



**Veazie Town Council**

**Regular Meeting**

**February 24, 2014**

**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 February 10<sup>th</sup>, 2014 Council Meeting Minutes.
- ITEM 6:** Comments from the Public

**New Business:**

- ITEM 7:** Donation to Police Dept. from ADQ Fishing Derby

**Old Business:**

- ITEM 8:** Public Works Surplus Equipment
- ITEM 9:** Water sampling update
- ITEM 10:** Rec. Director Job Description
- ITEM 11:** Manager's Report
- ITEM 12:** Comments from the Public
- ITEM 13:** Requests for information and Town Council Comments
- ITEM 14:** Review & Sign of AP Town Warrant #16, and Town Payroll #17. Veazie School Payroll Warrant #16A & #17 and Veazie School Warrant #17.
- ITEM 15:** Adjournment

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

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

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

**Tammy J. Perry**  
5 Prouty Drive  
947-9624

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

# **Agenda Items For February 24, 2014 Council Meeting**

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**ITEM 7:** Sherry Williams along with other members of the ADQ Fishing Derby Committee will be with us this evening to present a check to the Police Department from donations received during the recent event. Sherry is the mother of Alex David Quimby who tragically passed away in 2009. From his death the ADQ Fishing derby was started. This year Sherry and Alex's Dad, David Quimby contacted me and requested to give the donations they collected to the Veazie Police Department to assist with the Veazie DARE Program.

**ITEM 8:** A rough inventory of items that existed in the former public works space and/or had been used by the public works department has been drafted and was included in the council packet for review. The next step will be a discussion on what the council would like to sell and the best way to complete this. One recommendation that I would offer is the sale of these items occur in the spring as some of the items are inaccessible because of the snow. The sale would be advertise and prices accepted by sealed bid with the sale of the item(s) going to the highest bidder. All items would need to be transferred to the highest bidder within 14 days from the date of the sale with the sale occurring prior to the end of the FY.

**ITEM 9:** The sampling of the 10 homes was completed on February 19, 2014 with results expected in no more than 2 weeks. At the time of this writing I've received no testing results.

**ITEM 10:** As requested at the last Council meeting I have drafted a ½ time Recreation Director position for your review. I have also included the current job description for review. I have spoken to the current Recreation Director who relays that it has been difficult running a successful program with the budget cut that limited his staffing ability along with the limited amount of facilities and believes this could be the case with the program in the future. He continues to recommend looking at partnering with the Town of Orono. I have contacted the new Recreation Director for the Town of Orono and we will be meeting in the near future to discuss possible viable options that may exist with possibly partnering with them.

Veazie Town Council Meeting  
February, 10<sup>th</sup>, 2014

**Members Present:** Chairman Tammy Perry, Councilor Karen Walker and Councilor Robert Rice, Manager Mark Leonard, Secretary Julie Strout, Supt. Rick Lyons, School Board members, Gavin Batchelder, Valli Vel, Julia Hathaway, Principal Scott Nichols, Business Manager Sharon Soucie and various members of the public.

**Members Absent:** Councilor Chris Bagley and Councilor Joseph Friedman

**ITEM 1: Call to order**

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

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

Councilor Chris Bagley and Councilor Joseph Friedman were absent and excused.

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

**ITEM 4: Consideration of the Agenda**

Councilor Karen Walker brought up the Senior Room use, Community Center use, having a farmers market, cemetery, the sale of public works equipment and use of the vacated space and Mutton Lane issue. The Council would like Manager Leonard to invite Penquis CAP to a future meeting to discuss the Senior Room, invite the Town Sexton to a future Council meeting for an update, put the Public Works equipment sale on the next agenda with an updated gross inventory list for review.

Chairman Perry wanted to add under new business #9a discussion of reserve funds, under old business #10a waiver for residents to sign and an update on water issue, as 12b an Executive Session pursuant to 1MRSA 405 (6)D Labor Negotiations.

**ITEM 5: Approval of the January 13th, 2014 Council Meeting Minutes**

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to accept the January 27th, 2014 Council Meeting Minutes as written. Voted 3-0-0. Motion carried.

**ITEM 6: Comments from the Public**

None

**New Business:**

**ITEM 7: FY14/15 Budget guidance for School Department**

After a lengthy discussion the Council would like to have a detailed budget, which Mr. Lyons stated they should have by the March 18<sup>th</sup> Budget Workshop. The Council directed the school board to plan on a flat funded budget as a beginning point.

**ITEM 8: Penobscot Valley Refuse Disposal District Written Consent Ballot**

Councilor Karen Walker made a motion, seconded by Councilor Robert Rice to authorize Manager Leonard to mark a yes vote on the first question and sign and submit the ballot. Voted 3-0-0. Motion carried.

Councilor Karen Walker made a motion, seconded by Councilor Robert Rice to authorize Manager Leonard to mark a yes vote on the second question and sign and submit the ballot. Voted 3-0-0. Motion carried.

**ITEM 9: Acceptance of Project Canopy Grant**

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to accept the Project Canopy Grant in the amount of \$4000 and authorize Manager Leonard to be the designated representative for signature. Voted 3-0-0. Motion carried.

**ITEM 9a: Fund Balance Discussion**

The Council would like Manager Leonard to get a list from the auditor on what needs to stay and what can be moved on the Reserve Accts. and what are they tagged for. Also provide an explanation on what the \$600,000 working capital amount is.

Chairman Tammy Perry made a motion, seconded by Councilor Karen Walker to take the remaining balance of \$28,823.04 that was not used for the RSU Withdrawal process and turn it back into the General Fund. Voted 3-0-0. Motion carried.

**ITEM 10a: Waiver form and water update**

Councilor Karen Walker made a motion, seconded by Councilor Robert Rice to send the waiver form to Attorney Tom Russell for review and if there are any problems with it, it will be rectified and Manager Leonard will have consent to go forward with it on Mr. Russell's recommendation. Voted 3-0-0. Motion carried.

Manager Leonard stated that the date for the home water testing will be February 19<sup>th</sup>. He stated that it was brought to his attention that it might be helpful for a volunteer to go with the technician to help with getting the waiver form signed, guide the technician around town to make it more efficient and call the next person on the list, definitely a great time management idea. The Council agreed to this.

**Old Business:****ITEM 10b: Rec. Department Review**

Councilor Robert Rice made a motion, seconded by Chairman Tammy Perry to authorize the Budget Committee to outline a budget of approximately \$65,000 for the Rec. Dept for FY14/15. Voted 2-1-0. Councilor Karen Walker opposed. Motion carried.

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to authorize Manager Leonard to prepare a job description for a half time Rec. Director position, that could help develop a program or series of programs under the budget provided so we can move forward and with the intent of having someone by July 1<sup>st</sup> 2014. Voted 3-0-0. Motion carried. The Council would like Manager Leonard to contact the Orono Rec. Director to discuss Summer Rec. options and to invite him to a future meeting. There was discussion about a Rec. Committee being established again and possibly having a well planned workshop in April or May and announce it in the Newsletter to get the public's input.

**ITEM 11: Managers report**

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

**ITEM 12: Comments from the Public**

Citizen Helen Cheney shared her concerns about the roads.

**ITEM 13: Requests for information and Town Council Comments**

None

**ITEM 12b: Executive Session – Labor Negotiations**

Councilor Robert Rice made a motion, seconded by Chairman Tammy Perry to enter into Executive Session pursuant to 1 MRSA 405(6)D to discuss Labor Negotiations at 7:59pm. Voted 3-0-0. Motion carried.

Councilor Karen Walker made a motion, seconded by Councilor Robert Rice to exit out of Executive Session pursuant to 1 MRSA 405(6)D Labor Negotiations at 8:07pm. Voted 3-0-0. Motion carried.

**ITEM 15: Review & sign of AP Town Warrant #15, and Town Payroll #16. Veazie School Payroll Warrant #16 and Veazie School Warrant #16.**

The warrants were circulated and signed.

**ITEM 17: Adjournment**

Councilor Karen Walker motioned to adjourn  
Councilor Robert Rice seconded. No discussion. Voted 3-0-0  
Motion carried.  
Adjourned at 8:12pm

A True Copy Attest:



Julie L Strout  
Deputy Town Clerk



# Memo



**To:** Veazie Town Council  
**From:** Mark Leonard  
**Date:** 02-12-2014  
**Re:** Public Works Surplus Equipment

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A request was made by the council to provide a rough inventory of surplus items that existed in the former public works space and/or had been used by the former public works department. I found the following items:

1. Parts Washer
2. Water Reel
3. Large exhaust fan
4. Pipe bender
5. Metal Bender
6. Misc. metals
7. Metal Lath
8. Pavement Roller
9. Pavement compactor
10. Band Saw
11. Portable Air Compressor
12. Portable Generator
13. Numerous Hand Tools
14. Numerous Power Tools
15. Portable Cutting Torches Cart
16. AC/DC Miller Welder
17. TIG Welder

18. Numerous welding supplies
19. Welding Fume Evacuator
20. Plasma Cutter
21. Craftsman Table Saw
22. Rigid Chop Saw with stand
23. Rigid Chop Saw
24. Upright Rigid Band Saw
25. Craftsman Router
26. Dust Collection System
27. (4) Trailers
28. Dirt Separator
29. Numerous wood working tools
30. 4 Door Chevy Pickup with Plow
31. Misc. Lubes and Oils
32. Misc. Paint and Supplies
33. Tire Changing Machine
34. Engine Hoist
35. Metal Floor Stands
36. Jack Stands
37. Floor Jacks
38. Leaf Blower
39. Leaf vacuum system
40. Custom Desk
41. Office Desk



## Town of Veazie

**Class Title:** Recreation Director  
**Department:** Parks and Recreation  
**Date:** February 2014



He / She shall be responsible for overseeing the recreational activities for the Town.

The Recreation Director shall direct the Recreation Department through delegation of responsibility to employees as well as the many volunteers, coaches and parents. The goal is to administer a diverse recreation program for all in the community. The Director advises and consults with the Recreation Committee on department policies, procedures and activities.

Work involves coordination of diversified community interest as well as many different recreation programs offered in the Town. The Recreation Director exercises considerable independence in carrying out policy decisions and departmental goals under the direction of the Town Manager.

### ***ESSENTIAL FUNCTIONS:***

- Plans, directs, inspects, and reviews parks, playgrounds, building and related facilities
- Works with recreation committee to plan, organize, and implement programs within areas of responsibility
- Plans and reviews work relating to department budget
- Advises and consults with the Recreation Committee regarding the program offered to the citizens (both young and old)
- Organizes dates and times for games and practices that are fair to all
- Communicates in a timely manner dates and times of games and practices to all participants as well as parents
- Runs all expenses and revenues through the Towns finances on at least a weekly basis although a daily basis is preferred
- Submits monthly reports to the Town Manager outlining the activities for the previous month as well as future plans and activities

# **Town of Veazie**

***Class Title:*** Recreation Director

***Department:*** Parks and Recreation

***Date:*** February 2014

## ***Required Knowledge, Skills and Abilities:***

### **Knowledge in:**

- Principles and practices of public administration with special reference to departmental personnel and budget administration
- Activities, objectives and ideals for community enrichment programs
- Facilities and equipment needed for the recreation programs
- Leadership styles and skills

### **Skills:**

- Operation of personal computer, including word processing software, calculator, copy and fax machine, phone, portable radios, automobile and various pieces of sports equipment related to the recreation program
- CPR
- First Aid

### **Ability to:**

- Direct department concerned with varied activities
- Plan, direct and effectively interpret departmental policies as well as the public
- Perform a broad range of supervisory responsibilities
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Comprehend and make inferences from written material

## **Town of Veazie**

***Class Title:*** Recreation Director

***Department:*** Parks and Recreation

***Date:*** February 2014

### **Ability to (cont):**

- Work cooperatively with the Town Council, Town Manager, employees, volunteers, boards and the general public
- Work safely without presenting a direct threat to self or others
- Work with members of the public for fund raising activities
- Handle monies in a responsible manner and report profit and loss statements for a variety of activities related to the recreation department
- Make and receive many calls and questions from participants, parents, sponsors and other members of the public



## POSITION DESCRIPTION

# ORIGINAL

Class Title: Recreation Coordinator  
Department: Parks and Recreation  
Date: June 1, 2000

### GENERAL PURPOSE

Plans, organizes and coordinates a community recreation program for seniors, adults, and youth, including cultural arts, physical activities, special interest classes, after school programs and summer programs.

### SUPERVISION RECEIVED

Works under the general supervision of the Town Manager.

### SUPERVISION EXERCISED

Supervises part-time recreation staff, special interest instructors, seasonal employees, and volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates recreation staff in the development and implementation of community recreation programs.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Municipal Building.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.

Schedule games and umpires for basketball, soccer, baseball, T-Ball, softball, men's slow pitch teams, and other games.

Schedules and runs various tournaments throughout the year, such as basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-rec volleyball tournament, etc.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of recreational areas (facilities to be assigned), helping set up tables and chairs for classes, etc.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the scheduling of activities at the designated facilities.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

#### PERIPHERAL DUTIES

Assists in the recruitment and selection of part-time, seasonal staff and volunteers.

Serves as a member of various employee committees, as assigned by the Town Manager.

#### DESIRED QUALIFICATIONS

##### Education and Experience:

(A) Graduation from a two-year college or university with a degree in recreation or a closely related field.

(B) One year recreation experience including community center programming; or

(C) An equivalent combination of education and experience as determined by the hiring committee.

##### Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;

Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

### SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one within 30 day of initial employment. First Aid and CPR certification.

### TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs..

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

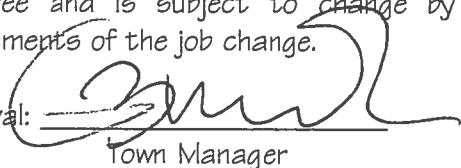
### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_



Town Manager

Effective Date:

June 1, 2000

Revision History:



# **Manager's Report For February 24, 2014 Council Meeting**

I worked with Joan Perkins on completing the water sampling project. The date that has been chosen is February 19, 2014 between the hours of 730AM and 100 PM. A new work permit/release was completed for this project as the prior version would not work.

I met with Councilor Walker to confirm dates for upcoming classes that the Police Department will be providing to them. The first class will be on Internet Safety with a date of June 9, 2014. The second class will be on Senior Safety with a training date of June 23, 2014. We are currently working on times to hold these classes and once determined we will begin advertising them. I have also agreed to cook at a BBQ they will be holding on June 21, 2014 with a rain date of June 28. The time of this event will be 12-2 and it will be occurring at the Riverview Park.

I had a conversation with Noel Musson reference the comprehensive plan. I will be scheduling a meeting with Chris Cronan, John Larson and myself to talk about moving the planning process forward. This meeting has been scheduled for February 24 @ 315.

The water testing waiver was updated with recommendation from Council and sent to the Attorney for review

Project Canopy Grant was signed and returned

Penobscot Valley Refuse Disposal District written consent ballot was completed and returned to Greg Lounder

I attended a meeting at the Cross Center titled Getting There. Transportation Solutions for Eastern Maine Communities.

I met with Fire Inspector Hector Cyr from the Officer of the State Fire Marshall to inspect the Community Center. He will send a report with his findings. Once received a copy will be provided for review.

Met with Phil Ruck on completing the DIMS Data Survey. It appears we have provided all the information needed and it now will be presented to the group for analysis

I have worked on and drafted a job description for the recreation director position as requested by the Councilors at the last meeting. This will be presented to the Council for review and comments

A workers compensation audit was conducted on behalf of Maine Municipal Association which we successfully passed

An inventory of the larger items in Public works was conducted. A list has been drafted and will be provided to the Council for review and recommendation.

# **Manager's Report For February 24, 2014 Council Meeting**

Worked with Time Warner to resolve cable/internet problem. A cable underground is believed to have broken causing the outage. A temporary cable was installed to bring us back on line and the issue will have to be revisited during warmer weather.

I completed a questionnaire reference the Hazard Assessment that was completed on the Community Center. Once completed it was sent to the Consultant to be added to the report

I drafted another letter to Mark Guzzie reference holding a farmers market at the Community Center Parking lot.

Met with the new owner of the former Stone House Café. She has purchased the business and will be opening a new business mid-April. The name of her business is Stone Sparrow Café. She is very excited to be opening the business here in Veazie.

I researched LD 1662 which is an act to clarify the law governing the maintenance of veterans' grave sites. The documentation will be included in the council packet for review

A description of the Capital Accounts was completed at the request of the Council and is attached to this report for review

Flowers have been ordered for the upcoming year for the cemetery. They were ordered from the same business as last year.

I have spoken to Dick Coffin the Cemetery Sexton and will be providing him with a list of future Council meeting dates so that he can determine which one he will be able to attend to discuss the 2014 cemetery season.

I have reviewed the draft copy of the Phase 1 Site assessment for the Community Center. I have submitted comments from my review

I have reviewed the States website for unclaimed property and have submitted the paperwork to claim property that belonged to the town. I also contacted Veazie residents on the list that I knew and referred them to the website as well.

# **Manager's Report For February 24, 2014 Council Meeting**

With the Statewide shortage of salt we have been impacted as well. Barney Silver was made aware of the problem and is working diligently to resolve the problem. When he was first notified he was on vacation but still worked to resolve it while away. He is working with his supplier in an attempt to resolve the issue and get the Town salt. This was the second time that we have been effected with the first time Barney allowing us to borrow two truckloads of salt from his supplies until we were able to get restocked.

I have spoken to representatives from the Gateway Senior group who are requesting meeting space here in the Council chambers for future presentations they will be offering.

Our cleaning person has submitted his letter of resignation and his last day was February 20. I am actively trying to fill this position but staff has agreed to assist in the cleaning duties until this position is filled.

Attachments:

Thank you Card to PD

Summary of LD 1162 Ref Maint of Veteran's Grave Sites

Capital Account Descriptions

Follow up Letter ref Farmer's Market

Award Letters to Officer Parkhurst and Captain Metcalf from MCOPA Award Banquet



Hello,

I'm writing to thank you for watching over my late brother's Condo at 10 Ulagie Villas. It gave me a great sense of security and has been welcome at this difficult time...

I feel that his place is secure enough now for you to discontinue your extra patrol. Again, many thanks.

Laurie Sleight



# State of Maine Legislature

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## Summary of LD 1662

### Bill Info

**LD 1662** (SP 656)

**"An Act To Clarify the Law Governing the Maintenance of Veterans' Grave Sites"**

Sponsored by **Senator Christopher Johnson**

New Search

Summary

Actions

Bill Text and  
Other Docs  
Committee

Info

Title &  
Section

Amendments

Sponsors

Roll-calls

Subjects

### Status Summary

Reference **State and Local Government**  
Committee

Last House **2/11/2014** - Report was **READ** and  
Action **ACCEPTED.**

The Bill was **REFERRED** to the Committee on  
**STATE AND LOCAL GOVERNMENT**  
In concurrence. ORDERED SENT FORTHWITH.

Last Senate **2/6/2014** - Report **READ** and **ACCEPTED.**  
Action On motion by TUTTLE of York for the Committee  
on Veterans and Legal Affairs **REFERRED** to the  
Committee on State and Local Government.  
Ordered sent down forthwith for concurrence.

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# 126th MAINE LEGISLATURE

## SECOND REGULAR SESSION-2014

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Legislative Document

No. 1662

S.P. 656

In Senate, December 23, 2013

### **An Act To Clarify the Law Governing the Maintenance of Veterans' Grave Sites**

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Approved for introduction by a majority of the Legislative Council pursuant to Joint Rule 203.

Received by the Secretary of the Senate on December 23, 2013. Referred to the Committee on Veterans and Legal Affairs pursuant to Joint Rule 308.2 and ordered printed.

A handwritten signature in black ink, appearing to read "D M Grant".

DAREK M. GRANT  
Secretary of the Senate

Presented by Senator JOHNSON of Lincoln.

Cosponsored by Representative LONGSTAFF of Waterville and

Senators: CRAVEN of Androscoggin, SAVIELLO of Franklin, Representatives: BEAVERS of South Berwick, GRAHAM of North Yarmouth, NADEAU of Winslow.



1       **Be it enacted by the People of the State of Maine as follows:**

2       **Sec. 1. 13 MRSA §1101**, as repealed and replaced by PL 2013, c. 421, §1, is  
3 amended to read:

4       **§1101. Maintenance and repairs; municipality**

5       **1. Grave sites of veterans in ancient burying grounds.** In any ancient burying  
6 ground, as referenced in Title 30-A, section 5723, the municipality in which that burying  
7 ground is located, in collaboration with veterans' organizations, cemetery associations,  
8 civic and fraternal organizations and other interested persons, shall keep in good  
9 condition all graves, headstones, monuments and markers ~~and, to of Revolutionary~~  
10 soldiers and sailors and veterans of the Armed Forces of the United States. To the best of  
11 its ability given the location and accessibility of the ancient burying ground, the  
12 municipality shall keep the grass, weeds and brush suitably cut and trimmed on those  
13 graves from May 1st to September 30th of each year. A municipality may designate a  
14 caretaker to whom it delegates for a specified period of time the municipality's  
15 responsibilities regarding an ancient burying ground.

16       **2. Grave sites of veterans in public burying grounds.** In any public burying  
17 ground in which a veteran of the Armed Forces of the United States is buried, the  
18 municipality in which that burying ground is located, in collaboration with veterans'  
19 organizations, cemetery associations, civic and fraternal organizations and other  
20 interested persons, shall keep the grave, headstone, monument or marker designating the  
21 burial place of any veteran of the Armed Forces of the United States in good condition  
22 and repair from May 1st to September 30th of each year, ~~including:~~

23       ~~A. Regrading the grave site to make it level when the grave site has sunk 3 or more~~  
24 ~~inches compared to the surrounding ground;~~

25       ~~B. Maintaining the proper height and orientation, both vertical and horizontal, of the~~  
26 ~~headstone, monument or marker;~~

27       ~~C. Ensuring that inscriptions on the headstone, monument or marker are visible and~~  
28 ~~legible;~~

29       ~~D. Ensuring that the average height of grass at the grave site is between 1.5 to 2.5~~  
30 ~~inches but no more than 3 inches;~~

31       ~~E. Keeping a flat grave marker free of grass and debris; and~~

32       ~~F. Keeping the burial place free of fallen trees, branches, vines and weeds.~~

33       Each municipality in which a public burying ground is located shall adopt standards of  
34 good condition and repair to which grave sites of veterans of the Armed Forces of the  
35 United States must be kept.

36       **Sec. 2. 13 MRSA §1101-A, sub-§4** is enacted to read:

37       **4. Public burying ground.** "Public burying ground" means a burying ground or  
38 cemetery that is municipally owned and operated.

**Sec. 3. Adoption of standards.** By June 30, 2016, a municipality that is required to maintain and repair a veteran's grave site pursuant to the Maine Revised Statutes, Title 13, section 1101, subsection 2 shall adopt standards of good condition and repair to which grave sites of veterans of the Armed Forces of the United States must be kept.

## SUMMARY

This bill:

1. Clarifies that the municipality in which an ancient burying ground is located is responsible for keeping in good condition only the graves, headstones, monuments and markers of Revolutionary soldiers and sailors and veterans of the Armed Forces of the United States;

2. Specifies that municipalities may collaborate with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested persons in maintaining the grave sites of veterans; and

3. Repeals specific statutory guidelines regarding the maintenance of veterans' grave sites in public burying grounds and instead provides that each municipality in which a public burying ground is located must adopt standards of good condition and repair to which grave sites of veterans must be kept.

# Veterans' Grave Sites Bill Headed to State and Local Government Committee

On Wednesday of this week, the Veterans and Legal Affairs Committee unanimously voted to re-refer LD 1662, *An Act to Clarify the Law Governing the Maintenance of Veterans' Grave Sites* to the State and Local Government Committee (SLG). The bill, sponsored by Sen. Chris Johnson (Lincoln County), seeks to relieve municipalities of a costly unfunded mandate that was developed by a majority of the SLG Committee and finally enacted by the Legislature in 2013.

Enacted as chapter 421, the law: (1) requires municipalities to maintain "in good condition and repair" the graves, headstones, monuments and markers of all veterans in public cemeteries and "ancient burying grounds", whether municipal or private; (2) prescribes the standards to be used by municipalities to measure "good condition and repair", including full-scale stone management responsibilities; and (3) further extends municipal responsibilities to all graves, headstones, monuments and markers located in ancient burying grounds, whether municipal cemeteries or not, and whether the graves are veterans' graves or not.

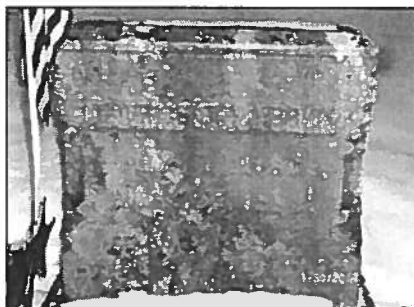
With the enactment of that law, municipalities became responsible for maintaining all graves in all cemeteries—public or private—established before 1880 and held to maintenance standards that in some cases require professional training and expertise, such as maintaining the proper height, plumb and orientation of headstones and ensuring that the inscriptions are visible and legible. Although compliance with the new law will impose millions of dollars of burden on Maine's property taxpayers, not a single state dollar in resources necessary to accomplish the mandated tasks was provided.

LD 1662 seeks to relieve municipalities and its property taxpayers of some of the mandate's pressure by: (1) limiting the maintenance mandate to veterans' graves located in public and ancient burying grounds; (2) authorizing municipalities to work in collaboration with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested parties to meet the leg-

islative charge to keep in good condition the graves, headstones, monuments and markers of all veterans; and (3) requiring municipalities to adopt "good condition and repair" standards for the maintenance

of veterans' graves.

It is expected that the State and Local Government Committee will schedule a hearing or work session on LD 1662 in the very near future.



*Images of an "ancient burial ground", any number of which can be found in the average Maine community. Legislation enacted last year requires the property taxpayers in all municipalities to pay for making all gravestones in these cemeteries, whether public or private, to be made plumb and their inscriptions legible. An unfunded mandate costing property taxpayers millions of dollars annually, without one penny of state financial contribution.*

## Road Abandonment Law (cont'd)

During the discussion on LD 1177, some members of the Committee justified their support for the bill by placing blame on the municipalities. Municipal officials were described as ignoring issues, not providing appropriate information to citizens, not providing services for which communities "were being paid" by the state, and even for misusing revenue sharing dollars by using those funds for purposes other than reducing the property tax burden. This is representative of an attitude or point of view that some members of the Committee have been expressing all session long.

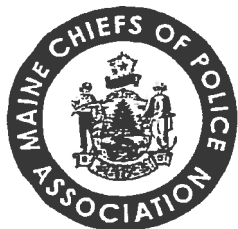
Setting aside the anti-municipal attitude, municipal officials remain perplexed by the disconnect between the apparent problem and the way this significant municipal mandate seeks to resolve the problem. Throughout the process on LD 1177, which included public hearings and work sessions in 2013, the creation of a subcommittee, and another round of public hearings and work sessions in 2014, many abutters raised concerns about damages caused to discontinued and abandoned roads by loggers, ATV riders and others using the public easements without repairing the damage. None of the solutions found in LD 1177 address that concern.

Instead, the "solutions" are targeted at the municipalities, property taxpayers and residents who have illustrated time and time again the ability to resolve issues without the Legislature's interference.

At one of the subcommittee meetings a resident of Mount Vernon reported that the town had worked with her to resolve the issue. The residents of the Town of Fayette raised and appropriated funds to purchase property abutting a discontinued road, but the offer was refused by the abutter. In Buckfield, the community decided to publicly maintain a discontinued road. Three different issues resolved three different ways.

With such a strong level of support among members of the State and Local Government Committee, LD 1177 could go through the House and Senate without much debate. Municipal officials are urged to contact their legislators and ask them to oppose LD 1177 and make sure the bill gets a vigorous debate on the floor of each chamber of the Legislature. It is full-blown unfunded state mandate season in Augusta, and municipal officials deserve to hear the full discussion about why these mandates should be passed down to the property taxpayers before the electioneering season begins in full swing.





# MAINE CHIEFS OF POLICE ASSOCIATION

P.O. Box 2431 • South Portland, Maine 04116-2431

Robert M. Schwartz, Executive Director, Tel: (207) 799-9318 FAX: (207) 767-2214

E-mail: mcopa@maine.rr.com Web site: www.mainechiefs.com

OFFICERS 2013-2014

February 7, 2014

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Auburn Police Dept.*

*1st Vice President*

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Mt. Desert Police Dept.*

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*Chaplain*

*Father Gregory Dube  
Diocese of Portland*

*Legislative Liaison*

*Steven Giorgetti*

Officer Matthew Parkhurst  
Veazie Police Department  
1084 Main Street  
Veazie, ME 04401

Dear Officer Parkhurst:

The Maine Chiefs of Police Association takes great pleasure in awarding you the **"Life Saving By A Law Enforcement Officer"** commendation for your actions on November 30, 2013.

On November 30<sup>th</sup> the Penobscot Regional Dispatch received a 911 call from a person reporting that his mobile home was on fire and he was trapped inside. Two additional calls were also received reporting that large amounts of black smoke were streaming out of the burning mobile home's windows.

You heard the Regional Dispatch tone out the Veazie Fire Department for a structure fire and immediately responded to the scene. While en route you observed a large amount of smoke in the area and reported an active structure fire to dispatch.

Dispatch notified you that the trapped occupant in the mobile home was believed to be in the rear of the mobile home. You immediately went to that area and observed neighbors outside near the burning structure. You told them to move back and asked them to try to find you a fire extinguisher. You approached the rear of the mobile home which was where the nearest door to the victim was located. You opened the door and were immediately met with a large amount of black smoke. You assessed the inside of the trailer to determine if you could make entry. You could see fire directly across from the door you had just opened. You were able to make verbal contact with the trapped occupant and without hesitation you entered the mobile home. The intense heat and thick black smoke forced you back outside. You made a second attempt after taking a deep breath but once again were forced to retreat.

You determined that you could not make entry into the burning mobile home so you focused your attention on getting the trapped occupant onto the floor. You assured the occupant that more help was on the way and that he needed to get onto the floor in order to survive.

Veazie Fire Department Captain Peter Metcalf was the first firefighter on scene and was also aware that there was a person trapped inside the mobile home. He immediately approached the rear door of the mobile home to attempt a rescue of the trapped occupant. He heard the occupant crying out "help me, help me." Captain Metcalf told you to break the windows out of the bedroom to help release the large amount of toxins that had accumulated in the mobile home. Captain Metcalf made entry into the mobile home and he too was met with heavy smoke and intense flames. Even with his protective fire gear he too had to retreat from the mobile home. He returned to his fire truck and pulled a fire hose to the rear door where the flames were now shooting out of. He gave the hose to you and went back to the truck to charge it.



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### *Legislative Liaison*

*Steven Giorgetti*

Orono Fire Department Captain Joel Sides and Fire Fighter Dennis Bean arrived on scene and approached Captain Metcalf who was now spraying water onto the burning mobile home. They entered the mobile home battling extreme heat and heavy black smoke. Within minutes they located the trapped occupant lying on the floor next to the bed just as you had instructed him to do. He was removed from the fully engulfed mobile home. He was unconscious and laboring to breath. Firefighter Bean removed his air pack regulator and placed it directly on the man's face so that he could begin breathing in fresh air.

Orono Fire Department Lieutenant and Paramedic Brad Strout had been assisting with fire suppression but was directed to the man's location and immediately began performing life saving techniques by intubating him to assist his breathing as well as using all of his acquired skills to save the man's life. He was stabilized and transported to Eastern Maine Medical Center in Bangor where he was admitted to the Intensive Care Unit.

The quick decisive action taken by you, Captain Metcalf, Captain Sides, Lieutenant Strout and Fire Fighter Bean combined with other Emergency Life Saving aid rendered at the scene most assuredly spared the life of this man who otherwise would have perished in the structure fire.

The citizens of Maine and members of the Law Enforcement profession join in expressing their pride and gratitude for a job well done!

A handwritten signature in black ink, appearing to read "Phillip Crowell Jr.", written over a horizontal line.

**Chief Phillip L. Crowell Jr.**  
President  
M.C.P.A.

A handwritten signature in black ink, appearing to read "Richard A. Pickett", written over a horizontal line.

**Chief Richard A. Pickett**  
Dixfield Police Department  
Chairman, Awards Committee



LIFE SAVING BY A  
LAW ENFORCEMENT OFFICER  
AWARD

MATTHEW PARKHURST  
OFFICER  
VEAZIE POLICE DEPARTMENT

NOVEMBER 30, 2013







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Officer Parkhurst determined that he could not make entry into the burning mobile home so he focused his attention on getting the trapped occupant onto the floor. Officer Parkhurst assured the occupant that more help was on the way and that he needed to get onto the floor in order to survive.

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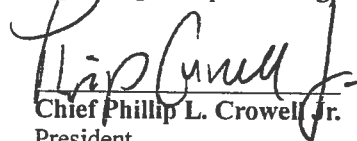
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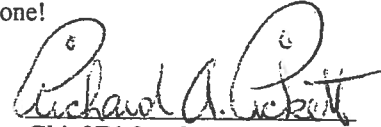
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**Chief Richard A. Pickett**

Dixfield Police Department  
Chairman, Awards Committee



LIFESAVING BY  
PUBLIC SAFETY PERSONNEL  
AWARD



CAPT. PETER METCALF  
VEAZIE FIRE DEPARTMENT

NOVEMBER 30, 2013



# Memo

**To:** Town Council  
**From:** Mark Leonard  
**CC:** Budget Committee  
**Date:** 02-14-2014  
**Re:** Capital Account Descriptions

---

As requested at the February 10, 2014 Council meeting below is a description of each of the following Accounts. They are as follows:

## General Fund

**10-3200** School Fund Balance-beginning balance in School bank account as of July 1, 2013

**10-3300** Designated Employee Fund- this is an old number for this account and funds have since been placed in the correct account.

**10-3500** Police Forfeiture- This account is for monies received from Police forfeitures. These monies can only be used to further the mission of the police department and cannot be used to supplement the budget

**10-3700** TIF Fees-funds remaining from the original TIF used to make payments for Fire truck—past has funded dump truck and Municipal building improvements

**10-4000** FD Donations- This account is used for donations that the Fire Department may receive

**10-4010** King Fire Grant- This account is used to monitor funds received through the Stephen King Grant process and the amount remaining is the unused portion of a previous grant

**10-4020** PD Donations- This account is used for donations that the Police Department may receive

**10-4030** Recreation Scholarship- Its created to provide recreation services for the less fortunate that reside in Veazie

**10-4035** PVCC Dues-carry forward to pay dues if re-established but has since dissolved

**10-4045** Entrance Signs- This account was set up for the replacement of the Town Signs

**10-4050** Executive Capital-Carry forward from prior years, can be used on capital purchases

**10-4060** Veazie Days- This account is used to track monies received during the Veazie Days. The monies are intended to be used with events associated with the redevelopment of the Community Center

**10-4070 Employee Fund-** Funded by the candy machines and is used to purchase birthday cakes, flowers, etc. for special occasions for employees

**10-4080 CPR Class-**where funds received for CPR classes that are taught by the FD to Employees and the Public

**10-4085 NRCS Cons. Grant (National Resource Conservation Service)** - funds reimbursed after the end of fiscal year and could be returned to undesignated fund

**10-4090 Economic Development-**is being spent down for internet and website expense. A duplicate account exist in a 30 account

**10-4095 Public Works-** This is carried forward monies from prior years

**10-5000 Working Capital-**fund balance policy –designed to be 10 % of the town's prior year's revenues. The state law on this reads as follows:

**3. Credit reserve account.** Providing a reserve which may be applied in periods of financial emergency to assist in continuing its normal operation without increasing the tax rate.

A. The annual appropriation for this purpose may not exceed 5% of the current tax commitment. [1987, c. 737, §2 (NEW); 1987, c. 737, Pt. C, §106 (NEW); 1989, c. 6, (AMD); 1989, c. 9, §2 (AMD); 1989, c. 104, Pt. C, §§8, 10 (AMD).]

B. When the municipal legislative body determines that a financial emergency exists, it may order the withdrawal of the necessary amount from the account;

**10-5020 Insurance Reserve-**pays for property and casualty insurance

**10-5030 Unemployment Reserve-**used to pay unemployment claims

**10-8000 Expense Control-**Trio account that match to net budget vs. accrual that tie to the budget reports to balance the GL accounts

**10-9000 Revenue Control-** Trio account that match to net budget vs. accrual that tie to the budget reports to balance the GL accounts

### **Capital Projects-**

**30-2900 Municipal Building-**capital purchases for municipal building repairs and up-keep

**30-3062 PD Safety Equipment-** This account was set up for the purchase of police safety equipment such as weapons and bullet resistant vest.

**30-3064 Police Cruiser-** This is used for future purchases of Police Cruisers

**30-3065 Unemployment Reserve-**closed out and moved to a 10 account

**30-3067 Community Investment-**available for grant match

**30-3068 Municipal Credit-**should be funded and then designated to stabilize taxes

**30-3069 Tree Fund-** a fund created to pay for replacement of trees removed from sites disrupted by the Town

**30-3070** Economic Development- Used to promote economic development in the Town.

**30-3071** Cable Fund-Originally used to fund the television channel. This money now will need to be used to upgrade to digital.

**30-3072** Conservation Reserve-Fund to maintain and improve the Town Forest—fund the Town forester contract in the past as well as other items related to the Town Forest

**30-3073** Highway Projects-Funds set aside for future road project.

**30-3075** Public Safety Grant- This was set up if the need existed to purchase a police officer from a department when they had not worked for that department for 5 years since graduating from the Police Academy

**30-3076** Traffic Light- Monies for the repair and replacement of the traffic light

**30-3077** VEMA—(Veazie Emergency Management) Fund used in case of catastrophic event or for preparation/preparedness of such an event

**30-3079** Comprehensive Planning- Funds for the updating of the Towns Comprehensive Plan

**30-3080** Police Department- Used for the future purchase of capital equipment. The most recent purchase was used to update the computers in the patrol room.

**30-3081** Fire Department- This was created for the purchase of capital equipment for the fire department. This was the account that the monies (\$30,000.00) from the sale of the engine went into.

**30-3083** Historical Society- This was created for historical document preservation

**30-3084** Public Works- This account had been set up for future capital purchases that may be needed for public works. This account will be used in part to pay for the additional winter maintenance contract. This is also the account where the sale of the surplus public works equipment was placed.





# General Ledger Detail Report

ALL Accounts  
February

Account-----					-- B A L A N C E --	
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit
<b>10 - GENERAL FUND CONT'D</b>						
	3200-00	SCHOOL FUND BALALNCE				240,171.61
	3300-00	DESIGNATED EMPLOYEE FUND			0.00	
	3500-00	POLICE FORFEITURE				2,105.50
	3600-00	RSU WITHDRAWAL			0.00	
	3700-00	TIF FEES				249,928.17
	4000-00	FIRE DEPT DONATIONS				1,243.22
	4010-00	KING FIRE GRANT				188.15
	4020-00	POLICE DEPT DONATIONS				1,093.77
	4030-00	RECREATION SCHOLASHIP				448.00
	4035-00	PVCC DUES				146.27
	4045-00	ENTRANCE SIGNS				1,171.66
	4050-00	EXECUTIVE DEPT CAPITAL				1,872.52
	4060-00	VEAZIE DAYS				904.78
	4065-00	CDBG HEALTHY HOME GRANT			0.00	
	4070-00	EMPLOYEE FUND				563.58
	4080-00	CPR CLASS				268.00
	4085-00	NRCS CONSERVATION GRANT				637.82
	4090-00	ECONOMIC DEVELPOMENT				721.74
	4095-00	PUBLIC WORKS CAPITAL				20,878.11
	5000-00	WORKING CAPITAL				600,000.00
	5020-00	INSURANCE RESERVE				52,355.95
	5030-00	UNEMPLOYMENT RESERVE				35,392.49
	8000-00	EXPENSE CONTROL				2,086,939.50
	9000-00	REVENUE CONTROL			269,343.62	
		Fund.....				0.00
<b>30 - CAPITAL PROJECTS</b>						
	2900-10	DTF GENERAL FUND			0.00	
					389,315.98	
	3062-00	CP MUNICIPAL BUILDING				10,584.63
	3064-00	CP-PD SAFETY EQUIPMENT-RES				13,756.45
	3064-01	CP-POLICE CRUISER				34,221.40
	3065-00	CP-UNEMPLOYMENT RESERVE			0.00	
	3066-00	CP-INSURANCE RESERVE			0.00	
	3067-00	CP-COMMUNITY INVESTMENT				4,200.00
	3068-00	CP-MUNICIPAL CREDIT				10,000.00
	3069-00	CP-TREE FUND				3,334.52
	3070-00	CP-ECONOMIC DEVELOPMENT				5,400.00
	3071-00	CP-CABLE FUND				261.40
	3072-00	CP-CONSERVATION RESERVE				45,078.50
	3073-00	CP-HIGHWAY PROJECTS				38,261.99
	3075-00	CP-PUBLIC SAFETY GRANT MA				25,000.00
	3076-00	CP-TRAFFIC LIGHT				7,189.01
	3077-00	CP-VEMA RESERVE				8,807.36
	3079-00	CP-COMPREHENSIVE PLANNING				32,363.18
	3080-00	CP-POLICE DEPARTMENT				59.92

# General Ledger Detail Report

ALL Accounts  
February

Account-----					-- B A L A N C E --	
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit
<b>30 - CAPITAL PROJECTS CONT'D</b>						
		<b>3081-00 CP-FIRE DEPARTMENT</b>				<b>71,613.15</b>
		<b>3082-00 CP-COMMUNITY CENTER BUILD</b>			<b>0.00</b>	
		<b>3083-00 CP-HISTORICAL SOCIETY</b>				<b>15,033.80</b>
		<b>3084-00 CP-PUBLIC WORKS</b>				<b>64,150.67</b>
		<b>3085-00 CP-EXECUTIVE DEPT</b>			<b>0.00</b>	
		<b>Fund.....</b>				<b>0.00</b>
<b>70 - INVESTMENTS</b>						
		<b>1100-00 TRUST FUND INVESTMENTS</b>			<b>0.00</b>	
		<b>2900-10 DTF GENERAL FUND</b>			<b>163,175.70</b>	
		<b>3100-00 UNDESIGNATED FUND BALANCE</b>				<b>88,537.47</b>
		<b>3200-00 DESIGNATED FUND BALANCE</b>				<b>74,638.23</b>
		<b>Fund.....</b>				<b>0.00</b>
<b>Final Totals</b>						
						<b>0.00</b>

February 11, 2014

Mark Guzzie  
25 Peacemeal Lane  
Dixmont, Maine 04932

Ref: Local Farmers Market

Dear Mr. Guzzie,

I am writing this as a follow up to a previous letter that I had sent you which was dated December 26, 2013. At that time I was inquiring on how to start a farmers market in the Town of Veazie. We are still very interested in this venture which is my reason for reaching out to you again. As I wrote before I'm completely unsure what it entails to get this event off the ground and successful, but I'm aware of the success you have had in Orono, so I was in hopes you may be able to help and if not you might be able to provide the name of someone that could.

As previously mentioned a location has been discussed which is the Town's Community Center Parking lot/building. As you may recall a few reasons we have chosen this location is because of the size of both the building and the parking lot, its close proximity to a large senior housing complex that we have in our community, it's located on the bus route and is close to our community garden.

Again, I'm certain there are many other things that need to be considered, but I'm unsure what they may be and this is why I was and still am asking for your assistance. If this is something you or someone else would be willing to discuss with me I would be very interested in speaking to you. I can be reached by calling 207-947-2781, via email at [mleonard@veazie.net](mailto:mleonard@veazie.net) or by mail at 1084 Main Street Veazie, Maine 04401. I look forward to hearing from you and thank you for your time in advance.

Sincerely,



Mark Leonard

CC: Veazie Town Council

