



Veazie Town Council

Regular Meeting

February 11, 2013 at 6:30 PM

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 January 28th, 2013 Council Meeting Minutes
- ITEM 6.** Public comments

New Business:

- ITEM 7.** Recreation Department budget presentation
- ITEM 8.** Discussion with the Veazie Sewer District Trustees
- ITEM 9.** Eastern Area Agency on Aging funding request

Old Business:

- Item 10.** Ground Maintenance proposal
- Item 11.** Manager's Report
- Item 12.** Comments from the Public
- Item 13.** Executive Session Title 1 Section 405 6E Legal Consultation
- Item 14.** Executive Session Title 1 Section 405 6 A Personnel matter
- Item 15.** Requests for information and Town Council Comments
- Item 16.** Review & Sign of Town Warrant Payroll #17 and AP Warrants #16 & 16A
- Item 17.** Adjournment

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

Chris Bagley
16 Silver Ridge
907-4820

Agenda Items

For February 11, 2013

Item 7: Director Young will present for the council his report as requested. I have reviewed the report and will assist with any information that he is unable to provide. The report is in your packet for review. If additional information is needed prior to the meeting please call me and I will try to have it made available.

Item 8: Harvey King and the Members of the Veazie Sewer Districts Board of Trustees are here to speak to you at your request. I have not received any information prior to this meeting to present to you.

Item 9: A request for funding was received by Eastern Area on Agency on Aging and has been included in your packet for review. I am unaware of a donation account for the town but if the request is approved I will be able to locate monies to cover the request.

Item 10: I've been in conversation with Jim Dunn of the By Us Company and have negotiated an additional year proposal with them. The proposal is attached for your review. I rewrote the previous contract with only a few slight grammatical changes but it mostly is the same as the previous year's contract. I feel that although the price went up slightly it is still a fair price and I would recommend approving the proposal.

Item 11: Managers report is included for your review. As you can see a lot has occurred here of the past few weeks. If more information is needed on anything I have included in my report don't hesitate to contact me so that I can have it for you at the meeting.

Managers Report For February 11, 2013

It has been another very busy couple of weeks since the last council meeting. Below is a report of the things that have been occurring with me and around the town:

- Prior to the last Council meeting I had met with Osborne's Heating reference the Community Center and inconsistent heat at that location. I continued to meet with them throughout the week as I was contacted by Glen Kennedy one night that the furnace was not lighting, which I was able to resolve without a response from Osborne's. I was later contacted by Glen advising that the building was now extremely hot. Osborne's responded and was able to repair the problem. As mentioned to you previously all but (1) thermostat has been removed from the building and it appears to be working well. Glen is extremely happy to have heat in his location after 15 years. I will continue to monitor this situation and report back my findings.
- I had a meeting with MMA Risk Management and had a discussion on proper reporting. I was provided a power point presentation which I will present at a future Department Head meeting so that we are all reporting correctly.
- I have had a few meetings with Code Enforcement Officer Larson. During the meeting we have been discussing updating the Towns Maps and also planning on the possibility of hosting the Town Maps on our server instead of an outside source. This continues to be a work in progress and I will report back on this at future meetings. CEO Larson and myself also discussed your request to meet with the large land owners and the planning board. He feels that the meeting would be more beneficial if they had something to present to the council and it was determined that the large land owners and the planning board would hold a workshop. I have met with Chris Cronan and he agrees as well and we are looking at holding a meeting on February 19. I have sent the large land owners invitations via the mail to this meeting.
- I have met with Bangor Savings and the requested checking account has been established which will be used by the town and the school business office
- I have spoken to Craig Costello and continue to work with him on finalizing the audit and also cleaning up the fixed assets so we are in compliance with the Town's Policy. A draft copy was received on 02-07-13 for review.
- We have re opened negotiations with the Fire Department in hopes of being able to finalize a contract with them. Discussions went well. I will discuss this with you further during the executive session.

Managers Report Continued

- At your request I have provided the Town Attorney with a copy of the lease agreement with Graham Senior Housing for his legal opinion on the reduction from \$5000.00 to \$500.00. I continue to work with him on this and will report back to you on this at a later meeting.
- The contract with WBRC that was approved at the last council meeting was signed and has been returned to them.
- I have been in conversation with Laura Rose Day who is the Executive Director of the Penobscot River Restoration Trust. I will be meeting with her on the 13th to discuss the removal of the dam amongst numerous other things. In my initial discussion with her she relayed that the plan is to have the dam removed this summer. She would like the towns input on what should occur with the property after the dam is removed. I believe a group had been comprised in the past to discuss this but I am unsure who was on this group and what they had discussed. I am trying to locate this information but if I am unable to locate this then I will suggest that we make an announcement and try to gather citizens from the community to participate in the conversations with what should happen at the site.
- I have spoken to Harvey King who is currently running the Veazie Sewer District and advised him the council will be unable to attend the next trustee meeting as some members of the council would be unavailable. I extended an invite to him for our 02-11-2013 meeting and he relayed that at least himself would be at the meeting. I have since spoke to Trustee Parker and he as well was given the invitation to attend and he felt that the trustees would be able to attend. I have placed them on the agenda.
- At your request I spoke to Don MacKay who is the Chair of the Community Center Committee and have extended an invitation to him and the committee to a future council meeting. We have tentatively agreed on the March 11, 2013 meeting.
- I have met with the Recreation Director Young. During the meetings we discussed his presentation to you this evening and I provided suggestions on what should be presented. I also spoke to him on an accountability/ attendance system for the children attending recreational functions. He will be drafting a letter in the near future that will be sent home to the parents explaining the process. It is my hopes that after this is implemented that we will go to a billing system for the recreation department. I view the current way that these transactions are occurring as a liability to Director Young and the Town. Implementing the billing will help eliminate the liability. I will provide more information on this in the future as we continue to work on it.

Managers Report Continued

- Town Staff and I worked very hard on reaching out to the property owners that were nearing foreclosures. I am glad to say that we were able to resolve all of the outstanding taxes without having to start the foreclosure process. All have paid except one that we have entered into an agreement with, which is included for your review. An additional one is in discussions with the assessing office but I believe that this will be able to be resolved. A letter is included in your packets from an additional tax payer who paid under contest.
- Town Staff worked equally hard contacting dog owners in town so that they could come in to register their dogs prior to the end of January. I did extend the deadline by one week where we contacted the owners late. I think many were appreciative of this and I know many have been in to register.
- I have met with Dennis Farnham with Public Works. We discussed numerous items including his FY 13-14 budget and preparing that. We also discussed his current work hours which we have ultimately changed. The new hours will have him here more during the hours that the town office is opened. We also discussed numerous projects that I would like to have him complete which he has begun working on. We will report on the completion of these projects at future meetings.
- I have met with Principal Nichols and we had a discussion on the up coming budget process, the referendum process for approval of the school budget along with other discussion around the school transitioning out of the RSU. Principal Nichols and I will continue to work together as the budget process and transition goes forward.
- I have been in constant conversation with Assessor Birch about budgeting along with numerous other items. He has been extremely helpful with my transition. I look forward to continuing to work with him. We did meet with Rod Hathaway to discuss his trailer park located on Main Street after concerns were brought up last meeting, and from previous meetings. Assessor Birch is drafting a resolve for the council's review.
- All reports for December and January have been completed and returned to DHHS reference General Assistance
- I have met with the Fire Chief and discussed his future presentation to you on the budget. He is scheduled to present on February 25. We discussed numerous other issues during our meeting

Managers Report Continued

- I spoke to a representative at Eaton Peabody. Someone had contacted their office and relayed that the town was waiting on paying bills for trail maintenance that had already occurred until the TIF agreement was completed. I relayed that I was unaware of any outstanding bills for trail maintenance nor was I aware that any trail maintenance had occurred. Eaton Peabody did not have the name of the person that had reported this as they did not leave a name so I am unable to follow up with them to determine what they may have been referring to
- I have called and spoken with Joe McNeil of the Bangor Area Connector reference the citizens concern from the previous meeting. We discussed what goes into making the busses run later or earlier and that it would need to be a group effort and not a single community. McNeil has agreed to meet with the council at a future meeting to update you on the bus system.
- I have met with John Manter reference him selling 3 of his families cemetery plots back to the town. This had been approved at a previous council meeting but has yet to occur. I will continue to work on this in hopes of resolving it soon. I have also begun working with Dennis on updating our records for the cemetery. It appears we have several different variations which I have requested Dennis compile into one master list and then maintain only one. This is going to be time consuming but will be better for future management
- The Town was audited by the Bureau of Motor Vehicle on Tuesday and I am proud to say that Julie Strout passed with no noted violations.
- I met with a representative from Modern Pest so that we could receive a quote on rodent control. After receiving the quote it appears at this time the service is cost prohibitive so I will be working with public works in an attempt to resolve the issue on our own
- The CDBG Grant review committee met here on 02-06-2012 and we reviewed numerous grants. One person from Veazie has been chosen this round and I will be actively pursuing other residents to apply for this program for future review rounds. The meeting was very informative and I feel we have several citizens that can benefit from this program.

Managers Report Continued

- I have been working with Penobscot County EMA Department on getting communication equipment for the Public Works Department. I took receipt of mobile and portable equipment this week. I am now working with Whitten's 2 Way communications to get the radios programmed and installed. With this equipment the public works department will now be able to communicate/assist in times of need all at minimal cost to the town
- I have set up email address for you which we spoke of at the last council meeting. I will provide these to you and help with setting them up. They have not been added to the website at this point. While completing this project I was able to speak to the owner of our current web provider and have requested that a contract and price break down be sent for review. Once this is received I will forward it for your review.
- Engagement letter was signed and returned to Brann and Isaacson for legal counsel for the school committee.
- I am meeting with Glen Kennedy on Friday to discuss the Community Center lease with the hopes of coming to an agreed upon proposal that I can present to you for review at the council meeting.

As first mentioned a lot has occurred over the past two weeks. Many outstanding projects have been completed or are in the works. What continues to be priority one is beginning the budget process. I am in hopes that I will complete the schedule this week and beginning meeting shortly. If I can provide you with any further information about anything mentioned above or you need additional information please don't hesitate to contact me.

Respectfully Submitted,



Mark Leonard

**Town of Veazie
Town Council Meeting Minutes
01/28/2013**

Members Present: Chairman Tammy Olson, Councilor Chris Bagley, Councilor Joseph Friedman, Councilor Brian Perkins, and Councilor Jonathan Parker. Interim Town Manager Mark Leonard, Secretary Julie Strout, Tax Assessor Ben Birch and various members of the public.

Members Absent: None

Item 1: Call to Order

Chairman Tammy Olson called the meeting to order at 6:30 p.m.

Item 2: Secretary to do the roll call

All present

Item 3: Pledge of Allegiance

Item 4: Consideration of the Agenda

Councilor Joseph Friedman wanted to add an Executive Session for a Personnel matter as 14B, Manager Mark Leonard wanted to add Assessor Ben Birch as 6A under public comments, Councilor Brian Perkins wanted to add a discussion on the Penquis issue as 12A under Old Business, Chairman Tammy Olson wanted to add under 11A a discussion of the upcoming Sewer District Meeting, and add 11B to talk about whose available to go to the Sewer District Meeting.

Item 5: Approval of the January 7th, 2013 & January 11th, 2013 Council Meeting Minutes

Councilor Jonathan Parker made a motion, seconded by Councilor Joseph Friedman to accept the January 7th and January 11th meeting minutes as written. Councilor Joseph Friedman seconded. 5-0-0. Councilor Jonathan Parker made a motion to nullify his previous motion due to Councilor Brian Perkins being absent for the January 11th meeting. Councilor Jonathan Parker made a motion, seconded by Councilor Joseph Friedman to accept the January 7th meeting minutes as written. Motion carried 5-0-0. Councilor Jonathan Parker made a motion, seconded by Councilor Chris Bagley to accept the January 11th meeting minutes as written. Motion carried. 4-0-1. Councilor Brian Perkins abstained.

Item 6: Public comments

A resident asked the question why the Recreation budget wasn't on the agenda as well as the meeting with the Sewer District Trustees.

Item 6A: Assessor Ben Birch updated the Council, stating that the majority of the Revaluation is completed and they are working on the Personal Property inspections next. The letters to the personal property owners will be going out on Feb. 8th, 2013. They will have until April 15th, 2013 to get the declarations back to the assessing office so they can start their inspections. With the revaluation, come July 1st, 2013, he's hoping that all the work with the Personal Property and Real Estate is finished and valuations are set so they can send out the notification letters. If there are differences of opinions on valuations, Assessor Birch's recommendation is to adopt an ordinance to establish a Local Board of Assessment Review for any appeals that might come forward. Assessor Birch would like to set up a discussion time with the Council and Manager Leonard to review the appeals process. He would also like to set up a time to meet with Manager Leonard to discuss the upcoming budget.

New Business:

Item 7: Appointment of Robert & Denise Stanley as Animal Control Officers for the Town of Veazie.

Councilor Brian Perkins made a motion, seconded by Councilor Chris Bagley to appoint Robert and Denise Stanley as Animal Control Officers for the Town of Veazie. No discussion. Motion carried. 5-0-0

Item 8: Ground Maintenance bid discussion

Councilor Joseph Friedman made a motion, seconded Councilor Chris Bagley, to allow Interim Manager Mark Leonard to renegotiate the bid with the By "Us" Co. for another year, giving them time to come out with a new bid for next year. No discussion. Motion carried. 5-0-0

Item 9: WBRC Agreement in reference to the Community Center

Councilor Brian Perkins made a motion, seconded by Councilor Chris Bagley, that we enter into an agreement with WBRC, to move forward with the phase planning for the community center and authorize Interim Manager Leonard to sign the documentation. No discussion. Motion carried. 5-0-0

Item 10: Application for Special Permit for Catering Privileges off premises.

Councilor Jonathan Parker made a motion to approve the off premises liquor license, seconded by Councilor Joseph Friedman. No discussion. Motion carried. 5-0-0

Item 11: Veazie School Committee request

Councilor Joseph Friedman made a motion, seconded by Councilor Brian Perkins, that we transfer to the Veazie Withdrawal Committee the sum of \$10,000 out of the School Committee legal fees account to be used for the rest of the fiscal year.

Councilor Joseph Friedman amended his motion to withdraw the \$10,000 out of the general fund or to withdraw it in the manner it was done the first time we transferred the money which was out of the Veazie Withdrawal Committee Account. Councilor Chris Bagley seconded. Motion carried. 5-0-0

Councilor Joseph Friedman made a motion, seconded by Councilor Brian Perkins, to authorize Manager Leonard to sign the letter of agreement with Brann & Isaacson to provide the legal services for the Veazie School Committee. Motion carried. 5-0-0

Item 11A: Councilors discussed the invitation to the next Veazie Sewer District meeting on Tuesday, February 26, 2013 at the Veazie Community School. Councilor Perkins will not be around as well as Councilor Friedman. Manager Leonard will get a hold of Mr. Harvey King to invite the Sewer District Board to our next Council Meeting on February 11th, 2013. The Council all agreed.

Item 11B: The councilors agreed to still hold the Council Meeting on February 25, 2013.

Item 12: Manager's Report

Manager Mark Leonard reviewed his report with the councilors.

Item 12A: Councilor Brian Perkins discussed the issue with a contract with Penquis and asked Assessor Ben Birch to further explain the situation.

Assessor Birch went back to 2005 and could not find any council authority for the increase from \$500 to \$5000. Assessor Birch and Joe Hayes met with Stephen Moores from Penquis CAP and brought this to his attention. Mr. Moores stated that somewhere around 2005 and 2006 their expenses were higher than the previous year. Mr. Moores came in and spoke to previous Manager Bill Reed and they had a gentlemen's hand shake that the amount would be increased. Assessor Birch would like to have a meeting with Manager Leonard and Mr. Moores to review his expenses and for him to explain why \$500 is not sufficient and to research the time the Veazie residents are able to use the facility and why some residents were turned down. Councilor Jonathan Parker would like to get Town Attorney, Thomas Russell's opinion on this situation. Ben Birch will coordinate with Manager Leonard on Wednesday, February 6th, 2013 to make a call to Attorney Russell.

Item 13: Comments from the Public

Citizen Frank St.Louis spoke to the councilors and wanted them to consider the possibility of tuitioning out the Veazie students and make the Veazie Community School a Senior Citizens Housing to save the town money.

Citizen Joan Perkins asked about the location of the trailer across from the Town Office. Is it on town land? Is it on privately owned land? Who is paying taxes? The second issue is whether the public works employee is currently working for the Sewer District? Manager Leonard stated as of Jan. 7th, 2013 public works has not worked for the Sewer District, but will look into this further.

Assessor Ben Birch stated that he did a considerable amount of research, on the above mentioned trailers and his position is its non conclusive. The only way to figure out who owns what is for the council to pay for a survey. He has a letter signed by the prior CEO stating that the Hathaway property is a grand fathered trailer park, so as long as the trailers are sitting at the same location that Allen Thomas issued the letter he wouldn't have the authority to circumvent that decision. It would be at the discretion of a land surveyor to disprove where the trailers are.

Citizen Mark Sinclair spoke about his concerns regarding the BAT bus system. Manager Leonard will contact the manager at the BAT and see if there is any flexibility with extending their hours for the public.

Councilor Jonathan Parker will be contacting the PUC in reference to the possibly of negotiating with another company to come in and put some lines in and have Bangor Gas buy them back, due to the 5 yr buy back program they offer.

Item 14 Executive Session Title 1 Section 405 6E Legal Consultation

Councilor Jonathan Parker made a motion, seconded by Councilor Brian Perkins to enter into Executive Session Title 1 Section 405 6E at 8:05 pm. Councilor Jonathan Parker made a motion, seconded by Councilor Chris Bagley to exit Executive Session Title 1 Section 405 6E at 8:28pm.

Item 14A: Executive Session Title 1 Section 405 6 A Personnel matter

Councilor Brian Perkins made a motion, seconded by Councilor Joseph Friedman to enter into Executive Session Title 1 Section 405 6 at 8:29pm. Councilor Jonathan Parker made a motion, seconded by Councilor Chris Bagley to exit Executive Session Title 1 Section 405 6 at 8:44pm.

Councilor Joseph Friedman made a motion, seconded by Councilor Jonathan Parker to pay Manager Mark Leonard a manager's stipend of \$500.00 a week, retroactive back to January 11th, 2013 for a period of 6 months. No discussion. Motion carried. 5-0-0

Item 15: Requests for Information and Town Council Comments


Item 16: Review & Sign of Town Payroll Warrants #15 & #16 & AP Warrants #15 and #15A.

The warrants were circulated for signatures.

Item 17: Adjournment

Councilor Jonathan Parker motioned to adjourn.
Councilor Joseph Friedman seconded. No discussion. 5-0-0
Adjourned at 8:54pm.

A True Copy Attest:


Julie L. Strout
Deputy Town Clerk

VEAZIE PARKS & RECREATION DEPARTMENT

MISSION STATEMENT

It is the intent and purpose of the Veazie Parks & Recreation Department to provide supplemental, educational, recreational, cultural and social opportunities for all members of the community to lead a healthy and active lifestyle. The Recreation Department encourages community spirit and cohesiveness. Veazie Parks & Recreation Department is committed to helping members of the community to take part in all that we have to offer.

WHAT REC. MEANS TO THE COMMUNITY

One of the benefits of living in a small town is the chance to know your neighbors. The activities sponsored by the Veazie Parks & Recreation Department are more than recreational opportunities; they are, in fact crucial in building a sense of community.

AFTER SCHOOL RECREATION PROGRAM

The Parks & Recreation After School Program is offered for children grades kindergarten through sixth grade. Throughout the school year, After School Rec. is open each weekday from (2:35 – 5:30p.m.) on half days and in – service days After School Rec. will offer extended hours (12:30 – 5:30p.m. on half days and 7:45 – 5:30p.m. on in – service days)

The After School Program provides a fun and safe environment for students after school. The dedicated staff provides assistance with homework as well as a variety of games, arts and crafts. Children also have the opportunity to play organized games in the school gymnasium and let out some energy on the school playground. Snack is provided at the beginning of each day for no additional charge. Our innovative staff is constantly brainstorming new and exciting events for the After School children. Recently the children performed the 3rd annual Veazie Rec. talent show for family and friends. It was lots of fun and the children were wonderful. There was a Luau for the children last March, as well as a Cinco De Mayo fiesta in May. Other activities such as bingo, jeopardy, deal or no deal and scene – it are always a big hit at the After School Program.

VEAZIE PARKS & RECREATION DEPARTMENT

SUMMER RECREATION PROGRAM

The Veazie Parks and Recreation Summer Rec Program has always been a fun and exciting place for children to spend their summer days. Open from 7:45 – 5:30p.m. Children at summer Rec have a variety of activities in which to participate. They can play outside, play in the gym create arts and crafts, play with water, take swimming lessons and go on many field trips throughout the summer. Every Tuesday, there is a half day field trip beginning after the children eat lunch. The mini field trips include going to a movie, bowling, mini golfing and swimming. Wednesday mornings are reserved for swimming lessons for all who would like to participate. Swimming lessons are included in the weekly fee for Summer Rec. On Fridays, there are all –day field trips. We travel to beaches and water parks, and the final trip of the year is to Fun town USA in Saco, Maine.

VEAZIE REC YOUTH SPORTS

Veazie Recreation Sports are designed for student's grades kindergarten through fifth grade. Teams are coached by parent volunteers and emphasis is placed on learning basic skills and having fun! Included in the fee for each sport is a Veazie Rec t –shirt and an award at the end of the season.

SPECIAL EVENTS

The Vizier Parks and Recreation Department host a number of exciting and fun events for the whole town to enjoy! In October the children of Veazie can take part in the Halloween Hullabaloo! This carnival provides a safe and thrilling place to show off your costume in the costume contest, test your skills at the carnival games, grab a ghoulish snack at Dr. Demento's snack table and collect candy with your friends and family. Parks and Recreation has traditionally hosted the family dance. The whole family can have a blast dancing to the music, socializing with friends and enjoying a snack. The Annual Spring Fling features a delicious pancake breakfast complete with raffles and a jellybean counting contest! Following the pancake breakfast is the Easter egg hunt, a free event for children up to age 12.

VEAZIE PARKS & RECREATION DEPARTMENT

PROGRAM PRICE COMPARISONS

<u>TOWN</u>	<u>AFTER SCHOOL</u>	<u>SUMMER</u>	<u>SPORTS</u>
VEAZIE	\$50.00 per week	\$85.00 per week	\$20.00
ORONO	\$50.00 per week	\$95.00 per week	\$30.00
BANGOR	\$50.00 per week	\$95.00 per week	\$30.00
OLD TOWN	\$45.00 per week	\$85.00 per week	\$ 30.00
GLENBURN	\$65.00 per week		\$30.00

VEAZIE PARKS & RECREATION DEPARTMENT

PROGRAM USAGE NUMBERS

1. **AFTER SCHOOL** – AVERAGE 12/18 STUDENTS PER DAY.
2. **SUMMER RECREATION** – AVERAGE 17/22 STUDENTS PER DAY.
3. **SOCCER** – 55/60 PLAYERS
4. **BASKETBALL** – 40 PLAYERS
5. **TEE BALL/BASEBALL** – 25 /35 PLAYERS
6. **FAMILY DANCE-** 100 PEOPLE
7. **SPRING FLING** – 125 PEOPLE
8. **HALLOWEEN** – 85 /100 PEOPLE

VEAZIE PARKS & RECREATION DEPARTMENT

COST VS EXPENSE

1. **AFTER SCHOOL PROGRAM** - \$10.00 PER STUDENT PER DAY. WE PROVIDE A SNACK FOR EACH STUDENT AT A COST OF ROUGHLY .40 PER SNACK AND A LABOR COST OF \$48.00 PER DAY. WE AVERAGE 15 STUDENTS PER DAY. THIS PROGRAM MAKES MONEY.
2. **SUMMER RECREATION** - \$17.00 PER STUDENT PER DAY NO SNACK IS PROVIDED. AVERAGE LABOR COST IS \$200.00 PER DAY AND WITH THE NUMBER OF FIELD TRIPS THIS PROGRAM HAS BEEN TAKING THIS PROGRAM DOES NOT MAKE MONEY.
3. **SPORTS PROGRAMS** – WITH A COST \$20.00 PER STUDENT FOR THE SEASON. THE T-SHIRT THAT WE PROVIDE IS \$6.50 PER SHIRT AND A VERY MINIMAL LABOR COST DUE TO VOLUNTEER COCHES THESE PROGRAMS BREAK EVEN WITH SOME ADDED EQUIPMENT COST.
4. **SPECIAL EVENTS**- ARE FREE WITH A \$500.00 BUDGET PER EVENT SUCH AS FAMILY DANCE, SPRING FLING, AND HALLOWEEN. THESE EVENTS COST \$1,500.00

VEAZIE PARKS & RECREATION DEPARTMENT

PLANS FOR MOVING FORWARD

As the Veazie Recreation Department moves forward we are always looking for ways to make this program self-supportive with the understanding that there is a delicate balance that needs to occur. Myself and staff plan on the following:

- *Continue to look for ways to get more students involved in all of our programs
- *Reinstitute programs for the Senior Citizens of our community
- * Review the number of field trips that are occurring and adjust this as needed.
- * Continue talks with surrounding communities on cost saving related to busing, equipment, and staff sharing.
- * Evaluate the cost of sports programs so that revenue can be generated and the program can be self- supportive but remain cost effective so families can still participate
- * Search for vendors or business' that may be willing to sponsor the special events that we hold. This would be a great way to keep these events and possibly grow them without having to start charging admission.

My staff and I want to thank you for your interest in the recreation program. I look forward to hearing any suggestions or thoughts you may have on ways to grow or make the program better.

TOWN OF VEAZIE

1084 Main Street
Veazie, Maine 04401

Proposal for Grounds Maintenance Contract Continuance

Contractor's Name The By "US" Company

Address 154 Hildreth St. Bangor, Me. 04401

Phone Number 207-990-2111

Federal ID/SS Number 262484445 MDOT Number _____

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

Services: What and when:

Provide grounds maintenance services for the municipal and school owned properties listed on the mowing site (Schedule A) attached. Services shall begin on _____, _____ 2013, and continue until _____, _____ 2014. Seasonal clean ups at locations indicated on the mowing site will also be required.

Independent Contractor:

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

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

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

Proposal for Grounds Maintenance Contract Continuance

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

The Contractor agrees that if the proposal is successful:

General Requirements:

The contractor shall furnish adequate and satisfactory equipment and manpower to maintain the required ground keeping on a weekly basis.

Grass will be cut at a height of 3” to minimize stormwater run off. Some areas that are to be maintained will have a different height requirement. Please check the enclosed schedules for those areas that will be mowed lower.

The contractor at all sites shall do weed trimming at the same time that mowing is done. The trimming shall be the same height as mowed grass. A representative of the Town will ensure that such work be visually appealing.

Any conflicts determined by the Towns representative, shall be addressed by the contractor within 24 hours. Unless grass clippings become too unsightly, it is preferred that clippings remain in place for mulch.

Insurance:

Worker’s Compensation must be provided in accordance with Maine law. General Liability Insurance: \$500,000 for each occurrence, \$5,000 medical experience (anyone person), \$1,000,000 general aggregate, \$1,000,000 products-com/op aggregate, \$1,000,000 automobile liability-combined single limit (each accident). The Town shall be listed as additional insured on your insurance.

Indemnification:

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

Proposal for Grounds Maintenance Contract Continuance

Terms of the proposal:

The terms of this proposal is for the mowing seasons from _____, _____ 2013 through _____, _____ 2014, with an option to extend the contract for (1) additional year. Payment for services shall be made on the Thursday following the regularly scheduled Town Council's meeting after the invoices are received and approved by the Town Council.

Proposal price:

Mowing and community collection-municipal=

2013 mowing season: **\$7,250.00**

Mowing for Veazie Community School including Veazie sport fields=

2013 mowing season: **\$7,250.00**

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

The Town of Veazie reserves the right to accept or reject any and/or all proposals and to again invite bids. The prices specified in this proposal is considered valid for a period of 60 days from the stated date.

Company The By "US" Company
Address 154 Hildreth St.
City Bangor State ME
Submitted by 
Signature

TOWN OF VEAZIE

1084 Main Street
Veazie, Maine 04401

List A **Mowing Schedule**

Riverside Park – Old County Road

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing, and trimming as described in the general requirements of this bid submission sheet...
- Fall Clean up – power rake leaves, remove deadfall of leaves and remove leaves.

Cemetery – Fairview Cemetery all sections located off of US Route 2 – State Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – Power raking of leaves, removal deadfall of leaves and remove leaves from site.

Veazie Community School Complex – Located on School Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing, and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – no special requirements

Municipal Office Complex – Main Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing and trimming as described in the general requirements of this bid submission sheet.
- Fall Clean up – no special requirements

Municipal Playground – Flagg Street

- Spring Clean up to power rake grounds, remove deadfall of limbs, and remove accumulated trash.
- Mowing, and trimming as described in the general requirements of the bid submission sheet.
- Fall Clean up – no special requirements

TOWN OF VEAZIE

1084 Main Street
Veazie, Maine 04401

List A **Mowing Schedule Continued:**

Veazie Triangle – Intersection of Main Street, Railroad Tracks and State Street US Route 2

- Spring Clean up – none
- Mowing to be done bi weekly
- Fall Clean up – none

Veazie Informational Sign area – Intersection of May Street and State Street US Route 2

- Spring Clean up – none
- Mowing to be done bi weekly
- Fall Clean up - none

Eagle View Drive Entrance – School Street

- Spring Clean up – none
- Mowing to be done as described in the general requirements of the bid submission sheet.
- Fall Clean up – none

Veazie Community Sports Fields – School Street behind Veazie Community School complex and facing Main Street.

- Spring Clean up
 - Patch seeding as needed
- Mowing to be done to maintain length of approximately 1.5” in defined areas.
- Fall Clean up
 - aeration, and overseeding
- Base paths are to be defined by edging or other means. This is to be done annually – either as part of spring clean up or fall clean up.
- Fields need to be mowed the day before all Veazie Community School Activities and special events as detailed from the VCS athletic director and Parks and recreation director.

TOWN OF VEAZIE

1084 Main Street
Veazie, Maine 04401

List A **Mowing Schedule Continued:**

Weed Trimming- Various and as needed including but not limited to:

- Veazie Community School
- Veazie Community Recreation Fields
- Tennis Courts
- All Community Parking lots
- Veazie Triangle
- Island by former Dang Property / Church parking lot
- The Main Street Rail Road Bridge
- The Veazie Community Signs 4 locations (Chase Rd, 3 on State street)
- All of Fairview Cemetery where needed
- Veazie Municipal Building Complex

TOWN OF VEAZIE

1084 Main Street
Veazie, Maine 04401

GROUND MAINTANCE CONTRACT

This Contract is entered into by the By "Us" Company, Inc. ("Contractor") and the Town of Veazie ("Town") this _____ day of _____, 2013.

RECITALS

A. The Town solicited proposals for the provision of ground maintenance services for the period _____ through _____.

B. Contractor submitted a proposal, and was selected by the Town Council to provide the requested services.

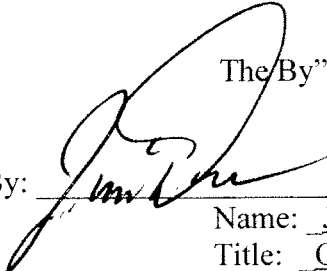
NOW, THEREFORE, in consideration of the foregoing recitals and the benefits and obligation accruing to the parties, the parties hereby enter into this Contract, the terms of which are more fully set forth in the documents attached hereto.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed on their behalf as of the date first above written.

Town of Veazie

Witness

By: _____
Mark Leonard
Its Interim Town Manager

By: 
Name: Jim Dunn
Title: Operations Manager

The "By" "Us" Company, Inc.

Mark Leonard

From: Scott Nichols <snichols@riversidersu.org>
Sent: Wednesday, January 30, 2013 8:34 AM
To: vzchief800@yahoo.com
Subject: Plowing

Hi Mark,

Just wanted to pass on that Barney Silver's crew is doing a very good job with taking care of the school this winter. He has made the school a priority and has worked to get things plowed and sanded the way that works best for us. He is very consumer oriented, and I appreciate his efforts.

Would you mind passing this message on to the town council? As you know, working for the public often times we only hear complaints. Good to hear the "good news" as well!

Thanks.

Scott

LAND PURCHASE INSTALLMENT CONTRACT
[33 MRSA :481 et seq.]

NOTICE TO PURCHASER: This is a legally binding contract. If you do not understand it, seek legal advice before signing it.

This agreement is entered into by and between the Town/City of
Venue (VENDOR), whose post office address is
1084 Main Street Venue Me 04401, and
Linda Knowlton (PURCHASER), whose post office address is
1490 State St lot 37 Venue Me 04401. For mutual considerations,
receipt of which each party hereby acknowledges, VENDOR and PURCHASER agree as
follows:

1. **Date, Parties, Property.** That on this 31 day of January, 2013
VENDOR agrees to sell and PURCHASER agrees to buy the following described real
estate: mobile home

Certain property described as Map #10, Lot #6-37 on the Town/City
Assessors' maps for 2004, which are on file at the municipal office, being the same
premises described in a Town/City of Venue tax lien dated
12/26/12 and recorded in the Penobscot County Registry of Deeds in
Book 12551, Page 277, which lien foreclosed on Feb 2, 2013
will

2. **Price and Terms.** The TOTAL PRICE is \$ 1620.73 which will be paid as
follows: a down payment of \$ 20.73 paid upon the signing of this contract, and the
BALANCE of \$ 1600.00 due in 32 monthly installments of
\$ 50.00 each. A payment is due and payable on the 2 * day of each month after
this contract is signed. There are no service charges of fees separate from the total sales
price except as specified in Section 10 and Section 12 below. No interest shall accrue on
the unpaid balance. March 4, 2013 1st payment *

3. **Deed.** VENDOR will convey the property by QUITCLAIM DEED WITHOUT
COVENANTS, and VENDOR makes no warranties or representations whatsoever about
the property.

4. **Encumbrances.** VENDOR is aware of no encumbrances against the property except:

None

5. **Evidence of Title.** VENDOR will provide PURCHASER with evidence of title by a
copy of the above-referenced municipal tax lien at the time of execution of this contract,
receipt of which evidence is hereby acknowledge by PURCHASER.



Eastern Area Agency on Aging

450 Essex Street, Bangor, ME 04401
Tel: (TDD) (207) 941-2865 or (TDD) 1-800-432-7812
Fax: (207) 941-2869 www.eaaa.org

1/4/2013

Town of Veazie
1084 Main Street
Veazie, ME 04401

Eastern Area Agency on Aging is committed to improving the lives of seniors, adults with disabilities and caregivers in eastern Maine. We've been doing it for 40 years.

From delivering nutritious meals to the homebound through Meals on Wheels to increasing the safety and stability of older homes through EZ Fix minor home repair, seniors and disabled can count on us to help them when they are in need, often when they have nowhere else to turn.

But we cannot do it alone. It is critical that we receive support from municipalities in order to continue the level of services we provide. For your convenience, we have broken down the specific services that we have benefitted your residents and the estimated market cost to the resident if the services had to be purchased elsewhere. *(Please see attached page.)*

Community financial support will be a key component in our plan for services in the upcoming year. Our federal and state funding has remained flat for years yet the demand for services continues to increase as people age.

- As you prepare your budget, we ask that you think about your elderly and disabled residents and include Eastern Area Agency on Aging in the process for the amount of \$300.00

We also hope you'll notify us whenever elderly and disabled citizens of your community need help. Town officials prove to be an important part of our efforts as we attempt to reach out to those individuals who need us but who may be unaware of our services.

In the meantime, if you have questions, please call Carol Higgins Taylor at 1-800-432-7812. Please visit www.eaaa.org to learn more about Eastern Area Agency on Aging's work.

Sincerely,

Noëlle Merrill
Executive Director



Services provided to the *older and disabled citizens* of
Town of Veazie
 by Eastern Area Agency on Aging

Service	Units of service	Value
COMMUNITY SERVICES		
Information and Assistance - office appointments, home visits and telephone calls linking individuals with available services.	100	\$3,500
State Health Insurance Assistance Program (SHIP) - helps people understand Medicare & other health insurances.	8	\$280
Transportation - limited transportation for medical appointments and personal errands for those who qualify (where available.)	34	\$510
NUTRITION SERVICES		
Community Cafes - delicious meals and socialization for seniors.	420	\$3,360
Meals on Wheels - home delivered meals	135	\$1,080
Pantry Partners – linking seniors with farmers who grow produce for them	0	\$0
Senior Food Bank - supplemental food program for eligible seniors.	0	\$0
Furry Friends Food Bank - provides low-income seniors and disabled with supplemental pet food to help feed their pets.	235	\$1,175
EZ FIX - is a minor home repair program for seniors	2	\$70
FAMILY CAREGIVER SERVICES - provides support education - to individuals caring for loved ones- specializing in Alzheimer's/dementia	16	\$560
LEGAL SERVICES for the ELDERLY – free legal assistance to seniors.	10	\$343

Total VALUE of services provided: \$10,878

Total NUMBER of residents who have received one or more services from Eastern Area Agency on Aging: 93

Total AMOUNT of funding request: \$300.00

Tax Collector
Town of Vearie, Me.

30 Jan. '13

Dear Sir:

Enclosed are 3 checks in the amounts as provided to me yesterday by Town Manager Leonard, as to amounts immediately due from me on three properties (1032 + 1033 School St & 1327 State St.).

Though these bills are contested as invalid and improperly billed to me for multiple reasons, some of which were discussed with Manager Leonard yesterday, full payment is hereby tendered timely to forestall any reduction of my claims and position and under the advice of my attorney.

Sincerely,
C. W. Crowe

ENCLOSURES: Copy of 3 checks
Copy: M. Grazier

Aaron Weston, CMS, GISP
Geospatial Production Manager
Sewall
136 Center Street, PO Box 433
Old Town, ME 04468
207 827 4456, x5594
direct line: 207 817 5594
cell: 207 944 5898
fax: 207 827 3641
aaron.weston@sewall.com
www.sewall.com

From: Aaron Weston [mailto:aweston@sewall.com]
Sent: Friday, August 24, 2012 10:58 AM
To: 'jhayes@veazie.net'
Subject: Veazie Web Hosting Services Contract

Hi Joe,

It was a pleasure speaking with you the other day and hope to hear back from you soon with the potential of updating the Shoreland Zoning data. Attached is the hosting contract for this year which I mentioned would be coming your way. Ideally I would like to be sending this out to you at the beginning of the year but since we were so late in getting it to you last year I have held off on sending this years so that the invoices would not be so close together. Typically we invoice the clients at the beginning of the year for the hosting and next year we will have the contract to you by the end of February. Let me know if you have any questions.

Best regards,

Aaron

Aaron Weston, CMS, GISP
Geospatial Production Manager
Sewall
136 Center Street, PO Box 433
Old Town, ME 04468
207 827 4456, x5594
direct line: 207 817 5594
cell: 207 944 5898
fax: 207 827 3641
aaron.weston@sewall.com
www.sewall.com



August 24, 2012

Joseph Hayes, Town Manager
Town of Veazie
1084 Main Street
Veazie, ME 04401-7091

Re: 2012 CityMap® Service Renewal

Dear Mr. Hayes:

James W. Sewall Company (Sewall) is pleased to submit a proposal to renew the Town of Veazie's CityMap® website for January 1, 2012 to December 31, 2012.

Background

Sewall currently provides web-based access to Veazie's GIS data through a GeoPower Portal, a hosted software application. In addition, Sewall provides two web-based GIS data viewers (CityMap, TaxMap) as applications accessible through the portal. The CityMap application is used by Town staff to view all of the GIS data layers. The TaxMap viewer is made available to the public for access to the Town's GIS parcel data. Sewall supplies the required hardware and software, data center facility, storage media, backup and security tools, and IT support for the site. This service, which has already been customized to fit the Town's data and requirements, will continue to be available for Sewall's hosting fee of \$150 per month, one of the lowest such rates we are aware of, and a small fraction of what it would cost the Town of Veazie to provide this service in-house.

Proposal

Sewall proposes to continue the existing hosting service and data updates. The cost of the hosting services for January 1, 2012 through December 31, 2012 will be \$2,500. One (1) data upload is included in the \$2,500 hosting fee. The cost of additional data uploads will be \$300 per update.

Please respond in writing to this proposal indicating your acceptance by September 15, 2012. If authorization is not granted by September 15, Sewall will regrettably have to disable the web site until we receive written authorization to renew, at which time the service will be promptly restored.

Upon renewal, Sewall will issue an invoice for the full amount of \$2,500. Payment is due within 30 days after the date of invoice and balances outstanding beyond these terms will accrue interest at the rate of 1.5% per month (18% per annum), or the legally permitted maximum if that rate is lower.



Town of Veazie, Maine
August 24, 2012
Page 2

We look forward to working with you again. Please call Aaron Weston directly at (207) 817-5594, or email aaron.weston@sewall.com if you have any questions, or need further details regarding this proposal.

Sincerely,
JAMES W. SEWALL COMPANY

A handwritten signature in dark ink, appearing to read 'Brian Norris'.

Brian Norris, PLS
Vice President

A handwritten signature in dark ink, appearing to read 'Aaron Weston'.

Aaron Weston, CMS, GISP
Geospatial Production Manager

Accepted by: (Typed name and title)_____

Signature:_____Date:_____

Mark Leonard

From: Scott Nichols <snichols@riversidersu.org>
Sent: Wednesday, January 30, 2013 8:34 AM
To: vzchief800@yahoo.com
Subject: Plowing

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Scott