



**Veazie Town Council**

**Regular Meeting**

**July 22, 2013**

**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 July 8<sup>th</sup>, 2013 Council Minutes

**New Business:**

- ITEM 6.** Town Attorney Thomas Russell - reference to Charter Review Commission Committee
- ITEM 7.** Phil Ruck – MS4 Presentation
- ITEM 8.** Public Hearing – G.A. Ordinance Revisions
- ITEM 9.** Signing of the Agreement Governing the Use of New Voting Equipment
- ITEM 10.** Public works discussion

**Old Business**

- ITEM 11.** Gateway Senior Center update/appointment
- ITEM 12.** Payroll processing - Advantage Payroll proposal discussion for services
- ITEM 13.** Manager's Report
- ITEM 14.** Comments from the Public
- ITEM 15.** Requests for information and Town Council Comments
- ITEM 16.** Review & Sign of AP Town Warrant #02, Prev. year Town Warrant #02, Town Payroll Warrant #01, Veazie School Warrant #2 and Veazie School Payroll Warrant #2
- ITEM 17.** Adjournment

**Joseph Friedman**  
1 Veazie Villas  
852-0933

**Karen Walker**  
1002 Mutton Ln  
947-0458

**Robert Rice**  
1116 Buck Hill Dr  
942 -3064

**Tammy Olson**  
5 Prouty Drive  
947-9624

**Chris Bagley**  
16 Silver Ridge  
907-4820

# Agenda Items

## For July 22, 2013

**Item 6-** Attorney Russell is with us tonight to review his memo with you reference the process to establish a charter review committee

**Item 7-** Phil Ruck is with us tonight to discuss the Towns MS4 permit and the possibility of using his services for future storm water compliance issues. Mr. Ruck formally worked for CES but has recently started his own business

**Item 8-** As required we will have to have a public hearing so that we can adopt the local General Assistance Ordinance and Yearly Appendices. Following the public hearing if you choose to adopt these items a sign off sheet has been provided which will require your signature so that I can return the completed document to the State as required.

**Item 9-** We have received the new voting equipment and you should find in your packets an agreement that they are requesting you sign. The equipment is provide at no cost to the Town.

**Item 10-** As requested at a previous meeting I have enclosed the list of potential items that had been previously identified as available for sale with pricing. This was formulated and provided to the budget committee by Dennis Farnham. In looking at the list I can see items are missing but I have not taken the time to inventory all that is available. It was also suggested that we discuss reuse of the space. The space is currently being used for storage but overall is sitting unused. I would ask for guidance on how you want to proceed with reusing the space.

**Item 11-** Councilor Walker I believe will have attended the meeting that was scheduled for 07-19-2013 and will provide update to the Council on this meeting. As requested staff has advertised for volunteers for the advisory committee and at the time of this writing we had not received any applications from interested parties.

**Item 12-** I have met with Angela Hafford from Advantage Payroll Services. In meeting with her and reviewing the proposal for services it appears that we will save approximately \$55.00 per pay period or approximately \$1,420.00 per year in payroll cost. Advantage Payroll does not work under a contract but I would request your authorization to discontinue using Bangor Payroll and proceed forward with Advantage Payroll Services to provide payroll services.

**Item 13-** See attached

**VEAZIE TOWN COUNCIL MEETING**  
**JULY 08, 2013**

**Members Present:** Chairman Tammy Olson, Councilor Joseph Friedman, Councilor Chris Bagley, Councilor Karen Walker and Councilor Robert Rice, Manager Mark Leonard, Secretary Julie Strout, Assessor Ben Birch, Amanda Look from Machias Savings Bank, Carl McNally from Med-A-Vision Inc. Health Insurance Management and various members of the public.

**Members Absent:** None

**ITEM 1: Call to order**

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

**ITEM 2: Secretary to do the roll call:**

All present

**ITEM 3: Pledge of the allegiance:**

**ITEM 4: Consideration of the Agenda**

None

**ITEM 5: Approval of the June 24<sup>th</sup>, 2013 Council Meeting Minutes**

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to accept the June 24<sup>th</sup> meeting minutes as written. Voted 5-0-0. Motion carried.

**New Business:**

**ITEM 6: Machias Savings Bank Presentation**

Councilor Joseph Friedman made a motion, seconded by Councilor Karen Walker to have Town Manager Mark Leonard pursue the banking services between Machias Savings Bank and the Town of Veazie and turnover the accounts to them. This would include the Paychecks Service as long as it is lower or equal to the existing company. It will be easier to have it all in the same banking relationship. Voted 5-0-0. Motion carried.

**ITEM 7: Health Insurance Management Presentation**

Carl McNally spoke to the Councilor's on the Med-A-Vision health insurance plan for the Town.

**ITEM 8: Assessor's update of revaluation**

Assessor Ben Birch updated the Councilor's on the town's revaluation process. Mr. Birch has projected the mil rate at 20 mils. The revaluation has generated 11.5 million in new valuations. The numbers for all purposes are at 99.5% complete. There will be a notification letter going out to all tax payers by July 22<sup>nd</sup>, 2013 with the new figures. Every tax payer will have an opportunity to share their concerns with any revaluation issues. The call in times to schedule a hearing will be the week of July 29-Aug. 2 and the

Hearing dates will be August 12, 13, 14 & 15<sup>th</sup> from 9am to 6pm in the Council Chambers. There will be no walk ins allowed. Mr. Birch is hoping to have everything completed by August 19<sup>th</sup>, 2013. Any abatement requests will happen after the taxes go out. It was brought to the Council's attention that there is one more volunteer needed for the Board of Appeals. The office will advertise accordingly.

**Old Business:**

**ITEM 9: Gateway Senior Center Advisory Committee Appointment**

Tabled until July 22<sup>nd</sup> meeting will advertise for volunteers in the mean time.

**ITEM 10: Manager's Report**

Manager Mark Leonard reviewed his report with the Councilor's.

**ITEM 11: Comments from the Public**

Citizen Frank St. Louis shared his concerns.

Citizen Joe King shared his concerns.

**ITEM 12: Requests for information and Town Council comments**

Councilor Karen Walker suggested that we contact the existing Cemetery Committee members and get their appointment papers updated and have them start meetings up again. The office will advertise for more volunteers as well.

Manager Leonard stated that there are no interested parties for the sexton position at this time.

The Councilor's would like Rob Young to give an update at the July 22<sup>nd</sup> meeting on the Recreation Department.

Councilor's will discuss what to do with the Public Works space and equipment at the July 22<sup>nd</sup> meeting and give Manager Leonard direction.

**ITEM 13: Review & Sign of AP Town Warrant # 1 & Previous Year Town Warrant #1 and School Payroll Warrant #1 & School Warrant #1**

The warrants were circulated and signed.

**ITEM 14: Adjournment**

Councilor Chris Bagley motioned to adjourn

Councilor Robert Rice seconded. No discussion. Voted 5-0-0

Motion carried.

Adjourned at 8:12pm

A True Copy Attest:

Julie L Strout

Deputy Town Clerk



**FARRELL, ROSENBLATT & RUSSELL**  
ATTORNEYS AT LAW  
61 MAIN STREET  
P.O. BOX 738  
BANGOR, MAINE 04402-0738

ITEM # 6

ANGELA M. FARRELL  
NATHANIEL M. ROSENBLATT  
THOMAS A. RUSSELL  
JON A. HADDOW  
GREGORY P. DORR  
ROGER L. HUBER

TELEPHONE (207) 990-3314  
TELECOPIER (207) 941-0239  
e-mail: tar@frrlegal.com

MEMORANDUM

Date: July 18, 2013  
To: Veazie Town Council  
From: Tom Russell  
Re: Charter Amendment

I have been asked to attend the Town Council meeting on July 22<sup>nd</sup> to discuss the process concerning changes to the Town Charter. I do not know what changes are contemplated, but I wanted to get you this Memorandum to you prior to the meeting.

Title 30-A M.R.S. §§2101-2109 deal with the adoption, revision, or amendment of a municipal charter. Section 2102 deals with the adoption or revision of a municipal charter. If the Town Council determines that a revision of the Town Charter should be considered, it must, by order, provide for the establishment of a charter commission. The issue of whether to establish a charter commission must be submitted to the voters, and Section 2103 deals with the membership, organization, and procedure of a charter commission. On the other hand, if the Town Council determines that an amendment to the Town Charter should be considered, a charter commission is not required.

Unfortunately, the statute does not define what constitutes a “revision” or an “amendment” to a charter, and there is no Maine case law on the distinction between the two terms.

The cases from other jurisdictions seem to turn on the degree of change contemplated to the charter, with a revision to a charter representing a more substantial and fundamental change to the form, scheme, or structure of the governmental entity. In contrast, an amendment has been characterized as a more minor change, where there is no real change to the form, scheme or structure of the governmental entity. Most changes to a Town Charter qualify as amendments.

Title 30-A M.R.S. §2104 deals with amendments to a municipal charter. Any proposed amendment to the Town Charter may be initiated by the Town Council, or by a written petition of voters signed by at least 20% of the number of votes cast in Veazie at the last gubernatorial election. Under §2104(1), if the Town Council determines that a proposed amendment to the Town Charter should be considered, it must adopt an order to provide for notice and a hearing on the proposed amendment. A notice of the hearing must be published in a newspaper of general

circulation in Veazie at least 7 days before the hearing. The notice must contain the text of the proposed amendment and a brief explanation of the proposed amendment. Within 7 days after the hearing, the Town Council may order that a proposed amendment to the Town Charter be placed on a ballot at the next regular municipal election held at least 30 days after the order is passed, or the Town Council may order that a special election be held at least 30 days from the date of the order. If the Town Council determines that it is not practical to print a proposed amendment on the ballot, and that a summary would not misrepresent the subject matter of the proposed amendment, it may include in its order a summary of the proposed amendment that fairly describes the content of the proposed amendment and does not contain information designed to promote or oppose the amendment, and instruct the Clerk to include the summary on the ballot instead of the text of the proposed amendment.

Section 2105 provides that the method of voting on a charter amendment shall be the same prescribed by Sections 2528 to 2532. The question on the ballot shall be, in substance, as follows:

“Shall the municipality approve the Charter amendment reprinted (summarized) below?”

Section 2105(3) requires that in the case of a charter amendment, the Town Council, at least 2 weeks before the election, shall:

- (1) Have the proposed amendment and any summary printed;
- (2) Make copies available to the voters in the clerk’s office; and
- (3) Post the amendment and any summary in the same manner that proposed ordinances are posted.

Under Section 2105(4), the proposed amendment is adopted if a majority of the ballots cast favor acceptance, as long as the total number of votes cast for and against the question equals at least 30% of the total votes cast in the municipality at the last gubernatorial election. For a charter amendment adopted by the voters, the amendment takes effect on the date determined by the Town Council (which date should be contained in the proposed amendment), or by not later than the first day of the next municipal year.

See you on Monday, July 22<sup>nd</sup>.

# **GENERAL ASSISTANCE ORDINANCE**

## **APPENDICES A**

### **2013-2014**

The Municipality of Veazie adopts the MMA Model Ordinance GA Appendices A for the period of July 1, 2013 — June 30, 2014. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 22nd (day) of July (month) 2013 (year) by the municipal officers:

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Tammy Olson - Chairman

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(Signature)

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Joseph Friedman

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(Signature)

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Christopher Bagley

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(Signature)

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Robert Rice

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(Signature)

---

Karen Walker

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(Signature)

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# GENERAL ASSISTANCE ORDINANCE

## APPENDICES B -E

### 2013-2014

The Municipality of Veazie adopts the MMA Model Ordinance GA Appendices B - E for the period of October 1, 2013 — September 30, 2014. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 22 nd (day) of July (month) 2013 (year) by the municipal officers:

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Tammy Olson - Chairman

---

(Signature)

---

Joseph Friedman

---

(Signature)

---

Christopher Bagley

---

(Signature)

---

Robert Rice

---

(Signature)

---

Karen Walker

---

(Signature)

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## GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	579	669	845	1,061	1,223
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	576	576	690	874	1,056
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	529	626	818	1,031	1,094
<b>Portland HMFA:</b> Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	750	888	1,148	1,444	1,546
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	936	939	1,123	1,635	1,779
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	623	731	941	1,244	1,483

**Appendix A**  
Effective: 07/01/13-06/30/14

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	742	742	887	1,117	1,533
<b>York County HMFA:</b> Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	678	704	891	1,191	1,233

\*Note: Add \$68 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	506	539	644	840	929
<b>Franklin County</b>	555	585	711	856	1,217
<b>Hancock County</b>	594	683	842	1,116	1,146
<b>Kennebec County</b>	507	587	750	952	1,015
<b>Knox County</b>	698	709	865	1,110	1,259
<b>Lincoln County</b>	649	717	904	1,126	1,208
<b>Oxford County</b>	543	602	726	979	1,268
<b>Piscataquis County</b>	564	641	791	1,004	1,073
<b>Somerset County</b>	573	600	715	972	988
<b>Waldo County</b>	633	677	815	1,014	1,078
<b>Washington County</b>	544	585	697	863	1,045

\* Please Note: Add \$68 for each additional person.

## **Food Maximums**

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2013, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202

**Note: For each additional person add \$150 per month.**

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption.

### **Non-Metropolitan FMR Areas**

<b><u>Aroostook County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		82	353	106	455
1		82	353	107	460
2		93	401	130	558
3		120	514	166	714
4		124	535	181	777
<b><u>Franklin County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		95	408	117	505
1		97	418	121	520
2		114	491	144	620
3		135	579	181	779
4		206	887	263	1,129
<b><u>Hancock County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		105	451	124	533
1		117	503	140	602
2		145	622	180	775
3		197	845	240	1,031
4		197	845	241	1,035
<b><u>Kennebec County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		83	359	106	454
1		94	404	123	527
2		123	529	159	682
3		159	685	200	862
4		159	682	212	911

**Non-Metropolitan FMR Areas**

<b><u>Knox County</u></b>			<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly
0	128	552	150	647		
1	128	552	150	643		
2	150	645	186	798		
3	197	846	240	1,032		
4	209	899	252	1,083		
<b><u>Lincoln County</u></b>			<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly
0	119	513	132	568		
1	124	535	145	622		
2	159	684	195	837		
3	200	862	244	1,048		
4	207	889	260	1,118		
<b><u>Oxford County</u></b>			<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly
0	89	382	114	490		
1	101	434	120	516		
2	113	487	153	657		
3	161	693	209	900		
4	216	928	274	1,179		
<b><u>Piscataquis County</u></b>			<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly
0	96	413	111	479		
1	103	441	125	539		
2	123	527	154	663		
3	157	675	196	844		
4	157	675	205	881		
<b><u>Somerset County</u></b>			<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	Weekly	Monthly
0	94	405	122	523		
1	94	405	126	542		
2	107	459	151	650		
3	164	703	209	899		
4	164	703	209	899		

**Non-Metropolitan FMR Areas**

<b><u>Waldo County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		116	497	128	552
1		119	510	136	583
2		139	597	162	698
3		174	749	217	935
4		176	758	230	987
<b><u>Washington County</u></b>		<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		93	402	108	463
1		95	410	118	507
2		108	465	141	607
3		134	575	182	782
4		163	703	222	954

**Metropolitan FMR Areas**

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	100	432	123	527	
1	113	487	142	610	
2	145	625	181	778	
3	183	789	227	975	
4	210	904	263	1,133	
<u>Penobscot County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	99	424	114	491	
1	99	424	114	491	
2	100	429	131	565	
3	136	587	172	741	
4	155	668	214	919	
<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	89	381	111	476	
1	103	445	132	566	
2	139	597	174	750	
3	178	766	221	952	
4	180	774	233	1,003	

**Appendix C**  
Effective: 10/01/13-10/01/14

**Metropolitan FMR Areas**

<b><u>Portland HMFA</u></b>			<b><u>Unheated</u></b>			<b><u>Heated</u></b>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			142	611		154	666	
1			166	715		183	788	
2			214	922		238	1023	
3			271	1165		300	1292	
4			274	1180		318	1367	
<b><u>York/Kittery/S. Berwick HMFA</u></b>			<b><u>Unheated</u></b>			<b><u>Heated</u></b>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			170	729		182	784	
1			170	729		182	784	
2			191	823		221	949	
3			289	1241		318	1368	
4			300	1289		343	1473	
<b><u>Cumberland County HMFA</u></b>			<b><u>Unheated</u></b>			<b><u>Heated</u></b>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			111	479		124	534	
1			131	563		148	636	
2			167	720		119	821	
3			228	982		259	1115	
4			271	1167		308	1326	
<b><u>Sagadahoc County HMFA</u></b>			<b><u>Unheated</u></b>			<b><u>Heated</u></b>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			140	603		153	658	
1			140	603		153	658	
2			155	667		179	768	
3			186	798		228	976	
4			271	1167		314	1351	
<b><u>York County HMFA</u></b>			<b><u>Unheated</u></b>			<b><u>Heated</u></b>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			126	541		139	596	
1			126	541		147	633	
2			156	672		188	810	
3			216	928		259	1,114	
4			216	928		266	1,143	

## GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2013 to June 30, 2014**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2013 to September 30, 2014**.

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

### APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202
NOTE: For each additional person add \$150 per month.		

### APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

FOR MUNICIPAL USE ONLY



## **APPENDIX D - UTILITIES**

### **ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<b><u>Number in Household</u></b>	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<b><u>Number in Household</u></b>	<b><u>Weekly</u></b>	<b><u>Monthly</u></b>
1	\$19.10	\$82.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## **APPENDIX E - HEATING FUEL**

<b><u>Month</u></b>	<b><u>Gallons</u></b>	<b><u>Month</u></b>	<b><u>Gallons</u></b>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

***FOR MUNICIPAL USE ONLY***

**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

## **APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES**

<b><u>Number in Household</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

## **SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<b><u>Number of Children</u></b>	<b><u>Weekly Amount</u></b>	<b><u>Monthly Amount</u></b>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

***FOR MUNICIPAL USE ONLY***



*Department of the Secretary of State*

*Bureau of Corporations, Elections and Commissions*

Matthew Dunlap  
Secretary of State

Julie L. Flynn  
Deputy Secretary of State

July 10, 2013

Re: DS200 Voting System User Agreement

Dear Clerk:

Now that the delivery of the new DS200 tabulating equipment has begun, it is time to formalize the arrangement between the Secretary of State Elections Division ("the Division"), which has a contract to lease the tabulating equipment from Election Systems and Software, LLC ("ESS"), and the municipalities that have agreed to accept the equipment and use it during the term of the lease (currently through October 2, 2017). The enclosed document, *2013 Agreement Governing the Use of Voting Equipment* ("User Agreement"), creates that formal arrangement between the Division and each user municipality. Municipalities that received equipment during Phase I (in 2012) are being provided with this updated User Agreement and also must sign and return it according to the instructions in this letter.

The User Agreement describes the conditions under which the equipment must be maintained, both to protect the equipment from damage and to maintain the security and the chain of custody of this critical voting system. The DS200 tabulator contains firmware and software that enables the counting of ballots, as does the 4GB Flash Drive (once it has been programmed for an election). Accordingly, the User Agreement specifies the requirement that the tabulator must be locked in its carrying case and further secured in the Municipal Clerk's Office. This physical custody requirement helps to ensure that unauthorized persons will not have access to the tabulator or the tabulation software.

The ballot box does not contain any tabulation software but it does house a diverter mechanism that has an important function in segregating write-in ballots that must be reviewed and manually recorded. Thus, the ballot box can be stored at the voting place or at a location other than the Municipal Clerk's Office, so long as it is secured in an area that is under the control of the Municipal Clerk and is not available to unauthorized persons. All compartments on the ballot box must be closed and locked, and the keys removed, while the unit is in storage. This is very important! There already has been an instance of a key left in a lock which was broken off in the lock, rendering the box unusable for the election. The large plastic bag that was covering the ballot box at delivery should be kept on the ballot box when the ballot box is not in use. Most of the ballot boxes delivered in Phase II also had a large cardboard box over the plastic bag; if so, that box also should be kept over the ballot box during storage and transport to provide further protection.

The User Agreement specifies the replacement value of each component being provided, and requires each municipality to provide proof of insurance coverage for that equipment. If your municipality is insured by the MMA Property and Casualty Pool ("MMA"), then you should simply provide MMA with a copy of the User Agreement Addendum stating the number of units that you have, and MMA will confirm for us that your municipality is covered – you will not have to provide us with a certificate of insurance. If you are insured by another entity, then you will need to provide that entity with a copy of the User Agreement and Addendum, and provide us with a certificate of insurance showing the equipment is covered.

The Addendum to the User Agreement specifies the number of units of each component that were delivered to your municipality, and details whether the Division is paying the annual lease cost, or whether the municipality will be paying the annual lease cost, at a rate of either \$589 or \$745 per year. The Division will send an invoice to the municipality by September 1<sup>st</sup> of each year, and the payment must be remitted to the Division by September 30<sup>th</sup>.

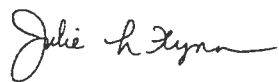
If you have any questions about the provisions of this agreement, please call Melissa Packard or Tracy Willett at 624-7650. Please do not mark up this User Agreement in any way or add any signatures or names beyond the one requested signer. Please have one (1) authorized person from the municipality originally sign, print name and title, and date the User Agreement on page 3. The authorized person may be the Chair or Member of the Board of Selectmen, the Town Manager, or the Municipal Clerk, depending on how your municipality is organized. Please return the complete, originally signed agreement, including the Addendum, by August 9, 2013, to the following address:

Elections Division  
Attn: Julie Flynn  
101 State House Station  
Augusta ME 04333-0101

Please do not return a copy of the agreement, an unsigned agreement or an incomplete agreement. Once I receive your original signed agreement, I will countersign it, and return a copy to you for your files.

I look forward to seeing you at training this summer.

Sincerely,



Julie L. Flynn  
Deputy Secretary of State

## 2013 AGREEMENT GOVERNING THE USE OF VOTING EQUIPMENT

**Municipality:** \_\_\_\_\_

Purpose: The Department of the Secretary of State (“the Department”) has leased voting tabulation equipment, known as the DS200 (“voting equipment”), and related software from Election Systems & Software, LLC (“ES&S”) and is providing it to the municipality for use in statewide elections and, at the municipality’s option, in local elections, in accordance with the terms of this Agreement. This Agreement covers both the voting equipment that the Department is providing at no cost to the municipality and the voting equipment that the municipality has agreed to lease from the Department, if any, for an annual cost of either \$589.00 or \$745.00.

Description: The following voting equipment and packaging is being provided, with the number of units and local costs detailed on the Addendum to this agreement:

Model DS200 Scanner/Tabulator (“DS200”) Steel Ballot Box with Diverter (“Ballot Box”) Hard Sided Carrying Case (“Carrying Case”) 4GB Flash Drive (“Flash Drive”) Packaging material for the Model DS200 Scanner/Tabulator (“Packaging”)
---

By signing this Agreement, the municipality accepts the voting equipment and packaging provided by the Department and agrees to use it in accordance with the terms of the Agreement.

### Delivery and installation:

The voting equipment provided by the Department must be maintained at all times in a safe, secure location with proper temperature controls, ventilation, fire and flood protection. The DS200 must remain locked within the carrying case and must be stored in the Municipal Clerk’s Office, except when in use for demonstration, testing or voting. The DS200, locked within the carrying case, must not be delivered to the voting place until Election Day before the polls open, and the chain of custody must be transferred from the Municipal Clerk or designee to the Election Warden. The 4GB Flash Drive also must be secured in the Office of the Municipal Clerk, except when it is in the custody of the State or the Vendor for programming, or when it is installed in the Model DS200 Scanner. The ballot box must be stored in a secure location either at the voting place or other location under the control of the municipality, and must be accessible only to authorized officials of the municipality. All compartments of the ballot box must remain closed and locked at all times, except when in use for demonstration, testing or voting. The voting equipment must be moved as little as possible so as to avoid loss or damage to the equipment. The municipality also must maintain the original packaging for the Model DS200 Scanner/Tabulator for re-use in the event the equipment needs to be shipped back to the vendor or to another location.

The municipality is responsible for setting up and using the voting equipment in accordance with instructions provided by the Department and/or its vendor.

Insurance:

The municipality agrees to procure and maintain adequate insurance on the voting equipment, effective beginning at the point of delivery to the municipality and at all times thereafter when the equipment is in the municipality's possession and control. Such insurance must be adequate to insure the risk of loss on all components of equipment and software, valued as follows:

Model DS200 Scanner/Tabulator	\$5,535.00
Steel Ballot Box with Diverter	\$1,050.00
Hard Sided Carrying Case	\$ 180.00
4GB Flash Drive	\$ 110.00
Packaging material for the Model DS200 Scanner/Tabulator	\$ 95.00

The municipality must provide to the Department a certificate of insurance as proof of coverage. If the insurance is provided through the Maine Municipal Association Property and Casualty Pool ("MMA"), however, written confirmation of coverage sent by MMA to the Department will satisfy this requirement.

Please indicate your municipality's insurance coverage below:

- ☐ MMA Property and Casualty Pool (no certificate of insurance is needed)  
☐ Other: \_\_\_\_\_ (must submit certificate of insurance)

Maintenance and technical support:

The municipality is responsible for maintaining the voting equipment in good operating condition and repair and for protecting it from deterioration other than normal wear and tear. The municipality is responsible for protecting the voting equipment from being damaged while in storage and during transport between the storage location and the voting place or municipal office. The municipality also is responsible for ensuring that the voting equipment is used properly in accordance with the purposes for which it was designed and in accordance with the terms of this Agreement.

Municipal officials must report promptly any problems with the voting equipment to the Department or its vendor as directed by the Department.

The Department or its vendor shall be responsible, pursuant to the terms of the Department's lease agreement with its vendor, for repairing or replacing the voting equipment and software that is not functioning as needed, subject to the following limitation. If the repair or replacement is necessitated in whole or in part by negligence or an intentional act of the municipality or its agents or employees contrary to the terms of this Agreement, the municipality will be expected to pay all or part of the cost of the repair or replacement, on terms to be negotiated with the Department.

Conditions and limitations on use of equipment:

The primary use of the voting equipment provided by the Department must be for statewide elections, but the municipality also is authorized to use it for local elections.

The municipality must ensure that access to the voting equipment is limited to those officials and employees who have been properly trained and are authorized to use it. The municipality is responsible for maintaining the security of all passwords, keys, and lock combinations to the voting equipment.

The municipality is responsible for complying with all instructions, operational guidelines and policies provided by the Department for utilization, maintenance and operation of the voting equipment.

A municipality may, with the prior approval or at the request of the Department, loan the voting equipment to another municipality in Maine, subject to the same terms and conditions of this Agreement, so long as the receiving municipality covers the loaned equipment under its insurance while the equipment is in its control, including during transport, storage or use by the receiving municipality.

Term of Agreement:

This Agreement shall expire on October 2, 2017, unless extended at the discretion of the Department.

The Department reserves the right to terminate the Agreement at any time prior to its expiration and to remove the voting equipment from the municipal offices if the Department determines that the municipality is not complying with the terms of the Agreement. Reasonable notice shall be provided prior to removal, unless the voting equipment is being removed to prevent, or to investigate, suspected criminal activity.

**For the municipality:**

I hereby certify that I am an official of the municipality of Veazie  
authorized to enter into this Agreement on behalf of the municipality.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**For the Department of the Secretary of State:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: Julie L. Flynn  
Title: Deputy Secretary of State

## Addendum to "Agreement Covering the Use of Voting Equipment"

### VEAZIE

Storage Location of Tabulator(s): 1084 Main St, Veazie

Alternate Storage Location of Ballot Box(es) (if applicable): \_\_\_\_\_

Total Units of Equipment 1

State Leased Equipment: 1

Local Leased Equipment: 0

Local Leased 0 Units at \$589 each. Annual Total of \$0.00

Local Leased 0 Units at \$745 each. Annual Total of \$0.00

Total Annual Cost of all Local Leased Equipment: \$0.00

<input type="checkbox"/>	1 DS200 Tabulator & 4GB Flash Drive	AssetTagNumber(s) VEAZIE-179-1-TAB
<input type="checkbox"/>	1 Ballot Box	AssetTagNumber(s) VEAZIE-179-1-BB
<input type="checkbox"/>	1 Carrying Case	AssetTagNumber(s) VEAZIE-179-1-CASE
<input type="checkbox"/>	1 Shipping Box	AssetTagNumber(s) VEAZIE-179-1-PKG



# Memo

ITEM # 16

## A LIST OF THINGS WE COULD SELL.

1. PARTS WASHER \$119.95 to the high end
2. WATER REEL kifco b110' hard hose irrigation \$3600.00
3. WE HAVE A BIG ROUND FAN, ABOUGHT 4 FEET AROUND. Autumaire 42" \$254.94
4. A PIPE BENDER \$150.00 to \$200.00
5. AC/DC MILLER WELDER stick welder \$475.00
6. METAL LEATH = 2000<sup>00</sup>
7. A PAVEMENT ROLLER \$3850.00 to \$5000.00
8. WE HAVE THREE MOWERS, TWO 72" AND ONE 42" WE SHOULD KEEP ONE OF THEM. 6' about \$800.00 to \$1000.00 42" about \$1500.00
9. A BAND SAW \$200.00 to \$450.00 325
10. A PORTABLE AIR COMPRSURE lost the motor in it now worth scap about \$50.00 to \$100.00
11. TWO TRAILERS home made and not leagal to put on the road we got bids for around \$500.00
12. A BILLY GOAT LEAVE SUCKER brand new \$2000.00 to \$4000.00
13. AND WE HAVE SOME OLD WEEDWAKER \$10.00 to \$30.00
14. AND WE HAVE A BRAND NEW BACKHOE TIRE THAT WE CANT SENDS BACK. Trying to see if can be bought back \$800.00

17694.85

ITEM # 12

# Proposal for Services

## Small Business Payroll Package

The Small Business Payroll Package includes:

- Taxpay<sup>®</sup>
- State Unemployment Insurance Services (SUIS)
- Direct deposit
- Check insertion
- Paychex Online Reports
- And one of the following:
  - Readychex<sup>®</sup>
  - Check signing

## Payroll Service Features

- Payroll checks and earnings statements.
- Payroll journals, department summaries, cash requirements and deposits reports, new hire/rehire reports, client time sheets.
- Accurate and complete quarterly and annual returns.
- Electronic payment of all federal, state, and local payroll taxes where applicable, with accurate and timely payroll tax deposits and returns.
- Your choice of electronic or traditional employee payment options.
- Account reconciliation of year-to-date records at no charge.
- Meet federal and state requirements for new-hire reporting compliance.
- (New-Hire Reporting Service \$ 0 per new employee)

## Quarterly Services

- We automatically prepare, file, and supply:
- Federal and state payroll tax returns.
  - Local tax returns where applicable.
  - (Additional \$ 0 per locality)
  - Copies of all filings for your reference.
  - Detailed employee earnings records.

## Annual Services

- We automatically prepare and file:
- Employer federal and state W-2s with W-3 recap.
  - Form 940 Federal Unemployment Insurance Return.
- We provide:
- Employee W-2s/1099s in sealed envelopes, (\$ 35.00 company base + \$ 5.00 per employee)
  - Copies of all filings for your records.

## Company Information

Company Name Loan of Veazie  
Payroll Frequency Bi-weekly  
No. of Employees 34  
Contact Mark Blum / Julie  
Title Loan Manager / Assistants  
Phone No. 947-2781  
Additional Phone No. \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
CPA Name \_\_\_\_\_  
Referral Source Annella Look  
(How did you hear about Paychex?)  
Interested in retirement services? ☐ Yes ☒ No

## What We Need to Get You Started

- ☐ Proof of tax identification numbers and rates for all federal, state, and local jurisdictions where applicable.
- ☐ Federal tax deposits for the current quarter.
- ☐ Federal and state unemployment tax deposits for previous quarters within the current calendar year.
- ☐ Employee information for all active and terminated employees, (include name, address, marital status, number of exemptions, social security number, hire date, rate of pay, and per-pay-period adjustments.)
- ☐ Totals for all active and terminated employees, and your company. Provide totals for any two of the following:
  - Year-to-date
  - Quarter-to-date
  - Prior quarter year-to-date
- ☐ Copy of a voided check from your payroll bank account.

☐ Small Business Payroll Package \$ 1100.00

☐ Readychex<sup>®</sup> with check insertion (provides total bank account reconciliation) OR

☐ Check signing with check insertion

## Human Resource Services

☒ Section 125 Premium-Only Plan \$ \_\_\_\_\_  
☐ Workers' Compensation-Report \$ \_\_\_\_\_  
☐ Other New Hire \$ Free  
☐ Other OL \$ Free

Delivery Method Mail \$ 4.25  
(online, courier, pickup, or mail)

(Comments i.e., National Account Code/WIN)  
All Reports included in pricing  
30% Global Discount

Estimated Per-Pay-Period Total \$ 1100.00

## Activation (One-Time Fee)

☐ Electronic Network Services \$50.00  
☐ \_\_\_\_\_ \$ \_\_\_\_\_

## Quarterly/Annual Services

☒ Shipping \$ 2.00  
☐ \_\_\_\_\_ \$ \_\_\_\_\_

Anticipated first check date: \_\_\_\_\_  
Information submitted to Paychex by: \_\_\_\_\_

This proposal is valid for 10 days. Prices are subject to change.

Sales Representative Angela Hartford  
Date 7/18/13



# Bangor Payroll

Payroll Fee Schedule Effective 12/01/11

Processing Fees	
Base & Tax Processing Fee (1-8 checks)	
Weekly	\$29.95 Per Payroll
Biweekly	\$39.95 Per Payroll
Monthly	\$49.95 Per Payroll
Per Check Charge (over 8 checks)	\$1.50 Per Check
Year End Services	
W-2 Charges (\$85.00 minimum W-2 charge applies)	\$4.00 Each
1099 Forms (\$85.00 minimum 1099 charge applies)	\$4.00 Each
Services Included in Above Fees:	
Direct Deposits	Included
Reports (Input Worksheet, P/R Reg, Sum Sheet)	Included
Quarterly Reports (All Cycles)	Included
Reimbursement Reporting (paper report)	Included
Evo Basic and Advance Features Training	Included
Remote Entry Services	Included
Setup/Changes:	
Initial employee Setup (\$30.00 minimum set up fee applies)	\$1.00 Per EE
Initial employee Setup with CSV Import (no minimum)	Free Per EE
(must meet BSB file specifications to qualify)	
Advanced Features Setup	\$85.00 Per Hour
Payroll Delivery	
Pick up at BSB Branch	\$3.00
Courier Service (vendor adjusted regularly)	\$10.00
U.S. Mail	\$4.00
Federal Express / UPS (vendor adjusted regularly)	Quoted
Employee Check Mailing (applied to all checks processed)	\$0.65 Per Check
Split/Mail/Combine Location Delivery	\$6.00 Each
(In addition to report delivery charges)	
Quarterly Report Delivery	\$4.00 Each

Office Charges (Material)	
Payroll Call-in Fee (1 - 8 Employees)	\$5.00 Per Payroll
Payroll Call-in Fee (9 - 15 Employees)	\$10.00 Per Payroll
"Zero Dollar" Filing Fee Quarterly Tax Return	\$50.00 Per Filing
Copies of: 941's, W2, 1099, Check & Slide Date Items	\$12.00 Each Per Month
Direct Deposit Returns	\$12.00 Each
Certified Payroll / Job Costing (entered by Bangor Payroll)	\$20.00 Per Payroll
Binders	\$25.00 Each
General Ledger Reporting / Time Off Accruals / Workers Comp / Comp-As-You-Go	
1-49 employees	\$15.00 Each Per Month
- 50-99 employees	\$35.00 Each Per Month
100-249 employees	\$45.00 Each Per Month
250-499 employees	\$55.00 Each Per Month
500+ employees	\$75.00 Each Per Month
Pension/Reimbursement Electronic File Transmission	\$25.00 Each
Employee Benefit Statements (\$85.00 minimum)	\$25.00 Each
Services Billed on an Hourly Basis: Additional Circuit Training, Payroll Tax Research, W2 Corrections, On-Site Administered Audits, Report Writer Design, Benefit Statement Custom Work, Other Custom Work	\$85.00 Per Hour
Stop Payments	
Incoming Wires	\$32.00 Each
Outgoing Wires	\$15.00 Each
Additional reports (31' prints)	\$25.00 Each
Multi-State/Local Reporting (Per State/Local)	\$12.00 Per Month
DHS Electronic Garnishment Payments	\$12.00 Per Month
Agency Checks	\$2.00 per EE/State
New Hire Reporting	\$4.00 Each
HR Module (includes 2 hours of training)	\$2.00 Per New EE
HR Monthly Support (per active EE per month)	\$300.00 Setup
Employee Self-Serve (per EE with Self-Serve \$20 minimum)	\$0.50 Per Month
NSF Charges:	
1st Offense	\$100.00
2nd Offense	\$200.00
3rd Offense	\$300.00
Excessive NSF Fee (Subject to termination)	\$500.00

Online

30.00

75.00  
90.00  
120.00

Within 90 days

Yellow = no charge

FF  
FF

# Manager's Report

## For July 22, 2013

It still continues to be a busy time around the town office as staff makes adjustment with the start of the new fiscal year and as we close out the last year. Some of the items that we have been working on are as follows:

Met with representatives from Machias Savings Bank to begin the transition from our current banking institute to them. We believe this transition will be completed by the end of the month

Met with representative from Bangor Savings Bank reference the school accounts to make sure the transition for those account have been working okay

Met with representatives from CES to discuss the recently approved storm water permit and what needs to be completed as we move forward. They will be attending the August 12 Council Meeting to make a presentation on using their services in the future for storm water compliance issues

Met with and spoke with representatives from the river restoration project reference the event scheduled for Monday

Spoke with Town Forester reference him meeting with river restoration group on a request they had on trimming trees in the area of the Dam

Met with Angela Hafford from Advantage Payroll services reference them providing payroll services for the Town of Veazie. You'll recall this was your direction during the discussion when we switched banking services. In meeting with her it appears on average we will save approximately \$55.00 per pay period for an approximate yearly savings of \$1,420.00.

I've made several calls to lock in oil and LP pricing. I would expect to present those at the August Council meeting for your approval.

Main Street paving project was re worked last week and new tar was applied to fix a drainage issue that arose. I spoke to the home owner after the recent rain and he believes the problem has been eliminated and was thankful that we remained diligent so that the company would return to resolve the issue

Met with Ben Birch and went thru each of the numbers and after doing so it appears that the mill rate will be 17.50. Down from the current rate of 20.50 and different that the 20.00 that was reported at the last meeting. This process was very time consuming but once completed it appears that it was very beneficial and appears factual. We are going to meet again on Monday to reconfirm the numbers and changes.

# Manager's Report

## For July 22, 2013

I completed a burial on 07-13-2013 and continue to review and update our current cemetery records. Once the cemetery committee is reorganized I'm going to request that they begin the process of looking at the fees that we have been charging along with other areas that need attention.

I've spoke to By Us representatives reference the reseeding of the cemetery and they anticipate that this project will begin in late August. We have agreed to meet prior to the project starting so we can walk the area and make sure that they are doing what we have agreed to.

Advertisement for the Gateway Senior Center advisory board, the cemetery committee and the board of appeals has been circulated since the last meeting with no interested parties contacting the Town Office

Respectfully

Mark Leonard

Enclosures:

FD Monthly Report

Email reference circuit breaker program



Message

Tue, Jul 16, 2013 3:35 PM

From: "Mark Leonard" <vzchief800@yahoo.com>

To: **Mark Leonard**

Subject: FW: Maine Residents Property Tax and Rent Relief "Circuitbreaker" Program

Attachments: Attach0.html / Uploaded File

10K

**From:** Birch, Ben [ ]

**Sent:** Tuesday, July 16, 2013 2:31 PM

**To:** 'Mark Leonard'

**Subject:** FW: Maine Residents Property Tax and Rent Relief "Circuitbreaker" Program

**From:** [ ]

**Sent:** Tuesday, July 16, 2013 2:13 PM

**To:**

**] On Behalf Of** Ledew, David P

**Subject:** FW: Maine Residents Property Tax and Rent Relief "Circuitbreaker" Program

Dear Municipal Assessors:

For those of you who are not subscribers to the MRS Tax Alert, the following e-mail is being sent out today by Maine Revenue Services concerning the repeal of the Maine Residents Property Tax and Rent Refund "Circuitbreaker" Program. The e-mail contains a web link to the MRS site which explains the repeal of the Circuit Breaker Program and how the Property Tax Fairness Credit will be available to taxpayers.

We understand this time of year a lot of your residents inquire about the availability of applications at your town office. Maine Revenue Services is also mailing over 98,000 notices to those folks who filed Circuit Breaker returns last year informing them of the changes to the program. We hope this will serve to minimize the number of inquiries you will receive.

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Please feel free to forward the information in this e-mail to other municipal officials who regularly receive requests for Circuit Breaker applications and information.

If you wish to subscribe to the MRS Tax Alert, please go to the following link:

Thank you.

David Ledew, Director  
Property Tax Division  
Maine Revenue Services

From: Alert, Tax  
**Sent:** Tuesday, July 16, 2013 11:24 AM  
**To:** MRS  
**Subject:** Maine Residents Property Tax and Rent Relief "Circuitbreaker" Program

The Maine Residents Property Tax and Rent Refund "Circuitbreaker" Program has been repealed as part of the enacted state budget for claims beginning on or after August 1, 2013. The Circuitbreaker Program has been replaced by a refundable Property Tax Fairness Credit that can be claimed on the Maine Individual Income Tax Form. For more information, see

# Town of Veazie Fire/Rescue Department

## MEMORANDUM

To: Chief Martin

From: Capt Metcalf

Date: July 6, 2013

Re: June 2013 Monthly Report



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### Incidents

#### Station:

321 - EMS call, excluding vehicle accident with injury	12	54.55%
<b>Total - Rescue &amp; Emergency Medical Service Incidents</b>	<b>12</b>	<b>54.55%</b>
424 - Carbon monoxide incident	1	4.55%
463 - Vehicle accident, general cleanup	1	4.55%
<b>Total - Hazardous Conditions (No fire)</b>	<b>2</b>	<b>9.09%</b>
500 - Service Call, other	2	9.09%
5001 - Burn Permit	2	9.09%
551 - Assist police or other governmental agency	1	4.55%
<b>Total - Service Call</b>	<b>5</b>	<b>22.73%</b>
611 - Dispatched & cancelled en route	1	4.55%
<b>Total - Good Intent Call</b>	<b>1</b>	<b>4.55%</b>
733 - Smoke detector activation due to malfunction	1	4.55%
735 - Alarm system sounded due to malfunction	1	4.55%
<b>Total - False Alarm &amp; False Call</b>	<b>2</b>	<b>9.09%</b>
<b>Total for Station</b>	<b>22</b>	<b>100.00%</b>

### Incidents by Day of Week

Sunday	4
Monday	1
Tuesday	5
Wednesday	4
Thursday	2
Friday	3
Saturday	3



# Town of Veazie Fire/Rescue Department

## Incidents by Time of Day

Time of Day	Number of Incidents
00:00:00 to 00:59:59	1
01:00:00 to 01:59:59	2
05:00:00 to 05:59:59	1
07:00:00 to 07:59:59	1
08:00:00 to 08:59:59	4
09:00:00 to 09:59:59	2
10:00:00 to 10:59:59	4
11:00:00 to 11:59:59	3
12:00:00 to 12:59:59	2
19:00:00 to 19:59:59	1
21:00:00 to 21:59:59	1

## Average Response Time by Time of Day\*

Please note that the response time includes the time the call is taken at dispatch not from when call is toned out.

Time	Count	Count in Average	Average Response Time HHMMSS
00:00:00 to 00:59:59	1	1	00:20:01
01:00:00 to 01:59:59	2	2	00:16:24
05:00:00 to 05:59:59	1	1	00:09:17
07:00:00 to 07:59:59	1	0	
08:00:00 to 08:59:59	4	3	00:05:29
09:00:00 to 09:59:59	2	2	00:05:04
10:00:00 to 10:59:59	4	2	00:08:31
11:00:00 to 11:59:59	3	2	00:07:04
12:00:00 to 12:59:59	2	1	00:03:09
19:00:00 to 19:59:59	1	1	00:11:43
21:00:00 to 21:59:59	1	1	00:04:51
<b>Totals:</b>	<b>22</b>	<b>16</b>	

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

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

# Town of Veazie Fire/Rescue Department

## Response Time Recap\*

2013146	Cancelled	Dispatched & cancelled en route
2013147	Not Priority	Assist police or other governmental agency
2013139	3 min(s), 9 sec(s)	EMS call, excluding vehicle accident with injury
2013149	3 min(s), 14 sec(s)	EMS call, excluding vehicle accident with injury
2013150	3 min(s), 49 sec(s)	EMS call, excluding vehicle accident with injury
2013137	3 min(s), 54 sec(s)	EMS call, excluding vehicle accident with injury
2013134	4 min(s), 51 sec(s)	EMS call, excluding vehicle accident with injury
2013132	5 min(s), 14 sec(s)	EMS call, excluding vehicle accident with injury
2013143	5 min(s), 18 sec(s)	EMS call, excluding vehicle accident with injury
2013144	5 min(s), 56 sec(s)	EMS call, excluding vehicle accident with injury
2013142	Not Priority	Burn Permit
2013148	6 min(s), 15 sec(s)	EMS call, excluding vehicle accident with injury
2013145	Not Priority	Service Call, other
2013131	Not Priority	Burn Permit
2013141	Not Priority	Service Call, other
2013140	9 min(s), 17 sec(s)	EMS call, excluding vehicle accident with injury
2013136	10 min(s), 20 sec(s)	EMS call, excluding vehicle accident with injury
2013133	11 min(s), 43 sec(s)	Vehicle accident, general cleanup
2013135	13 min(s), 45 sec(s)	Smoke detector activation due to malfunction
2013138	13 min(s), 48 sec(s)	Carbon monoxide incident
2013152	19 min(s), 4 sec(s)	Alarm system sounded due to malfunction
2013151	20 min(s), 1 sec(s)	EMS call, excluding vehicle accident with injury

\* Please note that the response time **includes** the time the call is taken at dispatch not from when call is toned out.

## Department Training

Hazardous materials operations/decon review	06/20/2013	6:00 PM
EMS – bicycle injuries with helmet removal	06/27/2013	6:00 PM

## Individual Training

EMS – Pediatric Emergency Assessment, Recognition and Stabilization – require recert for one member	06/08/2013	9:00 AM
Hazardous Materials Operations – require recert for one member	06/22&23/2013	8:00 AM

## Other Activities-not inclusive

Monthly ladder inspections  
 Monthly municipal building fire extinguisher and emergency light checks  
 Continued with annual hose testing  
 Conducted a chimney inspections  
 CPR/First Aid for police department  
 Decommissioned 191





[illegible]

[illegible]

[illegible]

