



AGENDA

- ITEM 1. Call to Order

- ITEM 2. Consideration of the July 18, 2011 Council Meeting Minutes

- ITEM 3. Consideration of the Agenda

- ITEM 4. Comments from the Public

- ITEM 5. New Business
 - a. Appointment of Interim Assessor
 - b. CCRAC – Consultant Recommendation
 - c. Audit Overview

- ITEM 6. Unfinished Business
 - a. Fund Balance Discussion

- ITEM 7. Additions by Council

- ITEM 8. Manager’s Report

- ITEM 9. Requests for Information and Town Council Comments

- ITEM 10. Review of Town Warrants 3 and Town Payroll 3

- ITEM 11. Adjournment

Joseph Friedman
1 Veazie Villas
852-0933

Jonathan Parker
1149 Buck Hill Dr.
947-4740

Brian Perkins
1116 Chase Rd.
942-2609

Tammy Olson
5 Prouty Drive
947-9624

David King
1081 Main Street
942-2376

AGENDA NOTES and MANAGER'S REPORT

For Monday August 1st @ 7 PM Veazie Council Chambers

ITEM 5a: Appointment of Assessor:

Please find enclosed the email update that was issued this week. In general, a great deal of discussions, phone calls, meetings and follow ups have occurred in order to tie up the many loose ends. We feel that a path forward has been established.

At the present time, the number one goal has been to get an assessor on board who will be able to work with Allan in order to get the tax commitment out in the month of August. At the present time, staff has worked out a plan which will allow the Town to do so plus settles the wrongful termination claim by the former assessor/ CEO.

MRI's staff has outlined that Bangor's updated proposal was the best for the Town at the present time for the matters of concern and price.

At this point in time staff would recommend that the Town Council appoint Ben Birch as the assessor and authorize the Manager to execute an agreement with the City of Bangor for assessing services for \$17,000 annually.

Proposed motion: Motion to appoint Benjamin F. Birch Jr. to the position of Assessor for a one year term expiring on July 31st 2012 under the terms and conditions as submitted by the City of Bangor dated July 27th, 2011.

ITEM 5b: CCRAC - Recommendations:

Please find enclosed a copy of a proposal from John Holden of Eaton Peabody Consulting Services to the Community Center Redevelopment Advisory Committee to work to revise the CBEC TIF District in order for the town to do community infrastructure improvements so that any bonding would come from the TIF district and not the residential taxpayer.

It was noted that management was directed to think outside of the box for methods that would not burden the residential taxpayers. The reworking of the TIF district could be expanded to include roadway reconstruction projects also.

At the present time the committee wishes to have the consultant work on a proposal which would be a win-win for the Town.

As you are aware the RSU funding formula penalizes the Town due to the community value of Veazie. Veazie's new plan is to take community value off of

the books by sheltering it via TIFs. We would also include other capital program projects that could be funded in the same manner. As you will recall, in the current fiscal year Veazie's 10 million increase in community value lead to roughly \$120k in our funding of the RSU. If Veazie could shelter 10 + million dollars of community value we would reduce costs from the RSU and shift the costs back to the other communities.

The Committee requests that we execute the agreement with Eaton Peabody.

Proposed Motion: Motion to order the Town Manager to execute the letter of engagement to provide TIF Amendment Services from Eaton Peabody Consulting Group for community infrastructure projects.

Please find the second request from the committee with back up information from WBRC. The committee and management endorses the proposal to encumber funds from the prior year's budget for the prior year proposal that the committee had received.

Proposed motion: Motion to Order the Town Manager to execute the letter of agreement with WBRC Architects – Engineers dated Feb 9th, 2011. WBRC will contribute \$2,400 of in kind contribution and the Town will pay the remaining balance of \$4,800 plus reimbursable items from the FY 2010/2011 Executive Department lapsed funds.

ITEM 5c: Audit Overview and Update:

Please find enclosed a memo from Julie Reed pertaining to the audit. Julie will give a brief update on the audit and its process.

ITEM 6A: Fund Balance Discussion and Overview:

Please find enclosed a copy of the fund balance policy. Also please bring a copy of last year's audit so that we can have discussions from a common document. If you do not have a June 30th 2010 audit please contact Julie Reed and she will print up a copy before the meeting.

ITEM 8. Please find enclosed:

- a.) Please find enclosed a copy of a memo for information requested by Councilor Olson pertaining to how much the Town has spent with CES.
- b.) A copy of the Conservation Committee's minutes.
- c.) Please find enclosed a copy of the Sewer District's Minutes.
- d.) A copy of the Healthy Homes Committee minutes.
- e.) A thank you letter from the Hathaway Family.

PRESENT: Chairman Friedman, Councilor Perkins, Councilor King, Councilor Parker, Councilor Olson, Manager W. Reed, Deputy Clerk K. Humphrey, Office Administrator J. Reed, Police Chief M. Leonard, Public Works Director B. Stoyell, Mike Bush of Penquis, Members of the Public.

ITEM 1. The July 18, 2011 Veazie Town Council meeting was called to order at 7:00PM.

ITEM 2. Consideration of the Minutes

Motion By: Councilor King to accept the July 6, 2011 meeting minutes as written. Seconded: Councilor Parker, Voted 5-0 in favor.

ITEM 3. Consideration of Agenda

Chairman Friedman stated that the Council has looked at legal vendors and audit vendors, now it should look at engineering vendors. This was added as item 5d.

Councilor Perkins wish to have a quick discussion about board appointments. This was included under item 5a.

ITEM 4. Comments from the Public

Member of the public Rob Tomilson inquired whether the Council will follow the legal advice of the Town attorney on the sewer assessment or if it will just continue as is and getting assessed. Mr. Tomilson stated he thought the Town Council should take a position on the legal review done by town attorney on the assessment. Chairman Friedman stated it could be put on the agenda for a later time.

Recreation Director Rob Young stated that Channel 7 news will be doing a live broadcast from Summer Rec. at the Veazie Community School on Thursday from 6:00-6:30pm.

Member of the public Travis Noyes stated he had asked if the Council could communicate their goals for the year at a prior meeting. Manager Reed outlined that the Council and department heads will be working with Don Jutton of Municipal Resources Inc. to come up with their goals and objectives. Councilor Perkins inquired what the cost would be. Manager Reed stated it would be between \$4200-\$4500.

Member of the public Rob Tomilson stated he had recently learned that a Town Councilor had had some work done on his property by the Public Works Department and wanted to know if he had been bill and if it had been paid. Manager Reed stated that the Town was doing shoulder work and had gone over the town right of way. In speaking with the Town Attorney, he gave Manager Reed an easement form to use for future work. Councilor Perkins wanted to remind the public that Councilor King was kind enough to allow the Town to plow snow on his property.

ITEM 5a. Planning Board Appointments

Motion By: Councilor Perkins—to appoint Kevin Carr and Kent Tableman as full members of the Veazie Planning Board for a three year term expiring June 30, 2014. He outlined that they has had the opportunity to watch them in action and they do an outstanding job. Seconded: Councilor King, Voted 5-0 in favor.

Chairman Friedman stated he would like it put in the newsletter and on web that there are openings on boards.

Councilor Perkins outlined that it seemed the Town was a little behind on appointments. He would like to see it anticipated better so that people can be appointed on time.

ITEM 5b. CBDG Advisory Committee Appointments

Chairman Friedman was concerned that this was going to take a lot of Manager Reed's time. Manager Reed stated that they do phone conferencing mostly. He has to go to Augusta for a training, however the training can be used for other community development grants as well.

Councilor Perkins stated he thought private citizens were going to be used on the committee. Mike Bush of Penquis stated they could. Councilor Perkins stated he thought it was a requirement. Mike Bush stated that it was not, it was typical to use municipal representatives. He added that if they thought someone was interested in serving on it he would be more than willing to add them.

Motion By: Councilor Parker—to establish the "Healthy Homes Advisory Committee with the following members: Craig Sanborn, Bill Thompson, Noelle Merrill, Patty Hamilton, John Butts, Bill Reed and David Wight with the general roles of the committee being as outlined in the June 16, 2011 memo describing the typical roles of said committee. Seconded: Councilor Olson, Voted 5-0 in favor.

ITEM 5c. Paving Repairs

Manager Reed stated that at the last meeting quotes were handed out for repair paving jobs.

Chairman Friedman stated that the company had done some work at the Veazie Villas and did an excellent job.

Councilor Perkins inquired how long crack sealing lasts and how well does it last and does it matter how you do it. Dick Leture outlined that the ideal weather for applying it is in hot weather. In his opinion it is good preventative maintenance.

Councilor Olson inquired on what part of the Town's budget these repairs come out of. Manager Reed stated the highway maintenance line.

Motion By: Councilor Parker—to approve the paving on the estimate given by Dick Leture on June 20, 2011 plus the crack sealing for \$4800 and the area on rock street for the total project not to exceed \$23,365. Seconded: Councilor King, Voted 5-0 in favor.

ITEM 5d. Engineering Services

Chairman Friedman stated that the Town put the legal and the auditing services out to bid and now he would like to look at the engineering.

Rob Tomilson asked what the criteria was for bidding something out. Manager Reed stated that usually it's on any item that is over \$5,000.

Councilor Perkins wanted to get a total for what the Town spends on engineering services at CES because it seems like the Town spends a lot of money on computer repairs which really isn't engineering. Manager Reed explained that computer repairs are separate from engineering services. He outlined that Bob Bickmore of CES provides the Town's IT support.

Member of the public Rob Tomilson inquired on what the amount of money was that the Town spends on engineering services. He outlined that he has no idea what volume of money is being talked about, whether it is \$5,000 or \$100,000. The option of bidding it out could possibly save the town possibly 10% of what it spends on engineering. On the other hand the Town has an opinion by the Town Attorney that could save the Town \$150,000 and he can't even get a commitment on a date that the Council will review it. He added that it was almost as though there was a personal vendetta against CES Inc.

Travis Noyes of CES Inc. outlined that that what will go unnoticed are the free services that are provided and have gone on for quite some time. He outlined that Manager Reed may call him to come over to do something and he doesn't always send a bill. He added that the company provides the Town with a good service across the board.

Member of the Public Rob Tomilson outlined that he feels everything over \$5,000 should be put out to bid and should go to the lowest bidder. Member of the public Pat Rice outlined that most governments go for best value not lowest price.

Member of the public Joan Perkins stated that as a voter and tax payer in this town she appreciates the intention of the council to the cost of services that we procure in this town and it is rumored that often engineering services actually have not been bid out and this is a great concern to a number of citizens. So again she appreciates the Council's efforts to keep an eye on things and try to save the Town money.

Member of the public Travis Noyes stated he thought it was a great thing to bid out services. He outlined if people in the room are actually interested in saving the tax payers dollars and actually looking at what is in the best interest of the Town, the Council would take up at some soon meeting this issue related to the sewer district and the assessment. He stated that he welcomed the engineering RFQ but we are talking about \$150,000 assessment that at the end of the day is an assessment that continues over and over again. He outlined that he has a hard time sitting there listening to the reasons and rational for not addressing it and not discussing it. He stated that when he asked the Council for a specific date he really would like a specific date when the item will be brought up and discussed. Chairman Friedman

stated that once the Council was done with Don Jutton they will have a date. Member of the public Travis Noyes outlined that that was a separate issue.

Councilor Parker on a side note requested Manager Reed look into some information he had been told regarding the Buck Hill area of town. He had heard that it was outside of the original area outlined for the Sewer District and that they are exempt from paying the assessment portion on their tax bill.

ITEM 6a. RSU Funding Action

There was discussion on addressing the increase in the RSU assessment. Councilor Perkins stated that he felt things were only going to get worse and didn't want to take money out of savings this year when it will be needed in the future. Councilor Parker stated that he would rather use it now and hopefully next year pull out of the RSU.

Chairman Friedman inquired on how much they would have to take from the reserve fund to offset the increase in assessment. Manager Reed stated it was somewhere around \$164,000.

Councilor Olson stated that she could see the benefit of dipping into the savings now and giving people more time to prepare for a tax increase but she would like to see the numbers.

Chairman Friedman said he went around town and talked with people and they do not want to see a tax increase.

Motion By: Councilor Parker—to take \$174,000 from the reserve account and apply towards this year's assessment. Seconded: Councilor King. Councilor Olson asked if this money was earmarked for the RSU. Manager Reed stated that it is RSU money, they hold it for the Town's use per their agreement. Councilor Olson inquired what they will say when the Town tells them it wants to use \$10,000 more than it needs. Manager Reed stated it doesn't matter, the Town could use the whole amount if it wished. Voted 4-1 in favor.

ITEM 6b. Executive Session 1 M.R.S.A 405(6)E Consultation with Attorney on Pending or Contemplated Litigation

Motion By: Councilor King—to move into executive session under 1 M.R.S.A. 405(6)E Consultation with Attorney on Pending or Contemplated Litigation on the Thomas matter. Seconded: Councilor Olson, Voted 5-0 in favor.

Motion By: Councilor Parker—to close the executive session and reconvene regular open session. Seconded: Councilor King, Voted 5-0 in favor.

ITEM 7. Additions by Council

Councilor Parker commented on the proposed amendment to the land use ordinance and felt the 70% requirement was "theft". He'd like to look at other municipalities and see what they do.

Councilor Perkins inquired about the police department not getting their gas at the Veazie convenience stores. Manager Reed explained that the owner of the stores changed fuel vendors so the police department was unable to use their RH Foster cards there. They have since switched to Wright Express cards which will now be accepted at the Veazie stores.

ITEM 8. Manager's Report

The Council reviewed the following items:

- a. A memo from Deputy Treasurer Julie Reed regarding the pre-audit work that was done.
- b. A copy of the Town's financial reports
- c. A copy of the assessor RFQ that went into the Bangor Daily News.
- d. A copy of the Fire Department's monthly reports
- e. A copy of the Who's Who List.
- f. A copy of the Water District's minutes
- g. A copy of the Sewer District's minutes
- h. A copy of the Uniform Building and Energy Code statute and the Enforcement of a Statewide Building Code. Attorney Russell is reviewing the laws to see if it replaced the "Existing Structures Code". If it has the Town will have to look at developing new standards to enforce.
- i. A copy of the Employee Assistance Programs annual report.
- j. A copy of a proposal the RSU is considering for an enrollment study.
- k. A copy of the Penquis CAP energy audit report on the community center.
- l. A copy of a notice that the Town will receive a portion of the Bonus Transit funds that it applied for.
- m. A copy of a thank you note to the Fire Department from the Maine Special Olympics.

ITEM 9. Requests for Information and Town Council Comments

There were no requests for information or Town Council comments.

ITEM 10. Review of Town Warrants 2, 2A, 2B Prior Year and Town Payroll 2

ITEM 11. Adjournment: Motion: Councilor King—to adjourn the July 18, 2011 Town Council Meeting. Seconded: Councilor Parker. There was no further discussion. Voted 5-0. Meeting adjourned 8:58 pm.

A true record, Attest:



*Karen Humphrey
Deputy Clerk
Town of Veazie*

ITEM # 52

Revised
27 July 2011

Veazie Town Manager
Mr. William Reed
1084 Main Street
Veazie, Maine 04401-7091

RE: Assessor Proposal

Dear Mr. William Reed:

On behalf of the City of Bangor, I am responding to your Request for Qualifications and Proposal for Contracted Assessor.

I became a Certified Maine Assessor on August 15, 1986 and have been the City Assessor for Bangor since March 22, 1992. The City of Bangor Assessing Department has six employees and a total department budget of \$448,334.

City of Bangor Assessing Department Positions and Experience:

- City Assessor, Benjamin F. Birch Jr. CMA, with 25 years experience
- Deputy City Assessor, Philip Drew, CMA, with 19 years experience
- Appraiser Position I, Nelson Kitchen, CMA with 10 years experience
- Appraiser Technician Position, Peggy Collins, CMA with 3 years experience
- Real Estate Accounts Clerk with 12 years experience
- Personal Property Accounts Clerk with 22 years experience

Valuation of the Assessor's Department 2011-2012

Valuation

Real Property Accounts	10,719
Personal Property Accounts	2,611
Total Accounts	13,330

Taxable Real Property	\$4,274,528,200
Taxable Personal Property	\$248,183,200
Total Billable Assessment	\$2,522,711,400
Tax Rate	0.01920
Tax for Commitment	\$48,436,058.88

Assessments

County Tax	\$2,876,620.00
Municipal Appropriation	\$26,009,356.00
Local Education Appropriation	\$21,213,135.00
TIF Financing Plan Amount	\$2,964,300.00

The City of Bangor has the experience you are requesting: responsible for the administration of the department, the Town Valuations, appraisal and assessment recording keeping, assisting in printing of tax bills, preparing reports necessary to meet the Towns obligation under Maine Law (such as the Annual Municipal Valuation Return to the Maine Department of Revenue, the annual Tree Growth Tax Law report to the Maine Department of Conservation) assisting the public regarding real and personal property valuations for tax purposes.

This is not a proposal for performing a "Revaluation" for the Town of Veazie. This is a "Contract for Services" only. This agreement is for the provision of property tax assessing services between the City of Bangor and the Town of Veazie.

The agreement period shall be from August 20, 2011 to August 20, 2012.

The City shall provide for said services as outlined in Appendix A.

The Town of Veazie shall pay for costs associated with computer upgrades and/or software (TRIO) to access the town's property database, as well as other customary expenses. The Town of Veazie shall pay for costs associated with the annual Personal Property Declaration Form (mailing in January 2012); these costs include printing & mailing costs.

The City shall staff the town assessors office for a minimum of 132 hours, the equivalent of 3.75 hours per week. The Town will reimburse for mileage at the current Federal IRS rate of .55c.

The Town of Veazie shall appoint the City of Bangor Treasurer, Benjamin P. Bluff, III, while the

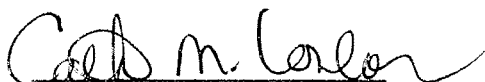
The Town of Veazie shall pay the City of Bangor \$17,000.00 (40 days times \$425) for the term of the agreement. The fee shall be paid in monthly installments.

The terms of the agreement can be modified if agreed to by both the City of Bangor and Town of Veazie and may be canceled with 60 days notice from either party.


The Town of Veazie shall pay the City of Bangor additional costs for any meetings with the Local Board of Property Tax Review, State Board of Property Tax Review or Courts in the defense of the property assessments. In addition, Town of Veazie shall pay the City of Bangor additions costs for any meetings with Town Council and for additional projects requested by the Town Manager. These costs will be billed by the City of Bangor at the hourly rate of \$125.

July 26, 2011

Date



Catherine M. Conlow
City Manager for Bangor



Benjamin F. Birch Jr.
City Assessor for Bangor

ASSESSOR'S DUTIES RESPONSIBILITIES
TOWN OF VEAZIE-CONTRACT FOR SERVICES BY CITY OF BANGOR-APPENDIX A

A	B	C	D	E
Personnel Responsible for Function	Assessor	Deputy	Appraiser	Clerk
MUNICIPALITY: Town of Veazie				
Inspect properties to collect data & update photos			X	
Analyze current market data	X	X		
Review final assessments	X			
Meet with Taxpayers	X	X	X	
Inspect properties with building permit activity	X	X	X	
Create new lots from Planning Board approvals & deed splits		X		
Review and update TIFs	X	X		
Mail Personal Property and BETE/BETR forms				X
Process and data enter Personal Property returns				X
Process and data enter BETE/BETR returns		X		X
Review final Personal Property values	X			
Read Deeds for ownership changes		X		
Data enter new owners		X		
Plot deed descriptions to determine lot sizes			X	
Data enter any lot size changes			X	
Create and value new lots in database		X	X	
Add to mapping changes			X	
Review exempt applications for Homestead, Veterans & Blind	X	X		
Data enter new exemptions		X		X
Review Tree Growth, Open Space, Farmland & Institution Exemptions		X		
Maintain Tree Growth files to enforce 10 year filing requirement		X		
Data enter Tree Growth, Open Space, and Farmland & Institution changes		X		
Process penalties for Tree Growth, Open Space, Farmland when necessary				
Review assessment changes	X	X		
Finalize assessment rolls	X	X		
Complete Commitment documents	X	X		
Complete Municipal Valuation Return	X	X		
Process Abatements and Supplements	X	X		
Complete Ratio Study Reports	X	X	X	
Complete Maine Forest Services Report		X		
Report to Town Manager and Council	X	X		
Projects for Manager	X	X	X	
Maintain Public records for Public access		X		
Answer correspondence, e-mail, fax, and telephone	X	X	X	X
Develop computer generated reports as requested		X	X	X
Computer Hardware - maintenance/decisions	X	X		
Computer Software - TRIO				
Department Budget				
Update website information, forms, and maps				

William Reed <veazietm@aol.com>

settlement and assessing update

July 27, 2011 4:32:29 PM EDT

Joe Friedman <jfriedman3@roadrunner.com>

Brian Perkins <Bperkins@apollo.umenfa.maine.edu>, david king <vz801@myfairpoint.net>, Tammy Olsen <tammy@veazie.me>, Jon Parker <jparker@midmaine.com>

Allan Thomas <arthomas@veazie.net>, Ben Birch <ben.birch@bangormaine.gov>, Karen Humphrey <khumphrey@veazie.net>

Chairman Friedman;

I just wished to follow up on some developments that have occurred over the last several days and recap the numerous phone conversations that we have had.

First, attorney Costlow outlined to me that the insurance carrier has decided to settle with Allan Thomas. The settlement figure will be somewhere between \$10,500 and 12,500. (We will be billed the deductible \$5,000 plus 10% of the total settlement above the deductible) The carrier did not wish to risk going to court because the costs would be much higher then the figure discussed for quick settlement.

Second, We will hire Allan as a consultant in order to get the commitment of taxes done as long as that happens within the time period of August / September. (he will bill us for hours worked)

Third, Ben Birch, Bangor city assessor who has a great working relationship with Allan has outlined that he would work with us. (we had a joint meeting with ben, allan and myself today to make sure everyone understood what was being discussed and agreed to)

Forth, Allan has agreed, at today's joint meeting, that if Ben Birch was appointed as assessor that he would work with him to get the Tax commitment out in August as usual for the citizens of Veazie . (Sidebar ~ Allan is not committed to work with as a part of the settlement unless he wishes to ~ we only agreed to pay him as a consultant if the assistance helped us ASAP (august / september)

Fifth, The City of Bangor had first submitted a proposal with a cost of 24k which was just not acceptable - after several discussions with Ben and Cathy Conlow, City Manager, they revised the figure to the 17k figure that was perviously discussed with the City for 40 working days.

In summary ~ At the present time Joe Lessard of Municipal Resources and I are currently recommending (Ben Birch be appointed assessor) he is also the first choice due to the fact that a commitment can be produced very quickly and that Allan has a past history of working with him. Also he has a vast staff and is located very close to the Town. It was noted that is a primary goal of the Town Council to get the commitment done. On a sidebar ~ Almost ever firm has discussed concerns with the current data sets so additional time and costs would be required. Allan has outlined to me that his being able to have a working relationship with other vendors maybe questionable which would delay commitment and increase costs to the Town. Also we have sent copies of the assessor qualifications to MRI for review - there seems to be only a few really qualified to deal with all of the issues that we have in Veazie.

Further discussions will occur overnight and into tomorrow with MRI and others ~ the final recommendation will be issued in the managers report tomorrow - We are trying to hammer out a time line for a joint working day - between Allan and Ben and staff - for the first week in august.

William Reed

John P. Holden
jholden@eatonpeabodyconsulting.com
Direct Line: 207 622 1544



77 Sewall Street, Suite 3000
Augusta, Maine 04330
Telephone: 207 622 9820
Fax: 207 622 9742
eatonpeabodyconsulting.com

July 19, 2011

William Reed, Manager
Town of Veazie
1084 Main Street
Veazie, ME 04401

RE: Letter of Engagement to Provide TIF Amendment Services

Dear Bill:

As discussed, Eaton Peabody Consulting Group, LLC ("EPCG") is submitting this Letter of Engagement to assist the Town of Veazie ("Client") in amending its current Tax Increment Financing ("TIF") District(s) and associated Development Program(s) for the purposes of facilitating the financing of the renovated Veazie Community Center ("Project").

In this Letter of Engagement we propose to work with you, your Committee, and Board to review the existing TIF(s) and recommend changes that will facilitate the financing for the renovations to the Community Center. We will, as part of that work, consider other options to use the existing TIF(s), amended, for Town economic development purposes allowable under State Law. We will work with you to present the use of TIF for the recommended changes and complete all paperwork and filing for State approval.

SCOPE OF SERVICES

For this Project, EPCG will:

- prepare all necessary documents to complete an amendment to the current TIF(s) for the Client. It is understood at this time, however, that the Credit Enhancement Agreement ("CEA") will not require any amendment and therefore limits any necessary attention from either EPCG.
- meet with the Town Manager, Community Center Committee, and other local officials as requested during the development of the amendment to develop a new TIF District and associated Development Plan.
- make a public presentation on the proposed changes to the TIF including the required public hearing as well as a public information meeting.
- meet and follow up with State officials as needed to assure the TIF amendment meets statutory requirements.
- attend necessary Town Meetings to explain the proposed TIF amendment.
- address inquiries from the State in order to finalize the TIF amendment.

- if required, a third party will prepare a new TIF District map associated with local tax assessor documentation.

DELIVERABLES

EPCG will prepare and submit a final TIF Amendment to the State. EPCG will provide materials for any public information meetings or public hearings.

SUPPORT NEEDS

EPCG will require local information including assessed values, maps, and other information required for the TIF amendment.

TIMELINE

EPCG can begin this proposed work immediately. A timeline for completion will be finalized upon execution of this agreement.

PROJECT STAFFING

John Holden will be the lead consultant for this Project, assisted by other EPCG staff as necessary. EP attorney Erik Stumpfel will advise on any legal review required for the TIF amendment, or advise on questions from the Client.

COMPENSATION

EPCG professional services will be billed hourly. Mr. Holden's hourly rate is \$165 for this engagement, and Mr. Stumpfel's hourly rate is \$205. Mr. Stumpfel will bill only under approval from the Client for legal review and input. In addition to professional services fees, EPCG will charge the Client for reimbursement of direct expenses such as mileage, printing and collateral/education material production, and other reasonable expenses incurred. Invoices for professional services rendered and expenses incurred will be sent monthly. Payment is due upon receipt of an individual invoice and is current if paid within 30 days.

As noted above, EPCG is currently engaged to provide executive management and economic development services to PCEDC. As such, some time spent on tasks, travel, or other items may be charged to PCEDC. Such time or costs shall be limited to those items that are of value to both PCEDC and the Client and that meet mutual objectives and assignments. EPCG will document said time to both PCEDC and the Client.

DISCLAIMER

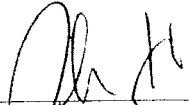
EPCG is a wholly owned subsidiary of the law firm of Eaton Peabody. EPCG is not engaged in the practice of law and does not provide legal advice or services. Any legal services required by the Client in the performance of this agreement will be provided by licensed attorneys practicing with Eaton Peabody and may be separately contracted and billed.

Bill Reed
July 19, 2011
Page 3 of 3

Thank you for choosing EPCG to work with you. We have enclosed two (2) copies of this Letter of Engagement and ask that you signify your agreement with these terms by signing both documents and returning one to my attention at the EPCG offices in Augusta.

Sincerely,

EATON PEABODY CONSULTING GROUP



By: John P. Holden
Its: Economic Development Consultant

READ AND AGREED this _____ day of _____, 2011 by:

TOWN OF VEAZIE

By: Bill Reed
Its: Town Manager

William Reed <veazietm@aol.com>

Re: Community Center Redevelopment Advisory Committee meeting - Tomorrow, July 27th, 7:30 pm, at the Town Office

July 28, 2011 8:09:52 AM EDT

"Janine Raquet" <jaraquet@roadrunner.com>

Janine;

Thank you for the email follow up to last nights meeting and request.

This will be enclosed with the Town Council packet.

William Reed

veazietm@aol.com

[Faint, mostly illegible text, likely a forwarded email or a very light scan of a document.]

On Jul 27, 2011, at 9:58 PM, Janine Raquet wrote:

Bill, as we discussed tonight, the Community Center Redevelopment Advisory Committee would like to request that you encumber \$4,800 from the 2010/2011 executive department funds for use by WBRC to fund the code study and cost proposal for the Community Center, as detailed in WBRC's Letter of Agreement dated February 9, 2011. WBRC will match this fund in \$2,400 of in-kind contribution.

If you need additional information, please let me know. Thank you.

LETTER OF AGREEMENT
WBRC ARCHITECTS-ENGINEERS

1. **Client:** Town of Veazie
Address: 1084 Main Street
Veazie, ME 04401
Authorized Agent or Officer: William Reed, Town Manager

2. **Project:** Veazie Community Center

3. **Scope of Services:** Perform formal Code Study to verify code requirements for ADA access and egress based upon the change from a Business Occupancy to an Assembly Occupancy. As in-kind contribution, revise drawings, if necessary, per conclusions drawn from code study. Provide a Project Budget study of probable costs associated with the renovation of the space per revised conceptual layout.

4. **Fee:**
 Lump Sum of \$7,200. \$2,400 of which will be WBRC in-kind-contribution for a total fee of \$4,800, including reimbursables

Reimbursable Expenses: 1.15 times direct cost
 Printing of drawings and specifications
 Approval/Permit Fees
 Subconsultants
 Travel
 Postage, Handling and Delivery

5. **Retainer:** N/A

6. **Additional Services:**
 1. Additional services shall be provided as specifically requested and authorized in writing. Fees shall be based on T/M/E.
 2. In the event that the scope of work increases, Client agrees to additional fees based on the increased responsibility assumed, time expended and liability incurred.
 3. A Time/Material/Expense (T/M/E) estimate, if provided, is a good faith estimate for informational purposes only, and under no circumstances shall WBRC be limited in the amount of which it is entitled to be compensated by any such estimate. In any and all instances in which a T/M/E estimate is given, the Client acknowledges that the actual fee and amount of reimbursable expenses may be more or less based upon the actual time, materials and expenses incurred in accordance with the attached Schedule of Fees.

7. **Billing and Payment:** WBRC will submit invoices to the client on a monthly basis. Invoices shall be due and payable within 30 calendar days of the invoice date. If the client objects to all or any portion of an invoice, the client shall notify WBRC within 14 calendar days of the invoice date, identify the cause of disagreement and pay when due that portion of the invoice not in dispute. Failure to pay invoices when due may result in suspension of work until such time as all overdue payments are made in full. All outstanding invoiced balances (except any portion in dispute and resolved in favor of the client) remaining unpaid for 30 days after invoice date shall be assessed an additional charge of 1% per month.

WBRC

8. **Overtime:** Hours worked in excess of 40 in one week may be billed at one and one-half times regular rate. Yes _____ No X
9. **Termination:** This agreement may be terminated by either party upon 15-calendar days written notice. In the event of termination, WBRC shall be paid for services performed and expenses incurred up to the termination date, plus any expenses resulting from the termination.
10. **Assignment:** Neither the client nor WBRC shall assign its duties or obligations of this agreement without the prior written consent of the other party.
11. **Standard of Practice:** WBRC will strive to conduct services under this agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty or guarantee, expressed or implied, is included or intended by this agreement. If requested, WBRC will assist the client in applying for permits and approvals, but WBRC fees will not be contingent upon securing necessary permits and/or approvals.
12. **Limitation of Liability:** The Owner and the Design Professional have discussed the risks, rewards, and benefits of the project and the Design Professional's total fee for services. Risks have been allocated such that the Owner agrees that, to the fullest extent permitted by law, the Design Professional's total liability to the Owner for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from any cause or causes shall not exceed the total amount of the A/E Fee. Such causes include but are not limited to the Design Professional's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.
13. **Clients Authorization to Proceed:** I hereby authorize WBRC to proceed with the services described above, and I guarantee payment of all fees and expenses due in accordance with the terms described above.

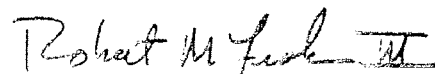
Date

Authorizing Signature

For: _____

February 9, 2011

Date



Robert M. Frank, III, P.E., LEED^{AP}, Principal

For WBRC Architects-Engineers

NOTE: Please review, sign and return this agreement as soon as possible. WBRC reserves the right to withdraw from this agreement if it is not returned with an authorizing signature within 30 days.

WBRC

ITEM # 50

"Julie Reed" <jdsreed@veazie.net>

audit

July 26, 2011 4:07:54 PM EDT

veazietm@aol.com, "Bill Reed" <breed@veazie.net>

Bill,

Just thought I would let you know that the auditors were in and out of here in three hours yesterday and it appears that everything went really well. I think that must be an all time record for an audit. Although they did not indicate when we would have the draft copy I'm guessing that in the short period of time that was spent here we must have given them everything they needed. As I said before they were here for three hours for the pre-audit work as well.

Sincerely,
Julie Reed

confidentiality notice: the email message contained herein is intended only for the individual to whom or entity to which it is addressed as shown at the beginning of the message and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if the employee or agent responsible for delivering the message is not an employee or agent of the intended recipient, you are hereby notified that any review, dissemination, distribution, use, or copying of this message is strictly prohibited. If you have received this message in error, please notify us immediately by return email and permanently delete this message and your reply to the extent it includes this message. Thank you for your cooperation.



Fund Balance Policy

August 9, 2004

Town of Veazie

Since an indicator of good financial management is to end the fiscal year with revenues in addition to those budgeted and sometimes expenses less than those budgeted, resulting in a surplus position for the municipality, and since the Town of Veazie has typically ended the fiscal year with a positive "surplus" affecting the undesignated fund balance, and since the Town Council believes it would be beneficial to establish a policy to guide the Town's Manager and management team in administering these funds, and since the Town of Veazie has a number of substantial capital improvement program needs and reserve fund accounts, the Town Council hereby establishes the following Fund Balance Policy.

Fund Balance is comprised of both Reserved and Unreserved Fund Balance. Unreserved Fund Balance is further categorized into Designated and Undesignated Fund Balance and shall be maintained at reasonable levels at all times to ensure the financial well being of the Town of Veazie, to lessen the need for borrowing, to protect the Town's Bond Rating and to provide the funds necessary to meet the Town's financial operating working capital. A strong Fund Balance may also allow Veazie to provide for a fallback of its tax rate in times of temporary economic uncertainty, provide for unexpected capital expenditures, provide for unanticipated mandatory expenditures and provide for one-time expenses that do not create an ongoing financial obligation in future years. It is also understood that the Town reserves the right to appropriate or transfer funds from the Undesignated Fund Balance for emergencies and other requirements that the Town believes to be in the best interest of the Town.

A goal of the amount equal to at least 10% of the Town's latest year's total audited General Fund revenues should be designated in the Unreserved Fund Balance as "*Designated For Working Capital*".

Additionally, an amount equal to the estimated dollars payable for future unpaid compensated absences shall be designated in the Unreserved Fund Balance as a "*Reserve fund- designated For Sick / Paid Leave*".

Annually, following completion of the Town audit, the Town Manager shall review the balance of the General Fund and propose to transfer any funds deemed surplus from the past fiscal year's operations for purposes of funding necessary projects in the Capital Improvement Program or Establishment of new Reserve Fund accounts.

It is recognized, as part of this policy, that good budgeting practices suggest that the general fund balance shall not be routinely used to reduce taxes in the following fiscal year and that the Municipal Credit Reserve Fund account shall be designated as the Fund to be used to Stabilize tax rates per State Statute.

ITEM # 82

CES, INC. BREAKDOWN

DATE: 7/27/2011
TO: BILL REED, TOWN MANAGER
CC: TOWN COUNCIL
FROM: JULIE REED, DEPUTY TREASURER
RE: INFORMATION ON CES, INC., REQUESTED BY COUNCILOR OLSON

Attached is the information that was requested about our vendor CES, Inc. broken down into the three compartments for which they serve the Town's needs.

7/27/2011

Town of Veazie

Vendor History

Number	Date	Number	Type	PO #/Ext	PC Reference	Original Amount
20101836	08/25/2010	17058	VO	08/30/2010	None/17427 520-CES INC.	313.53
Account Number				Account Description	Distribution Description	
100-010-50040-075				NETWORK MAINTENAN	520-CES INC.	
20110657	03/23/2011	18067	VO	03/28/2011	None/17923 520-CES INC.	
Account Number				Account Description	Distribution Description	
100-070-50040-075				NETWORK MAINTENAN	520-CES INC.	307.80
20110741	04/20/2011	18195	VO	04/25/2011	None/17996 520-CES INC.	
Account Number				Account Description	Distribution Description	
100-070-50040-075				NETWORK MAINTENAN	520-CES INC.	421.60
20110790	04/20/2011	18254	VO	05/09/2011	None/18024 520-CES INC.	
Account Number				Account Description	Distribution Description	
100-010-50040-070				ASSESSOR'S EXPENSE	520-CES INC.	337.50
Total for Network Maintenance						1,380.43

Town of Veazie

Vendor History

Number	Date	Number	Type	PO #/Ext PO#	Reference	Original Amount
20101893	08/25/2010	17117	VO	09/13/2010	None/17435	520-CES INC.
Account Number			Account Description		Distribution Description	
100-000-30730-140			HIGHWAY PROJECTS - CAP		520-CES INC.	575.00
20102108	09/17/2010	17192	VO	09/27/2010	None/17487	520-CES INC.
Account Number			Account Description		Distribution Description	
300-000-30730-000			CP-HIGHWAY PROJECTS		520-CES INC.	1,216.25
Account Number			Account Description		Distribution Description	
100-000-14365-000			HIGHWAY PROJECTS CAPITAL		520-CES INC.	1,210.00
20102577	11/19/2010	17468	VO	11/23/2010	None/17625	520-CES INC.
Account Number			Account Description		Distribution Description	
300-000-30730-000			CP-HIGHWAY PROJECTS		520-CES INC.	431.49
20102641	11/19/2010	17493	VO	12/06/2010	None/17634	520-CES INC.
Total for Highway projects						\$4,536.17

Town of Veazie

Vendor History

Number	Date	Number	Type	PO #/Ext	PO# Reference	Original Amount
CESVA				Active		
20101686	07/23/2010	16894	VO	08/02/2010	None/17343 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50040-050			MS 4 COMPLIANCE		520-CES INC	310.00
20101615	07/23/2010	16913	VO	08/02/2010	None/17345 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50050-070			NEPDES COMPLIANCE		520-CES INC	3,618.20
20106684	07/28/2010	16936	VO	08/16/2010	None/17353 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50050-070			NEPDES COMPLIANCE		520-CES INC	2,702.70
20108700	08/25/2010	17119	VO	09/13/2010	None/17435 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50040-050			MS 4 COMPLIANCE		520-CES INC	87.50
20108804	08/25/2010	17120	VO	09/13/2010	None/17435 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50040-050			MS 4 COMPLIANCE		520-CES INC	325.00
20102035	09/17/2010	17162	VO	09/27/2010	None/17479 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50040-050			MS 4 COMPLIANCE		520-CES INC	2,241.45
20102061	09/17/2010	17163	VO	09/27/2010	None/17479 520-CES INC	
Account Number			Account Description		Distribution Description	
100-090-50040-050			MS 4 COMPLIANCE		520-CES INC	882.85

Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	1,345.40
20102317	10/22/2010 17351	VO 10/25/2010 None/17561 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	789.23
20102343	10/22/2010 17352	VO 10/25/2010 None/17561 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	45.00
20102641	11/19/2010 17493	VO 12/06/2010 None/17634 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	1,103.43
20102901	12/20/2010 17618	VO 01/03/2011 None/17709 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	618.00
20110075	01/28/2011 17842	VO 02/14/2011 None/17813 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	718.90
20110342	02/28/2011 17953	VO 03/14/2011 None/17870 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	1,176.75
20110565	03/23/2011 18066	VO 03/28/2011 None/17923 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	482.50
20110894	04/22/2011 18253	VO 05/09/2011 None/18022 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	845.00
20111590	05/27/2011 18254	VO 06/06/2011 None/18097 520-CES INC.	
Account Number 100-090-50040-050	Account Description MS 4 COMPLIANCE	Distribution Description 520-CES INC.	1,324.50

2011170	06/24/2011 18519	VO	06/30/2011	None/18166	520-CES INC.	
Account Number		Account Description		Distribution Description		
1004900-50040-050		MS 4 COMPLIANCE		520-CES INC.		1,700.35
2011170	06/21/2011 18522	VO	06/30/2011	None/18158	520-CES INC.	
Account Number		Account Description		Distribution Description		
1004900-50040-050		MS 4 COMPLIANCE		520-CES INC.		236.50
Total for Stormwater projects						\$20,316.76

Town of Veazie Conservation Commission
Meeting Minutes

8 March 2011

Call to Order : 7:03 PM

Present : Commissioners S. Malis-Andersen, D. MacKay (Chair), D. Carmack and J. Manter; and D. Wardrop (Town Forester).

Minutes : 14 Dec 2010. – The Commission decided to accept J. Manter's version of the last meeting's minutes. D. Carmack moved, Malis-Andersen seconded, motion to accept minutes as presented; voted 3 – 0 (J. Manter abstained).

- 1) Forest Management Plan Update -
 - Town Mgr. W. Reed has given the Commission the green light to move ahead with the plan update;
 - Tw. Forester Wardrop will continue after "Tree Growth" season;
 - An inventory of Town-owned lands will be included.

- 2) Compliments/Photo requests -
 - Town Council seeks photos of the McPhetre's Forest for the Annual Town Report cover;
 - Commissioners D. MacKay and J. Manter will provide some recent samples for the Council's review;
 - Signage to direct the public to the McPhetre's Forest will require \$200.

- 3) Annual Report -
 - a. Needs mention of Comsr. Malis-Andersen's community services;
 - b. Other minor amendments recommended;
 - c. Comsr. J. Manter will make changes and submit to Chm. MacKay.

- 4) Draft Timber Harvesting Ordinances Update
 - a. Commission received Planning Bd. Chairman Cronan's version;
 - b. Town Forester Wardrop expressed his concerns;
 - c. Comsr. Manter recommended that either or both Chm. MacKay and/or Tw. Forester Wardrop be present at the March 15 Planning Bd. meeting.

- 5) Grant Opportunities –
 - a. Commission discussed e-mails distributed by MEACC on available grants;
 - b. Comsr. Manter will see that all Commissioners receive these for further discussions.

Other Business

Bird Survey –

- Comsr. Malis-Andersen will inquire w/Dr. Judy Markowsky
- A volunteer is conducting these for all Orono Land Trust-eased sites.

Margaret Shropshire, former Conservation Commissioner, who recently passed on, was remembered to the Commission.

New member – Jeff Benjamin, will not be available to serve as a Commissioner.

Next Trail Day – April 23d.

Environment Maine has contacted the Commission seeking endorsement of a piece of proposed legislation.

Next Meeting – 7 PM 10 May.

Adjourn: 8:17 PM.

Respectfully submitted,

[Handwritten signature]

Moved: S. M. S. Andersen

2d : D. Mackay

Voted: 3-0 to approve

**VEAZIE SEWER DISTRICT
JUNE 8, 2011 – MINUTES
6:30 P.M.**

Attended by: Chair Steven Theborge, Trustees Gary Brown and Esther Bushway, Supt. Gary Brooks, and Tammy Olson.

- 1) Call Meeting to Order – Steve called the meeting to order at 6:34 p.m.
- 2) Consider Meeting Minutes of May 11, 2001 and the May 26, 2011 Public Hearing Minutes – Esther moved to accept the minutes of May 11, 2011 as written; Gary seconded. Vote 3-0, passes. Esther moved to accept the minutes of May 26, 2011; Steve seconded. Vote 2-0; passes. Gary abstained.
- 3) Review Agenda – There were no changes to the agenda.
- 4) Delinquent Update – a) This week, 23 reminder postcards went out for the current quarter and seven warning letters went out for the previous quarter. The second group on the delinquent list contains eight people due Notices of Debt for the October 1, 2010 billing. Of those, four have been sent and four will go out this week. The next group are people due liens on that quarter; those also will be going out shortly. b) The oldest lien on 16 Highview matures on June 18. They have received their foreclosure notice, and they typically pay before the maturity date. c) The bank foreclosed property on 13 Rock Street has been sold. We should be receiving payment in full shortly.
- 5) Rate Increase Discussion – a) Tammy distributed an updated flyer that includes the pie chart that Jim Parker suggested at the May 26 public hearing. Steve stated that he envisioned the pie chart to have dollar amounts rather than percentages. The flyer will be revised and discussed at a later date. b) Esther mentioned that Bangor and Orono would be going up; Supt. Brooks explained how and why we receive water from the Bangor Water District.
- 6) Gathering Freedom of Information Material Update – On May 16, we provided the requestors' attorney with a list of the most time-consuming aspects of their request and asked that they prioritize their request, since we anticipated that some material may be needed for the May 26 public hearing. We have not heard from the requestors since being notified by their attorney on May 19 that we were to stop preparing documents and that the requestors would make an appointment to review the information already gathered. To date, no appointment has been made.
- 7) Policy for Record Retention – Tammy distributed a draft version of the policy. After reading the policy, the Trustees decided to adopt it and to add a signature line. Esther moved to accept the policy as written; Gary seconded. Vote 3-0; passes.
- 8) Superintendent's Report – a) The plant is operating well. Flows are down and oxygen levels are good. Pond 2 is struggling to maintain oxygen levels at times, which is typical this time of year. With the license modification in January, we are now running 3 BODs.

These test results are helpful this time of year. We continue to run BODs for comparison. b) We purchased diffuser sleeves. Supt. Brooks described the diffusers. He then described our barge, how it was built in-house, and how it is used to clean diffusers. One section stills needs to be completed, and we are replacing sleeves as needed. c) Mowing is ongoing. We will soon get the flusher out to do some line cleaning and TVing. Supt. Brooks explained the repairs currently being done to the flusher. d) Steve asked about the status of Oak Grove. Supt. Brooks said that he is filling out an application for the revolving loan fund, and that the application is due July 1. Supt. Brooks explained how the loan works and asked if the Trustees wanted him to proceed. The Trustees agreed that they wanted him to proceed.

- 9) Other Business – a) The annual District meeting is June 21 at 7:00 p.m. Supt. Brooks stated that he would like to hold it at the school because that's where the public hearings have been held. The Trustees agreed to hold the annual meeting at the school. b) The Town has requested that we send them our meeting minutes, and their minutes will now be included in the Trustee packets. c) There was some discussion on reducing the assessment. Esther stated that she would like to discuss eliminated Trustee compensation. She said it's not a lot of money, but it is making an effort. d) There was no other business.

- 10) Adjournment – Esther moved to adjourn, Gary seconded. Vote 3-0, passes at 8:07.

NEXT MEETING: JULY 13, 2011 AT 6:30 PM

Minutes approved July 13, 2011, by a vote of 2-0.

Gary Brown, Secretary. 7/13/11

VEAZIE SEWER DISTRICT

34 HOBSON AVENUE

VEAZIE, MAINE 04401

207-942-1536

VEAZIE SEWER DISTRICT ANNUAL DISTRICT MEETING JUNE 21, 2011 – MINUTES 7:00 P.M.

Attended by: Chair Steven Theborge, Trustees Esther Bushway and Gary Brown, Supt. Gary Brooks, Tammy Olson, Cathy Brooks, Sharon Theborge, Jessica Brooks, Al Bushway, Peter Gaetani, Chris Bagley, Alice Betterley-Michaud, Anthony Michaud, Sheryl Brockett, Donald Pembroke, Craig Costello, Cameron Dalton, Christopher Dalton, Joseph Dosen, Linda Dosen, Andrew Fitzpatrick, Joseph Friedman, Cynthia Hardy, Louis Hardy, Bob Jackson, David King, Kathy King, Richard Leonard, Todd Lynch, Vicki Lynch, Travis Noyes, Jim Parker, Jon Parker, Susan Parker, Joan Perkins, Brian Perkins, Betty Snively, Gordon Tableman, Jeanine Tableman, Dena Tomilson, Robert Tomilson, and David Wardrop,

- 1) Call Meeting to Order – Steve Theborge called the meeting to order at 7:00 p.m.
- 2) Elect a Moderator – Cathy Brooks nominated Brian Perkins; Sharon Theborge seconded. There being no other nominations, Steve Theborge closed nominations and asked for a vote by a show of hands. Brian Perkins was elected.
- 3) Elect a Trustee for a 3-Year Term – Brian Perkins opened the floor for nominations for Trustee. Cathy Brooks nominated Bob Jackson; Sharon Theborge seconded. Travis Noyes nominated Rob Tomilson; Jon Parker seconded. There being no other nominations, Brian Perkins asked for a vote by hand counting. Rob Tomilson was elected in a vote of 23-20.
- 4) Transact Such Other Business as May Properly Come Before the Meeting – Jim Parker thanked Chair Steve Theborge for his service. Chair Steve Theborge stated that in recognition of the surprise the Town received with the school budget, the Trustees would like to decrease the assessment to the Town by \$10,000.00. He added that all departments have to pitch in, and that we are all residents of this Town. Chair Steve Theborge motioned to reduce the assessment from \$160,000.00 to \$150,000.00; Esther Bushway seconded. Vote 3-0; passes.

Trustee Esther Bushway motioned that the Trustees not receive a stipend; Trustee Gary Brown seconded. Chair Steve Theborge asked if there was any discussion. Jim Parker stated that what the Trustees make doesn't make a "rat's behind difference." Chair Steve Theborge and Trustee Esther Bushway stated that it was symbolic. Jim Parker then asked if the charter required payment because the Orono-Veazie Water District's charter does. Trustee Esther Bushway amended her motion to include checking the charter to verify that it is legal for the Trustees to no longer receive a salary. Vote 2-0; passes. Chair Steve Theborge abstained.
- 5) Adjournment – Esther Bushway moved to adjourn at 7:13 p.m.. Gary Brown seconded. Vote 3-0; passes.
- 6) Steve Theborge reconvened the meeting at 7:25 p.m.
- 7) Oath of Office – Tammy Olson administered the Oaths of Office. Robert Tomilson was sworn in as Trustee.

- 8) Election of Clerk/Treasurer –Trustee Esther Bushway nominated Trustee Gary Brown as Clerk/Treasurer; Trustee Robert Tomilson seconded. Vote 3-0, passes.
- 9) Election of Chairman – Trustee Gary Brown nominated Trustee Esther Bushway for Chair. Trustee Robert Tomilson motioned that he become Chair of the Trustees. Trustee Esther Bushway stated that the first motion had to be taken care of first. Trustee Esther Bushway seconded the first motion. Vote 2-1; passes. There was no second to the second motion; motion failed.
- 10) Oath of Office – Tammy administered the Oaths of Office. Trustee Esther Bushway was sworn in as Chair and Trustee Gary Brown as Clerk/Treasurer.
- 11) Chair Esther Bushway asked if there was any other business. There was no other business.
- 12) Adjournment – Trustee Gary Brown moved to adjourn the meeting at 7:35 p.m.; Trustee Robert Tomilson seconded. Vote 3-0, passes.

Minutes approved July 13, 2011, by a vote of 3-0.

Gary Brown, Secretary. 7/13/11

Healthy Homes Agency Committee Meeting

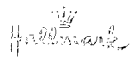
July 20, 2011

Present: Val Heal, Penquis; Mike Bush, Penquis; Patty Hamilton, Bangor Health and Community Services; John Holmes and Jody Vail, Eastern Area Agency on Aging; Bill Thompson, Penobscot Indian Nation; Steve Condon and John Butts, Town of Holden; Brian Stoyell and Bill Reed, Town of Veazie; and Eric Frohmberg, DHHS.

1. Introductions were made and each agency representative gave a brief overview of their roles. The role of Veazie as the grantee was explained, and Mike noted that an Advisory Committee would be developing the program 'rules', and would be incorporating information from this group in doing this. The Advisory Committee is formally appointed by the Town of Veazie, and is beholden to the Town in terms of proper management of the grant.
2. Mike introduced the project as originally developed with the four towns. He highlighted the goal to utilize field staff that can make 'qualified' referrals for clients they are working with. Ideally these referrals will represent clients with health issues that are thought to be impacted by the condition of the home. Ideally, clients will receive both help with their housing needs, and behavioral changes that may also be impacting their health. Mike explained the grant's requirements to utilize Section 8 Housing Quality Standards (HQS), but also the opportunity to include health issues that aren't always included in the HQS, but which are eligible because of their impact on the resident's health.
3. Eric Frohmberg from DHHS introduced himself and spoke to the efforts of the working group on healthy homes, and the pending transition of the lead program to a healthy homes program. He noted people's tendency to focus on physical aspects of the home, but the challenge of addressing health when so many issues are at play. Possible issues to focus on included: radon, lead, well water, pests, poisons, and indoor air quality. Homeowners, he noted, are interested in solutions, and going to one location to find out information about their health and their home. Our current system tends to organize issues in different departments and agencies, making it harder for homeowners to get the information they need.
4. Eric helped facilitate a discussion of current issues home visitors are facing:
 - a. Mike noted the challenge of older mobile homes. He also noted the larger number of people with failing septic, well, roofing, foundation, and other systems that threaten their home. Some situations are very grave, with residents living in poor housing with associated behavioral issues which are hurting their health, including hoarding, poor maintenance, etc.
 - b. John noted how radon remediation can be costly, and that a professional should do the test.
 - c. Patty indicated that much of the poor housing is rental, and wondered if we can include this. Mike noted the early discussions were that a percentage (25%) of the funds would be allotted for rentals. John Butts noted the need to have rent regulatory agreements in place.
 - d. Steve Condon said his home visits are mostly to rentals, with other activity being new housing. He noted opportunities to separate the two from the grant.

- the town's newsletter. He raised the question about how we deal with behavioral issues that impact health. Val asked if we could provide education for clients on the connection between behavior and health.
- e. Val asked if we were focused on a specific health diagnosis. Mike said the focus would be first on HQS, but beyond that we have the opportunity to define our priorities. There will be a decision needed about the amount of things we can include, and the cost this will mean, especially if we have houses with both severe deterioration (i.e., failing roofs and foundations) and health problems.
 - f. John Holmes noted that some households choose to live with their situation, because they don't have the money, and must choose between food and their house.
 - g. Steve asked if we could link health problems to specific house problems or situations. Eric noted this is hard to do because different people respond differently to health risks. Eric also noted that the risk is high relative to radon poisoning in Maine, relative to other risks that we accept.
 - h. Bill Thompson noted the challenge of working with clients with mental health issues.
 - i. Patty noted the importance of gaining client information as the basis for identifying problems, i.e.. The client often knows what the problem is, even if they haven't sorted through the cause.
5. Mike reviewed the schedule, and the plan to utilize today's discussion to help formulate up to two workshops that he and Eric will work on. Others were invited to participate, if they chose. These workshops would be held later in August and early September, and form the basis for development of an assessment tool that could be used by home visitors to refer people to this program. It was agreed to use 'survey monkey' to survey potential attendees for the best date to hold this. It will likely be two 1.5 to 2 hour meetings to review healthy home concepts.

ITEM # 22

Hallmark

Town of Veazie,

Thank you for
the beautiful
arrangement in memory
of our baby Alexander.
We appreciate you thinking
of us during this difficult
time.

Thank you for
your expression
of sympathy.

Thank you,
Nick, Decima, and
Caitlin Hathaway