



Veazie Town Council

**Regular Meeting
AGENDA**

August 12, 2013

- 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 22nd, 2013 Council Minutes

New Business:

- ITEM 6. Sephone presentation on updating Town's Website
- ITEM 7. CES presentation on storm water scope of work and budget
- ITEM 8. MMA Annual Election – Vice President and Executive Committee Members
- ITEM 9. Laura Rose Day – Penobscot River Restoration Trust
- ITEM 10. Rob Young – Recreation Dept. update
- ITEM 11. State of Maine's Municipal Snow and Ice Control Contract
- ITEM 12. Cemetery Committee Appointment
- ITEM 13. Award heating fuel contract for Town Buildings

Old Business:

- ITEM 14. Fire Department Reorganization Committee Report
- ITEM 15. Manager's Report
- ITEM 16. Comments from the Public
- ITEM 17. Requests for information and Town Council Comments
- ITEM 18. Review & Sign of AP Town Warrant #03, #3A and prior year #03 and Town Payroll #02 and #03, Veazie School Payroll Warrant #3 and Veazie School Warrant #3
- ITEM 19. 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 August 12, 2013

ITEM 6- A Representative from Sephone is with us this evening to make a presentation on updating the Town's Website. I will present his written proposal to you prior to the presentation. I will also present you with the proposal from our current provider.

ITEM 7- A Representative from CES will be here this evening to make a presentation on continuing to provide MS4/ Stormwater services for the Town of Veazie. I will also present you with their written budget and scope of work proposals along with one from Phil Ruck, who presented at a previous Council Meeting along with one from The Sewell Company.

ITEM 8- You will find a nomination form for MMA's Annual Election for Vice President and Executive Committee Members. Also included is the biographical sketch for the slate of nominees. It appears that the list of nominees are running unopposed. You can authorize me to make the vote or a majority of you can vote for the nominees. The original form will be available at the meeting for which ever action you choose to have occur.

ITEM 9- Executive Director Laura Rose Day from Penobscot River Restoration is with us to provide an update on the River Restoration Festival and the progress of the project.

ITEM 10- Recreation Director Young is with us to go over his report which was included in your council packet and to answer any question you may have on the Recreation Program.

ITEM 11- Included in your Council Packets is an updated contract from the State of Maine Department of Transportation for Municipal Snow and Ice Control for Route 2. I would request your authorization to sign the contract and return to State.

ITEM 12- In your packet you will find a citizen involvement application from Lee Honey requesting to be on the cemetery committee. There is openings on this committee so it would be my recommendation that Lee Honey be assigned to the committee.

ITEM 13- I have contacted three business' to provide pricing for heating fuel for the upcoming heating season. I will have those proposal to present to you at the Council Meeting. I would request authorization to sign a contract with the company/companies of your choice. The companies that provided pricing are Hermon Oil (LP and Oil), Maine Energy (LP and Oil) and CN Brown (Oil only).

ITEM 14- Councilor Walker will present the findings of the Fire Department Reorganization Committee.

ITEM 15- As presented in your Council Packets

VEAZIE TOWN COUNCIL MEETING
JULY 22, 2013

ITEM # 5

Members Present: Chairman Tammy Olson, Councilor Joseph Friedman, Councilor Chris Bagley, Councilor Karen Walker and Councilor Robert Rice, Manager Mark Leonard, Secretary Julie Strout, Town Attorney Thomas Russell, Phil Ruck from Stillwater Environmental Engineering, Inc. and various members of the public.

Members Absent: None

ITEM 1: Call to order

Chairman Tammy Olson called the meeting to order at 6:31pm.

ITEM 2: Secretary to do the roll call:

All present

ITEM 3: Pledge of the allegiance:

ITEM 4: Consideration of the Agenda

Chairman Olson wanted to change Town Attorney Tom Russell to 6b and 6a would be an executive session with Mr. Russell on the rights and the responsibilities of the Town Council. Change 10 to 10a and 10b will be a Fire Dept update. Manager Leonard wanted to add a request for a transfer as 10c.

ITEM 5: Approval of the July 8th, 2013 Council Meeting Minutes

Councilor Chris Bagley made a motion, seconded by Councilor Karen Walker to accept the July 8th Meeting Minutes as amended. Voted 5-0-0. Motion carried.

New Business:

ITEM 6a. Executive session 1 M.R.S.A. 405 (6)E Legal Consultation

Councilor Robert Rice made a motion, seconded by Councilor Joseph Friedman to enter into Executive session to discuss the rights and responsibilities of the Council with Legal Council under 1 M.R.S.A. 405 (6)E at 6:36pm. Voted 5-0-0 Motion carried.

Councilor Joseph Friedman made a motion, seconded by Robert Rice to exit Executive session 1 M.R.S.A.405 (6)E at 6:43pm. Voted 5-0-0 Motion carried.

ITEM 6b: Town Attorney Thomas Russell – reference to Charter Review Commission Committee

Mr. Russell stated that Title 30-A M.R.S. 2101-2109 deals 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.

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to approve a committee of 5 citizens including one councilor to serve as a Charter Review Committee with the purpose of suggesting amendments to the Council that might improve and modernize the existing charter. Appointment of members will take place on the August 22nd, 2013 Council meeting and with the intent that the committee will start by mid Sept. The committee will provide progress reports every couple of months to the Council. Voted 5-0-0. Motion carried.

ITEM 7: Phil Ruck – MS4 Presentation

Mr. Ruck spoke to the Council about his business Stillwater Environmental Engineering, Inc. Wants to continue to work for the Town of Veazie, will provide a written bid to Manager Leonard for the Council to review at the August 12th Council Meeting along with the CES written bid.

ITEM 8: Public Hearing – G.A. Ordinance Revisions

Councilor Chris Bagley made a motion, seconded by Councilor Karen Walker to open the Public Hearing for General Assistance Ordinance Revisions at 7:16pm Voted 5-0-0. Motion carried.

Councilor Joseph Friedman made a motion, seconded by Councilor Karen Walker to close the Public Hearing for General Assistance Ordinance Revisions at 7:17pm. Voted 5-0-0. Motion carried.

Councilor Joseph Friedman made a motion, seconded by Councilor Robert Rice to adopt Appendix A of the GA Ordinance Revisions. Voted 5-0-0 Motion carried.

Councilor Robert Rice made a motion, seconded by Councilor Chris Bagley to adopt Appendices B-E of the GA Ordinance Revisions. Voted 5-0-0. Motion carried.

ITEM 9: Signing of the Agreement Governing the Use of New Voting Equipment

Councilor Karen Walker made a motion, seconded by Councilor Joseph Friedman to give Town Manager Mark Leonard authorization to sign the agreement for the use of the new voting equipment. Voted 5-0-0. Motion carried.

ITEM 10A: Public works discussion

Manager Leonard will provide the Council an updated list of material and equipment by October so the Council can make a decision on what to keep or sell.

ITEM 10B: Fire Department reorganization committee update

Councilor Karen Walker gave an update on the Fire Dept. reorganization committee.

ITEM 10C: Transfer of funds from undesignated fund to the Community Center line

Councilor Joseph Friedman made a motion, seconded by Councilor Robert Rice to take \$16,992.77 from account 3100-00 undesignated fund balance and transfer to account 3082-00 Community Center Building. Voted 5-0-0. Motion carried.

Old Business:

ITEM 11: Gateway Senior Center Advisory Committee Update/Appointment

Councilor Karen Walker attended the Gateway Senior Center Advisory Committee meeting on July 19, 2013. The Council agreed to table this until a later meeting. The office will continue to post these meeting for the public.

ITEM 12: Payroll processing – Advantage Payroll proposal discussion for services

Councilor Chris Bagley made a motion, seconded by Councilor Karen Walker to authorize Manager Leonard to discontinue with Bangor Savings Bank Payroll and sign the contract with Advantage Payroll Services. Voted 5-0-0. Motion carried.

ITEM 13: Manager's Report

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

ITEM 14: Comments from the Public

None

ITEM 15: Requests for information and Town Council comments

The Council would like Rec. Director Rob Young to attend the next meeting for an update.

ITEM 16: Review & Sign of AP Town Warrant # 2 & Previous Year Town Warrant #2, Town Payroll Warrant #1, School Payroll Warrant #2& School Warrant #2

The warrants were circulated and signed.

ITEM 17: Adjournment

Councilor Joseph Friedman motioned to adjourn

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

Motion carried.

Adjourned at 8:15pm

A True Copy Attest:



Julie L Strout

Deputy Town Clerk



Maine Municipal Association

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

ITEM # 8

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

FROM: Peter Nielsen, MMA President
Town Manager, Town of Oakland

DATE: July 8, 2013

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 16, 2013 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2014 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 8. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “Write-in Candidates” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association 12:00 p.m. on Friday, August 16. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under my direction as President of the Association.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 16, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 2, at 1:45 p.m., at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Annual Business Meeting and officially take office on January 1, 2014.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.



MAINE MUNICIPAL ASSOCIATION

VOTING BALLOT

Election of Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 16, 2013

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Marston Lovell, Councilor, City of Saco

☐

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

James Chaousis, Town Manager, Town of Boothbay

☐

Linda Cohen, Councilor, City of South Portland

☐

Mary Sabins, Town Manager, Town of Vassalboro

☐

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____
Position: _____

Signature: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358 or 626-5947
Email: tchavarie@memun.org

**MAINE MUNICIPAL ASSOCIATION
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2014**

MMA VICE PRESIDENT (1-Year Term)

MARSTON LOVELL

- City of Saco, Councilor (2007 – present)
- City of Saco, Deputy Mayor, elected by the council (January 2009 – 2011)
- Council member, Saco RSU Withdrawal Committee (July 2012 - present)
- Council member, Saco Traffic Safety Committee (2007 – present)
- Council member, Saco Sesquicentennial Celebration Committee (2012)
- Vice President, Maine Municipal Association (April 2013 – present)
- Member, Maine Municipal Association Executive Committee (2011 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (2011 – present)
- Member, MMA Property & Casualty Pool Board of Directors (2011 – present)
- Member, MMA Strategic & Finance Committee (2011-2012); Chair (Jan – March 2013)
- Maine Municipal Association, Legislative Policy Committee, Member (2008 – present)
- Manufacturers Analytics, computer and communications systems services, Owner and Operations Manager (1987 – present)
- Biddeford-Saco-Old Orchard Beach Transit Company, committee (board) Member (2008 – 2012)
- Member, Board of Directors, Biddeford-Saco Area Economic Development Corporation (2012 - present)
- Southern Maine Regional Planning Commission, Municipal Representative (2007 – present)
- Dyer Library Association, private, non-profit library and museum complex, board of trustees, Member (2001-2006), Treasurer (2002 – 2005)
- Accountant, three National Manufacturing Corporations, progressively more responsible positions resulting in Divisional Controller for two of those corporations (1978 – 1988)
- BSBA in Accounting, BA in Liberal Arts, University of Southern Maine (1975 –1978)
- Town of Sanford, Representative Town Meeting, member, (1970 – 1971)
- Maine Medical Center, Research Department, research assistant, internationally recognized published research (1970 – 1974)
- Children's Hospital Medical Center of Boston, Anesthesia Department, chief laboratory technician (1967 – 1968)
- Peter Bent Brigham Hospital, Research Department, research technician, (1966 – 1967)
- Military Service, as a reservist, progressively more responsible positions including four engineer troop commands, six staff positions four of which were construction related, military construction experience Viet Nam, Germany, New England, 2 Achievement Medals, 4 Commendation Medals, Meritorious Service Medal (1963 – 1970, 1977 – 1994).

(over)

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

JAMES D. CHAOUSIS

- Town Manager, Town of Boothbay (November 2010 – present)
- Town Manager, Town of Livermore Falls (April 2009 – November 2010)
- Board of Directors, Maine Town & City Management Association (2011 – present)
- Board of Directors, Lincoln County Regional Planning Commission (2012 –present)
- Board of Directors, Boothbay Harbor Region Chamber of Commerce (2012 –present)
- Board of Directors, Midcoast Economic Development District (2011 – present)
- Board of Directors, Androscoggin Valley Council of Government (2009 – 2010)
- Jay/Livermore/Livermore Falls School Consolidation Committee (2010)
- BAS with minor in Public Administration, University of Maine
- Marine Corps, Gulf War Veteran (six years)

LINDA COHEN

- Councilor, City of South Portland (2012 – present)
- City Clerk, City of Portland (2001 – 2011)
- City Clerk, City of South Portland (1989 – 2001)
- Member, Maine Municipal Association Executive Committee (April 2013 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (April 2013 – present)
- Member, MMA Property & Casualty Pool Board of Directors (April 2013 – present)
- Member, MMA Legislative Policy Committee (Portland and Westbrook representative) (2001 – 2011)
- MTCCA Affiliate Representative to MMA Legislative Policy Committee (1990's – 2011)
- South Portland Civic Service Commission (2009 – 2012)
- South Portland Lions Club (2011 – present)
- South Portland/Cape Elizabeth Chamber (2010 – present)
- Director of Development, LearningWorks, Portland, Maine (present)
- Licensed Loan Officer at Cumberland County Mortgage, South Portland (present)
- Licensed Realtor at The Maine Real Estate Network, South Portland (present)

MARY SABINS

- Town Manager, Town of Vassalboro (June 2008 – present)
- Town Manager, Town of Chelsea (2006 – 2007)
- Food Services and Facilities Director, School Administrative District 40, Waldoboro, Maine (2005 – 2006)
- 1st Town Manager, Town of Windsor (2001 – 2005)
- Town Administrator, Town of Hope (1997 – 2001)
- Town Clerk and Tax Collector, Town of Union (1988 – 1997)
- BA in Business Management, University of Maine at Augusta (2001)
- Board of Directors for the Kennebec Valley Council of Government (2008 – 2009)
- Maine Municipal Leadership Award by Maine Resource Recovery Association
- East Union Pioneer Grange Community Service Award

Town of Veazie

To: Veazie Town Councilors
From: Robert Young, Recreation Director
CC: Mark Leonard, Town Manager
Date: 7/24/2013
Re: Recreation Update

Comments: After the 2013 budget process was completed, the Recreation Department was cut by \$19,000, which made it apparent that I would be unable to properly staff the Summer Recreation Program. I spent the next few weeks looking for volunteers to cover the 50 hours in which the summer program operates. It was next to impossible to get proper coverage of volunteers for 10 hours a day, 5 days per week. Questions were raised about liability for the Town in running the recreation program almost entirely with volunteers, and what would happen if only one person was available to cover the program. We were uncertain if we could remain open under those types of circumstances, which may cause parents to have to seek options elsewhere with very short notice. During this period I was exploring cooperative options with the Orono Recreation Department. During one of our many meetings it was brought to my attention that Orono, with the help of the Veazie Recreation Director, could join forces without having to hire additional Summer staffing. Orono proposed a split of revenues which would provide Veazie with 60% of all revenue generated from Veazie residents. With that proposal, the Town of Veazie would be able to provide a Summer Program for the residents of Veazie without having to hire additional staff and staying within budget. The Town of Veazie would have a cost savings in the following areas.

1. Bussing - \$3,000.00
2. Staffing - \$5,000.00 - \$7,000.00
3. Summer Supplies - \$500.0 - \$1,000.00
4. Summer Admissions - \$1,500.00 - \$2,000.00
5. Extra Custodial Coverage - \$1,000.00

Currently we are charging Veazie residents a weekly rate of \$90.00, or \$22.00 per day, and have 37 Veazie children utilizing the program. This summer we have been able to provide some outstanding activities, both educational and recreational to our children. Some examples include Sand Beach, Dew Animal Park, Orono Public Library, a puppet show at Old Town Rec, a fire station tour in Orono, a visit to the Planetarium and Museum at University of Maine, kayaking and bike riding activities, as well as several others. Most of these activities would not have been available to the children participating in Veazie Recreation without the cooperative partnership formed between Veazie and Orono Recreation.

In conclusion, Veazie Recreation has had a successful, busy, educational, and fun 2013 Summer Program. We look forward to continued conversations with the staff of Orono Rec on how to improve our joint program and continue to make it beneficial to both communities.



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 4
219 HOGAN ROAD
BANGOR, MAINE 04401-5603

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

July 15, 2013

Town of Veazie
1084 Main Street
Veazie, ME 04401

Att: Joseph Hayes

ITEM # 11

Subject: Municipal Snow and Ice Control Contract

Dear Joseph:

As recently discussed, please find a revised snow and ice control contract for this coming winter.

To help simplify this process in future years, we have revised the format to include a clause stating that the contract will continue from year to year until it reaches the expiration date (10 years out), or until cancelled by either party between the months of May through September (allowing time for the other party to make any necessary adjustments). Each year we will also still have an opportunity to re-negotiate rates as required (by revising Appendix A) during those same summer months.

If you have any questions please don't hesitate to contact me at (207) 941-4500. Otherwise, please sign two copies of the attached agreement and return them to the following address.

Maine Department of Transportation
Attn: Sharon Krechkin
16 State House Station
Augusta, ME 04333

A fully executed original will be returned to you.

Sincerely,

Shawn Langley
Transportation Operations Manager
219 Hogan Rd.
Bangor, Maine 04401



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 4
219 HOGAN ROAD
BANGOR, MAINE 04401-5603

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

Start Date: November 1, 2013

Expiration Date: May 31, 2020

This agreement is made and entered into by the Town of Veazie, Maine, (Town) a municipal corporation organized and existing under the laws of the State of Maine, and the Maine Department of Transportation (MaineDOT), an established department of government organized and existing under the laws of the State of Maine.

The Town agrees to provide the MaineDOT with snow and ice control services, as described, and at the most recent price submitted, in Appendix A. The Town or MaineDOT may cancel this agreement or negotiate a revised Appendix A for the upcoming winter season, once a year; during the months of May through September.

Contact Information

Invoice To: Maine Department of Transportation
Attn: Sharon Krechkin

Submit revised Pricing information to:
Attn: Randy Gray

16 State House Station

Augusta, ME 04333

The Town may invoice MaineDOT, in one invoice, for one-hundred percent (100%) of the agreed upon sum by no later than June 1st; or in two increments, fifty percent (50%) by December 1st, and the remaining fifty percent (50%) no later than June 1st. Each bill shall reference the above contract number and indicate whether it is a partial or final bill.

The Town will comply with all governmental ordinances, laws and regulations.

The Town certifies that neither it nor the person signing the agreement has not been debarred, suspended, declared ineligible, or voluntarily excluded from contracts by the Federal Government or any state agency within the last 3 years.

The person signing below is legally authorized by the Town to sign this contract on behalf of the Town and to legally bind the Town to the terms of the contract.

For MaineDOT:

For Town:

Region 4
(Region)

Mark Leonard 207 947 2781
(Print Name & Tel. No.)

(Division)

VL0000102326
(State of Maine Vendor Code)

Dan Langley
(Approval Signature)

Veazie
(Town)

1084 Main Street
(Address)

(Authorized Signature)

APPENDIX A

Citizen Involvement Application

All citizens of the Town of Veazie interested in having their names considered for appointment by the Veazie Town Council and/or the Town Manager, at such time a vacancy may occur on any Board or Special Committee, should please fill out this application and return it to the Veazie Town Office.

Name Lee A. Honey Phone Number 942-8362

Address 1411 State St

Civic Involvement _____

Years Resided in Veazie 66

Specialty or Field _____

Committee or Boards Interested In Cemetery Committee

Additional Information

ITEM # 12



Date Received at Town Office: 7/30/13

If interested please feel free to tear this page out and return it to the Town Office

Manager's Report For August 12, 2013

ITEM # 15

It continues to be a very busy time around the office as we wrap up last year's financial and begin the new year along with being busy receiving phone calls and answering questions about the new tax assessments. On top of these items I have also been busy with a few of the following items

Town Office:

1. Met with Auditors as they continues work on the end of year audit for the Town
2. Met with representative from Maine Municipal Insurance to go over property and causality policy and provide numerous items they needed for documentation
3. Met with Assessor Birch to finalize the numbers for the tax calculation form. I have also met with him to discuss the new assessor that will be working for the Town. I am in hopes to meet with her in the near future and will provide you with an updated contract from the City of Bangor for assessing services.
4. I have met with Representatives from the New Payroll Company so that we can begin using their services as directed at a previous council meeting. This payroll will be the first one they will have completed.
5. I have continued to work with numerous entities as we work through using the RSU Business Office for the School. This has been time consuming but I feel that we are nearing completion and they have what they need to do the business for the school
6. I have met with and/or spoke to numerous Representatives for Machias Savings Bank as I prepare to transfer the Towns Banking services to them from TD Bank. It is my hopes to have the transition completed by the end of the month. Thus far the transition has been smooth and Machias Savings Bank has been very good to work with
7. I have contacted the General Assistance Office for the City of Bangor and will be meeting with them to assist me with the general assistance application process. As these begin to grow in frequency I want to be certain that I am completing them correctly. This meeting should occur within the next few weeks.
8. I've contacted (3) different vendors for LP and Heating Oil for the Town Office and the Community Center. These prices will be discussed at the Council Meeting and I am in hopes that a decision can be made and authorization received to sign a contract for the upcoming heating season
9. I've worked with Maine's 211 Representative to update our information on the 211 website.

Manager's Report For August 12, 2013

Public Works:

1. I continue to complete the nuisance mowing around town. This is going very well and although it has me out of the office for a period of time on Fridays it is saving the town a considerable amount of money.
2. I continue to work with a resident on a water issue they are experiencing. We are trying to determine if it's an issue with the homeowner's drainage or if it's a problem with the town's drainage. Part of the elimination process was the cleaning of a drainage pond that is located on the back of the property. Once I completed this a large amount of the water was able to disperse. I will continue to monitor this and look for solutions.
3. I met with a local tree service on removing hazard trees at 2 locations in town. This will hopefully have been completed by the council meeting.
4. I have responded to a concern with trees overgrowing an adjacent plot in the cemetery. I am still continuing to work on getting the cemetery in order and confirming the record keeping.
5. I have begun cleaning and organizing public works so that an accurate inventory can be prepared. This is very time consuming and I am trying to complete as time allows.
6. I repaired a vacant property and one of the Town Sign which had been struck by vandals during the overnight hours. (3) additional signs need attention but I have been unable to address them at the time of this writing.
7. Met with Bruce Jacobs from Electronics End LLC reference taking over the Town's Universal Waste services. He will be at the August 26 meeting to make a presentation to the council.
8. Received a citizen complaint of bamboo growing in the travel lane of Oak Grove. I responded to the area and located the problem and cut them down to resolve the issue.

Manager's Report For August 12, 2013

Fire Department:

1. Chief Martin officially resigned on July 31, 2013. He has turned in all of his equipment including his vehicle. I have removed the radios, lighting and door decals to prepare it for sale. I met with one person who was interested in the vehicle. The car has numerous issues which is going to prevent us from getting much money for it when it is sold.
2. With the retirement of Chief Martin the local State Fire Warden, Jerry Parsons, appointed me as the Town Fire Warden. This appointment will allow the Town to meet State statute and will also allow us to continue to be able to issue burn permits.
3. I have attended all but the first fire department reorganization committee meeting including a request by the committee for me to meet with the Managers and Fire Chiefs from the Town of Orono and the City of Bangor.
4. A meeting was scheduled with representatives from the fire alarm company and representatives from Orono Housing Foundation to review the way the alarms are set up and the need for the FD responding to all alarm activations at the Graham Senior Housing. The meeting had to be postponed until the proposal is reviewed by the Housing Foundation's Board.

Attachments:

Thank you letter for Fire Department
Fire Department Monthly report
Meeting Minutes for the Water District
Salvation Army Volunteer Request

To the Vcazi Fire Dept.

Thank you so much for participating and helping put together the spectacular tribute to Chief Siris. He always said he had the greatest job on earth because he worked with the greatest of men. His pride and respect for the profession and his genuine affection for his fellow firefighters was always evident in his stories. The honor you gave him will be remembered by those who loved him forever.

Charlene Siris & family

THANK YOU

Town of Veazie Fire/Rescue Department

MEMORANDUM

To: Chief Leonard

From: Capt Metcalf

Date: August 7, 2013

Re: July 2013 Monthly Report



Incidents

Station:

311 - Medical assist, assist EMS crew	1	6.25%
321 - EMS call, excluding vehicle accident with injury	6	37.50%
381 - Rescue or EMS standby	1	6.25%
Total - Rescue & Emergency Medical Service Incidents	8	50.00%
400 - Hazardous condition, other	1	6.25%
421 - Chemical hazard (no spill or leak)	1	6.25%
Total - Hazardous Conditions (No fire)	2	12.50%
500 - Service Call, other	1	6.25%
511 - Lock-out	1	6.25%
5710 - Mutual Aid, Cover assignment, standby at fire station	2	12.50%
Total - Service Call	4	25.00%
743 - Smoke detector activation, no fire - unintentional	1	6.25%
Total - False Alarm & False Call	1	6.25%
Incident Type is blanks	1	6.25%
Total - incident type left blank	1	6.25%
Total for Station	16	100.00%

Incidents by Day of Week

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

Town of Veazie Fire/Rescue Department

Incidents by Time of Day

<u>Time of Day</u>	<u>Number of Incidents</u>
03:00:00 to 03:59:59	1
05:00:00 to 05:59:59	1
07:00:00 to 07:59:59	1
08:00:00 to 08:59:59	1
09:00:00 to 09:59:59	1
11:00:00 to 11:59:59	2
15:00:00 to 15:59:59	2
16:00:00 to 16:59:59	1
18:00:00 to 18:59:59	1
19:00:00 to 19:59:59	1
21:00:00 to 21:59:59	3
22:00:00 to 22:59:59	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.

<u>Time</u>	<u>Count</u>	<u>Count in Average</u>	<u>Average Response Time HHMMSS</u>
03:00:00 to 03:59:59	1	0	
05:00:00 to 05:59:59	1	1	00:14:53
07:00:00 to 07:59:59	1	1	00:05:00
08:00:00 to 08:59:59	1	0	
09:00:00 to 09:59:59	1	1	00:05:55
11:00:00 to 11:59:59	2	1	00:02:00
15:00:00 to 15:59:59	2	1	00:05:56
16:00:00 to 16:59:59	1	1	00:03:02
18:00:00 to 18:59:59	1	1	00:06:00
19:00:00 to 19:59:59	1	1	00:07:57
21:00:00 to 21:59:59	3	2	00:25:51
22:00:00 to 22:59:59	1	0	
Totals:	16	10	

*** 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*

2013162	Mutual Aid Given	Mutual Aid, Cover assignment, standby at fire station
2013158	2 min(s), 0 sec(s)	Lock-out
2013161	3 min(s), 2 sec(s)	EMS call, excluding vehicle accident with injury
2013165	Fill-In, Standby	Rescue or EMS standby
2013168	Not Priority	Service Call, other
2013154	5 min(s), 0 sec(s)	EMS call, excluding vehicle accident with injury
2013164	5 min(s), 55 sec(s)	EMS call, excluding vehicle accident with injury
2013153	5 min(s), 56 sec(s)	Smoke detector activation, no fire - unintentional
2013159	6 min(s), 0 sec(s)	EMS call, excluding vehicle accident with injury
2013155	Mutual Aid Given	Chemical hazard (no spill or leak)
2013166	7 min(s), 57 sec(s)	EMS call, excluding vehicle accident with injury
2013163	Mutual Aid Given	Hazardous condition, other
2013167	14 min(s), 53 sec(s)	Smoke detector activation, no fire - unintentional
2013156	20 min(s), 4 sec(s)	EMS call, excluding vehicle accident with injury
2013160	31 min(s), 38 sec(s)	Medical assist, assist EMS crew
2013157	Mutual Aid Given	Mutual Aid, Cover assignment, standby at fire station

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

Department Training

Class A and B Foam review

07/25/2013 6:00 PM

Other Activities-not inclusive

Monthly ladder inspections

Monthly municipal building fire extinguisher and emergency light checks

Continued with annual hose testing

Attended on going meetings for the restructuring of the fire department

	K	L	M	N	O	P	Q	R	S	T	U	V	W
1													
2													
3	7/25/2013												
4	Training	Training	Training	Training		Fire 2013153	Fire 2013155	Fire 2013157	Fire 2013162	Fire 2013163	Fire 2013167	Fire 2013	Fire 2013
5						duty 2	2	2	2.25	duty	2		
6													
7	duty												
8													
9	duty												
10													
11													
12	2										2		
13													
14	3						2						
15													
16													
17													
18													
19	2.5												
20													
21	3					2	2	2			2		
22	3												
23													
24													
25													
26													
27													
28													
29	3					2	2	2	2.25	duty			
30													
31													
32	16.5	0	0	0	0	6	10	6	4.5	0	6	0	0
33													
34	Fire Hours												
35	EMS Hours												
36	Other Hours												
37	Fire Total \$												
38	EMS Total \$												
39													
40													
41	Other Total \$												
42	Total Call \$					\$763.70							

[illegible]

[illegible]

[illegible]

Meeting of the Orono-Veazie Water District Trustees

Held at the District Office on June 11, 2013

Meeting #416 called to order at 7:00 p.m.

Present: Trustee McCormack, Trustee King, Chairman Hall, Trustee Fortier, Trustee Borneman, and Supt. Cross

Minutes of meeting #415 approved as written.

Item 1. A true list of water service assessments for May in the amount of \$76,417.71 was committed to Dennis Cross, Treasure by vote of Trustees.

Item 2. Trustee's reviewed the Income & Expense Statement for May 2013.

Item 3. Dennis updated Trustees on the water quality investigations done by Wright-Pierce in May.

Item 4. The meeting adjourned at 7:32 p.m.

Item 5. The next meeting will be held at the District Office at 7:00 p.m. on July 2, 2013.

Respectfully submitted,

Meeting of the Orono-Veazie Water District Trustees

Held at the District Office on July 2, 2013

Meeting #417 called to order at 7:00 p.m.

Present: Trustee McCormack, Trustee King, Chairman Hall, Trustee Fortier, Trustee Borneman, Supt. Cross, Jeff Musich and Naleen Mayberry from Wright - Pierce Engineers.

Minutes of meeting #416 approved as written.

- Item 1. A true list of water service assessments for June in the amount of \$72,370.06 was committed to Dennis Cross, Treasure by vote of Trustees.
- Item 2. Trustees reviewed the Income & Expense Statement for June 2013.
- Item 3. The two engineers from Wright-Pierce presented Trustees with reports of their Recent work on our systems to continue to investigate and improve water quality.
- Item 4. The meeting adjourned at 8:20 p.m.
- Item 5. The next meeting will be held at the District Office at 7:00 p.m. on August 6th.

Respectfully submitted,

The Salvation Army/ Emergency Disaster Services

Mobile Canteen Bangor, ME



Compassion in Action

Whether it is a local incident or a major disaster, Salvation Army staff and volunteers are often the first on the scene and the last to depart.

The Salvation Army Canteen

A mobile feeding unit (canteen) based in Bangor, Maine

Provides food and hydration to victims and first responders during times of crisis

Contact Information:

The Salvation Army
Bangor Citadel Corps
65 S. Park Street
Bangor, Maine 04401
207-941-2990

Service area includes:

Bangor
Brewer
Glenburn
Levant
Exeter
Veazie
Heron
Orrington
Kenduskeag



VOLUNTEERS NEEDED:

Volunteers will be on a call down list used by the Captain of the Salvation Army when a request has been made and approved for emergency canteen service.

- Whenever possible, volunteers closest to the emergency site will be contacted.
- The canteen requires a driver and at least one helper. The driver will come from a pool of approved Salvation Army drivers.
- Expectation of driver and helper(s) at the emergency site is to provide beverages and nourishment to emergency crews and victims as needed.
- All volunteers welcome- those with first responder experience are especially needed.
- A training session at The Salvation Army, 65 S. Park Street, Bangor, Maine, will be announced.