



**Town of Camden
Select Board Meeting
June 18, 2013 -6:30 p.m.**

This meeting will be broadcast on Channel 22
Select Board meetings are web streamed lived at
www.townhallstreams.com

A. Call to Order

B. Citizen Comments (for items *not* on the agenda)

This time is set aside for members of the public to comment on any town-related issue that is not on the agenda. We ask that people keep comments within 3 minutes

C. Communications, Presentations, and Recognitions

- A. Joint Camden-Rockport Sidewalk Project – Update
- B. Downtown Master Plan – Update
- C. Establishment of the Rules of Order to be followed at Select Board Meetings

D. Approval of Select Board Minutes: Minutes of June 4, 2013

E. Select Board Member Reports

F. Town Manager Report

G. New Business

1. Consideration of the Collective Bargaining Agreement with Camden Police Benevolent Association
2. Agreement Between the Ragged Mountain Recreation Area Foundation and the Town of Camden regarding Funding of the Snow Bowl Sanitary System
3. Authorize the Town Manager to enter into Negotiations with Northeast Mobile Health Services to Provide Emergency Medical Services to the Town of Camden
4. Consideration of the following Victualer's License renewals: Blue Harbor House, Camden Bagel Café, Camden Hideaway Inn, Camden Riverhouse Hotel, Subway, Quarry Hill (Anderson Inn)
5. Consideration of the following Lodging Establishment License renewals: Blue Harbor House, Camden Hideaway Inn, and Camden Riverhouse Hotel

6. Reappointment of the Town Manager pursuant to Article II, Section 1 of the Town Charter.
7. Reappointment of the Road Commissioner pursuant to Title 23, Section 2701, MRSA.
8. Reappointment of the Harbormaster pursuant to the Harbor & Waterways Ordinance, Article III, Section 3.
9. Reappointment of an Assessor's Agent pursuant to Article IV, Part C, Section 2 of the Town Charter.
10. Confirmation of the Town Manager's appointments of the Treasurer, Tax Collector, and the Town Clerk and Department Heads pursuant to Article III of the Town Charter.
12. Set date(s) of July Select Board Meetings

I. Select Board Closing Comments

Adjourn

MEETING OF THE CAMDEN WASTEWATER COMMISSIONERS

1. Establishment of the Rules of Order to be followed at Wastewater Commissioner Meetings.
2. Appointment of Chief Executive and Administrative Official of the Wastewater Department, and of the Superintendent of the Wastewater Department, Pursuant to Article V, Section 7 of the Town Charter.
3. Review and approval of the FY14 Wastewater Budget and user rate.
4. Review and approval of the FY14 Seabright Hydro Budget.

**Rules and Order of Business
for Select Board Meetings**

- A. The Select Board will meet on the first and third Tuesday evening of each month unless the Board decides at a prior meeting to hold special meetings and workshops, or not to hold a meeting.
- B. The Select Board will hold its meetings in the Washington St. Conference Room, unless an alternative location is selected. If a different location is selected, the Select Board must provide sufficient prior notice to make the public aware of the different meeting location.
- C. The Select Board meetings will begin at 6:30 p.m. unless otherwise noted.
- D. A draft agenda will be transmitted to the local newspapers by closed of business on Friday and be posted in a few prominent locations around Camden including the Town Office, Post Office, Public Library, Public Safety Building, and the town's website. Any revisions to the agenda will be immediately posted to the website.
- E. Select Board meetings will be recorded and broadcast on the government access Channel 22 and are web streamed live at www.townhallstreams.com.
- F. Agenda items and necessary back-up information must be submitted to the Town Manager's Office no later than noon on the Wednesday prior to the meeting.
- G. The Select Board will only act on items that appear on the final posted agenda unless the immediacy of the issue requires an item to be added to the agenda at the meeting.
- H. The Select Board will follow the agenda order unless the Board decides to change the order.
- I. The Select Board allows comments on agenda items. Comments are asked to be kept at three minutes and relevant to the agenda item. The Select Board will also set aside a time on every agenda that allows the public to speak on non-agenda items.
- J. Three members are required to be present for a quorum. Three votes in the affirmative will be required for passage of a motion.
- K. All persons attending Select Board meetings will be treated with respect.

Approved by the Camden Select Board on June 18, 2013.



Town of Camden
Minutes of the Select Board Meeting
June 4, 2013
6:30pm

PRESENT: Chairperson Martin Cates, John French, Jr., James Heard, Leonard Lookner, Donald White, and Town Manager Finnigan. Also present were members of the press and public.

A. Call to Order

The meeting was called to order at 6:33pm.

B. Communications, Presentations, and Recognitions

1. Comprehensive Plan Update – Lowrie Sargent

Lowrie Sargent updated the Board on progress with the Comprehensive Plan. He said that the committee had had good response from other Town committees and groups, and he thanked Jean Freedman-White for her work in coordinating the effort. He also thanked Steve Wilson who is helping to liaise with the State.

Sargent said that two major changes are being reviewed with CEDAC: (1) Adding a chapter on government, to include an historic perspective on how Camden has been governed dating back to the 1700s, and including how things are currently run; (2) switching to a more narrative form for the chapters and including the necessary graphs, charts and maps as appendices.

Sargent was thanked by the Select Board for his work on the Comprehensive Plan.

- 2.** *John French made a motion to take the item on the Harbor Ordinance out of order. James Heard seconded this motion and it was unanimously approved.*

Consideration of amendment to the Administrative Procedures to the Harbor & Waterways Ordinance Appendix C Inner Harbor Float Specifications and Procedure as recommended by the Harbor Committee

Gene McKeever, Chair of the Harbor Committee, spoke to the Board about proposed changes to the Harbor ordinance with regard to the inner harbor floats. He described the proposed changes to Appendix C in the ordinance and told the Board that the Harbor Committee had unanimously supported these changes.

Leonard Lookner made a motion to accept the recommendation from the Harbor Committee to allow shackles on bottom chains on the inner harbor floats, provided they are safety-wired and made in the U.S., and to amend "Appendix C, Inner Harbor Float Specifications and Procedures, #7". Donald White seconded the motion. It was unanimously approved.

3. Presentation of the EMS Review Team Recommendation

Martin Cates gave a Powerpoint presentation to detail the results of the work of the EMS review team. He said that this team, comprised of members from each of the four towns, had been tasked with looking at cost factors of EMS services, budget implications, and impact on taxpayers, while also studying ways to maintain quality of care. Cates reviewed the history of this process since the fall of 2012 and outlined the steps that had been taken over subsequent months since the process had begun.

During the report, Cates discussed the criteria and qualifications of the companies that had been interviewed: Camden First Aid Association, North East Mobile Health Services, Delta Ambulance, and Sterling (only interviewed by Hope). He said that the review team's recommendations were based on the proposals that the companies had provided, along with financial factors, long-term stability for the communities served, the companies' business models as well as their management structures. Cates reported that the business models of North East Health Services and Delta had scored higher than that of Camden First Aid Association. He also reported that the bid from North East Health was the lowest, at \$28,000 total for serving the four towns, \$10,000 of which would be Camden's share.

Cates said that, after weighing all of these factors carefully and conducting the necessary research, the team is recommending that the towns contract with North East Mobile Health Services.

At this point, the Chair opened a Question and Answer period. During the Q & A, Cates emphasized that any final results from the EMS review process would depend on decisions of four communities.

The Board addressed questions from Meg Sideris, Steve Burleson, John Scholz, Karen Grove, Bob Davee, Lisa Ettinger, Meg Barclay, Barbara Spaulding, Fran Wheeler, and Richard Householder. The majority of the questions centered around how North East Mobile Health Services was able to provide the same services to the four towns at such a much lower price than the current emergency medical services provider.

Town Manager Finnigan described how the larger companies are able to cover their overhead more easily than the smaller, independent providers such as CFAA. She noted that approximately 2,000 billable calls per year are required to sustain one ambulance available 24/7, staffed with a paramedic. CFAA's annual billable calls have averaged less than 1,500 over recent years. Finnigan also explained that through time, as the team looked ahead at projections for future years, they could not see that the costs for CFAA were likely to come down from their current level. John French, who sat on the review team with Cates and Finnigan, also helped explain the situation. In addition, consultant Rick Petrie was on hand to provide information and to help answer questions.

During the comments portion, comments were made by Bridget Qualey, Lisa Ettinger, Meg Sideris, Deb Dodge, Karen Grove, T. C. Bland, Brian Allen, Julia Libby, and Dennis Simmons. The audience gave Julia Libby, Director of CFAA, a warm applause following her comments.

Simmons, Manager of the local North East Mobile Health offices, remarked that CFAA staff would be offered positions with their company if a change were to occur.

Town Manager Finnigan spoke about the lengthy and excellent service that CFAA has given to the residents of Camden and its neighboring communities for many years. She said this had been an extremely difficult situation for the group of people that had been charged with coming up with a recommendation. Finnigan also emphasized that this recommendation in no way reflected on the quality of the service that any of the EMS providers have demonstrated.

C. Citizen Comments

There were no citizen comments.

The Chair opened the floor to comments from the Board.

Donald White reminded the group that the Mid Coast Transit Committee would be holding two public information sessions to share results of the recently-conducted Transit Study. The first public information session is to be held on June 24 at 6:30pm at Rockland City Hall, and the second will be held at the Washington Street conference room in Camden on June 25 at 6:30.

D. Approval of Select Board Minutes dated May 21, 2013

Donald White made a motion to approve the minutes of the Select Board meeting dated May 21, 2013. John French seconded the motion. It was unanimously approved.

E. Select Board Member Reports

Donald White reported that the Opera House Committee had received a grant to refurbish its Steinway piano. White said that the Committee is also working on a proposed plan for using TIF funds to improve lighting and signage at the Opera House which would be presented to the Downtown Network Board.

James Heard said that the Ragged Mountain Recreation Redevelopment Committee is working toward the vote in November and has about \$700,000 left to raise toward their total goal of \$4.5 million.

F. Town Manager Report

Town Manager Finnigan reminded everyone that Tuesday was voting day, and Wednesday evening would be the Town Meeting. She noted that we had hoped to know by now what the state legislature would do regarding revenue sharing, but that those figures were not known yet.

G. New Business

1. Construction Permit – Road Overlimit Permit for the MDOT Megunticook erosion project (Washington Street) to allow the contractor to haul overlimit loads on municipal roads

Town Manager Finnigan explained that an upcoming project along Washington Street in

the area of Ames Terrace will require heavy machinery to be transported over municipal roads. Since the machinery exceeds the road's weight limit, a permit must be obtained.

Donald White made a motion to approve a construction overlimit permit for the Megunticook River erosion project at Washington Ave and Gould St/Ames Terrace. John French seconded the motion. It was unanimously approved.

2. Knox County Tax Assessment and Communications Center Fees

There was a request by the Town Manager to table this item until the first meeting in July.

John French made a motion to table this item until the first meeting in July. James Heard seconded the motion and it was unanimously approved.

H. Public Hearings: Malt, Spirituous, and Vinous Liquor Licenses; Special Amusement Permit

Chairperson Cates opened a Public Hearing.

1. Susie Laidlaw, d/b/a Chichi Chef for Class I off-premise catering liquor license for malt, spirituous and vinous beverages

John French made a motion to approve the Class I off-premise catering liquor license for Susie Laidlaw d/b/a ChiChi Chef. Leonard Lookner seconded the motion. It was unanimously approved.

I. Tabled Business

Consideration of bid award for 2013 Sand and Salt Bids

John French made a motion to accept the Knox County sand bid awarded to Hartland, Inc. in the amount of \$8.25/ton and the salt bid awarded to International Salt in the amount of \$53.49/ton. Donald White seconded the motion. It was unanimously approved.

J. Select Board Closing Comments

John French encouraged the public to vote so that participation would be high both on voting day and at the Town Meeting on Wednesday.

Adjourn as Select Board

John French made a motion to adjourn the Select Board meeting and convene as Board of Assessors. Donald White seconded this motion. The motion passed unanimously.

Meeting of the Board of Assessors

1. Abatement Request for 17 Powder Mill

The Town Manager explained that this abatement was necessary because a duplicate tax bill had been sent out.

Donald White made a motion to grant an abatement the property at 17 Powder Mill due to an error for the entire amount of the taxes \$247.61. John French seconded the motion. It was unanimously approved.

2. Approval of Ratio Declaration and Reimbursement

John French made a motion to declare a certified ratio of assessed values of 100%. Donald White seconded the motion. It was unanimously approved.

Adjourn as Board of Assessors

Donald White made a motion to adjourn the meeting of the Board of Assessors. James Heard seconded this motion. It was unanimously approved.

Executive Session

John French made a motion to go into executive session to discuss labor negotiations in accordance with (Title 1 M.R.S.A. section 405 6.D). Donald White seconded this motion. The motion passed unanimously and the Board went into Executive Session at 8:52.

The Board came out of Executive Session.

___ made a motion to adjourn the Select Board meeting. D___ seconded this motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted,

Karen Brace
Recording Secretary

COLLECTIVE BARGAINING AGREEMENT

between

TOWN OF CAMDEN

and

CAMDEN POLICE BENEVOLENT ASSOCIATION

Affiliated with the

MAINE ASSOCIATION OF POLICE

July 1, 2013 - June 30, 2016

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ARTICLE 1 - PREAMBLE

Pursuant to the provisions of the Municipal Public Employees Labor Relations Act (Title 26, M.R.S.A., 961 through 974, 1969, as amended), the parties hereto have entered into this Agreement in order to establish mutual rights, preserve proper employee morale and to promote effective and efficient operations.

ARTICLE 2 - RECOGNITION

The Employer recognized the Union as the sole and exclusive bargaining agent for the purpose of negotiating salaries, wages, hours, and other conditions of employment for all its eligible employees within the bargaining unit, as determined in accordance with the Municipal Public Employees Labor Relations Act.

ARTICLE 3 - UNION SECURITY

All employees shall have the right to join the UNION, except as otherwise provided herein or refrain from doing so. No employee shall be favored or discriminated against either by the TOWN or by the UNION because of his/her membership or non-membership in the UNION. The UNION recognizes its responsibilities as bargaining agent without discrimination, interference, restraint, or coercion.

Membership in the Local Union is not compulsory. Employees have the right to join, not to join, maintain, or drop their membership in the Local Union as they see fit. Neither party shall exert any pressure on, or discriminate against, any employee in regard to such matters. Those employees who choose not to join the Union shall be subject to one of the following options:

1. Sign a written authorization deduction in the amount of eighty (80%) percent of the Union dues.
2. Be subject to no payroll deduction with the understanding that if the services of the Union Representative are requested, the employee shall pay reasonable costs for the services of the Business Agent and the Union Attorney. The Union's cost of arbitration or proceedings, if any, will be borne by the employee,

Or

3. Self representation.

ARTICLE 4 - IDENTIFICATION FEES

Should the Employer find it necessary to require employees to carry or record full personal identification, such requirement shall be complied with by the employees. The cost of such personal identification shall be borne by the Employer.

ARTICLE 5 - ACCESS TO PREMISES

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, collection of dues, and ascertaining that the Agreement is being adhered to, provided however, that there is not interruption of the Employer's working schedule. Prior to entering the Employer's premises, the Union representative shall notify the Police Chief or Town Manager.

ARTICLE 6 - CHECK-OFF AUTHORIZATION

Section 1. The Employer shall deduct regular monthly dues and fees (including agency fees, fair share fees, or service fees and initiation fees) upon receipt of a signed authorization from each employee (a copy of which is to be retained by the Employer) and a certified statement from the Secretary-Treasurer of the Local Union as to the amount of dues and fees. Such authorization shall be for the life of this Agreement and shall be continued thereafter if an Agreement exists between the Employer and the Union, unless an employee notifies the Union in writing no more than twenty (20) days and not less than ten (10) days before the expiration of the Agreement of his/her desire to revoke this authorization for check-off.

Section 2. The Employer shall forward all such dues and fees so collected to the Secretary-Treasurer of the Local Union before the end of each month in which deductions were made. In the event dues and fees are deducted each week, the Employer shall forward such dues and fees to the Secretary-Treasurer of the Local Union before the tenth (10th) day of the month following the month in which deductions were made.

Section 3. Delinquent Dues. Upon notification by the Union of delinquent dues or fees, the Employer shall deduct for delinquent dues or fees in addition to deduction for regular dues or fees.

Section 4. The Union shall indemnify and save the Employer harmless against all claims and suits which may arise by reason of any action taken in making deductions of said dues and fees and remitting the same to the Union pursuant to this Article.

ARTICLE 7 - GRIEVANCE PROCEDURE

A grievance is hereby defined as any dispute between the parties as to the meaning, or application of the specific terms of the Agreement. Disputes arising between the parties shall be settled as follows:

- a. The aggrieved employee must present the grievance to the Police Chief within five (5) working days of the knowledge of the grievance.
- b. Within five (5) working days after the grievance is presented by the employee, the Police Chief will meet with the employee and Steward to discuss the grievance. The Police Chief will

respond, in writing, to the aggrieved employee within five (5) working days after the meeting date.

c. Within five (5) working days after the written response of the Police Chief is due, if the grievance is not resolved between the parties, the aggrieved employee or Union may submit the grievance, in writing, to the Town Manager.

d. Within ten (10) working days after receipt of the written grievance, the Town Manager will hold a meeting on the grievance with all concerned. Within ten (10) working days after the meeting, the Town Manager will respond, in writing, to the aggrieved employee as to his/her decision on the grievance.

e. In the event that the decision of the Town Manager as rendered pursuant to Subsection C, above, is not acceptable to the grievant, the Union or the employee may, within ten (10) working days after the decision due date, file a written request for grievance arbitration of the issue and so advise the Town of the Union's request to arbitrate. The parties shall attempt to mutual agree upon an arbitrator. If the parties cannot agree upon an arbitrator in ten (10) working days then the parties shall request that the American Arbitration Association provide a list of five (5) names to serve as an arbitrator. The party which filed the request for arbitration shall then eliminate one name from the list and then the other party shall eliminate one name from the list. This procedure shall then be repeated until there is one name remaining and that person shall serve as the arbitrator. The expenses of the arbitrator and the proceedings shall be shared equally by the parties.

f. The Arbitrator shall have no authority to amend, modify, add to, or subtract from, the specific terms and provisions of this Agreement.

g. The Arbitrator's decision shall be final and binding on the parties for the duration of the Agreement. The Arbitrator shall be requested to issue the decision within thirty (30) days after the conclusion of testimony and final argument. Expenses for the Arbitrator's services and the proceedings shall be borne equally by the Town and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause a record to be made providing it pays for the record and makes copies available without charge to the other party and to the Arbitrator.

h. The time limit for the foregoing processing of grievances may be extended by written mutual agreement of the Town and the Union or employee.

ARTICLE 8 - STEWARDS

Section 1. The Employer recognizes the right of the Union to designate a Steward and an Alternate. The authority of the Steward, and Alternate, so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:

a. The investigation and presentation of grievance in accordance with the provisions of the collective bargaining agreement;

- b. The collection of dues when authorized by appropriate Local Union action;
- c. The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers, provided such messages and information have been reduced to writing.

Section 2. The Steward and the Alternate shall be permitted to investigate, present, and process grievances on or off the property without loss of time or pay so long as such activities are approved by the Police Chief. In no case shall such activities extend beyond two (2) hours combined for Stewards and Alternates during a normal work week unless mutually agreed.

ARTICLE 9 - UNION ACTIVITIES

The Employer agrees to grant the necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or to serve in any capacity on other official Union business, provided forty-eight (48) hours' written notice is given to the Employer by the Union specifying length of time off. The Town agrees that, in making its decision to grant time off for Union activities, due consideration shall be given to the number of employees affected in order that there shall be no disruption of the Employer's operations due to lack of available employees.

ARTICLE 10 - PERSONNEL FILES

Insofar as permitted by law, all personnel records, including home addresses, telephone numbers, and pictures of members shall be confidential and shall not be released to any person other than officials of the department and other municipal officials.

Upon request, a member shall have the right to inspect his/her official personnel record. Inspection shall be during regular business hours and shall be conducted under supervision of the Employer. A member shall have the right to have added to his/her personnel file a written refutation of any material which he/she considers detrimental

No written reprimand shall be placed in a member's personnel file unless the member has first had the opportunity to see a copy of the reprimand and has been provided with an opportunity for a hearing thereon. Within five (5) days thereafter, the member may file a written reply. If the Employer thereafter places the written reprimand in the member's personnel file, it shall also include the reply.

ARTICLE 11 - BEREAVEMENT LEAVE

In the event of death in the immediate family of an employee, the employee shall be granted three (3) days of leave of absence with full pay to make household adjustments or to attend funeral services. In cases of extreme stress, a fourth day may be taken for bereavement leave. This fourth day may be the Martin Luther King Day personal day, or a sick leave day.

Immediate family is hereby defined to include spouse, parents, children, grandchildren brothers, sisters, parents-in-law, stepchildren, grandparent of employee, brother and sister-in-law, and stepparents when a caring relationship similar to that of a parent has been developed.

Bereavement leave for services of other relatives or friends may be granted by the Department Head for absence without pay.

ARTICLE 12 - LEAVE OF ABSENCE

An employee may be granted a leave of absence without pay at the sole discretion of the Town Manager in writing for a period deemed necessary by the employee for the purpose of the leave but not in excess of twelve (12) months. The reason for that leave of absence shall be stated in writing and reviewed every three (3) months and said leave may be discontinued after such review. After twelve (12) months of leave has elapsed, the Town Manager shall review the reason(s) for the leave of absence and shall terminate the employee's employment with the Town unless the Town Manager shall determine that extraordinary conditions exist.

No employee shall receive salary or accumulate benefits from the Town while on leave of absence.

The Town will conform to federal and state law regarding Military and Reserve Service Leave.

ARTICLE 13 - SEPARATION OF EMPLOYMENT

Upon separation, the Town shall pay all wages owed as well as earned vacation pay due to the employee, if any, on the next regular pay day, providing all issued equipment and clothing has been returned.

In all cases of voluntary separation the employee shall provide the Town with written notice of intent to terminate employment two (2) weeks prior to such termination.

ARTICLE 14 - SEPARABILITY AND SAVINGS CLAUSE

If any Article or Section of this Agreement or of any Supplements or Riders hereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected hereby,

In the event that any Article or Section is held invalid, or enforcement or of compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations after receipt of written notice of the desired amendments by either Employer or Union for the purpose of arriving at a mutually satisfactory

replacement for such Article or Section during the period of invalidity or restraint. There shall be no limitations of time for such written notice. If the parties do not agree on a mutually satisfactory replacement within sixty (60) days after receipt of the stated written notice, either party shall be permitted all legal or economic recourse in support of its demands notwithstanding any provisions of this Agreement to the contrary.

ARTICLE 15 - INJURED ON DUTY

Employees who are covered by this Agreement, and who are injured on the job, shall receive in addition to compensation paid, or payable under the Workers' Compensation Act, an amount sufficient to bring them up to net salary while any incapacity exists until they are either placed on disability retirement or returned to active duty. Absence because of such injuries shall not be charged to accumulated sick leave.

Employees who are covered by this Agreement who sustain a compensable work-related injury under the provisions of the Maine Workers' Compensation will equal his/her regular salary or normal wage at the time of the injury for a period not to exceed thirteen (13) weeks or when the employee is placed on disability retirement or returned to active duty. Absence because of such injuries shall not be charged to accumulated sick leave.

The payment in addition to Worker Compensation required by this Article shall not be made in any instance when, in the opinion of the Department Head and the Town Manager, the accident occurred as a result of intoxication, willful intent, violation of rules or regulations on the part of the employee or while the employees in the employ of any other person, firm, or corporation.

ARTICLE 16 - DEFECTIVE EQUIPMENT

The Employer shall furnish vehicles which are in safe operating condition.

Employees shall immediately, or at the end of the shift, report all defects of equipment. Such reports shall be made on a suitable form furnished by the Employer.

All accidents to personnel or equipment, no matter how minor, must be reported immediately to the Department Head and/or supervisor and a written report must be made by the Employer on a form provided for the purpose.

ARTICLE 17 - DISCIPLINE

The Town shall not discipline any employee without just cause.

ARTICLE 18 - BULLETIN BOARDS

The Employer agrees to provide suitable space for and maintain a bulletin board in Police Headquarters. The Union shall limit its use of the bulletin board to official union business, such as meeting notices and union bulletins.

ARTICLE 19 - SENIORITY

Section 1. A seniority list shall be established for Police Officers listing all permanent employees covered by this Agreement, with the employees with the greatest seniority listed first. Seniority shall be based on the employees' last and permanent date of hire. In cases of transfer from one Town Department to another Town Department, an employee shall retain his/her original seniority for the purpose of computing time off benefits only.

Section 2. Seniority shall be a major factor in matters affecting lay-off, recall, and vacation preference.

Section 3. In the event it becomes necessary for the Employer to lay off employees or any reason, employees shall be laid off in the inverse order of their seniority, by classification with bumping rights. Bumping shall not be allowed between the police function and the dispatcher function. All affected employees shall receive a two (2) calendar week advance notice of lay-off, and the Employer shall meet with the affected employee prior to the actual occurrence of layoff. Employees shall be recalled from lay-off according to their seniority provided they are qualified to fill the position. ~~Police function and dispatcher function shall be treated separately.~~ The affected employee has recall rights for twelve (12) months from the date of such lay-off. The affected employee shall file in writing his or her mailing address and telephone number, if any, with the Town Manager at his/her office and shall be obligated, as a condition of his/her recall rights for said twelve (12) month period, to continue to inform the Town Manager in writing of any change thereafter. If the Town recalls an employee, they shall notify said employee by certified letter and said employee shall notify the Town in writing within ten (10) days of receipt of said letter if he/she wished to return to work. Said employee will be required to report to work within ten (10) days of giving notice to the Town of his/her desire to work.

ARTICLE 20 - LIE DETECTOR TEST

The Employer shall not require that an employee take a polygraph or any other form of lie detector test.

ARTICLE 21 - EXAMINATIONS

Physical or mental examinations may be required by the Town at its expense unless otherwise noted in this article and shall be promptly complied with by all employees. The employees shall authorize the release of the examination report to the Town officials. Such reports shall be treated in a confidential manner.

The Employer reserves the right to select its own physician. However, if the employee objects to the Town physician for a general examination, the Town shall provide an alternate physician.

However, in the event that the Town directs an employee to be examined by a specialist, then the employee shall comply without an alternate physician listed. The Union may have the employee re-examined by a physician of the employee's choice, at its expense. In the event of a disagreement between the doctor selected by the Town and the doctor selected by the employee, the Town and the Union doctors shall mutually select a third doctor within fourteen (14) days, whose opinion shall be final. The expense of the third examination shall be shared equally by the Town and the Union.

ARTICLE 22 - INVESTIGATIONS OF POLICE MISCONDUCT

Employees of the Camden Police Department hold a unique status as police officers, and the citizens of Camden depend to a great extent upon the manner in which members of the department perform their many duties, of contacts and relationships with the public. Out of such contacts and relationships may arise questions concerning the actions of members of the force. Such questions may require prompt investigation by superior officers designated by the Chief or other competent authority.

To insure that such investigations are conducted in a manner conducive to good order and discipline, while observing and protecting the individual rights of each member of the department, the following rules of procedure are established:

- a. To the extent possible, the interrogation will be conducted at a reasonable time taking into consideration the working hours of the member and the legitimate interests of the Department. The Officer conducting the interrogation shall advise the member that an official investigation is being conducted. The investigation officer shall inform the member of the nature of the alleged conduct which is the subject matter of the investigation and, unless circumstances warrant anonymity, shall identify the complainant. If it is known that the member is being interrogated as a witness only, he shall be so informed.
- b. In all cases in which a member is interrogated concerning a serious violation of departmental rules and regulations which, if proven, would be likely to result in his/her removal from the Department, and where the same can be accomplished without unreasonable delaying or impeding the investigation, he shall be afforded a reasonable opportunity and facilities to contact and consult privately with an attorney of his/her choosing and/or a representative of the Union before being interrogated, and his/her attorney and/or representative of the Union may be present during the interrogation, but may not participate in the interrogation except to counsel the member.
- c. The investigation will be conducted without unreasonable delay and the member will be advised of the final outcome of the investigation.

ARTICLE 23 - PENSION PLAN

a. Maine Public Employees Retirement System (MPERS). The Town is a local participating district within the Maine Public Employees Retirement System. Participation is optional for all Town employees and includes an employee contribution of 6.5%.

b. Social Security. The Town also participates in the Social Security System covering all full-time employees. Participation is mandatory and includes a matching contribution from both the Employer and employee.

c. International City Managers Association Retirement Corporation (ICMARC). The Town will offer, by way of payroll deduction, the employees of this unit the option of participating in the ICMARC. The Employer shall contribute 5% of gross payroll on behalf of the employees of this unit to the ICMARC for those Police Officers and Sergeants who chose not to join the MPERS.

ARTICLE 24 - WAGES

Section 1. See Appendix A.

ARTICLE 25 - VACATIONS

Section 1. The vacation schedule for all regular employees shall be as follows:

After one (1) year of service	-	two (2) weeks vacation
After seven (7) years of service	-	three (3) weeks vacation
After twelve (12) years of service	-	four (4) weeks vacation
After twenty (20) years of service	-	five (5) weeks vacation

Section 2. Entitlement to vacations under this Section shall be determined as of the employee's anniversary date each year. Vacations shall be granted according to classification and then according to seniority in the Department.

Section 3. If a holiday occurs during an employee's vacation, he shall be granted an additional vacation day off.

Section 4. In the event that an employee covered by this Agreement hereby dies during the term of this Agreement, his/her accrued vacation credits, if any, shall be paid in the wage equivalent as follows:

- a. If an employees dies testate, then to his/her estate;
- b. If an employee dies intestate, leaving a spouse with whom said employee was living at the time of death, then to such spouse;

c. If said employee leaves no such spouse, but is survived by children, including adopted children, then to such children jointly. If any such children are then minors, then the guardian of such children must be joined in on such payment.

d. If said employee has no such spouse nor children surviving him/her, then to the parents or parent who survive him/her.

Section 5. No employees shall be ordered in during vacation except in emergencies and after having been offered to any other available in accordance with Article 30.

Section 6. Vacation scheduling

a. Members with seniority shall be given preference if vacation requests for the same day(s) are submitted. Members submitting vacation requests with less than 14 days notice are required to find their own replacement from the overtime list in accordance with Article 30, and all such requests are subject to a Supervisor's approval. Administration may refuse any vacation request when it presents an unreasonable hardship on the department or other employees.

b. Available overtime as a result of vacation will be filled in accordance with Article 30 (4), by the Chief or Lieutenant when requests are submitted at least 14 days in advance.

c. If necessary, administration will mandate overtime to the available member with the least amount of overtime accumulated in the current calendar year. It is the responsibility of the member to maintain accurate records in the overtime log for this purpose.

Section 7. Employees who resign prior to his/her anniversary date of hire, and have used more vacation time than they have earned, shall pay the Town for the amount due.

ARTICLE 26 - MANAGEMENT RIGHTS

The Town retains all rights and authority to manage and direct its employees, except as otherwise specified in this Agreement.

ARTICLE 27 - HOLIDAYS

Section 1. The current practice of calculating holidays into average pay week shall continue. However, Martin Luther King Day shall be treated differently and shall be given as a personal day off which must be taken each year with the approval of the Police Chief.

Holidays granted to all other Town employees shall also be granted to employees covered by this Agreement.

Section 2. This Section shall cover holiday compensation for the Detective and/or Youth Aid Officer Court Officers.

If the Detective and/or Youth Aid Officer ~~Court Officer~~ shall work a holiday, he/she shall receive either eight (8) hours additional pay or eight (8) hours compensatory time. The choice of comp time or pay shall be made by the employee.

If a holiday occurs on a the Detective and/or Youth Aid Officer ~~Court Officer's~~ schedule day off, the employee shall receive either eight (8) hours pay or eight (8) hours compensatory time. The choice of comp time or pay shall be made by the employee.

For this Section only, the following are the celebrated holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas

Section 3. Holiday pay shall not count as "time worked" for computing overtime. for computing overtime.

ARTICLE 28 - INSURANCE

Section 1. The Town shall provide Workers' Compensation coverage to all members of the bargaining unit.

Section 2. The Town will provide, through the Maine Municipal Employees Health Trust, the Comprehensive Plan Point of service Option for up to full family coverage. For new hires after January 1, 2007, the Town will pay 100% health insurance premium for employees and pay 80% for any dependent coverage. The Town retains the right to provide equivalent coverage through other vendors.

Employees of the Police Department will be eligible for any program offered to other town employees which provides an option for eligible employees to obtain health insurance elsewhere and to receive instead a pro-rated cash benefit, in accordance with the provisions adopted by the town.

Section 3. The Town agrees to make available an income protection plan which shall be funded entirely by the employees who choose to participate.

Section 4. The Town agrees to make available a dental insurance plan which shall be funded entirely by the employees who choose to participate.

ARTICLE 29 - SICK LEAVE

Sick leave shall accrue at the rate of one (1) work day for each full calendar month of service to a maximum of ninety (90) days provided the employee has actually worked eighty (80) hours during the month.

Sick leave may only be used when personal illness or physical incapacity render an employee unable to perform the duties of his/her position. Employees may use up forty (40) hours of sick leave per year for care of immediate family (spouse and child) who require the employee's presence to take care of the said family members, providing the spouse is not available to care for the children.

The Town reserves the right to investigate all uses of sick leave to determine whether or not said use of sick leave is appropriate. Said investigation may include, but need not be limited to, home visits and requests for doctor's certificates which the Town shall pay for. Employees shall promptly comply with all requests for doctor's certificates to validate sick leave when requested by the Employer.

Permanent employees shall receive payment of one-half (1/2) of unused accumulated sick leave upon separation for other than dismissal.

The Town agrees to adhere to all relevant provisions of both the Federal and State Family Medical Leave Acts.

ARTICLE 30 - HOURS AND OVERTIME

Section 1. The regular work schedule for Police Officers, except as mentioned below, is four (4) days on and four (4) days off with ten (10) hour and twenty (20) minute work days. ~~at the Police Chiefs discretion, Police Officers hired after January 1,2001 shall work a four (4) day on and three (3) day off schedule with a nine and one half (9 1/2) hour workday. The officers who work a 4/3 schedule will be paid for a ten (10) hour day with the extra ~ hour of pay coming from holiday hours. This would leave one available floating holiday.~~ Officers working special assignments (i.e. Court Officer, Detective and/or Youth Aid Officer, ~~Detective~~, etc.) may be assigned to a 5/2 schedule. The Town retains the right to determine the hours of the shifts worked by the Officers and Sergeants.

~~Section 2. The Court Officer shall work five (5) days per week, eight (8) hours per day. The Court Officer's schedule shall include either Friday/Saturday off or Sunday/Monday off. The Youth Aid Officer and Court Officer shall generally work a five (5) day on and two (2) day off schedule, which can vary.~~ Due to the nature of the Detective's and/or Youth Aid Officer's work, this officer's schedule may need to be occasionally adjusted at the Police Chief's discretion to meet the job requirements of this position.

Court time: Off duty court time minimum shall be three (3) hours at time and one half.

~~The Court Officer shall submit to the Police Chief a proposed thirty (30) day schedule thirty (30) days in advance which will not be unreasonably denied.~~

Section 3. At the Police Chiefs discretion, Officers and Sergeants will be permitted to have flexible time for up to two hours each week to actively participate in community organizations in an active position.

Section 4. All available overtime for officers in excess of four hours, will be offered first to off-duty full time officers in rotation. A rotation method shall be maintained for this purpose. Determination of what hours are available is to be made by a supervisor. Emergency situations (i.e. accidents, fires, medical emergencies and requests for officer backup) are exempt from the rotation wheel. Assignments of a part-time officer to any vacancy shall occur only after attempting to reach all available full-time officers. Refusal to work an overtime assignment shall be counted as if it were worked for the purpose of overtime rotation.

Officers contacted for patrol overtime shall be subject to mandatory overtime at the discretion of a supervisor when efforts to fill a shift have failed, after attempting to make contact with all full-time officers and qualified part-time officers. The Police Chief shall determine if a part-time officer is qualified to fill a certain shift. Officers contacted in regards to filling vacant patrol shifts may be ordered to remain available for up to 30 minutes, without compensation.

Special assignments (i.e. summer foot patrol, meetings based upon assignments, tasks related to a special skill and continuing investigations) are exempt from the rotation requirement.

Section 5. Outside details shall be offered in rotation using a separate list, beginning with full time officers, and then part-time officers, if no full time officers are available. Officers who failed to report to an outside detail which he/she has signed up for will miss three turns on the rotation before said officer is allowed another opportunity for an outside detail. If an officer misses another special detail within a 12 month period he/she will receive further discipline which may include missing another three turns on the special detail list or more severe disciplinary action. If a second or additional special detail offense occurs within a twelve month period, previous disciplinary action taken for missing special details may still be considered until such time as no infraction of this policy has occurred for a twelve month period.

Section 6. Compensatory time for police officers will be approved by mutual agreement and shall accrue at the rate of time and one half the base hourly rate. Comp time off must be taken within 30 days of accrual, otherwise employee will be paid for the overtime worked.

Section 7. For the purpose of this Article, "hours worked" shall mean:

- a) hours actually worked;
- b) hours compensated by vacation pay;
- c) hours compensated by bereavement pay;
- d) hours compensated by a personal day;
- e) hours compensated by sick leave.

Any employee required during his/her off-duty time to appear at the Maine District Court, Superior Court, Grand Jury, Liquor Commission Hearing, or Secretary of State Hearings, to be a witness in any matter arising out of his/her performance of his/her duty as a police officer (the Town is not responsible for payment if such appearance is for personal reasons) shall be compensated a minimum of three (3) hours at the appropriate rate of pay.

Any employee called to work outside his/her regularly scheduled shift shall be paid for a minimum of three (3) hours at the appropriate rate of pay. Hours worked which are annexed consecutively to one end of the work shift shall not be covered by the call back pay minimum, nor shall call back time pertain to scheduled overtime, training, department meeting, or special duty assignment.

Section 9. Nothing in this Article, shall diminish the Police Chiefs authority to order an employee into work.

Section 10. Unit members agree to attend quarterly staff meetings, called by the Police Chief or his designee, at a straight time rate of pay.

Section 11. Officers may bid for shifts annually by seniority. This will occur in April of each year and moving of shifts will be done in the manner that creates the least amount of overtime. The Town of Camden reserves the right to adjust schedules in instances of military leave, training, extended leaves of absence or other instances that cause long-term vacancies.

ARTICLE 31 - CLOTHING ALLOWANCE

- a. The Employer agrees that all employees covered by this Agreement shall be provided at no cost to the employees, all uniforms, and other equipment, which the Employer deems necessary for the regular performance of the employee's duties. The Police Chief shall determine the types and quality of uniforms. The Employer shall provide and pay for the cleaning of uniforms.
- b. All items shall be replaced on an as-needed basis. The determination of need is to be made by the administration and no items shall be purchased without prior written consent from the administration.
- c. Bullet-proof vests shall be worn at all times, unless otherwise authorized by the Police Chief or his/her designee.

A list of clothing and equipment is attached to this Agreement as Appendix B.

ARTICLE 32 – TRAINING

The Town agrees to make available a minimum of forty (40) hours of training per employee per year. Sixteen (16) hours of the forty (40) hours of training shall be Maine Criminal Justice Academy certified training.

ARTICLE 33 - EXPENSES

Employees shall be reimbursed for reasonable and necessary expenses incurred while carrying out official Town of Camden business. Such reimbursement shall be made in accordance with current approved rates upon submission of a standard expense sheet, signed by the employee's immediate supervisor. Such reimbursement shall not apply to travel between employee's home and the work site. Reimbursement for lodging and registration fees must be accompanied by receipts of same. All expenses shall be approved by the Police Chief prior to the occurrence of the expense wherever possible.

ARTICLE 34 - CRISIS DEBRIEFING

The Town and the Union recognize that police work can result in exposure to traumatic incidence. Unit members agree to attend crisis debriefing counseling when deemed appropriate by the Police Chief at the Town's expense.

ARTICLE 35 - RESIDENCY

All unit members hired after February 1, 1994 agree to reside no further than twenty-five (25) road miles from the Camden Police Station. Failure by a unit member to comply with this Article is just cause for termination.

ARTICLE 36 - PURGING

The Town will institute a personnel file purging system: six (6) months for oral warnings, twenty-four (24) months for written warnings, and thirty-six (36) months for suspensions.

ARTICLE 37 - PHYSICAL FITNESS STANDARDS

Section 1. The Town of Camden and Camden Police unit jointly recognize that an employee's physical condition and fitness can have significant implications for the employee in the performance of his/her duties. Therefore, all Police Officers covered by this agreement are encouraged to maintain a level of physical fitness appropriate to the demands of police work.

~~Police Officers hired into the department after January 1, 2001, agree to meet the entrance level physical fitness standards for the Maine Criminal Justice Academy for their age group and gender, and agree to be tested annually to determine whether or not they meet standard. The department will use the MCJA standards in place at the time of the department's testing.~~

~~Employees hired prior to January 1, 2001 although not mandated are encouraged to voluntarily comply with the physical fitness requirement.~~

~~If an Officer, required to take the test, fails a test, the Officer must retake the test as follows:~~

- ~~a) Within 90 days (failed items only)~~
- ~~b) Within one year (all items). Failure to pass will result in one step reduction in pay and must retest on all items within 90 days~~
- ~~c) Within two years (all items). Failure to pass from day of first test will result in termination.~~

Section 2. Officers will stay in compliance with Required Conduct policy #2-4 section IIIa #24 which reads, "Physical Fitness: Employees shall maintain good physical condition and mental alertness in accordance with standards determined by the Chief Law Enforcement Officer. All employees are expected to keep themselves as physically fit as their age and health permits and their duties require." Employees are encouraged to meet the 40th percentile entrance standards of the Maine Criminal Justice Academy for their age group.

ARTICLE 38 - DURATION OF AGREEMENT

Section 1. This Agreement shall be effective as of July 1, 2013 and it shall remain in full force and effect until June 30, 2016. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, one hundred and twenty (120) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this _____ day of _____ to be effective as of July 1, 2013.

TOWN OF CAMDEN

CAMDEN POLICE BENEVOLENT ASSOCIATION

Martin Cates, Chair

Donald White, Vice Chair

John R. French, Jr.

James Heard

Leonard Lookner

**APPENDIX A WAGE CHART
CAMDEN POLICE DEPT
FY14 – FY16**

	STEP										
	NEW	A	B	C	D	E	F	G	H	I	J
	1 YR	2YRS	3YRS	4YRS	5YRS	7YRS	9YRS	12YRS	15 YRS	20YRS	
<u>Sergeants - Detectives</u>											
Hourly 7/1/13	N/A	N/A	N/A	N/A	N/A	\$22.45	\$22.75	\$23.07	\$23.51	\$23.97	\$24.64
<u>Patrol Officers</u>											
Hourly 7/1/13	\$16.51	\$17.28	\$17.99	\$18.40	\$19.11	\$19.87	\$20.14	\$20.41	\$20.81	\$21.21	\$21.81
<u>Sergeants – Detectives</u>											
Hourly 7/1/14	N/A	N/A	N/A	N/A	N/A	\$23.13	\$23.44	\$2376	\$24.22	\$24.69	\$25.38
<u>Patrol Officers</u>											
Hourly 7/1/14	\$17.01	\$17.80	\$18.53	\$18.95	\$19.68	\$20.46	\$20.74	\$21.03	\$21.43	\$21.84	\$22.46
<u>Sergeants -Detectives</u>											
Hourly 7/1/15	N/A	N/A	N/A	N/A	N/A	\$23.82	\$24.14	\$24.48	\$24.95	\$25.43	\$26.14
<u>Patrol Officers</u>											
Hourly 7/1/15	\$17.52	\$18.34	\$19.09	\$19.52	\$20.27	\$21.08	\$21.36	\$21.66	\$22.07	\$22.50	\$23.13

Notes:

The Pay Scale increases by 3% each year effective July 1, 2013

The pay rate for the position of Sergeant and Detective shall be 13.00% higher than the rate for Patrol Officer.

Officers must have a minimum of 5 years patrol experience to be eligible for promotion to Sergeant and Detective

APPENDIX B

LAW ENFORCEMENT

- 1 - Set of four weather gear (1 rain cover, 1 rain coat, 1 pair of rain pants) 1 - Body Armor
- 1 - pair of boots (insulated Herman Survivors, up to \$60 per year per officer) 3 - pairs of pants
- 3 - winter shirts and patches, rank, etc.
- 3 - summer shirts and patches, rank, etc. 1 - winter jacket
- 1 - summer jacket 1 - hat (summer)
- 1 - hat (winter)
- 2 - badges
- 2 - name tags 1 - tie
- 1 - tie tac
- All require brass (collars) 1 - hat badge
- 1 - baseball hat 1 - black belt
- 1 - pair of winter gloves per season (not replaceable)

EQUIPMENT

- 1 - gun belt
- 1 - gun - Glock Model 22 1 - gun holster
- 1 - Oleo Resin Capsicum 1 - holder
- 1 - cuff case
- 1 - pair handcuffs
- 1 - flashlight (rechargeable) 1 - flashlight holder
- 50 rounds service ammo., per year 1 - portable and charger
- Provide sufficient ammunition to qualify twice a year

AGREEMENT
between the
Ragged Mountain Recreation Area Foundation
and the
Town of Camden

RECITALS

WHEREAS, the Ragged Mountain Recreation Area Foundation (“RMRAF”) and the Town of Camden (“Camden”) have worked together towards the comprehensive redevelopment of the Camden Snow Bowl;

WHEREAS, the parties have agreed to a \$6.5 million redevelopment project budget to be funded by \$4.5 million of private funds and \$2.0 million in municipal bonds. This Agreement results in a payment ratio for this redevelopment project of 70% by RMRAF and 30% by Camden;

WHEREAS, the wastewater system at the Camden Snow Bowl recently experienced a failure which requires the total replacement of said system which is part of the redevelopment plan for the Camden Snow Bowl;

WHEREAS, Camden wants the RMRAF to advance the full cost of the new wastewater system this summer;

WHEREAS, the RMRAF needs an assurance that Camden will reimburse the RMRAF Camden’s 30% share of the cost of the wastewater system.

AGREEMENT

Camden, if for any reason the 30% municipal share of the total project is not available through municipal bond funding, agrees to reimburse RMRAF their 30% proportionate cost of the wastewater system within one year of a public vote on approving the Town’s matching share for the cost of the Ragged Mountain Recreation Area redevelopment project or to make an equivalent municipal investment in the Camden Snow Bowl in an amount no less than 30% of the cost of the new wastewater system to be funded by RMRAF.

Based upon Camden’s representations, as set forth in this Agreement, RMRAF agrees to advance 100% of the cost of the new wastewater system.

The cost of the new wastewater system is \$229,257; Camden’s obligation to reimburse RMRAF is \$68,777.

Dated: June 18, 2013

Camden Select Board:

Robert Gordon President, RMRAF

Martin Cates, Chair

Donald White, Vice Chair

John French, Secretary

James Heard

Leonard Lookner

Office of:
Town Manager
Tax Assessor
Tax Collector
Town Clerk
Treasurer
Code Officer
Finance Director
Harbor Clerk



Town Office
P.O. Box 1207
29 Elm Street
Camden, Maine 04843
Phone (207)236-3353
Fax (207)236-7956
<http://www.camdenmaine.gov>

June 18, 2013

The following establishments have submitted applications for approval of their **VICTUALER LICENSES**. The appropriate application reviews have been made by the code enforcement officer and fire chief. If approved, these licenses will expire in June 30, 2014.

**Blue Harbor House
Camden Bagel Café
Camden Hideaway Inn
Camden Riverhouse Hotel
Subway
Quarry Hill (Anderson Inn)**

CAMDEN SELECT BOARD

Martin Cates, Chair

Donald A. White, Jr., Vice Chair

John R. French, Jr., Secretary

John R. French, Jr.

Leonard Lookner

Date of Approval

Office of:
Town Manager
Tax Assessor
Tax Collector
Town Clerk
Treasurer
Code Officer
Finance Director
Harbor Clerk



Town Office
P.O. Box 1207
29 Elm Street
Camden, Maine 04843
Phone (207)236-3353
Fax (207)236-7956
<http://www.camdenmaine.gov>

June 18, 2013

The following establishments have submitted applications for approval of their **LODGING ESTABLISHMENT LICENSES**. The code enforcement officer and fire chief have reviewed the applications and conducted the appropriate inspections. Approval of these applications is requested. If approved, these licenses will expire on June 30, 2014.

**Blue Harbor House
Camden Hideaway Inn
Camden Riverhouse Hotel**

CAMDEN SELECT BOARD

Martin Cates, Chair

Donald A. White, Jr., Vice Chair

John R. French, Jr., Secretary

James Heard

Leonard Lookner

Date of Approval

WE, the **SELECT BOARD** of the Town of Camden, County of Knox, State of Maine, hereby reappoint the following individual to the indicated positions for the Town of Camden until July 1, 2014.:

Patricia Finnigan Town Manager (Article II, §1 of the Town Charter)

Dated: June 18, 2013

Martin Cates, Chairperson

Donald A. White, Jr., Vice Chairperson

John R. French, Secretary

James Heard

Leonard Lookner

WE, the **SELECT BOARD** of the Town of Camden, County of Knox, State of Maine, hereby reappoint the following people to the indicated positions for the Town of Camden until July 1, 2014:

Richard Seibel	Road Commissioner (Title 30-A MRSA § 2526(7))
Steven Pixley	Harbormaster (Article II, §5 of the Town Charter)

Dated: June 18, 2013

Martin Cates, Chairperson

Donald A. White, Jr., Vice Chairperson

John R. French, Jr., Secretary

James Heard

Leonard Lookner

WE, the **SELECT BOARD** of the Town of Camden, County of Knox, State of Maine, hereby reappoint the following people to the indicated positions for the Town of Camden until July 1, 2015:

Steve Wilson Health Officer (MRSA Title 22 § 451)

Dated: June 18, 2013

Martin Cates, Chairperson

Donald A. White, Jr., Vice Chairperson

John R. French, Jr., Secretary

James Heard

Leonard Lookner

WE, the **BOARD OF ASSESSORS** of the Town of Camden, County of Knox, State of Maine, hereby reappoint the following person to the indicated position for the Town of Camden until July 1, 2014.

Wesley Robinson Assessors' Agent (Article IV, (C), §2 of Town Charter)

Dated: June 18, 2013

Martin Cates, Chairperson

Donald A. White, Jr., Vice Chairperson

John R. French, Jr. Secretary

James Heard

Leonard Lookner

I, Patricia Finnigan, Town Manager for the Town of Camden, Maine, Knox County, State of Maine, hereby reappoint the following individuals to the indicated positions for the Town of Camden until July 1, 2014 in accordance with Article III, §2(e) of the Town Charter.

Marlene Libby	Treasurer
Theresa Butler	Tax Collector
Katrina Oakes	Town Clerk

Hereby reappoint the following individuals to the indicated positions for the Town of Camden until July 1, 2014 in accordance with Article III, §2(f) of the Town Charter.

Justin Twitchell	Inland Harbormaster
Chris Farley	Fire Chief
Randy Gagne	Police Chief
Carol Sue Greenleaf	Finance Director
Steven Wilson	Code Enforcement Officer/Planner
Steven Wilson	Plumbing Inspector
Jeffrey Kuller	Director of Parks & Recreation
Carol Sue Greenleaf	Deputy Treasurer
Chris Farley	Civil Emergency Preparedness Director
Richard Seibel	Public Works Director
Janice L. Esancy	General Assistance (Welfare) Administrator
Barton Wood	Tree Warden
Richard Seibel	Assistant Tree Warden

Hereby reappoint the following individuals to the indicated positions for the Town of Camden until July 1, 2014 in accordance with Title 30-A, Section 4171, M.R.S.A.

Steven Wilson	Electrical Inspector
Wesley Robinson	Alternate Electrical Inspector

Hereby reappoint the following individuals to the indicated positions for the Town of Camden until July 1, 2014 in accordance with Article III, 2.g of the Town Charter.

Wesley Robinson	Assistant Code Enforcement Officer
Wesley Robinson	Alternate Plumbing Inspector
Tom Ford	Alternate Plumbing Inspector
Robert Wiggin	Sealer of Weights and Measures
Constable	Randy Gagne
Constable	Michael Geary

Dated: June 18, 2013

Patricia Finnigan, Town Manager

WE, the Select Board of the Town of Camden, Maine, Knox County, State of Maine, hereby confirm the appointments listed above until July 1, 2014, for the Town of Camden, said appointments having been made by Patricia Finnigan, Town Manager of Camden, Maine.

Dated: June 18, 2013

Martin Cates, Chairperson

Donald A. White, Jr., Vice Chairperson

John R. French, Jr., Secretary

James Heard

Leonard Lookner

June 18, 2013

TOWN OF CAMDEN

**RULES AND ORDER OF BUSINESS
FOR WASTEWATER COMMISSIONER MEETINGS**

- A. The Wastewater Commissioners will meet on the first and third Tuesday evening of each month as needed unless the Commissioners decide at a prior meeting to hold special meetings.
- B. The Wastewater Commissioners will hold their meetings in the Washington Street Conference Room.
- C. The Wastewater Commissioners' meetings will begin at 6:30 p.m. unless otherwise noted.
- D. A draft agenda will be transmitted to the local newspapers by Friday, the week before the Commissioner's meeting, and the agenda will be posted in a few prominent locations around Camden including the window of the Town Office, Post Office, Public Library, Public Safety Building, and the town's website. The agenda will be posted in the window of the Town Office by 9:00 a.m. on the Friday before the meeting. Any revisions to the agenda will be immediately posted and transmitted to the local newspapers.
- E. The meetings will continue to be recorded and broadcast on government access Channel 22 and are web streamed live at www.townhallstreams.com.
- F. In order to be added to a Wastewater Commissioners agenda the request and backup information must be provided in writing to the Town Manager's Office no later than noon on the Wednesday prior to Select Board meeting.
- G. The Wastewater Commissioners will only act on items on the final posted agenda unless the immediacy of the issue requires revision of the agenda at the meeting.
- H. The item of Public Input on Non-Agenda Items will be placed on every agenda at the beginning of the meeting.
- I. The Wastewater Commissioners will follow the order on the agenda unless the Commissioners decide to change the order.
- J. The Wastewater Commissioners will allow proponents and opponents to speak on an item. After Commissioner discussion, further public input shall be permitted at the discretion of the Chair or by motion.
- K. Three members are required for a quorum, and three votes in the affirmative will be required for passage of a motion. Also, a second to the motion is required.
- L. All persons attending Commissioner meetings will be treated with respect.

Approved by the Camden Wastewater Commissioners on _____

June 10, 2013

Town of Camden Select Board / Board of Wastewater Commissioners
Camden Town Office
29 Elm Street
Camden, ME 04843

Re: Wastewater Department FY14 Budget

Dear Select Board / Board of Wastewater Commissioners:

I hereby submit for your consideration the proposed budget for the Town of Camden Wastewater Department for FY14. The amount that I am requesting is \$819,528; this amount represents a \$12,672 (1.5%) decrease from the amount requested for FY12. I have included a brief explanation of most items in the body of the budget but will elaborate on some of the more significant items in this memo.

- **Administration**

The Administration expenses portion of the budget shows a 5.5% increase over the amount budgeted for FY13. This is primarily due to the cost of living adjustment for employee wages as well as an increase in other personnel related expenses.

- **Treatment Plant O&M**

The amount budgeted for Treatment Plant O&M has been decreased by 8.4% from the amount budgeted in FY13. I have reduced the amount budgeted for electricity to operate the treatment plant this year by \$9,000. It appears that the improvements that we have made at the plant in recent years, which include installing energy efficient motors wherever possible, are paying off in the form of decreased energy consumption. You will also notice that I have budgeted \$10,000 less for sludge disposal this year. We were able to negotiate a lower cost for this service during this past year and I feel confident that the amount that I have budgeted will be sufficient.

- **Collection System O&M**

I have increased the amount budgeted for collection system O&M this year. This money is typically used when we need to make minor repairs to the collection system. Over the course of a year we invariably need to make repairs or adjustments to a number of

manholes, either as a result of the deterioration of the structures or as a result of the frames and lids needing to be raised or lowered in conjunction with road resurfacing projects. If the Washington Street sidewalk project proceeds in FY14 we expect to replace 6 manhole structures in the course of that project.

- **Pump Station O&M**

I have increased the amount budgeted for pump station maintenance this year from \$5,000 to \$8,000. The DEP has been very anxious for us to update our pump station O&M manuals. We do as much as we can in-house, but we typically need to consult with engineers at some point in the process. The additional funds that I have asked for would cover the cost of those consults.

You will also notice that I have budgeted \$10,000 less for electricity to operate the pump stations in FY14. As with the treatment plant, we are finding that recent pump station upgrades, which include energy efficient equipment, have resulted in lower energy costs.

- **Capital Reserves**

In FY12 we used Wastewater Surplus Funds to add a total of \$80,000 to the Collection System and Pump Station reserve accounts. Pat and I have discussed making contributions to the Wastewater Reserve Accounts in FY14 and are proposing that we transfer \$120,000 from Wastewater surplus to the reserve accounts in FY14. We are anticipating having to do significant work on the Thomas Street sewer this summer in conjunction with the Public Works project on that street. In light of this we decided to add \$60,000 to the Collection System Sewer Reserve Account.

- **Capital Improvements**

I would like to replace the last of the three return sludge pumps at the treatment plant in FY14. I had originally planned to replace one pump a year starting in FY11, but as it turns out we didn't get the first one installed until FY12. I estimate that the installed cost of this final pump will be approximately \$25,000.

I would also recommend that we budget an additional \$15,000 in FY14 for the purpose of continuing our inflow & infiltration (I&I) investigation. We have been working with Wright-Pierce Engineers on this project and while we haven't yet located any significant sources of I&I we continue to gather useful data and the Wastewater Department crew continues to gain experience that will allow us to continue this project with less assistance from Wright-Pierce.

- **Revenue**

I am expecting that revenue generated from user fees will exceed expenses in FY13, for this reason and as a result of not anticipating an increase in expenses for FY14 I do not believe that that it will be necessary to increase the user rate for FY14. We currently charge our users \$4.04 / 100 cubic feet of wastewater, I recommend that the rate remain at \$4.04 / 100 cubic feet for FY14.

Sincerely,

Ross Parker
Superintendent
Camden Wastewater Department

Dept / Div: 60-01 Administration

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
6001-0101 Full Time Salaries	209,699	210,676	215,000	225,355	227,000	239,138
6001-0110 Overtime	4,925	4,765	5,000	4,379	5,000	5,000
6001-0139 Sewer Commissioner's Sal	2,500	2,500	2,500	2,500	2,500	2,500
6001-0501 FICA / Medicare	16,711	16,774	16,500	17,867	17,500	19,000
6001-0505 Retirement / ICMA	5,060	6,332	7,950	8,749	8,500	13,000
6001-0510 Medical Insurance	65,348	71,109	75,000	74,203	81,000	86,000
6001-1005 Dues & Publications	968	1,061	1,000	937	1,000	1,000
6001-1013 Safety Equipment	1,769	2,731	3,000	1,855	3,000	2,500
6001-1014 Gas / Diesel / Oil	4,138	5,084	5,000	5,211	5,000	5,500
6001-1202 Professional Development	350	700	750	493	750	750
6001-1205 Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,250	1,250
6001-1520 Communications	1,499	1,579	2,000	1,657	2,000	2,000
6001-2005 Vehicle Maintenance	3,980	2,701	4,000	2,357	4,000	3,000
6001-2501 General Liability Ins	2,680	2,596	3,000	2,354	3,000	3,300
6001-2502 Auto Insurance	3,102	2,546	3,400	2,523	3,400	3,740
6001-2503 Property Insurance	2,000	1,628	2,000	1,685	2,000	2,200
6001-2504 Bond	160	154	200	240	200	220
6001-2506 Public Officials Liability	762	715	800	751	800	880
6001-2509 Unemployment Insurance	1,380	1,200	1,500	1,500	1,500	1,500
6001-2510 Workers Comp Insurance	6,240	5,701	7,000	6,955	8,000	8,000
6001-3001 General Legal	96	1,713	1,500	0	1,500	1,500
6001-3021 Drug Testing	0	65	250	0	200	200
6001-3025 Auditor	1,900	1,900	1,900	1,900	2,100	2,100
6001-3028 GIS Updates	1,016	0	4,000	4,841	3,000	3,000
6001-3041 Information Technology	0	2,830	5,000	1,153	3,500	3,500
6001-3063 Billing Services	25,741	27,662	29,500	29,899	29,500	30,750
Total Administration:	363,274	375,972	399,000	400,614	417,200	441,528

Full time salaries: Includes five full time Wastewater Department employees.

Overtime: The Wastewater Treatment facility, seven pump stations, and approximately seventeen miles of collection system operate around the clock and requires that a member of the crew be available to respond to emergencies outside of normal working hours.

Sewer Commissioners Salaries: 5 commissioners x \$500 = \$2500.

FICA / Medicare: 7.65% of wages.

Retirement / ICMA: 2.8% of wages for 4 employees.

Medical Insurance: Health insurance for 5 Wastewater Department employees.

Dues & Publications: To pay for professional memberships and publications relevant to the wastewater treatment field.

Safety Equipment: This covers the cost of the steel toe workboots that the crew is required to wear as well as any other safety related equipment that we purchase.

Gas / Diesel / Oil: To purchase fuel for Wastewater Department vehicles.

Professional Development: This covers the cost of annual training for the wastewater plant Chief Operator as well as for the two additional Wastewater Dept. employee who currently hold plant operators licenses. The training is required to maintain these licenses.

Uniforms / Clothing Allowance: 5 employees x \$250 per employee = \$1250

Communications: Covers the cost of phone service for the Treatment Plant, and 5 pagers.

Vehicle Maintenance: Covers the cost of routine maintenance and replacement parts for all Wastewater Dept. vehicles.

General Liability Insurance: Covers Sewer operations.

Unemployment Insurance: 5 employees x \$12,000 x .0235 (2.35%)

General Legal: An estimate.

Drug Testing: Two members of the Wastewater Department crew hold Commercial Drivers Licenses, because of this they are subject to random drug tests.

Auditor: For FY13 audit.

GIS Updates: To cover the cost of maintaining the Wastewater data in the Town's GIS data base. Also for expanding the system.

Information Technology: For the licensing, support and service of our computer and computer related systems.

Billing Services: All expenses associated with processing wastewater bills. This service is provided by MaineWater, Inc. I estimate that we will need to generate approximately 7500 bills during FY14 at a cost to the Town of \$4.10 per bill.

Dept / Div: 60-05 Treatment Plant O&M

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
6005-1061 Chemicals	14,941	21,479	18,000	16,579	22,000	25,000
6005-1501 Electricity	59,067	51,847	64,000	40,975	64,000	55,000
6005-1505 Heat (oil)	3,853	4,969	10,500	5,144	12,000	8,000
6005-1510 Water / Sewer	1,107	1,543	1,500	1,495	1,500	1,500
6005-2062 Plant Maintenance	37,858	34,997	40,000	32,249	40,000	40,000
6005-3029 Laboratory Services	5,226	3,686	3,000	1,346	7,500	7,500
6005-3030 Mowing	5,000	5,000	5,000	5,000	5,000	5,000
6005-3062 Sludge Removal	82,651	86,401	83,000	95,170	85,000	75,000
Total Treatment Plant O&M	209,703	209,922	225,000	197,958	237,000	217,000

Chemicals: This covers the cost of approximately 5000 gal. of Sodium Hypochlorite (chlorine) for effluent disinfection, 450 gal. Sodium Bisulfite to remove chlorine before discharging effluent to harbor and 450 gal. of Cationic Polymer used in the process of sludge dewatering on the belt press.

Electricity: For operation of Wastewater Treatment Plant.

Heat (oil): For heating Control Building and Shop at Wastewater Treatment Plant. We use approximately 3500 gal. per year.

Water / Sewer: General plant water, and water used in the truck mounted sewer flushing machine.

Plant Maintenance: Used for general plant maintenance, replacement parts and supplies. This figure includes \$10,000 that I estimate will be required for Sludge Filter Press repairs and upkeep. This line will also be used to pay The Maine DEP Wastewater Discharge License Fee.

Laboratory Services: Our discharge license, issued by the DEP, requires that we perform tests to confirm our compliance. We are also required to test the sludge that we send to be composted per our agreement with Casella Organics. Our license is due to be renewed in July, the license will have a five year life and requires that we do additional testing in the first and last year of each license period. This explains why we have had to budget so much for this line in FY13 and FY14.

Mowing: Lawn maintenance at the Treatment Plant, performed by the Parks & Rec. crew.

Sludge Removal: During this past year I was able to negotiate a 20% reduction in the tipping fee that we've been paying for sludge disposal, as a result I have reduced the amount budgeted for this service accordingly.

Dept / Div: 60-10 Collection System O&M

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
6010-2061 Collection System Maint.	10,372	31,412	25,000	23,027	25,000	50,000
Total Collection System O&M	10,372	31,412	25,000	23,027	25,000	50,000

Collection System (Repair & Maintenance): To pay for minor repairs to the wastewater collection system. A typical project would be repairing manholes and adjusting manhole frames in conjunction with road rebuilding and resurfacing projects. We expect to have to replace 6 manholes in FY14 as part of the Washington St. sidewalk project.

Dept / Div: 60-15 Wastewater Pump Station O&M

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
6015-1501 Electricity	49,561	43,822	55,000	33,212	55,000	45,000
6015-1510 Water / Sewer	1,164	1,305	1,500	1,319	1,500	1,500
6015-2017 Pump Station Maintenance	2,534	6,791	5,000	3,268	5,000	8,000
6015-3035 Security Services	1,870	2,889	2,000	1,956	2,000	2,000
Total Wastewater Pump Station O&M	55,129	54,807	63,500	39,755	63,500	56,500

Electricity: Power to operate seven pump stations.

Water / Sewer: Water used for general clean up at Rawson Ave. and Public Landing pump stations, also used to administer Sodium Bisulfite for seasonal effluent dechlorination at Public Landing pump station.

Pump Station Maintenance: For general minor pump station repairs and replacement parts.

Security Services: This figure covers the cost of having Seacoast Security monitor the alarm systems at the Treatment Plant and the seven pump stations.

Dept / Div: 60-20 Capital Reserves

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
Treatment Plant:						
6020-6262 WW Equipment	0	0	0	0	30,000	20,000
Collection System:						
6020-6363 I & I Reserve	10,000	0	0	0	0	20,000
6020-6364 Collection System Sewer Res.	10,000	0	60,000	60,000	0	60,000
6020-6465 WW Pump Station Reserve	20,000	0	20,000	20,000	0	20,000
Total Capital Reserves	40,000	0	80,000	80,000	30,000	120,000

Wastewater Department Reserve Accounts

Sewer Administration / WW Department Accrued Benefits: This fund would be used to cover the cost of any accrued benefits owed an employee if he or she were to leave the Towns employ.
Current balance: \$24,784 (05/01/13).

Treatment Plant / WW Equipment Replacement Fund: For the purpose of upgrading equipment primarily at the Treatment plant.
Current balance: \$166,446 (05/01/13).

Collection System / I & I Reserve: To be used for future maintenance of the wastewater collection system to eliminate sources of inflow and infiltration.
Current balance: \$93,220 (05/01/13).

Collection System / Intown Sewer Reserve: Minor sewer replacement, repair and extension projects.
Current balance: \$109,416 (05/01/13).

WW Pump Station Reserve: For equipment repair and upgrade projects that are beyond the scope of the routine maintenance budget.
Current balance: \$61,310 (05/01/13).

Dept / Div: 60-25 Capital Improvements

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY13 Requested
Sewer Administration:						
6025-6166 Info Tech	10,119	770	0	0	0	0
Treatment Plant:						
6025-6267 Capital Equip Replacement	28,478	40,583	36,000	30,775	20,000	25,000
Collection System:						
6025-6366 Inflow & Infiltration Study	0	9,134	33,000	29,542	25,000	15,000
6025-6367 Jetter Lease Payment	0	13,000	14,450	14,450	14,500	14,500
Pump Stations:						
Total Capital Improvements	38,597	63,487	83,450	74,767	59,500	54,500

Information Technology: For the replacement of computers and computer related equipment. Recently we've been covering these expenses with the Information Technology line under Administration..

Capital Equipment Replacement:

Replace 3rd of three Return sludge pumps, first pump replaced in FY2012. **Estimated cost \$25,000.**

Inflow & Infiltration (I & I) Study: We would like to continue to work with Wright-Pierce Engineers on our collection system Inflow & Infiltration (I&I) study. The DEP is very anxious for us to locate and eliminate sources of clean water entering the collection system during severe storm events. **Estimated cost \$15,000.**

Jetter Lease Payment: Annual lease payment for Sewer Flushing Machine upgrade: **\$14,450.**

	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
Total	717,075	735,600	875,950	816,121	832,200	939,528
Offsetting Use of Surplus			80,000			120,000
Total Wastewater Department	717,075	735,600	795,950	816,121	832,200	819,528

WASTEWATER DEPARTMENT OPERATIONS

Wastewater User Rate: Wastewater is billed at a base rate for each 100 cubic feet.

	<u>Rate</u>
FY13 (current):	\$4.04/100 cubic feet
FY14 (recommended):	\$4.04/100 cubic feet
Approved FY14 Rate:	\$ /100 cubic feet

Wastewater I & I Fee: Before any building located in a development, and requiring subdivision approval or site plan review is connected to the public sewer, the owner must pay an I & I abatement fee based on the Construction Cost Index found in the Engineering News-Record.

FY13 Rate:	\$2.61 per gallon
Adjusted rate for FY14:	\$2.66 per gallon
	(Based on 04/08/2013 Construction Cost Index of 9484)

Approved by Board of Wastewater Commissioners

Date: June 18, 2013

June 11, 2013

Town of Camden Select Board
Camden Town Office
29 Elm Street
Camden, ME 04843

Re: Seabright Dam / Hydro Electric Facility FY14 Budget

Dear Select Board:

I hereby submit for your consideration the proposed budget for the Seabright Hydro Electric Facility for FY14.

In spite of a dry winter and another dry spell that we had earlier this spring which put us out of business for a total of almost two and a half months this is shaping up to be our best year so far for power production. After taking this morning's meter reading I calculated that we have produced 238,240 kWh of power so far in FY13. We have already received credit in the amount of \$17,063 for power generated this year and as I write this letter both turbines are running so I expect to receive additional credit before this fiscal year closes out.

This past August GEI Associates conducted a FERC mandated part 12 Safety Inspection on the dam, FERC requires that we have this very rigorous inspection performed every five years. Other than a few minor recommendations the report that we received following the inspection indicates that the dam is in good condition overall.

Other than having to make some repairs to the flash boards (2x12 wooden extensions on top of dam) that took a bit of a beating this spring we have no significant projects planned for Seabright in FY14. The proposed budget that I have prepared doesn't differ greatly from last year's budget. The most conspicuous differences are the amounts budgeted for inspections and for security services. After last year's Part 12 inspection I have only budgeted for minor follow up inspection services for this year. Last year we purchased the telemetry equipment needed to allow Seacoast Security to monitor the facility, this year all we need to budget for is the \$19.00 per month monitoring fee.

Sincerely,

Ross Parker
Dam Operator

Seabright Hydro Budget FY14

EXPENDITURES

Dept / Div: 80-01 Administration

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
8001-2511 Insurances/Boiler & Machinery Insurance	0	0	3,000	0	3,000	3,000
8001-3064 Contracted Services/Inspections	1,735	563	2,000	449	13,000	2,500
Total Administration:	1,735	563	5,000	449	16,000	5,500

Insurances/Boiler & Machinery Insurance:

Contracted Services/Inspections: To cover the cost of the annual dam inspection. For FY14 I would recommend using these funds to provide a follow up to the very rigorous Part 12 FERC inspection that we conducted in FY13. That inspection was performed by GEI Consultants, I would like to hire GEI to revise the Seabright Dam Supporting Technical Documents. This is another FERC requirement.

Dept / Div: 80-02 Operations

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
8002-0101 Personnel Services/Full Time Salaries	0	3,500	3,500	5,200	5,750	5,200
8002-0501 Employee Benefits/FICA & Medicare	0	0	0	398	0	400
8002-1501 Utilities/Electricity	1,349	406	550	114	550	500
8002-1502 Utilities/Transformer Rental Fees	0	1,671	1,824	1,994	1,824	1,824
8002-2030 Repairs & Maintenance/Building & Grounds	2,215	2,099	4,000	2,517	3,000	2,550
8002-3035 Security Services	0		216	0	1,500	228
Total O & M:	3,564	7,676	10,090	10,223	12,624	10,702

Personnel Services/Full Time Salaries: To cover the \$100/week stipend paid to the facility operator.

Utilities/Electricity: During those periods when we are not producing power we must purchase it to operate any electrical equipment in the building.

Utilities/Transformer Rental Fees: This figure covers the rental fee for the three transformers located at the Seabright metering station. The monthly rental fee is \$152.00

Repairs & Maintenance/Building Maintenance: For general maintenance and repairs at the facility. This includes \$550.00 to be paid to the Park & Rec. Dept. for grounds maintenance (grass cutting, etc.)

Security Services: To pay Seacoast Security to monitor the security system that was installed in FY13. The charge for this service is \$19.00/month.

Dept / Div: 80-05 Capital

Account	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Requested
8005-8001 Seabright Hydro Reserve	0	0	5,000	0	0	0
Total Capital:		0	5,000	0	0	0

TOTAL EXPENDITURES

Offsetting use of General Fund

Total

5,299	8,239	20,090	10,672	28,624	16,202
				<u>13,000</u>	
				15,624	

Seabright Hydro Budget FY14

REVENUE

	FY10 Actual	FY11 Actual	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Budget
Revenue: Energy Credits	0	15,975	25,000	11,119	16,000	18,000
TOTAL REVENUES	0	15,975	25,000	11,119	16,000	18,000

Note: Power generated FY13 to date: 238,240 kWh
Energy credit received FY13 to date: \$17,063.

Approved by Camden Select Board:

Date: June 18, 2013

Seabright Hydro Budget FY10

Seabright Hydro Revenue

	FY09	FY10	FY11	FY12	FY13	FY14
JUL	0.00	0.00	0.00			
AUG	0.00	0.00				
SEP	0.00	0.00				
OCT	0.00	0.00				
NOV	2,854.84	0.00				
DEC	6,555.97	0.00				
JAN	157.82	0.00				
FEB	1,249.97	0.00				
MAR	0.00	0.00				
APR	0.00	0.00				
MAY	0.00	0.00				
JUN	0.00	0.00				
Total Revenue	10,818.60	0.00	0.00	0.00	0.00	0.00