



AGENDA

- ITEM 1. Call to Order
- ITEM 2. Consideration of the October 24, 2011 Council Meeting Minutes
- ITEM 3. Consideration of the Agenda
- ITEM 4. New Business
 - a. Application for Special Permit for Catering Privileges Off Premises
- ITEM 5. Unfinished Business
 - a. 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 Warrant 10 and Town Payroll 10
- ITEM 11. Executive Session – Pursuant to IMRSA 6A, to discuss employment applications for Town Manager
- ITEM 12. Adjournment

PLEASE NOTE THE LOCATION CHANGE

Joseph Friedman
1 Veazie Villas
852-0933

Jonathan Parker
1149 Buck Hill Dr.
947-4740

Brian Perkins
1116 Chase Rd.
942-2609

Tammy Olson
5 Prouty Drive
947-9624

David King
1081 Main Street
942-2376

AGENDA NOTES and MANAGER'S REPORT

For Monday November 7th @ 7 PM Veazie Community School

ITEM 4a: Application for Special Permit for Catering Privileges Off Premises

We received an application for a one day off premises liquor license. These need to be approved by the municipal officers before the State will issue the license. I will ask the Police Department to review the application to see if they have any concerns.

ITEM 5a: Town Manager Search Update

Following the interview process, the next phase of the search would be negotiating with the selected candidate. I have provided the following information for the Council to use if they wish.

1. Seven pages of the Town Charter which apply to the Town Manager.
2. Two pages that contain the job description and duties of the Town Manager.
3. A copy of the Personnel Policy (8 pages) which addresses employee rules and benefits.
4. Three sheets which contain the pay rates for each Town position, one sheet with the MMA Employee Health Trust monthly rates and two sheets with information on what the Town provides.
5. Six pages from the Maine Municipal Salary Survey which provide compensation figures for communities similar in size to Veazie.
6. A memo from Karen detailing the pay and benefits Bill was receiving.

ITEM 7.

The following items are included for your review:

- a. A copy of a letter sent to Superintendent Doug Smith inviting him to meet with the Council. I received a call from Doug on Tuesday (11/1) confirming he would attend the November 21st Council meeting.
- b. Three communications to the Town expressing positive comments pertaining to the Police Department.
- c. Ridership and cost information regarding the BAT program.
- d. Julie has provided current financial information (copies included) to the Budget Committee. She is also working with them to make sure members have been officially sworn in. I have included a copy of the page of the Town Charter which explains the functions of the Budget Committee.

- e. I have spoken with Barney Siler on the phone but have not met with him.
- f. A memo from Julie updating the status of Town taxes.

PRESENT: Chairman Friedman, 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, Phil Ruck of CES, Inc., Mike Bush of Penquis, Members of the Public. Councilor Perkins was absent and excused.

ITEM 1. The October 24, 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 October 11, 2011 meeting minutes as written. Seconded: Councilor Parker, Voted 4-0 in favor.

ITEM 3. Consideration of Agenda

There were no additions to the agenda.

ITEM 4a. Public Hearing – Health Homes CDBG Grant
Chairman Friedman opened the public hearing at 7:03p.m.

Mike Bush of Penquis outlined that the public hearing was to inform the public of the grant and allow questions and comments on them.

He outlined that the grant provides anywhere between \$10 and \$13 million a year to be distributed in the State. It eliminates slum and blight and benefits low and moderate income people. The specific focus of this grant is improving homes that may have defects that are causing health issues.

There were no comments from the public.

Chairman Friedman closed the public hearing at 7:12p.m.

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

Motion By: Councilor Parker—for the Town Council to 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. Seconded: Councilor Olson, Voted 4-0 in favor.

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

Public Works Director Brian Stoyell outlined that he had a meeting with Sewer Superintendent Gary Brooks, Acting Town Manager Larry Varisco, former Town Manager Bill Reed and Phil Ruck of CES, Inc. The group met to see if they could come up with any ways to help the Town save money on storm water activities. They found that a lot of towns in the area are using similar services and are using CES, Inc. to do their data.

Phil Ruck of CES, Inc. outlined that they work with the Bangor Area Storm Water Group (BASWG) as well as do work for the individual towns. The storm water program is managed in many different ways in different towns. He outlined that they take advantage of interns where they can on data collections and inspections. Phil Ruck outlined that where Allan Thomas had played such a big role, he would recommend a team approach where public works, assessing, the town manager and code enforcement are all involved to deal with MS4 compliance.

TEM 5c. RSU #26 Board of Directors Appointment

Motion By: Councilor Parker—to appoint Chris Dalton to the RSU #26 Board of Directors to replace Paul Dupuis and fill his remaining term which expires June 2013. Seconded: Councilor Olson. Voted 4-0 in favor.

ITEM 5d. Town Manager Search Update

Acting Town Manager Varisco included information material and forms for the Council's review regarding the Town Manager Search.

ITEM 6. Additions by Council

There were no additions by the Council.

ITEM 7. Manager's Report

The Council reviewed the following documents:

- a. A copy of the accountant's interim audit report as requested by the Council.
- 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.
- 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 Town's financials.

It was the consensus of the Council to meet at the Veazie Community School on Monday, November 7th for their next regular Council meeting.

ITEM 8. Comments from the Public

Gary Brooks stated that he thought the Council has done a pretty good job in the last three to four months. He outlined that Acting Town Manager Varisco came down to the plant and it was nice to have a town official come down and take an interest.

ITEM 9. Requests for Information and Town Council Comments

Councilor Olson inquired whether they should reach out to Lou Silver to try to make this winter's plowing easier. Perhaps invite him to a meeting or have Acting Town Manager Varisco talk to him.

Councilor Olson also outlined that she hasn't seen anything regarding the Budget Committee and thought that maybe something should be set up to have them meet before the end of the year.

It was the consensus for Acting Town Manager Varisco to contact Lou Silver, Inc. and for him to contact the Budget Committee's chair to relay the Council's wishes on a meeting.

Councilor Parker stated that he would like to have Superintendent Doug Smith come to a meeting to discuss the cost sharing formula. Acting Town Manager Varisco will contact him.

ITEM 10. Warrants: Town Warrant 9, 9A and Town Payroll 9 were circulated for signature.

ITEM 11. Executive Session – Pursuant to 1 M.R.S.A 6A to Discuss Employment Applications for Town Manager

Motion By: Councilor Olson—to enter into executive session pursuant to 1 M.R.S.A. 6A to discuss employment applications for town manager. Seconded: Councilor King, Voted 4-0 in favor.

Motion By: Councilor King—to exit the executive session and resume normal session. Seconded: Councilor Parker, Voted 4-0 in favor.

ITEM 12. Adjournment: Motion: Councilor King—to adjourn the October 24, 2011 Town Council Meeting. Seconded: Councilor Olson. There was no further discussion. Voted 4-0. Meeting adjourned 8:55 pm.

A true record, Attest:



*Karen Morin
Acting Town Clerk
Town of Veazie*

**MAINE DEPT OF
PUBLIC SAFETY**

STATE OF MAINE
Liquor Licensing & Inspection Division
164 State House Station
Augusta ME 04333-0164
Tel: (207) 624-7220 Fax: (207) 287-3424

ITEM # 42



**APPLICATION FOR SPECIAL PERMIT FOR CATERING PRIVILEGES
OFF PREMISES \$10.00 (per day)**

Check Payable: Treasurer State of Maine

License No.: 5687 Name of Licensee: Bangor Ground Round-Adlin Road, LLC
Mailing Address: 248 Adlin Road
Town/ City: Bangor State: ME Zip Code: 04401
Telephone: 207-942-5621 Fax: _____
Title and Purpose of Event: Client Reception
Location of Event: Quarry Granite
Physical Address: 1500 State St
Town/City: Warren State: ME Zip Code: 04401
☒ Indoor Event ☐ Outside Event (IF OUTSIDE AREA, DIAGRAM MUST BE INCLUDED)
Describe specific indoor and/or outdoor area to be licensed: Show room

Date of Event: 11/15/11 Time - From: 4:00 To: 8:00
Number of Persons Attending: 30 +/-
Name of Sponsor: Quarry Granite
Address: 1500 State St Town/City: Warren
State: ME Zip Code: 04401 Telephone Number: 945-0880

[Signature]
Signature of Licensee or Corporate Officer

11-1-11
Date

DANIEL TREMBLE
Print Name of Licensee or Corporate Officer

FOR USE ONLY BY DEPT. OF PUBLIC SAFETY - LIQUOR LICENSING

RESTRICTIONS:

[] **APPROVED - PERMIT** # _____ DATED: _____

[] **NOT APPROVED**

ISSUED BY: _____

This Off Premise Catering Permit is not assignable and is valid for use only by the Licensee named heron for the date, time, and location indicated heron. This permit is issued subject to the Laws, Rules and Regulations of the Division and is issued subject to the penalties as provided for in Title 28A, Chapter 33.

NOTE: TO MUNICIPAL OFFICERS & COUNTY COMMISSIONERS

This application must be approved by the Municipal Officers of the municipality in which the function is to be held or, if held in an unincorporated place, by the County Commissioner. Title 28A, Section 1076, Subsection 7D grant authority for this approval without public notice.

Dated at: _____, Maine _____ ss
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Offices ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

Hereby certify that we have given public notice on this application and held public hearing thereon as required by Section 653 Title 28A, Maine Revised Statutes and herby approve said application.

Signature	Print
_____	_____
_____	_____
_____	_____
_____	_____

***72 Hours in Advance of Said Event or Gathering
REQUESTED***

- ▶ violates any express prohibition of this Charter,
- ▶ is convicted of a crime or offense which is reasonably related to his inability to serve as Councilman,
- ▶ is convicted of a felony or crimes of moral turpitude, or
- ▶ fails to attend three consecutive regular meetings of the Council without being excused by the Council.

00.02.13.03 Filling of Vacancies

If a seat on the Town Council becomes vacant more than six months prior to the next regular election, the Council shall call a special election to fill the unexpired term within sixty days from the date that the vacancy occurred. If a seat on the Council becomes vacant less than six months prior to the next regular election, the Council may call a special election.

00.02.14 Secretary to the Council

The Council shall appoint an official or employee of the Town who shall have the title of Secretary to the Council and shall fix his compensation. The Secretary to the Council shall give notice of Council meetings to its members and the public, keep a journal of proceedings and perform such other duties as are assigned to him by this Charter or by the Council.

00.02.15 General Powers and Duties

All powers of the Town of Veazie shall be vested in the Council except as otherwise provided by law or this Charter. The Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the municipality by law. The Council shall be the municipal officers of the Town.

00.02.16 Prohibitions

Neither the Council nor any of its members shall, in any manner, dictate the appointment or removal of any administrative officers of employees whom the Manager or any of his subordinates are empowered to appoint; but the Council may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.

Except for the purpose of inquiry, the Council and its members shall deal with the administrative services solely through the Manager and neither the Council nor any member thereof shall give orders to any subordinates of the Manager either publicly or privately.

SECTION 00.03 TOWN MANAGER

00.03.01 Appointment; Qualification

The Town Council shall appoint a Town Manager for an indefinite term and fix his compensation. The Manager shall be appointed on the basis of his executive and administrative qualifications. He need not be a resident of the Town or State at the time of his appointment, but may reside outside the Town while in office only with the approval of the Council.

00.03.02 Removal

The Council may remove the Manager from office in accordance with the following procedures:

00.03.02.01

The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 30 days. A copy of the resolution shall be delivered with 96 hours to the Manager by a person authorized to serve legal process within this State.

00.03.02.02

Within 7 days after receiving a copy of the resolution, the Manager may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than 10 nor later than 20 days after the request is filed. The Manager may file with the Council a written reply not later than 5 days before the hearing.

00.03.02.03

The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time by the Manager, if he has not requested a public hearing, or at any time after the public hearing, if he has requested such hearing.

00.03.02.04

The Manager shall continue to receive his salary until the effective date of final resolution or removal. In addition, he shall receive severance pay and other allowances at the discretion of the Town Council.

00.03.03 Absence of the Town Manager

By letter filed with the Secretary to the Council, the Manager shall designate, subject to the approval of the Council, a qualified Town administrative officer to exercise the powers and perform the duties of the Manager during his temporary absence or disability. During such absence or disability, the Council may revoke such designation at any time and appoint another officer of the Town to serve until the Manager shall return or his disability shall cease. In the event of failure of the Manager to make such designation, the Council may by resolve appoint any administrative officer of the Town to perform the duties of the Manager until he shall return or his disability shall cease.

00.03.04 Powers and Duties of Town Manager

The Town Manager shall be the chief administrative officer of the Town. He shall be responsible to the Council for the administration of all Town affairs placed in his charge by or under this Charter. He shall have the following powers and duties:

00.03.04.01

He shall appoint, and, when he deems it necessary for the good of the service, suspend or remove all Town employees and appoint to the administrative offices provided for by or under this Charter, except as otherwise provided by law, by this Charter or by personnel rules adopted pursuant to this Charter. He may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.

00.03.04.02

He shall direct and supervise the administration of all departments, offices, and agencies of the Town, except as otherwise provided by the Charter or by law.

00.03.04.03

He shall attend all Council meetings and shall have the right to take part in discussion, but may not vote.

00.03.04.04

He shall see that all laws, provisions of the Charter and acts of the Council subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.

00.03.04.05

He shall prepare and submit the annual budget, the annual capital program and annual financial and administrative reports to the Council.

00.03.04.06

He shall prepare and submit to the Council such reports and shall perform such duties as the Council may require and shall make such recommendations to the Council concerning the affairs of the Town as he deems desirable.

00.03.04.07

He shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.

00.03.04.08

He shall perform the duties of the Town Treasurer, Tax Collector, Road Commissioner, and Overseer of the Poor.

00.03.04.09

He shall perform such other duties as are specified in this Charter or may be required by the Council.

00.03.05 Bond

The Council may, in its discretion, require the Manager to secure a surety bond, performance bond, or other bond, prior to or subsequent to his assumption of the Office of Manager. The Council may, in its discretion, pay the premium on such Bond.

SECTION 00.04 ADMINISTRATIVE ORGANIZATION

00.04.01 General Administration

00.04.01.01 Creation of Departments

The Council may establish town departments, offices or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices and agencies, except that no function assigned by this Charter to a particular department, office or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.

00.04.01.02 Direction by Manager

All departments, offices and agencies under the direction and supervision of the Manager shall be administered

by an officer appointed by and subject to the direction and supervision of the Manager. With the consent of the Council, the Manager may serve as head of one or more such departments, offices or agencies or may appoint one person as the head of two or more of them.

00.04.02 Personnel Administration

00.04.02.01 Equal Opportunity

In its employment practices, the Town of Veazie and its officers, agents and employees, shall not discriminate against any person on account of his or her race, religion, color, national origin or sex.

00.04.02.02 Personnel Director

The Manager shall be designated personnel director. The personnel director shall administer the personnel system of the Town.

00.04.02.03 Personnel Rules

The personnel director shall prepare personnel rules. These rules shall be proposed to the Council, and the Council may adopt them with or without amendment.

00.04.02.04 Citizen Personnel Advisory Board

The Board of Appeals shall serve as the Citizen Personnel Advisory Board.

00.04.03 School Administration

00.04.03.01 School Committee

There shall be a Town School Committee of five members. Members shall be elected to serve staggered three year terms. At each regular municipal election, School Committeemen shall be elected to fill the positions of those whose terms expire.

00.04.03.02 Qualifications

Members of the School Committee shall be voters of the Town and shall reside in the Town during their term of office. They shall hold no office of emolument or profit under this Charter or ordinances. A Committee member shall forfeit his office if he lacks at any time during his office any qualifications or the office prescribed by this Charter or by law, or upon final conviction of a felony.

00.04.03.03 Vacancies; Forfeiture of Office; Filling of Vacancies

00.04.03.03.01 Vacancies

The office of School Committee members shall become vacant upon nonacceptance, resignation, abandonment, death, permanent incompetency, forfeiture of office, or failure of the municipality to elect a person to the office.

00.04.03.03.02 Forfeiture of Office

A School Committee member shall forfeit his/her office if he/she

- ▶ at any time during his/her term of office lacks any of the qualifications for the office prescribed by this Charter or by law,

SECTION 00.07 FINANCIAL PROCEDURES

00.07.01 Fiscal Year

The fiscal year of the Town shall be determined by the Council.

00.07.02 Budget Officer and Budget Committee

The Town Manager shall be the Budget Officer. A Budget Committee of not less than five members shall be appointed by the Town Council. All Department heads shall submit a proposed budget to the Budget Committee. After review and recommendations by the Budget Committee, the Budget Officer shall prepare the Budget message, Budget Summary, the Budget detail, the Capital Program for submission to the Council and shall administer the Budget.

00.07.03 Preparation and Submission of the Budget

The Budget Committee, at least sixty (60) days prior to the beginning of each Budget year, shall submit recommendations to the Budget Officer. The Town Manager at least 45 days prior to the beginning of each budget year, shall submit to the Council a budget and an explanatory budget message. The budget authority of the Council shall be limited to the final determination of the total appropriations to be made to each of the several offices, departments and agencies of the Town, including the School Committee. The Budget shall contain:

- ▶ A statement of the financial condition of the Town.
- ▶ An itemized statement of appropriation recommended for current expenses and for permanent improvements, with comparative statements and parallel columns of estimated expenditures for the next preceding fiscal year. An increase or decrease in any item shall be indicated.
- ▶ An itemized statement of estimated revenues from all sources, other than taxation, and a statement of taxes required, comparative figures from current and next preceding year.
- ▶ Such other information as may be required by the Council.

The proposed budget prepared by the Town Manager shall be reviewed by the Town Council which shall approve the budget with or without amendment. The complete Town budget, including the School budget, as approved by the Council shall be published and the Council shall fix the time and place for holding a public hearing for the budget, and shall give a public notice of such hearing. The Council shall then review the budget and recommend it, with or without change, to the annual Town Meeting.

00.07.04 Budget Established Appropriations

From the date of adoption of the budget the several amounts stated therein as proposed appropriations shall be and become appropriated to the several agencies and purposes therein named.

00.07.05 Budget Establishes Amount to be Raised by Property; Certification to Town Assessor

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year. A copy of the budget as finally adopted shall be certified by the Clerk and filed by him with the Tax Assessor, whose duty it shall be to levy such taxes for the corresponding tax year.

00.07.06 Budget Summary

At the head of the budget there shall appear a summary of a budget, which need not be itemized, further than by principal sources of anticipated revenue, stating separately the amount to be raised by property tax, and shall be itemized also by departments and kinds of expenditures, in such a manner as to present to taxpayers a simple and clear summary of detailed estimates of the budget. Copies of the proposed budget in detail shall be included with each Town Report.

00.07.07 Expenditures and Department Revenue

The budget for all departments, including the School Department, shall include all proposed expenditures, and the Town Meeting shall make a gross appropriation for each department including the School Department, for the ensuing fiscal year. The gross appropriation for each department shall not be exceeded. The school budget shall be expended under the direction and control of the School Committee.

00.07.08 Work Program; Allotments

Before the beginning of the budget year, the head of each office, department or agency, shall submit to the Town Manager when required by him a work program of the year, which program shall show the requested allotments of appropriations for such office, department or agency, by stated periods, for the entire budget year. The Town Manager shall review the requested allotments of appropriations for such office, department or agency, by stated periods, for the entire budget year, and present same to the Budget Committee. The Budget Committee shall review the requested allotments in the light of the work program of the office, department or agency concerned, and may revise, alter or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total appropriations available to said office, department or agency for the Budget year appropriations available to said office, department or agency for the Budget year. The Budget Committee shall return the approved proposed budget to the Town Manager.

00.07.09 Transfers of Appropriations

At the request of the Manager and with exception of the school budget, the Town Council may by resolution transfer any unencumbered appropriation balance or portion thereof, from one appropriation to another.

00.07.10 Interim Expenditures

In the period between the beginning of the fiscal year and the appropriation of funds, the Council may authorize expenditures for current departmental expenses chargeable to the appropriations for the year when made in amounts sufficient to cover the necessary expenses of various departments.

00.07.11 Lapse of Appropriations

Every general fund appropriation shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered, except that an appropriation for a capital expenditure shall not lapse until the purpose for which it was made is accomplished or abandoned or until four years pass without any disbursement from or encumbrance of the appropriation.

00.07.12 Payments and Obligations Prohibited

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the Manager first certifies that there is sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment

or incurred such obligation, and he shall also be liable to the Town for any amount so paid. However, except where prohibited by law, nothing in this Charter shall be construed to prevent the making of authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided such action is made or approved by ordinance.

00.07.13 Capital Program

The Manager shall prepare and submit to the Council a five year capital program at least three months prior to the final date for submission of the budget. The capital program shall include:

- ▶ A clear general summary of its contents;
- ▶ A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessities for such improvements;
- ▶ Cost estimates, method of financing and recommended time schedules for each such improvement;
- ▶ The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

This information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. The proposed capital program shall be reviewed by the Council, which shall approve it with or without amendments. The Council shall fix the time and place for holding a public hearing on the capital program, and shall give public notice of such hearing. The Council shall review the capital program with or without amendments after such public hearing.

00.07.14 Independent Annual Audit

Prior to the end of each fiscal year, the Town Council shall designate the State Department of Audit or certified public accountants who, as of the end of the fiscal year shall make an independent audit of accounts and other evidences of financial transactions of the town government and shall submit their report to the Councilmen and to the Manager. Such accountants shall not maintain any accounts or records of the town business, but shall post audit the books and documents kept by the department of finance and any separate or subordinate accounts kept by any other office, department or agency of the town government including the department of education.

SECTION 00.08 NOMINATIONS AND ELECTIONS

00.08.01 Municipal Elections

The regular election for the choice of members of the Town Council and the School Committee shall be held from 10:00 a.m. to 8:00 p.m. on the second Tuesday in June.

00.08.02 Nomination

Any voter of the Town may be nominated for the Town Council or School Committee in accordance with the laws of the State of Maine.

00.08.03 Election Provisions

Provisions of the laws of the State of Maine relating to the qualifications of voters, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for conducting and management of elections so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this Charter.

CHAPTER 21 - PERSONNEL

EXHIBIT A

Position Title: Town Manager

Position Description:

The Town Manager is the chief administrative officer of the Town of Veazie. The Manager shall be responsible to the Town Council for the administration of all Town affairs placed in his/her charge either by Charter or as may be required by the Council.

Position Duties:

1. Performs the duties of Town Treasurer, Tax Collector, Road Commissioner, and Administrator of General Assistance.
2. Serves as Town Personnel Director. Administers Town Personnel Ordinance. Appoints, subject to Council approval disciplines and removes all town employees.
3. Directs and supervises the administration of all Town departments, offices and agencies, except as provided by Charter or law.
4. Directs and supervises the enforcement of all town ordinances, Charter provisions, and Council acts.
5. Serves as Town Budget Officer. Prepares and submits the annual budget, annual capital expenditure program, and annual financial and administrative reports to the Council.
6. Attends all Council meetings and serves as Secretary to the Council, including but not limited to keeping minutes and correspondence for the Council.
7. Prepare and submits to the Council reports, and makes recommendations to the Council concerning Town affairs.
8. Assists insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.
9. Performs other duties as specified by the Town Charter or as may be required by the Town Council.

Qualifications:

The Town Manager must exhibit initiative, leadership and judgement in the administration of all affairs placed in his/her charge.

Knowledge of State and federal statutes affecting municipal governments, including but not limited to public works functions and techniques, financial and personnel practices.

Ability to work effectively with Town officials, general public and employees.

Ability to communicate effectively verbally and in writing.

Education and Experience:

Bachelor's Degree in Political Science, Public Administration or related field required or the equivalent work experience.

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SECTION 21.01 GENERALLY

21.01.01

The Town of Veazie hereby ordains and adopts these Personnel Rules for utilization by the Town Manager in the administration of the personnel activities of employees of Veazie.

21.01.02

The general purpose of this policy is to establish a system of personnel administration that meets the social, economic, and program needs of the people of Veazie. This system shall provide the means to recruit, select and develop and maintain an effective and responsive work force and shall include policies and procedures for employee hiring and advancement, training, career development, job classification, salary administration, retirement, fringe benefits, discipline and other related activities.

21.01.03

The Town of Veazie is an equal opportunity employer and all appointments and promotions shall be made without regard to religion, race, creed, color, sex, disabilities or political affiliations. A copy of this Personnel Policy shall be available to all employees of the Town of Veazie.

21.01.04

Except where specifically provided, the Town Manager shall be exempt from the provisions of this ordinance.

SECTION 21.02 DEFINITIONS

"*Appointing Authority*" means the Town Manager.

"*Employee*" denotes any person appointed to a regular position by the Town Manager.

"*Full-time Employee*" means an employee who works a 37 1/2 hour week on a continuing basis. He/she is subject to all personnel rules and regulations and receives all benefits and rights as provided by these rules.

"*Limited Term Employee*" means an employee who is appointed when a special project requires the addition of employees for a specific, limited time or to fill a position of an employee on a leave of absence. This classification may include persons hired under an existing federal manpower program. Eligibility of such employees for the full range of benefits provided under these rules shall be determined by the Town Manager on a case by case basis, taking into account the duration of the appointment and application of federal and state regulations. Limited term employment may be terminated by the Town Manager at any time for any reason.

"*On Call Fire Fighter*" means an employee who works on a call basis. He/she is subject to all personnel rules and regulations, but is not entitled to any benefits such as health insurance, vacation, sick leave or holiday pay. This classification shall only be assigned at the discretion of the Town Manager.

"*Regular Part Time Employee*" means an employee who works less than 37 1/2 hour work week, but on a continuing basis. He/she is subject to all personnel rules and regulations but is not entitled to any benefits such as health insurance, vacation, sick leave or holiday pay. This classification shall only be assigned at the discretion of the Town Manager.

"*Work year*" shall consist of 52 calendar weeks per year commencing on July 1 of the given year and terminating 52 weeks later.

SECTION 21.03 ADMINISTRATION

21.03.01

The Town Manager shall be the administrator of the Personnel Policy and Rules.

21.03.02

It shall be the duty of the Town Manager to:

- ▶ Encourage and exercise leadership in the development of sound personnel practices among the departments of the Town of Veazie.
- ▶ Advise the Town Council on manpower utilization.
- ▶ Foster and develop programs for the improvements of employees effectiveness, including training, safety, health, counseling, proper courtesy when dealing with the public and respect for municipal property.
- ▶ Establish and maintain records of all employees in the public service, in which there is set forth as to each employee the class, title, pay or status, sick leave, vacation time, and other relevant data.
- ▶ Apply and carry out this policy and to perform any act which may be necessary or desirable to carry out the purpose and provisions of this policy.

SECTION 21.04 EMPLOYMENT

21.04.01

The employment of all personnel shall be the responsibility of the Department Head and Town Manager, subject to the approval of the Town Council. (In accordance with Town Charter).

21.04.02

All applicants must submit a written application for employment.

21.04.03

Other than fire, police and limitations imposed by law, there is no arbitrary age limit below or beyond which applicants will be employed provided they are qualified to perform the work required.

21.04.04

All employees are considered probationary for the first six months of employment in all positions. If they are to be retained as regular employees for the purpose of figuring benefits, seniority, etc., the initial date of employment is considered the anniversary date of the individual.

21.04.05

Applicants must submit to various employment tests as required.

SECTION 21.05 HOURS OF WORK, ATTENDANCE AND DUTIES

21.05.01

The Town Manager and the department heads shall endeavor to establish schedules of working hours not in excess of those stipulated by general law of the business and industry for related positions.

21.05.02

Employees shall be at their respective places of work in accordance with the general or departmental regulation pertaining to the hours of work. All departments and divisions or sections thereof shall post the regular hours of work for their respective groups in a conspicuous place. All departments shall keep daily attendance records and furnish to the Town Manager such periodical reports as requested.

21.05.03

Each employee shall perform those duties set forth in job descriptions which, from time to time, shall be established or amended by the Town Council or the Town Manager. In addition, each employee shall perform such other additional duties as may be directed by that employee's supervisor. The fact that a requested duty is not specifically enumerated in a job description shall not be a basis for an employee to refuse to perform that duty. The job descriptions attached hereto are for the convenience of the reader, shall not be considered to be part of this ordinance and may, from time to time, be amended by the Town Council or the Town Manager.

SECTION 21.06 GRIEVANCE PROCEDURES

Any employee who deems him/herself aggrieved will have recourse to a strictly impartial hearing provided the following procedure is followed:

21.06.01

The employee shall set forth his/her grievance in writing, and submit it (with remedial action requested) to his/her immediate supervisor. The supervisor shall provide the employee a written reply within seven (7) calendar days. If the employee is not satisfied, he/she may proceed to Section 21.06.02.

21.06.02

If the employee is not satisfied with the immediate supervisor's reply, he/she may within seven (7) calendar days forward to the Town Manager:

- ▶ the written grievance,
- ▶ the supervisor's reply, and
- ▶ the employee's written reasons for rejecting the reply.

The Town Manager will issue a written reply within fourteen (14) days. If the employee is still not satisfied, he/she may proceed to Section 21.06.03.

21.06.03

If the employee is still not satisfied, he/she should forward the grievance along with a written request for an administrative hearing to the Chairman of the Veazie Town Council within seven (7) calendar days. The Town Council shall schedule an administrative hearing within fourteen (14) calendar days and the decision of the

Council is final (except that any grievant may appeal to the Maine Superior Court under the provisions of Section 80B of the Maine Rules of Civil Procedure, once all municipal procedures have been followed).

SECTION 21.07 RESIGNATION

All employees resigning from the Service of the Town shall give a reasonable written notice, normally two weeks, but at least one work week shall be required. The notice of resignation shall be in writing.

SECTION 21.08 DISCIPLINE, DISCHARGE AND SUSPENSION

The appointing authority shall have the right to demote, dismiss or suspend without pay, for not more than fourteen (14) calendar days, any employee whose work performance or conduct, in the judgement of the appointing authority, justifies such action. Notice of such action must be in writing and filed with the employee not later than the effective date of this action. Such notice shall specify the penalty and contain a statement of the reasons therefore. The employee shall have the right of appeal as outlined in the Grievance Procedure (Section 21.06).

SECTION 21.09 LEAVES

21.09.01 Leave of Absence

A full-time employee may be granted a leave of absence without pay by the town Manager/Town Council for a period deemed necessary by the employee for the purpose of the leave, but not in excess of six (6) months. The employee is expected to return to work upon the expiration of a granted leave or to have an extension of the leave prior to its expiration. Failure on the part of the employee to return to work on the expiration of granted leave without having arranged for an extension may be deemed a resignation from the service. No employee shall receive salary from the Town while on leave of absence.

21.09.02 Military Service Leave

Regular employees who are members of the organized military units and who are required to perform field duty, will be granted military service leave in addition to vacation time, but not exceed ten working days in any calendar year. For any such period of military service leave, the Town will pay the employee the difference between service pay and the employee's regular compensation, the total of which will equal the regular pay of the employee.

21.09.03 Bereavement Leave

An employee may be excused from work up to three (3) work days because of death in their immediate family, as defined below, and shall be paid their regular rate of pay for the scheduled work hours missed. It is intended that this time be used for the purpose of handling necessary arrangements and attendance at the funeral.

Immediate family is defined to mean spouse, parents, children, brothers sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandfather, grandmother, step-father, step-mother, or others in the same household of the employee.

One (1) work day may be granted to employees at the sole discretion of the Town Manager for attendance at funerals of persons not covered under the above definition.

21.09.04 Sick Leave

21.09.04.01

Sick leave shall accrue at the rate of four hours per pay period up to 720 hours.

21.09.04.02

Sick leave may be used when personal illness or physical incapacity renders the employee unable to perform the duties of their position, unless the employee is capable of other work in their division and assigned to such other work. If required, the employee shall furnish the department head a certification from their attending physician. Sick leave may also be used when an immediate family member is ill or incapacitated and for medical and dental appointments.

21.09.04.03

Absences for a fraction or part of a day that are chargeable to sick leave in accordance with this section shall be charged proportionately in an amount not smaller than one quarter hour (1/4).

21.09.05.04

The Town Manager shall review all sick leave records periodically and shall investigate any cases which indicate abuse of the privilege. Willful abuse of the sick leave privilege shall be cause for dismissal. Employees are eligible for Workers' Compensation for service-connected injury and illness.

SECTION 21.10 HOLIDAYS

21.10.01

All regular full time employees shall be entitled to holidays as follows:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Patriot's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day following Thanksgiving
- Christmas Day

21.10.02

In case a holiday falls within a vacation period, it is not counted as part of annual vacation allowance.

21.10.03

In the event a holiday falls on a weekend, the preceding Friday or the following Monday, at the Town Manager's discretion, shall be considered a holiday.

SECTION 21.11 VACATIONS**21.11.01**

Paid vacation time shall be earned by full-time employees on the following basis:

<u>Continuous Years Service</u>	<u>Hours per Bi-Weekly Pay Period Accrual</u>	<u>Approximate Of Days Per Year</u>
1 through end of 4	3.1	10
5 through end of 9	4.7	15
10 plus years	6.2	20

21.11.02

No vacation time in excess of one years award may be carried forward from one work year to the following work year, as defined in section 21.02, without the written approval of the Town Manager.

21.11.03

Vacations shall be granted at such time or times as shall be mutually agreeable to the employees and their department heads. Due consideration shall be given to an employee's seniority in regard to scheduling vacation. In no case shall vacation accrue to more than eight work weeks (40 work days) maximum.

21.11.04

An employee, upon resigning, is entitled to receive all accumulated vacation time.

21.11.05

An employee shall not be allowed to work in lieu of paid vacation and be paid twice their usual wage during that period.

21.11.06

Part time, limited term and temporary employees are not eligible for vacation time.

SECTION 21.12 SALARY AND WAGES**21.12.01**

The Town Council desires the Town employees be paid on a basis that is commensurate with salaries and wages for comparable private work in the Town that will attract and retain well qualified employees. For this purpose, a compensation plan has been adopted which specifies a salary grade for each position in the service.

21.12.02

New employees will be paid at the minimum rate of the classification of the position for which they were hired.

21.12.03

A salary schedule for all positions including department heads will be maintained by the Town Manager and issued to each department head. (See Exhibit A-1.) The salary schedule referred to in this ordinance is attached

hereto for the convenience of the reader, shall not be considered to be part of this ordinance and may, from time to time, be amended by the Town Council.

SECTION 21.13 PROMOTION

The Town Council desires that Town employees be given opportunity for advancement in the service. Present employees shall be given first consideration in filling a vacancy and may be given training opportunity to qualify for promotions, but it is recognized that a vacancy may be filled from outside the service. Such a decision shall be made only after a careful review of the qualifications of all Town employees who apply for the position. The appointing authority shall file with the Town Manager an appropriate statement of the reasons for going outside the Town service to fill a promotional vacancy.

SECTION 21.14 JURY PAY

The Town shall pay an employee called for jury duty his/her full salary during his/her absence. The employee will reimburse to the Town any payments received for jury duty. The intent of reimbursement is to not reduce an employee's income, but to avoid double payment for the same time worked. Employees excused from jury duty shall report back to work during their normal shift hours.

SECTION 21.15 SAFETY

21.15.01

All accidents to personnel, no matter how minor during the work schedule must be reported immediately to the department head and a written report will be made on forms for that purpose.

21.15.02

All employees suffering an accident will be sent to a doctor for examination, at Town expense.

21.15.03

Time lost because of accidents incurred while on duty will not be deducted for any reason when computing length of service.

SECTION 21.16 POLITICAL ACTIVITIES

While working for the Town, employees shall refrain from seeking or accepting nomination or election to any office in the Town government, and from using their influence publicly in any way for or against any candidate for elective office in the Town government. Town employees shall not work at the polls, circulate petitions or campaign literature for elective Town Officials, or be in any way concerned with soliciting or receiving subscriptions, contributions or political service from any person for any political service from any person for any political purpose pertaining to the government of the Town. This rule is not to be construed to prevent Town employees from becoming or continuing to be, members of any political organizations, from attending political organization meetings, from expressing their view on political matters, or from voting with complete freedom in any election.

Position	Part-Time Full-Time	Hourly Pay Rate	Annual Salary	Additional Titles
Deputy Treasurer	F	\$21.00		Deputy Tax Collector, Office Administrator
Deputy Clerk	F	\$17.25		Registrar of Voters, General Assistance Administrator, Admin. Asst.
Custodian	P	\$10.00		
Fire Chief	P		\$9,500	
Fire Captain	F	\$22.21		
Fire Lieutenant	F	\$17.48		
Firefighter	P	\$9.30		
Firefighter II	P	\$13.49		
Firefighter II / EMT	P	\$14.16		
Firefighter II / EMT - I	P	\$16.44		
Firefighter II / EMT - P	P	\$17.48		
Police Chief	F		\$55,681	
Police Sergeant	F	\$19.91		
Police Sergeant	F	\$18.67		
Police Officer	F	\$16.51		
Police Officer	P	\$11.00-\$13.00		
Public Works Director	F	\$20.00		Alternate Code Enforcement Officer
Public Works Laborer	F	\$12.71		
Parks & Recreation Director	F	\$15.37		
Parks & Recreation Workers	P	\$8.00-\$9.00		
Town Council Chair	P		\$800	
Town Councilor	P		\$600	
Election Clerks	P	\$9.00		



Maine Municipal Employees Health Trust

MONTHLY RATES Effective January 1, 2011

Health (Non-Rated - Employer groups with fewer than 50 employees)

	Indemnity Choice	Traditional POS-A	Comprehensive ★ POS-C	POS-200 (Was POS-B)	PPO-1500 (Was PPO Value)	PPO-2500
Single Person	\$805.55	\$805.55	\$708.89	\$602.57	\$497.05	\$447.35
Employee & Spouse	\$1,806.97	\$1,806.97	\$1,590.13	\$1,351.65	\$1,114.94	\$1,003.45
Employee & Child(ren)	\$1,314.42	\$1,314.42	\$1,156.69	\$983.21	\$811.03	\$729.92
Family	\$1,806.97	\$1,806.97	\$1,590.13	\$1,351.65	\$1,114.94	\$1,003.45

Retiree (with Medicare) - Retiree Group Companion Plan

Single Person	\$363.07
Two Person	\$726.14

¹ Dental

Single Person	\$34.28
Employee & Spouse	\$59.17
Employee & Child(ren)	\$112.93
Family	\$112.93

² Vision

Single Person	\$5.31
Employee & Spouse	\$10.62
Employee & Child(ren)	\$11.37
Family	\$18.18

Income Protection Plan (short term disability)

Employee may select 40%, 55% or 70% of annual salary
\$1.90 per month for each \$100 of monthly coverage

Long Term Disability

³ Employer Paid: \$0.40 per \$100 of covered payroll

⁴ Employee Paid: Age banded

Life Insurance

Basic Life (including AD&D) \$0.35 per \$1,000 of coverage, per month
No cost if enrolled in health insurance

⁵ Supplemental Life \$0.35 per \$1,000 of coverage, per month

⁵ Dependent Life
Option A \$1.50
Option B \$3.20

1 - Dental coverage requires minimum 50% enrollment if employee-paid

2 - Vision coverage has no minimum participation requirement

3 - Long Term Disability must have 100% enrollment if employer-paid

4 - Long Term Disability requires minimum 25% enrollment if employee-paid

5 - Supplement and Dependent Life coverage require minimum 25% enrollment if employee-paid

Vacations

Paid vacation time shall be earned by full-time employees on the following basis:

Continous Years Service	Hours per Bi-Weekly Pay Period Accrual	Approximate Of Days Per Year
1 through end of 4	3.1	10
5 through end of 9	4.7	15
10 plus years	6.2	20

Vacation time cannot be used until after 6 month probationary period is over.

Sick Leave

Sick leave shall accrue at the rate of 4 hours per pay period.

Sick leave cannot be used until after 6 month probationary period is over.

Insurance & Disability

	Optional	Mandatory	Employer Paid	Employee Paid
Health Insurance	✓		✓*	
Dental Insurance	✓		✓**	
Income Protection	✓			✓
Long-Term Disability	✓			✓
Life Insurance	✓		✓	
Supplemental Life	✓			✓

* Employee only - 100% paid by Town

Employee & Family - 50% paid by Town, 50% paid by Employee

Employee & Children - Town pays Employee portion, Employee responsible for remaining cost

Employee & Spouse - 50% paid by Town, 50% paid by Employee

** Employee only - 100% paid by Town

Employee & Family - Town pays Employee portion, Employee responsible for remaining cost

Employee & Children - Town pays Employee portion, Employee responsible for remaining cost

Employee & Spouse - Town pays Employee portion, Employee responsible for remaining cost

Cafeteria Plan - 125

Medical Reimbursement - Employee can contribute each payroll to a medical reimbursement account

* Current employees must wait til open enrollment to enroll. New employees may enroll at time of hire.

If new employee declines but decides later they wish to participate they will have to wait until open enrollment to enroll.

Dependent Day Care Reimbursement - same as medical reimbursement

Retirement - ICMA

Employees may enroll at anytime during their employment with the Town. Employees must contribute 1% of their salary in order to receive 8% contribution from Town. Employees will not receive the Town's 8% contribution until after their 6 month probationary period has expired.

Key to "Additional Job Titles"

Title Code	Title Description	Title Code	Title Description	Title Code	Title Description
14	Manager/Administrator	41	Health Officer	68	Deputy Fire Chief
15	Administrative Assistant to Selectmen	42	Building Inspector	69	Fire Captain
16	Assistant Manager/Administrator	43	Asst. PW Director/Foreman	70	Fire Lieutenant
17	Single Assessor	44	Dir. Solid Waste & Recycling	71	Firefighter
18	Assessor's Assistant/Agent	45	Engineer	72	Fire Dispatcher
19	Finance Director	46	Highway Foreman	73	Paramedic
20	Elected Tax Collector	47	Transfer Station Manager	74	Emergency Medical Technician
21	Appointed Tax Collector	48	Recycling Manager	75	Public Safety Dispatcher
22	Elected Treasurer	49	Transfer Station Attendant	76	Recreation Programmer
23	Appointed Treasurer	50	Garage Foreman/Supervisor	77	Park Foreman
24	Bookkeeper	51	Mechanic	78	Maintenance Laborer
25	Elected Clerk	52	Heavy Equipment Operator	79	Assistant Librarian
26	Appointed Clerk	53	Truck Driver	80	Technical Services Librarian
27	Director of Public Works	54	Light Equipment Operator	81	Reference Librarian
28	Road Commissioner	55	Laborer	82	Children's Librarian
29	Police Chief	56	Solid Waste Equipment Operator	83	Library Aide
30	Fire Chief	57	Deputy Police Chief	84	Manager of Information Systems
31	Personnel Director/HR	58	Police Captain	85	Deputy Tax Collector
32	Welfare/G.A. Director	59	Police Lieutenant	86	Excise Tax Collector
33	Director of Parks & Recreation	60	Police Sergeant	87	Deputy Excise Tax Collector
34	Director of Recreation	61	Police Detective	88	Deputy Treasurer
35	Director of Parks & Facilities	62	Police Officer	89	Deputy Clerk
36	Librarian	63	Constable	90	Registrar of Voters
37	Dir. Community & Economic Development	64	Police Dispatcher	91	Election Clerk
38	Planner	65	Animal Control Officer	92	Executive Secretary
39	Code Enforcement Officer	66	Harbor Master	93	Secretary – General Duty
40	Licensed Plumbing Inspector	67	Shellfish Warden	94	Dept Executive Secretary
				96	Emergency Medical Svcs Director
100	Superintendent (Wastewater)	103	Engineer (Wastewater)	106	Lab Technician
101	Assistant Superintendent	104	Scientist (Chemist/Biologist)	107	Technical Maintenance
102	Chief Operator	105	Maintenance Manager	108	Plant Operator

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties		
Heron	Penobscot	4,923	Manager/Administrator	Salary	78,000.00	50	23	28	31 32
Bucksport	Hancock	4,892	Manager/Administrator	Salary	89,192.00	40	21	23	32
Jay	Franklin	4,845	Manager/Administrator	Salary	62,724.00	40	28		
North Berwick	York	4,757	Manager/Administrator	Salary	91,025.00	40	21	23	28 31 84
Warren	Knox	4,678	Manager/Administrator	Salary	54,200.00	40	21	23	28 31 32
Madison	Somerset	4,581	Manager/Administrator	Salary	65,000.00	40	88		
Millinocket	Penobscot	4,536	Manager/Administrator	Per Hr	37.96	40			
Greene	Androscoggin	4,388	Manager/Administrator	Salary	64,575.00	40			
Madawaska	Aroostook	4,369	Manager/Administrator	Salary	64,168.00	40			
Glenburn	Penobscot	4,368	Manager/Administrator	Salary	63,500.00	50	23	28	
Vassalboro	Kennebec	4,320	Manager/Administrator	Salary	62,000.00	40	21	23	32
Wilton	Franklin	4,189	Manager/Administrator	Salary	51,000.00	40	23	28	32 86 90
Sidney	Kennebec	4,002	Admin. Asst. to Selectmen	Per Hr	15.00	40	15	17	32
Durham	Androscoggin	3,965	Admin. Asst. to Selectmen	Salary	45,000.00	30	32	85	88 89
Kennebunkport	York	3,956	Manager/Administrator	Per Hr	48.81	40	21	88	
Arundel	York	3,940	Manager/Administrator	Salary	63,000.00	40	23	28	31
Monmouth	Kennebec	3,866	Manager/Administrator	Salary	67,500.00	40	21	23	26 28 31 32
Wiscasset	Lincoln	3,827	Manager/Administrator	Salary	87,500.00	40			
Dexter	Penobscot	3,782	Manager/Administrator	Salary	53,800.00	50	23		
Winterport	Waldo	3,756	Manager/Administrator	Salary	48,500.00	50	21	23	28 32 41
Orrington	Penobscot	3,704	Manager/Administrator	Salary	55,080.00	45	23	28	31 32
Limington	York	3,695	Admin. Asst. to Selectmen	Salary	23,296.00	30	24		
Rockport	Knox	3,512	Manager/Administrator	Salary	89,655.00	40	21	23	28
Fort Fairfield	Aroostook	3,500	Manager/Administrator	Salary	67,000.00	40	41		
North Yarmouth	Cumberland	3,500	Admin. Asst. to Selectmen	Salary	66,357.00	50	21	23	28 32 89
Clinton	Kennebec	3,448	Manager/Administrator	Salary	43,264.00	40	23	28	31
Litchfield	Kennebec	3,378	Manager/Administrator	Salary	58,500.00	36	19	21	23
Richmond	Sagadahoc	3,348	Manager/Administrator	Salary	68,000.00	40	28		

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties							
Norridgewock	Somerset	3,288	Manager/Administrator	Salary	46,228.00	40	19	21	28	31	32			
Mechanic Falls	Androscoggin	3,274	Manager/Administrator	Salary	60,085.00	40	21	23	28	31	32			
Thomaston	Knox	3,266	Manager/Administrator	Salary	67,773.68	40	21	23	32	28				
Calais	Washington	3,242	Manager/Administrator	Salary	57,916.00	40	21							
Boothbay	Lincoln	3,222	Manager/Administrator	Salary	62,000.00	40	21	23	28	31	32			
Livermore Falls	Androscoggin	3,216	Manager/Administrator	Salary	53,000.00	40								
Belgrade	Kennebec	3,195	Manager/Administrator	Salary	50,000.00	40	19	32						
Newport	Penobscot	3,134	Manager/Administrator	Salary	70,200.00	40								
Holden	Penobscot	3,000	Manager/Administrator	Salary	69,758.00	40	23	26	28					
Bowdoinham	Sagadahoc	2,929	Manager/Administrator	Salary	61,000.00	-	21	23	28	32				
Mexico	Oxford	2,913	Manager/Administrator	Salary	59,987.20	40	21	28	32					
Woolwich	Sagadahoc	2,898	Manager/Administrator	Salary	42,558.00	45	23							
Farmingdale	Kennebec	2,857	Admin. Asst. to Selectmen	Salary	40,628.56	35	21	23	26	32	86			
Alfred	York	2,847	Admin. Asst. to Selectmen	Salary	45,000.00	40	18	31	32					
Bristol	Lincoln	2,757	Manager/Administrator	Salary	49,250.00	35	21	23	26	32	90			
Searsport	Waldo	2,675	Manager/Administrator	Salary	50,000.00	40	21	23	28					
Saint George	Knox	2,672	Manager/Administrator	Salary	78,950.56	60	23	26	31	32	41			
Carmel	Penobscot	2,639	Manager/Administrator	Salary	45,000.00	40	21	23	26	28	32			
Minot	Androscoggin	2,610	Manager/Administrator	Salary	49,980.00	40	28							
Anson	Somerset	2,540	Manager/Administrator	Salary	54,550.00	40	18	23	32	89	90			
Bethel	Oxford	2,539	Manager/Administrator	Salary	55,500.00	45	21	23	28	31	32			
Dixfield	Oxford	2,531	Manager/Administrator	Salary	45,000.00	36	21	23	26	28				
Readfield	Kennebec	2,523	Manager/Administrator	Salary	58,011.00	40	21	23	28	32	47			
Hallowell	Kennebec	2,501	Manager/Administrator	Salary	62,500.00	40	21	28						
Levant	Penobscot	2,466	Manager/Administrator	Salary	45,000.00	20	21	23	25	28	34	41		
Van Buren	Aroostook	2,439	Manager/Administrator	Salary	52,312.00	-	21	23	28	32				
Union	Knox	2,330	Manager/Administrator	Salary	54,060.00	50	28	31	32	84	88			
Corinna	Penobscot	2,288	Manager/Administrator	Salary	47,000.00	40								

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties
Lincolnville	Waldo	2,273	Manager/Administrator	Salary	75,429.00	40	21 23 26 90
Hancock	Hancock	2,268	Admin. Asst. to Selectmen	Per Hr	20.01	40	21 23 89
Phippsburg	Sagadahoc	2,213	Admin. Asst. to Selectmen	Salary	44,760.00	-	32 85 87 88 89 90
Machias	Washington	2,182	Manager/Administrator	Salary	49,000.00	40	21 23 28 32 66
Mount Desert	Hancock	2,176	Manager/Administrator	Salary	72,800.00	40	28 32
Livermore	Androscoggin	2,172	Manager/Administrator	Salary	50,776.00	-	21 22
Leeds	Androscoggin	2,131	Admin. Asst. to Selectmen	Salary	37,700.00	40	21 26 32 88 90
Palmyra	Somerset	2,048	Admin. Asst. to Selectmen	Per Hr	15.05	40	23 32 89
Albion	Kennebec	2,046	Admin. Asst. to Selectmen	Salary	14,000.00	12	
Gouldsboro	Hancock	2,002	Manager/Administrator	Salary	57,295.00	-	21 23 26
Unity	Waldo	1,973	Admin. Asst. to Selectmen	Salary	40,183.00	32	21 23 26 90
Damariscotta	Lincoln	1,961	Manager/Administrator	Salary	80,000.00	40	21 23 31 32
Hartland	Somerset	1,873	Manager/Administrator	Salary	44,000.00	50	21 23
Saint Albans	Somerset	1,863	Manager/Administrator	Salary	49,009.00	40	21 23 31 32 41 86
Veazie	Penobscot	1,842	Manager/Administrator	Salary	67,011.00	40	21 23 26 28 32
West Bath	Sagadahoc	1,832	Manager/Administrator	Salary	60,344.00	40	
Buckfield	Oxford	1,813	Manager/Administrator	Salary	46,800.00	45	28 32 39 41 44 84
West Paris	Oxford	1,734	Manager/Administrator	Salary	47,528.00	40	21 23 26 28 32
East Millinocket	Penobscot	1,721	Admin. Asst. to Selectmen	Salary	49,975.00	42	32 37
Dresden	Lincoln	1,692	Manager/Administrator	Per Hr	20.00	35	18 24 32 41 85 88
Owls Head	Knox	1,629	Admin. Asst. to Selectmen	Salary	26,010.00	30	
Lamoine	Hancock	1,622	Admin. Asst. to Selectmen	Salary	46,650.00	40	23 68 85 87 89
Tremont	Hancock	1,610	Manager/Administrator	Salary	62,029.00	45	21 23 28 32
Pownal	Cumberland	1,609	Admin. Asst. to Selectmen	Salary	40,000.00	40	21 23 26 32 90
Stockton Springs	Waldo	1,608	Manager/Administrator	Salary	45,000.00	40	21 23 28 31 32
Enfield	Penobscot	1,583	Manager/Administrator	Salary	43,500.00	-	23 39 40
Sebago	Cumberland	1,540	Manager/Administrator	Salary	53,040.00	40	
Northport	Waldo	1,520	Manager/Administrator	Salary	45,000.00	40	31 32 91

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties			
Guilford	Piscataquis	1,516	Manager/Administrator	Salary	54,800.00	50	21	28	32	33
South Thomaston	Knox	1,512	Admin. Asst. to Selectmen	Salary	44,151.00	-	21	23	26	32
Newfield	York	1,505	Admin. Asst. to Selectmen	Salary	16,707.00	25	22			
Eastport	Washington	1,482	Manager/Administrator	Salary	54,496.00	40				
Dedham	Hancock	1,472	Admin. Asst. to Selectmen	Salary	51,000.00	42	21	23	32	41
Trenton	Hancock	1,471	Admin. Asst. to Selectmen	Salary	36,500.00	40	21	23	26	32
Charleston	Penobscot	1,471	Admin. Asst. to Selectmen	Per Hr	18.94	30	21	23	26	32
Greenbush	Penobscot	1,470	Manager/Administrator	Salary	40,000.00	35	21	23	26	28
Ashland	Aroostook	1,460	Manager/Administrator	Salary	56,200.00	40	21	23	28	41
Medway	Penobscot	1,444	Admin. Asst. to Selectmen	Per Hr	18.09	36	26	32	88	
Hope	Knox	1,442	Manager/Administrator	Salary	46,818.00	40	23	32	39	40
Jonesport	Washington	1,422	Admin. Asst. to Selectmen	Per Hr	11.00	33	32			
Castine	Hancock	1,416	Manager/Administrator	Salary	70,400.00	-	32			
Cornish	York	1,381	Admin. Asst. to Selectmen	Per Hr	15.00	31	24	85	88	90
Woodstock	Oxford	1,353	Manager/Administrator	Salary	48,000.00	45	21	23	24	26
Vinalhaven	Knox	1,327	Manager/Administrator	Salary	64,595.00	40	21	23	32	86
Bradley	Penobscot	1,322	Manager/Administrator	Salary	42,740.00	40	21	23	26	28
Millbridge	Washington	1,315	Manager/Administrator	Salary	52,000.00	40	23	29	32	39
Ogunquit	York	1,243	Manager/Administrator	Salary	99,000.00	40	21	28	32	
Easton	Aroostook	1,202	Manager/Administrator	Salary	58,000.00	40	21	23	28	29
Frenchville	Aroostook	1,172	Manager/Administrator	Salary	43,000.00	40	21	23	26	32
Burnham	Waldo	1,154	Admin. Asst. to Selectmen	Per Hr	13.50	40	21	24	26	32
Wayne	Kennebec	1,144	Manager/Administrator	Salary	38,750.00	35	28			
Fayette	Kennebec	1,109	Manager/Administrator	Salary	52,360.00	40	21	23	26	28
Denmark	Oxford	1,097	Manager/Administrator	Salary	54,000.00	50	32			
Brooks	Waldo	1,088	Admin. Asst. to Selectmen	Salary	20,000.00	20	21	26	88	
Georgetown	Sagadahoc	1,082	Admin. Asst. to Selectmen	Salary	26,850.00	31	22	24	32	
Exeter	Penobscot	1,062	Manager/Administrator	Salary	38,500.00	40	21	23	28	32
Phillips	Franklin	1,015	Manager/Administrator	Salary	36,000.00	45	19	21	23	31

Executive Office

Municipality	County	Pop.	Position	Pay Method	Annual or Hourly Pay	Avg. Hrs	Additional Duties
Montville	Waldo	1,008	Admin. Asst. to Selectmen	Salary	15,000.00	13	
Winter Harbor	Hancock	969	Manager/Administrator	Salary	39,015.00	40	21 23 26 28 32
Smithfield	Somerset	957	Admin. Asst. to Selectmen	Per Hr	15.66	37.5	24 31 32 84 93
Harrington	Washington	919	Admin. Asst. to Selectmen	Salary	34,000.00	40	21 23 24 26 31 32
South Bristol	Lincoln	914	Admin. Asst. to Selectmen	Per Hr	19.40	24	32 85 88
Belmont	Waldo	872	Admin. Asst. to Selectmen	Per Hr	13.50	20	20 22 89
Brooksville	Hancock	854	Admin. Asst. to Selectmen	Per Hr	20.00	20	
Saint Agatha	Aroostook	814	Manager/Administrator	Salary	40,000.00	37.5	19 23 31 32 41
Mattawamkeag	Penobscot	794	Admin. Asst. to Selectmen	Salary	31,075.72	40	32 41
Westport Island	Lincoln	782	Admin. Asst. to Selectmen	Salary	27,144.00	35	21 23
Jackman	Somerset	705	Manager/Administrator	Salary	45,915.00	40	23 28 32 41
Oakfield	Aroostook	700	Manager/Administrator	Salary	42,000.00	40	19 21 26 32 37 41
Danforth	Washington	596	Manager/Administrator	Salary	24,000.00	40	21 23 32 90
New Sweden	Aroostook	590	Admin. Asst. to Selectmen	Per Hr	18.72	40	21 23 24 26 32 86
Bridgewater	Aroostook	580	Manager/Administrator	Salary	24,360.00	-	21 23 26 32 90
Wallagrass	Aroostook	547	Manager/Administrator	Salary	34,320.00	40	21 23 26 32
Jackson	Waldo	526	Admin. Asst. to Selectmen	Stipend	300.00	1	
Mariaville	Hancock	494	Admin. Asst. to Selectmen	Salary	34,000.00	-	21 23 89
Whiting	Washington	467	Admin. Asst. to Selectmen	Per Hr	14.00	27	21 23 26 90
Carrabassett Valley	Franklin	440	Manager/Administrator	Salary	68,200.00	40	28 32 88
Columbia	Washington	432	Admin. Asst. to Selectmen	Per Hr	13.00	32	21 23 26 32 90
Ludlow	Aroostook	415	Manager/Administrator	Per Hr	20.00	27	21 26 32 41 88 90
North Haven	Knox	384	Manager/Administrator	Per Hr	33.00	24	32
North Haven	Knox	384	Admin. Asst. to Selectmen	Per Hr	22.00	40	21 88
Roxbury	Oxford	382	Admin. Asst. to Selectmen	Per Hr	10.30	24	25 90
Sweden	Oxford	358	Admin. Asst. to Selectmen	Salary	16,798.00	-	
Newry	Oxford	357	Manager/Administrator	Salary	54,569.00	40	21 23 26 90
Masardis	Aroostook	262	Manager/Administrator	Salary/Stipend	11,000.00	16	
Allagash	Aroostook	255	Admin. Asst. to Selectmen	Salary/Stipend	2,500.00	-	28 65

Memo

To: Larry Varisco
From: Karen Morin, Acting Town Clerk
Date: November 2, 2011
Re: Town Manager Position

The former town manager was making a salary of \$67,011.36 when his employment ended. He was entitled to all benefits under the Town's personnel policy and any other benefits the Town offers to its employees through benefit vendors. The former town manager also had family health insurance which was paid 100% by the Town and the Town contributed 10% to his IMCA retirement.

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



October 28, 2011

Doug Smith
RSU #26 Superintendent
983 Hudson Road
Glenburn, Maine 04401

Dear Doug,

The Town Council has asked me to write to you concerning the RSU #26 cost sharing formula. The Council appreciates the action of the Board of Directors in creating a Finance Subcommittee to review the equitability of the formula and the work of the Subcommittee over the past several months. Because of scheduling conflicts and several changes in Town personnel, Veazie's participation in the process was unfortunately less than it should have been.

As a follow-up to the Subcommittee's work, the Town Council would like to invite you to meet with them at your earliest convenience. The Council meets every other Monday and the next regular meetings will be November 7th and November 21st. November 7th might be a little tight but perhaps November 21st would work for you.

Sincerely,

Larry Varisco
Acting Town Manager

Mark Leonard

From: phaslam@veaziepd.net
Sent: Friday, October 21, 2011 1:01 PM
To: Mark Leonard
Cc: dbryant@veaziepd.net
Subject: Motorist Asist/officer Bryant

Chief,

This afternoon, 10/21/11 at 12:35 Hrs, there was a message on the department answering system from Ms. Christine Newell. She was advising that her vehicle that was broken down in the yard of the old Bangor Auto Detailing would be towed out soon. She also advised that her trailer would be picked up as well and asked that we keep an eye on it until it was removed.

In her message, she mentioned that she had dealt with Officer Dain Bryant. She went on to say that Officer Bryant is a "fantastic Officer" and said that we were "lucky to have him". She asked that we thank him for his help.

It had been relayed to me by Officer Justin Angelo that Officer Bryant had handled this motorist assist (11V-02225) and was very patient in giving directions several times, to the person that was coming to pick up Ms. Newell. Officer Bryant remained with her until her ride arrived.

Obviously, Officer Bryant made a positive impression on Ms. Newell and therefore, made a positive impression for the Veazie Police Department as well. This is just one more example of the professionalism that the citizens can expect from a Veazie Police Officer.

I just wanted you to know of Officer Bryant's performance in this matter.

Respectfully,
Sgt. Paul D. Haslam

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.

Mark Leonard

From: Charlene [2214277@gmail.com]
Sent: Tuesday, October 25, 2011 8:54 AM
To: Mark Leonard
Subject: picture of Mika and Police Chief
Attachments: october2011 007.jpg

Dear Mark,

Thank you so much for today. We all really enjoyed it but most of all, Mika's entire day is special. Thank you from the Veazie PTO as well. With your help we raised \$1800.00 for the school. Here is a photo for you!

Have a great day!

--
Charlene Boggins
AfterGlow LLC
415 740 1859

Veazie Police Department



Honorary Police Officer for the Day

Presented To

Mika Boggins

On October 25, 2011 you have been given the privilege of being an Honorary Veazie Police Officer for the day. This distinguished honor is given on behalf of the Veazie Police Department and the Veazie Community School's Parent Teacher's Organization. The receiver of this honor will also receive a photo shoot with the Chief of Police, a Veazie Police Department challenge coin and a ride in the Police Cruiser to the Veazie Community School. I hope you enjoy your day and the Members of the Police Department thank you for your interest and we welcome you as an honorary member.

Mark E. Leonard
Chief of Police





HOUSE OF REPRESENTATIVES

2 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0002

(207) 287-1400

TTY: (207) 287-4469

Madonna M. Soctomah

Passamaquoddy Tribe

Pleasant Point, P.O. Box 341

Perry, ME 04667

Residence: (207) 853-2985

Cell Phone: (207) 904-7580

E-Mail: Sipayika@midmaine.com

State House E-Mail:

RepMadonna.Soctomah@legislature.maine.gov

October 20, 2011

Mark Leonard, Police Chief

Veazie Police Department

1084 Main Street

Veazie ME 04401-7091

RE: Kevin Sirois, Police Officer

Dear Chief Leonard,

I would like to extend my appreciation to Police Officer Kevin Sirois in the proficient manner in which he conducted himself on July 24th, 2011, when he came upon my unlocked parked vehicle at J.C. Auto Body, with the lights on.

I had just arrived at my daughter's home in Glenburn when Officer Sirois call me regarding my vehicle. With his assurance, I felt confident that my vehicle would be safe in the parking lot. overnight, for early morning repair work.

His character speaks to the professionalism in which your department is operated and I applaud your efforts in making Veazie a safe place to live.

Thank you for your service.

Sincerely,

CC: Kevin Sirois, Police Officer



7/1/2011 THRU 7/31/2011

Wednesday, October 05, 2011

ITEM # 7C



OTOWN, VEAZIE - MONTHLY TOTAL REPORT

8/1/2011 THRU 8/31/2011

Route ID	Ticketed Passes	Monthly Pass Rides	Student Passes	UM Free Fare	Cash Fare	SS Fare	Transfers
OT1	1088	1197	13	2060	918	0	541
OT2	830	1152	4	1736	787	0	515
OTown /eazie	1918	2349	17	3796	1705	0	1056
Totals:					Grand Total:		10841



OTOWN, VEAZIE - MONTHLY TOTAL REPORT

9/1/2011 THRU 9/30/2011

Route ID	Ticketed Passes	Monthly Pass Rides	Student Passes	UM Free Fare	Cash Fare	SS Fare	Transfers
OT1	1045	1226	50	2824	768	0	433
OT2	736	1201	4	3001	639	0	469
OTown Veazie Totals:	1781	2427	54	5825	1407	0	902
				Grand Total:			12396

Wednesday, October 05, 2011

Page 1 of 1



INVOICE

INVOICE: 1111001919 PAGE 1
DATE: Oct 20, 2011 OF 1
SERVICE: BUS OPERATIONS
CUSTOMER PO:
CUSTOMER PH:
TERMS: NET 30 DAYS
DUE DATE: Nov 19, 2011

SERVICE ADDRESS

VEAZIE, TOWN OF
1084 MAIN STREET
VEAZIE, ME 04401-7091

CUST NO: 518756

VEAZIE, TOWN OF
1084 MAIN STREET
VEAZIE, ME 04401-7091

PLEASE RETURN THIS PORTION WITH PAYMENT FOR PROPER CREDIT AMOUNT REMITTED \$ _____
CUST NO: 518756 INVOICE: 1111001919 DATE: Oct 20, 2011

-----DESCRIPTION-----	-----QTY-----	-----TOTAL PRICE-----	TAX
ESTIMATED QUARTERLY BUS SUBSIDY 1ST QTR BILLING FY12	1.0000	4,824.00	N

QUESTIONS CONCERNING THIS INVOICE,
PLEASE CONTACT THE BAT COMMUNITY
CONNECTOR AT (207) 992-4670

Make All Checks Payable to:
City of Bangor
73 Harlow Street
Bangor, Maine 04401

PRINTED Oct 20, 2011 10:15:05

TOTAL CHARGES: 4,824.00
TOTAL TAX: 0.00
TOTAL INVOICE: 4,824.00
PAYMENTS/ADJUST: 0.00
TOTAL DUE: 4,824.00

Oct 18, 2011

Town Manager
1084 Main St.
Veazie, ME 04401

Dear Town Manager,

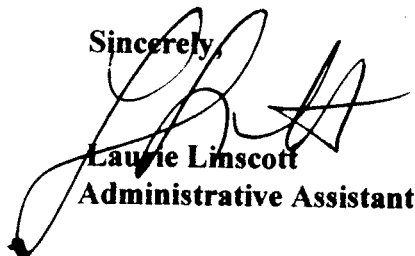
Veazie's share of the anticipated deficit for Community Connector in Fiscal Year 2012 is \$19,295 calculated as follows:

	VOOT SHARE	VEAZIE SHARE
Estimated operating expenditures	\$ 356,489	\$53,473
Minus the sum of estimated:		
Farebox Revenues	120,111	18,017
Advertising Revenues	13,242	1,986
Federal and State Subsidies	87,984	13,18
ADA	6,520	978
VOOT's total deficit & Veazie's 15% share	\$128,632	\$ 19,295

This results in four quarterly payments of \$4,824 each, due on or before October 15, 2011, and January 15, April 15, and July 15, 2012. For your convenience quarterly invoices will be mailed prior to the above due dates.

Veazie's local share reflects only existing service levels. Thank you for your continued support in the bus service.

Sincerely,


Laurie Linscott
Administrative Assistant

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

ITEM 7d



DATE: 10/28/11
TO: BUDGET COMMITTEE
CC: LARRY VARISCO, ACTING TOWN MANAGER
VEAZIE TOWN COUNCIL
FROM: JULIE D. S. REED, ACTING TRESURER
RE: 2ND QUARTER REVIEW

Please find enclosed a copy of the Balance Sheet and the Revenue and Expense report through the first quarter ending September 30, 2011. Should you have any questions please feel free to contact us at 947-2781.

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

ASSETS

GENERAL FUND CHECKING	\$2,844,708.67
EFT ACCOUNT	511,281.97
CREDIT CARD CLEARING ACCOUNT	555.71
CASH DRAWERS	900.00
REC PETTY CASH	300.00
TOWN OFFICE PETTY CASH	300.00
OFFSET ACCOUNT	0.00
TOTAL CASH	3,358,046.35

BANGOR SAVINGS TRUST ACCOUNT	460,964.78
BANGOR SAVINGS AGENCY ACCOUNT	151,187.82
CASCO BAY TIF AGENCY	479,638.87
CASCO BAY TIF DEVELOPER	2,224.54
BANGOR SAVINGS ADVANTAGE	2,700.00
TOTAL INVESTMENTS	1,096,716.01

2011 REAL ESTATE	135,029.27
2010 REAL ESTATE	22,318.25
2009 REAL ESTATE	18,176.72
2008 REAL ESTATE	0.00
TOTAL OUTSTANDING	175,524.24

2011 PERSONAL PROPERTY	3,706.90
2011 PP SUPPLEMENTAL TAX	0.00
2010 PERSONAL PROPERTY	65.80
2009 PERSONAL PROPERTY	66.50
TOTAL OUTSTANDING	3,839.20

ABATEMENTS	15,764.40
PREPAID TAXES	0.00
OVERPAYMENT OF TAXES	0.00
TOTAL TAX OFFSETS	15,764.40

ACCOUNTS RECEIVABLE	(2,363.50)
TOTAL RECEIVABLES	(2,363.50)

HEALTH INSURANCE	(89.16)
125 MEDICAL REIMBURSEMENT	2,592.00
TOTAL RECIEVABLES / OTHER	2,502.84

TOTAL ASSETS	4,650,029.54
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TOWN OF VEAZIE
BALANCE SHEET FOR FUND 100
September 30, 2011

LIABILITIES AND EQUITY

ACCOUNTS PAYABLE-PRIOR YEAR	(\$15,222.70)
ACCOUNTS PAYABLE- GENERAL	<u>0.00</u>
TOTAL PAYABLES	(15,222.70)
BMV REGISTRATIONFEES	(35.00)
BMV SALES TAX	0.00
BMV TITLE FEES	0.00
RV REGISTRATION FEES	66.00
RV SALES TAX	0.00
ANIMAL WELFARE	6.00
INLAND FIS/WILD FEES	662.00
PLUMBING-STATE	384.50
BIRTH CERTIFICATES	19.60
MARRIAGE LICENSE	44.00
DEATH CERTIFICATE	11.60
BURIAL PERMIT	<u>30.00</u>
TOTAL STATE PAYABLES	1,188.70
DEFERRED REVENUES	<u>44,447.00</u>
TOTAL DEFERRED REVENUE	44,447.00
DTF CAPITAL PROJECTS	210,851.92
DTF TRUST FUND	<u>(16,800.00)</u>
TOTAL DUE TO FROM ACCOUNTS	200,202.46
TOTAL LIABILITIES	230,615.46
DESIGNATED-EMPLOYEE FUND	474.37
REC SCHOLARSHIP FUND	448.00
COMPREHENSIVE PLANNING	20,989.70
VEAZIE DAYS	904.78
CPR CLASS	96.00
TOTE BAG DONATION	1,178.00
COMMUNITY CENTER GRANT	(15,503.40)
PVCC DUES	1,421.00
TRAINING	(1,298.00)
DONATION FIRE DEPT	1,243.22
FIRE GRANT	(4,608.11)
FIRE DEPT-CAPITAL	3,415.28
POLICE DEPARTMENT-CAP	2,376.00
POLICE DEPT DONATION	1,026.67
EXECUTIVE DEPT-CAP	6,533.88
NRCS CONSERVATION GRANT	3,077.82
PUBLIC WORKS-CAPITAL	20,878.11
CONSERVATION COMMISSSION	13,767.00
PLANNING BOARD EXPENSE	(3,301.38)
PROJECT CANOPY GRANT	0.00
HISTORICAL SOCIETY	14,254.00
ECONOMIC DEVELOPMENT FUND	19,463.17
ENTRANCE SIGNS	1,171.66
CDBG HEALTHY HOME GRANT	(175.00)
TIF FEES	504,497.72
DESIGNATED WORKING CAPITAL	<u>600,000.00</u>
TOTAL DESIGNATED	1,192,330.49
YTD NET INCOME	2,775,890.13

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

UNDESIGNATED FUND GENERAL	\$451,193.46
TOTAL UNDESIGNATED	<u>3,227,083.59</u>
TOTAL EQUITY	<u>4,419,414.08</u>
TOTAL LIABILITIES AND EQUITY	<u><u>4,650,029.54</u></u>

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
REVENUES					
TAX REVENUE	(5,518,397.22)	(30,047.64)	(5,276,255.11)	4%	(242,142.11)
INTERGOVERNMENTAL REVENUE	(219,850.00)	(6,728.06)	(56,824.78)	74%	(163,025.22)
TOWN CLERK REVENUE	(35,310.00)	(1,330.03)	(16,517.09)	53%	(18,792.91)
REFUNDS/REIMBURSEMENTS	(30,640.00)	0.00	(4,750.22)	84%	(25,889.78)
RECREATION REVENUE	(44,150.00)	(3,898.00)	(13,743.00)	69%	(30,407.00)
OTHER REVENUE	(129,000.00)	(475.00)	(1,560.00)	99%	(127,440.00)
INTEREST INCOME	(40,000.00)	(1,492.05)	(2,865.35)	93%	(37,134.65)
TOTAL REVENUES	(6,017,347.22)	(43,970.78)	(5,372,515.55)	11%	(644,831.67)
EXPENSES					
GENERAL ADMINISTRATION					
GENERAL ADMIN SALARIES	207,700.00	15,064.96	50,912.50	75%	156,787.50
ADMIN TAXES/INSURANCE	19,451.30	1,381.00	3,961.47	80%	15,489.83
ADMIN BENEFITS	51,500.00	3,761.02	11,770.19	77%	39,729.81
ADMIN DEPARTMENTAL	9,100.00	30.64	1,257.95	86%	7,842.05
CONTRACTED SERVICES	41,500.00	3,787.82	14,731.12	65%	26,768.88
ADMIN MAINTENANCE	3,000.00	133.38	133.38	96%	2,866.62
ADMIN UTILITIES	23,900.00	862.94	3,934.37	84%	19,965.63
ADMIN EQUIPMENT	1,725.00	7.75	179.00	90%	1,546.00
ADMIN CAPITAL OUTLAY	22,750.00	823.59	5,361.07	76%	17,388.93
ADMIN OTHER OPERATING EXPENSES	0.00	0.00	0.00	0.0%	0.00
TOTAL ADMINISTRATION	380,626.30	25,853.10	92,241.05	76%	288,385.25
POLICE DEPARTMENT					
POLICE DEPARTMENT SALARIES	233,000.00	17,200.82	60,865.38	74%	172,134.62
POLICE TAXES/INSURANCE	23,849.64	1,328.21	5,921.04	75%	17,928.60
POLICE BENEFITS	43,978.73	3,710.50	11,766.15	73%	32,212.58
POLICE DEPARTMENTAL EXPENSE	32,650.00	2,252.23	6,938.45	79%	25,711.55
POLICE MAINTENANCE	11,250.00	1,131.60	1,911.53	83%	9,338.47
POLICE DEPARTMENT OTHER OPERATING E	3,725.00	0.00	136.66	96%	3,588.34
	348,453.37	25,623.36	87,539.21	75%	260,914.16

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTEMENT					
SALARIES	152,179.00	12,554.76	41,079.92	73%	111,099.08
FIRE PAYROLL TAXES/INSURANCE	23,495.00	936.87	4,465.28	81%	19,029.72
FIRE DEPARTMENT BENEFITS	16,707.00	1,412.99	4,529.80	73%	12,177.20
FIRE DEPARTMENTAL EXPENSE	11,100.00	325.04	749.23	93%	10,350.77
FIRE DEPARTMENT CONTRACTED SERVICE	5,600.00	0.00	0.00	100%	5,600.00
FIRE DEPARTMENT MAINTENANCE	13,600.00	3,218.00	3,996.92	71%	9,603.08
FIRE DEPARTMENT EQUIPMENT	8,250.00	27.98	579.75	93%	7,670.25
FIRE DEPARTMENT OTHER OPERATING EXP	8,000.00	6.00	174.42	98%	7,825.58
	238,931.00	18,481.64	55,575.32	77%	183,355.68
PUBLIC WORKS					
PUBLIC WORKS SALARIES	73,000.00	5,571.05	19,161.42	74%	53,838.58
PUBLIC WORKS TAXES/INSURANCE	13,700.00	476.07	2,587.10	81%	11,112.90
PUBLIC WORKS BENEFITS	23,600.00	999.17	3,125.51	87%	20,474.49
PUBLIC WORKS DEPARTMENTAL EXPENSE	68,920.00	3,261.70	5,243.13	92%	63,676.87
PUBLIC WORKS TRAINING TRAVEL	500.00	111.00	111.00	78%	389.00
PUBLIC WORKS EQUIPMENT	16,000.00	2,755.39	3,026.55	81%	12,973.45
TOTAL PUBLIC WORKS	195,720.00	13,174.38	33,254.71	83%	162,465.29
PARKS & REC					
PARKS & RECREATIONS SALARIES	51,000.00	3,277.32	18,474.78	64%	32,525.22
PARKS & RECREATION TAXES/INSURANCE	5,950.00	253.80	1,730.87	71%	4,219.13
PARKS & RECREATION BENEFITS	9,800.00	939.91	2,918.10	70%	6,881.90
PARKS & RECREATION DEPARTMENTAL EXP	18,420.00	1,623.00	6,194.96	66%	12,225.04
PARKS & RECREATION OTHER OPERATING	4,500.00	311.08	1,549.59	66%	2,950.41
	89,670.00	6,405.11	30,868.30	66%	58,801.70
CAPITAL ACCOUNTS					
CAPITAL OUTLAY	135,750.00	773.33	7,993.97	94%	127,756.03
SPECIAL ASESSEMENTS	1,974,389.55	16,460.68	69,829.57	96%	1,904,559.98
TRANSFERS	2,618,307.00	226,920.25	666,251.75	75%	1,952,055.25
DESIGNATED ACCOUNTS	35,500.00	596.02	17,576.34	50%	17,923.66

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
TOTAL EXPENSES	4,763,946.55	244,750.28	761,651.63	84%	4,002,294.92
	6,017,347.22	334,287.87	1,061,130.22	82%	4,956,217.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<i>Description</i>	<i>Budgeted</i>	<i>Expended September</i>	<i>Expended YTD</i>	<i>Percent Remaining</i>	<i>Amount Remaining</i>
REVENUES					
TAX REVENUE:					
REAL ESTATE TAX COMMITMENT	(2,648,979.24)	0.00	(2,648,979.24)	0%	0.00
SUPPLEMENTAL TAX COMMITMENT	0.00	0.00	0.00	0%	0.00
PERSONAL PROP TAX COMMITMENT	(2,509,012.70)	0.00	(2,509,012.70)	0%	0.00
EXCISE TAX - BMV	(305,000.00)	(28,694.78)	(83,277.96)	73%	(221,722.04)
EXCISE TAX - BOATS	0.00	(12.00)	(289.40)	0%	289.40
HOMESTEAD EXEMPTION	(44,340.30)	0.00	(32,148.00)	27%	(12,192.30)
BETE	(64.98)	0.00	0.00	100%	(64.98)
INTEREST AND COSTS	(11,000.00)	(1,340.86)	(2,547.81)	77%	(8,452.19)
Total TAX REVENUE	<u>(5,518,397.22)</u>	<u>(30,047.64)</u>	<u>(5,276,255.11)</u>	<u>4%</u>	<u>(242,142.11)</u>
INTERGOVERNMENTAL REVENUE:					
MUNICIPAL REVENUE SHARING	(200,000.00)	(6,400.13)	(50,819.85)	75%	(149,180.15)
LOCAL ROAD ASSISTANCE	(15,000.00)	0.00	(3,894.00)	74%	(11,106.00)
GENERAL ASSISTANCE REIMB	(3,000.00)	0.00	0.00	100%	(3,000.00)
VETERANS REIMBURSEMENT	(1,500.00)	0.00	(1,783.00)	(19%)	283.00
SNOWMOBILE REIMBURSEMENT	(150.00)	0.00	0.00	100%	(150.00)
TREE GROWTH REIMBURSEMENT	(200.00)	(327.93)	(327.93)	(64%)	127.93
Total INTERGOVERNMENTAL REVENUE	<u>(219,850.00)</u>	<u>(6,728.06)</u>	<u>(56,824.78)</u>	<u>74%</u>	<u>(163,025.22)</u>
TOWN CLERK REVENUE:					
CLERKS FEES	(1,000.00)	(53.25)	(169.25)	83%	(830.75)
VITAL RECORDS	(750.00)	(81.00)	(589.40)	21%	(160.60)

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
TOWN CLERK REVENUE (continued):					
PLUMBING PERMITS	(1,500.00)	(52.50)	(152.50)	90%	(1,347.50)
BUILDING PERMIT	(3,000.00)	(43.00)	(125.00)	96%	(2,875.00)
ELECTRICAL PERMIT	(1,000.00)	(70.00)	(180.00)	82%	(820.00)
MOBIL HOME PARK FEES	(360.00)	0.00	(360.00)	0%	0.00
CABLE TV FEES	(21,000.00)	0.00	(11,413.16)	46%	(9,586.84)
POLICE FEES AND FINES	(1,000.00)	(10.00)	(40.00)	96%	(960.00)
PD SALARY REIMBURSEMENT	0.00	0.00	0.00	0%	0.00
FIRE DEPARTMENT REVENUE	0.00	0.00	(1,280.00)	0%	1,280.00
ANIMAL FEES AND FINES	(700.00)	(4.00)	(6.00)	99%	(694.00)
BMV AGENT FEES	(5,000.00)	(571.00)	(1,721.00)	66%	(3,279.00)
MISCELLANEOUS	0.00	(445.28)	(458.78)	0%	458.78
CONCEALED WEAPONS	0.00	0.00	(22.00)	0%	22.00
Total TOWN CLERK REVENUE	(35,310.00)	(1,330.03)	(16,517.09)	53%	(18,792.91)
REFUNDS/REIMBURSEMENTS:					
MRC	(20,000.00)	0.00	(4,750.22)	76%	(15,249.78)
WINTER ROADS CONTRACT	(8,640.00)	0.00	0.00	100%	(8,640.00)
TIF ADMIN FEES	(2,000.00)	0.00	0.00	100%	(2,000.00)
Total REFUNDS/REIMBURSEMENTS	(30,640.00)	0.00	(4,750.22)	84%	(25,889.78)
RECREATION REVENUE:					
AFTER SCHOOL PROGRAM	(29,650.00)	(2,838.00)	(2,838.00)	90%	(26,812.00)
ADULT PROGRAMS - REC	(1,000.00)	0.00	0.00	100%	(1,000.00)
SUMMER REC PROGRAMS	(12,600.00)	(370.00)	(10,165.00)	19%	(2,435.00)
OTHER RECREATION REVENUES	0.00	(80.00)	(130.00)	0%	130.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
RECREATION REVENUE (continued):					
YOUTH LEAGUE	(900.00)	(610.00)	(610.00)	32%	(290.00)
Total RECREATION REVENUE	<u>(44,150.00)</u>	<u>(3,898.00)</u>	<u>(13,743.00)</u>	69%	<u>(30,407.00)</u>
OTHER REVENUE:					
COMM CENTER RENTAL	(3,000.00)	(325.00)	(1,085.00)	64%	(1,915.00)
CERTIFICATION BLOCK GRANT	0.00	0.00	0.00	0%	0.00
CEMETERY FEES	(1,000.00)	(150.00)	(475.00)	53%	(525.00)
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	<u>(129,000.00)</u>	<u>(475.00)</u>	<u>(1,560.00)</u>	99%	<u>(127,440.00)</u>
INTEREST INCOME:					
INTEREST	(40,000.00)	(1,492.05)	(2,865.35)	93%	(37,134.65)
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	<u>(40,000.00)</u>	<u>(1,492.05)</u>	<u>(2,865.35)</u>	93%	<u>(37,134.65)</u>
TOTAL REVENUES	<u>(6,017,347.22)</u>	<u>(43,970.78)</u>	<u>(5,372,515.55)</u>	11%	<u>(644,831.67)</u>

EXPENSES

GENERAL ADMINISTRATION

GENERAL ADMIN SALARIES:

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
GENERAL ADMIN SALARIES (continued):					
TOWN MANAGER	68,000.00	5,928.00	18,814.80	72%	49,185.20
DEPUTY TREASURER	43,000.00	3,360.00	11,763.15	73%	31,236.85
DEPUTY CLERK	35,000.00	2,893.70	9,819.58	72%	25,180.42
ASSISTANT CLERK	11,000.00	787.68	4,297.37	61%	6,702.63
ASSESSOR / CEO	42,500.00	1,699.58	3,937.60	91%	38,562.40
TOWN COUNCIL	3,200.00	0.00	800.00	75%	2,400.00
CUSTODIAL SERVICES	5,000.00	396.00	1,480.00	70%	3,520.00
Total GENERAL ADMIN SALARIES	207,700.00	15,064.96	50,912.50	75%	156,787.50
ADMIN TAXES/INSURANCE:					
FICA EXPENSE - ADM	13,900.40	1,119.25	3,016.88	78%	10,883.52
MEDICARE - ADM	3,250.90	261.75	705.54	78%	2,545.36
WORKERS COMPENSATION - ADM	2,300.00	0.00	239.05	90%	2,060.95
Total ADMIN TAXES/INSURANCE	19,451.30	1,381.00	3,961.47	80%	15,489.83
ADMIN BENEFITS:					
HEALTH INSURANCE - ADM	35,000.00	2,755.96	8,252.48	76%	26,747.52
RETIREMENT - ADM	16,500.00	1,005.06	3,517.71	79%	12,982.29
Total ADMIN BENEFITS	51,500.00	3,761.02	11,770.19	77%	39,729.81
ADMIN DEPARTMENTAL:					
GENERAL ASSISTANCE	0.00	0.00	0.00	0%	0.00
MMA DUES	2,800.00	0.00	0.00	100%	2,800.00
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

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

Description	Budgeted	Expended September	Expended YTD	Percent Remaining	Amount Remaining
ADMIN DEPARTMENTAL (continued):					
REGISTRY EXPENSE	1,500.00	30.64	458.45	69%	1,041.55
ELECTION COSTS	2,500.00	0.00	123.00	95%	2,377.00
ASSESSOR'S EXPENSE	1,000.00	0.00	676.50	32%	323.50
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	9,100.00	30.64	1,257.95	86%	7,842.05
CONTRACTED SERVICES:					
LEGAL FEES	10,000.00	2,569.50	4,382.00	56%	5,618.00
AUDIT FEES	5,500.00	0.00	0.00	100%	5,500.00
MAINTENANCE AGREEMENT	10,000.00	582.55	1,643.26	84%	8,356.74
PROCESSING FEES	8,000.00	635.77	2,497.78	69%	5,502.22
TRIO LICENSES	6,000.00	0.00	6,208.08	(3%)	(208.08)
ANNUAL REPORT	2,000.00	0.00	0.00	100%	2,000.00
NEPDES COMPLIANCE	0.00	0.00	0.00	0%	0.00
Total CONTRACTED SERVICES	41,500.00	3,787.82	14,731.12	65%	26,768.88
ADMIN MAINTENANCE:					
CUSTODIAL SUPPLIES	3,000.00	133.38	133.38	96%	2,866.62
Total ADMIN MAINTENANCE	3,000.00	133.38	133.38	96%	2,866.62
ADMIN UTILITIES:					
ELECTRICITY	18,000.00	562.60	2,567.55	86%	15,432.45
OIL	0.00	0.00	0.00	0%	0.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
ADMIN UTILITIES (continued):					
TELEPHONE	3,500.00	0.00	674.20	81%	2,825.80
WATER / SEWER	2,200.00	300.34	692.62	69%	1,507.38
BOTTLED GAS	200.00	0.00	0.00	100%	200.00
Total ADMIN UTILITIES	23,900.00	862.94	3,934.37	84%	19,965.63
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	7.75	179.00	75%	546.00
FURNITURE	0.00	0.00	0.00	0%	0.00
Total ADMIN EQUIPMENT	1,725.00	7.75	179.00	90%	1,546.00
ADMIN CAPITAL OUTLAY:					
TRAINING - ADM	1,500.00	0.00	1,003.75	33%	496.25
DUES / SUBSCRIPTIONS	3,500.00	50.00	325.00	91%	3,175.00
OFFICE SUPPLIES	4,000.00	77.15	569.91	86%	3,430.09
POSTAGE	4,500.00	168.36	1,392.76	69%	3,107.24
PRINTING - ADM	1,500.00	0.00	222.80	85%	1,277.20
MEALS / TRAVEL - ADM	3,500.00	343.58	1,280.65	63%	2,219.35
BOOKS / FORMS	1,250.00	0.00	0.00	100%	1,250.00
ADVERTISING	2,000.00	184.50	566.20	72%	1,433.80
ALARM SYSTEM	1,000.00	0.00	0.00	100%	1,000.00
PUBLIC LIABILITY	0.00	0.00	0.00	0%	0.00
Total ADMIN CAPITAL OUTLAY	22,750.00	823.59	5,361.07	76%	17,388.93
TOTAL ADMINISTRATION	380,626.30	25,853.10	92,241.05	76%	288,385.25
POLICE DEPARTMENT					

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENT SALARIES:					
POLICE CHIEF	55,681.60	4,283.20	14,991.20	73%	40,690.40
PATROL SALARIES	160,818.40	10,831.23	40,546.57	75%	120,271.83
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	1,890.39	4,635.61	48%	4,364.39
ANIMAL CONTROL PAYROLL	0.00	0.00	0.00	0%	0.00
TRAINING	6,000.00	196.00	692.00	88%	5,308.00
DARE PROGRAM	1,500.00	0.00	0.00	100%	1,500.00
Total POLICE DEPARTMENT SALARIES	<u>233,000.00</u>	<u>17,200.82</u>	<u>60,865.38</u>	<u>74%</u>	<u>172,134.62</u>
POLICE TAXES/INSURANCE:					
FICA - PD	14,505.50	1,076.46	3,714.41	74%	10,791.09
MAINE STATE RETIREMENT-PD	0.00	0.00	0.00	0%	0.00
MEDICARE - PD	3,390.39	251.75	868.74	74%	2,521.65
WORKERS COMP - PD	5,953.75	0.00	1,337.89	78%	4,615.86
Total POLICE TAXES/INSURANCE	<u>23,849.64</u>	<u>1,328.21</u>	<u>5,921.04</u>	<u>75%</u>	<u>17,928.60</u>
POLICE BENEFITS:					
HEALTH INSURANCE - PD	30,928.54	2,900.86	8,932.40	71%	21,996.14
RETIREMENT FUND-PD	13,050.19	809.64	2,833.75	78%	10,216.44
MAINE STATE RETIREMENT	0.00	0.00	0.00	0%	0.00
Total POLICE BENEFITS	<u>43,978.73</u>	<u>3,710.50</u>	<u>11,766.15</u>	<u>73%</u>	<u>32,212.58</u>
POLICE DEPARTMENTAL EXPENSE:					

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENTAL EXPENSE (continued):					
GASOLINE COSTS - PD	12,000.00	1,540.65	4,813.31	60%	7,186.69
ANIMAL CONTROL	4,600.00	385.44	963.68	79%	3,636.32
SCHOOL CROSSING	2,800.00	0.00	0.00	100%	2,800.00
LAB FEES	500.00	0.00	129.98	74%	370.02
COMMUNICATIONS - PD	5,000.00	316.14	981.58	80%	4,018.42
AMMUNITION - PD	1,500.00	0.00	0.00	100%	1,500.00
UNIFORMS- PD	3,500.00	10.00	49.90	99%	3,450.10
UNIFORM REPAIR - PD	0.00	0.00	0.00	0%	0.00
COMMUNITY POLICING	750.00	0.00	0.00	100%	750.00
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	2,252.23	6,938.45	79%	25,711.55
POLICE MAINTENANCE:					
CRUISER REPAIR	9,000.00	1,131.60	1,911.53	79%	7,088.47
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	0.00	100%	1,500.00
EQUIPMENT REPAIR-PD	750.00	0.00	0.00	100%	750.00
Total POLICE MAINTENANCE	11,250.00	1,131.60	1,911.53	83%	9,338.47
POLICE DEPARTMENT OTHER OPERATING E					
TRAINING - PD	0.00	0.00	0.00	0%	0.00
DUES / MEMBERSHIPS - PD	500.00	0.00	50.00	90%	450.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
POLICE DEPARTMENT OTHER OPERATING EXPENSE (continued):					
REGIONAL COMPUTER	0.00	\$0.00	0.00	0%	0.00
PRINTING - PD	0.00	0.00	0.00	0%	0.00
COMPUTER/MAINT-PD	1,500.00	0.00	0.00	100%	1,500.00
OFFICE SUPPLIES-PD	1,725.00	0.00	86.66	95%	1,638.34
	<u>3,725.00</u>	<u>0.00</u>	<u>136.66</u>	<u>96%</u>	<u>3,588.34</u>
Total POLICE DEPARTMENT OTHER OPERA	348,453.37	25,623.36	87,539.21	75%	260,914.16
FIRE DEPARTEMENT					
SALARIES:					
FIRE CHIEF SALARY	9,500.00	791.66	2,374.98	75%	7,125.02
ASST FIRE CHIEF SALARY	5,700.00	0.00	0.00	100%	5,700.00
FIREFIGHTER DAY COVERAGE	96,979.00	7,625.90	26,556.85	73%	70,422.15
CALL FIREFIGHTERS	40,000.00	4,137.20	12,148.09	70%	27,851.91
Total SALARIES	<u>152,179.00</u>	<u>12,554.76</u>	<u>41,079.92</u>	<u>73%</u>	<u>111,099.08</u>
FIRE PAYROLL TAXES/INSURANCE:					
FICA - FD	9,924.00	759.29	2,483.61	75%	7,440.39
MEDICARE - FD	2,160.00	177.58	580.87	73%	1,579.13
WORKERS COMP - FD	11,411.00	0.00	1,400.80	88%	10,010.20
Total FIRE PAYROLL TAXES/INSURANCE	<u>23,495.00</u>	<u>936.87</u>	<u>4,465.28</u>	<u>81%</u>	<u>19,029.72</u>
FIRE DEPARTMENT BENEFITS:					
HEALTH INSURANCE - FD	9,655.00	793.90	2,381.70	75%	7,273.30
RETIREMENT - FD	7,052.00	619.09	2,148.10	70%	4,903.90

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTMENT BENEFITS (continued):					
MAINE STATE RETIREMENT-FD	0.00	0.00	0.00	0%	0.00
Total FIRE DEPARTMENT BENEFITS	16,707.00	1,412.99	4,529.80	73%	12,177.20
FIRE DEPARTMENTAL EXPENSE:					
GASOLINE - FD	2,300.00	141.22	317.19	86%	1,982.81
COMMUNICATIONS - FD	2,300.00	183.82	432.04	81%	1,867.96
UNIFORM COST - FD	1,500.00	0.00	0.00	100%	1,500.00
ANNUAL TB-FD	300.00	0.00	0.00	100%	300.00
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	0.00	100%	2,500.00
FIRE PREVENTION	1,000.00	0.00	0.00	100%	1,000.00
Total FIRE DEPARTMENTAL EXPENSE	11,100.00	325.04	749.23	93%	10,350.77
FIRE DEPARTMENT CONTRACTED SERVICE:					
MAINTENANCE CONTRACT-FD	5,600.00	0.00	0.00	100%	5,600.00
UNION CONTRACT EXPENSE	0.00	0.00	0.00	0%	0.00
Total FIRE DEPARTMENT CONTRACTED SE	5,600.00	0.00	0.00	100%	5,600.00
FIRE DEPARTMENT MAINTENANCE:					
ENGINE 191	2,600.00	1,355.10	1,529.83	41%	1,070.17
ENGINE 192	1,200.00	795.95	1,108.38	8%	91.62
UNIT 190	1,750.00	0.00	0.00	100%	1,750.00
UNIT 198	1,750.00	12.50	12.50	99%	1,737.50
ENGINE 195	2,200.00	1,054.45	1,322.58	40%	877.42

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
FIRE DEPARTMENT MAINTENANCE (continued):					
RADIO REPAIR - FD	2,000.00	0.00	23.63	99%	1,976.37
SCBA MAINTENANCE	2,100.00	0.00	0.00	100%	2,100.00
Total FIRE DEPARTMENT MAINTENANCE	13,600.00	3,218.00	3,996.92	71%	9,603.08
FIRE DEPARTMENT EQUIPMENT:					
FIREFIGHTING EQUIPMENT	2,500.00	0.00	0.00	100%	2,500.00
ISSUE EQUIPMENT - FD	4,500.00	0.00	79.99	98%	4,420.01
EMS EQUIPMENT	450.00	0.00	466.40	(4%)	(16.40)
SM MECHANICAL EQUIPMENT-FD	800.00	27.98	33.36	96%	766.64
Total FIRE DEPARTMENT EQUIPMENT	8,250.00	27.98	579.75	93%	7,670.25
FIRE DEPARTMENT OTHER OPERATING EXPE					
TRAINING TUITION - FD	2,000.00	0.00	150.00	93%	1,850.00
TRAINING INSTRUCTOR - FD	1,500.00	0.00	0.00	100%	1,500.00
DUES / SUBSCRIPTIONS - FD	700.00	0.00	0.00	100%	700.00
TRAINING TRAVEL - FD	450.00	0.00	0.00	100%	450.00
TRAINING MATERIALS - FD	450.00	6.00	6.00	99%	444.00
QUINT TRAINING REQUIREMENTS	0.00	0.00	0.00	0%	0.00
SUPPLIES - FD	2,000.00	0.00	18.42	99%	1,981.58
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	6.00	174.42	98%	7,825.58
PUBLIC WORKS	238,931.00	18,481.64	55,575.32	77%	183,355.68

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PUBLIC WORKS SALARIES:					
PUBLIC WORKS SALARIES	70,000.00	5,233.60	18,578.93	73%	51,421.07
PUBLIC WORKS OVERTIME	3,000.00	337.45	582.49	81%	2,417.51
CUSTODIAN EXPENSE	0.00	0.00	0.00	0%	0.00
Total PUBLIC WORKS SALARIES	73,000.00	5,571.05	19,161.42	74%	53,838.58
PUBLIC WORKS TAXES/INSURANCE:					
FICA - PW	5,000.00	385.83	1,335.33	73%	3,664.67
MEDICARE - PW	1,200.00	90.24	312.31	74%	887.69
WORKERS COMP - PW	7,500.00	0.00	939.46	87%	6,560.54
Total PUBLIC WORKS TAXES/INSURANCE	13,700.00	476.07	2,587.10	81%	11,112.90
PUBLIC WORKS BENEFITS:					
HEALTH INSURANCE - PW	18,000.00	743.17	2,229.51	88%	15,770.49
RETIREMENT - PW	5,600.00	256.00	896.00	84%	4,704.00
Total PUBLIC WORKS BENEFITS	23,600.00	999.17	3,125.51	87%	20,474.49
PUBLIC WORKS DEPARTMENTAL EXPENSE:					
SHOP EXPENSE - PW	7,000.00	281.63	389.83	94%	6,610.17
PROJECT MATERIALS - PW	0.00	0.00	0.00	0%	0.00
COMMUNICATIONS - PW	3,000.00	129.74	324.47	89%	2,675.53
UNIFORM COST - PW	3,500.00	204.45	726.12	79%	2,773.88
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	0.00	100%	6,000.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PUBLIC WORKS DEPARTMENTAL EXPENSE (continued):					
HIGHWAY MAINTENANCE	17,000.00	2,638.88	3,629.84	79%	13,370.16
ROAD SALT	30,000.00	0.00	0.00	100%	30,000.00
ROAD SAND	0.00	0.00	0.00	0%	0.00
LIQUID CALCIUM	0.00	0.00	0.00	0%	0.00
CEMETERY MAINTENANCE	1,000.00	7.00	22.87	98%	977.13
MAINTENANCE SUPPLIES	1,000.00	0.00	0.00	100%	1,000.00
Total PUBLIC WORKS DEPARTMENTAL EX	68,920.00	3,261.70	5,243.13	92%	63,676.87
PUBLIC WORKS TRAINING TRAVEL:					
TRAINING/TRAVEL--PW	500.00	111.00	111.00	78%	389.00
Total PUBLIC WORKS TRAINING TRAVEL	500.00	111.00	111.00	78%	389.00
PUBLIC WORKS EQUIPMENT:					
EQUIP PARTS PURCHASE - PW	5,000.00	214.82	657.25	87%	4,342.75
EQUIPMENT RENTAL - PW	1,000.00	0.00	0.00	100%	1,000.00
EQUIPMENT O / M - PW	10,000.00	2,540.57	2,369.30	76%	7,630.70
Total PUBLIC WORKS EQUIPMENT	16,000.00	2,755.39	3,026.55	81%	12,973.45
TOTAL PUBLIC WORKS	195,720.00	13,174.38	33,254.71	83%	162,465.29
PARKS & REC					
PARKS & RECREATIONS SALARIES:					
REC DIRECTOR	32,000.00	2,615.82	8,794.57	73%	23,205.43
REC YOUTH WORKERS	19,000.00	661.50	9,680.21	49%	9,319.79
Total PARKS & RECREATIONS SALARIES	51,000.00	3,277.32	18,474.78	64%	32,525.22

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PARKS & RECREATION TAXES/INSURANCE:					
FICA - REC	3,500.00	205.68	1,178.44	66%	2,321.56
MEDICARE - REC	750.00	48.12	275.63	63%	474.37
WORKERS COMP - REC	1,700.00	0.00	276.80	84%	1,423.20
Total PARKS & RECREATION TAXES/INSUR	5,950.00	253.80	1,730.87	71%	4,219.13
PARKS & RECREATION BENEFITS:					
HEALTH INSURANCE - REC	7,500.00	743.17	2,229.51	70%	5,270.49
RETIREMENT - REC	2,300.00	196.74	688.59	70%	1,611.41
Total PARKS & RECREATION BENEFITS	9,800.00	939.91	2,918.10	70%	6,881.90
PARKS & RECREATION DEPARTMENTAL EXP					
PARK MAINTENANCE	1,000.00	0.00	900.00	10%	100.00
FAMILY DANCE	500.00	0.00	0.00	100%	500.00
SUMMER TRANSPORTATION	4,140.00	0.00	2,728.00	34%	1,412.00
INSTRUCTIONAL COSTS	500.00	0.00	0.00	100%	500.00
YOUTH LEAGUE	3,000.00	0.00	125.46	96%	2,874.54
HALLOWEEN CARNIVAL	500.00	0.00	0.00	100%	500.00
SPRING EGG HUNT	500.00	0.00	0.00	100%	500.00
REC COMMUNITY PROGRAM	3,000.00	942.00	942.00	69%	2,058.00
AFTER SCHOOL PROGRAM	2,280.00	0.00	0.00	100%	2,280.00
SUMMER ADMISSIONS	3,000.00	681.00	1,499.50	50%	1,500.50
Total PARKS & RECREATION DEPARTMENT	18,420.00	1,623.00	6,194.96	66%	12,225.04
PARKS & RECREATION OTHER OPERATING:					
MILEAGE/TRAVEL-REC	500.00	151.50	236.34	53%	263.66

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
PARKS & RECREATION OTHER OPERATING (continued):					
RECREATION COMMUNICATIONS	1,900.00	159.58	615.45	68%	1,284.55
SUPPLIES - REC	2,000.00	0.00	697.80	65%	1,302.20
ADVERTISING - REC	100.00	0.00	0.00	100%	100.00
Total PARKS & RECREATION OTHER OPER	<u>4,500.00</u>	<u>311.08</u>	<u>1,549.59</u>	<u>66%</u>	<u>2,950.41</u>
	89,670.00	6,405.11	30,868.30	66%	58,801.70
CAPITAL ACCOUNTS					
CAPITAL OUTLAY:					
POLICE DEPARTMENT-CAP	4,000.00	0.00	0.00	100%	4,000.00
EXECUTIVE DEPARTMENT-CAP	3,750.00	0.00	1,927.80	49%	1,822.20
BUILDING MAINTENANCE - CAP	10,000.00	773.33	1,066.17	89%	8,933.83
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	105,000.00	0.00	0.00	100%	105,000.00
COMMUNITY PROGRAMS	5,000.00	0.00	5,000.00	0%	0.00
TRAILER	0.00	0.00	0.00	0%	0.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
CAPITAL OUTLAY (continued):					
BULL DOZER	0.00	0.00	0.00	0%	0.00
Total CAPITAL OUTLAY	135,750.00	773.33	7,993.97	94%	127,756.03
SPECIAL ASESSEMENTS:					
COUNTY TAX	267,002.64	0.00	0.00	100%	267,002.64
SEWER DISTRICT APPROPRIATION	150,000.00	0.00	0.00	100%	150,000.00
HYDRANT RENTAL	91,380.00	0.00	22,845.24	75%	68,534.76
LAWN CARE CONTRACT	11,000.00	1,181.25	2,362.50	79%	8,637.50
WINTER MAINTENANCE CONTRACT	46,500.00	0.00	0.00	100%	46,500.00
STREET LIGHTS	28,000.00	1,784.14	4,590.24	84%	23,409.76
STREET LINING	4,500.00	0.00	0.00	100%	4,500.00
SOLID WASTE	132,834.00	9,925.56	28,961.91	78%	103,872.09
HEATING COST	13,000.00	123.49	241.95	98%	12,758.05
GENERAL ASSISTANCE	10,000.00	2,546.76	7,537.66	25%	2,462.34
PUBLIC TRANSPORTATION	18,000.00	0.00	676.29	96%	17,323.71
DIESEL FUEL	8,000.00	745.48	1,972.28	75%	6,027.72
NETWORK MAINTENANCE	5,000.00	154.00	641.50	87%	4,358.50
TIF FINANCING	1,034,762.76	0.00	0.00	100%	1,034,762.76
OVERLAY	154,410.15	0.00	0.00	100%	154,410.15
TIF LEASE PAYMENTS	0.00	0.00	0.00	0%	0.00
Total SPECIAL ASESSEMENTS	1,974,389.55	16,460.68	69,829.57	96%	1,904,559.98
TRANSFERS:					
INSURANCE RESERVE - RES	37,300.00	0.00	0.00	100%	37,300.00
UNEMPLOYMENT - RES	2,000.00	0.00	0.00	100%	2,000.00

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
TRANSFERS (continued):					
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	0.00	100%	10,000.00
PD SAFETY EQUIPMENT RES	2,000.00	0.00	0.00	100%	2,000.00
MUNICIPAL CREDIT - RES	0.00	0.00	0.00	0%	0.00
MUNICIPAL BUILDING - RES	2,000.00	0.00	0.00	100%	2,000.00
COMM BUILDING - RES	5,000.00	0.00	0.00	100%	5,000.00
SCHOOL LUNCH TRANSFER	0.00	0.00	0.00	0%	0.00
SEWALKS - 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	0.00	100%	1,000.00
FIRE DEPARTMENT - RES	10,000.00	0.00	0.00	100%	10,000.00
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	2,549,007.00	226,920.25	666,251.75	74%	1,882,755.25
Total TRANSFERS	2,618,307.00	226,920.25	666,251.75	75%	1,952,055.25
DESIGNATED ACCOUNTS:					
CONSERVATION COMMISSION	4,000.00	84.84	2,224.84	44%	1,775.16
COMPREHENSIVE PLANNING	5,000.00	465.43	3,442.63	31%	1,557.37
HISTORICAL SOCIETY	500.00	0.00	0.00	100%	500.00
ECONOMIC DEVELOPMENT	5,000.00	0.00	4,150.00	17%	850.00
MS 4 COMPLIANCE	21,000.00	0.00	7,723.62	63%	13,276.38
EMPLOYEE FUND	0.00	45.75	35.25	0%	(35.25)

Veazie
REVENUES & EXPENSES
For the Three Months Ending September 30, 2011

<u>Description</u>	<u>Budgeted</u>	<u>Expended September</u>	<u>Expended YTD</u>	<u>Percent Remaining</u>	<u>Amount Remaining</u>
DESIGNATED ACCOUNTS (continued):					
VEAZIE ENTRANCE SIGNS	0.00	0.00	0.00	0%	0.00
Total DESIGNATED ACCOUNTS	35,500.00	596.02	17,576.34	50%	17,923.66
TOTAL EXPENSES	4,763,946.55	244,750.28	761,651.63	84%	4,002,294.92
	6,017,347.22	334,287.87	1,061,130.22	82%	4,956,217.00

SECTION 00.07 FINANCIAL PROCEDURES**00.07.01 Fiscal Year**

The fiscal year of the Town shall be determined by the Council.

00.07.02 Budget Officer and Budget Committee

The Town Manager shall be the Budget Officer. A Budget Committee of not less than five members shall be appointed by the Town Council. All Department heads shall submit a proposed budget to the Budget Committee. After review and recommendations by the Budget Committee, the Budget Officer shall prepare the Budget message, Budget Summary, the Budget detail, the Capital Program for submission to the Council and shall administer the Budget.

00.07.03 Preparation and Submission of the Budget

The Budget Committee, at least sixty (60) days prior to the beginning of each Budget year, shall submit recommendations to the Budget Officer. The Town Manager at least 45 days prior to the beginning of each budget year, shall submit to the Council a budget and an explanatory budget message. The budget authority of the Council shall be limited to the final determination of the total appropriations to be made to each of the several offices, departments and agencies of the Town, including the School Committee. The Budget shall contain:

- ▶ A statement of the financial condition of the Town.
- ▶ An itemized statement of appropriation recommended for current expenses and for permanent improvements, with comparative statements and parallel columns of estimated expenditures for the next preceding fiscal year. An increase or decrease in any item shall be indicated.
- ▶ An itemized statement of estimated revenues from all sources, other than taxation, and a statement of taxes required, comparative figures from current and next preceding year.
- ▶ Such other information as may be required by the Council.

The proposed budget prepared by the Town Manager shall be reviewed by the Town Council which shall approve the budget with or without amendment. The complete Town budget, including the School budget, as approved by the Council shall be published and the Council shall fix the time and place for holding a public hearing for the budget, and shall give a public notice of such hearing. The Council shall then review the budget and recommend it, with or without change, to the annual Town Meeting.

00.07.04 Budget Established Appropriations

From the date of adoption of the budget the several amounts stated therein as proposed appropriations shall be and become appropriated to the several agencies and purposes therein named.

00.07.05 Budget Establishes Amount to be Raised by Property; Certification to Town Assessor

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year. A copy of the budget as finally adopted shall be certified by the Clerk and filed by him with the Tax Assessor, whose duty it shall be to levy such taxes for the corresponding tax year.

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

ITEM # 78



DATE: NOVEMBER 1, 2011
TO: LARRY VAEISCO, ACTING TOWN MANAGER
CC: VEAZIE TOWN COUNCIL
FROM: JULIE D. S. REED, ACTING TREASURER & TAX COLLECTOR
RE: TAX STATUS

As requested we will keep you informed about the outstanding property taxes. The following tax related documents have been attached to this memo:

- The list of outstanding real estate taxes liens for 2009-2010. Reminder notices were sent with an additional note that the foreclosure date is nearing.
- The list of the outstanding tax lien for the 2010-2011 real estate accounts. Reminder notices were sent to these property owners also.
- The list of outstanding taxes for 2011-2012.
- The list of outstanding Personal Property taxes

When calculating the overall percentage of taxes collected thus far for 2011-2012 fiscal year the amount is 97.4% which is the percent that is typically collected by this time each year. Considering the economic conditions the tax payers of Veazie should be proud that they maintain this is a superb collection status.

Reminder Notice Summary

Account	Name	Total
606	Andrei, Anna	456.72
884	Breau, Rebecca	627.20
945	Brown, Sarah PIP	327.27
729	Cates, Lauren & Nick PIP	266.72
150	Cronkite, Ronald	459.67
653	Crowe, C. W.	25,486.18
249	Crowe, Clyde	6,471.47
148	Crowe, Clyde	6,167.80
650	Dye, Jeanine	488.22
309	Knowlton, Percival and Knowlton, Linda	858.13
900	McLaughlin, Kim	549.87
901	Munn, Jennifer	263.51
Total for 12 accounts:		\$42,422.76

Reminder Notice Summary

Account	Name	Total
148	Crowe, Clyde	8,900.27
150	Cronkite, Ronald	704.84
249	Crowe, Clyde	9,339.98
309	Knowlton, Percival and Knowlton, Linda	1,310.19
606	Andrei, Anna	734.31
629	Spack, Heather	601.26
650	Dye, Jeanine	676.00
653	Crowe, C. W.	36,873.97
729	Cates, Lauren & Nick PIP	402.70
854	Coulombe, Robert	461.15
861	Parent, Irma	85.92
881	Jewett, Brad	767.55
884	Breau, Rebecca	905.04
885	Johnson, Donald and Johnson, Mary	373.63
893	Heath, Scott & Kathi	1,058.11
900	McLaughlin, Kim	936.58
901	Munn, Jennifer	409.04
906	Malo, Ben	113.25
945	Brown, Sarah PIP	465.25
947	Smith, Sherry	345.45
963	Berry, Ian	542.45
964	Piatt, Regina	175.28
971	Sheldon, Inc.	1,852.75
983	Woods, Chad	109.32
990	Winslow, Dana and Winslow, Mary	208.04
1038	Brickford, Andrew	664.44

Total for 26 accounts: \$69,016.77

Non Zero Balance on Non Lien Accounts

Complete List
As of: 11/01/2011

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
606 R	Andrei, Anna	2011	275.50	0.00	275.50
709 R	Babin, Parker, et al	2011	832.20	0.00	832.20
963 R	Berry, Ian	2011	241.30	0.00	241.30
117 R	Boatman, Jeri L.	2011	1,884.80	0.00	1,884.80
884 R	Breau, Rebecca	2011	275.50	0.00	275.50
1038 R	Brickford, Andrew	2011	300.20	0.00	300.20
945 R	Brown, Sarah PIP	2011	136.80	0.00	136.80
46 R	Bryant, Shawn	2011	159.60	0.00	159.60
729 R	Cates, Lauren & Nick PIP	2011	134.90	0.00	134.90
683 R	Chapman, Veronica	2011	9.50	0.00	9.50
90 R	Chappelle, Thomas	2011	5,608.80	4,000.00	1,608.80
120 R	Chase, Laura	2011	1,786.00	0.00	1,786.00
796 R	Cobb, Tracy	2011	3,655.60	0.00	3,655.60
854 R	Coulombe, Robert	2011	195.70	0.00	195.70
874 R	Cox, William	2011	140.60	0.00	140.60
343 R	Crane, Bette	2011	794.20	0.00	794.20
150 R	Cronkite, Ronald	2011	243.20	0.00	243.20
653 R	Crowe, C. W.	2011	11,291.70	0.00	11,291.70
148 R	Crowe, Clyde	2011	2,709.40	0.00	2,709.40
249 R	Crowe, Clyde	2011	2,844.30	0.00	2,844.30
149 R	Cunningham, Robert	2011	93.10	0.00	93.10
157 R	Davies, Susan E	2011	1,987.40	790.56	1,196.84
271 R	Dieuveuil, Harry & Jennifer	2011	3,611.90	0.00	3,611.90
7 R	Doughty, Richard	2011	216.60	0.00	216.60
524 R	Dubay, Dale	2011	4,047.00	1,000.00	3,047.00
944 R	Dugas, Roger & Duarte, Rhonda	2011	91.20	0.00	91.20
650 R	Dye, Jeanine	2011	186.20	0.00	186.20
902 R	Farrell, Mike & Fonda	2011	285.00	0.00	285.00
510 R	Gagne/Silver, INC.	2011	129.20	0.00	129.20
437 R	Giles, Lee	2011	1,512.40	675.72	836.68
173 R	Grandchamp, Dianne	2011	5,981.20	0.00	5,981.20
265 R	Guerin, Maureen	2011	2,143.20	0.00	2,143.20
321 R	Hackett, Mark	2011	3,545.40	3,000.00	545.40
624 R	Hambrock, Thomas	2011	788.50	0.00	788.50
198 R	Hanson, Paul	2011	1,662.50	0.00	1,662.50
710 R	Hartwell, William	2011	304.00	0.00	304.00
640 R	Hashmi Bros, INC.	2011	6,192.10	872.10	5,320.00
824 R	Hathaway, Eugene	2011	64.60	0.00	64.60
893 R	Heath, Scott & Kathi	2011	488.30	0.00	488.30
296 R	Henderson, Dean	2011	1,444.00	0.00	1,444.00
1028 R	Hester, James	2011	148.20	0.00	148.20
316 R	Horvath, John	2011	1,307.20	0.00	1,307.20
881 R	Jewett, Brad	2011	347.70	0.00	347.70
885 R	Johnson, Donald	2011	205.20	0.00	205.20
358 R	Jordan, Frank W Jr	2011	2,561.20	1,281.20	1,280.00
359 R	Jordan, Herbert	2011	874.00	0.00	874.00
360 R	Joy, Betty	2011	1,210.30	0.00	1,210.30
960 R	King, Stephen	2011	300.20	0.00	300.20

Non Zero Balance on Non Lien Accounts

Complete List
As of: 11/01/2011

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
309 R	Knowlton, Percival	2011	448.40	0.00	448.40
383 R	Kurland, Anthony Jr	2011	965.20	0.00	965.20
386 R	Lane, Ellen M	2011	1,470.60	0.00	1,470.60
145 R	Levesque, Anthony	2011	140.60	0.00	140.60
399 R	Lewey, Patricia	2011	19.00	0.00	19.00
379 R	Lifgren, Karin	2011	1,041.20	0.00	1,041.20
12 R	Lindsey, Vicki	2011	1,780.30	0.00	1,780.30
286 R	Macdonald, Mary Lee	2011	216.60	0.00	216.60
965 R	MacDonald, Tim	2011	60.80	0.00	60.80
425 R	Maine Central Railroad	2011	96.90	0.00	96.90
906 R	Malo, Ben	2011	38.00	0.00	38.00
152 R	Martin, Yolande P.	2011	1,713.80	0.00	1,713.80
900 R	McLaughlin, Kim	2011	383.80	0.00	383.80
143 R	Michaels, Raymond	2011	2,734.10	0.00	2,734.10
458 R	Monroe, Michael	2011	2,264.80	0.00	2,264.80
697 R	Moore, Michael S. & Gretchen T.	2011	1,696.70	1,004.81	691.89
989 R	Morrisette, Debra	2011	425.60	0.00	425.60
901 R	Munn, Jennifer	2011	144.40	0.00	144.40
469 R	Myers, Alvin R Sr ET AL	2011	1,721.40	215.76	1,505.64
470 R	Myers, Jay Kevin & Myers, Alvin Jr	2011	32.30	32.23	0.07
471 R	Myers, Jay Kevin & Myers, Alvin Jr	2011	13.30	13.27	0.03
899 R	NELLIGAN, MICHAEL PIP	2011	298.30	0.00	298.30
668 R	Osborne, Rebecca	2011	254.60	0.00	254.60
110 R	P. B. Realty	2011	1,626.40	0.00	1,626.40
861 R	Parent, Irma	2011	20.90	0.00	20.90
977 R	Parker, Jonathan	2011	4,598.00	0.00	4,598.00
552 R	Perkins, Joan L	2011	2,126.10	0.00	2,126.10
522 R	Peters, Clarence Jr	2011	1,825.90	1,000.00	825.90
964 R	Piatt, Regina	2011	3.80	0.00	3.80
1027 R	Pinkham, Dorin and Pinkham Kevin	2011	199.50	0.00	199.50
733 R	Raquet, Janine	2011	2,158.40	0.00	2,158.40
865 R	Robshaw, Betty	2011	157.70	99.42	58.28
273 R	Saucier, Richard	2011	4,715.80	4,000.00	715.80
702 R	Sec. of Housing & Urban Development	2011	5,540.40	0.00	5,540.40
818 R	Seeley, Robert	2011	152.00	49.07	102.93
971 R	Sheldon, Inc.	2011	877.80	0.00	877.80
1029 R	Shepherd, Merry	2011	507.30	0.00	507.30
598 R	Shorey, Roger &	2011	942.40	0.00	942.40
424 R	Silver, Barney	2011	1,444.00	0.00	1,444.00
613 R	Silver, Barney	2011	8,247.90	0.00	8,247.90
693 R	Silver, Barney	2011	180.50	0.00	180.50
815 R	Silver, Barney	2011	1,805.00	0.00	1,805.00
970 R	Silver, Barney	2011	573.80	0.00	573.80
974 R	Silver, Barney	2011	874.00	0.00	874.00
976 R	Silver, Barney	2011	874.00	0.00	874.00
630 R	Smith, Lloyd	2011	3,397.20	3,361.44	35.76
947 R	Smith, Sherry	2011	150.10	0.00	150.10
311 R	Solouki, Touradj	2011	1,930.40	0.00	1,930.40

Non Zero Balance on Non Lien Accounts

Complete List
As of: 11/01/2011

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
629 R	Spack, Heather	2011	273.60	0.00	273.60
440 R	Spain, Cindy	2011	1,577.00	0.00	1,577.00
617 R	Strout, Candace	2011	11.40	0.00	11.40
984 R	Strout, Sheldon	2011	19.00	0.00	19.00
405 R	Teel, Bradley	2011	2,131.80	1,200.00	931.80
673 R	Topliff, George	2011	1,292.00	0.00	1,292.00
41 R	Topliff, Robert & Carol	2011	1,204.60	0.00	1,204.60
614 R	Veazie Holdings, INC.	2011	2,608.70	0.00	2,608.70
691 R	Veazie Salmon Club	2011	839.80	0.00	839.80
692 R	Veazie Salmon Club	2011	121.60	0.00	121.60
785 R	Veazie, Town of	2011	85.50	0.00	85.50
281 R	Walsh, Lynne	2011	3,296.50	3,279.56	16.94
594 R	Watson, Mark	2011	1,328.10	0.00	1,328.10
687 R	White, Brian	2011	395.20	0.00	395.20
990 R	Winslow, Dana	2011	77.90	0.00	77.90
983 R	Woods, Chad	2011	36.10	0.00	36.10
916 R	Wright, Richard	2011	264.10	0.00	264.10
898 R	Young, Tim & Marcia	2011	131.10	0.00	131.10

Total for 114 Accounts:	153,831.60	25,875.14	127,956.46
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Payment Summary

Type	Principal	Interest	Costs	Total
A - Abatement	872.10	0.00	0.00	872.10
C - Correction	-1,483.22	0.00	0.00	-1,483.22
I - Interest Charged	0.00	74,474.87	0.00	74,474.87
P - Payment	22,187.00	-43,919.93	0.00	-21,732.93
Y - Prepayment	3,361.44	0.00	0.00	3,361.44
Total	24,937.32	30,554.94	0.00	55,492.26

Non Lien Summary

2011-1	127,956.46
Total	127,956.46

Non Zero Balance on All Accounts

Complete List
As of: 11/01/2011

Acct	Name ----	Year	Original Tax	Payment / Adjustments	Amount Due
25	P Chelette Manor LLC.	2011	95.00	0.00	95.00
85	P Cole, Blaine & Dina	2011	11.40	0.00	11.40
37	P Crowe, Clyde	2009	19.00	0.00	19.00
37	P Crowe, Clyde	2010	18.80	0.00	18.80
37	P Crowe, Clyde	2011	19.00	0.00	19.00
18	P Crowe, Clyde W.	2009	47.50	0.00	47.50
18	P Crowe, Clyde W.	2010	47.00	0.00	47.00
18	P Crowe, Clyde W.	2011	47.50	0.00	47.50
70	P Hashmi Brothers, Inc.	2011	60.80	0.00	60.80
61	P Lawlis, Robert & Dubay, Dale	2011	38.00	0.00	38.00
64	P Pyle, Brenda	2011	30.40	0.00	30.40
69	P Silver, Louis Inc.	2011	3,306.00	0.00	3,306.00
17	P Singh, Manjit	2011	76.00	0.00	76.00

Total for 13 Accounts:	3,816.40	0.00	3,816.40
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Payment Summary

Type	Principal	Interest	Costs	Total
C - Correction	0.00	2,241.65	0.00	2,241.65
I - Interest Charged	0.00	75,356.91	0.00	75,356.91
P - Payment	0.00	-4,477.64	0.00	-4,477.64
X - DOS Correction	0.00	0.00	0.00	0.00
Total	0.00	73,120.92	0.00	73,120.92

Non Lien Summary

2009-1	66.50
2010-1	65.80
2011-1	3,684.10
Total	3,816.40

No Liened Accounts	0.00	0.00	0.00
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Payment Summary

Type	Principal	Interest	Costs	Total
Total	0.00	0.00	0.00	0.00

Lien Summary

Total	0.00
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Total for 13 Accounts:	3,816.40	0.00	3,816.40
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