



SELECTMEN'S MEETING e-Packet
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October 21, 2008

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**BOARD OF SELECTMEN
AGENDA**

Tuesday, October 21, 2008

7:00 p.m.

JSMS Broadcast Studio

SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated October 7, 2008
- 3) New business.
 - a) Discussion of carrying over Town Office maintenance funds originally budgeted for window replacement for use in heating system replacement/upgrade – Public Works Director Nathan White
 - b) Consideration of Special Town Meeting warrant for election of RSU School Board Members – Town Clerk Louise Lester
 - c) Discussion and adoption of General Assistance Ordinance appendices – Town Manager Don Willard
 - d) School consolidation information update – Selectman Joe Bruno
 - e) Greater Portland Council of Government (GPCOG) update – Selectman Mike Reynolds
- 4) Old (unfinished) business.
 - a) Consideration of signing county tax warrant – Selectmen
- 5) Town Manager Report and Communications.
 - a) none
- 6) Fiscal Warrants – Payroll and Appropriation Warrants – October 21, 2008.
- 7) Adjournment.

The Selectmen may take items out of order at their discretion.



BOARD OF SELECTMEN
AGENDA SUMMARY
Tuesday, October 21, 2008
7:00 p.m.
JSMS Broadcast Studio

SELECTMEN'S MEETING

- 1) **Call to order.**
- 2) **Minutes of previous meeting dated October 7, 2008**
- 3) **New business.**
 - a) **Discussion of carrying over Town Office maintenance funds originally budgeted for window replacement for use in heating system replacement/upgrade – Public Works Director Nathan White**

Public Works Director Nathan White and Code Enforcement Officer Jack Cooper are recommending the replacement of the antiquated heating plant at the Town Office. Although the Town Office furnace was replaced approximately seven years ago, the assorted plumbing and original valves, etc., were not changed out at that time. Certain elements of the heating system are no longer easily available and also do not operate efficiently. Given the high cost of fuel oil, staff is recommending that the existing furnace and infrastructure be replaced. This project is proposed to be funded with excess funds originally budgeted for Town Office window replacement. The original amount of money budgeted was \$23,000 with a remainder of \$11,704, which would have been nearly sufficient to support the installation of a new system through a quotation supplied by town heating contractor Gerry's Heating, Inc. (see enclosure) and using some town Public Works labor. At the time of the quotation, questions were raised as to whether the system was the correct one for the town and/or the least expensive system available. Although staff was confident that the system proposed, which took advantage of utilizing town labor, represented the lowest possible cost for the best possible equipment, the project did not go forward at that time. Subsequent to the quotation, investigations revealed that an engineered system with competitive quotes would likely yield a much higher replacement cost. At this time, staff is still recommending that the leftover funds in the Town Office window account be carried over until such time as a new plan that hopefully will fit within the budget constraints can be developed. The original contractor is no longer able to perform the work at this time, due to other commitments, but is willing to work with the town in the spring allowing for minimal adjustments in the quotation due to changes in costs.

b) Consideration of Special Town Meeting warrant for election of RSU School Board Members – Town Clerk Louise Lester

This information will be provided by Town Clerk Louise Lester at the meeting.

c) Discussion and adoption of General Assistance Ordinance appendices – Town Manager Don Willard

The Selectmen may take items out of order at their discretion.

This is an annual requirement from the Maine Department of Human Services to bring the Raymond General Assistance Ordinance into compliance with Maine Law, Title 22 M.R.S.A. §4305 (4), related to levels of financial assistance and eligibility. The town annually adopts the Maine Municipal Association Model Ordinance General Assistance Appendices A – C which cover the period of October 1, 2008 through October 1, 2009. Although Raymond has historically had very few general assistance applications, it is a statutory requirement that these appendices be approved, which confirm the levels of qualified assistance available.

I am recommending, as in prior years, that the Selectmen adopt the model appendices developed by the Maine Municipal Association with financial survey data to establish the cost of basic necessities within Cumberland County.

d) School consolidation information update – Selectman Joe Bruno

Selectman Joe Bruno will update the Board of Selectmen and the public on the activities of the regional school consolidation committee.

e) Greater Portland Council of Government (GPCOG) update – Selectman Mike Reynolds

Selectman Mike Reynolds will update the Board of Selectmen on the public on the regional initiatives and GPCOG activities affecting Raymond.

4) Old (unfinished) business.

a) Consideration of signing county tax warrant – Selectmen

Attached is an email from Finance Director Nancy Yates outlining the level of town budget increase and this year's LD-1 allocation, factored into the level of increase that the county would have assessed the town had they stayed within the parameters of the town increase.

As before, enclosed is a copy of the Cumberland County Tax Assessor's Return for Selectmen's signatures. This is an administrative requirement necessary to collect and disburse the tax due from the Town of Raymond to Cumberland County, which this year is levied in an amount of \$546,353. Although taxes are due on September 1, 2008, there is a 60-day grace period during which interest does not accrue. It is the custom of the town to make payment timed with the expiration of that 60-day period. Accordingly I am recommending that the Selectmen approve and sign the Tax Assessor's Return, which will facilitate payment by the Town of Raymond at the appropriate time.

5) Town Manager Report and Communications.

a) none

6) Fiscal Warrants – Payroll and Appropriation Warrants – October 21, 2008.

7) Adjournment.

The Selectmen may take items out of order at their discretion.

ROPOSAL

GERRY'S HEATING, INC.
134 Shaker Rd.
Gray, ME 04039
(207) 657-2342

PROPOSAL NO.	213
SHEET NO.	ONE
DATE	June 26-08

ROPOSAL SUBMITTED TO: Nathan L. White

WORK TO BE PERFORMED AT:

NAME	Town of Raymond
ADDRESS	401 Webbs Mill* Road
	Raymond Me. 04071
PHONE NO.	655-2018 Nathan-cell 653-3641

ADDRESS	Town office bldg.
	401 Webbs Mills road Raymond
DATE OF PLANS	
ARCHITECT	

We hereby propose to furnish the materials and perform the labor necessary for the completion of replace old steam boiler with new Pensotti DK2-6/F5 Riello burner. I will set it up for 10-zones heat. All Circulators --and flo-checks , no zone valves ! (Gremlins) This will include all materials, and 40-hours labor. Per our conversation, you will provide the labor to run and clip pex from each zone and to the boiler supply and returns. Price as follows.

Materials==\$10,300.00
 Labor--40 hrs==\$ 3200.00

NOTE ALL STEAM RADIATORS MUST BE CONVERTED TO HYDRONICS AND ALL MUST BE RE-ZONED


Total of \$ 13,500.00

that is a cold start -low mass, triple pass cast iron boiler with mfg. lifetime warranty! the fuel savings from your present steam system should be a minimum fo 30% -year to year!! I expect it will be more. Plus you will have better control of your comfort level in the bldg. ie 10 thermostats as opposed to 4.. If you factor in the cost to repair the old steam valves and other issues with this old system is a very good deal for the Town.!!

Thanks Gerry

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____ Dollars (\$ _____)

with payments to be made as follows. *WHEN COMPLETE*

Respectfully submitted 
 Per _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note — This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date _____ Signature _____

PROPOSAL

Subject: Town office repairs - furnace
From: "Nancy Yates" <nancy.yates@raymondmaine.org>
Date: Thu, 16 Oct 2008 11:27:02 -0400
To: "Don Willard" <don.willard@raymondmaine.org>
CC: "Laurie Cook" <laurie.cook@raymondmaine.org>

There is a balance remaining in Town Hall Repairs of \$14,144.12

We had originally budgeted \$23,000 of a total Town Hall Repairs budget of \$31,348 to replace the windows in the front part of the Town Hall. The window replacement ultimately cost \$11,295.92.

At this point, we do not know how much it will cost to do the furnace work, which is tentatively scheduled for the 1st week in April. Because of the delay, the cost of materials in the original quote is no longer good. The labor cost will remain the same as originally quoted.

Nancy

-----Original Message-----

From: Laurie Cook [mailto:laurie.cook@raymondmaine.org]
Sent: Friday, October 10, 2008 3:58 PM
To: Dana Desjardins
Cc: Nancy Yates; Don Willard
Subject: Re: Agenda for Selectmen's Meeting 10/21/08

Dana,

The information is still being worked out. Nancy is out of the office on vacation today but Don thinks she will have it early next week. I'm cc'ing her on this reply.

Laurie

~~~~~  
Dana Desjardins wrote:

Laurie Cook wrote:

Hello all,

The agenda for the Selectmen's Meeting on October 21, 2008 will be posted to the website today because Mike is away early next week. I've attached a copy here for your reference.

Please let me know if you have any questions.

-----  
No virus found in this incoming message.  
Checked by AVG. Version: 7.5.526 / Virus Database: 270.7.6/1716 -  
Release Date: 10/9/2008 9:44 AM

Lauri can you tell me how much was carried over and how much we need for the heating system? Thanks Dana.

--  
Laurie Cook  
Executive Secretary  
Town of Raymond

MAINE MUNICIPAL ASSOCIATION

Legal Services  
60 Community Drive  
Augusta, Maine 04330-9486  
(207) 623-8428  
Fax (207) 623-1287

WILLIAM W. LIVENGOOD  
REBECCA WARREN SEEL  
RICHARD P. FLEWELLING  
MICHAEL L. STULTZ  
KRISTIN M. COLLINS  
SUSANNE F. PILGRIM

JOSEPH J. WATHEN  
(1957-1997)

To: Municipal Officials/Welfare Directors/General Assistance Administrators

From: Kristin Collins, Staff Attorney

Re: 2008-2009 General Assistance Ordinance Appendices A, B, C and F

Date: September 9, 2008

Enclosed please find the following items:

- MMA's new (October 1, 2008–October 1, 2009) “**General Assistance Ordinance Appendices**” (A, B and C).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA maximums adoption form**” which was developed so that municipalities could easily send DHHS proof of GA maximums adoption. Once the selectpersons adopt the new maximums, the enclosed form should be signed and submitted to DHHS in the self-addressed envelope provided with this packet (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

**Appendices A, B & C**

The enclosed Appendices A, B and C have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices dated October 1, 2007–October 1, 2008. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices A-C yearly**. The various maximum levels of General Assistance set forth in Appendices A-C are established as a matter of state law based on certain federal values that are made effective on the first day of October each year.

## **Enclosed in Mailing**

**Letter from Commissioner Harvey**

**\*New Maximums (need to be adopted and signed adoption page needs to be returned)**

**Letter on 211**

**\*211 form (needs to be completed and returned)**

**Operating Memo on Minimum Wage**

**Letter on Food Stamp and TANF changes**





Department of Health  
and Human Services

Maine People Living  
Safe, Healthy and Productive Lives

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

Department of Health and Human Services  
Commissioner's Office  
221 State Street  
# 11 State House Station  
Augusta, Maine 04333-0011  
Tel: (207) 287-3707; Fax (207) 287-3005  
TTY: 1-800-606-0215

September 9, 2008

Dear Municipal Welfare Director:

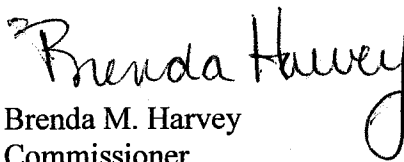
I am writing this letter in response to concerns voiced by both municipal welfare directors and other agencies working with low income clients regarding the anticipated increased need for help with winter heating. The Department of Health and Human Services is aware municipalities may see an increase in the number of General Assistance applications and the amount of "unmet need," due to the high cost of fuel. As has been stated in prior years, the Department knows some of the applicants will not be eligible for regular General Assistance, but may, depending on their situation, be granted assistance, based on the emergency provision in the General Assistance Program.

The Department realizes municipal welfare directors take the yearly audit conducted by the Department seriously, and there are those who are concerned the Department will not take into consideration the situation leading to more applications being granted under the emergency provision. Department of Health and Human Services General Assistance Policy page 29 provides the requirements of the review (audit) process. When a welfare director grants more than the maximum allowed, a narrative is necessary. If the emergency is a lack of fuel or the resources to obtain fuel, this fact needs to be noted. The auditor will know the welfare director is aware of the regular procedure and had a valid reason for treating a particular situation differently. If sufficiently documented, the municipality will have no difficulty receiving reimbursement for the emergency General Assistance was properly granted. Further, there is no limit on the number of consecutive months in which an emergency may be found to exist, by the welfare director, as long as emergency circumstances actually exist and are sufficiently documented in the General Assistance record.

The Department is also aware many municipalities have extra resources to help the citizens of their community with their heating needs and some welfare directors manage those funds, as well as the General Assistance Program. We applaud you for all your hard work.

If you have any questions, please contact Cindy Boyd at 1-800-442-6003.

Sincerely,



Brenda M. Harvey  
Commissioner

BMH/klv

*Caring..Responsive..Well-Managed..We are DHHS.*

### Appendix A

Appendix A is a listing of the overall maximum levels of assistance pertaining to all municipalities in Maine. These new overall maximum levels of assistance have been calculated on the basis of the 2008-2009 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2008. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B))) and **cannot** be altered by action of the municipal officers.

Because HUD has reorganized certain localities, municipalities should first check to see in which locality they have been placed.

The following abbreviations may assist in your review of the maximums:

#### Abbreviations:

Department of Housing and Urban Development (HUD)

Fair Market Rent (FMR)

HUD Metro FMR (HMFA)

Metropolitan Statistical Area (MSA)

### Appendix B

Appendix B is a listing of the maximum levels of assistance for food. These maximum levels are the same as the USDA 2008-2009 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). If the municipal officers wish to amend these maximum levels of food assistance, a local survey must be developed and provided to DHHS to justify the proposed alterations.

### Appendix C

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2008-2009 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure "housing" cost. Because utility costs went up significantly this year but Fair Market Rents had only a minimal increase, our traditional calculation method resulted in maximum housing numbers that were lower than last year's. In the effort to avoid such a harsh result, we have subtracted last year's utility costs instead of this year's. In most cases, this has resulted in housing maximums that are slightly higher than last year's.

**What should your municipality do if the housing maximums contained in this packet are unreasonably low (or high) given the rental rates in your area?** First, the preferred option is to conduct a local rental survey. A local rental survey can be developed fairly easily, and municipalities should explore this option by contacting DHHS for guidance on conducting such a survey.

Another option is to forego adopting housing maximums (the law does not actually require housing maximums—the other two maximums, i.e., Appendix A and B, are required). If you are a municipality that has to perform “emergency analysis” each and every time an applicant requests housing assistance and you are not planning to perform a market survey (although you probably should), then perhaps working without housing maximums is an option.

Emergency analysis should be an exception, not “the rule.” If it has become the rule in your municipality, then the adoption of artificially low housing maximums is of no service to you (or your clients) and you might be better off with no housing maximums. Municipalities choosing to forego housing maximums must still adhere to the overall maximum and work an applicant’s budget accordingly. Such municipalities might choose to utilize the actual FMR provided by the federal government as a guide.

### **The Adoption Process**

The **municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices **after notice and hearing**. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

### **Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA’s Publication Department, or visit our web site [www.memun.org](http://www.memun.org)).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS has made it easier by enclosing a self-addressed envelope for your use. DHHS will accept the enclosed “adoption sheet” as proof that a municipality has adopted the current GA maximums.

Finally, all general assistance forms and notices that the municipality intends to use must also be submitted to DHHS. If it is your intention to use MMA forms, and you have not already done so, simply state that intention to the Department when you submit your ordinance for DHHS filing. Remember, if you intend to use locally developed forms or notices, those forms should be submitted with your adopted ordinance. DHHS’s GA Unit address is:

The Department of Health and Human Services  
General Assistance Unit  
#11 State House Station (Whitten Road)  
Augusta, Maine 04333

By way of a reminder, municipalities that have not already seen or used MMA's "interactive" GA forms on MMA's web site are strongly encouraged to visit our site. GA forms (including MMA's model GA ordinance) and other materials are all available online at [www.memun.org](http://www.memun.org).

## GA Overall Maximums

### Metropolitan Areas

#### Persons in Household

| COUNTY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1   | 2   | 3    | 4    | 5*   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|------|------|------|
| <b>Bangor HMFA:</b><br>Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 571 | 666 | 850  | 1080 | 1220 |
| <b>Penobscot County HMFA:</b><br>Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville | 584 | 585 | 703  | 879  | 1078 |
| <b>Lewiston/Auburn MSA:</b><br>Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 471 | 590 | 721  | 914  | 1013 |
| <b>Portland HMFA:</b><br>Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach                                                                                                                                                                                                                                                                                                                                                                                       | 759 | 903 | 1170 | 1473 | 1579 |
| <b>York/Kittery/S.Berwick HMFA:</b><br>Berwick, Eliot, Kittery, South Berwick, York                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 962 | 968 | 1160 | 1690 | 1841 |
| <b>Cumberland County HMFA:</b> Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 639 | 745 | 959  | 1146 | 1468 |
| Brunswick                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 641 | 767 | 990  | 1255 | 1505 |

**Appendix A**  
Effective: 10/01/08-10/01/09

| COUNTY                                                                                                                                                                                                                                     | 1   | 2   | 3   | 4    | 5*   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|------|------|
| <b>Sagadahoc HMFA:</b><br>Arrowsic, Bath, Bowdoin, Bowdoinham,<br>Georgetown, Perkins UT, Phippsburg, Richmond,<br>Topsham, West Bath, Woolwich                                                                                            | 752 | 753 | 903 | 1155 | 1565 |
| <b>York County HMFA:</b><br>Acton, Alfred, Arundel, Cornish, Dayton,<br>Kennebunk, Kennebunkport, Lebanon, Limerick,<br>Lyman, Newfield, North Berwick, Ogunquit,<br>Parsonsfield, Shapleigh, Waterboro, Wells<br>Biddeford, Saco, Sanford | 687 | 714 | 909 | 1087 | 1186 |
|                                                                                                                                                                                                                                            | 704 | 785 | 989 | 1255 | 1484 |

\*Note: Add \$75 for each additional person.

**Non-Metropolitan Areas**

**Persons in Household**

| COUNTY                    | 1   | 2   | 3   | 4    | 5*   |
|---------------------------|-----|-----|-----|------|------|
| <b>Aroostook County</b>   | 444 | 548 | 657 | 858  | 962  |
| <b>Franklin County</b>    | 552 | 595 | 724 | 866  | 1123 |
| <b>Hancock County</b>     | 602 | 695 | 808 | 1138 | 1171 |
| <b>Kennebec County</b>    | 477 | 573 | 712 | 972  | 1038 |
| <b>Knox County</b>        | 545 | 721 | 823 | 1114 | 1286 |
| <b>Lincoln County</b>     | 659 | 709 | 855 | 1031 | 1179 |
| <b>Oxford County</b>      | 460 | 611 | 704 | 938  | 1176 |
| <b>Piscataquis County</b> | 573 | 653 | 807 | 1024 | 1096 |
| <b>Somerset County</b>    | 459 | 568 | 674 | 951  | 1009 |
| <b>Waldo County</b>       | 642 | 688 | 831 | 1018 | 1083 |
| <b>Washington County</b>  | 552 | 596 | 711 | 881  | 962  |

\* Please Note: Add \$75 for each additional person.

## **Food Maximums**

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2009, those amounts are:

| <b>Number in Household</b> | <b>Weekly Maximum</b> | <b>Monthly Maximum</b> |
|----------------------------|-----------------------|------------------------|
| 1                          | 40.93                 | 176                    |
| 2                          | 75.12                 | 323                    |
| 3                          | 107.67                | 463                    |
| 4                          | 136.74                | 588                    |
| 5                          | 162.33                | 698                    |
| 6                          | 194.88                | 838                    |
| 7                          | 215.35                | 926                    |
| 8                          | 246.05                | 1,058                  |

**Note: For each additional person add \$132 per month.**

## GA Housing Maximums (Heated & Unheated Rents)

**NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS!** Municipalities should ONLY **consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

### Non-Metropolitan FMR Areas

| <u>Aroostook County</u> |        | <u>Unheated</u> |        | <u>Heated</u> |         |
|-------------------------|--------|-----------------|--------|---------------|---------|
| Bedrooms                | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                       | 64     | 275             | 80     | 342           |         |
| 1                       | 72     | 332             | 98     | 421           |         |
| 2                       | 87     | 375             | 116    | 499           |         |
| 3                       | 114    | 490             | 150    | 644           |         |
| 4                       | 114    | 490             | 165    | 709           |         |
| <b>Franklin County</b>  |        |                 |        |               |         |
| Bedrooms                | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                       | 88     | 380             | 101    | 435           |         |
| 1                       | 90     | 386             | 106    | 460           |         |
| 2                       | 105    | 453             | 129    | 556           |         |
| 3                       | 124    | 533             | 153    | 657           |         |
| 4                       | 157    | 676             | 199    | 863           |         |
| <b>Hancock County</b>   |        |                 |        |               |         |
| Bedrooms                | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                       | 97     | 418             | 110    | 475           |         |
| 1                       | 108    | 464             | 126    | 540           |         |
| 2                       | 119    | 513             | 144    | 619           |         |
| 3                       | 175    | 751             | 205    | 883           |         |
| 4                       | 175    | 751             | 205    | 883           |         |
| <b>Kennebec County</b>  |        |                 |        |               |         |
| Bedrooms                | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                       | 73     | 313             | 85     | 367           |         |
| 1                       | 85     | 366             | 102    | 437           |         |
| 2                       | 103    | 442             | 119    | 538           |         |
| 3                       | 146    | 629             | 175    | 753           |         |
| 4                       | 146    | 629             | 182    | 782           |         |



# Appendix C

Effective: 10/01/08-10/01/09

## Non-Metropolitan FMR Areas

| <b><u>Knox County</u></b>        |  | <b><u>Unheated</u></b> |         | <b><u>Heated</u></b> |         |
|----------------------------------|--|------------------------|---------|----------------------|---------|
| Bedrooms                         |  | Weekly                 | Monthly | Weekly               | Monthly |
| 0                                |  | 87                     | 374     | 100                  | 428     |
| 1                                |  | 116                    | 498     | 132                  | 569     |
| 2                                |  | 126                    | 540     | 149                  | 640     |
| 3                                |  | 175                    | 754     | 204                  | 878     |
| 4                                |  | 191                    | 820     | 233                  | 1001    |
| <b><u>Lincoln County</u></b>     |  |                        |         |                      |         |
| Bedrooms                         |  | Weekly                 | Monthly | Weekly               | Monthly |
| 0                                |  | 110                    | 475     | 123                  | 529     |
| 1                                |  | 113                    | 487     | 130                  | 558     |
| 2                                |  | 132                    | 568     | 155                  | 668     |
| 3                                |  | 158                    | 681     | 187                  | 805     |
| 4                                |  | 158                    | 681     | 187                  | 805     |
| <b><u>Oxford County</u></b>      |  |                        |         |                      |         |
| Bedrooms                         |  | Weekly                 | Monthly | Weekly               | Monthly |
| 0                                |  | 69                     | 298     | 82                   | 352     |
| 1                                |  | 93                     | 401     | 110                  | 472     |
| 2                                |  | 101                    | 435     | 124                  | 535     |
| 3                                |  | 139                    | 598     | 168                  | 722     |
| 4                                |  | 168                    | 724     | 210                  | 905     |
| <b><u>Piscataquis County</u></b> |  |                        |         |                      |         |
| Bedrooms                         |  | Weekly                 | Monthly | Weekly               | Monthly |
| 0                                |  | 88                     | 379     | 103                  | 442     |
| 1                                |  | 96                     | 413     | 116                  | 499     |
| 2                                |  | 113                    | 488     | 141                  | 608     |
| 3                                |  | 145                    | 624     | 180                  | 775     |
| 4                                |  | 145                    | 624     | 187                  | 804     |
| <b><u>Somerset County</u></b>    |  |                        |         |                      |         |
| Bedrooms                         |  | Weekly                 | Monthly | Weekly               | Monthly |
| 0                                |  | 67                     | 294     | 82                   | 354     |
| 1                                |  | 81                     | 360     | 102                  | 439     |
| 2                                |  | 91                     | 404     | 120                  | 514     |
| 3                                |  | 136                    | 605     | 170                  | 733     |
| 4                                |  | 136                    | 605     | 178                  | 766     |

# Appendix C

Effective: 10/01/08-10/01/09

## Non-Metropolitan FMR Areas

| <u>Waldo County</u><br>Bedrooms | <u>Unheated</u> |         | <u>Heated</u> |         |
|---------------------------------|-----------------|---------|---------------|---------|
|                                 | Weekly          | Monthly | Weekly        | Monthly |
| 0                               | 107             | 460     | 120           | 514     |
| 1                               | 113             | 484     | 129           | 555     |
| 2                               | 127             | 547     | 150           | 647     |
| 3                               | 156             | 669     | 184           | 793     |
| 4                               | 156             | 669     | 191           | 821     |

| <u>Washington County</u><br>Bedrooms | <u>Unheated</u> |         | <u>Heated</u> |         |
|--------------------------------------|-----------------|---------|---------------|---------|
|                                      | Weekly          | Monthly | Weekly        | Monthly |
| 0                                    | 87              | 373     | 100           | 430     |
| 1                                    | 88              | 377     | 105           | 453     |
| 2                                    | 99              | 427     | 124           | 534     |
| 3                                    | 121             | 523     | 152           | 655     |
| 4                                    | 121             | 523     | 162           | 697     |

## Metropolitan FMR Areas

| <u>Bangor HMFA</u><br>Bedrooms | <u>Unheated</u> |         | <u>Heated</u> |         |
|--------------------------------|-----------------|---------|---------------|---------|
|                                | Weekly          | Monthly | Weekly        | Monthly |
| 0                              | 88              | 378     | 103           | 441     |
| 1                              | 99              | 425     | 119           | 511     |
| 2                              | 122             | 526     | 150           | 646     |
| 3                              | 157             | 674     | 192           | 825     |
| 4                              | 162             | 695     | 213           | 914     |

| <u>Penobscot County HMFA</u><br>Bedrooms | <u>Unheated</u> |         | <u>Heated</u> |         |
|------------------------------------------|-----------------|---------|---------------|---------|
|                                          | Weekly          | Monthly | Weekly        | Monthly |
| 0                                        | 93              | 399     | 108           | 466     |
| 1                                        | 93              | 399     | 108           | 466     |
| 2                                        | 97              | 417     | 126           | 541     |
| 3                                        | 119             | 511     | 155           | 665     |
| 4                                        | 140             | 604     | 193           | 829     |

| <u>Lewiston/Auburn MSA</u><br>Bedrooms | <u>Unheated</u> |         | <u>Heated</u> |         |
|----------------------------------------|-----------------|---------|---------------|---------|
|                                        | Weekly          | Monthly | Weekly        | Monthly |
| 0                                      | 72              | 308     | 84            | 362     |
| 1                                      | 89              | 382     | 105           | 453     |
| 2                                      | 105             | 450     | 128           | 550     |
| 3                                      | 134             | 577     | 163           | 701     |
| 4                                      | 134             | 577     | 176           | 758     |

# Appendix C

Effective: 10/01/08-10/01/09

## Metropolitan FMR Areas

| <u>Portland HMFA</u>                |        | <u>Unheated</u> |        | <u>Heated</u> |         |
|-------------------------------------|--------|-----------------|--------|---------------|---------|
| Bedrooms                            | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                                   | 131    | 565             | 144    | 619           |         |
| 1                                   | 153    | 660             | 170    | 731           |         |
| 2                                   | 197    | 849             | 221    | 949           |         |
| 3                                   | 250    | 1075            | 279    | 1199          |         |
| 4                                   | 252    | 1082            | 294    | 1263          |         |
| <b>York/Kittery/S. Berwick HMFA</b> |        |                 |        |               |         |
| Bedrooms                            | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                                   | 157    | 676             | 170    | 730           |         |
| 1                                   | 157    | 676             | 170    | 730           |         |
| 2                                   | 176    | 757             | 199    | 857           |         |
| 3                                   | 266    | 1145            | 295    | 1269          |         |
| 4                                   | 275    | 1183            | 317    | 1364          |         |
| <b>Cumberland County HMFA</b>       |        |                 |        |               |         |
| Bedrooms                            | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                                   | 103    | 443             | 116    | 497           |         |
| 1                                   | 121    | 519             | 137    | 590           |         |
| 2                                   | 154    | 661             | 177    | 761           |         |
| 3                                   | 182    | 782             | 211    | 906           |         |
| 4                                   | 228    | 982             | 270    | 1163          |         |
| <b>Sagadahoc County HMFA</b>        |        |                 |        |               |         |
| Bedrooms                            | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                                   | 130    | 559             | 143    | 613           |         |
| 1                                   | 130    | 559             | 143    | 613           |         |
| 2                                   | 143    | 613             | 166    | 712           |         |
| 3                                   | 171    | 734             | 200    | 858           |         |
| 4                                   | 249    | 1069            | 291    | 1250          |         |
| <b>York County HMFA</b>             |        |                 |        |               |         |
| Bedrooms                            | Weekly | Monthly         | Weekly | Monthly       | Monthly |
| 0                                   | 117    | 501             | 129    | 555           |         |
| 1                                   | 117    | 501             | 131    | 564           |         |
| 2                                   | 144    | 617             | 167    | 717           |         |
| 3                                   | 170    | 731             | 199    | 855           |         |
| 4                                   | 170    | 733             | 213    | 914           |         |

**GA MAXIMUMS SUMMARY SHEET**  
(Oct. 1, 2008-Oct. 1, 2009)

**APPENDIX A**  
**OVERALL MAXIMUMS**

| <u>County</u> | <u>Persons in Household</u> |   |   |   |   |   |
|---------------|-----------------------------|---|---|---|---|---|
|               | 1                           | 2 | 3 | 4 | 5 | 6 |

**NOTE:** For each additional person add \$75 per month.

**(The applicable figures from Appendix A, *once adopted*, should be inserted here.)**

**APPENDIX B**  
**FOOD MAXIMUMS**

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|----------------------------|-----------------------|------------------------|
| 1                          | 40.93                 | 176                    |
| 2                          | 75.12                 | 323                    |
| 3                          | 107.67                | 463                    |
| 4                          | 136.74                | 588                    |
| 5                          | 162.33                | 698                    |
| 6                          | 194.88                | 838                    |
| 7                          | 215.35                | 926                    |
| 8                          | 246.05                | 1,058                  |

**NOTE:** For each additional person add \$132 per month.

**APPENDIX C**  
**HOUSING MAXIMUMS**

| <u>Number of Bedrooms</u> | <u>Unheated</u> |                | <u>Heated</u> |                |
|---------------------------|-----------------|----------------|---------------|----------------|
|                           | <u>Weekly</u>   | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0                         |                 |                |               |                |
| 1                         |                 |                |               |                |
| 2                         |                 |                |               |                |
| 3                         |                 |                |               |                |
| 4                         |                 |                |               |                |

**(The applicable figures from Appendix C, *once adopted*, should be inserted here.)**

*FOR MUNICIPAL USE ONLY*

## UTILITIES (Appendix D)

### ELECTRIC

**NOTE:** For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1                          | \$14.00       | \$60.00        |
| 2                          | \$15.70       | \$67.50        |
| 3                          | \$17.45       | \$75.00        |
| 4                          | \$19.20       | \$82.50        |
| 5                          | \$21.00       | \$90.00        |
| 6                          | \$22.70       | \$97.50        |

**NOTE:** For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

| <u>Number in Household</u> | <u>Weekly</u> | <u>Monthly</u> |
|----------------------------|---------------|----------------|
| 1                          | \$16.30       | \$70.00        |
| 2                          | \$18.60       | \$80.00        |
| 3                          | \$21.00       | \$90.00        |
| 4                          | \$23.30       | \$100.00       |
| 5                          | \$25.60       | \$110.00       |
| 6                          | \$27.90       | \$120.00       |

**NOTE:** For each additional person add \$10.00 per month.

**NOTE:** For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

## HEATING FUEL (Appendix E)

| <u>Month</u> | <u>Gallons</u> | <u>Month</u> | <u>Gallons</u> |
|--------------|----------------|--------------|----------------|
| September    | 50             | January      | 225            |
| October      | 100            | February     | 225            |
| November     | 200            | March        | 125            |
| December     | 200            | April        | 125            |
|              |                | May          | 50             |

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**NOTE:** When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

**PERSONAL CARE & HOUSEHOLD SUPPLIES**

**(Appendix F)**

| <u>Number in Household</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|----------------------------|----------------------|-----------------------|
| 1-2                        | \$10.50              | \$45.00               |
| 3-4                        | \$11.60              | \$50.00               |
| 5-6                        | \$12.80              | \$55.00               |
| 7-8                        | \$14.00              | \$60.00               |

**NOTE:** For each additional person add \$1.25 per week or \$5.00 per month.

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5**

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

| <u>Number of Children</u> | <u>Weekly Amount</u> | <u>Monthly Amount</u> |
|---------------------------|----------------------|-----------------------|
| 1                         | \$12.80              | \$55.00               |
| 2                         | \$17.40              | \$75.00               |
| 3                         | \$23.30              | \$100.00              |
| 4                         | \$27.90              | \$120.00              |

**FOR MUNICIPAL USE ONLY**

**GENERAL ASSISTANCE ORDINANCE**  
**APPENDICES A-C**  
**2008-2009**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2008—Oct. 1, 2009. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

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(Print Name)

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(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

MMA  
09/08



**Integrated Access  
and Support Services**

An Office of the  
Department of Health and Human Services

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

Department of Health and Human Services  
Integrated Access and Support Services

268 Whitten Road

# 11 State House Station

Augusta, Maine 04333-0011

Tel: (207) 287-2826; Toll-Free: 1-800-442-6003

Fax: (207) 287-5096; TTY: 1-800-606-0215

To: Municipal Welfare Official and Contracted Agents  
From: Cindy Boyd, Program Manager, General Assistance  
Date: September 16, 2008  
Subject: Emergency Contact Information for 211

---

The Department of Health and Human Services (DHHS) is now required to gather from all municipalities the name of the contact person who is to be called outside of regular General Assistance hours when there is an emergency. DHHS also needs the phone number of the contact person.

The Department will enter the information into our data base and then complete a list for 211. 211 is an information system funded by DHHS and the United Ways of Maine. Individuals can call 211 anytime 24/7 to gather information about services that may help them.

Because there are individuals who do not have transportation to the municipal offices to look for the notice posted with the municipality's contact information, municipalities are now required to provide DHHS the information and DHHS is required to get the information to 211.

Please complete the enclosed form and return it by October 17, 2008. The Department would also like to collect your e-mail address if you have one. This will not be shared with 211. There are times when the Department has information that we would like to get out immediately and e-mail addresses would be helpful. We have enclosed an envelope for you to use.

Thank you for providing the information. If you have questions, please call Cindy Boyd at 1-800-442-6003.

---

*Caring..Responsive..Well-Managed.. We are DHHS.*



# **“IMPORTANT”**

*Per 22MRSA§ 2324 subsection 5, DHHS is now required to collect from each municipality the municipality's emergency contact information. DHHS is then required to supply the information to 211.*

**Please provide the following information. The e-mail information will not be given to 211.**

**Contact person:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_



*Integrated Access  
and Support Services*

*An Office of the  
Department of Health and Human Services*

John E. Baldacci, Governor

Brenda M. Harvey, Commissioner

Department of Health and Human Services  
Integrated Access and Support Services  
268 Whitten Road  
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Augusta, Maine 04333-0011  
Tel: (207) 287-2826; Toll-Free: 1-800-442-6003  
Fax: (207) 287-5096; TTY: 1-800-606-0215

Department of Health and Human Services (DHHS)  
Office of Integrated Access and Support (OIAS)

**General Assistance (GA)**

Operating Memorandum (OM): 08-6  
Date: 9/16/08

Replaces OM dated 10/31/07

**Purpose:** The purpose of this memorandum is to inform Welfare Administrators of the fact that the minimum wage for the State of Maine will change on October 1, 2008. The new minimum wage will be \$7.25.

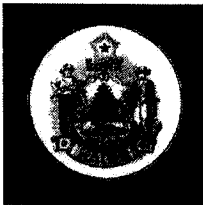
**Principle:** The State Statutes governing General Assistance require the municipalities to use the minimum wage when calculating the monetary value of workfare performed.

**Procedure:** As of October 1, 2008, the new minimum wage of \$7.25 must be used to determine the monetary value of any assigned workfare. The municipality always has the option of determining the monetary value of workfare at an amount over the minimum wage.

If you have any questions please call 1-800-442-6003.

---

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Augusta, Maine 04333-0011

Tel: (207) 287-2826; Toll-Free: 1-800-442-6003

Fax: (207) 287-5096; TTY: 1-800-606-0215

To: Municipal Welfare Officials and Contracted Agents  
From: Cindy Boyd, Program Manager, General Assistance  
Date: September 16, 2008  
Subject: Changes in Food Stamps and TANF Programs

Many of the individuals and households seen by the municipal welfare officials are on either Food Stamps or TANF (Temporary Assistance for Needy Families) or both. Because we see many of the same clients, changes to either the Food Stamp or TANF Programs may affect GA.

The **Food Stamp Program** is a part of the Department of Agriculture. Because there are no longer paper food stamps, the federal government has decided to change the name from Food Stamps to SNAP (Supplemental Nutritional Assistance Program).

States had the option of going with the new name or using one of their own. Maine is going to use **Food Supplemental Program**. The change will take place after October 1, 2008.

Because of the high energy cost Maine also increased the Standard Utility Allowances. This became effective on September 1, 2008. This will in many cases give the household a larger Food Supplement.

Starting October 1<sup>st</sup> there will no longer be a cap on the amount of dependent care expense that can be used to determine eligibility for the food supplement. The change allows working families to deduct the entire out of pocket expense for child care.

The minimum benefit is increasing from \$10 to \$14 on October 1<sup>st</sup>.

TANF (Temporary Assistance for Needy Families) also has some changes. Households that spend more than 75% of their total income receive a Special Need Allowance. That allowance has increased from \$50 a month to \$100 a month.

Households that close off TANF because of increased income or hours of employment are eligible for TANF Worker Supplement. This is a Food Benefit but it is not part of the Food Supplement Program and counts as income in General Assistance. The benefit is placed on the EBT card and can only be used for food. The benefit amount is:

\$100 a month for the 1<sup>st</sup> year  
\$75 a month for the 2<sup>nd</sup> year  
\$50 a month for the 3<sup>rd</sup> year.

---

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401 Webbs Mills Road  
Raymond, Maine 04071  
207-655-4742

To: Raymond Board of Selectmen  
From: Nancy Yates, Finance Director

Date: 09/30/2008

The 2008 Cumberland County Tax Assessment for the Town of Raymond, in the amount of \$546,353, is hereby submitted for your signatures. This will be returned with payment at a later date in October, but prior to the date on which interest will be assessed.

Thank you.

A handwritten signature in cursive script, appearing to read 'Nancy Yates', is written over the 'Thank you.' text.

TAX ASSESSOR'S RETURN

Pursuant to a Warrant from Peter J. Crichton, Clerk of Cumberland County, dated March 31, 2008 we have assessed the polls and estates of the residents and non-residents of the Town/City of Raymond, County of Cumberland in the amount of \$ 546,353 and have forwarded lists thereof to Donald Willard, Collector of said Town/City. Said assessment of taxes to be paid to Treasurer, Cumberland County, on or before the first day of September 2008.

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

Assessors,  
Town/City of Raymond

\$ 546,353

TO BE FILLED IN AND FORWARDED TO THE COUNTY TREASURER, 142 FEDERAL STREET, PORTLAND, MAINE 04101-4196 WITH PAYMENT OF TAXES BY SEPTEMBER 1, 2008.

INTEREST RATE ON UNPAID TAXES SET AT 12% AND SHALL BE ASSESSED SIXTY (60) DAYS AFTER SEPTEMBER 1, 2008.