

# Town of Hampden

## FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday October 15th, 2018

6:00 P.M.

Hampden Town Office

### AGENDA

1. Approval of Minutes
  - a. None
2. Review & Sign Warrants
3. Unfinished Business
  - a. Council rules review – *standing item*
4. New Business
  - a. Recommend Council referral to public hearing the proposed amendments to the General Assistance Ordinance - *as prepared by MMA for the Office of Family Independence, State of Maine*
  - b. Recommend Council authorization for the expenditure of \$7,784.00 from Police cruiser reserve for the purpose of outfitting the new cruiser with equipment – *requested by Chief Joseph Rogers*
  - c. Request for authorization for the expenditure of \$34,000 from Recreation Area Reserve for the purpose of awarding a contract to Plymouth Engineering to perform professional services to secure stormwater permitting for the Western Avenue Municipal Properties – *referral from Services Committee*
5. Manager's Items
6. Public Comment
7. Committee Member Comments
8. Adjournment

## 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.

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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**

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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.
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

1. The following motions do not require a second:

## HAMPDEN TOWN COUNCIL RULES OF PROCEDURE

- 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 to do so. Once public comment on an item has closed and a motion

## **HAMPDEN TOWN COUNCIL RULES OF PROCEDURE**

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.

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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**

# **GENERAL ASSISTANCE ORDINANCE**



**Prepared by Maine Municipal Association  
August 2018**

**GENERAL ASSISTANCE ORDINANCE**

The Municipality of \_\_\_\_\_ enacts the following General Assistance Ordinance. This Ordinance is filed with the Department of Health & Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the municipal officers:  
(day) (month) (year)

\_\_\_\_\_  
(Print Name) (Signature)

## Appendix A

Effective: 10/1/18 – 9/30/19

# 2018-2019 GA Overall Maximums

### Metropolitan Areas

#### Persons in Household

COUNTY	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	733	814	1,032	1,294	1,748
<b>Penobscot County HMFA:</b> Allon, 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	693	697	908	1,137	1,297
<b>Lewiston/Auburn MSA:</b> Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	669	736	932	1,193	1,461
<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	1,058	1,159	1,483	1,986	2,303
<b>York/Kittery/S.Berwick HMFA:</b> Berwick, Eliot, Kittery, South Berwick, York	989	1,039	1,382	1,749	2,433
<b>Cumberland County HMFA:</b> Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	784	831	1,091	1,593	1,820

COUNTY	1	2	3	4	5*
<b>Sagadahoc HMFA:</b> Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	786	875	1,017	1,345	1,636
<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	766	884	1,098	1,487	1,515

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

### Non-Metropolitan Areas

#### Persons in Household

COUNTY	1	2	3	4	5*
<b>Aroostook County</b>	622	662	773	1,016	1,112
<b>Franklin County</b>	650	680	807	1,005	1,431
<b>Hancock County</b>	698	798	1,009	1,274	1,397
<b>Kennebec County</b>	727	756	944	1,241	1,326
<b>Knox County</b>	759	765	944	1,210	1,344
<b>Lincoln County</b>	788	845	1,004	1,259	1,503
<b>Oxford County</b>	694	699	839	1,221	1,426
<b>Piscataquis County</b>	615	681	843	1,115	1,238
<b>Somerset County</b>	679	714	859	1,156	1,219
<b>Waldo County</b>	696	761	903	1,231	1,389
<b>Washington County</b>	679	683	840	1,062	1,212

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

**Appendix B**  
Effective: 10/01/18 to 09/30/19

**2018-2019 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, 2018, those amounts are:

<b>Number in Household</b>	<b>Weekly Maximum</b>	<b>Monthly Maximum</b>
1	44.65	192
2	82.09	353
3	117.44	505
4	149.30	642
5	177.21	762
6	212.56	914
7	235.12	1,011
8	268.60	1,155

**Note:** For each additional person add \$144 per month.

**Appendix C**

Effective: 10/01/18 to 09/30/19

**2018-2019 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>Aroostook County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	112	483	131	565
1	115	496	140	600
2	133	572	163	700
3	180	776	217	932
4	192	826	236	1,016
<b>Franklin County</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	119	511	138	593
1	120	514	144	618
2	141	606	171	734
3	178	765	214	921
4	266	1,145	310	1,335
<b>Hancock County</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	124	535	147	633
1	140	602	169	726
2	183	788	215	924
3	230	988	273	1,175
4	246	1,058	299	1,285
<b>Kennebec County</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	131	564	154	662
1	131	564	159	684
2	168	724	200	859

3	222	955	266	1,142
4	230	987	282	1,214

**Non-Metropolitan FMR Areas**

<b>Knox County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	139	596	161	694
1	139	596	161	694
2	168	724	200	859
3	215	924	258	1,111
4	234	1,005	287	1,232

<b>Lincoln County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	145	625	168	723
1	151	649	180	773
2	182	783	214	919
3	226	973	270	1,160
4	271	1,164	323	1,391

<b>Oxford County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	123	528	146	629
1	123	528	146	629
2	140	600	175	754
3	218	935	261	1,122
4	253	1,087	306	1,314

<b>Piscataquis County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	110	474	130	559
1	119	512	144	619
2	149	640	179	771
3	203	871	240	1,032
4	220	946	266	1,142

<b>Somerset County</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	120	517	143	614
1	121	519	149	642
2	147	631	180	774
3	202	870	246	1,057
4	205	880	257	1,107

**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	123	530	147	631
1	131	565	160	689
2	159	683	190	818
3	220	945	263	1,132
4	244	1,050	297	1,277

  

<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	119	513	143	614
1	119	513	143	614
2	140	601	176	755
3	181	776	224	963
4	203	873	256	1,100

**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	132	567	155	668
1	144	618	173	742
2	185	793	220	947
3	234	1,008	278	1,195
4	328	1,409	380	1,636

  

<b>Penobscot 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	123	527	146	628
1	123	527	146	628
2	156	669	191	823
3	198	851	241	1,038
4	223	958	276	1,185

  

<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	117	503	140	604
1	125	540	154	664
2	165	711	197	847
3	211	907	254	1,094
4	261	1,122	314	1,349

## Metropolitan FMR Areas

<b>Portland HMFA</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	208	892	231	993
1	224	963	253	1,087
2	289	1,244	325	1,398
3	395	1,700	439	1,887
4	457	1,964	510	2,191
<b>York/Kittery/S. Berwick HMFA</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	192	824	215	924
1	196	843	225	967
2	266	1,143	302	1,297
3	340	1,463	384	1,650
4	487	2,094	540	2,321
<b>Cumberland Ctv. HMFA</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	144	618	167	719
1	148	635	177	759
2	202	868	234	1,006
3	304	1,307	347	1,494
4	344	1,481	397	1,708
<b>Sagadahoc Ctv. HMFA</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	145	623	168	721
1	158	679	187	803
2	185	795	217	932
3	246	1,059	290	1,246
4	302	1,297	354	1,524
<b>York Ctv. HMFA</b>				
<b>Bedrooms</b>	<b>Unheated</b>		<b>Heated</b>	
<b>Bedrooms</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Weekly</b>	<b>Monthly</b>
0	140	600	163	701
1	160	688	189	812
2	203	875	236	1,013
3	274	1,201	323	1,388
4	274	1,201	326	1,403

## Appendix D

Effective: 10/01/18 to 09/30/19

### **2018-2019- ELECTRIC UTILITY MAXIMUMS**

**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:

<b><u>Number in Household</u></b>	<b><u>Weekly</u></b>	<b>Monthly</b>
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:

<b>Number in Household</b>	<b>Weekly</b>	<b>Monthly</b>
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**  
Effective: 10/01/18 to 09/30/19

**2018-2019 HEATING FUEL MAXIMUMS**

<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

**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**

Effective: 10/01/18 to 09/30/19

**2018-2019 PERSONAL CARE & HOUSEHOLD SUPPLIES**  
**MAXIMUMS**

<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

## **APPENDIX G**

### **Mileage Rate**

**This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 44 cents (44¢) per mile.**

**Please refer to the Office of State Controller for changes to this rate: Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>**

## **Funeral Maximums**

### **Burial Maximums**

The maximum amount of general assistance granted for the purpose of burial is **\$1,125**. 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 **\$785**. 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 \$50
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

## Appendix I

### 26 MRS §1043 (23)

**Misconduct.** “Misconduct” means a culpable breach of the employee’s duties or obligations to the employer or a pattern of irresponsible behavior, which in either case manifests a disregard for a material interest of the employer. This definition relates only to an employee’s entitlement to benefits and does not preclude an employer from discharging an employee for actions that are not included in this definition of misconduct. A finding that an employee has not engaged in misconduct for purposes of this chapter may not be used as evidence that the employer lacked justification for discharge. [1999, c. 464, §2 (rpr).]

A. The following acts or omissions are presumed to manifest a disregard for a material interest of the employer. If a culpable breach or a pattern of irresponsible behavior is shown, these actions or omissions constitute “misconduct” as defined in this subsection. This does not preclude other acts or omissions from being considered to manifest a disregard for a material interest of the employer. The acts or omissions included in the presumption are the following:

- (1) Refusal, knowing failure or recurring neglect to perform reasonable and proper duties assigned by the employer;
- (2) Unreasonable violation of rules that are reasonably imposed and communicated and equitably enforced;
- (3) Unreasonable violation of rules that should be inferred to exist from common knowledge or from the nature of the employment;
- (4) Failure to exercise due care for punctuality or attendance after warnings;
- (5) Providing false information on material issues relating to the employee’s eligibility to do the work or false information or dishonesty that may substantially jeopardize a material interest of the employer;
- (6) Intoxication while on duty or when reporting to work or unauthorized use of alcohol while on duty;
- (7) Using illegal drugs or being under the influence of such drugs while on duty or when reporting to work;
- (8) Unauthorized sleeping while on duty;
- (9) Insubordination or refusal without good cause to follow reasonable and proper instructions from the employer;
- (10) Abusive or assaultive behavior while on duty, except as necessary for self-defense;
- (11) Destruction or theft of things valuable to the employer or another employee;
- (12) Substantially endangering the safety of the employee, coworkers, customers or members of the public while on duty;
- (13) Conviction of a crime in connection with the employment or a crime that reflects adversely on the employee’s qualifications to perform the work; or
- (14) Absence for more than 2 work days due to incarceration for conviction of a crime.

## **Appendix I**

[1999, c. 464, §2 (new).]

**B. "Misconduct" may not be found solely on:**

- (1) An isolated error in judgment or a failure to perform satisfactorily when the employee has made a good faith effort to perform the duties assigned;**
- (2) Absenteeism caused by illness of the employee or an immediate family member if the employee made reasonable efforts to give notice of the absence and to comply with the employer's notification rules and policies; or**
- (3) Actions taken by the employee that were necessary to protect the employee or an immediate family member from domestic violence if the employee made all reasonable efforts to preserve the employment.**

[1999, c. 464, §2 (new).]

Sgt. T.D. Stewart      Sgt. Scott Webber  
 Sgt. Chris Bailey      Inv. Joel Small  
 Ofc. J.D. Burke      Ofc. Ben Eyles  
 Ofc. Shawn Devine      Ofc. Marc Egan  
 Ofc. Wm. Miller      Ofc. David Mushrall  
 Ofc. Tony Lorenz      Ofc. Hunter Cotton  
 Ofc. Jeff Rice  
 Kandy McCullough, Office Manager  
 Chief Joseph L. Rogers, Director of Public Safety



Lt. Dan Pugsley, Jr.      Lt. Matt StPierre  
 Lt. Jason Lundstrom      CH. Joe Dunton  
 FF Jared LeBarnes      FF Matt Thomas  
 FF Shaun McNally      CEO Myles Block  
 FF Matt Roope      FF Chris Liepold  
 FF Gavin Webb      FF Ed Gardella  
 FF Larry Hayward      FF Dani Green  
 FF Ken Roy      FF Chad Spann  
 FF Oliver Bianchi

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

TO:      Jim Chandler, Town Manager  
 FROM:      Joe Rogers, Director of Public Safety  
 RE:      Police Cruiser Reserve Fund  
 DATE:      October 11, 2018

I am requesting that \$7783.99 be released from the police cruiser reserve fund account for the cost of outfitting the 2018 Ford Interceptor Police SUV.

Custom Installations, LLC

5 Thibodeau Drive  
 Levant, ME 04456  
 (207) 944-5920  
 custominstallationsmaine@gmail.com

# Estimate

Date	Estimate #
9/22/2018	268

Name / Address
Hampden Police Department 106 Western Avenue Hampden, ME 04444 Attn: Sgt. Scott Webber

			Project
Description	Qty	Cost	Total
Whelen IW34UFX Inner Edge Suggested \$1,768.00	1	895.00	895.00
Whelen IONBKT4 brackets for rear lights	1	25.50	25.50
Whelen I2E blue/white ION (1) for rear (2) for side windows Suggested \$173/ea	3	118.75	356.25
Whelen I2D red/white for rear Suggested \$173/ea	1	118.75	118.75
Whelen TLIE blue/white liftgate Suggested \$135/ea	1	99.95	99.95
Whelen TLID red/white liftgate Suggested \$135/ea	1	99.95	99.95
Whelen Used Sapphire light/siren amp w/CCRN36 controller New unit \$1,396.00	1	350.00	350.00
Whelen speaker and bracket	1	175.00	175.00
Whelen SSFPOS taillight flasher Suggested \$80.00	1	68.95	68.95
Whelen VTX609C White LED for Taillights Suggested \$119/ea	2	89.95	179.90
Whelen PAR46S2B blue/white spotlight Suggested \$343.00	1	259.95	259.95
Whelen LINSV2E blue/white mirror Suggested \$245/ea	2	183.75	367.50
Whelen LINSV mount LSVBKT34	2	24.50	49.00
Whelen		49.00	49.00
Federal SL4F2B2W rear window stick	1	239.45	239.45
Federal CNSM-RBK1 bracket kit	1	24.95	24.95
Federal		34.00	34.00
Setina 12-VS-13-PIU Cargo Partition	1	389.25	389.25
Setina 10-VSL-XL-13-PIU Prisoner Partition	1	789.45	789.45
Setina Shipping		165.00	165.00
Gamber Johnson 7170-0166-08 equipment console w/armrest and cupholder	1	399.95	399.95
Gamber Johnson 15082 switch plate	1	24.95	24.95
Gamber Johnson 16648 pass thru cable	1	49.45	49.45
Gamber Johnson 15371 USB power	1	64.89	64.89
Gamber Johnson 7160-0444 wire cover plate	1	29.95	29.95
Gamber Johnson 7160-0063 cigarette lighter plug	1	23.62	23.62
Gamber Johnson 7160-0924 2" pocket	1	39.59	39.59
We appreciate your inquiry!		<b>Total</b>	

Customer Signature \_\_\_\_\_

Custom Installations, LLC

5 Thibodeau Drive  
 Levant, ME 04456  
 (207) 944-5920  
 custominstallationsmaine@gmail.com

# Estimate

Date	Estimate #
9/22/2018	268

Name / Address
Hampden Police Department 106 Western Avenue Hampden, ME 04444 Attn: Sgt. Scott Webber

Project

Description	Qty	Cost	Total
Magnetic Mic Clip	2	39.62	79.24
Gamber Shipping		45.00	45.00
Sti-Co FLexiwhip antenna w/low loss cable	1	69.95	69.95
Sound Off ECVDMILT5T4 Cargo work light	2	49.94	99.88
AC/DC MZL90 shutdown timer	1	139.95	139.95
Shop Supplies	1	80.00	80.00
Parts Sales Tax		5.50%	0.00
We appreciate your inquiry!		<b>Total</b>	\$5,883.22

Customer Signature \_\_\_\_\_

----- Forwarded message -----

From: **Jeffery Coon** <[custominstallationsmaine@gmail.com](mailto:custominstallationsmaine@gmail.com)>

Date: Wed, Sep 26, 2018 at 8:16 PM

Subject: Estimate 268 from Custom Installations, LLC

To: <[swebber@hampdenmaine.gov](mailto:swebber@hampdenmaine.gov)>

Dear Scott:

Please review the attached estimate for suggested equipment for the new vehicle. Let me know if I've missed something and feel free to contact us if you have any questions.

I would suggest that you order from WatchGuard a 3way visor post bracket for the Ford Interceptor Utility to mount the display, wireless mic charger and the camera head. I didn't put it on the equipment quote, but for removal of equipment from the current vehicle, installation of all equipment into the new vehicle and installation of a prisoner partition into your current vehicle is would be \$1,900.00.

We look forward to working with you.

Sincerely,

-Jeff

Custom Installations, LLC

2079445920

--

Jeffery S Coon

Custom Installations, LLC

5 Thibodeau Drive

Levant, ME 04456

(207) 944-5920

[custominstallationsmaine@gmail.com](mailto:custominstallationsmaine@gmail.com)



Item 4. c

## MEMORANDUM

106 Western Avenue  
Hampden, Maine 04444  
Office: 207-862-3034  
Facsimile: 207-862-5067

TO: Finance & Administration Committee  
FROM: Jim Chandler, Town Manager  
COPY: Shelley Abbott, Recreation Director  
Sean Currier, Public Works Director  
DATE: October 15, 2018  
RE: Selection of Consultant for Western Ave Stormwater Permitting & Authorization to Award Professional Services Contract to Plymouth Engineering

---

This memorandum conveys the attached Plymouth Engineering contract for professional services, including the scope of work outline and insurance certificates.

### Background

In August 2018 the Town advertised a Request of Qualifications for proposals to conduct professional engineering, design and permitting services on behalf of the Town. These services are necessary to successfully acquire the Maine Department of Environmental Protection (DEP) Site Location of Development Application (SLODA) permit(s) necessary to design the required stormwater facilities on the Western Avenue municipal properties; and to design the proposed additional parking area desired for the athletic fields located behind the Lura Hoit Pool. Upon completion of the review and evaluation process, staff recommended to the Services Committee that the Town select Plymouth Engineering.

### Staff Recommendation

Staff recommends your consideration of the attached Plymouth Engineering contract for professional services to perform the work necessary to acquire the DEP SLODA permit(s) needed for developing stormwater management facilities for the Town properties on Western Avenue; and, to design the proposed additional parking area desired for the athletic fields located behind the Lura Hoit Pool.

Staff negotiated a fee with Plymouth Engineering for these services in the amount of thirty-four thousand (\$34,000) dollars – lump sum, not to exceed that amount. The contract and scope were discussed and favorably referred (6-0) from the Services Committee to Finance and Administration for review, approval and referral to Council for award.

### Fiscal Impacts

Award of the attached contract for professional services to Plymouth Engineering requires authorization of reserve funds in the amount of thirty-four thousand (\$34,000) dollars from the Recreation Area Reserve Account #3-767-00. The reserve fund balance previously encumbered and set aside for this project is \$63,236.01.



# 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: October 15, 2018

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

**Project:** Permitting Services for Western Avenue Municipal Properties  
**Project Number:** 18234

**Scope of Services:** Services for the Project will be as outlined in the Statement of Qualifications submitted to the Client on September 24, 2018 (attached) and as clarified herein. Exclusions from our scope and fee include any additional boundary or topographic survey work, any acquisition or further requirements for wetland or vernal pool investigations or reporting from Moyse Environmental, cost related to digging of test pits, additional soils investigation work as may be required by the SLODA permit application, and legal or application fees.

**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 \$34,000 for the scope provided.

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:** Jim Chandler

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Signature

---

Signature

---

President  
Title

---

Town Manager  
Title

---

October 11, 2018  
Date

---

October 15, 2018  
Date



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## *Standard Terms and Conditions of Agreement*

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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

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## 2018 Rate Schedule

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<i>STAFFING</i>	<i>HOURLY RATE</i>
Principal-in-Charge	\$95.00
Senior Project Manager	\$80.00
Project Manager	\$75.00
Senior Engineers (Civil, Environmental, Structural)	\$75.00
Project Engineers (Civil, Environmental, Structural)	\$70.00
Junior Engineers (Civil, Environmental, Structural)	\$65.00
Registered Architect	\$80.00
Architectural Intern	\$60.00
Landscape Architect/Planner	\$75.00
Drafting Production	\$55.00
Construction Monitoring/Inspection/Administration	\$55.00 – 95.00
Clerical	\$40.00
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 January 1, 2018. 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.

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# Plymouth Engineering, Inc.

## Scope of Work Outline

### MDEP SLODA Permit Application Tasks:

1. Client-Stakeholder Kickoff Meeting
  - a. Discuss project background, purpose and goals
  - b. Affirm data needs and seek stakeholder input
2. Complete Data Acquisition
  - a. Includes receipt from Town of previously completed work products
  - b. Collection of additional documentation from other previous contractors
3. Parking Lot Concept Design Refinement
4. Regulatory Kickoff Meeting
  - a. Establish baseline requirements to meet Department expectations
5. Parking Lot Design & Permitting Level Plan Development
  - a. Draft Civil Site Plan
  - b. Construction Details
  - c. Pre- & Post-Development Storm Water Plans, with Required Details per MDEP
6. Perform stormwater calculations and modeling
  - a. Design stormwater management systems and buffer requirements (permit level)
7. Application Refinement
  - a. Prepare and distribute letters garnering input from State agencies and local utility providers
    - i. (Historic Preservation, Inland Fisheries, Hampden Water, Bangor Wastewater)
8. MDEP Pre-Application Meeting
  - a. Review preliminary stormwater management system design
  - b. Town affirms Fiscal Capability for Project Development
9. Permit Application Submission to MDEP
10. Address Maine DOT permit components for Addition of Proposed Exit Lane
11. Respond to MDEP feedback, if any

### Town of Hampden Planning Board – Site Plan Approval Tasks:

1. Modify Site Plan prepared for MDEP SLODA Permit Application
2. Compile plan summary and supporting documentation required by local ordinance
3. Submit Site Plan application to the Town
4. Attend Public Planning Board Meeting

## Deliverables

1. Parking Lot Concept Design
2. Permit-Level Plans, with Permit Application(s)
3. SLODA Permit Application
4. MDOT Permit Application(s) – As identified by Regulator
5. Planning Board Site Plan Application

## Exclusions

Scope is based upon certain assumptions that related tasks and work products have been accomplished by others, and the results of that work (including those products and deliverables) will be provided to Plymouth Engineering. Should any additional work be required of the regulatory agencies for the issuance of their permits, those items specifically are excluded from this Scope of Work, and include:

1. Additional Boundary or Topography Survey tasks;
2. Additional acquisition or determination of data related to wetland or vernal pool identification or analysis, including additional work required of Moyse Environmental;
3. Costs associated with the digging of soil analysis test pits (to be performed by Town staff);
4. Additional soil testing and/or analysis;
5. Legal and permit fees for applications to the regulatory agencies.

Should any of the above be required for the successful application and issuance of the desired MDEP, MDOT, Army Corps, NRPA, EPA or Hampden Site Plan permits/approvals; that work would be considered a change in Scope, or otherwise be the fiscal responsibility of the Town.

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