



Veazie Town Council

Regular Meeting

January 12, 2015

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 December 15th, 2014 Council Meeting Minutes.
- ITEM 6:** Comments from the Public

New Business:

- ITEM 7:** Update from Assessor Ben Birch
- ITEM 8:** Appointment of Registrar of Voters
- ITEM 9:** Regional Animal Control Contract

Old Business:

- ITEM 10:** Updated Managers Job Description
- ITEM 11:** Manager's Report
- ITEM 12:** Comments from the Public
- ITEM 13:** Requests for information and Town Council Comments
- ITEM 14:** Review & Sign of AP Town Warrant #12 & #13 and Town Payroll #13 & #14
School Payroll Warrant #13 and AP School Warrant #13 & #14.
- ITEM 15:** Adjournment

Tammy J Perry
5Prouty Drive
9479624

Chris Bagley
16 Silver Ridge
cbagley@veazie.net

Robert Rice
1116 Buck Hill Dr
942 -3064

Karen Walker
1002 Mutton Ln
947-0458

David King
1081 Main St
942-2376

Veazie Town Council Workshop
December 15th, 2014

Members Present: Chairman Tammy Perry, Councilor Robert Rice, Councilor Chris Bagley, Councilor Karen Walker, Councilor David King, Manager Mark Leonard, Secretary Julie Strout, Supt. Dennis Cross, Trustee Paul Smith, Trustee Ken Borneman and Trustee Joan Perkins from the Orono/Veazie Water District Board of Trustees and various members of the public.

Members Absent:

None

ITEM 1: Call to order

Chairman Tammy Perry called the workshop to order at 6:00pm.

ITEM 2: Secretary to do the roll call:

All present.

ITEM 3: Consideration of the Agenda

None

ITEM 4: Workshop with Orono/Veazie Water District Trustees

Trustee, Paul Smith presented an update to the Council with a power point presentation. The topics that were discussed were on Water Quality, Superintendent Search, Interim Operations Support, Alternate Water Sources and Beyond Compliance.

Comments were made by the Council received and from the public.

ITEM 5: Adjournment

Councilor David King motioned to adjourn

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

Motion carried

Adjourned at 6:34pm

Veazie Town Council Meeting
December 15th, 2014

ITEM 1: Call to order

Chairman Tammy Perry called the meeting to order at 6:34pm.

ITEM 2: Secretary to do the roll call:

All present.

ITEM 3: Pledge of Alligiance

ITEM 4: Consideration of the Agenda

Chairman Tammy Perry wanted to add an Executive Session 1 MRSA 405(6)(A) to discuss personnel matters at 14B.

ITEM 5: Approval of the November 17th, 2014 Council Meeting Minutes

Councilor Robert Rice made a motion, seconded by Councilor Karen Walker to accept the November 17th, 2014 Council Meeting Minutes as written. Voted 5-0-0. Motion carried.

ITEM 6: Comments from the public

There were several comments made by the public.

New Business:

ITEM 7: Review managers updated job description

The Council agreed to table this until the next meeting.

ITEM 8: Review Economic Development Committee mission statement

Councilor David King made a motion, seconded by Councilor Chris Bagley to reinstitute the Economic Development Committee with a minimum of three members and maximum of five. Voted 5-0-0. Motion carried.

ITEM 9: Appointment of Economic Development Committee Members

Councilor David King made a motion, seconded by Councilor Karen Walker to nominate Patricia Rice to the Economic Development Committee. Voted 5-0-0. Motion carried.

Councilor Robert Rice made a motion, seconded by Councilor Chris Bagley to nominate Charles Osgood to the Economic Development Committee. Voted 5-0-0. Motion carried.

ITEM 10: Review Draft Services Agreement

Councilor Karen Walker made a motion, seconded by Councilor David King to accept the services agreement with Manager Leonard being able to exclude any items that aren't relevant to the project at that time. Chairman Perry wanted to amend the motion to add yearly projects under 5,000 and emergencies are exempt. Chairman Perry wanted to withdraw the amendment. Chairman Perry confirmed that the motion states to accept this agreement as written and to allow Manager Leonard to adjust it with exemptions as needed. Voted 5-0-0. Motion carried.

Old Business:

ITEM 11: Review Draft letter to Orono/Veazie Water District Trustees

Councilor David King made a motion, seconded by Councilor Karen Walker to accept the letter to the OVWD Trustees as amended. Voted 5-0-0. Motion carried.

ITEM 12: Review 2015 Budget Schedule

The Council agreed to have Manager Leonard post the 2015 Budget Schedule once amended.

ITEM 13: Manager's Report

Manager Leonard reviewed his report with the Councilor's.

ITEM 14: Comments from the Public

None

ITEM 14B: Executive Session 1 MRSA 405 (6)(A) –Personnel Matters

Councilor David King made a motion, seconded by Councilor Robert Rice to enter into Executive Session I MRSA 405 (6) (A) at 7:54pm. Voted 5-0-0. Motion carried.
Councilor David King made a motion, seconded by Councilor Karen Walker to enter into Executive Session I MRSA 405 (6) (A) at 8:16pm. Voted 5-0-0. Motion carried.

Chairman Tammy Perry made a motion, seconded by Councilor David King that the Town Office will be closed on Friday, December 26th and Friday, January 2nd. Voted 5-0-0. Motion carried.

ITEM 15: Requests for information and Town Council Comments

There were a few comments made by Councilors

**ITEM 16: Review & sign of AP Town Warrant #11 and Town Payroll #11 & #12
School Payroll Warrant #11 & #12 and AP School Warrant #11 & #12.**

The warrants were circulated and signed.

ITEM 17: Adjournment

Councilor David King motioned to adjourn

Councilor Karen Walker seconded. No discussion. Voted 5-0-0

Motion carried.

Adjourned at 8:19pm

A True Copy Attest:

Julie Strout
Deputy Clerk

Agenda Items For January 12, 2014 Council Meeting

ITEM 7: At the request of the Council Assessor Ben Birch will be at the meeting to provide and update on the assessing department as we move into preparing the budget for FY 15-16.

ITEM 8: It is requested that the Council re-appoint Julie Strout as the Registrar of Voters. Her term expired in December of 2014.

ITEM 9: Manager Leonard will present the regional animal control contract. This contract sees an increase from last year because of three reasons. One being the Town of Milford has decided not to participate this year, secondly this contract included a 2% pay increase and finally we had more calls for service last year than we had budgeted for. Last year's contract amount was \$314.32 and the contracted amount for this year is \$881.08. It's the recommendation of Management that this contract be approved.

ITEM 10: The requested changes from the last Council meeting were made to the manager's job description. The updated version will be presented for discussion and possible adoption.

To: Mark Leonard, Veazie Town Manager
FROM: Benjamin F. Birch, Jr., Veazie Assessor
Date: January 9, 2015

ITEM # 7

RE: Assessor's Update as of January

Per your request, I am providing you the first of several valuation estimates I will be developing using the Maine Revenue Services –Tax Rate Calculation Standard Form.

- Attachment 1 provides information that was used for last year's commitment.
- Attachment 2, is an estimated valuation report including the "new valuation" of \$850,000 uses the same tax rate of 0.01775 that was used last year. The "overlay" increased.
- Attachment 3, is an estimated valuation report, same as attachment 2, but the tax rate is 0.01770 the "overlay" is slightly lower than last year.

See attachments.

The only significant loss in valuation for the upcoming tax year is due to the removal of the building value for Penobscot River Restoration Trust identified on Map 7 Lot 58. Last year's assessment was made consisting of a land assessment of \$303,700, a building assessment of \$545,000 having a total assessed value of \$848,700. The removal of the buildings and reclassification of the land from a developed site to an undeveloped site reduced the assessed value by \$731,700 or \$5,390.67 in tax dollars. The April 1, 2015 assessed value for this property will be \$117,000.

In the process of completing the Tax Rate Calculations Standard Form, I also reviewed the TRIO Assessment Report which gives a comparison of the "previous years" assessments with the "new valuation" assessments. The report shows all of the reductions. The previous year's total Real Estate was \$161,141,600 and the upcoming new valuation of Real Estate is \$160,256,400 a reduction of \$885,200. As stated above, \$731,700 is due to the update made on the Penobscot River Restoration Trust account and the remaining loss in valuation is due to the annual depreciation.

On Monday January 5, 2015, I asked John Larson to furnish me a report of his Building Permit activity. For the upcoming tax year we will pick up seven new

dwelling units, including mobile homes, garages and accessory building. The estimated new valuation is \$859,025. This number may increase or decrease due to the inspections to be made.

In addition, I reviewed the TRIO Personal Property Audit Summary that shows a total assessed value for the Personal Property Business Equipment for Veazie of \$143,128,000. The four major accounts are: CASCO Bay Energy LLC, EMERA Maine, Bangor Gas and American Concrete Industries, Inc., have a combined personal property assessment of \$136,962,123 or account for 96% of the personal property assessed value. I do not anticipate any significant changes with Personal Property other than the depreciation.

As of today's date, no information has been released by the Governor's Office or Maine Municipal Association on revenue sharing, education, or other budget shortages. I look forward to receiving this information next month.

2015 MUNICIPAL TAX RATE CALCULATION FORM

Municipality: Veazie

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total Taxable Valuation of Real Estate	1	143,998,500	
2. Total taxable valuation of personal property	2	138,005,423	
3. Total Taxable Valuation of real estate and personal property (Line 1 plus line 2)	3	282,003,923	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	5,005,800	
(b) Homestead exemption reimbursement value	4(b)	2,502,900	
		(Line 4(a) multiplied by .5)	
5. (a) Total exempt value of all BETE qualified property	5(a)	268,000	
(b) The statutory standard reimbursement for 2014 is 50%	5(b)	134,000	
Municipalities with significant personal property & equipment		(line 5(a) multiplied by 0.5)	
may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b))	6	284,640,823	

Assessments

7. County Tax	7	284,749.05	
8. Municipal Appropriation	8	1,633,139.00	
9. TIF Financing Plan Amount	9	941,568.00	
10. Local Educational Appropriation (Local Share/Contribution)	10	2,714,264.00	
(Adjusted to Municipal Fiscal Year)			
11. Total Assessments (Add lines 7 through 10).....	11	5,573,720.05	

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing.....	12	119,139.00	
13. Other Revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. Do Not Include any Homestead or BETE Reimbursement)	13	418,360.00	
14. Total Deductions (Line 12 plus line 13).....	14	537,499.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15	5,036,221.05	

16.	5,036,221.05	X	1.05	=	5,288,032.10	Maximum Allowable Tax
17.	5,036,221.05	/	284,640,823	=	0.017693	Minimum Tax Rate
18.	5,288,032.10	/	284,640,823	=	0.018577	Maximum Tax Rate
19.	282,003,923	X	0.017750	=	5,005,569.63	Tax for Commitment
			(Selected Rate)		(Enter on Page1, line 13)	
20.	5,036,221.05	X	0.05	=	251,811.05	Maximum Overlay
21.	2,502,900	X	0.017750	=	44,426.48	Homestead Reimbursement
			(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	134,000	X	0.017750	=	2,378.50	BETE Reimbursement
			(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	5,052,374.61	-	5,036,221.05	=	16,153.56	Overlay
	(Line 19 plus lines 21 and 22)				(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

MAINE REVENUE SERVICES - 2014 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: _____

VEAZIE

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

- | | | |
|--|------|--|
| 1. Total taxable valuation of real estate | 1 | 144,848,500
<small>(should agree with MVR Page 1, line 6)</small> |
| 2. Total taxable valuation of personal property | 2 | 138,005,423
<small>(should agree with MVR Page 1, line 10)</small> |
| 3. Total taxable valuation of real estate and personal property (Line 1 plus line 2) | 3 | 282,853,923
<small>(should agree with MVR Page 1, line 11)</small> |
| 4. (a) Total exempt value for all homestead exemptions granted | 4(a) | 5,005,800
<small>(should agree with MVR Page 1, line 14f)</small> |
| (b) Homestead exemption reimbursement value | 4(b) | 2,502,900
<small>(line 4(a) multiplied by 0.5)</small> |
| 5. (a) Total exempt value of all BETE qualified property | 5(a) | 268,000
<small>(should agree with MVR Page 2, line 15c)</small> |
| (b) The statutory standard reimbursement for 2014 is 50%
<i>Municipalities with significant personal property & equipment
may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.</i> | 5(b) | 134,000
<small>(line 5(a) multiplied by 0.5)</small> |
| 6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b)) | 6 | 285,490,823 |

ASSESSMENTS

- | | | |
|--|----|--|
| 7. County Tax | 7 | \$284,749.05 |
| 8. Municipal Appropriation | 8 | \$1,633,139.00 |
| 9. TIF Financing Plan Amount | 9 | \$941,568.00
<small>(should agree with MVR Page 2, line 16c)</small> |
| 10. Local Education Appropriation (Local Share/Contribution)...
<small>(Adjusted to Municipal Fiscal Year)</small> | 10 | \$2,714,264.00 |
| 11. Total Assessments (Add lines 7 through 10)..... | 11 | \$5,573,720.05 |

ALLOWABLE DEDUCTIONS

- | | | |
|--|----|-----------------------|
| 12. State Municipal Revenue Sharing..... | 12 | \$119,139.00 |
| 13. Other Revenues: (All other revenues that have been formally
appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank
interest income, appropriated surplus revenue, etc... (Do Not Include any Homestead or BETE Reimbursement)) | 13 | \$418,360.00 |
| 14. Total Deductions (Line 12 plus line 13)..... | 14 | \$537,499.00 |
| 15. Net to be raised by local property tax rate (Line 11 minus line 14)..... | 15 | \$5,036,221.05 |

- | | | |
|---|--|-------------------------|
| 16. \$5,036,221.05 x 1.05 = \$5,288,032.10
<small>(Amount from line 15)</small> | | Maximum Allowable Tax |
| 17. \$5,036,221.05 ÷ 285,490,823 = 0.017641
<small>(Amount from line 15) (Amount from line 6)</small> | | Minimum Tax Rate |
| 18. \$5,288,032.10 ÷ 285,490,823 = 0.018523
<small>(Amount from line 16) (Amount from line 6)</small> | | Maximum Tax Rate |
| 19. 282,853,923 x 0.017750 = \$5,020,657.13
<small>(Amount from line 3) (Selected Rate) (Enter on MVR Page 1, line 13)</small> | | Tax for Commitment |
| 20. \$5,036,221.05 x 0.05 = \$251,811.05
<small>(Amount from line 15)</small> | | Maximum Overlay |
| 21. 2,502,900 x 0.017750 = \$44,426.48
<small>(Amount from line 4b) (Selected Rate) (Enter on line 8, Assessment Warrant)</small> | | Homestead Reimbursement |
| 22. 134,000 x 0.017750 = \$2,378.50
<small>(Amount from line 5b) (Selected Rate) (Enter on line 9, Assessment Warrant)</small> | | BETE Reimbursement |
| 23. \$5,067,462.11 - \$5,036,221.05 = \$31,241.06
<small>(Line 19 plus lines 21 and 22) (Amount from line 15) (Enter on line 5, Assessment Warrant)</small> | | Overlay |

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Municipality: _____

VEAZIE

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	144,848,500 <small>(should agree with MVR Page 1, line 6)</small>
2. Total taxable valuation of personal property	2	138,005,423 <small>(should agree with MVR Page 1, line 10)</small>
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	282,853,923 <small>(should agree with MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	5,005,800 <small>(should agree with MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	2,502,900 <small>(line 4(a) multiplied by 0.5)</small>
5. (a) Total exempt value of all BETE qualified property	5(a)	268,000 <small>(should agree with MVR Page 2, line 15c)</small>
(b) The statutory standard reimbursement for 2014 is 50% Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Please contact MRS for the Enhanced Tax Rate Calculator form.	5(b)	134,000 <small>(line 5(a) multiplied by 0.5)</small>
6. Total Valuation Base (Line 3 plus line 4(b) plus line 5(b))	6	285,490,823

ASSESSMENTS

7. County Tax	7	\$284,749.05
8. Municipal Appropriation	8	\$1,633,139.00
9. TIF Financing Plan Amount	9	\$941,568.00 <small>(should agree with MVR Page 2, line 16c)</small>
10. Local Education Appropriation (Local Share/Contribution)...	10	\$2,714,264.00 <small>(Adjusted to Municipal Fiscal Year)</small>
11. Total Assessments (Add lines 7 through 10).....	11	\$5,573,720.05

ALLOWABLE DEDUCTIONS

12. State Municipal Revenue Sharing.....	12	\$119,139.00
13. Other Revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, tree growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc... (Do Not Include any Homestead or BETE Reimbursement)	13	\$418,360.00
14. Total Deductions (Line 12 plus line 13).....	14	\$537,499.00
15. Net to be raised by local property tax rate (Line 11 minus line 14).....	15	\$5,036,221.05

16.	\$5,036,221.05 <small>(Amount from line 15)</small>	x	1.05	=	\$5,288,032.10	Maximum Allowable Tax
17.	\$5,036,221.05 <small>(Amount from line 15)</small>	÷	285,490,823 <small>(Amount from line 6)</small>	=	0.017641	Minimum Tax Rate
18.	\$5,288,032.10 <small>(Amount from line 16)</small>	÷	285,490,823 <small>(Amount from line 6)</small>	=	0.018523	Maximum Tax Rate
19.	282,853,923 <small>(Amount from line 3)</small>	x	0.017700 <small>(Selected Rate)</small>	=	\$5,006,514.44 <small>(Enter on MVR Page 1, line 13)</small>	Tax for Commitment
20.	\$5,036,221.05 <small>(Amount from line 15)</small>	x	0.05	=	\$251,811.05	Maximum Overlay
21.	2,502,900 <small>(Amount from line 4b)</small>	x	0.017700 <small>(Selected Rate)</small>	=	\$44,301.33 <small>(Enter on line 8, Assessment Warrant)</small>	Homestead Reimbursement
22.	134,000 <small>(Amount from line 5b)</small>	x	0.017700 <small>(Selected Rate)</small>	=	\$2,371.80 <small>(Enter on line 9, Assessment Warrant)</small>	BETE Reimbursement
23.	\$5,053,187.57 <small>(Line 19 plus lines 21 and 22)</small>	-	\$5,036,221.05 <small>(Amount from line 15)</small>	=	\$16,966.52 <small>(Enter on line 5, Assessment Warrant)</small>	Overlay

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Expires: Jan. 2017

(OATH OF TOWN OFFICER)

ITEM # 8

TOWN OF VEAZIE

STATE OF MAINE



I, **Julie L Strout**, do swear or affirm that I will support the Constitution of the United States, and of this State, so long as I shall continue as a citizen thereof. SO HELP ME GOD (CONST. ME., ART. IX, Sec. 1)

I, **Julie L Strout**, do swear or affirm that I will support the Veazie Town Charter and the Ordinances of the Town of Veazie, as long as I shall continue as an officer thereof.

I, **Julie L Strout**, do swear or affirm that I will faithfully discharge, to the best of my abilities, the duties incumbent on me as a **Registrar of Voters** for the Town of Veazie according to the Constitution and laws of the State of Maine and ordinances of the Town of Veazie.

Julie L Strout

Date

Veazie, Maine

Date

Subscribed and sworn to

Before me, _____
Mark Leonard, Town Manager

ITEM # 9



PENOBSCOT COUNTY
UNORGANIZED TERRITORY ADMINISTRATION
Barbara Veilleux, Director
97 Hammond Street
Bangor, ME 04401

Phone: 207-942-8566
Fax: 207-945-4933

December 24, 2014

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

Dear Mark,

Enclosed you will find three copies of the renewal of the Regional Animal Control contract for 2015. I'm pleased that you found this service helpful and have chosen to participate for another year.

This year we have included a paragraph (6) in regards to inoculations. The paragraph states that we would all share equally in the cost of any inoculations that might be required of Denise in the performance of her duties relating to our contract with her. The pre-exposure vaccine she received this year provides basic protection for several years however, she would need a booster if she were to be bitten by a rabid animal.

Please have your councilors sign all three copies and return them to me. Once the commissioners sign, I will forward a copy back to you. Thank you and enjoy the holidays!

Sincerely,

Barbara A. Veilleux, Director

REGIONAL ANIMAL CONTROL AGREEMENT

This agreement, made this _____ day of January, 2015, by and between the Town of Veazie, hereinafter referred to as the "Town" and Penobscot County, a body politic within the State of Maine, having its principal office located in Bangor, hereinafter referred to as the "County".

- 1. Scope of Services:** Penobscot County agrees to hire a Regional Animal Control Officer (ACO), who will be responsible to provide animal control services as outlined in 7 MRSA § 3947 including: Response to domesticated animal complaints, control of dogs running at large, enforcement of rabies vaccination requirements and to follow procedures to prevent the spread of rabies, provision of medical care to injured animals, enforcement of municipal animal ordinances, remediation of animal trespass situations, initial investigation of animal cruelty complaints (State Animal Welfare will be brought in if animal cruelty complaints are founded and require further attention.) The ACO is not an employee of the County and is not entitled to any worker's compensation or other employment benefits from the County.
- 2. Insurance & Equipment:** The ACO will obtain and maintain in force, general liability insurance in the amount of \$400,000 and will furnish his/her own equipment, vehicle and fuel. The ACO further agrees to obtain and maintain in force, automobile liability insurance. The ACO is barred from pursuing any claims of any nature against the County or the Town and has agreed to name the County and the Town of Veazie as additionally insured parties on the general liability insurance policy. The ACO further agrees to defend, indemnify and hold the County and the Town of Veazie harmless from liability claims arising from any services provided by the ACO.
- 3. Training & Certification:** The ACO will attend advanced training programs as described under section 3906-B, subsection 4 to maintain certification. A minimum of 8 hours of training is required each year. The cost of training will be shared by the County and the participating Towns.
- 4. Response Times:** The ACO will be dispatched by the Penobscot Regional Communications Center and will be expected to respond to all calls within 24 hours. In addition, the ACO will respond to urgent or emergency calls as soon as possible. The ACO will notify the town of unusual situations such as dog bites, summonses, cruelty investigations, seizures and rabies cases.
- 5. Record Keeping:** The ACO will keep detailed records of all calls and will forward the call records to Penobscot County monthly. The call records will contain the following information: Date of call, town name, physical address, the nature of the call, total call time, total mileage. Penobscot County will share the call records with the Town monthly.
- 6. Inoculations:** The City will share in the cost of all inoculations administered to the ACO that may be required as a result of the performance of his/her duties under this agreement.
- 7. Town Responsibilities:** The Town agrees to: participate in the interviews during the hiring process, appoint the ACO hired as the Town's ACO, maintain a contract with an approved shelter as required by 7 MRSA §3949, remain in good standing with veterinarian clinics, provide information related to registration of animals to the ACO, provide copies of ordinances related to domesticated animals specific to the Town, direct all animal control complaints to the ACO through the Penobscot County Regional Communications Center for relay to the ACO.

8. **Estimated Call Volume:** This contract is based on an estimated call volume of **15** calls per year. If call volumes fluctuate significantly, either party may request re-negotiation of the contract.
9. **Compensation:** The Town agrees to pay the County **Eight-hundred, eighty-one dollars and 08 cents (\$881.08)** annually for the provision of the services described above. The County will invoice the Town in quarterly installments of **Two-hundred, twenty dollars and 27 cents (\$220.27)** beginning April 1, 2015. The Town will reimburse the County with 30 days of the receipt of the invoice.
10. **Term:** The term of this agreement shall be for a period of one year, beginning January 15, 2015 and ending on January 14, 2016. Any future agreement will be negotiated at the end of the one year period.
11. **Termination:** Either party may terminate this agreement with cause, only when at least a thirty-day (30) written notice is provided to the other party.
12. **Assignment:** No party to this agreement shall assign, delegate, subcontract or otherwise transfer its rights or obligations hereunder without the prior consent of the other party.

IN WITNESS WHEREOF, the parties hereunder duly authorized have executed and delivered this agreement.

Date

Penobscot County Commissioners, Chair

Witness

Penobscot County Commissioner

Penobscot County Commissioner

Date

Town of Veazie, Councilor

Witness

Town of Veazie, Councilor

Town of Veazie, Councilor

Town of Veazie, Councilor

Town of Veazie, Councilor

POSITION DESCRIPTION

Class Title: Town Manager
Department: Executive
Date: November 2014



GENERAL PURPOSE:

Performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Town of Veazie.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Town Council

SUPERVISION EXERCISED:

Exercises supervision over all Town Departments either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Veazie under the direction of the Town Council in keeping with the Town Charter, ordinances, and the laws of the State of Maine and of the United States.

The Manager is charged with the identification of the service and policy needs of Veazie and has the responsibility for the development of the program or action directed by the Town Council to meet the identified needs of the community. The Manager shall act in such capacity as the Town Council may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The manager is charged with the responsibility of advising the Council and general public on the current status of all affairs of the Town.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between Veazie and other governmental agencies and between the various boards and commissions that make up Veazie's Town Government.

The Manager performs such other duties as may be directed by the Town Council.

PERIPHERAL DUTIES:

Knowledge of municipal management, municipal government programs, community problems, and decision-making processes.

Knowledge of State and Federal Statutes affecting municipal government

Knowledge of municipal financial management and accounting procedures, budgeting and investments.

Knowledge of state and federal programs and decision-making processes.

Knowledge of the principles of personnel administration.

Working knowledge of purchasing principles and practices including the bid process.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to organize and use time effectively.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

Examples of Work (Illustrative Only):

Carries out the directives of the Town Council; prepares reports and written recommendations as part of these activities.

Attends meetings of the Town Council, preparing and providing supporting documents and information pertinent to agenda items.

Serves as Personnel Director for the Town; hires, evaluates and directs the Town's staff as outlined in the Town Charter.

Monitors the budget and all financial affairs of the Town; works closely with departments heads in the development of a comprehensive budget and work program.

Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Council on the status of the Town's budgets.

Responsible for implementing all Council policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates.

Attends meetings and conventions on behalf of Town.

Serves as liaison between the Town Council and various public and private agencies and businesses and the citizens of Veazie.

PERIPHERAL DUTIES (CONT):

Represents the Town to a variety of outside organizations including but not limited to Maine Town and City Management Association, International City Management Association, Maine Municipal Association.

Serve as the Health and Safety Officer for the Town

Serve as the Overseer of the Poor for the Town

Serve as the Tax Collector for the Town

Serve as the Road Commissioner for the Town

Serves as the Town's purchasing agent.

Serves as the Personnel Director for the Town

Serves as the Budget Officer for the Town

Serves as the Deputy Registrar of Voters for the Town

Serves as the Town Clerk for the Town

Serves as the National Incident Manager (NIMS) Compliance Office for the Town

Serves as the Treasurer for the Town

Performs related work as may be required.

PREFERRED MINIMUM QUALIFICATIONS:

Considerable experience in a responsible position of a managerial nature, preferably in local government. A strong background in financial management and accounting, budget preparation and accounting, administrative/organizational development, strong human relations skills. A degree in public administration or related field or an equivalent combination of experience and training.

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state

(B) Must be bondable

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software, calculator, phone, copy machine, fax machine, postage machine and other essential office equipment to perform the necessary function of the job described above.

PHYSICAL DEMANDS:

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

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

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move 25 + or - pounds.

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

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

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

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

Approval: _____
Town Council Chair

Effective Date: _____ Revision History: _____

Manager's Report For January 12, 2015 Council Meeting

I hope everyone had a Merry Christmas and a Happy New Year. I was able to enjoy a week's vacation which was nice around the holiday season. Since the last council meeting here are some things I've been working on and/or have been occurring around Town:

Participated in a conference call with Maine Community Foundation on possible funding sources for the redevelopment of the community center

Finalized the FY 15/16 Budget schedule with changes presented at the December 15th Council Meeting

The recommended changes to the Managers job description were completed for presentation at the next Council meeting

A service agreement was drafted for the work that will be completed in the cemetery beginning this spring. It has been sent to the contractor for signature.

Met with Assessor Birch to go over the Council's request for the January Council meeting

Completed DOT questionnaire on State Street paving project scheduled for the summer of 2015.

Have spoken with the Orono Housing foundation reference the changing of locks at Graham Senior Housing. A letter was received from them as well as a follow up which is included in the attachments

Reviewed the draft agreements for the Davis Land Swap and have forwarded information to Davis for review

General Assistance applications have increased over the last few weeks following the holidays and now the colder weather.

I have reviewed the draft audit and have turned it over to Julie Reed for review. We have scheduled a meeting with Mr. Costello to go over the draft audit on January 13th. Following the meeting the audit will be finalized with it being presented to the Council at the January 26th meeting.

I have and continue to work with the Hampden Supt's Office as we transition the School's Business Office function from Glenburn to Hampden. As of this writing the transition has been smooth.

I have received, reviewed and discussed the new regional animal control officer contract. The price has increased this year from \$314.32 to \$881.08. This is due in part because the Town of Milford has chosen not to continue the service along with a 2% pay increase for the animal control officer. The contract will be presented at this council meeting for review with my recommendation to approve.

Manager's Report For January 12, 2015 Council Meeting

I met with Ron Hidu who is a Vice President/ Senior Technical Resource person for Woodard and Curran and will be working for the Orono Veazie Water District during the transition after the retirement of Dennis Cross and the hiring of new Supt.

The Town of Veazie was the host for the January Bangor Area Storm Water meeting. The meeting was well attended. The agenda and draft meeting minutes from the previous meeting are attached.

Phil Ruck, Barney Silver, James Gallant, CEO John Larson and myself will be meeting with Phil Ruck on 01-12-15 to go over areas of the storm water plan that need discussion.

I have begun discussion with staff on ideas to re-use the old public works space. This discussion will continue as we enter into the budget process incase monies are needed to assist in converting this area to usable space.

We have been putting together the 1st and 2nd quarter review information for the budget committee to review at their first meeting on January 15th.

Attachments:

Final 2015 Budget Schedule
Letter from the State of Maine
Letter from the Housing Foundation
Letter form Trustee Smith from Orono Veazie Water District
Letter from Chris Cronan
Agenda for School Committee meeting
Letter from Chairman Perry to Orono Veazie Water District
Agenda and minutes from the Bangor Area Storm Water Group

2015 Budget Meeting Schedule

<u>Day</u>	<u>Date</u>		<u>Time</u>	<u>Topic</u>
Thursday	January 15st	Workshop <i>All Departments</i>	6:30 PM	1st/2nd Quarter Review
Monday	February 9th	Council Meeting <i>Budget Committee</i>	6:30 PM	Directive from Council to Budget Committee for FY 15/16 Budget
Thursday	March 11th	Workshop <i>Municipal Departments</i>	6:30 PM	FY15/16 Draft Budget Presentation
Thursday	March 19th	Workshop <i>School Department</i>	6:30 PM	FY15/16 Draft Budget Presentation
Thursday	April 9th	Workshop <i>All Departments</i>	6:30 PM	3rd Quarter Review
Thursday	April 16th	Workshop <i>Municipal Departments</i>	6:30 PM	FY 15/16 Budget Presentation
Tuesday	April 30th	Workshop <i>School Departments</i>	6:30 PM	FY 15/16 Budget Presentation

School Vacation is the Week of April 20-24, 2015/ Patriots Day April 20, 2015

Friday	May 1st	<i>Last day for submittal of recommendations to Budget Officer</i>		
Tuesday	May 6th	Workshop <i>All Departments</i>	6:30 PM	<u>Scheduled if needed</u>
Thursday	May 7th	Workshop <i>All Departments</i>	6:30 PM	<u>Schedule if needed</u>
Monday	May 11th	Town Manager issues Budget Message		
Monday	May 11th	Public Hearing <i>All Departments</i>	6:30 PM	Budget Committee Review of Workshops, Council Review Session and Public Hearing on Total Budgets
<i>(Recommend warrant signing for Town Report)</i>				
Monday	May 18th	Council Meeting	6:30 PM	
Tuesday	June 9th	Council Meeting	6:30PM	
Tuesday	June 9th	Town Meeting	8:00 PM	Voting of Warrant Articles

All meetings will be held in the Council Chambers of the Municipal Building except for the June 9th Council Meeting and the Town Meeting, which will be held at the Veazie Community School.



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

22 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0022

PAUL R. LEPAGE
GOVERNOR

WALTER E. WHITCOMB
COMMISSIONER

December 12, 2014

To: City of Bangor, Town of Veazie, Town of Eddington, Town of Holden, Town of Orrington, Town of Hampden, Eastern Maine Development Corporation, State Agency Comprehensive Plan Reviewers

This letter is to inform you that the City of Brewer has submitted its comprehensive plan to the Department of Agriculture, Conservation and Forestry for review of its consistency with the Growth Management Act. As required by law, the Department is notifying all abutting municipalities, relevant state agencies and Brewer's regional planning organization of this submission in order to provide an opportunity for review and comment. The plan may be viewed at the Brewer City Hall or on-line at:

http://www.maine.gov/dacf/municipalplanning/comp_plans/index.shtml

Written comments will be accepted by the Department through 1/16/2015. Please send comments to:

Phil Carey, Senior Planner
Municipal Planning Assistance Program
Dept. of Agriculture, Conservation & Forestry - OR - phil.carey@maine.gov
22 State House Station
Augusta, Maine 04333-0022

In accordance with the Comprehensive Plan Criteria Rule (07-105 CMR 208), the Department will review all comments and make a determination as to the completeness of the plan no later than 1/30/2015. If the plan is found to be complete, the Department will conclude its review of the plan's consistency with the Growth Management Act no later than 2/13/2015.

If you have questions about the review process please call me at 207-624-6216 or e-mail me at phil.carey@maine.gov.

Phil Carey Senior Planner

Cc: Elizabeth Hertz, Director, DCAF Municipal Planning Assistance Program

December 18, 2014

Dear Residents of Graham School:

I am writing today to alert you that within the next 7 days the locks on the community room and public bathrooms will be changed and the key that you presently have for these doors will no longer work on these locks.

Residents may still reserve the room by calling our office at 866-4634. The Housing Foundation will make arrangements to open the room for your reservation and will then make arrangements to close the room when you are done with it. The Housing Foundation requires a minimum 7 day notice when making a reservation. Please be aware that the Veazie Senior Citizens Club have regularly scheduled meetings in the room on the 1st and 3rd Monday of each month and have the room reserved on these days from 10:00 AM to 3:00 PM.

Regarding the use and locking of any closets within the community room, the two closets closest to the kitchen area will be used by the Veazie Senior Citizens Club. The closet with the sound system will remain unlocked at all times. The fourth closet may be used and locked by residents provided that a key to the lock is given to The Housing Foundation.

Change is never easy and it is my hope that you will respect our decision to change how the community room is currently accessed by others. By changing the locks we will now have a better handle on who is using the room and when.

Thank you for your understanding.

Sincerely,



Duska K Hayman
Executive Director

CC: Mark Leonard, Town Manager

ORONO • VEAZIE WATER DISTRICT

47 Penobscot Street • Orono, ME 04473 • (207) 866-4449 • Fax (207) 866-3570

Dennis W. Cross
Superintendent

December 19, 2014

Veazie Town Council
1084 Main Street
Veazie, ME 04401

Members of the Town Council:

On December 16, the Orono-Veazie Water District presented an update of several of our initiatives to you. We need to correct one item of information that was on the slide titled "Alternate Water Sources". We stated that the Old Town Water District Trustees have approved supply of 200 MGD. Although the Old Town trustees have discussed in open meeting the mutual benefits that might accrue from such supply to the Orono-Veazie Water District, they have taken no vote and have given no formal approval. We regret having made this error. That further consideration of this matter awaits appointment of replacements for the departing superintendents of the Orono-Veazie and Old Town Water Districts still stands.

Very truly yours,



Paul Smith, Trustee and Presenter to the Veazie Town Council

Copy:

Frank Kearney, Superintendent, Old Town Water District
Dennis Cross, Superintendent, Orono-Veazie Water District
Mark Leonard, Veazie Town Manager
Sophie Wilson, Orono Town Manager



Message

Thu, Jan 1, 2015 12:25 PM

From:

"Chris Cronan" <Chris_Cronan@umit.maine.edu>

To:

malismermaid@aol.com tableman@roadrunner.com veazieceo@veazie.net
 Mark Leonard DOWNEAST4C@yahoo.com

Subject:

Message from Planning Board chair 1/1/2015

Attachments:

Attach0.html / Uploaded File

3K

Dear Mark and Members of the Planning Board:

I am writing to follow-up on our earlier phone conversation to confirm that I am retiring from the Planning Board effective today, January 1, 2015.

It has been a privilege to serve the Town of Veazie as chair of the Planning Board, and I will sincerely miss my fellow Planning Board members. I will be happy to attend one or more future meetings of the Planning Board in an effort to assist in a smooth transition to a new chairperson.

All the best and Happy New Year!

Chris Cronan

Veazie School Administrative Unit
1040 School Street
Veazie, Maine 04401
Telephone (207) 947-6573

TO: Veazie School Committee
FROM: Scott Nichols, Principal
Richard A. Lyons, Superintendent of Schools

DATE: January 5, 2015

SUBJECT: **School Committee Meeting - 7:00 p.m.**
Veazie Community School Library

AGENDA

- I. Call of the Roll
- II. Pledge of Allegiance
- III. Approval of Minutes of Regular Meeting of December 1, 2014
- IV. Adjustment to Agenda
- V. Persons Desiring to Address the Committee
- VI. Acknowledgements
- VII. A. Board Chair

B. Board Vice-Chair
- VIII. Personnel
 - A. Resignations
 - B. Nominations

IX. Principal Report (Exhibit)

X. Superintendent Report

A. December Financial Statement (Exhibit)

B. Nominee for Commissioner of Education (Exhibit)

C. Regional School Board Workshop (Exhibit)

XI. New Business

XII. Old Business

A. Discuss and act on contracts for services in superintendency, business, and special services.

B. Follow up and discuss theme of exclusive high school.

C. Discussion of goal statements.

XIII. Board Policy

XIV. Request for Information

XV. Executive Session

XVI. Next Meeting - February 2, 2015

XVII. Adjournment



Town of Veazie
1084 Main Street
Veazie, ME 04401
Phone: (207) 947-2781
Fax: (207) 942-1654
www.veazie.net

January 2, 2015

Board of Trustees
Orono-Veazie Water District
47 Penobscot Street
Orono, ME 04473

Dear Trustees,

The Veazie Town Council received a letter dated October 15, 2014 and signed by citizens of Veazie and Orono detailing their concerns about the Orono-Veazie Water District. The letter, in the form of a petition, outlined a number of concerns with water quality and with the structure and transparency of the Orono-Veazie Water District. This letter outlines the issues raised by our citizens and requests remedy.

Comprehensive Plan. We share the desire of the citizens that the OVWD have a comprehensive water management plan. We understand the short-term efforts to remedy the issues with chemical byproducts of chlorine, such as flushing hydrants and working to purchase water from neighboring towns to dilute ours, but we agree with our citizens that the OVWD would benefit from a long-term comprehensive quality assurance plan for our water. We also believe that the infrastructure of the OVWD could be modified in ways that could increase efficiency and prevent water quality issues in the future. Further, we are in agreement with our citizens that water chemistry and purity should be comparable with that of surrounding communities. Having reviewed some of the test results from surrounding communities, it is clear that they have both lower and more consistent values than are found in our water. We support the suggestion of our citizens that a committee be created that includes public stakeholder representatives to create this plan.

Communication. We agree with our citizens that concerted and ongoing efforts need to be in place for open communication between the OVWD and the public. That includes dialogue between the OVWD and the public at meetings and the generation of meeting minutes that capture the topics — reliably — of each meeting. We appreciate that the District has already begun working on this and we offer our assistance as elected community officials to continue with this task.

Public Confidence. The citizens' letter has a common thread of lack of public confidence in the governance of the OVWD and the quality of our water. Restoring trust in the OVWD should be a

priority. We ask that the OVWD become a more deliberative body and recognize its role as a public trust operating under a State charter. Analyzing and discussing problems publically goes a long way toward earning that trust. As solutions are explored, developed, and accepted or rejected, the public has a chance to see and understand your reasoning. It is clear that increased public input and open deliberations would help to restore public confidence and trust.

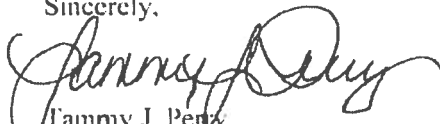
Freedom of Information Act. Understanding and respecting the Freedom of Information Act is an important responsibility that we also share. We note that the Maine Municipal Association offers an Elected Officials Workshop. Though not technically elected, the Trustees of the OVWD face the same challenges and responsibilities of elected officials. MMA also offers a class on Managing Freedom of Access Requests. We strongly encourage the new superintendent to be trained in these areas.

Hiring Process. We would like to express our sincere appreciation for the service provided by Dennis Cross as Superintendent of the OVWD. As the Trustees embark on the hiring process, we encourage you to have all Trustees involved in the process in a participative manner. While we understand that executive sessions may be needed early in the process to respect the confidentiality of applicants, we believe that all Trustees and the public should be allowed to have input in the later stages of the process. The actions of the Superintendent affect all.

We respectfully request an update on your progress with these matters within three months.

Thank you.

Sincerely,



Tammy J. Perry
Chair, Veazie Town Council

cc: Veazie Town Council
Orono-Veazie Water Citizens Action Group
Orono-Veazie Water District Interim Superintendent/Woodard & Curran
Orono Town Council

Citizens' Letter to the Town Councils of Orono and Veazie Concerning Our Need for Improved Water Quality and Improved Management of Our Water District

October 10th, 2014

Dear Orono and Veazie Town Councils,

In the last year a citizens' action group has been formed to advocate for improved water quality in Orono and Veazie. Our efforts stem from two concerns: first, the fact that for the last decade, the water provided to us by the Orono Veazie Water District (OVWD) has repeatedly registered above EPA limits for certain chemical compounds, some of which are known carcinogens; and second, the OVWD and members of its board have failed to communicate with the public and to develop a comprehensive plan to substantially improve the quality of our water. We seek to be courteous and constructive in our feedback, but to date none of our efforts have resulted in substantive change. As a result, we see a clear need to move to the next level in our efforts, and we are asking you for your support as the entities that appoint the OVWD board members and represent us, its stakeholders.

The Science Behind Our Unhealthy Water

On October 5th of this year, our citizens action group held an informational meeting. Over seventy members of the public attended. Doctor Jean MacRae, associate professor of environmental engineering at the University of Maine, gave a talk entitled "Disinfection Byproducts (THM)." Dr. MacRae explained the formation of trihalomethanes (THMs) and haloacetic acid (HAA) in our water, their impact on human health at current concentrations, and detailed options for remediation, both in homes and at the District level. We were particularly concerned to learn that people of low body weight, namely young children, are at higher risk of suffering adverse health effects due to these chemical byproducts of chlorination. Please see the technical appendix at the end of this letter for further information and a report by Dr. MacRae.

The Need for Improved Management and Planning

Though we are seriously concerned about our water's high levels of unhealthy chemical compounds, we are equally concerned with the OVWD's failures of management. These include failures to communicate with the public and to develop a comprehensive plan for improved water quality.

As water users and stakeholders, we expect but have *not* witnessed the following from the OVWD and its board of trustees¹:

1. A current² and publicly-available comprehensive water management plan, including plans to reduce our water's levels of chlorine byproducts to those of surrounding towns³, not simply to levels that barely pass EPA health limits.
2. Board meeting agendas and minutes that acknowledge water quality challenges and reflect efforts at remediation.⁴
3. Concerted and ongoing efforts to communicate and engage with the District's stakeholders, the public.⁵
4. An understanding and respect for the Freedom of Information Act (FOIA).⁶

Our position is that the OVWD and a majority of its board suffer from systemic management problems that prevent critical progress and solutions and insulate them from public concern.

What We Need from the Orono and Veazie Town Councils

We share with you a desire to communicate with the OVWD in a constructive and courteous manner. Unfortunately, it appears that courtesy and cooperation on our part will simply lead to another decade of unhealthy water, no comprehensive plan, and more dismissal of public concerns. This is unacceptable. As a result, we request that the Town Councils of Orono and Veazie consider the following:

- Invite the OVWD superintendent and board members who disagree with the four community expectations stated above to resign.
- Require public vetting for all new appointments and reappointments of Water District board members. The review committee could include a voting member of the public sitting at the table with the Town Council.
- Pursue a change in the OVWD charter to implement direct municipal oversight or board member elections to ensure management responsiveness to public concerns. We

¹ Please note that some board members *have* made efforts to improve communication with the public and to make long-range plans, in spite of discouragement from their peers.

² In response to questions about the lack of a comprehensive plan, the District has cited a plan drafted in the 1970s, in spite of the fact that they are unable to find it.

³ In 2013, Bangor and Brewer had THM levels averaging 40 times lower than Orono and Veazie's and Old Town had levels averaging six times lower.

⁴ The September board meeting agenda contained no mention of water quality, in spite of recent test results for HAA5, which were in violation of EPA health limits.

⁵ Examples of poor communication are countless, but here are a few. (a) The OVWD board declined an invitation from the Veazie Town Council to meet with them publicly in September. (b) In line with several board members' hostility toward public engagement, the chair commented at their September meeting that public comment is tolerated, but not guaranteed. (c) As with much of their overdue online communication, even one day before the OVWD's October board meeting, their website listed only the previous meeting.

⁶ In direct violation of the FOIA, the OVWD has cited the need for confidentiality around land purchases as their reason for not making either their long-range remediation plans available or the report written for them by the engineering consulting group, Wright Pierce, whom they were required by law to hire after violating EPA levels for THMs.

understand that several towns in Maine have recently and successfully adopted this approach.

- Insist that the OVWD and its board establish a process by the end of the calendar year for developing a comprehensive plan that:
 - Is formed by a committee, which includes public stakeholder representation.
 - Reflects a thorough investigation of options available to us, such as:
 - a review of the District's current water-quality testing methodology relative to flushing, temperature and location within the system.
 - a complete exploration of alternatives for remediation, possibly including quotes and relative certainty of effect.
 - Includes a section describing a process for transparent and thorough financial reporting and public communication.
 - Aims to provide water containing chlorine byproducts at concentrations comparable to those of neighboring towns with superior water quality within a few years.

We request a response on these issues from you, our town councils, within a month. We also request, within that same time period, that these issues appear on the agenda for a future community development meeting. Thank you for your time and consideration of this important matter. We look forward to working with you and supporting you in your efforts to improve our towns' water quality and the management of our Water District. Please let us know how we can be of assistance.

Sincerely,

The Orono-Veazie-Water Citizens Action Group (oronoveaziewater.wordpress.com)



Bangor Area Storm Water Group Meeting
January 8, 2015; 9:00 am – 11:30 am
Location: Veazie Town Office, Veazie, Maine

AGENDA

9:00 am **Welcome and Introductions**

9:05 am **Updates (10 min)**

- Handouts for the approved BASWG 2015-2016 BASWG Budget
- Proposed statewide stormwater collaborative work group
- Reminder to review EPA Compliance Report (quick check-in; full discussion at Feb Mtg)

9:15 am **Audit Preparation Exercise – IDDE Scenarios – Part 2**

(30 min each x 2 scenarios + 15 min for sharing of incident report forms)

- Introduction of scenarios by David Ladd (Maine DEP)
- Responses by Volunteer Municipalities (Orono and Old Town)
- BASWG Group Discussion
- Observer comments/questions (as time allows)

10:30 am **Coffee Break (15 min)**

10:45 am **Education and Outreach Planning (30 min)**

- BASWG.org website mock-up review and discussion
- Planning for regional spring clean-ups
 - Consultant support – what is/is not provided
 - Advance donation work

11:15 am **Chloride Outreach Work (15 min)**

- Review of the new draft manual and request to provide edits/comments
- Sharing of templates and draft chloride outreach presentation for MS4 leadership
- Discussion of scheduling

11:30 am **Meeting Adjourns**

Followed by a meeting of the Education and Outreach Committee

BASWG Meeting Minutes

December 11, 2014

9:00 am – 11:30 am

Orono Town Office, Orono, Maine

PLEASE NOTE: THIS DOCUMENT HAS NOT YET BEEN REVIEWED BY BASWG MEMBERS,
DEP OR THE EXERCISE PARTICIPANT TOWN OF MILFORD

Meeting Attendees

Wynne Guglielmo, David Ladd, Andy Fish, Andrea Dickinson, Rob Yerxa, Amy Polyot, Patrick Decker, Mark Faulkner, Tracy Drew, Phil Ruck, Philip Winchester, Kyle Severance, LaMarr Clannon, Bob Osborne, Mike Gladu, Belle Ryder. Facilitator: Brenda Zollitsch.

Welcome and Introductions

Bob O. called the meeting to order. Meeting attendees introduced themselves.

BASWG 2015 Meetings

Meetings in 2015 will continue to be held from 9:00 am – 11:30 am on the second Thursday of the month, unless formally changed by the Executive Committee due to extenuating circumstances. Meeting locations are rotated among the MS4 locations and will be announced at least one week prior to the meeting via email with the circulation of the agenda. BASWG meeting dates for 2015 were circulated with the meeting handouts and are: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12 and December 10.

Update on Completed Audits

EPA Audit of Scarborough:

- DEP participated; full daylong audit
- Scarborough received 10-day notice (Bangor received 5-day notice)
- Priority watersheds - Scarborough and Higgins Beach (very small urbanized areas)
- Have CSOs, SSO and beaches
- Note: York was audited 6 months into their first regulatory year
- According to David Ladd (DEP) an informal summary of the audit:
 - Scarborough was well organized and prepared, but still had some issues identified
 - The audit revealed two poor construction sites – looked great on paper, but not on the ground (almost clogged catch basin, etc.)
 - Did not have all their outfalls mapped
 - Did not do follow-up on some identified continuous flows
 - Public works facility was (and always has been) super clean
 - SPCC issues (not all containers labeled, not on palette)
 - Issues with a heating oil depository tank that did not have a _____ in it.

- Additional comments by David Ladd:
 - Important to note that don't get notification until project is complete. Need to be getting real-time information about the site.
 - Need to have a system that lead to: "If X, then Y type of testing) – be as specific as possible
 - Can clean and take the lids off LABELED containers that clarify that nothing is stored in them; but will count towards total gallons otherwise (<13,200 gallons needs a SWPP and all empty drums are added towards that total)
 - Cub tanks are dangerous (not sure if I captured this correctly)
 - There were new SPCC regulations in 2011 – nothing is grandfathered in now.
 - If there is an issue that comes up during an audit – fix it, document the fix(es) and send to both DEP and EPA.

DEP Audit of City of Brewer

(The following are some informal thoughts about the audit from Brewer staff to help share the experience with BASWG MS4s)

- Took place the week before Thanksgiving
- Audit lasted approximately 8:30 am – 1:30 pm
- Seemed to go quite well
- Very thorough
- Three DEP staff who split up (SW coordinator could not be in all locations simultaneously)
- Key things they looked at:
 - SPCC plans
 - SWPPP and documentation
 - Mapping of the SW system (direction of lines and size on maps). Also looked to see if items were in GPS.
 - Pre- and post-inspections of construction sites
 - Public works inspection – One person focused on this (included discussion of use of fertilizers, length of grass, etc.)
 - Review of SW requirements at cemeteries (salting. Sanding, storm drains, lawn care)
 - Talked with Park and Rec re: mowing practices, where repairs made, washing of equipment, if/when fertilizing, use of pesticides.

Audit Preparation Scenario Exercises:

The BASWG members participated in a self-planned exercise of responding to potential scenarios to informally "test" whether or not efforts to prepare would be seen as adequate by DEP and stimulate discussion about compliance work. For this session, the volunteer MS4 was the Town of Milford (represented by Mike Gladu and Andy Fish). Before the exercise began, Brenda Z. (BASWG's Facilitator) formally requested and received confirmation from David L. before the session started that this is an

informal exercise for educational purposes only. The session does not represent any formal evaluation or represent material to be used as part of an audit.

Scenario 1: Response to citizen complaints during non-business hours, weekends and holidays. Who takes and documents the call? Is there any agreement with emergency response – police and fire? What is the follow-up investigation procedure and documentation? How is the location identified and what are the corrective actions?

Complaints made to Town Office, Fire Department Covers during non-business hours. Sewer phone number posted for all.

Sharing of Town Process:

- Receive citizen complaint.
- Complaint immediately given a tracking number with a date of the initial incident which follows the issue through its lifecycle.
- Comes into the Town office during business hours, but to the Fire Department during non-business hours.
- Fire department is tasked with identifying if the incident is urgent and manages the immediate response if it is (including reporting during the non-business hours) and determines if it is not urgent otherwise.
- The incident report form lists the order of response steps.
- Stormwater coordinator takes over report process on first regular business day.
- Town posts the number of an electrician at the pump station and has agreements with every company they work with to have coverage during non-business hours.
- Incident report is managed by the municipal staff (stormwater coordinator), but the town may get an engineering firm to go look at the site to see if additional steps need to be taken.
- Follow-up: The town ends up with both an incident report and an illicit discharge report as part of the paper trail.

DL: If the stormwater coordinator is not on-call or able to respond immediately, who is called?

A: The phone gets forwarded to the sewer department, which has staff on-site 24/7. If there are additional decisions to make, there is a prioritized list of staff to start calling in order (including by position, not just name).

DL Comments (aggregated):

- Make sure calls don't go into a "dead zone" due to non-business hours.
- Also make sure that there is a paper trail for anything that gets into the system.
- If it can't be pumped directly into the sewer system, it needs to be put into a truck and carried for disposal at the treatment plant.

DL: What kind of forms are folks using?

Group Discussion: Most of the MS4s in the group are using either “incident forms” or “complaint forms”. Some MS4s do not have form processes that trigger connection with the stormwater coordinator/reporting system – this needs to be changed. Some of the MS4s use tracking by address and reporting in a GIS database.

DL: Important to get this information into one spot and have everyone knows where that spot is. Also need to understand when an incident report is closed/no more actions need to take place.

DL: Remember that records need to be kept for EIGHT YEARS (3 years after permit term). Recommends holding onto hazardous release incident reports in perpetuity.

ACTION: MS4s agreed to bring their incident/complaint forms to the January meeting to share with each other and discuss strengths/weaknesses/create commonality.

DL: What kind of training does staff get on this?

A: The staff has annual training, but also a ten-minute training at the beginning of each day (procedures and responses are included in this training).

DL: This must be documented in notes for an audit (who, when and what covered). If it’s not documented, it didn’t happen. One option is to have a clipboard at each meeting stating what was covered and have attendees sign it.

Q. Is annual training adequate?

DL: It may be, if documented (this was a somewhat non-committal response)

Comment: In Milford, every job is started by a work order that is signed by the employee

DL: This is a good documentation process.

DL: Make sure that first responders know who to call and that they document what is done.

DL: Make sure to call EPA or NRC if petroleum hits a “water of the state”. If it is just a ditch, call DEP.

DL: Make sure people understand the connection between the emergency response and the environmental response.

Scenario 2: Heating Oil/Fuel Truck Accident or spill that conveys pollutants to a non-regulated MS4 that connects to a regulated MS4. The same scenario when both MS4s are regulated, but includes municipalities, transportation, state and federal MS4s.

Sharing of Town Process:

- Milford has a green light to go into neighboring municipality to address an incident that releases a pollutant into MS4. There is an agreement to respond.
- As soon as an incident is identified, DEP is contacted by the Town.
- Triggers the incident process detailed in Scenario #1.

DL: Make sure that you have mapped where other systems come into your MS4 system.

DL: You are responsible for what comes out of your system, regardless of its origin.

Group Comments:

- Most MS4s in the BASWG have arrangements with their abutting non-regulated municipalities and understand what the expectations are for such incidences.
- Issues with nesteds, transportation and linear systems are more difficult.
- BASWG members would like to be more closely in contact with their local DOT contact, not just state-level.

DL Comments (aggregated):

- Need to make sure that you get a call at stormwater if there is an incident.
- Know your system and where everything comes from as well as your next steps to address issues.
- Make sure phone is answered and that there is a paper trail.
- Make sure the fire department knows that is needed as follow-up, what shouldn't be draining into the system.
- GIS tracking is useful to understand where complaints are recurring
- Communications should take place between municipal MS4s and nesteds to understand the activities and incidences that could potentially take place and responses to them.
- If there is a petroleum incident in a nested MS4, should contact the municipal MS4 they are in and inform them.

Group Comments:

- What are DOT's SOPs for IDDE? What is their accountability?
- Bangor has DOT catch basins mapped; rest of group did not receive the information initially as going to be sent to BASWG from DOT about connections.

Review of the Scenario Exercise and Planning for Upcoming Meetings

- At the end of the scenario exercise, the group discussed whether they like this exercise, what could be improved, and next steps for the January meeting.
- Members shared that they thought that the exercises were a big help, that they liked the exchange, they were able to think about situations they had not previously thought about, benefitted from the sharing of information, and allowed them to expand their thinking across MS4s.
- They would like to continue this exercise at coming meetings, with the next set of scenarios continuing on IDDE, but in the future also include construction and post-construction exercises.
- One suggested improvement was that the volunteer communities bring handouts sharable items, which everyone agreed would be helpful.
- Orono and Old Town agreed to be the next volunteer MS4s: Orono will look at the steady flow from an outfall in dry weather scenario and Old Town will let Brenda Z. know their selected scenario closer to the meeting date.
- The group decided they want the room set up in a large U and to have the speakers use a microphone when talking.

Regulatory and Other Updates

Wynne G. shared that a new document has been published by ~~DER~~ ^{EPA} that MS4s should review. The document is entitled, "Clean Water Act National Pollutant Discharge Elimination System Compliance Monitoring Strategy (2014)" and outlines a variety of compliance/audit/inspection details. This report will be discussed at one or more the BASWG's upcoming meetings. In the meantime, the document can be found at: <http://www.epa.gov/compliance/resources/policies/monitoring/cwa/npdescms.pdf>

Organizational Business

- **Minutes:** Belle moved to accept the draft meeting minutes from November 2014. Phil seconded the motion and the minutes were accepted unanimously.
- **Interim Secretary:** BASWG Secretary John Cronin is no longer the representative to the BASWG for the ANG to the BASWG and his replacement Philip Winchester is not available for critical periods during the year due to training requirements. DECISION: Rob Y. made the motion to accept the Executive Committee's recommendation and vote in Mike Gladu as interim BASG Secretary (an executive committee position) until formal elections at the February meeting of the BASWG. The motion was seconded by Wynne G. and approved unanimously by the members.
- **Contract Extension:** The Executive Committee also made the recommendation to the group to extend the SEE/NEMO contract for provision of E&O consulting services until June 30, 2015, with an increase of funding in the amount of \$13,000. The Executive Committee has reviewed the proposal and makes the recommendation for the following reasons:
 - 1) The EC would like to see the contract come into cycle with the permit year. Some of the PY2 activities will not be completed until June 30, 2015.
 - 2) The increase in funding request has been adequately justified due to changes in the work for the stream clean-ups, garden show and the re-development of the BASWG.org website.Patrick D. reviewed the BASWG's finances, which showed adequate funding to support the additional \$13,000 expense.
DECISION: Belle R. made the motion to approve the contract extension and proposed increased amount through June 30, 2015. Andy F. seconded the motion, which was passed unanimously.
ACTION: The BASWG will hold formal group discussion of a new contract (potentially a three-year renewable annual contract to match up with the 5-year permit dates) this coming March to ensure that a procurement process is in place in time for a July 1, 2015 start date for a new contract.

FY2015-2016 BASWG Budget Approval: Rob Y. presented the proposed annual budget to the group for PY2015-2016. The budget begins July 1, 2015 and ends June 30, 2016. This draft budget was prepared by the Executive Committee based on the discussion with the full membership at the November meeting. The budget reflects a flat-funding request to member MS4s. The budget includes flat funding for regional coordination, website hosting/domain name expenses, participation in the statewide salt collaboration. The budget represents a decrease in line items for financial/tax audit preparation (based on estimates from vendors), grant writing (since the group has not used the full line item for the last two

years). A substantial increase was made to the education and outreach line item to reflect the projected costs for compliance with the regional plan during the PY3 period. The legal fees funding line item is being included in the contingency fund line item and has been removed as a separate line item. The BASWG is also reducing the contribution to the BASWG's contingency fund, as there is some funding carrying over from the past year. *The total budget for FY15-16 is \$38,400 which represents the same ask as last year from each member MS4 billed using the revised FY13-14 funding formula.*

DECISION: Belle made the motion to accept the proposed budget as presented with the understanding that some adjustment may need to be made by the group to line items over the coming year. Tracy D. seconded the motion. The members approved the budget unanimously.

Education and Outreach Update

- **Chloride Outreach Planning:** Tyler C. is working with Wynn G. and City of Bangor Staff to schedule a municipal leadership training/planning session for the chloride project. Wynne has provided email addresses and Tyler will send out a doodle. Brenda Z. is working on the PowerPoint for the presentation. All project materials will be shared with the full group, including the presentation, draft notes and draft plan as soon as they are available.
- **Intern Hired:** Phil R. reports that the BASWG E&O Committee has hired an intern. They will be having a first planning meeting with him in the coming weeks to discuss the website design process.
- **Social Media Use:** LaMarr C. reports that BASWG's Facebook page has seen a significant rise in friends/views. She will provide a full report at the February annual meeting of the BASWG.
- **Stream Clean-up Planning:** The January meeting will include a planning session on advance work for the stream clean-ups. Discussion will include clarifications on consultant support services and plans for fundraising.

Upcoming BASWG Meetings

The January BASWG meeting will be held at Veazie Town Hall. Agenda items include part two of EPA Audit Scenarios, sharing of incident report forms, sharing of the EPA Compliance report, sharing of the new chloride manual and discussion of E&O work, including clean-ups, new intern and website decisions. BASWG meetings will be held at EMCC in February, Orono in March and Bangor in April.