



**Veazie Town Council**

**Regular Meeting**

**June 10, 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 May 19<sup>th</sup>, 2014 Council Meeting Minutes.
- ITEM 6:** Comments from the Public

**New Business:**

- ITEM 7:** State Representative Aaron Frey
- ITEM 8:** Charter Review Discussion
- ITEM 9:** End of year donation requests

**Old Business:**

- ITEM 10:** Water sample discussion
- 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 #23, and Town Payroll #24. Veazie School Payroll Warrant #24, #24a & #25 and Veazie School Warrant #24 & #25.
- 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 June 10, 2014

### Council Meeting

---

**ITEM 7:** State Representative Aaron Frey will be in attendance at the meeting at the request of the Town Council

**ITEM 8:** The Charter Review Committee will present the recommended changes to the Charter. A copy showing the suggested changes is included in the Council packet for review. These suggested changes come after several months of reviewing the Town's current Charter. Town Attorney Russell will be in attendance as well to answer any questions.

**ITEM 9:** Included in the Council Packet is (4) request for donations. The request come from the following:

1. Community Health and Counseling Services = \$620.00
2. Hammond Street Senior Center= \$1,750.00
3. Pine Tree Chapter of the American Red Cross= \$500.00
4. Gateway Seniors Without Walls= any amount of donation the Town feels is appropriate

In account 550-95-102 (Community Programs) the Town has \$1,800.00 to use towards these donation requests if the Council desires to honor the requests.

**ITEM 10:** As you may recall at the last meeting the water testing donation discussion was tabled because the person wishing to make the donation was not present. The Council requested that he be invited to this meeting. Contact was made with the person, but I have not received confirmation he will be attending or if he still wish to continue with the donation. When I spoke to him to invite him to the meeting he requested contact information for the Town Attorney.

Veazie Town Council Meeting  
May 19<sup>th</sup>, 2014

**Members Present:** Chairman Tammy Perry, Councilor Karen Walker, Councilor Robert Rice, Councilor Joseph Friedman, Councilor Chris Bagley, Manager Mark Leonard, Secretary Julie Strout, Deputy Treasurer Julie Reed, Assessor Ben Birch, Budget Committee Members Jeff Wheelden, Patricia Rice and Brian Perkins, School Supt. Rick Lyons, Principal Scott Nichols, School Committee Chair Gavin Batchelder, Business Manager Sharon Soucie and various members of the public.

**Members Absent:**  
None

**ITEM 1: Call to order**

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

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

All present

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

**ITEM 4: Consideration of the Agenda**

Councilor Robert Rice wanted to add Format of Town Meeting as #7a under New Business.

**ITEM 5: Approval of the April 28th, 2014 Council Meeting Minutes**

Councilor Karen Walker made a motion, seconded by Councilor Joseph Friedman to accept the May 12th, 2014 Council Meeting Minutes as written. Voted 4-0-1. Chairman Tammy Perry abstained. Motion carried.

**ITEM 6: Comments from the Public**

Citizen Frank St. Louis stated his concerns about the School Budget.

**New Business:**

**ITEM 7a: Format of the Town Meeting**

Councilor Robert Rice suggested at the Annual Town Meeting that a power point presentation be used for the citizens to be able to see the budget line by line as they are discussed. The Council all agreed on having this available at the Annual Town Meeting.

**Old Business:**

**ITEM 7: Budget Discussion**

Assessor Ben Birch updated the Council since he met with the members of the Penobscot River Restoration. Mr. Birch's new figures for the property at 100 Veazie St. went from 4M to \$545,200.00 which leaves the mil rate at an increase of .45. The Council reviewed and discussed the budget line by line.

Councilor Joseph Friedman made a motion, seconded by Councilor Chris Bagley to approve the Executive Budget at \$278,976.00. Voted 5-0-0. Motion carried.

Councilor Karen Walker made a motion, seconded by Councilor Chris Bagley to approve the Police Department Budget at \$329,971.00. Voted 4-1-0. Chairman Tammy Perry opposed. Motion carried.

Councilor Chris Bagley made a motion, seconded by Councilor Joseph Friedman to approve the Fire Department Budget at \$198,490.00. Voted 5-0-0. Motion carried.

Councilor Karen Walker made a motion, seconded by Councilor Robert Rice to approve the Public Works Budget at \$0. Voted 5-0-0. Motion carried.

Councilor Chris Bagley made a motion, seconded by Councilor Joseph Friedman to approve the Recreation Department Budget at \$14,553.00. Voted 5-0-0. Motion carried.

Councilor Robert Rice made a motion, seconded by Councilor Joseph Friedman to approve the Community Investment Budget at \$23,800.00. Voted 5-0-0. Motion carried.

Councilor Chris Bagley made a motion, seconded by Councilor Joseph Friedman to approve the Capital Funds Budget at \$165,000.00. Voted 5-0-0. Motion carried.

Councilor Joseph Friedman made a motion, seconded by Councilor Chris Bagley to approve the Reserve Account Budget at \$64,000.00. Voted 5-0-0. Motion carried.

Councilor Robert Rice made a motion, seconded by Councilor Joseph Friedman to approve the Fixed/Variable Budget at \$419,249.00. Voted 5-0-0. Motion carried.

Councilor Joseph Friedman made a motion, seconded by Councilor Chris Bagley to approve the School Budget at \$4,265,505.63. Voted 2-3-0. Councilor Robert Rice, Councilor Karen Walker and Chairman Tammy Perry opposed. Motion denied.

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to reduce the School Budget to \$4,255,505.63. Voted 3-2-0. Councilor Chris Bagley and Councilor Joseph Friedman opposed. Motion carried.

**ITEM 8: Road Discussion**

The Council discussed some suggestions for the use of the proposed FY14/15 Capital Highway Maintenance Funds. The Council agreed on the possibility of paving the end of Mt. Hope Ave., Chase Rd. (1000LF) Ridgeview Lane, Highview Terrace and Merrick/Summer St. with alternates being Thompson Rd, Riverview Park, Prouty Drive and Chase Rd. extended. Manager Leonard will have this information included in the power point for the Annual Town Meeting.

**ITEM 9: Signing of the Warrant for the Annual Town Meeting and School Budget Meeting**

Councilor Robert Rice made a motion, seconded by Councilor Joseph Friedman to approve the Warrant for the Annual Town Meeting and School Budget Meeting as amended and will be called to come to the Town Office for signatures. Voted 5-0-0. Motion carried.

**ITEM 10: Manager's Report**

Manager Leonard reviewed his report with the Councilor's.

Chairman Perry stated that the Charter Review Committee is done and the Charter is being reviewed by Attorney Russell and she is in hopes to be able to get a copy out to everyone for review once Mr. Russell is done reviewing it.

The Council discussed what items should be on the Agenda for the June 10<sup>th</sup> Council Meeting.

**ITEM 11: Comments from the public**

None

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

Councilor Walker suggested that the town should send out thank you cards to John Manter for helping out in the cemetery and also the Job Corp. for their help at the Veazie Clean Up Day. Councilor Walker also stated that the cemetery is in rough shape.

**ITEM 13: Review & sign of AP Town Warrant #21, and Town Payroll #22. Veazie School Payroll Warrant #22a & #23 and Veazie School Warrant #23.**

The warrants were circulated and signed.

**ITEM 14 Adjournment**

Councilor Robert Rice motioned to adjourn

Councilor Joseph Friedman seconded. No discussion. Voted 5-0-0

Motion carried.

Adjourned at 8:48pm

A True Copy Attest:



Julie L Strout

Deputy Town Clerk





Message

Fri, Jun 6, 2014 10:21 AM

From: "Thomas A. Russell" <tar@frrlegal.com>

To: Mark Leonard

ITEM # 8

Subject: RE: Re: Fwd: Memo Re Proposed Charter Amendments

Attachments: Attach0.html / Uploaded File

19K

Mark: I am available. I will discuss the options at that time. What is the time and location of the meeting? Tom

**From:** Mark Leonard [mailto:mleonard@veazie.net]

**Sent:** Friday, June 06, 2014 8:26 AM

**To:** tar@frrlegal.com

**Subject:** Fwd: Re: Fwd: Memo Re Proposed Charter Amendments

Tom- Could you please review Council Chair's question below and respond when you can. This is on the Agenda for the Council meeting on Tuesday night, which will be held prior to the Town Meeting. It may be a good idea if you are at this meeting as we as being at the Town Meeting. Would you be available?

Mark

Mark Leonard Town Manager

Town of Veazie

1084 Main Street

Veazie, Maine 04401

207-947-2781

[mleonard@veazie.net](mailto:mleonard@veazie.net)

Confidentiality notice: the email message contained herein is intended only for the individual to whom or entity to which it is addressed as shown at the beginning of the message and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if the employee or agent responsible for delivering the message is not an employee or agent of the intended recipient, you are hereby notified that any review, dissemination, distribution, use, or copying of this message is strictly prohibited. If you





# Memo

**To:** Town Councilors  
**cc:** Charter Committee Members  
**From:** Tammy Perry  
**Date:** June 5, 2014  
**Re:** Proposed Charter Amendments

---

Enclosed please find the Charter with all the proposed amendments the Charter Review Committee is proposing. This document was sent to Town Attorney Tom Russell for his review, and his memo regarding the proposed amendments is also attached.

These proposed amendments are on the agenda for the June 10 regular council meeting. Attendance by the Charter Review Committee members at that meeting will be appreciated.

If you have any questions, please do not hesitate to contact me.

Thank you.



# **FARRELL, ROSENBLATT & RUSSELL**

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

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

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

## **MEMORANDUM**

June 3, 2014

To: Town Council  
From: Tom Russell  
Re: Proposed Town Charter Amendments

On July 22, 2013, the Town Council voted to establish a five member committee to review the Town Charter for the purpose of suggesting amendments to the Town Council that might improve and modernize the existing Town Charter. Tammy Perry has provided me with a copy of the Committee's proposed changes to the Town Charter. I have reviewed the proposed changes, and I offer the following comments or observations:

1. Many of the changes are relatively minor, so I will not comment on them.
2. Many of the proposed changes are intended to make the Charter gender neutral. However, there are still a fair number of male gender references in the Charter that were not changed.
3. The changes to Sections 00.02.04 and 00.04.03.04 concerning the administration of oaths of office are acceptable. In fact, the office of Justice of the Peace no longer exists under Maine law.
4. The proposed change to Section 00.03.01 adds a provision that the Town Council may appoint a Town Manager for an indefinite term, "or term defined by contract". I agree with this change, and it is consistent with the Town Council's recent practices for the appointment of a Manager.
5. Although the Committee has not recommended any changes to Section 00.03.02.03, I recommend that it be changed to read as follows:

The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time ~~by the Manager~~, if he the Manager has not requested a public hearing,

or at any time after the public hearing if ~~he~~ the Manager has requested such a hearing.

6. The proposed change to Section 00.04.01.01 would authorize the Town Council, in addition to its existing authority to establish town departments, offices or agencies, to alter or abolish them. Since the Town Council has the existing authority to establish town departments, offices or agencies, it is certainly legitimate for the Council to also have the authority to alter or abolish them. The proposed change also creates the requirement that the action to establish, alter or abolish must be accomplished by ordinance, which must be adopted in accordance with the ordinance adoption procedures set forth in Section 00.02.10.02 of the Town Charter.
7. Section 00.04.02.01 ties the equal opportunity in employment to the Maine Human Rights Act, which is acceptable, but the proposed change makes an incorrect statutory reference to the Act. The Act is codified at 5 M.R.S.A. §§ 4551-4634. (Note: Chapter 337 of Title 5 contains the above cited sections of the Act.) This same reference error is found in the proposed change to Section 00.12.04.02.
8. The proposed change to Section 00.04.02.04 deletes the provision that the Board of Appeals shall serve as the Citizen Personnel Advisory Board. I think this deletion is appropriate, as I could not find any provision in the Charter that created, or established the authority of, such an Advisory Board.
9. The proposed change to Section 00.05.03 is problematic, as it seems to vest the Board of Assessment Review with the authority to unilaterally review and revise property assessments. Under 36 M.R.S.A. §843, the BOAR is only authorized to hear appeals from a taxpayer concerning the refusal of the municipal officers or the assessor to grant the taxpayer's written application for an abatement under §841. I recommend that the first bullet point of Section 00.05.03 be deleted and replaced with the following language:

“Hear and decide tax abatement appeals pursuant to 36 M.R.S.A. §843, as the same may be amended or replaced from time to time.”
10. The proposed change to Section 00.07.02 expands the authority of the Budget Committee, which is a policy issue. However, the proposed change to this Section also makes it mandatory for the Budget Committee to “be present at the annual Town Meeting and at any Special Town Meeting having a financial impact on the town.” I am concerned about the enforceability of that provision, and the lack of any stated consequences if the Budget Committee fails to attend a meeting. I would prefer that the language be changed to “shall endeavor to be present.....”
11. It seems to me that there is a word missing in the proposed changes to the second bullet item in Section 00.07.03. Should the word “appropriations” be added after the word “budgeted”? Also, the word “Any” at the beginning of the third bullet item should be “An”.

12. The proposed change to Section 00.09.02 adds the Budget Committee's recommended appropriation to the prohibition on increased appropriations at the annual Town Meeting, with the benchmark being the higher of the Committee's or Council's recommendation. Also, the proposed changes to this Section created a limitation that the Town Meeting could only decrease an appropriation by up to 3% of what the Committee or Council recommended, whichever is lower. Although that is a unique concept, it is within the Town's home rule authority to place such a limitation on the Town Meeting by Charter.
13. The proposed changes to Section 00.09.02 also delete the last sentence thereof. This sentence created confusion last year, as some residents interpreted this provision as allowing the warrant to be amended on the floor of the town meeting to add a warrant article. Under Maine law, a town meeting warrant is both a notice of the time and place of the meeting and a warning of the business to be considered at the town meeting. Therefore, warrant articles cannot be added to the warrant on the floor of the town meeting, as the voters of the town had no warning that the additional business would be acted upon. Even without that sentence in the Town Charter, the Town Council still has the discretion to place an article on the warrant for consideration at the Town Meeting of any appropriation that the Council is not willing to recommend.
14. I suggested the language for Section 00.10.06.01. The existing language of the Town Charter calls for a public hearing on an initiative or referendum petition, and submission of the matter to a secret ballot election. However, if the Town Council adopts the ordinance proposed by petition, or repeals the ordinance that is proposed for reconsideration by petition, there is no need to submit the question to a popular vote. Since the Town Council is familiar with an ordinance already enacted, I used 30 days for the Town Council to repeal the ordinance, or else it goes to popular vote. On the other hand, since the Town Council is not likely to be familiar with an ordinance initiated by petition, I used 60 days for the Town Council to review it and decide whether to enact it.
15. As to the proposed changes to Sections 00.11.02 and 00.11.03, they deal with the inconsistency between the two Sections. Section 00.11.02 provides that the petition for recall will only be available at the Clerk's office and must be signed in the presence of the Clerk or a Deputy Clerk. However, Section 00.11.03, dealing with the certification of the petition by the Clerk, provides that the certification by the Clerk must be within seven days "after the circulation period ends". If the recall petition is to remain at the Clerk's office, there is no circulation of it. The Committee has recommended the deletion of the requirement that the recall petition must remain in the Clerk's office and be signed in the presence of the Clerk or Deputy Clerk from Section 00.11.02, and the change to Section 00.11.03 to delete the requirement that the certification of the petition include that all signatures were in the presence of the Clerk or Deputy Clerk. This is a policy issue, as it is legal to require that recall

petitions remain at the Clerk's office. But, whichever option is selected, the Sections must be made consistent.

16. In reviewing the recall provisions, I found it unique that the Assessor was also subject to recall. Normally, only elected officials are subject to recall. Under Section 00.05.01 of the Veazie Town Charter, the Assessor is appointed by the Town Council for a term not to exceed two years. In fact, Section 00.11.06 provides that an Assessor that is recalled is allowed to seek re-election at the special election called for the purpose of filling the vacancy created by the recall. Since the Assessor is not an elected position under the Town Charter, I recommend that the Committee and the Town Council consider amending the provisions of the recall provisions to delete Assessor therefrom.
17. The proposed changes to Section 00.11.06 are intended to provide more clarity to the process for running for a position that is vacant due to a recall.

As I explained to the Town Council at the meeting on July 22, 2013, Title 30-A M.R.S.A. Sections 2101-2109 establish the mandatory mechanism to adopt, revise or amend a Town Charter. Unfortunately, the statute does not define the terms "revision" and "amendment". Section 2102 contains the process to adopt or revise a Town Charter, and it requires the creation of a charter commission by a vote of the voters at a regular or special election. Section 2103 establishes the membership of the charter commission, and the procedure to be used by the commission. This process is very formal, and takes a long time to complete. The process to amend a Town Charter is found in Section 2104. It does not require the establishment of a charter commission. The Town Council may initiate amendments to the Town Charter, conduct a hearing thereon, and submit them to a vote at the next regular, or a special, election. In my opinion, since the changes suggested by the Committee do not alter the basic structure and operation of the town government, all of the proposed changes qualify as amendments to the Town Charter, and may be initiated by the Town Council pursuant to Section 2104. Since the Committee is not a charter commission, the proposed changes are recommendations to the Town Council, and the Council has the discretion to decide which amendments shall be initiated for consideration by the voters.

Once the Town Council decides which amendments to pursue, the amendments will have to be separated by subject matter, as Section 2104(1)(A) provides that each amendment shall be limited to a single subject, but more than one section of the charter may be amended as long as it is germane to that subject. For example, I believe that all of the gender neutral amendments could be submitted as one amendment, because they all relate to the same subject, making the charter gender neutral.

If you have any questions or comments, or you desire additional assistance, please let me know.

# **Town of Veazie Charter**

## **Section 00.01 Grants of Powers to the Town**

### **00.01.01 Powers of the Town**

The Town of Veazie shall have all powers possible for a municipality to have under the Constitution and laws of Maine.

### **00.01.02 Construction**

The powers of the Town of Veazie under this Charter shall be construed liberally to the end that the Town may have all powers necessary or convenient for the conduct of its municipal affairs. The specific mention of particular powers in the Charter shall not be construed as limiting in any way the general powers stated in this section.

### **00.01.03 Intergovernmental Relations**

The Town of Veazie may exercise any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agency thereof.

## **Section 00.02 The Town Council**

### **00.02.01 Number, Election and Term**

The Town Council of the Town of Veazie shall be composed of five (5) members, each of whom shall be elected by the registered voters of the entire Town and will serve three (3) year staggered terms.

### **00.02.02 Qualifications**

Council ~~men~~ members shall be qualified voters of the Town of Veazie and shall reside in the Town during their term of office. Council ~~men~~ members shall hold no office of emolument or profit under the Town Charter or ordinance.

### **00.02.03 Compensation**

The compensation of the Council Chair ~~person~~ and the Councilors shall be established annually at the annual Town Meeting as part of the annual town budget. The compensation established by the annual Town Meeting shall be paid to the Councilors in equal quarterly payments; however, if a Councilor misses more than three regular or duly called Council meetings in a quarter, without an excuse approved by the Council, the pay for that quarter shall be forfeited.

### **00.02.04 Induction of Council into Office**

The Town Council shall meet at the usual place for holding meetings within 5 days following the regular Town election, and at said meeting council ~~men~~ members-elect

shall be sworn to the faithful discharge of their duties by ~~a Justice of the Peace of by~~ the Town Clerk ~~or an official authorized to administer oaths of office~~. At its first meeting or as soon thereafter as practicable, the Council shall elect, by majority vote of the entire Council, one of its members as ~~ChairmanChair~~ for the ensuing year and the Council may fill, for an unexpired term, any vacancy in the office of ~~ChairmanChair~~ that may occur. The ~~ChairmanChair~~ shall preside at the meetings of the Council, shall be entitled to vote on all questions and shall be recognized as head of the Town Government for all ceremonial purposes, but shall have no administrative duties. In temporary absence or disability of the ~~ChairmanChair~~, the Town Council, may elect a ~~ChairmanChair~~ pro tempore, from among its members, and ~~he the Chair pro tempore~~ shall exercise the powers of ~~ChairmanChair~~ during the temporary absence or disability of the ~~ChairmanChair~~.

#### **00.02.05 Council to be the Judge of Qualification of its Members**

The Council shall be the judge of the election and qualifications of all officers elected by the voters under this Charter and of the grounds for forfeiture of their office and for that purpose shall have the power to subpoena witnesses, to administer oaths, and to require production of records and other evidence. An officer charged with conduct constituting grounds for forfeiture of his office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in a newspaper of general circulation in the municipality at least one week in advance of the hearing. Decisions made by the Council under this section shall be subject to review by the Courts.

#### **00.02.06 Regular Meetings**

The Town Council shall, at its first meeting or as soon as possible thereafter, establish by resolution a regular place and time for holding its regular meetings and shall meet regularly at least once a month. The Council shall also provide at the first meeting or as soon thereafter as possible a method for calling special meetings. All meetings of the Town Council shall be open to the public. Executive sessions shall be conducted pursuant to Section 405 of M.R.S.A., Title 1, Chapter 13.

#### **00.02.07 Rules of Procedure; Journal**

The Town Council shall determine its own rules and order of business and shall provide for keeping a journal of its proceedings. This journal shall be a public record. Voting, except on procedural motions, shall be by roll call and the ayes and nays shall be recorded into the journal by the Clerk or any other person so authorized by the Council.

#### **00.02.08 Quorum**

A majority of the Town Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time or may compel attendance of absent members. At least 24 hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which the adjournment was taken.



#### **00.02.09 Action Requiring an Ordinance**

In addition to other acts required by law or by specific provisions of this Charter to be done by ordinance, those acts of the Council shall be by ordinance which:

- ▶ Adopt or amend an administrative code, or establish, alter or abolish any Town Department, office or agency;
- ▶ Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed;
- ▶ Grant, renew or extend a franchise;
- ▶ Regulate the rate charged for its services by a public utility;
- ▶ Authorize the borrowing of money;
- ▶ Convey or lease or authorize a conveyance or lease of any lands of the Town; and
- ▶ Amend or repeal any ordinance previously adopted.

Acts other than those referred to in the preceding sentence may be done either by ordinance, by order or by resolution. Nothing contained herein shall diminish the right of the citizens of the Town of Veazie to approve or disapprove at a Town Meeting acts of the Council, whether such acts be by ordinance or otherwise. Petitions to bring ordinances before Town Meeting shall be brought pursuant to section 00.10.03.01.

#### **00.02.10 Ordinances in General**

##### **00.02.10.01 Form**

Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject which shall be clearly expressed in its title. The enacting clause shall be "the Town of Veazie hereby ordains . . . " Any ordinance which repeals or amends an existing ordinance shall set out in full the ordinance sections or sub-sections to be repealed or amended, and shall indicate matter to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matter by underscoring or by italics.

##### **00.02.10.02 Procedure**

An ordinance may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance, the Secretary to the Council shall distribute a copy to each Councilman member and to the Town Manager, shall file a reasonable number of copies in the office of the Clerk and such other public places as the Council may designate, and shall publish the Ordinance together with a notice setting out the time and place for a public hearing thereon and for its

consideration by the Council. The public hearing shall following the publication by at least seven days, may be held separately or in connection with a regular or special Council meeting and may be adjourned from time to time; all persons interested shall have a reasonable opportunity to be heard. After the hearing the Council may adopt the ordinance with or without amendment or reject it; but, if it is amended as to any matter of substance, the Council may not adopt it until the ordinance or its amended sections have been subjected to all the procedures hereinbefore required in the case of a newly introduced ordinance. As soon as practicable after adoption of any ordinance, the Secretary to the Council shall have it published again together with a notice of its adoption.

#### **00.02.10.03 Vote**

Every ordinance shall require on passage the affirmative vote of a majority of the members of the Council.

#### **00.02.10.04 Effective Date**

Ordinances shall become effective at the expiration of 30 days after adoption or at any later date specified therein.

#### **00.02.10.05 "Publish" Defined**

As used in this section the term "publish" means to print in at least one newspaper of general circulation in the Town:

- ▶ the ordinance or a brief summary thereof, and
- ▶ the places where copies of it have been filed and the times when these are available for inspection.

#### **00.02.11 Emergency Ordinances**

To meet a public emergency affecting life, health, property or the public peace, the Council may adopt one or more emergency ordinances. An emergency ordinance shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least the majority plus one member shall be required for adoption. After its adoption the ordinance shall be posted up in at least three public places in Veazie. It shall become effective upon adoption or at such later time as may be specified therein. Every emergency ordinance except one authorizing the issuance of emergency notes shall stand repealed as of the sixty-first day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

#### **00.02.12 Authentication and Recording; Codification; and Printing**

#### **00.02.12.01 Authentication and Recording**

All ordinances adopted by the Council shall be authenticated by the signature of the Clerk of the Council and recorded in full by the Clerk in a properly indexed book kept for the purpose.

#### **00.02.12.02 Codification**

Within three years after adoption of this Charter and at least every ten years thereafter, the Council shall provide for the publication of a general codification of all ordinances and resolutions having the force and effect of law. The general codification shall be adopted by the Council by ordinance and shall be printed promptly in bound or loose-leaf form, together with this Charter and any amendments thereto, pertinent provisions of the Constitution and other laws of the State of Maine and other rules and regulations as the Council may specify. Any codification ordinance may be published by title. This compilation shall be known and cited officially as the Veazie Code. Copies of the code shall be ~~furnished to officials, placed in libraries and public offices for free public reference available at the Town Office for the public~~ and made available for purchase by the public at a reasonable price fixed by the Council.

#### **00.02.12.03 Printing of Ordinances and Resolutions**

The Council shall cause each ordinance and resolution having the force and effect of law and each amendment of this Charter to be printed promptly following its adoption, and the printed ordinances, resolutions and Charter amendments shall be distributed or sold to the public at reasonable prices to be fixed by the Council. Following publication of the first Veazie Code and at all times thereafter, the Ordinances, Resolutions, and Charter amendments shall be printed in substantially the same style as the code currently in effect and shall be suitable in form for integration therein. The Council shall make such further arrangements as it deems desirable with respect to reproduction and distribution of any current changes or additions to the provisions of the Constitution and other laws of the State of Maine, or the codes of technical regulations and other rules and regulations included in the code.

#### **00.02.13 Vacancies; Forfeiture of Office; Filling of Vacancies**

##### **00.02.13.01 Vacancies**

The office of ~~Councilman~~ Councilor shall become vacant upon ~~his~~ the Councilor's nonacceptance, resignation, abandonment, death, permanent disability, permanent incompetency, failure to qualify for the office within ten days after written demand by the Council, forfeiture of office or failure of the municipality to elect a person to the office.

##### **00.02.13.02 Forfeiture of Office**

A Council ~~man~~ member shall forfeit ~~his~~ the office if ~~he~~ the member:

- ▶ lacks at any time during ~~his-the~~ term of office any qualifications for the office prescribed by this Charter or by law,
- ▶ violates any express prohibition of this Charter,
- ▶ is convicted of a crime or offense which is reasonably related to his inability to serve as Councilman,
- ▶ is convicted of a felony or crimes of moral turpitude, or
- ▶ fails to attend three consecutive regular meetings of the Council without being excused by the Council.

#### **00.02.13.03 Filling of Vacancies**

If a seat on the Town Council becomes vacant more than six months prior to the next regular election, the Council shall call a special election to fill the unexpired term within sixty days from the date that the vacancy occurred. If a seat on the Council becomes vacant less than six months prior to the next regular election, the Council may call a special election.

#### **00.02.14 Secretary to the Council**

The Council shall appoint an official or employee of the Town who shall have the title of Secretary to the Council and shall fix ~~his-the~~ **Secretary's** compensation. The Secretary to the Council shall give notice of Council meetings to its members and the public, keep a journal of proceedings and perform such other duties as are assigned ~~to him~~ by this Charter or by the Council.

#### **00.02.15 General Powers and Duties**

All powers of the Town of Veazie shall be vested in the Council except as otherwise provided by law or this Charter. The Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the municipality by law. The Council shall be the municipal officers of the Town.

#### **00.02.16 Prohibitions**

Neither the Council nor any of its members shall, in any manner, dictate the appointment or removal of any administrative officers or employees whom the Manager or any of ~~his-the~~ **Manager's** subordinates are empowered to appoint; but the Council may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.

Except for the purpose of inquiry, the Council and its members shall deal with the administrative services solely through the Manager and neither the Council nor any member thereof shall give orders to any subordinates of the Manager either publicly or privately.

### **Section 00.03 Town Manager**

#### **00.03.01 Appointment; Qualification**

The Town Council shall appoint a Town Manager for an indefinite term or term defined by contract and fix his compensation. The Manager shall be appointed on the basis of ~~his~~ executive and administrative qualifications. ~~He~~ The Manager need not be a resident of the Town or State at the time of his appointment, but may reside outside the Town while in office only with the approval of the Council.

#### **00.03.02 Removal**

The Council may remove the Manager from office in accordance with the following procedures:

##### **00.03.02.01**

The Council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the Manager from duty for a period not to exceed 30 days. A copy of the resolution shall be delivered within 96 hours to the Manager by person authorized to serve legal process within this State.

##### **00.03.02.02**

Within 7 days after receiving a copy of the resolution, the Manager may file with the Council a written request for a public hearing. This hearing shall be held at a Council meeting not earlier than 10 nor later than 20 days after the request is filed. The Manager may file with the Council a written reply not later than 5 days before the hearing.

##### **00.03.02.03**

The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members at any time by the Manager, if he has not requested a public hearing, or at any time after the public hearing, if he has requested such hearing.

##### **00.03.02.04**

The Manager shall continue to receive his salary until the effective day of final resolution or removal. In addition, ~~he~~ the Manager shall receive severance pay and other allowances at the discretion of the Town Council.

#### **00.03.03 Absence of the Town Manager**

By letter filed with the Secretary to the Council, the Manager shall designate, subject to the approval of the Council, a qualified Town administrative officer to exercise the powers and perform the duties of the Manager during ~~his~~ the Manager's temporary absence or disability. During such absence or disability, the Council may revoke such designation at any time and appoint another officer of the Town to serve until the Manager shall return or ~~his~~ the Manager's disability shall cease. In the event of failure of the Manager to make such designation, the Council may by

resolve appoint any administrative officer of the Town to perform the duties of the Manager until ~~he~~the Manager shall return or ~~his~~the Manager's disability shall cease.

#### **00.03.04 Powers and Duties of Town Manager**

The Town Manager shall be the chief administrative officer of the Town. He shall be responsible to the Council for the administration of all Town affairs placed in ~~his~~the Manager's charge by or under this Charter. ~~He~~The Manager shall have the following powers and duties:

##### **00.03.04.01**

~~He~~The Manager shall appoint, and, when ~~deemed~~he deems it necessary for the good of the service, suspend or remove all Town employees and appoint to the administrative offices provided for by or under this Charter, except as otherwise provided by law, by this Charter or by personnel rules adopted pursuant to this Charter. ~~He~~The Manager may authorize any administrative officer who is subject to ~~his~~the Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.

##### **00.03.04.02**

~~He~~The Manager shall direct and supervise the administration of all departments, offices, and agencies of the Town, except as otherwise provided by the Charter or by law.

##### **00.03.04.03**

~~He~~The Manager shall attend all Council meetings and shall have the right to take part in discussion, but may not vote.

##### **00.03.04.04**

He shall see that all laws, provisions of the Charter and acts of the Council subject to enforcement by him or by officers subject to his direction and supervision, are faithfully executed.

##### **00.03.04.05**

~~He~~The Manager shall prepare and submit the annual budget, the annual capital program and annual financial and administrative reports to the Council for the annual Town Report.

##### **00.03.03.06**

~~He~~The Manager shall prepare and submit to the Council such reports and shall perform such duties as the Council may require and shall make such recommendation to the Council concerning the affairs of the Town as ~~he~~deems desirable.

##### **00.03.04.07**



~~He~~ The Manager shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.

#### **00.03.03.08**

~~He~~ The Manager shall perform the duties of the Town Treasurer, Tax Collector, Road Commissioner, and Overseer of the Poor.

#### **00.03.04.09**

~~He~~ The Manager shall perform such other duties as are specified in this Charter or may be required by the Council.

#### **00.03.05 Bond**

The Council may, in its discretion, require the Manager to secure a surety bond, performance bond, or other bond, prior to or subsequent to ~~his~~ the assumption of the Office of Manager. The Council may, in its discretion, pay the premium on such Bond.

### **Section 00.04 Administrative Organization**

#### **00.04.01 General Administration**

##### **00.04.01.01 Creation of Departments**

The Council may establish, ~~alter, or abolish~~ town departments, offices or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices and agencies ~~by ordinance, except that no function assigned by this Charter to a particular department, office or agency may be discontinued or, unless this Charter specifically so provides, assigned to any other.~~

##### **00.04.01.02 Direction by Manager**

All departments, offices and agencies under the direction and supervision of the Manager shall be administered by an officer appointed by and subject to the direction and supervision of the Manager. With the consent of the Council, the Manager may serve as head of one or more such departments, offices or agencies or may appoint one person as the head of two or more of them.

#### **00.04.02 Personnel Administration**

##### **00.04.02.01 Equal Opportunity**

In its employment practices, the Town of Veazie and its officers, agents and employees, shall not discriminate against any person ~~on account of his or her race, religion, color, national origin or sex in accordance with the Maine Human Rights Act, 5 M.R.S.A. §§337 et seq., as the same may be amended or replaced from time to time.~~

#### **00.04.02.02 Personnel Director**

The Manager shall be designated personnel director. The personnel director shall administer the personnel system of the Town.

#### **00.04.02.03 Personnel Rules**

The personnel director shall prepare personnel rules. These rules shall be proposed to the Council, and the Council may adopt them with or without amendment.

#### **00.04.02.04 Citizen Personnel Advisory Board**

~~The Board of Appeals shall serve as the Citizen Personnel Advisory Board.~~

#### **00.04.03 School Administration**

##### **00.04.03.01 School Committee**

There shall be a Town School Committee of five members. Members shall be elected to serve staggered three year terms. At each regular municipal election, School Committee ~~men~~ members shall be elected to fill the positions of those whose terms ~~expire~~ have expired.

##### **00.04.03.02 Qualifications**

Members of the School Committee shall be voters of the Town and shall reside in the Town during their term of office. They shall hold no office of emolument or profit under this Charter or ordinances. A Committee member shall forfeit ~~his-the~~ office if ~~he-the member~~ lacks at any time during ~~his-the member's~~ office any qualifications ~~or~~ of the office prescribed by this Charter or by law, or upon final conviction of a felony.

##### **00.04.03.03 Vacancies; Forfeiture of Office; Filling of Vacancies**

###### **00.04.03.03.01 Vacancies**

The office of School Committee members shall become vacant upon nonacceptance, resignation, abandonment, death, permanent incompetency, forfeiture of office, or failure of the municipality to elect a person to the office.

###### **00.04.03.03.02 Forfeiture of Office**

A School Committee member shall forfeit ~~his/her-the~~ office if ~~he/she-the member:~~

- ▶ at any time during ~~his/her-the~~ term of office lacks any of the qualifications for the office prescribed by this Charter or by law,
- ▶ violates any express prohibition of this Charter,
- ▶ is convicted of a crime or offense which is reasonably related to ~~his/her-the~~ member's ability to serve as a Committee member,
- ▶ is convicted of a crime of moral turpitude, or



- fails to attend three consecutive regular Committee meetings without being excused by the Committee.

#### **00.04.03.03.03 Filling of Vacancies**

If a vacancy on the School Committee shall exist, it shall be filled by a majority vote of the Town Council until the next municipal election.

#### **00.04.03.04 Organization; Qualification; Quorum**

The School Committee shall meet for organization no later than two weeks after the annual Town Meeting and at said meeting the member-elect shall be sworn to the faithful discharge of their duties by the Town Clerk or or an official authorized to administer oaths of office~~by a Justice of the Peace~~. The majority of the whole number of the School Committee shall be a quorum and the Committee shall elect its own Chair~~person~~.

#### **00.04.03.05 Powers and Duties**

The School Committee shall have all the powers conferred and shall perform all the duties imposed by law upon School Committees in regard to the care and management of the public schools of the Town, except as otherwise provided in this Charter. The School Committee shall prepare budget estimates in detail of the several sums required during the ensuing budget year for the support of the public schools; and at least ~~45~~75 days before the beginning of the budget year, the School Committee shall furnish copies of such estimates to the Budget Committee and Town Manager.

#### **00.04.03.06 ~~Chairman~~Chair**

At the first meeting annually, or as soon thereafter as possible, the School Committee shall elect by majority vote of the entire committee one of its members as ~~chairman~~chair of the School Committee for the ensuing year, and the School Committee may fill for the unexpired term any vacancy in the office of ~~chairman~~chair that may occur. The ~~chairman~~chair shall preside at all meetings of the School Committee and shall have a vote as other members of said committee.

#### **00.04.03.07 Compensation**

The compensation of the School Committee members and Committee Chair~~person~~ shall be established annually at the annual Town Meeting as part of the annual school budget. The compensation established at the annual Town Meeting shall be paid to the Committee members in equal quarterly payments; however, if a Committee member misses two or more regular or duly called Committee meetings in a quarter, without an excuse approved by the Committee, the pay for that quarter shall be forfeited.

### **Section 00.05 Tax Administration**

#### **00.05.01 Assessor**

The Town Council shall appoint a qualified Assessor for a term not exceeding two years and shall determine the compensation. The Assessor shall have such duties and be subject to such liabilities as are provided for such Assessors under the laws of the State of Maine.

#### **00.05.02 Board of Assessment Review; Appointment; Vacancies**

The Board of Appeals shall serve as the Board of Assessment Review.

#### **00.05.03 Board of Assessment Review; Powers; Duties**

The Board of Assessment Review shall have the power to:

- ▶ Review ~~on complaint of the property owners,~~ and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Town Assessor.
- ▶ Administer oaths.
- ▶ Take testimony.
- ▶ Adopt regulations regarding the procedure of assessment review not inconsistent with statutory provisions.

### **Section 00.06 Board of Appeals**

#### **00.06.01 Composition and Terms**

There shall be a Board of Appeals composed of five members appointed by the Council. The term of office shall be three years; except that initial appointments shall be two for three years, two for two years, and one for one year.

#### **00.06.02 Jurisdiction**

The Board of Appeals shall act as the Zoning Board of Appeals and have the same powers and duties as prescribed by the laws of the State of Maine for such boards. In addition, the Board of Appeals shall have the jurisdiction to hear appeals that may arise under the housing code, building code, or any other regulatory ordinance enacted pursuant to this Charter or the laws of the State of Maine, which provide therein for such appeals. The Board of Appeals ~~shall may~~ also serve as the Board of Assessment Review, ~~Citizens Personnel Advisory Board~~ and General Assistance Fair Hearing Authority.

#### **00.06.03 Vacancies; Removal from Office; Filling of Vacancies**

##### **00.06.03.01 Vacancies**

The office of Board of Appeals members shall become vacant upon ~~his/her~~ the member's nonacceptance, resignation, abandonment, death, permanent disability,

permanent incompetency, or failure to qualify for the office within ten days after written demand by the Council.

#### **00.06.03.02 Removal from Office**

Board of Appeals members may be removed from office for cause after a hearing by the Council.

#### **00.06.03.03 Filling of Vacancies**

A vacancy in the membership of the Board of Appeals shall be filled by appointment by the Council for the remainder of an unexpired term.

### **Section 00.07 Financial Procedures**

#### **00.07.01 Fiscal Year**

The fiscal year of the Town shall be determined by the Council.

#### **00.07.02 Budget Officer and Budget Committee**

The Town Manager shall be the Budget Officer. A Budget Committee of not less than five members shall be appointed by the Town Council. The Budget Committee shall meet at least quarterly throughout the fiscal year to review the fiscal status as it relates to revenue and expenditures. The Budget Committee shall be present at the annual Town Meeting and at any Special Town Meeting having a financial impact on the town. All Municipal Department heads shall submit a proposed budget to the Town Manager who will then present it to the Budget Committee. After review and recommendations by the Budget Committee, the Budget Officer shall prepare the Budget message, Budget summary, the Budget detail, the Capital Program for submission to the Council and shall administer the Budget.

#### **00.07.03 Preparation and Submission of the Budget**

The Budget Committee, at least ~~sixty-seventy-five~~ (6075) days prior to the beginning of each Budget year, shall submit Municipal Budget recommendations to the Budget Officer. The Town Manager at least ~~6045~~ days prior to the beginning of each budget year, shall submit to the Council a Municipal budget and an explanatory budget message. The budget authority of the Council shall be limited to the final determination of the total appropriations to be made to each of the several offices, departments and agencies of the Town, including the School Committee. The Municipal Budget shall contain:

- ▶ A statement of the financial condition of the Town.
- ▶ An itemized statement of appropriation recommended for current expenses and for permanent improvements, with comparative statements ~~and in~~ parallel columns ~~of estimated expenditures for the next preceding fiscal year of budgeted for the current year, actual expenditures for the year to date, and~~

proposed for the next fiscal year. An increase or decrease in any item shall be indicated.

- ▶ Any itemized statement of estimated revenues from all sources, other than taxation, and a statement of taxes required, comparative figures in parallel columns of proposed and actual revenues to date for the current year and estimated revenues for the next fiscal year~~from current and next preceding year.~~
- ▶ Such other information as may be required by the Council.

The proposed budget prepared by the Town Manager shall be reviewed by the Town Council which shall approve the budget with or without amendment. The complete Town budget, including the School budget, as approved by the Council shall be published and the Council shall fix the time and place for holding a public hearing for the budget, and shall give public notice of such hearing. The Council shall then review the budget and recommend it, with or without change, to the annual Town Meeting.

#### **00.07.04 Budget Established Appropriations**

From the date of adoption of the budget the several amounts stated therein as proposed appropriations shall be and become appropriated to the several agencies and purposes therein named.

#### **00.07.05 Budget Establishes Amount to be Raised by Property Tax; Certification to Town Assessor.**

From the date of adoption of the budget, the amounts stated therein as the amount to be raised by property tax shall constitute a determination of the amount of the levy for the purposes of the Town in the corresponding tax year. A copy of the budget as finally adopted shall be certified by the Clerk and filed ~~by him~~ with the Tax Assessor, whose duty it shall be to levy such taxes for the corresponding tax year.

#### **00.07.06 Budget Summary**

At the head of the budget there shall appear a summary of a budget, which need not be itemized, further than by principal sources of anticipated revenue, stating separately the amount to be raised by property tax, and shall be itemized also by departments and kinds of expenditures, in such a manner as to present to taxpayers a simple and clear summary of detailed estimates of the budget. ~~Copies of the proposed budget in detail shall be included with each Town Report.~~

#### **00.07.07 Expenditures and Department Revenue**

The budget for all departments, including the School Department, shall include all proposed expenditures, and the Town Meeting shall make a gross appropriation for each department including the School Department, for the ensuing fiscal year. The



gross appropriation for each department shall not be exceeded. The school budget shall be expended under the direction and control of the School Committee.

#### **00.07.08 Work Program; Allotments**

Before the beginning of the budget year, the head of each office, ~~or department of agency,~~ shall submit to the Town Manager when required by ~~him the Manager~~ a work program of the year, which program shall show the requested allotments of appropriations for such office, ~~or department or agency,~~ by stated periods, for the entire budget year. The Town Manager shall review the requested allotments of appropriations for such office, ~~or department or agency,~~ by stated periods, for the entire budget year, and present same to the Budget Committee. The Budget Committee shall review the requested allotments in the light of the work program of the office ~~or department or agency concerned,~~ and may revise, alter or change such allotments before approving the same. The aggregate of such allotments shall not exceed the total appropriations available to said office, ~~or department or agency~~ for the Budget year appropriations available to said office, ~~or department or agency of~~ for the Budget year. The Budget Committee shall return the approved proposed budget to the Town Manager.

#### **00.07.09 Transfers of Appropriations**

At the request of the Manager with exception of the school budget, the Town Council may by resolution transfer any unencumbered appropriation balance or portion thereof, from one appropriation to another.

#### **00.07.10 Interim Expenditures**

In the period between the beginning of the fiscal year and the appropriation of funds, the Council may authorize expenditures for current departmental expenses chargeable to the appropriations for the year when made in amounts sufficient to cover the necessary expenses of various departments.

#### **00.07.11 Lapse of Appropriations**

Every general fund appropriation shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered, except that an appropriation for a capital expenditure shall not lapse until the purpose for which it was made is accomplished or abandoned or until four years pass without any disbursement from or encumbrance of the appropriation.

#### **00.07.12 Payments and Obligations Prohibited**

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the Manager first certifies that there is sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such

payment or incurred such obligation, and he shall also be liable to the Town for any amount so paid. However, except where prohibited by law, nothing in this Chapter shall be construed to prevent the making of authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided such action is made or approved by ordinance.

#### **00.07.13 Capital Program**

The Manager shall prepare and submit to the Council a five year capital program at least three months prior to the final date for submission of the budget. The capital program shall include:

- ▶ A clear general summary of its contents;
- ▶ A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessities for such improvements;
- ▶ Cost estimates, method of financing and recommended time schedules for each such improvement;
- ▶ The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

This information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. The proposed capital program shall be reviewed by the Council, which shall approve it with or without amendments. The Council shall fix the time and place for holding a public hearing on the capital program, and shall give public notice of such hearing. The Council shall ~~review-approve~~ the capital program with or without amendments after such public hearing.

#### **00.07.14 Independent Annual Audit**

Prior to the end of each fiscal year, the Town Council shall designate the State Department of Audit or certified public accountants who, as of the end of the fiscal year shall make an independent audit of accounts and other evidences of financial transactions of the town government and shall submit their report to the Council ~~men~~ and to the Manager. Such accountants shall not maintain any accounts or records of the town business, but shall post audit the books and documents kept by the department of finance and any separate or subordinate accounts kept by any other office, ~~-or department~~ ~~or agency~~ of the town government including the school department ~~-of education~~.

### **Section 00.08 Nominations and Elections**

#### **00.08.01 Municipal Elections**

The regular election for the choice of members of the Town Council and the School Committee shall be held from ~~10~~8:00 a.m. to 8:00 p.m. on the second Tuesday in June

#### **00.08.02 Nomination**

Any qualified voter of the Town may be nominated for the Town Council or School Committee in accordance with Title 30-A M.R.S. Section 2528, as the same may be amended or replaced from time to time~~the laws of the State of Maine.~~

#### **00.08.03 Election Provisions**

Provisions of the laws of the State of Maine relating to the qualifications of voters, registration, the manner of voting, the duties of election officers and all other particulars respective to preparation for conducting and management of elections so far as they may be applicable, shall govern all municipal elections, except as otherwise provided in this Charter.

### **Section 00.09 Town Meeting**

#### **00.09.01 Annual and Special Town Meeting**

An annual Town Meeting for the consideration of the budget to the extent herein provided and the transaction of other Town business which voters are authorized to vote upon shall be held on the second Tuesday in June, at 8:00 p.m. Special Town Meetings may be called by the Council.

#### **00.09.02 Purpose of the Town Meeting**

The Town Meeting is required for approval of the following:

- ▶ Annual Budget;
- ▶ ~~Any appropriation for any amount which exceeds one and one-half percent (1.5) of the most recently approved municipal annual budget, excluding the~~ The annual budget for the School Department.
- ▶ The issuance of bonds or notes, except notes in anticipation of taxes to be paid within the fiscal year in which issued.

The above appropriations shall become effective only after approval at a Town Meeting by the vote of a majority of those voting on the article at such meeting. The Town Meeting shall not increase the amount of any appropriation above the amount recommended by the Council or the Budget Committee, whichever is higher, and shall not increase the amount of any bond issue above the amount recommended by the Council. The Town Meeting shall not decrease the amount of any appropriation recommended by the Council or the Budget Committee, whichever is lower, by more

~~than three percent. Any appropriation not recommended by the Council may be inserted as a separate article in the warrant for consideration at the annual Town Meeting.~~

### **00.09.03 Method of Abolishing the Town Meeting**

At any time after the adoption of this Charter, not less than 10 percent of the registered voters of the Town may petition over their personal signature for a special Town Meeting to vote upon the question of submitting to a referendum vote on the ballot at a special Town election the proposition of abolishing the Town Meeting. The Council shall call a public hearing to be held within thirty days from the date of the filing of such petition with the Town Clerk, and shall within 14 days after said public hearing call a special Town Meeting for the purpose of submitting to a referendum vote the question of abolishing the Town Meeting in the Town of Veazie. If at such special election a majority of the voters of the Town voting on the question shall vote for the abolition of the Town Meeting of the Town of Veazie, the powers heretofore vested in the Town Meeting shall be conferred upon and exercised by the Town Council.

## **Section 00.10 Initiative and Referendum**

### **00.10.01 General Authority**

#### **00.10.01.01 Initiative**

The qualified voters of the Town shall have power to propose ordinances to the Council and, if the Council fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at an election, provided that such power shall not extend to the budget or capital program or any ordinance relating to the appropriation of money, levy of taxes, or salaries of officers and employees.

#### **00.10.01.02 Referendum**

The qualified voters of the Town shall have power to require reconsideration by the Council of any adopted ordinance and, if the Council fails to repeal an ordinance so reconsidered, to approve or reject it at a Town election provided that such powers shall not extend to the budget or capital program or any emergency ordinance or ordinance relating to the appropriation ~~on of~~ money, levy of taxes, or salaries of officers and employees.

#### **00.10.02 Commencement of Proceedings; Petitioners' Committee; Affidavit**

Any five registered voters may commence initiative or referendum proceedings by filing with the Clerk an affidavit stating they will constitute the petitioners' committee and be responsible for circulating the petition and filing it in proper form stating their names and street addresses and specifying the mailing address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought to be reconsidered. Promptly



after the affidavit of the petitioners' committee is filed the Clerk shall issue the appropriate petition blanks to the petitioners' committee.

### **00.10.03 Petitions**

#### **00.10.03.01 Number of Signatures**

Initiative and referendum petitions must be signed by qualified voters of the Town equal in number to at least 5% of the total number of qualified voters registered to vote at the last regular ~~Town municipal~~ election.

#### **00.10.03.02 Form and Content**

All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink ~~or indelible pencil~~ and shall be followed by the street address of the person signing. Petitions shall contain or have attached hereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.

#### **00.10.03.03 Affidavit of Circulator**

Each paper of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that he personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in his presence, that he believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had the opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

#### **00.10.03.04 Time for Filing Referendum Petitions**

Referendum petitions must be filed within 30 days after adoption by the Council of the Ordinance sought to be reconsidered.

#### **00.10.03.05 Time for Filing Initiative Petitions**

The petitioners' committee shall have 30 days from the filing of the affidavit with the Clerk to cause the petition to be signed by at least 5% of the total number of qualified voters registered to vote at the last ~~Town municipal~~ election.

#### **00.10.03.06 Failure to Secure Necessary Signatures**

Should fewer qualified voters than required by the Charter sign the petition in the specified time, the petition shall have no further force or effect, and all proceedings thereon shall be terminated. In the case of initiative, a request to initiate the same ordinance may not be accepted by the Clerk until 120 days after the expiration of the previous filing period.

### **00.10.04 Procedure After Filing**

#### **00.10.04.01 Certificate of Clerk; Amendment**

Within 20 days after the petition is filed, the Clerk shall complete a certificate as to its sufficiency, specifying if it is insufficient, the particulars wherein it is defective

and shall promptly send a copy of the certificate to the petitioners' committee by mail. A petition certified insufficient for lack of the required number of valid signatures may be amended once if a petitioners' committee files a notice of intention to amend it with the Clerk within two days after receiving the copy of his certificate and files a supplementary petition upon additional papers within ten days after receiving the copy of such certificate. Such supplementary petition shall comply with the requirements of sections 00.10.03.02, 00.10.03.03, 00.10.03.05 and 00.10.03.06, and within five days after it is filed the Clerk shall complete a certificate as to the sufficiency of the petition as amended and promptly send a copy of such certificate to the petitioners' committee by mail as in the case of an original petition. If a petition or amended petition is certified sufficient or if a petition or amended petition is certified insufficient and the petitioners' committee does not elect to amend or request Council review under section 00.10.04.02 within the time required, the Clerk shall promptly present his certificate to the Council and then certificate shall then be a final determination as to the sufficiency of the petition.

#### **00.10.04.02 Council Review**

If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it or if an amended petition has been certified insufficient, the committee may, within two days after receiving a copy of such certificate, file a request that it may be reviewed by the Council. The Council shall review the certificate at its next meeting following the filing of such request and approve or disapprove it, and the Council's determination as to the sufficiency of the petition.

#### **00.10.04.03 Court Review; New Petition**

A final determination as to the sufficiency of a petition shall be subject to court review. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

#### **00.10.05 Referendum Petitions; Suspension of Effect of Ordinance**

When a referendum petition is filed with the Town Clerk, the ordinance ought to be reconsidered shall be suspended from taking effect. Such suspension shall terminate when:

- ▶ There is a final determination of insufficiency of the petition, or
- ▶ The petitioners' committee withdraws the petition, or
- ▶ The Council repeals the ordinance, or
- ▶ Thirty days have elapsed after a vote of the Town on the ordinance.

#### **00.10.06 Action on Petitions**

##### **00.10.06.01 Action by Council**

When an initiative or referendum petition has been ~~finally~~ determined sufficient, the Council shall within ~~ten-fourteen~~ days hold a public hearing ~~thereon, and thereafter shall consider the proposed ordinance or reconsider the referred ordinance. If the Council fails to adopt the proposed ordinance without any change in substance within 60 days, or fails to repeal the referred ordinance within 30 days, after the date the petition was determined sufficient, the Council and~~ shall ~~within 30 days after said public hearing hold a municipal election for the purpose of~~ submitting to a vote the question of adopting or repealing such ordinance.

#### **00.10.06.02 Submission to Voters**

The vote on a proposed or referred ordinance shall be held not less than 30 days and not later than one year from the date of the final Council vote thereon, ~~or the date of the deadline for Council action set forth above, whichever is earlier.~~ If no regular Town election is to be held within the period prescribed in this section, the Council shall provide for a special election; otherwise, the vote shall be held at the same time as such regular election, except that the Council may at its discretion provide for a special election at an earlier date within the prescribed period. Copies of the proposed or referred ordinance shall be made available at the polls.

#### **00.10.06.03 Withdrawal of Petitions**

An initiative or referendum may be withdrawn at any time prior to the ~~fifteenth thirtieth~~ day preceding the day scheduled for a vote of the voters by filing with the Clerk a request for withdrawal signed by at least four members of the petitioners' committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

#### **00.10.07 Results of Election**

##### **00.10.07.01 Initiative**

If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the ~~electron election~~ results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the Council. If conflicting ordinances of the same kind are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

##### **00.10.07.02 Referendum**

If a majority of the qualified electors voting on a referred ordinance vote against it, it shall be considered repealed upon certification of the election results.

#### **Section 00.11 Recall**

##### **00.11.01**

Any five qualified voters may begin at any time proceedings to recall a Council ~~man~~ member, Assessor or a School Committee ~~man~~ member by requesting in writing to the Town Clerk for the appropriate petition blanks. These five registered voters

shall be referred to as the Recall Committee. All papers of the petition shall be uniform in size and style and shall be assembled as one instrument for filing. They shall contain or have attached thereto throughout their circulation a statement detailing the reason or reasons for recall and the names of the Recall Committee.

#### **00.11.02**

The Recall Committee shall have 30 days from the acceptance date of the request by the Town Clerk to cause the petition to be signed by 25 percent of the qualified voters of the Town. ~~The petition shall be available only at the Town Clerk's office during the normal business hours, and shall be signed by qualified voters in the presence of the Town Clerk or his deputy.~~ Each voter's signature shall be followed by his the voter's address.

#### **00.11.03**

Within seven days after the petition circulation period ends the Town Clerk shall certify to the Council that the petition has been signed by not less than 25 percent of the qualified voters of the Town, ~~that all signatures were affixed in his of his deputy's presence,~~ that he believes them to be the genuine signatures of the persons whose names they purport to be and that each signer had an opportunity to read the statement detailing the reason or reasons for recall.

#### **00.11.04**

Should fewer qualified voters than required by the Charter sign the petition in the specified time, the petition shall have no further force or effect, and all proceedings thereon shall be terminated and request for recall of the same Councilman, Assessor or School Committeeman may not be accepted by the Clerk until 180 days after the expiration of the previous filing period.

#### **00.11.05**

Upon receipt of certification the Council shall within 30 days hold a municipal election for the purpose of submitting to vote the question of recall. A Council ~~man~~ member, Assessor or School Committee ~~man~~ member shall be recalled when a majority of those voting thereon shall have voted in the affirmative. The Council shall within 30 days after the voters have recalled a Council ~~man~~ member, Assessor, or School Committee ~~man~~ member hold a special election to fill the vacancy.

#### **00.11.06**

A Council ~~man~~ member, Assessor, or School Committee ~~man~~ member that is recalled by the voters shall be allowed to seek re-election at the special election called for the purpose of filling the vacancy created by the recall by filing a notice with the Town Clerk that ~~he the recalled official~~ wishes to have ~~his that person's~~ name appear on the ballot, ~~no later than a nomination petition.~~ The notice must be filed no later than the deadline to file nomination papers for the position. Other qualified voters who seek to fill the vacancy created by the recall shall have until the fifteenth day preceding the election to file nomination papers with the Town Clerk. The nomination papers shall be made available by the Town Clerk no later than the



second business day after the Town Council orders the election on the recall. Except as provided herein, the nomination process shall be in accordance with Section 00.08.02 a petition as required by the Charter or a regular municipal election.

#### **00.11.07**

Pending action by the voters of the Town, the Council ~~man member~~, Assessor, or School Committee ~~man member~~ that recall proceedings have been initiated against shall continue to exercise all the privileges of his office.

#### **00.11.08**

The ballot for recall shall contain the following question: "Shall (name of person being subjected to recall) be recalled from the office of (name of office)?" Immediately below such question shall appear in the following order, the words "Yes" and "No" and to the right of each a square in which the voter may cast ~~his the~~ vote.

### **Section 00.12 General Provisions**

#### **00.12.01 Elected Officers; Term**

The term of any elected officer shall begin the first business day following the final determination of the election of said officer. Any officer shall serve for his prescribed term or until ~~his the officer's~~ successor is elected and qualified. If a person is elected to fill a vacancy in office, ~~his that~~ term shall begin immediately upon taking the oath of office.

#### **00.12.02 Swearing in Officers**

Every Town officer or official shall be sworn to the faithful discharge of the duties incumbent upon him according to the Constitution and Laws of the State of Maine and the Charter and ordinances of the Town and shall be sworn to support the Constitution of the United States and Constitution of the State of Maine.

#### **00.12.03 Personal Financial Interest**

Any officer or employee who has a ~~substantial~~ financial interest, direct or indirect or by reason of ownership of stock in any corporation, in any contract with the Town or in the sale of any land, materials, supplies or services to the Town or to a contractor supplying the Town shall make known that interest and shall refrain from voting upon or otherwise participating in his capacity as an officer or employee in making of such sale or in the making or performance of such contract. Any officer or employee who willfully conceals such a substantial financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit ~~his the~~ office or position. Violation of this section with the knowledge express or implied of the person or corporation contracting with or making a sale to the Town shall render the contract or sale voidable by the Council.

#### **00.12.04 Prohibitions**

##### **Activities Prohibited:**

##### **00.12.04.01**

No elected Town officer shall hold more than one elected Town office concurrently.

##### **00.12.04.02**

No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to any Town position or appointive Town administrative office ~~because of race, sex, political or religious opinions or affiliations~~ in accordance with the Maine Human Rights Act, 5 M.R.S.A. §§337 et seq., as the same may be amended or replaced from time to time.

##### **00.12.04.03**

No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment under the personnel provisions of this Charter or the rules and regulations made thereunder, or in any manner commit or attempt to commit any fraud preventing the impartial execution of such provisions, rules and regulations.

##### **00.12.04.04**

No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in, a position in the municipal service.

##### **00.12.04.05**

No person who holds a compensated appointive Town position shall solicit any assessments, contributions, or services for any political party from any employee in the municipal service.

#### **00.12.05 Exceptions**

Nothing herein contained shall affect the right of any person to hold membership in, and support, a political party, to vote as ~~he the person~~ chooses, to express privately and publicly ~~his~~ opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings.

#### **00.12.06 Penalties**

The Council shall enact an ordinance prescribing penalties for the above. Any person found in violation of this section or any ordinance enacted pursuant to this section by a court of competent jurisdiction or by the Council acting in a judicial capacity shall be ineligible for a period of five years thereafter to hold any Town office or employment and shall immediately forfeit ~~his the~~ office or position.

#### **00.12.07 Separability**

If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.







ITEM # 9

**Community Health and Counseling Services**  
*Home Health, Hospice and Mental Health Services*

PO Box 425  
Bangor, Maine 04402-0425  
Tel. 207-947-0366  
TTY 207-990-4730  
www.chcs-me.org

November 8, 2013

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

Dear Mr. Hayes:

Founded in 1883, Community Health and Counseling Services (CHCS) provides home health and mental health services to nearly 8,000 adults and children in communities throughout Maine. CHCS supports: adults with severe and persistent mental illness who need assistance in achieving and maintaining independence while living within their communities; children and their families who are in need of intensive help in dealing with emotional and behavioral problems; homebound individuals with serious or terminal illnesses or dealing with a disability who may need home health services and end-of-life-care (hospice).

Our mission, "to provide community health services which are needed and valued by the communities and individuals we serve" supports the belief that, whenever possible, care is best given in a familiar setting where family and friends can become a part of the support and recovery process.

As a private not-for-profit organization, CHCS understands the importance of delivering quality services in an efficient and cost effective manner. CHCS collaborates with many resources to provide quality care which benefits the individual and their community.

We recognize the economic challenges facing all Maine communities and municipalities. **Our request for your support in the amount of \$620**, is submitted with an understanding that you face many difficult decisions and constraints. Your appropriation will be directed to support the programs and services offered by CHCS. Any assistance you can provide will help us with our services.

I have included some information relevant to our services in Southern Penobscot County. Please do not hesitate to contact me should you have any questions. Thank you for consideration of our request.

Sincerely,

Dale Hamilton  
Executive Director

# Community Health and Counseling Services Southern Penobscot County



## Who We Are

Community Health and Counseling Services is a private non-profit community mental health, home health and hospice agency that is Medicare/Medicaid certified. Our home health and hospice services are CHAP accredited. CHCS provides community-based treatment and rehabilitation services to children with emotional and behavioral problems, adults with chronic mental illness and home health services and end-of-life-care (hospice) to those with serious or terminal illnesses.

## Southern Penobscot County Residents Served in 2013

CHCS serves the needs of children, adults and families in Southern Penobscot County within **30 communities** through its offices located in Bangor.

**176 residents** of Southern Penobscot County are part of our caring staff.

CHCS provided support to more than **1,136 residents** in Southern Penobscot County through its services. CHCS community-based services allow residents to remain in their community.

Southern Penobscot County received **38,830 health care visits from CHCS professionals with 25,919 hours spent in direct patient contact.**

## Services Provide a Sense of Independence for Those Living in Southern Penobscot County

The community-based nature of the services provided by CHCS helps to prevent admission to more expensive forms of care. CHCS builds upon the natural resources of the individual to help them create a sustainable network of support that remains in place when CHCS is no longer needed.

## Services that Impact

This is done through services like home health, hospice, physical therapy, adult and child therapy, child treatment foster care, adult community integration services, adult and child medication management, and child residential programs.

## Measurable Benefits

CHCS aggressively measures outcomes for its programs and services. Our home health and hospice services department is required to participate in an outcome measurement process called OASIS. OASIS is a national outcome data tool that is required throughout the home health industry.

All of the outcome data collected by CHCS and other entities demonstrates that CHCS is successful in improving the overall quality of lives of individuals who are experiencing significant health needs.

## Providing Quality of Life to Individuals and Families in Southern Penobscot County

The mission of CHCS is to provide a comprehensive array of community health services that are needed and valued by the communities we serve. The very nature of the services provided by CHCS enables individuals to have improved lives. We all know the comfort that home and community brings during an illness. Our home health care services bring this care to an individual's home. Since our services are developed in partnership with the individual, treatment plans are developed which foster improvement for the individual.

## CHCS Practices Good Stewardship

CHCS establishes a request amount for each county in which we provide service. After determining this request amount, each town's specific request is determined by the amount of services provided to residents in that town in relation to the total population served in the county.

CHCS understands that communities receive many well deserving requests. We attempt to keep our requests to a reasonable level. As such, CHCS caps the total request of any town at \$5,000. This year we are **requesting \$25,000 from Southern Penobscot county municipalities.**

Organizational overhead is 12.43%. All other costs are service delivery related. Flexible dollars are used to bridge the gap between reimbursement and the cost of service delivery.



# Hammond Street Senior Center

Established by the Couri Foundation in 1999

2 Hammond Street  
Bangor Maine 04401  
Tel. 207.262.5532  
Fax 207.262.2475  
[www.hammondstreet.org](http://www.hammondstreet.org)

---

*"Where the region's seniors come to learn, create, play, keep fit, make friends & stay young"*

---

Mark Lenard  
Town of Veazie  
1084 Main Street  
Veazie, ME. 04401-7091

February 3, 2014

Dear Mr. Lenard,

On behalf of the **49 Veazie Residents** who are members of the Hammond Street Senior Center, I respectfully request your approval of a **\$1,715.00 allocation**, the equivalent of \$35 per Bangor resident.

The Hammond Street Senior Center is an **independent 501(C)(3) non-profit public charity**. The Senior Center is *locally directed, member-driven and financially on its own*. We need your support to **ensure your residents continue to enjoy access** to the Senior Center.

The diversity and depth of programming offered at the Center addresses **eight out of 11 of the recommendations** from national initiative's report **"The Maturing of America: Getting Communities On Track for an Aging Population"**

An aging population that is unhealthy places **more demand on municipal services**.

Older adults who are physically and socially active demonstrate a **higher level of engagement in community life**, volunteer more, and live independently longer.

At the Center, **Veazie residents have access** to over 30 life-long learning courses offered year-round, an on-site fitness center, holistic health instruction including yoga, the state's only public clay pottery studio, advanced art instruction, free social activities, statewide day trips, nutrition and cooking presentations, the regions only communal rooftop garden, and so much more.

Please contact me if you have questions or if I may provide you with a tour of the Center. I welcome the opportunity to present this request to your council.

Thank you in advance for your support.

Sincerely,

Kathy Bernier

Executive Director



**American Red Cross**  
Maine

[www.MaineRedCross.org](http://www.MaineRedCross.org)

**Regional Headquarters**  
2401 Congress Street  
Portland, ME 04102  
Tel (207) 874-1192  
Fax (207) 874-1976

**United Valley**  
1180 Lisbon Street  
Lewiston, ME 04240  
Tel (207) 795-4004  
Fax (207) 795-4037

**Mid Coast**  
16 Community Way  
Topsham, ME 04086  
Tel (207) 729-6779  
Fax (207) 729-2738

**Pine Tree**  
145 Exchange St., Suite 1  
Bangor, ME 04401  
Tel (207) 941-2903  
Fax (207) 941-2906

**Aroostook County**  
7 Hatch Drive, #250  
Caribou, ME 04736  
Tel (207) 493-4620  
Fax (207) 493-4869

March 12, 2014

Mark Leonard, Town Manager  
Town of Veazie Municipal Office  
1084 Main Street  
Veazie, ME 04401

Dear Mark

It was good to speak to you last week. Please accept this letter as our request for funding in the amount of **\$500** to continue our mission of providing disaster relief and training for residents of Maine to prevent, prepare, and respond to emergencies.

**Mission Statement:** The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

Our dedicated volunteers and staff work hard to provide superior health and safety education, financial and emotional support to victims of disasters and a safe and adequate blood supply for all area residents. We are also part of the vital communications link between service men and women posted overseas and their families in crisis here at home and additionally maintain connection with Red Cross societies all over the world to be able to lend and receive support in times of international crisis.

**Disaster Relief and Community Disaster Preparedness**

Volunteer Disaster Action Team members are on call 24-hours a day, 365 days a year to provide immediate relief to those in need of assistance following a disaster or other emergency situation. Disaster planning is an integral part of the Pine Tree Chapter's readiness to respond to emergencies throughout the communities we serve. The Pine tree Chapter's service area consists of: Penobscot, Aroostook, Somerset, Waldo, Piscataquis, Hancock, Washington, and Knox counties. We serve 360 cities and towns with a total population of 460,000 people. While the families of Veazie were fortunate this year and no homes were lost to fire, the Red Cross assisted 130 of your neighbors in their time of need from communities around Penobscot County last year.

Thank you very much for your consideration. Please call me with any questions, or for additional information.

Sincerely,

Todd Nadeau, MSB, CRFE  
Executive Director  
Pine Tree Chapter of the American Red Cross

## Mark Leonard

---

**From:** ann davidoff <gatewayseniorswithoutwalls@roadrunner.com>  
**Sent:** Friday, May 23, 2014 8:23 PM  
**To:** Mark Leonard  
**Cc:** karen walker  
**Subject:** Gateway Seniors Without Walls

05/23/2014

Mark Leonard  
Town Manager, Veazie  
1084 Main St.  
Veazie ME 04401

Dear Mark:

Karen Walker suggested I write you and request financial support for the service projects of Gateway Seniors Without Walls. We are funding two projects which we consider important.

1. We are supporting a study of the transportation needs of older people in Veazie, Orono, and Old Town which is taking place at the University of Maine, Center on Aging, under the leadership of Dr. Len Kay. That study was undertaken with the consensus support of all three towns, as I'm sure you recall, and is costing Gateway Seniors Without Walls \$2500.00. We have received \$1000.00 in donations toward that study.

2. We are also looking for the funding for compiling, publicizing, and distributing a resource guide to local services for the elderly in Veazie, Orono, and Old Town as well as the rest of southeastern Penobscot County. We will be working in collaboration with the Center on Aging at the University of Maine who will enlist a social work student to help Gateway Seniors with the research. Although there is a statewide resource disability guide, it is not comprehensive for any local area and it tends to be confusing because it is primarily a listing without descriptions and it covers governmental programs. Our guide will have an Index and Table of Contents and contain descriptions as well as addresses and phone numbers for all pertinent services -- public and private-- that will be important to all older people, not just disabled ones, under topics such as Food and Meals, Transportation, Home Health Care, Safety and Security Programs, Caregiving, Disability, Home Repairs, Veteran's Services, Mental Health Services, Medical Services, and so on. We anticipate that the booklet will run close to 200 pages.

Most of the labor will be volunteer labor. Nonetheless, we will need money to print the booklet. We estimate the printing costs on this project as close to \$6,000.

If Veazie can contribute to the funding of these service projects to any extent at all, we will be most grateful. If you have questions or suggestions, please email me or call me at 889-3031.

Best,

Ann Davidoff  
Gateway Seniors Without Walls



# **Manager's Report For June 10, 2014 Council Meeting**

The stream/street cleanup occurred here in the Town of Veazie on May 17<sup>th</sup>. We had 20 people participate and a large amount of trash was removed from the streets of Veazie. This year we had 8 students and an advisor from Job Corp which help make this event so successful.

I received and reviewed the changes to the charter that are being recommended by the Charter Review Committee. This document has been forwarded to the Town Attorney for review. Once his comments are received they, along with the Charter will be sent to the Council for review.

I have met with Phil Ruck to discuss the Town's Storm water Permit. He has requested to speak with the Council at a future meeting. I have placed him on the June 16<sup>th</sup> Council Agenda

The Town Warrant was reviewed and updated with the changes made from the last Council Meeting. This was added to the Town Meeting Book which was sent to the press for publication and distribution.

During the storm drain inspection it was discovered that some sort of petroleum had entered the system. I was able to respond with a spill kit and contain the substance. DEP was notified and responded and felt that all actions taken were appropriate. We are still attempting to locate where the source came from.

The flowers were planted in the Cemetery prior to Memorial Day. This was completed by Councilor Walker and Lee Honey. Councilor Walker and John Manter also took care of placing the flags in the cemetery.

At the request of the Council, a Power Point presentation has been put together on the budget to view at the Town meeting

I installed the flags on Main Street and on State Street. Since installation we have received several positive comments and request for additional flags.

A complaint was received reference brush in the Cemetery from a tree limb that had fallen down. I had requested the lawn maintenance person pick this up when he was cleaning the cemetery and he thought that it was going to be picked up when the Town's brush pickup occurred. I went to the cemetery and removed the brush.

# **Manager's Report For June 10, 2014 Council Meeting**

I have received and reviewed the storm drain inspection report. After reviewing it I have learned that we need 76 storm drains cleaned this year. This was scheduled to be completed. On June 4th I assisted the operator of the truck as he arrived a day early. On Thursday and Friday Barney Silver provided a person to assist the operator of the truck. As of this writing I'm unsure how many of the 76 drains had been cleaned.

I have been contacted by Assessor Ben Birch and he has the Town of Veazie's revenue sharing number from the State. It has gone up slightly from the \$119,139.00 originally projected. It is now showing that we will receive \$122,501.00. This is down slightly from the \$129,068.00 that we are supposed to receive this year.

I have met with Bob Sinclair reference the summer program and resources that we have that they can use. We will be meeting again in the future to continue these discussions. The cam is set to begin June 23<sup>rd</sup>.

I have spoken to Green Thumb Lawn Care and have scheduled the Cemetery to have the grub control applied. This should occur within the next few weeks

I met with a representative of the By Us company reference repairing damaged grass in the newest section of the cemetery. This was brought to my attention by two complaints from people that have plots located in the area. This area will be repaired and reseeded within the next few weeks.

I had received a request from a resident to fill in the ditch in front of their home. Barney Silver and myself went and looked at the request. Mr. Silver does not think that it would be practical to fill the ditch in. I will be relaying this to the homeowner and refer any question they may have to Mr. Silver.

While out with Barney Silver we also inspected a few manholes that he felt may be concerning. After reviewing them, I agree. Although they don't need to be repaired immediately they will have to be addressed. We are waiting to receive the final report on the storm drain inspections so that we can develop a plan on addressing the areas that will need to be repaired.

The Citizen Public Safety Academy started on Wed. This is being put on by both members of the Police and Fire Department. We are in hopes to make this an annual event.



# **Manager's Report For June 10, 2014 Council Meeting**

Barney Silver and I also reviewed a drainage issue on Buck Hill. After reviewing the issue it appears that previous work by our public works was not completed correctly. This issue will have to be resolved so not to cause additional damage to both Buck Hill and the homeowner's driveways.

On Thursday Office Staff participated in a national program called hands only CPR. The purpose of the event was to teach a million + people hands only CPR. I'm unsure if the program reached its goal but staff did its part to help them be successful.

## **Attachments:**

Announcement letter from Bob Farrar on appointment of New Bus Superintendent  
Letter from Veazie Sewer District  
Certificate of Recycling from Spring Recycling Event  
Invitation to Informational Meeting on PERC  
Thank you letter to Job Corp





Message

Tue, May 20, 2014 4:34 PM

From: "Farrar, Bob" <robert.farrar@bangormaine.gov>  
To: "bmayo@old-town.org" <bmayo@old-town.org>  
 'Sophie Wilson' <sophiew@orono.org> 'Steve Bost' <sbost@brewerme.org>  
 'Susan Lessard' <manager@hampdenmaine.gov> Mark Leonard  
Cc: "Conlow, Cathy" <cathy.conlow@bangormaine.gov>  
 "Linscott, Laurie" <laurie.linscott@bangormaine.gov>

Subject: FW: Appointment of Bus Superintendent

Attachments: Attach0.html / Uploaded File

8K

Good Afternoon Managers:

Please find below an announcement concerning the appointment of the new Bus Superintendent for Community Connector. As a partner in this regional system, I wanted to advise you of this action in advance of it becoming public information... which I presume it will in the near future. Thank you for your continued support of and involvement with the region's public transit system.

Bob Farrar

**From:** Farrar, Bob  
**Sent:** Tuesday, May 20, 2014 4:21 PM  
**To:** Conlow, Cathy; Councilors  
**Cc:** Department Heads; Division Directors  
**Subject:** Appointment of Bus Superintendent

Good Afternoon:

I am pleased to announce the appointment of Laurie Linscott to the position of Bus Superintendent for the Community Connector Regional Transit System. Ms. Linscott has served as the Interim Superintendent the since June 2013, following the retirement of previous Superintendent Joseph McNeil. Ms. Linscott has worked for the Community Connector since 1999 in the position of Assistant to the Superintendent. In that role she performed a number of functions including supervising and directing the afternoon shift, assisting with the preparation of the annual division budget, participating in hiring and training of personnel, managing state and federal grants, assisting with bus maintenance issues, interacting with state and federal transit officials, and responding to passenger questions and complaints, among others. More

recently during her interim role, she participated on the Management Negotiating Committee as the City and the newly formed bus drivers union negotiated the parties' first labor agreement. She is a Certified Community Transit Manager (CCTM) and holds an Associate's Degree in Business Management from the University of Maine. She will begin her new duties immediately.

Please join me in welcoming Laurie to her new position with the City.

Thanks,

Bob F.

# VEAZIE SEWER DISTRICT

34 HOBSON AVENUE

VEAZIE, MAINE 04401

207-942-1536

Dear Citizens of Veazie,

May 1, 2014

The Veazie Sewer District Trustees would like to provide an update of the activities that are occurring at your Waste Water Treatment Facility.

Annual operating expenses have been reduced from over \$541,000 in FY 2013 to a budgeted amount of \$484,430 for the upcoming year that was approved at the April 28 meeting for a reduction of \$56,570. Without special budget items, the district budget would have been \$387,930, representing a reduction in actual spending of \$153,070/yr (~28% decrease). The 2015 budget is projected to be reduced by another \$36,500 further next year and an additional \$60,000 per year in following years once reserves have been replenished. These large reductions in spending are occurring even as the District is re-establishing its debt reserve fund as needed to cover its loan obligations with the Maine Bond Bank and the capital replacement reserve accounts required in order to assure the district can meet its future needs and obligations.

The District's goal is to now define for the taxpayers of Veazie, what the assessment will be used for as was done for many years, and to work toward reducing the assessment or eliminating it entirely. The use of the assessment has been clearly defined in this year's assessment letter to the Town. This assessment has a direct impact on your property tax bill. The annual assessment to the Town, as provided for by the Sewer District Charter has been reduced from:

2011-2012	\$150,000
2012-2013	\$110,000
2014-2015	\$ 97,500
2015 on	\$ 60,000 (projected, may be less if cost projections hold true)

With Legislative changes made to our charter, now every citizen who votes in Veazie can vote in District elections during town wide elections. Prior to the changes, some citizens were disallowed from voting and voting was required to be done at a straw poll vote at the District's annual meeting.

The District manpower is now at 2 full time employees plus some occasional part time help, down from the prior employee number of 4 employees. This has helped to control our operating costs.

Annual financial audits for the District are done by the District's auditor. Last year's audit is posted on the Sewer District web site as are the monthly meeting minutes and treasurer's reports.

The District now utilizes a warrant process, similar to that used by towns, where all expenditures are approved by the Trustees prior to being made to assure all expenditures are consistent with District policy.

One cost that was impacting the District cash flow was the number of outstanding bills that had not been paid and for many of which liens were being placed. That number has been reduced significantly during the past year and payments have been made. Our new policies are helping reduce delinquent accounts and cash flow has improved which works toward reducing our operating costs further.

All this has been accomplished while still meeting our primary objective, which is to treat the Town of Veazie's wastewater to acceptable discharge levels as required by the license we operate under issued by the Maine Department of Environmental Protection.

Respectfully,

Rob Tomilson, Trustee, Chair;

Jim Parker, Trustee, Treasurer;

Norman Webb, Trustee

# ELECTRONICS END, LLC

YOUR ENVIRONMENTAL SOLUTION FOR ELECTRONIC & UNIVERSAL WASTE

## CERTIFICATE OF RECYCLING Town of Veazie Recycling Event 2014

ELECTRONICS END LLC CERTIFIES THAT THE FOLLOWING SHIPMENTS OF MATERIALS WERE RECYCLED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS:

QUANTITY & DESCRIPTION OF MATERIAL: 368 lbs Monitors  
2,419 lbs Televisions  
825 lbs Mixed E-Waste

EVENT DATE: 05/10/14

PROCESSING DATE: 05/19/15


TRACKING: Outgoing UBOL # MER037461

CERTIFICATE ISSUED TO: Town of Veazie  
1084 Main Street  
Veazie, ME 04401  
207-947-2781

"I certify that all parts of the hazardous components of the universal waste referenced in the above shipping documents including the mercury and lead have been recycled, i.e. used, reused or reclaimed as defined Chapter 856, Section 11A(5)."

  
Authorized Representative Signature

Linnea M. Roy

  
Date

**Mailing Address:**

Electronics End, LLC  
P. O. Box 3233

**Physical Facility Location:**

173 Robertson Blvd.  
East West Industrial Park

**INVITATION TO AN INFORMATIONAL MEETING  
HOSTED BY  
USA ENERGY GROUP, LLC  
THE MANAGING GENERAL PARTNER OF  
PENOBSCOT ENERGY RECOVERY COMPANY, LP**

There have been many recent news reports concerning the handling of solid waste in Maine as well as the future of Penobscot Energy Recovery Company, LP ("PERC"). USA Energy Group invites your community which presently has a waste disposal arrangement with PERC, and may also be one of its owners, to attend an informational meeting on the future of PERC and on the broader topic of how the state of Maine manages solid waste. Areas of discussion include:

- a. LD 1483 and the solid waste hierarchy within the State of Maine;
- b. Today's efforts for PERC's future operations;
- c. A view from the Legislature on solid waste materials management in Maine;

Following the presentations time will be allowed for follow up Q & A.

We have scheduled two meetings at two different locations for your convenience, one in Brewer and the other in Waterville. We hope that you will attend one of these meetings with your questions.

- June 17, 2014 at 6:00 p.m. at Jeff's Catering, located at 15 Littlefield Road in Brewer and;
- June 19, 2014 at 6:00 p.m. at O'Brien's Event Center located at the Best Western, 375 Main Street in Waterville.

Please RSVP if your community will be attending and the number of representatives so we may plan accordingly. Please contact Rod Carr at:

Doyle & Nelson  
ATTN: Rod Carr  
150 Capitol Street, Ste. 2  
Augusta, ME 04330

Tel. #: (207) 622-6124  
Email: [rcarr@doylenelson.com](mailto:rcarr@doylenelson.com).



## Town of Veazie

May 30, 2014

Shawn Murphy  
Center Director  
Penobscot Job Corps Academy  
1375 Union Street  
Bangor, Maine 04401

Ref: Stream/Street Cleanup

Dear Director Murphy,

My name is Mark Leonard and I'm the Town Manager for the Town of Veazie. I am writing this to say how appreciative I am of recent help we received from one of your staff members and several of your students.

On May 17, 2014 the Town of Veazie held a stream/street cleanup, which is an annual event for our Community. Our storm water Manager, Phil Ruck, had been contacted by Mike Jellison who is one of your Staff Members. Mr. Jellison offered to assist us with our event much like he has done in other communities in the past.

On the day of the event, Mr. Jellison and (8) students arrived at the Town Office ready to go to work. Although, the weather did not deter them from doing the tasks they were assigned. With the students, Mr. Jellison and (8) Veazie residences this by far was the most successful stream/street cleanup event he have held.

I was at the event and thanked each of them personally, but wanted to make you aware of this great community event that they participated in and ask that you extend my thanks to them again! I look forward to working with them again at future events.

Sincerely,



Mark Leonard