



*SELECTMEN'S e-Packet
List of Files
November 20, 2007*

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**BOARD OF SELECTMEN
AGENDA**
Tuesday, November 20, 2007
7:00 p.m.
JSMS Broadcast Studio

- 1) Call to order.
- 2) Minutes of previous meeting dated October 16, 2007
- 3) New business.
 - a) Interview and appointment for Budget/Finance Committee vacancy – Candidates Charles Leavitt and Marshall Bullock
 - b) Department Head Quarterly Reports – Contract Planner Hugh Coxe and Town Clerk Louise Lester
 - c) Proposed road naming policy – Assistant Code Officer Will Cook
 - d) Public hearing – Consideration of adoption of 2007 General Assistance Ordinance and Appendices
 - e) School consolidation information update – Selectman Joe Bruno
 - f) Greater Portland Council of Government (GPCOG) update – Selectman Mike Reynolds
- 4) Old (unfinished) business.
 - a) none
- 5) Town Manager Report and Communications.
 - a) none
- 6) Fiscal Warrants – Payroll and Appropriation Warrants – November 20, 2007.
- 7) Adjournment.

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



BOARD OF SELECTMEN
AGENDA SUMMARY
Tuesday, November 20, 2007
7:00 p.m.
JSMS Broadcast Studio

1) Call to order.

2) Minutes of previous meeting dated October 16, 2007

3) New business.

**a) Interview and appointment for Budget/Finance Committee vacancy
– Candidates Charles Leavitt and Marshall Bullock**

Two candidates have expressed interest in filling the Budget/Finance Committee vacancy of Brandon Milton who resigned to accept employment out of state. Biographical information has been solicited from both candidates, Charles Leavitt and Marshall Bullock. Materials received from the candidates are attached to the e-packet. Both candidates have been invited to the meeting for interviews prior to deliberation and a decision being made by the Selectmen to fill the unexpired term of Mr. Milton.

**b) Department Head Quarterly Reports – Contract Planner Hugh Cox
and Town Clerk Louise Lester**

The Board of Selectmen recently reinstituted the practice of receiving quarterly department head reports in order to better familiarize themselves with ongoing departmental activities including short and long range goals as well as financial planning. Over the next several meetings, two department head reports will be scheduled per meeting until all department heads have had an opportunity to address the Selectmen. These meetings will provide a good opportunity for the Selectmen and the public to become updated on the activities of Raymond's Municipal government by department.

c) Proposed road naming policy – Assistant Code Officer Will Cook

Assistant Code Officer Will Cook will present a proposed road naming policy for possible adoption by the Board of Selectmen. This document was prepared in accordance with the Selectmen's earlier direction to adopt written guidelines for the road naming process. Staff has reviewed this policy and recommend approval.

**d) Public hearing – Consideration of adoption of 2007 General
Assistance Ordinance and Appendices**

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

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

General Assistance Appendices A – C which cover the period of October 1, 2007 through October 1, 2008. Although Raymond has 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.

e) 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.

f) 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) none

5) Town Manager Report and Communications.

a) none

6) Fiscal Warrants – Payroll and Appropriation Warrants – November 20, 2007.

7) Adjournment.

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

Subject: [Fwd: Re: Budget Finance Committee]
From: Don Willard <don.willard@raymondmaine.org>
Date: Wed, 14 Nov 2007 08:52:24 -0500
To: Charles Leavitt <cleavitt@morrisseyenvironmental.com>, Laurie Cook
<laurie.cook@raymondmaine.org>, Louise Lester <louise.lester@raymondmaine.org>

Thank you Charly,

I have forwarded your biographical material along to Laurie Cook for inclusion in the November 20th BOS meeting e-packet. The Budget/Finance Committee interviews and appointment will be considered first on the agenda.

--
Don Willard
Town Manager
Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

(207) 655-6994 v
(207) 655-3024 f
(207) 650-9001 m

Subject: Re: Budget Finance Committee
From: "Charles Leavitt" <cleavitt@morrisseyenvironmental.com>
Date: Wed, 14 Nov 2007 19:01:17 -0500
To: "Louise Lester" <louise.lester@raymondmaine.org>
CC: "Don Willard" <don.willard@raymondmaine.org>

Good Morning Louise: I plan to attend the meeting. Thumbnail Resume: 1.) 1980-1985: Director of Maine Labor Group on Health, Inc. 2.) 1986-1989: Risk/Benefits Manager, City of Portland 3.) 1990-1999: General Manager, Abatement Professionals, Inc. 4.) 2000-Present: President, Morrissey Environmental, Inc. Also: Former Selectman, Town of Raymond; Comprehensive Plan, Town of Raymond; Past President, Northern Environmental Professional Association; Appointed State Board of Occupational Safety & Health & Bureau of Insurance Liability Insurance Task Force; Alternate Delegate 1980 Democratic National Convention, NYC; & most importantly

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

From: "Louise Lester" <louise.lester@raymondmaine.org>
To: "Charly Leavitt" <cleavitt@morrisseyenvironmental.com>
Sent: Tuesday, November 13, 2007 2:41 PM
Subject: 'Budget Finance Committee

There are two of you asking to be on the Committee. The Selectmen will appointment someone next Tuesday at their meeting. Might you email a resume for me to put before them and anyone else who might ask? Are you able to attend to meet with the Selectmen on Tuesday, Nov. 20th?

--
No virus found in this incoming message.

Louise Lester

From: Bullock [rjb@fairpoint.net]
Sent: Tuesday, November 13, 2007 9:01 PM
To: 'Louise Lester'
Subject: RE: Budget Finance Committee

Thank you for your interest in me.

I will be happy to join you at the next Selectmen's meeting.

Attached is an expanded information sheet for your and their use.

I look forward to meeting all of you.

M S Bullock

I feel that I can add value to the Raymond Board of Finance by bringing to the table a deep background in finance, along with a current understanding of the education system in Maine, underscored by an instinctive affection for the Town of Raymond.

I was born and raised in Falmouth, Maine - I am a Maine native. I appreciate Maine values.

My family enjoyed a summer cottage on Raymond Pond (Vista Drive) since 1928, and I spent all my summers there as a youth.

Both my grandfathers were charter members of NoRayCo, and they, with their families, enjoyed many years there. My roots are deep in Raymond.

In 1995, I chose to move back to Raymond for a variety of reasons.

I am a veteran of the U. S. Army - Viet Nam era.

I have earned a degree from Sacred Heart University (Bridgeport, CT) in Business; I have an uncompleted major in International Economics at the University of Connecticut; and I have earned a B.A. (cum laude) in Social Sciences at The University of Southern Maine.

I am currently a Job Coach at Lisbon High School; this is my seventh year in this position. I am also licensed to teach Economics, History, and Business at the 7-12 level.

Prior to my current position, I worked for a cabinet company in Falmouth, Maine for five years.

Prior to my move to Maine in 1995, I was 1/3 owner and CEO for a cabinet company in New Haven, CT, that specialized in medically appropriate cabinetry for an International market.

My major career endeavors however are in the finance industry. From 1969 to 1991 I held multiple positions with two major financial institutions in Connecticut, - - the last being Senior Vice President and Chief Lending Officer of a successful \$600 Million Savings bank in Hartford, Connecticut. Along the way, I experienced all phases of banking and in the commercial lending arena specifically, processing financial requests in the multi-million dollar range. I was involved in, and spearheaded, several municipal bonding issues, but most of my efforts were spent in loan and financial management, both in-house, and in borrower relationships. With all the analytical work required in this type of transaction, this gave me a deep and thorough understanding of the budgeting and financial forecasting processes.

Thank you for your considerations.

M S Bullock

-----Original Message-----
From: Louise Lester [mailto:louise.lester@raymondmaine.org]
Sent: Tuesday, November 13, 2007 2:59 PM
To: rjb@fairpoint.net
Subject: Budget Finance Committee

Would you be able to attend the next Selectmen's meeting Tuesday, Nov. 20th at 7:00 pm at the Broadcast Studio, JSMS 423 Webbs Mills Road? I have the brief resume you emailed me on 10/9. If you want to add to that, I can include it in their packages by Friday. Thanks, Louise

11/14/2007



Quarterly Report - November 2007

Planning Department

- ◆ Planning Board
- ◆ Comprehensive Plan Implementation Committee
- ◆ Conservation Commission

Department Overview

Purpose

- ☐ Performs comprehensive planning functions for the town, including development review, short-term and long-term land use planning, and subject specific planning projects.
- ☐ Provides professional and administrative staff support to the Planning Board, the Comprehensive Plan Implementation Committee (CPIC) and the Conservation Commission.
- ☐ Provides professional assistance and guidance to applicants and citizens with respect to procedural and substantive aspects of the development review process.
- ☐ Provides planning support to the Town Manager, Selectmen and other departments as requested and time available.

Staffing

- ☐ Contract Planner, Hugh Coxe. Hugh is contracted for provision of development review services to the Planning Board on an ongoing basis and is available for project specific tasks as assigned by the Planning Board or Town Manager. Current services and project tasks include:
 - Conducts development reviews and staffs Planning Board meetings.
 - Meets with and provides guidance to applicants and citizens.
 - Works with Planning Board on land use ordinance updates.
 - Works with CPIC to implement recommendations and strategies of the Comprehensive Plan.
 - Assists the Conservation Commission in developing an Open Space Inventory and Plan.
 - Conducts other planning studies and projects as requested.
- ☐ Administrative Assistant, Karen Strout. Karen is assigned to provide administrative support to the Department and the Planning Board by taking minutes of Planning Board meetings, maintaining all records of the Board, and general secretarial services to the Contract Planner.

- Clerical support for planner and Planning Board including preparation of agendas, minutes, legal notices, and Notices of Action.
- Preparation of packets for Board
- Maintains records of the department and Planning Board
- Provides updates to website information

Budget

Currently within two different accounts, Community Development & Services (CDS) and a carry over account.

- ❑ \$15,600 - Administration - covers office time, pre-application meetings with potential applicants, citizen inquiries, department management and oversight, and other administrative related projects utilizing Contract Planner time.
- ❑ \$20,000 – Comprehensive Plan Implementation - continued work by the CPIC to implement the 2004 Comprehensive Plan and specifically to
 - plan for the commercial corridor along route 302,
 - review, update and rewrite related land use ordinances pertaining to the commercial district, and
 - hire a consultant to develop design guidelines for the commercial corridor.
- ❑ \$6,000 to complete the Conservation Commission Open Space Plan.
- ❑ \$29,000 – Carry over from fy '07 to continue work by the Planning Board to
 - review, update and rewrite land use related ordinances,
 - hire outside consultants to revise the technical environmental regulations (stormwater management, phosphorous control, etc.),
 - obtain legal review of all proposed ordinance changes, and
 - conduct public hearing process.

Short-Term Goals (current budget year)

- ❑ Continue to provide staffing to Planning Board for development review and to provide guidance on land use related matters to applicants, citizens, and town staff and officials.
- ❑ Planning Board - Update and rewrite land use ordinances.
 - Develop new application documents and review forms for greater development review process efficiency
- ❑ Comprehensive Plan Implementation Committee – Continue to work to implement the 2004 Comprehensive Plan.
 - Revise land use ordinances pertaining to the commercial district, and develop design guidelines for the commercial corridor.
- ❑ Conservation Commission - Finish Open Space Plan

Long-Term Goals (2-5 years)

- ☐ Implement electronic application submissions program
- ☐ Institute permanent record protection through digital storage
- ☐ Make ordinances “user friendly”
- ☐ Continue to implement GIS for mapping, long range planning, and for development review analysis.
- ☐ Begin implementation of Open Space Plan.
- ☐ Explore the use of consensus building approaches to land use matters.
- ☐ Review and update 2004 Comprehensive Plan

SELECTMEN'S MEETING REPORT FOR
TOWN CLERK'S OFFICE
November 20, 2007

Town Clerk: Louise H. Lester

Deputy Clerks: Sue Carr, Donna Lovely, Rita Theriault, Nancy Yates, and for special duties Karen Strout and Louise Murray.

1. Facility

The Town Clerk's office is crowded but because we all job share we accomplish our work. Every Deputy Clerk understands the rudimentary work of each job and can produce work that accomplishes the basic demands of that job.

Final reports to various state agencies are done by one person, but it would be beneficial to have at least one backup Deputy Clerk who understands a report process.

The uneven heating continues to be a challenge but with the new windows that may be alleviated.

We have a donated refrigerator which is large enough to store all employee lunches. We also have some new donated chairs for the office and front window area.

2. Supplies

Nancy Yates is responsible for arranging for heating oil, repairs, and other major supplies. Louise Lester is primarily responsible for ordering all office and comfort supplies for the town office.

3. Jobs:

a. Motor Vehicle Registration.

All Deputy Clerks can register cars. Rita Theriault is responsible for the weekly BMV reports.

b. Inland Fisheries & Wildlife license and registration sales.

All Deputy Clerks can issue licenses and registrations. Louise Lester is responsible for the monthly IF&W reports.

c. Tax receipting and information

All Deputy Clerks can collect tax money and answer questions about current taxes. Donna Lovely is responsible for biyearly tax billing with Northern Data, collecting taxes, registering liens with the County Registry of Deeds, dealing with tax acquired properties, and balancing the tax accounts.

d. General Assistance administering.

Donna Lovely, Deputy GA administrator, is responsible for processing any General Assistance applications and preparing quarterly GA Reports to the state.

e. Animal Welfare Dog Licensing.

All Deputy Clerks license dogs. Louise Lester prepares the monthly reports to Animal Welfare. She processes reminder cards about licensing, prepares the Annual Dog Licensing Warrant which she presents to the Selectmen prior to April 1st and aids the Animal Control Officer with his paperwork. Mrs. Lester also organizes an annual Rabies Clinic with a local veterinarian in January.

f. Vital Statistics.

All Deputy Clerks are trained to prepare certified copies of vital statistics. Louise Lester registers and reports to the state vital statistics office all vital statistics in Raymond. Mrs. Lester also keeps control of vital statistics from the early 1800's to the present.

g. Voter Registration & elections.

Raymond's Voter Registrar is Louise Murray who is responsible for keeping the voter registration list updated. She has accomplished the work to join Raymond with the rest of Maine in the new state Centralized Voter Registration system. Louise Lester and Rita Theriault are Deputy Voter Registrars and are authorized to register new voters in Raymond.

h. Payroll.

Rita Theriault is responsible for Raymond's payroll including Fire/Rescue. The Town Office also is responsible for signing all school checks.

i. Vault Authority.

Louise Lester is responsible for the maintenance of the security vaults in the basement and the small closet and safe in the town office.

j. Cemetery information.

Nancy Yates and Louise Lester help people with their choice of purchasing a cemetery lot. Mrs. Lester also is the liaison for the town office with the Cemetery Committee.

k. Bulky Waste Coupons.

All Deputy Clerks can sell the bulky waste coupons. Louise Lester is the liaison for Raymond with the Lake Region Bulky Waste Facility. She has arranged the bulky waste coupon program and works directly with the LRBWF personnel in collecting any charges not paid at the gate.

l. Phone Receptionist.

Sue Carr is the front line for telephone receptionist though all clerks will answer the phone and transfer calls when she is busy. Some callers will dial direct to the office they need.

m. Information dissemination.

All Deputy Clerks have a high level of information at their grasp and will do whatever they can to help the customer. Louise Lester provides monthly articles in the Roadrunner and forward any information needed for the website.



Requests for new road names will be reviewed by the Code Office when received and recommendations to the Selectmen will be submitted as normal agenda items. Requests for road names for new subdivisions may be submitted to the Code Office following Planning Board approval of the subdivision.

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 (*enclosed for your convenience*).

Appendix F

Appendix F, which lists maximums for personal care and household supplies, is not one of the appendices for which new values must be calculated each year. However, as these numbers have not been increased in approximately 10 years, MMA has worked with local officials to determine the current cost of such goods as compared with levels of inflation over the past ten years. This analysis resulted in a \$10 per month increase for all household sizes. A municipality should adopt the increased maximums for Appendix F as shown in the enclosed Summary Sheet if it feels this increase is reasonable given the cost of such goods in their community.

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 municipalities 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*). 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:

MAINE MUNICIPAL ASSOCIATION

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

**WILLIAM W. LIVENGOD
REBECCA WARREN SEEL
RICHARD P. FLEWELLING
MICHAEL L. STULTZ
KRISTIN M. COLLINS
SUZANNE F. PILGRIM**

**JOSEPH J. WATHEN
(1957-1997)**

To: Municipal Officials/Welfare Directors/General Assistance Administrators

From: Kristin Collins, Staff Attorney

Re: 2007-2008 General Assistance Ordinance Appendices A, B, C and F

Date: September 11, 2007

Enclosed please find the following items:

- MMA's new (October 1, 2007–October 1, 2008) **“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. **Note that the summary this year also includes changes to the maximums for Personal Care and Household Expenses, as explained below.**
- **“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, 2006–October 1, 2007. 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.

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 2007-2008 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2007. 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 2007-2008 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 2007-2008 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.

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.

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-C AND F

2007-2008

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2007—Oct. 1, 2008, as well as Appendix F (Maximum for Personal Care & Household Supples), as revised September 2007. 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)

(Print Name)

(Signature)

(Print Name)

(Signature)

MMA
09/07

GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	557	649	828	1053	1189
Penobscot County HMFA: 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	569	570	685	857	1051
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	459	575	703	891	987
Portland HMFA: 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	740 702	880 833	1140 1079	1436 1360	1539 1456
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	938	943	1131	1647	1794
Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	623	726	935	1117	1431
Brunswick	625	748	965	1223	1467

New
old

Appendix A
Effective: 10/01/07-10/1/08

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	733	734	880	1126	1525
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	670	696	886	1059	1156
Biddeford, Saco, Sanford	686	765	964	1223	1446

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	433	534	640	836	938
Franklin County	538	580	706	844	1095
Hancock County	587	677	788	1109	1141
Kennebec County	465	558	694	947	1012
Knox County	531	703	802	1086	1253
Lincoln County	642	691	833	1005	1149
Oxford County	448	596	686	914	1146
Piscataquis County	558	636	787	998	1068
Somerset County	447	554	657	927	983
Waldo County	626	671	810	992	1056
Washington County	538	581	693	859	938

* 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, 2008, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum	
		<u>NEW</u>	<u>OLD</u>
1	37.67	162	155
2	69.30	298	284
3	99.07	426	408
4	126.05	542	518
5	149.53	643	615
6	179.53	772	738
7	198.37	853	816
8	226.74	975	932

Note: For each additional person add \$122 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
0		63	273	79	340
1		77	329	97	418
2		87	372	115	496
3		113	487	149	641
4		121	521	164	705
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		88	377	101	435
1		89	383	107	460
2		104	449	129	556
3		123	529	152	653
4		156	670	201	863
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		97	415	110	472
1		107	461	125	537
2		118	509	143	615
3		173	745	204	877
4		173	745	204	877
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		72	311	85	365
1		84	363	101	434
2		102	438	125	538
3		145	623	174	747
4		145	623	180	776

Appendix C

Effective: 10/01/07-10/1/08

Non-Metropolitan FMR Areas

<u>Knox County</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			86	371		99	425	
1			115	495		132	566	
2			125	536		148	636	
3			174	749		203	873	
4			189	814		231	995	
<u>Lincoln County</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			110	472		122	526	
1			113	484		129	555	
2			131	564		154	664	
3			157	676		186	800	
4			157	676		186	800	
<u>Oxford County</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			69	295		81	349	
1			93	398		109	469	
2			100	431		123	531	
3			138	593		167	717	
4			167	717		209	898	
<u>Piscataquis County</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			94	376		102	439	
1			95	410		115	496	
2			113	484		140	604	
3			144	619		179	770	
4			144	619		186	799	
<u>Somerset County</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms			Weekly	Monthly		Weekly	Monthly	
0			68	294		81	348	
1			84	360		100	431	
2			94	404		117	504	
3			141	605		170	729	
4			141	605		174	750	

Appendix C

Effective: 10/01/07-10/1/08

Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		106	457	119	511
1		112	481	128	552
2		126	543	150	643
3		154	664	183	788
4		154	664	190	816
<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		86	370	99	427
1		87	374	105	450
2		98	423	123	529
3		120	518	151	650
4		120	518	161	691

Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		87	375	102	438
1		98	422	118	508
2		121	522	149	642
3		156	669	191	820
4		160	690	211	909
<u>Penobscot County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		92	396	108	463
1		92	396	108	463
2		96	413	125	537
3		118	506	153	660
4		139	598	191	823
<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		71	305	83	359
1		88	379	105	450
2		104	446	127	546
3		133	572	162	696
4		135	580	175	753

Appendix C

Effective: 10/01/07-10/1/08

Metropolitan FMR Areas

<u>Portland HMFA</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms	Weekly	Monthly		Weekly	Monthly		Weekly	Monthly
0	130	561	<i>Old</i>	143	615	<i>Old</i>		
1	153	656	<i>536</i>	169	727	<i>587</i>		
2	196	843	<i>626</i>	219	943	<i>693</i>		
3	248	1067	<i>813</i>	277	1191	<i>898</i>		
4	250	1074	<i>1018</i>	292	1255	<i>1134</i>		
<u>York/Kittery/S. Berwick HMFA</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms	Weekly	Monthly		Weekly	Monthly		Weekly	Monthly
0	156	671		169	725			
1	156	671		169	725			
2	175	751		198	851			
3	264	1136		293	1260			
4	273	1173		315	1354			
<u>Cumberland County HMFA</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms	Weekly	Monthly		Weekly	Monthly		Weekly	Monthly
0	103	441		115	495			
1	120	516		137	587			
2	153	657		176	757			
3	181	777		210	901			
4	227	976		269	1157			
<u>Sagadahoc County HMFA</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms	Weekly	Monthly		Weekly	Monthly		Weekly	Monthly
0	129	554		141	608			
1	129	554		141	608			
2	141	607		164	707			
3	169	728		198	852			
4	247	1061		289	1242			
<u>York County HMFA</u>			<u>Unheated</u>			<u>Heated</u>		
Bedrooms	Weekly	Monthly		Weekly	Monthly		Weekly	Monthly
0	116	497		128	551			
1	116	497		130	560			
2	142	612		166	712			
3	169	725		197	849			
4	169	726		211	907			

GA MAXIMUMS SUMMARY SHEET
(Oct. 1, 2007-Oct. 1, 2008)

APPENDIX A
OVERALL MAXIMUMS

County	Persons in Household					
	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

Number in Household	Weekly Maximum	Monthly Maximum	
1	37.67	162	OLD
2	69.30	298	155
3	99.07	426	284
4	126.05	542	408
5	149.53	643	518
6	179.53	772	615
7	198.37	853	738
8	226.74	975	816
NOTE: For each additional person add \$122 per month.			
			932

APPENDIX C
HOUSING MAXIMUMS

Number of Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
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.

SAME
AS
PREVIOUS
YEAR

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.

SAME
AS
PREVIOUS
YEAR

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

SAME
AS
PREVIOUS
YEAR

FOR MUNICIPAL USE ONLY

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, as Revised 09/2007)

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>	<u>OLD</u>
1-2	\$10.50	\$45.00	35.00
3-4	\$11.60	\$50.00	40.00
5-6	\$12.80	\$55.00	45.00
7-8	\$14.00	\$60.00	50.00

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>	<u>OLD</u>
1	\$12.80	\$55.00	45.00
2	\$17.40	\$75.00	65.00
3	\$23.30	\$100.00	90.00
4	\$27.90	\$120.00	110.00

FOR MUNICIPAL USE ONLY

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

COMMISSIONERS' MEETING

MINUTES

October 9, 2007

The Board of Cumberland County Commissioners, Esther B. Clenott and Richard J. Feeney convened a meeting at the Cumberland County Courthouse in the Peter J. Feeney conference room. Commissioner Shaughnessy was unable to attend.

Chairman Feeney called the meeting to order at 5:30 PM and the following business was conducted.

Minutes of the Cumberland County Regular Meeting of September 24, 2007, were read and approved unanimously.

Comments from the County Manager:

Peter Crichton, County Manager, commented on 2 items: 1) The FY08 budget process. There have been four meetings at this point. The Budget Advisory Committee has been very diligent about their work and has met with all of the departments except for the Sheriff's department which is planned for tomorrow. The Sheriff's department is the largest department of the county. The public safety departments together represent about 85% to 90% of the operating costs of the county. The next process will be to have public hearings in November. 2) There is a noontime meeting tomorrow at the Greater Portland Council of Governments having to do with an assessing project that the county has done in partnership with the municipalities. This suggestion came out of our Strategic Plan that we did last year. A report has been completed and will be discussed with municipal officials whether or not there should be change in how assessing is done. In Maine, municipalities do assessing which is not the norm across the country. In most areas of the country, counties are involved in doing the assessing. It will be interesting to see how this process develops.

Comments from the Commissioners:

Commissioner Clenott:

Commissioner Clenott commented on the issue of the proposed State takeover of the County jails and the fabulous article the Commissioners wrote for the newspaper. She wants to inform the public that the Maine County of Commissioners has a special committee that is meeting on jail issues which is made up of representatives from 16 counties. The committee is made up of commissioners, jail administrators, and sheriffs. We are very willing to discuss the

jail and prison issues with the State but believe there are several issues that must be discussed first. She is not sure the public knows, that under the State plan the counties would still be responsible for the costs of running the jails that they have assumed this year. That responsibility is not going to be taken away from us. What the State has said it will do is it will assume the responsibility for any new costs in ensuing years. We will continue to be responsible as counties for our debt. If the four jails are closed by the State, than those inmates would have to be transferred to other jails in the State of Maine and they would have to be transferred back and forth for court cases. The counties would be responsible for that transportation. The State houses inmates with serious crimes and are running out of beds. The counties house inmates of less serious crimes and we know that these inmates do not belong with the state inmates. She further indicated that as Commissioners we want to be sure that before the State assumes control of our jails, we know what is going to happen to our inmates. We need to talk about recidivism, probation violation, and split sentences. She does not see how the State is going to save us property tax. Also, the Cumberland County legislators have been invited to attend a meeting on November 7th at the Spring Meadows Golf Course to hear from the Concerned Partners for Cumberland County Government and discuss jail issues.

Commissioner Shaughnessy:

Commissioner Shaughnessy was not in attendance.

Chairman Feeney:

Chairman Feeney seconded Commissioner Clenott's comments regarding the jail which is something that has to be studied in depth; we just can't take the proposal of the Governor's at first blush and there is a lot of concern what the savings will be.

There was an open forum at the Civic Center a few weeks ago regarding the task force that was created with the idea of enlisting the talents of Janet Marie Smith, who is the architect that redesigned Fenway Park. She is in the process of doing that now.

Informational Item

Chairman Feeney asked if there were any comments from the public.

Robyn Chibroski, Executive Director, of the Ronald McDonald House was presented with a check from the proceeds of the Peter J. Feeney Memorial Golf Tournament in the amount of \$3,850. Ms. Chibroski thanked the Commissioners and golf participants for their generous donations to help house thousands of grateful mothers and fathers while their critically ill children were hospitalized or receiving medical treatment. Commissioner Feeney commented since the passing of his son, Peter, the tournaments have raised over \$35,000 for various charities around Portland. He looks forward to next year's tournament which will be held on June 16th. Bruce Tarbox, Facilities Manager, indicated there will be an inscribed four by eight inch brick placed in the courtyard's commemorative walkway at the Ronald MacDonald House acknowledging the donation.

Action Items:

07 – 113 Approval, Exterior Wall Repair – CCCH New Section

Chairman Feeney asked the County Manager for comments. He indicated Bruce Tarbox will present the items and concurs with the recommendation.

Mr. Tarbox reported on August 22, 2007 he presented a request on the assessment for the outside wall for the new section of the courthouse. The wall has been leaking into multiple areas on the north side of the building. After removal of a block in 5 test locations, it was discovered there is a problem with the flashing and weeps on each floor level. The discovery and tests were completed by Hascall and Hall. To resolve this problem within a small window of time due to temperature restraints of this project, an additional cost would be needed to close-in this wall if the temperature goes below 45°F. On August 22, 2007, \$41,700 was set aside for this project. The total cost for this part of the repair is \$20,454. He contracted with Allied Engineering and asked them to do a cost analysis on this work. They agreed that this was a fair price for the amount of work that needs to be done. Mr. Tarbox is recommending that the Commissioners vote to sole source Hascall & Hall to repair the flashing and weeps. Because of the possibility of temperature changes, he is recommending that we move forward with this project as soon as possible. A discussion followed.

Commissioner Clenott made a Motion that the Commissioners vote to sole source Hascall and Hall to repair the flashing and weeps in the new section of the courthouse for the total cost of this part of the repair is \$20,454. There will be more work on a needed to be done basis for drywall, backup painting and caulking. Chairman Feeney seconded the Motion. All voted unanimously.

07 – 114 Approval, NACO Prescription Drug Program

Chairman Feeney asked the County Manager for comments. The County Manager indicated this is the NACo Drug Prescription Program and will be beneficial to our citizens and concurs with the recommendation. He asked Elizabeth Trice, Grants and Special Projects Coordinator to present the report.

Ms. Trice reported the National Association of Counties is offering a discount prescription drug program through a partnership with Caremark, a prescription drug distribution company. Caremark provides coupon cards with the County's name and seal that can be used to obtain a discount on prescription drug purchases that are not covered by health insurance. The county in return would promote the program. Penobscot County is in its second year and is happy with the program that has saved residents utilizing the card an average of \$148 per year. In order to participate, the county must sign a contract agreeing to not participate in a similar program with another company for two years. Pat Dunn, the county attorney, and a representative of a Medicaid reimbursement company reviewed the contract and they did not see any problems with the contract. A discussion followed.

Commissioner Clenott made a Motion that the Commissioners approve the County as being part of the NACo prescription drug program and authorize the County Manager to sign the contract. Chairman Feeney seconded the Motion. All voted unanimously.

07 -115 Approval, Teamsters Local 340 Law Enforcement Contract

Chairman Feeney asked the County Manager for comments. The County Manager indicated the Human Resources Director will present the information. He commended Pat Dunn, the County attorney, who was the lead negotiator along with Wanda Pettersen, the HR Director, Vic Labrecque, the Finance Director and Chief Deputy Kevin Joyce who represented the Sheriff's Office. The key obstacle in terms of trying to reach an agreement on this contract was trying to find a way to be able to do a special retirement plan for our patrol deputies and stay within the budget. This was accomplished with the cooperation of the patrol deputies and the folks that are involved on the negotiation team for the union. They compromised on their cost of living increase for the second year of this contract for FY08 in order to achieve this special retirement plan. This retirement plan enables people to retire after 25 years with no age requirement and is a positive step.

Ms. Pettersen reported the Teamsters Law Enforcement Unit has voted to ratify this contract. It is a two year contract with a 3% retroactive back to January of 2007. In 2008 the retirement plan is going from our current retirement plan of AC to a special retirement plan 2C which is a 25 years no age retirement plan with a 1 ½% wage increase as of January 1, 2008. A discussion followed.

Commissioner Clenott made a Motion that the Commissioners approve of the contract with the Teamsters Local 340 Law Enforcement and the contract should be signed by each of the County Commissioners. Chairman Feeney seconded the Motion. All voted unanimously.

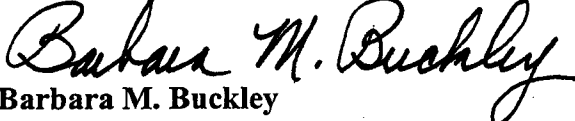
07 - 116 Approval, Cumberland County Sheriff's Office Commission

Chairman Feeney asked for a Motion.

Commissioner Clenott made a Motion that Captain Jeffrey Davis be commissioned. Captain Davis took the vacated position of Captain Bill Rhodes. Chairman Feeney seconded the Motion. All voted unanimously.

There being no further business Commissioner Clenott made a Motion to adjourn the meeting at 7:00 PM. Chairman Feeney seconded the Motion. All voted unanimously.

ATTEST:


Barbara M. Buckley
Deputy Clerk

The next regular Commissioners meeting will be held at 5:30 PM on Monday, October 22, 2007, in the Peter J. Feeney Conference Room, 1st floor Annex, at the Cumberland County Courthouse.