

SELECTMEN'S MEETING e-Packet List of Files October 6, 2009

Page 1	List of Files
Page 2	Agenda
Page 3 & 4	Agenda Summary
Page 5 & 6	Public Works Summer Work List 2009
Page 7-9	(2) Quit Claim Deeds
Page 10-19	2009/2010 General Assistance Ordinance info

Page 1



SELECTMEN'S MEETING

- 1) Call to order.
- 2) Minutes of previous meeting dated September 8, 2009
- 3) New business.
 - a) Raymond Village Library update Lori Rand

b) Brief road construction update – Public Works Director Nathan White

c) Deputy General Assistance Administrator appointment / Alice Hamilton – Town Manager Don Willard

d) Quit claim deeds for approval - 49 Tenny Hill Road; Raymond Cape Association – Board of Selectmen

e) Discussion and adoption of General Assistance Ordinance appendices for 2009/2010 – Town Manager Don Willard

4) Old (unfinished) business.

a) Public Safety Plan update for Health Officer and H1N1 preparation – Deputy Chief Cathy Gosselin

5) Town Manager Report and Communications.

a) Next meeting will be November 10, 2009

6) Selectmen Communications. This agenda item is for the general discussion of nonagenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.

7) Fiscal Warrants – Payroll and Appropriation Warrants – September 8, 2009.

8) Adjournment.

The Selectmen may take items out of order at their discretion.
Board of Selectmen Agenda
October 6, 2009

Page 1 of 1



SELECTMEN'S MEETING

1) Call to order.

2) Minutes of previous meeting dated September 8, 2009

3) New business.

a) Raymond Village Library update - Lori Rand

Lori Rand has requested time on the agenda to give a brief update of the activities of the Raymond Village Library.

b) Brief road construction update – Public Works Director Nathan White

Public Works Director will offer a brief road construction update. Attached to the epacket is a document outlining the activities of the Public Works Department for the summer of 2009.

c) Deputy General Assistance Administrator appointment / Alice Hamilton – Town Manager Don Willard

Deputy Town Clerk Alice Hamilton has been working as Deputy GA Administrator for several months now. The Town Manager/GA Administrator had been assisting Mrs. Hamilton during this training period and is now recommending formal appointment to the Deputy position previously held by former employee Donna Lovely.

d) Quit claim deeds for approval - 49 Tenny Hill Road; Raymond Cape Association – Board of Selectmen

Attached to the e-packet are two Quit Claim Deeds for consideration and signature by the Board of Selectmen. Execution of these deeds will release all town interest in the subject properties. All back taxes, interest and lien costs have been paid in full. Staff recommends approval of this deed.

e) Discussion and adoption of General Assistance Ordinance appendices for 2009/2010 – Town Manager Don Willard

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. $\S4305$ (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, 2009 through October 1, 2010. Although Raymond 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.

The Selectmen may take items out of order at their discretion. Board of Selectmen Agenda October 6, 2009

Page 1 of 2

Staff is 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 for Raymond within Cumberland County.

4) Old (unfinished) business.

a) Public Safety Plan update for Health Officer and H1N1 preparation – Deputy Chief Cathy Gosselin

Deputy Chief Cathy Gosselin will make a presentation to the Selectmen on this subject.

5) Town Manager Report and Communications.

a) Next meeting will be November 10, 2009

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Page 2 of 2

Raymond Public Works Summer Work List

2009

VALLEY ROAD

Repaired shoulders and cleaned ditches, cleaned culverts and placed rip rap in places prone to erosion, placed mulch and grass seed in all exposed surface, removed large rock from road bed and add under drain in critical places.

JOB SITE

From Fire Lane 233 to 48 Valley Road.

CAPE ROAD

Replaced two cross culverts and three drive way culverts, placed rip rap plunge pools at culvert outlets to control erosion gowning into Sebago Lake, repaired and cleaned the ditch lines and place erosion control and cut back tree canopy to help improve winter road conditions.

JOB SITE

From Fernwood Road to Wawenock Road.

RAYMOND HILL ROAD

Cleaned ditch and install two drive way culverts, grade shoulders and restore drainage.

JOB SITE

From Spiller Hill Road to Justin Lynn Drive.

TENNY HILL ROAD

Ditching and shoulder repair, install one culvert to repair drainage problems and install erosion control.

JOB SITE-1

From Mountain Road to #26.

JOB SITE-1

From Black Cat Mountain Road to end of town road.

NORTH RAYMOND ROAD

Repaired ditch to restore drainage, remove large rock from the road bed and repaved affected area.

1

JOB SITE

From Ledge Hill Road traveling north approximately 700 feet.

LEDGE HILL ROAD

Repaired ditch, install erosion control.

JOB SITE

From North Raymond Road traveling east approximately 200 feet.

POND ROAD

We removed the old dry hydrant and installed a new hydrant with a concrete structure.

JOB SITE

Pond Road /North Raymond Road

Spring projects included sweeping, sign repair, cold patching and preparing equipment for summer jobs. Other jobs included helping with the installation of the new sign at the Veteran's Park, working with Tassel Top on spring clean up and working with the Beautification Committee.

UPCOMING JOBS

Install a drainage ditch from Crocket Road to County Road. Lower one cross culvert on County road, and basin on Crocket Road. This job has been held up by the need for drainage easements (which now have been obtained)

Paving on Cape Road from Fernwood Road to the end of Cape Road (1.6 miles reclaiming and base pavement)

The remainder of the fall will be spent on brush work; sign repair and preparing equipment for winter months



Town of Raymond 401 Webbs Mills Rd Raymond Me 04071

207-655-4742

Fax: 655-3024

OCTOBER 6, 2009

Board of Selectman,

The Town of Raymond foreclosed on the properties located at 49 Tenny Hill Road and Raymond Cape Association accounts M6030R and R0220R. On July 16, 2009 taxes, interest, and lien costs were paid in full and abatement made and are now up to date needing a Quit Claim.

Thanks,

Luce Can

Sue Carr Deputy Tax Collector

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to <u>MITCHELL HOLLY B</u> in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine,

parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map<u>18</u>, Lot <u>28A</u>,

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map <u>18</u>, Lot <u>28A</u>, in the name of <u>MITCHELL HOLLY B</u> and recorded in said Registry of Deeds.

BK 25536 PG 162 BK 26335 PG 255

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MARK GENDRON, DANA DESJARDINS, MIKE REYNOLDS, JOSEPH BRUNO AND LAWRENCE TAYLOR thereto duly authorized, this <u>6</u> day of <u>OCT</u>, 2009.

By:

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

MARK GENDRON, Selectman

DANA DESJARDINS, Selectman

MIKE REYNOLDS, Selectman

JOSEPH BRUNO, Selectman

LAWRENCE TAYLOR, Selectman

STATE OF MAINE CUMBERLAND, SS.

Personally appeared the above named <u>Mark Gendron, Dana Desjardins, Mike Reynolds,</u> <u>Joseph Bruno, and Lawrence Taylor</u> aforesaid Selectmen, known to me, this <u>6</u> day of <u>OCT</u>, 2009 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

Notary Public

Maine Short Form Quit Claim Deed Without Covenant

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to <u>RAYMOND CAPE ASSOCIATION,C/O LINDA KOMAR- TREAS</u> in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at <u>Map 69</u>, Lot <u>89</u>,

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map <u>69</u>, Lot <u>89</u>, in the name of <u>RAYMOND CAPE ASSOCIATION, C/O LINDA KOMAR-TREAS</u> and recorded in said Registry of Deeds.

BK 25536 PG 174 BK 26335 PG 238

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by MARK GENDRON, DANA DESJARDINS, MIKE REYNOLDS, JOSEPH BRUNO AND LAWRENCE TAYLOR thereto duly authorized, this <u>6</u> day of <u>OCT</u>, 2009.

By:

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

MARK GENDRON, Selectman

DANA DESJARDINS, Selectman

MIKE REYNOLDS, Selectman

JOSEPH BRUNO, Selectman

LAWRENCE TAYLOR, Selectman

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Personally appeared the above named <u>Mark Gendron, Dana Desjardins, Mike Reynolds,</u> <u>Joseph Bruno, and Lawrence Taylor</u> aforesaid Selectmen, known to me, this <u>6</u> day of <u>OCT</u>, 2009 and acknowledged before me the foregoing instruments to be their free act and deed in their said capacity and the free act and deed of said Grantor Corporation.

Notary Public

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: 2009-2010 General Assistance Ordinance Appendices A, B and C

Date: September 21, 2009

Enclosed please find the following items:

- MMA's new (October 1, 2009–October 1, 2010) "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 may 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, <u>once adopted</u>, should replace the existing Appendices dated October 1, 2008–October 1, 2009. Even if you have already adopted MMA's model General Assistance Ordinance, <u>the municipal officers must approve/adopt the new</u> <u>Appendices A-C yearly</u>. 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.

<u>Appendix A</u>

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 2009-2010 HUD Fair Market Rent (FMR) values that will become effective on October 1, 2009. These maximum levels of assistance are established by Maine General Assistance law (22 MRSA (4305(3-B)) and <u>cannot</u> 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:

<u>Abbreviations:</u> 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 2009-2010 Thrifty Food Plan, which are presumed to be reasonable by regulation of the Department of Health and Human Services (DHHS). Note that the Appendix B maximums in this packet remain unchanged from the mid-year increase that was made in March 2009, due to the federal economic stimulus package. 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.

<u>Appendix C</u>

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 2009-2010 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 <u>does not</u> 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

GENERAL ASSISTANCE ORDINANCE APPENDICES A-C 2009-2010

The Municipality of _______ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2009—Oct. 1, 2010. 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 municip	al officers:		-

(Print Name)	(Signature)	
(Print Name)	(Signature)	
(Print Name)	(Signature)	<u> </u>

MMA 09/09

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	596	695	887	1126	1273
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	609	611	734	917	1125
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	492	616	752	954	1056
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	793	942	1220	1537	1647
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1000	1007	1206	1758	1915
Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	665	776	1000	1194	1530
Brunswick	667	798	1030	1305	1565

Prepared by MMA 9/2009

1

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

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	785	787	943	1201	1632
York County HMFA: Acton, Alfred, Arundel, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Shapleigh, Waterboro, Wells	718	746	948	1134	1239
Biddeford, Saco, Sanford	732	816	1029	1305	1543

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	464	572	685	894	1000
Franklin County	575	621	756	902	1172
Hancock County	628	724	901	1187	1221
Kennebec County	497	596	743	1013	1082
Knox County	569	751	858	1162	1340
Lincoln County	688	738	890	1075	1226
Oxford County	480	638	735	979	1228
Piscataquis County	596	680	842	1068	1143
Somerset County	479	593	703	992	1053
Waldo County	669	717	866	1062	1129
Washington County	575	622	742	919	1002

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

2

Prepared by MMA 9/2009

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, 2010, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202

Note: For each additional person add \$150 per month.

B-1

Prepared by MMA - 9/2009

GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should ONLY <u>consider</u> 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. <u>Or</u>, 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

Aroostook County	Unł	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	66	284	83	359
1	80	343	103	441
2	90	385	121	521
3	120	517	160	686
4	120	517	172	738
Franklin County	Unł	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	94	405	108	463
1	97	415	114	489
2	114	489	138	592
3	134	576	164	704
4	170	732	214	921
Hancock County	Unl	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	104	449	118	506
1	117	503	134	578
2	130	557	154	663
3	190	819	221	952
4	190	819	221	952
Kennebec County	Uni	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	79	339	91	392
1	93	399	109	468
2	113	484	135	580
3	186	801	187	805
4	186	801	195	840

C-1

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Non-Metropolitan FMR Areas

Knox County	Unl	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	94	404	103	457
1	126	540	142	609
2	137	589	159	685
3	191	820	219	940
4	209	899	250	1074
Lincoln County	Unl	neated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	512	131	565
1	123	528	139	597
2	144	618	166	714
3	172	741	200	861
4	172	741	201	863
Oxford County	exford County Unheated .		He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	74	318	87	376
1	100	431	117	501
2	109	470	133	573
3	150	646	180	774
4	182	783	226	972
Piscataquis County	Itaquis County Unheated		He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	95	409	111	479
1	103	441	125	539
2	123	527	154	663
3	157	675	196	844
4	157	675	205	881
Somerset County	Uni	ieated	He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	74	317	87	375
1	91	390	108	465
2	103	441	127	544
3	153	658	183	786
4	153	658	189	813

C-2

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Appendix C Effective: 10/01/09-10/01/10

Non-Metropolitan FMR Areas

Waldo County	Unhe	ated	Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	115	495	127	548
1	118	509	134	577
2	139	596	161	692
3	170	729	197	849
4	170	729	205	882
Washington County	ashington County Unheated		He	ated
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	93	401	107	458
1	95	410	Í13	485
2	108	465	133	571
3	134	575	165	708
4	134	575	175	751

Metropolitan FMR Areas

Bangor HMFA	Unh	eated	Heated		
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	93	409	110	471	
1	106	454	126	542	
2	132	568	161	691	
3	169	728	205	882	
4	176	756	228	980	
Penobscot County HMFA	Unh	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	98	421	114	491	
1	98	421	114	491	
2	100	429	131	565	
3	125	538	164	707	
4	145	622	201	865	
Lewiston/Auburn MSA	Unh	eated	He	ated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	78	334	90	387	
1	97	417	113	486	
2	115	493	137	589	
3	147	631	175	751	
4	149	641	190	816	

C-3

Prepared by MMA – 9/2009

Appendix C Effective: 10/01/09-10/01/10

Metropolitan FMR Areas

Portland HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0 ,	141	608	154	661
1	165	713	182	782
2	213	918	234	1014
3	270	1161	298	1281
4	274	1178	314	1352
York/Kittery/S. Berwick				
<u>HMFA</u>	<u>Unheated</u>		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	725	181	778
1	169	725	181	778
2	191	820	213	916
3	287	1236	315	1356
4	299	1285	400	1460
Cumberland County HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	111	478	123	531
1	131	562	147	631
2	167	718	189	814
3	197	849	225	969
4	249	1072	290	1247
Sagadahoc County HMFA	<u>Unheated</u>		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	152	654
1	140	601	152	654
2	155	666	177	762
3	186	798	213	918
4	270	1165	312	1340
York County HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	126	540	138	593
1	126	540	140	604
2	156	671	178	767
3	185	795	213	915
4	188	807	228	982

C-4

Prepared by MMA – 9/2009