & 9A and Town Payroll 9
- ITEM 11.** Executive Session – Pursuant to IMRSA 6A, to discuss employment applications for Town Manager
- ITEM 12.** Adjournment

AGENDA NOTES and MANAGER'S REPORT

For Monday October 24th @ 7 PM Veazie Council Chambers

ITEM 4a: Public Hearing – Health Homes CDBG Grant

As you know the Town of Veazie was awarded a Community Development Block Grant as a part of multijurisdictional award to Veazie, the Town of Holden, the City of Old Town and the Penobscot Indian Nation. The CDBG program requires that one town serve as the “lead” in situations where there are multiple communities. The Town of Veazie serves as the legal grantee for this grant. At their July 18, 2011 meeting the Town Council voted to appoint a Steering Committee to oversee the program. Mike Bush of Penquis has been designated to administer the daily operations of the program. Mike will attend the meeting and explain the purpose of the Public Hearing.

(See Item 5a for additional information)

ITEM 5a: Healthy Homes CDBG Grant Update (Mike Bush, Penquis)

Because Veazie is the “lead” community and serves as the legal grantee for the program, all legal documents must be approved by the Town Council. Mike has submitted the following documents for Council consideration:

Council Resolution
Standards of Conduct
Fair Housing Resolution
Section 504 Self Evaluation and Transition Plan
Residential Antidisplacement & Relocation Assistance Plan
Equal Employment Opportunity Policy Statement

Mike will explain the purpose of these documents and answer questions. He has also provided a memo which gives an overview of CDBG Program and Proposed Schedule.

If the Council is satisfied with Mike's explanations and wishes to approve the documents the following motion is suggested:

Move the Town Council approve a Council Resolution and the following related documents; Standards of Conduct; Fair Housing Resolution; Section 504 Self Evaluation and Transition Plan; Residential Antidisplacement & Relocation Assistance Plan; Equal Employment Opportunity Policy Statement; pertaining to the Healthy Homes CDBG Grant.

ITEM 5b: Stormwater Analysis Update (Phil Ruck, CES)

Phil will discuss the results of a meeting with Superintendent Brooks of the Sewer District, Brian Stoyell, our Public Works Superintendent, Bill Reed and myself. He will also provide a status report on our stormwater control program.

ITEM 5c: RSU #26 Board of Director's Appointment

Chris Dalton has expressed a desire to serve on the RSU #26 Board of Directors. Chris is the only one that has expressed an interest to date. If the Council wishes to appoint Chris, the following motion would be in order:

Move to appoint Chris Dalton to the RSU #26 Board of Directors to fill a term expiring June, 2013.

ITEM 5d: Town Manager Search Update

In order to move the search for a new town manager along I have prepared informational material and forms for the Council's review and use if they wish. The following items are included:

A copy of the Maine Human Rights Commission Pre-Employment Guide
A spreadsheet to assist Councilors in the process of selecting candidates to interview
Sample interview questions
Two sample interview evaluation forms
A sample reference check authorization form
A sample background investigation authorization form
A sample telephone reference check list form

At the October 24 meeting the Council is scheduled to review candidate applications and select those candidates they wish to interview. The deadline for receiving applications is Wednesday, October 19 and to this point we have received 18 applications. On Thursday I will prepare a folder for each applicant's information and give the folder a number. I would suggest for the review process Monday night that the Council take a group of five applications, review and mark the spreadsheet yes or no for each one and then do another group of five. For this first round the goal would be to eliminate a third to a half of the applicants. The Council maybe able to reach consensus at this point on who they wish to interview from the remaining group of candidates. If that does not happen, Councilors can proceed to a second round. If the process runs too late into the night, the Council can come out of Executive Session, recess the meeting and reconvene on Tuesday or at another agreed upon time.

There is also a decision to be made regarding the November 7 Council meeting. I did not realize the Council room would not be available for the meeting because of the need to setup for the election on Tuesday. The Council will need to decide if they wish to hold the meeting at a different location, schedule the meeting for a different day or cancel the meeting.

Once again, everything I present is for Council consideration, to be used or not used as you see fit.

ITEM 7.

The following items are included for your review:

- a. A copy of the accountant's interim audit report as requested by the Council. It states that all the items examined were found to be in order.
- b. A copy of the RSU #26 State Valuation for 2011 and the Preliminary EPS.
- c. A copy of the Fire Department report for September.
- d. A copy of the letter granting a time extension for the \$30,000 Efficiency Maine grant pertaining to the Community Center building.
- e. A copy of a letter from RSU #26 reporting the results of the Finance Subcommittee's review of the cost sharing formula.
- f. Copies of the Financial Reports.

PRESENT: Chairman Friedman, Councilor Perkins, Councilor King, Councilor Parker, Councilor Olson, Acting Town Manager L. Varisco, Acting Town Clerk K. Morin, Office Administrator J. Reed, Fire Chief G. Martin, Recreation Director R. Young, Police Chief M. Leonard, Public Works Director B. Stoyell, Assessor B. Birch, Town Attorney T. Russell, Members of the Public.

ITEM 1. The October 11, 2011 Veazie Town Council meeting was called to order at 7:00PM.

ITEM 2. Consideration of the Minutes

Motion By: Councilor Parker—to accept the September 12, 2011 meeting minutes as written. Seconded: Councilor Perkins, Voted 5-0 in favor.

Motion By: Councilor King—to accept the September 13, 2011 meeting minutes as written. Seconded: Councilor Perkins, Voted 4-0 in favor. Councilor Parker abstained.

Motion By: Councilor King—to accept the September 19, 2011 meeting minutes as written. Seconded: Councilor Perkins, Voted 5-0 in favor.

Motion By: Councilor Perkins—to accept the September 22, 2011 meeting minutes as written. Seconded: Councilor King, Voted 4-0 in favor. Councilor Parker abstained.

ITEM 3. Consideration of Agenda

Acting Town Manager Larry Varisco stated that there was an item that did not get put on the agenda: Letter of Commendation.

Chief Leonard presented Sergeant Paul Haslam with a letter of commendation and a plaque for an incident that Sergeant Haslam responded to and saved the life of a woman.

Chairman Friedman stated he would like to move item 6b above public comments and new business. It was the consensus of the Council to do so.

Motion By: Councilor Parker—to permanently move “Comments from the Public” to the next item after the “Manager’s Report”. Seconded: Councilor Perkins, Voted 5-0 in favor.

ITEM 6b. Overview of the Town’s Assessing Function (taken out of order)

Assessor Ben Birch gave an overview of the Town’s assessing function. He outlined that after the commitment was completed staff ran several reports and discovered a serious problem. Of the 887 real estate accounts, 400 had override valuations. He also added that the assessing information is incomplete on tax cards as well as in the computer software and the only way to fix these things is to do a complete revaluation. Assessor Ben Birch stated that he could not do the revaluation because he simply did not have the manpower. He quoted a price of

around \$80,000-\$100,000 to have the project completed by an outside firm and anywhere from a year to a year and a half to complete the work.

ITEM 5a. Town Manager Search – Proposed Outline Review

Acting Town Manager Larry Varisco stated that he had placed a suggested outline in the council packet for the hiring of a new town manager. The Council was receptive of the outline. It was outlined that the interviews would take place in executive session. Acting Town Manager Larry Varisco stated that he would generate some standard questions as well as some 'do's and don'ts'.

ITEM 5b. Public Hearing – G.A. Ordinance Revisions

Motion By: Councilor Perkins—to open the public hearing to receive comments on the General Assistance Ordinance Revisions. Seconded: Councilor King, Voted 5-0 in favor.

Motion By: Councilor Perkins—to close the public hearing on the General Assistance Ordinance Revisions. Seconded: Councilor Olson, Voted 5-0 in favor.

Motion By: Councilor Olson—that the Town of Veazie formally adopt the MMA Model Ordinance General Assistance Appendixes (A-C) for the period of October 1, 2011 through October 1, 2012. Seconded: Councilor Perkins, Voted 5-0 in favor.

ITEM 5c. RSU Referendum Warrant

The Council signed the RSU referendum warrant for the RSU to hold an election on Tuesday, November 8th for the purpose of the determining the following referendum question:

“Question 1: Do you favor establishing July 1st as the single common date for beginning the term of office for school board members who are elected at regular municipal elections conducted after March 12, 2012?”

ITEM 6a. Approval of Employment Separation Agreement

Motion By: Councilor Parker—to enter into an executive session pursuant to 1 M.R.S.A. Section 405 6(E) with the town attorney to discuss a separation agreement. Seconded: Councilor King, Voted 5-0 in favor.

Motion By: Chairman Friedman—to come out of executive session. Seconded: Councilor Parker, Voted 5-0 in favor.

Motion By: Councilor King—to approve the separation agreement and authorize Acting Town Manager Larry Varisco to sign it. Seconded: Councilor Perkins, Voted 4-1 in favor. Councilor Parker was opposed.

ITEM 6c. Collective Bargaining Agreement

Motion By: Councilor Friedman—to authorize Acting Town Manager Larry Varisco to sign the Collective Bargaining Agreement. Seconded: Councilor Perkins, Voted 5-0 in favor.

ITEM 7. Additions by Council

Councilor Parker stated that moving forward he hopes that the Council will talk together on things before making decisions. He outlined that the ad was run to advertise for a Town Manager but it was never discussed in public session. Things like that should have the consensus of the Council first.

Chairman Friedman stated that there will be a workshop for elected officials on October 18th in Ellsworth if anyone was interested in going. He outlined that he needed to be signed up for it.

ITEM 8. Manager's Report

The following documents were included in the Council's packet.

- A copy of the recent Bangor Daily News article regarding tree planting.
- A copy of a memo from a resident stating they do not wish to accept an appointment.
- A copy of the TIF reimbursement letter sent to Casco Bay Energy, LLC.
- A copy of the budget report from the Acting Town Treasurer/Tax Collector.
- A copy of a thank you letter to the Police Department.
- A copy of the signed release from Allan Thomas.
- A copy of the Town's Charter

ITEM 4. Comments from the Public (taken out of order)


Member of the public Ray Michaels wished to discuss his taxes and valuation. He felt his valuation and taxes were considerably high. Assessor Ben Birch explained Mr. Michaels options to him.

ITEM 9. Requests for Information and Town Council Comments

There were no requests for information or Town Council comments.

ITEM 10. Warrants: Town Warrant 7, 7A and 8 and Town Payrolls 7 and 8 were circulated for signature.**ITEM 11. Adjournment:** Motion: Councilor King —to adjourn the October 11, 2011 Town Council Meeting. Seconded: Councilor Perkins. There was no further discussion. Voted 5-0. Meeting adjourned 8:36 pm.

A true record, Attest:



Karen Morin
Acting Town Clerk
Town of Veazie

COUNCIL RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the Town of Veazie wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

WHEREAS, the Town of Veazie is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; and

NOW THEREFORE, be it resolved by the Council of the Community of Veazie that the Town Manager:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: Housing Assistance Program Amount: \$300,000

To the Department of Economic and Community Development on behalf of the Community of Veazie, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town of Veazie required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Veazie and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: _____

Municipal Seal

AUTHORIZED SIGNATURES

Name	Date
Name	Date

Name	Date
Name	Date
Name	Date

STANDARDS OF CONDUCT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will not only protect these grant funds, but also those who administer the program.

PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992. This is located in the Administrator's Guide.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For any CDBG activities under your control or influence you may not:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the

CDBG project. Requests for such exceptions must be made in writing to this office.

2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;
- 2) failing to use established evaluation criteria in negotiations;
- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

b) Failing to adhere to contract award requirements by:

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

c) Failing to verify contractual and programmatic compliance by contractors by:

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

1. Financial Management and Recording Systems

You must comply with the following requirements of 24 CFR part 85.20 and .42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.

- c) Maintain financial records including:
 - 1) A register of cash receipts and disbursements;
 - 2) record of all non-cash transactions;
 - 3) General ledger to show the status of each CDBG account;
 - 4) A fixed account ledger, and
 - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds then needed.

4. Cost Allowance

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.
- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

5. Program Monitoring

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

DATE ADOPTED: _____
AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

FAIR HOUSING RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

LET IT BE KNOWN TO ALL PERSONS of the Town of Veazie that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Veazie to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution.

BE IT RESOLVED that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

SAID PROGRAM will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

DATE ADOPTED: _____

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

SECTION 504 SELF EVALUATION AND TRANSITION PLAN

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TOWN OF VEAZIE

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

Interim Town Manager, Larry Varisco _____
(name)

Interim Town Manager _____
(title)

Town of Veazie, 1084 Main Street, Veazie, Maine 04401 _____
(address)

947-2781 _____ lvarisco@veazie.net _____
(telephone) (fax) (e-mail)

The Section 504 Self Evaluation and Transition Plan was adopted by the following authorized individuals on behalf of the municipality:

DATE ADOPTED: _____

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

☒ Yes ☐ No

If No, describe how individuals are made aware of employment opportunities:

2. Do job announcements state that the municipality is an Equal Opportunity Employer?

☒ Yes ☐ No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

☒ Yes ☐ No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

☐ Yes ☒ No

If Yes, explain:

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

The Town extends all reasonable accommadations to employees as advised by our ADA consultant.

2. PROGRAM ACCESSIBILITY

1. Are any of the following services or benefits provided to residents directly by the municipality?

☒ Yes ☐ No

(Please mark an "X" for all services provided by the municipality)

<input type="checkbox"/> Transportation Services	<input type="checkbox"/> Counseling Services
<input type="checkbox"/> Health Services	<input type="checkbox"/> Employment Services
<input type="checkbox"/> Public Housing	<input type="checkbox"/> Food Services
<input type="checkbox"/> General	<input checked="" type="checkbox"/> Social, Recreational, or Athletic Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

We always select facilities that are accessible when requested any auxiliary aids for the public. We also use our ADA consultant for additional assistance.

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

☐ Yes ☒ No

If Yes, list the steps to eliminate the limitations:

3. Do applications for these services, in any way discriminate against persons with disabilities?

☐ Yes ☒ No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

<u>Program</u>	<u>Qualifications</u>
1. <u>n/a</u>	
2.	
3.	
4.	
5.	
6.	
7.	

3. FACILITIES

Note: The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

<u>Facility</u>	<u>Programs or Operations Housed</u>
1. Veazie Municipal Building (24 hours)	
2. Veazie Community Center (varies)	
3.	
4.	
5.	
6.	
7.	

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

COMPLIANCE COMPONENT

FACILITIES

	#1	#2	#3	#4	#5	#6	#7
Accessible Route	1	2					
Outside Paths and Walks	1	2					
Parking	1	2					
Curb Ramps	3	3					
Ramps	1	3					
Entrances/interior Doors	1	2					
Elevators	3	3					
Lifts	3	3					
Toilet Rooms	1	2					
Drinking Fountains	1	2					
Warning Signals	1	1					
Assembly Areas	1	3					
Public Telephones	n/a 3	3					
Other Building Elements and Specialized Facilities	3	3					

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

The Veazie Community Center is being redeveloped and a committee is working on updating this facility.

RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

Town of Veazie

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to insure that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

II. COMPLIANCE MEASURES:

The **Town of Veazie** will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the **Town of Veazie** enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the **Town of Veazie** will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;

- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;
- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Veazie** will take all possible actions within its power to minimize the displacement of persons from their homes.

III. ASSISTANCE TO PERSONS DISPLACED:

The **Town of Veazie** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, Town staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

IV. DEFINITIONS:

Displaced Person: Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

V. AGENCY RESPONSIBILITY:

The **Town of Veazie Town Manager** shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law

and regulations. The **Town of Veazie** will identify and designate a Relocation Officer to perform functions concerning this Plan.

Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to: William Reed, Town Manager, Town of Veazie, 1084 Main Street, Veazie, Maine 04401.

VI. CERTIFICATIONS:

The **Town of Veazie** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

Municipal Seal

Equal Employment Opportunity Policy Statement

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

The Town Council of Veazie declares its intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

DATE ADOPTED: _____

AUTHORIZED SIGNATURES

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date

To: Larry Varisco and Veazie Town Council
Fr: Michael Bush
Re: Overview of CDBG Program and Proposed Schedule
Dt: October 19, 2011

Following is an outline of the need for this program, the process that is proposed, and a time frame for implementation. I look forward to attend the Veazie Council meeting on Monday to answer any questions.

THE PROBLEM

Children spend more than 70% of their time indoors – similar for elderly.

The communities of Holden, Old Town, and Veazie, along with the Penobscot Indian Nation (PIN) collectively comprise a population of 13,263.

- 6036 housing units, 29% of which were constructed prior to 1939.
- 2000 Census indicated 5556 people, or nearly 42% of the population was considered Low and Moderate Income, and thus eligible for this program.

As of January 2011 there were 15 homeowners on the Penquis waiting list for home repairs in these 4 communities.

Mold, high radon readings, inadequate venting of combustion appliances, and unintentional injuries from such things as structural failure or inadequate railings or stairs are of primary concern, and have all been documented to have an association or causal relationship to the development or exacerbation of occupant health problems.

The Bangor area, according to information provided by Eastern Maine Health Care, has among the highest hospital admission rates for asthma in the State, exceeding the state rate by 34%. We also know from state surveys, for example, that radon exists in up to 50% of housing units.

The presence of these problems affects both owner and rental occupied units.

CONNECTING HOUSING AND HEALTH

The health of the home is not only an attribute of the structure or maintenance thereof. Owner behavior is also crucially important if we are to see improvement in the occupants overall wellbeing and health.

Developing an assessment tool was identified as a key resource to help identify when a specific housing problem or situation is felt to be causing or exacerbating a health outcome; or, have a likelihood of causing a problem in the future. Utilizing state assistance such a tool has been developed for this program.

The home-based care agencies would identify candidates, making referrals as described above. Referrals may also come from local public health officials, code officers, and others who observe a situation that could be remedied through this program.

THE HOME REPAIR PROCESS

Penquis would conduct an evaluation of the home once an application was made to determine the work to be done and the feasibility and cost of making needed improvements.

A scope of work would be developed to address the problem, emphasizing remediation measures that have causal relationships to the identified health problems of the occupants and that comply with HQS requirements.

Key emphasis would be on lead hazard reduction, mold/moisture remediation, integrated pest management, allergen reduction, indoor air quality, and household injury prevention.

Energy efficiency and conservation measures would be incorporated on a portion of the homes, based on funding and eligibility.

It was clear from our meeting with asthma parents that education is the key and foundation of an effective program. At the heart of this is that occupants must be educated about how their house functions and how they can directly participate in making the home healthier.

There are a number of situations that will require testing if we are to adequately assess, develop appropriate remediation solutions, and determine if our solutions are effective. Testing for radon, lead, asbestos, blower door tests, and (occasionally) mold are anticipated.

We are projecting 25 repair projects, but the final total will depend upon the required scope of work to address health and safety issues.

KEY PARTNERS

Key partners and cooperating agencies include: Penquis has committed a minimum of \$35,000 in weatherization funds for direct housing improvements; Penquis weatherization is committing up to \$3800 for homeowner education; Bangor Region Public Health and Wellness; Penquis Head Start program; Eastern Area Agency on Aging; Community Health and Counseling Services; Town participation, support, and guidance; and Maine Department of Health and Human Services

TIMEFRAME

The following steps are required for implementation:

1. Complete Phase II forms, environmental review, and Program Guidelines
2. Submit above to State and secure a contract
3. Contract with Penquis to administer above (based on earlier RFP)
4. Promote program and accept applications
5. Qualify applicants, evaluate homes, and secure bids (December 1)

ITEM # 5d



Pre-Employment Inquiry Guide

CATEGORY	EXAMPLES OF LAWFUL INQUIRIES	INQUIRIES THAT ARE UNLAWFUL
ANCESTRY/ NATIONAL ORIGIN	<ul style="list-style-type: none"> • Whether applicant is a U.S. citizen. • Whether applicant is legally eligible to work or remain permanently in the U.S. • Compliance with IRCA of 1986. • Language applicant speaks (if job related). • Applicant's current address. • How long applicant has lived in this State or City. • List of membership organizations applicant feels are relevant to the position. • U.S. military experience 	<ul style="list-style-type: none"> • Nationality, lineage, ancestry, descent, or birthplace of applicant or relatives. • Applicant's native or primary language. • How applicant acquired the ability to read, write, or speak a foreign language. • Maiden or former name (unless necessary to check references). • Photograph with application. • How long applicant has lived in the U.S. • List of all clubs, social fraternities, societies, lodges, or organizations. • Foreign military experience.
AGE	<ul style="list-style-type: none"> • Whether applicant is under 18 years of age; if so, applicant's age. 	<ul style="list-style-type: none"> • Other questions about date of birth or age. • Dates of graduation from educational institutions. • Questions asked only of a particular age group, e.g., asking only older applicants about health status. • Photograph with application.
RELIGION	<ul style="list-style-type: none"> • Whether applicant is able to perform the essential functions of the job, including attendance requirements, if provided with reasonable accommodations for religious reasons. • List of educational institutions. 	<ul style="list-style-type: none"> • Religious denomination, affiliation, place of worship, religious leaders, or religious holidays observed. • Name of religious leader as reference. • Whether applicant can work on a particular religious holiday. • Religious affiliation of educational institutions.

RACE	<ul style="list-style-type: none"> • Criminal convictions that are related to the job. 	<ul style="list-style-type: none"> • Race of applicant or relatives. • Complexion or color of skin or eyes. • Photograph with application. • Arrest record.
SEX/PREGNANCY	<ul style="list-style-type: none"> • Whether applicant has a spouse/significant other/partner that works for employer 	<ul style="list-style-type: none"> • Whether applicant is pregnant, has children, or plans to have children. • Marital status. • Maiden name. • Questions asked only of one sex but not of the other, e.g., asking only women about childcare. • Inquiry into height or weight.
SEXUAL ORIENTATION	<ul style="list-style-type: none"> • Whether applicant has a spouse/significant other/partner that works for employer. 	<ul style="list-style-type: none"> • Sexual orientation, gender identity, or gender expression of applicant. • Relationship between household members. • Marital status. • Name of spouse or significant other. • Photograph with application.
DISABILITY	<ul style="list-style-type: none"> • Whether applicant is able to perform the essential functions of the job, including attendance requirements, if provided with reasonable accommodations for disability-related reasons. • For food handling positions, whether applicant has a listed infectious or communicable disease that is transmitted to others through the handling of food. 	<ul style="list-style-type: none"> • Whether applicant has or has had any physical or mental impairments, disabilities, or health conditions. • Whether applicant has or has had an alcohol or drug addiction problem. • Whether applicant needs a reasonable accommodation in order to perform the job. • Type of military discharge generally, although employer may ask whether applicant received an honorable discharge. • Inquiry into height or weight.
WORKERS' COMPENSATION	<ul style="list-style-type: none"> • Whether applicant ever violated a workplace safety rule. 	<ul style="list-style-type: none"> • Whether applicant ever received or applied for workers' compensation benefits. • Whether applicant has ever been injured on the job.

WHISTLEBLOWERS		<ul style="list-style-type: none"> • Whether applicant ever reported violations of law by an employer. • Whether applicant ever reported safety concerns about an employer. • Whether applicant has ever been asked by an employer to do something that was illegal or unsafe and how applicant responded
-----------------------	--	--

GUIDE TO PRE-EMPLOYMENT INQUIRIES

- The Maine Human Rights Act ("MHRA") provides that it is unlawful employment discrimination for an employer, employment agency, or labor organization, prior to admission or membership of any individual, to elicit or attempt to elicit information directly or indirectly pertaining to race or color, sex, sexual orientation, physical or mental disability, religion, age, ancestry or national origin, any previous assertion of a claim or right under the Workers' Compensation Act, or any previous actions that are protected under the Whistleblowers' Protection Act, unless such inquires are based on a bona fide occupational qualification ("BFOQ").
- The BFOQ exception is construed very narrowly, and the employer, employment agency, or labor organization must prove that (1) the essence of the business operation requires the discriminatory practice and (2) the employer, employment agency, or labor organization had a factual basis to believe that all or substantially all persons in the excluded category would be unable to safely or efficiently perform the duties of the job involved.
- Pre-employment inquiries that are made in conformance with the instructions from, or requirements of, an agency or agencies of the local, state, or federal government in connection with the administration of fair employment practices programs are not unlawful under the MHRA.
- Nor does the MHRA prohibit asking an applicant to voluntarily provide information that would aid in compliance with a valid affirmative action plan.
- The following guide pertains only to inquiries directed to an individual prior to hire or membership. Once the applicant is hired or is a member, with the exception of inquires concerning disability, the MHRA may not prohibit an employer, employment agency, or labor organization from asking the questions that are listed as unlawful inquires. Depending on the circumstances, however, such questions may form the basis of an unlawful harassment claim or become evidence in a subsequent discrimination claim.
- This list of acceptable and unacceptable questions by no means includes all inquiries that may be unlawful or lawful but is meant to be illustrative of questions frequently asked. (Rev. 05/2006).

MAINE HUMAN RIGHTS COMMISSION

51 STATE HOUSE STATION

AUGUSTA, MAINE 04333-0051

PH: (207) 624-6290 FAX: (207) 624-8729 TTY: 1-888-577-6690

(Rev. 05/2006)

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Sample Interview Questions

1. Can you tell us about yourself? (This is an "off the cuff" speaking test/demonstration)
2. Describe any of your work experience that you think will be valuable in this position.
3. Please give an example of a time when you encountered a problem on your job and how you solved the problem.
4. Why did you leave your last job, or why are you considering leaving your current job?
5. Why did you choose to interview at our organization? What appeals to you about this position?
6. Where do you see yourself in five years?
7. Please describe a typical working day in your current/last job.
8. What skills do you most enjoy using, and why?
9. Have you ever been fired from a job?
10. What is your greatest strength, and how do you take full advantage of it?
11. What is your greatest weakness, and what have you done to overcome it?
12. How did you do on your last performance appraisal?
13. At your last performance appraisal what did your supervisor point out as key strengths and weaknesses?
14. What's your definition of the word "success"? How about "failure"?
15. What was the biggest failure in your career? What steps have you taken to make sure it doesn't happen again?
16. Have you ever worked in an environment similar to this one? Please describe the similarities and differences.
17. What do you think would be the ideal first day here?
18. What contributed to the best working conditions you have ever experienced?
19. What types of work do you like best? Why?
20. What types of work would you prefer to avoid, and why?
21. Describe your work ethic, with examples.
22. What type of supervisor do you find the easiest to work with, and why? The most difficult?
23. Tell me about the best boss you ever had. What made him/her so great to work for?

24. What do you feel an employer owes an employee?
25. If you started working for us tomorrow, what could you contribute immediately?
26. If we offered you the job, how much notice would you have to give to your current employer?
27. How would your co-workers describe you?
28. Did you ever have to deal with a co-worker who wasn't pulling his/her own weight? What did you do about it?
29. How would you respond to a co-worker who suggests an improvement that you know won't work?
30. Have you ever been a member of a committee or task force? What issues did you tackle and what were the results?
31. Do you consider yourself project (more structured) or task (less structured) -- oriented?
32. What strategies have you found to work best when trying to sway someone to your point of view?
33. How do you handle stress (interruptions, last-minute changes, project deadlines)?
34. If you could attend a class or seminar, what would the topic be, and why?
35. Have you heard anything about this community that you don't like?
36. What aspect of this job appeals to you most? Least?
37. What will you do if you don't get this position?
38. Why should this municipality hire you?
39. Have you worked with the public before?
40. How would you handle a difficult customer? Have you had this experience in the past? Describe what you did to deal with it.
41. Do you have any questions for us?

INTERVIEW EVALUATION FOR: _____:

POSITION TITLE: _____

INTERVIEWER Name: _____

DATE: _____

KEY	PURPOSE
NS: NOT SATISFACTORY S: SATISFACTORY VS: VERY SATISFACTORY NA: NOT APPLICABLE	This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "Comments" section to support each applicant's rating. This form is to be completed during and or immediately following the interview. Attach this sheet for each applicant interviewed when the Affirmative Action Checklist is submitted for approval to hire. Checklists will be returned unprocessed if this form is not attached for each applicant interviewed. Please attach other sheets if needed.

CRITERIA	N S	S	V S	N A	COMMENTS: (Be Specific)
EXPERIENCE: (as it relates to the position)					
EDUCATION/TRAINING: (relevant to position)					
COMPUTER SKILLS: (consistent with those required to perform the duties of the position)					
COMMUNICATION SKILLS:					
INTEREST IN AND KNOWLEDGE OF POSITION AND GSU:					
PRESENTATION: (Promptness, neatness of résumé application, appearance)					
PROBLEM SOLVING SKILLS					
JOB STABILITY					
JOB RELATED:					

EMPLOYMENT INTERVIEW ANALYSIS

Candidate Name: _____
Position Interviewed for: _____
Interview Date: _____

Traits	Unsatisfactory 0	Some Deficiencies 1	Satisfactory 2	Exceptional 3	Clearly Outstanding 4	Rate (0 - 4)
Knowledge: Job specifics & related topics	No knowledge evident	Less than preferred	Meets our requirements	Exceeds expectations - above average	Thoroughly versed in job and very strong	
Experience	None or minimal	Would prefer more	Adequate	More than adequate	Totally experienced	
Communication Ability	Could not communicate	Some difficulties	Sufficient	More than sufficient	Outstanding	
Interest: In position & organization	None shown	Some lack of interest	Genuinely interested	Very interested	Totally absorbed	
Motivation to succeed	None exhibited	Not up to average level expected	Average	Highly motivated	Extremely motivated	
Appearance/Habits: Consider position being interviewed for	Sloppy, unacceptable	Less than satisfactory	Properly dressed	Very well attired, appears prepared	Presented excellence	
Poise	Distracted, confused	Sufficient display of confusion or temper	Sufficient poise	Inspires confidence & has ability to handle pressure	Impressive poise under stress, appears unusually confident & secure	
Position "fit"	Definitely not	Not 1 st choice	Could work with, maybe	Good choice with more experience	Great fit!	
Ability to Empower: Take on, delegate responsibility	No evidence of willingness to empower others	Would have difficult time empowering others	Appears willing to share responsibility	Very interested to share responsibility	Committed to empowerment, experienced in this area	
Insight & Alertness	Lacked understanding of many points or concepts	Missed some ideas and/or concepts	Understood most ideas and/or concepts well	Grasps points/concepts quickly	Extremely sharp, understood subtle points. Strong insight	
Personality "fit"	Not acceptable	Some deficiencies	Satisfactory within range	Good fit	Perfect fit!	
					Total Scores:	

Additional Comments (optional): _____

Interviewer: _____

Date: _____

Town of Veazie, Maine
Reference Check Authorization

For the Position of Town Manager

Please provide information below as requested for three (3) employment references:

1. Name: _____ Title: _____
Company Name: _____ Phone: _____
Address: _____

1. Name: _____ Title: _____
Company Name: _____ Phone: _____
Address: _____

1. Name: _____ Title: _____
Company Name: _____ Phone: _____
Address: _____

I, _____, request and authorize the individuals/employers listed above to furnish the Town of Veazie with information concerning my employment history, personal character, work habits, job performance, reasons for my departure from employment and related information. I hereby specifically release said individuals/employers from any liability for any statements made in fully responding to inquiries by the Town of Veazie.

Applicant Signature: _____

Applicant Name (please print): _____

Date: _____

Town of Veazie, Maine

Background Investigation Authorization Form

I, _____ (Type/print full name), understand and agree that, as a condition of employment, and in order to assess my qualifications for the position of Town Manager, a full investigation of my background is necessary, including verification of all information submitted on my application for employment.

I have read, understand and agree to the following:

I hereby authorize the Town of Veazie, or a third party acting on its behalf, to conduct a thorough inquiry into all areas deemed necessary to assess my qualifications for employment. I understand and agree that the Town of Veazie may contact or contract with private information centers, consumer reporting agencies, government agencies, mutual associations, educational institutions, former employers and other third parties to assess my qualifications and verify information that I provide is accurate in every way. This may include, but is not limited to: verification of my employment, educational, and personal history; verification of information provided on my application or resume; contact with current and former employers, clients, business associates, professional organizations or other institutions regarding work performance and character; inquiry into my credit history, driving record, and criminal history as well as all public record information relating to my application for employment.

I hereby specifically release from liability and authorize employers, local, state, and federal administrators, credit bureaus, institutions, mutual associations, consumer reporting agencies or any persons to freely and completely respond to any inquiry made by or on behalf of the Town of Veazie.

A copy of this document shall be, for all intents and purposes, as valid as the original

Applicant Legal Name: _____ SSN: _____

Other Names Used _____

Drivers License No.: _____ State of License: _____

Legal Address

City, State, Zip

I hereby authorize the background investigation discussed herein and I affirm that all answers given to the Town of Veazie are true and complete. I understand that my employment may be ended at any time if it is discovered that I withheld or falsified any information during the hiring process.

Signature _____ Date _____

Sample Telephone Reference Check List

Reference checks should be performed of **all** prospective hires, but only **after** the interview process. In addition, applicants must be made to sign background check authorization forms in order for the reference check to be conducted.

Name of Applicant _____

Person Contacted _____

Company _____

Address _____

Telephone _____

Date _____

Note: Questions asked must be **job related**. Responses should be documented.

I would like to verify some of the information given to us by _____,
who is applying for a position with the Town of Veazie, Maine.

What were the dates of his/ her employment with you?

What was the nature of his/her job (description of duties and responsibilities)?

Did he/she have any supervisory responsibility?

How did he/she get along with others?

How would you describe his/her performance?

What are his/her strong and weak points?

Could you comment on his/her attendance, dependability, ability to take on responsibility, potential for advancement, degree of supervision needed, and any difficulties that interfered with his/her work?

What job progress did he/she make?

Why did he/she leave your company?

Would you rehire him/her? If not, why not?

If you experienced any difficulties, were they discussed with the employee? Was there improvement?

Interviewer Signature _____

Date _____

Hollingsworth & Associates, CPA, PA

*Douglas R. Hollingsworth, CPA
Mindy J. Cyr, CPA
Stuart R. Dexter
Coreen M. Nicolai, CPA
Colleen T. Moore
Abby J. Weeks
Manvinder K. Chauhan*

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Town Council
Town of Veazie, Maine

We have performed the procedures enumerated below, which were agreed to by the Town of Veazie, Maine, solely to assist you with respect to the accounting records of the Town of Veazie, Maine, for the period ended August 31, 2011. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

We examined the bank reconciliation prepared on behalf of the Treasurer for the Town's bank accounts as of August 31, 2011. We found the cash balances to be in order;

We confirmed the balances of the Town's bank accounts with the appropriate financial institutions;

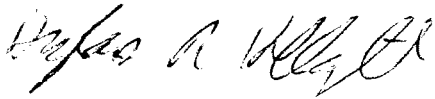
We verified that the Treasurer's balance of the property tax liens agreed with the audit report for the year ended June 30, 2011, and further verified that all tax liens were either recorded as collected or as still receivable.

We verified that the Treasurer's balance of taxes receivable for 2011 agreed with the Assessor's Commitment, and further verified that all taxes receivable were either recorded as collected or as still receivable.

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or

items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the specified users listed above and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

A handwritten signature in dark ink, appearing to read "Rufus A. Hollingsworth". The signature is fluid and cursive, with the first name "Rufus" being the most prominent.

Hollingsworth & Associates, CPA, PA
Bangor, Maine
October 5, 2011

Riverside Regionalized School Unit #26

Glenburn, Orono and Veazie

983 Hudson Road
Glenburn, Maine 04401

Tel: 942-4405
Fax: 433-7233

State Valuation 2011

Town	2011 State Valuation	Mill Rate	Town 2011 Contribution	Town 2010 Contribution	Difference
Glenburn	\$290,650,000	X 7.52 =	\$2,185,688	- \$2,147,998	= \$ 37,690
Orono	\$414,600,000	X 7.52 =	\$3,117,792	- \$3,099,533	= \$ 18,489
Veazie	<u>\$228,950,000</u> \$934,200,000	X 7.52 =	<u>\$1,721,704</u> \$7,025,184	- <u>\$1,672,533</u> \$6,919,834	<u>= \$ 49,171</u> \$105,350

Preliminary EPS

EPS Total Allocation at 100%	EPS Total Allocation at 97%	Adjusted Required Local Share	Mill Rate	2012-2013 Adjusted State Share	2011-2012 Enacted State Share	2011-2012 to 2013-2013 Gain or Loss	% of Change for State Valuations
\$14,583,213	\$14,255,346	\$7,025,184	7.52	\$7,230,162	\$7,357,455	(127,283)	1%

- Net affect:
1. The RSU Communities are assessed \$105,350 additional "automatically."
 2. The "tentative" GPA through the #279 is \$127,283 less.
 3. Total additional cost is $\$105,350 + 127,283 = \$232,633$

(Merry x-mas)

Town of Veazie Fire/Rescue Department

MEMORANDUM

To: Chief Martin

From: Capt Metcalf

Date: October 4, 2011

Re: September Monthly Report



Incidents

114 - Chimney or flue fire, confined to chimney or flue	1	3.57%
118 - Trash or rubbish fire, contained	1	3.57%
Total - Fires	2	7.14%
321 - EMS call, excluding vehicle accident with injury	18	64.29%
Total - Rescue & Emergency Medical Service Incidents	18	64.29%
500 - Service Call, other	1	3.57%
5001 - Burn Permit	2	7.14%
551 - Assist police or other governmental agency	1	3.57%
Total - Service Call	4	14.29%
743 - Smoke detector activation, no fire - unintentional	2	7.14%
744 - Detector activation, no fire - unintentional	2	7.14%
Total - False Alarm & False Call	4	14.29%
Total for Station	28	100.00%

Day of the Week	Number of Incidents
Sunday	2
Monday	1
Tuesday	2
Wednesday	6
Thursday	5
Friday	2
Saturday	10

Town of Veazie Fire/Rescue Department

Time of Day	Number of Incidents
02:00:00 to 02:59:59	2
05:00:00 to 05:59:59	1
06:00:00 to 06:59:59	1
07:00:00 to 07:59:59	1
08:00:00 to 08:59:59	4
09:00:00 to 09:59:59	3
10:00:00 to 10:59:59	1
11:00:00 to 11:59:59	1
12:00:00 to 12:59:59	1
13:00:00 to 13:59:59	2
14:00:00 to 14:59:59	1
15:00:00 to 15:59:59	1
16:00:00 to 16:59:59	1
17:00:00 to 17:59:59	2
18:00:00 to 18:59:59	1
19:00:00 to 19:59:59	1
20:00:00 to 20:59:59	2
23:00:00 to 23:59:59	2

Training

Required Driver/Operator Training - 9/4/2011 1:30:00PM

Ventilation Training - 9/15/2011 6:00:00PM

Required Driver/Operator Training - 9/17/2011 1:00:00PM

Heating Equipment/Chimney Fire Review Training - 9/22/2011 6:00:00PM

EVOC Train the Trainer - 9/28/2011 8:30:00AM

EMS Training, Cold Weather Emergencies - 9/29/2011 6:00:00PM

Other Activities

Annual hose testing

Monthly ladder inspections

Public Education Activity Veazie Community School Pre-K

Attended Veazie Day's and assisted with activities

RECEIVED
10/17/11

October 14, 2011

Larry Varisco, Interim Town Manager
Town of Veazie
1084 Main Street
Veazie, ME 04401

Dear Mr. Varisco:

Enclosed is an executed copy an Amendment to Contract # 20110826*0278 for your records.

If you should have any questions, please call Joy Adamson at 207-213-4146.

Sincerely,

Karen Bickerman

Karen Bickerman
Administrative Secretary

Enc.

EFFICIENCY MAINE TRUST

AMERICAN RECOVERY AND REINVESTMENT ACT AGREEMENT TO PURCHASE SERVICES

AMENDMENT
20110826*0278

BY AGREEMENT of the parties this 28th day of September 28, 2011, and for good and valuable consideration, the Agreement to Purchase Services dated on or about August 5th, 2011 ("Agreement") between the State of Maine, Public Utilities Commission and Town of Veazie ("Provider") is hereby amended as follows:

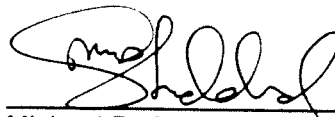
1. The contract termination date will be changed from December 31, 2011 to June 30, 2012.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, Efficiency Maine Trust, as successor to the Public Utilities Commission, and Provider, by their duly authorized representatives, have executed this Amendment in duplicate originals as of the day and year first above written.

EFFICIENCY MAINE TRUST

By:



Michael D. Stoddard, Executive Director

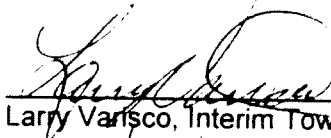
Date:

10/12/2011

and

TOWN OF VEAZIE

By:



Larry Varisco, Interim Town Manager

Date:

9/30/11

RECEIVED
EFFICIENCY MAINE TRUST
2011 OCT -3 PM 3:32

ITEM # 7e

172 Main Street
Orono, ME 04473
207-866-4729
amitchell@riversidersu.org
October 14, 2011

Mr. William Reed
Veazie Town Manager
Veazie Town Offices
1084 Main Street
Veazie, ME 04401

Dear Bill,

This letter is intended as a final report on the status of reviewing the Riverside RSU 26 cost sharing formula used to determine how the over-EPS portion of the school budget is divided between the communities of Glenburn, Orono and Veazie. As you recall, we started with a meeting at the end of June in which Mr. Michael O'Connor made a presentation explaining the origins and underlying assumptions of the cost sharing formula. After reaching a general understanding of the background, Mike then took everyone in attendance through the actual process of how the formula is put into use when the RSU creates its budget.

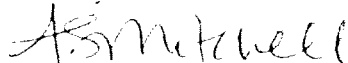
Over the summer, the RSU Board of Directors created a Finance Subcommittee comprised of board members Mrs. Susan O'Roak representing Glenburn, Ms. Lisa Buck representing Orono and Mr. Travis Noyes representing Veazie. The committee has worked diligently to understand the complexities of creating a school system budget since they formed. The three also benefited from the same presentation from Mr. O'Connor in order to understand the context and factors that went into creating the cost sharing formula in the first place.

As the final step in reviewing the cost sharing formula, the Finance Subcommittee held a meeting on Sept. 27th, inviting representatives from the town government-side of all three communities to take part. Mr. O'Connor attended representing Glenburn. From Orono, Town Manager Sophie Wilson and Town Councilor Tom Perry attended in official capacity, with several other town councilors and Orono RSU board members present as well. Mr. Noyes was Veazie's sole representative at that meeting. After a thoughtful and thorough discussion, the consensus of everyone involved was that the cost sharing formula as it was devised is fair, is the most equitable means of determining how to divide the costs of over-EPS spending between the three RSU communities, and should therefore remain intact and in use for the purposes of creating RSU budgets.

At this time, the Finance Subcommittee considers the review of the cost sharing formula complete. They have recommended to the Board that we continue to use the cost sharing formula as it stands. As we move through this year's budget process, we will certainly be communicating with all three town managers and town councils. Many challenges remain; we look forward to working together to insure we can provide the highest-quality education possible for all Riverside RSU students.

If you have any questions or would like to pursue this conversation further, please feel free to be in touch with me or with Superintendent Doug Smith. Thank you.

Sincerely,



Alison Smith Mitchell
Chair, Board of Directors
Riverside RSU #26
Glenburn-Orono-Veazie

cc: Mr. Joseph Friedman Veazie Town Council chairperson
Mr. Doug Smith, RSU 26 Superintendent

TOWN OF VEAZIE
AGENCY ACCOUNT

PORTFOLIO REPORT SUMMARY

ASSET CLASSIFICATION	TOTAL TAX COST	TOTAL MARKET VALUE	% OF PORTFOLIO	EST ANNUAL INCOME	INCOME YIELD
FIXED INCOME	\$ 448,000	\$ 461,591	97.3%	\$ 12,187	2.64%
CASH RESERVES	12,965	12,965	2.7	17	0.13
ACCRUED INCOME	3,585				
TOTAL	\$ 464,550	\$ 478,141	100.0%	\$ 12,204	2.55%

TOWN OF VEAZIE
0 500600/61 01 8990 39 2
September 30, 2011

FIXED INCOME:

PAR VALUE	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
100,000	FED HOME LOAN BK 1.750% DUE 12-26-14 AAA	100.00	100,000	100.80	100,803	1,750
100,000	FED FARM CREDIT BK 2.000% DUE 11-23-15 AAA	100.00	100,000	100.97	100,966	2,000
100,000	FED FARM CREDIT BK 3.625% DUE 11-16-16 AAA	100.00	50,000	100.34	50,172	1,812
100,000	FED HOME LOAN BK 3.000% DUE 10-27-17 AAA	100.00	100,000	101.37	101,375	3,000
100,000	FED HOME LOAN BK 3.625% DUE 03-12-21 AAA	98.00	98,000	108.28	108,276	3,625
	GOVERNMENT BONDS TOTAL		\$ 448,000		\$ 461,591	\$ 12,187
	TOTAL FIXED INCOME		\$ 448,000		\$ 461,591	\$ 12,187

TOWN OF VEAZIE
0 500600/61 01 8990 39 2
September 30, 2011

CASH RESERVES:

AMOUNT	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
	FEDERATED PRIME OBLIGATIONS FUND 10	\$	12,965	\$	12,965	\$ 17
	CASH AND EQUIVALENTS TOTAL	\$	12,965	\$	12,965	\$ 17
	TOTAL CASH RESERVES	\$	12,965	\$	12,965	\$ 17
	Accrued Income	\$	3,585	\$	3,585	
	TOTAL	\$	464,550	\$	478,141	\$ 12,204

TOWN OF VEAZIE
CBE TIF AGENCY ACCOUNT

PORTFOLIO REPORT SUMMARY

ASSET CLASSIFICATION	TOTAL TAX COST	TOTAL MARKET VALUE	% OF PORTFOLIO	EST ANNUAL INCOME	INCOME YIELD
FIXED INCOME	\$ 400,000	\$ 403,087	83.5%	\$ 9,312	2.31%
CASH RESERVES	79,639	79,639	16.5	104	0.13
ACCRUED INCOME	3,479	3,479			
TOTAL	\$ 483,118	\$ 486,204	100.0%	\$ 9,416	1.94%

TOWN OF VEAZIE
September 30, 2011

FIXED INCOME:

PAR VALUE	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
100,000	FED HOME LOAN BK 1.750% DUE 12-26-14 AA+	100.00	100,000	100.80	100,803	1,750
100,000	FED FARM CREDIT BK 2.000% DUE 11-23-15 AA+	100.00	100,000	100.97	100,966	2,000
50,000	FED FARM CREDIT BK 1.500% DUE 08-24-16 AA+	100.00	50,000	99.54	49,771	750
50,000	FED FARM CREDIT BK 3.625% DUE 11-16-16 AA+	100.00	50,000	100.34	50,172	1,812
100,000	FED HOME LOAK BK 3.000% DUE 10-27-17 AA+	100.00	100,000	101.37	101,375	3,000
	GOVERNMENT BONDS TOTAL	\$	400,000		\$ 403,087	\$ 9,312
	TOTAL FIXED INCOME	\$	400,000		\$ 403,087	\$ 9,312

TOWN OF VEAZIE

CASH RESERVES:

AMOUNT	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
	FEDERATED PRIME 0.13 % OBLIGATIONS FUND 10	\$	79,639	\$	79,639	\$ 104
	CASH AND EQUIVALENTS TOTAL	\$	79,639	\$	79,639	\$ 104
	TOTAL CASH RESERVES	\$	79,639	\$	79,639	\$ 104
Accrued Income		\$	3,479	\$	3,479	
TOTAL		\$	483,118	\$	486,204	\$ 9,416

TOWN OF VEAZIE
CEMETARY PERPETUAL CARE FUND

PORTFOLIO REPORT SUMMARY

ASSET CLASSIFICATION	TOTAL TAX COST	TOTAL MARKET VALUE	% OF PORTFOLIO	EST ANNUAL INCOME	INCOME YIELD
EQUITIES	87,079	85,048	66.6%	696	0.82%
FIXED INCOME	36,391	37,186	29.1	1,132	3.05
CASH RESERVES	5,474	5,474	4.3	7	0.13
ACCUED INCOME	392	392			
TOTAL	\$ 129,336	\$ 128,099	100.0%	\$ 1,835	1.43%

EQUITIES

SHARES	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
LARGE COMPANIES						
111.620	DODGE & COX STOCK	\$	89.59 \$	10,000 \$	91.84	\$ 162
311.364	SOUND SHORE		32.15	10,012	26.53	\$ 64
324.288	T ROWE PRICE BLUE CHIP GWTH		25.78	8,360	35.12	\$ 6
479.616	T ROWE PRICE GROWTH STOCK		25.02	12,000	28.94	\$ 8
TOTAL LARGE COMPANIES		\$	40,372		\$ 43,781	\$ 241
MEDIUM/SMALI COMPANIES						
80	ISHARES RUSSELL MIDCAP	\$	88.62 \$	7,090 \$	88.25	\$ 122
484.774	MERIDIAN GROWTH		42.52	20,611	39.16	\$ 32
TOTAL MEDIUM/SMALL COMPANIES		\$	27,701		\$ 26,044	\$ 153
INTERNATIONAL						
279.881	DODGE & COX INTL STOCK	\$	40.92 \$	11,452 \$	28.79	\$ 139
200.000	VANGUARD EMERGING MKT ETF		37.77	7,554	35.83	\$ 163
TOTAL INTERNATIONAL		\$	19,006		\$ 15,224	\$ 302
TOTAL EQUITIES		\$	87,079		\$ 85,048	\$ 696

FIXED INCOME:

SHARES/ PAR VALUE	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
10,000	THERMO FISHER SCIENTIFIC 3.250% DUE 11-20-14 A	\$	104.52 \$	10,452 \$	105.89	\$ 325
10,000	BERKSHIRE HATHAWAY FINANCE 2.450% DUE 12-15-15 AA+		103.47	10,347	102.46	245
15,000	BOEING CO 3.750% DUE 11-20-16 A		103.95	15,592	109.00	562
CORPORATE BONDS TOTAL		\$	36,391		\$ 37,186	\$ 1,132
TOTAL FIXED INCOME		\$	36,391		\$ 37,186	\$ 1,132

CASH RESERVES:

AMOUNT	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
	FEDERATED PRIME OBLIGATIONS FUND 10		5,474	\$	5,474	\$ 7
	CASH AND EQUIVALENTS TOTAL	\$	5,474		\$ 5,474	\$ 7
TOTAL CASH RESERVES		\$	5,474		\$ 5,474	\$ 7
Accrued Income			392		392	
TOTAL		\$	129,336		\$ 128,099	\$ 1,835

TOWN OF VEAZIE
TIF DEVELOPER AGENCY ACCOUNT

PORTFOLIO REPORT SUMMARY

ASSET CLASSIFICATION	TOTAL TAX COST	TOTAL MARKET VALUE	% OF PORTFOLIO	EST ANNUAL INCOME	INCOME YIELD
CASH RESERVES	\$ 2,225	\$ 2,225	100.00%	\$ 3	0.13%
ACCRUED INCOME	0	0			
TOTAL	\$ 2,225	\$ 2,225	100.0%	\$ 3	0.13%

TOWN OF VEAZIE

September 30, 2011

CASH RESERVES:

AMOUNT	DESCRIPTION	UNIT COST	TOTAL COST	CURRENT PRICE	MARKET VALUE	ANNUAL INCOME
	FEDERATED PRIME 0.13% OBLIGATIONS FUND 10	\$	2,225	\$	2,225	\$ 3
	CASH AND EQUIVALENTS TOTAL	\$	2,225	\$	2,225	3
	TOTAL CASH RESERVES	\$	2,225	\$	2,225	3
TOTAL		\$	2,225	\$	2,225	\$ 3