



Town of Raymond Board of Selectmen ePacket January 14, 2020 Table of Contents

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Agenda



BOARD OF SELECTMEN Minutes

December 10, 2019

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

Select Board members in attendance: Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford

Select Board members absent: Lawrence Taylor

Town Staff in attendance:

Don Willard – Town Manager
Wayne Jones – Fire Inspector
Rita Theriault – Human Resource Officer
Cathy Ricker – Finance Director
Kaela Gonzalez – Assessing Assistant
Bruce Tupper – Fire Chief
Cathy Gosselin – Deputy Fire Chief
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chair Olsen

2) **Minutes of previous meetings**

a) November 12, 2019

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

3) **Public Hearing**

a) Special Amusement Application – Jose Chavez Mendoza, owner of A La Mexicana

Mr Chavez has requested to have a mariachi player on Wednesdays and Saturdays from 5pm to 9pm (playing guitar and singing from table to table).

Public Hearing declared open at 6:30pm by Chair Olsen.

Mr Chavez – Wednesday & Saturday, maybe change to Wednesday & Sunday.

Fire Inspector Jones – I would ask the condition that it is someone who is moving

Selectman's Meeting Minutes (Page 1 of 7) December 10, 2019

around or sitting at a booth. If this changes and they want to set up a specific space we would need to reinspect.

Public Hearing declared closed at 6:33pm by Chair Olsen

4) New Business

- a) Consideration of Special Amusement Application for A La Mexicana – Jose Chavez Mendoza, owner

Motion to approve the Special Amusement Application for A La Mexicana to allow a mariachi player on Wednesday and Friday nights with the condition that that if they want to set up a specific space we would need to reinspect by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- b) Consideration of Liquor License Renewal for Café Sebago – William Hines, owner

Fire Inspector Jones – There are 2 items which will be corrected in a week or so and a final inspection notice will be sent when those are complete

Motion to approve the renewal of the liquor license for Café Sebago contingent upon a favorable fire inspection by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- c) Public Safety Compensation Study Presentation – Rita Theriault, HR Officer; Don Willard, Town Manager; Kari Meillat, KMA HR Consulting – Compensation Consultant

Recommendations from the Study:

- Review the positions paid below the market rate for potential market adjustments.
- Annual salary increases for the surveyed towns often include COLA or are predetermined based on a CBA, creating transparency. Raymond should consider adding COLA into the annual merit process.
- An alternative to COLA, would be to implement an annual performance bonus. Typically, these are paid at the end of the year based on employee performance. Bonuses are a great hiring and retention mechanism.
- Overall, Raymond offers a competitive benefits package for their full-time employees but there is room for improvement.
 - Short-Term Disability: explore an income protection program, considering most respondents offer some type of program for FT employees.
 - Retirement match is lower than the market until they reach 5 years of employment. Raymond should consider increasing the match for earlier years of service to encourage retention.
- Trainings should be compensated at the base rate to be competitive.

The Select Board asked about data pertaining to retention and turnover rate. Ms Meillat said that the data from exit interviews is often an incomplete view of why they

left. It costs less to retain someone than to recruit. The Select Board would like to see statistics pertaining to why people leave and where is the point where your package encourages retention.

Per Diem – is at the station working a scheduled shift

Call – will respond to a call from home

Benefits are for the 6 full-time employees, not for the part-time.

Selectman Bullock – I thought the premise of this Salary Survey was to come up with a plan to retain the part-time, on-call employees, not full-time.

Town Manager Willard – This is the first step in a multi-step process. I am looking for feedback from the Select Board to put together a plan. We are different than other municipalities by using only ICMA 457 and not MEPEERS, and by having a merit system instead of COLA and/or step increases.

Ms Meillat – There are ways to offer benefits to part-time employees that would make Raymond stand out competitively. For example, allow part-time employees to buy insurance at our rates if they work so many shifts. There could be a bonus for working x number of shifts after they have completed it.

The quality of our health insurance is very good compared to MMA for out-of-pocket expense.

Town Manager Willard – The next step is to come back with a set of recommendations based on this report and the feedback tonight.

Chair Olsen – How difficult would it be to get some data pertaining to turnover to try to determine what would be the best area to focus on for retention?

Ms Meillat – That data is difficult to get because it is based on exit interviews where the employees do not always list all of the reasons.

We are in the 90 percentile for the money.

Selectman Sadak – If we offer something to one department, I want it offered to all departments. Do we offer short-term disability?

Human Resources Officer Theriault – No.

Town Manager Willard – The next step is to take the Select Board's feedback and work with KMA and come back with a detailed salary-retention plan, especially for part-time people.

There was discussion about giving a bonus for working scheduled shifts. Other departments do not have this as an option.

Fire Chief Tupper – Our internal training is paid. External training is a stipend. There is no requirement of them working for x time if we pay for their training. We do not pay for the paramedic training (which is \$12,000+).

Selectman Bullock – I think you need to bump up the 1 hour minimum. Other companies are 4 hours.

The Select Board will send any other feedback to the Town Manager.

d) Policy Discussion – Don Willard, Town Manager

The Select Board had asked for codification of the procedures we are using for:

- Hiring Process
- Performance and Salary Review
- Exit Interview
- Inter-departmental Cooperation
- Town Owned Buildings/Infrastructure

Fire Chief Tupper – We need to add to the Inter-departmental Cooperation a step to communicate the status of vehicles being worked on/fixd.

e) Revision Energy Solar Proposal at East Raymond Station – Nick Sampson, Solar Relationship Manager

Mr Sampson presented the current figures and policies. The cost and savings are about the same for East Raymond and the Central Station. Warranties: 21 years for panels and 12 years for inverter system. Any excess power we generated would offset the cost of energy used at another Town facility. Cost is just under \$140,000. Year 1 energy savings \$8,300. 15 year payback. 25 year net savings \$107,000.

Town Manager Willard – I would recommend an outright purchase, not a loan, from undesignated fund balance.

Finance Director Ricker – The balance of the excess was \$478,000. We used \$200,000 to reduce the tax commitment and \$78,000 for LED streetlights. That leaves \$200,000 left. That is the excess. We still have our 15% fund balance.

Town Manager Willard – It fits the category of major, non-recurring, capital improvements.

The environmental benefit is to reduce 67,000 pounds of carbon emissions annually.

The timing would be if approved at the next Town Meeting it would be installed by the end of the year.

f) Consideration of Budget Goals for FY 2020-2021 – Don Willard, Town Manager

1. Maintaining or lowering the tax rate.
2. Continuing commitment to improvement and maintenance of the Town roads.
3. Undesignated fund balance can be utilized within existing policy to accomplish priority number one.
4. All budget areas are on the table for discussion and review.
5. Core services driven budget.
6. Strategic investments to improve the community.

Consensus to approve as above

- g) Consideration of Budget Schedule for FY 2020-2021 – Cathy Ricker, Finance Director

FY2020/2021 Budget Development Schedule

****All meetings are Tuesday evenings at 6:30 PM at the Broadcast Studio unless noted****

December 10, 2019 Board of Selectmen: Set budget goals and approve calendar

January 17, 2020 Deadline for Agency Requests to be submitted to Town Manager, Don Willard or Finance Director, Cathy Ricker

February 25, 2020 Board of Selectmen: Town Manager submits budget to Board of Selectmen and Budget-Finance Committee

March 3, 2020 Joint Meeting: Department Head Review #1 (CIP Requests will be included in the Department Reviews to which they belong)

| | | |
|--------------------|--------------------------|-----------------------|
| County Tax | Administration Insurance | Assessing |
| Code Enforcement | Raymond Village Library | Revenues |
| Provider agencies | Cemeteries | Animal Control |
| General Assistance | TIF | Recreation/Tassel Top |

March 17, 2020 Joint Meeting: Department Head Review #2

| | | |
|--------------|----------------|-------------------|
| Public Works | Public Safety | Solid Waste |
| Technology | Town Buildings | School Discussion |

March 31, 2020 Joint Meeting: Budget Workshop

April 21, 2020 Board of Selectmen: Warrant Article review & approval

April 28, 2020 Budget-Finance Committee: Vote on recommendations for each budget warrant article.

June 2, 2020 Tuesday 6:00 PM, Jordan-Small Middle School Annual Town Meeting

Consensus to approve as above

- h) Consideration of a new Tax Payment Policy – Sue Look, Town Clerk

It has always been the practice of the Tax Collector to apply any payments made to the oldest owed taxes and fees, but we have not had a formal policy. 36 MRSA §906 gives the Municipal Officers the authority to make such a policy.

Motion to approve as presented by Selectman Bullock. Seconded by Selectman Gifford.

Unanimously approved

- i) Consideration of New Road Name – Kaela Gonzalez, E911 Addressing Officer

Motion to approve the naming of Short Sticks Road by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- j) Consideration of General Assistance Administrator Appointment – Sue Look, Town Clerk_

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

- k) Consideration of Winter Storm Policy – Sue Look, Town Clerk_

Motion to approve as presented by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- l) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

The committee met last night. We have sent an amended counter proposal to the RSU. We have authorized Joe Bruno and the attorney to work out any further issues. Marshall is working on the finances. We still want people to attend the meetings and give us input to the process. The PTO will be sending a survey to the parents to get input.

5) **Public Comment** – none

6) **Selectman Comment** – none

7) **Town Manager's Report and Communications**

a) **Confirm Dates for Upcoming Regular Meetings**

- January 14, 2020
- February 11, 2020

b) **Reminder of Upcoming Holiday Schedule**

- Tuesday, December 24th – Christmas Eve the Town Office will close at 12pm
- Wednesday, December 25th – Christmas Day
- Tuesday, December 31st – New Year's Eve the Town Office will close at 4pm
- Wednesday, January 1st – New Year's Day

LED Streetlights – Today they began to install the lights. It will take 3 or 4 days to complete Raymond. We are the first of Gorham, Standish, Windham and Raymond. Anecdotally, the lights are focused on the ground and they do appear to not be dispersing light in other directions.

Recreation Director – We have 4 applications thus far. The deadline is December 27th.

8) Treasurer's Warrant_

Motion to approve the Treasurer's Warrant for a total of \$99,138.63 by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

9) Adjournment_

Motion to adjourn at 8:27pm by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk



**Human.
Resources.
Consulting.**

We are HR.™

MEMO

Date: 1/10/20

To: The Town of Raymond

From: Kari Meillat, Compensation Consultant, KMA Human Resources Consulting

Subject: 2020 Fire & Rescue Salary Structure & Retention

Project Purpose: The purpose of the project is to update the Fire & Rescue portion of the salary structure from 2016, to reflect the market data gathered from the first phase of the project, and to include the Fire & Rescue positions not originally included. In addition to updating the salary structure, recommendations for retention and recruitment will be gathered.

Project Product: The final product of this project will be a report presented at the BOS meeting, including:

- Updated salary structure for 2020 (table)
- Analysis of the changes, including how employees fall within the new grades
- Recommendations for retaining and recruiting fire & rescue personnel

Thank you for working with KMA. I look forward to presenting the data and helping your town with your compensation needs.

Sincerely,

Kari Meillat
Compensation Consultant
KMA Human Resources Consulting



Recommended Salary Structure
Town of Raymond
FIRE & RESCUE
January 10, 2020

| | | STEP 1 (Minimum) | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 (Midpoint) | MAXIMUM |
|--|---------|---------------------|----------|----------|----------|----------|----------|----------|----------------------|----------|
| Grade 8 30% Range Spread | Hourly: | \$32.52 | \$33.17 | \$33.83 | \$34.51 | \$35.20 | \$35.90 | \$36.62 | \$36.81 | \$41.67 |
| | Annual: | \$67,637 | \$68,989 | \$70,369 | \$71,777 | \$73,212 | \$74,676 | \$76,170 | \$76,565 | \$86,671 |
| • Fire & Rescue Chief/EMA Director | | | | | | | | | | |
| Grade 7 30% Range Spread | Hourly: | \$27.13 | \$27.67 | \$28.22 | \$28.79 | \$29.37 | \$29.95 | \$30.55 | \$30.71 | \$34.76 |
| | Annual: | \$56,428 | \$57,557 | \$58,708 | \$59,882 | \$61,080 | \$62,301 | \$63,547 | \$63,877 | \$72,309 |
| • Deputy Fire & Rescue Chief/Paramedic | | | | | | | | | | |
| Grade 6 30% Range Spread | Hourly: | \$21.11 | \$21.54 | \$21.97 | \$22.41 | \$22.85 | \$23.31 | \$23.78 | \$23.90 | \$27.05 |
| | Annual: | \$43,915 | \$44,793 | \$45,689 | \$46,603 | \$47,535 | \$48,486 | \$49,456 | \$49,712 | \$56,274 |
| • Captain | | | | | | | | | | |
| Grade 5 30% Range Spread | Hourly: | \$17.89 | \$18.25 | \$18.61 | \$18.98 | \$19.36 | \$19.75 | \$20.15 | \$20.25 | \$22.92 |
| | Annual: | \$37,208 | \$37,953 | \$38,712 | \$39,486 | \$40,276 | \$41,081 | \$41,903 | \$42,120 | \$47,680 |
| • Lieutenant | | | | | | | | | | |
| • Paramedic/Firefighter | | | | | | | | | | |
| • Paramedic | | | | | | | | | | |
| Grade 4 30% Range Spread | Hourly: | \$15.00 | \$15.30 | \$15.61 | \$15.92 | \$16.24 | \$16.56 | \$16.89 | \$16.98 | \$19.22 |
| | Annual: | \$31,200 | \$31,824 | \$32,460 | \$33,110 | \$33,772 | \$34,447 | \$35,136 | \$35,318 | \$39,980 |
| • Firefighter II | | | | | | | | | | |
| • EMT A | | | | | | | | | | |
| • Firefighter/EMT B | | | | | | | | | | |
| • Firefighter/EMT A | | | | | | | | | | |
| Grade 3 30% Range Spread | Hourly: | \$13.07 | \$13.34 | \$13.60 | \$13.87 | \$14.15 | \$14.43 | \$14.72 | \$14.80 | \$16.75 |
| | Annual: | \$27,194 | \$27,738 | \$28,293 | \$28,859 | \$29,436 | \$30,025 | \$30,625 | \$30,784 | \$34,847 |
| • Firefighter I | | | | | | | | | | |
| • EMT B | | | | | | | | | | |
| Grade 2 30% Range Spread | Hourly: | \$12.01 | \$12.25 | \$12.49 | \$12.74 | \$12.99 | \$13.25 | \$13.52 | \$13.59 | \$15.38 |
| | Annual: | \$24,971 | \$25,470 | \$25,980 | \$26,499 | \$27,029 | \$27,570 | \$28,121 | \$28,267 | \$31,998 |
| • Fire Police | | | | | | | | | | |

Guidance for Per Diems:

- Pay should be based on qualifications and position, similar to full-time staff
- Per Diem pay should be between the minimum and the midpoint of the respective range
- Per Diem pay may increase in steps based on tenure

KMA Human Resources Consulting | 251 US Route One | Falmouth, ME 04105
 phone 207.781.6460 | www.kmahr.com

Auto Recycling Business

Applicant Questionnaire for the Licensing of Dealers, Transporters, Loaners or Recyclers

Type:

- New Application Additional License Type Annex Location Other (Specify)
 Change of Status Change of Location Secondary Location

Owner Name Eric Peterson Phone Number 207-655-4923

Business Name Raymond Service Center Phone Number 207-655-4923

Business Physical Location 2 County Rd

City or Town Raymond Zip Code 04071

Business Mailing Address 2 County Rd

City or Town Raymond Zip Code 04071

What type of business are you licensing? Used Car recycler

Please answer each question by check marking either Yes or No.

- Is there now or was there previously a licensed dealership at your location? Yes No
If Yes please supply name of dealership: Raymond Service Center
- Is there any other business at this location? Yes No
If Yes, were you an owner of this dealership? Yes No
- Is there any other business at this location? Yes No
If Yes, what is the name and type of this business? Lake Region Collision
- Do you own that business? Yes No
Autobody Shop
- What days and hours is your business open? mon-Friday 8:00-5:00
- Do you currently have ownership in any other dealership? Yes No

If Yes, please list the dealership(s) name and license types and numbers:

| Dealership(s) Name | License Type & Number |
|--------------------|-----------------------|
| | |
| | |
| | |

These questions ask about your established place of business:

- Is your business located in a permanently enclosed commercial building? Yes No
- Is your business located on one parcel of land? Yes No
- Do you own the property & buildings? Yes No
- Do you lease the property & buildings? Yes No
(If Yes, enclose a copy of the lease)

These questions ask about your display/repair area:

NOTE: Recyclers/Salvage is exempt

- Does your business have at least 5,000 sq. ft. of display area in or adjoining the building? Yes No
- Do you lease your repair facility? If so, a copy of that lease must be provided to BMV. Yes No
- Do you lease your repair facility to a Maine Inspection Technician? Yes No
- If you lease your repair facility, do you have a minimum 2' x 3' sign stating that any repair work done on site for the dealership will be performed by the technician leasing the space? Yes No
- Does the sign contain the technician's address and telephone number? Yes No
- Do you have the tools and equipment needed to repair and service vehicles properly? Yes No
- Do you have an air compressor? Yes No
- Do you have a hydraulic jack or lift? Yes No
- Do you have a full set of mechanics tools? Yes No
- Does the owner or an employee work as a mechanic at least 30 hrs. per week? Yes No

These questions ask about your business office:

1. Do you have an office with at least 64 sq. ft. to keep records and conduct business? Yes No
2. Is your office heated? Yes No
3. Does your office have at least 1 desk, 2 chairs, and a filing cabinet? Yes No
4. Is your office completely enclosed by floor to ceiling construction? Yes No
5. Is your office separate from any living quarters? Yes No
6. Is your office located in or adjoining your business building? Yes No

These questions ask about your business sign:

1. Is your business identified by an exterior sign? Yes No
2. Is the sign permanently affixed to land or building? Yes No
3. Is the sign readable at a distance of 200 feet? Yes No
4. Is the sign at least 12 square feet in size? Yes No
5. What does the sign say? Raymond Service Center
Sales - Service - Inspection - Transmissions

If you are applying for a recycler dealer license, you must also complete the last set of questions by checking Yes or No to each question below.

1. Is there a storage area in or adjoining the building? Yes No
2. Is the business within 1,500 feet of a state or federally owned cemetery? Yes No
3. Did your salvage yard exist before December 5, 1983? Yes No
If No, what date did your salvage yard begin? see note
4. Is this an expansion of an existing salvage yard? Yes No
5. Do you maintain a business inventory of all vehicles, component parts, body, chassis, or transmissions that are received or disposed of as required by law? Yes No

5a. Explain your record keeping procedures: Quick Books, Sales & service

6. Are you currently a licensed dealer in Maine? Yes No
7. Are you currently a licensed dealer in any other state? Yes No

Signature of Applicant

Title

Date

Notarization Required

Before me personally appeared _____, who by me being duly sworn under oath says that the statements set forth above are true and correct.

Sworn to and subscribed before me at _____, Maine, on this _____ day of _____, 20____.

Notary Public _____

My Commission Expires: _____

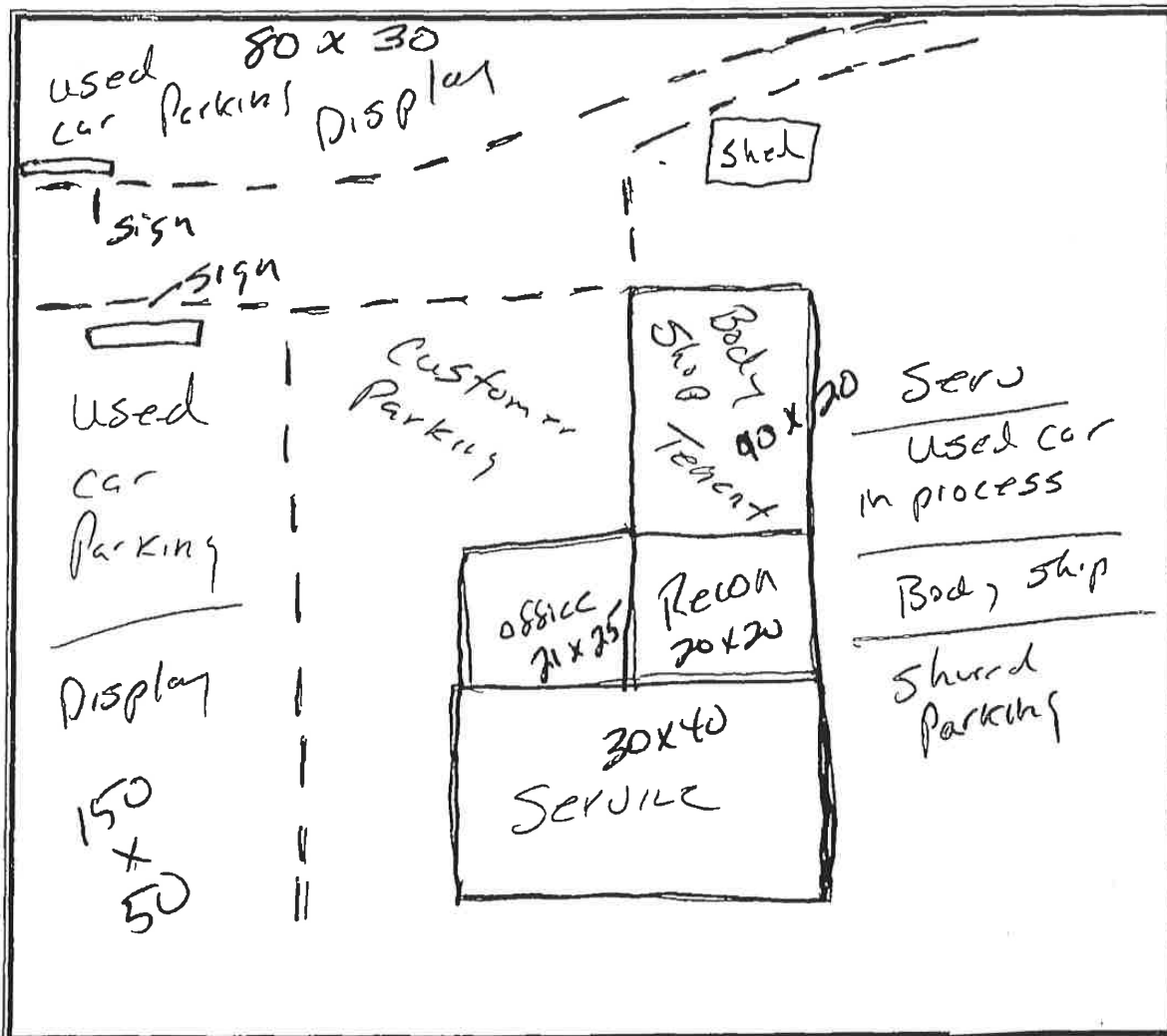
Note - Raymond Service Center is not opening a Retail Salvage yard for the Resale of parts, Our purpose for the salvage license is solely for the repair & resale of salvage title vehicles.

Dealership Plot Plan

Dealership Name Raymond Serv Ctr

Dealership Location (Physical Location) _____

- Please use the area provided below to draw a layout of your facility. Include the dimensions of the office area, repair area, and the display area. Also, indicate where the sign will be posted. If there are any other businesses operating at this same location, show their area as well.



MVD 364 (Rev 7/12)

SECRETARY OF STATE
BUREAU OF MOTOR VEHICLES
STATE HOUSE STATION 29
AUGUSTA, MAINE 04333

VEHICLE SALVAGE DEALER AND RECYCLER LICENSE
BUILDING CODE, ZONING AND LAND USE REGULATORY ORDINANCE CLEARANCE

Applicant's Name, Business Name and Business Address

Eric Peterson
Raymond Service Center
2 County Rd, Raymond ME 04071

Dear Sir:

As required by the Secretary of State, the above named applicant, at the location shown, is in compliance with all local building codes; zoning and land use regulatory ordinances and has the required permits issued by this municipality to conduct business as a vehicle salvage/recycler dealer.

This applicant's business is required to be issued a permit pursuant to Title 30-A, Section 3753 subchapter 1: Junkyards and automobile graveyards. This permit is a prerequisite to being licensed as a recycler.

Has been issued
Will be issued
Will not be issued

Signature - Authorized City/Town Official

Title

NOTARIZATION REQUIRED

STATE OF MAINE - County of _____ Date _____ 20____. Then personally appeared the above authorized city/town official named _____ and acknowledged the foregoing instrument under oath to be his/her free act and deed.

Notary Public or Attorney: _____

My commission expires: _____

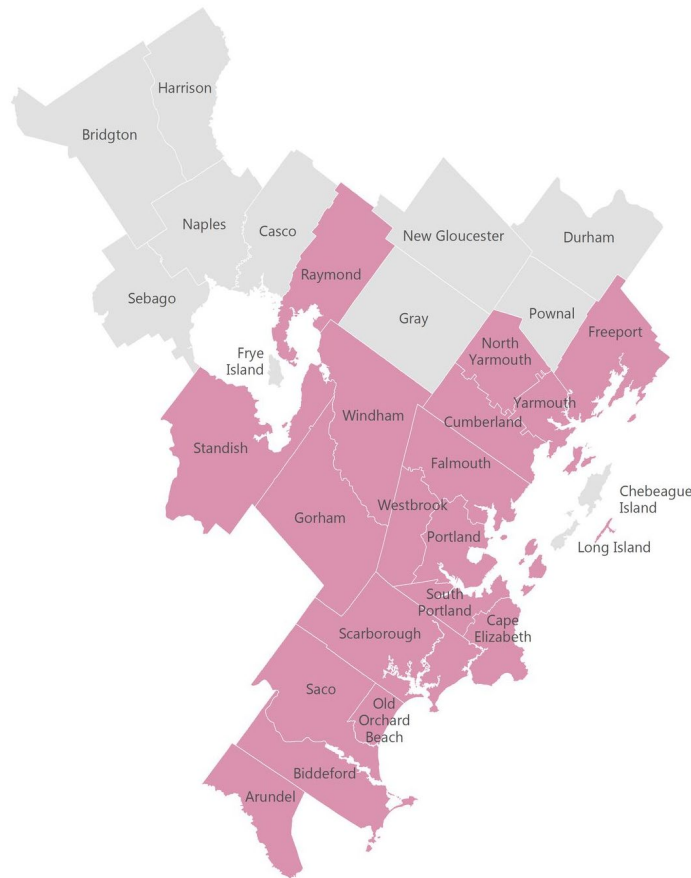
MVD-394 Rev 11/16

About PACTS

The Portland Area Comprehensive Transportation System (PACTS) is a federal metropolitan planning organization that coordinates transportation planning and investment decisions with the state, municipalities and public transportation partners.

Included Communities

The PACTS area includes portions or all of 18 communities:



Transportation Agencies

PACTS members also include:

- [Biddeford Saco Old Orchard Beach Transit](#)
- [Casco Bay Island Transit District](#)
- [Greater Portland Metro](#)
- [Northern New England Passenger Rail Authority](#)
- [Regional Transportation Program](#)
- [South Portland Bus Service](#)
- [York County Community Action Corporation](#)
- [Federal Highway Administration](#)

[Federal Transit Administration](#)

[Maine Department of Transportation](#)

[Maine Turnpike Authority](#)

[Southern Maine Planning and Development Commission](#)

Partnering with the Greater Portland Council of Governments (GPCOG)

In 2018, the GPCOG and PACTS voted to combine their staffs to better serve the region. The agreement, approved by the governing boards of both organizations, set up a process for a complete merger of GPCOG and PACTS over a three-year period. In the meantime, PACTS will continue to administer federal highway and transit funds.

Merger discussions are on-going.

Capital Improvement Projects

PACTS shares the responsibility with the Maine Department of Transportation (MaineDOT) for the programming of all capital improvement projects funded with Federal Transit Administration and Federal Highway Administration funds in the PACTS Capital Management Area.

Programming is the decision to fund a project for design, construction and/or operation. MaineDOT and others are responsible for the steps after programming.

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A-D & APPENDIX H
2019-2020**

The Municipality of _____ adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2019—September 30, 2020. 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) |

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 6, 2019
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2019–September 30, 2020) “**General Assistance Ordinance Appendices**” (A – F and H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – F & Appendix H

The enclosed Appendices A – F, and Appendix H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – F and Appendix H. Even if you have already adopted MMA’s model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly**.

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.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

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 their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

Appendix C

Effective: 10/01/19-09/30/20

2019-2020 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 | 113 | 487 | 137 | 587 | |
| 1 | 117 | 502 | 147 | 634 | |
| 2 | 133 | 572 | 173 | 743 | |
| 3 | 186 | 799 | 236 | 1,015 | |
| 4 | 192 | 826 | 251 | 1,079 | |
| <u>Franklin County</u> | | | | | |
| <u>Franklin County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 120 | 516 | 143 | 616 | |
| 1 | 121 | 521 | 152 | 653 | |
| 2 | 141 | 606 | 176 | 755 | |
| 3 | 182 | 783 | 232 | 999 | |
| 4 | 266 | 1,145 | 318 | 1,367 | |
| <u>Hancock County</u> | | | | | |
| <u>Hancock County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 155 | 667 | 178 | 764 | |
| 1 | 155 | 667 | 184 | 791 | |
| 2 | 184 | 792 | 223 | 958 | |
| 3 | 234 | 1,007 | 283 | 1,216 | |
| 4 | 248 | 1,067 | 308 | 1,324 | |
| <u>Kennebec County</u> | | | | | |
| <u>Kennebec County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 140 | 601 | 162 | 698 | |
| 1 | 140 | 601 | 166 | 713 | |
| 2 | 169 | 725 | 207 | 891 | |
| 3 | 226 | 973 | 275 | 1,182 | |
| 4 | 231 | 994 | 291 | 1,251 | |

Appendix C

Effective: 10/01/19-09/30/20

Non-Metropolitan FMR Areas

| <u>Knox County</u> | | | | |
|----------------------------------|------------------------|---------|----------------------|---------|
| Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 147 | 630 | 169 | 727 |
| 1 | 147 | 630 | 169 | 727 |
| 2 | 169 | 725 | 207 | 891 |
| 3 | 225 | 969 | 274 | 1,178 |
| 4 | 235 | 1,013 | 295 | 1,270 |
| | | | | |
| <u>Lincoln County</u> | | | | |
| Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 162 | 698 | 185 | 795 |
| 1 | 162 | 698 | 187 | 805 |
| 2 | 185 | 794 | 223 | 960 |
| 3 | 238 | 1,026 | 287 | 1,235 |
| 4 | 273 | 1,175 | 333 | 1,432 |
| | | | | |
| <u>Oxford County</u> | | | | |
| Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 139 | 597 | 161 | 694 |
| 1 | 139 | 597 | 161 | 694 |
| 2 | 157 | 676 | 196 | 842 |
| 3 | 232 | 999 | 281 | 1,208 |
| 4 | 266 | 1,145 | 326 | 1,402 |
| | | | | |
| <u>Piscataquis County</u> | | | | |
| Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 113 | 487 | 135 | 580 |
| 1 | 119 | 512 | 146 | 627 |
| 2 | 149 | 640 | 181 | 780 |
| 3 | 203 | 871 | 244 | 1,048 |
| 4 | 237 | 1,019 | 293 | 1,262 |
| | | | | |
| <u>Somerset County</u> | | | | |
| Bedrooms | <u>Unheated</u> | | <u>Heated</u> | |
| | Weekly | Monthly | Weekly | Monthly |
| 0 | 127 | 548 | 150 | 645 |
| 1 | 127 | 548 | 156 | 669 |
| 2 | 162 | 698 | 201 | 864 |
| 3 | 216 | 928 | 264 | 1,137 |
| 4 | 221 | 950 | 281 | 1,207 |

Appendix C

Effective: 10/01/19-09/30/20

Non-Metropolitan FMR Areas

| <u>Waldo County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|---------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 151 | 650 | 174 | 747 | |
| 1 | 154 | 663 | 184 | 791 | |
| 2 | 171 | 735 | 210 | 901 | |
| 3 | 236 | 1,016 | 285 | 1,225 | |
| 4 | 305 | 1,310 | 364 | 1,567 | |

| <u>Washington County</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|--------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 127 | 547 | 150 | 644 | |
| 1 | 127 | 547 | 150 | 644 | |
| 2 | 155 | 666 | 193 | 832 | |
| 3 | 195 | 840 | 244 | 1,049 | |
| 4 | 204 | 877 | 264 | 1,134 | |

Metropolitan FMR Areas

| <u>Bangor HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|--------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 141 | 608 | 164 | 705 | |
| 1 | 156 | 670 | 186 | 798 | |
| 2 | 198 | 852 | 237 | 1,018 | |
| 3 | 249 | 1,073 | 298 | 1,282 | |
| 4 | 362 | 1,558 | 422 | 1,815 | |

| <u>Cumberland Cty. HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 166 | 714 | 189 | 811 | |
| 1 | 167 | 717 | 197 | 845 | |
| 2 | 217 | 932 | 255 | 1,098 | |
| 3 | 310 | 1,334 | 359 | 1,543 | |
| 4 | 349 | 1,500 | 409 | 1,757 | |

| <u>Lewiston/Auburn MSA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|----------------------------|--------|-----------------|--------|---------------|--|
| Bedrooms | Weekly | Monthly | Weekly | Monthly | |
| 0 | 133 | 574 | 156 | 671 | |
| 1 | 137 | 591 | 167 | 719 | |
| 2 | 177 | 763 | 216 | 929 | |
| 3 | 224 | 965 | 273 | 1,174 | |
| 4 | 288 | 1,240 | 348 | 1,497 | |

Appendix C

Effective: 10/01/19-09/30/20

Metropolitan FMR Areas

| <u>Penobscot Cty. HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
|-------------------------------------|--|-----------------|----------------|---------------|----------------|
| Bedrooms | | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | 133 | 574 | 156 | 671 |
| 1 | | 133 | 574 | 156 | 671 |
| 2 | | 167 | 720 | 206 | 886 |
| 3 | | 211 | 908 | 260 | 1,117 |
| 4 | | 224 | 964 | 284 | 1,221 |
| | | | | | |
| <u>Portland HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | 218 | 938 | 241 | 1,035 |
| 1 | | 232 | 999 | 262 | 1,127 |
| 2 | | 298 | 1,282 | 337 | 1,448 |
| 3 | | 404 | 1,737 | 453 | 1,946 |
| 4 | | 477 | 2,052 | 537 | 2,309 |
| | | | | | |
| <u>Sagadahoc Cty. HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | 153 | 658 | 176 | 755 |
| 1 | | 168 | 723 | 198 | 851 |
| 2 | | 193 | 832 | 232 | 998 |
| 3 | | 262 | 1,125 | 310 | 1,334 |
| 4 | | 305 | 1,311 | 365 | 1,568 |
| | | | | | |
| <u>York Cty. HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | 174 | 748 | 197 | 845 |
| 1 | | 179 | 769 | 209 | 897 |
| 2 | | 220 | 946 | 259 | 1,112 |
| 3 | | 285 | 1,225 | 333 | 1,434 |
| 4 | | 308 | 1,326 | 368 | 1,583 |
| | | | | | |
| <u>York/Kittery/S. Berwick HMFA</u> | | <u>Unheated</u> | | <u>Heated</u> | |
| Bedrooms | | <u>Weekly</u> | <u>Monthly</u> | <u>Weekly</u> | <u>Monthly</u> |
| 0 | | 223 | 961 | 246 | 1,058 |
| 1 | | 223 | 961 | 251 | 1,079 |
| 2 | | 295 | 1,267 | 333 | 1,433 |
| 3 | | 370 | 1,593 | 419 | 1,802 |
| 4 | | 532 | 2,288 | 592 | 2,545 |

2019-2020 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2019 to September 30, 2020.**

APPENDIX A - OVERALL MAXIMUMS

| <u>County</u> | <u>Persons in Household</u> | | | | | |
|---|-----------------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| <p>NOTE: For each additional person add \$75 per month.</p> <p><i>(The applicable figures from Appendix A, once adopted, should be inserted here.)</i></p> | | | | | | |

APPENDIX B - FOOD MAXIMUMS

| <u>Number in Household</u> | <u>Weekly Maximum</u> | <u>Monthly Maximum</u> |
|----------------------------|-----------------------|------------------------|
| 1 | \$ 45.12 | \$ 194 |
| 2 | 82.56 | 355 |
| 3 | 118.37 | 509 |
| 4 | 150.23 | 646 |
| 5 | 178.60 | 768 |
| 6 | 214.19 | 921 |
| 7 | 236.74 | 1,018 |
| 8 | 270.70 | 1,164 |

NOTE: For each additional person add \$144 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

MMA
08/20

APPENDIX D - UTILITIES

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 | \$19.90 | \$86.00 |
| 5 | \$23.10 | \$99.00 |
| 6 | \$25.00 | \$107.00 |

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 | \$20.65 | \$89.00 |
| 2 | \$23.75 | \$102.00 |
| 3 | \$27.70 | \$119.00 |
| 4 | \$32.25 | \$139.00 |
| 5 | \$38.75 | \$167.00 |
| 6 | \$41.00 | \$176.00 |

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.

APPENDIX E - HEATING FUEL

| <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 |

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.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

| <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

Appendix H

Effective: 10/01/19-9/30/20

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

2019-2020 GA Overall Maximums

Metropolitan Areas

| COUNTY | Persons in Household | | | | |
|---|----------------------|-------|-------|-------|-------|
| | 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 | 759 | 862 | 1,096 | 1,373 | 1,924 |
| Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago | 865 | 909 | 1,176 | 1,634 | 1,866 |
| Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales | 725 | 783 | 1,007 | 1,265 | 1,606 |
| 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 | 725 | 728 | 964 | 1,208 | 1,330 |
| Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach | 1,089 | 1,191 | 1,526 | 2,037 | 2,418 |
| Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich | 809 | 915 | 1,076 | 1,425 | 1,677 |

Appendix A

Effective: 10/01/19-09/30/20

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---|-------|-------|-------|-------|-------|
| York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells | 899 | 961 | 1,190 | 1,525 | 1,692 |
| York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York | 1,112 | 1,143 | 1,511 | 1,893 | 2,654 |

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

Non-Metropolitan Areas

Persons in Household

| COUNTY | 1 | 2 | 3 | 4 | 5* |
|---------------------------|-----|-----|-------|-------|-------|
| Aroostook County | 640 | 696 | 816 | 1,100 | 1,180 |
| Franklin County | 669 | 715 | 828 | 1,084 | 1,468 |
| Hancock County | 818 | 855 | 1,036 | 1,307 | 1,433 |
| Kennebec County | 752 | 777 | 969 | 1,273 | 1,360 |
| Knox County | 781 | 786 | 969 | 1,269 | 1,379 |
| Lincoln County | 849 | 869 | 1,038 | 1,326 | 1,541 |
| Oxford County | 748 | 752 | 920 | 1,299 | 1,511 |
| Piscataquis County | 645 | 700 | 865 | 1,144 | 1,373 |
| Somerset County | 699 | 733 | 942 | 1,228 | 1,316 |
| Waldo County | 801 | 855 | 979 | 1,316 | 1,676 |
| Washington County | 698 | 702 | 910 | 1,140 | 1,243 |

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

Appendix B

Effective: 10/01/19 to 09/30/20

2019-2020 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2019, those amounts are:

| Number in Household | Weekly Maximum | Monthly Maximum |
|----------------------------|-----------------------|------------------------|
| 1 | \$ 45.12 | \$ 194 |
| 2 | 82.56 | 355 |
| 3 | 118.37 | 509 |
| 4 | 150.23 | 646 |
| 5 | 178.60 | 768 |
| 6 | 214.19 | 921 |
| 7 | 236.74 | 1,018 |
| 8 | 270.70 | 1,164 |

Note: For each additional person add \$146 per month.

Registrar Appointment

Town of Raymond
401 Webbs Mills Road
Raymond, Maine 04071

Appointment of Registrar

State of Maine

January 14, 2020

To: Susan Look

Pursuant to 30-A MRSA § 2636 (6) we do hereby appoint you as the Registrar for the Town of Raymond. Your term expires on December 31, 2021.

Given under my hand on this 14th day of January, 2020.

Rolf Olsen, Chairman

Marshall Bullock, Vice-Chairman

Sam Gifford

Lawrence Taylor

Teresa Sadak