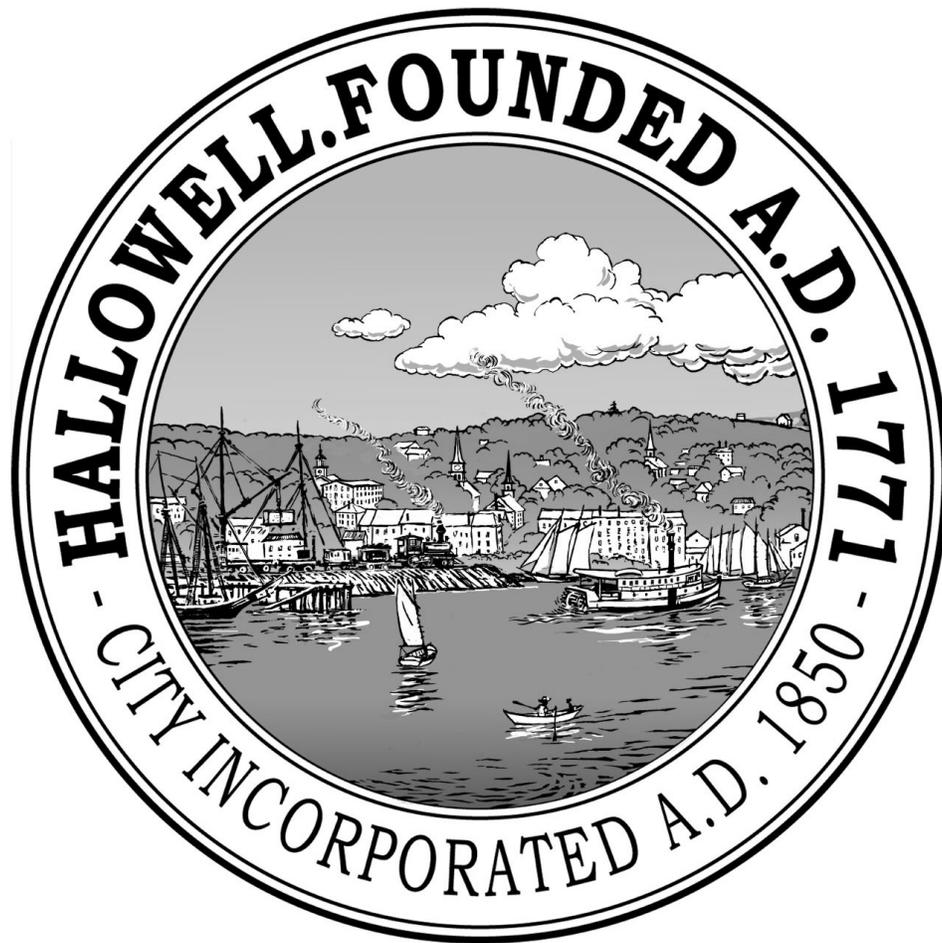


# City of Hallowell



## Annual Report

July 1, 2014 – June 30, 2015

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## 2015 CITY COUNCIL



### THE MAYOR AND CITY COUNCIL

Seated, left to right: Councilor J. Mark Sullivan, Ward Four, and Councilor Lisa Harvey-McPherson, Ward Five  
Standing, left to right: Councilor Lynn F. Irish, Ward Two; Councilor Alan B. Stearns, At-Large; Councilor George D. Lapointe, At-Large; Councilor Kate Dufour, Ward One; Councilor Phillip W. Lindley, Ward Three; and Mayor Mark L. Walker.

Councilor Stearns, Councilor Dufour and Councilor Harvey-McPherson were elected at the Municipal Election on November 4, 2014, and were sworn in at the Inaugural Meeting of the City Council on January 2, 2015.



# MAYOR'S ADDRESS

January 2, 2015

2014 was both a productive and difficult year for your Hallowell City Council. Many dynamic issues required difficult decisions and much work for the Council. I want to thank all City Councilors for their contribution to Hallowell as they spent many many hours on Committee work and at all Council meetings. Thank you for what you do for Hallowell, and I thank you for your support.

Your work on key issues this past year included:

- Developing and having the State's DECD accept a new TIF District for Hallowell's Downtown, and the district includes the Stevens School complex. This Downtown development TIF will provide great opportunities for development and infrastructure improvements in the not too distant future;
- Adopting a City Budget that balanced spending needs with limited tax revenue. Kudos to the Finance Committee and Chair Mark Sullivan for leading this effort resulting in a modest property tax increase for our Citizens while facing revenue sharing cuts and school expenditure increases;
- Highway Reconstruction – led by the Highway Committee and Chair Alan Stearns, we are moving forward with the design and engineering phase with reconstruction on the horizon – there will be more on this subject when I make appointments later tonight;
- Stevens School – more has happened in the last four months than the last four years. The State will vacate Stevens School the first quarter of 2015 and contacted Hallowell about options on their divestment of the property – this will be a top priority for 2015; and
- We have a new Personnel Policy on conduct between employees – reached after difficult deliberations by the Council.

Congratulations to the winners for their election to the Council for 2015. Councilors Lindley, Stearns and Harvey-McPherson – welcome back. And Councilor Dufour – we welcome you to the City Council and are pleased to have your municipal knowledge and background joining us in deliberating the issues going forward for 2015 and 16. Kate, this is a wonderful evening for you as you are sworn in to Hallowell's City Council for the first time – congratulations and thank you for being willing to serve.

Priorities for 2015 – what we will be working on as your City Council:

- My highest priority is to continue working on the Stevens School Complex. As most of you know, the State is vacating the complex by March – leaving 62 acres in the middle of Hallowell unutilized. The State has communicated to us that they plan to mothball buildings and may not provide ongoing maintenance to the facilities there. I believe it is of paramount importance to work with the State to find future uses for this property. I know the RSU is negotiating with the State for a sale of a portion of the property where the RSU currently has its offices. Many groups in Hallowell have concerns about this complex – how to best utilize the parcel for Hallowell. I would like to see some of the complex convert to private property increasing the City's tax roll – and other Hallowell constituents and groups have ideas about use of this large

property. We will be proactively working with the State to make sure that Hallowell participates in the development of Stevens School.

- Another high priority issue is to hire a new City Manager. Manager Starn has announced that he will retire as of October 2015, and by March I will appoint a Search Committee that will include members of the Personnel Committee and several private citizens of Hallowell. Manager Starn – thank you for your years as Manager here in Hallowell – I know it has been both challenging and rewarding. Please stand and receive the recognition of the Public.
- Hallowell City Budget and Highway Reconstruction will remain key issues; and there are numerous other issues facing us in 2015, including continued discussions about the future of fire protection here in Hallowell, the possibility of merging our Hallowell Water District with Gardiner’s, and discussions regarding city ordinances for maintenance of buildings in the Historic District.

Thank you all for being here, and let’s get to work.

***Mark L. Walker,***  
***Mayor***

# CITY GOVERNMENT

July 1, 2014 – June 30, 2015

MAYOR		Mark L Walker
CITY COUNCIL	At Large	Alan Stearns
	At Large	George D Lapointe
	Ward One	Robert G Stubbs / Kate F Dufour
	Ward Two	Lynn F Irish
	Ward Three	Phillip W Lindley
	Ward Four	J Mark Sullivan
	Ward Five	Lisa Harvey-McPherson
CITY MANAGER		Michael Starn
CITY MANAGER'S SECRETARY		Deanna Mosher Hallett
CITY CLERK		Deanna Mosher Hallett
DEPUTY CITY CLERK		Diane D Polky
ASSISTANT CITY CLERK		Daniel P Kelley
CITY TREASURER		Dawna M Myrick
CITY SOLICITOR		Erik M Stumpf, Esq
TAX COLLECTOR		Michael Starn
REGISTRAR OF VOTERS		Deanna Mosher Hallett
DEPUTY REGISTRAR OF VOTERS		Diane D Polky
PUBLIC WORKS DIRECTOR		Chris Buck
CODE ENFORCEMENT OFFICER		Maureen AuCoin
BUILDING INSPECTOR		Maureen AuCoin
PLUMBING INSPECTOR		Maureen AuCoin
HARBOR MASTER		Dan Davis
POLICE CHIEF		Eric L Nason
FIRE CHIEF		Michael F Grant
EMERGENCY MANAGEMENT DIR.		Eric L Nason
ANIMAL CONTROL OFFICER		Chris Martinez
HEALTH OFFICER		Michael Starn
ADDRESSING OFFICER		Michael Starn
GENERAL ASSISTANCE DIRECTOR		Deanna Mosher Hallett
DEPUTY DIRECTOR		Diane D Polky
CITY HISTORIAN		Sumner A Webber, Sr

# BOARDS, COMMISSIONS AND COMMITTEES

## BOARD OF ASSESSORS

Richard Hayes, Chair  
Sophie Gabrion

Jennie Marvelle

Assessors' Agent: Maureen AuCoin

## TRUSTEES OF THE CEMETERY

Deanna Mosher Hallett  
Anthony L Masciadri

Carroll I Chapman, Sr / Chris Buck

Superintendent of Cemetery: Carroll I Chapman, Sr

## BOARD OF APPEALS

Pamela Perry, Chair  
Loren Kinney  
Michael Frett  
Chris Vallee  
2nd alternate: Joshua Platt

Phillip Davidson  
Kevin McGinnis  
Kirk Rau  
1st alternate: David Young, Jr

## PLANNING BOARD

Jane Orbeton, Chair  
Judith Feinstein  
Richard Bostwick  
Sandra Johnson  
1st alternate: Jeanne Hoxie  
2nd alternate: Lisa Leahy

Danielle Obery  
Darryl Brown, Jr  
Cary Colwell

## HALLOWELL CONSERVATION COMMISSION

Sarah Shed, Chair  
Theresa Davulis  
Deborah Sewall  
Catherine Murray  
Open

Jon Lund  
Peter McPherson  
Diano Circo  
Rosemary Presnar

## TREE BOARD

Wes Davis, Chair  
Ellen Gibson  
Mark Paisley  
Jane Moore

Margaret Newton  
Katie Tremblay  
Jennifer Paisley

## TREE WARDENS

Wes Davis

Open

# **BOARDS, COMMISSIONS AND COMMITTEES**

## **RECREATION COMMISSION**

Councilor George Lapointe, Chair  
Councilor J Mark Sullivan                      Dan Davis  
Steve Vellani                                      Diano Circo  
Margaret Newton                                Chris Vallee  
City Manager Michael Starn

## **RECYCLING COMMITTEE – SOLID WASTE ADVISORY COMMITTEE**

Susan Farnsworth, Chair                      Clyde Williams  
Rick Seymour                                    Phillip Lindley  
Jennifer McGowan                              Amy Moulton  
City Manager Michael Starn

## **COMMUNITY DEVELOPMENT COMMITTEE**

Frank O’Hara, Chair                            Mary Moody  
Linda Masciadri                                Shawna Corbett  
Jack Fuller                                        Robert McIntire  
Cary Colwell

## **ORDINANCE REWRITE COMMITTEE**

Michael Frett, Chair                            Councilor Lynn F Irish  
Councilor Kate Dufour                        Dana Evans  
Pamela Perry                                    City Manager Michael Starn  
CEO Maureen AuCoin

## **TIF REVIEW COMMITTEE**

Councilor Phil Lindley, Chair                Mayor Mark Walker  
Johanna McQuoid                              Frank O’Hara  
Joel Davis                                        Kenneth Young  
Charlotte Warren

## **CITY MANAGER SEARCH COMMITTEE**

Councilor George Lapointe, Chair        Councilor Lisa Harvey-McPherson  
Councilor Kate Dufour                        Steve Vellani  
David Bustin                                    Deanna Mosher Hallett

# REPORT OF THE CITY MANAGER

July 1, 2014- June 30, 2015

I am pleased to provide my *final* annual report to the people of Hallowell. By the time this is published, I will have retired as City Manager. When I started as Hallowell City Manager in June of 2011, I told the City Council that I was good for four to five years, and then I would be retiring. I never thought the time would go so fast. Looking back, I am proud about what we were able to accomplish. I hope you share my sense of accomplishment. What I wish for the most, is that the past four and a half years will set the stage for bigger and better things happening in Hallowell's future.

## **Streetlights and Brush Pile**

Within four months of starting work in Hallowell, I found a solution for two issues that seemed important to people. Only a few streetlights on Water Street worked when I arrived, and at least four of the streetlight poles were gone or broken. Mostly paid for with a federal grant, 22 new LED lights were installed on the east side of Water Street by the fall of 2011. The leaf compost and brush pile on the Fish & Game Road was shut down by DEP when I started. A few phone calls, a site visit from DEP, and some minor improvements to the site were all that it took to get the compost/brush pile reopened. I quickly realized that visible, useful local government services like these were what Hallowell residents wanted and appreciated.

## **Water Street Reconstruction**

One of the City's problems that I couldn't help but see in 2011 was the exaggerated crown in the middle of downtown Water Street. In November of 2011, the City Council met with MaineDOT staff to discuss what it would take to address this problem. Step 1 was a Feasibility Study, started in 2012 and finished in the fall of 2014. From the Feasibility Study, the City and MaineDOT quickly transitioned to the Engineering/Design phase of this road reconstruction project, which is scheduled to be completed next year. Now, it now looks like reconstruction will be done in 2018. It has been and will continue to be a long and difficult process, but I am convinced that the above and below surface improvements to the street will be worth it in the end.

## **Downtown TIF**

In the fall of 2013, I told the City Council that Hallowell needed to create a Downtown TIF district which would energize economic development over the next 20–30 years. Downtown TIFs target funds to specific areas of the community without raising taxes. A bonus is that the TIF shelters valuation growth so that school and county government costs are contained. In FY 15, about \$47,000 was set aside for capital projects in the downtown TIF district; in FY 16 that amount grew to almost \$80,000; and in FY 17, this annual fund will grow to over \$100,000. And, it will continue to grow every year after that. Street repairs, stormwater systems, public restrooms, streetlights, downtown parking and Stevens School public infrastructure and private development incentives are all possible under the TIF. The Downtown TIF is a strategic investment in Hallowell's future.

## **Recreation Areas**

I think that Al Hague and Gerry Mahoney were the first two people, outside of city councilors and staff, that I met. Al and Gerry have stopped by my office many times since I started working as City Manager. That's because they were on a mission. They wanted to get the historic Granite Crane restored and placed in the waterfront park. They were successful. I am just happy to have played a part in it. I am also proud of the Res Area and Vaughan Field, which have been improved during my time as City Manager through the efforts of dedicated volunteers.

## **Property Taxes**

In my first budget (FY 12) as City Manager, the mill rate was kept flat and in my last budget (FY 16) as City Manager the mill rate was kept flat. Unfortunately, I and the City Council were not able to keep a flat mill rate in the years between. The tax rate increased from 15.3 mills to 17.6 mills. Here are two reasons why: (1) between FY 12 and FY 16, Hallowell's property tax contribution to RSU 2 increased by \$710,999; and (2) State revenue sharing to Hallowell dropped by \$87,168. The good news in all of this is that the City's new valuation growth is improving; the City's annual debt service payments are scheduled to drop substantially after FY 17; and the Downtown TIF will allow us to invest in capital improvements and increase our overall taxable value without adversely impacting the City's school costs. The City is in good financial shape.

## **City Staff**

The City staff were welcoming and hard working from day one. I am constantly amazed at how friendly and courteous they are with the people who come to City Hall. They care about Hallowell and that is reflected in the way that they approach their jobs. I will miss them.

## **Farewell, But Not Goodbye**

I want to thank all of you for being so kind and helpful to me. I'm going to miss this job, but I'm excited about going into the next chapter of my life. While I am moving to Florida for the winter months, I will be back in the spring. You'll probably see me hanging out in downtown Hallowell next May with the other snowbirds.

***Michael L. Starn,***  
***City Manager***



# REPORT OF THE CITY CLERK

July 1, 2014 – June 30, 2015

The City Clerk’s Office is pleased to welcome you to the City’s website at [www.hallowell.govoffice.com](http://www.hallowell.govoffice.com)

The City’s website provides information such as a Calendar of scheduled meetings, City Council and Planning Board Agendas and Minutes, City Budget, Tax Maps, Tax Commitment Book, Elections, Helpful Links and more. Sidebars are often added to the Home Page to provide important short-term information or to highlight Special Events. To access the City Clerk’s webpage, click on “City Departments” → “Administration” → “City Clerk.” If you have any comments or concerns, I would be glad to hear from you.

Email addresses for the City Clerk’s Office:

City Clerk Deanna M Hallett:	<a href="mailto:deannamhcclerk@hallowellmaine.org">deannamhcclerk@hallowellmaine.org</a>
Deputy City Clerk Diane Polky:	<a href="mailto:dianedeputycc@hallowellmaine.org">dianedeputycc@hallowellmaine.org</a>
Assistant City Clerk Daniel Kelley:	<a href="mailto:assistantclerk@hallowellmaine.org">assistantclerk@hallowellmaine.org</a>

## VITAL RECORDS

Births Recorded: .....	19	Marriage Licenses Issued: ..	15
Marriages Recorded: .....	15	Certified Copies Issued: .....	66
Deaths Recorded: .....	39	Burial Permits Issued: .....	15

## MARRIAGES

<u>Party A*</u>	<u>Party B*</u>	<u>Date</u>	<u>Place of Marriage</u>
Bourgeois, Brittany Rose	Munzing, Nathaniel George	June 13, 2015	Boothbay Harbor
Bourgoine, Melissa Jeanne	Kane, Adam John	September 6, 2014	Hallowell
Cook, Sophia Idema	Ciccarone, Michael John	July 12, 2014	Hallowell
Gemme, Samantha Corrine	Rhoten, Benjamin Allan	November 15, 2014	Augusta
Goggin, Holly Solveig	Daigle, Marc Alexander	August 16, 2014	Brighton
Kurnia, Felicia Amanda	Patrick, Lucas	July 7, 2014	Augusta
Mier, Lauren Ann	Harper, Laura Hazel	July 12, 2014	Hallowell
Roderick, Peter Byron	Daigle, Rose Marie	July 21, 2014	Farmingdale
Surprenant, William Paul	Lovley, Terrence Lee	August 15, 2014	Hallowell
Trask, Karen Ellen	Gardiner, Conrad Rufus	February 7, 2015	Randolph
Vaidulas, Kathryn Elizabeth	Hayes, Jerod Scott	September 21, 2014	Dedham
Walker, Kara Marie	Davis, Daniel Edward	August 23, 2014	Hallowell
Ward, Ashley Lea	Andreason, Tyler Scott	August 18, 2014	Hallowell
Wilford, Ryan Richmond	McKnight, Josephine Anne	February 15, 2015	Hallowell
Witkin, Deborah Isabelle	Crayton, Seth Alexander	August 9, 2014	Fryeburg

\* Effective December 29, 2012, Marriage Licenses became gender-neutral and the designations for Groom and Bride were changed to Party A and Party B.

## LICENSES & REGISTRATIONS

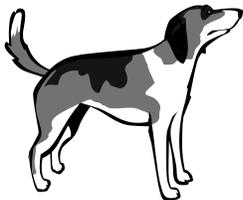
Victualer’s Licenses.....29	Amusement/Vending Machine Licenses ..... 2
Innkeeper’s Licenses.....2	Motor Vehicle Transactions..... 2,439
Transient Seller’s Licenses .....1	ATV Registrations..... 11
Farmers’ Market Licenses.....3	Boat Registrations ..... 115
Liquor/Catering Licenses.....23	Snowmobile Registrations..... 26

First-time Liquor License Applications must be approved by the City Council before being submitted to the State. Liquor License Renewal Applications are approved by the City Clerk on behalf of the City Council. Victualer’s Licenses must be approved by the City Council.

## HUNTING & FISHING LICENSES



Archery .....4	Hunting/Fishing Combination ..... 28
Archery/Expanded Antlerless ..... 4	Non-Resident Hunting/Fishing Comb..... 1
Archery/Expanded Either Sex .....2	Migratory Waterfowl.....2
Archery/Fishing Combination .....0	Spring or Fall Turkey .....3
Fishing .....40	Muzzleloading .....2
1-Day Fishing .....0	Over-70 Lifetime ..... 1
Non-Resident Fishing .....2	
Hunting .....10	
Bear Hunting.....0	



## DOG LICENSES

Male/Female:	49
Neutered/Spayed:	323
Kennel:	1

The State of Maine requires all dogs older than 6 months to be licensed. Dog licenses expire on December 31<sup>st</sup> and must be renewed by January 31<sup>st</sup>. Licenses for the up-coming year become available on October 15<sup>th</sup>.

Fees: Male/Female = \$11.00, Neutered/Spayed = \$6.00, Kennel licenses = \$42.00 for one to ten dogs. A late fee of \$25 is charged after January 31<sup>st</sup>.

Rabies certificates are required for all dogs. Some certificates are good for more than one year. A veterinarian's certificate is required when registering spayed or neutered dogs for the first time.

Once again, I would like to thank the City Council and the residents of Hallowell for the opportunity to serve them. The City Clerk’s Office is always happy to work with the residents and the various departments. I would also like to give a special “thank you” to my Deputy Clerk Diane Polky and Assistant Clerk Daniel Kelley for their continuous support and assistance.

Deanna Mosher Hallett  
City Clerk



# REPORT OF DEATHS AND BURIALS

July 1, 2014 – June 30, 2015

<u>Name</u>	<u>Date of Death</u>	<u>Age</u>	<u>Place of Death</u>	<u>Place of Burial</u>
Bergeron, Mark David	June 12, 2015	54	Hallowell	Gardiner
Blanchard, James W	December 17, 2014	84	Augusta	Auburn
Brown, Curtis F	June 15, 2015	89	Augusta	Malden, MA
Card, Irene Ross	July 18, 2014	81	Yarmouth	Auburn
Cohen, Suzanne Burnett	February 27, 2015	74	Hallowell	Gardiner
Dawson, Judith H	September 18, 2014	73	Hallowell	Gardiner
Drouin, Jennie Mae	February 2, 2015	95	Augusta	Augusta
Eaton, Charlotte B	January 26, 2015	97	Hallowell	Augusta
Fisher, Pearl Knowles	January 21, 2015	98	Augusta	Gardiner
Fitts, Richard Dana	January 26, 2015	92	Augusta	Auburn
Gagne, Lorette E	July 11, 2014	90	Augusta	Auburn
Giroux, Muriel C	November 4, 2014	94	Hallowell	Augusta
Hanish, Kate	October 5, 2014	93	Augusta	Farmingdale, NY
Harvey, Virginia Ann	July 6, 2014	80	Augusta	Auburn
Huard, Stella M	September 4, 2014	87	Augusta	Auburn
Jones, Natalie H	June 7, 2015	91	Hallowell	Monmouth
Keliher, Florence F	January 29, 2015	92	Hallowell	Biddeford
Lamon, Marion E	January 26, 2015	101	Augusta	Searsport
Levitt, Morton	June 9, 2015	86	Augusta	New York, NY
Leugers, Lawrence Edward	September 10, 2014	63	Hallowell	Gardiner
McGary, Carroll R	January 10, 2015	89	Hallowell	Auburn
McKinnon, June Louise	December 17, 2014	92	Hallowell	Gardiner
Miner, Leah E	April 27, 2015	89	Hallowell	Biddeford
Mitchell, Arlene Newman	April 10, 2015	90	Augusta	Gardiner
Perry, Catherine L	July 26, 2014	93	Hallowell	Gardiner
Pickett, Patricia A	July 21, 2014	79	Hallowell	Auburn
Poulin, Lottie C	January 6, 2015	96	Augusta	Augusta
Ramage, Sarah Elizabeth	August 24, 2014	93	Augusta	Auburn
Roy, Pearl Beatrice	January 27, 2015	91	Augusta	Auburn
Sait, Dorothea Maxine	August 25, 2014	95	Augusta	Gardiner
Scafariello, Ann	September 23, 2014	88	Augusta	Auburn
Schiff, Rosemary Levy	February 3, 2015	86	Hallowell	Auburn
Shain, Stanley Lytfi	May 29, 2015	83	Hallowell	Hallowell
Shepherd, Mary Elizabeth	July 2, 2014	94	Farmingdale	Gardiner
Thibodeau, Charles Onesime	June 15, 2015	80	Hallowell	Gardiner
Thompson, Burtina E	September 4, 2014	96	Augusta	Randolph
Trundy, Helen Louise	May 26, 2015	95	Hallowell	Gardiner
White, Yvonne Julia	September 14, 2014	75	Hallowell	Hallowell
Willett, Chester Elwin	February 13, 2015	94	Augusta	Auburn
Woodward, Roberta D	August 18, 2014	93	Augusta	Augusta

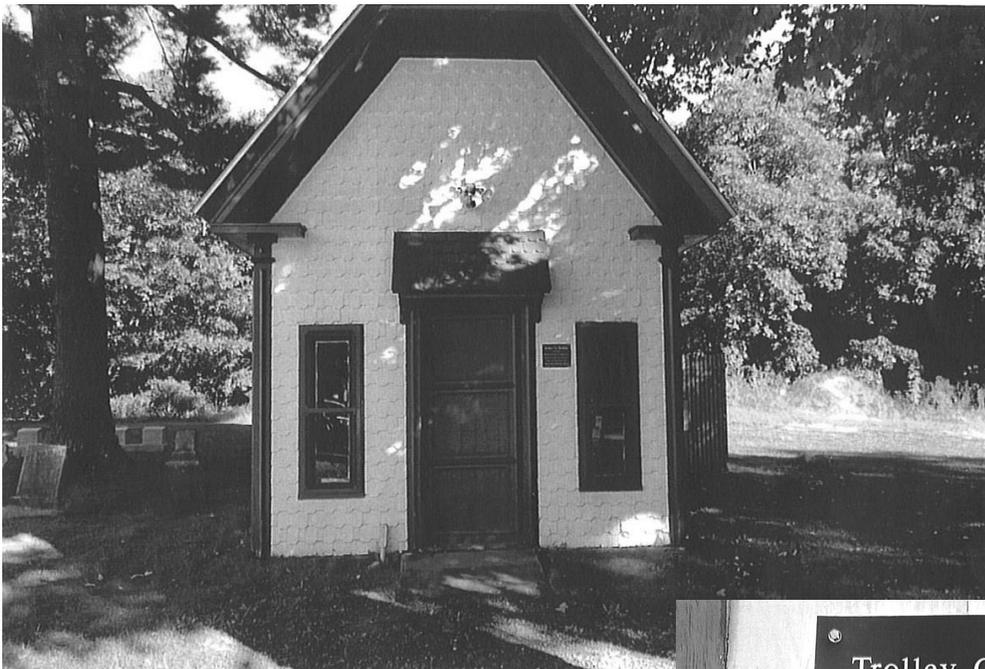
(Continued on page 14)

# REPORT OF DEATHS AND BURIALS

(Continued)

The following were brought here for Burial:

<u>Name of Deceased</u>	<u>Date of Death</u>	<u>Place of Death</u>	<u>Date of Burial</u>
Bessey, Leo David	January 24, 2015	Waterville	May 21, 2015
Boulette, Gloria	March 22, 2015	Augusta	May 13, 2015
Choate, Richard M	March 1, 2015	Sidney	May 19, 2015
Foss, William	April 25, 2013	Augusta	May 16, 2015
Harriman, Janis Irene	April 2, 2014	Colorado	September 13, 2014
Houghton, Audrey D	December 23, 2013	Waterville	September 6, 2014
Johnson, Dennis D	August 29, 2013	Augusta	October 21, 2014
Lombard, Gertrude I	June 30, 2014	Augusta	July 5, 2014
Martin, Nelda	April 2, 2015	Augusta	May 13, 2015
Mitchell, Barbara F	January 31, 2015	Bangor	June 27, 2015
Nichols, Effie Beatrice	January 9, 2015	Farmingdale	May 19, 2015
Swift, Cindy Lee	December 5, 2013	Whitefield	July 26, 2014
Williams, Jacqueline A	March 14, 2015	Augusta	May 18, 2015



*The tool house in the cemetery has its own distinct history. When the trolley car service was discontinued, the waiting station found a new use.*



# REPORT OF THE CEMETERY TRUSTEES

July 1, 2014 – June 30, 2015

The cemetery roads and repair work to monuments are an annual on-going expense, along with tree pruning, loaming and re-seeding.

Since the water lines broke underground several years ago, the City continues each year installing more water lines with faucets at the same time as the road repairs are being done.

The Cemetery Department has one seasonal worker and the Public Works Department continues to help out with burials, mowing and trimming maintenance.

The City Clerk continues to have faith that an angel will provide something like a black wrought iron sign saying “Hallowell Cemetery” or “Hallowell Calvary Cemetery” and stand on granite posts over the entrance of Fountain Avenue welcoming all comers to our beautiful cemetery.

Respectfully submitted Cemetery Trustees,

Deanna Mosher Hallett, City Clerk  
Anthony L. Masciadri  
Carroll Chapman



# REPORT OF THE PUBLIC WORKS DEPARTMENT

July 1, 2014 – June 30, 2015

During the summer of 2014 Public Works monitored the installation of gas lines in several parts of the City. Work on the gas lines continued through the summer and fall.

Regular summer work included general maintenance: painting crosswalks, handicapped stalls and bicycle stencils on Water Street; assisting with cemetery maintenance; cleaning catch basins; and mowing grass.

As usual, the first two weeks of July involved sprucing up the City for Old Hallowell Day, a task made harder this year by rainy weather. A heavy rainstorm caused some roadside washouts that needed to be repaired. Also in July, the City of Gardiner graded Front Street, Jamies Pond Road, Reservoir Road, and Fish and Game Road in exchange for the use of Hallowell's vacuum truck to clean some of Gardiner's catch basins.

August saw more rainstorms that caused washouts. The crew did about 500 feet of ditching along Second Street, Academy Street and Litchfield Road. They also painted benches and replaced the concrete ramp at the City band stand.

Storm water continued to be a problem in September. Old storm drains on Temple Street, Winthrop Street and Summer Street were addressed. A project to refurbish Summer Street began in September and continued into October. This project included grinding the old pavement, constructing new storm drains (1,000 feet of pipe and 7 catch basins), and repaving the street. Final surface paving and some ditching were carried over to spring.

November brought early snow. Storms continued through December with snow, freezing rain, and rain. There were problems with one of the trucks and the sidewalk machine. A catch basin on Hubbard Lane had to be unclogged using equipment borrowed from the City of Gardiner.

January 2015 was devoted largely to snow removal. February was dominated by nine snow storms, requiring three rounds of downtown snow removal. The sidewalk machine was repaired, but six-foot banks of frozen snow made clearing the sidewalks so difficult that the crew resorted to using the loader to clear some of them.

In March there was a major washout on Vaughan Road which was repaired in May.

April was cool and dry, so there was little river flooding. One storm, however, dropped 2½ inches of rain in 4 hours and caused some major road flooding and caused problems with a culvert on outer Central Street, erosion on Vaughan Road, and bank slippage along Second Street by Sacred Heart Church.

May was busy with repairs on Central Street and Vaughan Road; completion of the Summer Street project; preparing the Res and the softball field for summer; and preparing Granite City Park for summer.

In June the major projects were addressing drainage issues at Vaughan Field, resolving a sewer issue at the restrooms at the Res, dealing with a sink hole in front of City Hall, and removing a fence at Granite City Park.

# **BOARD OF ASSESSORS**

July 1, 2014 – June 30, 2015

This year the tax mil rate was set at \$17.6 per \$1,000 of value based on a taxable valuation of \$243,680,768 for real and personal property as of April 1, 2014. The certified sales ratio remained at 100%. Taxes were committed on August 14, 2014. The Property Tax Levy was \$4,288,781.52.

The Board reviewed abatement requests, exemption applications, and other tax relief programs. They visited new construction projects and adjusted valuations as needed.

The Assessors' agent recorded all new real estate transfers and adjusted tax maps, property cards and land and building values, when warranted, as well as responded to inquiries for parcel information.

Reimbursement programs and tax relief programs are offered by the State and administered by the Assessor's Office. These include Homestead Exemption, Veterans Exemption, and Blind Exemption for real property. Personal property programs include Business Equipment Tax Reimbursement (BETR) and Business Equipment Tax Exemption (BETE). Applications are available online or at City Hall. Please call or stop by for more information on these programs.

The Board of Assessors would like to thank Richard Hayes for his many years of serving on the Board. He retired as Chair of the Board on June 30, 2015. The Board welcomes Robert Stubbs.

Respectfully submitted,  
Jennie Marvelle, Chair  
Sophie Gabrion  
Robert Stubbs  
Maureen AuCoin, Agent

# GENERAL ASSISTANCE DIRECTOR'S REPORT

July 1, 2014 – June 30, 2015



The primary function of the General Assistance Director is to provide general assistance services to the Community. General Assistance is a last resort “safety net” program, which each municipality in the State is required to administer according to guidelines established by the State and by the local municipality. The Department of Health and Human Services (DHHS) oversees the administration of all the Municipal G.A. Programs and provides partial reimbursement to municipalities for assistance furnished to G.A. clients, along with the Social Security Administration for SSI-approved clients. Assistance is limited to basic necessities and is granted to clients in the form of purchase orders payable to specific vendors, who supply the services or goods.

Each case is carefully examined by the G.A. Director to see if a general assistance client qualifies. Applications need to be made ahead of time with proof of income and expenses attached.

There are times in the winter months that some Hallowell citizens need a helping hand with heat but do not qualify for G.A. Heating Fuel Gift cards are always welcome and can be used for these citizens during emergency times. If you would like to give a gift card, please go to one of the heating oil companies and purchase a gift card and send them to the G.A. Director to be distributed.

The General Assistance Office is open Wednesdays. In a life-threatening emergency after hours, the Hallowell Police Department can reach the G.A. Director.

Respectfully submitted,

Deanna Mosher Hallett,  
G.A. Director, and  
Diane Polky,  
Deputy G.A. Director





CITY OF HALLOWELL  
POLICE DEPARTMENT  
1 Winthrop Street  
Hallowell, Maine 04347

Business:(207) 622-9710  
Non-Emergency:(207) 623-3131  
Fax:(207) 623-7147

ERIC L NASON  
CHIEF OF POLICE

**To the Honorable Mayor, City Council, and Citizens of Hallowell**

The Police Department is committed to community quality, all department members are trained and dedicated to helping citizens and families improve the neighborhood environment as a means to a safer, more enjoyable community. It is based on the premise that both police and the citizens must work together to identify, prioritize, and solve community concerns.

During the past year, we responded and investigated 5,009 calls for service, 140 traffic accidents and conducted 1,212 motor vehicle stops on our busy streets.

We continue to seek grant funding for different projects. Some awarded grant sources from the past year were: Justice Assistance Program, Department of Homeland Security, Bulletproof Vest Partnership Program and Maine Municipal Association.

We are staffed by 1 Chief, 1 Patrol Sergeant, 3 Full-time Police Officers, 7 Reserve Police Officers and 1 part-time Animal Control Officer. We provide services 24 hours a day, 7 days a week and we encourage our citizens to call the department at any time with questions or concerns they may have.

It is impossible to list all of our activities over the past year, but you can be assured that we'll continue to work at making the City of Hallowell a safe place for not only our residents but visitors as well.

Working together we are most apt to make lasting improvements in our quality of life and encourage citizens to offer suggestions on how we might provide better police services in the future.

Respectfully submitted,  
Eric L. Nason  
Chief of Police

# CITY OF HALLOWELL



FIRE DEPARTMENT  
ONE WINTHROP STREET  
HALLOWELL, ME 04347

Michael F. Grant  
Chief Engineer

TEL: (207) 623-4021 FAX: (207) 621-8317  
Web Site: [www.hallowell.govoffice.com](http://www.hallowell.govoffice.com)

## ANNUAL REPORT FOR FISCAL YEAR 2015

To the Honorable Mayor and City Council:

The Hallowell Fire Department is currently staffed by 10 paid call firefighters on a 24-hour basis. Department personnel are issued pagers which are activated whenever a fire or other emergency is reported to the dispatch center at the Augusta Police Department. City firefighters are required to live or work within 8 miles driving distance to the fire station and include members from other communities; in fact, the majority of the department members reside in neighboring towns. Average response time is 8 to 12 minutes from time of activation with evening responses shorter.

Call firefighters are paid hourly when involved in department operations and fire officers are paid a premium rate for the additional administrative duties performed to support the Chief, which is also a call position. City firefighters also volunteer many hours toward community events requiring non-duty participation such as Old Hallowell Day and other City functions.

We continue to lobby for a new fire station as we have for several years now. The current station is outdated and cannot adequately house modern fire equipment. Parking around the station is nonexistent and firefighters are forced to park in the street when responding to calls. In spite of these obvious shortcomings the Mayor and Council have yet to adequately address the issue. We were assured by the previous Mayor and Council that a solution would be found within the year.

Five years have passed with no action; although a few members of the Council do seem responsive to a minority group of special interest citizens who desire to expend hundreds of thousands of dollars to restore the current building; in spite of the published fact it is unsuitable for public use as a fire or police station. Recruitment and retention of call firefighters is increasingly difficult under these circumstances. We encourage folks to petition their council representatives to find a solution before a self-sustaining fire department controlled by the City is no longer.

In spite of these hindrances, the commitment to serve the Citizens with a prompt and efficient fire service remains our number one priority. The Department responded to 92 calls for service during the reporting period with minimal loss of property. Our mutual aid efforts with our local communities reflect a truly regional approach to providing the best cost effective protection to our citizens and those of our neighboring towns.

Respectfully,

Michael F. Grant  
Chief Engineer

# REPORT OF THE CODE ENFORCEMENT AND PLUMBING DEPARTMENT

**The following is the permit activity report for the period  
July 1, 2014 to June 30, 2015  
Last year's amounts are in (parentheses).**

Category*	No.	Construction Cost (\$)	Fee (\$)
<b>Building Permits:</b>			
Commercial	2 (2)	61,500 (4,528,311)	60.00 (1,692.00)
Single Family Homes	7 (3)	1,845,000 (748,500)	1,618.00 (508.80)
Garages	1 (1)	32,172 (37,000)	30.00 (30.00)
Additions, Decks	7 (7)	61,200 (186,250)	205.00 (335.80)
Sheds, Barns	1 (2)	8,000 (5,100)	30.00 (60.00)
Renovations, Int. & Ext.	7 (9)	159,000 (150,100)	210.00 (270.00)
<b>Other Permits and Application Fees:</b>			
Signs	6 (18)		150.00 (450.00)
Miscellaneous	0 (2)		0.00 (50.00)
Demolition	0 (4)		0.00 (120.00)
Conditional Use	2 (4)		200.00 (325.00)
Subdivision	1 (0)		125.00 (0.00)
Site Plan Review	0 (2)		0.00 (300.00)
Historic District	11 (18)		275.00 (450.00)
Zoning Appeal	0 (0)		0.00 (0.00)

\*Note: Some projects are included in several categories (i.e. garages as part of single-family homes, etc.)

All construction work costing or valued at \$1,500 or more requires a building permit. Any work causing structural alterations to a building requires a building permit, regardless of cost. All construction must conform to the Maine Uniform Building and Energy Code.

Any exterior additions or alterations to properties, buildings, and structures within the Historic District require approval of the Planning Board prior to acquiring a building permit. This approval is known as a Historic District Certificate of Appropriateness and has a fee of \$25.00 attached to it. Activities that require Planning Board approval and have not been commenced within one year require re-approval.

A Certificate of Occupancy must be obtained prior to occupancy of any structure. Twenty-four hours' notice is required for inspection requests. Any development in the City's Shoreland Zone or Floodplain District requires pre-construction review and often the issuance of additional permits prior to the start of construction. An Elevation Certificate may be required of projects in the Floodplain or Floodway. If you don't know, please ask the Code Officer if you are in these flood prone areas.

*(Continued on page 22)*

**REPORT OF THE CODE ENFORCEMENT AND PLUMBING DEPARTMENT**  
*(Continued)*

Development in any area of the City’s wetland and shoreland zones requires additional state and federal review. Development has a very broad definition when it comes to these areas, so when in doubt, ask.

ADA and the Maine Human Rights Act require that new, expanded, or altered places of public accommodations must apply for a barrier free permit from the State Fire Marshal prior to construction start up. All commercial projects are also required to obtain a Fire Marshal’s permit prior to the beginning of construction.

**PLUMBING PERMITS ISSUED**

<u>Category</u>	<u>No.</u>	<u>Total Fee</u>	<u>City’s Share</u>
External	7	\$1,425.00	\$1,012.50
Internal	19	\$2,250.00	\$1,687.50

The State’s internal and external plumbing codes allow plumbing permits to be valid for a two-year period and permits shall be issued only by the local plumbing inspector. Any plumbing installed without a permit will be charged a double fee. Only a licensed master plumber can be issued a permit with the exception of a homeowner doing their own work on their PRIMARY single family residence. A homeowner is required to perform all work to code and must meet the same inspection requirements of a master plumber.

Periodic inspections by the Plumbing Inspector are required by the Code for internal plumbing work, and for external plumbing work and system must be approved prior to being covered. Please ensure that all plumbing work will meet Code before calling for inspection. An air test or equivalent is required to verify a leak free system.

Respectfully submitted,  
Maureen AuCoin  
Code Enforcement Officer/Plumbing Inspector

# REPORT OF THE PLANNING BOARD

July 1, 2014 – June 30, 2015

To the Honorable Mayor, City Council and Citizens of Hallowell:

The function of the Hallowell Planning Board, in conjunction with the Code Enforcement Officer, is to assure compliance with the City’s 1997 “Revised Code of Ordinances” (i.e. the Code). In general, the Code addresses “permitted” or “conditional” uses in the twelve land use zones established within the City of Hallowell. The Code maintains consistency of use within zones and requires the applicant to comply with the Code’s conditional use standards and the Maine Uniform Building & Energy Code.

The Planning Board consists of nine members, two of whom are alternates who move into full voting positions when regular members are absent or vacate their seats. The Board meets regularly in public meetings on the third Wednesday of each month at 7 PM in the City Hall Council Chamber. Special meetings may be scheduled as needed to complete business in a timely manner.

The majority of applications before the Planning Board fall within the Historic District. The stated purpose of the Historic District is to preserve historical structures and areas of historical and architectural value. Activity in this area is substantial and indicates a strong interest in property maintenance and improvement.

During the fiscal year that ended June 30, 2015, the Board met 12 times and heard the following:

Historic District Certificate of Appropriateness Applications.....	21 (20)
Conditional Use Applications.....	2 (4)
Sign Permit Applications.....	0 (1)
Site Plan Review Applications .....	0 (1)
Swimming Pool Permit Applications* .....	0 (3)
Minor Subdivision Applications.....	1 (0)
Public Hearings:	
Zoning District Amendment .....	2 (1)
Minor Subdivision .....	1 (0)

Figures in ( ) are for the previous year.

\*In June 2014 the Planning Board delegated authority to approve above-ground swimming pools outside the Historic District to the Code Enforcement Officer.

Respectfully submitted,  
Jane Orbeton, Chair

# REPORT OF THE CONSERVATION COMMISSION

July 1, 2014 – June 30, 2015

## **Jamies Pond**

- HCC received an update from Keel Kemper, Maine Department of Inland Fisheries and Wildlife, on the Forest Management plan and other activities at Jamie Pond Wildlife Management Area. They include: a) clearing of vegetation in ditches on road leading into Jamie Pond; b) maintenance work on road in September; and c) timber harvest prep for work to begin in winter 2014.
- A trail work day was held on June 13 in collaboration with the Manchester Conservation Commission.
- Trailside Maps at Jamies Pond were replaced.

## **Stevens School**

- Rosemary Presnar is the HCC representative on the City's Stevens School Advisory Committee. She spoke up for the value of conserving the North Field for community recreation, animal habitat, and as access to trails in the Howard Hill conservation property that it abuts.
- The Kennebec Land Trust (KLT) addressed the City Council about Howard Hill and the significance of the North Field at Stevens School as a connection to its trails. The trust is willing to help the City in efforts to conserve the North Field.
- Matt Morrill, abutter to North Field, appeared before the Commission to discuss possibility of buying the field from the state and conserving part of it, with ownership of conserved part going to the Hallowell and a conservation easement to the KLT. Although many details remain to be worked out, the HCC approved this idea in principle.
- On April 29 the HCC and the Kennebec Land Trust led a well-attended (50+) guided "Walk through Hallowell's Hidden Treasure," beginning at Stevens School and continuing on to Howard Hill.
- In June the Commission sent a letter to the City Council recommending that Ben Sturtevant's recent memo be used to provide guidance to the State on Hallowell's goals for the property. Since the North Field is undeveloped, and has high value for conservation and recreation, the Commission suggested that the City request that the State allow separate offers on that parcel.

## **Recreation Committee/HCC plans at Town Forest**

- **Survey:** The Recreation Committee and the City Manager approved conducting a boundary survey at the Town Forest.
- **Management Plan:** The HCC noted the need for an overall Management Plan and recommended conducting an ecological survey as well. With multiple uses, sometimes competing with each other, a management plan is the best way to make decisions that are in the long-term interest of the property and the community. Planning grants for surveys are available from Project Canopy, and the HCC has some funds in City accounts that could be used for this purpose.
- **Trail Names:** Cathie Murray met with Sam Webber and the Tree Board regarding trail names.

## **Day of Caring at Hallowell Town Forest**

- On Oct 3, eighteen RSU 2 students worked on knotweed, buckthorn and honeysuckle removal. They also pulled black locust and phragmites near the sand pit. Volunteer Master Naturalist Karen Simpson taught the students how to identify and remove those plants according to best practices.
- The Tree Board requested a bigger role in planning Day of Caring projects and invasives work in the future. The HCC will organize a late summer/fall planning meeting with Tree Board, and coordinate efforts with the city and the schools.

## **Invasive Species at the Town Forest**

Nancy Olmstead, Maine Natural Areas Program, spoke to a joint meeting of the Hallowell and Manchester Conservation Commissions reporting on her research on invasives in the Hallowell

*(Continued on page 25)*

# REPORT OF THE CONSERVATION COMMISSION

(Continued)

Town Forest, which abuts public land in Manchester, and Jamies Pond. The presentation introduced a tool, MapInvasives, that trains volunteers to enter observations about invasive species into a state-wide database. Several members of the HCC are entering data re the Town Forest.

## **Joint Meeting of Manchester and Hallowell Conservation Commissions in November**

Commissioners came up with joint projects that include:

- Jamies Pond Trail Cleanup Day in June.
- Invasive plant control
- Grant applications
- Cleaning up “the junkyard” in Manchester, right near Town Forest.
- Improvements on the Pipeline Trail and the Trolley Trail
- Both Commissions noted the enhanced wildlife habitat protection and animal corridors created by contiguous conservation properties in the two communities.

## **Grants**

- **Quimby Grant for Trails:** The HCC and MCC will submit a grant requesting funds to assess trail improvements, new trails, and property acquisition to improve the trail system in the area where the Hallowell Town Forest meets Manchester.
- **Vaughan Woods Bridge Repair:** HCC submitted letter of support for a grant to repair stone bridges at Vaughan Woods.

## **Earth Day, April 22**

The Tree Board and the HCC co-hosted the presentation of a documentary film and discussion about Aldo Leopold, the “father of conservation.” The program, generously sponsored by Gail Wippelhauser and Bob McIntire, was well attended.

## **Judy Kane Memorial Tree at Vaughan Field**

HCC members donated the tree. Arborist Jon Philips donated his planting services.

## **Rail Trail and Historic Turnout sign area at southern entrance to Hallowell**

HCC members weeded and maintained the Historic Turnout area over the summer, after consultation with Kent Cooper, DOT, who designed the landscaping there.

## **Kiosk on Rail Trail (Invasive Species information)**

The HCC drafted an educational display board with major assistance from graphic designer Nora Gray (as a volunteer). The goal is to illustrate why invasive control is important. The sign will be installed at the entrance to the northern section of the trail (heading toward Augusta).



*Walk through Hallowell’s Hidden Treasure*

Photo: Deb Fahey

# **REPORT OF THE TREE BOARD**

July 1, 2014 – June 30, 2015

The Hallowell Tree Board completed a busy and successful year, which encompasses the time period from July 1, 2014 to June 30, 2015. The current Tree Board is composed of Maggie Newton, Ellen Gibson, Jen Paisley, Mark Paisley, Bill Allen, Jan Moore, and Wes Davis. The Tree Board meets monthly where the public is encouraged to attend. New members are always welcome.

Hallowell Tree Board supported Day of Caring in September. Various Tree Board members supervised 120 Hall-Dale students in the Town Forest, Rail Trail and at Vaughan Homestead.

Work continued on a long-term plan for a GPS tree inventory. Tree Board Members continued a physical on site inventory where volunteers are recording the status of all city-planted trees.

Tree Board continued to champion a forest management plan for the Town Forest located off Town Farm Road. Maggie Newton represents the Tree Board on the Parks and Recreation Committee. Local sustainable forestry remains an objective.

Vaughan Estate folks maintained the tree holding nursery at the Vaughan Homestead which includes 18 Balsam Firs & 11 American Chestnut trees. All trees are looking healthy. In the spring a permanent home will be required for the Balsam Fir trees.

The Tree Board renewed Hallowell's Tree-City USA status with the National Arbor Day foundation. Maggie Newton represented Hallowell and accepted the award at the state ceremony held in Kennebunkport, Maine.

During Arbor week the Tree Board posted a display at the Hubbard Free Library and gave away seedlings to residents visiting our display.

The Tree Board sponsored a float in the July Old Hallowell Day parade. Five hundred Balsam Fir trees were passed out by members of the Tree Board, Hallowell Conservation Committee, and Hall-Dale students. People enjoyed receiving the trees.

The Tree Board looks forward to continued community support and another productive year.

Respectfully Submitted:  
Wes Davis, Chairman

# REPORT OF THE CITY HISTORIAN

July 1, 2014– June 30, 2015



Crane Dedication during Old Halloween Day 2014

The City Historian participated in two major historic projects over the reporting period. The first culminated on Old Halloween Day with the dedication of an old Halloween granite crane, known as the “Last Crane Standing”. A large crowd assembled at the crane site located in Granite City Park and Mayor Mark Walker thanked all those involved in the project.

The Doctor Hubbard Office Museum opened on Old Halloween Day and was staffed again by volunteers. About 100 visitors toured the museum from 11am to 3pm.

Sandra Stubbs, president of the Halloween Citizens Initiative Committee, asked the city historian to see if it would be possible to have a display and reading of the city’s broadside of the Declaration of Independence on July 4, 2015. The broadside was in storage at the Maine State Museum and had never been displayed at City Hall. The document’s age and value were a concern. Planning for a reading and display on July 3 and 4 began after initial approval was granted by the Halloween City Council at its April meeting.

A high point for the city historian was providing research for an article about fugitive slave James Matthews that appeared in *Common-Place*, an online publication. Matthews escaped to Halloween in the late 1830’s, worked on a local farm and eventually died at the Halloween Poor Farm in 1887 at age 78. His previously undocumented gravesite was recently found in the Halloween cemetery.

Respectively submitted,  
Sumner A. Webber, Sr.  
City Historian



# HUBBARD FREE LIBRARY

115 Second Street – 622-6582

[www.hubbardfree.org](http://www.hubbardfree.org)

The Hubbard Free Library is a private non profit organization governed by a Board of Trustees, part time library director and four part time staff. The library is open six days a week and two evenings (Tuesday and Thursday) until seven pm.

The Hubbard Free Library serves the communities of Hallowell. Patrons who do not reside in these towns may purchase a library card for forty dollars. If the patron lives in Farmingdale they will be reimbursed the library card fee from their town.

The Hubbard Library Capital Campaign garnered \$457,056 in pledges (this has not changed since last years report). The annual fund collected for the past year was \$15,958.40. The Annual fund breakdown is as follows:

Annual Fund Income:	\$10,505.00
Book Sales Income:	\$1,196.40
Memorial Fund Income:	\$4,132.00
McKenna Book Fund:	\$125.00

Projects completed this year were washing and re-pointing the entire exterior of the building, installing natural gas, updating computers, and organizing the library. Upcoming projects include refurbishing the windows and making the bathroom and rear door handicapped accessible.

The Hubbard Library has a general collection of 31,692 pieces.

The library visits Cotton Mill, Hillside, Woodlands and Granite Hill offering various library services to the residents.

Every Wednesday the Hubbard Library has a children's program that has a story time followed by a craft time.

The Friends of the Hubbard Library sponsored 48 programs for adults and children with a total of 590 attending. The library has also been collaborating with the Harlow Art Gallery and the Vaughan Homestead for future programs.

Our patrons are kept informed by the Hubbard Headlines, our web page, and email reminders about upcoming events and by our portable sign in front of the library.

## Meetings Held at the Hubbard Library

- On the second Wednesday of the month the Board of Trustees and library director meet at six pm.
- On the fourth Wednesday of the month the Friends of the Hubbard Library and the library director meet at noon.
- On the third Tuesday of the month the book club meets at six pm.
- Staff meetings
- The Cultural Committee and the library director meet once a month.

Submitted by:

Mark Blythe  
Library Director  
Program Co-coordinator  
Hubbard Free Library

# Unpaid Real Estate Taxes

As of June 30, 2015

## Tax Year: 2015

2 L LLC	1,846.96
BRELEE, INC.	5,427.23
BROOKE PAUL K & VIVIAN C	1,116.01
BROWN DARRYL G JR & NICOLE L	2,857.91
BROWN DARRYL G JR & NICOLE L	443.99
COUVERETTE FREDERICK SR & CONSTANCE J	1,770.80
COUVERETTE FREDERICK SR & CONSTANCE J	646.43
COUVERETTE FREDERICK SR & CONSTANCE J	1,013.32
COUVERETTE FREDERICK SR & CONSTANCE J	1,317.84
DALE ROBERT	3,849.08
DALE ROBERT O	3,358.20
FAIRBANKS SETH & CHIHARU	3,945.19
FULLER FREESE &	2,080.91
FULLER NANCY L "PERSON IN POSSESSION"	2,549.81
GRANITE CITY CORP	1,428.78
GRANITE CITY CORP	64.12
GRANITE CITY CORPORATION	4,877.96
HARRINGTON JULIE DEANE	1,565.94
HAYES RICHARD M	2,671.78
JONES PHYLLIS L	2,248.72
KATZ MARK S & SYLVIA L	4,738.89
KNIPPING RICHARD W III & WHITING VANESSA F	343.59
KNIPPING RICHARD W III & WHITING VANESSA F	310.25
LEAMAN EDWARD B	2,834.48
LEMAR, GRACE	2,237.77
LORD DUANE RICHARD & BARBARA JEAN	2,024.27
LORD DUANE RICHARD & BARBARA JEAN	1,704.92
LORD DUANE RICHARD & BARBARA JEAN	1,535.21
LORD-LOCKHART WENDY	303.47
LUNT PATRICK H	1,303.22
LUOSEY DENNIS	3,790.68
MORGAN ROBERTA P	1,495.07
NASON LEONARD W JR	78.73
NOLAN GERALD W & JOY J	587.61
OCEANSIDE REALTY TRUST	3,668.12
OCEANSIDE REALTY TRUST	3,797.98
OMAR, FRANK M.	741.24
SULLIVAN TIMOTHY D & PAUL D	223.87
WALTHER MICHELLE S	4,283.37
WOLFINGTON PROPERTIES LLC	308.41
ZANG YOU ZUE	62.60
TOTAL FOR 41 ACCOUNTS	\$81,455.02

## Tax Year: 2014

2 L LLC	1,800.73
BRELEE, INC.	5,271.65
BROWN DARRYL G JR & NICOLE L	2,775.77
BROWN DARRYL G JR & NICOLE L	430.66
DALE ROBERT	3,738.40
DALE ROBERT O	3,261.56
FAIRBANKS SETH & CHIHARU	109.37
FULLER NANCY L "PERSON IN POSSESSION"	2,299.03
GRANITE CITY CORP	1,380.71
GRANITE CITY CORP	54.86
GRANITE CITY CORPORATION	4,731.08
HARRINGTON JULIE DEANE	1,520.75
JONES PHYLLIS L	2,183.80
LEMAR, GRACE	2,173.17
LORD-LOCKHART WENDY	294.17
LUOSEY DENNIS	2,901.63
MORGAN ROBERTA P	1,091.57
NASON LEONARD W JR	69.04
WALTHER MICHELLE S	3,829.74
TOTAL FOR 19 ACCOUNTS	\$39,917.69

## Tax Year: 2013

FULLER NANCY L "PERSON IN POSSESSION"	405.34
JONES PHYLLIS L	2,014.72
TOTAL FOR 2 ACCOUNTS	\$2,420.06

CITY OF HALLOWELL, MAINE

ANNUAL FINANCIAL REPORT  
with Independent Auditors Report

For the Year Ending June 30, 2015

CITY OF HALLOWELL, MAINE  
 ANNUAL FINANCIAL REPORT  
 Year Ended June 30, 2015  
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# KEEL J. HOOD

Certified Public Accountant

PO Box 302 - Fairfield, Maine 04937 - (207)453-2007

## INDEPENDENT AUDITORS REPORT

City Council  
City of Hallowell  
Hallowell, Maine

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities, the major fund and the aggregate remaining fund information of City of Hallowell, Maine, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund and the aggregate remaining fund information of the City of Hallowell, Maine as of June 30, 2015, and the respective changes in financial position, and where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

**Other Matters**

**Required Supplementary Information**

Management has omitted Management's Discussion & Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. My opinion of the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge I obtain during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my report Dated August 15, 2015 on my consideration of City of Hallowell, Maine's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

August 18, 2015

CITY OF HALLOWELL, MAINE  
Statement of Net Position  
June 30, 2015

Statement 1

	<b>Governmental</b>
	<b><u>Activities</u></b>
<b>ASSETS</b>	
Current Assets:	
Cash	\$ 1,991,059
Receivables	
Taxes	573
Liens	114,356
Accounts	42,557
Tax acquired property	2,899
Total Current Assets	<u>2,151,444</u>
Noncurrent Assets:	
Capital assets, net	3,980,514
Total Assets	<u>6,131,958</u>
<b>LIABILITIES</b>	
Current Liabilities:	
Accrued wages	87,217
Accounts payable	52,752
Due to other funds	472,535
Bonds payable within one year	155,000
Total Current Liabilities	<u>767,504</u>
Long term due to other funds:	
Bonds payable	960,000
Total Noncurrent Liabilities	<u>960,000</u>
Total Liabilities	<u>1,727,504</u>
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	2,865,514
Unrestricted	1,034,940
Total net position	<u>\$ 3,900,454</u>

The accompanying notes to the financial statements are an integral part of this statement.

CITY OF HALLOWELL, MAINE  
Statement of Activities  
For the Year Ended June 30, 2015

Function/Programs	Program Revenues			Net (Expense) Revenues
	<u>Expenses</u>	Charges for <u>Services</u>	Operating grants and <u>contributions</u>	
Governmental activities:	\$			
General government	380,463	103,065	68,734	(208,664)
Public safety	768,758	60,428		(708,330)
Public works	495,060	31,435		(463,625)
Human services	32,626		3,531	(29,095)
Leisure Services	39,731	37,405		(2,326)
Special assessments	2,919,912			(2,919,912)
Unclassified	54,611			(54,611)
Debt service	41,638			(41,638)
Capital outlay	206,351			(206,351)
Total governmental activities	4,939,150	232,333	72,265	0

	<u>Governmental Activities</u>
Net (expense) / revenue	
General revenues:	
Property taxes	4,288,782
Excise taxes	379,113
Interest and costs on taxes	23,904
Intergovernmental:	
State revenue sharing	115,317
Local roads assistance	15,820
Homestead exemption	36,659
Snowmobile	548
Tree growth	553
Veterans reimbursement	1,485
BETE	14,202
Transfer in from trust	15,750
Unrestricted interest	3,286
Total general revenues	<u>4,895,419</u>
Change in Net Position	260,867
Net Position - beginning	3,639,587
Net Position - ending	<u>\$ 3,900,454</u>

The accompanying notes to the financial statements are an integral part of this statement.

CITY OF HALLOWELL, MAINE  
Balance Sheet  
Governmental Funds  
June 30, 2015

Statement 3

ASSETS	General Fund	Total Governmental Funds
Cash	\$ 1,991,059	\$ 1,991,059
Receivables		
Taxes	573	573
Liens	114,356	114,356
Accounts	42,557	42,557
Tax acquired property	2,899	2,899
Total Assets	2,151,444	2,151,444
<b>LIABILITIES</b>		
Accounts payable	87,217	87,217
Due to other funds	976,535	976,535
Accrued compensated absences	52,752	52,752
Deferred property taxes	104,000	104,000
Total Liabilities	1,220,504	1,220,504
<b>FUND BALANCES</b>		
Fund Balances		
Committed:		
Capital purchases	677,061	677,061
Assigned:		
Revenues	40,415	40,415
Unassigned	213,464	213,464
Total Fund Equity	930,940	930,940
Total Liabilities and Fund Equity	\$ 2,151,444	\$ 2,151,444

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are financial resources and, therefore, are not reported in the funds.	3,980,514
Other long-term assets are not available to pay for current-periods expenditures and therefore are deferred in the funds.	104,000
Long-term liabilities, including bonds and notes are not due and payable in the current period and therefore are not reported in the funds.	
Bonds payable	(1,115,000)
Net assets of governmental activities	\$ 3,900,454

The accompanying notes to the financial statements are an integral part of this statement.

CITY OF HALLOWELL, MAINE  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2015

	<u>General Fund</u>	<u>Total Governmental Funds</u>
<b>Revenues:</b>		
Taxes	\$ 4,759,799	4,759,799
Intergovernmental	188,730	188,730
Charges for services	180,451	180,451
Interest	3,286	3,286
Miscellaneous	120,001	120,001
Total Revenues	5,252,267	5,252,267
<b>Expenditures:</b>		
Current:		
General government	362,481	362,481
Public safety	756,457	756,457
Public works	507,489	507,489
Human services	32,626	32,626
Special assessments	2,919,912	2,919,912
Unclassified	54,611	54,611
Debt service	196,638	196,638
Capital outlay	206,351	206,351
Leisure services	33,984	33,984
Total Expenditures	5,070,549	5,070,549
Excess of Revenues Over (Under) Expenditures	181,718	181,718
Net Change in Fund Balances	181,718	181,718
<b>Other financing sources</b>		
Operating Transfer In (Out)	15,750	15,750
Net Change in Fund Balances	197,468	197,468
Fund Balances - beginning	733,472	733,472
Fund Balances - ending	\$ 930,940	\$ 930,940

The accompanying notes to the financial statements are an integral part of this statement.

CITY OF HALLOWELL, MAINE  
 Reconciliation of the Statement of Revenues,  
 Expenditures, and Changes in Fund Balances  
 of Governmental Funds  
 to the Statement of Activities  
 For the Fiscal Year Ended June 30, 2014

Net change in fund balances - total governmental funds	\$	197,468
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. While governmental activities report depreciation expense to allocate those expenditures over the life of the assets:		
Capital asset purchases capitalized		178,959
Depreciation expense		(202,560)
Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Assets:		
Capital bond obligation principle payments		155,000
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:		
Unearned property tax revenue		(68,000)
Change in Net Position of Governmental Activities	\$	<u>260,867</u>

CITY OF HALLOWELL, MAINE  
Statement of Net Position  
Fiduciary Fund - Cemeteries  
June 30, 2015

			Private Purpose <u>Trust Fund</u>
<b>ASSETS</b>			
Due from general fund, current portion	\$	472,535	
Due from general fund, more than one year		504,000	
Total Assets		<u>976,535</u>	
<b>NET POSITION</b>			
Held in Trust		976,535	
Total Liabilities	\$	<u>976,535</u>	

CITY OF HALLOWELL, MAINE  
Statement of Changes in Fiduciary Net Position  
Cemeteries  
June 30, 2015

		Private Purpose <u>Trust Fund</u>
Additions:		
Investment income	\$	14,607
Donations		4,550
Total Additions		19,157
Deductions:		
Other miscellaneous		10,000
Total deductions		10,000
Total Additions		19,157
Change in Net Position		9,157
Other Financing Uses:		
Transfers out		(15,750)
Change in Net Position after Transfers		(6,593)
Net Position - beginning		983,128
Net Position - ending		976,535

CITY OF HALLOWELL, MAINE  
Notes to Combined Financial Statements  
June 30, 2015

1. Summary of Significant Accounting Policies

The City of Hallowell was incorporated in 1869 under the laws of the State of Maine. The City operates under the City Manager/City Council form of government.

The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. Although the City has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds, the City has chosen not to do so. The more significant accounting policies established in GAAP and used by the City are discussed below.

**A. Reporting Entity**

In evaluating how to define the reporting entity, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit is made by applying the criteria set forth in GAAP which defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. Application of this criterion and determination of type of presentation involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. Based upon the application of these criteria, there were no potential component units required to be included in this report.

**B. Government-wide and Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of changes in net position) report information on all of the non fiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

1. Summary of Significant Accounting Policies, continued

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The City has elected not to allocate indirect costs among the programs, functions and segments. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Licenses, permits, fees, excise taxes and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Interest income and charges for services are recorded as revenues when earned, since they are measurable and available.

Those revenues susceptible to accrual are property taxes, interest, and charges for services. Other receipts and taxes become measurable and available when cash is received by the City and are recognized as revenue at that time.

1. Summary of Significant Accounting Policies, continued

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed.

The City reports the following major governmental fund:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Additionally, the City reports the following fund types:

**Fiduciary Funds**

Fiduciary funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Private-purpose trust funds are used to report trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

**D. Capital Assets**

Capital assets, which include property, plant, and equipment are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$10,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical costs or estimated historical cost if purchased or constructed. Donated capital assets are

1. Summary of Significant Accounting Policies, continued

recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment of the primary government is depreciated using the straight line method over the following estimated useful lives ranging from 3 to 50 years.

**E. Long-term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts, as well as issuance costs, if material, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs, if material, are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**F. Short-term Interfund Receivables/Payables**

During the course of operation, numerous transactions occur between individual funds primarily for cash flow purposes. These interfund receivables and payables are classified as "due from other funds or due to other funds" on the balance sheets.

**G. Fund Equity**

Committed fund balance indicates that a portion of the fund balance is constrained for a specific future use, and is indicated by the title of each purpose listed in the balance sheet. Committed fund balances are voted on by Council Vote. Assigned fund balances indicate amounts which either are intended to be carried forward by law or contractual agreement, or which the City Council has voted to carry forward.

**H. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the

1. Summary of Significant Accounting Policies, continued

reporting period. Actual results could differ from those estimates.

2. Budgetary Accounting

A budget is formally adopted for the General Fund, only, through the passage of a City warrant, and is prepared on a basis consistent with generally accepted accounting principles. Commitments for goods and services at the end of the year are recorded as encumbrances for budgetary control. These encumbrances lapse at the end of the year and become part of the following year's budgetary amounts. In the General Fund, the level of control (level at which expenditures may not exceed budget and applied revenues) is the accounts within each department. Generally, unexpended appropriations are not carried forward to future years (assigned), and unexpended revenues are lapsed at the close of the year. Once adopted, the budget can only be amended by City Council vote.

3. Deposits

The City's policy is to invest all available funds at the highest possible rates, in conformance with legal and administrative guidelines, while avoiding unreasonable risk. The City includes in cash, balances in certificates of deposits that are available for withdrawal.

At year end, the City's carrying amount of deposits was \$1,991,059. The bank balances for all funds totaled \$1,958,336. Custodial credit risk is the risk that, in the event of a bank failure the City's deposits might not be recovered. As of June 30, 2014, all of the Town's deposits were insured or collateralized by securities held in the government's name.

4. Operating Property

Operating and nonoperating property are recorded at cost or, in the case of contributed property, at the fair market value at the date of acquisition. Depreciation is computed on the straight line method based upon the estimated useful lives of the assets as follows:

4. Operating Property, continued

Governmental Activities:	Balance July 1 2014	<u>Increases</u>	<u>Decreases</u>	Balance June 30 2015
Assets not being depreciated				
Land and easements	\$ 119,600	\$	\$	\$ 119,600
Assets being depreciated				
Buildings	1,907,200			1,907,200
Vehicles and equipment	1,576,914	96,998		1,673,912
Infrastructure	3,634,679	81,961		3,716,640
	<u>7,238,393</u>	<u>178,959</u>	<u>0</u>	<u>7,417,352</u>
Less accumulated depreciation				
Buildings	1,034,230	23,509		1,057,739
Vehicles	1,195,799	76,173		1,271,972
Infrastructure	1,004,249	102,878		1,107,127
	<u>3,234,278</u>	<u>202,560</u>	<u>0</u>	<u>3,436,838</u>
Capital Assets, net	\$ <u>4,004,115</u>	\$ <u>(23,601)</u>	\$ <u>0</u>	\$ <u>3,980,514</u>
Depreciation Expense:				
General government	\$ 17,982			
Public safety	12,302			
Leisure services	5,748			
Public works	166,528			
	<u>202,560</u>			

5. Property Tax

Property taxes for the year were committed on August 14, 2014, on the assessed value listed as of April 1, 2014, for all taxable real and personal property located in the City. Payment of taxes was due September 15, 2014, and March 2, 2015 with interest at 7% on all tax bills unpaid as of those dates.

Assessed values are periodically established by the City's Assessor at 100% of assumed market value. The last revaluation was completed for the list of April 1, 2014. The assessed value for the list of April 1, 2014 upon which the levy for the year ended June 30, 2015, was based, was \$243,680,768. This assessed value was 100% of the estimated market value.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The City has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as deferred revenues.

6. Long-term Debt

The following is a summary of long-term debt transactions of the City for the year ended June 30, 2015:

Long-term debt payable at July 1, 2014	1,270,000
Debt Retired	(155,000)
Debt Proceeds	
Long-term debt payable at June 30, 2015	<u>1,115,000</u>
Interest Paid	<u>41,138</u>

6. Long-term Debt, continued

Long-term debt payable at June 30, 2015 is comprised of the following:

<u>General Long-term Debt</u>	<u>Interest rate</u>	<u>Final maturity date</u>	<u>Balance end of year</u>
2009 Bond	3%	2030	\$ 1,115,000
			<u>\$ 1,115,000</u>

The annual requirement to amortize all long-term debt outstanding as of June 30, 2015 are as follows:

<u>Year</u>	<u>Bonds and Notes</u>	
	<u>Principal</u>	<u>Interest</u>
2016	155,000	36,488
2017	155,000	31,838
2018	155,000	26,994
2019	150,000	22,038
2020	150,000	16,975
2021-2025	175,000	55,038
2026-2030	175,000	19,163
Total	<u>\$ 1,115,000</u>	<u>\$ 208,534</u>

In accordance with 30-A MRSA, Section 5702, as amended, no municipality shall incur debt for specified purposes in excess of 15 percent of the state valuation of such municipality. At June 30, 2015, the City was in compliance with these regulations.

7. General Fund Committed Balances

The General Fund reserves consists of the following:

	<u>Special</u>
Capital	\$ 677,061
	<u>\$ 677,061</u>

8. Unassigned General Fund Fund Equity

The undesignated General Fund fund equity reflected a change for the current year as follows:

Balance - July 1, 2014	\$ 277,127
Increase (Decrease):	
Estimated under actual revenues	70,354
Appropriations over expenditures	3,164
Budgeted utilization of fund equity	<u>(137,181)</u>
Net Increase (Decrease)	(63,663)
Balance - June 30, 2015	<u>\$ 213,464</u>

9. Assigned for Subsequent Year's Revenues

The portion of the General Fund fund equity which has been assigned by budgeting decisions represents amounts received during the current accounting period that are to be budgeted as revenues in the subsequent year. These accounts, were as follows at June 30, 2015:

Local roads	\$	3,271
State Revenue Sharing		37,144
Total	\$	<u>40,415</u>

10. Section 457 Plan

Employees of the City of Hallowell may participate in a deferred compensation plan adopted under the provisions of Internal Revenue Code Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of the City. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency.

The deferred compensation plan is administered by an unrelated financial institution. Under the terms of an IRC Section 457 deferred compensation plan, all deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are maintained in a trust with the beneficiary the City.

11. Risk Management

The City is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. For the past several years the City has obtained coverage from the Maine Municipal Association risk pool. All risk management activities are accounted for in the General Fund. Expenditures and claims are recognized when it is probable that a loss has occurred and the amount of the loss can be reasonable estimated. In determining claims, events that might create claims but for which none have been reported, are considered.

The City's Management estimates that the amount of actual or potential claims against the City as of June 30, 2015, are unknown. Therefore, the General Fund contains no provision for, and does not present, estimated claims.

12. Long-term due to trust fund

The City of Hallowell borrowed from the trust fund in lieu of borrowing from a financial institution. This borrowing was for major capital construction. In total the borrowing was for \$630,000 and is expected to be repaid over 5 years at a 2.5% interest rate, requiring annual principle payments of \$126,000. In the general fund the interfund loan is required by generally accepted accounting principles to be reflected as a liability, unlike borrowing from an outside source. This results in an unassigned fund equity position lower by \$630,000 than had the borrowing been from a financial institution. As of June 30, 2015, the City of Hallowell's committed balances include \$372,000 as a sinking fund to repay the loan from the Cemetery fund.

CITY OF HALLOWELL, MAINE  
Budget Comparison Schedule  
General Fund  
For the year ended June 30, 2015

	<u>Budgeted Amounts</u>			Variance with final budget positive (negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues:	\$	\$	\$	\$
Taxes	4,665,282	4,665,282	4,759,799	94,517
Intergovernmental	182,963	182,963	188,730	5,767
Interest	800	800	3,286	2,486
Charges for services	104,400	104,400	180,451	76,051
Miscellaneous	32,400	86,375	120,001	33,626
Total revenues	<u>4,985,845</u>	<u>5,039,820</u>	<u>5,252,267</u>	<u>212,447</u>
Expenditures:				
Current:				
General government	369,918	369,918	362,481	7,437
Public safety	798,601	798,601	756,457	42,144
Public works	538,640	532,640	507,489	25,151
Human services	35,629	35,629	32,626	3,003
Special assessments	2,969,625	2,992,338	2,919,912	72,426
Unclassified	52,753	52,753	54,611	(1,858)
Debt service	338,388	338,388	196,638	141,750
Capital outlay	271,472	271,472	206,351	65,121
Leisure services	0	59,975	33,984	25,991
Total expenditures	<u>5,375,026</u>	<u>5,451,714</u>	<u>5,070,549</u>	<u>381,165</u>
Excess (deficiency) of revenues over (under expenditures)	<u>(389,181)</u>	<u>(411,894)</u>	<u>181,718</u>	<u>593,612</u>
Transfer in from trust			15,750	15,750
Excess of Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	(389,181)	(411,894)	197,468	609,362
Fund Balance - beginning	733,472	733,472	733,472	0
Fund Balance - ending	<u>\$ 344,291</u>	<u>\$ 321,578</u>	<u>\$ 930,940</u>	<u>\$ 609,362</u>

The accompanying notes to the financial statements are an integral part of this statement.

# KEEL J. HOOD

Certified Public Accountant

PO Box 302 - Fairfield, Maine 04937 - (207)453-2006

## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

City Council  
City of Hallowell, Maine  
Hallowell, Maine

I have audited, in accordance with the auditing standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of City of Hallowell, Maine as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise City of Hallowell, Maine's basic financial statements, and have issued my report thereon dated August 18, 2015.

### Internal Control over Financial Reporting

In planning and performing my audits, I considered City of Hallowell, Maine's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Hallowell, Maine's internal control. and not to provide an opinion on the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of City of Hallowell, Maine's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Hallowell, Maine's financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audits, and accordingly, I do not express such an opinion. The

results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance.

August 18, 2015

# IMPORTANT DATES



The City of Hallowell's fiscal year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

The Assessors' cut-off date is April 1<sup>st</sup>.

Taxes are due September 1<sup>st</sup> and March 1<sup>st</sup>.

Tax Club Payments are due by the 30<sup>th</sup> of each month,  
with the final payment due by May 15<sup>th</sup>.

The City Council meets at 6:00 PM on the first Monday after the first Tuesday of each month. Requests to be placed on the agenda must be made to the City Manager by the first Tuesday of each month.

The Planning Board meets at 7:00 PM on the third Wednesday of each month. Applications must be submitted to the Code Enforcement Officer by 12 Noon on the first Wednesday of each month.

Dog Licenses are due January 1<sup>st</sup>, and are available beginning October 15<sup>th</sup>.  
A late fee is added beginning on February 1<sup>st</sup>.

Hunting and Fishing Licenses are available on December 1<sup>st</sup> for the following year.

Boat Registrations are available December 1<sup>st</sup> for the following year.

ATV and Snowmobile Registrations are available May 1<sup>st</sup>  
for the following year (July 1<sup>st</sup> through June 30<sup>th</sup>).

Parking Permits for the Rec Area are required  
for non-residents from May 15<sup>th</sup> to September 15<sup>th</sup>.

Season Permits are \$25 and are available at the City Clerk's Office.

Hallowell residents do not need a Parking Permit.

*(Revised Code of Ordinances Section 6-309)*

Winter Parking Ban: No person shall park or permit a vehicle to remain parked  
in any street of the City between 12:00 midnight and 6:00AM  
from November 15<sup>th</sup> thru April 1<sup>st</sup>.

*(Revised Code of Ordinances Section 4-402)*

**CITY HALL HOURS: MONDAY – FRIDAY, 8 A.M. – 5 P.M.**

**Offices will be closed on all State Holidays.**

<b><u>AT YOUR SERVICE</u></b>	<b><u>TELEPHONE NUMBER</u></b>
AMBULANCE – EMERGENCY:	911
ASSESSORS' AGENT	623-4021 ext 205
CITY CLERK	623-4021 ext 202
DEPUTY CITY CLERK	623-4021 ext 200
ASSISTANT CITY CLERK	623-4021 ext 204
CITY MANAGER	623-4021 ext 203
CITY TREASURER	623-4021 ext 201
CODE ENFORCEMENT OFFICER	623-4021 ext 205
FIRE DEPARTMENT – EMERGENCY:	911
GENERAL ASSISTANCE (Office hours: Wednesday)	623-4021 ext 202 or 200
GREATER AUGUSTA UTILITY DISTRICT	622-3701
HALLOWELL WATER DISTRICT (Office hours: Monday – Friday 8 am – Noon)	623-9151
HUBBARD FREE LIBRARY	622-6582
POISON CONTROL CENTER	1-800-442-6305
POLICE DEPARTMENT – EMERGENCY:	911
	BUSINESS: 622-9710
PUBLIC WORKS DEPARTMENT	622-3993
SCHOOLS – SUPERINTENDENT'S OFFICE	622-6351
HALL-DALE HIGH	622-6211
HALL-DALE MIDDLE	622-4162
HALL-DALE ELEMENTARY	623-8677
U. S. POST OFFICE (Hallowell)	622-1121

**HALLOWELL NORTHBAY RECYCLING CENTER**

Public Works Building, 286 Water Street  
Open Monday – Saturday, 7 am – 3:30 pm

**HATCH HILL SOLID WASTE DISPOSAL FACILITY**

South Belfast Ave. (Rt. 105), Augusta – Tel. 626-2440  
Open Tuesday – Saturday, 8 am – 4 pm  
Permits are available at the Hatch Hill Facility or  
at Augusta City Center, Monday – Friday