

**TOWN OF CUMBERLAND
MEETING OF THE TOWN COUNCIL
MONDAY, JANUARY 28, 2002**

- I. Call to order in the Council Chambers at Cumberland Town Hall at 7:00 p.m.
- II. Approval of Minutes
 - a) December 17, 2001
 - b) January 14, 2002
- III. Manager's Report
- IV. Public Discussion
- V. Legislation and Policy

02-03 To discuss appointment of Property Revaluation Advisory Committee

- VI. Correspondence
- VII. New Business
- VII. Executive Session *moved and Peter Jeff Unanimous (7) 8:15 pm*
 - a) Hardship Abatement
 - b) Personnel
- IX. Adjourn

MEMBERS OF THE TOWN COUNCIL

Stephen Moriarty (Chair)	829-5095	Jeffrey Porter	829-4129
Mark Kuntz	829-6482	Harland Storey	829-3939
Peter Bingham	829-5713	Donna Damon	846-5140
Michael Savasuk	781-3061		

Town of Cumberland web site: www.cumberlandmaine.com

Town Council
1/28/02

**TOWN OF CUMBERLAND
MEETING OF THE TOWN COUNCIL
MONDAY, JANUARY 28, 2002**

Present: Councilors: Stephen Moriarty, Jeff Porter, Mark Kuntz, Harland Storey, Peter Bingham, Donna Damon, Michael Savasuk.

I. Meeting was called to order in the Council Chambers at Cumberland Town Hall at 7:00 p.m.

II. Approval of Minutes

a) December 17, 2001

Councilor Porter moved to adopt December 17, 2001 minutes as written.

Second by Councilor Kuntz

Vote: Unanimous (7)

b) January 14, 2002

Councilor Porter moved to adopt January 14, 2002 minutes as written.

Second by Councilor Bingham

Vote: Unanimous

III. Manager's Report

Browntail Moth - Carla Nixon, Assistant Town Manager, provided a report on the browntail moth situation. She reported that Dick Bradbury of the Maine Forest Service has surveyed the mainland and feels that an aerial spraying program would be advisable this year. He will be providing information on Chebeague soon. Ms. Nixon reported that she has received several calls from residents concerned about this year's infestation and requesting that the town spray. It was calculated that the last spraying in 2000 resulted in 803 acres sprayed on the Mainland and 200 acres on Chebeague Island. The estimate cost is approximately \$25/acre - includes the chemical and aerial spraying.

Town Forest Grant - Students from the Drowne Road School are requesting a grant of \$1000 to study and identify trees, plants and animals in the Town Forest. Chairman Moriarty requested that item be put on the next meeting agenda to consider and act.

Regional Cooperation - Ms. Nixon reported town department heads have been meeting as directed with colleagues in Yarmouth, Freeport, and Falmouth to discuss regional sharing options. Written reports from the department heads were given to the Council.

IV. Public Discussion

None

V. Legislation and Policy

02-03 To discuss appointment of Property Revaluation Advisory Committee

Council members discussed the recommended size and composition of the committee and the time frame for the work to be done. The Nominations Committee will be reviewing and interviewing applicants after which appointments to the committee will be made at the February 25th Council meeting.

Town Council

1/28/02

VI. Correspondence

- Ltr fm North Yarmouth Selectmen dtd 1/17/02 RE: Joint Meeting – MSAD 51, Cumberland Town Council and North Yarmouth Board of Selectmen.
- Ltr fm Attorney Chris Neagle dtd 1/15/02 RE: 2001 Hope Island Real Estate Taxes
- Town of Cumberland Islands East of Chebeague Island 2001 Land Assessments
- December 2001 Building Permit Reports
- Ltr fm Cumberland County Commissioners dtd 1/16/02 RE: Patrol Services by the Cumberland County Sheriff's Office.
- Cumberland County Commissioners Meeting Minutes of 12/27/01
- Cumberland County Commissioners Meeting Minutes of 12/17/01
- Notice of Intent to File – DST Corporation
- Archangel Committee Newsletter of Winter 2002
- Shoreland Zoning News – Summer/Fall 2001
- Service Connection Newsletter – Winter 2001
- Cumberland County Commissioners Meeting change notice (emailed to Council 1/22/02)
- Breakfast Presentation: Local Option Sales Tax invitation (emailed to Council 1/16/02)
- Ltr fm Sally Stockwell (no date) RE: Grant Proposal Request for Drowne Road School students for tree & shrub identification.
- Grant Proposal breakdown of requests fm Drowne Road School teacher, Trina Beaulier.
- Updated list of Revaluation Committee Applicants
- Coastal Corridor Coalition Revised Work Plan dtd 1/16/02
- Presentation fm William O'Brien & Associates "Exceeding Customer Expectations in a Municipal Environment" (Seminar Jan 15 & 22, 2002)

Councilor Damon inquired about internet vehicle registration and why it is not available for the Island residents. She reminded the Council of the Stone Wharf Committee meeting January 29th - Prock Marine will be on hand to discuss concerns. Long Range Planning process is coming along. A draft will soon be submitted.

Councilor Kuntz inquired about the Maine DOT and Rt 26/100 traffic light issue. Follow-up to letter sent out was requested.

VII. New Business

Chairman Moriarty received inquiry regarding the Crestwood Road drainage issue. Issue will be taken to Public Works Director.

Councilor Kuntz inquired about the Morrison's Hill portion of Rt. 26/100 sanding and plowing. Issue will be taken to Public Works Director.

Councilor Storey requested invitation of Town Planner and Phil Hunt of the Planning Board to speak at the next Council Meeting and review Comprehensive Plan regarding 'Cluster Housing' on Tuttle Road.

VII. Executive Session

Councilor Bingham moved to enter into Executive Session to discuss Hardship Abatement and Personnel at 9:09pm.

Second by Councilor Porter

Vote: Unanimous (7)

Councilor Bingham moved to come out of Executive Session at 9:20pm.

Second by Councilor Porter

Town Council

1/28/02

Vote: Unanimous (7)

Councilor Damon moved to reconsider the previous action taken on October 22, 2001.

Second by Councilor Bingham

Vote: In Favor (1)

Opposed (6)

Councilor Bingham moved to enter back into Executive Session to discuss Personnel at 9:23pm

Second by Councilor Storey

Vote: Unanimous (7)

Councilor Bingham moved to come out of Executive Session and to adjourn meeting at 9:38 pm.

Second by Councilor Storey.

Vote: Unanimous (7)

IX. Adjourn

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'LB' followed by a long horizontal flourish.

Lisa Brown

Administrative Assistant

move to come at at 9:20
Bingham moved
Porter second.

Request to ~~abandon~~

To reconsider the previous action
taken on Oct. 22, 2001.

Damon moved

Bingham seconded.

~~A~~ in favor

to oppose

no abstentions

move to go back into exec. sess @ 9:23

Bingham moved

Storey second

**TOWN OF CUMBERLAND
MEETING OF THE TOWN COUNCIL
MONDAY, DECEMBER 17, 2001**

Councilors Present: Stephen Moriarty, Jeff Porter, Peter Bingham, Harland Storey, Donna Damon, Mark Kuntz & Michael Savasuk

I The meeting was called to order by Chairman Moriarty in the Council Chambers at Cumberland Town Hall at 7:02 PM.

II. Manager's Report

Town Manager Robert Benson stated that Cumberland's representative Susan McGinty was scheduled to make a presentation to the Town Council. However, Mrs. McGinty telephoned Town Manager today and advised that RWS will be meeting with towns in January and February.

III. Public Discussion

None

IV. Legislation and Policy

01-108. To hold a Public Hearing to consider and act on amendments to the Growth Management Ordinance.

Chairman Moriarty opened the public hearing and stated that this was an ordinance that was adopted in June of 2000, which imposed an annual cap on building permits on the Mainland and on Chebeague Island. The ordinance was amended in March of 2001, the Town Council reviewed it again in June 2001, and again in September 2001 on Chebeague Island.

The Council then expressed their various concerns and solutions to changing the amendments to the Growth Permit Ordinance.

Chairman Moriarty closed the Public Hearing.

Town Planner Andy Fillmore address staff recommendations in the draft of the Growth Management Ordinance:

Page 2, .6A. 1, line seven should read "two (2)" instead "of 2."
Page 4, Section 4, line 6 should read "four (4)" instead of "three (3)."
Page 4, Section 4, line 5 should read "any calendar year", instead of "single year."
Page 4, Section 4, paragraph 2 should read "any calendar year", instead of "any year."

Chairman Moriarty asked for a show of hands for those who would support deleting the word "replacement" from the language of Section 5 on Page 2 of the proposed Growth Management Ordinance.

VOTE: IN FAVOR (2) Damon and Porter.
OPPOSED (4) Moriarty, Bingham, Storey and Savasuk

Councilor Bingham moved to accept the following changes on Page 2:

1. Section 6, Pargaraph E, to include the phrase " or equivalent body"
2. Section 6, Paragraph A, Sentence 1, to change the "fiscal year" to calendar year", and to increase the Growth Permits for Chebeague Island from 3 to 4

3. Section 6, Paragraph A, Sentence 3 to change from "fiscal year" to "calendar year."

Councilor Kuntz seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Bingham moved to adopt the changes made on Page 3:

1. Section B, Paragraph 3, Sentence 6, to add the phrase "or equivalent."
2. Section C, Paragraph 1, Sentence 4, to change the phrase "from that time on" to "from the time of the adoption of this Ordinance onward."
3. Section C, Paragraph 3, Sentence 6, to add the sentence "and the CEO shall notify the applicant in writing of the date of expiration of said thirty (30) days."

Councilor Porter seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Bingham moved to adopt the changes as follows:

Page 4, Section 4, Sentence 4 should read: No person, partnership, or corporation shall be entitled in any calendar year to more than two (2) of the four (4) Growth Permits allocated to a subdivision.

Page 4, Section 4, Paragraph 2 should read: With respect to Growth Permits sought for property not located within a subdivision approved by the Planning Board of the Town, no more than two (2) Growth Permits shall be issued during any calendar year to any one person, partnership, or corporation.

Page 5, Paragraph 2, Sentence 2 should read: In addition, four (4) additional Growth Permits shall be reserved for dwelling units located on Chebeague Island, plus two (2) additional Growth Permits shall be reserved for affordable housing constructed by Habitat for Humanity or a similar not-for-profit organization.

Page 5, Paragraph 3, the following sentence should be deleted: At 5 PM on the last day of the first calendar quarter of each year, one quarter (25%) of any remaining "subdivision" Growth Permits shall be reallocated to the "non-subdivision" category.

Councilor Porter seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Bingham moved to adopt the proposed changes on Page 6, Section 10, to change the date that the Ordinance shall be reviewed by the Town Council to June 2002.

Councilor Porter seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Porter moved to adopt the proposed changes as recommended on Page 8, Section 16, Paragraph 2 of the Growth Management Ordinance.

Councilor Bingham seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Kuntz moved to establish the effective date of all amendments of the Growth Management Ordinance as January 1, 2002.

Councilor Porter seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Storey

Councilor Storey stated that the reason that he had abstained from voting on the proposed amendments was that he did not support the original ordinance and did not support the proposed one.

- 01-109. To hold a Public Hearing to act on application of Cumberland Salvage, Inc for an Automobile Graveyard and/or Junkyard Permits.

Town Manager Robert Benson stated that in her capacity as Code Enforcement Officer, Barbara McPheters had inspected Cumberland Salvage and is recommending approval.

Chairman Moriarty opened the Public Hearing.

There was no public discussion.

Chairman Moriarty closed the Public Hearing.

Councilor Porter moved to approve the application of Cumberland Salvage, Inc. for an Automobile Graveyard and/or Junkyard Permits.

Councilor Storey seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Kuntz

- 01-110. To hold a Public Hearing to act on application of Thomas Greenlaw for an Automobile Graveyard and/or Junkyard Permits.

Town Manager Robert Benson recommended approval with the right to inspect as needed.

Chairman Moriarty opened the Public Hearing.

There was no public discussion.

Chairman Moriarty closed the Public Hearing.

Councilor Kuntz moved to accept the application of Thomas Greenlaw for an Automobile Graveyard and/or Junkyard Permits with the provision that a fence to screen the yard from the public view must be installed by June 1, 2002.

Councilor Porter seconded.

Councilor Kuntz moved to amend his previous motion to add that the fence of 15 to 16 feet in length be added at the current height, and that the Code Enforcement Officer is to inspect this property in the future to see all is in order.

VOTE: IN FAVOR (6)
ABSTAIN (1) Bingham

- 01-97. To hold a Public Hearing to consider and act on application by Winn Road LLC d/b/a Route 9 Diner for a Liquor License and Victualer's License. (Tabled from 12-11-01).

Chairman Moriarty referred to the memo from Code Enforcement Officer Barbara McPheters indicating that the Town needed to hear from the State Department of Eating and Lodging and also from the Drinking Water Program.

Code Enforcement Barbara McPheters stated that on the afternoon of December 17, 2001 she received a fax from the Drinking Water Program that indicated that a final approval has been granted for the well for this property with a number of requirements dealing with maintenance and testing.

Chairman Moriarty asked if any additional information was needed from the State.

Mrs. McPheters stated that there are additional inspections to be done with regard to the final construction and operation. The Health Officer and Mrs. McPheters need to do inspections, and when everything is cleaned, the State will come in and do a final inspection before they open or immediately after they open.

Chairman Moriarty asked if the application for the Liquor License and Victualer's License is complete tonight.

Mrs. McPheters stated that with the exception of the final inspections, she believed it was complete. She recommended approval, reserving the right to inspect, and that a Certificate of Occupancy be issued prior to the opening of the restaurant.

Chairman Moriarty opened the Public Hearing.

Roger Bintliff, Route 9 Diner Manager, stated that he was in total agreement with getting the Town's approval for a Certificate of Occupancy pending all the requirements that are necessary to meet the local ordinances.

Chairman Moriarty closed the Public Hearing.

Council Bingham moved to approve the application of Winn Road LLC d/b/a Route 9 Diner for a Liquor License and Victualer's License contingent upon the required inspection approvals and Certificate of Occupancy.

Councilor Porter seconded.

VOTE: IN FAVOR (6)
ABSTAIN (1) Kuntz

- 01-111.** To award contract to low bidder for health insurance for municipal employees and retirees to Aetna Insurance Company for the period of January 1, 2002 to December 31, 2002.

Chairman Moriarty stated that the Town Council has spend portions of the last several meetings dealing with the issue of providing health insurance coverage to current and retired employees. The Town of Cumberland is currently part of the Maine Municipal Association pool and the town has received a bid from another provider, Aetna Insurance Company, which has been under consideration and scrutiny by the Town Council for the past several weeks. He stated that the Council had been provided with some new information to consider by Finance Director Melody Main. Ms. Main then outlined to the Council the calculation in savings in comparing the two plans, and other related benefit issues.

Councilor Bingham moved that the Town retain the Maine Municipal Employees Health Association plan for the period of January 1, 2002 through December 31, 2002.

VOTE: IN FAVOR: 6
ABSTAIN 1 (Moriarty)

- 01-112.** To authorize the issuance of \$1,000,000 in bonds and bond anticipation notes to finance the cost of acquisition of two new fire trucks and various public improvements to facilitate transportation to Chebeague Island.

Town Manager Robert Benson stated that this has been discussed at a previous Town Council meeting and that this will fund the acquisition of two new fire trucks and will leave a substantial amount of money, up to \$400,000 to meet the transportation needs of both Cousins Island and Chebeague Island improvements to the Chebeague Transportation system. He recommended a twenty-year note for this, at the cost of roughly fifteen cents on the tax rate.

Councilor Porter moved authorize the issuance of \$1,000,000 in bonds and anticipation notes to finance the acquisition of two new fire trucks and various public improvements to facilitate transportation to Chebeague Island.

Councilor Bingham seconded.

VOTE: UNANIMOUS (7)

- 01-113.** To authorize the Town Manager to borrow \$1,500,000 in Tax Anticipation Notes.

Mr. Benson stated that the Town went out for bids from Bath Savings, Fleet Bank, Citizens and Peoples Heritage Bank. Bids went out in two instances: on a lump sum, and on an as-needed basis. He recommended that the Tax Anticipation Notes be awarded to Peoples Heritage Bank.

Councilor Bingham moved to authorize the Town Manager to borrow \$1,500,000 in Tax Anticipation notes, to award the bid to Peoples Heritage Bank at an interest rate of 1.96% per annum, and to authorize the following order of the Cumberland Town Council:

TOWN OF CUMBERLAND, MAINE
ORDER OF THE TOWN COUNCIL
AUTHORIZING TAX ANTICIPATION BORROWING

ORDERED:

Order 01-113

1. That pursuant to Section 5771 of Title 30-A of the Maine Revised Statutes, the Treasurer is hereby authorized and empowered on behalf of the Town to borrow money from time to time during fiscal year ending June, 30, 2002, in an aggregate principal amount not to exceed \$1,500,000 at any one time outstanding, in anticipation of collections or receipts from taxes, by the issuance of a tax anticipation note or notes of the Town, which notes shall be designated "Town of Cumberland 2002 Tax Anticipation Note" (the Note). Such note may be issued at one time or from time to time and such Note, and any extension, renewal or replacement thereof, shall be signed by the Treasurer, countersigned by the Chairman of the Town Council and sealed with the Town seal attested by its Clerk, shall be payable on or before June 30, 2002 out of money raised by taxation during the fiscal year ending June 30, 2002 and shall contain such terms and provisions not inconsistent herewith and shall be sold on such terms and be in such form as shall be approved by the Treasurer and the Director of Finance of the Town.
2. That the bid of **Peoples Heritage Bank** for the purchase of said Tax Anticipation Note bearing interest at the rate of 1.96% per annum, payable at maturity and at a price of \$1,500,000 be and the same hereby is approved and accepted, and said \$1,500,000 principal amount of Tax Anticipation Note shall be issued and sold to said **Peoples Heritage Bank** in accordance with the bid therefor.
3. That the Note authorized by the foregoing votes are hereby designated as qualified tax-exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986, as amended, to the extent such designation may be applicable or appropriate as determined by the Town Treasurer.
4. That the Town Treasurer be, and hereby is, authorized to covenant with the purchase of the Note on behalf of the Town that the Town will take whatever steps are appropriate to ensure that interest on the Note will remain free from federal income taxes, including without limitation, the filing of information returns and reports with the Internal Revenue Service and the payment of any rebate due to the United States of America.
5. That the officers executing the Note be and hereby are individually authorized to covenant, certify and agree, on behalf of the Town, for the benefit of the holders of such Note, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to insure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met.
6. That the Town Treasurer, Director of Finance, and Clerk and other proper officials of the Town be, and hereby are, authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things as may be necessary or desirable in order to effect the issuance, sale and delivery of the Note hereinabove authorized.
7. That if the Town Treasurer, Director of Finance, Chairman of the Town Council or Clerk are for any reason unavailable to approve and execute the Note or any of the related documents, the person or persons then acting in any such capacity, whether as

an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had herself performed the act.

Councilor Porter seconded.

VOTE: UNANIMOUS (7)

- 01-114. To approve SAD 51 Swimming Pool License renewal.
Councilor Storey moved to approve SAD 51 Swimming Pool License renewal.

Councilor Kuntz seconded.

VOTE: UNANIMOUS (7)

- 01-115. To set date for Council Workshop

Councilor Kuntz to accept January 7, 2002 at 7:00 PM as the date for the Council Workshop.

Councilor Porter seconded.

VOTE: UNANIMOUS (7)

V. Correspondence

Councilor Bingham stated that he would consider writing a letter to the editor of the Forecaster responding to the letter that Denny Gallaudet sent to the Forecaster in reference to the math forum. Mr. Gallaudet suggested that members of the Town Council were "ringleaders" as far as investigations of the math curriculum were concerned. The public should know that the Council is very aware of its role as a Council, and what the role of the SAD Directors are. At no point whatsoever, is there any kind of "ringleader" stuff going on.

Mr. Benson stated that a copy of the proposed Contract Zoning in the Council packet. It will go before the Planning Board tomorrow evening. He will be in attendance, as well as the Town Attorney. He welcomed any input or questions from the Council.

Councilor Moriarty inquired about the draft agreement refers to the Town having the capability to develop rental housing on the 11.7 acre parcel to be given to the Town. Do we want to limit that to rental or should we simply just leave it as elderly housing?

Mr. Benson stated that it could be discussed. What comes out of the Planning Board is not a final draft, the Council has the final authority.

VI. New Business

Councilor Damon inquired if the Council could extend the time that applications would be accepted for the Tax Committee, because the deadline is December 31, 2001. But in order to get word out to the majority of people on Chebeague Island, the Island calendar deadline is December 20, 2001 and doesn't come out until the first of each month. Could we put off having to have the applications in until Jan 10 or Jan 15, 2002?

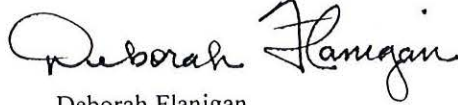
It was agreed to extend the deadline.

Town Council
17DEC01

VII. Adjourn

The meeting was adjourned at 8:52 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Deborah Flanigan". The signature is written in black ink and is positioned above the printed name and title.

Deborah Flanigan
Deputy Town Clerk

**TOWN OF CUMBERLAND
MEETING MINUTES OF THE TOWN COUNCIL
MONDAY, JANUARY 14, 2002**

6:30 pm – EXECUTIVE SESSION – Hardship Abatement

Councilors Present: Stephen Moriarty, Jeff Porter, Mark Kuntz, Harland Storey, Donna Damon

Excused: Michael Savasuk, Peter Bingham

I. Call to order in the Council Chambers at Cumberland Town Hall at 7:00 p.m.

Councilor Porter moved to call to order at 6:40 pm and move to Executive Session to discuss hardship abatement in the East Conference Room.

Second by Councilor Damon

Vote: Unanimous (5)

Councilor Porter moved to amend previous motion to include staff to Executive Session in the East Conference Room.

Second by Councilor Damon

Vote: Unanimous (5)

Councilor Bingham and Councilor Savasuk arrived.

Councilor Porter moved to come out of Executive Session to resume meeting in the Council Chambers at 7:05 pm.

Second by Councilor Damon

Vote: In Favor (5)

Abstain (2) (Savasuk, Bingham)

II. Approval of Minutes

a) December 6, 2001

Councilor Porter moved to adopt December 6, 2001 minutes as written.

Second by Councilor Kuntz

Vote: Unanimous (7)

b) December 11, 2001

Councilor Porter moved to adopt December 11, 2001 minutes as written.

Second by Councilor Bingham

Vote: Unanimous (7)

III. Manager's Report

Joe Taylor, Cumberland Representative of the Cumberland/Falmouth Chamber of Commerce, presented the Chamber's upcoming events and progress.

IV. Public Discussion

None

V. Legislation and Policy

Town Council

1/14/02

- 02-01 To set date for Public Hearing to consider contract zoning with Peter Kennedy d/b/a Heritage Village LLC regarding Southern Office Commercial Zone on Route 1

Councilor Kuntz moved to hold Public Hearing on Monday, March 11, 2002 to consider contract zoning with Peter Kennedy d/b/a Heritage Village LLC regarding Southern Office Commercial Zone on Route 1.

Second by Councilor Porter

Vote: Unanimous (7)

- 02-02 To set date for special referendum election regarding Hope Island Secession.

Councilor Damon moved to hold Special Referendum Election on February 19, 2002 regarding Hope Island Secession.

Second by Councilor Kuntz

Vote: Unanimous (7)

VI. Correspondence

- MSAD 51 Meeting Notice of 1/28/02
- Memo to Scott Poulin MSAD 51 dtd 1/9/02 RE: Upcoming Budget Preparation
- Memo fm Chris Bolduc, Rescue Chief dtd 1/8/02 RE: EMT Class Chebeague Island
- Memo fm Ted Curtis, Harbormaster dtd 12/20/01 RE: Public Forum on Shellfish and Finfish
- Updated Town of Cumberland Committee and Board Listing
- Letter fm Greely Hockey Boosters dtd 12/14/02 RE: Ice Rink Request
- Stone Wharf Marine Subcommittee Interim Report of 11/27/01
- Growth Permit Log of 2002
- Solid Waste to RWS Report – December 2001
- Cumberland County News newsletter – October-December 2001
- RWS Meeting Agenda of 12/19/01
- Maine Development Foundation ltr dtd 1/2/02 RE: Leadership Maine application information
- Updated List of Revaluation 2002 Committee Candidates
- Ltr fm State of Maine Planning Office dtd 1/8/02 RE: Land for Maine's Future Program
- Invitation Notice RE: Fire Deputy Chief Med Bowen Retirement

Councilor Damon presented a list of Candidates for the Revaluation 2002 Committee and Cumberland Islands Committee to Councilor Porter.

Councilor Bingham inquired about issues regarding the Government Auditing Standards.

VII. New Business

Councilor Damon inquired about waiving or capping administrative planning/building permit fees for nonprofit organizations.

Councilor Storey inquired about conducting "Live Call-In Q & A" shows with Town Councilors.

Councilor Kuntz revisited the necessity of having a traffic light on Route 26/100.

Town Council

1/14/02

VIII. Executive Session

Councilor Damon moved to enter into Executive Session to discuss Personnel issues at 8:00 pm.

Second by Councilor Kuntz

Vote: Unanimous (7)

Councilor Damon moved to come out of Executive Session to adjourn meeting at 8:45 pm.

Second by Councilor Kuntz

Vote: Unanimous (7)

IX. Adjourn

Respectfully submitted by,

A handwritten signature in black ink, appearing to be 'LB' followed by a long horizontal line.

Lisa Brown

Administrative Assistant

NORMAN, HANSON & DETROY, LLC

ATTORNEYS AT LAW
415 CONGRESS STREET
P.O. BOX 4600
PORTLAND, MAINE 04112-4600

ROBERT F. HANSON	DAVID P. VERY
PETER J. DETROY	DANIEL L. CUMMINGS
STEPHEN HESSERT	RUSSELL B. PIERCE, JR.
RODERICK R. ROVZAR	ANNE M. CARNEY
THEODORE H. KIRCHNER	DAVID L. HERZER, JR.
MARK S. LAVOIE	THOMAS S. MARJERISON
STEPHEN W. MORIARTY	ADRIAN P. KENDALL
JAMES D. POLIOUIN	EMILY A. BLOCH
JOHN H. KING, JR.	ANNE H. JORDAN
PAUL F. DRISCOLL	AARON K. BATES
WILLIAM O. LACASSE	JOHN R. VEILLEUX
MARK E. DUNLAP	LANCE E. WALKER
ROBERT W. BOWER, JR.	DORIS V. RYGALSKI
JONATHAN W. BROGAN	RACHEL L. REEVES
CHRISTOPHER C. TAINYOR	

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774-7000
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OF COUNSEL
DAVID C. NORMAN

FACSIMILE TRANSMITTAL SHEET

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TO: Carla Nixon

DATE: January 22, 2002

FAX NUMBER: 829-2224

FROM: Stephen W. Moriarty, Esq.

RE: Town Council

FILE NO:

SENDER: dgn

NUMBER OF PAGES (including this cover sheet): 2

MESSAGE: Please include this in the packet for the 1/28 council meeting.

If you are having difficulties receiving this facsimile transmission, please contact the SENDER at (207) 774-7000.

☐ Original will follow via: ☐ Mail ☐ Hand Delivery ☐ Federal Express
☐ Original will NOT follow



TOWN OF NORTH YARMOUTH

10 VILLAGE SQUARE ROAD
NORTH YARMOUTH, MAINE 04097

TELEPHONE (207) 829-3705
FAX (207) 829-3743

BOARD OF
SELECTMEN

ADMINISTRATIVE
ASSISTANT

January 17, 2002

Stephen Moriarty
Cumberland Town Council
34 Blanchard Road
Cumberland, Me. 04021

Dear Steve,

As you know, the joint meeting of the North Yarmouth Board of Selectmen, Cumberland Town Council and the MSAD #51 Board of Directors will be held at the new North Yarmouth Municipal Building on Monday, January 28th.

As Chairman of the Board of Selectmen, it will be my pleasure to welcome to you to North Yarmouth that evening, and I wanted to let you know that arrangements are being made for a special display for the enjoyment of the combined group. During the social portion of the meeting, the North Yarmouth copy of the **Declaration of Independence** will be on display. The State of Maine, together with the Town of North Yarmouth and the North Yarmouth Historical Society were instrumental in the return of this document to public custody.

Please come early and enjoy this piece of "Ancient North Yarmouth" history !!

Sincerely,

David Perkins, Chairman
North Yarmouth Board of Selectmen

Bob
fyi

VERRILL
&
DANA^{LLP}
Attorneys at Law

CHRISTOPHER NEAGLE
PARTNER
cneagle@verrilldana.com
Direct: 207-253-4506

ONE PORTLAND SQUARE
PORTLAND, MAINE 04112-0586
207-774-4000 • FAX 207-774-7499

January 15, 2002

William Healey
Tax Assessor
Town of Cumberland
290 Tuttle Road
Cumberland, Maine 04021-9321

JAN 17 2002

Re: 2001 Hope Island Real Estate Taxes

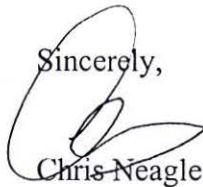
Dear Bill:

Phyllis Cacoulidis has decided not to file for an abatement of her 2001 real estate tax bill, because she does not want to unnecessarily complicate her pending request for Hope Island to secede from the Town of Cumberland. Thanks for all your help in providing information on assessments of nearby islands in the last few weeks.

I have enclosed a chart showing what we believe is a fundamental unfairness in the 2001 island land assessments. We understand that the Town will complete a Town-wide revaluation for all its 2002 assessments. We will be looking at these island assessments very carefully if Hope Island remains part of the Town of Cumberland in 2002.

Thanks again.

Sincerely,



Chris Neagle

CSN/mle
Enclosure
John and Phyllis Cacoulidis

P:\CSN\Cacoulidis\cumb.assessor.ltr.doc

Town of Cumberland
Islands East of Chebeague Island

2001 Land Assessments

<u>Island</u>	<u>Lot Size</u>	<u>Land Assessment</u>	<u>Assessment/acre</u>
Hope Island	89 acres	\$761,600	\$8,557/acre
Bates Island	17 acres	\$ 60,500	\$3,559/acre
Ministerial Island	14 acres	\$ 55,700	\$3,979/acre
Stave Island (Lot 5)	5 acres	\$ 21,400	\$4,280/acre
Stave Island (Lot 6)	5.6 acres	\$ 8,700	\$1,554/acre
Stave Island (Lot 7)	10 acres	\$ 26,600	\$2,660/acre
Stave Island (Lot 8)	5.6 acres	\$ 22,100	\$3,946/acre
Bangs Island (all resource protection?)	65 acres	\$ 31,300	\$ 482/acre
Stockman Island (all resource protection?)	16 acres	\$ 13,300	\$ 831/acre

P:\CSN\Cacoulidis\Island.Tax-Chart.doc

* FAILED TO INCLUDE STURDIVANT ISLAND
15 PARCELS TOTALING 52.91 ACES \$ 548,500 ASSESS \$ 10,366/ACRE

Master Summary Report

Monthly Building Permits		December, 2001	
Addition	1	\$500,000.00	\$1,030.00
Deck	3	\$8,000.00	\$50.00
House	4	\$560,000.00	\$1,780.35
Renovation	3	\$22,700.00	\$142.00
Shed	1	\$1,500.00	\$10.00
Totals	12	\$1,092,200.00	\$3,012.35

YTD Building Permits			
Access. Struct.	2	\$27,000.00	\$33.60
Addition	42	\$1,988,948.00	\$5,190.10
Alterations	3	\$41,500.00	\$163.00
Barn	2	\$11,000.00	\$211.60
Commercial	3	\$540,000.00	\$1,850.00
Conversion	2	\$21,000.00	\$40.00
Deck	21	\$70,760.00	\$411.60
Demolition	8	\$20,000.00	\$90.00
Float	1	\$24,000.00	\$75.00
Foundation	4	\$48,000.00	\$302.35
Garage	18	\$414,700.00	\$1,432.55
Gazebo	1	\$1,000.00	\$0.00
House	53	\$10,317,235.00	\$24,355.50
House / Seasonal	5	\$315,000.00	\$848.05
Miscellaneous	2	\$200.00	\$150.00
Pier	5	\$119,500.00	\$300.00
Pool	5	\$78,082.00	\$326.20
Porches	4	\$22,950.00	\$100.00
Portable Classroom	1	\$80,000.00	\$0.00
Renovation	51	\$896,255.00	\$2,572.55
Retaining Wall	1	\$148,000.00	\$75.00

<i>Shed</i>	28	\$50,456.95	\$335.80
<i>Storage Barn</i>	1	\$25,000.00	\$48.60
<i>Temp. Structure</i>	1	\$0.00	\$25.00
	264	\$15,260,586.95	\$38,936.50

Electrical Permits for December, 2001

<i>Count</i>	<i>Fee</i>
14	\$215.00

YTD Electrical Permits

<i>Count</i>	<i>Fee</i>
175	\$2,784.00

Plumbing Permits for December,

<i>Count</i>	<i>Fee</i>
11	\$847.00

<i>Count</i>	<i>Fee</i>
172	\$15,877.00



Barbara McPheters
Building Inspector

Building Permits

December, 2001

<i>Date</i>	<i>Permit</i>	<i>Map/Lot</i>	<i>Owner</i>	<i>Location</i>	<i>Imprvmnt</i>	<i>Est Cost</i>	<i>Fee</i>
12/04/2001	01-254	R08A / 15F	Hildreth & White	24 Homestead L	House	\$170,000.00	\$331.20
12/04/2001	01-255	R07 / 16	Hodgdon, Alan	100 Mill Road	Deck	\$2,000.00	\$20.00
12/05/2001	01-256	U10 / 1A	McCauley, Richar	24 Amanda's W	House	\$240,000.00	\$632.85
12/05/2001	01-257	U10 / 10	Draper, Paul	244 Main Street	Shed	\$1,500.00	\$10.00
12/13/2001	01-258	R04B / 40	Nutter, Robert	29 Crossing Bro	Deck	\$1,000.00	\$10.00
12/13/2001	01-259	R04 / 20	Gordon, Peter	74 Greely Road	Deck	\$5,000.00	\$20.00
12/17/2001	01-260	U21 / 17	Popov, Anatoly	265 Gray Road	Renovation	\$10,000.00	\$112.00
12/17/2001	01-261	R07 / 64D	Copp, Jerald	30 Blackstrap R	House	\$50,000.00	\$566.40
12/17/2001	01-262	U06 / 50	Dougherty, Carl	22 Wildwood Blv	Renovation	\$700.00	\$10.00
12/18/2001	01-263	I02 / 68A	Rich, Sherman	85 John Small R	House	\$100,000.00	\$249.90
12/19/2001	01-264	I02 / 5	Adams, Nancy	381 South Road	Renovation	\$12,000.00	\$20.00
12/19/2001	01-265	U05 / 13C	Fuller, Robert	115 Foreside Ro	Addition	\$500,000.00	\$1,030.00
						\$1,092,200.00	\$3,012.35

County of Cumberland

ESTHER B. CLENOTT
DISTRICT ONE
RICHARD J. FEENEY
DISTRICT TWO
GARY E. PLUMMER
DISTRICT THREE



142 FEDERAL STREET
PORTLAND, ME 04101-4196
207-871-8380

County Commissioners

January 16, 2002

RE: Patrol Services

Dear Town Manager,

Please find enclosed for your information a copy of a letter to the 14 communities currently receiving patrol services by the Cumberland County Sheriff's Office, regarding a meeting on Wednesday, January 30 at 7PM at the Naples Town Office.

Although your community does not receive patrol services at this time, please feel free to attend the meeting, or submit any helpful suggestions you or your elected officials may have to one of the Commissioners or County Manager Peter Crichton. Please RSVP by calling 871-8380 if you plan to attend.

Sincerely,

Gary E. Plummer
Chairman
Board of County Commissioners

Attachment

C: Commissioner Esther Clenott
Commissioner Richard Feeney
Peter Crichton, County Manager
Mark Dion, Sheriff



County of Cumberland

ESTHER B. CLENOTT
DISTRICT ONE
RICHARD J. FEENEY
DISTRICT TWO
GARY E. PLUMMER
DISTRICT THREE



142 FEDERAL STREET
PORTLAND, ME 04101-4196
207-871-8380

County Commissioners

January 16, 2002

Dear Elected Official/Town Manager,

As a representative of one of our 14 communities for which we are providing patrol services, I urge your attendance at a meeting on Wednesday, January 30, at 7PM, at the Naples Town Office. The purpose of the meeting is to discuss various options regarding the level of patrol services in the year 2002.

As you may know, in the past the level of patrol services has been funded through the use of overtime pay in the Sheriff's Office budget. Projections for 2002 indicate that overtime will exceed the budgeted amount. This leaves us with a number of options, which include cutting back on patrol, entering into contracts with communities, exceeding the budget, and/or potential call sharing arrangements with the state police.

We are committed to providing law enforcement services to the 14 communities that rely on the Sheriff's Office for patrol services and we need your help. We are at a critical juncture in the discussion of how we pay for this service. One serious implication could be a reduction in patrol.

As one of the municipal officials for these communities, we would like to invite you to sit down with us to discuss this very important issue.

Please RSVP if you will be attending by calling the County Manager's Office at 871-8380. Should you have any questions, please feel free to contact one of the Commissioners or County Manager Peter Crichton.

Sincerely,

Gary E. Plummer
Chairman
Board of County Commissioners

C: Commissioner Esther Clenott
Commissioner Richard Feeney
Peter Crichton, County Manager
Mark Dion, Sheriff
Budget Advisory Committee



The County of Cumberland is committed to providing quality services to all citizens equitably, in a responsive and caring manner.

SPECIAL MEETING

MINUTES

December 27, 2001

The Board of Cumberland County Commissioners, Gary E. Plummer, Richard J. Feeney, and Esther B. Clenott, convened a special meeting in Courtroom One on the above date.

Chairperson Clenott called the meeting to order at 7:06 PM. She noted that the meeting was to finalize four items that were postponed or tabled at the December 17 meeting.

01-119 Authorization, Bunk Repair, Jail

Bruce Tarbox, Facilities Manager, reported that he had presented two quotes for this project at the December 17 meeting, and had since obtained a third quote that is about \$8,000 less than estimated when the Commissioners authorized him to proceed. The third quote is from Foss Welding Inc. for \$105 per bunk. The other two quotes were \$142.25 per bunk and \$248 per bunk. He recommended the Commissioners award the contract to Foss Welding for \$105 per bunk, with a cap not to exceed \$28,000. Peter Crichton, County Manager, concurred with the recommendation.

Motion by Commissioner Plummer to award the contract to Foss Welding Inc. for \$105 per bunk, not to exceed \$28,000. Second by Commissioner Feeney, so voted.

01-121 Reconsideration, December 10 Vote Regarding the FY2002 Capital Improvement Plan

Chairperson Clenott reported that the motion to reconsider the December 10 vote regarding the Capital Improvement Plan had been tabled at the December 17 meeting.

Motion by Commissioner Plummer to remove this item from the table. Second by Commissioner Feeney, so voted.

Motion by Commissioner Plummer to add \$30,875 to the FY2002 CIP for the purpose of replacement of the septic system at the Windham EMA (\$9,000) and the County's final payment on the Meadow Road Bridge in Bridgton (21,875). Second by Commissioner Feeney, so voted.

Chairperson Clenott noted that the Budget Advisory Committee had met earlier to discuss the addition of the two items, and concurred with this action.

01-117 Authorization, Final Payment, County's Share of
Scarborough Bridge Replacement

Motion by Commissioner Plummer to authorize the final payment of the County's share of the replacement of the Meserve Bridge in Scarborough in the amount of \$50,557.50. Second by Commissioner Feeney, so voted.

01-118 Authorization, Final Payment, County's Share of
Bridgton Bridge Replacement

Motion by Commissioner Plummer to authorize the final payment of the County's share of the replacement of the Meadow Road Bridge in Bridgton in the amount of \$21,875. Second by Commissioner Feeney, so voted.

No further business conducted, motion to adjourn at 7:24 PM.

Attest:



Timothy J. Jarvis
Deputy Clerk

The County of Cumberland is committed to providing quality services to all citizens equitably, in a responsive and caring manner.

COMMISSIONERS' MEETING

MINUTES

December 17 2001

The Board of Cumberland County Commissioners, Esther B. Clenott, Gary E. Plummer, and Richard J. Feeney, convened a meeting in Courtroom 1 on the above date.

Chairperson Clenott called the meeting to order at 7:02 PM and the following business was conducted.

Minutes of the regular meeting of December 10 and special meetings of December 5, 7 and 10, 2001 approved as written. Chairperson Clenott noted that they may be re-opening the Capital Improvement Program (CIP) later in the meeting.

Peter Crichton, County Manager, reported that Maine Municipal Association (MMA) officials would be meeting a second time with Maine County Commissioners Association (MCCA) officials in January to discuss jail issues and also explore a united effort to work with legislators to address common issues. He commended Chairperson Clenott and Bruce Benway of the MMA on their leadership in organizing this effort.

01-112 Appointment, MCCA Board of Directors Representative, 2002

Motion by Commissioner Feeney to appoint Esther Clenott as the MCCA Board of Directors representative for 2002. Second by Commissioner Plummer, so voted.

01-113 Appointment, MCCA Risk Pool Representative, 2002

Motion by Commissioner Plummer to appoint Esther Clenott as MCCA Risk Pool representative for 2002. Second by Commissioner Feeney, so voted.

01-114 Appointment, Human Services Advisory Committee Liaison, 2002

Motion by Commissioner Plummer to appoint Richard Feeney as Human Services Advisory Committee liaison for 2002. Second by Chairperson Clenott, so voted.

01-115 Appointment, Civic Center Board of Trustees Liaison, 2002

Motion by Commissioner Feeney to appoint Gary Plummer as Civic Center Board of Trustees liaison for 2002. Second by Chairperson Clenott, so voted.

01-116 Request for Deputy Sheriff Commissions

The following request for deputy sheriff commissions was received from Sheriff Mark Dion: Thomas Brady, Falmouth PD; Robert Durfee, CCSO; Robert Fusselman, Michael McManus, Charles Perkins, John Perrino, Richard Stewart, and Henry Sydlowski, Freeport PD. So approved on the motion of Commissioner Feeney and the second of Commissioner Plummer.

**01-117 Authorization, Final Payment, County's Share of
Scarborough Bridge Replacement**

**01-118 Authorization, Final Payment, County's Share of Bridgton
Bridge Replacement**

Mr. Crichton reported that the final invoice of \$72,225 for the County's share of the replacement of the Meserve Bridge in Scarborough had been received, and was \$21,667 more than the estimated \$50,558 that had been included in the 2002 CIP for this expense. He also reported that the final invoice of \$21,875 for the County's share of the replacement of the Meadowbrook Bridge in Bridgton had also been received, and due to an oversight this had not been included in the 2002 CIP. He reviewed the options available to the Commissioners: re-open the 2002 CIP and add these expenses; re-open the 2002 budget and add the expense to the 2002 departmental expenditures; or charge this to the 2002 contingency account. After discussion and review of the options, the Commissioners decided to postpone these two items until December 27, when a special meeting would be held.

Motion by Commissioner Plummer to postpone Action Items #117 and 118 until Thursday, December 27 at 7:00 PM to allow notification to the public that they would be reconsidering the December 10 vote regarding the 2002 CIP. Second by Commissioner Feeney, so voted. Robert Devlin, Deputy County Manager, clarified that these were the last two commitments by the County regarding bridges, and that the new law passed in 2001 relinquishes the County of any further responsibility for bridge repair or replacement.

01-119 Authorization, Repair of Bunks, Jail

Mr. Crichton reported that in 1997 upper bunks had been added to maximize the capacity of the jail. Due to the recent publicity regarding the two bunks that have worked free and fallen, a review of the situation had been conducted by Bruce Tarbox, Facilities Manager, and Major Jeffery Newton, Jail Administrator.

Mr. Tarbox reviewed the staff report and presented photographs of the deterioration, noting that the way the bunks are welded to the existing plates, one side has no support, and due to safety regulations there are no ladders or rungs to climb

up to the upper bunk. Therefore, the only way to get onto the upper bunk is to jump up onto it. The constant repetition of this action has contributed to a weakening of the supports over the years. He recommended installation of a new support on the free side connecting the upper bunk to the lower bunk and the floor. This would stop all movement of the upper bunk resulting from jumping up to and down from the bunk. He felt that an outside company should be obtained to perform the repairs, and reported that both Major Newton and Mr. Crichton concurred with the recommendation. Mr. Tarbox reported that he considered this an emergency, and should be funded from the contingency account.

He stated that he has obtained two quotes that met specifications for the reinforcement of the bunks: one for \$248 per bunk, and one for \$142.25 per bunk. With 255 bunks, the lower estimate from Fabrication Unlimited would cost \$36,273.75 and could begin immediately. He was trying to get a third quote, but has been unable to do so at this time. He reported that to delay this project could possibly put inmates or staff at risk. He requested that the Commissioners approve the repairs, and authorize the County Manager to choose the company if he could obtain a third quote by the end of the week.

Discussion ensued regarding the funds remaining in the 2001 contingency account. Mr. Crichton stated that thus far, \$11,000 has been spent on additional advertising for correction officers and \$9,000 had been authorized for the septic system replacement at EMA. He noted that the septic system project is still being researched, and suggested adding this project to the 2002 CIP and then there would be enough in the contingency account to handle this current emergency. Mr. Tarbox noted that the cost of the EMA septic system project has been adjusted to \$8,995. Commissioner Plummer suggested approving the project now to allow the work to begin, and formally approve the company at the special meeting on December 27. This would allow Mr. Tarbox to seek a third quote if possible, and proceed with the lowest cost that met all specifications.

Motion by Commissioner Plummer to authorize up to \$36,273.75 from the FY2001 contingency account to begin the immediate reinforcing of the upper bunks at the jail. Second by Commissioner Feeney, so voted.

01-120 Authorization, Payment of Safety Audit Results

Mr. Crichton reported that on November 14, the Maine Bureau of Labor Standards performed an inspection of all County buildings, which resulted in only a few minor violations. For an organization with as many separate locations as the County, he was pleased with the result of the inspection.

Mr. Tarbox reported that he has corrected all of the violations, and will address them in a written response by December 30, 2001 as required. He was not convinced that the County was at fault in all of the violations, and will address

his concerns in his response. However, the penalties resulting in the violations total \$2,390, and he recommended that this unexpected expense be funded from the contingency account. Mr. Crichton concurred with the recommendation.

Motion by Commissioner Plummer to approve payment of up to \$2,390 from the 2001 contingency account. Second by Commissioner Feeney, so voted.

Chairperson Clenott initiated discussion regarding re-opening the budget to increase the amount budgeted for overtime in the Sheriff's patrol division. She noted that she had been contacted by someone concerned that by not fully funding the Sheriff's request, they were not adequately enabling the patrol of all of the County municipalities. She suggested having the Budget Advisory Committee reconvene to discuss the situation and make recommendations. Commissioner Plummer noted that he did not feel that a solution could be agreed upon in just 10 days, and would prefer to address this problem in FY2002. Commissioner Feeney agreed, suggesting that perhaps the creation of the Leadership Forum should occur as soon as possible in January, and this issue could be a top priority.

After discussion, the Board agreed to add Action Item #121, Reconsideration of the December 10 Vote Regarding the FY2002 CIP.

**01-121 Reconsideration of the December 10 Vote Regarding the
FY2002 CIP**

Motion by Commissioner Plummer to reconsider the December 10 vote on the FY2002 CIP, for the purpose of adding up to \$52,537 for the unexpected expenses of the two bridge replacements and the septic system project at EMA. Second by Commissioner Feeney, so voted.

Motion by Commissioner Plummer to table this issue until the December 27 special meeting, to allow time to notify the Budget Advisory Committee and to allow the public time to respond with any comments. Second by Commissioner Feeney, so voted.

No further business conducted; motion to adjourn at 8:07 PM.

ATTEST:



Timothy J. Jarvis
Deputy Clerk

Next regular meeting: Monday, January 14, 2002 at 7:00 PM.

Council
1-26-02
1

NOTICE OF INTENT TO FILE

Please take notice that DST Corporation, c/o Ginn Real Estate, 220 Maine Mall Road, South Portland, Maine 04106 (tel.: 207-775-5541) is intending to file a Natural Resources Protection Act permit application for Tier 2 review with the Maine Department of Environmental Protection pursuant to the provisions of 38 M.R.S.A. §§ 480-X on or about January 14, 2002.

The application is for the alteration of approximately 18,918 square feet of freshwater wetland to accommodate construction of a 66-unit senior housing development and associated roadways, parking areas, and utilities. The Rockwood Senior Housing project is located on U.S. Route 1 in Cumberland, just south of the Yarmouth town line.

A request for a public hearing or a request that the Board of Environmental assume jurisdiction over this application must be received by the Department, in writing, no later than 20 days after the application is found by the Department to be complete and is accepted for processing. A public hearing may or may not be held at the discretion of the Commissioner or Board of Environmental Protection. Public comment on the application will be accepted throughout the processing of the application.

The application will be filed for public inspection at the Department of Environmental Protection's office in Portland during normal working hours. A copy of the application may also be seen at the municipal offices in Cumberland, Maine.

Written public comments may be sent to the Department of Environmental Protection, Bureau of Land and Water Quality, 17 State House Station, Augusta, Maine 04333.





The Archangel Committee

The Russian Sister City Committee of Greater Portland

P.O. Box 105, Portland, Maine 04112

Winter 2002

ARCHANGEL CONVOY VETERAN VISITS MAINE

Boris Korotyaev, the Vice President of the Russian Northern Convoy Brotherhood, led a group from Archangel to Maine in early November 2001. Boris is a World War II Arctic Convoy veteran and helped host Maine convoy veteran Hugh Stephens in Archangel earlier in 2001. Also visiting were interpreter Tatiana Vorobieva and Greater Portland Committee members Tanya Kochegarova and Dr. Nikoli Sosnin.

After two days of being hosted by Betty Stephens in New York, the Delegation arrived in Maine on Friday evening November 9th. The next day, November 10th, Boris spoke at the Liberty Ship Memorial Dedication at Bug Light Park in South Portland. Other speakers at this impressive event were Maine Congressman John Baldacci, South Portland City Manager Jeff Jordan, and former Maine Governor Ken Curtis. Special thanks goes to Fred Thompson for including Boris in the program. South Portland Community Television captured the entire program on video and presented a copy of the videotape to Boris (thank you to Tony Vigue and Annette Page). On Sunday, November 11th, Boris and Tatiana marched with Governor Angus King and several other dignitaries at the front of the huge Veterans' Day Parade in Portland. At City Hall Plaza Boris spoke to the large crowd of the friendship between our two nations and communities. Then at an official reception in the State of Maine Room in City Hall, Boris presented gifts to Portland City Manager Cheryl Leeman and Governor King. Special thanks to parade organizers Roz and Richard Petrie. Finally, on Tuesday, November 13th, Boris was hosted by President Len Tyler at the Maine Maritime Academy in Castine. There, Boris had lunch with the students, visited a Navigation Simulation Lab, and toured the Training Ship *State of Maine*. Other members of the Delegation were also busy. Tonya visited Deering High School, the Reiche School, the University of Southern Maine and the Maine International Trade Center. Dr. Sosnin visited the private office of Dr. Carol Altman, OB/GYN and toured the Obstetrics Department at Maine Medical Center with Dr. Hector Tarraza. This visit was a great success and special thanks are extended to Committee Vice Co-Chair Dennis Marrotte and Committee member Jean Souliere who donated much time and effort to the cause.

After returning to Archangel, Boris was interviewed by local Television Channel 6 and the videotape of the Liberty Ship Memorial Dedication was broadcast. A large story about Boris and his trip appeared in the local archangel newspaper *Pravda Severa (Truth of the North)*. Soon thereafter, Boris received a personal letter from Maine's Governor King expressing thanks for the kind gifts and his hopes to continue the Maine-Archangel exchange "for many years to come".

Finally, Boris has sent our Committee written holiday greetings:

"We send you the best wishes for the upcoming New Year: health, luck in your battles and success in your work. May there always be sunshine, blue skies and peace on earth. Best wishes to all the American people."

MAINE LEGISLATORS VISIT ARCHANGEL

As part of the vibrant Rule of Law Program, two intrepid members of the Maine House of Representatives traveled to Archangel for a week in mid-December 2001 and were hosted by the Archangel Oblast Regional Duma (Legislature). The delegates were Representative Charles LaVerdiere of Wilton, Maine and Representative William Savage of Buxton, Maine. They were led and guided by Committee Co-Vice Chair Ray Pelletier. Rep. LaVerdiere chairs the Legislature's Judiciary Committee and Rep. Savage chairs the Legislature's Public Utilities and Energy Committee.

The program prepared for them by the Chairman of the Regional Duma Vitali Fortygin was intense and extremely rewarding for both the American and Russian legislators. Our Representatives participated in a number of governmental and economic roundtables, met Governor Anatoli Yefremov, met extensively with the media, toured the Archangel Pulp and Paper Mill in Novodvinsk, toured the Archangel Fishing Port, met with the Archangel Judiciary, and toured the Law School. They also were treated to a horse-drawn sleigh ride at Mayle Karely and a traditional Russian *banya*. Both Maine Legislators returned home extremely excited about their trip and the prospects for hosting two Duma members here in Maine soon (see below). Rep. Savage said that the visit was a "complete success" and that he will "make every effort" to ensure that a return visit of Duma members to Maine will be as successful. Rep. LaVerdiere said that "for democracy to flourish in Russia ... a full and complete dialogue between the policy makers in Archangel and in Maine are essential ... In the strongest possible terms, I urge that there be expanded cooperation between the Legislature of the State of Maine and the Duma of Archangel."

ANNUAL BUSINESS MEETING

The business portion of our Annual Meeting will be held on Thursday, January 31, 2002 at 5:30 p.m. at the Maine International Trade Center, 511 Congress Street in Portland. We look forward to the February 2002 arrival of Archangel Duma Members Stanislav Vtori, Chair of the Legislation Committee, and Yuri Spiridonov, Chair of the Energy and Housing Committee. We hope to hold the more traditional social portion of our Annual Meeting and invite all four legislators to share their experiences with us, possibly on the afternoon of Sunday, February 24th. More information soon!

ARCHANGEL REGION NEWS/NOTES

The population of the Oblast is now 1,443,300 persons (down 127,000 persons since 1990). However, in the City of Archangel, more than 2600 babies were born in 2001 (over 320 more than in 2000). * * * Tamara Petrokovoy recently retired after 45 years of service as a teacher and the principal of Archangel Secondary School Number 6 * * * A Russian military communications satellite was launched on a Molniya-M booster rocket from the Plesetsk Cosmodrome on October 25, 2001 * * * Students from all of Archangel's public schools decorated a large Christmas tree in the Central Square with hundreds of ornaments and gifts * * * The pedestrian and vehicular ice bridges across the Northern Dvina River are still safe and useable despite mid-January 2002 high temperatures of about 35° F * * * A 35 passenger cruise ship may renew service between Archangel and Solovky island in May 2002 * * *

INTERNET NEWS

We thank Great Works Internet for hosting our Committee Website. Visit us at www.arkhangelsk.org



The Archangel Committee

The Russian Sister City Committee of Greater Portland

P.O. Box 105, Portland, Maine 04112

2001 - Year in Review

- January - At our Annual Meeting, Dennis Marrotte and Carol Lestock reported on their recent trip to Archangel and show slides of the new City Orphanage. Members from the Portsmouth/Severodvinsk and Waterville/Kotlas Connections also attend and give reports.
- February - The Legal Exchange Committee receives significant additional funding for projects in 2001.
- March - A Maine Legal Delegation visits Archangel to conduct jury trial training for Russian judges, lawyers and law students. Maine participants include a Superior Court Justice, three lawyers and two law professors.
- April - Our Committee raises money for the families of two sailors who died when the submarine KURSK was lost in the Barent's Sea. The money is delivered directly to the two families in Archangel.
- May - Committee Co-Chair Carol Lestock is an honored guest at the Russian Embassy in Washington DC at a reception for Archangel Governor Anatoli Efremov. In Archangel, medical supplies from Maine are delivered to Dr. Nikolii Sosnin.
- June - Committee member Daniel Glover visits Archangel and meets with officials and veterans to plan the Convoy Veteran Exchange. Additional medical supplies are delivered to Dr. Sosnin.
- July - Two separate Delegations from Archangel visit Maine at the same time: a large Legal Delegation led by Archangel Oblast Duma Chairman Vitali Fortygin and a smaller Transportation Delegation led by Archangel Oblast Vice Governor Peter Orlov. Committee members Daniel Glover and Dennis Marrotte organize a very successful fundraising concert featuring chamber music by "Musica Petropolitana" from Saint Petersburg; the funds will help the Convoy Veterans Exchange.
- August - Maine World War II Arctic Convoy veteran Hugh Stephens, his wife Elizabeth and Committee guide Natasha Petrovsky represent Maine and the United States at the 60th Anniversary Celebrations of the first Allied Convoy into Archangel.
- September - A two person news crew from Archangel television Channel 6 visit with Committee member Masha Vorobieva in New York City but are unable to fly to Maine as planned because of the terrorist attacks.
- October - A Maine judge visits Archangel to work on establishing a website for the publishing of Oblast Court decisions.
- November - Archangel Convoy Veteran Boris Korotyaev visits Maine and speaks at the Liberty Ship Memorial Dedication and at the Veteran's Day Parade.
- December - Two Maine legislators visit the Archangel Oblast Duma and share experiences.

Shoreland Zoning Staff Changes

After the previous issue of the *Shoreland Zoning News*, there have been changes in the organization of the Department of Environmental Protection's Shoreland Zoning Unit. Long-term staff member, Dan Prichard has left the DEP for a job with the Department of Conservation. Replacing Dan in the shoreland zoning program is Alex Wong. Alex has worked for the DEP for several years in other positions. He worked closely with the Natural Resources Protection Act while serving in the Field Services and Enforcement Unit before accepting a job in the Department's licensing section.

In an effort to provide greater assistance to municipalities in the southern portion of the state, Alex is working out of the Department's Southern Maine Regional Office in Portland. Rich Baker remains in the Augusta office, and Val Whittier continues as the shoreland zoning coordinator in the Eastern Maine Regional Office in Bangor. The staff can be contacted by phone as follows:

Rich Baker 287-7730
Val Whittier 941-4581
Alex Wong 822-6328

A friendly reminder:

22 M.R.S.A. §1471-U establishes that the Department of Agriculture, Board of Pesticide Control (BPC) shall maintain a list of municipal ordinances that specifically apply to pesticide storage, distribution or use. In order to accomplish this task, Section 1471-U further states that existing ordinances should have been filed with the BPC by December 31, 1988 and that all new ordinances be filed with the BPC within 30 days of adoption. Any ordinance not filed with the BPC "shall be considered void and of no effect" until the BPC is notified.

"So what?" you ask?

Section 15.F.5 of the Departments *Guidelines for Municipal Shoreland Zoning Ordinances* specifically prohibits the storage of pesticides within the shoreland zone adjacent to great ponds classified as GPA, and rivers and streams that flow into great ponds classified as GPA.

If your town's shoreland or land use ordinance includes this provision, your town should have notified the BPC in compliance with 22 M.R.S.A. §1471-U. If your town has not, please follow up with the BPC. You may contact them at Maine Board of Pesticides Control, 28 State House Station, Augusta, Maine 04333-0028, (207) 287-2731.

DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF LAND AND WATER QUALITY, 17 STATE
HOUSE STATION, AUGUSTA, ME 04333



Department of Environmental Protection

Bureau of Land and Water Quality, 17 State House Station, Augusta, ME 04333

Shoreland Zoning Unit Augusta (207) 287-2111, Bangor (207) 941-4570, Portland (207) 822-6300

SHORELAND ZONING NEWS

Volume 14, Issue 2

Summer/Fall 2001

Inside this issue:

Legislative Update	1
Structure Setback and Vegetative Buffer Requirements: Both standards must be met	2
Questions and Answers	3
Shoreland Zoning Staff Changes	4

Please Share

For over ten years, the *Shoreland Zoning News* has been helping town officials better understand the common issues surrounding shoreland zoning administration and enforcement. At least that is the feedback we've been getting. Unfortunately, we also hear that the *News* is not getting to everyone who would like to see it.

We keep our costs and mailing list manageable by sending four copies to one locally designated contact person to distribute to the selectmen, planning board, appeals board and code officer. If you are the contact person, please make sure the newsletters reach the other town officials.

Legislative Update

Only one bill (LD 516) that directly amends the Mandatory Shoreland Zoning Act (38 M.S.R.A. § 435-449) was enacted into law by the most recent session of the legislature. That law, which is now in effect, exempts archaeological excavations from shoreland zoning permit requirements if certain conditions are met. The law states that "a permit is not required for an archaeological excavation that is within a shoreland zone as long as the excavation is conducted by an archaeologist listed on the Maine Historic Preservation Commission level 1 or level 2 approved list and unreasonable erosion and sedimentation is prevented by means of adequate and timely temporary and permanent stabilization measures". The text of this law will be incorporated into the *State of Maine Guidelines for Municipal Shoreland Zoning Ordinances*. A similar exemption has also been added to the text of the DEP administered Natural Resources Protection Act.

Another bill that pertained directly to the shoreland zone was killed after the Department recommended that the issue be addressed through rulemaking, rather than through statute. The bill would have essentially exempted public trails and paths from the setback requirement, regardless of the method of the trail's construction. The DEP argued that not all public trails should be exempt from setback requirements and that appropriate construction standards should be created through a rulemaking process. The legislative committee handling the bill agreed and directed the Department to adopt appropriate standards. We have begun that process through the development of a stakeholders group. Draft standards should be available by the end of 2001.

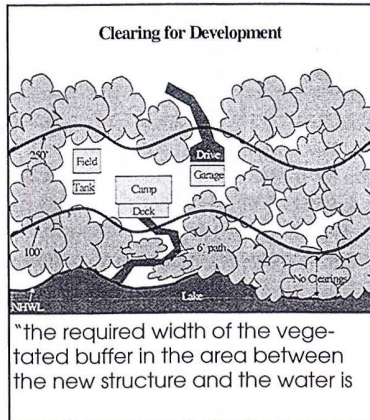
Structure Setback and Vegetative Buffer Requirements: Both Standards Must be Complied With

Nearly all shore front property owners know that new principal and accessory structures must meet water setback requirements. For example, a new structure adjacent to a great pond must be set back at least 100 feet from the normal high water line of the pond. Adjacent to a river or tidal water the setback requirement is usually 75 feet. Of course, these distances are always measured horizontally.

What may not be as well known to landowners is that the required width of the vegetated buffer in the area between the new structure and the water is the same as the structure setback requirement. Adjacent to a great pond the structure must be setback at least 100 feet. The vegetated buffer must also be at least 100 feet. Often times, the landowner or builder may not link the two requirements, thus failing to plan adequately.

The applicant or builder tends to measure the proper structure setback distance, and places pins or stakes at that location. That location then becomes the setback line for the foundation, with little thought for main-

taining the required buffer width. Not only will the eaves of the house protrude into the setback area, but the builder will most likely cut into the buffer for storage of excavation material and for movement/placement of his or her equipment. The result is that the vegetated buffer is not maintained to proper standards. Instead, the buffer width is reduced and replaced with 25 feet or so of lawn.



"the required width of the vegetated buffer in the area between the new structure and the water is

In reviewing an application for a new structure in the shoreland zone, the Department encourages municipal reviewing authorities to ask about the area that will be cleared for construction as well as the area to be cleared for lawn. Ask if there are any plans for a deck in the future. If so, be sure the proposed structure will accommodate the deck outside the setback area, and still maintain the necessary buffer. Remember that the "clearing of vegetation for development" standards are as important to uphold as are the structure setback standards.

Prior planning will prevent poor performance.



Questions and Answers



Question: I have always considered the large satellite dish antennas, whether of solid or mesh construction, to be structures that are subject to water setback requirements. However, the new generation of antennae are much smaller and are not nearly as visible. Must these smaller dish antennas meet water setback requirements?

Answer: No. The Federal Communications Commissions has issued a rule that exempts satellite dish antennas that are less than 39 inches in diameter from certain requirements. The DEP views this ruling as preventing municipal officials from prohibiting the installation of a small dish antenna within the water setback area.

Question: A camp owner has approached me for a permit to remove a rotting deck and replace it with a new one of the same size and in the same location as the existing deck. The deck is attached to the water-side of a nonconforming camp. I don't believe that I can issue a permit to remove the deck and replace it with a new one since it does not meet the water setback and is being removed by more than 50% of its market value. Am I correct in telling the applicant that the deck must be rebuilt meeting the setback requirement to the greatest practical extent?

Answer: If the deck is attached to the camp you are probably wrong. The deck, if attached, would be considered to be part of the principal structure. Therefore, removing the deck alone will not result in the removal of more than 50% of the market value of the structure (the camp and deck together). You, as the code enforcement officer can issue a permit to rebuild the deck.

Question: The same camp owner has a dilapidated stand-alone boathouse for his sailboat at the water's edge. Can he completely tear the boathouse down and rebuild it in place?

Answer: Since the legislature has declared that recreational boat storage buildings are not water-dependent, the boathouse must be reconstructed meeting the setback requirement to the greatest practical extent. If there is room on the property to locate the new boathouse further from the water, the planning board must require the applicant to construct the new boathouse in that location. Remember, if there is any significant soil disturbance within 100 feet of the water body, as part of the project, the applicant must also obtain a permit from the Department of Environmental Protection.

Got a shoreland zoning question or issue you'd like to share with others? The Question and Answer section of the *Shoreland Zoning News* is a good forum for spreading the word. Just drop a note or a telephone message to the shoreland zoning staff at the DEP, and we'll try to include it in an upcoming newsletter.

DRINKING WATER PROGRAM STAFF WINTER 2001

Joy Adamson	287-5681	Source Water Protection Researcher & Planner
Nancy Beardsley	287-5674	Drinking Water Program Director
David Braley	287-3194	Wellhead Protection Coordinator, SWP
David Breau	287-5685	SRF Section Manager, Chief Engineer
Haig Brochu	287-6542	New Well Approval Coordinator
Mike Corbin	287-8403	Compliance Section Manager
Hugh Cowperthwaite	287-8411	Limnologist/GIS Coordinator
Roger Crouse	287-5684	Field Services Section Manager, Operator Certification
David DiProffio	287-5295	SRF Manager, Engineer
Melissa Donovan	287-5699	Secretary
Denise Douin	287-8481	South-Central & Southern Maine Field Services
Greg DuMonthier	561-4299	North-Central & Northern Maine Field Services
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Larry Girvan	768-3610	Northern Maine Field Engineer, SRF
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Rod Hanscom	561-4363	North-Central Maine Field Engineer, SRF
Thomas Heiss	287-6473	Financial Coordinator
Dana Ivers	287-6472	Cross Connection and Lead & Copper Rule Coordinator
Jolene Langlois	822-2179	Southern Maine Field Engineer, SRF
William Johnson	287-5678	Capacity Development Coordinator
Lindy Moceus	287-8402	Total Coliform Rule Coordinator
Stephani Morancie	287-3056	South-Central Maine Engineer, Fluoridation, SRF
Peggy Morong	287-2070	Secretary
Robert Peterson	287-1979	SDWIS - Data Manager
Geraldine Poulin	287-8412	Data Management
Cheryl Pratt	287-5694	Secretary
Fran Simard	287-8074	Secretary
Andrews Tolman	287-6196	Source Water Protection Section Manager
Tera Tower	287-5680	Enforcement Coordinator & Support Staff Supervisor
Scott Whitney	287-8487	Bottled Water, CCR, Radionuclide & Radon Rule

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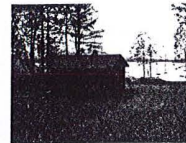
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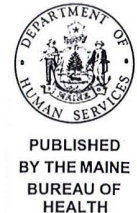


WINTER 2001

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SERVICE CONNECTION

THE MAINE DRINKING WATER PROGRAM NEWSLETTER



PUBLISHED
 BY THE MAINE
 BUREAU OF
 HEALTH

TERRORISM

The New Threat To Public Health

By Ehrahim Habib

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. --FBI Definition

Due to the recent events of September 11, 2001, the threat of bio-terrorism seems more viable than in past years. A well-organized and determined effort can, and will, as we have unfortunately witnessed, cripple an entire country. In the weeks following the terrorist attacks, we have seen a wide range of repercussions. Because of the possible threats, all public water systems need to be vigilant in their efforts to protect their consumers from harm.

Terrorism is a scourge on society, an insidious disease whose only goal is to disrupt society and plague the population with fear of the unknown. To combat this, the Federal, State, local governments and public drinking water systems need to become more educated and knowledgeable about the individual water systems and

prepare for the unexpected. Only education and emergency preparation will provide the population with the necessary confidence and assurance that their water is safe to drink. Terrorists exploit the vulnerable parts within society to achieve their desired goal that will have the greatest impact on human life. It is the government's job, working together with the water system, to identify these vulnerable areas and institute the necessary safety measures to combat these weak points. Granted, there is no answer to all the possible threats of terrorism, but by taking the initiative, the government can limit the potential threat of loss of human life.

Water is our most important commodity and life would cease to exist on earth without it. For this reason, the Federal and State governments and public water systems will have to work together to prepare and implement precautionary measures to remedy those risks assessed by each individual public water system.

See TERRORISM: The New Threat to Public Health,
 Page 4

INSIDE THIS ISSUE

TERRORISM
 ATTENTION WATER OPERATORS
 A STRATEGIC PLAN FOR DWP'S FUTURE
 UPDATES ON CAPACITY DEVELOPMENT
 NOMINATION REMINDER
 THE DWP MAPPING SITE AND TERRORISM
 MORE GRANT MONEY AVAILABLE
 WATER CONSERVATION
 SWAP'S

PAGE 1 & 4
 PAGE 2
 PAGE 3
 PAGE 5 & 6
 PAGE 6
 PAGE 7
 PAGE 8
 PAGE 8 & 9
 PAGE 9

ATTENTION WATER OPERATORS

Training Contact Hours

The Board of Licensure of Water Treatment Plant Operators reminds all licensed operators that they must acquire Training Contact Hours (TCH) in order to renew a license. Credits for TCHs will only be given to courses or sessions that have received approval from the Board. All persons attaining a license during the current renewal cycle will need a reduced number of hours to meet this requirement. For more information, contact Roger Crouse (287-5684) at Health Engineering.

Results of October 2001 Examination

The Board of Licensure of Water Treatment Plant Operators held Fall examinations in Augusta and Presque Isle in October 2001. (See the table on the right for the results.)

Water Operator Exam Dates for May 2002

The Board of Licensure of Water Treatment Plant Operators has scheduled spring examinations. They will be held at the Armory in Augusta on Tuesday, May 21 and at the Northern Maine Technical College in Presque Isle on Thursday, May 23.

Applications must be postmarked no later than midnight Saturday, April 6, 2002.

Check out the Drinking Water Program (DWP) website for more water operator information, including downloadable exam applications, www.state.me.us/dhs/eng/water.index.htm.

CLASS	# GIVEN	# PASSED	% PASSED
VSWS	3	3	100
Class I-T	16	14	87
Class I-D	17	9	60
Class II-T	10	7	70
Class II-D	18	9	50
Class III-T	9	6	67
Class III-D	7	5	71
Class IV-T	15	6	40
Class IV-D	11	8	73
TOTALS	104	67	64

SERVICE CONNECTION

THE MAINE DRINKING WATER PROGRAM NEWSLETTER

Published by the Maine Drinking Water Program to provide technical and regulatory information on drinking water issues. Articles can be reprinted without restriction if credit is given to their source. To inquire about contributing to future issues or to be added to the mailing list, contact:

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In accordance with Title VI of the Civil Rights Act of 1964, as amended by the Civil Rights Restoration Act of 1991, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended, Title II of the Americans with Disabilities Act of 1990, and Title IX of the Education Amendments of 1972, the Maine Department of Human Services does not discriminate on the basis of sex, race, color, national origin, disability or age in admission or access to or treatment or employment in its programs and activities.

WATER CONSERVATION, *Continued from page 8.*

- Leak Detection – How much water is unaccounted for?
- Properly Sized Meters – Efficiently monitor water use.
- Hydrant Maintenance – Test each hydrant for leaks.
- School Education – Children will become customers later.
- Regional Education – Offer seminars to customers on methods to conserve water in their homes (reduces their water bill).

- Native Species Landscaping – Encourage the use of native species in your customer's landscaping to reduce the amount of irrigation. Irrigation significantly increases water demand during the hot, summer months.
- Water Audits – Determine if there are leaks within homes (again, reduces their water bill).
- Water Conservation Incentives – Offer rebates for installing water efficient toilets, dishwashers, and clothes washers.

TRANSIENT NON-COMMUNITY SURFACE WATER SWAPS'S

By Hugh Cowperthwaite

In 1998, the Source Water Protection Section was established in the Maine Drinking Water Program (DWP) to implement the Maine Public Drinking Water Source Water Assessment Program (SWAP). The SWAP process is required by the U.S. Environmental Protection Agency (USEPA) in response to the 1996 Amendments of the Safe Drinking Water Act. The SWAP is intended to provide a snapshot of contamination threats to surface water supplies across Maine.

All but one of the Transient Non-community Surface Water SWAP *draft* reports have been written. There are a total of 14 of these smaller water systems (most of which are summer camps and seasonal facilities). Transient water systems are regulated by the DWP for pathogens and nitrate/nitrite since the individuals consuming the water are not the same from one day to the next. In general, no individual consumes the water for an extended period of time and therefore contaminants, which pose a long-term health risk, are not significant. For these small systems, we were primarily concerned with the area within 1,000-feet of the intake zones. The SWAP process for each of the systems consisted of meeting with the system

operator, walking around the property within 1,000 feet of the intake location and taking some photos of the area.

After each site visit a report was written which included the water system description, potential risks of contamination to the source, and three assessment zones were considered (watershed, shore land and 1,000 foot radius around the intake). There is also a discussion section which included recommendations from the DWP. Each report included two maps of the source (the watershed boundary and a close-up map of the intake zone). A photo of the intake area was included on the close-up map of the intake.

All but one of the draft reports has been sent out to the systems for their comment and review before the information is released to the public and USEPA. So far the responses to the reports have all been very positive and well received. A few of the systems have followed the DWP's recommendations and suggestions (i.e. moving an intake location, or relocating boating and swimming activities). The systems should continue to monitor any new potential threats to their water supply in the years to come.

MORE GRANT MONEY AVAILABLE: 2002 WELLHEAD PROTECTION GRANT PROGRAM

By Joy Adamson

All community and non-profit, non-community public water systems are eligible for a grant award of up to \$5,000. To be eligible, a project must clearly intend to decrease the likelihood of contamination of their water source by existing or future activities. Examples include, but are not limited to, the following:

- Fencing around the source water protection area.
- Security cameras overlooking the wellhead.
- Signage identifying the source water protection area.
- Professional help in preparing a Wellhead Protection Management Plan.
- Professional help or printing costs for developing public educational materials.
- Professional help in establishing local protective ordinances.
- Conducting an inventory of potential contamination sources (PCSs) in the source water protection area.

Scoring criteria for grant awards consider: (1) demonstrated need for the project; (2) previous delineation/inventory work completed by the system; (3) demonstrated relationship with local partners; (4) commitment of other

funds; and, (5) lack of previous grant awards.

The 2002 Wellhead Protection Grant Program applications will be mailed out no later than January 2002 and applications must be postmarked no later than April 1, 2002.

The Wellhead Protection Grant recipients and projects for 2001 are: Ashland Water and Sewer District – wellhead protection and zoning maps; Baileyville Utility District – boundary line maintenance and signage; Brunswick and Topsham Water District – educational information and maps of wellhead protection area; Farmington Village Company – training, signage and curriculum; Lake Arrowhead Community, Inc. – wellhead protection ordinance and maps; Madawaska Water District – public education and wellhead protection/zoning maps; Mount Blue Standard Water District – signage, fencing, educational program and wellhead protection plan; North Berwick Water District – fencing and signage; Old Town Water District – test borings and test pits; Sandy Point Water Company – fencing, signage, and relocation of septic system; Solon Water District – signage; Starks Water District – fencing, signage, and gate; Eustis Water Department – fencing and signage; and, Exeter Water Department – signage and educational materials.

WATER CONSERVATION

By Joy Adamson

Water conservation in Maine?! What?! When water conservation is discussed, it is usually associated with other states; Maine could not possibly have a problem. However, it has become an up and coming issue due to the current drought.

Consequently, if a public water system runs out of water, the usual course of action is to find another source. But, there are other effective actions that can occur before a public water system reaches that point:

See WATER CONSERVATION, Page 9

A STRATEGIC PLAN FOR THE DWP'S FUTURE

By Tera Tower

This past summer, Kay Dutrum and Barbara Poirier of the Muskie Institute led Drinking Water Program (DWP) staff through a series of strategic planning sessions to clarify present and future demands facing the DWP. Once these areas were identified, DWP staff developed a mission statement, a vision statement, and a work plan to implement practical methods in meeting the demands identified through exercises and discussions. In addition to several sessions with the DWP Strategic Planning Team, Ms. Dutrum and Ms. Poirier held a closed session with other agencies and interest groups that included Maine Rural Water Association, Maine Water Utilities Association, U.S. Environmental Protection Agency, and public water systems to determine what areas they deemed important for the DWP to focus upon. The results of this information-gathering session were then shared with the DWP Strategic Planning Team and used with DWP input to formulate the final products.

Both Ms. Dutrum and Ms. Poirier helped to clarify what exactly strategic planning entailed and what it did not. "Strategic planning is the process by which you get from where you are now to where you want to be. [It is] a disciplined effort to produce fundamental decisions and actions that guide what an organization is, what it does, and why it does it. [In addition, strategic planning is] an educational and learning tool to help you figure out what is really important and what should be done about it." Conversely, "[s]trategic planning is not a panacea, a substitute for leadership, [nor] synonymous with creating an organizational strategy."

Through a series of sessions that required concentration, various exercises, and focused

discussion, the DWP Strategic Planning Team fulfilled the following objectives by the last session:

- A vision statement: "Working together for Safe Drinking Water."
- A mission statement: "The Maine Drinking Water Program Protects and Promotes Safe Drinking Water through Education; Technical Assistance; Financial Assistance; and Quality Assurance."
- A work plan that includes the following four goals:
 - Goal 1: Effectively administer new and changing rules and regulations;
 - Goal 2: Develop written policies and procedures;
 - Goal 3: Balance costs with revenue;
 - Goal 4: Provide exemplary customer service.

Each goal within the work plan includes several specific objectives to complete in order to fulfill the work plan successfully. At least two members of the Strategic Planning Team are assigned to individual goals and required to report on the progress of these objectives at the weekly Strategic Planning meetings.

At a staff retreat in September, the Strategic Planning Team presented the work plan to the remaining program staff and sought input as well as assistance in making this plan a reality. The Strategic Planning Team continues to work on completing the work plan, which should be complete by the end of this year. Should you have any questions regarding the Strategic Plan, please call Tera Tower at 287-5680.

TERRORISM: The New Threat to Public Health

Continued from page 1

What is a "risk"? Webster's dictionary defines a risk as:

"Possibility of suffering harm or loss. [or] A factor, course, or element involving uncertain danger."

So, it is the probability of something happening that an individual system must focus on when evaluating threats to the water system. The cost of implementing security measures will most likely exceed a water systems' available funds. However, when the cost of a security measure is examined under the totality of the circumstances, the benefit far exceeds the burden of implementing the protective measures. Therefore, by reducing the vulnerability of a water system to a terrorist attack, it automatically reduces the probability of such an attack from occurring, thus reducing the risk to public health.

Shortly after the September 11th tragedy, the State of Maine Drinking Water Program (DWP) developed a water system security survey to assist the DWP in assessing the emergency readiness and security needs of public water systems in the State of Maine. Many water systems in Maine have vulnerable water sources. Intakes, treatment plants, reservoirs, pump stations, storage facilities and post treatment injection points are particularly susceptible to a biological attack.

The DWP has compiled the following list of recommendations that a water system could implement in its readiness procedure:

- Water tight seal with a lock
- Fencing around wells/tanks
- Locks on storage tanks
- Emergency response plans
- Securing a facility
- Limiting access points
- Limiting access within and throughout utility treatment and storage facilities.
- Meeting shipments at their gates and escorting them to the plant.
- Conducting additional testing and monitoring of chemical agents delivered to a plant before they are introduced into a treatment system.
- Reassessing procedures and systems that are in place to detect security incursions.
- Providing additional training to their personnel to be alert and recognize the signs of a potential threat.

We realize that the list above may not address all the potential security threats, but the list provides water systems with a guideline for developing and implementing a security procedure that may decrease the probability of an event from occurring. The more educated and knowledgeable a system is, the less likely that a catastrophic event will occur. If there are any questions, please feel free to call Abe Habib at 287-6471.



THE DWP MAPPING SITE AND TERRORISM

By David Braley

The tragic events of September 11th have become a catalyst for everyone in America to take a close look at security and public safety. Among the locations most feared as possible targets for terrorist actions are our public water supply sources and facilities. To address this a handful of states have decided to remove any mention of the location of these facilities and sources from their internet sites, including Geographic Information System (GIS) mapping sites.

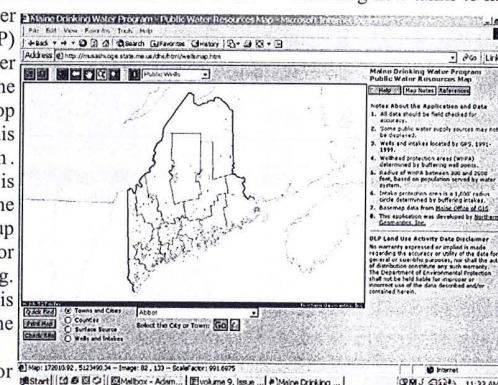
We have had internal discussions here at the Drinking Water Program (DWP) about whether or not Maine should also stop providing this information. Our decision is to leave the mapping site up and running for the time being. We believe this decision is the most practical approach for Maine and its water supplies for many reasons.

First, all of this information is in the public domain. This means that any person has a right to access all of our data concerning public water suppliers, including the location of the sources and treatment plants. This is one of the fundamental rights we enjoy here in America that we should not yield to the terrorists responsible for September 11th. That's exactly what they want.

In addition, the mapping site is a vital tool in

our efforts to protect your sources from contamination. The site provides local officials with the information they need to ensure septic systems and other types of development occur away from Maine's public wells and intakes. It is used by Department of Environmental Protection (DEP) to help them better respond to contamination events and during the review process for environmental permits. The people who install underground fuel storage tanks review public well locations before installing new tanks to make sure they do not impact the wells. Consultants use the site to aid them during the design and location of large development projects. In short, a lot of people at all levels of the public and private sectors utilize the mapping site in ways that greatly benefit both the water suppliers and the citizens of Maine that depend on our public water suppliers for safe, healthy water.

We will continue to monitor events in the coming months and work with all of our water suppliers to ensure all of Maine's public wells and intakes are as safe as possible. If the mapping site results in a well NOT being contaminated by a septic system, development, or underground storage tank being improperly located, then we have PREVENTED a terrorist victory. Working together, we will prevail.



UPDATES ON CAPACITY DEVELOPMENT

By Bill Johnson

The Drinking Water Program's (DWP's) Capacity Development section is responsible for analyzing and supporting the technical, financial and managerial operations of those public water systems under the purview of the DWP. There are three major areas of activity directed to that purpose: 1) issuing permits for new systems that have demonstrated appropriate capacity; 2) analyzing existing systems for approval of funding from the Drinking Water State Revolving Loan Fund Program (DWSRF), and; 3) generally assisting water systems with identified needs for capacity improvement.

Current activities for new systems: By law, a new community water system or a non-transient, non-community water system commencing operations after October 1, 1999 must receive a general operations permit from the DWP before going online. Prospective systems must submit specific materials to the DWP to demonstrate they have the technical, financial and managerial capacity to meet Safe Drinking Water Act (SDWA) requirements.

Current activities for existing systems: DWSRF funded construction projects. The DWP and the Maine Municipal Bond Bank (MMBB) form a partnership to create the DWSRF and provide construction project funds to eligible public water systems for system improvements to safeguard water quality. Each eligible system must receive a capacity development review before entering into a loan agreement with the DWSRF. Any system lacking capacity receives guidance on how to achieve capacity and become eligible for DWSRF/MMBB funding.

Since May 2001, 11 community water systems have undergone a capacity review in order to receive DWSRF construction project loan money. Ten water systems have passed the review and entered into a loan agreement with the DWSRF project funds program or were approved for a loan agreement. One water system is working with the DWSRF program to become eligible for a construction project loan.

IUP 15% Set-Aside Funds. In the past, grant money has been available from the DWSRF program to reimburse water systems for the production of Comprehensive System Facilities Plans (CSFPs). To date, ten systems have received reimbursement for completed CSFPs—four of them this year—after review and approval by the DWP. Under the proposed

2001-2002 Intended Use Plan (IUP), the DWP intends to provide approximately \$175,000 in reimbursement monies to reactivate this grant program and expand it to include grants for other activities that will assist water systems in improving their technical, financial or managerial operations. Other activities eligible for reimbursement currently include Capital Improvement Plans (CIPs), system hydraulic models, management reviews, Emergency Response Plans (ERPs), and comprehensive operations and maintenance manuals. Water systems that have not produced similar documents within the previous five years will be eligible for grant monies after completing a RFP (Request for Proposal) process and after review and approval by the DWP. Reimbursement for all activities will be \$10,000 or 50% of cost, whichever is least.

Training outreach. As part of the Capacity Development set-aside under the IUP, an additional \$30,000 has been earmarked for training and educational outreach over the next two years. The training and education efforts will be directed toward financial and managerial operations and activities.

Contract operators list. New requirements for licensed water operators may lead to a shortage of licensed water operators in Maine. The DWP anticipates that some non-transient, non-community water systems and community water systems may need back-up operators, part-time operators, or full-time operators to work under contract. To meet this anticipated shortage, the DWP has sent out a mailing to all active licensed water operators soliciting the names of those who are willing to work either full-time or part-time for water systems in need. A list of willing contract operators will be available in the DWP office and web site for interested parties.

Future activities: The existing DWP document, *A Strategy for Improving the Financial, Technical and Managerial Capacity of Maine's Public Drinking Water Systems* (Strategy) outlines the activities that the DWP will employ to achieve the implementation of capacity development. A number of activities are outlined in the Strategy concerning capacity Development, two of which are currently under development.

See UPDATES ON CAPACITY DEVELOPMENT,
Page 6



UPDATES ON CAPACITY DEVELOPMENT, *Continued from page 5.*

Self-assessment survey. Based upon the directive of the Strategy, and upon the results of a preliminary survey conducted in May and June of this year, a voluntary self-assessment survey is under development for public water systems to use for analyzing capabilities in their respective operations. By identifying needs, systems will be able to determine what type of assistance helps to improve their operations. The DWP will use the results from the self-assessment surveys to guide program development and to establish a baseline capacity measurement.

The self-assessment survey will go out in successive mass mailing to all public water systems (PWSs). Community water systems and non-transient, non-community water systems will be the first recipients of the self-assessment survey. Transient, non-community water systems will receive the following mailings. Water systems completing the survey with identified needs will receive assistance in the area(s) identified. To gauge the effectiveness of assistance rendered, a

follow-up self-assessment will be completed by those systems seeking assistance.

Enhanced sanitary survey. The Strategy also calls for the creation of an enhanced sanitary survey that will enable DWP staff to assess a water system's financial and managerial operations in addition to its technical operations. As currently envisioned, the enhanced sanitary survey will be part of the regular sanitary survey process and information will be gathered during regularly scheduled survey visits. Acquired information will be used to identify those systems most in need of assistance.

Capacity development is a fledgling program with most program development yet to be done. The next round of activities, concurrent with the self-assessment process, will be devoted largely to developing educational and training opportunities for water system personnel, managers and owners.

NOMINATION REMINDER

Send in your nominations for the Environmental Educator Award Program and/or the Drinking Water Protection Business Honors Program to EPA New England Region.

The Environmental Educator Award Program seeks to recognize individuals who have demonstrated exceptional work in drinking water education during calendar year 2001 and to promote and encourage relationships with schools in your service area. Nominations can be submitted for individuals associated with schools, public water systems, government agencies and drinking water organizations. School teacher nominations, grades K-12 are especially encouraged.

A simple one page or less narrative describing the achievement is requested in addition to contact information of the nominator and the nominee. Nominations are due in April and are available by contacting: Al Ku'ahi Wong at EPA-New England, One Congress Street-CRI, Boston, MA 02114. Phone (617)918-1596, or faxed to him at (617)918-2064. You can also email to him at: wong.al@epa.gov. Selected awardees will be

recognized sometime during National Drinking Water Week.

The Drinking Water Protection Business Honors Program recognizes public drinking water suppliers who have partnered with businesses on source protection efforts. The program seeks to credit drinking water supply staff that has reduced the risks to drinking water supplies by educating about and assisting businesses with watershed and wellhead protection. The EPA - New England and the New England Water Works Association are looking to recognize New England area business that have undertaken voluntary efforts to help protect public drinking water supplies.

Nominations are due in February and are available by calling Ted Lavery at (617) 918-1683. Winners will be recognized during spring and summer.

This is an excellent opportunity for you to say thank you. And, USEPA and MEDWP thank you for your continuing efforts to provide safe drinking water to your citizenry.

County of Cumberland

ESTHER B. CLENOTT
DISTRICT ONE
RICHARD J. FEENEY
DISTRICT TWO
GARY E. PLUMMER
DISTRICT THREE



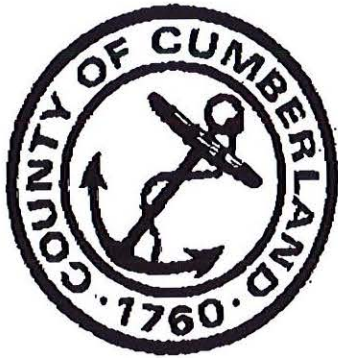
142 FEDERAL STREET
PORTLAND, ME 04101-4196
207-871-8380

County Commissioners**NOTICE: MEETING DATE CHANGE!**

**The meeting scheduled for patrol services
on January 30 has been changed to
Tuesday, January 29 at 7PM
at the Naples Town Office.**

*Emailed Info
to TC
1-22-02*

COUNTY OF CUMBERLAND



Executive Department

142 Federal Street
Portland, Maine 04101
Phone: 207- 871- 8380
Fax: 207- 871- 8292

FAX

To: Town Managers From: Cumberland County
Fax: _____ Date: 1-18-02
Phone: _____ Pages: Including Cover Sheet: 2
Rec: _____ CC: _____
☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Confidentiality Notice: This facsimile transmission may contain confidential information belonging to the sender which is legally privileged and which is intended only for the use of the individual or entity stated above. Any copying, disclosure, distribution, or dissemination of this information or the taking of any actions based on the content of this communication is strictly prohibited. If you have received this transmission in error, please notify us immediately by telephone and return the original transmission to us by mail or return delivery at our address.

Thank you.

*Please distribute this to each
elected official — Thankyou!*

emailed this
note to Council 1-16-01



Events & Programs

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[Add to Itinerary](#) | [View Itinerary](#)[-View Events-](#)

Breakfast Presentation: Local Option Sales Tax

Description:

Legislation is pending which would permit local municipalities to raise sales tax, by 1%, to 6% on retail and 8% on meals and lodging for specified capital projects. Any proposed local tax would be voted by citizens at referendum. In Portland this projects to raise \$11 million per year, and roughly \$9 million in South Portland. We believe our members should be informed about this legislation, and its possible impacts on their communities.

We are hosting this informational meeting for you to hear from the bill's proponents and opponents, ask questions, discuss how this would impact you, and permit all our community and Regional Chamber to determine if we will take a position regarding this bill. The event will be moderated by Gregg Lagerquist, Reporter/co-Anchor, WGME News 13. There will be plenty of time for questions and discussion.

Presenters:

Evan Richert, Director, State Planning Office
Nick Mavodones, Portland City Council
Jeffrey Jordan, City Manager, South Portland
Ron Owens, Town Manager, Scarborough
Doug Harris, Town Manager, Falmouth
A Hotel Representative,
Auto Dealers Representative
K.C.Hughes, Owner, LT's ScreenPrinting and Custom Embroidery

Space is limited to 250 people and is a members only event. Please register by January 18th, at noon

Details:

Date: Jan 23, 2002 - Jan 23, 2002
Time: 07:15 am - 09:00 am
Location: The Eastland Park Hotel
157 High St
Portland, ME 04101
Cost: \$14.00

Contact:

Name: Godfrey Wood
Phone: 207.772.2811 ext.224
Fax: 207.772.1179
email: gwood@portlandregion.com

Category(s): [Breakfasts](#)

[Questions](#) | [Remind Me](#) | [Register](#)
[Add to Itinerary](#) | [View Itinerary](#)[-View Events-](#)[Main](#) > [Events By Date](#) > [Current Event](#)powered by: [irm systems](#)

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60 Pearl Street • Portland, ME 04101
p.207.772.2811 f.207.772.1179
chamber@portlandregion.com

FACSIMILE COVER PAGE

To : Robert Benson

From : Paula

Sent : 1/15/2002 at 2:55:22 PM

Pages : 2 (including Cover)

Subject : Local Option Tax Information Breakfast - 1/23

Attached is important information regarding a local option tax bill in the taxation committee in Augusta.
Join us next week for breakfast to hear the pros and cons of this issue.

PLEASE REGISTER BY JANUARY 18TH. THE BREAKFAST IS LIMITED TO 250 PEOPLE. THIS IS FIRST COME,
FIRST SERVE FOR REGISTRATION.

Greater Portland Chambers of Commerce
Breakfast Presentation:

Local Option Sales Tax

Wednesday January 23rd,
Eastland Park Hotel, Portland
Informational Breakfast Discussion
7:15-9:00 AM

Legislation is pending which would permit local municipalities to raise sales tax, by 1%, to 6% on retail and 8% on meals and lodging for specified capital projects. Any proposed local tax would be voted by citizens at referendum. In Portland this projects to raise \$11 million per year, and roughly \$9 million in South Portland. We believe our members should be informed about this legislation, and its possible impacts on their communities.

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Ron Owens, Town Manager, Scarborough
Doug Harris, Town Manager, Falmouth
A Hotel Representative,
Auto Dealers Representative
K.C. Hughes, Owner, LT's ScreenPrinting and Custom Embroidery

SPACE IS LIMITED TO 250 PEOPLE. REGISTER BY FRIDAY, JAN. 18TH BY NOON

Name: _____ **Company:** _____

Phone: _____ **Address:** _____

Fax: _____ **Email:** _____

ADMISSION: \$14.00 /EGGS BREAKFAST DEADLINE: JANUARY, 18TH

PAYMENT: CHECK ENCLOSED \$ _____

CREDIT CARD: _____ **M/C** _____ **VISA** / **ZIP CODE** _____ **EXP. DATE:** ____/____/____

Card # _____

YOU MAY WALK UP AND PAY AT THE DOOR, IF SPACE IS AVAILABLE

FAX: 772-1179/ MAIL: 60 PEARL ST. PORTLAND, 04101 OR ONLINE:

WWW.PORTLANDREGION.COM

Town of Cumberland

Administration
290 Tuttle Rd
Cumberland, ME 04021
Phone: 207-829-2205
Fax: 207-829-2224
Web: www.cumberlandmaine.com



Fax Transmittal Form

To

Steve
Mouarty

From

Bob Benson

Fax number:

775-0806

Phone: 207-829-2205

Fax: 207-829-2224

Web: www.cumberlandmaine.com

- ☐ Urgent
- ☒ For Review
- ☐ Please Comment
- ☐ Please Reply

Date sent: 1-17-03
Time sent: 11:35 am
Number of pages including cover page: 4

Message:

Steve,
As Requested
Also I faxed the Hope Island
Letter FYI - it will be included
in the next council meeting
Packets.

Thanks
Bob

FAXED
1-17-01
11:40 AM

Sally Stockwell
441 Range Road
Cumberland, Maine 04021

Steve Moriarty
Chair, Cumberland Town Council
290 Tuttle Road
Cumberland, Maine 04021


Dear Steve and members of the Cumberland Town Council,

At a recent meeting of the Cumberland Town Lands and Conservation Commission we reviewed a proposal from a teacher at the Drowne Road School to have students in her ecology class identify and mark shrubs and trees along the Town Forest nature trail.

This is something the Town Forest Board has been interested in for some time now, and we would like to endorse Mrs. Beaulier's attached proposal and encourage the Council to award the \$1000 she has requested to purchase identification guides, plaques and markers for the trees and shrubs, informational plaques that would depict the interactions of various plants and animals in the forest, and lumber to repair a bridge along the trail.

Previous students from Mrs. Beaulier's class created the plaques and benches that are now part of the Freedom Trail along the nature trail, and did an excellent job. I'm sure these students would do the same high caliber work that Mrs. Beaulier's students are well known for. This would be a community service project that would not only help the students learn about the ecology of the town forest, but add significantly to the educational value of the nature trail for others in the town and expose many new families to this community natural resource.

We hope you will agree to endorse this fine proposal and award Mrs. Beaulier's class the \$1000 requested for materials.

Sincerely,

Sally Stockwell

Cumberland Town Forest Grant

Teacher: Trina Beaulier

School: Drowne Road School

Ecology Unit

This ecology unit focuses on the attached benchmarks and outcomes which are defined by MSAD 51's Benchmarks and Outcomes and aligned with the State of Maine Learning Results. The Cumberland Town Forest provides an ideal spot, convenient to Drowne Road School, for my multiage class of fifth and sixth graders to explore and define the interactions and concepts of this unit. Funding would allow my class to achieve the following goals:

1. analyze how the resources of the Cumberland Town Forest limits the types and populations of organisms within its boundaries.
2. describe succession, cutting, and other ways the forest has changed over time.
3. generate ways that organisms in the forest interact.
4. describe various mechanisms found in the natural world for transporting living and non-living matter and the results of such movement.
5. identify and label trees, bushes, and herbaceous plant life found in the forest.
6. identify animal life found in the forest and create informational plaques showing how the organisms interact in order to meet survival needs.
7. make a lasting contribution to the Cumberland Town Forest that would enhance the educational value of the forest for the community.

This grant would provide funding for the following:

1. 12 copies of plant/tree identification guides and keys \$150.00
2. 12 copies of insect/bird identification guides \$150.00
3. Small brass plaques (engraved) for tree identification : \$75.00
4. Standing identification markers for bushes and other plant life: \$75.00
5. Informational plaques identifying insects/animals/birds of the forest and the interaction between each species and the forest: \$300.00
6. lumber to rebuild the bridge that leads to the railroad tracks which is in dangerous shape: \$250.00

Total: \$1,000.00

Coastal Corridor Coalition
Cumberland, Falmouth, Freeport, Yarmouth, GPCOG
January 16, 2002 Revised Work Plan

CONCEPT

GPCOG and the towns of Cumberland, Falmouth, Freeport and Yarmouth have formed a coastal corridor coalition to guide future development along this significant transportation corridor. The primary goals of this coalition are to work together to identify regional goals and objectives, to inventory corridor elements, to prioritize capital projects, and to develop short and long term recommendations for future infrastructure and coordinated corridor development.

TIMEFRAME

January 2002 to September 30, 2003

TASKS

- Develop mission, goals and objectives
- Compile summary of related studies and plans (GPCOG, MDOT)
- Inventory corridor elements:
 - Proposed transportation improvement projects (GPCOG, MDOT)
 - High crash locations (MDOT)
 - Bicycle and pedestrian proposed projects (GPCOG, MDOT)
 - Truck Routes (MDOT, GPCOG, FHWA)
 - Commuter Bus/Rail routes (MDOT, GPCOG)
 - Train Station siting options (Towns, MDOT, GPCOG)
 - Park and Ride Lots (MDOT, MTA, GPCOG)
 - Interstate interchange issues (MDOT, FHWA)
- Identify opportunities for access management along the corridor (GPCOG, MDOT)
- Explore opportunities for street inter-connectivity
- Develop short and long term recommendations by element by town
- Work with towns on identified Speed Maintenance Access Management Arterials, Retrograde Arterials, and other roadways affected by recent Access Management Legislation (GPCOG, MDOT, Towns)
- Study existing land-use policies/controls along corridor and make recommendations

PRODUCTS

- Corridor Inventory Report including maps (September 2002)
- Prioritized projects for 2004-2005 BTIP (October 2002)
- Proposed elements for inclusion in I-95 Corridor Study (ongoing)
- Final Report analyzing land use deficiencies and how policies compare between communities, with land-use policy recommendations (September 2003)

PUBLIC MEETINGS

- To be held during the study process as determined by the Coalition.

BUDGET

Task	Hours	Rate	Total
Labor			
Project Manager	70	\$61/hour	\$4,200
Planner	275	\$36/hour	\$9,900
Support Staff	40	\$25	\$1,000
Cartographer	110	\$30/hour	\$3,300
Materials			\$800
Maps, printing, reports			
Postage			\$300
Meeting announcements, reports			
Mileage			\$500
20 meetings and one trip between each, 30 miles/month			
Total Budget			\$20,000

FUNDING SOURCES	MDOT RTAC Contract	100% (no match)	\$5,000
	MDOT Planning:	80% (Fed amount)	\$12,600
	Municipal Match	20% (\$600 per town)	\$2,400

PROPOSED STUDY ELEMENTS BY TOWN

Freeport

- Route 1 Improvements and access management
- Commuter bus/rail service
- Extension of Beth Condon Memorial Walkway from Yarmouth
- Land use policies for access management and street interconnectivity
- Vision 2010: transportation elements
 - Train Station Development
 - Parking/ park and ride lots and shuttle bus circulation

Yarmouth

- Route 1 Improvements and access management
- Commuter bus/rail service
- Village pedestrian connections
- Train station siting options as needed
- Land use policies for access management and street interconnectivity
- Extension of Beth Condon Memorial Walkway to Freeport
- Access to Interstate, Exits 16 and 17

Cumberland

- Route 1 Improvements and access management
- Corridor pedestrian and bicycle connections
- Routes 9, 115 and 100/26
- Land use policies for access management and street interconnectivity
- Access to Maine Turnpike spur

Falmouth

- Route 1 Improvements and access management
- Land use policies for access management and street interconnectivity
- Falmouth Village pedestrian connections
- Access to Interstate and Maine Turnpike Spur

**Town of Cumberland
REVALUATION 2002 COMMITTEE
Applicants**

First Name	Last Name	Address	Town	State	Zip Code	Home Phone	Work Phone	Email
Jill	Malony	RR 1 Box 437	Chebeague Island	ME	04017	846-9613		j.malony@att.net
Scott	Ross	60 Rock Ledge	Cumberland	ME	04021	829-6292	552-6058	gross@maine.rr.com
Jeff	Daigle	63 Tuttle Road	Cumberland	ME	04021	829-4502	797-7777	jeffdaig@aol.com
William	Ward	128 Longwoods Rd	Cumberland	ME	04021	829-2851	800-210-9955	summitfab@aol.com
Helen	Cleaves	89 Schooner Ridge	Cumberland Foreside	ME	04021	781-4283	781-2216	cleavh@coldwellbankerhb.com
Patrick	Skahan	8 Oakridge Rd	Cumberland	ME	04021	829-6904	775-4386	pskahan@maine.rr.com
Howard	Foley	19 Stony Ridge Road	Cumberland Foreside	ME	04110	781-2534		
J. Clarence	Madore	40 Schooner Ridge Rd	Cumberland	ME	04021	829-5932	761-8706	stretchm@maine.rr.com
Bob	Stewart	21 Ledge Rd	Cumberland	ME	04021	829-3067	829-6387	

*Dennis
Cherufe*

Lisa

*Check on Dennis
Get names from Dennis
Mail form to Candidates
to Names*

*emailed 1-29-02
Dennis*

Town of Cumberland
REVALUATION 2002 COMMITTEE
Applicants

First Name	Last Name	Address	Town	State	Zip Code	Home Phone	Work Phone	Email
Jill	Malony	RR 1 Box 437	Chebeague Island	ME	04017	846-9613		j.malony@att.net
Scott	Ross	60 Rock Ledge	Cumberland	ME	04021	829-6292	552-6058	sross@maine.rr.com
Jeff	Daigle	63 Tuttle Road	Cumberland	ME	04021	829-4502	797-7777	jeffdaig@aol.com
William	Ward	128 Longwoods Rd	Cumberland	ME	04021	829-2851	800-210-9955	summitfab@aol.com
Helen	Cleaves	89 Schooner Ridge	Cumberland Foreside	ME	04021	781-4283	781-2216	cleavh@coldwellbankerhb.com
Patrick	Skahan	8 Oakridge Rd	Cumberland	ME	04021	829-6904	775-4386	pskahan@maine.rr.com
Howard	Foley	19 Stony Ridge Road	Cumberland Foreside	ME	04110	781-2534		
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Bob	Stewart	21 Ledge Rd	Cumberland	ME	04021	829-3067	829-6387	

***Exceeding Customer Expectations
In A Municipal Environment***

for

**Towns of Cumberland,
Falmouth and Yarmouth**

January 15 & 22, 2002

Developed and Presented by:

WILLIAM F. O'BRIEN AND ASSOCIATES

Consultants To Leadership

Scarborough Professional Center

136 U.S. Route One • Scarborough, Maine 04074

(207) 885-5115

William F. O'Brien

Professional Background

Bill O'Brien is Principal of William F. O'Brien and Associates, a Maine-based strategic consulting firm. Clients include those in the public and private sectors, both profit and nonprofit, including many cities and towns.

Bill has consulted to organizations for nearly fifteen years, analyzing business problems and structuring effective solutions. Areas in which he consults to municipalities include organizational assessment, change, transition and development, strategic planning, teambuilding, leadership and management development and customer service enhancement. He is also frequently called upon to facilitate council and management retreats and planning sessions.

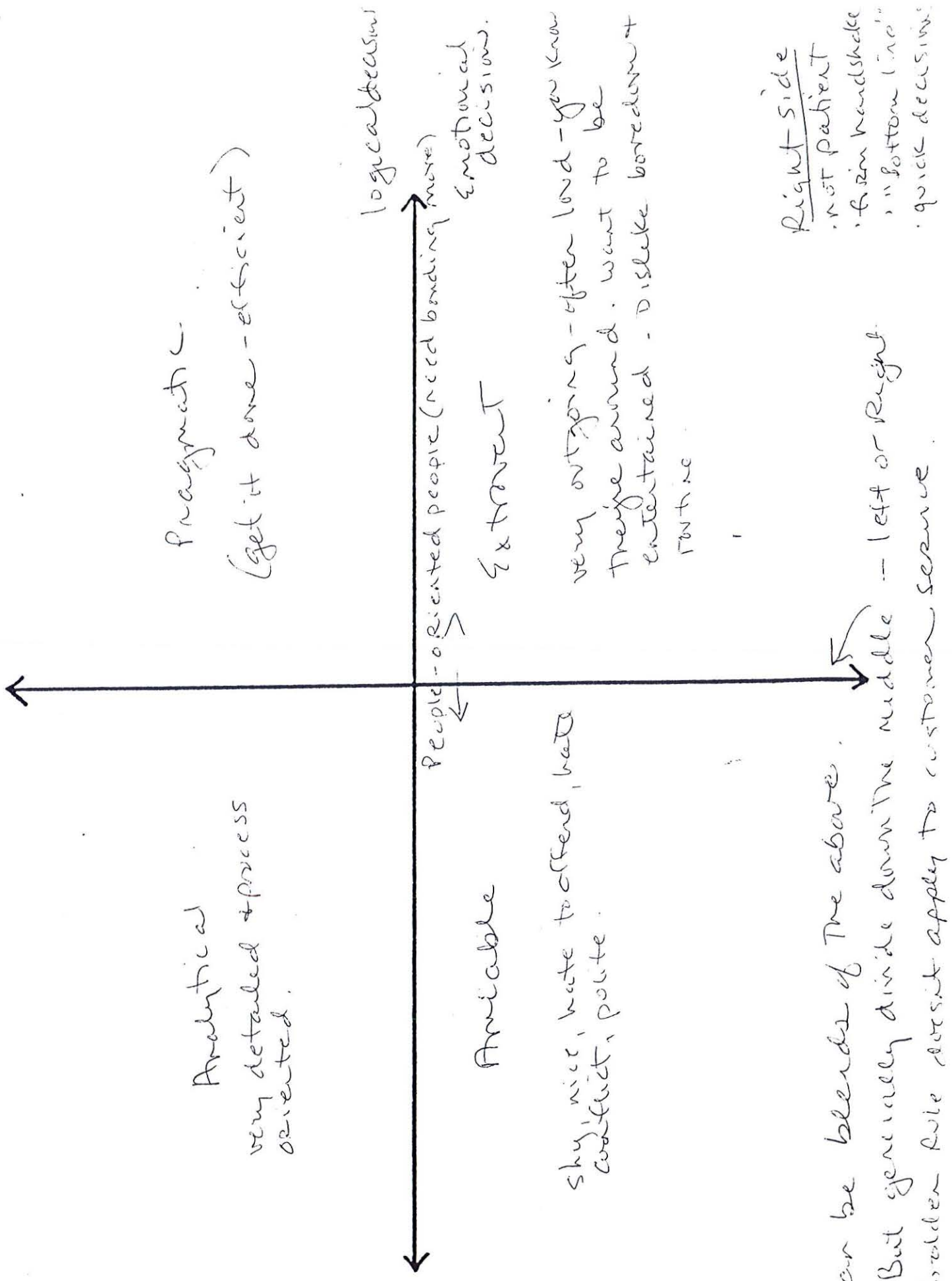
Mr. O'Brien brings more than twenty-five years of leadership and management experience to client engagements. Prior to consulting, he held the position of Senior Vice President with a publicly-held company in Tampa, Florida. This followed seven years with one of the world's largest international organizations and twelve years with one of New England's most respected service firms where he advanced to Vice President, shareholder and held a seat on the Board.

Bill O'Brien is a nationally-acclaimed speaker who regularly addresses local, regional and national conventions and conferences on a wide variety of organizational, leadership, management and service quality issues and has addressed the Maine Municipal Association Convention on numerous occasions.

Bill earned his degree in Business Management from Boston College in Chestnut Hill, Massachusetts. He is a member of the Boston College Sports Hall of Fame and pitched his team to the College Baseball World Series and a sixth-in-the-nation final ranking. He is also a member of the State of Maine Baseball Hall of Fame.

The Moment of Truth:

Any episode in which the customer comes into contact with any aspect of the organization and gets an impression of the quality of its service.



Right Side

- not patient
- firm handshake
- "bottom line"
- quick decision

• Can be blends of the above.

But generally divide down the middle - left or Right.

• Golden Rule doesn't apply to customer service.

KEYS TO GOOD LISTENING

FORGET *YOUR* WORRIES

ASK QUESTIONS

PREPARE IN ADVANCE

USE REFLECTIVE PHRASES

THINK LIKE THE OTHER PERSON

LIMIT YOUR TALKING

REACT TO IDEAS NOT THE PERSON

LISTEN FOR IDEAS

DON'T JUMP TO CONCLUSIONS

LISTEN FOR OVERTONES

CONCENTRATE

DON'T INTERRUPT

TAKE NOTES

<i>WORDS TO USE MORE</i>	<i>WORDS TO USE LESS</i>
however	but
unable to	can't
difficulty	problem
typically / generally	always / never
there are some options	you'll have to
which do you prefer?	you need to
I'll find out	maybe
I'd appreciate it if you would...	I want you to
how may I help you?	I need you to
I'm willing to...	I'll try



"Please stay on the line, your call is important
to us...but not so important that we'd hire
enough operators..."

When Answering The Telephone

- 1. Smile as you pick up the receiver**
- 2. Identify your department and yourself**
- 3. Obtain the caller's name**
- 4. Learn the caller's needs**
- 5. Satisfy the caller's needs**
- 6. End the call politely**
- 7. When action is promised, but a delay occurs, update the caller.**

Promise less than you
can deliver, then deliver
more than you promise.

*The longer I live, the more I realize the impact of **attitude** on my life. Attitude, I believe, is more important than the past, than education, money, circumstances, failures, successes, and what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a person, a home, a company.*

The remarkable thing is that we have a choice every day regarding the attitude we will embrace for that day. We cannot change the past. We cannot change the fact that people will act a certain way. The only thing we can do is play on the one string we have, and that is our attitude.

I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you. We are in charge of our attitudes.

Charles Swindoll

When the Customer Is Angry

1. Keep yourself cool
2. Listen with empathy and for the facts
3. Establish the reasons for the anger
4. Give the customer your name and your commitment to resolve
5. Apologize when appropriate
6. Take action to resolve the problem
7. Follow up if any delay occurs
8. Don't expect to win them all
9. Call on management for help for those who remain angry.

**When involved in a verbal confrontation,
lower your voice to the degree that the
other person raises his or hers.**

WILLIAM F. O'BRIEN AND ASSOCIATES
Consultants to Leadership
Scarborough Professional Center
136 U. S. Route One • Scarborough, Maine 04074
(207) 885-5115

**Conduct yourself with courtesy and fairness
regardless of how others treat you.**

Don't let them determine your response.

WILLIAM F. O'BRIEN AND ASSOCIATES

Consultants to Leadership

Scarborough Professional Center

136 U. S. Route One • Scarborough, Maine 04074

(207) 885-5115

**PRINCIPLES OF EFFECTIVE CUSTOMER CONTACT
FOR MUNICIPAL EMPLOYEES**

- 1 . Present a professional appearance
- 2 Acknowledge each customer immediately
- 3 Greet each person with an appropriate phrase
- 4 Use the customer's name at least once during the transaction
- 5 Work to understand their point of view
- 6 Let them tell their story
- 7 Learn to listen well
- 8 Speak their language
- 9 Say what you say with respect
- 10 Make them feel important
- 11 Be prepared
- 12 Offer options and alternatives
- 13 Explain the action you are taking
- 14 Resolve the customer's situation right the first time
- 15 Know how to end a discussion

Excellence is to do a common thing in an uncommon way.

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The Seven Sins Of Service

1. Apathy
2. Brush-Off
3. Coldness
4. Condescension
5. Robotism
6. Rule Book
7. Runaround

When Things Go Wrong

Recovery

Apology

Urgent Reinstatement

Empathy

Symbolic Atonement

Follow-up

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It isn't what you
say that counts . . .
it's what people hear.

It's Easier To Give Customer
Service Now, Than To Take
Customer Complaints Later.

**YOU WIN AND KEEP CUSTOMERS
BY *EXCEEDING* THEIR EXPECTATIONS.**