

**- PUBLIC MEETING -**  
**Rockport Select Board**

Monday, September 10, 2018  
7:00 p.m.

Geoffrey C. Parker Community Meeting Room, Rockport Opera House  
Streamed at <http://livestream.com/Rockportmaine>

**Note: The Select Board meeting will be recessed at 7:30 pm to hold the continuation of the August 27<sup>th</sup> Special Town Meeting to consider the proposed TIF amendment and will reconvene at the completion of the Special Town Meeting.**

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**AGENDA**

**I. Call Meeting to Order**

Please either turn off your cell phones and other electronic devices or set them to mute while in this meeting room or the hallways. If you need to take or make a phone call, please step outdoors.

**II. Public Hearing – 7:00 p.m.**

- a. An Amendment to the Municipal Tax Increment Financing District known as the “Commercial Street Municipal Development and Tax Increment Financing District” (“Commercial Street TIF District”) and to its Development Program

**III. Minutes, Meetings and Announcements**

- a. Approval of the minutes of previous meetings:
  - **None this meeting**
- b. Announcements of upcoming Select Board **meeting(s)**:
  - Regular Select Board meeting on **Monday, September 24<sup>th</sup>, 2018 at 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <http://livestream.com/Rockportmaine>
  - Regular Select Board meeting on **Tuesday, October 9<sup>th</sup>, 2018 at 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <http://livestream.com/Rockportmaine>
- c. Announcements of upcoming Select Board **workshop(s)**:
  - Comprehensive Plan Review Workshop – **Tuesday, September 11<sup>th</sup>, 2018 at 5:00 p.m.** Richardson Room, Town Office
  - Annual Select Board Goals Workshop – **Monday, September 17, 2018 at 5:30 p.m.** Richardson Room, Town Office
- d. Announcement(s) and/or Training(s):<sub>1</sub>

- Emergency Operations Plan Safety Training – **Tuesday, September 11<sup>th</sup>, 2018 at 8:00 a.m.** Richardson Room, Town Office
- Town Office closed on **Friday, September 14<sup>th</sup>, 2018 from 8 a.m. to 11 a.m.** for Computer upgrades (TRIO)
- Town Office closed on **Wednesday, October 3<sup>rd</sup> and Thursday, October 4<sup>th</sup>, 2018** for Maine Municipal Association Annual Conference in Augusta
- Town Office closed on **Monday, October 8<sup>th</sup>, 2018** to celebrate Columbus Day.
- Annual FOAA (Freedom of Access Act) Training with Phil Saucier on **Monday, October 29, 2018 at 6:00 p.m.** Geoffrey C. Parker Community Meeting Room, Rockport Opera House to be streamed at <http://livestream.com/Rockportmaine>
- Rockport Business Owner – Select Board Forum – **Tuesday, October 30, 2018 at 6:00 p.m.** Geoffrey C. Parker Community Meeting Room, Rockport Opera House to be streamed at <http://livestream.com/Rockportmaine>

e. Committee Openings:

Application for Committee Service can be found at the Town Office and on the Town Website: [www.town.rockport.me.us](http://www.town.rockport.me.us)

NOTE: If a committee does not have any vacancies, it may still be possible to apply to join the committee as an alternate member. Alternate members can attend all meetings, participate in discussions, but may only vote in the absence of a regular member. If interested, please check with the town office to see if there are alternate member spots available for the committee of interest.

- Budget Committee – 1 vacant seat
- Camden-Rockport Pathways Committee – 2 vacant seats
- Capital Improvement Committee – 1 vacant seat
- Investment Committee – 1 vacant seat
- Zoning Board of Appeals – 2 vacant seats

f. Agenda Changes

- g. Public Comment – public comment should be directed at issues not under discussion on this evening’s agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

## **IV. Town Manager's Report**

## **V. Unfinished Business**

- a. Discussion/Vote on Use of Consent Agenda – Debra Hall
- b. Follow up on non-voting taxpayer meeting – Debra Hall
- c. Vote to place a recommendation on the Library Bond question for the November 6<sup>th</sup> ballot – Action
- d. Vote to approve the November 6<sup>th</sup> Town Meeting Warrant
- e. Vote to place a recommendation on the polystyrene ban on take-out food containers for the November 6<sup>th</sup> ballot - Action

## **VI. New Business**

- a. Acknowledgment of Gifts to the Town:
  - Flowers planted at the Post Office that were donated from Plants Unlimited
- b. Consider a request from the Library foundation to hang a mural on the gable end of the Library – Action
- c. Discuss revision to fee structure to Opera House Livestream contract – Drew Weber – Action
- d. Presentation MCSW – Jim Guerra & Owen Casas – Informational
- e. Review Harbor Park Usage – Discussion
- f. Consider Winter Sanding/Plowing Policy - Discussion
- g. Review Select Board By-Laws – Discussion and possible action
- h. Approve change in Personnel Policies and Procedures - Action
- i. Approve change in Harbor Ordinance – Action
- j. Vote to adopt the General Assistance Ordinance - Action
- k. Consider the appointment of a Budget committee member to finish term of June 2019 – Discussion

## **VII. Wastewater Commissioners**

- a. None this meeting

**VIII. Liaison Reports**

**IX. Executive Session**

- a. None this meeting

**X. Adjournment**

## ***Manager's Report – September 10, 2018***

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### **Assessing**

As we all know the commitment was completed and the Tax bills all went out. Kerry and Caitlin worked very hard getting this out a week earlier than normal.

While the Town of Rockport did experience about 4 million dollars in new growth, we still experienced a 9.2% increase in the mil rate, largely due to a substantial increase in the school portion of the tax bill, as well as loss of revenues due to changes made by the legislature in the BETE and BETR programs. The Town's expenses increased just 2.86% while the cost of the recently voted approved middle school created a 11.27% increase in the MSAD 28 budget, which pushed the mil rate up substantially.

### **Fire Department**

The fire department has had a very busy few weeks. They are 34 calls ahead of the same point last year at 149 calls thus far this year. Due to the sale of the building where the old ladder truck was being stored, it had to be moved back to the fire station. They are currently looking for new inside storage space to keep it.

### **Finance**

Megan is gathering updated information for the CIP program for review by the CIP Committee and she will be attending the GFOA conference this month.

### **Harbor**

The Harbor committee will be considering the variance request submitted by Ken Dodge for his fishing boat which is too big for his mooring, under the ordinance. A recently approved ordinance change creates a variance process to allow him to get a variance from the Town for him to be out of compliance. Once the Harbor committee has had an opportunity to make a recommendation, it will come to the Select Board for consideration.

We have seen an uptick in overnight rentals at the Harbor, so our revenue stream will be increasing this year. We have had several big boats come into the Harbor recently, one was here for several weeks.

The fisherman's dock is being improved as it was becoming too slippery, so an existing ramp is being retrofitted to make it less likely to cause an accident.

There was an issue with a new permit for a dock that was mistakenly approved by the Planning Board before being presented to the Harbor Committee. Abbie is working on a solution to keep it from happening again.

The foot bridge has been sealed as well as the stairs headed up to Cramer park.

## **Police**

Car 70 has been out of service getting a new radiator installed.

Now that schools are back in session our officers have been assigned to daily traffic enforcement details in the school zones, and in the areas where school commuter traffic is heaviest. Officers will do these details morning and afternoon unless they are busy with other police matters.

We are doing directed patrols in other areas of Town based on need.

Randy has also contacted MDOT and is awaiting a return call to see if the Police Department can get involved with the Dynamic Speed Sign Program. Hopefully we can receive a speed board from MDOT with the agreement that we attend a one-day training and agree to move the board around to different locations. I will have more info in the future on this program.

## **Public Works**

Winter sand has all been delivered and is in the shed waiting for that first snow storm. Hopefully it will wait until mid-December.

They are working on getting all the trucks ready for winter as well. The Oshkosh is being worked on now and the new frame is in. Mike is hoping to get back up to look at it and check the progress in the next couple of weeks.

The washouts in the Cemetery have been repaired and several of the granite posts have been reset.

They continue to work on ditching around Town and will begin resetting culverts at the Glen Cove subdivision soon, as the association there has created better drainage to make the work we do more effective.

Mike is also working on the flashing speed limit signs that can be moved around Town to get driver's attention and get them to slow down.

The "Report It/ Fix It" application for the website is nearly complete and we are expecting it to be available soon. They are just polishing it up a bit and making it ready to use.

The paving bids are coming in now and paving will begin in the next few weeks. We have had paving repairs being done all around Town, and all the culverts were installed on Forest Glen, to improve drainage there.

The Public Works crew has been working for the past week or so cutting brush at Marine Park and thinning out the trees.

They have completed the new sidewalk and ADA compliant rampways around the Post Office that meet with DOT approval.



The repairs to the Lime Kiln have been made and look better than we ever hoped. We were expecting it to simply made safe, but Mark Stambaugh of Stambaugh Masonry did a great job after a few years of weathering you will not notice the repair.



## **Town Clerk**

The staff in the Town Clerk's office have all received training on online car registrations which will be implemented by September 15<sup>th</sup>.

With tax bills going out, the Town Clerk's office has been very busy this past week, as people are coming in to get their taxes paid.

46 personal property reminder letters have been sent out.

Linda has been busy setting up training as part of the wellness program that has gotten re-energized by the Safety Committee.

## **Town Office**

The specifications for the generator for the Town Office are finally near completion and we expect the bids documents to be sent out next week.

We received a \$5,212.00 dividend check from MMA as a result of our much-improved loss prevention experience we are seeing due to our monthly safety training.

## **Other**

The Library Design Committee has been busy over the past couple of months working with the owner's representative on revising the plan to meet the proposed budget of 3.5 million dollars. They have identified several areas of savings for the Library project. We have three estimates for pricing all within \$100,000 of each other and the owner's rep. is working on his own estimate that will include the savings that he has found. Ultimately this will not reduce the total expected cost but will give us enough of a buffer to absorb unanticipated costs.

Over the past three weeks, I have been able to get in 8 vacation days, which is very appreciated.

I will be away at the ICMA conference and the MMA Strategic Planning session from September 20<sup>th</sup> – the 26<sup>th</sup>.



## **Unfinished Business**

### **a. Discuss/Vote on Use of Consent Agenda – Debra Hall**

#### **Managers Comments:**

Included in your packet is back up materials provided by Debra Hall relative to the consent agenda's and how they are used to shorten meetings or allow the meeting time to be more focused on topics that need more lengthy consideration.

Consent agendas are used by many Towns, particularly those that are busy and have lengthy agenda's, like ours. In fact, the agenda for this meeting could benefit from the use, as there are several items that could be lumped into the single agenda item.

The challenge is, how do things get on the consent agenda? There are several ways.

The easiest is that an item gets discussed at one meeting at length and changes are made to everyone's satisfaction. The Board could vote to include it on the next month's consent agenda because they are happy with the item but not prepared to vote.

The next way is the Board Chair (and Vice Chair) and Town Manager could decide to put it on the consent agenda, because they feel that the Board has had time to discuss it previously or that it is a standard non-controversial question.

Some larger Towns and cities actually have an agenda setting workshop several weeks before the meeting where the next meeting is developed by the whole board or city council. This, to me seems a bit much.

There was some thought that we could not change the agenda format because something in the Charter precluded it. After review internally and review by Town Counsel, there is nothing in Town Charter that precludes it. The by-laws specify the agenda, but the Board has the power to amend the by-laws.

**From:** [Debra Hall](#)  
**To:** [Diane Hamilton](#); [Richard C. Bates](#)  
**Cc:** [Douglas Cole](#); [Debra Hall](#)  
**Subject:** Select Board--Background on Consent Agendas  
**Date:** Thursday, August 30, 2018 2:07:06 PM

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Doug & Rick

I understand the issue of consent agendas will be on the agenda at the September 10, 2018 meeting. The purpose of this email is to summarize the information I sent you on July 10, 2018 following our last Select Board discussion so that this can be included in the meeting agenda.

Questions were raised at the July 9, 2018 meeting about the use of consent agendas in government meetings. My research the following day confirmed the widespread use of consent agendas throughout the United States in municipal government. I referenced links to handbooks for municipal governments in California, Georgia and Texas as examples.

I provided links to the use of consent agendas in more than 20 cities/towns/counties in the State of Maine, including Camden, Rockland and the Knox County Commission. Additionally, I provided links to illustrate the use of consent agendas In Maine School Districts and Maine State Commissions.

Links I provided to you previously and additional links I have found for Maine municipalities/counties and school districts using consent agendas include, for example:

Camden, Rockland, Sanford, Ellsworth, Freeport, Dover-Foxcroft, Portland, South Portland, Brunswick, Bath, West Bath, Hamden, Bangor, Orono, Augusta, Mount Desert, Calais, Lewiston, Auburn, Caribou, Harpswell, Skowhegan, Presque Isle, Cumberland County, Knox County, MSAD 40, MSAD 6, MSAD 17, RSU 21 and The Maine Human Rights Commission.

It is clear that there is widespread use of consent agendas not only throughout Maine municipal governments but across the country. This is not a novel idea, but an idea who's time has come for Rockport. The consent agenda process is intended to save time at Select Board meetings so that we can focus on those items that truly need discussion. Efficiency in Town meetings should be a goal, not to stifle discussion but to ensure that we encourage residents to attend meetings that they know will be conducted efficiently without wasted effort on our part or theirs.

I appreciate this being placed once again on the agenda for discussion and a vote.

Best regards  
Debra

#### **IV. Consent Agenda**

- a. Vote to place a recommendation on the Library Bond question for the November 6<sup>th</sup> ballot
- b. Vote to Approve the November 6<sup>th</sup> Town Meeting Warrant
- c. Vote to place a recommendation on the polystyrene ban on take-out food containers for the November 6<sup>th</sup> ballot
- d. Vote to Approve change in Personnel Policies and Procedures
- e. Vote to Approve change in Harbor Ordinance
- f. Vote to adopt the General Assistance Ordinance - Action

#### **V. Town Manager's Report**

#### **VI. Unfinished Business**

- a. Discuss Consent Agenda – Debra Hall
- b. Follow up on non-voting taxpayer meeting – Debra Hall

#### **VII. New Business**

- a. Consider a request from the Library foundation to hang a mural on the gable end of the Library - Action
- b. Discuss revision to fee structure to Opera House Livestream contract – Drew Weber - Action
- c. Presentation MCSW – Jim Guerra & Owen Casas - Informational
- d. Review Harbor Park Usage - Discussion
- e. Consider Winter Sanding/Plowing Policy - Discussion
- f. Review Select Board By-Laws – Discussion and possible action
- g. Consider the appointment of a Budget committee member to finish term of June 2019 – Discussion

#### **VIII. Wastewater Commissioners**

- a. None this meeting

#### **IX. Liaison Reports**

#### **X. Executive Session**

- a. None this meeting

**b. Follow up on non-voting taxpayer meeting – Debra Hall**

**Manager's Comments:**

Debra would like to follow up on the non-voting taxpayer meeting and the question of non-resident taxpayers voting in local elections. This is not allowed under State law and is not done in any Town in Maine. There are some areas of the country that allow it, however those places are not Maine.

Included in the packet is a copy of the e-mail I received from Debra Hall based on her research and she is correct, the only way to change it is to have a legislative solution and that is a long uphill climb. That being said I am sympathetic to the fact that we apply the voting standard of residency in all sorts of places that I believe that we do have some flexibility on.

**From:** [Debra Hall](#)  
**To:** [Richard C. Bates](#); [Diane Hamilton](#)  
**Cc:** [Douglas Cole](#); [Debra Hall](#)  
**Subject:** Voting by Non-resident Taxpayers  
**Date:** Thursday, August 30, 2018 2:24:30 PM

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Rick & Doug

I understand that the issue of voting rights for non-resident taxpayers will be placed on the September 10, 2018 agenda. I am providing this email as background on the subject.

As you know, I was unfortunately not able to attend the meeting of the non-resident taxpayers held in July, but having watched the Livestream I am aware that the issue of voting rights was raised several times. I am providing this information as I want to make sure that our taxpayers know that we have heard their concerns and are addressing them.

In recent years, property owners across the country have called for expanding suffrage to non-residents. In 1995, this movement achieved its first major victory when the resort town of Mountain Village, Colorado took advantage of the state's home rule provision to pass a charter amendment that allowed non-residents to vote if they held at least 50 percent ownership stake in a local property. The courts upheld the amended charter allowing non-residents to vote.

By contrast, Maine law prohibits the Town of Rockport from being able to grant non-residents voting rights pursuant to home rule or otherwise. Of course, this is not a legal opinion on my part, but one clearly expressed by the Department of the Secretary of State. The link to this statement can be found here:

<https://www.maine.gov/sos/cec/elec/voter-info/resident.html>

While Maine is a home rule state since 1970, cities and towns can only exercise what has been described as only those powers expressly granted or necessarily implied or any power or function, which the Legislature has power to confer, which is not expressly denied or denied by clear implication. According to the Department of the Secretary of State, Bureau of Corporations, Elections & Commissions, the non-voting residents cannot vote in two different jurisdictions. The document below states: "You may live in two different homes during different parts of the year, but as a matter of law you can have only one domicile and thus only one voting residence." The document goes on to state that by registering to vote in Maine, an individual "will be deemed to have declared residency in Maine, which may require compliance with other Maine laws, including the motor vehicle laws and tax laws." The document further states: "By declaring Maine as your voting residence, you may also be treated as a resident of Maine for income tax purposes and be subject to Maine income tax."

Any effort to expand voting rights to non-residents in Maine would have to be advocated to and passed by the Maine State Legislature.

Best  
Debra

**c. Vote to place a recommendation on the Library Bond question for the November 6<sup>th</sup> ballot – Action**

**Manager's Comments:**

At the Special Town meeting on August 27<sup>th</sup>, the Board voted to place the two bond articles on the November 6<sup>th</sup> ballot as presented. The Board now needs to vote to recommend those articles so that the official recommendation can appear as part of the ballot. Where it is a question with financial impact to the Town, the Budget Committee will have to meet and make a recommendation as well.

**Suggested Motions:**

- **I move to place the proposed bond language articles to construct a new Library, on the warrant for the November 6<sup>th</sup> ballot as presented**
- **On the article regarding the library project \$1.5 million bond issue, I move that the Select Board recommend yes to the voters for the November 6, 2018 ballot.**
- **On article regarding the library project \$300,000 potential short-term financing, I move that the Select Board recommend yes to the voters for the November 6, 2018 ballot.**

**d. Vote to sign the November 6, 2018 Town meeting Warrant**

**Suggested Motion:**

**I move to sign the November 6, 2018, Town Meeting Warrant as presented (amended)**

- e. Vote to place a recommendation on the Polystyrene Ban on Take-out Food Containers, question for the November 6<sup>th</sup> ballot – Action**

**Suggested Motion:**

**On article regarding the proposed Polystyrene Ban on Take-out Food Containers, I move that the Select Board recommend Yes to the voters for the November 6, 2018 ballot**



## **New Business**

**b. Consider a request from the Library foundation to hang a mural on the gable end of the Library- Action**

### **Manager's Comments:**

John Viehman will be on hand to talk about the proposal of the Public Relations team from the Library Foundation to hang a large mural on the gable end of the library Building at 1 Limerock Street that will depict a large-scale image of the proposed new Library.

Where it is a Town owned building, it needs the Board's approval. I have checked with Town Counsel and it does not violate any statute for the Town to hang the mural.

The mural is not paid for by the Town using taxpayer dollars, it will not be telling people when or how to vote, and it will say "paid for by the Rockport Library Foundation".

Where it is a Town building I would advise that we have the Public Works employee's hang the mural rather than risk a volunteer getting hurt climbing a ladder.

### **Suggested Motion:**

**I move to allow the Library Building at 1 Limerock Street to be used to hang a mural that is being provided by the Rockport Library Foundation and installed by the Public Works Department.**

**c. Discuss Opera House Livestream contract – Drew Weber- Action**

**Manager's Comments:**

Attached are proposed additions to the Opera House rental contract that allows us to charge for groups that want to use the livestream equipment for events that they might have. These are additional fee's that would be charged and are made clear on the rental agreement.

**Suggested Motion:**

**I move to approve the proposed additions to the Opera House rental agreement as presented**

## **Proposed Amendment to Opera House Contract to Include Livestream Rental**

### **Livestream Rental Fees:**

Meeting Room Livestream only, \$100 per day

Auditorium Livestream, \$150 per day

Livestream rental includes 4 HD camera angles, live switch, presentation view for additional graphics, high quality audio, and placement of livestream video from the Town account on <http://Livestream.com/RockportMaine>. For all Livestream rentals, equipment must be managed and operated by trained Opera House Staff.

### **Staff Hours:**

Meeting Room only, \$17 per hour for Video Technician

Auditorium, \$25 per hour for House Manager + \$17 per hour for Video Technician

### **Additional Features Available:**

2 Large screen monitors used for presentations, \$50 each per day or \$80 for both per day.

High Definition Projector and projection screen (Auditorium only) = \$150 per day

Livestream cannot be embedded on other websites. Access to Livestream events cannot be resold. Lessee cannot charge a fee to the public for accessing livestream events. All Livestream videos are free and open to the public to view live and archived online at

<http://Livestream.com/RockportMaine>.

**d. Presentation MCSW – Jim Guerra & Owen Casas – Informational**

**Manager's Comments:**

Included in your packet is a letter from Owen Casas the MCSW Board Chair and Jim Guerra the Facilities Manager requesting time to meet with the various Boards in each of the 4 communities that MCSW serves. They plan on covering how MCSW Corp Functions and events and issues of importance that The MCSW Board anticipates acting on, over the next year.

**This is informational, and no decisions need to be made and no action taken.**



P.O. Box 1016 • Rockport, Maine 04856  
Tel: 207-236-2467 ~ Fax: 207-236-7968

## Memorandum

**To:** The Select Boards of Camden, Rockport, Lincolnville and Hope  
**From:** MCSWC BoD Chair and Facility Manager  
**Date:** Wednesday, August 8, 2018  
**Re:** MCSWC update and informational presentation

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Hello Board members and Town Managers. This memo lays out what will be discussed, generally speaking, when we present ourselves to your Boards. We hope to discuss two topics:

- How the Mid Coast Solid Waste Corporation functions. *This is dictated by both the By Laws of the Corporation and the Inter Local Agreement our four towns entered into when creating the Corp. We will do our best at sketching out the Corporation's responsibilities, the Towns responsibilities and where both of those responsibilities start and stop.*
- Events and issues of importance the Corp anticipates taking action on over the next year. *This includes but is not limited to facilities redevelopment and associated bond, revenues from MRC/ PERC separation and how we hope to invest/ protect those funds and potential changes to language in the Inter Local Agreement and By Laws.*

We look forward to discussing these topics with you at your Select Board meeting. Copies of the By Laws and Inter Local Agreement will be provided to you prior to the meeting. Please let us know if you have specific questions or material you would like prior to our meeting.

Respectfully,

Owen Casas, Chair, MCSWC

Jim Guerra, MCSWC Facility Manager

**e. Review Harbor Park Usage – Discussion**

**Manager's Comments:**

Attached is a copy of the Harbor Park Rental fee structure and the history of the rentals for the Board to consider.

**I have no recommended motion.**

Town of Rockport, Maine  
2018 Marine Park Harbor Rentals

» Event 1- Andre the Seal Statue unveiling

- Event Date: 6/28/2018; set up 6/27 tear down 7/2 (by Public Works)
- Free event- Town sponsored
- No tent, however there was a stage and other set up for food and events

» Event 2- Rehearsal Dinner

- Date of event: 7/13
  - 2 hour event
    - 5:30p-7:30p
- Small pop-up tent, up and down same day
- Applicant older residency: **Lincolville**
- \$125 rental fee + \$75 utility fee = \$200

» Event 3- Wedding ceremony

- Date of event: 7/14
  - 2 hour event
    - 3p-5p
- Large tent, up 7/14 down 7/15
- Applicant older residency: **Rockport**
- \$100 rental fee

» Event 4- Wedding reception

- Date of event: 7/21
  - 3 day rental
    - Event 5p-10p
- Large tent, up 7/20 down 7/21
- Applicant older residency: **Rockport**
- \$1050 rental fee + \$75 utility fee + RES rental for parking \$200 = \$1325
  - Also assessed a tent permit fee (\$50) and charge for police presence (\$290)

» Event 5- Wedding ceremony and reception

- Date of event: 8/4
  - 3 day rental
    - Event 4:30p-10p
- Large tent, up 8/3 down 8/5
- Applicant older residency: **Tulsa, Oklahoma**
- \$1650 rental fee + \$75 utility fee = \$1725
  - Also assessed a tent permit fee (\$50) and charge for police presence (\$215)

» Event 6- Concert

- Event Date: 8/12
- Free event- Jazz Festival sponsored by **Bay Chamber**
- Police Presence (\$125)

» Event 7- Reunion

- Date of event: 9/1
  - 2 hour rental
    - Event 2p-4p
- No tent or structures
- Applicant older residency: **Hope**
- \$125 rental fee

» Event 8- Wedding Reception

- Date of event: 9/16
  - 3 day rental
    - Event 4p-10p
- Large tent, up 9/15 down 9/17
- Applicant older residency: **Camden**
- \$1650 rental fee + \$75 utility fee = \$1725
  - Also assessed a tent permit fee (\$50) and charge for police presence (\$215 Estimate)

» Event 9- Wedding

- Date of event: 10/6
  - 2 hour rental
    - Event 2p-4p (to be confirmed closer to)
- No tent or structures
- Applicant older residency: **Camden**
- \$125 rental fee

A quick note:

Consistency has been an area of concern with the 2 hour rentals with the previous rental agent. This is an area of focus going forward under new supervision- ensuring proper tents are permitted, as well as utility fees are assessed.

**Total income generated from Harbor Rentals:**

**\$5,325 Rental and utility fees**

**\$150 tent permits (\$50x3)**

**\$845 Police- unsure to the town's Cost to have PD there, however this is what they charged**

**\$6320 TOTAL**



**From:** Samuel Temple  
**To:** [Diane Hamilton](#); [Jeffrey Hamilton](#)  
**Subject:** Harbor Events  
**Date:** Friday, August 24, 2018 5:58:39 PM

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To the Rockport Select Board.

As requested the Harbor Committee has reviewed this season's events summary for the Rockport Marine Park. The events strike us as appropriate and the public events have been met with rave reviews all around. If there have been any issues with the events it is our feeling that any necessary policy amendments could be implemented. We notice that the police have been hired to attend the events and wonder if they could help wrap things up at the appropriate hour if need be.

Respectfully Submitted, Sam Temple  
Chair, Harbor Committee

Sam Temple  
Owner [Rockport Marine](#)  
Mobile: 207.701.6075  
Office: 207.236.9651

**f. Consider Winter Sanding/Plowing Policy – Discussion**

**Manager's Comments:**

Mike has done some research into other Towns to see what they have for a winter sanding policy with no luck finding any public works department that has a policy that dictates how much sand and salt is applied as a matter of policy.

Every storm is different, trying to legislate application rates, that will work in all conditions is, in my opinion, nearly impossible to be successful. We use a lot of, just good judgement and past practice to adjust application rates, to keep residents safe.

**I have no recommended motion.**

**g. Review Select Board By-Laws – Discussion and possible action**

**Manager's Comments:**

All Boards and Committees are reviewing and updating their by-laws now for the Board to approve at the October 9<sup>th</sup> meeting of the Select Board. Even though the Board recently adopted their by-laws at the organizational meeting in June. It might be a good idea for the Board to review and consider any changes you might want to make.

For example, this is where you would start the process of getting a consent agenda item added to the agenda.

These bylaws may be amended at any time in writing by majority vote of the Board after notice and public hearing on the proposed amendment.

**I have no recommended motion.**

# **Bylaws of the Select Board of the Town of Rockport, Maine**

## **Section 1. Purpose and Scope**

The purpose of these bylaws is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and/or Charter of the Town of Rockport and shall be liberally construed so as to accomplish their purpose.

## **Section 2. Officers; Duties**

Officers of the Board shall consist of a Chairman and Vice Chairman to be chosen annually at an organizational meeting to be held within twenty-four (24) hours of the town election in June and from among Board members. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chairman also shall, together with the Town Manager, set the agenda for each meeting. In the absence of the Chairman, the Vice-Chairman shall preside and shall have the same authority as the Chairman. The Town Manager shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

## **Section 3. Meetings**

Regular meetings of the Board shall be held on the second (2<sup>nd</sup>) Monday (or the day following if Monday is a holiday) of each month (except June when the meeting shall be the fourth (4<sup>th</sup>) Monday) or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority (three) of the Board, provided, however, that notice thereof shall be given to each member and to representatives of the press at least forty-eight (48) hours in advance and that no business may be conducted other than as specified in said notice. Workshops may be called at the discretion of the Chair and shall include informal discussion of the matter at hand, but will not include formal action.

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting at which a quorum consisting of a majority of the Board is present. The order of business at regular meetings shall be as follows:

- I. Call Meeting to Order
  - a. Determination of a quorum
- II. Public Hearing
- III. Minutes, Meetings and Announcements
  - a. Minutes of the previous meeting(s)
  - b. Announcement of next regular Select Board meeting
  - c. Announcement of upcoming Select Board workshop(s)
  - d. Announcements
  - e. Committee Openings
  - f. Agenda Changes
  - g. Public Comment
- IV. Town Manager's Report
- V. Unfinished Business
- VI. New Business
- VII. Wastewater Commissioners
- VIII. Liaisons' Reports
- IX. Executive Session
- X. Adjournment

#### **Section 4. Hearings**

Public hearings of the Board shall be called as required by law or on such other occasions, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rule of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-

examination of any other party through the Chair, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

## **Section 5. Participation and Voting**

Any action of the Board shall require the affirmative vote of a majority (three) of its membership unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. If a member does abstain from a vote, other than because of a recognized conflict of interest, the abstention shall be considered an affirmative vote.

## **Section 6. Decisions**

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be included in the official minutes, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

## **Section 7. Annual Performance Review of Town Manager**

The Select Board shall hold a goal setting session no later than August 31<sup>st</sup> to establish the goals for the coming year for the Town Manager. Additionally, the Select Board will participate in a formal, written review of the Town Manager's performance which shall be completed no later than May 31<sup>st</sup> of each year.

## **Section 8. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law or the Town Charter shall be resolved in favor of the law and/or the Town Charter.

## **Section 9. Parliamentary Authority**

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Select Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable state and federal statutes, the Charter of the Town of Rockport, and any special rules of order the Select Board may adopt.

## **Section 10. Waivers; Amendments**

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Board after notice and public hearing on the proposed amendment.

Adopted by the Board on January 22, 2001

Revised by the Select Board on August 13, 2007

Revised by the Select Board on June 27, 2011

Revised by the Select Board on June 25, 2012

Revised by the Select Board on December 10, 2012

Revised by the Select Board on October 15, 2013

Revised by the Select Board on June 23, 2014

Revised by the Select Board on August 22, 2016

**h. Approve change in Personnel Policies and Procedures- Action**

**Manager's Comments:**

As you remember, the Board approved the smoking policy that prohibits smoking by Town employees at a previous meeting, effective September 1, 2018 to allow employees who smoke to get assistance through the EAP program from MMA to get help with quitting. That has been offered (a copy of the notice is included in your packet) and the few employees that do smoke or use tobacco products, did not take us up on it.

We now need to make a change to the personnel policy that removes language from Article 23-A1 section C- 2 (copy included in your packet) that designates a smoking area 15 feet from the door as that is not necessary in the policy as smoking on Town Property is not permitted.

In addition, you should remove language that refers to visitors from the policy as well, as the Personnel Policy does not have any influence over visitors and this item is not appropriate.

**Suggested Motion:**

**I move to approve the changes to the Workplace Smoking Policy as presented**



established, maintained and observed in both the Police and Fire Department. Employees are subject to both departmental rules and these policies for the Fire Department and departmental rules and the Union contract for the Police Department, unless these policies are in conflict with departmental rules. In the event a conflict exists, the departmental rules shall be controlling.

## **ARTICLE 23 - WORKPLACE SMOKING POLICIES**

### **A. Smoke-Free Workplace Policy for the Town of Rockport**

#### **1. Background and Purpose**

a. The Town of Rockport is dedicated to providing a healthy, comfortable and productive work environment for our employees, clients and visitors.

b. Tobacco use is the single greatest preventable cause of premature death and disability in the United States. In Maine, it accounts for one out of every seven deaths, or over 2,500 deaths annually. Research has shown that nonsmokers, especially those with chronic heart or lung disease, can experience severe distress when exposed to secondhand smoke. Furthermore, the U.S. Environmental Protection Agency concluded that secondhand smoke is a human lung carcinogen responsible for 3,000 deaths a year in the United States.

c. In light of these findings, it will be Town Policy to provide a smoke-free environment for employees, clients and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or spitting tobacco and applies to employees, customers and visitors as follows:

1. There will be no smoking or use of tobacco products within the Town's facilities and equipment at any time.

2. 

**Deleted:** There will be a designated smoking area fifteen (15) feet outside of the Town's facilities. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management.¶

## B. Procedure

1. Employees will be informed of this policy through signs posted in the facility, the policy manual, and orientation and training provided by their supervisors.

2.

**Deleted:** Visitors will be informed of the policy through signs and when necessary their host will explain it.

3. The Town will assist employees who wish to quit using tobacco by facilitating access to recommended tobacco cessation programs and materials.

4. Any violation of this policy will be handled through the Town's disciplinary procedure.

# NOTICE

Effective September 1<sup>st</sup> 2018, the Town of Rockport will become a tobacco free workplace. There shall be no use of any tobacco products including but not limited to: cigarettes, chewing tobacco and electronic smoking devices on Town owned property or vehicles.

That includes, inhaling, exhaling, burning, carrying or having in one's possession any lit cigarette, cigar, pipe, plant, including electronic smoking devices and/or other combustible substance in any manner or form.

We realize that for some, who still use tobacco products, this might cause some concerns. Keep in mind, if needed, EAP assistance is available for those who wish to quit using tobacco products and need help. This is covered through MMA Health trust. If you would like assistance please reach out to Town Manager's office and we can help you.

Any violations of the new policy will be handled through the Town's standard disciplinary procedure.

**i. Approve change in Harbor Ordinance – Action**

**Manager’s Comments:**

This is merely a housekeeping change that corrects an inconsistency with two different references in the ordinance having to do with riparian owners and how much shore frontage they need to own to be eligible for a mooring. The written language says, “one hundred feet”, but the numeric language says “(150’). The Harbor Committee discussed it at a recent meeting and recommended that it be amended to be (100’) to be consistent with what has been applied in the past.

This is a scrivener’s error and can be amended by the Board without going back to the voters.

**Suggested Motion:**

**I move to approve the changes to the Harbor Ordinance as presented.**

construction of piers, wharves, breakwaters, marine railways or bulkheads within the waters of Rockport.

**403.3 - Harbor Committee By-Laws:** The Harbor Committee shall maintain by-laws for the fair, orderly and efficient conduct of Harbor Committee business.

## Chapter 500 – Mooring Location and Assignment

### 501 - Overview

The regulations in this section shall be interpreted in a manner consistent with the requirements of the U. S. Army Corps of Engineers for federal anchorages and with the requirements of 38 M.R.S.A. § 3, 7-A, 8 and 11.

### 502 - Assignment of Moorings

The Harbormaster shall assign and indicate only to owners of vessels the location that they may occupy for mooring purposes and shall change the location of those moorings from time to time when the crowded condition of the anchorage, the need to conform to 38 M.R.S.A. § 7-A or other conditions render the change desirable.

**502.1. Riparian Owners:** Consistent with the provisions of 38 M.R.S.A. § 3, the Harbormaster shall assign one (1) mooring site to each riparian owner, fronting the land of that riparian owner, who owns shore rights of at least **one hundred feet (150')** of shore frontage, so long as the assignment of such a mooring is practicable, will not encroach upon the channels established by The Harbor Committee and such riparian owner is the master or owner of the vessel. Such mooring site shall be either temporary or permanent, as requested by the riparian owner.

**Commented [DH1]:** Should say (100')

**Formatted:** Highlight

**502.2. Use of Moorings:** All mooring assignments shall be exclusively for the personal use of the applicant and used exclusively for the vessel listed on the mooring assignment. The Harbormaster shall be informed of changes to the vessel listed on the mooring assignment.

**502.2.1. Leasing of Moorings:** No leasing, subleasing, or assignment of moorings or mooring numbers shall be permitted except for rental moorings. Permission may be granted by the Harbormaster for a period not to exceed one season if the applicant is in good standing on the waiting list. See 38 M.R.S.A. § 3.

**502.2.2. Rental & Service Moorings:** No rental or service moorings can be assigned without specific U. S. Army Corps of Engineers approval.

**502.3. Large Vessel Location Limitation:** Vessels of forty feet (40' LOA) or greater will not be assigned a mooring location in the Inner Harbor.

**j. Vote to adopt the General Assistance Ordinance - Action**

**Manager's Comments:**

Included in your packet is a copy of the revised ordinance changes. These are done every year and are updates to the income allowances put in place by the State and does not represent any substantive change to the policies in place.

**Suggested Motion:**

**I move to approve the General Assistance Ordinance effective October 1, 2018 through September 30, 2019 as presented.**



Maine Department of Health and Human Services  
Office for Family Independence  
19 Union Street  
11 State House Station  
Augusta, Maine 04333-0011

PAUL R. LEPAGE  
GOVERNOR

BETHANY L. HAMM  
ACTING COMMISSIONER

TO: Municipal Officials/Welfare Directors/General Assistance Administrators  
FROM: Sara Russell, General Assistance Program Manager  
RE: 2018-2019 General Assistance Ordinance Maximums  
DATE: August 30, 2018

Enclosed please find the following items:

- MMA's new (October 1, 2018–September 30, 2019) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Quick Reference Sheet**” which consolidates GA maximums onto one form. This is meant to be a quick reference tool for municipal officials administering GA. A copy is being sent to your municipality based on your specific maximums.
- “**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 – D**

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



Maine Department of Health and Human Services  
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19 Union Street  
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BETHANY L. HAMM  
ACTING COMMISSIONER

**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.

**Filing of GA Ordinance and/or Appendices**

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



# **GENERAL ASSISTANCE ORDINANCE APPENDICES A-D 2018-2019**

The Municipality of Rockport Adopts the MMA Model Ordinance GA Appendices (A-D) for the period of Oct. 1, 2018 – September 30, 2019. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 10<sup>th</sup> (day) of September (month) 2018 (year) by the municipal officers:

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Douglas Cole, Chair

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Kenneth McKinley, Vice-Chair

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Mark Kelley

---

Debra Hall

---

Jeffrey Hamilton

## 2018-2019 GA Overall Maximums

### Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
<b>Bangor HMFA:</b> Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	733	814	1,032	1,294	1,748
<b>Penobscot County HMFA:</b> Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	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

## Appendix A

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

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.

Oct 1, 2018 to Sept 30, 2019

**OVERALL MAXIMUMS**

**Persons in Household**

1	2	3	4	5
759	765	944	1,210	1,344

Household of 6 = 1,419  
\* Add \$75 for each additional person

**FOOD MAXIMUMS**

Persons	Weekly	Monthly
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

Add \$144 per month for each + person

**HEATING FUEL**

Month	Gallons	Month	Gallons
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.

**Housing Maximums**

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
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

**PERSONAL CARE & HOUSEHOLD SUPPLIES**

Number in Household	Weekly Amount	Monthly Amount
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:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**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:

Number in Household	Weekly	Monthly
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:

Number in Household	Weekly	Monthly
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.

1-800-442-6003

## 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:

Number in Household	Weekly Maximum	Monthly Maximum
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.**

## 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><u>Aroostook County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Franklin County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Hancock County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Kennebec County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Knox County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Lincoln County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Oxford County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Piscataquis County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Somerset County</u></b>				
	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>Waldo County</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><u>Washington County</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><u>Bangor HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><u>Penobscot Cty. HMFA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><u>Lewiston/Auburn MSA</u></b>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
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><u>Portland HMFA</u></b>	<b><u>Unheated</u></b>		<b><u>Heated</u></b>	
Bedrooms	<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><u>York/Kittery/S. Berwick HMFA</u></b>				
Bedrooms	<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><u>Cumberland Cty. HMFA</u></b>				
Bedrooms	<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><u>Sagadahoc Cty. HMFA</u></b>				
Bedrooms	<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><u>York Cty. HMFA</u></b>				
Bedrooms	<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

## 2018-2019 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2018 to September 30, 2019.**

### APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<b>NOTE:</b> For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

### APPENDIX B - FOOD MAXIMUMS

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

### APPENDIX C - HOUSING MAXIMUMS

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

*FOR MUNICIPAL USE ONLY*

**APPENDIX D - UTILITIES**

**ELECTRIC**

**NOTE:** For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$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*

**OVERALL MAXIMUMS**

**Persons in Household**

1	2	3	4	5
\$754	\$755	\$928	\$1,186	\$1,315

Household of 6 = \$1,390  
\*Add \$75 for each additional person

**FOOD MAXIMUMS**

Persons	Weekly	Monthly
1	\$44.65	\$192.00
2	\$81.86	\$352.00
3	\$117.21	\$504.00
4	\$148.84	\$640.00
5	\$176.74	\$760.00
6	\$212.33	\$913.00
7	\$234.65	\$1,009.00
8	\$268.14	\$1,153.00

\*Add \$144 per month for each + person

**HEATING FUEL**

Month	Gallons	Month	Gallons
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.

**HOUSING MAXIMUMS**

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$139.00	\$596.00	\$161.00	\$694.00
1	\$139.00	\$596.00	\$161.00	\$694.00
2	\$168.00	\$724.00	\$198.00	\$851.00
3	\$212.00	\$913.00	\$255.00	\$1,096.00
4	\$230.00	\$989.00	\$282.00	\$1,212.00

**PERSONAL CARE & HOUSEHOLD SUPPLIES**

Persons	Weekly	Monthly
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

**SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5 (VERIFIED)**

Persons	Weekly	Monthly
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

**TANF**

Persons	Monthly
3 <sup>RD</sup> Trimester	\$230.00
2	\$363.00
3	\$485.00
4	\$611.00
5	\$733.00

\*\*Special Needs \$200 if rent is 75% of income.

**BURIALS**

Burial Expenses	\$1,125.00
Vault/Cement Liner (at wholesale cost)	\$155.00
Liner Installed Add	\$75.00
Open & Closing of Grave	\$200.00
Cremation Expenses	\$785.00
Urn not to Exceed	\$50.00

**ELECTRIC**

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:

Number in Household	Weekly	Monthly
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.

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums above. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

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:

Number in Household	Weekly	Monthly
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.

**ADDITIONAL INFORMATION**

Work Mileage: \$44/Minimum Wage: \$7.50  
Prescription Group #: 367  
DHHS Hotline: 1-800-442-6003 #1 - #2

- k. Consider the appointment of a Budget committee member to finish term of June 2019 – Discussion**

**Manager's Comments:**

With the resignation of Jan Rosenbaum, there is a vacancy on the Budget Committee that the Board will need to fill. Linda Greenlaw will be on hand to explain the various options that the Board has available for filling the vacancy according to statute.

**I have no recommended motion.**