



**Veazie Town Council**

**Special Workshop**

**April 6, 2015**

**AGENDA**

**5:30pm**

- ITEM 1:** Call to Order
- ITEM 2:** Secretary to do the Roll Call
- ITEM 3:** Discussion of Special Budget Newsletter
- ITEM 4:** 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

To: Council Members

From: Mark Leonard



Date: 04-06-2015

Ref: Items for Special Meeting

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I'm writing this as a follow up to emails that were received from members of the Council.

**Road Discussion:** On March 31 I attended a training on Municipal Paving. From this training I gathered a wealth of information on paving and how we should be doing it moving forward. I also learned of a program called RSMS 11 or Road System Management Software for Maine Towns. I have gone ahead and ordered the program for the Towns use. I have included the brochure that gives a brief outline on the software. I would like to wait to discuss specific roads till after this program is received. I have spoken to the software developer and we should have it by April 14<sup>th</sup> or 15<sup>th</sup>. Once received I will enter the required information and then would like to present the data to you for discussion. This will not only help us with planning road repair now, but will hopefully help with planning for many years to come.

**Critical Storm Drain Repairs:** I have included a letter that was previously provided to Council for review. Because of weather Barney and I still have not been able to physically look at the items mentioned to provide a budget estimate on the work. As you may recall 44 storm drains were flagged as needing critical repairs. Some of these will be repairing using FY 14/15 monies when weather allows. It is unknown how many we will be able to repair at this time.

**Assessments:**

**County:** \$286,039.00 compared to \$284,750.00 in FY 14/15 (\$1,289.00 addition)

**Sewer:** At the time of this writing I have not received an assessment. I've been told it will be discussed at the April 13<sup>th</sup> meeting and I will receive the assessment on April 14<sup>th</sup>. FY 14/15 was \$96,500.00

**Hydrant Rental (fixed not assessed)** \$91,380.00 (unchanged)

**Community Center:** An email has been sent to Craig Costello on how we access TIF Funding for this project. Council is provided the authority to approve the use of the funds. In addition I have received a quote on painting the exterior of the building and will be receiving an additional one shortly. Additional, a question that was posed at the April 6, 2015 council meeting on the question of the 1998 amendment. This amendment is for property at Casco Bay Energy specific and doesn't include any portion of the community center.

**School Budget:** I have attached the cover sheet for the school's draft budget as it was presented to the Budget Committee on 03-31-2015.

**Municipal Budget:** I have attached a sheet showing the draft budget numbers that have been presented to the Budget Committee on 03-12-2015.

**Attachments:**

Email from Chairman Perry and Councilor Bagley  
FY 14/15 Roads with completed projects  
RSMS 11 Information  
Memo from Phil Ruck on critical storm drains needing repair  
Draft School Budget Cover Sheet  
Draft Municipal Budget Cover Sheet



Message

Fri, Apr 3, 2015 8:40 AM

From: Tammy Perry  
To: Chris Bagley  
Cc: David King Mark Leonard Robert Rice Karen Walker  
Subject: Re: April 2015 Newsletter

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Chris,

I agree with everything you listed, so I think we are on the same page. Most of what you listed below is already in the works.

Mark,

I'm not sure how handy my list of roads and number of catch basins is, so if you could email that information to me I would greatly appreciate it.

Same with the assessments -- if you have the sewer and county assessments and the OVWD hydrant rents numbers, it would be good to include those as well.

Thank you, and I look forward to working on this with you all on Monday.

Tammy

Chris Bagley on Friday, April 3, 2015 at 6:51 AM wrote:

>

>Here are a couple things I think should be included in the April 2015  
>newsletter:

>

>Road paving and catch basin needs. We talked a lot about paving Prouty  
>and

>should specifically mention that in newsletter. Also should include how  
>many basins we believe need to be repaired before they fail.

>

>A Community Center update should be included, what the town hopes to do  
>with this space moving forward and possible ways to fund it.

>

>Where the town is with the school budget.

>

>We should mention other departments specifically and what our current  
>prediction for those budgets are going to be (increase, decrease, or  
>similar to previous year). Maybe due the same with the assessment

>information we have.

>

>The goal should be to have as brief write-ups as possible without

>getting

>into all the detail about how some of these decisions were made.

>

>Hope everyone has a good weekend and I'll see you all Monday night.

>

>

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>

>

# Memo

**To:** Veazie Town Council  
**From:** Mark Leonard  
**CC:** Barney Silver; Lou Silver Construction  
**Date:** 05-15-2014  
**Re:** Capital Highway Maintenance Projects for FY14/15

In preparation for the Town meeting I have put together a few suggestions for the use of the proposed FY14/15 Capital Highway Maintenance Funds. Suggestions are as follows:

Suggestion 1:	End of Mt Hope Avenue	\$5,000.00	
	Chase Rd (1000LF)	\$55,000.00	
	Merrick/Summer St	\$35,000.00	
	Ridgeview Lane	\$18,000.00	
	Highview Terrace	<u>\$45,000.00</u>	
	Total:	\$158,000.00	(\$8,000.00 would be used from capital highway maintenance reserve)
Suggestion 2:	End of Mt Hope Avenue	\$5,000.00	
	Chase Rd. (Mt View/Longmeadow)	\$85,000.00	<del>-----Completed 2014</del>
	Merrick/Summer St	\$35,000.00	
	Riverview Park	<u>\$31,575.00</u>	
	Total:	\$ 156,575.00	(\$6,575.00 would be used from capital highway maintenance reserve)
Suggestion 3:	End of Mt Hope Avenue	\$5,000.00	
	Chase Rd (1000LF)	\$55,000.00	
	Thompson Road	<u>\$105,000.00</u>	
	Total:	\$165,000.00	(\$15,000.00 would be used from capital highway maintenance reserve)
Suggestion 4:	End of Mt Hope Avenue	\$5,000.00	
	Thompson Road	\$105,000.00	
	Riverview Park	<u>\$31,575.00</u>	
	Total:	\$141,575.00	(if this suggestion is chosen I would also look for an estimate to do Old County Rd to Riverview Park) Funding from this would come from the remaining proposed funds \$8,425.00 and highway maintenance reserves \$38,261.99

GOOD ROAD MAINTENANCE  
DOESN'T COST...  
IT PAYS!

Good road  
management  
is based on  
“Keeping the good  
roads good”  
and not based on  
fixing all  
the bad roads  
in town first.

For Information

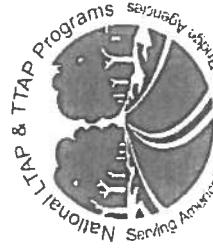
Call...

(207) 624-3290 or  
1-800-498-9133

[local.web@maine.gov](mailto:local.web@maine.gov)



**MaineDOT**



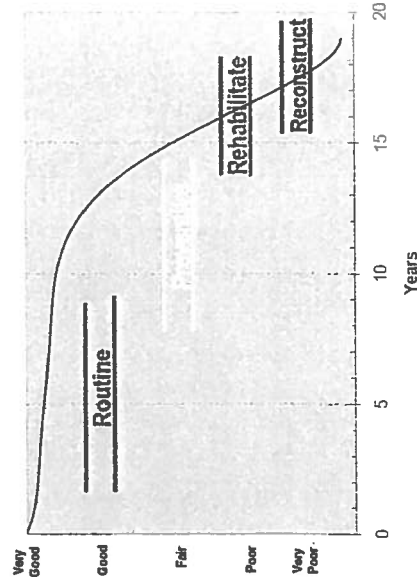
U.S. Department of Transportation  
**Federal Highway Administration**

**MAINE LOCAL ROADS CENTER**

Maine Department of Transportation  
Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016

[www.state.me.us/mdot/mlrc/mlrc-home.php](http://www.state.me.us/mdot/mlrc/mlrc-home.php)

Road Condition Decline Curve



**NEW!**

**RSMS 11**

Road System  
Management Software  
for

Maine Towns



*Your Solution to  
Managing  
Your Local  
Roadway Dollars*

Adapted for Maine Towns  
by the

**MAINE LOCAL ROADS CENTER**  
Maine Department of Transportation

# "RSMS 11"

## A Cost-Effective Solution to Managing Local Road Maintenance Dollars

RSMS 11 is a straight forward, easy-to-use program designed for small to medium municipalities. Although this system was originally developed by the New Hampshire Technology Transfer (T<sup>2</sup>) Program in the late 1980's, the Maine Local Roads Center has completely rewritten the software and adapted it for Maine. The newest edition is a Windows-based version which was released in 2011. It is a powerful and comprehensive system but its design is based on keeping it simple to use.

It allows a municipality to develop a rational and well thought out maintenance and capital plan for its local roads. While it has some default repair costs and strategies, any town can "customize" the System by adding local cost and repair strategies to best suit its own needs.

It is also an excellent tool to use to comply with G.A.S.B. 34 which requires all municipalities to manage their highway "assets" for reporting purposes. Road information can be collected with pencil and paper and then entered into the computer.

## Program Features

### Flexibility

- Multiple data sets facilitate historical recordkeeping
- Complete road inventory
- Pavement & gravel surfaces
- Local cost and repair strategies
- Analysis screen to help determine repair priority

### Easy to Operate

- Simple to learn, simple to use, simple to get meaningful results
- Road conditions collected by windshield survey
- Surface rating system is designed for non-technical personnel
- Complete set of survey data collection forms can be generated with one click of the mouse

### Decision Support

- Matches surface condition ratings with repair strategies
- Suggests multiple appropriate repair options for each road that requires repair
- Recommends repair priorities for all roads

## Management Features

### Rich Reporting Capabilities

- Comprehensive inventory reports include roads by surface types and jurisdiction
- Gravel/Paved surface maintenance and drainage status
- Network overview bar charts provide easily understood graphical overviews of network condition.
- Budget and spending by year and road
- Capital and maintenance reports
- Flexible and powerful budget development module
- Pictures and Documents - An unlimited number of photos and other images, videos, Microsoft Office documents, Adobe pdfs and other files can be associated with each road section.

## Support Services

### Technical Support

- The Maine Local Roads Center staff and the software developer are available to respond to questions through phone/email and data uploads.
- Statewide training workshops
- Detailed workbook, software user guide and distress field manual
- Your Regional Planning Commission or Council of Governments may also be trained to assist you.

### Software Compatibility

- RSMS11 requires Windows XP or newer and at least 1GB of memory.
- All reports and key data can be exported to an Excel spreadsheet for further manipulation and presentation.

*"Roadway Management is the most important topic that the Maine Local Roads Center has thus far presented. Pavement maintenance is where we (towns) spend money the fastest and where the greatest potential exists for savings. However, those making the decisions must be knowledgeable and competent. This job usually falls on the local public works person, selectman or town manager, many of whom have had no formal training in road maintenance issues. ALL CONCERNED, COST-CONSCIOUS LOCAL DECISION MAKERS SHOULD ATTEND."*  
- retired Public Works Director in Aroostook County

## Road Survey Form

Road Name _____		Alligator Cracking	
Section ID _____	From Road _____	Extent	
To Road _____	To Milepost _____	Severity	
Width (ft) _____	Shoulder Width (if paved) _____	none	low
Importance (1-5) _____	Traffic (1-5) _____	med	>30%
		Severity	

Long/Trans Cracking		Edge Cracking	
Extent		Extent	
Severity		Severity	
none	low	none	low
med	>30%	med	>30%
Severity		Severity	

Patches/Potholes		Roughness	
Extent		Extent	
Severity		Severity	
none	low	none	low
med	>30%	med	>30%
Severity		Severity	

Rutting		Roadside Drainage	
Extent		Extent	
Severity		Severity	
none	low	none	low
med	>30%	med	>30%
Severity		Severity	

Would you like to know more about RSMS 11?

Check out our website  
<http://www.rsms.info/>  
or call/email the Center.

The cost is \$75 to Maine municipalities, \$150 to other public agencies and \$300 to private agencies. You will receive the software and operating manual.



SEE

February 16, 2015

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

Dear Mr. Leonard,

Upon your request we have created a summary of all catch basins, outfalls, and ditches which, according to our inspections, require high priority maintenance.

There are a total of 44 catch basins which require high priority maintenance such as:

- Loose bricks;
- Rim failure and settling;
- Cracked pavement/grout; and
- Erosion.

There are a total of eight outfalls and two ditches which require high priority maintenance.

Below you will find tables listing each high priority maintenance item with general maintenance requirements. Please feel free to contact us if you have any questions or require further assistance.

Sincerely,

Philip Ruck, P.E., President

**Philip L. Ruck P.E., President**

TELEPHONE: (207) 949-0074

EMAIL: [pruck@stillwaterenv.com](mailto:pruck@stillwaterenv.com)

WEBSITE: [www.stillwaterenv.com](http://www.stillwaterenv.com)





### High Priority Catch Basin Maintenance Table

Catch Basin ID	Condition	Defects
3-12-72	Poor	Loose bricks, structure settled and failing
3-14-77	Poor	Pavement cracked, rim settled
4-10-99	Poor	Loose bricks, pavement cracked, rim settled
2-14-15	Poor	Loose bricks, erosion, rim failing
10-10-198	Poor	Loose bricks, cracked grout
10-11-226	Poor	Loose bricks, pavement cracked, rim settled
10-6-216	Poor	Loose bricks, cracked Grout, pavement cracked, rim settling
10-6-219	Poor	Loose bricks, cracked grout, rim settled
10-7-194	Poor	Loose bricks, cracked grout, rim extremely settled
10-7-199	Poor	Loose bricks, cracked grout, pavement cracked, rim settled
10-9-185	Poor	Loose bricks, cracked grout
11-2-413	Poor	Loose bricks, cracked grout, rim settled
11-2-415	Poor	Erosion
11-2-457	Poor	Erosion
11-6-426	Poor	entire frame sits above grade
11-7-384	Poor	Loose bricks, cracked grout, severe structural cracks, erosion
11-8-378	Poor	Erosion, entire rim above grade
13-4-534	Poor	Lid paved on, requires silt sock removal (perhaps privately owned)



Catch Basin ID	Condition	Defects
14-2-499	Poor	Erosion, grate stuck
3-3-70B	Poor	Loose bricks, pavement cracked, pavement badly heaved up
3-3-70E	Poor	Loose bricks, rim settled
3-4-73A	Poor	Pavement cracked, rim sits above existing grade
6-11-167	Poor	Loose bricks, erosion
6-1-120	Poor	Loose bricks, pavement cracked, rim settled
6-12-148	Poor	Erosion, pavement cracked, rim settled, lower pipes rusted
6-12-154	Poor	Loose bricks, erosion, rim failing
6-6-121	Poor	Loose bricks, cracked grout, erosion, rim failing
6-7-139	Poor	Pavement Cracked, rim settled
6-7-142	Poor	Erosion
6-7-143	Poor	Loose bricks, cracked grout, pavement cracked, rim failing
6-9-136	Poor	Erosion, rim above grade
7-12-168	Poor	Pavement cracked, structure has settled
7-13-235	Poor	Frame cracked, pavement cracked, rim settled, grate cracked
7-14-232	Poor	Loose bricks, cracked grout, rim completely failed
7-14-524	Poor	Loose bricks, cracked grout, severe structural cracks, pipes rusted through
7-3-170b	Poor	Loose bricks, cracked grout
7-6-231a	Poor	Loose bricks, cracked grout, pavement cracked, rim settled



Catch Basin ID	Condition	Defects
7-6-233	Poor	Loose bricks, pavement cracked, rim failing, wood shims
8-5-402	Poor	Rim above existing grade
9-1-159	Poor	Erosion, rim settled
9-1-355	Poor	Erosion, rim settled
9-2-356	Poor	Loose Bricks, rim settled
J-111	Poor	Erosion, pavement cracked, water infiltrating around inlet pipes
J4(right bay of fire station)	Fair	Needs to be capped of so does not discharge to catch basin

High Priority Outfall Maintenance Table

Outfall ID	Outfall Condition	Required Maintenance
10-E	Could not find outfall	Find/uncover outfall
10-A	Excessive silt deposits, excessive vegetation, buried	Sediment removal
10-J	Unknown origin	Determine origin of outfall
10-C	Minor erosion	Erosion/scour repair, determine origin of adjacent old outlet pipe
7-14C	Excessive silt deposits, crushed outfall	Structure repair, Sediment removal, Tree/brush removal
1-6A	Bank erosion, steep slopes, undercut bank	Erosion/scour repair
9-2C	Bank erosion, steep slopes, undercut bank	Erosion/scour repair
14-1B	Bank erosion, steep slopes, undercut bank	Erosion/scour repair



### High Priority Ditch Maintenance Table

Site ID	Geometry	Maintenance	Location
1 MTNVDR	Lat: 68° 43' 30.7" Long: 44° 50' 36.2"	Clear culvert	Mountain View Drive
1386RTE2	Lat: 68° 42' 26.6" Long: 44° 50' 13.5"	Clean out culverts	1386 Route 2

	<u>FY15</u>	<u>FY16 Proposed</u>	<u>\$ Inc/(dec)</u>	<u>% inc/(dec)</u>
<b>Expenditures:</b>				
Article 1 - Regular Instruction	2,196,141.64	2,156,061.03	(40,080.61)	-1.83%
Article 2 - Special Ed. Instruction	804,870.72	831,795.71	26,924.99	3.35%
Article 3 - CTE Instruction	28,829.24	26,383.14	(2,446.10)	-8.48%
Article 4 - Other Instruction	44,359.82	42,496.76	(1,863.06)	-4.20%
Article 5 - Student & Staff Support	210,087.93	200,143.67	(9,944.26)	-4.73%
Article 6 - System Administration	88,928.38	100,517.54	11,589.16	13.03%
Article 7 - School Administration	160,040.87	165,920.93	5,880.06	3.67%
Article 8 - Transportation	132,500.00	144,300.00	11,800.00	8.91%
Article 9 - Facilities Management	243,303.35	263,026.00	19,722.65	8.11%
Article 10 - Debt Service	316,443.68	287,644.91	(28,798.77)	-9.10%
Article 11 - Other (School Lunch)	<u>30,000.00</u>	<u>30,000.00</u>	<u>0.00</u>	0.00%
<b>Total Expenses - First Draft:</b>	4,255,505.63	4,248,289.69	(7,215.94)	-0.17% gross increase
<b>Revenues:</b>				
State Allocation	862,158.56	649,051.68	(213,106.88)	-24.72%
State Debt Service	<u>315,438.47</u>	<u>286,731.17</u>	<u>(28,707.30)</u>	-9.10%
<b>Total State</b>	1,177,597.03	935,782.85	(241,814.18)	-20.53%
Tuition - Elementary	41,490.00	32,182.50	(9,307.50)	-22.43%
Tuition - Elem. Sp/Ed	<u>12,155.00</u>	<u>10,000.00</u>	<u>(2,155.00)</u>	-17.73%
<b>Total Local Revenue:</b>	53,645.00	42,182.50	(11,462.50)	-21.37%
<b>Prior Year Balance</b>	310,000.00	355,000.00	45,000.00	14.52%
Local Allocation	1,849,230.00	1,932,168.00	82,938.00	4.49%
Local w/o State participation	<u>865,033.60</u>	<u>983,156.34</u>	<u>118,122.74</u>	13.66%
<b>Total Local Share:</b>	2,714,263.60	2,915,324.34	201,060.74	7.41% net increase
<b>Total Revenues:</b>	4,255,505.63	4,248,289.69	(7,215.94)	-0.17%

**FY16 Veazie School Department Budget:**

3/25/15

	Gross Budget		Local Share	
	<u>\$ variance</u>	<u>% variance</u>	<u>\$ variance</u>	<u>% variance</u>
First Draft Increase (w/5% Anthem increase):	163,207.27	3.84%	371,483.95	13.69%
<u>Tier 1 Proposed Reductions:</u>				
1 Classroom teacher	73,634.63			
New 50% Ed Tech (special ed)	15,513.59			
50% Ed Tech (regular ed)	16,242.70			
1 Ed Tech (special ed)	19,741.27			
Curriculum stipend	5,291.00			
1 Out of District Placement	40,000.00			
Total Tier 1 Proposed Reductions	170,423.19	(7,215.92)	201,060.76	7.41%

**SUMMARY FOR TOWN OF VEAZIE BUDGET**

**FY 2015-2016**

**as of 03/11/2015**

<u>ACCT NUMBER</u>	<u>ACCOUNT</u>	<u>REQUESTED AMOUNT</u>	<u>SUMMARY</u>
100	Executive Department	\$309,875.00	\$30,899.00
200	Police Department	\$329,971.00	\$0.00
300	Fire Department	\$212,029.00	\$13,539.00
400	Public Works Department	Eliminated	\$0.00
500	Recreation Department	\$15,000.00	\$447.00
550	Community Investment	\$30,600.00	\$6,800.00
600	Capital		Not Complete
700	Reserve	\$64,000.00	\$0.00
800	Fixed Cost	\$452,760.00	\$33,511.00
900	Mandatory		Not Complete
	School		

TOTAL: \$85,196.00 increase

Updated: 03/11/15

