

HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

OCTOBER 7, 2019

7:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. SECRETARY'S REPORTS
    - a. 09/03/2019
    - b. 09/09/2019
    - c. 09/16/2019
    - d. 09/23/2019
  - 3. COMMUNICATIONS
    - a. Enacted property tax legislation from the 2019 session
    - b. Victualer's license renewal – Hannaford Supermarket
    - c. Proposed 2020 State Valuation
  - 4. REPORTS
    - a. Finance & Administration Committee Minutes - None
    - b. Infrastructure Committee Minutes – None
    - c. Planning & Development Committee Minutes – None
    - d. Services Committee Minutes – None
- C. PUBLIC COMMENTS
- D. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
  - 2. PUBLIC HEARINGS
    - a. Proposed amendments to the Town of Hampden General Assistance Ordinance – *referral from Council on 9/16/2019*

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

## AGENDA

## 3. NOMINATIONS – APPOINTMENTS – ELECTIONS

## 4. UNFINISHED BUSINESS - None

## 5. NEW BUSINESS

- a. Council ratification of the receipt of \$42,669.23 in FEMA reimbursement funds into the Municipal Building reserve account (3-702-00) - *referral from Finance & Administration Committee*
- b. Council ratification of the receipt of \$5,000 in FEMA reimbursement funds into the Public Works Equipment reserve account (3-717-00) – *referral from Finance & Administration Committee*
- c. Council ratification of the receipt of \$10,000 in FEMA reimbursement funds into the Police Cruiser reserve account (3-753-00) – *referral from Finance & Administration Committee*
- d. Council ratification of the receipt of \$12,997.24 in MEMA reimbursement funds into the Municipal Building reserve account (3-702-00) – *referral from Finance & Administration Committee*
- e. Request for authorization for the expenditure of \$55,666.47 from Municipal Building reserve account (3-702-00) for the purpose of administration office renovation – *referral from Finance & Administration Committee*
- f. Council ratification for the receipt of all funds received from photocopies formerly receipted to Computer reserve account (3-711-00) to be placed into the Miscellaneous Income general ledger account (01-79) – *referral from Finance & Administration Committee*
- g. Council approval of the Certificate of Settlement reflecting the remaining balance of 2019 real estate taxes in the amount of \$42,638.03, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- h. Council approval of the Certificate of Settlement reflecting the remaining balance of 2018 real estate taxes in the amount of \$23,919.59, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*

## AGENDA

- i. Council approval of the Certificate of Settlement reflecting the remaining balance of 2017 real estate taxes in the amount of \$5,032.63, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- j. Council approval of the Certificate of Settlement reflecting the remaining balance of 2016 real estate taxes in the amount of \$4,194.75, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- k. Council approval of the Certificate of Settlement reflecting the remaining balance of 2015 real estate taxes in the amount of \$2,457.00, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- l. Council approval of the Certificate of Settlement reflecting the remaining balance of 2014 real estate taxes in the amount of \$1,087.24, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- m. Council approval of the Certificate of Settlement reflecting the remaining balance of 2013 real estate taxes in the amount of \$806.13, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- n. Council approval of the Certificate of Settlement reflecting the remaining balance of 2012 real estate taxes in the amount of \$806.13, discharging former Tax Collector Barbara Geaghan from further obligation for collection – *referral from Finance & Administration Committee*
- o. Council approval of the Certificate of Recommitment to commit to Tax Collector Sherry Murray the yet uncollected amount of 2020 real estate taxes assessed to the taxpayers of the Town of Hampden in the amount of \$10,910,461.75 – *referral from Finance & Administration Committee*

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MONDAY

OCTOBER 7, 2019

7:00 P.M.  
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AGENDA  
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- E. COMMITTEE REPORTS
- F. MANAGER'S REPORT
- G. COUNCILORS' COMMENTS
- H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
 HAMPDEN MUNICIPAL BUILDING  
 AGENDA

TUESDAY

SEPTEMBER 3, 2019

7:00 P.M.

*Attending:*

*Mayor McPike  
 Councilor Ryder  
 Councilor Wilde  
 Councilor Marble  
 Councilor Wright  
 Councilor McAvoy*

*Interim Town Manager Paula Scott  
 Deputy Clerk Jenn Mahon*

*Absent:*

*Councilor Jarvi*

- A. PLEDGE OF ALLEGIANCE – *Mayor McPike called the meeting to order and led the Pledge of Allegiance*
- B. CONSENT AGENDA – *Councilor McAvoy asked a procedural question. Councilor Marble made a motion, seconded by Councilor Wilde, to approve the consent agenda. Unanimous, 6-0.*

*Resolution 2019-143*

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. August 5, 2019 meeting minutes – corrected  
 b. August 19, 2019 meeting minutes

3. COMMUNICATIONS

- a. Notification of an MMA Safety Enhancement grant reimbursement to the Edythe Dyer Library in the amount of \$2,000  
 b. Notice of potential quorum of Councilors on September 3<sup>rd</sup> at a tour at tour at the Fiberight facility

4. REPORTS

- a. Finance & Administration Committee Minutes – 8/5/2019  
 b. Infrastructure Committee Minutes – 07/29/2019  
 c. Planning & Development Committee Minutes – 07/17/2019  
 d. Services Committee Minutes - None

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

AGENDA

C. PUBLIC COMMENTS

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

a. Appointment of Sharon Kobritz to the Edythe Dyer Library Board of Directors – *referral from Services Committee – Councilor Marble made a motion, seconded by Councilor Ryder, to appoint Sharon Kobritz to the Edythe Dyer Library Board of Directors. Unanimous, 6-0.*

*Resolution 2019-144*

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

a. Council approval of a renewal liquor license for White House Motel – *Councilor McAvoy made a motion, seconded by Councilor Wright, to approve the renewal liquor license for White House Motel. Unanimous, 6-0.*

*Resolution 2019-145*

b. Request for authorization for the Interim Town Manager to enter into a Professional Services Agreement with Plymouth Engineering for final engineering services for the permitted portion of the Western Avenue Stormwater & Parking Project – *referral from Finance & Administration – Councilor Wright made a motion, seconded by Councilor Marble, to authorize Interim Manager to enter into a Professional Services Agreement with Plymouth Engineering for final engineering services for the permitted portion of the Western Avenue Stormwater and Parking Project. Unanimous, 6-0.*

*Resolution 2019-146*

## AGENDA

- c. Council award of the salt bid to New England Salt for \$46.24 per ton – *referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Marble, to award the salt bid to New England Salt for \$46.24 per ton. Unanimous, 6-0.*

*Resolution 2019-147*

- d. Council award of the modification to the paving bid to Wellman Paving for the 12.5mm surface mix – *referral from Finance & Administration Committee – Councilor Wright made a motion, seconded by Councilor Ryder, to award the bid modification to Wellman Paving to complete portions of the paving. Unanimous, 6-0.*

*Resolution 2019-148*

- e. Request referral to public hearing a Fees Ordinance amendment to increase Sewer rates to \$12.00 per cu. ft. – *pursuant to Sewer rate public hearing held May 20th, 2019 – Councilor Wright made a motion, seconded by Councilor Ryder to refer to public hearing. Unanimous, 6-0.*

*Resolution 2019-149*

- f. Request referral to public hearing a Fees Ordinance amendment to increase the Sewer minimum fee to \$36.00 - *pursuant to Sewer rate public hearing held May 20th, 2019 – Councilor Wright made a motion, seconded by Councilor Ryder, to refer to public hearing. Unanimous, 6-0.*

*Resolution 2019-150*

- g. Setting the mil rate for 2020 real estate taxes – *recommended by Kelly Karter, Tax Assessor – Mil rate was set at 20.4. No action.*
- h. Legal opinion regarding Council rules sub-committee notice violation – *requested by Councilor McAvoy – No action. Councilor McAvoy's statement attached, Exhibit A.*

**E. COMMITTEE REPORTS**

*Councilor Marble reported on the last Services Meeting. Discussed the Kiwanis building, stormwater project, dredging the Penobscot, and the post office building.*

*Councilor Ryder reported on the last Infrastructure Meeting. Discussed paving, the water line project and fees*

AGENDA

- F. MANAGER'S REPORT – *Attached, Exhibit B.*
- G. COUNCILORS' COMMENTS  
*Councilor McAvoy – Wished everyone a good night and reminded people to shop local and buy American.*  
*Councilor Wright – Informed everyone there is a flag retirement ceremony on September 11<sup>th</sup> at the soldier's monument at 6:30 p.m.*
- H. ADJOURNMENT – *The meeting was adjourned at 7:40 p.m.*

*Respectfully Submitted,*

*Jenn Mahon, Deputy Clerk*

# Exhibit A

Town Council meeting 9-3-19, Terry McAvoy

ON APRIL FIRST THE TOWN COUNCIL CREATED A THREE MEMBER SUBCOMMITTEE TO REVIEW AND RECOMMEND UPDATES OR CHANGES TO THE COUNCIL RULES. THE SUBCOMMITTEE WOULD REPORT ITS CONCLUSIONS TO THE FINANCE AND ADMINISTRATION COMMITTEE UPON COMPLETION OF ITS WORK. THE SUBCOMMITTEE FINDINGS WERE ON THE FINANCE AND ADMINISTRATION COMMITTEE AGENDA ON AUGUST 19. WHEN THE AGENDA ITEM WAS OPENED I INQUIRED ABOUT WHEN AND HOW MANY TIMES THE COMMITTEE MET AND WHETHER OR NOT THE MEETINGS WERE NOTICED TO THE PUBLIC, AS WELL AS WHETHER OR NOT THERE WERE ANY MEETING MINUTES. THE ANSWER TO ALL OF THE ABOVE WAS NO. I STATED THAT IT WAS LIKELY THAT ALL OF THE MEETINGS WERE ILLEGAL. THAT ASSERTION, WAS, OF COURSE, CHALLENGED. WHICH IS WHY THIS IS ON THIS EVENINGS AGENDA. THE INTERIM TOWN MANAGER SUBMITTED A REQUEST TO THE MAINE MUNICIPAL ASSOCIATION FOR A LEGAL OPINION REGARDING WHETHER OR NOT THE SUBCOMMITTEE MEETINGS WERE SUBJECT TO THE OPEN MEETINGS LAW. THE MMA CONCLUDED THAT THE SUBCOMMITTEE MEETINGS WERE SUBJECT TO THE OPEN MEETINGS LAW AND THAT A VIOLATION OF THAT LAW DID OCCUR. I CERTAINLY AGREE WITH THEIR CONCLUSION, HOWEVER, I TAKE EXCEPTION TO MOST OF WHAT ELSE IS INCLUDED IN THE ANALYSIS.

THE MMA ANALYST STATED, QUOTE: " REMEMBER THAT IN

ORDER FOR THE TOWN TO TO BE PENALIZED FOR THE VIOLATION, IT WOULD HAVE TO BE WILLFUL - WHICH DOES NOT APPEAR TO BE THE CASE HERE. ADDITIONALLY, SOMEONE WOULD HAVE TO TAKE ACTION IN COURT, IDENTIFYING SOME SORT OF HARM FOR THE VIOLATION IN DOING SO." UNQUOTE. EVEN AS A NONLAWYER, I WOULD BE WILLING TO CHALLENGE THESE STATEMENTS BEFORE A SUPERIOR COURT JUDGE, AND I AM CONFIDENT THAT THE JUDGE WOULD AGREE THAT BOTH ASSERTIONS ARE WITHOUT MERIT AND WHOLLY INDEFENSIBLE.

FIRST, THE ANALYST MADE A LEGAL CONCLUSION THAT THE VIOLATION WAS "NOT WILLFUL". I AM STUNNED THAT AN ATTORNEY WOULD BE WILLING TO MAKE SUCH A DETERMINATION GIVEN THERE WAS NO RECORD BEFORE THEM FROM WHICH TO FORMULATE THAT OPINION. THIS IS A CRITICAL ISSUE IN THAT TO FIND THAT A VIOLATION HAS OCCURED IT MUST BE THAT THE FAILURE TO COMPLY WITH THE LAW WAS "WILLFUL". THE FOLLOWING IS REPRESENTATIVE OF WHAT I WOULD PRESENT TO A COURT IN SUPPORT OF MY CONTENTION THAT THE VIOLATION WAS "WILLFUL".

THERE HAS BEEN NO CLAIM THAT THE SUBCOMMITTEE CHAIRMAN WAS NOT AWARE OF THE LAW. WITH THE EXCEPTION OF ONE COUNCILOR, WE HAVE ALL UNDERGONE AT LEAST TWO TRAININGS PROVIDED BY THE MMA IN WHICH THIS VERY SUBJECT IS COVERED IN DETAIL, AND THE TOWN CLERK IS PRESUMED TO BE AN EXPERT IN SUCH MATTERS.

THERE HAS BEEN NO CLAIM THAT THE RESPONSIBLE PARTY WAS

COERSED OR OTHERWISE COMPELLED TO NOT PROVIDE PUBLIC NOTICE. IN FACT, THE OPPOSITE OCCURED. AT THE TIME THE SUBCOMMITTEE WAS FORMED THERE WAS A DISCUSSION REGARDING THE NEED FOR PUBLIC NOTICE. AT THE CONCLUSION OF THE DISCUSSION THE MAYOR TOLD THE SUBCOMMITTEE CHAIRMAN THAT IT WAS UP TO THE CHAIRMAN WHETHER OR NOT PUBLIC NOTICE IS GIVEN. I HAVE NO IDEA WHERE THE MAYOR DERIVED THE AUTHORITY TO DEEM COMPLIANCE WITH A STATE LAW OPTIONAL, BUT THE MAYOR DID JUST THAT, AND THAT IN ITSELF BEGS FOR FUTURE DISCUSSION.

SECOND, THE ASSERTION THAT AN INDIVIDUAL HARM MUST BE CLAIMED IS FATALLY FLAWED. THERE MAY BE INSTANCES WHERE AN INDIVIDUAL MAY CLAIM DIRECT HARM BUT THAT IS NOT THE CASE HERE. IN THIS CASE, THE HARM IS INFLICTED UPON THE PUBLIC TRUST AND PUBLIC CONFIDENCE IN THE BODIES RESPONSIBLE FOR GOVERNANCE IN AN OPEN AND ACCOUNTABLE MANNER. THE LAW IS INTENDED TO PROTECT THE PUBLIC INTEREST, AND IT CERTAINLY DOES NOT IMPOSE ANY BARRIER TO REDRESS BEYOND A FINDING OF "WILLFUL".

ALSO INCLUDED IN THE RESPONSE, THE ANALYST STATED, QUOTE: "I THINK THAT YOUR EFFORTS TO MAKE THE DISCUSSIONS OF THE ADVISORY MEETINGS PUBLIC AT AN UPCOMING, DULY NOTICED PUBLIC PROCEEDING IS A GOOD WAY TO MITIGATE THE VIOLATION". UNQUOTE. THE ANALYST WENT ON TO SAY QUOTE: "TO COVER YOUR BASES , YOU MAY ALSO HAVE THE ADVISORY COMMITTEE AT THIS DULY NOTICED PUBLIC PROCEEDING REAFFIRM ANY DECISIONS MADE DURING A

MEETING THAT OCCURED OUTSIDE PUBLIC VIEW" UNQUOTE. TO MOST OF US, MEETINGS OUTSIDE OF PUBLIC VIEW ARE MORE ACCURATELY DESCRIBED AS ILLEGAL MEETINGS. ALSO, PLEASE NOTE THAT THE ANALYST TWICE REFFERED TO THE SUBCOMMITTEE MEETINGS AS "ADVISORY MEETINGS". THAT DISTINCTION IS MEANINGFUL IN THAT "ADVISORY MEETINGS" ARE EXEMPT FROM THE RECORDING OF MINUTES, WHERAS A SUBCOMMITTEE IS NOT.

THE ANALYST'S USE OF THE TERM "MITIGATE" HAS NO VALID PLACE IN THIS DISCUSSION AND ITS USE SEEMS TO BE AN ATTEMPT TO MINIMIZE THE SEVERITY OF THE VIOLATION. MEA CULPA IS INSUFFICIENT. THE ANALYST CONTENDS THAT THE "HARM" CAUSED BY THE VIOLATION CAN BE MITIGATED BY APPLYING THE ABOVE MENTIONED REMEDIES. REMEDIES WHICH ARE NOT EVEN MENTIONED IN THE VIOLATIONS SECTION OF THE LAW. SECTION 410 STATES: QUOTE "FOR EVERY WILLFUL VIOLATION OF THIS SUBCHAPTER, THE STATE GOVERNMENT AGENCY OR LOCAL GOVERNMENT ENTITY WHOSE OFFICER OR EMPLOYEE COMMITTED THE VIOLATION SHALL BE LIABLE FOR A CIVIL VIOLATION FOR WHICH A FORFEITURE OF NOT MORE THAN \$500 MAY BE ADJUDGED". UNQUOTE

LASTLY, THE CLOSING STATEMENT OF THE ANSWER IS PARTICULARLY CONDESCENDING AND DISMISSIVE OF THE PUBLIC INTEREST: QUOTE "ALTHOUGH THE ACTIONS OF THE ADVISORY COMMITTEE MAY TECHNICALLY BE A VIOLATION OF THE RIGHT TO KNOW LAW, I THINK THE RISK OF REPERCUSSIONS AS A RESULT OF THE VIOLATION ARE LOW, AND THE EFFORTS TO MAKE

PAST - AND FUTURE, IF ANY ARE FORTHCOMING - MEETINGS OF THE COMMITTEE PUBLIC WOULD BE SUFFICIENT TO FURTHER REDUCE THE POSSIBILITY OF SOMEONE RAISING CONCERNS" UNQUOTE.

I AGREE WITH THE WRITER THAT THE TOWN IS UNLIKELY TO BE HELD TO ACCOUNT IN A CIVIL PENALTY SORT OF WAY, AND I AM NOT ADVOCATING FOR SUCH. I ALSO AGREE THAT COMPLIANCE WITH THE RIGHT KNOW LAW WOULD BE GOOD, IT IS ALSO EXPECTED. IN MY OPINION, THE MOST EFFECTIVE WAY FOR THE TOWN COUNCIL TO AVOID RAISING ANYONE'S CONCERN IS FOR THE TOWN COUNCIL, AND MANAGEMENT, TO ALSO CONSISTENTLY FOLLOW THE HAMPDEN TOWN CHARTER AS WELL AS THE COUNCIL RULES. I AM NOT SURPRISED THAT WE ARE AT THIS JUNCTURE. ESCALATION WAS INEVITABLE.

I YIELD THE FLOOR

# EXHIBIT B



## Memorandum

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: September 3, 2019  
RE: Manager's Report

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The following represents a summary of activities and items of interest to Council:

### Route 1A project

On August 29<sup>th</sup> Harvey Smith of DOT and Brian Emmons (?) from T Buck Construction were the respective representatives at the informational meeting regarding the Rte. 1-A project. There were approximately 20 residents in attendance as well as Councilor Jarvi. Residents were able to pose questions about the project. The most important information that came from this meeting was name and number of who to contact for specific aspects as well as the invitation to stop by the construction trailer for concerns. We as a town or as a public works department do not want to be put in the position of fielding questions for a DOT project. We will be posting this information on our website.

### Capital Projects

On Tuesday, August 27<sup>th</sup> Sherry, Tammy, Sean and myself met with bond Counsel Dan Pittman, Rebecca Beam an SRF specialist with DEP, and Kyle Corbeil and Liz Perrera of Woodard and Curran. The purpose was to discuss the SRF loans and bonds to determine if everything is still tracking correctly for the upcoming capital projects. At this time, funding is in place for all projects except for the Western Ave and Dewey St sewer projects. The driving factor for not seeking funding for this yet is due to construction timelines of other projects that impact when we would be able to put this to bid and begin construction. At this point we are anticipating FY21 commencement but expect that we will be able to obtain a bond anticipation note to close in November of this year to go final in either late summer or early fall of 2021.

### Mayo Rd. Sidewalk

The current agreement, modification #5, has an agreement amount of \$191,000 which now needs to be revised. The new amount in an upcoming modification #6 will be \$330,000 which increases our 20% contribution to \$66,000, an additional \$30,000. I am waiting for mod #6 to come so that I can determine the proposed timeline for both construction and billing for our portion which will be the determining factors on how this additional amount is going to be funded. If the construction timeline is not until spring, we will send out an RFP this winter and budget the additional amount. If it is expected to begin sooner than we hope, we may have to utilize funds currently held in reserve for earmarked projects and then pay back the reserve funds utilized. I will keep Council apprised as we move along.

### Continuity of Operations

We will be interviewing for the Code Enforcement Officer position on Wednesday

of this week and we have given a conditional offer of employment to the FF candidate, pending back ground checks. We will be interviewing next week for the Administrative Assistant temporary position. Additionally, I have modified the job description for the IT position and will be advertising within the next week or so, and Sean and I are finalizing details on the public works position so that we can advertise that position as soon as possible. Following that, I will begin advertising for the CED's position as soon as that job description is complete.



HAMPDEN TOWN COUNCIL  
SPECIAL MEETING  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

TUESDAY

SEPTEMBER 9, 2019

6:00 P.M.

Attending:

- Mayor McPike
- Councilor Ryder
- Councilor Wilde
- Councilor Marble
- Councilor Wright
- Councilor Jarvi
- Councilor McAvoy

- Interim Manager Paula Scott
- Town Planner Karen Cullen
- Resident Kristi Shaw

A. PLEDGE OF ALLEGIANCE – *Mayor McPike called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance*

B. NEW BUSINESS

- a. Referral of the Town of Hampden Emergency Ordinance Regarding Medical Marijuana Registered Caregiver Operations to public hearing on September 16<sup>th</sup>, 2019 – *requested by Planning & Development Committee – Councilor McAvoy made a motion, seconded by Councilor Jarvi to refer the proposed Emergency Ordinance to public hearing on September 16<sup>th</sup>. Motion carries 6-1 with Councilor Wilde voting in opposition.*

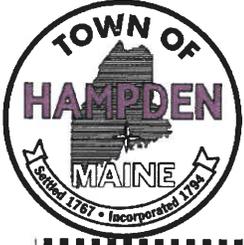
*Resolution 2019-150B*

C. ADJOURNMENT – *With no further business, the meeting adjourned at 6:10 p.m.*

*Respectfully Submitted,*

*Paula A. Scott, CCM  
Town Clerk*

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY SEPTEMBER 16, 2019 7:00 P.M.

Attending:

- Mayor McPike
- Councilor Jarvi
- Councilor Wright
- Councilor Ryder
- Councilor McAvoy
- Councilor Wilde
- Councilor Marble

- Paula Scott, Interim Town Manager/Clerk
- Jessica Albee, Recording clerk

Mayor McPike called the meeting to order at 7:03 P.M.

A. PLEDGE OF ALLEGIANCE – Mayor McPike led the Pledge of Allegiance

Mayor McPike mentioned adding an item for an executive session for personnel matters to the Agenda, after council comments and before adjournment.

Councilor Wilde made the motion to add an executive session to the agenda, seconded by Councilor Jarvi, by a role call vote Unanimous 7-0-0.

Resolution 2019-151

B. CONSENT AGENDA - Councilor Wright motioned to approve the consent agenda, seconded by Councilor Ryder. 1 opposed 6-1-0.

Resolution 2019-152

1. SIGNATURES

2. SECRETARY'S REPORTS

- a. None

3. COMMUNICATIONS

4. REPORTS

- a. Finance & Administration Committee Minutes – 8/19/2019
- b. Infrastructure Committee Minutes – None
- c. Planning & Development Committee Minutes – 08/07/2019
- d. Services Committee Minutes – 08/12/2019

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

MINUTES

C. PUBLIC COMMENTS –

Christy Shaw a Medical Marijuana Care Provider brought some information to the Interim Town Manager Paula Scott about model ordinances, because you must opt in to the program and wanted to know where the town was with the opt in process. She wasn't sure if anyone was interested but wanted to bring herself forward as somebody that can help.

D. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

a. Recognition of Armstrong Tennis Center's 50<sup>th</sup> Anniversary doing business in Hampden – *requested by resident Susan Starbird*

Mayor McPike requested to take a moment of recognition for the Armstrong Tennis Center, celebrating their 50<sup>th</sup> Anniversary. They will be having an open house on Sept. 29<sup>th</sup> from 12-5pm. This is an indoor Tennis facility located in Hampden, Maine.

- Four indoor Tennis courts
- Adult Tennis programs
- Junior Tennis programs
- Summer camps
- Pickle Ball
- Adult League Tennis
- Clinics & Private lessons available to public

2. PUBLIC HEARINGS

a. Consideration of an Emergency Ordinance Regarding Medical Marijuana Registered Caregiver Operations – *referral from Council on Sept. 9<sup>th</sup>, 2019*

Councilor Marble made the motion to open the public hearing, seconded by Councilor McAvoy. Unanimous 7-0-0.

Resolution 2019-153

No public to speak

Planner Karen Cullen went over the details of the Emergency Medical Marijuana Ordinance.

Councilor Marble made the motion to close the public hearing, and Councilor Jarvi seconded. Unanimous 7-0-0

MINUTES

Resolution 2019-154

Councilor Marble made the motion that the town adopts an emergency ordinance regarding Medical Marijuana Registered Caregiver Operations summarized by the Town Planner, Seconded by Councilor Jarvi. Unanimous 7-0-0

Resolution 2019-155

The Council then went on to discuss this Emergency Ordinance in detail.

This Emergency Ordinance takes effect now for 60 days.

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

4. UNFINISHED BUSINESS - None

5. NEW BUSINESS

- a. Council award of the Police utility cruiser bid to Quirk Auto Group of Augusta for the 2020 Ford Interceptor- *referral from Finance & Administration Committee*

Motion by Councilor Wright, seconded by Councilor Marble. Unanimous 7-0-0.

Resolution 2019-156

- b. Request for authorization for the expenditure of \$33,254 from Police Cruiser Reserve (3-753-00) to purchase a 2020 Ford Interceptor – *referral from Finance & Administration Committee*

Motion by Councilor Wright, seconded by Councilor Marble. Unanimous 7-0-0.

Resolution 2019-157

- c. Request for authorization for the expenditure of \$7,500 from Rec Area Reserve (3-767-00) to pay Plymouth Engineering for final engineering services for the permitted portion of the Western Avenue Stormwater & Parking Project – *referral from Finance & Administration Committee*

Motion by Councilor Wright, seconded by Councilor Marble. Unanimous 7-0-0.

MINUTES

Resolution 2019-158

- d. Request for authorization for the expenditure of an amount up to \$1,300 from Library Reserve (3-763-00) to replace the fire escape at the Edythe Dyer Library – *referral from Finance & Administration Committee*

Motion by Councilor Wright, seconded by Councilor Marble.  
Unanimous 7-0-0.

Resolution 2019-159

- e. Request for authorization for the expenditure of an amount up to \$1,299 from DPW Equipment Reserve (3-717-00) for the replacement of the existing salt applicator for the small 2520 John Deere tractor – *referral from Finance & Administration Committee*

Motion by Councilor Wright, seconded by Councilor Marble.  
Unanimous 7-0-0.

Resolution 2019-160

- f. Approval of Council Order 2019-07 Authorizing Weir Installation and Eel Research at Papermill Park

Motion by Councilor Wilde, seconded by Councilor Jarvi. Unanimous 7-0-0.

Resolution 2019-161

- g. Council referral to public hearing proposed amendments to the Town of Hampden General Assistance Ordinance – *as prepared by the Office for Family Independence, State of Maine DHHS*

Motion by Councilor Jarvi, seconded by Councilor McAvoy.  
Unanimous 7-0-0.

Resolution 2019-162

- h. Councilor/Management interaction – *requested by Councilor McAvoy*  
Councilor McAvoy said he would like to postpone what he was going to discuss tonight because there might be a more appropriate time to discuss the subject matter.

## MINUTES

## E. COMMITTEE REPORTS-

Councilor Jarvi mentioned he was absent from the Planning & Development Committee meeting so the report will be discussed at the next Council meeting.

Councilor Wright had nothing to add for the Finance and Administration Committee.

Councilor Marble met with the Services Committee on Sept 9<sup>th</sup> and went through a few items discussed.

- The Kiwanis building is structurally at risk, having a hard time keeping it dry and keeping the cold air out.
- It was mentioned that others have stepped up with Code Enforcement.
- Public Works director working on the snow dump with other towns. Exchange of land possible.
- Marina Dredging
- Post Office lease expires 2021
- Library replacing the Fire Escape

Councilor Ryder mentioned that there have not been any Infrastructure Committee meetings since the last Council meeting, but there will be one next week.

## F. MANAGER'S REPORT

Interim Manager/Clerk Paula Scott discussed the following:

## Capital Projects

- Detour routes on Dewey street
- Windmill project
- Nighttime schedule for the 1A project
- Director of Public Works, Sean Currier will be in attendance tomorrow night for the Sewer project.
- Effective Sept. 19<sup>th</sup> any Public Works project that is contracted out and with full or partial state funds that totals more than 50,000 will require provisions to pay construction workers the prevailing minimum wage and benefit rates set by the Department of Labor for the locality and the type of construction. This also includes any local contracts.

## Miscellaneous

- Sargent is working on HO Bouchard way
- Audit started for FY19
- Mayo road paving, local traffic only.
- Paving of the lower Coldbrook road starting the 18<sup>th</sup>
- Tax bills mailed out Sept. 6th
- Mock up ballot sent to our vendor for the November election.
- Applications for Absentee ballots are available, won't be mailed out until October 6<sup>th</sup> or 7<sup>th</sup>

## MINUTES

## Continuity of operations

- We made an offer of employment to a new Code Enforcement Officer, new Fire Fighter/Paramedic, and to fill a temporary position for a Public Safety Administrative Assistant.
- Placed an ad for an IT Director and an Assistant Public Works Director. Created a panel for interviews for each position.
- Interviewing for the Highway Operator and Laborer position in Public Works.
- Previously reported that Tax Collector Barbara Geaghan resigned effective September 26<sup>th</sup> and Deputy Treasurer Sherry Murray will be appointed new Tax Collector which will be a in house/lateral transfer. I will be bringing the Council Barbara's tax settlement paperwork to release her of her obligation of collecting those taxes to the October 7<sup>th</sup> meeting. After Barbara's obligation is discharged Assessor Kelly Karter will recommit the taxes to Sherry.
- We will be hiring a third counter clerk to work the front line.
- Interim Manager/Clerk, Paula Scott will become the Motor Vehicle Agent. Barbara will settle her inventory with Paula.

## G. COUNCILORS' COMMENTS-

*Councilor McAvoy – Encouraged everyone to shop local and buy American. He wished Hampden a good night.*

*Councilor Jarvi – Said that he was pleased to participate in the US Flag Rescue Project on September 11<sup>th</sup> at the towns veteran's memorial. It was quite the ceremony. He also said it is a pleasure to be back working with fellow council members and town staff to best represent the citizens of Hampden.*

*Councilor Wright – Mentioned the 50<sup>th</sup> celebration of the Armstrong Tennis Center and that the open house is September 29<sup>th</sup> from 12-5pm. She also said congratulations to Hampden Academy for being ESPN's Honor Roll school being recognized for their role in Special Olympics and creating opportunities for all. Councilor Wright also mentioned she too was privileged to work with the US Flag Rescue Project. She also thanked everyone that attended our 911 America Flag Retirement Ceremony at the town office.*

*Councilor Ryder –No comment*

*Mayor McPike –no comment*

*Mayor McPike made the motion to go into executive session concerning personnel matters 1MRSA Sub session section 4056A, seconded Councilor Wright. Unanimous 7-0-0*

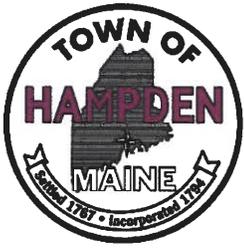
*Resolution 2019-163*

H. ADJOURNMENT- *With no further business, the meeting adjourned at 7:40 p.m.*

Respectfully Submitted

Jessica Albee  
Recording Clerk

B-2-d



HAMPDEN TOWN COUNCIL  
SPECIAL MEETING  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

TUESDAY SEPTEMBER 23, 2019 6:00 P.M.

Attending:

- Mayor McPike
- Councilor Ryder
- Councilor Wilde
- Councilor Marble
- Councilor Wright
- Councilor Jarvi
- Councilor McAvoy

Interim Manager Paula Scott  
Sarah Newell of Eaton Peabody

A. PLEDGE OF ALLEGIANCE – Mayor McPike called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

B. NEW BUSINESS

a. To discuss proposal with the firm of Eaton Peabody to begin a Town Manager search – Sarah Newell had brought a proposal for Manager search services and summarized the contents for Council. Councilor Marble made a motion, seconded by Councilor Wilde, to hire the firm of Eaton Peabody to conduct a search for a permanent Town Manager. Unanimous, 7-0.

Resolution 2019-164

C. ADJOURNMENT – With no further business to conduct the meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Paula A. Scott, CCM  
Town Clerk

NOTE: The Council will take a 5-minute recess at 8:00 pm.

## ENACTED PROPERTY TAX LEGISLATION – 2019 SESSION

### Exemptions

**Homestead exemption.** The law increases the homestead exemption from \$20,000 to \$25,000 for property tax years beginning on or after April 1, 2020. The law also increases the State reimbursement to municipalities from 62.5% to 70% of revenue lost due to the exemption, also for property tax years beginning on or after April 1, 2020. Effective June 17, 2019. LD 1001, PL 2019, c. 343.

**Renewable energy equipment.** The law exempts solar and wind energy equipment, except that of industrial power suppliers, from property tax. A taxpayer claiming the exemption must file an application with the municipality in the first year the exemption is sought. Maine Revenue Services must work with a stakeholder group and report a procedure for renewable energy facility valuation to the Legislature by December 1, 2019. Effective September 19, 2019. LD 1430, PL 2019, c. 440.

**Blind exemption.** The law removes the provision allowing the \$4,000 exemption for the legally blind to be apportioned among multiple jurisdictions. The exemption must now be claimed in the taxpayer's place of residence. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

### State Valuation

**State valuation.** The 45-day period for municipalities to appeal adverse state valuation decisions to Maine Revenue Services is changed to a specific deadline of November 15. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**State valuation.** The law allows adjustment to a municipality's prior years' state valuations for purposes of calculating current and ongoing state education payments. Municipalities may appeal adverse decisions to the State Board of Property Tax Review. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**State valuation.** Notice of proposed state valuation is no longer required to be sent to municipalities through certified mail. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

### Tax Assistance

**Property tax relief.** The law establishes the Property Tax Relief Fund for Maine Residents (replacing the Tax Relief Fund for Maine Residents) and requires the fund to be used to provide property tax relief payments directly to Maine residents whose residence qualifies for an exemption under the Maine homestead property tax exemption. When the fund reaches a target balance, the Treasurer of State is required, by March 1, to mail checks for the tax relief payment

to each owner of a qualifying homestead. Effective September 19, 2019. LD 1713, PL 2019, c. 448.

**Senior Volunteer Benefit program.** This law increases the maximum allowable annual benefit municipalities may offer to volunteers 60 or older, from \$750 to \$1,000 or 100 times the state minimum wage, whichever is greater. Effective September 19, 2019. LD 62, PL 2019, c. 36.

**Municipal tax deferral program.** The law allows municipalities to determine age and residence limitations for participation in a municipal tax deferral program under 36 M.R.S. chapter 908-A. Effective September 19, 2019. LD 811, PL 2019, c. 159.

### **Development Districts**

**Tax increment financing districts.** The law expands the definition of approved project costs incurred outside a tax increment financing district to include all public safety facilities, rather than just fire stations. Effective September 19, 2019. LD 1122, PL 2019, c. 148.

**Municipal development districts.** The law allows development districts that are not tax increment financing districts to have no time limitation. Municipalities may also establish a duration of longer than 30 years for a development district that is not a tax increment financing district. 30 years is the duration limit for tax increment financing districts. Effective September 19, 2019. LD 746, PL 2019, c. 140.

**Municipal development districts.** The law expands the list of authorized project costs for development districts to include broadband service development, expansion, or improvement inside or outside of a TIF district. Effective September 19, 2019. LD 854, PL 2019, c. 260.

### **Excise Tax**

**Motor vehicle excise tax.** Well drilling equipment attached to a motor vehicle used for business purposes is not subject to the excise tax. Instead, this equipment is subject to property tax and is eligible for the Business Equipment Tax Exemption program. Effective September 19, 2019. LD 873, PL 2019, c. 430.

**Mobile homes and camper trailers.** The definitions of mobile home and camper trailer are aligned with the definitions in sales tax law. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**Excise tax.** The law is clarified to state that the credit for excise tax previously paid and the model year adjustment for certain vehicles is limited to instances when the previously paid excise tax is the Maine excise tax. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

### **Unorganized Territory**

**Municipal deorganization.** The Legislature has approved a request by Magalloway Plantation to proceed with the deorganization of that municipality. Once the process is completed, Magalloway will become part of the unorganized territory, which is administered by the State. Effective September 19, 2019. LD 1568, P&SL 2019, c. 13.

**Municipal cost component.** This law is a routine annual process for establishing the costs of administering the unorganized territory of Maine. The costs approved by the Maine Legislature must be incorporated into the 2019 property tax levy in the unorganized territory. The unorganized territory property tax is collected as dedicated revenue to the Unorganized Territory Education and Services Fund. Effective September 19, 2019. LD 1643, PL 2019, c. 212.

**Conveyance of state interest in certain real estate in the unorganized territory.** This Resolve authorizes the State Tax Assessor to sell certain tax-acquired parcels located in the unorganized territory. Effective September 19, 2019. LD 1739, Resolves, 2019, c. 68.

### **Real Estate Transfer Tax**

**Real estate transfer tax.** Nominal value, for purposes of calculating the real estate transfer tax, is defined as 20% of the assessed value for determining when the market value for property should be used. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

### **Miscellaneous**

**Facsimile signature.** The State Tax Assessor may use a facsimile signature at the assessor's discretion. Previously, a facsimile was allowed only on specific documents. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**Tenants in common and joint tenants.** A tenant in common or a joint tenant wishing to be considered a sole owner for tax purposes must notify the municipal assessor prior to the commitment of taxes. Previously the law did not impose a deadline for notification. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**Foreclosure.** If a municipality agrees to sell a foreclosed homestead to the previous owner, the alternate sale process required by 36 M.R.S. § 943-C does not apply. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

**Delinquent taxes.** The definition of delinquent taxes in the unorganized territory is aligned with that of municipalities, where taxes are delinquent if not paid by the due date. Effective September 19, 2019. LD 1798, PL 2019, c. 401.

B-3-b

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: clerk@hampdenmaine.gov

October 1, 2019

Hannaford Bros. Co., LLC  
Attn: Jane Goulet  
77 Western Ave  
Hampden, ME 04444

RE: Victualer's license for Hannaford Supermarket & Pharmacy

Dear Jane:

Your application for your Victualer's License has been approved. Accordingly, I am enclosing the license, which under Section 5.A of the Town of Hampden Victualer's Ordinance, must be displayed in a place within the establishment where it can be readily viewed by any member of the public.

Please call if you have any questions.

Sincerely,

*Paula A. Scott*

VICTUALER'S LICENSE CERTIFICATE

No. 2019-14

**MUNICIPALITY OF HAMPDEN, MAINE**

To all whom these presents may concern: Date: October 1, 2019

**KNOW YE**, that Hannaford Bros. Co., LLC,

doing business as Hannaford Supermarket & Pharmacy

has been duly licensed as a Victualer at 77 Western Ave Hampden, Me 04444

in the Municipality of Hampden by said Municipality until October 1, 2020,

and has paid to the Municipal Treasurer the fee of \$ 100.00.

Paula A. Scott  
Authorized Municipal Officer Town Clerk



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION  
P.O. BOX 9106  
AUGUSTA, MAINE  
04332-9106

September 2019

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA  
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD  
EXECUTIVE DIRECTOR

RECEIVED  
SEP 30 2019

Municipal Assessors and Chairman of Board of Selectmen:

TOWN OF HAMPDEN ASSESSING DEPT.

**RE: Proposed 2020 State Valuation**

Pursuant to 36 M.R.S. § 208, the Bureau of Revenue Services is required to send you an annual notice of proposed state valuation for municipalities located in your county. Enclosed are the 2020 proposed valuations. These valuations represent the full equalized value of all **taxable property** in each municipality as of **April 1, 2018** while incorporating sales data primarily from 2017 and 2018.

The valuations finally certified to the Secretary of State pursuant to 36 M.R.S. § 305 will be used for all computations required by law to be based on the state valuation.

**STATE BOARD OF PROPERTY TAX REVIEW**

In accordance with 36 M.R.S. § 272, any municipality aggrieved by a state valuation may appeal to the State Board of Property Tax Review. Appeal procedures, along with the duties and powers of the State Board of Property Tax Review are summarized below.

An aggrieved municipality may file a written notice of appeal with the State Board of Property Tax Review **by November 15, 2019**. An appeal to the State Board of Property Tax Review must be in writing, signed by a majority of the municipal officers and accompanied by an **affidavit** stating the grounds for appeal. **The affidavit must include the municipal officers' sworn statement of the specific grounds for their appeal and bear the notarized signatures of the municipal officers.**

With respect to the affidavit, the State Board of Property Tax Review's Rule 1, § 4(B)(2) states: "The appealing municipality must file with its notice of appeal an affidavit of the municipal officers stating the grounds for the appeal. The affidavit must be meaningful and specific. A mere statement that the state valuation is too high is not sufficient. If a municipality intends to compare its state valuation to neighboring towns or cities, the municipality should list those municipalities in the affidavit. In appeals from assessment quality and ratio decisions of the Bureau of Taxation, the municipality must set forth in specific terms the basis for the challenge to the determination." The Bureau of Taxation referenced in this quote is now the Bureau of Revenue Services. A copy of the appeal and affidavit must be provided to the Bureau of Revenue Services. The Bureau of Revenue Services has the burden of proving that its state valuation for the related municipality is correct.

The State Board of Property Tax Review will issue its decision no later than January 15 following the date of the appeal.

The State Board of Property Tax Review will give at least five days' notice prior to an appeal hearing to the municipality and to the Bureau of Revenue Services.

The State Board of Property Tax Review, after hearing an appeal, has the power to:

1. Raise, lower, or sustain the state valuation determined by the Bureau of Revenue Services. The decision of the State Board of Property Tax Review is final and the determined valuation will be certified to the Bureau of Revenue Services.
2. Raise, lower, or sustain the Bureau of Revenue Services' determination of the municipality's achieved assessing standards and then, if such standards are inadequate, order the municipality to take the corrective steps the State Board of Property Tax Review deems necessary.

Any party aggrieved by the decision of the State Board of Property Tax Review may appeal pursuant to Rule 80B of the Maine Rules of Civil Procedure.

In the event a municipality's appeal to the Superior or Supreme Judicial Court results in a lowering of the municipality's state valuation, the Treasurer of State will reimburse the municipality for the money lost due to the use by the state of the incorrect state valuation.

The mailing address of the State Board of Property Tax Review is: **State Board of Property Tax Review, 49 State House Station Augusta, ME 04333.**

Any questions concerning the proposed 2020 state valuation may be directed to the Property Tax Division at 624-5600.

Very truly yours,



Steven J. Salley,  
Supervisor, Municipal Services  
Property Tax Division

SS:np  
Enclosure

**PENOBSCOT COUNTY**

**MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION**

**PROPOSED 2020 STATE VALUATION**

<b>MUNICIPALITY</b>	<b>STATE VALUATION</b>
ALTON	\$47,500,000
BANGOR	\$2,667,150,000
BRADFORD	\$69,850,000
BRADLEY	\$118,650,000
BREWER	\$762,350,000
BURLINGTON	\$39,600,000
CARMEL	\$194,250,000
CARROLL PLANTATION	\$24,550,000
CHARLESTON	\$73,200,000
CHESTER	\$102,000,000
CLIFTON	\$80,250,000
CORINNA	\$117,350,000
CORINTH	\$150,650,000
DEXTER	\$222,200,000
DIXMONT	\$101,700,000
DREW PLANTATION	\$4,850,000
EAST MILLINOCKET	\$65,500,000
EDDINGTON	\$180,250,000
EDINBURG	\$9,250,000
ENFIELD	\$154,250,000
ETNA	\$76,700,000
EXETER	\$69,350,000
GARLAND	\$58,900,000
GLENBURN	\$325,850,000
GREENBUSH	\$72,550,000
HAMPDEN	\$694,650,000
HERMON	\$565,650,000
HOLDEN	\$305,750,000
HOWLAND	\$62,650,000
HUDSON	\$109,300,000
KENDUSKEAG	\$82,400,000
LAGRANGE	\$32,750,000
LAKEVILLE	\$75,150,000
LEE	\$59,650,000

**PENOBSCOT COUNTY**

**MAINE REVENUE SERVICES  
PROPERTY TAX DIVISION**

**PROPOSED 2020 STATE VALUATION**

LEVANT	\$180,550,000
LINCOLN	\$303,150,000
LOWELL	\$50,650,000
MATTAWAMKEAG	\$44,750,000
MAXFIELD	\$9,100,000
MEDWAY	\$62,550,000
MILFORD	\$192,250,000
MILLINOCKET	\$170,750,000
MOUNT CHASE	\$37,250,000
NEWBURGH	\$119,600,000
NEWPORT	\$291,350,000
OLD TOWN	\$455,200,000
ORONO	\$488,500,000
ORRINGTON	\$399,400,000
PASSADUMKEAG	\$21,350,000
PATTEN	\$41,700,000
PLYMOUTH	\$83,400,000
SEBOEIS PLANTATION	\$11,250,000
SPRINGFIELD	\$17,950,000
STACYVILLE	\$19,950,000
STETSON	\$95,600,000
VEAZIE	\$250,100,000
WEBSTER PLANTATION	\$7,700,000
WINN	\$22,400,000
WOODVILLE	\$36,050,000
PENOBSCOT NATION	\$9,950,000
<b>TOTAL</b>	<b>\$11,199,100,000</b>

D-2-a



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: September 12, 2019  
RE: Amendments to the General Assistance Ordinance

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The new appendices for the Town of Hampden General Assistance Ordinance are following this memo, which includes the new proposed maximums. This is a standard update that occurs every year. In years past Council has inquired as to why this comes before the body when it is State mandated; the answer is set out in the memo from the State which also indicates that Towns can set different maximums as long as those maximums don't fall *below* the Department's numbers. It is the recommendation of staff to adopt the maximums provided.

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

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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](http://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.

## 2019-2020 GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> 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
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	865	909	1,176	1,634	1,866
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	725	783	1,007	1,265	1,606
<b>Penobscot County HMFA:</b> 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
<b>Portland HMFA:</b> 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
<b>Sagadahoc HMFA:</b> 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*
<b>York County HMFA:</b> 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
<b>York/Kittery/S.Berwick HMFA:</b> 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*
<b>Aroostook County</b>	640	696	816	1,100	1,180
<b>Franklin County</b>	669	715	828	1,084	1,468
<b>Hancock County</b>	818	855	1,036	1,307	1,433
<b>Kennebec County</b>	752	777	969	1,273	1,360
<b>Knox County</b>	781	786	969	1,269	1,379
<b>Lincoln County</b>	849	869	1,038	1,326	1,541
<b>Oxford County</b>	748	752	920	1,299	1,511
<b>Piscataquis County</b>	645	700	865	1,144	1,373
<b>Somerset County</b>	699	733	942	1,228	1,316
<b>Waldo County</b>	801	855	979	1,316	1,676
<b>Washington County</b>	698	702	910	1,140	1,243

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

## **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:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
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.**

## 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**

<b><u>Aroostook County</u></b>		<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Monthly</b>
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	
<b><u>Franklin County</u></b>					
<b><u>Franklin County</u></b>		<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Monthly</b>
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	
<b><u>Hancock County</u></b>					
<b><u>Hancock County</u></b>		<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Monthly</b>
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	
<b><u>Kennebec County</u></b>					
<b><u>Kennebec County</u></b>		<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Monthly</b>
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	

**Non-Metropolitan FMR Areas**

<b>Knox County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	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	
<b>Lincoln County</b>					
<b>Lincoln County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	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	
<b>Oxford County</b>					
<b>Oxford County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	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	
<b>Piscataquis County</b>					
<b>Piscataquis County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	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	
<b>Somerset County</b>					
<b>Somerset County</b>		<b>Unheated</b>		<b>Heated</b>	
Bedrooms	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	

**Non-Metropolitan FMR Areas**

<b>Waldo County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
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

<b>Washington County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
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**

<b>Bangor HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
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

<b>Cumberland Cty. HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
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

<b>Lewiston/Auburn MSA</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
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

**Metropolitan FMR Areas**

<b><u>Penobscot Cty. HMFA</u></b>	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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
<b><u>Portland HMFA</u></b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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
<b><u>Sagadahoc Cty. HMFA</u></b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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
<b><u>York Cty. HMFA</u></b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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
<b><u>York/Kittery/S. Berwick HMFA</u></b>				
	<b>Unheated</b>		<b>Heated</b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><b>NOTE:</b> For each additional person add \$75 per month.</p> <p><b>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</b></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
<p><b>NOTE:</b> For each additional person add \$144 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				
<p><b>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</b></p>				

**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	\$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**

## **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.

### **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](http://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.



### Memorandum

TO: Town Council  
 FROM: Paula Scott, Interim Manager  
 DATE: September 17, 2019  
 RE: Ratification vote

At the May 29<sup>th</sup> Council budget meeting, the reserve accounts were on the agenda for budget discussion. During this discussion, funds already received from the FEMA claim were discussed in conjunction with department requests for office renovation, work stations for administration and lift system for vehicle repair and maintenance. During the audit, it was discovered that although the minutes reflect the intent of the Council, there was no formal vote to earmark these funds for the intended purposes when this was discussed at the work session. The chart below represents the breakdown of FEMA funds that were received by the Town, the reimbursement to operating accounts, and the remaining unassigned balance from which intended uses directed by Council on May 29<sup>th</sup> are derived. The auditor has also stated that although Council spoke in generalities with regard to 'round numbers', the actual dollar amounts should be captured in the vote.

	FEDERAL SHARE-FEMA REIMBURSEMENT	REIMBURSEMENT TO ACCOUNTS	REMAINING UNASSIGNED FUNDS
Category A - Debris Removal	\$ 53,513.67	\$ 4,000.00	\$ 48,684.44
Category B - Emergency	\$ 9,020.80	\$ 300.00	\$ 8,795.80
Category G - Parks, Recreation & Other	\$ 2,451.72	\$ 3,016.96	\$ 188.99
<b>TOTAL</b>	<b>\$ 64,986.19</b>	<b>\$ 7,316.96</b>	<b>\$ 57,669.23</b>

From the \$57,669.23 in unassigned funds, staff was directed to credit \$40,000 to DPW Equipment Reserve, \$10,000 to Police Cruiser Reserve, and the remaining \$7,669.23 to Municipal Building Reserve. (see attached journal entry form)

In April, the reimbursement of MEMA funds in the amount of \$12,997.24 was received which was 15% of the aggregate of all categories claimed in the original claim. This was receipted at the front counter into the Municipal Building Reserve Account, 3-702-00.

During the budget session on May 29<sup>th</sup>, Councilors, by consensus, agreed to take \$35,000 from the Public Works Equipment Reserve, negating a budget request for \$35,000 for office renovations, leaving \$5,000 of the original \$40,000 for Public Works. The \$35,000 was to be added to the \$20,666.47 (\$12,997.24 + \$7,669.23) already in the Muni Building reserve, making the end result the desired amount for office renovation, \$55,666.47.

The following agenda items are reflective of the above described Councilor consensus stated at the May 29<sup>th</sup> budget meeting to be ratified by a formal vote of Council.

FY 18 \*UPDATED COPY\*

**JOURNAL ENTRY FORM**

DATE: 2-23-19

ENTRY BY: [Signature]

JOURNAL PURPOSE:

To account for FEMA Revenue from Windstorm October 2017

ACCOUNT NUMBER	ACCOUNT NAME	DEBIT	CREDIT
3-115-00	Res. HR	57,169.23	
3-717-00	Plw Equip.		40,000.00
3-753-00	Police Cruiser		10,000.00
3-702-00	Muni. Bldg		7,669.23

3/1/2019

Maine Savings Online Banking

**CERTIFICATE RATES**  
1.56% - 3.14%  
[learn more](#)

**CUPROMISE**  
HOME LOANS

**BUSINESS LENDING** **OPEN**

Previous | 1 | 2 | 3 | 4 | 5 | ... | 11 | 12 | Next | Go to page ...

Transaction History Checking : RESERVE FUND XXXXXX4397-S73

Balance : \$144,781.26

Open Date: 4/8/2008

Last Dividend Date: not available

Account Type: Checking

Balance: \$144,781.26

Last Dividend Amount: \$0.00

Transfer: [Transfer In](#)

Available Balance: \$144,781.26

Dividend Year to Date: \$0.00

Transfer: [Transfer Out](#)

Dividend Last Year: \$0.00

Dividend From Open: \$0.00

[Options](#) | [Switch Account](#) | [Print](#) | [Add Transaction](#) | [Add Check](#)

Actions	Description / Notes	Date / Age	Flags	Category	Merchant	Amount	Balance
	Check Withdrawal: #2041 View check	2/27/2019 2 days ago	F	None		(\$2,174.00)	\$144,781.26
	Check Withdrawal: #2036 View check	2/27/2019 2 days ago	F	None		(\$10,323.00)	\$146,955.26
	Check Withdrawal: #2044 View check	2/26/2019 3 days ago	F	None		(\$8,471.60)	\$157,278.26
	Check Withdrawal: #2043 View check	2/25/2019 4 days ago	F	None		(\$85.00)	\$165,749.86
	Check Deposit	2/25/2019 4 days ago	F	None	none	\$57,669.23	\$165,834.86
	Check Withdrawal: #2042 View check	2/22/2019 7 days ago	F	None		(\$3,813.10)	\$108,165.63



STATE OF MAINE  
Augusta, Maine 04333

0012187724

56-503  
422

CHECK DATE: 04/26/2019

KNOW YOUR ENDORSER  
REQUIRE IDENTIFICATION

VOID 180 DAYS FROM CHECK DATE

Twelve Thousand Nine Hundred Ninety Seven And 24/100 Dollars

\$\*\*\*\*\*12,997.24

TO THE  
ORDER  
OF



000783

HAMPDEN TOWN OF  
106 WESTERN AVE  
HAMPDEN ME 04444



*J. J. Mitchell* GOVERNOR  
*Stephen C. Choini* STATE CONTROLLER  
*Henry E.M. Beck* TREASURER

⑈0012187724⑈ ⑆042205038⑆ 130118020366⑈

Detach and retain this portion before depositing  
STATE OF MAINE REMITTANCE

Cat	Date	Vendor Code	Bank Code	Check Number	Check Amount
	04/26/2019	VC1000034557	0366	0012187724	\$*****12,997.24

Document ID	Vendor Invoice Number	Contact #	Line Amount
PRC15A19KKB0423R252	04162019-001	207-623-6713	12,997.24
MEMA DISASTER REIMBURESMENT FEMA-4354-DR-ME STATE SHARE			



0012187724

D-5-f



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Interim Manager  
DATE: October 1, 2019  
RE: Miscellaneous Income

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For many years, every time Town Office staff charged a customer the .25 fee for photocopies, the money was deposited into the Computer Reserve account. In the interest of cleaning up bookkeeping and for ease of banking and reconciliation, rather than making deposits twenty-five cents at a time, the Finance Department requested that the money from photocopies instead be deposited into a Miscellaneous Income general ledger account. This agenda item is to request that Council endorse that practice by way of formal vote.

D-5-9

## Certificate of Settlement

36 M.R.S.A. § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:

We hereby certify that the 2019 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$12,703,565.56
Supplemental commitments totaling:	\$7,168.71
Interest	\$16,680.16
A grand total of:	\$12,727,414.43
Cash Payments:	\$12,518,776.23
Abatements granted:	\$9,531.91
Tax Lien Mortgages (Recorded in the Penobscot County Registry of Deeds)	\$156,468.26
Other Credits:	-0-
A net total of:	\$12,684,776.40
Balance Due of:	\$42,638.03

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$42,638.03** and acknowledge receipt of the tax lists for the taxable year of **2019.**

Given under our hands this 26<sup>th</sup> day of September 2019.

Municipal Officers

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**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2018 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$11,607,798.24
Supplemental commitments totaling:	\$15,731.16
Interest	\$14,954.17
A grand total of:	\$11,638,483.57
Cash Payments:	\$11,472,645.23
Abatements Granted:	\$10,178.18
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$131,740.57
Other Credits:	\$0.00
A net total of:	\$11,614,563.98
Balance Due of:	\$23,919.59

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$23,919.59** and acknowledge receipt of the tax lists for the taxable year **2018.**

Given under our hands this 26th day of September 2019.

Municipal Officers

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**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2017 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$11,430,790.28
Supplemental commitments totaling:	\$14,022.52
Interest	\$13,291.78
A grand total of:	\$11,458,104.58
Cash Payments:	\$11,296,861.03
Abatements Granted:	\$4,870.11
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$151,340.81
Other Credits:	\$0.00
A net total of:	\$11,453,071.95
Balance Due of:	\$5,032.63

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$5,032.63** and acknowledge receipt of the tax lists for the taxable year **2017**.

Given under our hands this 26th day of September 2019.

Municipal Officers

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D-5-j

**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2016 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$10,840,572.75
Supplemental commitments totaling:	\$1,131.40
Interest	\$13,467.27
A grand total of:	\$10,855,171.42
Cash Payments:	\$10,702,443.12
Abatements Granted:	\$9,786.00
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$138,747.55
Other Credits:	\$0.00
A net total of:	\$10,850,976.67
Balance Due of:	\$4,194.75

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$4,194.75** and acknowledge receipt of the tax lists for the taxable year **2016**.

Given under our hands this 26th day of September 2019.

Municipal Officers

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D-5-K

**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2015 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$10,484,601.75
Supplemental commitments totaling:	\$5,391.36
Interest	\$14,651.99
A grand total of:	\$10,504,645.10
Cash Payments:	\$10,300,458.62
Abatements Granted:	\$23,107.56
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$178,621.92
Other Credits:	\$0.00
A net total of:	\$10,502,188.10
Balance Due of:	\$2,457.00

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$2,457.00** and acknowledge receipt of the tax lists for the taxable year **2015**.

Given under our hands this 26th day of September 2019.

Municipal Officers

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**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2014 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,864,547.47
Supplemental commitments totaling:	\$54,043.64
Interest	\$13,618.94
A grand total of:	\$9,932,210.05
Cash Payments:	\$9,725,972.98
Abatements Granted:	\$50,554.40
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$154,595.43
Other Credits:	\$0.00
A net total of:	\$9,931,122.81
Balance Due of:	\$1,087.24

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$1,087.24** and acknowledge receipt of the tax lists for the taxable year **2014.**

Given under our hands this 26th day of September 2019.

Municipal Officers

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D-5-m

**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2013 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,232,401.78
Supplemental commitments totaling:	\$24,153.09
Interest	\$13,325.45
A grand total of:	\$9,269,880.32
Cash Payments:	\$9,109,759.29
Abatements Granted:	\$21,153.90
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$138,161.00
Other Credits:	\$0.00
A net total of:	\$9,269,074.19
Balance Due of:	\$806.13

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$806.13** and acknowledge receipt of the tax lists for the taxable year **2013.**

Given under our hands this 26th day of September 2019.

Municipal Officers

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**Certificate Of Settlement**

36 M.R.S.A § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Barbara A. Geaghan, Tax Collector of the Municipality of Hampden within this County:  
We hereby certify that the 2012 taxes committed to you consisting of:

Real and Personal Tax commitments:	\$9,101,970.90
Supplemental commitments totaling:	\$9,483.66
Interest	\$11,710.78
A grand total of:	\$9,123,165.34
Cash Payments:	\$8,956,261.08
Abatements Granted:	\$41,512.37
Tax Lien Mortgages: (Recorded in the Penobscot County Registry of Deeds)	\$124,585.76
Other Credits:	\$0.00
A net total of:	\$9,122,359.21
Balance Due of:	\$806.13

Under authority contained in MRSA, Title 36, Section 763, as amended, we hereby discharge you from further liability or obligation to collect the balance due of : **\$806.13** and acknowledge receipt of the tax lists for the taxable year **2012.**

Given under our hands this 26th day of September 2019.

Municipal Officers

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D-5-0

**Certificate of Recommitment**

36 M.R.S.A. § 763

COUNTY OF Penobscot ss.

STATE OF MAINE

TO: Sherry Murray, Tax Collector of the Municipality of Hampden

Herewith are committed to you true lists of the assessments of the Estates of the persons therein named; you are to levy and collect the same, of each one his/her respective amount, therein set down the sum total of \$10,910,461.75 (being the yet uncollected amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 26<sup>th</sup> day of September 2019.

Municipal Officers

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