

FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday, September 16th, 2019

6:00 p.m.

Hampden Town Office

1. Meeting Minutes – None
2. Review & Sign Warrants
3. Old Business – *Council rules discussion*
4. New Business
 - a. Recommend Council award of the Police utility cruiser bid to Quirk Auto Group of Augusta for the 2020 Ford Interceptor-
requested by DPS Director Bailey
 - b. Recommend Council authorization for the expenditure of \$33,254 from Police Cruiser Reserve (3-753-00) to purchase a 2020 Ford Interceptor – *requested by DPS Director Bailey*
 - c. Recommend Council 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 Services Committee*
 - d. Recommend Council 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 Services Committee*
 - 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 – *requested by DPW Director Currier*

- f. Recommend 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*

5. Public Comment

6. Committee Member Comments

7. Manager's Comments

8. Adjourn

HAMPDEN TOWN COUNCIL RULES

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them: *(Added 2/1/2016)*

A Simple Three Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present. *(Amended 9/19/2016)*
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the said item.
4. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - a. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the general public.
 - b. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.

- c. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
5. Town Councilors shall participate in Freedom of Access Act training within 120 days of being sworn in as a Town Councilor and documentation of that training shall be filed with the Town Clerk.
6. Town Councilors shall participate in Elected Officials training offered by the Maine Municipal Association within the first year of office. If a Councilor is unable to complete this training within the first year, the deadline may be extended upon petition by the Councilor and assent of a majority of the Council. *(Amended 2/1/2016)*
7. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.
8. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed to the following order of business:
(Amended 1/21/2014; 4/7/2014; 5/19/14)
 - A. Pledge of Allegiance
 - B. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc
 2. Secretary's Report
 3. Communications
 4. Reports
 - C. Public Comments
 - D. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. Unfinished Business
 5. New Business
 - E. Committee Reports
 - F. Manager's Report
 - G. Councilor Comments
 - H. Adjournment
9. In the absence of the Mayor, the Deputy Mayor shall preside over the Town Council meeting. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting. *(Amended 9/19/2016)*
10. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a day certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced. *(Amended 9/19/2016)*
11. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and

when a motion of reconsideration is decided, that vote shall not be reconsidered.

12. When any member is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake.
13. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be so excused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate.
14. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
15. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to insure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.
 - b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
 - c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council. *(Amended 2/1/2016)*
16. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot. *(Amended 2/1/2016)*

- a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants. *(Amended 9/19/2016)*
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community. *(Amended 2/1/2016, 9/19/2016)*
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.
 - d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
17. Committee procedure shall be governed as follows:
- a. All Committees will be required to post an agenda at least 48 hours prior to the meeting and no issue may be voted on unless it is agendaed.
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within three business days.
 - e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes. *(Amended 2/1/2016)*
18. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council. *(Amended 2/1/2016)*
19. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, “Roberts Rules of Order” shall be taken as authority to decide the course of proceedings.
20. The first and third Mondays of each month are designated as ‘regular’ Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting. *(Amended 9/19/2016)*

21. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Bulletin Board, on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held). The agenda for a Special Meeting shall be prepared as follows;

- A. Call to order
- B. Subject(s) for meeting
- C. Adjourn

The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings.

22. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
23. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
24. The Councilor Comment section of the agenda is reserved for the purpose of enabling any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken at this time.
25. Sanctions – Council members who intentionally and repeatedly do not follow council rules may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council. *(Added 2/1/2016)*

This policy replaces the Council Rules last updated February 1, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 7, 2014
May 19, 2014
February 1, 2016
September 19, 2016

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

Introduction & Statement of Purpose - Public Service, even at the local level, can be challenging. As elected officials' sphere of influence and relationship with citizens ebbs and flows according to issues and policy topics, it is sometimes challenging for said officials to be even-handed and broad minded in the sense of the whole community. This is why government service at all levels is guided by core values and ethical standards. In keeping with that idea, the following defines the way in which Hampden elected officials shall approach the matters that come before them:

A Simple Three-Way Test

Is it the truth?

Is it fair to all concerned?

Will it be beneficial for the Town?

The Hampden Councilor...

Will not act out of spite, bias, or favoritism

Will contribute to a climate of mutual trust and respect

Has the courage of his/her convictions

Never forgets that he/she is working for the people – all of the people

Will understand and demonstrate the elements of teams and teamwork

Will clearly define roles and relationships

Will establish and abide by a Council-staff partnership

And will allocate Council time and energy appropriately.

ARTICLE 1 Mayor/Deputy Mayor

1. At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the town council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.
2. After the election of the Mayor, he or she shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.
3. The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.

ARTICLE 2 Council

1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.
2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.
3. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.
4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.

ARTICLE 3 Agenda

1. The Town Council meetings shall be guided by a written agenda in the order of the following items:
 - A. Pledge of Allegiance
 - B. Approval of Agenda
 - C. Consent Agenda
 1. Signatures – Treasurer's Warrants, etc.
 2. Secretary's ~~Report~~ Minutes
 3. Communications
 4. ~~Reports~~ Committee minutes
 - D. Public Comments
 - E. Policy Agenda
 1. News, Presentations & Awards
 2. Public Hearings
 3. Nominations-Appointments – Elections
 4. ~~Old~~ Unfinished Business
 5. New Business
 - F. Committee Reports
 - G. Manager's Report
 - H. Councilor Comments

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

I. Adjournment

5. Any subject may be placed on the agenda for a council meeting by a councilor, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the item.
- ~~2.~~ An item on the agenda may be taken up out of order by ~~unanimous consent.~~ a majority of those present.
3. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.
4. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.
5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the order of the following items:
 - a. Call to Order
 - b. Topic(s) of the Meeting
 - c. Adjourn

ARTICLE 4 Meetings and Decorum

1. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.
2. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows:
 - i. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the public.
 - ii. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings.
 - iii. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.
4. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings
5. When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake. [**discussion ended here on 9/17](#)
6. When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.
7. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate. [**discussion ended here on 12/3 with no clear consensus of this item number](#)
8. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
9. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.
10. The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.

ARTICLE 5 Motions

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

1. The following motions do not require a second:
 - a. Nominations
 - b. Point of information
 - c. Point of order
 - d. Questions of privilege
 - e. Leave to withdraw a motion

2. The following motions are non-debatable:
 - a. Adjourn
 - b. Lay on the table
 - c. Filling in the blank
 - d. Point of information
 - e. Point of order
 - f. Question of privilege
 - g. Leave to withdraw a motion

3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced.

4. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

ARTICLE 6 Public Participation

1. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five-minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to ensure that all who wish to speak have the opportunity

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.

- b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five-minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.
- c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council.
- d. The general public shall be allowed to comment on subjects at Special meetings in the same manner as for Regular Council meetings. There shall be no general Public Comment section for items not contained on the agenda for Special Council meetings

ARTICLE 7 Council Committees

1. At the commencement of the Calendar year, or as soon thereafter as possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.
 - a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.
 - b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community.
 - c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.

HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.
2. Committee procedure shall be governed as follows:
 - a. All Committees will be required to post an agenda at least 48 hours prior to the meeting
 - b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be posted.
 - c. The assigned staff member shall prepare and post the agenda.
 - d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within a reasonable time.
 - e. Committee meeting minutes shall be posted on the Town website following their approval by the Committee.
 - f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present. Voting rights shall encompass the ability to make a motion or to second any motion.
 - g. Two appointed members of the Committee shall constitute a quorum.
 - h. The Mayor shall serve as a member of all Committees for quorum purposes.
 - i. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council.

ARTICLE 8 Sanctions

1. Council members who intentionally and repeatedly do not follow council rules, or whose conduct is that unbecoming an elected official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.

This policy replaces the Council Rules last updated September 19, 2016.

Adopted by Town Council: May 21, 2012

Amended: January 21, 2014
April 7, 2014
May 19, 2014
February 1, 2016
September 19, 2016
Date 2018

Article	Part	Dennis	Steve	Eric	Jim	Paula
ARTICLE 1 - Mayor/Deputy Mayor	1. At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town's attorney shall preside over the town council's election of one of its members as Mayor for the ensuing year. The Mayor shall preside over all meetings of the Council at which he or she is present.					
	2. After the election of the Mayor, he or she shall preside over the election of Deputy Mayor. The Deputy Mayor shall serve as the presiding officer at any meeting at which the Mayor is absent and shall assume all duties of the Mayor until the Mayor is present. In the absence of the Deputy Mayor, the Mayor shall appoint, in advance, another Councilor to chair the meeting.					
	3. The Mayor shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.		By the time an item reaches council we should have the lengthy discussions and arguments completed. I support having a motion prior to opening discussions for reasons Eric has pointed out.	I believe in the normal course of the agenda there should be no discussion without a motion on the floor. In the absence of a motion it is evident the Mayor/chair has less control over the course and tenure of the discussion and may effectively impeded the use of Article 5, part 1 and 2.		I don't know that we should have standing committees that in essence impede transparency. All debate and discussion takes place at committee level which is circumventing debate at a council meeting; which is the meeting that is televised.
	4. The Mayor shall take the chair at the appointed time for the meeting, call the members to order, and proceed with the order of business.			I support eliminating unnecessary language as this.	Is this really needed?	

Article	Part	Dennis	Steve	Eric	Jim	Paula	
ARTICLE 2 - Council	1. The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.						
	2. In all motions of command, the form of expression shall be 'ordered' and in all motions concerning principles, facts, or purposes, the form shall be 'resolved'.	Might need some definitions or examples.		Examples may prove useful.			This language is taken from Charter. According to my records management class, Ordinances carry the most weight as they are akin to law; albeit on a local level. Orders and resolves (resolutions) are very similar, a resolution is "the official adopted expression of the will of a legislative body" which is every time Council votes and which is why I started attaching resolution numbers to each vote. This validates it and is a method of record keeping. Resolutions/resolves are also used for formal expression of support of a cause or initiative. Orders are typically used as a method by which the legislative body directs the agency....such as ordering the issuing of license plates.
	3. Town Councilors shall, pursuant to 1 MRSA § 412, participate in Freedom of Access Act training through the Maine Municipal Association's Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.			Needs clarification, there is online versions of the class available.			The FOAA training is required by statute, and yes, on-line. The <i>recommendation</i> is to take the full day course through MMA which deals with other areas elected officials should be made aware of
	4. A New Councilor orientation packet shall be provided to all Councilors at the time they are sworn in.	Should there be a place to sign off?			This is a good idea.		This is a good idea.

Article	Part	Dennis	Steve	Eric	Jim	Paula	
ARTICLE 3 – Agenda	<p>1. <u>The Town Council meetings shall be guided by a written agenda in the order of the following items:</u></p> <p>A. Pledge of Allegiance</p> <p>B. <u>Approval of Agenda</u></p> <p>C. Consent Agenda</p> <p> 1. Signatures – Treasurer’s Warrants, etc.</p> <p> 2. Secretary’s Report <u>Minutes</u></p> <p> 3. Communications</p> <p> 4. Reports Committee <u>Minutes</u></p> <p>D. Public Comments</p> <p>E. Policy Agenda</p> <p> 1. News, Presentations & Awards</p> <p> 2. Public Hearings</p> <p> 3. Nominations-Appointments – Elections</p> <p> 4. Old <u>Unfinished</u> Business</p> <p> 5. New Business</p> <p>F. Committee Reports</p> <p>G. Manager’s Report</p> <p>H. Councilor Comments</p> <p>I. Adjournment</p>						Who will be writing the committee reports? Do these take the place of minutes? If we are going continue with standing committees, we need to be cautious about adding extra reporting requirements to staff. Why would we not look at simplifying our processes rather than creating or continuing with all these layers? It seems like most business should be able to be conducted at a Council meeting and that Committees could be used for special projects, or things that are lengthy and bog down, like the council rules did, which resulted in a sub committee.....
	<p>2. Any subject may be placed on the agenda for a council meeting by a councilor, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least 5 calendar days prior to the council meeting. The agenda shall be prepared and posted in the town office at least one business day prior to a scheduled council meeting. The name of the Council member or other person, persons, or group requesting an item on the agenda will be indicated on the agenda with the item. An item on the agenda may be taken up out of order by unanimous consent a majority of those present.</p>	Needs some group discussion.	problematic situations..... "unanimous consent a majority"is it unanimous or is it a simple majority? As written it is left open for individual interpretation which we are trying to avoid. I recently have supported our mayor and finance chair in their refusal to add items requested by individual councilors BUT I did so with reservations due to the appearance of being non-transparent. These situations	"unanimous consent of a majority of those present" makes no sense. This even makes acting on an issue at first-reading more problematic. This would imply that Councilor McAvoy was correct in his request for a F&A agenda item w/o supporting documentation/argument (which I personally believe should be required to avoid abuse of the agenda process)			Part of this discussion should be <i>timing</i> of the request relative to placement of it on the agenda and the inclusion of supporting information in the packets
	<p>3. A non-agenda item may be added to the agenda on the night of the meeting by unanimous consent of all Councilors present.</p>				I have no idea what a non-agenda item even is.		Poor wording. Anything not already on agenda is a non-agenda item
	<p>4. Any item on the consent agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the consent agenda.</p>						
	<p>5. Special Town Council meetings, as defined under Article 4, shall be guided by a written agenda in the order of the following items:</p> <p>A. Call to Order</p> <p>B. Topic(s) of the Meeting</p> <p>C. Adjourn</p>						

Article	Part	Dennis	Steve	Eric	Jim	Paula
ARTICLE 4 - Meetings and Decorum	1. The first and third Mondays of each month are designated as 'regular' Council meetings with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a regular meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.	A suggestion has been made to designate the first meeting of the month for review and discussion and hold off on action until the second meeting.		This argues against the first-reading limitation since business would occur once a month during the second meeting.		It needs to be weighed against whether or not to vote on an item at the meeting of its introduction. I don't favor just 1 'business' council meeting. In my opinion, <i>more</i> work needs to be done at Council level and <u>not</u> committee level and both council mtgs would be necessary for that
	2. Special meetings of the Town Council may be scheduled for other dates for special purposes. The agendas for such meetings shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).	Should we consider any more current means to give notice?				Please do not change the directive to post at the post office, Hannaford and town office bulletin board in addition to the website. This is the statewide recognized method of notice (paper form), the internet/web site is value added and modern.
	3. As a matter of courtesy, conduct for all Council and Committee meetings shall be as follows: i. Cell phones shall be silenced during Council & Committee meetings by Town Councilors, staff, and the public. ii. Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings. iii. Cell phone use, texting, and email may be done during breaks in regular or special Council meetings or committee meetings.					
	4. In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.					
	5. When any Councilor is about to speak, they shall respectfully address the Mayor, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order, or to correct a mistake. **discussion ended here on 9/17			Delete	In the absence of a motion to begin debate, this part has less meaning and may not be enforceable	

Article	Part	Dennis	Steve	Eric	Jim	Paula
	6. When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.		We need to discuss how to handle infractions in this regard. The rules have no bite so to speak.			If the council doesn't want to formally censure a member, then the chair should gavel the meeting into recess until cooler heads prevail.
	7. Every member present, when a question is put, shall give their vote, unless the Council, for special reasons, shall excuse them. Application to be recused must be made before debate on the issue and the decision on the application shall be made by a majority vote of the council without debate. **discussion ended here on 12/3 with no clear consensus of this item number	Let's make a recommendation, re: voting and abstaining.	Issues here. The rules are not applied consistently and we need to allow Councilors to abstain. This is a slippery slope when a councilor cannot excuse themselves. It is currently loosely applied with some occurrences allowing councilors to recuse with a majority and at other times councilors are forced to vote with only a simple majority vote. I am very concerned with the potential legal issues when we force councilors to vote yea or nea and no option for recusing oneself.	When a vote is requested, I maintain it should be: all in favor, all opposed, those present (but not voting). If we correctly define majority (as the 'majority of those voting', then a vote of present should not impact the outcome. A council member should not be required to vote and should not be required to ask council to vote present. Our of courtesy, if they perceive a conflict of interest which would result in a vote present, the council member should also not be involved in the debate. Clearly as the result of a debate, a council member could decide to vote present as they clearly have determined they cannot vote for/against.		I have never been comfortable with the idea that a Councilor has to be granted the right of recusal by vote of the remaining Councilors, but I also think that recusal and abstention need to be further defined. Every voting member who believes that there is a potential conflict should have the right, (and this is embedded in statute) to recuse themselves from discussion and vote. When this happens, they should leave the dais and take a seat in the audience. This is a protection for the member as well as for the municipality in some cases. An abstention is the withholding of a vote; some say it is considered a vote because in essence the person abstaining is acquiescing to the majority.
	8. The rules cannot be dispensed with or suspended if one or more members of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.					
	9. Council Meetings shall not extend beyond 10 p.m. without an affirmative vote of the Town Council.					
	10. The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.					

Article	Part	Dennis	Steve	Eric	Jim	Paula
ARTICLE 5 - Motions	<p>1. <u>The following motions do not require a second:</u></p> <p><u>a. Nominations</u> <u>b. Point of information</u> <u>c. Point of order</u> <u>d. Questions of privilege</u> <u>e. Leave to withdraw a motion</u></p>	For all fo Article 5, should we consider further explanations or examples?		Without a motion to begin debate, virtually all of these next three sections have little impact on the decorum of our meetings.		Do you want a motion to begin debate on each question?
	<p>2. <u>The following motions are non-debatable:</u></p> <p><u>a. Adjourn</u> <u>b. Lay on the table</u> <u>c. Filling in the blank</u> <u>d. Point of information</u> <u>e. Point of order</u> <u>f. Question of privilege</u> <u>g. Leave to withdraw a motion</u></p>					
	<p>3. When a question is under debate, the only motions that the Mayor shall entertain will be a motion to adjourn, or a motion to lay on the table the previous question, or to postpone the previous question to a date certain, or to refer the previous question to a committee or some administrative official or to amend, or a motion to postpone the previous question indefinitely. Motions shall have precedence in order in which they are introduced</p>					
	<p>4. When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.</p>		continue to be brought back even after affirmative actions. Maybe we need more clarification? Certainly needs to be discussed as it is hindering the progress of the			

Article	Part	Dennis	Steve	Eric	Jim	Paula
<p>ARTICLE 6 - Public Participation</p>	<p>1. Any person wishing to address the Town Council will be given the opportunity to do so in accordance with the following procedure:</p> <p>a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Mayor announces the consideration of such item, at which time they may address the Council on that particular item. There shall be a five-minute limit on such comments per person, per item. In the event that a large number of persons wish to speak on an issue, this limit may be changed to ensure that all who wish to speak have the opportunity to do so. Once public comment on an item has closed and a motion and second has been made by members of the Town Council, further public comment is only allowed if approved by a unanimous vote of the Town Council.</p> <p>b. Any person wishing to address the Council on an item not appearing on the agenda shall be allowed to do so only in that section of the agenda referred to as "Public Comments". There shall be a five-minute limit on such comments per person per subject raised. Items heard during Public Comment may be agendaed for a subsequent meeting or referred to a Committee or staff member for discussion/action. No votes may be taken by the Council on a subject raised during Public Comment without a vote by the Council to set aside the rules and add it to the regular agenda for consideration.</p> <p>c. Any person wishing to address the Council shall signify their desire by raising their hand and, when recognized by the Mayor, such person shall thereupon request permission to address the Council, giving their name and the name of the road on which they live and then designating the subject matter on which they desire to address the Council.</p> <p>d. The general public shall be allowed to comment on subjects at Special meetings in the same manner as for</p>					

Article	Part	Dennis	Steve	Eric	Jim	Paula	
ARTICLE 7 - Council Committees	<p>1. At the commencement of the Calendar year, or as soon thereafter a possible, there shall be chosen the following Committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or, upon a motion, the Council may ballot.</p> <p>a. Finance & Administration – The purpose of this Committee shall be to review all items related to their fiscal impact on the Town as well as all matters that pertain to items of administrative procedures. This committee will also have the responsibility for the review and signature of all payment warrants.</p> <p>b. Services Committee – The purpose of this Committee shall be to review all matters related to services provided by the Town related to recreation, parks, trails, the library, the pool, communications and other items related to non-emergency or public works services provided in the community.</p> <p>c. Infrastructure – The purpose of this Committee shall be to review all matters pertaining to public infrastructure including buildings, roads, and all town capital equipment.</p> <p>d. Planning & Development – The purpose of this Committee shall be to review all matters related to all ordinances of the Town and all proposals for economic & community development.</p>	<p>We need to wrestle with this subject.</p>	<p>I strongly feel this should be a council ballot process rather than one councilor making the appointments. Committees are outdated and the possible formation/restructure of committees is long overdue. Examples are Services maybe should be broken up with Pool and recreation in one committee and the town center development in another. Infrastructure should be infrastructure and not talking about staffing. We continue to mix what should be finance and administration (staffing) and real infrastructure topics. Just my thoughts.....</p>	<p>If we choose to keep the committee structure, we should address the issue of all councilors attending since this tends to eliminate debate of the full council on the issue. We need to trust our fellow council members serving on the committee to thoughtfully debate the issue and then make one of four appropriate recommendations for the full council's consideration (adopt, refer, reject, no action taken)</p>			<p>We need to put more debate and discussion at the Council level and away from committees since all members are going and voting at most committee meetings. And also, for the sake of transparency. True transparency. I agree with the vein of Eric saying there should be recommendations coming out of committee, but do we honestly need to discuss every standard situation at committee, just to get a referral for something that should be able to be discussed, debated and voted on at Council? Do you realize that almost every Finance & Administration meeting is a direct mirror of the Council meeting? Two virtually identical agendas, packets, and then minutes. It is redundant, and with all due respect, impedes staff time that could be on some other task</p>
	<p>2. Committee procedure shall be governed as follows:</p> <p>a. All Committees will be required to post an agenda at least 48 hours prior to the meeting</p> <p>b. It shall be the responsibility of the Committee Chair to discuss the development of the meeting agenda with the assigned staff person at least 24 hours before the meeting is required to be</p>						

Article	Part	Dennis	Steve	Eric	Jim	Paula
	<p>posted.</p> <p>c. The assigned staff member shall prepare and post the agenda.</p> <p>d. Draft minutes of each meeting will be prepared by the staff member supporting the committee within a <u>reasonable time</u>.</p> <p>e. Committee meeting minutes shall be posted on the Town website following their approval by the Committee.</p> <p>f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present. <u>Voting rights shall encompass the ability to make a motion or to second any motion.</u></p> <p>g. Two appointed members of the Committee shall constitute a quorum.</p> <p>h. The Mayor shall serve as a member of all Committees for quorum purposes.</p> <p>i. The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Council</p>					
			2b, definitely needs to be addressed in light of recent developments.	One of our current councilors would argue that 2,b is not appropriate. I would eliminate 2.f in favor of allowing their vote at the full council based on the committee's recommendation.		I don't understand Eric's thought about 'allowing their vote at the full council'. All Councilors are always allowed to vote, unless recused for a conflict of some sort. Not based on a committee recommendation.
ARTICLE 8 - Sanctions	<p>1. Council members who intentionally and repeatedly do not follow Council rules, or whose conduct is that unbecoming an elected official, may be reprimanded or formally censured by the Council. Serious infractions of Council Rules could lead to other sanctions as deemed appropriate by the Town Council.</p>	As has been cited periodically, we really don't have a clear sanction(s), and I have asked Paula to identify sources we could review.	Scrap it OR list the sanctions available being left as it is will continue to be ineffective at best.			I have researched statute as well as MMA publications and can find no specific language regarding sanctions. Recall of an elected official is only done through referendum, and only when the municipality has adopted a Recall Ordinance. The purpose of recall is to remove an elected official whom has been accused of a crime against the municipality. The question is, what constitutes a crime to which statute refers? (The statute is silent on specifics.) I am attaching a publication MMA puts out called Best Practices for Newly Elected Officials because the information is relevant to all elected officials and are good talking points for this exercise.

Article	Part	Dennis	Steve	Eric	Jim	Paula
OTHER	Minutes should be about what is done, not what is said.			Public hearings not with standing, I still believe our minutes are too detailed and should address the essence of the debate without reference to a council-member.		hearing in which case you want to get as much dialogue as you can, especially from members of the public. I am assuming Eric means for business/action items because this also doesn't take into account councilor comments which are typically paraphrased. I also believe that there should be something that provides an intent or 'back
	Standard procedure to vote on the agenda at meeting's start.			A committee report should not be in the consent agenda but rather be part of regular business where motions out of committee can be brought forward (adoption, refer, rejection, no action taken) and by default they require no second. Since this is not the first time the motion would have been discussed, it is truly not new business and can be normally acted on at the meeting it comes out of committee.		I still maintain that we need less committee work and more council work.
	Default should be to NOT vote on an item in the meeting in which it first appears.			I am not sure how we can represent our constituents if we don't have an opportunity to discuss a new business item with them. The problem is how the agenda is set up. A committee report should include motions to act on, and as they come out of committee, they do not need a second and have already been debated at least once. My proposal is that other than business out of committee (which should be to: recommend, refer, reject, or not action taken), a new business item should not be acted upon at the meeting where it is first read unless the rule is suspended by a unanimous vote of the councilors present.		We need to be really careful about this with regard to timing of projects, purchases, bids, etc. Government moves slowly as it is, I would not want to impede progress especially when an item has likely already been through committee, if we keep that structure.

D/C Scott Webber
 Inv. Joel Small
 Ofc. Ben Eyles
 Ofc. Marc Egan
 Ofc. David Mustrall
 Ofc. Monic Christian

Sgt. T.D. Stewart
 Ofc. J.D. Burke
 Ofc. Shawn Devine
 Ofc. Wm. Miller
 Ofc. Tony Lorenz



4-a+b

Lt. Dan P...
 Lt. Jason Lundstrom
 FF Jared LeBarnes
 FF Shaun McNally
 FF Matt Roope
 FF Gavin Webb
 FF Ken Roy
 FF Oliver Bianchi

CH. Joe Duntton
 FF Matt Thomas
 CEO Myles Block
 FF Chris Liepold
 FF Ed Gardella
 FF Chad Sparrn
 FF Mike Simmons

Kandy McCullough, Office Manager
 Chief Christian Bailey, Director of Public Safety

POLICE **FIRE** EMS CODE ENFORCEMENT LOCAL HEALTH OFFICE

MEMORANDUM

TO: Paula Scott, Town Manager
 FROM: Christian Bailey, Public Safety Director
 RE: Police Utility Vehicle Bid Award
 DATE: September 12, 2019

We received eleven bids for the police utility vehicle which will replace the 2013 Ford Interceptor. The bids are included with this memo.

We recommend the bid be awarded to Quirk Auto Group of Augusta for the 2020 Ford Police Interceptor utility vehicle. The bid price is \$33,254.00. The Ford Interceptor is consistent with most of our fleet and will allow us to transfer some equipment from the replaced vehicle.

I request the police utility vehicle be funded from the Town of Hampden Reserve Account. (3-753-00)

Police Utility Cruiser Bids-8-22-19 at 12:00 p.m.

VENDOR	Vehicle	PRICE
Quirk Auto Group-Augusta	2020 Ford Police Interceptor	\$ 33,254.00
Quirk Auto Group-Augusta	2020 Ford Police Interceptor-Alternate	\$ 42,695.00
Quirk Auto Group-Augusta	2020 Chevrolet Tahoe	\$ 37,088.32
Thornton Brothers-Lincoln	2020 Dodge Durango-V6	\$ 32,626.00
Thornton Brothers-Lincoln	2020 Dodge Durango-V8 5.7 Liter	\$ 35,126.00
Hight Ford-Skowhegan	2020 Ford Police Interceptor	\$ 41,164.00
O'Connor GMC Buick	2020 Chevrolet Tahoe-Special Services Package	\$ 35,961.00
O'Connor GMC Buick	2020 Chevrolet Tahoe-Pursuit Package	\$ 36,533.00
Darlings Auto Mall-Ellsworth	2020 Dodge Durango	\$ 34,295.00
Darlings Chevrolet-Ellsworth	2020 Chevrolet Tahoe	\$ 37,200.00
Darlings Ford-Bangor	2020 Police Interceptor	\$ 36,664.00



Plymouth Engineering, Inc.

P.O. Box 46 - 30 Lower Detroit Road
Plymouth, Maine 04969
info@plymouthengineering.com
tel: (207) 257-2071 fax: (207) 257-2130

Professional Services Agreement

Date: August 01, 2019

Client: Town of Hampden
106 Western Avenue
Hampden, ME 04444

Project: Final Engineering Services for Western Avenue Municipal Properties
Project Number: 18234

Scope of Services: Services for the Project will be to provide final engineering of improvements shown on the permitting plans that have been approved by the Town of Hampden Planning Board and Maine DEP. Additionally, Engineer will prepare a Project Manual of bid documents and technical specifications suitable for competitive, public bidding to potential contractors of the overall project as a single bid document package. Engineer will also assist Client with conduct of a pre-bid meeting, collection/review of bids, and preparation of contract documents between Client and eventually-selected Contractor.

Fee for Services: Fees will be billed, based upon work completed during the billing period and our standard hourly rates plus reimbursable expenses for a fee not to exceed \$7,500 for the scope provided. If the project is bid as multiple smaller projects, the additional bid packages can be prepared on an hourly basis or set fee when requested.

Invoices will be submitted monthly, and payment is expected within thirty (30) days. Outstanding invoices will be subject to 1 1/2 % interest per month, plus all reasonable collection and legal fees.

Retainer Amount: None.

Special Conditions: None.

Standard Terms and Conditions of Agreement attached below form part of this Agreement

Engineer: Plymouth Engineering, Inc.
By: Scott E. Braley

Client: Town of Hampden
By: Paula A. Scott

SEB

Signature

Paula A. Scott

Signature

President

Title

Interim Town Manager

Title

August 01, 2019

Date

September 4th, 2019

Date



Standard Terms and Conditions of Agreement

The CLIENT shall provide access to the site for activities necessary for the performance of the services. The ENGINEER will take precautions to minimize damage due to these activities, but shall not be held liable for any such damage.

Invoices for ENGINEER's services shall be submitted, at the ENGINEER's option, either monthly or at the completion of the project. Invoices shall be payable within 30 days after the invoice date. If the invoices are not paid within 30 days, the ENGINEER may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, terminate the performance of the services. Retainers shall be credited on the final invoice.

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the unpaid balance (18% true annual rate), at the sole discretion of the ENGINEER. In the event any portion of an account remains unpaid 90 days after billing, the CLIENT shall pay all costs of collection, including reasonable attorney's fees.

The CLIENT shall indemnify and hold harmless the ENGINEER and all of its personnel and subcontractors from and against any and all claims, damages, losses and expenses arising out of or resulting from the performance of the services, provided that such claim, damage loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the CLIENT, anyone directly or indirectly employed by the CLIENT (except the ENGINEER), or anyone for whose acts any of them may be liable.

In recognition of the relative risks, rewards and benefits of the project to both the CLIENT and the ENGINEER, the CLIENT agrees that to the fullest extent permitted by law, the ENGINEER's total liability to the CLIENT for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes shall not exceed the fee for services. Such causes include, but are not limited to, the ENGINEER's or the ENGINEER's subcontractors, negligence, errors, omissions, strict liability, or breach of contract.

This agreement may be terminated by either the CLIENT or the ENGINEER should the other fail to perform its obligation hereunder. In the event of termination, the CLIENT shall pay the ENGINEER for all services rendered to the date of termination, all reimbursable expenses, and all reasonable expenses of termination.

All documents produced by the ENGINEER under this agreement shall remain the property of the ENGINEER and may not be used by the CLIENT for any other endeavor without written consent of the ENGINEER.

This Agreement shall be governed by the laws of the State of Maine.



Plymouth Engineering, Inc.

P.O. Box 46 – 30 Lower Detroit Road

Plymouth, Maine 04969

info@plymouthengineering.com

tel: (207) 257-2071 fax: (207) 257-2130

2019 Rate Schedule

<i>STAFFING</i>	<i>HOURLY RATE</i>
Principal-in-Charge	\$100.00
Senior Project Manager	\$80.00
Project Manager	\$80.00
Senior Engineers (Civil, Environmental, Structural)	\$80.00
Project Engineers (Civil, Environmental, Structural)	\$75.00
Junior Engineers (Civil, Environmental, Structural)	\$65.00
Registered Architect	\$80.00
Architectural Intern	\$60.00
Landscape Architect/Planner	\$80.00
Drafting Production	\$60.00
Construction Monitoring/Inspection/Administration	\$55.00 – 95.00
Clerical	\$42.00
Sub-Consultants	Cost + 10% administrative fee
Mileage	Prevailing IRS Rate
Miscellaneous Reimbursable Expenses	At Cost

The hourly rates and other costs described above are effective as of June 1, 2019. All contracted work that extends beyond a rate change will be invoiced at the rates applicable at the time this Contract was executed.

All services on client's behalf related to mediation, arbitration and/or trial regarding work unrelated to Plymouth Engineering design services, including but not limited to preparation, depositions, witness and expert witness, shall be billed at 175% of the standard hourly rates.



Edythe L. Dyer Community Library
269 Main Road North, Hampden, Maine 04444 • (207) 862-3550

September 5, 2019

To: Paula Scott

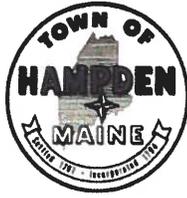
From: Debbie Lozito

Subject: Fire Escape replacement Library Reserve Request—Account # 3-763-00

I would like to request authorization of up to \$1300.00 to replace the fire escape stairs at the library. The stairs are very steep and have no spindles as per code.

Thank you for your consideration,

Debbie Lozito



TOWN OF HAMPDEN
DEPARTMENT OF PUBLIC WORKS

106 WESTERN AVE.
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

September 5, 2019

To: Paula Scott
From: Sean Currier
Subject: 2019 Equipment Reserve Request

Hampden sidewalk winter maintenance is a continual concern for the DPW staff and the residents of Hampden. With the steadily increasing amount of sidewalk we maintain, we have one trackless machine which has a sander/salt applicator on the rear and a backup unit, John Deere tractor, with a salt applicator.

The existing back up salt applicator is at end of its usefulness and no longer functions. With the amount of sidewalks we have increasing by 1.73 miles next year, and with inevitable mechanical down time of primary equipment, I would like to purchase the replacement salt applicator to ensure we have means to maintain our sidewalks.

Please consider my request for expenditure of funds from the DPW Equipment reserve account 3-717-00 in the amount of up to \$1,299.00 for the replacement of the existing salt applicator for the small 2520 John Deere tractor.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be "S Currier", is written over the typed name.

Sean Currier

HAMMOND TRACTOR COMPANY

Hammond Tractor
 26 John Deere Road
 Auburn, ME 04210
 (207) 783-2591
 (207) 783-2591

Quote Issued By: Jacob Neal

Quote Issued To: TOWN OF HAMPDEN 106 WESTERN AVE HAMPDEN, ME 04444 207-862-3034 (B)	Quote #:135186 Issue Date:8/29/2019 Expire Date:9/29/2019
GREG NASH	

Items Listed For Sale

Stock #	Make	Model	Description	List	Sale Price	Discount	Total
62843	J S WOODHOUSE	PS203	VJCON PS203 3PT 440# SPREADER - SERIAL #56669	0.00	1299.00	0.00	1299.00

NOTES:	Total Sale Price:	\$1,299.00
	Less Mfg Rebates:	\$0.00
	Subtotal:	\$1,299.00
	Trade:	\$0.00
	Trade Difference:	\$1,299.00
	Sales Tax:	\$0.00
	Down Payment:	\$0.00
	Payoff:	\$0.00
	Balance Due:	\$1,299.00

Equipment Warranty Info

- _____ Warranty On _____ for _____ days from (date) _____ excludes transportation. Accepted By: _____
- Sold as is. There is no Warranty of any kind expressed or implied. Buyer responsible for all repairs. Accepted By: _____
- Disclaimer: Equipment sold for parts use only and may not be equipped with safety devices required for safe operation or use. Buyer assumes all risk and liability associated with equipment. Accepted By: _____
- Used equipment may not be equipped with the latest safety devices which may be available at additional costs. Accepted By: _____
- Ballast is required for traction and stability when operating tractors in rough terrain or with implements. Accepted By: _____
- Customer is responsible for verification of PTO shaft lengths Accepted By: _____

NO WARRANTY ON USED EQUIPMENT UNLESS OTHERWISE SPECIFIED

If payment is not received as stated above, interest will be charged at 1 3/4% per month, which is an ANNUAL PERCENTAGE RATE of 21% of the unpaid balance. Without qualifying the obligation to make such payments or complete responsibility for the insured and safekeeping of the property meanwhile, the undersigned agrees that title, ownership and right of possession of machine(s) and equipment ordered shall remain the property of the Seller until actually paid in full.

Salesman: Jacob Neal

Purchaser: _____

Committed People...Exceptional Value

**Memorandum**

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

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

Enclosed please find the following items:

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

Appendix A – F & Appendix H

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

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

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

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

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2019-2020 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	759	862	1,096	1,373	1,924
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	865	909	1,176	1,634	1,866
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	725	783	1,007	1,265	1,606
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	725	728	964	1,208	1,330
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,089	1,191	1,526	2,037	2,418
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	809	915	1,076	1,425	1,677

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

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

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

Non-Metropolitan Areas

Persons in Household

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

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

2019-2020 Food Maximums

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

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

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

2019-2020 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or**, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. *(See Instruction Memo for further guidance.)*

Non-Metropolitan FMR Areas

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

Non-Metropolitan FMR Areas

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

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

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

Metropolitan FMR Areas

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

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

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

Metropolitan FMR Areas

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

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 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>NOTE: For each additional person add \$144 per month.</p>		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<p>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</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).* 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.