



Select Board - Regular Meeting

Tuesday, October 14, 2025 at 6:00 pm

Meeting Location

At the Broadcast Studio & Via Zoom & on YouTube

Virtual Meeting Details

* URL: [Zoom Link](#)

Resolution: We, the Raymond Select Board, 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 Meeting

1. Call regular meeting to order

Select Board Members: Denis Morse (Chair), Kaela Gonzalez (Vice Chair), Samuel Gifford, Christopher Hanson, Derek Ray

2. Approval of Minutes from previous meetings

- a. September 16, 2025 - Workshop Minutes
- b. September 16, 2025 - Regular Select Board Minutes
- c. October 6, 2025 - Emergency Select Board Meeting

Hearing

Adoption of the Annual General Assistance Maximums

3. Hearing on the Adoption of the Annual General Assistance Maximums

4. New Business

a. Consideration of Adoption of Annual General Assistance Maximums

This is the annual adjustment to the General Assistance Ordinance's appendices which outline the maximum amount of assistance in the different categories. NOTE: Raymond falls in the "Portland HMFA" (HUD Metropolitan Fair Market Area), not the generic Cumberland County classifications

b. Consideration of Business License - Sebago Cycle

LeTicia DeVaughn

c. Consideration of Road Name Approval Application

Backlot driveway needs a name, request from Lucie Tibbals to name it Gladstone Drive

d. Consideration of Quit Claim Deed

e. Accepting the Resignation of Brenda Tubbs from the Board of Appeals

f. Consideration of Forming a JSMS Building Committee

g. Consideration of Forming a Comprehensive Plan Implementation Committee

- h. FY26 Budget Recap**
 - 5. Public Comment**
 - 6. Select Board Comment**
 - 7. Town Manager's Report and Communications**
 - a. Town Department Updates**
 - b. Confirm Dates for Upcoming Regular Meetings**
 - November 18, 2025
 - December 9, 2025
 - c. Upcoming Holidays & Closings**
 - Veterans Day - Tuesday, November 11th
 - Thanksgiving - Thursday, November 27th
 - Day After Thanksgiving - Friday, November 28th
 - 8. Executive Session**
 - none
 - 9. Adjournment**
-

Contact: Melanie Fernald, CCM, CMC (melanie.fernald@raymondmaine.org 207-655-4742, ex 121) | Agenda published on 10/10/2025 at 3:24 PM



Select Board Workshop

Minutes

Tuesday, September 16, 2025 at 5:00 pm

Meeting Location

At the Broadcast Studio & Via Zoom & on YouTube

Virtual Meeting Details

* URL: [Zoom link](#)

Select Board Workshop

1. Call workshop to order

Minutes:

Called workshop to order at 5:00pm by Chair Morse with a quorum present. **Select**

Board Members Present: Denis Morse (Chair), Kaela Gonzalez (Vice Chair), Christopher Hanson, Derek Ray

Select Board Members Absent: Samuel Gifford

Town Staff Present: Joseph Crocker (Town Manager), Melanie Fernald (Town Clerk)

2. Discussion Item(s)

a. Select Board Member Goals

Minutes:

Select Board members discussed their goals.

b. Select Board Policies & Procedures

Minutes:

Chair Morse went through the sections of the Select Board By-Laws and asked for input on possible changes.

c. Outline, Schedule & Thoughts for Future Use of Jordan-Small Middle School

Minutes:

Time did not allow for in-depth discussion of this item.

3. Adjournment

Minutes:

Motion to adjourn at 6:04pm by Mr. Hanson. Seconded by Ms. Gonzalez.

Unanimously approved



Select Board - Regular Meeting

Minutes

Tuesday, September 16, 2025 at 6:00 pm

Meeting Location

At the Broadcast Studio & Via Zoom & on YouTube

Virtual Meeting Details

* URL: [Zoom Link](#)

Resolution: We, the Raymond Select Board, 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 Meeting

1. Call regular meeting to order

Minutes:

Called regular meeting to order at 6:12pm by Chair Morse with a quorum present.

Select Board Members Present: Denis Morse (Chair), Kaela Gonzalez (Vice Chair), Christopher Hanson, Derek Ray

Select Board Members Absent: Samuel Gifford

Town Staff Present: Joseph Crocker (Town Manager), Melanie Fernald (Town Clerk), Brenda Fox-Howard (Finance Director), Wayne Jones (Fire Inspector), Curt Lebel (Assessor's Agent), Bruce Tupper (Fire Chief), Nathan White (Public Works Director)

2. Approval of Minutes from previous meetings

a. August 12, 2025 - Public Hearing, Special Town Meeting & Regular Select Board Meeting Minutes

Minutes:

Motion to approve as presented by Ms. Gonzalez. Seconded by Mr. Hanson.

Unanimously approved

3. New Business

a. Appointment of Robert Wright to the Budget-Finance Committee

Budget-Finance Committee recommends the appointment of Robert Wright to fulfill the vacancy until June of 2026. At the June 9, 2026 Election, a candidate will be elected to fill the vacancy for the remaining one year of this position's term.

Minutes:

Motion to approve the appointment of Robert Wright to the Budget-Finance

Committee by Mr. Hanson. Seconded by Ms., Gonzalez.

Unanimously approved

b. Consideration of Business License - Kate Radlinski, FNP, PMHNP, LLC

Kate Radlinski, FNP, PMHNP

Minutes:

Motion to approve Business License Application for Kate Radlinski, FNP, PMHNP by Ms. Gonzalez Seconded by Mr. Hanson. Inspector Wayne Jones noted that all looks acceptable - the property owner is scheduled for the annual fire alarm testing and maintenance, which is already scheduled.

Unanimously approved

c. Consideration of Business License - Skin Shift Studio

Julia Edwards, Aesthetician

Minutes:

Motion to approve the Business License Application for Skin Shift Studio by Mr. Hanson. Seconded by Ms. Gonzalez. Inspector Wayne Jones noted that all looks acceptable - the property owner is scheduled for the annual fire alarm testing and maintenance, which is already scheduled.

Unanimously approved

d. Consideration of Liquor License Renewal - East Shore Tavern

Kyle Bancroft, owner

Minutes:

Motion to approve Liquor License renewal application for East Shore Tavern, conditioned upon completion of the items in the fire inspection report* by Ms. Gonzalez. Seconded by Mr. Morse. * Special Amusements Permit, State Fire Marshals inspection for the Dance License (this State license is still active)

Unanimously approved

e. Revaluation Update

Curt Lebel, Assessor's Agent

Minutes:

Assessor's Agent Curt Lebel reviewed the information on the current status of the revaluation project. See his memo for more specifics.

Board of Assessment Review will need to be filled - need to look at the details involved to ensure that we're in compliance with all regulations.

Tentative Values are expected to be sent to owners in late summer of 2026.

f. Consideration of FY2025-2026 Tax Rate and Commitment

Curt Lebel, Assessor's Agent

Minutes:

Discussion on the possible tax rates. Historically the Select Board has been able to use fund to "buy down" the tax. At this point undesignated fund balance is close to the amount set by an internal policy.

Payments for the school and county taxes are due and payments have to be made before we begin to collect taxes in October. Large increases in the school funding.

Motion to approve the 2025-2026 property tax commitment certification and warrants for collection, at a rate of \$18.80/\$1,000 on a taxable valuation of \$1,106,468,900 by Ms. Gonzalez. Seconded by Mr. Ray.

Chair Morse opened the floor for public comment; the following individuals spoke:

- Peter Leavitt, Leavitt Road
- Brian Walker, Rolfe Road

Unanimously approved

Discussion continued around the use of TIF districts and other funding, the specifics around the current TIF.

g. Discussion on Possible New Waterline to Viola Avenue and Pine Lane

Minutes:

Public Works Director White shared that they were scheduled to do paving projects on Viola, Pine and Elizabeth this year. There is a development for the solar farm going in on the end of Viola (in Windham), the plan was to tie into the drainage that was already there, but things are on hold with that. A couple of residents on Viola & Elizabeth called to ask if it was possible to add a town water line. This water line would be Town funded and would cost around \$1 million.

General consensus was to not act on this request, due to no funds being available for such a project.

h. Wrap Up and Close Out of FY23/24 Budget

Minutes:

See video for full discussion details.

This FY is completed, and has been audited and we can only move forward.

i. Update on FY24/25 Audit

Minutes:

Finance Director Fox-Howard noted that she is in constant contact with the auditors, the audit is estimated to be completed in February at this point. This is still on a normal time frame.

j. Consideration of Forming a JSMS Building Committee

Minutes:

This item was tabled by general consensus of the Select Board.

k. Consideration of Forming a Comprehensive Plan Implementation Committee

Minutes:

Chair Morse asked Ms. Gonzalez to share her thoughts on how this committee should move forward. The Board asked Town Manager to come up with an outline of what the expectations and time frame would be for this committee, and to begin to put out feelers for who is interested in being on implementation committee *Peter Leavitt, former Co-Chair of the Comprehensive Plan Committee - asked that the Select Board vote to disband the Comprehensive

Plan Committee.

Motion to disband the Comprehensive Plan Committee by Mr. Hanson.

Seconded by Ms. Gonzalez.

Unanimously approved

4. Public Comment

Minutes:

Chair Morse opened the floor for public comment; the following individuals spoke:

- Grace Leavitt, Leavitt Road/RSU #14 Board of Directors
- Peter Leavitt, Leavitt Road

5. Select Board Comment

Minutes:

Chair Morse opened the floor for Select Board Comment; the following members spoke:

- Derek Ray
- Chris Hanson
- Vice Chair Kaela Gonzalez
- Chair Denis Morse

6. Town Manager's Report and Communications

a. Town Department Updates

Minutes:

Clerk Fernald was awarded the Rookie of the Year award from the Maine Town and City Clerks' Association, after being nominated by Finance Director Fox-Howard. Agenda Management and upcoming website are in the works and we are hopeful that these tools will help with communication with the public.

Resiliency grant fell through, exploring other funding options coming up in the next few months.

Pub Safety - lots of crashes, working hard; ceremonial push-in of new truck
Rec - UCan 5k was a hit, several large donations from local businesses were received. Soccer, after school programming, cross country, pickle ball, hiking club, youth tennis are all active right now. Upcoming for Parks and Rec is basketball, ski club, indoor pickleball, indoor basketball, play and grow toddler group and the return of some special holiday/winter events.

Library - special events coming up: puzzle competition, firefighter story time, interdepartmental programming.

b. Confirm Dates for Upcoming Regular Meetings

Minutes:

- October 14, 2025
- November meeting date? Regular schedule falls on a holiday (Nov 11), Election Day is Nov 4. **Scheduled for November 18th.**

c. Upcoming Holidays & Closings

Minutes:

- Indigenous People's Day – Monday, October 13th (Town Office is closed on Mondays)
- Veterans Day - Tuesday, November 11th
- Thanksgiving - Thursday, November 27th
- Day After Thanksgiving - Friday, November 28th

7. Executive Session

none

Minutes:

none.

8. Adjournment

Minutes:

Motion to adjourn at 8:28 by Mr. Hanson. Seconded by Mr. Ray.

Unanimously approved

Contact: Melanie Fernald, CCM, CMC (melanie.fernalld@raymondmaine.org 207-655-4742, ex 121)



Select Board - Emergency Meeting

Minutes

Monday, October 6, 2025 at 5:00 pm

Select Board Meeting

1. Call Emergency meeting to order

Minutes:

Called emergency meeting to order at 5:03pm by Chair Morse with a quorum present. **Select Board Members Present:** Denis Morse (Chair), Kaela Gonzalez (Vice Chair), Christopher Hanson [arrived at 5:15pm], Derek Ray, Samuel Gifford

Select Board Members Absent: none

Town Staff Present: Joseph Crocker (Town Manager), Richard Dowe (Library Director), Melanie Fernald (Town Clerk), Brenda Fox-Howard (Finance Director), Wayne Jones (Fire Inspector), Curt Lebel (Assessor's Agent), Lee O'Connor (Deputy Fire chief), Riley Silvia (Parks & Recreation Director), Bruce Tupper (Fire Chief), Nathan White (Public Works Director), Jason Williamson (Code Enforcement Officer)

2. Executive Session

Consultation with Legal Counsel Regarding the Board's Legal Rights and Responsibilities - pursuant to 1 MRSA §405 (6) (E) - inviting the Town Manager, Human Resources Consultant, and Town Legal Counsel

Minutes:

Motion to enter Executive Session, pursuant to 1 MRSA §405 (6) (E) at 5:03pm by Ms. Gonzalez. Seconded by Mr. Gifford.

Unanimously approved

Motion to exit Executive Session at 6:03pm by Ms. Gonzalez. Seconded by Mr. Hanson.

Unanimously approved

Motion to accept the resignation of Joe Crocker as Town Manager by Mr. Hanson. Seconded by Ms. Gonzalez.

Unanimously approved

Chair Morse shared that HR Consultant Betsy Oulton will take over the process of finding an Interim Town Manager, to cover the needs of the town while the search for a permanent Town Manager is conducted.

3. Question & Answer Session

Minutes:

Chair Morse noted that this would not be a question and answer session, as posted on the agenda, since this is a personnel matter. The Chair opened the floor for comments, limited to 2-minutes per speaker; the following individuals spoke:

- Suzanne Carr
- Bob Wallace
- Teresa Sadak
- Peter Leavitt
- Grace Leavitt
- Karen Lockwood
- Shawn McKillop
- Charlotte Jewel
- Ben Krauter
- Sarah Davis
- Jennifer Danzig
- Danelle Milone

4. Adjournment

Minutes:

Motion to adjourn at 6:33pm by Ms. Gonzalez. Seconded by Mr. Hanson.

Unanimously approved

Contact: Melanie Fernald, CCM, CMC (melanie.fernalld@raymondmaine.org 207-655-4742, ex 121)



To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: September 5, 2025
Subject: New GA Maximums for October 1, 2025

Enclosed please find the following items:

- MMA's updated **General Assistance Ordinance** (9/2024)
- MMA's new (October 1, 2025–September 30, 2026) “**General Assistance Ordinance Appendices**” (A – H).
- Recovery Residence Housing Maximums (October 1, 2025-September 30, 2026)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**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*).

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director's Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – C

The enclosed Appendices A – C have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – C. Even if you are not updating your GA 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 conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. 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 and/or appendices 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. (C.M.R. 10-144, Chapter 323, Section V).

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, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

General Assistance Maximums Reference Sheet-Portland HMFA

SFY 2026: Oct 1, 2025-Sept 30, 2026

OVERALL MAXIMUMS (A)				
Persons in Household				
1	2	3	4	5
\$1,517	\$1,721	\$2,212	\$2,798	\$3,429
Household of 6 =				\$3,504
*Note: Add \$75 for each additional person.				

HOUSING MAXIMUMS (C)				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	\$319	\$1,373	\$348	\$1,496
1	\$358	\$1,539	\$395	\$1,698
2	\$461	\$1,981	\$508	\$2,185
3	\$586	\$2,520	\$644	\$2,767
4	\$720	\$3,094	\$789	\$3,393
Recovery Residence			\$296.25	\$1,273.50
26+ rooms			\$207.38	\$891.45

FOOD MAXIMUMS (B)			
Persons	Weekly	Monthly	
1	\$69.30	\$298.00	
2	\$126.98	\$546.00	
3	\$182.56	\$785.00	
4	\$231.16	\$994.00	
5	\$275.12	\$1,183.00	
6	\$330.47	\$1,421.00	
7	\$365.35	\$1,571.00	
8	\$416.05	\$1,789.00	
Note: For each additional person add \$218 per month.			

FUNERAL MAXIMUMS (H)	
Burial	\$1,620
Additional costs that may be allowed:	
* A cremation lot in the least expensive section of the cemetery.	
* Urn, not to exceed \$55.	
* Transportation costs at a reasonable rate per mile.	
Cremation	\$1,125
Additional costs that may be allowed:	
* Wholesale cost of cement liner, if required.	
* Opening and closing of gravesite.	
* A lot in the least expensive section of the cemetery unless they can provide a lot in a municipally owned cemetery.	

ELECTRIC (D)					
Without electric heat/hot water			WITH electric heat/hot water		
# in HH	Weekly	Monthly	# in HH	Weekly	Monthly
1	\$19.95	\$85.50	1	\$29.63	\$127.00
2	\$22.52	\$96.50	2	\$34.07	\$146.00
3	\$24.97	\$107.00	3	\$39.67	\$170.00
4	\$27.53	\$118.00	4	\$46.32	\$198.50
5	\$29.88	\$128.50	5	\$55.65	\$238.50
6	\$32.55	\$139.50	6	\$58.68	\$251.50
For each additional person, add \$10.50/mo			For each additional person, add \$14.50/mo		
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:			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:		
HEATING FUEL (E)			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.		
Month	Gallons				
January	225				
February	225				
March	125				
April	125				
May	50				
June - August	0				
September	50				
October	100				
November	200				
December	200				

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)			SUPPLEMENTS FOR HOUSEHOLDS WITH CHILDREN UNDER 5 (F)		
# in HH	Weekly	Monthly	# of Children	Weekly	Monthly
1-2	\$10.50	\$45.00	1	\$12.80	\$55.00
3-4	\$11.60	\$50.00	2	\$17.40	\$75.00
5-6	\$12.80	\$55.00	3	\$23.30	\$100.00
7-8	\$14.00	\$60.00	4	\$27.90	\$120.00
For each additional person add \$1.25/wk or \$5 per month			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, up to the following amounts:		
Mileage Rate (G)		\$.54 per mile			

GA Hotline: 1-800-442-6003, option 2 then 1

Revised 09/04/2025

2025-2026 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	1,137	1,225	1,566	2,008	2,401
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,317	1,463	1,920	2,410	2,934
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	988	1,093	1,395	1,829	2,030
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	923	968	1,271	1,601	1,895
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	1,517	1,721	2,212	2,798	3,429
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	1,141	1,285	1,579	2,212	2,651

Appendix A
Effective: 10/01/25-09/30/26

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	1,278	1,443	1,778	2,347	2,586
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,487	1,681	2,168	2,807	3,641

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	803	871	1,085	1,486	1,569
Franklin County	842	936	1,228	1,621	1,816
Hancock County	1,139	1,140	1,349	1,787	1,791
Kennebec County	985	991	1,276	1,599	1,913
Knox County	972	987	1,200	1,597	1,780
Lincoln County	1,190	1,213	1,375	1,807	2,217
Oxford County	937	942	1,223	1,623	2,024
Piscataquis County	848	943	1,236	1,489	1,738
Somerset County	932	1,002	1,177	1,532	1,661
Waldo County	1,117	1,123	1,347	1,734	2,284
Washington County	871	875	1,136	1,582	1,695

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

2025-2026 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, 2025, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	69.30	298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,571.00
8	416.05	1,789.00

Note: For each additional person add \$218 per month.

2025-2026 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! 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 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

Aroostook County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	149	640	181	779
1	155	667	196	844
2	192	826	245	1,054
3	273	1,174	338	1,451
4	278	1,196	356	1,529
Franklin County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	158	679	190	818
1	170	732	211	909
2	225	969	278	1,197
3	304	1,309	369	1,586
4	336	1,443	413	1,776
Hancock County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	231	995	260	1,118
1	231	995	260	1,118
2	260	1,118	307	1,322
3	351	1,509	408	1,756
4	351	1,509	408	1,756
Kennebec County				
Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0	196	841	224	964
1	196	841	225	968
2	243	1,045	291	1,249
3	307	1,321	365	1,568
4	367	1,578	437	1,877

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	828	221	951
1	192	828	224	964
2	225	969	273	1,173
3	307	1,319	364	1,566
4	336	1,445	406	1,744
<u>Lincoln County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	243	1,046	272	1,169
1	243	1,046	277	1,190
2	266	1,144	314	1,348
3	356	1,529	413	1,776
4	438	1,882	507	2,181
<u>Oxford County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	184	793	213	916
1	184	793	214	919
2	231	992	278	1,196
3	313	1,345	370	1,592
4	393	1,689	462	1,988
<u>Piscataquis County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	685	192	824
1	172	739	213	916
2	227	977	280	1,205
3	274	1,177	338	1,454
4	317	1,365	395	1,698
<u>Somerset County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	183	788	212	911
1	191	820	228	979
2	220	946	267	1,150
3	292	1,254	349	1,501
4	308	1,326	378	1,625

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	226	973	255	1,096
1	226	973	256	1,100
2	260	1,116	307	1,320
3	339	1,456	396	1,703
4	453	1,949	523	2,248

<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	727	198	850
1	169	727	198	852
2	210	905	258	1,109
3	303	1,305	361	1,551
4	316	1,360	386	1,659

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	231	993	260	1,116
1	243	1,043	280	1,202
2	310	1,335	358	1,539
3	402	1,730	460	1,977
4	481	2,066	550	2,365

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	273	1,173	301	1,296
1	298	1,281	335	1,440
2	393	1,689	440	1,893
3	496	2,132	553	2,379
4	604	2,599	674	2,898

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	844	225	967
1	212	911	249	1,070
2	271	1,164	318	1,368
3	361	1,551	418	1,798
4	394	1,695	464	1,994

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	181	779	210	902
1	183	786	220	945
2	242	1,040	289	1,244
3	308	1,323	365	1,570
4	363	1,560	432	1,859
<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	319	1,373	348	1,496
1	358	1,539	395	1,698
2	461	1,981	508	2,185
3	586	2,520	644	2,767
4	720	3,094	789	3,393
<u>Sagadahoc Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	232	997	261	1,120
1	256	1,103	293	1,262
2	313	1,348	361	1,552
3	450	1,934	507	2,181
4	539	2,316	608	2,615
<u>York Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	264	1,134	292	1,257
1	293	1,261	330	1,420
2	360	1,547	407	1,751
3	481	2,069	539	2,316
4	524	2,251	593	2,550
<u>York/Kittery/S. Berwick HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	312	1,343	341	1,466
1	349	1,499	386	1,658
2	450	1,937	498	2,141
3	588	2,529	646	2,776
4	769	3,306	838	3,605

2025-2026 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2025 to September 30, 2026.**

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>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p>						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 69.30	\$ 298.00
2	126.98	546.00
3	182.56	785.00
4	231.16	994.00
5	275.12	1,183.00
6	330.47	1,421.00
7	365.35	1,517.00
8	416.05	1,789.00
<p>NOTE: For each additional person add \$218 per month.</p>		

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, <i>once adopted</i> , should be inserted here.)				

FOR MUNICIPAL USE ONLY

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	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 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	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 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

2025-2026 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2025- 9/30/2026

Non-Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Aroostook County	\$147.00	\$633.00	\$102.90	\$443.10
Franklin County	\$158.25	\$681.75	\$110.78	\$477.23
Hancock County	\$195.00	\$838.50	\$136.50	\$586.95
Kennebec County	\$168.75	\$726.00	\$118.13	\$508.20
Knox County	\$168.00	\$723.00	\$117.60	\$506.10
Lincoln County	\$207.75	\$892.50	\$145.43	\$624.75
Oxford County	\$160.50	\$689.25	\$112.35	\$482.48
Piscataquis County	\$159.75	\$687.00	\$111.83	\$480.90
Somerset County	\$171.00	\$734.25	\$119.70	\$513.98
Waldo County	\$192.00	\$825.00	\$134.40	\$577.50
Washington County	\$148.50	\$639.00	\$103.95	\$447.30

Metropolitan FMR Areas	25 Beds or less		26+ Beds	
Area	Weekly	Monthly	Weekly	Monthly
Bangor HMFA	\$210.00	\$901.50	\$147.00	\$631.05
Cumberland Cty. HMFA	\$251.25	\$1,080.00	\$175.88	\$756.00
Lewiston/Auburn MSA	\$186.75	\$802.50	\$130.73	\$561.75
Penobscot Cty. HMFA	\$165.00	\$708.75	\$115.50	\$496.13
Portland HMFA	\$296.25	\$1,273.50	\$207.38	\$891.45
Sagadahoc Cty. HMFA	\$219.75	\$946.50	\$153.83	\$662.55
York Cty. HMFA	\$247.50	\$1,065.00	\$173.25	\$745.50
York/Kittery/S. Berwick HMFA	\$289.50	\$1,243.50	\$202.65	\$870.45

A. Recovery Residences are 75% of 1 BR heated rate.

B. Recovery Residences with 26 or more BR are 70% of the <26 RR rate(A).

Revised 08/22/2025

2025-2026 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 54 cents (54¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <https://www.maine.gov/osc/travel/mileage-other-info>.

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,620**. 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.

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.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,125**.

The municipality's obligation to provide funds for cremation 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 cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/25-9/30/26

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

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.

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20__, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]



Business License Application

OFFICIAL USE

Permit Fee: \$25.00

Application Date: SEP 30 2025

Map-Lot: _____

Zone: _____

Business Name: Sebago Cycle

Business Location: 1252 Roosevelt Trail Raymond, Maine 04071

Applicant: Leticia DeVaughn

Mailing Address: 240 Webbs Mills Rd

City State Zip: Raymond, ME 04071

Home Telephone: 530-632-1728 Work Telephone: _____

Email Address: leticia.devaughn@gmail.com

Description of Business: Spin Cycle Class and associated Practices

Owners/Partners Names	Owners/Partners Address	Owners/Partners Phone #s
<u>Leticia DeVaughn</u>	<u>240 Webbs Mills Rd</u> <u>Raymond, ME 04071</u>	<u>530-632-1728</u>
Emergency Contact Names	Emergency Phone # 1	Emergency Phone # 2

I have secured or am in the process of securing all State and local licenses/permits required for my business to operate. Please list required licenses/permits:

Have there been any public health, safety, or welfare problems occurring in the operation of the business or a similar business at the same location in the immediately preceding year, including but not limited to neighborhood complaints, disorderly customers, and excessively loud or unnecessary noise that initiated complaints to or required a response from the sheriff's department fire department or other municipal regulatory body or employee? ☐ Yes ☒ No

If Yes, please provide evidence of satisfactory resolution of any such complaint.

Applicant Signature: _____



**Road Name Approval
Application**

Applicant/Owner of Road (if private) Lucie Tibbals
Map 022 Lot 002B

Proposed Road Name Gladstone Drive

Location (street number at intersection) and Length of Road (left or right off existing road)

On the right off of Raymond Hill Rd.

Reason for Name Property was owned back in 1704 by the Gladstones

If this is a private road you will be responsible for maintaining a Road Sign at the intersection of your road and the public way, if the road sign is demolished or stolen it will have to be replaced within 30 days, after notification that the sign must be replaced you shall be liable for a civil penalty of no less than \$10.00 or no more than \$50.00 for each violation.

Signature of Applicant

Date 5-2-25

Lucie Tibbals

Office Use Only

[Signature]
Public Safety/Addressing Officer

[Signature]
Code Enforcement

[Signature]
Town Planner

[Signature]
Assessor

[Signature]
Public Works

Comments:

Selectmen Approval

Date

To go
with
2025 263
driveway
permit app



401 Webbs Mills Road
Raymond, Maine 04071
207.655.4742
655-3024 (Fax)

Tax Acquired Property

Name: Donald Johnson

Map: 01

Lot: 07

Location: 14 Anderson Rd

Foreclosure Date: February 21, 2025

Amount paid: \$ 17,782.70

Came in on October 1, 2025 and paid in cash the full amount of taxes.

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 DONALD JOHNSON 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 **Map 01, Lot 07**

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by a lien filed for nonpayment of taxes on said parcel of land with reference being made to a lien filed against **Map 01, Lot 07**, in the name of DONALD JOHNSON and recorded in said Registry of Deeds

BK 40312 PG 246 BK 40937 PG 267 BK 41644 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 DENIS MORSE, KAELA GONZALEZ, SAMUEL GIFFORD, CHRIS HANSON, AND DEREK RAY thereto duly authorized, this 14th day of October 2025.

THE INHABITANTS OF THE TOWN OF RAYMOND

Witness to All

By: _____
DENIS MORSE, Selectman

KAELA GONZALEZ, Selectman

SAMUEL GIFFORD, Selectman

CHRIS HANSON, Selectman

DEREK RAY, Selectman

STATE OF MAINE
CUMBERLAND, SS.

Personally, DENIS MORSE, KAELA GONZALEZ, SAMUEL GIFFORD, CHRIS HANSON, AND DEREK RAY appeared the aforesaid Selectmen known to me, this 14th day of October 2025 and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

NOTARY

Jordan Small Middle School (JSMS) Building Committee

Framework for Formation

1. Establish the Purpose and Charge

Adopt a Select Board resolution creating the committee. Clearly define its role:

- Review the condition, capacity, and potential uses of the Jordan Small Middle School building using the JSMS Vision Committee's findings.
- Gather input from stakeholders (school district, town departments, public, outside experts).
- Evaluate financial, operational, and community impacts of potential uses or renovations.
- Recommend to the Select Board a long-term plan for the building's use, maintenance, or repurposing.

2. Membership Structure

Aim for 9 to 11 members to balance expertise and representation.

- **Core representation:**
 - 1 Select Board member (policy/financial oversight).
 - 1 Budget-Finance Committee member.
 - 1 Planning Board member (zoning/land use alignment).
 - 1 School Department representative (liaison to RSU).
 - 1 Public Works or Facilities representative (maintenance background).
 - 2–3 community members at large, or disbanded JSMS Vision Committee members.

- 1 Parks & Recreation staff or representative (potential future use).
- 1 Raymond Village Library staff or representative (potential future use).
- Town Manager or staff liaison (non-voting, support role).

3. Appointment Process

- The Town Clerk sends applications openly (newsletter, website, social media).
- Applicants provide a statement of interest and relevant experience on the volunteer application.
- Select Board appoints members for the duration of the project.

4. Operating Guidelines

- Committee elects Chair, Vice Chair, and Secretary at its first meeting.
- Meetings scheduled monthly (or more frequently during active phases or deadlines).
- Adopt simple bylaws (attendance, quorum, reporting expectations).

5. Reporting and Accountability

- Provide quarterly updates to the Select Board and Budget-Finance Committee.
- Maintain a public timeline with pros/cons, estimated costs, and timelines.
- Submit a final written report with recommendations (short-term, medium-term, long-term).

6. Support and Training

- Town staff provide technical and administrative support (meeting notices, records, data).
- Consultants (engineering, architecture, financial analysis) engaged as needed, with committee input.
- Appropriate a budgeted amount for costs associated with engineers, architectural drawings, and more.

Comprehensive Plan Implementation Committee Guide:

Purpose and Charge

- Adopt a Select Board resolution creating the committee.
- State clearly that its purpose is to:
 - Oversee and guide implementation of the Comprehensive Plan.
 - Recommend ordinances, policies, and capital projects to bring the town into consistency with the plan.
 - Monitor progress and report regularly to the Select Board and Planning Board.

2. Membership Structure

A nine-person committee would be an appropriate size for this task.

- **Core representation:**
 - 2 - Planning Board members (for ordinance/land use alignment).
 - 1 - Select Board member (for policy)
 - 4 - community members at large (bring in new voices).
 - 2 members from key stakeholder groups (business, conservation commission, or disbanded Comp Plan Committee members).
 - Town Manager or staff liaison (non-voting, support role).
- Try to balance areas of interest and expertise.

3. Appointment Process

- Select Board should solicit applications openly (advertise in the town newsletter, website, social media).
- Applicants submit the committee application paperwork.

- The Select Board appoints members for staggered terms to keep continuity.

4. Operating Guidelines

- Elect a Chair, Vice Chair, and Secretary at the first meeting.
- Set a meeting schedule either monthly or quarterly, depending on workload.
- Adopt simple bylaws (attendance expectations, quorum, reporting procedures).

5. Reporting and Accountability

- Provide annual progress reports to the Select Board and Planning Board.
- Maintain a matrix of Comprehensive Plan goals with status updates.
- Tie recommendations to the Capital Improvement Plan and ordinance amendments where applicable.

6. Support and Training

- Have the town staff provide support where needed.
- Encourage members to attend training through the Maine Municipal Association or the State Planning Office resources.