

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, July 7, 2014

**6:00 p.m.**

Hampden Town Office

1. Meeting Minutes
  - a. June 16, 2014
2. Review & Sign Warrants
3. Old Business
  - a. Route 1A Sidewalk – Use of Streets & Roads Reserve Funds
  - b. Elm Street East Culvert – Use of Streets & Roads Reserve Funds
  - c. Article VII – Financial Procedure
4. New Business
  - a. Emergency Street Signs – Use of Grant Funds
  - b. Littlefield Avenue Paving & Reclamation – Use of Streets & Roads Reserve Funds
  - c. Local Road Assistance Program Funds Acceptance – 2014/15
5. Public Comment
6. Committee Member Comments

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, June 16, 2014

### Attending:

Mayor Carol Duprey  
Councilor Greg Sirois  
Councilor Ivan McPike  
Councilor Tom Brann  
Councilor David Ryder

Councilor Jean Lawlis  
Councilor William Shakespeare  
Susan Lessard, Town Manager  
Public Safety Director Joe Rogers  
Residents

The meeting was opened at 6 p.m. by Mayor Duprey.

### 1. Meeting Minutes

- a. June 2, 2014 – Councilor Shakespeare question the practice of listing names in parentheses following a vote, and indicated that he did not think that it made it clear that the names in parentheses had voted in the negative. Councilor Brann felt that this was discriminatory and that names of both those in favor and those in opposition to a vote should be listed. The Town Manager indicated that minutes had consistently been prepared in this fashion for Finance and for Council meetings. Mayor Duprey stated that minutes for the Finance & Administration Committee would be prepared with a list of those voting in favor and in opposition in future. The minutes were approved with the amendment that both those in favor and those in opposition be listed.

### 2. Review & Sign Warrants – The warrants were reviewed and signed by Committee members.

### 3. Old Business

- a. Winterport Winery Farmer's Market Permission – Change of Location – Councilor Brann expressed concern that Winterport Winery may have been penalized because of the failure of the Town to take an action when the location of the Farmer's Market was changed. The Town Manager informed the Committee that to the best of her knowledge there had been no penalty to Winterport Winery and that the Town is not the one responsible for changing liquor license permits for businesses. A question was also asked related to allowing the sale of alcohol on town property. The former Hampden Academy was also Town property when Winterport Winery sold there in 2013, and since there is no alcohol served or opened, there is not a problem. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the full council the approval of the new liquor license for Winterport Winery at the Farmer's Market located at 106 Western Avenue. Vote 7 – 0.
- b. Animal Control Shelter Contract – The Town Manager presented a letter from the Bucksport Police Department outlining the terms and conditions under which they would act as the Animal Shelter for the Town of Hampden. The rate per capita is \$.75 and the daily rate for 6

days is \$12 for dogs and \$9 for cats plus any medical expenses. Resident Lisa Carter asked if it was a no-kill shelter and the Town Manager did not have that information. Councilors Shakespeare and Lawlis expressed concern over the possibility that Bucksport was not a no-kill facility. Motion by Councilor Shakespeare, seconded by Councilor Lawlis to table for further information. Vote 4 in favor (Brann, Lawlis, Shakespeare, Duprey) and 3 opposed (Ryder, McPike, Sirois). The Town Manager will attempt to contact Bucksport between the Finance & Administration Committee meeting and the Council meeting to get an answer to the no-kill shelter issue so that the Council can have the information it needs to make a decision on this matter. The current contract ends with the Bangor Humane Society on June 30, 2014 and there are no Council meetings until July 7<sup>th</sup>, which would mean without a resolution that the Town would be without an animal shelter for at least the first week in July.

c. Charter Review

1. Article V – Tax Administration

2. Article VI – Zoning Board of Appeals and Planning Board – The Town Manager presented a memo from the Town Attorney in regard to Articles V and VI of the charter. Both were deemed to be in compliance with State statutes. Motion by Councilor Brann, seconded by Councilor Shakespeare to send back to the Town Council that Sections V & VI of the Charter are in compliance with State law and require no amendment. Vote 7-0.

4. New Business

a. Forfeiture of Assets/Use of Proceeds – Public Safety Director Rogers explained that the \$5,111 needs to be accepted by the Town as a forfeiture resulting from a police investigation. Further, he requested that these funds be designated for use to replace the four Tasers that the town currently has along with holsters and applicable ammunition. He further stated that the current Tasers are nearly ten years old and that technology has been improved since that time. Getting the current ones repaired is now a very costly enterprise because of the change in technology. Councilor Brann questioned why there was not a reserve set up for such purchased. Councilor McPike also felt that it was important to have reserves for equipment purchases. Public Safety Director Rogers explained that since the items only cost \$1,000 each, he would normally have phased in a new one each year as part of his regular budget, but that this funding opportunity allowed them to be purchased as needed when the old ones break down. Motion by Councilor Lawlis, seconded by Councilor Ryder to recommend to the Council to accept the forfeited assets. Vote 7 – 0. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the Council that the forfeited funds be used to purchase replacement Tasers and related equipment by the Police Department. Vote 7 – 0.

b. Municipal Building Reserve Use – Community Room divider wall repair – The Town Manager explained that both the Community Room divider and one of the fire bay doors needed repairs and requested to use Municipal Building Reserve for that purpose. The Total requested was less than \$1,000. Councilor Brann questioned why reserve funds were being used for these repairs because the regular operating budget should contain funds for routine repairs to the building and if it did not it was poor budgeting and planning. The Town Manager responded that there was a repair and maintenance line item in the operating budget for the Municipal Building that allowed an average of \$500 per month for repairs. Unfortunately, since the Town is at fiscal year-end and there have been other costly repairs during the year, that account does not have sufficient funds to fund the repair. Councilor Brann indicated that that was sufficient reason to use the reserves. Motion by Councilor McPike, seconded by Councilor Sirois to recommend to the full Council to use Municipal Building Reserve funds for the repairs to the doors. Vote 7 – 0.

5. Public Comment - None

6. Committee Member Comments

Councilor Brann questioned the Mayor as to why his comments in regard to an agenda item were not allowed and similar comments made by another Councilor were. The Mayor responded that neither Councilor should have been continuing discussion when told to stop.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Susan Lessard  
Town Manager



**TOWN OF HAMPDEN**  
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

June 18, 2014

To: Sue Lessard  
From: Chip Swan  
Subject: RTE 1A SIDEWALK

Susan we identified 30 areas in the sidewalk that could be shimmed for a total of 1266FT. I have estimated approx. 40 tons of mix to shim. The cost of the mix will be \$3000.00.

Cost of a vibratory roller would be <sup>\$800</sup>~~\$950.00~~ a week

Public Works could do the shimming on sidewalk the first 2 weeks of July.

Yours truly,

Chip Swan, PWD

3a

# LANE

CONVEYORS & DRIVES, INC.

15 INDUSTRIAL PLAZA  
BREWER, ME 04412  
PHONE: (800) 800-5263 OR (207) 989-4560  
FAX: (207) 989-4625

51 NORTHWESTERN DRIVE, UNIT A  
SALEM, NH 03079  
PHONE: (603) 898-0270  
FAX: (603) 870-0966

1 - 25 FT.	18 - 28 FT.
2 - 38 FT.	19 - 13 FT.
3 - 57 FT.	20 - 30 FT.
4 - 31 FT.	21 - 64 FT.
5 - 23 FT.	22 - 86 FT.
6 - 24 FT.	23 - 43 FT.
7 - 38 FT.	24 - 20 FT.
8 - 68 FT.	25 - 93 FT.
9 - 36 FT.	26 - 65 FT.
10 - 29 FT.	27 - 43 FT.
11 - 10 FT.	28 - 38 FT.
12 - 48 FT.	29 - 88 FT.
13 - 27 FT.	30 - 57 FT.
14 - 28 FT.	
15 - 26 FT.	
16 - 53 FT.	
17 - 35 FT.	
Total 1262 Feet	

TOWN OF HAMPDEN  
PUBLIC WORKS DEPARTMENT

ELM STREET EAST CULVERT REPLACEMENT

BID SHEET

June 19, 2014  
10:00 AM

BIDDER	TOTAL BID PRICE
R. A. Paradis & Son, Inc.	\$ 184,800.00
Emery Lee & Sons, Inc. d/b/a Lee's General Trucking	\$ 97,500.00
Gardner Construction Enterprises	\$ 68,500.00
Maine Earth	\$ 65,707.00
Federal Program Integrators	\$ 144,793.98

**Sec. 603 Planning Board: Organization and Rules**

- (1) The board shall elect a chairperson and a secretary from among its members and create and fill such other offices as it may determine. The term of offices shall be one year with eligibility for re-election.
- (2) When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an associate member to sit in that person's stead.
- (3) An associate member may attend all meetings of the board and participate in its proceedings, but may vote only when so designated by the chairperson to sit for a member.
- (4) Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.
- (5) The chairperson shall call at least eight regular meetings of the board each year.
- (6) No meetings of the board shall be held without a quorum consisting of four members or associate members authorized to vote.
- (7) The board shall adopt rules for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings, and determinations. All records shall be deemed public and may be inspected at reasonable times. *(Amended: June 2, 1982, November 6, 1990)*

**Sec. 604 Planning Board: Comprehensive Plan** - The town council shall approve no changes in the comprehensive plan without the recommendation of the Planning Board. Such recommendations may be overturned by an affirmative vote of five councilors.

**ARTICLE VII  
FINANCIAL PROCEDURE**

**Sec. 701 Fiscal Year** - Effective July 1, 1985, the fiscal year of the Town shall begin on the first day of July and end on the last day of June of the following year. *(Amended: November 6, 1984)*

**Sec. 702 Submission of Budget and Budget Message** - On or before the 1st day of May of each year the Town Manager shall submit to the Town Council a budget for the next fiscal year and an accompanying message. *(Amended: November 4, 1986)*

**Sec. 703 The Budget Message** - The manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the town's debt position and include such other material as the manager deems desirable.

**Sec. 704 Budget** - The budget shall begin with a clear summary of its contents. It will show in detail all estimated income and all proposed expenditures, including debt service, the actual and estimate portion of the SAD #22 Budget allocated to Hampden, the estimated and actual portion of the Penobscot County budget allocated to the Town of Hampden and the proposed tax levy. It shall provide a complete financial plan of all town funds and activities for the next fiscal year and except as required by this Charter, be in such form as the Town Manager deems desirable and the Town Council may require. It will be so arranged as to show comparative budget and expenditure figures between the proposed budget and the

prior and current fiscal year budgets. It shall indicate in separate sections as follows: *(Amended: November 5, 2002)*

- (1) Proposed expenditures for operations detailed by offices, departments and agencies for the next fiscal year; and
- (2) Proposed Capital Expenditures detailed by offices, departments, and agencies for the next fiscal year; and
- (3) Anticipated net surplus or deficit for the next fiscal year of each utility owned or operated by the Town, if any, and the proposed method of its disposition; subsidiary budgets for each utility giving detailed income and expenditure information shall be attached as appendices to the budget. *(Amended: June 2, 1982)*

THE TOTAL OF PROPOSED EXPENDITURES SHALL NOT EXCEED THE TOTAL OF ESTIMATED INCOME.

### ***Sec. 705 Capital Program***

- (a) *Submission to Council:* The manager shall prepare and submit to the council a five-year capital program at the same time as the manager submits the budget. *(Amended: November 6, 1990)*
- (b) *Contents:* The capital program shall include:
  - (1) A clear general summary of its contents;
  - (2) A list of all capital improvements which are proposed to be undertaken during the five fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements;
  - (3) Cost estimates, methods of financing and recommended time schedules for each improvement; and
  - (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

### ***Sec. 706 Council Action on Budget***

- (a) *Notice and Hearing.* The council shall publish in one or more newspapers of general circulation in the town the general summary of the budget and a notice stating:
  - (1) The times and places where copies of the message and budget are available for inspection by the public, and
  - (2) The time and place of the public hearing on the budget. The public hearing shall be held no sooner than two weeks after said publication but in no case later than the third Monday in June. *(Amended: November 6, 1984)*
- (b) *Amendment Before Adoption.* After the public hearings the council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt

deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income.

- (c) *Adoption.* On or before January 1, 1985 the town council shall adopt a budget for the period from January 1, 1985 to July 1, 1985. Thereafter the council shall adopt the budget before the first day of July each year and if it fails to adopt the budget by this date, the amounts appropriated for current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the council adopts a budget for the ensuing fiscal year. *(Amended: November 6, 1984)*

Adoption of the budget shall be done by council order listing a chart of accounts and shall be enumerated by appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed. *(Amended: June 2, 1982)*

### **Sec. 707 Council Action on Capital Program**

- (a) *Notice and Hearing.* The council shall publish in one or more newspapers of general circulation in the town the general summary of the capital program and notice stating:
- (1) The times and places where copies of the capital program are available for inspection by the public,
  - (2) The time and place, not less than two weeks after such publication, for a public hearing on the capital program.
- (b) *Adoption.* The council by resolution shall adopt the capital program with or without amendment after the public hearing and before the 1st day of July. *(Amended: November 6, 1984)*

**Sec. 708 Public Records** - Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public at suitable places in the town.

### **Sec. 709 Amendments After Adoption**

- (a) *Supplemental Appropriations.* If during the fiscal year the manager certifies that there are available for appropriation revenues in excess of those estimated in the budget, the council by ordinance may make supplemental appropriations for the year up to the amount of such excess.
- (b) *Emergency Appropriations.* To meet a public emergency affecting life, health, property or the public peace, the council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may by emergency ordinance authorize the issuance of temporary notes which may be renewed from time to time, but the temporary notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- (c) *Reduction of Appropriations.* If at any time during the fiscal year it appears probable to the manager that the revenues available will be insufficient to meet the amount appropriated, the manager shall report to the council without delay, indicating the estimated amount of the deficit, any remedial action taken and a recommendation as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by resolution or order reduce one or more appropriations. *(Amended: November 6, 1990)*

- (d) *Transfer of Appropriations.* At any time during the fiscal year the manager may transfer part or all of any unencumbered funds within an appropriation. Upon written request by the manager, the council may by affirmative vote of five members transfer part or all of any unencumbered appropriation balance from one appropriation to another.
- (e) *Limitations: Effective Date.* No appropriation for debt service may be reduced or transferred and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

**Sec. 710 Lapse of Appropriations** - Every general fund appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any activity or encumbrance of the appropriation by the council.  
(Amended: June 2, 1982)

### **Sec. 711 Administration of Budget**

- (a) *Work Programs and Budgets.* At such time as the manager shall specify, each department, office or agency shall submit the work programs for the ensuing fiscal year. The manager shall review and authorize such budgets with or without revision as early as possible in the fiscal year. The manager may revise such budget during the year if the manager deems it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriation made pursuant to Section 709. (Amended: June 2, 1982, November 6, 1990)
- (b) *Payments and Obligations Prohibited.* No payment shall be made or obligation except in accordance with appropriations duly made and unless the manager or designee first certified that there is a sufficient unencumbered balance in such appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this charter shall be void and any payment so made illegal; such action shall be cause for removal of any official who knowingly authorized or made such payment or incurred such obligation, and that official shall also be liable to the town for an amount so paid. However, except where prohibited by law, nothing in this charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinances. (Amended: June 2, 1982, November 6, 1990)

**Sec. 712 Annual Post-Audit** - Council shall each year appoint a certified public accountant for the purpose of conducting the annual post-audit of the prior fiscal year municipal finances, as authorized by law. Said audit shall be received in its entirety within the first quarter of the ensuing year. (Amended: June 2, 1982)

## ARTICLE VIII NOMINATIONS AND ELECTIONS

**Sec. 801 Conduct of Elections** - The regular municipal election shall be held on the Tuesday following the first Monday of November in each year. Except as otherwise provided by this charter, the provisions of Title 21 of the Revised Statutes Annotated shall apply to elections held under this charter. All elections called for under this charter shall be conducted by the election officials established under Title 21. For the conduct of elections, for the prevention of fraud in such elections and for the recount of ballots in case of



## HAMPDEN PUBLIC SAFETY

Police - Fire - EMS  
106 Western Avenue  
Hampden, Maine 04444  
Phone 207-862-4000  
Fax: 207-862-4588



4a

<u>Description</u>	<u>Quantity</u>	<u>Cost</u>	<u>Total</u>
Address Sign	11	\$24 (ea.)	\$264
Universal Bracket	9	\$6.50 (ea.)	\$58.50
Cross Bracket	2	\$6.50 (ea.)	\$13
			<b><u>Grand Total</u></b>
			\$335.50

### Proposed Sign Locations

- 202 & Coldbrook Rd
- Mayo Rd & Kennebec Rd
- Back Winterport Rd & Kennebec Rd
- Monroe Rd & Kennebec Rd
- Meadow Rd & Kennebec Rd
- Fowler Rd & Pond Rd
- Western Ave & Main Rd North
- Kennebec & Carmel Rd
- Meadow Rd & Carmel Rd
- Patterson Rd & Meadow Rd
- Sawyer Rd & Meadow Rd

Signs would assist response of Hampden Fire/Police as well as potential incoming Mutual Aid Fire Departments, Ambulances or Police.

Money for the Project is currently available in an account from money remaining from a grant. This money is allowed to be spent on training or safety items.

Installation will hopefully be done by Public Works. This project would provide the signs already lettered and the hardware for installation.



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-3910

June 18, 2014

To: Sue Lessard  
From: Chip Swan  
Subject: Littlefield Ave Hampden

Susan the week of June 9<sup>th</sup> I was approached by the White House Motel in reference to Littlefield Ave.  
The Town of Hampden owns 300 ft in front of the White House entrance.

The White house Motel is reclaiming their entrance and parking lot. The Town of Hermon is paving their portion of Littlefield Ave.

We have severe water problem near the entrance to the White House. To correct the problem would take approx. 110 tons of binder and 40 tons of surface for a cost of \$11250.00

I received an estimate from Wellman paving to reclaim and pave with binder and surface for \$8991.50.

I recommend awarding this project to Wellman paving for \$8991.50 to be paid by the paving line item.

Yours truly,

Chip Swan, PWD

4b



# ESTIMATE

Phone (207) 223-8820  
 Fax (207) 223-5123

Town of Hampden  
 106 Western Ave  
 Hampden, Me 04444

Date	Estimate #
6/12/2014	7036

Item Description	Qty	Unit	Unit Price	Total
Littlefield Road (245' x 20')				
Reclaim, Grade, and Compact Roadway (245' x 20')	545	SY	3.70	2,016.50
Pave Roadway with 2" of 12.5mm Binder	62	TON	75.00	4,650.00
Pave Roadway with 1" of 9.5mm Surface	31	TON	75.00	2,325.00

Terms and Conditions

Total \$8,991.50

- 1.) All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications will become an extra charge over and above original estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.
- 2.) A service charge of 1.5% which is an annual percentage rate of 18% will be applied to any balance over 30 days from completion. After 60 days unpaid balances will be sent to collections. In the event the balance is sent to collections, the Customer will be responsible for paying all associated fees. After 90 days, if collection still has not been made liens may be placed on property.
- 3.) This proposal may be withdrawn by us if not accepted within 30 days. Wellman Paving Inc. reserves the right to adjust contracts to reflect the rising cost of asphalt. In the event this contract needs to be adjusted the Customer will be notified prior to any work being performed.
- 4.) No retainage is to be held on contract. Payment due if full upon receipt of invoice.
- 5.) Your signature constitutes a binding contract. Please sign and return one copy and keep one for your records.

Chris Horn  
 General Manager  
 email: [chris@wellmanpaving.net](mailto:chris@wellmanpaving.net)  
 cell: 207-659-9610

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

4-C

**MAINE DEPARTMENT OF TRANSPORTATION**  
**LOCAL ROAD ASSISTANCE PROGRAM (LRA)**  
**CERTIFICATION 2014-2015 (FY15)**  
**MUNICIPALITY of 19280 Hampden**

To be eligible to receive FY-15 LRAP funds, each Municipality must **certify that the funds will be used in a manner consistent with Chapter 19 of Title 23.** Effective July 1, 2013, as defined by Title 23, §1803-B.1.A, *"funds must be used for capital improvements ... or for capital improvements to state aid minor collector highways and state aid major collector highways as described in section 1803-C."* Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY-14 (July 1, 2013 to June 30, 2014) LRAP funds received by the municipality. See back side of form.

It is estimated that the municipality of, **Hampden** will receive one (1) payment of **\$ \$ 64,916** for the fiscal year beginning July 1, 2014 by December 1, 2014.

Notification will be made in the event of any change.

Beginning in 2014, municipalities receive 9% of MaineDOT's portion of the Highway Fund. This means that the disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of **Hampden** do hereby certify that funds received from the Local Roads Assistance Program for the fiscal year 2014-2015 will be used only for uses as stated above. *We also certify that the previous year's funds were spent on the projects listed on the back of this form.*

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Municipality E-mail Address** \_\_\_\_\_

**Please print** below the name, title, and phone of the person to contact for the information on this form.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel: \_\_\_\_\_

**If your address has changed in the last 3 months (and you have NOT signed up for electronic fund transfer (EFT), we must have the new address for you to receive your funds.**

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Prior to August 1, 2014, (see cover letter) please return this completed form (BOTH SIDES) by US mail or scanned PDF/email to:**

Sandra J. Noonan  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3265, or [sandra.noonan@maine.gov](mailto:sandra.noonan@maine.gov)

**NO LRAP payment can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**

Please make a copy for your records.