

AGENDA

ITEM 1. Call to Order

ITEM 2. Secretary to do the Roll Call

ITEM 3. Pledge of allegiance

ITEM 4. Consideration of the Agenda

ITEM 5. Approval of the May 21 Council Meeting Minutes

ITEM 6. Public Comments.

New Business:

ITEM 7. Meeting with the RSU Withdrawal Committee

ITEM 8. Authorize the Town Manager to engage the legal services of Brann & Isaacson on behalf of the RSU Withdrawal Committee.

Authorize the Town Manager to engage the accounting services of an accountant on behalf of the RSU Withdrawal Committee.

ITEM 10. Appointment of election workers for the upcoming state primary and local election:

John Manter Warden

Frances Kelly Election Clerk

Jacquelyn Treadwell Election Clerk

Steven Earl Election Clerk

Marilynn Bishop Election Clerk

Manager's Report For June 4, 2012

I have received the Maine Department of Labor report. As you know there are several issues that need to be resolved. Some have already been taken care of others are a work in progress. We have until November 1, 2012 to get these items corrected. The time frame is a good one compared to a surprise inspection in which you have only three months to fix the items identified. Until November 1 we are exempt from routine inspection, however it is extremely important that we get the items cited fixed ASAP.

This past Tuesday night, RSU 26 had its budget validation meeting. For what ever reason I didn't learn of the meeting until that afternoon. I attended the meeting as the Town Clerk. 8 Veazie residents attended the meeting and, of the 8 residents, 3 were RSU Directors. The meeting lasted until shortly after 10 o'clock and the majority of the folks there voted to increase the proposed education budget by an additional \$256,000. Veazie residents vote 4-3 against the increase. This means that Veazie school budget will increase by \$67,768 over the proposed budget. The new number will be \$2,950,026.34 which is an increase of \$401,019.36 over last year's numbers. A copy of the revised education budget is in your packet.

I have forwarded the numbers on to Ben Birch but he is out of the office this week. I am very hopeful to have a more accurate number on the mill rate before town meeting day. At this point my best estimate is that, if every thing stays as it is, we will see an increase in the mill rate by approximately a \$2.25 mills. The increase is broken down by the following:

County Tax: \$678

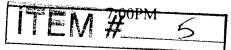
Education \$401,019.34

I signed for the extension of the \$30,000 ARRA grant this week. An ad was run this week for the roof, insulation, window and door replacement and the furnace upgrade of the Community Center. At the June 18 meeting you will be awarding the bids. The bids will be opened on Wednesday June 13 at the Community Center Committee meeting. The Committee will review the bids and forward to you their recommendations. The Council has the final say on who will do the work.

At this meeting you will be voting on the MMA's proposed slate for Vice President and Executive Committee Members. A copy of the ballot is in your packet and candidate biographies are in your packet.

Agenda Items For June 4 2012

Item 7.	The Veazie RSU Withdrawal Committee will be requesting council permission to contract with an accounting firm (Hollingsworth) and legal counsel (Brann & Isaacson). They will update the council on where they are in the process.
Item 8.	This will authorize with the Town Manager with counsel permission to enter into an agreement for legal services
Item 9	This will authorize with the Town Manager with counsel permission to enter into an agreement for accounting services
Item 10	The Council needs to appoint election workers for the upcoming primary as well as an election warden. I have been informed that Sandra Patterson is unavailable to be the election warden. In her place John Manter has agreed to serve warden.



- PRESENT: Chairman Friedman, Councilor Perkins, Councilor Olson, Councilor Parker, Councilor King, Town Manager J. Hayes, Office Administrator J. Reed, Assistant Clerk A. Blethen, Police Chief M. Leonard, Fire Chief G. Martin, Recreation Director R. Young, Public Works Director B. Stoyell, John Manter.
- **ITEM 1.** The May 21, 2012 Veazie Town Council meeting was called to order at 7:00PM.
- ITEM 2. Roll Call

Councilor Olson, Councilor King, Chairman Friedman, Councilor Perkins and Councilor Parker were all present.

- ITEM 3. Pledge of Allegiance
- ITEM 4. Consideration of the Agenda

Chairman Friedman added, under new business, Item 11 - Police Car Purchase and Item 12 - Presentation of Iraqi Freedom Flag.

ITEM 5. Approval of the May 7, 2012 Council Meeting Minutes

Councilor Olson requested to amend Item 13 and change wording of "Committee Member" to "Committee Chair" and to correct spelling of "Janine". Motion by: Councilor Perkins— to approve the May 7, 2012 meeting minutes as amended. Seconded by Councilor King. There was no further discussion, voted 5-0 in favor.

ITEM 6. Executive Session

Motion by: Councilor Perkins – to enter Executive Session Pursuant to 1 MRSA 405 (6) E & F to discuss with legal counsel. Seconded by Councilor Olson. There was no further discussion, voted 5-0 in favor.

Motion by: Councilor Perkins – to end Executive Session. Seconded by Councilor Olson. There was no further discussion, voted 5-0 in favor.

ITEM 6A. Act on Executive Session

Chairman Friedman stated, "It's not necessary; we all agree on it."

ITEM 7. Public Comments

None

New Business:

- ITEM 8. Award to the Veazie Conservation Committee
- Authorize the Town Manager to sign a request for its portion of remaining funds from the Penobscot Valley Refuse Disposal District.

Councilor Perkins, "Do we know how much money we are getting?" Manager Hayes, "We don't know exactly, but a portion of \$51,000."

Motion by: Councilor Perkins to authorize the Town Manager to sign a request for its portion of remaining funds from the Penobscot Valley Refuse Disposal District. Seconded by Councilor King. No further discussion, voted 5-0 in favor.

ITEM 10. Update on excise tax collections for the current year

Manager Hayes reported that excise tax was projected to be over \$300,000 he doesn't think we'll get there and we will be short.

ITEM 11. Police Car Purchase

Chief Leonard reported that cruiser bids were collected at the beginning of April. Last Wednesday or Thursday he was made aware by the 3rd bidder on the list that the availability to request date had been passed. This sent bidder scrambling to find a car that had been previously ordered but backed out on. The 4th bidder also has a vehicle available for immediate delivery. Chief Leonard requested the extended warranty specifically for police cars which includes extra mileage and also offers scheduled maintenance care. His recommendation is to award the bid to 4th bidder due to price and availability.

The plan is to take the 2007 unmarked car out of service and inventory, the 2009 Durango would stay, the 2010 would become the unmarked car and the new 2012 would become the frontline car.

Councilor Olson asked, "This would come out of your reserve which has over \$50,000 in it?" Mark confirmed this.

Motion by: Councilor Parker to authorize Chief Leonard to purchase the new cruiser from Central Chrysler Dodge for the price of \$29,078 including the max care and service contract. Second by Chairman Friedman. No further discussion, voted 5-0 in favor.

ITEM 12. Operation Iraqi freedom flag presented to Veazie Town Office.

Chairman Friedman requested that a letter of thanks be sent.

<u>Unfinished Business</u>

ITEM 11. Act on the Auditing quotes.

Manager Hayes reported that we have received 8 different audit proposals and need to choose one really quickly as we are coming to the end of the fiscal year. Chairman Friedman asked, "What are the wishes of the council? Any discussion?" There was no response.

Motion by: Councilor Parker to award a contract for 3 years to Brantner, Thibodeau & Associates. His reasoning being they are not the cheapest but only \$200 more and one of the partners is a resident and lives in Veazie. Chairman Friedman said that's a good point but questioned why the 3rd year was dependent on the school. Councilor Parker applauded them for looking ahead about that saying that they understand the issues going on in town. Councilor Perkins stated he has a gut feeling to get someone outside of town. Manager Hayes has had positive dealings with Brantner, Thibodeau & Associates and RHR Smith & Company and is a

friend with Loiselle of Loiselle, Goodwin & Hinds. Councilor Olson questioned if Brantner, Thibodeau & Associates and RHR Smith & Company have done audits for the town in the past. Office Administrator Reed confirmed yes, when Charmin worked there in 1997-1998. Councilor Olson asked if Charmin did our audits from 1998 to 2010 or longer. Office Administrator Reed confirmed this.

Motion by: Councilor Perkins to use C.H. Dorr & Company. Office Administrator Reed stated that bid would have to be verified as he was on vacation and the proposal in the packet was the price from February and she can't guarantee he won't withdraw bid. Chairman Friedman mentioned that it's so close to end of year we shouldn't take a chance.

Councilor Olson said she wouldn't object to Purdy Powers & Company.

Manager Hayes offered, "My experience with auditors who come in for the first time are they are going to tear the town office apart since it's not their work from before. They will dig in more because it's their first year." Councilor Parker is not comfortable not using someone we didn't interview last year. Councilor Olson said that would disclude her as she wasn't on council last year. Councilor Parker said he doesn't want to have to justify to the town using a more expensive firm and Councilor Olson said she can't justify not using someone we have used before. Office Administrator Reed asked how much was budgeted for the year. Manager Hayes reported that \$7000 was budgeted for this year.

Chairman Friedman called a 10 minute recess.

Motion to contract with Brantner, Thibodeau was seconded by Councilor King. Councilor Perkins said he's nervous about choosing the cheapest bid as it bit us last time. Chairman Friedman thinks the firm is more solid. Councilor Olson agrees with Councilor Perkins that it could hurt us to go with lowest bid and is a little concerned about prior relationships where they have contacted random councilors and not the chair or town manager. Voted 3-2 in favor.

ITEM 12. Direct the Town Manager to present a proposal to create a Board of Assessment Review as well as Personnel Review Board and a Review Board for General Assistance

Manager Hayes informed that this would require change in charter and he wants to be sure the council is on board with the proposal. He is asking permission to change the charter as General Assistance has been greatly changed. He would normally do that September/ October but speeding it up before July 1st due to major changes in reductions in how to qualify by the state. With Karen out Manager Hayes will be handling General Assistance.

Motion by: Councilor Perkins to direct the Town Manager to present a proposal to create a Board of Assessment Review as well as Personnel Review Board and a Review Board for General Assistance. Seconded by Councilor King. No further discussion, voted 5-0 in favor.

ITEM 13. Manager's Report

Public Works Director Stoyell reported that on Sunday of Clean Up last year there were 106 loads and on Sunday this year there were 127. Monday this year was a total of 32 cars. All 5 dumpsters were about full and the steel dumpster was crushed down and was ½ to ¾ full of steel to reimburse some costs.

Manager Hayes spoke to Joy Adamson at Efficiency Maine about the reimbursement for the Community Center Energy Efficiency Grant and got paperwork straightened out. It is being processed and just waiting for an electronic transfer.

Manager Hayes spoke to Glenn Kennedy about Wednesday night class being subcontracted. Glenn stated the gentleman has been there since day 1. Manager Hayes requested proof that he'd been there for that long. Councilor Perkins said he can vouch for him. Councilor Parker wants to be sure town is covered insurance wise. Manager Hayes reviewed Glenn's insurance policy and it's not current. It is a requirement of the contract that insurance be kept current. Chairman Friedman wants proof of insurance by tomorrow afternoon. Councilor Olson wants to give him a couple days to prove insurance, but Councilor Parker asked to go on record that he doesn't agree he should have classes until he has proof of insurance.

TIF district changes can be done by the council and Manager Hayes is meeting with Bangor Gas next week.

Code Enforcement Officer Larson will be presenting a fee change proposal to the Planning Board tomorrow night and looking at zoning.

Manager Hayes submitted a bid of 600 tons of salt to Cargill.

ITEM 14. Comments from the Public

John Manter commented that the Planning Board is looking at storm water regulations ordinance.

Councilor Parker commented, "Make sure he [Glenn Kennedy] gets insurance to cover the town. I don't think we can wait."

ITEM 15. Requests for Information and Town Council Comments

Councilor Parker asked Office Administrator Reed if Glenn's rent is up to date. He is a month behind and insurance ran out April 30th. The town is listed as initially insured, but wasn't notified when it lapsed.

Councilor King asked Chief Martin how many miles are on his car and if there is any trouble with it. Answered 149,300 and trouble.

ITEM 16. Review and sign off Town Warrant 23, 23A and Payroll Warrant 23

ITEM 17. Adjournment

Motion by: Councilor Olson to adjourn the May 21, 2012 Town Council Meeting. Seconded by Councilor King. There was no further discussion, voted 5-0 in favor. Meeting adjourned at 9:35 pm.

A true record, Attest:

amanda M Blocker

Amanda Blethen Assistant Clerk Town of Veazie PAUL R. LEPAGE Governor



ROBERT J. WINGLASS

Commissioner

RICHARD V. SNOW Director

May 24, 2012

Veazie Town Office 1084 Main Street Veazie, ME 04401

Request No. 267118

Dear Joseph Hayes,

Thank you for choosing SafetyWorks! In response to your request, on 05/01/2012, Samuel Knight, Occupational Safety & Health Spec. conducted a Safety and/or Health survey at your facility. The enclosed report presents recommendations for the correcting of serious and other than serious identified hazards. We encourage you to inform your employees of the action you take. This knowledge will help them do their part in maintaining a safe and healthful workplace and it will let them know of your concern for their welfare.

We look forward to hearing from you concerning the steps you are taking, or plan to take, in response to this report. This information will help us to assist you in providing a safe and healthful workplace for your employees. It can also provide us with information about the effectiveness of your program.

It is our intent that all hazards identified in this report be corrected. From the date of the consultation, you will be exempt from routine inspection for six (6) months by the Bureau of Labor Standards. (Exemption only applies to Public Sector Workplaces.) To insure that we provide our services in a timely manner, we are now requiring that an Abatement Certification letter be sent to us. Once received, additional consultation requests can be made. This requirement may be waived if there is a new process or if warranted by our office. If you have any questions, please contact us at 1-877-SAFE 345 or visit our website at www.safetyworksmaine.com.

Sincerely,

Michael A. LaPlante

Occupational Safety and Health Supervisor

Location Inspected:

Veazie Recreation Dept

Consultation Number:

148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified

1. 29CFR1910.1030(g)(2)(ii)(A):

The employer did not ensure that training provided to employees with occupational exposure at the time of initial assignment to tasks where occupational exposure might take place:

Recreation dept had no record of blood borne pathogens training.		
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Town Office to be corrected within six (6) months from the date of the consultation conducted.

Location Inspected:

Veazie Town Office

Consultation Number:

148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified

1. 29CFR1910.37(a)(3)

Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level.

Extension cords were on the floor in the council room

2. 29CFR1910.303(b)(1):

Electrical equipment was not free from recognized hazards that were likely to cause death or serious physical harm to employees:

Damaged outlet covers in the council room.

3. 29CFR1910.37(b)(1)

Lighting and marking must be adequate and appropriate. Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route.

Damaged emergency light in the council room.

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4. T.26 Ch.2-A 252.3

Employers shall provide current operators with this education and training program within 6 months after the effective date of this section and annually thereafter. Beginning 6 months after the effective date of this section, employers shall provide all new operators with the education and training program within the first month of employment as operators.

 Computer station evaluations had not been completed at the time of the inspection.	

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Town Office to be corrected within **six (6) months** from the date of the consultation conducted.

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Location Inspected:

Veazie Public works

Consultation Number:

148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified

1. 29CFR1910.147(c)(7)(iv):

The employer had not certified that employee training had been accomplished and kept up to date.

Annual review of employee's performance using the lockout tag out program was not being done.

2. 29CFR1910.38(f)(1)

Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan: When the plan is developed or the employee is assigned initially to a job.

Training record for emergency evacuation was not available at the time of the inspection.

3. 29CFR1910.132(f)(1)

Training. The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least when and what PPE is necessary.

Training record for PPE was not available at the time of the inspection.

4. 29CFR1910.303(f)

Identification of disconnecting means and circuits. Each disconnecting means required by this subpart for motors and appliances shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident. Each service, feeder, and branch circuit, at its disconnecting means or overcurrent device, shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident. These markings shall be of sufficient durability to withstand the environment involved.

Electrical breakers were not all labeled.

5. 29CFR1910.305(j)(1)(i)

Fixtures, lampholders, lamps, rosettes, and receptacles may have no live parts normally exposed to employee contact. However, rosettes and cleat-type lampholders and receptacles located at least 2.44 m (8.0 ft) above the floor may have exposed terminals.

All bulbs less than 8' from the working surface were not guarded.

6. 29CFR1910.305(a)(4)(v):

Conductors within 7 feet from the floor are considered exposed to physical damage. Where open conductors cross ceiling joints and wall studs and are exposed to physical damage, they shall be protected.

Circulator conductors in the boiler room were not protected from damage.

7. 29CFR1910.305(g)(2)(iii):

Flexible cords were not connected to devices and fittings so that tension would not be transmitted to joints or terminal screws:

Dryer cord was pulled out of the plug restraint device.

8. 29CFR1910.303(b)(2):

Listed or labeled electrical equipment was not used or installed in accordance with instructions included in the listing or labeling:

Junction box with knockouts was used with an extension cord at the welding bench.

9. 29CFR1910.303(g)(1)(i):

Working clearances. Except as required or permitted elsewhere in this subpart, the dimension of the working space in the direction of access to live parts operating at 600 volts or less and likely to require examination, adjustment, servicing or maintenance while alive may not be less than indicated in Table S-1. In addition to the dimensions shown in Table S-1, workspace may not be less than 30 inches wide in front of the electric equipment. Distances shall be measured from the live parts if they are exposed, or from the enclosure front or opening if the live parts are enclosed. Concrete, brick, or tile walls are considered to be grounded. Working space isn't required in back of assemblies such as dead-front switchboards or motor control centers where there are no renewable or adjustable parts such as fuses or switches on the back and where all connections are accessible from locations other than the back.

Electrical in the welding area was blocked.

10. 29CFR1910.95(d)(1):

When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the employer shall develop and implement a monitoring program.

Noise monitoring had not been done for the hearing conservation program.

11. 29CFR1910.1200(f)(5)(ii)

Appropriate hazard warnings, or alternatively, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals, and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

All containers of chemicals need appropriate warning labels- Bar Oil.

12. 29CFR1910.303(b)(1):

Electrical equipment was not free from recognized hazards that were likely to cause death or serious physical harm to employees:

Damage cord on calcium pump.

13. 29CFR1910.134(c)

Respiratory Protection Program. This paragraph requires the employer to develop and implement a written respiratory protection program with required worksite-specific procedures and elements for required respirator use. The program must be administered by a suitably trained program administrator. In addition, certain program elements may be required for voluntary use to prevent potential hazards associated with the use of the respirator.

Monitoring was not done to assure employees dry sweeping streets and sidewalks were not exposed to silica.

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14. 29CFR1910.147(c)(6)(ii):

The periodic inspection certification of energy control procedures did not contain the required documentation as to identification of the machine or equipment, inspection date, employees included, and the person performing the inspection:

Annual review of lockout procedures were not being done.

15. 29CFR1910.147(c)(7)(i):

Training and Communication. The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

Training records for lockout were not available at the time of the inspection.

16. 29CFR1910.1200(h)(1)(i):

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets.

Initial training records were not available at the time of the inspection.

Town Office to be corrected within **six (6) months** from the date of the consultation conducted.

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Location Inspected:

Veazie Fire Dept

Consultation Number:

148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified:

1. 29CFR1910.1030(h)(1)(ii)(B)

A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability of receive vaccination as required by paragraph (f)(2).

Hepatitis B shots and waiver records were not available at the time of the inspection.

2. 29CFR1910.22(d)(2)

It shall be unlawful to place or cause or permit to be placed on any floor or roof of a building or other structure a load greater than that for which such floor or roof is approved by the building official.

Over head storage area in the bay area had not been load rated.

3. 29CFR1910.132(f)(v)

The proper care, maintenance, useful life and disposal of the PPE.

Annual turn out gear inspection sheets were not completely filled out or dated for all firefighters.

4. 29CFR1910.169(b)(3)(iv):

Safety valve(s) on compressed air receiver(s) were not tested at frequently regular intervals to determine if they were in good operating condition:

Compressor safety relief valve was not being tested frequently.

5. 29CFR1926.502(d)(5)

Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement of the snap hook by depression of the snap hook keeper by the connected member, or shall be a locking type snap hook designed and used to prevent disengagement of the snap hook by the contact of the snap hook by the contact of the snap hook keeper by the connected member. Effective January 1, 1998, only locking type snap hooks shall be used.

The lanyards used with the ladder truck were being tied back on the lanyard when used the fire department needs assure lanyard snap hooks are designed for that use.

the fire department needs assure ranyard shap nooks are designed for that use.

6. 29CFR1910.146(K)(1)

An employer who designates rescue and emergency services, pursuant to paragraph (d)(9) of this section, shall:

Confined space rescue team shall communicate with employers of facilities that they provide rescue for when they are available or on a fire call and not available. There seemed to be some confusion about response time, if non-entry equipment will be set or if the fire department would do it all, which needs to be worked out to prior to an emergency assure employee safety.

7. 29CFR1910.303(b)(1):

Electrical equipment was not free from recognized hazards that were likely to cause death or serious physical harm to employees:

Damaged outlet covers in the lunch room.

8. T.26 Ch.28 2103 9

Fire Service life safety rope, harness and hardware. Purchases of new fire service life safety rope, harness and hardware by a fire department must meet National Fire protection Association standards.

Safety belts and lanyards were not being inspected regularly.

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9. T.26 Ch.28 2104 3

Self-contained breathing apparatus. Each fire department shall provide and each firefighter shall use self-contained breathing apparatus when the firefighter enters structural fires or when proximity hazards require that protection. Each fire department shall establish a program of maintenance and repair to ensure that self-contained breathing apparatus retains its original effectiveness as recommended by the manufacturer.

A 2000 model face piece on engine 192 seemed to have cracks were the regulator connects. (Scott)

10. T.26 Ch.28 2105 1 A

The volunteer association or on-call department did not conduct monthly SCBA inspections, including a complete inspection of all components, air supply, and warning devices.

- 1. Monthly SCBA inspections were not completed during the month of January.
- 2. Inspection records for the chiefs SCBA were not available at the time of the inspection.

11. 29CFR1910.1030(c)(1)(iv)

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Blood borne pathogens had not been reviewed annually.

12. 29CFR1910.38(e)

Training. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

Training records for emergency evacuation were not available at the time of the inspection.

Cons_rpt.doc Page 3 of 4

13. 29CFR1910.1200(h)(1)(i):

Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets.

Initial hazard communication training records were not available at the time of the inspection.

14. 29CFR1910.157(g)(2):

The educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting was not provided to all employees upon initial employment, and at least annually thereafter:

Annual fire extinguisher training had not been completed at the time of the inspection.

Town Office to be corrected within **six (6) months** from the date of the consultation conducted.

Location Inspected:

Veazie Center

Consultation Number:

148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified:

1. 29CFR1910.37(a)(3)

Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level.

Upstairs exit and fire escape was blocked.

2. 29CFR1910.157(e)(2):

Portable extinguishers or hose used in lieu thereof under (d)(3) of this section shall be visually inspected monthly.

Fire extinguishers at the center had not been inspected.

3. 29CFR1910.303(b)(1):

Electrical equipment was not free from recognized hazards that were likely to cause death or serious physical harm to employees:

Emergency light had been removed exposing wires.

4. 29CFR1910.303(g)(1)(ii)

Clear spaces. Working space required by this subpart may not be used for storage. When normally enclosed live parts are exposed for inspection or servicing, the working space, if in a passageway or general open space, shall be suitably guarded.

Blocked electrical panels.

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Town Office to be corrected within **six (6) months** from the date of the consultation conducted.

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Location Inspected: Consultation Number:

Police Dept 148851

Consultation By:

Samuel Knight

On 05/01/12, the consultant noted above conducted a safety and/or health consultation. Below are the hazards indentified:

1. 29CFR1910.132(d)(1)

The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).

Written PPE hazard assessment had not been completed at the time of the inspection.

2. 29CFR1910.38(d)

Employee alarm system. An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with requirements in Sec. 1910.165.

The town office alarm system was not working at the time of the inspection.

3. 29CFR1910.38(f)(1)

Review of emergency action plan. An employer must review the emergency action plan with each employee covered by the plan: When the plan is developed or the employee is assigned initially to a job.

Training records showing that all employees were trained on the emergency action plan were not available at the time of the inspection.

4. 29CFR1910.1030(g)(2)(vii)(K)

An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

Specific training was not covered by on-line blood borne training, the employer shall conduct training in addition to the on-line training to cover specifics of the PD's own written plan including: such as reporting incidents, Medical follow up, PPE, and who to report to.

Cons rpt.doc

5. 29CFR1910.305(b)(2)(i)

All pull boxes, junction boxes, and fittings shall be provided with covers identified for the purpose. If metal covers are used, they shall be grounded. In completed installations, each outlet box shall have a cover, faceplate, or fixture canopy. Covers of outlet boxes having holes through which flexible cord pendants pass shall be provided with bushings designed for the purpose or shall have smooth, well-rounded surfaces on which the cords may bear.

Outlet cover was missing in the weight room.

6. 29CFR1910.305(b)(1):

Conductors entering boxes, cabinets, or fittings shall also be protected from abrasion, and openings through which conductors enter shall be effectively closed. Unused openings in cabinets, boxes, and fittings shall be effectively closed.

Oil burner switch in the garage had a missing knock out.

7. 29CFR1910.305(j)(1)(i)

Fixtures, lamp holders, lamps, rosettes, and receptacles may have no live parts normally exposed to employee contact. However, rosettes and cleat-type lamp holders and receptacles located at least 2.44 m (8.0 ft) above the floor may have exposed terminals.

All li	ght bulbs in the garage area were not guarded.
~~~~~·	OSS 1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

Town Office to be corrected within **six (6) months** from the date of the consultation conducted.

# WARRANT AND NOTICE OF ELECTION CALLING REGIONAL SCHOOL UNIT NO. 26 BUDGET VALIDATION REFERENDUM (20-A M.R.S. §1486)

TO: Sharon Soucie, a resident of Regional School Unit No. 26 composed of the Towns of Glenburn, Orono and Veazie, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 26, namely, the Towns of Glenburn, Orono and Veazie, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

# TOWN OF VEAZIE REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM WARRANT AND NOTICE OF ELECTION

Penobscot ss.

State of Maine

TO: Mark Leonard, Resident of Veazie: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

#### TO THE VOTERS OF VEAZIE:

You are hereby notified that the Regional School Unit budget validation referendum election will be held at the Municipal Building, 1084 Main Street in the Town of Veazie on Tuesday, June 12, 2012 for the purpose of determining the following referendum question:

Question 1: Do you favor approving the Regional School Unit No. 26 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 9,	2012 at Glenburn, Maine.
	Julia Hathaway
Lisa Buck, Chair	Julia Hathaway, V. Chair
Chris Dalton	John Higgins
Two King	Frances Millener
Leo Kenney	Frances Neubauer
// /len	Susan O Freh
Travis Noyes	Susan O'Roak
Jan Barreir	Wayne Scott 10
Lauren Romain	waying scott
Rose Thompson	Eric Voelker
A majority of the School Board of Region A true copy of the Warrant and Notice of	
Countersigned this 215t	day of Name, 2012 at Veazie, Miane
David Zing	Janny Do
A Krunfalle	
A majority of the municipal officers of th	ne Town of Veazie
A true copy of the Warrant and Notice of	Election, attest: () () () () () () () () () () () () ()

# RETURN

Penobscot County, ss.		State of Maine
TO: The S	School Board of Region,	onal School Unit No. 26 2012
Pursuant to the with hand upon the munand notice of elections.	hin warrant and notice icipal clerk of the Tovon, directing the muninit budget validation r	e of election, directed to me, I have served in wn of Veazie, an attested copy of this warrant ecipal officers of said municipality to call the referendum at said time and place and for the
		Sharon Soucie Resident of Regional School Unit No. 26
	R	ETURN
Penobscot County,	SS.	State of Maine
TO: The mu	inicipal officers of the	Town of Veazie
Regional School Ur	notified the voters of the notified the voters of the notice of election as for	the Town of Veazie of the time and place of the eferendum by posting an attested copy of the ollows:
<u>DATE</u> 	TIME	LOCATION OF POSTING  MUMICIPAL PAULOTICS
being public and cor next prior to election	nspicuous places in sai day.	d municipality and being at least seven days
Dated at the 1	Town of Veazie:	, 2012
		Mark Leonard, Resident, Town of Vegzie, Maine



60 COMMUNITY DRIVE AUGUSTA, MAINE 04330-9486 (207) 623-8428 www.memun.org

TO:

MMA's Key Municipal Officials

FROM:

Sophia Wilson, President, Maine Municipal Association

DATE:

May 1, 2012

RE:

Nominations to MMA's Legislative Policy Committee

The time has come to begin the process of electing 70 municipal leaders from across the state to the Maine Municipal Association's Legislative Policy Committee (LPC) for the 2012-2014 biennium.

The work of the LPC is central to the mission of this Association. For that reason, I am hoping you will take the time to read the following information and think very seriously about reaching out to interested municipal officials in your town or city (or region) for the purpose of forwarding a nomination as the LPC election process begins.

The LPC is anything but a quiet working group, sounding board or advisory committee. According to the Legislative Policy Committee's by-laws (the "LPC Handbook"), the specific purpose of the LPC is "to define municipal interests and to maximize those interests through effective participation in the legislative process." Operating along the lines of a town meeting system, the municipal officials elected to the LPC directly stake-out each public policy position the Association takes and advocates in the State House.

The first task of the new LPC after it is elected will be to develop the legislative changes Maine's municipal officials believe should be submitted to the next Legislature in January 2013. In addition to MMA's proactive legislative agenda, the LPC also determines MMA's stance on all the municipally-related legislation of statewide significance submitted by the Governor or legislators. The job of MMA's advocacy staff is to communicate the LPC's positions to the Legislature and otherwise carry-out the LPC's directives.

Comprised of two municipal officials from each of Maine's 35 Senate Districts elected by the municipal officers in the District, the LPC is a diverse group of municipal experts by its structure. As a former Chair of the LPC, it is my view that the diversity of the LPC is its strength. In my experience, the deliberations of this policy committee easily represent some of the highest level public policy discourse in the state.

Enclosed is a **Nomination Form** for the July 2012 – June 2014 term of the LPC. What follows is some background information to help prospective nominees get a sense of what would be involved, as well as details regarding the actual nomination process.

Thank you for your attention to this memo. Please recognize this as a very genuine request and seriously consider forwarding the name of a nominee from your community or Senate District.

**Background Information.** Any elected or appointed municipal official holding office in any MMA member community is eligible to serve on the Committee. There are two seats on the LPC for each State Senate District. Members serve two-year terms, representing their own community and the other municipalities in their Senate District.

LPC activities require a time commitment of approximately ten hours a month during legislative sessions (i.e., during the first 4 months of each calendar year) which includes attendance at the monthly meeting and contacts with other communities and legislators in the district as issues arise. The LPC is also engaged in the development of MMA's legislative agenda during the fall and early winter of each even-numbered year, which typically involves at least one additional meeting in Augusta. All mileage expenses are reimbursed. MMA's strength as a municipal advocate depends on the active help of a dedicated LPC membership.

More information about MMA's Legislative Policy Committee and the Association's entire advocacy program can be found at the Legislative/Advocacy link at MMA's website <a href="http://www.memun.org/public/MMA/svc/SFR/default.htm">http://www.memun.org/public/MMA/svc/SFR/default.htm</a> . In particular, the *LPC Handbook* describes the Association's overall policy development process and procedures in more detail.

#### **Nomination Process**

Your municipality is entitled to nominate a representative to the LPC.

- The nominee may be <u>either elected or appointed</u>, but must be serving currently as a municipal official.
- You may nominate any municipal official from any member town or city within your Senate/LPC District; you do not have to nominate someone from your municipality.
- The names of all municipal officials properly nominated will appear on the LPC ballot, which will be distributed on June 18th.

#### Nominee Profile

Because the municipal officers may not be familiar with a nominee from another municipality, a brief description of each nominee who completes the enclosed **Nominee Profile Sheet** will be provided with the ballots that are distributed in mid June. Please make sure that the person you nominate has a chance to complete the Nominee Profile Sheet and that it is returned to MMA with the Nomination Form.

### Deadline for Submitting Nomination



The Chairman of your Board of Selectman, Council or Assessors (the "nominator") and the nominee <u>must sign</u> the nomination form for it to be valid.

 $\boxtimes$ 

The form must be <u>returned to MMA</u> by 5:00 p.m. on June 14, 2012, to be counted. Ballots will be mailed out immediately after the nomination process closes, so make sure the nomination form is received by MMA by that deadline. Please return the nomination form to **Laura** Veilleux at MMA either by mail (60 Community Drive, Augusta, Maine, 04330) or by FAX (624-0129).

If you have any questions, please call MMA's State and Federal Relations staff at 1-800-452-8786 or 623-8428.

# NOMINATION FORM

Maine Municipal Association's

# Legislative Policy Committee

July 2012 to June 2014

Passadumkeag

LaGrange

# **Senate District 30**

Alton

Bradford	Lee	Penobscot Indian Nation		
Edinberg	Lincoln	Springfield		
Enfield	Mattawamkeag	Veazie		
Greenbush	Maxfield	Webster Plantation		
Howland	Old Town	Winn		
Hudson	Orono			
The munici	pal officers of	hereby nominate:		
•	pal officers of	e of your municipality		
	Nominee:	<b>&amp;</b>		
	Print name o	of Nominee		
Nominee's municip	Nominee's municipality: Position:			
Date:		<u> </u>		
		of Nominator		
	Print name	e of Nominator		
	Cons	sent		
I agree to accept to	the nomination and to serve if elec	cted to the MMA Legislative Policy Committee:		
Date:				
Jaco.	Signature o			
I .		•		

Please return Nomination Form by 5:00 p.m. on June 14, 2012, to:

Laura Veilleux - Maine Municipal Association 60 Community Drive, Augusta, ME 04330 FAX: 624-0129

#### LPC NOMINEE BIOGRAPHY

Legislative Policy Committee Nominees

To:

From: Maine Municipal Association Date: May 2, 2012 To help municipal officials make an informed choice when they vote for their LPC representatives, we ask nominees to provide some background information regarding their municipal service and why they want to be LPC members. A "nominee profile" is included on the ballot for each nominee who provides us with a profile. Name: Municipality: Years in current position: Mailing Address: (include zip code, please) Prior (recent) municipal experience: Have you served on the LPC before? No □ Yes □ If yes, what years? If you have served on any other MMA Committees, please note them: Please indicate your primary issues of concern, and/or reasons for wanting to serve on the LPC:

Please give this completed form to your Board of Selectmen/Assessors or Council so that it can be returned with the Nomination Form, or send it directly to Laura Veilleux at MMA:

Maine Municipal Association 60 Community Drive Augusta, ME 04330 FAX: 624-0129

Thank You!

8

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: MMA Nominating Committee

RE: Proposed Slate for MMA Vice President and Executive Committee Members

DATE: May 14, 2012

The MMA Nominating Committee is pleased to put forth the <u>Proposed Slate for MMA Vice</u>

<u>President and Executive Committee Members</u> to serve on the MMA Executive Committee in 2013.

The MMA Executive Committee is the governing body of the Maine Municipal Association and is made up of the three officers and nine members. The officers are elected to serve one-year terms and the members are elected to serve staggered three-year terms.

The MMA nominating process is taken seriously and involves careful consideration of many factors to assure that there is good representation on the MMA Executive Committee based on geographical location, population size, elected vs. appointed officials, etc. The Nominating Committee nominated the Vice President based on their personal knowledge of his character and capabilities and interviewed candidate(s) for the Executive Committee positions.

NOMINEE FOR MMA VICE PRESIDENT

Pursuant to the MMA Bylaws, individuals who have served as a member of the Executive Committee for at least one year are eligible to serve as the MMA Vice President. Accordingly, the MMA Nominating Committee has proposed the following candidate to serve as the MMA Vice President

Peter Nielsen, Town Manager, Town of Oakland

## NOMINEES FOR MMA EXECUTIVE COMMITTEE

for a one-year term (January 1, 2013 – December 31, 2013):

Also pursuant to the MMA Bylaws, candidates for the Executive Committee must be municipal officers (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality.

Accordingly, the Nominating Committee has proposed the following candidates to serve as Executive Committee members for a three-year term (January 1, 2013 – December 31, 2015):

John Butler, Jr., Councilor, City of Lewiston

Michael Crooker, Town Manager, Town of Glenburn

Marianne Moore, Councilor, City of Calais

Municipal officials who will continue to serve their respective terms on the MMA Executive Committee in 2013 include:

President:

Stephen Bunker, Chair of Selectmen, Town of Farmington

Immediate Past President:

Sophia Wilson, Manager, Town of Orono

Page 4 of :

Members:

Terms ending December 31, 2013

Michelle Beal, Manager, City of Ellsworth

Marston Lovell, Councilor, City of Saco

Robert Yandow, Manager, Town of York

Terms ending December 31, 2014

Laurie Smith, Manager, Town of Wiscasset

Errol "Abe" Additon, Selectman, Town of Leeds

Beurmond Banville, Selectman, Town of Saint Agatha

# **PETITION PROCESS**

Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. Such petitions must be filed with the MMA Executive Director no later than 40 days prior to the date of the Annual Election, which is scheduled to take place on Friday, August 13, 2012. Accordingly, the deadline for Nominations by Petition is by 4:30 p.m. on Monday, July 2, 2012.

A <u>Petition Form</u> is enclosed for use by any municipality that wishes to nominate an additional candidate. A candidate for the Executive Committee must be a municipal officer (a selectperson or councilor of a town; a mayor, alderman or councilor of a city); a city or town manager; or the chief appointed administrative official of a member municipality. A candidate for vice president must have served on the MMA Executive Committee for at least one year.

Page 5 of :

If you have any questions or would like additional information regarding this matter, please visit the MMA website at <a href="https://www.memun.org">www.memun.org</a> or contact Theresa Chavarie or David Barrett at the MMA office (1-800-452-8786 or, in the Augusta area, at 623-8428), or contact a member of the MMA Nominating Committee (see enclosed listing).

Enclosures:

Proposed Slate & Biographical Sketches of Nominees

Petition Form

Listing of MMA Nominating Committee

Theresa A. Chavarie

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#### Maine Municipal Association

60 Community Drive, Augusta, ME 04330 TEL 1-800-452-8786 or (207) 623-8428 ext. 2211 FAX (207) 626-3358 www.memun.org

To ensure delivery of MMA mailings, please make sure that your spam filters have memun.org and imad memun org white fisted as safe. Please consider the environment before printing this e-mail.

Confidentiality Statement: This message is intended only for the personal and confidential use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, e-mail, or in writing at the above address. Thank you.



# MAINE MUNICIPAL ASSOCIATION EXECUTIVE COMMITTEE

# BIOGRAPHICAL SKETCH OF PROPOSED SLATE OF NOMINEES FOR 2013

#### MMA VICE PRESIDENT (1-Year Term)

#### PETER NIELSEN

- Town Manager, Town of Oakland (2008 present)
- Town Manager, Town of Wilton (2002 2008)
- Town Manager, Town of Wayne (1996 2002)
- Town Manager, Town of Clinton (1990 1994)
- Member, Maine Town and City Management Association (1990-present)
- Councilor, Town of Winthrop (1985 1990)
- Member, Windham Zoning Board of Appeals (1975 1978)
- Member, Maine Municipal Association Executive Committee (2009 present)
- Member, MMA Workers Compensation Fund Board of Trustees (2009 present)
- Member, MMA Property & Casualty Pool Board of Directors (2009 present)
- Member, MMA Strategic & Finance Committee (2010); Chair (2011 present)
- Member, MMA Legislative Policy Committee (2004 2008; 1998 2000; 1992 1994)
- Member, MMA Legislative Policy Committee Subcommittee for Natural Resources
- Member, MMA Legislative Policy Committee Subcommittee for State & Local Government
- Member, MMA Legislative Policy Committee Ad Hoc Committee on Forestry Initiatives
- Member, Kennebec County Budget Committee (2010-present)
- Member, First Park Legal and Finance Committee (2009-present)
- Member, Wayne Cemetery Committee (1998 2002)
- Helen Hicks Healy Award, Wayne Maine (2000)
- Barry Blunt Award, University of Maine at Orono (2001)
- BA, Political Science, University of Maine at Orono (1974)
- MPA, University of Maine at Orono (2001)
- 26 years as seasonal boat and car storage and service business (1982-2008)

# MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

#### JOHN BUTLER, JR.

- Councilor, City of Lewiston (2009 present)
- Member, Lewiston School Board (16 years)
- Member, Maine Municipal Association Executive Committee (2011 present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 present)
- Member, MMA Strategic & Finance Committee (present);
- Outside Salesperson, Butler Brothers (local family industrial distribution business that has been in business since 1952)
- Saint Michaels College graduate (1981) Majored in political science
- Lewiston High School graduate (1977)

#### MICHAEL CROOKER

- Town Manager/Treasurer/Road Commissioner, Town of Glenburn (2006 present)
- Town Manager, Town of Bradley (1998 2004)
- Member, Maine Municipal Association Legislative Policy Committee (2002-2004; 2004-2006; 2010-2012)
- Adjunct Professor, University of Maine Department of Public Administration (2003 present)
- Executive Director, River Coalition, Inc. (2004 2006)
- Graduate Teaching Assistance (1998)
- Substitute Teacher, Maine School Administrative District 22 (1994 1998)
- Projectionist and Supervisor, Bangor Mall Cinemas (1988 1998)
- Masters in Public Administration, University of Maine
- BA in Political Science, University of Maine
- AS in Legal Technology, University of Maine
- Member, Maine Town and City Management Association; 2002 "Rookie Manager of the Year"
- Barrie E. Blunt Outstanding Graduate Student Memorial Award
- Edward F. Dow Scholarship Recipient
- Pi Sigma Alpha (National Political Science Honor Society)
- Presidential Achievement Award for Academic Excellence
- Maine Criminal Justice Academy's Pre-service/Part-time Law Enforcement Training
- State of Maine Animal Control Officer Training
- Graduate of The Grant Institute
- President, Penobscot Valley Council of Governments
- Board Member, Eastern Maine Development Corporation
- Member, State of Maine Animal Welfare Advisory Council
- Member, Governor's Interagency Task Force on Invasive Aquatic Species
- Board Member, Penguis CAP
- Advisory Board Member, Penquis CAP
- Board of Directors, Maine Resource Recovery Association
- Board Member, Penobscot River Tourism Association
- Board Member, Bangor Region Partners for Health
- Vice President, Penobscot Health Communities Board of Directors
- President, Graduate Association of Public Administrators (GAPA)
- Notary Public, State of Maine

#### MARIANNE MOORE

- Councilor, City of Calais (2002 2008; 2009 present)
- Owner/Manager, Calais Curves for Women Fitness Center (2004 present)
- Leader, Weight Watchers, Inc., Calais (August 2001 present)
- Member, Maine Municipal Association Executive Committee (2011 present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 present)
- Instructor, Washington Community College (2001 2004)
- Adjunct Instructor, Washington Community College (2005 present)
- Interim Dean, CEIS (Fall, 2002)
- Board of Trustees, St. Croix Valley Healthy Communities
- Washington One: One Community Health & Wellness Co-Chair
- Executive Board, St. Croix Valley Chamber of Commerce
- Executive Board (Vice-President), Washington Hancock Community Agency
- Executive Board, Washington County Development Authority

### MARIANNE MOORE (continued)

- Executive Board, Washington County Extension Association
- Board of Managers, St. Stephen's Presbyterian Church
- Climbed to summit of Mt. Kilimanjaro in Africa (June 2002)
- Climbed to Base Camp o Mt. Everest (October 2004)
- Moved to Calais, Maine (April 2001)
- Retired from Southwestern Bell Telephone Company (November 2000)
- Managerial positions, Southwestern Bell Telephone Company; San Antonio/Austin/Dallas, Texas (1969 2000);
- Cleveland Clinic Exercise Science and Weight Management Certification (September 2011)
- Cooper Institute Circuit Training and Weight Management Certification (June 2005)
- Masters of Business Administration, Southern Methodist University; Major in Management Information Systems (1998)
- Bachelor of Applied Arts & Sciences, Dallas Baptist University; Major in Computer Science/Business Management (1992 Magna Cum Laude);
- Graduate, High School in San Antonio, Texas (1970

Christopher Cronan 31 Longmeadow Drive Veazie, Maine 04401

May 29, 2012

Dear Chris;

On behalf of the Veazie Town Council, I am writing to you today to see if you wish to continue serving on the Planning Board. The Council will be making appointments next month and wish to determine those members who want to be reappointed. As you know this committee is a very important one.

I have enclosed a an appointment application and a self addressed envelop. The Council may ask to meet with those folks who have expressed an interest in serving on this committee. Please let me know by June 14 whether or not you wish to serve. Appointees will be notified by mail shortly after the appointments are made. Should you have any questions or concerns please contact me at 947-2781.

Sincerely,

Jown Manager

Suzanne Malis-Andersen 24 Silver Ridge Veazie, Maine 04401

May 29, 2012

Dear Suzanne;

On behalf of the Veazie Town Council, I am writing to you today to see if you wish to continue serving on the Planning Board. The Council will be making appointments next month and wish to determine those members who want to be reappointed. As you know this committee is a very important one.

I have enclosed a an appointment application and a self addressed envelop. The Council may ask to meet with those folks who have expressed an interest in serving on this committee. Please let me know by June 14 whether or not you wish to serve. Appointees will be notified by mail shortly after the appointments are made. Should you have any questions or concerns please contact me at 947-2781.

Sincerely,

Hoseph Hayes Town Manager

John Manter 1328 State Street Veazie, Maine 04401

May 29, 2012

Dear John;

On behalf of the Veazie Town Council, I am writing to you today to see if you wish to continue serving on the town's Budget Committee. The Council will be making appointments next month and wish to determine those members who want to be reappointed. As you know this committee is a very important one.

I have enclosed a an appointment application and a self addressed envelop. The Council may ask to meet with those folks who have expressed an interest in serving on this committee. Please let me know by June 14 whether or not you wish to serve. Appointees will be notified by mail shortly after the appointments are made. Should you have any questions or concerns please contact me at 947-2781.

Sincerely,

oseph Hayes Town Manager

David Carmack 13 Black Bear Drive Veazie, Maine 04401

May 29, 2012

Dear Mr. Carmack;

On behalf of the Veazie Town Council, I am writing to you today to see if you wish to continue serving on the town's Conservation Commission Committee. The Council will be making appointments next month and wish to determine those members who want to be reappointed.

I have enclosed an appointment application and a self addressed envelop. The Council may ask to meet with those folks who have expressed an interest in serving on this committee. Please let me know by June 14 whether or not you wish to serve. Appointees will be notified by mail shortly after the appointments are made. Should you have any questions or concerns please contact me at 947-2781.

Sincerely,

Joseph Hayes Town Manager



BAT COMMUNITY CONNECTOR Laurie Linscott, Admin. Asst.

May 23, 2012

Town Manager 1084 Main St. Veazie, ME 04401

Dear Town Manager,

Veazie's share of the anticipated deficit for Community Connector in Fiscal Year 2013 is \$20,853 calculated as follows:

Estimated operating expenditures	VOOT SHARE	VEAZIE SHARE
Minus the sum of estimated:	\$ 376,460	\$56,469
Farebox Revenues	127,024	19,054
Advertising Revenues	13,242	1,986
Federal and State Subsidies	90,424	13,563
ADA	6,753	1,013
VOOT's total deficit & Veazie's 15% share	\$139,017	\$ 20,853

This results in four quarterly payments of \$5,213.25 each, due on or before October 15, 2012, and January 15, April 15, and July 15, 2013. 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.

Laurie Linscott

Administrative Assistant



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/24/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVE

PRODUCER				CONT	ACT					
Westpoint Insurance	ce Group,	Ltd.		PHON	E /000	318-7709	, [ ]	FAX	(709)	1636 3016
5920 W. 111th St				E-MAI ADDR	L		1	A/C. Nol:	(708)	) 636-3915
						SURER(S) AFFO	RDING COVERAGE			NAIC #
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Eastern Maine Scho	ol of Se	lf-De:	fense	INSUR	ERD:					
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CLAIMS-MADE X	1						PREMISES (Ea occurre	ence)	\$	300,000
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PARTICIPANTS							PERSONAL & ADV INJ		\$	1,000,000
GEN'L AGGREGATE LIMIT APPL	JES PER						GENERAL AGGREGAT		\$	3,000,000
POLICY PRO- JECT	LOC						PRODUCTS - COMP/O		\$ \$	1,000,000
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DED RETENTION \$ WORKERS COMPENSATION								\$	;	
AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXE	Y/N						WC STATU- TORY LIMITS	OTH- ER		
OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	ECOLINE	I/A					E L. EACH ACCIDENT	5		
If yes, describe under DESCRIPTION OF OPERATIONS							E.L. DISEASE - EA EMP	LOYEE \$		
DESCRIPTION OF OPERATIONS	below						E.L. DISEASE - POLICY	LIMIT \$		
				-						
DESCRIPTION OF OPERATIONS / LOCA INSURED: Sports & Sp Certificate.	ATIONS/VEHICLE Decial Ris	ES (Attach sk Grou	ACORD 101, Additional Remark up Liability Insu	s Scheduk rance	, if more space is Trust and	required) 1 it's Mei	mber Organiza	ations	s by	7
CERTIFICATE HOLDER				CANC	ELLATION			***		
Eastern Maine S	School of	Self	-Defense	SHOU THE	LD ANY OF TH	DATE THER	SCRIBED POLICIES EOF, NOTICE WI PROVISIONS.	BE CAN LL BE	CELL	.ED BEFORE .IVERED IN
1005 Olive Street Veazie, ME 04401					AUTHORIZED REPRESENTATIVE					

ACORD 25 (2010/05)

Terri Tomasik/HAM



## **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY) 5/24/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED

PRODUCER		CONTACT NAME:				
Westpoint Insurance Group	p, Ltd.	BUONE	) 318-7709	FAX	(708)	636-3915
5920 W. 111th St		E-MAIL ADDRESS:		IA/C, N	);,	3,13
Chicago Didas		IN	SURER(S) AFFO	RDING COVERAGE		NAIC #
Chicago Ridge IL (	60415	INSURER A : Lexin				· · · · · ·
INSURED		INSURER B :				
Engton Maine Cabasa . C.		INSURER C :				
Eastern Maine School of S 1005 Olive Street	Self-Defense	INSURER D :				
l	24456	INSURER E :				
	04456	INSURER F :				
<u> </u>	ERTIFICATE NUMBER:CL12524	432528		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICI INDICATED. NOTWITHSTANDING ANY CERTIFICATE MAY BE ISSUED OR MA	REQUIREMENT, TERM OR CONDIT	V HAVE BEEN ISSUED T TION OF ANY CONTRACT	O THE INSUR	ED NAMED ABOVE FOR	THE PO	DLICY PERIOD
CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUC	Y PERTAIN, THE INSURANCE AFF	ORDED BY THE POLICI	ES DESCRIBE	D HEREIN IS SUBJECT	'ECT TO TO ALL	WHICH THIS
INSR	ADDLISUBRI	THE DECIMAL VEDOCED BY	T PAID CLAIMS	5.		- TENE
A GENERAL LIABILITY	INSR WVD POLICY NUMBE X 6992769-04	R (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	TS	
X COMMERCIAL GENERAL LIABILITY	X 6992769-04	05/23/2012	05/23/2013	EACH OCCURRENCE DAMAGE TO RENTED	s	1,000,000
CLAIMS-MADE X OCCUR				PREMISES (Ea occurrence)	\$	300,000
X INCLUDES ATHLETIC				MED EXP (Any one person)	\$	
PARTICIPANTS	-			PERSONAL & ADV INJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:	-			GENERAL AGGREGATE	s	3,000,000
POLICY PRO- LOC				PRODUCTS - COMPIOP AGG	\$	1,000,000
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	\$	
ANY AUTO				(Ea accident)	\$	
ALL OWNED SCHEDULED AUTOS			}	BODILY INJURY (Per person)	\$	
HIRED AUTOS NON-OWNED AUTOS			-	BODILY INJURY (Per accident) PROPERTY DAMAGE	ļ	
			-	(Per accident)	\$	
UMBRELLA LIAB OCCUR					\$	
EXCESS LIAB CLAIMS-MADE	E		Г	EACH OCCURRENCE	S	
DED RETENTIONS			-	AGGREGATE	\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- OTH- TORY LIMITS ER	\$	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A		F	E.L. EACH ACCIDENT		
(Mandatory in NH) If yes, describe under				E L DISEASE - EA EMPLOYEE	\$	
DESCRIPTION OF OPERATIONS below			1	E L. DISEASE - POLICY LIMIT		
				E E DIOCHOE - FOLICE EIMIT	•	
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DESCRIPTION OF OPERATIONS/LOCATIONS/VEHIC Certificate Holder is also ac	CLES (Attach ACORD 101, Additional Rema	irks Schedule, if more space is	required)			
	THE STORAGE THE SUPERIOR					
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CERTIFICATE USE DED						
CERTIFICATE HOLDER		CANCELLATION				
Inhabitants of the Tow	an an Italian in the	SHOULD ANY OF TH THE EXPIRATION ACCORDANCE WITH	UAIL IHER	SCRIBED POLICIES BE CA EOF, NOTICE WILL BI	NCELLE E DELI	ED BEFORE VERED IN
1084 Main Street	William Communication of the C					
Veazie, ME 04401		AUTHORIZED REPRESENT	ATIVE			
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ACORD 25 (2010/05)

Terri Tomasik/HAM

ATTORNEYS AND COUNSELORS AT LAW

IRVING ISAACSON GEORGE S. ISAACSON MARTIN I. EISENSTEIN MARTHA E. GREENE DAVID W. BERTONI PETER D. LOWE BENJAMIN W. LUND PETER J. BRANN KEVIN R. HALEY

DANIEL A. NUZZI MATTHEW P. SCHAEFER DAVID SWETNAM-BURLAND STACY O. STITHAM LYNN B. GELINAS DAVID T. SLATERY BARBARA J. SLOTE DANIEL C. STOCKFORD KENLEIGH A. NICOLETTA ANNE M. TORREGROSSA HEATHER B. SANBORN

184 MAIN STREET P.O. BOX 3070 **LEWISTON, MAINE 04243-3070** (207) 786-3566 TELECOPIER (207) 783-9325 WEB PAGE: http://www.brannlaw.com

Portland Conference Office 148 MIDDLE STREET **SUITE 502** PORTLAND, MAINE

> LOUIS J. BRANN 1948 PETER A. ISAACSON 1980

May 29, 2012

Joseph E. Hayes, Town Manager Town of Veazie 1084 Main Street Veazie, Maine 04401

RE: Engagement Letter

Dear Mr. Hayes:

We appreciate the opportunity for our firm to act as counsel to the Town of Veazie Withdrawal Committee in connection with the possible withdrawal from the Riverside Regional School Unit (RSU #26). We look forward to working with the Committee.

It is our firm's practice that each new client enters into a letter agreement with the firm that acknowledges our billing practices. This letter describes the basis on which our firm provides legal services to clients.

Our charges for services are generally based upon the time spent by our attorneys or paralegals, at hourly rates which vary for each attorney and paralegal based upon experience and years of practice. My present hourly rate is \$200, associate attorneys' hourly rates for matters of this nature currently range from \$140 to \$165, and hourly rates for paralegals are currently \$80. Our rates are adjusted periodically, and we will bill you at the rates in effect at the time services are provided. We will use the services of associates and paralegals, where, in our discretion, we determine it is in your best interest. For time spent traveling, we charge at half the lawyer's hourly rate.

In addition to our fees for professional services rendered, our billing invoices will include costs incurred during the course of our representation for such items as facsimiles, telephone calls, document reproduction, postage, travel expenses, filing fees, overnight and courier delivery services, computer data base research charges, and other significant out-of-pocket costs.



Joseph E. Hayes May 29, 2012 Page 2

DOC/U.

We will send you statements monthly; payment in full of the balance is due upon receipt. We impose late charges of one and one—half percent per month on all accounts receivable outstanding over 30 days. Any estimates provided by us is only an approximation of potential fees and expenses, and absent an express written agreement containing a fixed—fee arrangement, our actual fees will be determined in the manner described above.

We would appreciate it if you would sign and return the enclosed copy of this letter. If you have any questions concerning this engagement letter or anything else pertaining to our representation, please let us know. We look forward to working with the Committee.

Very truly yours,

**BRANN & ISAACSON** 

Daniel C. Stockford

DCS/III	
Acknowledged and Agreed to:	
Town of Veazie By:	
Data	

# NOTICE OF AMOUNTS ADOPTED AT BUDGET MEETING, REGIONAL SCHOOL UNIT NO. 26 INFORMATION FOR VOTERS AT BUDGET VALIDATION REFERENDUM

## TO: Municipal Clerks of the Towns of Glenburn. Orono and Veazie, State of Maine

In the name of the State of Maine and pursuant to 20-A M.R.S. \$1486(2) you are hereby directed to display this Notice of Amounts Adopted at Budget Meeting at the polling places within your respective municipalities to assist the voters of Regional School Unit No. 26 in voting at the budget validation referendum to be held on June 12, 2012 for the purpose of determining if the Regional School Unit budget for the 2012-2013 fiscal year that was adopted at the Regional School Unit budget meeting on May 29, 2012 should be approved.

Cost Center Summary Budget Category	Amount Recommended by School Board	Amount Approved by Voters at the Budget Meeting*
Regular Instruction	\$10,588,384.88	\$ 10,852,284.88
Special Education	\$3,819,567.48	
Career and Technical Education	\$175,524.26	, 0,020/00/.40
Other Instruction	\$561,136.39	\$ 175,524.26
Student and Staff Support	\$1,391,421.26	\$ 561,136.39
System Administration	\$489,705.43	\$ 1,391,421.26
School Administration	\$1,005,344.92	\$ 489,705.43
Transportation and Buses	\$752,500.00	\$ 1,005,344.92
Facilities Maintenance	\$1,866,822.67	752,500.00
Debt Service and Other	\$858,708.81	\$ 1,866,822.67
Commitments	\$050,700.61	\$ 858,708.81
All Other Expenditures	\$59,000.00	\$ 50,000,00
Summary of Total Authorized	\$21,568,116.10	\$ 59,000.00 \$ 21,833,116.10
General Fund Expenditures:		<u>a 51,033,116.10</u>
*Amounto to be seen to it. o		

^{*}Amounts to be completed by Superintendent of Schools under authority of School Board

The amount approved at the Regional School Unit budget meeting includes locally raised funds that exceed the maximum state and local spending target pursuant to 20-A M.R.S. §15671-A(5).

Lisa Buck Chair	Julia Hathaway, V. Chair
Chris Dalton Leo Kenney	John Higgins The week War alang.
Travis Noyes)	Frances Neubauer
Lauren Romain	Susan O'Roak Wayne Scott
Rose Thompson	Bric Voelker
A majority of the School Board of Regional School Board of Region Board of Regio	shool Unit No. 16

Douglas Smith. Superintendent

T	E	N	1	#	<i>t</i>	
 						i
				-		

## **Department Reports**

Joe Murphy Animal Control

Animal Control Report

Action	Surrendered to BHS
Complaint	Cat neglect Unlicensed dogs
Location	The Stucco, Room 119
Mileage	15.3 17.8
Time out N	1452 1230
Date	5/4/2012 5/12/2012
ID Number	12-094

33.1

Total

18 Rider

- Do Time Sheets

- Put up Flags on Roads MAW ST | STATE ST.

- FIX WATER LINE IN CEMETERY

- PUT TRACH CAUS OUT IN CEMETERY

- GET BACKHOE TIRE FIXED

- Final Round of Chipping Brush - Picking up BAGS



19 Jahraha

waked on crocks on the tennis courts

Similar 20

we had beozie days clean up All day

нат

" manthey

21

Veazie clean up All day .



Tuesday

Tuesday

- yet the flows up on Town Romas Main St. | State St.

- got the dunystors Pickedup from Cleanup Day

- Packed Dumpsters BEFORE REMOVAL

- Aprea flogs in CEMETERY - and Got Dead cout from coutch Baish Street Kings

Thursday

Flags All day - FINISHED Had to fix tree and Awh it Back in to the woods



Friday 25

fix two Graves worked on waterlines made Loam weed wack some it town too!

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- FULL BURIAL
- FINISH PAPERWORK RECORDS FOR BURIAL
   HELP AMORICAN CONCRETE SET UP GRAVE + TAKE DOWN FOR BURIAL

🕏 standing e

30 Wednesday

- fixed onather Woder line

- Tock Aparet old CEO CABINET

- GET PARTS FOR HOO LINE

- Brought old CABINET TO COMMUNITY CENTER



## 3 1 Thursday

- STARTED WEED WACKING TOWN
   Took GERRY'S CAR TO BANGOR MOTOR Pool
- MOWED Buck Hill TEARLS
- Took Back WATER lINE PARTS
- PICKED-UP NEW BATTERY CHARGER

- CUT BRANCHES ON CHASE Rd for VISIBILITY
- CUT BRANCHES -- WEED WACKING IN TOWN
   CUT TREE OUT OF MOWING PATH IN BUCK HILL
   CUT TREE OUT OF MOWING PATH IN BUCK HILL CONSERVATION AREA
- Finewed Mouning TRAILS







## **EFFICIENCY MAINE TRUST**

ACCOUNTS PAYABLE 151 CAPITOL STREET, SUITE 1 AUGUSTA, MAINE 04330-6262 207-213-4150 Fax 207-213-4153

Vendor Number 1162 Check Date 05/30/2012 Check Number 00010567

Camden National Bank Camden, ME 52-145/112

\$5,149.80

MP

Pay Five Thousand One Hundred Forty Nine Dollars and 80 cents ******

00010567

To The Order Of Town of Veazie 1084 Main Street Veazie, ME 04401

Authorized Signature

#*******************************

92470771

EFFICIENC'	Y MAINE TRUST		Page 1 of 1		Check	Number:	00010567
Invoice Date	Invoice Number		Description			Inv	olce Amount
1	10132011b 03192012	ARRA DE-EE0000368; GL-3010-30-0300-30 ARRA DE-EE0000368;	Voucher - 926 -20-0000-000000-000000 CFDA 81.041	-830102-30332			\$3,433.20 \$1,716.60
33, 13, 20, 12	00102012	1	Voucher - 927 -20-0000-000000-000000	-830102-30332			ψ.,, το.ο.
Vendor No	<b>)</b> .	Vendor Name Town of Veazie		Check No. 00010567	Check Date 05/30/2012		Amount 49.80