

# **AGENDA**

Cumberland Town Council Meeting  
Special Town Council Chambers

**WEDNESDAY, September 22, 2010**

**7:00 p.m. Call to Order**

## **I. MANAGER'S REPORT**

Project Update:

- Route 88

## **II. PUBLIC DISCUSSION**

## **III. LEGISLATION AND POLICY**

- 10 – 131** To hold a Public Hearing to consider and act on amending Section 104 (Definitions) of the Cumberland Zoning Ordinance to add a definition for Railroad Facility.
- 10 – 132** To hold a Public Hearing to consider and act on a junkyard/recycler permit renewal for Cumberland Salvage for the period of October 1, 2010– September 30, 2011.
- 10 – 133** To hold a Public Hearing to consider and act on amendments to the Cumberland Mass Gathering Ordinance.
- 10 – 134** To hold a Public Hearing to consider and act on forwarding Section 104.138 (setback definition) of the Cumberland Zoning Ordinance to the Planning Board for a Public Hearing and recommendation.
- 10 – 135** To hold a Public Hearing to consider and act on the annual “blanket” Mass Gathering Permit for all fall events at Twin Brook.
- 10 – 136** To hold a Public Hearing to consider and act on the adoption of PACE Ordinance and authorization agreement.
- 10 – 137** To hold a Public Hearing to consider and act on authorizing the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.

## **IV. NEW BUSINESS**

## **V. ADJOURNMENT**

# MOTIONS



# MOTIONS

- 10 – 131 I move to amend** Section 104 (Definitions) of the Cumberland Zoning Ordinance to add a definition for Railroad Facility, as recommended by the Planning Board.
- 10 – 132 I move to approve** the junkyard/recycler permit renewal for Cumberland Salvage for the period of October 1, 2010– September 30, 2011.
- 10 – 133 I move to delete** Section II, F (Performance Guaranty) of the Cumberland Mass Gathering Ordinance and replace it with new F (Insurance).
- 10 – 134 I move to forward** Section 104.138 (setback definition) of the Cumberland Zoning Ordinance to the Planning Board for a Public Hearing and recommendation.
- 10 – 135 I move to approve** a “blanket” Mass Gathering Permit for all fall events at Twin Brook.
- 10 – 136 I move to adopt** the PACE Ordinance and authorize the Town Manager to sign the administrative agreement contract.
- 10 – 137 I move to authorize** the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.

# MANAGER'S REPORT



# MOTIONS

- 10 – 131 **I move to amend** Section 104 (Definitions) of the Cumberland Zoning Ordinance to add a definition for Railroad Facility, as recommended by the Planning Board.
- 10 – 132 **I move to approve** the junkyard/recycler permit renewal for Cumberland Salvage for the period of October 1, 2010– September 30, 2011.
- 10 – 133 **I move to delete** Section II, F (Performance Guaranty) of the Cumberland Mass Gathering Ordinance and replace it with new F (Insurance).
- 10 – 134 **I move to forward** Section 104.138 (setback definition) of the Cumberland Zoning Ordinance to the Planning Board for a Public Hearing and recommendation.
- 10 – 135 **I move to approve** a “blanket” Mass Gathering Permit for all fall events at Twin Brook.
- 10 – 136 **I move to adopt** the PACE Ordinance and authorize the Town Manager to sign the administrative agreement contract.
- 10 – 137 **I move to authorize** the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.

# ITEM 10-131

To hold a Public Hearing to consider and act on amending  
Section 104 (Definitions) of the Cumberland Zoning Ordinance  
to add a definition for Railroad Facility.





# MEMORANDUM

PLANNING DEPARTMENT  
TOWN OF CUMBERLAND, MAINE

---

Date: August 18, 2010  
To: William Shane, Town Manager  
From: Carla Nixon, Planning Director  
Subject: New Term and Definition

---

During the review of the Rural Industrial district last month, I noticed there was no definition for one of the uses in our Zoning Ordinance: Road and Rail Facilities. I developed a proposed definition and the Planning Board considered it at their meeting last night. They voted to accept the definition, but chose to change the term "Road and Rail Facility" to "Railroad Facility". The definition is:

**Railroad Facility: The occupation and use of land, buildings, and structures for purposes directly connected with rail transportation of articles, goods, and passengers, including such facilities as tracks, sidings, signal devices and structures, loading platforms, parking facilities, ticketing sales and offices and passenger and freight terminals.**

This needs to be approved by the Town Council as an amendment to Section 104 (Definitions) of the Zoning Ordinance.

Please let me know if I can provide any additional information.

**Notice of Decision**

**Date:** August 18, 2010

**To:** Bill Shane, Town Manager  
Town of Cumberland  
290 Tuttle Road  
Cumberland, ME 04021

**Re: Public Hearing: To recommend to the Town Council a draft definition for Road and Rail Facilities in the Rural Industrial District:**

This is to advise you that on August 17, 2010 the Planning Board voted to approve and recommend to the Town Council the draft zoning amendment to change the name of the use "Road and Rail Facility" to "Railroad Facility" and to add a definition of Railroad Facility to Section 104.132A

**Railroad Facility: The occupation and use of land, buildings, and structures for purposes directly connected with rail transportation of articles, goods, and passengers, including such facilities as tracks, sidings, signal devices and structures, loading platforms, parking facilities, ticketing sales and offices and passenger and freight terminals.**

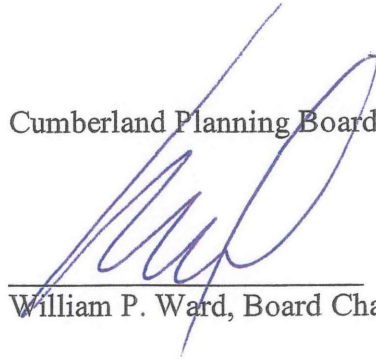
**Waivers granted: None**

**Waivers Denied: None**

**Standard Conditions of Approval**

This approval is dependent upon and limited to the proposals and plans contained in the application and supporting documents submitted and affirmed to by the applicant. Any variation from the plans, proposals and supporting documents, except de minimus changes as so determined by the Town Planner which do not affect approval standards, is subject to review and approval of the Planning Board prior to implementation.

Cumberland Planning Board



William P. Ward, Board Chair



- .132 **Road:** A route or track consisting of a bed of exposed mineral soil, gravel, asphalt, or other surfacing material constructed for or created by the repeated passage of motorized vehicles.

.132A **Railroad Facility:** The occupation and use of land, buildings, and structures for purposes directly connected with rail transportation of articles, goods, and passengers, including such facilities as tracks, sidings, signal devices and structures, loading platforms, parking facilities, ticketing sales and offices and passenger and freight terminals.

# ITEM 10-132

To hold a Public Hearing to consider and act on a  
junkyard/recycler permit renewal for Cumberland Salvage for  
the period of October 1, 2010– September 30, 2011.



# Town of Cumberland Maine

## APPLICATION FOR AUTOMOBILE GRAVEYARD/JUNKYARD PERMIT

### MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing \_\_\_\_\_

Application Received \_\_\_\_\_

Time of Hearing \_\_\_\_\_ Permit No. \_\_\_\_\_  
Place of Hearing \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Notifications sent by mail Date 9/3/10

To the City/Town of Cumberland County of Cumberland Maine

I/We Cumberland Salvage Inc + Gerald E Copp Jr hereby make application (in quadruplicate) for a permit to establish, operate, maintain an Automobile Graveyard, Automobile Recycling Business and/or Junkyard at the following described location and in accordance with the provisions of Title 30-A, Sections 3751 to 3760, Chapter 183.

### Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard  
40 Blackstrap Rd., Cumberland, ME 04021
2. Is this application made by or for a company, partnership, corporation, individual?  
Corporation
3. Is this property leased? NO Property owned by  
Gerald E Copp Jr  
Address: 38 Blackstrap Rd., Cumberland, ME 04021
4. How is "yard" screened? – Fence? (Type) wood stockade Height 7'  
Trees? (Type) \_\_\_\_\_ Embankment? \_\_\_\_\_ Gully? \_\_\_\_\_ Hill? \_\_\_\_\_  
Other? Buildings
5. How far is edge of "yard" from center of highway? 130 Feet.
6. Can Junk be seen from any part of highway? Yes \_\_\_\_\_ No ✓
7. Were Junkyard Law, Requirements and Fees explained to you? Yes ✓ No \_\_\_\_\_

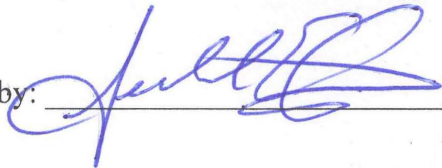
8. Is any portion of this "yard" on public property? Yes \_\_\_ No ☒

9. Is "yard" within 300 feet of a public park, public playground, public bathing beach, school, church or cemetery? Yes \_\_\_ No ☒

10. When was "yard" established? <sup>lot 61 1971</sup> ~~lot 62~~ 1934 By whom? Jerald Cope Clifton Cope

11. When was the last permit issued? 2009 To whom? Jerald E Cope Jr.

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or the he/she has been duly authorized by the owner to make this application and the receive the permit under the law.

Signed by: 

For: Cumberland Salvage Inc  
Name of Company, Corporation,  
Partnership, Individual

Address 40 Blackstrap Rd., Cumberland, ME 04021

Tax Map No. R7 Lot No. <sup>Part of</sup> 60 + 61 Zone \_\_\_\_\_

1 copy of Application to City/Town

1 copy of Application to Applicant

1 copy of Application to Department of Transportation, Augusta

1 copy of Application to Bureau of Motor Vehicles

Make complete sketch of "yard". Show footage of all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route number or Local Road Name, Name of nearest City/Town in each direction, distance from nearest intersection, bridge or other known reference point.

**SITE PLAN**

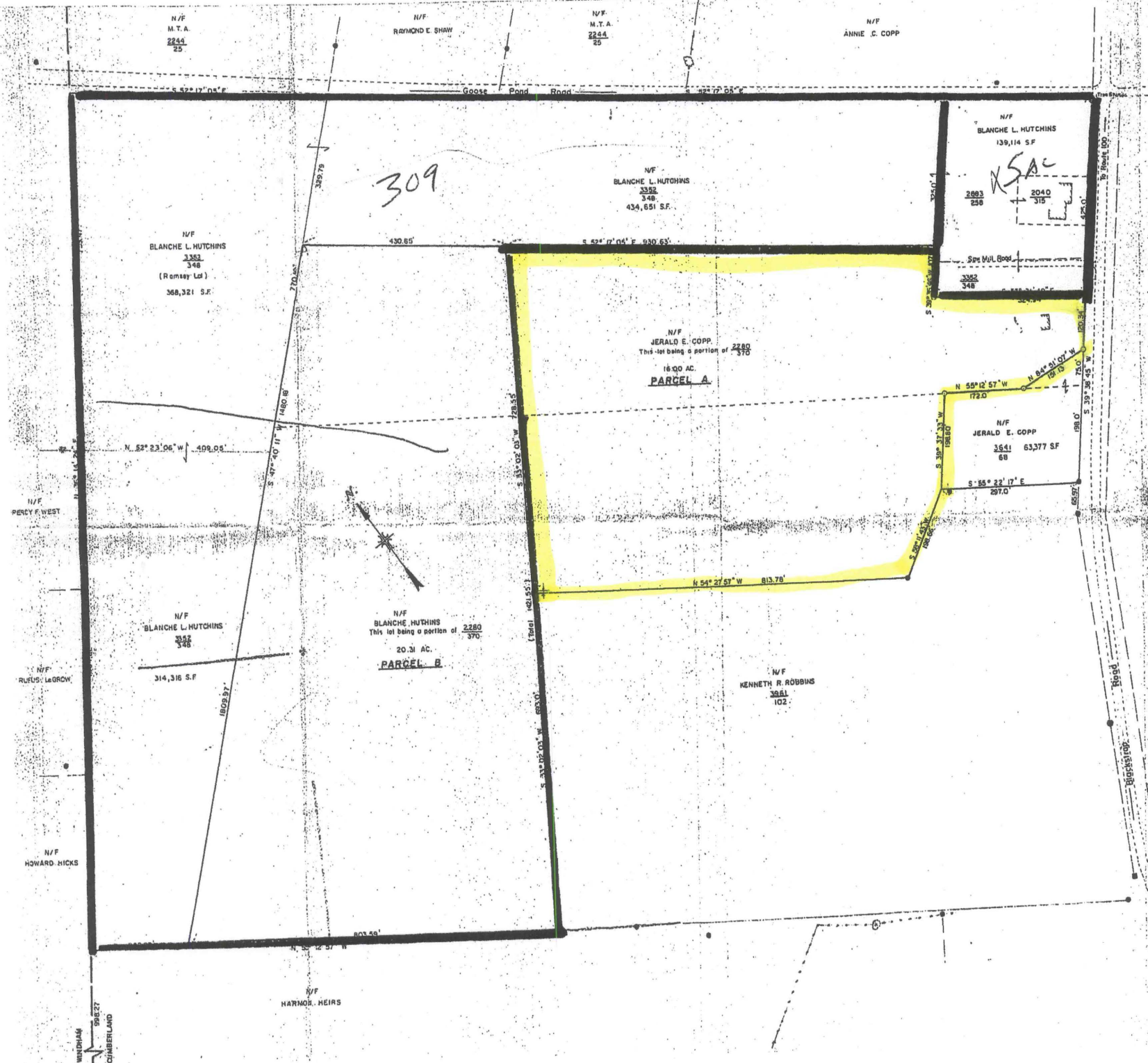
**Circle Correct Direction: N S E W**

**Name:**

**Address:**

*See attached.*





# Cumberland Salvage, Inc.

40 Blackstrap Road  
W. Cumberland, ME 04021

---

Jerald E. Copp, Jr., President

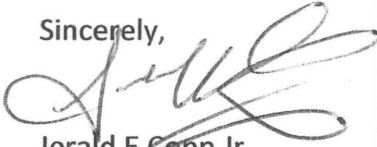
September 3, 2010

Christopher Copp  
17 Browning Way  
Cumberland, ME 04021

Dear Chris:

We are notifying you pursuant to M.R.S.A. Title 30-A, Section 3754, that we have filed our application for a renewal of our Automobile Graveyard/Junkyard Permit with the Cumberland Town Clerk. We understand that the Town Council will hold a public hearing on our renewal application at its meeting Monday evening, September 27<sup>th</sup>, at 7:00 pm. Please find a copy of our renewal application attached.

Sincerely,



Jerald E. Copp Jr.  
President

Enclosures

# Cumberland Salvage, Inc.

40 Blackstrap Road  
W. Cumberland, ME 04021

---

Jerald E. Copp, Jr., President

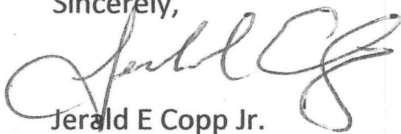
September 3, 2010

Goose Pond Development  
PO Box 7320  
Portland, ME 04112

Dear Sirs:

We are notifying you pursuant to M.R.S.A. Title 30-A, Section 3754, that we have filed our application for a renewal of our Automobile Graveyard/Junkyard Permit with the Cumberland Town Clerk. We understand that the Town Council will hold a public hearing on our renewal application at its meeting Monday evening, September 27<sup>th</sup>, at 7:00 pm. Please find a copy of our renewal application attached.

Sincerely,



Jerald E Copp Jr.  
President

Enclosures



# Cumberland Salvage, Inc.

40 Blackstrap Road  
W. Cumberland, ME 04021

---

Jerald E. Copp, Jr., President

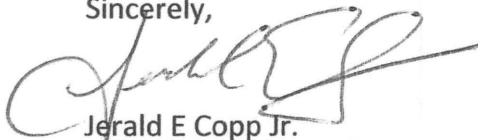
September 3, 2010

Kenneth & Sharon Marks  
41 Westmore Avenue  
Cumberland, ME 04021

Dear Mr. & Mrs. Marks:

We are notifying you pursuant to M.R.S.A. Title 30-A, Section 3754, that we have filed our application for a renewal of our Automobile Graveyard/Junkyard Permit with the Cumberland Town Clerk. We understand that the Town Council will hold a public hearing on our renewal application at its meeting Monday evening, September 27<sup>th</sup>, at 7:00 pm. Please find a copy of our renewal application attached.

Sincerely,



Jerald E Copp Jr.  
President

Enclosures

Application For Automobile Recycling Business Permit

TOWN/CITY OF Cumberland

PART I. TO BE FILLED OUT BY APPLICANT:

1. Name and address of person or entity who will operate the recycling facility:

Jerald E. Copp Jr. dba Cumberland Salvage Inc  
40 Blackstrap Rd., Cumberland, ME 04021

Operator is a (circle one): corporation partnership individual

Relationship of person filling out this application to the operator of the recycling facility:

self

2. Name and address of owner(s) of the property on which the facility is located:

Jerald E Copp Jr, 38 Blackstrap Rd., Cumberland, ME 04021

3. On an attached sheet, prepare a site plan (to a scale of no greater than 1 inch: \_\_\_\_\_ feet) which includes the following information:

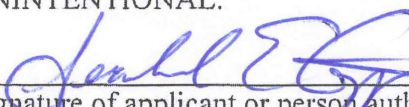
- a. the boundary lines of the property
- b. the soils
- c. the location of any sand and gravel aquifer recharge area, as mapped by the Maine Geological Survey, or a licensed geologist
- d. the location of any well that serves as a private or public water supply that is located within 300 feet of the proposed licensed site
- e. the location of any public building, public park, public playground, public bathing beach, school, church or cemetery located within 300 feet of the proposed licensed site
- f. the location of all roads within 1,000 feet of the proposed licensed site
- g. the location of any body of water or freshwater wetland within property boundaries of proposed licensed premises
- h. the boundaries of the 100-year flood plain

4. Attach to this application a plan for the containment of fluids, containment and disposal of batteries, and storage and disposal of tires.

5. Describe the type of visual screen (at least 6 feet high) which will enclose the site:

7' wood stockade fencing + tree/dirt berm

NOTE. APPLICANT IS RESPONSIBLE FOR THE ACCURACY OF ALL INFORMATION PROVIDED IN PART I. THE MUNICIPAL OFFICERS MAY AFTER NOTICE AND HEARING REVOKE OR SUSPEND ANY PERMIT WHICH WAS ISSUED ON THE BASIS OF INACCURATE INFORMATION, REGARDLESS OF WHETHER THE INACCURACY WAS INTENTIONAL OR UNINTENTIONAL.

  
Signature of applicant or person authorized to act for applicant

Date: 9/3/10

**PART II. TO BE FILLED IN BY MUNICIPAL OFFICIAL:**

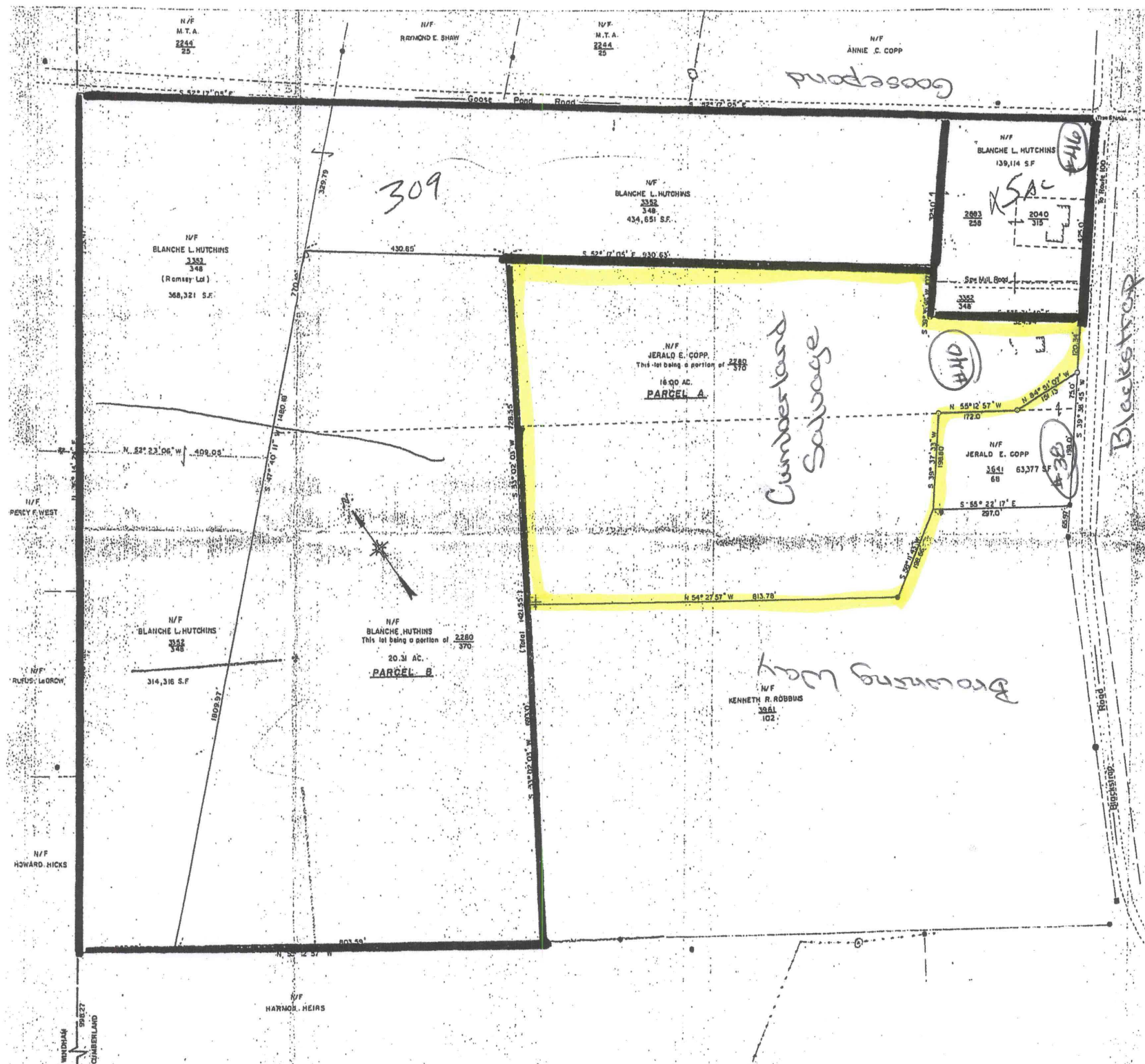
Complete application received on \_\_\_\_\_

Fee paid: \$ \_\_\_\_\_

Date, time and place of hearing: \_\_\_\_\_

**NOTE:** Notice of the hearing on this application must be posted in 2 public places at least 7 days but no more than 14 days before the hearing, and notice must be published once in a newspaper of general circulation, and notice must be provided by regular mail to the Maine Department of Transportation (State House Station #16, Augusta, ME 04333) at least 7 but no more than 14 days before the hearing. It is the municipality's responsibility to provide proper notice, although the applicant may be required to pay the costs of notice if so stated in a municipal ordinance.





Cumberland Salvage Inc.

Application For Automobile Recycling Business Permit

3 a: Property Boundary Lines: see enclosed map

3 b: Soils on the property are sand and gravel

3 c: There are no sand and gravel aquifer recharge areas

3 d: Residential wells within 300 feet of licensed site area:

Jerald E Copp Jr. – 38 Blackstrap Road

Rental Property – Jerald E Copp Jr. – 46 Blackstrap Road

**\*\*Cumberland Salvage has yearly water tests done on these wells.\*\***

3 e: There are no public buildings, parks, playgrounds, beaches, schools, churches, or cemeteries within 300 feet of the licensed site.

3 f: Roads within 1000 feet (see attached map) are:

Blackstrap Road, Goosepond Road, Browning Way, Upper Methodist

3 g: There are no bodies of water or freshwater wetlands within the property boundaries.

3 h: Property has no flood plain

4: Containment/disposal of fluids, batteries & tires:

Oil, transmission fluid, brake fluid, power steering fluid, diesel oil (not a common item) are burned in our waste oil furnace.

Gasoline is used in our personal or yard vehicles

Antifreeze is reused or resold

Batteries are stored in a secure area for resale or sold to a battery recycler

Tires are resold to customers or hauled away for recycling

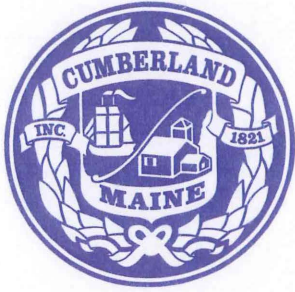


# ITEM

## 10-133

To hold a Public Hearing to consider and act on amendments to  
the Cumberland Mass Gathering Ordinance.





# TOWN OF CUMBERLAND, MAINE

290 Tuttle Road

Cumberland Center, Maine 04021-9321

Telephone (207) 829-5559 • Fax (207) 829-2214

---

TO: William Shane, Town Manager

FROM: Tammy O'Donnell, Town Clerk

DATE: August 19, 2010

Subject: Mass Gathering Ordinance Insurance

Hi Bill,

Prior to the August 9, 2010, Town Council meeting, Councilor Stiles brought to my attention an issue with the Certificate of Liability Insurance that the Cumberland Farmer's Club had provided to the Town for their Mass Gathering Application.

I have since done some research on this matter, and reviewed the Mass Gathering Ordinance. The Town of Cumberland Mass Gathering Ordinance as it is written now; actually has no requirement for insurance at all. It requires a "Performance Guarantee Bond", which we have not been requiring from applicants for years. I would like to request that the Ordinance Committee meet to review the Mass Gathering Ordinance to address this issue. Thank you.

TOWN OF CUMBERLAND  
MASS GATHERING ORDINANCE

THE TOWN OF CUMBERLAND HEREBY ORDAINS the following to be the Mass Gathering Ordinance –

I. STATEMENT OF PURPOSE

The Town of Cumberland is concerned about the adverse effect to the general health and safety of the community that may result from large crowds which attend outdoor events, including exhibitions, festivals, music concerts and fairs. Large gatherings may lead to sanitation problems, resulting from inadequate waste disposal, insufficient drinking water and ill-equipped first aid facilities; such gatherings may also threaten the safety of the community through the obstruction of roads, violations of liquor and drug laws, and destruction of property. Further, large gatherings that occur within a short period of time create traffic congestion, crowd control, health, sanitation and safety problems which are greater than those which accompany gatherings which occur over a longer duration. Therefore, the following ordinance is hereby ordained for the purposes of protecting the general welfare, preventing disease, promoting health and providing for public safety.

II. DEFINITIONS

A. Large Outdoor Event - means any gathering held outdoors with the intent to attract five hundred (500) one thousand (1,000) or more persons for a festival, exhibition, amusement show, fair, theatrical performance, musical performance or other similar activity. Large Outdoor Events are regulated depending on their anticipated attendance, and so there are two categories of Large Outdoor Events:

1. Major Large Outdoor Event - means a Large Outdoor Event which is held with the intent to attract a continued attendance of five thousand (5,000) or more persons for any length of time.
2. Minor Large Outdoor Event - means a Large Outdoor Event which is held with the intent to attract a continued attendance of fewer than five thousand (5,000) persons for any length of time.

B. Town - means the Town of Cumberland.

C. Town Council - means the Town Council of the Town of Cumberland.

D. Person - means any natural person, sole proprietor-ship, partnership, corporation or other entity.

E. Operator - means the person responsible for the Large Outdoor Event.



F. ~~Performance Guaranty means an irrevocable letter of credit from a banking institution authorized to do business in Maine, cash escrow, or other financial guarantee acceptable to the Town Council and in a form approved by the Town Attorney, provided by an applicant for a Large Outdoor Event license to guarantee the payment of: the costs of the prompt cleaning of the grounds after the close of the Large Outdoor Event; and the Town police, fire, ems and public works costs for traffic control, public safety, first aid, fire prevention and law enforcement activities performed by the Town as a result of the Large Outdoor Event (the "Public Costs"). These public costs shall be those costs incurred by the Town in connection with the proposed Large Outdoor Event which would not be incurred by the Town if the Large Outdoor Event were not held. Promptly following the Large Outdoor Event, the Town shall release the Performance Guaranty if the Operator pays all such Public Costs within ten (10) working days after the Large Outdoor Event.~~

NEW F.

F. Insurance - Any such groups or individuals applying for any Mass Gathering permit for any organized purpose are required to provide evidence of insurance for liability (not less than \$1,000,000 per person/\$2,000,000 per occurrence) and property damage (not less than \$25,000) before receiving a mass gathering permit. The Town of Cumberland shall be named as additional insured in all such policies and all insurance provided by the facility user shall be primary to any insurance which the Town of Cumberland may have. (See Appendix for an Example of a Properly completed Insurance Certificate).

G. Assembly Area - means that portion of the premises on which the Large Outdoor Event is held within which persons in attendance are expected to sit or stand.

III. REQUIREMENT OF A LICENSE FOR LARGE OUTDOOR EVENTS

- A. No person may sponsor, promote, operate or hold any Large Outdoor Event unless a license therefore is first obtained from the Town Council of Cumberland.
- B. The licensing procedure will be administered in the following manner:
  - 1. The person(s) seeking a license must file an application form with the Town Clerk of the Town of Cumberland no less than 60 days before the proposed commencement of the Large Outdoor Event.
  - 2. The fee for the license shall be established by order of the Town Council and must accompany the application. Money received under this ordinance will help defray costs of its administration. The Town Council may at its



discretion reduce or waive the fee for charitable and nonprofit organizations.

3. The application, filed with the Town Clerk, must include a contract with the property owner allowing use of the facility or property, unless the property or facility is owned by the applicant.
4. Within 5 days of the receipt of an application, the Town Clerk shall notify the Town Manager, Police and Fire-EMS Chiefs of the application.
5. Before a license may be issued hereunder, the Town Council shall hold a public hearing, in order to review the application and determine the conditions required to safeguard the public health, safety and welfare.

The license applicants have the right to attend and to represent their interests at such hearing. When considering the issuance of a license for a Large Outdoor Event, the Town Council may seek advice from the Police Chief, Fire- EMS Chief, Code Enforcement Officer, Health Officer and such other Town officials as it deems necessary. After assessing the possible effects that the proposed event may have on the public's health, safety and welfare, the Town Council may deny the license or grant the license, or grant the license and impose such reasonable conditions on the issuance of a license as would safeguard the public interest; including, requiring the applicant to:

- a. post a performance guaranty in a form acceptable to the Town Attorney in an amount estimated by the Town Council to be equal to the Public Costs described in paragraph II F of this Ordinance.
- b. agree to hiring of certified police officers, and fire-ems personnel at the expense of the licensee. The Police Chief, and Fire – EMS Chief will be notified no less than 45 days before the proposed event that the personnel will be needed;
- c. demonstrate, by means of a written, descriptive plan addressing the standards of this Ordinance, that adequate facilities will be provided at the site of the Large Outdoor Event, in order to protect the health of the people who attend, including:
  - i. adequate waste disposal facilities;
  - ii. adequate fire-ems and police personnel;
  - iii. adequate water supplies;
  - iv. adequate first aid, ~~ems rescue~~ and fire facilities, and police equipment; and
  - v. adequate communication facilities;

- d. give notice to the appropriate Town, County and State officials, as named by the Town Council;
- e. demonstrate, by means of a written descriptive plan, that adequate parking spaces will be available;
- f. provide, for major Large Outdoor Events, a detailed plan showing how crowd security and police protection of private property will be accomplished;
- g. provide, for Major Large Outdoor Events, a detailed plan for controlling traffic, which shall contain:
  - i. a description of routes which persons attending are likely to take;
  - ii. methods to be used to publicize alternative routes;
  - iii. the number of persons who will be present to direct traffic at the site both before and after the event and their locations, and;
  - iv. a description of what means will be available to remove disabled vehicles from locations under the control of the Operator where such vehicles would prevent the free flow of traffic.
- h. provide a contract with a waste disposal company to remove waste from the site.

#### IV. LICENSE STANDARDS

In reviewing Large Outdoor Event license applications submitted pursuant to Section III A, the Town Council shall determine whether to issue a license based upon whether the application meets all of the following standards:

- A. Access - That convenient and safe access for the ingress and egress of pedestrian and vehicular traffic exists, and that all public roadways in the proximity of the Large Outdoor Event shall be adequately staffed with uniformed police officers to insure safety to all the public.
- B. Grounds -
  - 1. That each Large Outdoor Event Assembly Area shall be well drained and so arranged to provide sufficient space for persons assembled, vehicles, sanitary facilities, and appurtenant equipment.

2. That trees, underbrush, large rocks and other natural features shall be left intact and undisturbed whenever possible, and the natural vegetative cover shall be retained, protected, and maintained so as to facilitate drainage, prevent erosion, and preserve the scenic attributes.

3. That the grounds shall be maintained free from accumulation of refuse, and from health and safety hazards constituting a nuisance as defined.

4. That illumination shall be provided at night beginning one half hour before sunset to protect the safety of the persons at the Large Outdoor Event. The Assembly Area shall be adequately lighted, but lighting shall not unreasonably reflect beyond the Assembly Area boundaries unless adjacent properties are uninhabited.

5. That parking shall be provided for persons arriving by vehicular means; that service road and parking spaces shall be located so as to permit convenient and safe movement of vehicular and pedestrian traffic and free passage of emergency vehicles; that the width of the service road should not be less than the following: 1 traffic lane -- 12'; 2 traffic lanes -- 24'; parallel parking lanes -- 7', that adequate parking space shall be provided which means that there shall be at least one parking space to every three persons and the density shall not exceed one hundred passenger cars or 30 buses per usable acre.

6. That at least ten (10) square feet per person shall be provided on the site for a Large Outdoor Event with assigned seating; that at least fifteen (15) square feet shall be provided for a Large Outdoor Event with festival seating; and that no overnight assemblage shall be permitted.

C. Water Supply -

1. That an adequate, safe supply of potable water, meeting the requirements of the State Department of Human Services, Division of Health Engineering, shall be provided and that common cups shall not be used.

2. That transported water shall be obtained from an approved source, stored and dispensed in an approved manner. Approval as used in this paragraph means in compliance with standards adopted by the State Department of Human Services, Division of Health Engineering.

D. Sanitation -

1. That where water is distributed under pressure and flush toilets are used, the water system shall deliver water at a normal operating pressure (20 lbs per square inch minimum to all fixtures at the rate of at least 30 gallons per person per day).



2. That when water is not available under pressure, and non water carriage toilets are used, at least 3 gallons of water per person per day shall be provided for drinking and lavatory purposes.
3. That where water under pressure is not available, equivalent facilities shall be provided and installed in accordance with the requirements of the Department of Human Services, Bureau of Health, Mass Gathering Rules and Informational Guidelines.
4. That sanitary facilities shall be separate for males and females, and shall be provided at the rate of one for each 200 persons. Any other proposal for providing sanitary facilities must be in accordance with the requirements of the Department of Human Services, Bureau of Health, Mass Gathering Rules and Informational Guidelines.
5. That the required sanitary facilities shall be conveniently accessible and well defined.
6. That each toilet shall have a continuous supply of toilet paper.
7. That service buildings or rooms housing required plumbing fixtures shall be constructed of easily cleanable, nonabsorbent materials; the buildings, service rooms, and required plumbing fixtures located therein shall be maintained in good repair and in a clean and sanitary condition.
8. That separate service buildings or rooms containing sanitary facilities, clearly marked, shall be provided for each sex, and each toilet room shall be screened so that the interior is not visible from the outside.
9. That wastewater shall be discharged in a manner consistent with the requirements of the State Department of Human Services, Division of Health Engineering.
10. That disposal and/or treatment of any excretion or liquid waste shall be in a manner consistent with the requirements of the State Department of Human Services, Division of Health Engineering.

E. Refuse Disposal

1. That refuse shall be collected, stored, and transported in such a manner as to protect from odor, infestation of insects and/or rodents any and other nuisance condition, or conditions which are inconsistent with the health, safety, and welfare of the patrons of the Large Outdoor Event or of the public.
2. That refuse containers shall be readily accessible and that one (1) fifty gallon refuse container or its equivalent shall be provided for each one hundred

persons anticipated or that one (1) sixteen (16) cubic yard trash container shall be provided for every five thousand (5,000) persons anticipated. All trash barrels shall be lined with plastic bags.

3. That the area where motor vehicles are parked shall have one (1) fifty, (50) gallon refuse container or its equivalent for every two hundred, (200) such motor vehicles.

4. That all refuse shall be collected from the Assembly Area at least twice each twelve (12) hour period of the Large Outdoor Event, with a minimum of two (2) such collections per Large Outdoor Event exceeding six (6) hours, or more if it is necessary, and disposed of at a waste disposal site approved by the Town.

5. That the grounds and immediate surrounding property shall be cleared of refuse within twenty-four (24) hours following the Large Outdoor Event.

F. Vermin Control - That insects, rodents and other vermin shall be controlled by proper sanitation practices, extermination or other safe, and effective control methods, where necessary animal parasites and other disease-transmitting nuisances shall be controlled.

G. Safety

1. That where an electrical system is installed, it shall be installed and maintained in accordance with the provisions of the applicable State standards and regulations and the Town's Electrical Codes.

2. That the grounds, building, and related facilities shall be maintained and used in a manner as to prevent fire and in accordance with the applicable local fire prevention regulations.

3. That internal and external traffic and security control shall meet requirements of the applicable State and local law enforcement agencies.

4. That the Town of Cumberland Fire Department has been informed of the Large Outdoor Event and that adequate fire protection equipment is available.

5. That for Large Outdoor Events, at least one law enforcement officer per 1,000 persons expected to attend the Large Outdoor Event shall be on site to assist in crowd and traffic control, and for Major Large Outdoor Events, there shall be a minimum ratio of 5 officers for every 2,000 additional persons beyond 5,000 persons in attendance.

H. Medical

1. That emergency medical services shall be provided. All personnel must be Cumberland Fire-EMS personnel and/or approved by the Chief of the Cumberland Fire -EMS Department and they shall be licensed by the State of Maine, as either Physician Assistant, R.N., or Emergency Medical Technician.
2. That a First Aid building or tent with adequate medical supplies shall be available.
3. That an adequate number of vehicles duly licensed by the State of Maine as ambulances shall be available on the site during the complete time of the Large Outdoor Event.
4. That telephone and radio communications shall be provided and kept available for emergency purposes.
5. That the Chief of the Cumberland Fire – EMS Department shall determine the number of E.M.T. personnel and ambulances needed.

I. Noise

1. No Large Outdoor Event shall continue beyond 11:00 p.m.

VI. WAIVERS

The Town Council may, in its discretion, waive any of the requirements ~~under Section III~~ of this ordinance, if it finds the requirement of information or materials with the application is unnecessary or irrelevant to the review of a particular mass gathering permit application.

V. ENFORCEMENT, PENALTY, ASSIGNABILITY

The Town Of Cumberland shall enforce this Ordinance through its Code Enforcement Officer. Anyone violating any provision of this Ordinance shall be subject to a fine in an amount to be set per order of Town Council for each violation. Each day such violation continues shall constitute a separate offense. Licenses issued hereunder shall not be transferable or assignable.

AMENDED: 12/28/81  
04/22/96  
09/2009  
09/2010



# ITEM 10-134

To hold a Public Hearing to consider and act on forwarding  
Section 104.138 (setback definition) of the Cumberland Zoning  
Ordinance to the Planning Board for a Public Hearing and  
recommendation.

..138 **Setback:** The shortest horizontal distance between a lot line and any structure on a lot, except that for purposes of regulation of lots, buildings, structures and uses located within the shoreland area, setback shall also mean the nearest horizontal distance from the normal high-water line to the nearest part of a structure, road, parking space or other regulated object or area. **An architectural feature attached to a structure at an above ground level may extend into the vertical plane of the setback to an extent not to exceed two feet, subject to Shoreland zoning provisions and requirements.**

A street or other right-of-way, other than a driveway that serves no more than two (2) residential lots, that is or may be utilized for motor vehicle access or a street shown on a subdivision plan recorded in the Registry of Deeds in which the Town has reserved its right under the provisions of 23 M.R.S.A. § 3032 shall not be included within a setback. Where a street or other right-of-way that is or may be used for motor vehicle access, other than a driveway that serves no more than two residential lots, is located within the boundaries of a property, the required setback shall be measured from the nearest edge of the street or right-of-way rather than the property line. [Adopted, effective 12/10/91, Amended, effective 3/24/03]

#### **Ordinance Subcommittee 8-3-10**

I think this language below goes a little further than the Committee felt comfortable with, but he can bring it up at the Public Hearings – Bill Shane

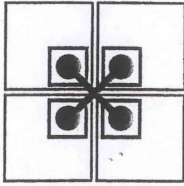
#### **Submitted by David Lay**

**Setback:** The shortest horizontal distance between a lot line and any structure on a lot measured to the building area, except that upper floors may not encroach into setbacks, unenclosed entry steps with or without a roof may encroach into setbacks not more than 50 square feet area or 6 feet distance, and eaves and trim may encroach into setbacks not more than 2 feet distance. Except that for purposes of regulation of lots, building structures, and uses located within the shoreland area, setback shall also mean the nearest horizontal distance from the normal high-water line to the nearest part of a structure, road, parking space, or other regulated object or area. ...."









David R. Lay, Architect

3 Crestwood Road  
Cumberland Center, ME 04021  
207-653-7658  
drlay@drlay.net

August 19, 2010

William R. Shane  
Town Manager  
Town of Cumberland  
290 Tuttle Road  
Cumberland, ME 04021

Dear Mr. Shane:

Last summer I spoke to you of my home remodel project and the fact that I had been asked by the building inspector to delete the overhang from my garage to comply with his interpretation of the setback rule in the code. You suggested that I could attend a meeting of a town committee that considers such things to discuss the code interpretation. I would like to take you up on that invitation now.

The code defines setbacks, but offers no definition of what the setback is to be measured to.

- ♦ A building is defined as a structure and the building area defined as being measured from the exterior face of walls exclusive of porches, terraces, and steps.
- ♦ A structure is defined as anything built for the support, shelter, or enclosure of persons, animals, goods or property of any kind.
- ♦ A setback is defined as the horizontal distance between a lot line and any structure.

Zoning codes generally take two approaches to the application of setback measurements.

- ♦ Some municipalities state that setbacks are to be to the nearest part of the structure, and that the setback is to be open to the sky and free of any eave or trim.
  - I thought to use Scarborough as an example, but found that Scarborough defines a yard as being open to the sky, and then shows an example graphic with eaves protruding into a yard. (Not a good example.)

David R. Lay  
August 19, 2010

- ◆ Others identify that eaves, trim or porches of limited size may intrude into the setback plane.
  - Portland allows projections in required yard areas: “Any yard may be occupied by a one-story entrance porch not enclosed, with or without a roof, if the area of the porch does not exceed fifty square feet nor the projection from the building not exceed six feet. A basement bulkhead of similar size but not more than twenty-four inches in height, is also permitted. A cornice eave, sill, canopy, chimney, or other similar architectural feature, but not including a bay window, may project into a required yard a distance of not more than two feet.”

These are two approaches to design. Setbacks are generally instituted to maintain a level of openness in a neighborhood. Still, there are other design features which make a neighborhood desirable, such as trees and plants, well detailed houses, hidden utilities, and well performed maintenance. Municipalities that have zoning code that permit setback encroachments have such in order to encourage the benefits that architectural texture bring to a neighborhood. People prefer porches, house trim, and stylized houses because they are perceived as being of higher quality. They also make our neighborhoods more interesting.





David R. Lay  
August 19, 2010

Some homes would likely benefit from more trim.



My neighborhood was zoned after it was constructed. Under the building inspector's interpretation of the setback rule, nearly all of the homes are non-compliant. My own home and my immediate neighbors to either side have eaves and porches encroaching into the setback.



I have built my home improvements with one of the eaves of my garage lopped off. I ask that you, and our town's committee, consider applying our own zoning ordinance as Portland does, permitting limited encroachments into the setback. This benefits the town and its citizens, and encourages builders to enhance buildings without giving up on buildable area.



David R. Lay  
August 19, 2010



I would be pleased to sit with the committee and review this. Please let me know when the committee meets, and when I can be included in the agenda.

I am about to undertake finishing my project and it would be great to be able to fix the eave at the same time.

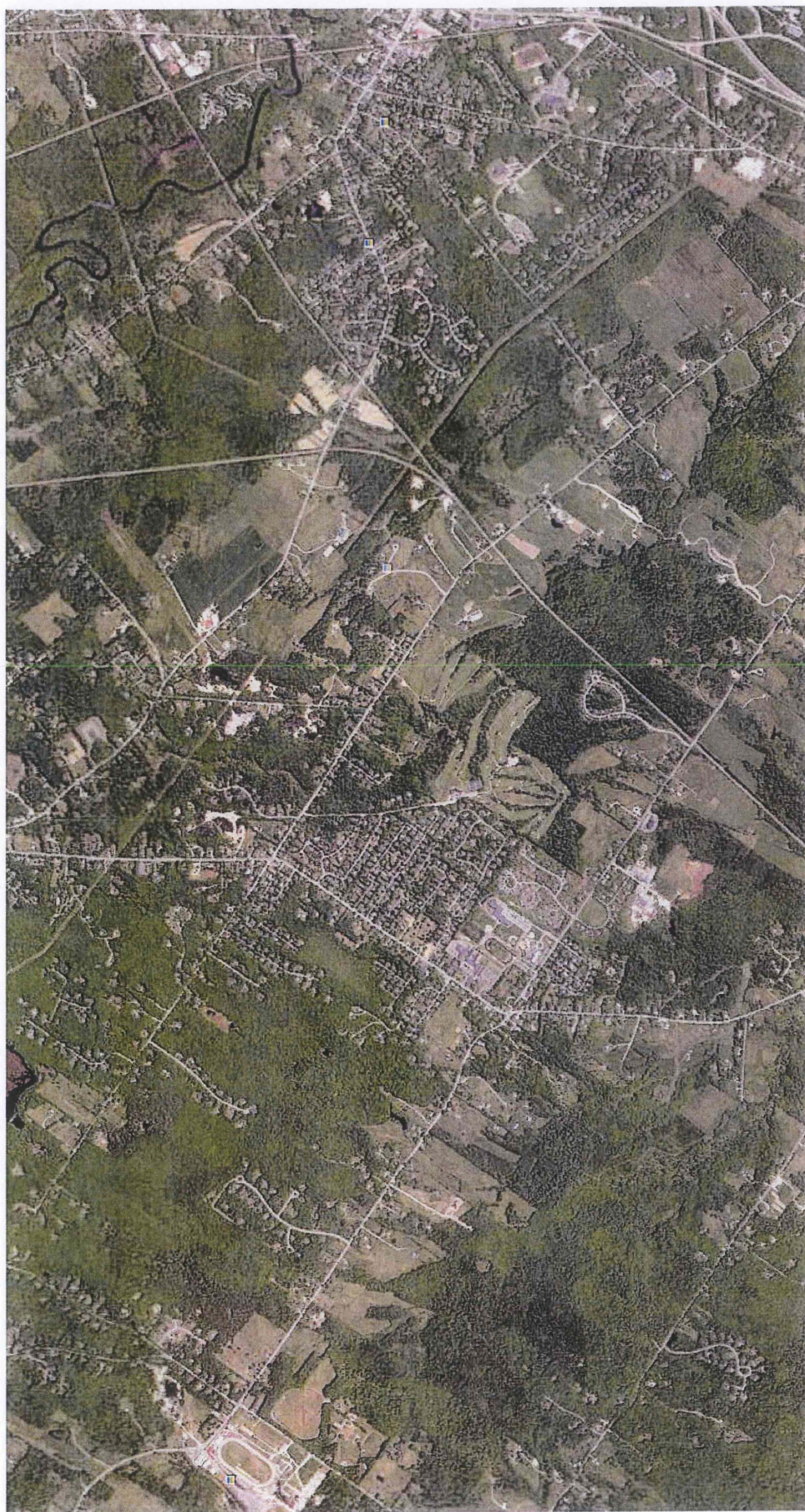
Thank you.

Sincerely,

David Lay









# Setbacks

- Setbacks establish a yard area between the Right-of-Way and permitted structures on a lot.
- Initially used in New York City with the advent of high rise structures (made possible by the invention of the elevator brake by Mr. Otis) setbacks make sure that adequate light and air reaches the street.



# Setbacks

- Access for fire fighting equipment was found to require wider streets.
- Wider spaces between structures also helped restrain fires from spreading building to building.



Philadelphia

# Setbacks

- Initially, cities found themselves with no way to widen streets for traffic increases except by demolishing buildings. New facades were erected on the reduced building.



St. Louis



# Setbacks

- 19<sup>th</sup> c. designers romanticized the country estate or villa, and later the “cottage” as well, as in Bar Harbor.



“The villa should indeed be a private house, where beauty, taste, and moral culture are at home. In the fine lines of the whole edifice, either dignified, graceful or picturesque, in the spacious or varied verandas, arcades, and windows, in the select forms of windows, chimney-tops, cornices, the artistic knowledge and feeling has full play,...”

The Architecture of Country Houses  
A. J. Downing, 1850

# Setbacks

- 19<sup>th</sup> c. and early 20<sup>th</sup> c. residential development mimicked the country estates of the wealthy, establishing setbacks in neighborhoods to create a wealthy country estate connection. Eventually setbacks became the norm for all areas, good and bad.





# Setbacks

- Some municipalities clearly state that the setback requirement is to anything or any part of the structure.

Cambridge, MA: “Yard: An open unoccupied space on the same lot with a building, open and unobstructed from ground to sky.”



Portsmouth, NH: “Yard – An open space from the ground upward and open to the sky on the same lot as a building or structure.”



# Setbacks

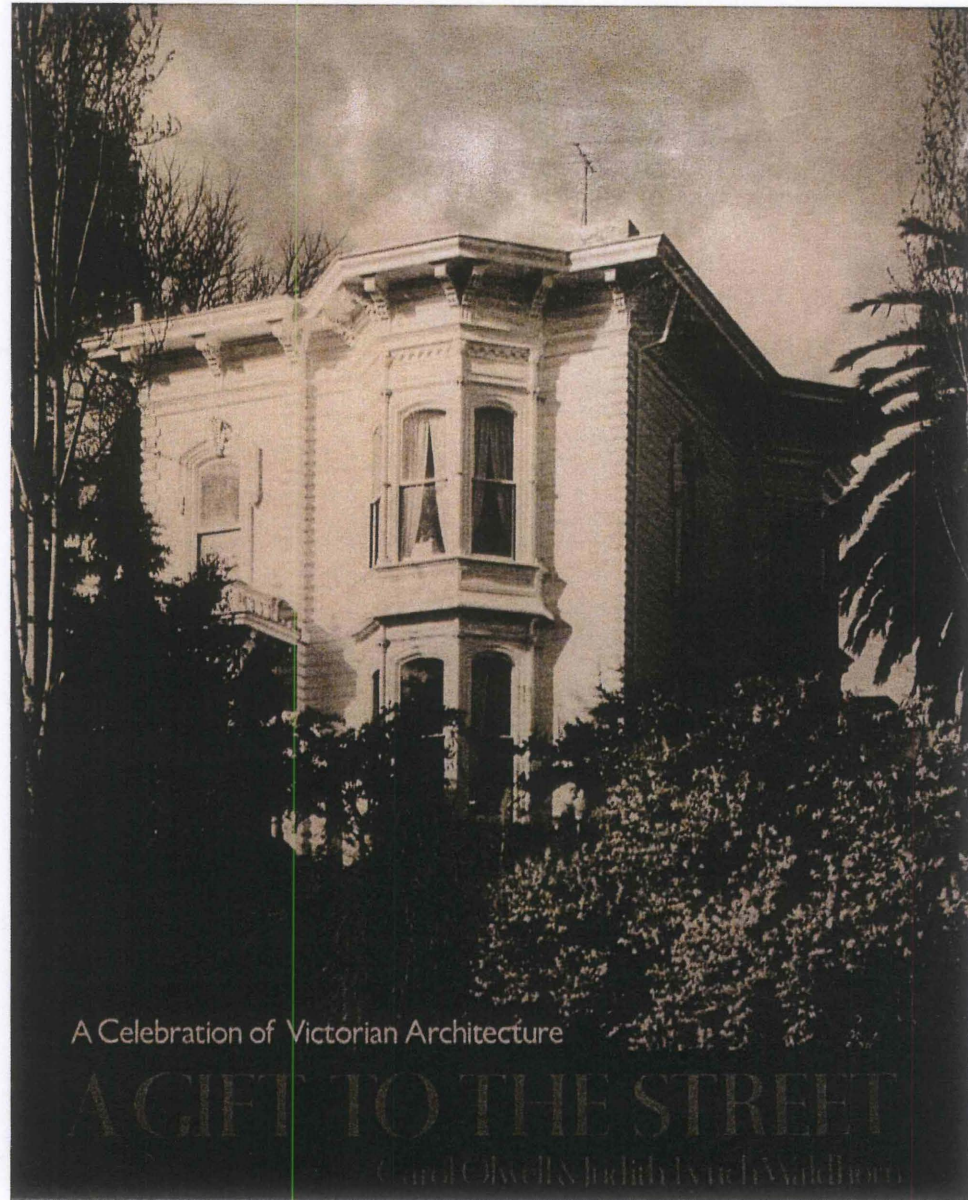
- Some municipalities encourage certain building features with the understanding that houses with eaves and trim are appreciated by all.
- Portland clearly allows encroachments into setbacks for trim and even for open porches.

Portland ME: “Yard: A space on a lot which is required by this article to be maintained open, unoccupied and unobstructed between lot lines and any structure, except as permitted in this article.”

“Any yard may be occupied by a one story porch not enclosed, with or without a roof, if the area does not exceed fifty square feet nor the projection from the building exceed six feet. A basement bulkhead of similar size, but not more than 24 inches in height, is also permitted. A cornice eave, sill, canopy, chimney, or other similar architectural feature, but not including a bay window, may project into any required yard a distance of not more than two feet.”

# Setbacks

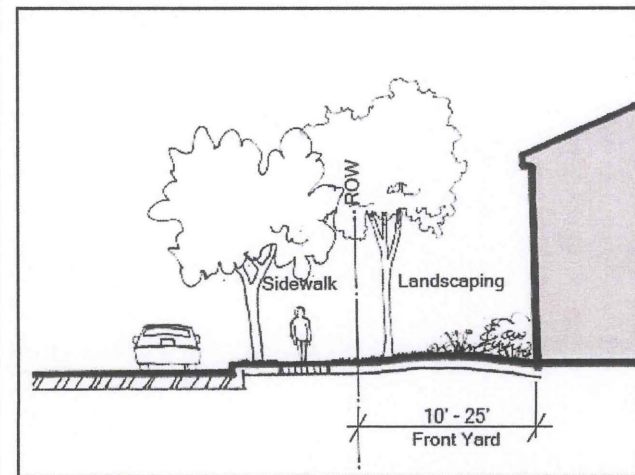
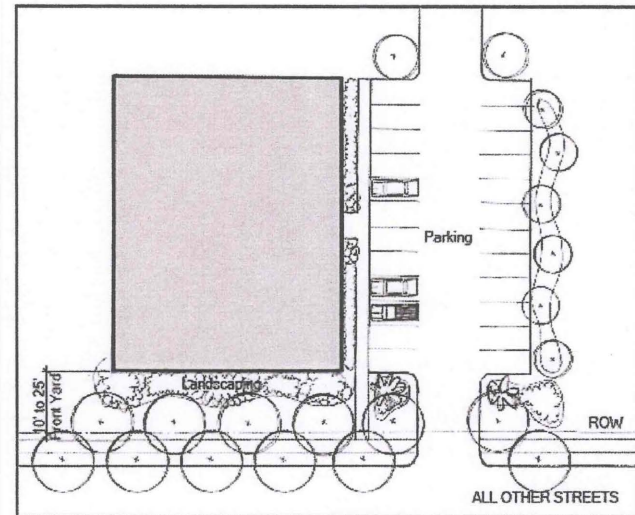
- Nicely designed and nicely trimmed houses, no matter what style, benefit a neighborhood.



# Setbacks

- Scarborough has language which seems clear, but then a contradictory set of graphics showing setbacks including the roof eaves.

Scarborough, ME: “Yard: A space, open to the sky, which is not occupied with any buildings or structures and is located on the same lot with a building or structure.”





# Setbacks

- Yarmouth is nearly concise.

Yarmouth, ME: “Structure: Anything built for the support, shelter or enclosure of persons, animals, goods or property of any kind, together with anything constructed or erected with a fixed location on or in the ground, exclusive of fences, poles, wiring, and other aerial equipment normally associated with Service Drops as well as guying and guy anchors. The term includes Structures temporarily or permanently located, such as decks, patios, and satellite dishes.”

“All structures, whether attached to the principal structure or not, and whether open or enclosed, including porches, carports, balconies, or platforms above normal grade, shall not project into any minimum front, side, or rear yard setback.”

# Setbacks

- Cumberland:

**Building:** Any structure used or intended for supporting or sheltering any use or occupancy.

**Building Area:** Total of areas taken on a horizontal plane at the main finished grade level of the principal building and all accessory buildings, exclusive of unenclosed porches, terraces, and steps. All dimensions shall be measured between exterior faces of walls.

**Setback:** The shortest horizontal distance between a lot line and any structure on a lot, except that for purposes of regulation of lots, building structures, and uses located within the shoreland area, setback shall also mean the nearest horizontal distance from the normal high-water line to the nearest part of a structure, road, parking space, or other regulated object or area. ....”

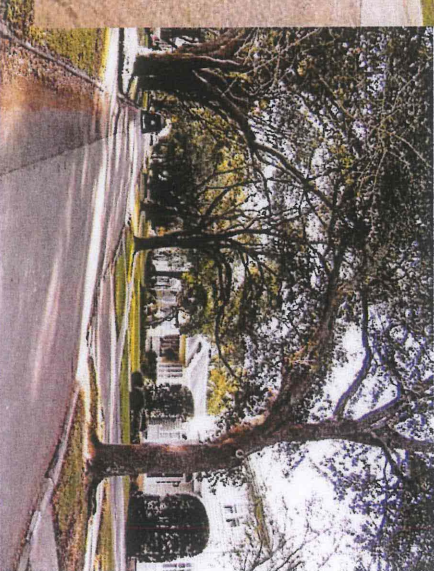
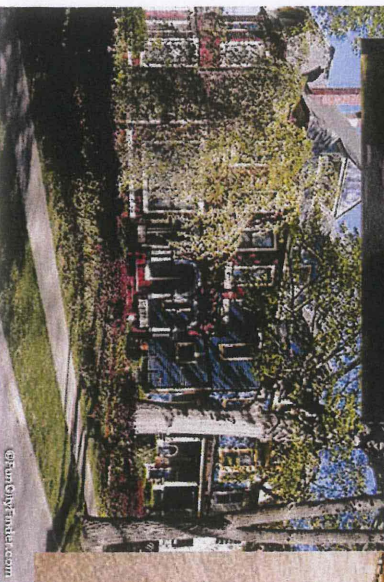
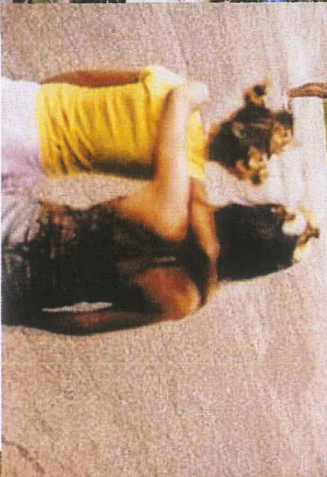
# Recommendation

- Cumberland:

Setback: The shortest horizontal distance between a lot line and any structure on a lot, measured to the building area, except that upper floors may not encroach into setbacks, unenclosed porches may encroach into setbacks not more than 50 square feet area or 6 feet distance, and eaves and trim may encroach into setbacks not more than 2 feet distance.

Except that for purposes of regulation of lots, building structures, and uses located within the shoreland area, setback shall also mean the nearest horizontal distance from the normal high-water line to the nearest part of a structure, road, parking space, or other regulated object or area. ....”





© 2010 J. J. Smith & Co.



# ITEM

## 10-135

To hold a Public Hearing to consider and act on the annual “blanket”  
Mass Gathering Permit for all fall events at Twin Brook.

## **MEMORANDUM**

To: William Shane, Town Manager

From: Tamara O'Donnell, Town Clerk

Re: Blanket Mass Gathering Permit for Twin Brook Facility

Date: September 16, 2010

I held a meeting at 3:00 p.m., on Tuesday, September 14, 2010, with Peter Bingham, Assistant Recreation Director, Public Services Director Chris Bolduc, Greely High School Athletic Director Mike Griffin, Fire Chief Dan Small, Deputy Fire Chief Nate Schools, and Police Chief Joe Charron.

I have reviewed in detail the requirements of the Mass Gathering Ordinance. As in the past, the application fee has been waived for the M.S.A.D. However, all additional town personnel required to staff these events will be reimbursed. There were two separate events that were discussed, and that will be covered under the Blanket Mass Gathering Permit. I will break each one down individually.

### **EVENT ONE**

#### **THE SOUTH WEST CLASSIC CROSS COUNTRY MEET**

The first event is The South West Classic Cross Country Meet. The event is being held on September 25, 2010. The following represents our mutual understanding:

- This event is sponsored by Greely High School, Western Maine Conference, and The Southern Maine Athletic Association.
- There will be approximately 500 to 600 runners. There will also be approximately another 800 spectators.
- The event will start at approximately 12:30 p.m. and end at approximately 5:00 p.m.
- This is a high school boys and girls cross country running event.
- The concession booth will be open and operated by the Greely Soccer Boosters.
- There will be 5 additional porta potties will be available during this event.
- There will be 2 police officers on duty for this event.
- There will be 10-12 adults assisting the police in directing traffic and parking. The first lot will be designated a school bus drop off/pick up, with the buses actually parking at the Greely Middle school.
- Refuse containers will be available at the site. Public Services Director Chris Bolduc stated that there are a sufficient number at the site now to handle this event. Event staff will monitor trash and empty as needed and at the close of the event. There will be a staff person from Public Services on site at this event.



- Cumberland EMS will be on site, with 2 staff members. There will also be 2 Certified Athletic trainers on site and a medical tent set up at the finish area.
- EMS/Park/Race Director will have direct communications via radio and/or cell phone. race personnel will have radio communications.
- Each school has designated a coach/race official or supervisor and a state representative will be on site.
- Contact person for this event will be Mike Griffin. He can be reached at 829-4809.
- Insurance certificate forthcoming.

## EVENT TWO

### THE GREELY HIGH SCHOOL, WESTEN MAINE CONFERENCE, & SOUTHERN MAINE ATHLETIC ASSOCIATION

The second event is The South West Classic Cross Country Meet. The event is being held on October 23, 2010. The following represents our mutual understanding:

- This event is sponsored by The Maine Principals Association (MPA).
- There will be approximately 500 to 600 runners. There will also be approximately another 800-1000 spectators.
- The event will start at approximately 8:00 a.m. and end at approximately 2:00 p.m.
- This is a high school boys and girls cross country races to qualify for state championship class A, B, & C (boys & girls).
- The concession booth will be open and operated by the Lions Club. The Lions Club will also be using the cart that they have.
- There will be 5 additional porta potties will be available during this event.
- There will be 2 police officers on duty for this event.
- There will be 10-12 adults assisting the police in directing traffic and parking. The first lot will be designated a school bus drop off/pick up, with the buses actually parking at the Greely Middle school.
- Refuse containers will be available at the site. Public Services Director Chris Bolduc stated that there are a sufficient number at the site now to handle this event. Event staff will monitor trash and empty as needed and at the close of the event. There will be a staff person from Public Services on site at this event.
- Cumberland EMS will be on site, with 2 staff members. There will also be 2 Certified Athletic trainers on site and a medical tent set up at the finish area.
- EMS/Park/Race Director will have direct communications via radio and/or cell phone. race personnel will have radio communications.
- Each school has designated a coach/race official or supervisor and a state representative will be on site.
- Contact person for this event is Jeff Sturgis. He can be reached at 1-800-244-0217
- Insurance certificate forthcoming.

I believe we have covered all areas related to the Mass Gathering. I appreciate the cooperation of all parties involved. I wish all participants success in their races. Thank you.

## TOWN OF CUMBERLAND

Publication Dates: 9-14-10  
Publication Names: Portland Press  
Date Filed: 9-14-10  
Fee Received: waived  
Date Ordinance Received: 9-14-10  
Issued: \_\_\_\_\_  
Denied: \_\_\_\_\_

### Mass Gathering Application-Minor Large Outdoor Event (500-4,999 persons)

This application **must be filed with the Town Clerk not less than 60 days** before the date of the event.  
Application must be accompanied by a non-refundable fee of **\$250.00**.

Name of Applicant: Greely HS/Western Maine Conf./Southern Maine Athletic Assoc.

Address of Applicant: 303 Main St. Cumberland 04021

Name of Event: South West Class Cross Country Meet

Facility where the event will be held: Twin Brook Rec Facility - Tuttle Rd.

Is the facility owned by the applicant: \_\_\_\_\_ yes; X no, (if no, attach a copy of the contract with  
The owner which allows use of property)

Name of promoter (if different from above): \_\_\_\_\_

Telephone number: 829-4809 Mike Griffin Greely Ath. Director

Date of Event: 9-25-10 Time (start and finish times): 12<sup>30</sup> - 5pm

Number of tickets available: \_\_\_\_\_

Expected attendance: 500-600 High School runners + 800+ spectators

Description of event: High School Boys + Girls Cross Country  
running event

Will any food vendors be serving at the event: X yes, \_\_\_\_\_ no, (if yes, how many, and  
what types) One primary vendor - Soccer Booster Group.  
Snacks, Drinks, Hot dog + Hamburgers

Will any alcohol vendors be serving at the event? \_\_\_\_\_ yes, X no (if yes, list name and attach  
A copy of the vendors license to sell alcohol, describe what alcohol will be served) \_\_\_\_\_



Describe the three most recent outdoor performances of the group, performer, or event being proposed. Include location, date(s), number in attendance, promoter or sponsoring person or organization.

1. Fall 2009\* - Oct 25 MPA Western Regional Cross Country Races

2. \_\_\_\_\_

3. \_\_\_\_\_

**Description of facility:**

TWINBROOK RECREATION FACILITY

\* Town Park staff will be on duty

A. Seating capacity: \_\_\_\_\_ permanent; \_\_\_\_\_ temporary

B. Other seating capacity: \_\_\_\_\_ festival; \_\_\_\_\_ standing room only (sq. ft.)

C. Number of toilets available: \_\_\_\_\_ permanent; \* 5 extra portable

D. Number of parking spaces available: X on-site; \_\_\_\_\_ off-site

\* 10-12 Adults will assist police in directing traffic + parking

E. Are all parking lots lighted (applicable only if event runs into evening hours): \_\_\_\_\_ yes; \_\_\_\_\_ no, if no, which lots are not lighted \_\_\_\_\_

\*\* First lot at Twin Brook design school bus drop/pickup - Buses park at Greely Me

F. Source of potable water: \_\_\_\_\_

G. Refuse containers available, number and size: \_\_\_\_\_

Coordinate with Park staff

H. Name of refuse disposal company (attach a copy of the agreement to pick up refuse)

Event staff will monitor and empty trash

I. When will refuse be picked up?

End of days event.

**Public Safety:**

J. Describe first aid facilities:

Cumberland EMS will be on duty  
Certified Athletic Trainer

K. Describe emergency facilities:

EMS on site + Medical Tent set up by finish area.

L. Describe communication facilities:

EMS / Park Personnel / Race Director will have direct communication capabilities (walkie talkies, cell phones). Race personnel will also have walkie talkies.

M. Number of certified police officers:

Two (2) - Cumberland Police Officers

N. Other security personnel (include company name and qualification):


Each school has sponsored Coach as Supervisor along with Race Director + Race officials

O. Describe fire personnel:

**Other:**

P. Name of liability insurance \_\_\_\_\_  
Amount of coverage \_\_\_\_\_; amount of property insurance \_\_\_\_\_

Q. Preferred type of performance guarantee (i.e. escrow account, irrevocable letter of credit)  
\_\_\_\_\_

  
Authorized Signature

On \_\_\_\_\_ (date), I received a copy of the Cumberland Mass Gathering Ordinance.

\_\_\_\_\_  
Authorized Signature

## TOWN OF CUMBERLAND

Publication Dates: 9-14-10  
Publication Names: Portland Press  
Date Filed: 9-14-10  
Fee Received: waived  
Date Ordinance Received: 9-14-10  
Issued: \_\_\_\_\_  
Denied: \_\_\_\_\_

### Mass Gathering Application-Minor Large Outdoor Event (500-4,999 persons)

This application **must be filed with the Town Clerk not less than 60 days** before the date of the event.  
Application must be accompanied by a non-refundable fee of **\$250.00**.

Name of Applicant: Maine Principle Association (MPA)  
Address of Applicant: 50 Industrial Dr. PO Box 2468 Augusta ME 04338  
Name of Event: MPA Western Maine Regional Cross Country Meet  
Facility where the event will be held: Twin Brook Recreation Facility - Tuttle Rd.

Is the facility owned by the applicant: \_\_\_\_\_ yes; X no, (if no, attach a copy of the contract with  
The owner which allows use of property)

Name of promoter (if different from above): \_\_\_\_\_

Telephone number: 1-800-244-0217 Jeff Sturgis

Date of Event: Sat. Oct 23 Time (start and finish times): 8AM - 2pm

Number of tickets available: \_\_\_\_\_

Expected attendance: 500-600 runners + 800-1000 spectators

Description of event: High school cross country races for to  
qualify for state championship Class ABC (Boys + Girls)

Will any food vendors be serving at the event: X yes, \_\_\_\_\_ no, (if yes, how many, and  
what types) Lions Club / snacks, drinks, grill items (hot dog, hamburgers)

Will any alcohol vendors be serving at the event? \_\_\_\_\_ yes, X no (if yes, list name and attach  
A copy of the vendors license to sell alcohol, describe what alcohol will be served) \_\_\_\_\_



Describe the three most recent outdoor performances of the group, performer, or event being proposed. Include location, date(s), number in attendance, promoter or sponsoring person or organization.

1. Annual event (3<sup>rd</sup> Saturday Oct) for past 12<sup>+</sup> years

2. \_\_\_\_\_

3. \_\_\_\_\_

**Description of facility:**

Twin Brook Rec. Facility

\* Town Park Staff will be on duty for event

A. Seating capacity: \_\_\_\_\_ permanent; \_\_\_\_\_ temporary

B. Other seating capacity: \_\_\_\_\_ festival; \_\_\_\_\_ standing room only (sq. ft.)

C. Number of toilets available: \_\_\_\_\_ permanent; X 5 extra portable

D. Number of parking spaces available: X on-site; \_\_\_\_\_ off-site

10-12 Adults will assist police in directing parking vehicles.

E. Are all parking lots lighted (applicable only if event runs into evening hours: \_\_\_\_\_ yes; \_\_\_\_\_ no, if no, which lots are not lighted \_\_\_\_\_)

F. Source of potable water: \_\_\_\_\_

G. Refuse containers available, number and size: Coordinate with Park/facility staff.

H. Name of refuse disposal company (attach a copy of the agreement to pick up refuse)  
Event staff will monitor & empty trash

I. When will refuse be picked up? End of days event.

**Public Safety:**

J. Describe first aid facilities: Cumberland EMS will be on duty  
2 certified Ath. Trainers

K. Describe emergency facilities: EMS on site + Medical Tent located  
at finish (area)

L. Describe communication facilities: EMS/Park/Race Director will have direct communication  
via radio and cell. Race personnel will have radio communications.

M. Number of certified police officers: (2) two Cumberland Police

N. Other security personnel (include company name and qualification): Each school has designate  
coach/Race official supervisors and State Rep will be on site

O. Describe fire personnel: \_\_\_\_\_

**Other:**

P. Name of liability insurance \_\_\_\_\_  
Amount of coverage \_\_\_\_\_; amount of property insurance \_\_\_\_\_

Q. Preferred type of performance guarantee (i.e. escrow account, irrevocable letter of credit)  
\_\_\_\_\_

  
Authorized Signature

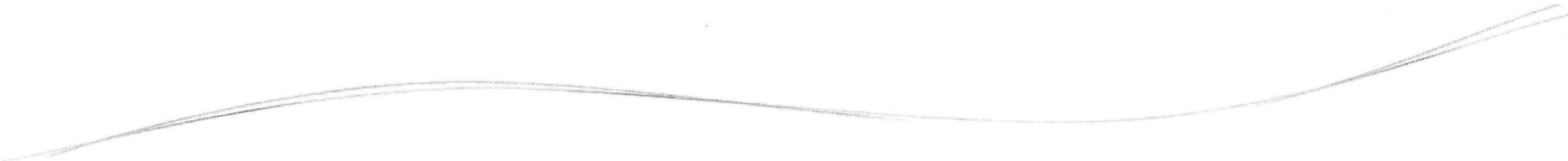
On \_\_\_\_\_ (date), I received a copy of the Cumberland Mass Gathering Ordinance.

\_\_\_\_\_  
Authorized Signature

# ITEM 10-136

To hold a Public Hearing to consider and act on the adoption of  
PACE Ordinance and authorization agreement.





# An Introduction to PACE Programs

Presented by  
Town of Cumberland  
Cool Cities Committee

## Advantages of a PACE initiative

- Majority of Cumberland CO2 Emissions are from homes, so this is a great opportunity to reduce these emissions
- Homeowners can save significant amount of money by investing in these home energy modifications
- Homeowners will see reduced heating and or electric bills for lifetime of home ownership
- Cumberland Cool Cities endorses this “no cost” program for Cumberland

2

## What is a PACE Program?

- Pace stands for Property Assessed Clean Energy
- A PACE program enables property owners to finance the cost home improvements that save energy
- The collateral for the loan is the property for which the improvements are made.
- The loan is completely separate from other mortgages, and is secondary to them.

## How did this happen?

- Maine designed their PACE program to make the loans subordinate to primary mortgages, thus avoiding the problems that other programs have faced nationally.
- Because of this difference, Maine received \$20 million from the ARRA to set up the revolving loan fund for the program
- Maine also created the Efficiency Maine Trust to run the program on a statewide level, freeing municipalities from the administrative burden.

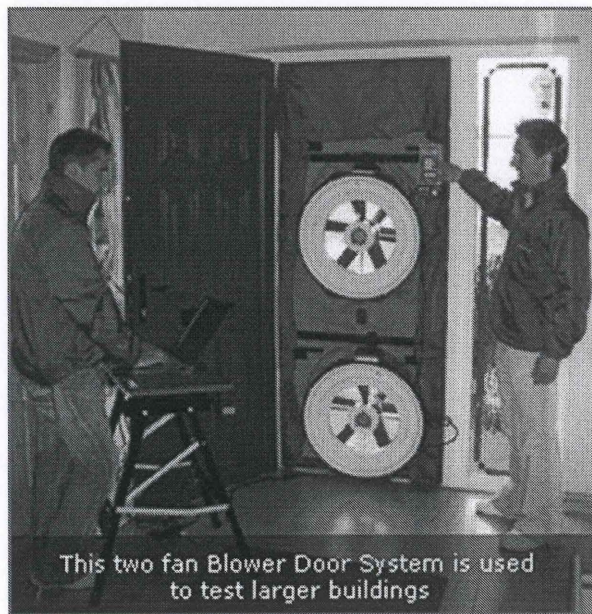
## Who can apply?

- Any property owner living in a town that has passed a PACE ordinance can apply
- Other restrictions include:
  - A debt-income ratio of less than 50%
  - Up to date on property taxes and sewer charges
  - No reverse mortgage
  - No existing liens, foreclosures or similar delinquencies



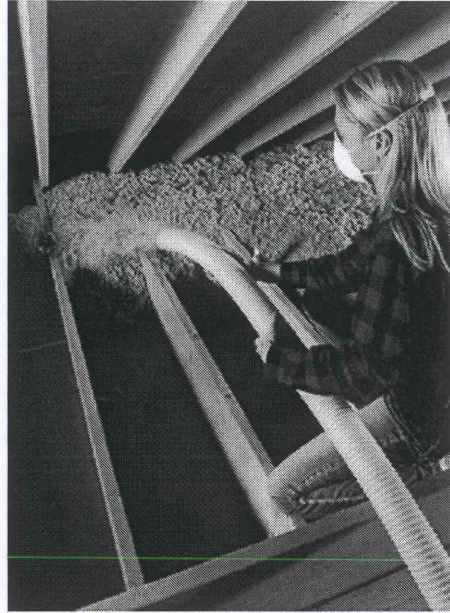
What kind of  
improvements are  
allowed?

Air  
Sealing



This two fan Blower Door System is used  
to test larger buildings

## Improved Insulation

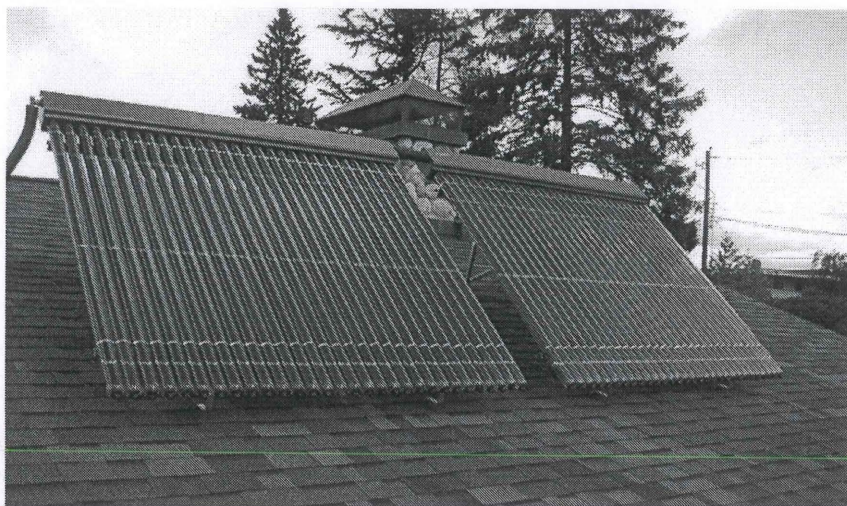


## Thermal Air Heating systems

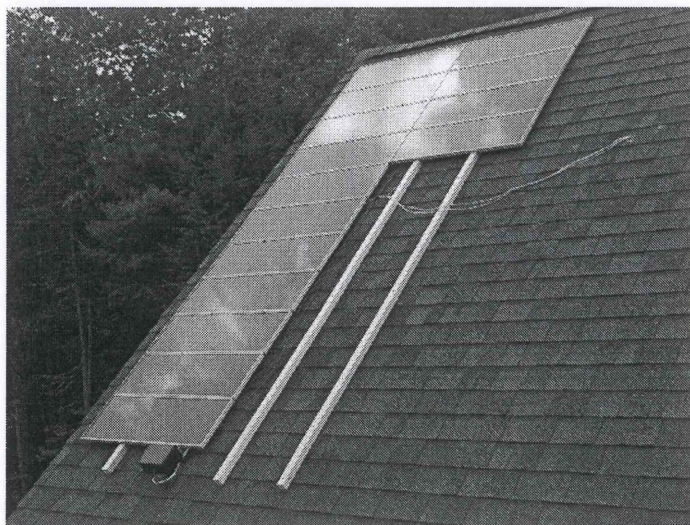




## Efficient Hot Water Heaters



## Photovoltaic Systems



11



## Geothermal, Pellet or Biomass Heating, Wind Energy systems



12

## Thermostats & Controllers



## What is the duration of a PACE Loan?

- The duration of a loan can vary, but it must be shorter than the expected useful life of the improvements
- In general, the term of the loans will be between 15 and 20 years

## Can Businesses Apply for a PACE Loan?

- At this time, there will not be funding provided by Efficiency Maine for a business PACE program.

## What is the likely interest rate?

- For 2010, rates are anticipated to be between 5 and 7 percent

## What happens to a loan upon sale of a property?

- The loan “runs with the property, not the person”
- For example, if a person were to do a 10 year, \$10,000 loan, and then sell the property after 5 years, the new owner would be responsible for the remaining 5 five years.

## Other Incentives

- \$3000.00 in Maine State Incentives and \$1500.00 in Federal incentives:  
[http://www.efficiencymaine.com/at-home/hesp\\_program](http://www.efficiencymaine.com/at-home/hesp_program)
- Otherwise there is a 30% Federal Tax Breaks for all qualifying Green Energy Projects up to December 31, 2010.



## **TOWN OF CUMBERLAND**

### **PROPERTY ASSESSED CLEAN ENERGY (PACE) ORDINANCE.**

#### **PREAMBLE**

WHEREAS, the 124<sup>th</sup> Maine Legislature has enacted Public Law 2009, Chapter 591, “An Act to Increase the Affordability of Clean Energy for Homeowners and Businesses,” also known as “the Property Assessed Clean Energy Act” or “the PACE Act”; and

WHEREAS, that Act authorizes a municipality that has adopted a Property Assessed Clean Energy (“PACE”) Ordinance to establish a PACE program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the Town, financed by funds awarded to the Efficiency Maine Trust under the Federal Energy Efficiency and Conservation Block Grant (EECBG) Program and by other funds available for this purpose, and to enter into a contract with the Trust to administer functions of its PACE program; and

WHEREAS, the Municipality wishes to establish a PACE program; and

NOW THEREFORE, the Municipality hereby enacts the following Ordinance:

#### **ARTICLE I - PURPOSE AND ENABLING LEGISLATION**

##### **§ XX-1 Purpose**

By and through this Chapter, the Town of Cumberland declares as its public purpose the establishment of a municipal program to enable its citizens to participate in a Property Assessed Clean Energy (“PACE”) program so that owners of qualifying property can access financing for energy saving improvements to their properties located in the town. The Town of Cumberland declares its purpose and the provisions of this Ordinance to be in conformity with federal and State laws.

##### **§ XX-2 Enabling Legislation**

The Town enacts this Ordinance pursuant to Public Law 2009, Chapter 591 of the 124<sup>th</sup> Maine State Legislature -- “An Act To Increase the Affordability of Clean Energy for Homeowners and Businesses,” also known as “the Property Assessed Clean Energy Act” or “the PACE Act” (codified at 35-A M.R.S.A. § 10151, *et seq.*).

## ARTICLE II - TITLE AND DEFINITIONS

### § XX-3 Title

This Ordinance shall be known and may be cited as “the Town of Cumberland Property Assessed Clean Energy (PACE) Ordinance” (the “Ordinance”).”

### § XX-4 Definitions

Except as specifically defined below, words and phrases used in this Ordinance shall have their customary meanings; as used in this Ordinance, the following words and phrases shall have the meanings indicated:

1. **Energy saving improvement.** “Energy saving improvement” means an improvement to qualifying property that is new and permanently affixed to qualifying property and that:
  - A. Will result in increased energy efficiency and substantially reduced energy use and:
    - (1) Meets or exceeds applicable United States Environmental Protection Agency and United States Department of Energy Energy Star program or similar energy efficiency standards established or approved by the Trust; or
    - (2) Involves air sealing, insulating, and other energy efficiency improvements of residential, commercial or industrial property in a manner approved by the Trust; or
  - B. Involves a renewable energy installation or an electric thermal storage system that meets or exceeds standards established or approved by the trust.
2. **Municipality.** “Municipality” shall mean the Town of Cumberland
3. **PACE agreement.** “Pace agreement” means an agreement between the owner of qualifying property and the Trust that authorizes the creation of a PACE mortgage on qualifying property and that is approved in writing by all owners of the qualifying property at the time of the agreement, other than mortgage holders.
4. **PACE assessment.** “PACE assessment” means an assessment made against qualifying property to repay a PACE loan.
5. **PACE district.** “Pace district” means the area within which the Municipality establishes a PACE program hereunder, which is all that area within the Municipality’s boundaries.

6. **PACE loan.** "PACE loan" means a loan, secured by a PACE mortgage, made to the owner(s) of a qualifying property pursuant to a PACE program to fund energy saving improvements.
7. **PACE mortgage.** "PACE mortgage" means a mortgage securing a loan made pursuant to a PACE program to fund energy saving improvements on qualifying property.
8. **PACE program.** "PACE program" means a program established under State statute by the Trust or a municipality under which property owners can finance energy savings improvements on qualifying property.
9. **Qualifying property.** "Qualifying property" means real property located in the PACE district of the Municipality.
10. **Renewable energy installation.** "Renewable energy installation" means a fixture, product, system, device or interacting group of devices installed behind the meter at a qualifying property, or on contiguous property under common ownership, that produces energy or heat from renewable sources, including, but not limited to, photovoltaic systems, solar thermal systems, biomass systems, landfill gas to energy systems, geothermal systems, wind systems, wood pellet systems and any other systems eligible for funding under federal Qualified Energy Conservation Bonds or federal Clean Renewable Energy Bonds.
11. **Trust.** "Trust" means the Efficiency Maine Trust established in 35-A M.R.S.A. § 10103 and/or its agent(s), if any.

### ARTICLE III - PACE PROGRAM

1. **Establishment; funding.** The Municipality hereby establishes a PACE program allowing owners of qualifying property located in the PACE district who so choose to access financing for energy saving improvements to their property through PACE loans administered by the Trust or its agent. PACE loan funds are available from the Trust in municipalities that 1) adopt a PACE Ordinance, 2) adopt and implement a local public outreach and education plan, 3) enter into a PACE administration contract with the Trust to establish the terms and conditions of the Trust's administration of the municipality's PACE program, and 4) agree to assist and cooperate with the Trust in its administration of the municipality's PACE program.
2. **Amendment to PACE program.** In addition, the Municipality may from time to time amend this Ordinance to use any other funding sources made available to it or appropriated by it for the express purpose of its PACE program, and the Municipality shall be responsible for administration of loans made from those other funding sources.



## **ARTICLE IV – CONFORMITY WITH THE REQUIREMENTS OF THE TRUST**

**1. Standards adopted; Rules promulgated; model documents.** If the Trust adopts standards, promulgates rules, or establishes model documents subsequent to the Municipality's adoption of this Ordinance and those standards, rules or model documents substantially conflict with this Ordinance, the Municipality shall take necessary steps to conform this Ordinance and its PACE program to those standards, rules, or model documents.

## **ARTICLE VI – PROGRAM ADMINISTRATION; MUNICIPAL LIABILITY**

### **1. Program Administration**

**A. PACE Administration Contract.** Pursuant to 35-A M.R.S.A. §10154(2)(A)(2) and (B), the Municipality will enter into a PACE administration contract with the Trust to administer the functions of the PACE program for the Municipality. The PACE administration contract with the Trust will establish the administration of the PACE program including, without limitation, that:

- i. the Trust will enter into PACE agreements with owners of qualifying property in the Municipality's PACE district;
- ii. the Trust, or its agent, will create and record a Notice of the PACE agreement in the appropriate County Registry of Deeds to create a PACE mortgage;
- iii. the Trust, or its agent, will disburse the PACE loan to the property owner;
- iv. the Trust, or its agent, will send PACE assessment statements with payment deadlines to the property owner;
- v. the Trust, or its agent, will be responsible for collection of the PACE assessments;
- vi. the Trust, or its agent, will record any lien, if needed, due to nonpayment of the assessment;
- vii. the Municipality, or the Trust or its agent on behalf of the Municipality, promptly shall record the discharges of PACE mortgages upon full payment of the PACE loan.

**B. Adoption of Education and Outreach Program.** In conjunction with adopting this Ordinance, the Municipality shall adopt and implement an education and outreach program so that citizens of the Municipality are made aware of

home energy saving opportunities, including the opportunity to finance energy saving improvements with a PACE loan.

**C. Assistance and Cooperation.** The Municipality will assist and cooperate with the Trust in its administration of the Municipality's PACE program.

**D. Assessments Not a Tax.** PACE assessments do not constitute a tax but may be assessed and collected by the Trust in any manner determined by the Trust and consistent with applicable law.

**2. Liability of Municipal Officials; Liability of Municipality**

**A.** Notwithstanding any other provision of law to the contrary, municipal officers and municipal officials, including, without limitation, tax assessors and tax collectors, are not personally liable to the Trust or to any other person for claims, of whatever kind or nature, under or related to a PACE program, including, without limitation, claims for or related to uncollected PACE assessments.

**B.** Other than the fulfillment of its obligations specified in a PACE administration contract with the Trust entered into under Article VI, §1(A) above, a municipality has no liability to a property owner for or related to energy savings improvements financed under a PACE program.

**Town Meeting/City or Town Council Question:**

Shall the \_\_\_\_\_ City Council/Town Council/Town of \_\_\_\_\_ enter into a "Property Assessed Clean Energy (PACE) Program Agreement" with the Efficiency Maine Trust and authorize the City/Town Manager to sign the same?

**PROPERTY ASSESSED CLEAN ENERGY (PACE) ADMINISTRATION CONTRACT**

THIS Property Assessed Clean Energy (PACE) Administration Contract (the "Contract") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, a municipal corporation duly organized and existing under the laws of the State of Maine whose mailing address is \_\_\_\_\_, \_\_\_\_\_ (the "**Municipality**") and the **Efficiency Maine Trust**, a legal entity and instrumentality of and a body corporate and politic under the laws of the State of Maine (the "**Trust**"). The foregoing also are referred to herein collectively as the "**Parties**" or singly as "**Party**."

WHEREAS, the 124<sup>th</sup> Maine Legislature has enacted Public Law 2009, Chapter 591, "An Act to Increase the Affordability of Clean Energy for Homeowners and Businesses," also known as "the Property Assessed Clean Energy Act" or "the PACE Act"; and

WHEREAS, that Act authorizes a municipality that has adopted a Property Assessed Clean Energy ("PACE") Ordinance to establish a PACE Program, so that owners of qualifying property can access financing for energy saving improvements to their properties located in the municipality; financed by funds awarded to the Efficiency Maine Trust under the Federal Energy Efficiency and Conservation Block Grant (EECBG) Program and by other funds available for this purpose, and to enter into a contract with the Trust to administer functions of its PACE Program; and

WHEREAS, the Municipality has adopted a PACE Ordinance; and

WHEREAS, the Parties wish to establish their respective responsibilities in the administration of the PACE Program.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the covenants and conditions set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:



1. DEFINITIONS. Capitalized terms used in this Contract shall have the meanings given them in 35-A M.R.S.A. §10153 unless otherwise specified herein. In addition, these terms are defined as follows:

1.1. PACE agreement. "Pace Agreement" means an agreement between the owner of qualifying property and the Trust that authorizes the creation of a PACE Mortgage on qualifying property and that is approved in writing by all owners of the qualifying property at the time of the agreement, other than mortgage holders.

1.2. PACE District. "PACE District" means the area within which the Municipality establishes a PACE Program under this Contract, which is all of that area within the Municipality's boundaries.

1.3. PACE Loan. "PACE Loan" means a loan made to the owner(s) of a Qualifying Property for an Energy Saving Improvement.

2. TRUST'S RESPONSIBILITIES. The Trust shall, itself or through its authorized agents:

2.1. Administration. Administer the functions of a PACE Program which administration shall include, without limitation:

A. the Trust will enter into PACE Agreements with owners of Qualifying Property in the Municipality's PACE District;

B. the Trust, or its agent, will create and record a Notice of the PACE Agreement in the appropriate County Registry of Deeds to create a PACE Mortgage;

C. the Trust, or its agent, will disburse the PACE Loan to the property owner;

D. the Trust, or its agent, will send PACE Assessment statements with payment deadlines to the property owners;

E. the Trust, or its agent, will be responsible for collection of the PACE Assessments;

F. the Trust, or its agent, will record any lien, if needed, due to nonpayment of the PACE Assessment;

G. the Trust or its agent, promptly shall record the discharge of a PACE mortgage upon full payment of the PACE loan;

H. the Trust, or its agent, will be responsible for management of federal grant funds; and

I. the Trust, or its agent, will ensure the collection of data required to quantify carbon savings and to facilitate access to and eligibility for voluntary

carbon markets, for federal grants for energy efficiency and for other incentive programs that support Energy Saving Improvements.

2.2. Terms and Conditions. Pursuant to 35-A M.R.S.A. §10154, the Trust may establish terms and conditions under which municipalities and property owners may participate in a PACE Program established thereunder, and the Parties agree that they, the PACE Program hereunder and this Contract are subject to those terms and conditions as amended from time-to-time.

### 3. MUNICIPALITY'S RESPONSIBILITIES.

3.1. Education and Outreach Programs. The Municipality agrees to adopt and implement an education and outreach program so that owners of property in the Municipality are made aware of home energy saving opportunities, including the opportunity to finance Energy Saving Improvements with a PACE Loan.

3.2. Conformity with Home Energy Savings Program. The Municipality agrees to conform its PACE Program to the requirements contained in the Home Energy Savings Program.

3.3. Acceptance and Disbursement of Funds. The Municipality agrees to accept PACE funds from the Trust and to disburse PACE funds back to the Trust as needed to satisfy the conditions of the federal grants and to allow the Trust to fund and administer a uniform system of municipal PACE Programs throughout the State.

3.4. Assistance and Cooperation. The Municipality agrees to cooperate with the Trust in the administration of the Municipality's PACE Program, including but not limited to, providing information about applicant properties including property tax payment and lien status, taxable value of residential properties in town, and providing reasonable and necessary aid to the Trust for required data collection, recordkeeping and reporting functions relative to the PACE Program in the PACE District, and providing reasonable and necessary support to the Trust's PACE loan, PACE Assessment, and billing and collection functions.

3.5. Conformity. If standards or rules and regulations are adopted by any State or federal agency subsequent to the Municipality's adoption of a PACE Ordinance or participation in a PACE Program and those standards or rules and regulations substantially conflict with the Municipality's manner of participation in the PACE Program, the Municipality, should it desire to continue its participation in the PACE Program, will be required to take necessary steps to conform its participation to those standards or rules and regulations.

### 4. TERM.

4.1. This Contract is for a period of three (3) years and shall automatically be renewed for additional periods of three (3) years unless either Party provides the other with ninety (90) days' advance written notice of intent not to renew this Contract.

### 5. TERMINATION.

5.1. Either Party may terminate this Contract for convenience by providing the other with ninety (90) days' advance written notice of termination. On and after the date of termination, the Municipality no longer will have a PACE Program administered by the Trust except for those PACE Loans already secured by PACE Mortgages as of the date of termination.

## 6. LIABILITY.

6.1. Notwithstanding any other provision of law to the contrary, municipal officers and municipal officials, including, without limitation, tax assessors and tax collectors, are not personally liable to the Trust or to any other person for claims, of whatever kind or nature, under or related to a PACE Program established under this Contract, including, without limitation, claims for or related to uncollected PACE Assessments.

6.2. Other than the fulfillment of its obligations specified in a PACE Agreement, the Municipality has no liability to a property owner for or related to Energy Saving Improvements financed under a PACE Program.

## 7. MISCELLANEOUS PROVISIONS

7.1 Notices. All notices, demands or other communications made pursuant to this Contract shall be in writing and shall be sent by (i) registered or certified United States mail, postage prepaid, (ii) by overnight courier, or (iii) by facsimile. Such notice shall be deemed effective upon delivery addressed as follows:

To the Municipality:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the Trust:

Efficiency Maine Trust  
101 Second Street  
Hallowell, ME 04347  
Attention: \_\_\_\_\_

7.2 Entire Agreement, Modifications. This Contract constitutes the entire agreement of the Parties, and neither Party shall be bound by any statement or representation not contained herein. Except as provided herein, this Contract cannot be changed, amended or modified, except by another agreement in writing signed by all Parties hereto or by their respective successors in interest.

7.3 Headings. The section headings contained herein are for convenience of reference only and are not intended to define, limit, or describe the scope or interest of any provisions of this Contract.



7.4 Severability. If any section, term, covenant, or condition of this Contract or the application thereto to any person or circumstances shall, to any extent be illegal, invalid or unenforceable because of judicial construction, the remaining sections, terms, covenants, and conditions of this Contract, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each section, term, covenant, or condition of this Contract shall be valid and be enforced to the fullest extent permitted by Law.

7.5 Governing Law, Remedies. This Contract shall be governed by and construed in accordance with the laws of the State of Maine. Except as otherwise agreed by the Parties in writing, all disputes, claims, counterclaims and other matters in question between the Municipality and the Trust arising out of or relating to this Contract shall be decided by a Maine court of competent jurisdiction.

7.6 Assignment; Successors and Assigns. This Contract may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably conditioned, delayed or withheld. This Contract shall benefit and be binding upon the Parties hereto and their respective permitted successors and assigns.

7.7 Non-Waiver. Except as expressly provided in this Contract, the failure or waiver, or successive failures or waivers on the part of either Party hereto, in the enforcement of any paragraph or provision of this Agreement shall not render the same invalid nor impair the right of either Party hereto, its successors or Contract permitted assigns, to enforce the same in the event of any subsequent breach thereof.

IN WITNESS WHEREOF, the Parties hereto have caused this Property Assessed Clean Energy (PACE) Administration Contract, to be executed by their duly authorized representatives as of the date first set forth above.

MUNICIPALITY

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Its: \_\_\_\_\_ (Title)

EFFICIENCY MAINE TRUST

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
Its: \_\_\_\_\_ (Title)

# ITEM

# 10-137

To hold a Public Hearing to consider and act on authorizing the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.



09/13/2010 16:20  
todonnell

TOWN OF CUMBERLAND  
CUSTOMER STATEMENT

PG 1  
arcidstm

CURRENT OWNER:  
LANDRUM LINDA M  
MARR ARTHUR P  
52 SARGENT STREET  
WESTBROOK ME 04092

CUSTOMER ID: 101756

INTEREST DATE: 06/01/2006

YEAR	TYPE	CHARGE	BILLED	PRIN DUE	INT/COST	TOTAL DUE
2011	RE-R 1	REAL ESTAT	55.85	55.85	.00	55.85
2011	RE-R 2	REAL ESTAT	55.84	55.84	.00	55.84
BILL# 20111651			111.69	111.69	.00	111.69
2010	TL-R 1	REAL ESTAT	106.22	106.22	.00	106.22
	1	CERTIFIED	5.54	5.54	.00	5.54
	1	NOTFEE	3.00	3.00	.00	3.00
	1	LNFEED	9.00	9.00	.00	9.00
	1	REGFEE	26.00	26.00	.00	26.00
	1	COLLECTORS	1.00	1.00	.00	1.00
	1	TAX LIEN I	4.81	4.81	.00	4.81
BILL# 20106064			155.57	155.57	.00	155.57
2009	TL-R 1	REAL ESTAT	102.20	102.20	.00	102.20
	1	CERTIFIED	5.44	5.44	.00	5.44
	1	NOTFEE	3.00	3.00	.00	3.00
	1	REGFEE	26.00	26.00	.00	26.00
	1	COLLECTORS	1.00	1.00	.00	1.00
	1	LNFEED	9.00	9.00	.00	9.00
	1	CERTIFIED	5.54	5.54	.00	5.54
	1	NOTFEE	3.00	3.00	.00	3.00
	1	TAX LIEN I	5.62	5.62	.00	5.62
BILL# 20096070			160.80	160.80	.00	160.80
2008	TL-R 1	REAL ESTAT	106.92	106.92	.00	106.92
	1	CERTIFIED	5.32	5.32	.00	5.32
	1	NOTFEE	3.00	3.00	.00	3.00
	1	COLLECTORS	1.00	1.00	.00	1.00
	1	LNFEED	9.00	9.00	.00	9.00
	1	REGFEE	26.00	26.00	.00	26.00
	1	TAX LIEN I	6.44	6.44	.00	6.44
BILL# 20080062			157.68	157.68	.00	157.68
2007	TL-R 1	REAL ESTAT	104.76	104.76	.00	104.76
	1	CERTML	5.21	5.21	.00	5.21
	1	COLFEE	1.00	1.00	.00	1.00
	1	LNFEED	9.00	9.00	.00	9.00
	1	NOTFEE	3.00	3.00	.00	3.00
	1	REGFEE	26.00	26.00	.00	26.00
	1	TLNINT	5.70	5.70	.00	5.70
BILL# 20075068			154.67	154.67	.00	154.67



09/13/2010 16:20  
todonnell

TOWN OF CUMBERLAND  
CUSTOMER STATEMENT

PG 2  
arcidstm

YEAR	TYPE	CHARGE	BILLED	PRIN DUE	INT/COST	TOTAL DUE
2006	TL-R 1	REAL ESTAT	101.52	101.52	.00	101.52
	1	CERTIFIED	4.42	4.42	.00	4.42
	1	TAX COLLEC	3.00	3.00	.00	3.00
	1	COLLECTORS	1.00	1.00	.00	1.00
	1	REGISTRY	20.00	20.00	.00	20.00
	1	ADDITIONAL	9.00	9.00	.00	9.00
	1	TAX LIEN	3.91	3.91	.00	3.91
	1st	INST. TOTAL	142.85	142.85	.00	142.85
	BILL#	2006077	142.85	142.85	.00	142.85
		GRAND TOTALS	883.26	883.26	.00	883.26

\*\* END OF REPORT - Generated by Tammy Odonnell \*\*

**Vision ID: 3481**

MAP ID: U22/ 65/A / /

Bldg Name:

State Use: 1320

**Account # L0016R**

**Bldg #:** 1 of 1

Sec #: 1 of 1 Card 1 of 1

Print Date: 09/13/2010 15:26

[illegible]

Property Location: 43 FOREST LANE

MAP ID: U22/ 65/A / /

Bldg Name:

State Use: 1320

Vision ID: 3481

Account #L0016R

Bldg #: 1 of 1

Sec #: 1 of 1 Card 1 of 1

Print Date: 09/13/2010 15:26

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch. Description	Element	Cd.	Ch. Description						
Model	00	Vacant									
MIXED USE											
Code	Description		Percentage								
1320	RES ACLNUD		100								
COST/MARKET VALUATION											
Adj. Base Rate:		0.00									
Section. RCN:		0									
Net Other Adj:		0.00									
Replace Cost		0									
AYB											
EYB		0									
Dep Code											
Remodel Rating											
Year Remodeled											
Dep %											
Functional ObsInc											
External ObsInc											
Cost Trend Factor		1									
Status											
% Complete											
Overall % Cond											
Apprais Val											
Dep % Ovr		0									
Dep Ovr Comment											
Misc Imp Ovr		0									
Misc Imp Ovr Comment											
Cost to Cure Ovr		0									
Cost to Cure Ovr Comment											
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)											
Code	Description	Sub	Sub Descript	L/B Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
BUILDING SUB-AREA SUMMARY SECTION											
Code	Description	Living Area		Gross Area	Eff. Area	Unit Cost	Undeprec. Value				

No Photo On Record



Windham





# NEW BUSINESS



# M E M O R A N D U M

TOWN OF CUMBERLAND, MAINE  
290 TUTTLE ROAD  
CUMBERLAND, MAINE 04021  
TEL: 207-829-2205 FAX: 829-2224

**To:** Town Council  
**From:** William R. Shane, Town Manager *was*  
**Date:** September 21, 2010  
**Re:** Documents sent to North Yarmouth - Library

---

This information was requested by North Yarmouth. I would suggest you all review the reports at your convenience. It certainly supports the present funding of services.



**Prince Memorial Library  
Services to North Yarmouth:  
A Report**

Submitted by  
Thomas C. Bennett  
Library Director  
September 9, 2010

**Prince Memorial Library: North Yarmouth Statistics**

**Prince Memorial Library:  
North Yarmouth Statistics**

	# Patrons	# Cumb.	% Cumb.	# NY	% NY	Cumb. Circ.	Cumb. %	NY Circ.	NY %
<b>FY2004-05</b>	8,964	6,454	71.9%	2,306	25.8%	52,670	71.3%	18,398	24.9%
<b>FY2005-06</b>	8,109	5,639	69.4%	2,376	29.3%	52,749	70.9%	18,501	24.9%
<b>FY2006-07</b>	8,170	5,653	69.2%	2,397	29.3%	50,578	71.4%	16,635	23.5%
<b>FY2007-08</b>	8,605	5,958	69.2%	2,516	29.2%	51,645	72.2%	17,563	24.6%
<b>FY2008-09</b>	8,559	5,930	69.3%	2,543	29.7%	56,211	72.1%	18,824	24.1%
<b>FY2009-10</b>	8,982	6,216	69.2%	2,668	29.7%	58,753	72.1%	19,904	24.4%

- Between January 1, 2009, and August 31, 2010, 1,076 North Yarmouth residents borrowed materials from Prince Memorial Library. During the same period, 2,741 Cumberland residents borrowed materials. If we use the patron count of FY2009-10 for the period of January 1, 2009, through August 31, 2010, then 40.3% of North Yarmouth cardholders and 44.1% of Cumberland cardholders borrowed materials during that time period
- Many parents put all of their materials on one card, even though their children have cards of their own
- The library does not track circulation of paperback books, magazines or school summer reading materials, nor does it track by town computer usage, adult programming attendance, reference services and meeting room use
- The State of Maine no longer mails tax forms in bulk to the library; increasingly, the library prints out forms for those needing them or assists individuals in doing them online
- The 2010 Summer Reading Program had a total of 392 registrants. 127 listed North Yarmouth addresses, while 247 listed Cumberland addresses. Three were non-residents, and 15 did not give an address. 34% of the Cumberland and North Yarmouth residents who listed their address were from North Yarmouth; if that percentage holds true for all registrants that means 132 North Yarmouth residents took part in the Summer Reading Program
- Throughout FY2009-10, 587 children visited the library for the weekly Story Time, Toddler Time, Lap Sit and nursery school programs. In addition, Youth Services Librarian Jan Hamilton visited local schools and nursery schools, where she met with roughly 1,300 children. During the year, there were eight special children's programs that drew 454 children and 117 adults. If the North Yarmouth participation rate of 34% from the 2010 Summer Reading Program holds true for all children's programming, 835 North Yarmouth residents benefited from FY2009-10 children's programming

## Prince Memorial Library: North Yarmouth Statistics

- According to the Maine State Library's Library Use Value Calculator (<http://www.maine.gov/msl/services/calculator.htm>), the materials circulated by North Yarmouth residents in FY2009-10 would have cost approximately \$255,156 if purchased. This amount does not factor in materials used in the library and non-catalogued materials (e.g., paperback books, magazines and school summer reading materials)

## Programs in North Yarmouth

February 2005: Mr. Phil & Co. (magic) at Westcustogo Hall; 235 in attendance  
February 2006: Ed Morris (magic) at Westcustogo Hall; 198 children in attendance  
February 2007: Peter Boie (magic) at Westcustogo Hall; 115 children in attendance  
February 2008: The Amazing Lou (magic) at Westcustogo Hall; 156 children in attendance  
February 2009: Jackson Gilman (music, magic) at Westcustogo Hall; 170 children in attendance  
April 2010: Martha Dana puppet show at Westcustogo Hall; 137 children in attendance

## Projects

In 2003, Prince Memorial Library provided North Yarmouth resident Betty Robinson with space, a computer, technological assistance and supplies so she could compile the vital records from the North Yarmouth town reports. The library also secured the interest of Picton Press, the Maine publisher of vital records and other books of interest to genealogists. Prior to publication, Prince Memorial Library offered the volume to the North Yarmouth Historical Society, which could have done a pre-publication deal that would have netted NYHS between \$8 and \$10 on each volume it sold. NYHS declined the offer. *Vital records from town reports of North Yarmouth, Maine: 1893-1963* was published by Picton in October 2004. Prince Memorial Library secured free copies of the book for the North Yarmouth Town Hall.

In June 2009, the Maine Historical Society (MHS) announced that Cumberland and North Yarmouth had been chosen to participate in the Maine Community Heritage Project, a two-year partnership between MHS and the Maine State Library that promotes collaboration between local schools, historical societies, and public libraries through the exploration and celebration of local history. Prince Memorial Library acted as the team leader for the Cumberland-North Yarmouth Team, consisting of the Cumberland and North Yarmouth historical societies, Skyline Farm, Greely Middle School and the towns of Cumberland and North Yarmouth. One of the stipulations of the grant program was the team leader of all teams had to be a town library, meaning that the towns participating (to date only 17 statewide) had to have a local library. North Yarmouth would not have been able to participate in MCHP without Prince Memorial Library.

The direct financial benefit of participating in MCHP to NYHS was \$1,365.64 in supplies and reimbursements. The benefit to Skyline was \$1,998.84. In addition, the library was able to purchase an LCD projector, a video camera and a digital recorder for use by community organizations. Since the end of the grant project in July, both NYHS and Skyline Farm have borrowed these items.

The other benefits to communities of participating in MCHP are incalculable.



## Prince Memorial Library: North Yarmouth Statistics

### Comparisons

For comparison purposes, Prince Memorial Library was compared to libraries with operating expenditures of approximately \$138,729, which is the amount North Yarmouth contributed to Prince Memorial Library's FY2009-10 appropriation. All statistics used came from the 2009 Maine Public Library Statistics (<http://www.maine.gov/msl/libs/statistics/index.htm>). The comparison was made to demonstrate what North Yarmouth might have received in services if funding a standalone library in an existing facility for the amount the town paid to fund Prince Memorial Library.

**Table 5** compares total paid employees, total librarians, librarians with an ALA-MLS (Master's in Library Science from an American Library Association accredited program) and all other paid staff. Prince has two ALA-MLS librarians, although they are represented as 1.55 due to their working 31 hours per week. This is the highest among the group; in addition, Prince Memorial Library has three other individuals with Master's degrees.

<b>Table 5: Public Libraries in Maine by Type of Total Paid Employees 2009</b>					
<b>Library Name</b>	<b>Total Paid EEs</b>	<b>Total Libs.</b>	<b>ALA-MLS</b>	<b>All Other Paid Staff</b>	<b>Percent of Total Librarians with ALA-MLS Degrees</b>
Naples Public Library	2.50	1.75	0.00	0.75	0.00%
Prince Memorial Library	4.65	2.88	1.55	1.77	50.00%
Skowhegan Public Library	3.05	2.75	1.00	0.30	40.00%
Thomaston Public Library	3.16	3.16	0.88	0.00	30.00%
Witherle Memorial Library	4.00	1.00	1.00	3.00	100.00%

**Table 9** details expenditures. Prince has the second lowest level of per capita total operating expenditures.

<b>Table 9: Amount and Percent of Expenditures of Public Libraries in Maine by Category of Expenditures: 2009</b>					
<b>Library Name</b>	<b>Dollars</b>				<b>Per Capita</b>
	<b>Total Operating Expenditures</b>	<b>Total Staff Expenditures</b>	<b>Total Collection Expenditures</b>	<b>Other Operating Expenditures</b>	<b>Total Operating Expenditures</b>
Naples Public Library	141,645	68,086	20,059	53,500	38.71
Prince Memorial Library	371,322	298,899	30,425	41,998	33.37
Skowhegan Public Library	137,481	106,381	9,350	21,750	15.84
Thomaston Public Library	139,535	36,535	100,000	3,000	38.17
Witherle Memorial Library	138,900	96,890	16,500	25,510	95.33

**Prince Memorial Library: North Yarmouth Statistics**

**Table 12** looks at annual public service hours. Prince is open the most hours per year of the group, and opens earlier and closes later more frequently than the other libraries.

<b>Table 12: Public Libraries in Maine by Total Public Service Hours Per Year: 2009</b>		
<b>Library Name</b>	<b>Total Population of Legal Service Area</b>	<b>Public Service Hours Per Year</b>
Naples Public Library	3,659	1,404
Prince Memorial Library	11,126	2,366
Skowhegan Public Library	8,679	2,260
Thomaston Public Library	3,656	1,976
Witherle Memorial Library	1,457	1,773

**Table 14** examines circulation. Prince's total circulation per capita is second lowest in the group, but its circulation of children's materials per capita is second highest.

<b>Table 14: Circulation and Interlibrary Loans of Public Libraries and their Per Capitas in Maine: 2009</b>				
<b>Library Name</b>	<b>Number</b>		<b>Per Capita</b>	
	<b>Total Circulation</b>	<b>Circulation of Children's Materials</b>	<b>Total Circulation</b>	<b>Circulation of Children's Materials</b>
Naples Public Library	36,780	16,457	10.05	4.50
Prince Memorial Library	77,997	41,424	7.01	3.72
Skowhegan Public Library	39,670	15,696	4.57	1.81
Thomaston Public Library	28,961	8,150	7.92	2.23
Witherle Memorial Library	24,001	2,416	16.47	1.66

**Table 17** shows print materials and expenditures. Prince has the largest collection of materials at 47,636 (now at 51,000 volumes) and subscribes to the highest number of magazines and newspapers. Print materials expenditures are second highest, after Thomaston's amazingly high figure.

<b>Table 17: Print Materials and Expenditures of Public Libraries in Maine : 2009</b>			
<b>Library Name</b>	<b>Print Materials</b>	<b>Current Print Serial Subscriptions</b>	<b>Print Materials Expenditures</b>
Naples Public Library	38,990	51	17,759
Prince Memorial Library	47,636	105	25,117
Skowhegan Public Library	23,215	17	8,350



### Prince Memorial Library: North Yarmouth Statistics

Thomaston Public Library	21,570	40	80,000
Witherle Memorial Library	11,088	30	12,500

### Operating Hours of the Libraries

#### Naples

- Hours: Tue: 10-7, Wed: 2-7, Thu: 10-7, Sat: 9-1
- Summer Hours: Tue: 10-7, Wed: 2-7, Thu: 10-7, Fri: 10-2, Sat: 9-1

#### Prince Memorial Library

- Hours: Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-2
- Summer Hours: same except Sat: 9-12

#### Skowhegan

- Hours: Mon: 10-6, Tue: 10-6, Wed: 10-6, Thu: 10-6, Fri: 10-2
- Summer Hours: same

#### Thomaston

- Hours: Mon: 11-7, Tue: 11-5, Wed: 11-7, Thu: 11-5, Fri: 11-5, Sat: 11-3
- Summer Hours: same

#### Witherle

- Hours: Mon: 11-8, Tue: 11-5, Wed: 11-5, Thu: 11-5, Fri: 11-5, Sat: 11-2
- Summer Hours: same

### Space

Naples: approximately 7,976 sq. feet

Prince Memorial Library: approximately 14,000 sq. feet

Skowhegan: approximately 4,000 sq. feet

Thomaston: approximately 5,500 sq. feet

Witherle: approximately 2,000 sq. feet

### Value of Maine Libraries

Every local dollar spent on libraries in Maine returned \$5.66 in value



## Prince Memorial Library: North Yarmouth Statistics

### Libraries and the Internet

- 75% of job seekers use the Internet
- Nearly four million jobs are posted online
- In 2008, the State of Maine processed nearly two million online transactions
- 78% of libraries in rural areas provide the only free Internet access in their communities
- Prince Memorial Library's eight public Internet computers and two wireless hubs provide free high-speed Internet service to users, and are constantly in use.

All statistics from:

- Prince Memorial Library Annual Report, FY2005-06 through FY2009-10
- 2009 Maine Public Library Statistics  
(<http://www.maine.gov/msl/libs/statistics/index.htm>)
- Maine State Library Library Use Value Calculator  
(<http://www.maine.gov/msl/services/calculator.htm>)
- Maine Public Libraries Snapshot 2009 (Maine State Library)
- Individual libraries

**APPENDIX A:**

**Prince Memorial Library Annual Report**

**FY2005-06 through FY2009-10**

Prince Memorial Library  
FY2005-06 Annual Report

Prince Memorial Library ended FY2006 with 8,109 patrons, a decrease of 855 patrons, or 9.54 percent, from FY2005. A much needed purging of the patron database of individuals and families who no longer reside in the two towns is the reason behind the drop in cardholder numbers. Cumberland residents comprise 69.4 percent of cardholders, while North Yarmouth residents make up 29.3 percent of the total. Employees of the towns of Cumberland and North Yarmouth, individuals working in the two towns and non-residents account for the remaining library users.

The library registered 49,227 patron visits during the year, or an average of 206 for each day it was open to the public. Total circulation of catalogued library materials (including all materials except periodicals) was 74,385, an increase of 0.63 percent over the previous year's circulation total of 73,916. Cumberland residents borrowed 52,749 materials, or 70.9 percent of total materials circulated, while North Yarmouth residents circulated 18,501 materials, or 24.9 percent of the total. July was the month with the highest total circulation, followed by June and August. December and May had the lowest circulation totals for the year. The highest circulating material categories were juvenile books, adult fiction, and adult non-fiction. The largest circulation increase occurred among large print books. The library's collection of books, videos and audiotapes now totals 46,795.

Reference Librarian Elizabeth Tarasevich rejoined Prince Memorial Library at the beginning of FY2006. She had previously worked at the library in 2000 and 2001, and patrons and staff alike are pleased to have her back. In addition to her reference and book selection duties, Elizabeth teaches the ever popular Seniors Online classes and facilitates the library's book club. The book club was attended by 151 individuals over ten monthly meetings, while 51 people were instructed in the use of email and the Internet. Other adult programming included lectures on gardening, financial planning, and training for a marathon, which drew a total of 30 people.

Youth Services Librarian Jan Hamilton had a number of successful programs throughout the year. A total of 369 children participated in *Dragons, Dreams and Daring Deeds*, the 2005 Summer Reading program, up from 346 participants in 2004. Nineteen young adults took part in the program by acting as volunteer Jesters, with each Jester contributing two or more hours per week during the six-week program. The program kick-off event on June 21, during which 601 people visited the library, featured a knight in full regalia and a Japanese program and craft session. Numerous special events took place during the Summer Reading program, including Dragon, Royalty, Arts and Royal Dramatic story programs; a Cinderella Shoe Craft; a Royal Jewels craft program; a Harry Potter Game Night; a Duct Tape Art Program; the Final Celebration with Alex the Jester; and two program ending parties, the Southern Maine Library District party at the Seaside Trolley Museum in Kennebunkport and the Central Maine Library District party at the Boothbay Railway Museum. Many thanks to all the volunteers, both young and old, who presented workshops or otherwise contributed to Summer Reading program events, and the Friends of Prince Memorial Library, whose financial assistance helped us stage another successful Summer Reading program at Prince Memorial Library.

Throughout the year, 659 children visited the library for Story Time, Toddler Time, and nursery school programs. In addition, Jan visited Mabel I. Wilson School and local nursery schools, where she entertained a total of 495 children. Special programs during the year included a Teen Read group in October, an author visit in November, a Holiday Crafts program in December, a children's book illustrator visit in January, a dance program and a teen game event



in March, and an afternoon tea in April. The library's annual February vacation magic show featured Ed Morris at Westcustogo Hall in North Yarmouth, and drew nearly 200 children of all ages. In May, library staff and volunteers repaired Twigs, the wooden deer sculpture in the library's Becca Hilton Memorial Garden.

A number of facility projects were undertaken during the year. In October, a new sump pump system was installed in the basement, which has historically suffered from water seepage. Mold and other biohazards were discovered in the basement during air quality testing in February, prompting a full-scale mold mitigation project in March and April that saw the basement totally gutted. The discovery of the mold prompted the removal of the bushes that ringed the front of the library, which was necessary so the front and side lawns could be re-graded to facilitate the removal of storm water. In addition, snow shields were installed on the library's roof, and the roof was re-shingled. Other facility improvements during FY2006 included the repaving of the rear driveway and the walkway in the front of the building.

The Friends of Prince Memorial Library continue to provide an invaluable service to the library and the community. The Friends supply the library with memberships to the Portland Museum of Art and the Children's Museum of Maine, making day passes available to families and individuals. The Portland Museum of Art pass was used by 32 families during the year, while 47 families used the pass to the Children's Museum of Maine. A new addition to the library's pass program is a discount pass to the Maine Wildlife Park in Gray, also provided by the Friends. The Friends also organize the annual book sale in October, assist with the children's book sale and craft session in February, and contribute financially to children's programs and other library needs. Library staff would like to thank the Friends of Prince Memorial Library for their generous assistance in offering services to the residents of Cumberland and North Yarmouth. Thanks also go out to the Spicewood Fund of the Maine Community Foundation for its continuing support of the library, as well as to all the individuals who donated money and books.

Prince Memorial Library serves as the community library for the residents of Cumberland and North Yarmouth. Services provided include the loaning of library materials, the use of computers and access to the Internet, and community meeting space. The staff of Prince Memorial Library, including Youth Services Librarian Jan Hamilton, Reference Librarian Elizabeth Tarasevich, Circulation Librarian Sandy McGowan, circulation aides Ann Edwards, Arabella Eldredge and Pam Copenhagen, and pages Betsy Perry, Kaleigh Kenney, Lindsey Miller and Chris Hayes, looks forward to serving the library's patrons and the communities of Cumberland and North Yarmouth during the coming year.

Respectfully submitted,

Thomas C. Bennett, Library Director



Prince Memorial Library  
FY2006-07 Annual Report

Prince Memorial Library ended FY2007 with 8,170 patrons, an increase of 69 patrons, or 0.75 percent, from FY2006. Cumberland residents, town employees and individuals employed in Cumberland comprise 69.19 percent of cardholders, while North Yarmouth residents make up 29.34 percent of the total. MSAD51 employees, non-residents, institutional borrowers and inactive cardholders account for the remaining patrons.

The library registered 47,638 visits during the year, an average of 204 for each day it was open to the public. Total circulation of catalogued library materials, including books, audios and videos, was 70,853, a decrease of 4.75 percent over the previous year's circulation total of 74,385. In addition to catalogued materials, the library loans periodicals, of which 2,338 were borrowed, and paperback books, the circulation of which is not tracked.

Cumberland residents borrowed 50,578 catalogued materials, or 71.4 percent of catalogued materials circulated, while North Yarmouth residents circulated 16,635 materials, or 23.5 percent of the total. August was the month with the highest total circulation, followed by June and July. December and April had the lowest circulation totals for the year. The highest circulating material categories were juvenile books, adult fiction, and videos (both videocassettes and DVDs). The circulation of large print books increased nearly 11%. The library's collection of books, videos and audiotapes now totals 48,222. In addition, the library subscribes to five newspapers and approximately 105 periodicals.

Reference Librarian Elizabeth Tarasevich provides reference and reader services, facilitates the Prince Memorial Library Reading Group, provides Internet training and schedules programming. The Reading Group consists of over 20 members, who keep in touch via email, monthly meetings, and a group entry on the web-based book cataloging network site LibraryThing. The group's twelve monthly meetings had an average attendance of 14, and discussions ranged from the contemporary Middle East to Nobel Prize winner Orhan Pamuk's *Snow*.

Elizabeth instructed 11 people in the use of email and the Internet for an average of two sessions each. She also launched a music series in conjunction with the Arts Alliance of MSAD51. Elizabeth and staff members Pam Copenhagen and Arabella Eldredge coordinate the library's Passport Application Acceptance program, which processes passport applications for the U.S. Department of State. The library processed a total of 486 passport applications during FY2007, resulting in \$14,580 in revenues.

Youth Services Librarian Jan Hamilton had a number of successful programs throughout the year. A total of 385 children participated in *Paws, Claws, Scale and Tales*, the 2006 Summer Reading program, up from 369 participants in 2005. Twenty-six young adults took part in the program by acting as volunteer Animal Trainers, with each Animal Trainer contributing two or more hours per week during the six-week program. The program kick-off event saw 746 people visiting the library, and featured an interactive puppet show by members of Girl Scout Cadette Troop #97, a bubble station supervised by youth advisory board members and summer volunteers, face painting, craft events, a petting zoo with Zabby Animal Farm, Dory the dog and other programs. Special events during the Summer Reading program included Mad Science presenting their Fire and Ice show, Nancy Sander and her Roaring Duck Puppets, and Sparks' Ark, an animal rescue and rehabilitation program run by David Sparks. Weekly programs included story times for infants and children to seven years old and Literacy Therapy Dogs, which has children with reading problems reading to dogs. The Southern Maine Library District party at the Seaside Trolley Museum in Kennebunkport was the final event of the 2006 Summer



Reading Program. Many thanks to all the volunteers, both young and old, who presented workshops or otherwise contributed to Summer Reading program events, and the Friends of Prince Memorial Library, whose financial assistance helped us stage another successful Summer Reading program at Prince Memorial Library.

Throughout the year, 668 children visited the library for Story Time, Toddler Time, and nursery school programs. In addition, Jan visited local schools and nursery schools, where she entertained a total of 1,375 children. Special programs during the year included a Young Adult pizza party in October, a visit by author Lisa Jahn-Clough in November, a Holiday Crafts program in December, two knitting sessions in January, and a Cat in the Hat party celebrating Dr. Seuss' birthday in March. The library's annual February vacation magic show featured Peter Boie at Westcustogo Hall in North Yarmouth, and drew 115 children of all ages. April featured special guest instructor Adam Ogden, who taught more than a dozen children how to make books during his Fold and Twist workshop.

Facility improvements during FY2007 included the installation of diverters on the roof to improve water drainage, the addition of an air cooling system in the staff work room, and a new lighting system for the central hall of the Cumberland Wing. Technological improvements include the addition of a new Linux based system for public Internet access, Open Office and other programs.

The Friends of Prince Memorial Library continue to provide an invaluable service to the library and the community. The Friends supply the library with memberships to the Portland Museum of Art, the Children's Museum of Maine and the Maine Wildlife Park, making day passes available to families and individuals. The Friends also organize the annual book sale in October, assist with the children's book sale and craft session in February, and contribute financially to children's programs and other library needs. Library staff would like to thank the Friends of Prince Memorial Library for their generous assistance in offering services to the residents of Cumberland and North Yarmouth. Thanks also go out to the Spicewood Fund of the Maine Community Foundation for its continuing support of the library, as well as to all the individuals who donated money and books.

Prince Memorial Library serves as the community library for the residents of Cumberland and North Yarmouth. Services provided include the loaning of library materials, the use of computers and access to the Internet, and community meeting space. The staff of Prince Memorial Library, including Youth Services Librarian Jan Hamilton, Reference Librarian Elizabeth Tarasevich, Circulation Librarian Sandy McGowan, circulation aides Ann Edwards, Arabella Eldredge and Pam Copenhagen, and pages Betsy Perry, Lindsey Miller and Chris Hayes, looks forward to serving the library's patrons and the communities of Cumberland and North Yarmouth during the coming year.

Respectfully submitted,

Thomas C. Bennett, Library Director



Prince Memorial Library  
FY2007-08 Annual Report

Prince Memorial Library ended FY2008 with 8,605 patrons, an increase of 435 patrons, or 5.32 percent, from FY2007. Cumberland residents, town employees and individuals employed in Cumberland comprise 69.24 percent of cardholders, while North Yarmouth residents make up 29.24 percent of the total. MSAD51 employees, non-residents, institutional borrowers and inactive cardholders account for the remaining patrons.

The library registered 48,013 visits during the year, an average of 197 for each day it was open to the public. Total circulation of catalogued library materials, including books, audios and videos, was 71,514, up 0.79 percent over the previous year's circulation total of 70,853. In addition to catalogued materials, the library loans periodicals, of which 2,667 were borrowed, and paperback books, the circulation of which is not tracked.

Cumberland residents borrowed 51,645 catalogued materials, or 72.22 percent of catalogued materials circulated, while North Yarmouth residents circulated 17,563 materials, or 24.56 percent of the total. August was the month with the highest total circulation, followed by July and September. January and October had the lowest circulation totals for the year. The highest circulating material categories were juvenile books, adult fiction, and videos (both videocassettes and DVDs). The library's collection of books, videos and audiotapes now totals 48,813. In addition, the library subscribes to five newspapers and approximately 105 periodicals.

Reference Librarian Elizabeth Tarasevich offers reference and reader services, facilitates the Book Group, provides Internet training and schedules adult programming. The Book Group met ten times during the year, and had a total attendance of 170. While reading *Fair, Clear and Terrible: the Story of Shiloh* by Shirley Nelson, the Book Group took a field trip to Durham to visit the site of events in the book. Elizabeth conducted two computer instruction sessions weekly for a total of 80 sessions. She organized five events in the library's Lecture and Special Events series, with a total attendance of 48. Elizabeth and staff members Pam Copenhagen and Arabella Eldredge coordinate the library's Passport Application Acceptance program, which processes passport applications for the U.S. Department of State. The library processed a total of 404 passport application during FY2008, resulting in \$10,815 in revenue.

Youth Services Librarian Jan Hamilton had a number of successful programs throughout the year. A total of 358 children participated in *Get a Clue@Your Library*, the 2007 Summer Reading program, down from 385 participants in 2006. Forty-one young adults took part in the program by acting as volunteer Detectives, with each Detective contributing two or more hours per week during the six-week program. The program kick-off event had more than 700 people visiting the library, and featured Cumberland County Sheriff's Department Deputy Potvin and his dog Major, an origami workshop led by volunteer Nancy Michalak, an ancestral poster session led by members of the group SEEDS, face painting, craft events, a bubble activity, the premiere screening of an original video of a mystery written and performed by members of Girl Scout Cadette Troop #97 and other programs. Special events during the six-week Summer Reading program included a live performance by the University of New Hampshire Theatre Department's Little Red Wagon, a ciphers and codes program led by North Yarmouth resident Sue Clukey, two presentations of a program from Northern Stars Planetarium, and a session on Cambodian culture from residents Tania Hathaway and Beth Sturtevant and daughter Sophia. More than 260 tickets to the July 14<sup>th</sup> Sea Dogs game were distributed during the kick-off celebration. The Southern Maine Library District party at the Seaside Trolley Museum in Kennebunkport was the final event of the 2007 Summer Reading Program. Many thanks to all



the volunteers, both young and old, who presented workshops or otherwise contributed to Summer Reading program events. The Friends of Prince Memorial Library provided the financial assistance allowing the library to offer many of the Summer Reading program's special events. Their generosity and support are gratefully appreciated.

Throughout the year, 753 children visited the library for the weekly Story Time, Toddler Time, Lap Sit and nursery school programs. In addition, Jan visited local schools and nursery schools, where she met with 735 children. Eighteen special programs during the year were attended by 383 children, and featured a Murder Mystery Game for preteens, a book release party for the North Yarmouth coloring book, the Project Linus Blanket Day, a Maine State Ballet demonstration, the annual Vacation Week Magic Show, a Maine State Book Award party with author Sarah Thomson, an Owls of Maine program from the Chewonki Foundation, and multiple Therapy Dog sessions.

The major facility improvement for FY2008 was the addition of an air cooling system for the Prince Room. The Prince Room, the library's original facility, provides valuable community meeting space, and is used by Cumberland Recreation and Community Education and area groups in addition to hosting library programs. Community Education classes held in the Prince Room on an ongoing basis include Morning Tai Chi for Seniors, Evening Tai Chi for Stress Relief, and Music and Me Movement Classes for toddlers and their caregivers. Adding air conditioning to the Prince Room increases its potential for use by the community.

The Friends of Prince Memorial Library provide an important service to the library and the community. The Friends supply the library with memberships to the Portland Museum of Art, the Children's Museum of Maine and the Maine Wildlife Park, making day passes available to families and individuals. The Friends also manage the annual book sale in October, support the children's book sale and craft session in February, and contribute financially to children's programs and other library needs. Library staff would like to thank the Friends of Prince Memorial Library for their generous assistance in offering services to the residents of Cumberland and North Yarmouth. Thanks also go out to the Spicewood Fund of the Maine Community Foundation for its continuing support of the library, as well as to all the individuals who donated money and books.

Prince Memorial Library serves as the community library for the residents of Cumberland and North Yarmouth. Services include the loaning of library materials, the use of computers and access to the Internet, and community meeting space. The staff of Prince Memorial Library, including Youth Services Librarian Jan Hamilton, Reference Librarian Elizabeth Tarasevich, Circulation Librarian Sandy McGowan, circulation aides Ann Edwards, Arabella Eldredge and Pam Copenhagen, and pages Betsy Perry, Lindsey Miller and Stephen Hayes, looks forward to serving the library's patrons and the communities of Cumberland and North Yarmouth during the coming year.

Respectfully submitted,

Thomas C. Bennett, Library Director



## Prince Memorial Library FY2009-10 Annual Report

### Prince Memorial Library FY2009-10 Annual Report

Prince Memorial Library ended FY2010 with 8,982 patrons, an increase of 423 patrons, or 4.94 percent, from FY2009. Cumberland residents, town employees and individuals employed in Cumberland comprise 69.24 percent of cardholders, while North Yarmouth residents make up 29.65 percent of the total. MSAD51 employees, non-residents and institutional borrowers account for the remaining patrons.

The library registered 49,888 visits during the year, an average of 195 for each day it was open to the public. Total circulation of catalogued library materials, including books, audios and videos, was 81,480, up 4.47 percent over the previous year's circulation total of 77,997. In addition to catalogued materials, the library loans magazines, paperback books and school summer reading list material, but does not maintain statistics on their usage.

Cumberland residents borrowed 58,753 catalogued materials, or 72.11 percent of catalogued materials circulated, while North Yarmouth residents circulated 19,904 materials, or 24.43 percent of the total. July was the month with the highest total circulation, followed by June and August. November and May had the lowest circulation totals for the year. The highest circulating material categories were books for children, adult fiction, and videos (both videocassettes and DVDs). The library's collection of books, videos and audiotapes now totals 52,194. In addition, the library subscribes to five newspapers and approximately 105 magazines.

#### Adult Services

Reference Librarian Elizabeth Tarasevich offers reference and reader services, facilitates the Book Group, provides Internet training and schedules adult programming. The Book Group met ten times during the year, and had a total attendance of 180. Three local authors, Kitty Chadbourne, Debra Spark and Melissa Senate, spoke at the library, and a total of 27 people attended. A concert by Two Old Friends, featuring Mac McHale and Emery Hutchins, drew 30 people for some good time music. Elizabeth and staff members Pam Copenhagen and Arabella Eldredge coordinate the library's Passport Application Acceptance program, which processes passport applications for the U.S. Department of State. The library processed a total of 318 passport application during FY2009, resulting in approximately \$6,360 in revenue. In April, a U.S. State Department Acceptance Facility Review determined that the library's Passport Program is "exceptionally well run."

#### Youth Services

Youth Services Librarian Jan Hamilton had a number of successful programs throughout the year. A total of 361 children and young adults participated in *Be Creative @ Your Library*, the 2009 Summer Reading program. Thirty-five young adults took part in the program by acting as volunteer Drama Coaches, with each Drama Coach contributing two or more hours per week during the six-week program. More than 700 people visited the library on the day of the program kick-off event, and numerous special programs took place. Thanks go out to graphic artist Jay Piscopo, author and illustrator Sandy Seeley Walling, Jen Gifford, Maria Crouch, Kathleen Follett, Patti Temple, Jennifer Armstrong, Missy Lyon's Cadette Girl Scout troop, the Shipyard Beverage Van, and Baxter the Library Cat and his handler for their contributions to a very successful Summer Reading Program Kick-Off event.

Events during the six-week Summer Reading program included a curtain workshop, a tie dye session, a creative movement workshop, a Michael Parent Reader's Theater workshop followed by a presentation, a quilt activity, a journal making activity, a papermaking session and a basic camera program. More than 340 Sea Dogs tickets were distributed during the kick-off celebration. Many thanks to all the volunteers, both young and old, who presented workshops or



otherwise contributed to Summer Reading program events. The Friends of Prince Memorial Library provided the financial assistance allowing the library to offer many of the Summer Reading program's special events. Their generosity and support are gratefully appreciated.

Throughout the year, 587 children visited the library for the weekly Story Time, Toddler Time, Lap Sit and nursery school programs. In addition, Jan visited local schools and nursery schools, where she met with roughly 1,300 children. During the year, there were eight special programs that drew 454 children and 117 adults, including a Wells Marine Rescue program in August, author Deva Fagen in October, Matt Loosigian's music program in November, a holiday craft workshop in December, Sparks Ark during the February vacation week, a Martha Dana puppet show at Westcustogo Hall in North Yarmouth during the April vacation week, and a National Weather Service training program in May. In addition, there were two Spanish story times, two Project Linus Blanket Days and two gatherings of the Prince Knitters.

### **Maine Community Heritage Project**

At the beginning of the year, the Maine Historical Society (MHS) announced that Cumberland and North Yarmouth had been chosen to participate in the Maine Community Heritage Project, a two-year partnership between MHS and the Maine State Library that promotes collaboration between local schools, historical societies, and public libraries through the exploration and celebration of local history. Prince Memorial Library acted as the team leader for the Cumberland-North Yarmouth Team, consisting of the Cumberland and North Yarmouth historical societies, Skyline Farm, Greely Middle School and the towns of Cumberland and North Yarmouth. The project is supported by a National Leadership Grant from the Institute of Museum and Library Services.

In July, team members attended a two-day orientation at MHS in Portland. During the project year, team members met monthly for planning and other activities. In September, the Cumberland-North Yarmouth MCHP Team hosted a community forum at Cumberland Town Hall to solicit ideas and comments from residents about historical topics to explore. In January, the team attended a one-day mid-year training session at MHS. In February, the team joined Greely Middle School social studies teacher Steve Hill and his students over a three-week period to scan images and photograph objects. In June, Mr. Hill's students took a field trip to Cumberland Historical Society, North Yarmouth Historical Society and Skyline Farm. During the year-long project, members of the Cumberland-North Yarmouth Team uploaded approximately 200 images to the Maine Memory Network, the Maine Historical Society's nationally recognized statewide digital museum. In addition, the team created a web site ([cny.mainememory.net](http://cny.mainememory.net)) that tells the shared history of the two communities and documents the work on the project. In addition to the narrative history, the web site displays a number of online exhibits created by team members that highlights aspects of North Yarmouth and Cumberland history. The yearlong Maine Community Heritage Project culminated with a community event at Skyline Farm in North Yarmouth during which community members feasted on a sumptuous meal and the new Cumberland-North Yarmouth MCHP web site was unveiled. In all, 97 people attended the two MCHP community events. The project is designed to be ongoing, and community members with historic photographs are encouraged to bring them to a team member to be uploaded to the Maine Memory Network.

Prince Memorial Library would like to thank Steve Hill and all the wonderful and enthusiastic students in his Greely Middle School social studies classes, Carolyn Small of the Cumberland Historical Society, Katie Murphy of the North Yarmouth Historical Society, and Pam Ames and John Sowles of Skyline Farm for their contributions to the Cumberland-North Yarmouth MCHP Team. Thanks also go out to the North Yarmouth Board of Selectmen, the Cumberland Town Council, Cumberland Town Manager Bill Shane and North Yarmouth



Administrative Assistant Marnie Diffin for their support of the project. Marie Peck of North Yarmouth spent numerous hours scanning and cataloging photographs and documents, and deserves much praise. Reference Librarian Elizabeth Tarasevich did a fantastic job on all aspects of the project, but most notably the extremely difficult chore of performing multiple edits on the historical narrative. Finally, Larissa Vigue Pickard and Steve Bromage of the Maine Historical Society were instrumental in Cumberland and North Yarmouth being selected as two of the 17 Maine communities chosen to participate in the Maine Community Heritage Project over the past two years and ensured that the project was a beneficial experience for all involved, and for that must be thanked freely.

### **Friends of Prince Memorial Library**

The Friends of Prince Memorial Library provide an important service to the library and the community. On December 15, Lynne Champoux, FPML president for ten years, was honored for her many years of service. The library was presented with a special mirror in Lynne's honor, and was pleased to learn that Lynne would continue her service as an FPML board member. Longtime FPML board members Sue Hemond, Diane Aromando, Kelly Manahan and Betty Olivier ended their involvement with the board. Sue Thaxter has taken over as president, and is joined in governing the organization by Kathleen Follett, Theresa Higgins, Kathie Bradeen, and Rob and Polly Wright. The Friends supply the library with memberships to the Portland Museum of Art, the Children's Museum of Maine, the University of Southern Maine Southworth Planetarium and the Maine Wildlife Park, making discounted passes available to families and individuals. The Friends also manage the annual book sale in October, support the children's book sale and craft session in February, and contribute financially to children's programs and other library needs. The Friends continue to fund the Library's subscription to the Maine InfoNet Download Library ([download.maineinfonet.org](http://download.maineinfonet.org)), which allows users to download audiobooks to iPods, MP3 players and other devices.

Library staff would like to thank the Friends of Prince Memorial Library for their generous assistance in offering services to the residents of Cumberland and North Yarmouth, and to the Prince Memorial Library Advisory Board for their guidance. Thanks also go out to the Anne H. Russell Charitable Lead Annuity Trust, the Spicewood Fund of the Maine Community Foundation, the Cumberland-North Yarmouth Lions Club and the St. Mary's Garden Club for providing financial support, and to all the individuals who donated money and books.

Prince Memorial Library was awarded two significant grants during the year. The library received the second installment of the Bill and Melinda Gates Foundation Opportunity Online hardware grant, which provided \$3,250 over two years for the purchase and maintenance of two computers. In December, the Davis Family Foundation of Falmouth approved a grant request of \$4,700 for the Cumberland Overseers of the Poor Archives Project, which will preserve, process and catalog documents relating to the work of the Cumberland Overseers of the Poor during the nineteenth century.

The Prince Room, the library's original facility, provides valuable community meeting space, and is used by Cumberland Recreation and Community Education and area groups in addition to hosting library programs. Community Education classes held in the Prince Room on an ongoing basis include Music and Me Movement Classes for toddlers, Tai Chi, and yoga for kids. In addition, the Prince Room has for many years been the location for a Friday morning senior citizen dominoes group. The Prince Room's use by the community is increasing as more and more individuals and groups become aware of its availability.

Prince Memorial Library serves as the community library for the residents of Cumberland and North Yarmouth. Services include the lending of library materials, programming for both children and adults, use of computers and access to the Internet, and community meeting space.



Prince Memorial Library FY2009-10 Annual Report

The staff of Prince Memorial Library, including Youth Services Librarian Jan Hamilton, Reference Librarian Elizabeth Tarasevich, Circulation Librarian Sandy McGowan, circulation aides Ann Edwards, Arabella Eldredge and Pam Copenhagen, and pages Betsy Perry, Stephen Hayes and Etta Copenhagen, looks forward to serving the library's patrons and the communities of Cumberland and North Yarmouth during the coming year.

Respectfully submitted,  
Thomas C. Bennett, Library Director

Prince Memorial Library  
FY2009-10 Annual Report

Prince Memorial Library ended FY2009 with 8,559 patrons, a decrease of 46 patrons, or 0.53 percent, from FY2008. Cumberland residents, town employees and individuals employed in Cumberland comprise 69.28 percent of cardholders, while North Yarmouth residents make up 29.71 percent of the total. MSAD51 employees, non-residents, institutional borrowers and inactive cardholders account for the remaining patrons.

The library registered 47,787 visits during the year, an average of 189 for each day it was open to the public. Total circulation of catalogued library materials, including books, audios and videos, was 77,997, up 9.07 percent over the previous year's circulation total of 71,514. In addition to catalogued materials, the library loans magazines and paperback books, but does not maintain statistics on their usage.

Cumberland residents borrowed 56,211 catalogued materials, or 72.07 percent of catalogued materials circulated, while North Yarmouth residents circulated 18,824 materials, or 24.13 percent of the total. July was the month with the highest total circulation, followed by June and August. December and May had the lowest circulation totals for the year. The highest circulating material categories were juvenile books, adult fiction, and videos (both videocassettes and DVDs). The library's collection of books, videos and audiotapes now totals 48,813. In addition, the library subscribes to five newspapers and approximately 105 periodicals.

Reference Librarian Elizabeth Tarasevich offers reference and reader services, facilitates the Book Group, provides Internet training and schedules adult programming. The Book Group met eleven times during the year, and had a total attendance of 190, with over twenty books read and shared together. Elizabeth conducted two computer instruction sessions weekly for a total of 80 sessions. She organized a community viewing of the award winning documentary, *Under Our Skin*, a film investigating the untold story of Lyme disease. Elizabeth and Thomas worked to set up and maintain the Cumberland Kiosk, [www.cumberlandkiosk.org](http://www.cumberlandkiosk.org), an online interactive community bulletin board which presently has more than 140 local businesses listed. Elizabeth and staff members Pam Copenhagen and Arabella Eldredge coordinate the library's Passport Application Acceptance program, which processes passport applications for the U.S. Department of State. The library processed a total of 245 passport application during FY2009, resulting in \$6,125 in revenue.

Youth Services Librarian Jan Hamilton had a number of successful programs throughout the year. A total of 358 children participated in *Catch the Reading Bug*, the 2008 Summer Reading program. Thirty-six young adults took part in the program by acting as volunteer Scientists, with each Scientist contributing two or more hours per week during the six-week program. The program kick-off event had more than 500 people visiting the library, and featured numerous special programs. Events during the six-week Summer Reading program included a visit from the Chewonki Bug Mobile, a Miss Spider Tea, a performance by the Singing Poetry Guy, a Critter Swap, a session on bug collecting with Rene Vicary of the U.S. Department of Agriculture, and a traveling exhibition from the Insect and Butterfly Museum. More than 280 tickets to the July 22<sup>nd</sup> Sea-Dogs game were distributed during the kick-off celebration. Many thanks to all the volunteers, both young and old, who presented workshops or otherwise contributed to Summer Reading program events. The Friends of Prince Memorial Library provided the financial assistance allowing the library to offer many of the Summer Reading program's special events. Their generosity and support are gratefully appreciated.

Throughout the year, 647 children visited the library for the weekly Story Time, Toddler Time, Lap Sit and nursery school programs. In addition, Jan visited local schools and nursery



schools, where she met with 1,283 children. During the year, there were 18 special programs that drew 301 children, including the annual Vacation Week Magic Show, five separate Spanish story times with special guest storytellers Andrew Richter and Maria Crouch, a Baseball and Art program with author and illustrator Matt Tavares, an alpaca and henna program with illustrator Jamie Hogan, four knitting programs, and a book launch for *In Harmony*, by local author Sue Sheriff with illustrations by Prince Memorial Library's own Arabella Eldredge.

The major capital outlay for FY2009 was the purchase of a new and more flexible online circulation and catalog system. The previous system, Winnebago Spectrum, was deployed at the library in 1998, and though it initially proved adequate a lack of updates in recent years prompted its replacement. The new system, Alexandria, provides a more dynamic platform for circulation and cataloging functions, and allows users to view and renew their checkouts and reserve materials over the Internet.

The Prince Room, the library's original facility, provides valuable community meeting space, and is used by Cumberland Recreation and Community Education and area groups in addition to hosting library programs. Community Education classes held in the Prince Room on an ongoing basis include Music and Me Movement Classes for toddlers and their caregivers and Tai Chi. In addition, the Prince Room has for many years been the location for a Friday morning senior citizen dominoes group, and more recently a Tuesday night quilting group. The Prince Room's use by the community is increasing as more and more individuals and groups become aware of its availability.

The Friends of Prince Memorial Library provide an important service to the library and the community. The Friends supply the library with memberships to the Portland Museum of Art, the Children's Museum of Maine and the Maine Wildlife Park, making day passes available to families and individuals. The Friends also manage the annual book sale in October, support the children's book sale and craft session in February, and contribute financially to children's programs and other library needs. This year, the Friends funded the Library's initial subscription to the Maine InfoNet Download Library, which allows users to download audiobooks to iPods and MP3 players. Library staff would like to thank the Friends of Prince Memorial Library for their generous assistance in offering services to the residents of Cumberland and North Yarmouth, and to the Prince Memorial Library Advisory Board for their guidance. Thanks also go out to the Spicewood Fund of the Maine Community Foundation for its continuing support of the library, and to all the individuals who donated money and books.

Prince Memorial Library was awarded two significant grants during the year. A Bill and Melinda Gates Foundation Opportunity Online hardware grant will provide \$3,250 over two years for the purchase and maintenance of two computer systems. A Maine Community Heritage Project grant of \$7,500 will allow Prince Memorial Library, the Cumberland and North Yarmouth historical societies, Skyline Farm of North Yarmouth, Greely Middle School and the Cumberland and North Yarmouth town clerks to work with the Maine Historical Society's Maine Memory Network in preparing five online exhibits highlighting the history of the two communities and the significant historical collections held by the participating organizations.

Prince Memorial Library serves as the community library for the residents of Cumberland and North Yarmouth. Services include the loaning of library materials, the use of computers and access to the Internet, and community meeting space. The staff of Prince Memorial Library, including Youth Services Librarian Jan Hamilton, Reference Librarian Elizabeth Tarasevich, Circulation Librarian Sandy McGowan, circulation aides Ann Edwards, Arabella Eldredge and Pam Copenhagen, and pages Betsy Perry and Stephen Hayes, looks forward to serving the library's patrons and the communities of Cumberland and North Yarmouth during the coming year.

**APPENDIX B:**

**Prince Memorial Library  
Maine Public Library Survey**

**FY2006-07 through FY2008-09**



# Prince Memorial Library

## 2007 Maine Public Library Survey

### General Information #1.1-1.4

1.1 Municipality	CUMBERLAND
1.2 Library	Prince Memorial Library
1.3 Report Period Starting Date (mo/day/yr)	07/01/06
1.4 Report Period Ending Date (mo/day/yr)	06/30/07

Part I. Federal Questions - The first part of the report is data for the last completed fiscal year and most of this information will be forwarded to the federal government and used for the Public Library Statistics Report. Please be as accurate and complete as possible.

### Facility/Staffing #2.1-2.10

2.1 Total number of hours library is open each year:	2444.00
2.2 Estimated space in existing building in square feet	13,042
2.3 Names of towns other than your legal municipality from which you receive income or from which you have a contract with naming your library as the primary service provider for said town (these will be added to your Legal Service Area Population)	1

Paid Staff Full Time Equivalent (please report figures in FTE for questions 2.4-2.7)

2.4 Total number of paid librarians with an ALA-MLS	1.75
2.5 Total paid persons holding the title of librarian (included above)	3.5
2.6 Total all other paid staff (do not include above)	2.0
2.7 Total paid employees	5.5
2.8 Number of volunteers	0
2.9 Total number of volunteer hours per week	0
2.10 Total number of ALL Paid Employees (actual # of people, not FTE)	10

**Financial Report #3.1-3.22****Operating Revenue: (Please round amounts to nearest dollar)**

3.1	MUNICIPAL appropriation (local)	\$281,422
3.2	Municipal appropriation from other towns	\$107,239
3.3	Total Local Revenue (3.1 + 3.2)	\$388,661
3.4	State Government Revenue	\$0
3.5	Federal Government Revenue	\$0
3.6	Other Operating Revenue (non-resident fees, dividends from endowments, gifts, book sales, etc.)	\$1,000
3.7	TOTAL OPERATING REVENUE (3.3 - 3.6)	\$389,661
	NOTE: will automatically total upon update.	

**Operating Expenditures (Please round amounts to nearest dollar.)**

3.8	SALARIES (exclude benefits)	\$202,029
3.9	EMPLOYEE BENEFITS	\$73,955
3.10	TOTAL STAFF EXPENDITURES	\$275,984
3.11	Print Materials Expenditures	\$31,214
3.12	Electronic Materials Expenditures	\$0
3.13	Other Materials Expenditures	\$0
3.14	TOTAL COLLECTION EXPENDITURES	\$31,214
3.15	Other Operating Expenditures	\$48,690
3.16	TOTAL OPERATING EXPENDITURES (3.10 + 3.14 + 3.15)	\$355,888
	NOTE: will automatically total upon update.	

100 → 3,200  
 current to prior outside  
 the range (0.35, 3.10)

**Capital**

3.17	Local Government Capital Revenue	32773
3.18	State Government Capital Revenue	0
3.19	Federal Government Capital Revenue	0
3.20	Other Capital Revenue	0
3.21	Total Capital Revenue	32,773.00



3.22 Capital Expenditures \$32,773

**Services #4.1-4.10**

4.1 Number of children's programs per year: 197  
4.2 Children's program attendance per year: 3,168  
4.3 Number of adult programs per year: 36  
4.4 Adult program attendance per year: 221  
4.5 Total programs per year: 233  
4.6 Total attendance per year: 3389  
4.7 Total number of library visits per year: 47,638  
4.8 Total number of reference transactions per year: 12,220  
4.9 Total Number of Interlibrary Loans received from other libraries: 277  
4.10 Total Number of Interlibrary Loans provided to other libraries: 2

**Collection #5.1-5.13**

5.1 Number of Adult Book/Serial Volumes: 27,219  
5.2 Number of Children's Book/Serial Volumes: 17,979  
5.3 Total number of Adult & Children's Book/Serial Volumes at end of year: 45,198  
5.4 Number of Electronic Books: 0  
5.5 Number of CURRENT Print Serial Subscriptions received: 110  
5.6 Number of CURRENT Electronic Serial Subscriptions received: 0  
5.7 Number of Audio Materials: 1,175  
5.8 Number of Video Materials: 1,775

**Licensed Databases**

5.9 Local 0  
5.10 State (state government or state library) 0  
5.11 Other cooperative agreements (or consortia) within state or region (NOTE: 51

include MARVEL here)

5.12 Total Licensed Databases (5.9 + 5.10 + 5.11) 51

NOTE: will automatically total upon update.

*MSC  
change*

*current to prior  
outside the range  
(0.30, 5.0)*

5.13 Does the library have a Large Print Book Collection? Yes

### Circulation #6.1-6.3

6.1 Total Children's Circulation 35,648

6.2 Total Circulation: 70,853

6.3 Lending Period (in weeks): 2

### Registered Patrons #7.1-7.2

7.1 Total registered patrons: 8,170

7.2 Non-resident fee: \$30.00

### Electronic Technology #8.1-8.3

8.1 How many computers does the library have? 19

8.2 Number of Internet Computers Used by General Public 10

8.3 Number of Users of Internet Computers Per 8,645 Year (IN HOUSE ONLY)

### Directory Information #9.1-9.16

Part II. State Questions - The second half of the report is mostly for directory information and salary information. Please report the most current information you have for this part of the report.

9.1	Mailing Address	266 MAIN STREET
9.2	Town	CUMBERLAND
9.3	State	ME
9.4	Zip	04021
9.5	Zip extension	3607
9.6	Location (street) Address	266 MAIN STREET
9.7	Location Town	CUMBERLAND
9.8	Telephone	207 829-2215



9.9 Fax 207 829-2221  
9.10 Email Address inquiry@princememorial.lib.me.us  
9.11 Web Site www.princememorial.lib.me.us  
9.12 ILL E-mail address: inquiry@princememorial.lib.me.us  
9.13 ILL Fax number: (207) 829-2221  
9.14 Total Number of Hours Library is Open per 49.0  
Week:  
9.15 Library Hours (specific hours for each day Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-5  
- Mon: 9-12, 4-6):  
9.16 Summer Hours (if different): Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5

**Personnel #10.1-10.8**

10.1 Library Director (first name) Thomas C.  
10.2 Library Director (last Name) Bennett  
10.3 Director's Home Phone (optional) N/A  
10.4 Assistant Director N/A  
10.5 Reference Librarian Elizabeth Tarasevich  
10.6 Interlibrary Loan Contact Sandra McGowan  
10.7 Children's Librarian Jan Hamilton  
10.8 Technology Coordinator Thomas C. Bennett

**Trustees and Friends #11.1-11.19**

11.1 Trustee Chair/President: Lisa Nolan  
11.2 Address 100 Foreside Road  
11.3 Town Cumberland Foreside  
11.4 State Maine  
11.5 Zip + 4 04110  
11.6 Total Number of Trustees 9  
11.7 Length of Term (in years) 3  
11.8 Number of meetings per year 5  
11.9 How are Trustees chosen Appointed  
(appointed/elected/other/none)

11.10 Trustees are (policy/advisory/both/none)	Advisory
11.11 Is library a:	town/city dept.
11.12 Does your library have an active Friends group?	Yes
11.13 Friends Chair/President:	Lynne Champoux
11.14 Address	46 Colonial Drive
11.15 Town	N. Yarmouth
11.16 State	ME
11.17 Zip +4	04097
11.18 Number of current members	250
11.19 Does your library have 501 c 3 status?	No

**Policy/Construction/Access #12.1-12.17**

Does the library have a:

12.1 Written Mission Statement?	Yes
12.2 Written Long Range Plan?	No
12.3 Written Disaster Policy?	No
12.4 Written Personnel Policy?	Yes
12.5 Written Job Description(s)?	Yes
12.6 Written technology plan?	No
12.7 Written collection development policy?	Yes
12.8 Is building accessible to handicapped?	Yes
12.9 Is renovation/addition currently underway?	No
12.10 Is renovation/addition planned?	No
12.11 Year of planned renovation/addition?	N/A
12.12 Do one or more staff members subscribe to MELIBS?	Yes
12.13 Does library have an automated system?	Both
12.14 Software used (please specify):	Spectrum
12.15 Does your library have an internet connection through MSLN?	No



12.16 If not, name of other internet service provider. Please respond n/a if provider is MSLN. Time Warner

12.17 Does your library have wireless internet capabilities? (Yes/No) Yes

### Employee Benefits #13.1-13.10

#### Director:

13.1 Length of paid vacation (in days): 20

13.2 Length of paid sick leave (in days): 12

13.3 Other paid benefits: Health Insurance? Yes

13.4 Other paid benefits: Retirement? Yes

13.5 Other paid benefits: Life Insurance? Yes

#### Other Staff:

13.6 Length of paid vacation (in days): 20

13.7 Length of paid sick leave (in days): 12

13.8 Other paid benefits: Health Insurance? Yes

13.9 Other paid benefits: Retirement? Yes

13.10 Other paid benefits: Life Insurance? Yes

### Employee Salaries #14.1-14.27

#### Library Director

14.1 Annual Current \$56,650

14.2 Rate per Hour \$29.44

14.3 MLS Degree (Yes/No) No

#### Assistant Director

14.4 Annual Current N/A

14.5 Rate per Hour N/A

14.6 MLS Degree (Yes/No) No

#### Cataloger

14.7 Annual Current N/A

14.8 Rate per Hour N/A

14.9 MLS Degree (Yes/No) No

#### Youth Services Librarian

14.10 Annual Current \$33,743

14.11 Rate per Hour \$18.54

14.12 MLS Degree (Yes/No) Yes

Young Adult Librarian

14.13 Annual Current \$0

14.14 Rate per Hour \$0

14.15 MLS Degree (Yes/No) Yes

Reference Librarian

14.16 Annual Current \$35,149

14.17 Rate per Hour \$19.31

14.18 MLS Degree (Yes/No) Yes

Circulation Librarian

14.19 Annual Current \$29,525

14.20 Rate per Hour \$16.22

14.21 MLS Degree (Yes/No) No

14.22 Other Circ. Aide

14.23 Annual Current \$11,590

14.24 Rate per Hour \$10.82

14.25 Other Circ. Aide

14.26 Annual Current \$11,590

14.27 Rate per Hour \$10.82

**Contact Information #15.1-15.4**

15.1 Name of person completing report: Thomas C. Bennett

15.2 Title: Library Director

15.3 Email: tbennett@cumberlandmaine.com

15.4 Phone: (207) 829-2216



## Prince Memorial Library 2008 Maine Public Library Survey

	PREVIOUS YEAR	CURRENT YEAR
<b>General Information #1.1-1.4</b>		
1.1 Municipality	CUMBERLAND	CUMBERLAND
1.2 Library	Prince Memorial Library	Prince Memorial Library
1.3 Report Period Starting Date (mo/day/yr)	07/01/06	07/01/07
1.4 Report Period Ending Date (mo/day/yr)	06/30/07	06/30/08

**Part I. Federal Questions -** The first part of the report is data for the last completed fiscal year and most of this information will be forwarded to the federal government and used for the Public Library Statistics Report. Please be as accurate and complete as possible.

### Facility/Staffing #2.1-2.10

2.1	Total number of hours library is open each year:	2444.00	2,444
2.2	Estimated space in existing building in square feet	13,042	13,042
2.3	Names of towns other than your legal municipality from which you receive income or from which you have a contract with naming your library as the primary service provider for said town (these will be added to your Legal Service Area Population)	1	1

Paid Staff Full Time Equivalent (please report figures in FTE for questions 2.4-2.7)

2.4	Total number of paid librarians with an ALA-MLS	1.75	1.75
2.5	Total paid persons holding the title of librarian (included above)	3.5	3.5
2.6	Total all other paid staff (do not include above)	2.0	2.0
2.7	Total paid employees	5.5	5.5
2.8	Number of volunteers	0	0
2.9	Total number of volunteer hours per week	0	0
2.10	Total number of ALL Paid Employees (actual # of people, 10 not FTE)		10

**Financial Report #3.1-3.22****Operating Revenue: (Please round amounts to nearest dollar)**

3.1	MUNICIPAL appropriation (local)	\$281,422	\$250,030
3.2	Municipal appropriation from other towns	\$107,239	\$118,423
3.3	Total Local Revenue (3.1 + 3.2)	\$388,661	\$368,453
3.4	State Government Revenue	\$0	\$0
3.5	Federal Government Revenue	\$0	\$0
3.6	Other Operating Revenue (non-resident fees, dividends from endowments, gifts, book sales, etc.)	\$1,000	\$1,500
3.7	TOTAL OPERATING REVENUE (3.3 - 3.6) NOTE: will automatically total upon update.	\$389,661	\$369,953

**Operating Expenditures (Please round amounts to nearest dollar.)**

3.8	SALARIES (exclude benefits)	\$202,029	\$212,350
3.9	EMPLOYEE BENEFITS	\$73,955	\$76,543
3.10	TOTAL STAFF EXPENDITURES	\$275,984	\$288,893
3.11	Print Materials Expenditures	\$28,014	\$26,269
3.12	Electronic Materials Expenditures	\$0	\$0
3.13	Other Materials Expenditures	\$3,200	\$4,500
3.14	TOTAL COLLECTION EXPENDITURES	\$31,214	\$30,769
3.15	Other Operating Expenditures	\$48,690	\$55,725
3.16	TOTAL OPERATING EXPENDITURES (3.10 + 3.14 + 3.15) NOTE: will automatically total upon update.	\$355,888	\$375,387

**Capital**

3.17	Local Government Capital Revenue	32773	6500
3.18	State Government Capital Revenue	0	0
3.19	Federal Government Capital Revenue	0	0
3.20	Other Capital Revenue	0	0
3.21	Total Capital Revenue	32,773.00	6,500.00
3.22	Capital Expenditures	\$32,773	\$6,112

**Services #4.1-4.10**



4.1	Number of children's programs per year:	197	171
4.2	Children's program attendance per year:	3,168	2,170
4.3	Number of adult programs per year:	36	15
4.4	Adult program attendance per year:	221	218
4.5	Total programs per year:	233	186
4.6	Total attendance per year:	3389	2388
4.7	Total number of library visits per year:	47,638	48,013
4.8	Total number of reference transactions per year:	12,220	13,150
4.9	Total Number of Interlibrary Loans received from other libraries:	277	208
4.10	Total Number of Interlibrary Loans provided to other libraries:	2	5

**Collection #5.1-5.13**

5.1	Number of Adult Book/Serial Volumes:	27,219	27,595
5.2	Number of Children's Book/Serial Volumes:	17,979	18,228
5.3	Total number of Adult & Children's Book/Serial Volumes at end of year:	45,198	45,823
5.4	Number of Electronic Books:	0	0
5.5	Number of CURRENT Print Serial Subscriptions received:	110	110
5.6	Number of CURRENT Electronic Serial Subscriptions received:	0	0
5.7	Number of Audio Materials:	1,175	1,192
5.8	Number of Video Materials:	1,775	1,800

**Licensed Databases**

5.9	Local	0	0
5.10	State (state government or state library)	0	0
5.11	Other cooperative agreements (or consortia) within state or region (NOTE: include MARVEL here)	51	51
5.12	Total Licensed Databases (5.9 + 5.10 + 5.11) NOTE: will automatically	51	51

total upon update.

5.13	Does the library have a Large Print Book Collection?	<i>Yes</i>	Yes
------	------------------------------------------------------	------------	-----

**Circulation #6.1-6.3**

6.1	Total Children's Circulation	35,648	37,212
6.2	Total Circulation:	70,853	71,514
6.3	Lending Period (in weeks):	2	2

**Registered Patrons #7.1-7.2**

7.1	Total registered patrons:	8,170	8,605
7.2	Non-resident fee:	\$30.00	\$30.00

**Electronic Technology #8.1-8.3**

8.1	How many computers does the library have?	19	20
8.2	Number of Internet Computers Used by General Public	10	10
8.3	Number of Users of Internet Computers Per Year (IN HOUSE ONLY)	8,645	9,200

**Directory Information #9.1-9.16**

Part II. State Questions - The second half of the report is mostly for directory information and salary information. Please report the most current information you have for this part of the report.

9.1	Mailing Address	266 MAIN STREET	266 MAIN STREET
9.2	Town	CUMBERLAND	CUMBERLAND
9.3	State	ME	ME
9.4	Zip	04021	04021
9.5	Zip extension	3607	3607
9.6	Location (street) Address	266 MAIN STREET	266 MAIN STREET
9.7	Location Town	CUMBERLAND	CUMBERLAND
9.8	Telephone	207 829-2215	207 829-2215
9.9	Fax	207 829-2221	207 829-2221
9.10	Email Address	inquiry@princememorial.lib.me.us	inquiry@princememorial.lib.me.us
9.11	Web Site	www.princememorial.lib.me.us	www.princememorial.lib.me.us
9.12	ILL E-mail address:	inquiry@princememorial.lib.me.us	inquiry@princememorial.lib.me.us
9.13	ILL Fax number:	(207) 829-2221	(207) 829-2221
9.14	Total Number of Hours Library is Open per Week:	49.0	49
9.15	Library Hours (specific hours for each day - Mon: 9-12, 4-6):	Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-5	Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-12



9.16 Summer Hours (if different): *Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5* *Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-12*

**Personnel #10.1-10.8**

10.1	Library Director (first name)	<i>Thomas C.</i>	Thomas C.
10.2	Library Director (last Name)	<i>Bennett</i>	Bennett
10.3	Director's Home Phone (optional)	<i>N/A</i>	
10.4	Assistant Director	<i>N/A</i>	N/A
10.5	Reference Librarian	<i>Elizabeth Tarasevich</i>	Elizabeth Tarasevich
10.6	Interlibrary Loan Contact	<i>Sandra McGowan</i>	Sandra McGowan
10.7	Children's Librarian	<i>Jan Hamilton</i>	Jan Hamilton
10.8	Technology Coordinator	<i>Thomas C. Bennett</i>	Thomas C. Bennett

**Trustees and Friends #11.1-11.19**

11.1	Trustee Chair/President:	<i>Lisa Nolan</i>	Unfilled
11.2	Address	<i>100 Foreside Road</i>	
11.3	Town	<i>Cumberland Foreside</i>	
11.4	State	<i>Maine</i>	
11.5	Zip + 4	<i>04110</i>	
11.6	Total Number of Trustees	<i>9</i>	5
11.7	Length of Term (in years)	<i>3</i>	3
11.8	Number of meetings per year	<i>5</i>	5
11.9	How are Trustees chosen (appointed/elected/other/none)	<i>Appointed</i>	Appointed
11.10	Trustees are (policy/advisory/both/none)	<i>Advisory</i>	Advisory
11.11	Is library a:	<i>town/city dept.</i>	town/city dept.
11.12	Does your library have an active Friends group?	<i>Yes</i>	Yes
11.13	Friends Chair/President:	<i>Lynne Champoux</i>	Lynne Champoux
11.14	Address	<i>46 Colonial Drive</i>	46 Colonial Drive
11.15	Town	<i>N. Yarmouth</i>	N. Yarmouth
11.16	State	<i>ME</i>	ME
11.17	Zip +4	<i>04097</i>	04097
11.18	Number of current members	<i>250</i>	250
11.19	Does your library have 501 c 3 status?	<i>No</i>	No

**Policy/Construction/Access #12.1-12.17**

Does the library have a:

12.1	Written Mission Statement?	<i>Yes</i>	Yes
12.2	Written Long Range Plan?	<i>No</i>	No
12.3	Written Disaster Policy?	<i>No</i>	No
12.4	Written Personnel Policy?	<i>Yes</i>	Yes

12.5	Written Job Description(s)?	<i>Yes</i>	Yes
12.6	Written technology plan?	<i>No</i>	No
12.7	Written collection development policy?	<i>Yes</i>	Yes
12.8	Is building accessible to handicapped?	<i>Yes</i>	Yes
12.9	Is renovation/addition currently underway?	<i>No</i>	No
12.10	Is renovation/addition planned?	<i>No</i>	No
12.11	Year of planned renovation/addition?	<i>N/A</i>	N/A
12.12	Do one or more staff members subscribe to MELIBS?	<i>Yes</i>	Yes
12.13	Does library have an automated system?	<i>Both</i>	Both
12.14	Software used (please specify):	<i>Spectrum</i>	Alexandria
12.15	Does your library have an internet connection through MSLN?	<i>No</i>	No
12.16	If not, name of other internet service provider. Please respond n/a if provider is MSLN.	<i>Time Warner</i>	Time Warner
12.17	Does your library have wireless internet capabilities? (Yes/No)	<i>Yes</i>	Yes

**Employee Benefits #13.1-13.10**

## Director:

13.1	Length of paid vacation (in days):	<i>20</i>	20
13.2	Length of paid sick leave (in days):	<i>12</i>	12
13.3	Other paid benefits: Health Insurance?	<i>Yes</i>	Yes
13.4	Other paid benefits: Retirement?	<i>Yes</i>	Yes
13.5	Other paid benefits: Life Insurance?	<i>Yes</i>	Yes

## Other Staff:

13.6	Length of paid vacation (in days):	<i>20</i>	20
13.7	Length of paid sick leave (in days):	<i>12</i>	12
13.8	Other paid benefits: Health Insurance?	<i>Yes</i>	Yes



13.9	Other paid benefits: Retirement?	Yes	Yes
13.10	Other paid benefits: Life Insurance?	Yes	Yes

**Employee Salaries #14.1-14.27**

## Library Director

14.1	Annual Current	\$56,650	\$57,372
14.2	Rate per Hour	\$29.44	\$29.82
14.3	MLS Degree (Yes/No)	No	No

## Assistant Director

14.4	Annual Current	N/A	
14.5	Rate per Hour	N/A	
14.6	MLS Degree (Yes/No)	No	

## Cataloger

14.7	Annual Current	N/A	
14.8	Rate per Hour	N/A	
14.9	MLS Degree (Yes/No)	No	

## Youth Services Librarian

14.10	Annual Current	\$33,743	\$32,375
14.11	Rate per Hour	\$18.54	\$19.76
14.12	MLS Degree (Yes/No)	Yes	Yes

## Young Adult Librarian

14.13	Annual Current	\$0	
14.14	Rate per Hour	\$0	
14.15	MLS Degree (Yes/No)	Yes	

## Reference Librarian

14.16	Annual Current	\$35,149	\$33,723
14.17	Rate per Hour	\$19.31	\$20.59
14.18	MLS Degree (Yes/No)	Yes	Yes

## Circulation Librarian

14.19	Annual Current	\$29,525	\$28,328
14.20	Rate per Hour	\$16.22	\$17.29
14.21	MLS Degree (Yes/No)	No	No
14.22	Other	Circ. Aide	
14.23	Annual Current	\$11,590	\$10,791
14.24	Rate per Hour	\$10.82	\$11.53
14.25	Other	Circ. Aide	
14.26	Annual Current	\$11,590	\$10,791
14.27	Rate per Hour	\$10.82	\$11.53

**Contact Information #15.1-15.4**

15.1	Name of person completing report:	Thomas C. Bennett	Thomas C. Bennett
------	--------------------------------------	-------------------	-------------------

15.2	Title:	<i>Library Director</i>	Library Director
15.3	Email:	<i>tbennett@cumberlandmaine.com</i>	tbennett@cumberlandmaine.com
15.4	Phone	<i>(207) 829-2216</i>	(207) 829-2216



## Prince Memorial Library 2009 Maine Public Library Survey

### Section 1: Identification #1.1-1.24

Please answer this entire survey only as it relates to the library listed in question 1.1. Please read the full definitions carefully before you start. Click on the number next to the data element to see the full definition.

1.1	Library	Prince Memorial Library
1.2a	Municipality	Cumberland
1.2b	County	Cumberland
1.3	Legal Service Area (Leave blank - to be filled in by the State Data Coordinator)	
1.4	Report Period Starting Date (mo/day/yr)	07/01/2008
1.5	Report Period Ending Date (mo/day/yr)	06/30/2009
1.6	Mailing Address	266 Main Street
1.7	Town	Cumberland
1.8	State	ME
1.9	Mailing address zip code	04021
1.10	Zip extension	3607
1.11	Location (street) Address	266 Main Street
1.12	Location Town	Cumberland
1.13	Location Zip	04021
1.14	Telephone	(207) 829-2215
1.15	Fax	207 829-2221
1.16	Library Email Address	inquiry@princememorial.lib.me.us
1.17	Website	www.princememorial.lib.me.us
1.18	ILL email address	inquiry@princememorial.lib.me.us
1.19	ILL Fax number	(207) 829-2221
1.20	Total number of hours library is open per WEEK	46
1.21	Total number of hours library is open per YEAR	2,366
1.22	Library Hours (specific hours for each day - Mon: 9-12, 4-6)	Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-2
1.23	Summer Hours (if different: Please use 'same' if the hours don't change)	Tue: 9-8, Wed: 9-8, Thu: 9-8, Fri: 9-5, Sat: 9-12
1.24	Is your library a member of one of the three districts that comprise the Maine Regional Library System?	SMLD member

### Section 2: Facility/Staffing #2.1-2.7

2.1	Estimated space in existing building in square feet	13,042
-----	-----------------------------------------------------	--------

Paid Staff Full Time Equivalent (please report figures in FTE for questions 2.2-2.5)

To ensure comparable data, 40 hours per week is the measure of full-time employment. To compute full-time equivalents (FTE) for each staff category, divide the total number of hours worked by all employees in a category per week by 40. For example, 60 hours per week of part time work by employees in a staff category divided by 40 equals 1.5 FTEs.

2.2	Total number of paid librarians with an ALA-MLS	1.55
2.3	Total paid persons holding the title of librarian (please include 2.2)	2.875
	Total all other paid staff (do NOT include 2.2 and 2.3)	1.77
2.5	Total paid employees (2.3 + 2.4) NOTE: will automatically total upon save.	4.65
2.6	Total number of ALL Paid Employees (actual # of people, not FTE)	9

2.7 Is the library an all-volunteer library?

No

### Section 3: Financial Report #3.1-3.22

Operating revenue and expenditures are funds and costs necessary to support the provision of library services. Capital revenue and expenditures are not part of the "regular" library budget or day-to-day operating costs to run the library. Be sure to check related definitions in this section for detailed explanations and examples.

Operating Revenue: (Please round amounts to nearest dollar)

3.1 Municipal appropriation (local) \$237,730

Names of towns other than your legal municipality from which you receive MUNICIPAL income or from which you have a contract with naming your library as the primary service provider for said town. **If you do not have a formal agreement with another town, do not include that town.**

3.2a Town North Yarmouth

3.2b Income \$136,716

3.2c Contract Yes

---

3.3 ~~Total Local Revenue (3.1 + 3.2b)~~ \$374,446  
NOTE: will automatically total upon save.

3.4 State Government Revenue \$0

3.5 Federal Government Revenue (If you receive a reimbursement check for E-rate discounts on your telephone bill, report the amount here. This would be the amount reported on Form 472 (BEAR). All other E-rate discounts are NOT reported.) \$0

3.6 Other Operating Revenue (non-resident fees, dividends from endowments, gifts, book sales, etc.) \$2,450

3.7 Total Operating Revenue (3.3 - 3.6) \$376,896  
NOTE: will automatically total upon save.

Operating Expenditures (Please round amounts to nearest dollar.)

3.8 Salaries (exclude benefits) \$211,112

3.9 Employee benefits (Include social security, medicare, retirement, workers compensation, etc.) \$87,787

3.10 Total Staff Expenditures (3.8 + 3.9) \$298,899  
NOTE: will automatically total upon save.

3.11 Print Materials Expenditures \$25,117

3.12 Electronic Materials Expenditures \$0

3.13 Other Materials Expenditures (DVD, audio, microfilm, etc.) \$5,308

3.14 Total Collection Expenditures (3.11 + 3.12 + 3.13) \$30,425  
NOTE: will automatically total upon save.

3.15 Other Operating Expenditures (supplies, computer equipment, photocopiers, etc.) \$41,998

3.16 Total Operating Expenditures (3.10 + 3.14 + 3.15) \$371,322  
NOTE: will automatically total upon save.

Capital Revenue

3.17 Local Government Capital Revenue \$6,500

3.18 State Government Capital Revenue \$0

3.19 Federal Government Capital Revenue \$0

3.20 Other Capital Revenue \$0

3.21 Total Capital Revenue (3.17 + 3.18 + 3.19 + 3.20) \$6,500  
NOTE: will automatically total upon save.

Capital Expenditures

3.22 Capital Expenditures \$3,124



**Section 4: Services #4.1-4.12**

4.1	Number of children's programs per year	173
4.2	Children's program attendance per year	2,220
4.3	Number of young adult programs per year	3
4.4	Young adult program attendance per year	11
4.5	Number of adult programs per year	13
4.6	Adult program attendance per year	180
4.7	Total programs per year (4.1 + 4.3 + 4.5) NOTE: will automatically total upon save.	189
4.8	Total attendance per year (4.2 + 4.4 + 4.6) NOTE: will automatically total upon save.	2,411
4.9	Total number of patron visits per year	47,787
4.10	Total number of reference transactions per year	2,808
4.11	Total Number of Interlibrary loans (ILL) received from other libraries	185
4.12	Total Number of Interlibrary Loans (ILL) provided to other libraries	4

**Section 5: Collection #5.1-5.16**

5.1	Number of Adult Books/Serial Volumes	28,197
5.2	Number of Children's Books/Serial Volumes	15,076
5.3	Number of Young Adult Books/Serial Volumes	4363
5.4	Total Number of Adult, Young Adult & Children's Books/Serial Volumes at end of year (5.1 + 5.2 + 5.3) NOTE: will automatically total upon save.	47,636
	Number of Electronic Books: (Local Collection)	0
5.6a	Are you a member of Maine InfoNet Downloadable Audio Library?	Yes
5.6b	If yes, please fill with 1262 ONLY	1,262
5.7	Total Number of Electronic Books (5.5 + 5.6b) NOTE: will automatically total upon save.	1,262
5.8	Number of CURRENT Print Serial Subscriptions received	105
5.9	Number of CURRENT Electronic Serial Subscriptions received	0
5.10	Number of Audio Materials	1,347
5.11	Number of Video Materials	2,293
Licensed Databases		
5.12	Local	0
5.13	State (state government or state library)	0
5.14	Other cooperative agreements (or consortia) within state or region (NOTE: include MARVEL here)	54
5.15	Total Licensed Databases (5.12 + 5.13 + 5.14) NOTE: will automatically total upon save.	54
5.16	Does the library have a Large Print Book Collection?	Yes

**Section 6: Circulation #6.1-6.3**

6.1	Total Children's Circulation	41,424
6.2	Total Circulation	77,997
6.3	Lending Period (in weeks)	2

**Section 7: Registered Patrons #7.1-7.3**

7.1	Total registered patrons	8,559
7.2	Total number of non-resident patrons	32
7.3	Non-resident fee	\$30.00

### Section 8: Electronic Technology #8.1-8.9

8.1	How many computers does the library have?	21
8.2	Number of Internet Computers Used by General Public	10
8.3	Number of Users of Internet Computers Per Year (IN HOUSE ONLY)	8,400
8.4	Does the library have an automated circulation system?	Both
8.5	Software used (choose one)	Alexandria
8.6	Does your library have an internet connection through MSLN?	No
8.7	If not, name of other internet service provider. Please respond n/a if provider is MSLN.	Time Warner
8.8	Does your library have wireless internet capabilities?	Yes

### 8.9 - What software does the library have? Please check all that apply:

-	Word Processing (for example: MS Word, Open Office, MS Works)	Yes
-	Spreadsheet (for example: MS Excel, Open Office, MS Works)	Yes
-	Database (for example: MS Access, Open Office)	Yes
-	Presentation (for example: MS PowerPoint, Open Office)	Yes
-	Publication (for example: MS Publisher, InDesign)	Yes
-	Adobe Reader	Yes

### Section 9: Personnel #9.1-9.4

For the remainder of the survey (Sections 9 - 15) please report the most current information you have. Example: For question 9.1 Library Director you would put the person who is the current Library Director on the date you are filling out the report even if the Library Director for the reporting year was different.

9.1	Library Director (first name)	Thomas C.
9.2	Library Director (last name)	Bennett
9.3	Director's Home Phone (optional)	N/A
9.4	Director's Email	tbennett@cumberlandmaine.com

### Section 10: Trustees and Friends #10.1-10.20

10.1	Trustee Chair/President	Unfilled
10.2	Email Address	N/A
10.3	Mailing Address	Unfilled
10.4	Town	N/A
10.5	State	N/A
10.6	Zip	N/A
10.7	Total Number of Trustees	9
10.8	Length of Term (in years)	3
10.9	Number of meetings per year	5
10.10	How are Trustees chosen	Appointed
10.11	Trustees are	Advisory
10.12	Is library a:	Town/City Dept.
10.13	Does your library have an active Friends group?	Yes
10.14	Friends Chair/President	Sue Thaxter
10.15	Email Address	N/A



10.16 Mailing Address	12 Woodside Drive
10.17 Town	Cumberland
10.18 State	ME
10.19 Zip	04021
10.20 Does your library have 501 c 3 status?	No

### Section 11: Policy/Construction/Access #11.1-11.15

Does the library have a:

11.1 Written Mission Statement?	Yes
11.2 Written Long Range Plan?	No
11.3 Written Disaster Policy?	No
11.4 Written Personnel Policy?	Yes
11.5 Written Job Description(s)?	Yes
11.6 Written collection development policy?	Yes
11.7 Written Internet safety policy?	No
11.8 Written acceptable computer use policy?	Yes
11.9 Is building accessible to handicapped?	Yes
11.10 Are there plans for a new building?	No
11.11 Is renovation/addition planned or currently underway?	No
11.12 Year of planned or current renovation/addition?	N/A
11.13 Do one or more staff members subscribe to MELIBS?	Yes
11.14 Does the library director subscribe to MEINFO?	Yes
11.15 Does your library participate in the van delivery service for Interlibrary Loan?	Yes

### Section 12: Employee Benefits #12.1-12.10

Director:

12.1 Length of paid vacation (in days)	20
12.2 Length of paid sick leave (in days)	12
12.3 Other paid benefits: Health Insurance?	Yes
12.4 Other paid benefits: Retirement?	Yes
12.5 Other paid benefits: Life Insurance?	Yes

Other Paid Staff:

12.6 Paid vacation?	Yes
12.7 Paid sick leave?	Yes
12.8 Other paid benefits: Health Insurance?	Yes
12.9 Other paid benefits: Retirement?	Yes
12.10 Other paid benefits: Life Insurance?	Yes

### Section 13: Employee Salaries #13.1-13.45

If you are a one-person library, put your information only under Director.

Library Director

13.1 Annual Current	\$57,372
13.2 Rate per Hour	\$29.82
13.3 MLS Degree	No
13.4 Full or Part Time	Full-Time

Assistant Director		
13.5	Annual Current	\$0
13.6	Rate per Hour	\$0
13.7	MLS Degree	N/A
13.8	Full or Part Time	N/A
Cataloger		
13.9	Annual Current	\$0
13.10	Rate per Hour	\$0
13.11	MLS Degree	N/A
13.12	Full or Part Time	N/A
Children's Librarian		
13.13	Annual Current	\$31,853
13.14	Rate per Hour	\$19.77
13.15	MLS Degree	Yes
13.16	Full or Part Time	Full-Time
Circulation		
13.17	Annual Current	\$27,871
13.18	Rate per Hour	\$17.29
13.19	MLS Degree	No
13.20	Full or Part Time	Full-Time
Interlibrary Loan		
13.21	Annual Current	\$0
13.22	Rate per Hour	\$0
13.23	MLS Degree	N/A
13.24	Full or Part Time	N/A
Library Assistant/Clerk		
13.25	Annual Current	\$10,791
13.26	Rate per Hour	\$11.53
13.27	MLS Degree	No
13.28	Full or Part Time	Part-Time
Reference Librarian		
13.29	Annual Current	\$33,191
13.30	Rate per Hour	\$20.59
13.31	MLS Degree	Yes
13.32	Full or Part Time	Full-Time
Technology Coordinator		
13.33	Annual Current	\$0
13.34	Rate per Hour	\$0
13.35	Full or Part Time	N/A
Young Adult Librarian		
13.36	Annual Current	\$0
13.37	Rate per Hour	\$0
13.38	MLS Degree	N/A
13.39	Full or Part Time	N/A
Other		
13.40	Annual Current	\$10,791
13.41	Rate per Hour	\$11.53
13.42	Full or Part Time	Part-Time



Other

13.43 Annual Current

\$10,791

13.44 Rate per Hour

\$11.53

45 Full or Part Time

Part-Time

#### **Section 14: Contact Information #14.1-14.4**

14.1 Name of person completing report

Thomas C. Bennett

14.2 Title

Library Director

14.3 Email

tbennett@cumberlandmaine.com

14.4 Phone

(207) 829-2216

#### **Section 15: Complete and Submit**

Now, complete your survey by going to the Status tab. Look at and clear any Edit Checks and Unanswered Questions. Then, click the Submit Survey tab (last tab under Status).

---

Scroll down to see the Submit Survey button. You should get a message saying that your survey has been successfully submitted. Be sure to print a copy of your report and annotations.

NEW this year, you will be able to log back in and print your survey. If you need to make changes to the data entered, you will need to contact Jenny Melvin.

**PUBLIC NOTICE**

**Special Cumberland  
Town Council Meeting  
Wednesday,  
September 22, 2010  
7:00 p.m. Call to Order**

The Cumberland Town Council will hold a special meeting at 7:00 p.m. on Wednesday, September 22, 2010 in the Town Council Chambers. An opportunity for public comment will be provided. The following items will receive a public hearing:

- To hold a Public Hearing to consider and act on amending Section 104 (Definitions) of the Cumberland Zoning Ordinance to add a definition for Railroad Facility.
- To hold a Public Hearing to consider and act on a junkyard/recycler permit renewal for Cumberland Salvage for the period of October 1, 2010- September 30, 2011.
- To hold a Public Hearing to consider and act on amendments to the Cumberland Mass Gathering Ordinance.
- To hold a Public Hearing to consider and act on forwarding Section 104.138 (setback definition) of the Cumberland Zoning Ordinance to the Planning Board for a Public Hearing and recommendation.
- To hold a Public Hearing to consider and act on the annual "blanket" Mass Gathering Permit for all fall events at Twin Brook.
- To hold a Public Hearing to consider and act on the adoption of PACE Ordinance and authorization agreement.
- To hold a Public Hearing to consider and act on authorizing the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.

Additional agenda items will receive consideration and action. Please refer to the town's website: [www.cumberlandmaine.com](http://www.cumberlandmaine.com) for a complete agenda.

#4097291

Ad shown is not actual print size





**Special Cumberland Town Council Meeting  
Wednesday, September 22, 2010  
7:00 p.m. Call to Order**

The Cumberland Town Council will hold a special meeting at 7:00 p.m. on Wednesday, September 22, 2010 in the Town Council Chambers. An opportunity for public comment will be provided. The following items will receive a public hearing:

- To hold a Public Hearing to consider and act on amending Section 104 (Definitions) of the Cumberland Zoning Ordinance to add a definition for Railroad Facility.
- To hold a Public Hearing to consider and act on a junkyard/recycler permit renewal for Cumberland Salvage for the period of October 1, 2010– September 30, 2011.
- To hold a Public Hearing to consider and act on amendments to the Cumberland Mass Gathering Ordinance.
- To hold a Public Hearing to consider and act on forwarding Section 104.138 (setback definition) of the Cumberland Zoning Ordinance to the Planning Board for a Public Hearing and recommendation.
- To hold a Public Hearing to consider and act on the annual “blanket” Mass Gathering Permit for all fall events at Twin Brook.
- To hold a Public Hearing to consider and act on the adoption of PACE Ordinance and authorization agreement.
- To hold a Public Hearing to consider and act on authorizing the Town Manager to accept delinquent taxes for property identified as Tax Map U22/Lot 65A in the amount of \$827.42.

Additional agenda items will receive consideration and action. Please refer to the town’s website: [www.cumberlandmaine.com](http://www.cumberlandmaine.com) for a complete agenda.