

Eliot Select Board Meeting
Thursday, September 23 2021 at 5:30 pm
Meeting Room and Use of the Owl for Remote via Zoom

Call to Order:

A. Roll Call:

B. Public Comments:

C. PUBLIC HEARINGS:

1. Adoption of the Maine Municipal Association Updated September 2021, General Assistance Ordinance and Adoption of the General Assistance Ordinance Appendices A-H for a term of October 01, 2021- September 30, 2022.

2. Approval of a Catering Permit Application for Shipyard Brew Pub for an event on October 8, 2021 at 2077 State Road (Raitt Farm)

D. Approval of Minutes of Previous Meeting(s): Regular Meeting Minutes of August 23, 2021

E. Department Head/Committee Report:

1. Police Department- Acceptance of Grant- Accreditation
2. Police Department- Cruiser Purchase
- 3 July/August Financials
4. Town Manager Report

F. New Business: Route 236 Update

1. Water/Sewer Project & Draft Corridor Study- Beech Rd. to Route 101/Goodwin Rd/Dover Rd.

G. Old Business:

H. Approval of Warrants:

- | | |
|-------------------------|------------|
| 1. A/P Warrant # 144 \$ | 18,038.53 |
| 2. A/P Warrant # 19 \$ | 107,973.20 |
| 3. A/P Warrant # 21 \$ | 40,931.29 |

I. Selectmen's Report:

1. Seeking Committee Members Listing

J. Executive Session:

K. Adjournment:

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Staff Report

**Public Hearing for the General Assistance Updated Ordinance
And Appendices A-H from October 01, 2021- September 30, 2022**

September 23, 2021

Background: Pursuant to M.R.S. §4305(1) the Municipal Officers after notice and hearing must adopt the yearly Appendices for the Model GA Ordinance used for a term of October 01, 2021 – September 30, 2022. This year Maine Municipal Association updated the General Assistance Ordinance as of September 2021 and this new ordinance must be approved as well for the GA Administrator to utilize while administering the program.

Issue: To approve the updated General Assistance Ordinance prepared by Maine Municipal Association, dated September 2021.

To approve the General Assistance Appendices A-H for a term October 01, 2021 – September 30, 2022.

Discussion: Must be approved for the administration of the GA program.

Fiscal Impact: None

Recommendation: MOTION: "To adopt the General Assistance Ordinance, prepared by Maine Municipal Association, dated September 2021 and the Appendices A-H for a term of October 01, 2021 – September 30, 2022."

Prepared by: Melissa Albert, General Assistance Administrator

Town Manager Recommendation: The Town Manager concurs with the recommendation

Carol Granfield

Carol Granfield

Interim Town Manager

GENERAL ASSISTANCE ORDINANCE



**Prepared by Maine Municipal Association
September 2021**

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ARTICLE I

Statement of Policy

The Municipality of _____ administers a general assistance (“GA”) program available to all persons who are eligible pursuant to the standards provided in this ordinance, state law (22 M.R.S. § § 4301 – 4326), and Department of Health and Human Services (DHHS) regulations.

The program will make every effort to recognize the dignity of applicants while helping eligible persons achieve self-maintenance by promoting the work incentive. When possible, the program will connect recipients with rehabilitative, preventive and protective services to alleviate non-financial needs. The GA program will not place unreasonable restrictions on the personal rights of applicants or recipients, nor will it discriminate based on sex, age, race, nationality, religion, sexual orientation or disability. The municipality is committed to including qualified individuals with disabilities in municipal services, programs, and activities. As a result, the municipality will promote a GA program that when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. GA applicants with physical or mental disabilities that require a reasonable accommodation in order to access and/or utilize the GA program are encouraged to contact the municipality to make an accommodation request.

The Administrator will act promptly on all applications for assistance and requests for fair hearings, and will provide GA applicants with information regarding their rights and responsibilities under the program. Within 24 hours after receipt of an application, the Administrator will provide the applicant a written decision, whether or not assistance is granted, that will state the specific reasons for the decision. The Administrator will also provide the applicant written notice that the applicant may appeal to the municipal fair hearing authority if dissatisfied with the decision. When an applicant is determined to be eligible, assistance appropriate to the need will be furnished within 24 hours after the completed application is

submitted except when the Administrator issues non-emergency assistance conditionally on the successful completion of a workfare assignment (*see Ordinance § 5.6*).

The Administrator will maintain complete and accurate records pertaining to each applicant and recipient. These records are confidential as a matter of law. 22 M.R.S. § 4306.

The Administrator will post notice stating the day(s) and hours the Administrator will be available. The Administrator, or other designated person/entity, will be available to take applications in the event of an emergency at all other times. A copy of this ordinance and Maine General Assistance law will be available to any member of the public upon request. Notice to this effect will be posted.

ARTICLE II

Definitions

Section 2.1—Common Meaning of Words

Unless otherwise apparent or defined, all words in this ordinance will have their common meaning.

Section 2.2—Special Definitions

Administrator. See “General Assistance Administrator,” below.

Applicant. A person who has submitted an application for GA directly or through an authorized representative, or who has, in an emergency, requested assistance without first completing an application. All persons on whose behalf an authorized application has been submitted or on whose behalf benefits have been granted shall be considered applicants.

Application Form. A standardized form used by the Administrator to allow a person to apply for GA benefits. The application form also confirms that a person has made an application. The application form is not complete unless signed by the applicant.

Basic Necessities. Food, clothing, shelter, fuel, electricity, potable water, non-elective essential medical services as prescribed by a physician, nonprescription drugs, basic telephone service where it is necessary for medical or work related reasons, property taxes when a tax lien placed on the property threatens the loss of the applicant's place of residence, and any other commodity or service determined essential by the municipality.

“Basic necessities” do not include:

- Phone bills
- Cable or satellite dish television
- Mail orders
- Vehicle payments
- Credit card debt**

- Furniture
- Loan re-payments**
- Cigarettes
- Alcohol
- Pet care costs
- Vacation costs
- Legal fees
- Late fees
- Key deposits
- Security deposits for rental property (except when no other permanent lodging is available unless a security deposit is paid, and a waiver, deferral or installment arrangement cannot be made between landlord and tenant to avoid need for immediate payment of the security deposit in full) (22 M.R.S. § 4301(1)).

**Repayments of loans or credit will be treated as having been spent on basic necessities when the applicant can provide verification of this fact.

Case Record. An official file containing application forms; correspondence; narrative records and all other communications pertaining to an applicant or recipient; written decisions regarding eligibility including reasons for those decisions and types and amounts of assistance provided; records concerning an applicant's request for fair hearing; and fair hearing decisions.

Categorical Assistance. All state and federal income maintenance programs.

Claimant. A person who has requested a fair hearing.

Deficit. An applicant's deficit is the appropriate overall maximum level of assistance for the household (see Ordinance § 6.8) less the household income (calculated pursuant to Ordinance § 6.7), provided that this calculation yields a positive number. If the household income is greater than the appropriate overall maximum level of assistance, the household has no deficit.

Disabled Person. A person who is presently unable to work or maintain a home due to a physical or mental disability that is verified by a physician or qualified mental health provider.

Dwelling Unit. A building or part thereof used for separate living quarters for one or more persons living as a single housekeeping unit (22 M.R.S. § 4301(2)).

Eligible Person. A person who is qualified to receive GA benefits from the municipality according to the eligibility standards in this Ordinance, Maine law (22 M.R.S. ch. 1161), and DHHS regulations (10-144 C.M.R. ch. 323). If otherwise qualified, “Eligible Person” includes U.S. citizens; non-U.S. citizens who are lawfully present in the United States as described in 8 U.S.C. § 1621(a)(1)-(3); and non-U.S. citizens who are pursuing a lawful process to apply for immigration relief. Assistance for non-citizens pursuing a lawful process for immigration relief shall not exceed 24 months beginning with assistance provided after July 1, 2015. “Eligible Person” does not include a fugitive from justice as defined in 15 M.R.S. § 201(4).

Emergency. Any life threatening situation, or a situation beyond the control of the individual which, if not alleviated immediately, could reasonably be expected to pose a threat to the health or safety of a person. At the municipality’s option, it includes a situation which is imminent and which may result in undue hardship or unnecessary cost to the individual or municipality if not resolved immediately. (22 M.R.S. § § 4301(4), 4308(2), 4310).

General Assistance (“GA”) Program. A service administered by a municipality for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families. A GA program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing “grant-in-aid” or “categorical” welfare program. This definition shall not lessen the municipality’s responsibility to provide GA benefits to a person each time that the person is in need and is found to be eligible to receive GA (22 M.R.S. § 4301(5)).

General Assistance (“GA”) benefits. Benefits provided to a person through the GA program.

General Assistance Administrator (“Administrator”). A municipal official designated to receive applications, make decisions concerning an applicant’s right to receive assistance, and prepare records and communications concerning assistance. He or she may be an elected overseer or an authorized agent such as a town manager, welfare director, or caseworker (22 M.R.S. § 4301(12)).

Homelessness. “Homelessness” means a situation in which a person or household is: (a) living in a place that is not fit for human habitation; (b) living in an emergency shelter; (c) living in temporary housing, including but not limited to a hotel, motel, campground, unlicensed campsite or rehabilitation facility; (d) exiting a hospital or institution licensed under 22 M.R.S. ch. 405 or a correctional facility where the person or household resided for up to 90 days if the person or household was in an emergency shelter or a place not fit for human habitation before entering the hospital, institution or correctional facility; (e) losing the person’s or household’s primary nighttime residence and lacking the resources or support networks to remain in that residence; or (f) fleeing or attempting to flee violence and has no other residence.

Household. “Household” means an individual or a group of individuals who share a dwelling unit. When an applicant shares a dwelling unit with one or more individuals, even when a landlord-tenant relationship may exist between individuals residing in the dwelling unit, eligible applicants may receive assistance for no more than their pro rata share of the actual costs of the shared basic needs of that household according to the maximum levels of assistance established in the municipal ordinance. The pro rata share is calculated by dividing the maximum level of assistance available to the entire household by the total number of household members. The income of household members not legally liable shall be considered as available to the applicant only when there is a pooling of income (22 M.R.S. § 4301(6)).

Income. “Income” means any form of income in cash or in kind received by the household including:

- Net remuneration for services performed;
- Cash received on either secured or unsecured credit;
- Payments received as an annuity, retirement or disability benefits;
- Veterans' pensions and/or benefits;
- Retirement accounts or benefits;
- Workers' compensation payments;
- Unemployment benefits;
- Federal and/or state tax returns;
- Income from pension or trust funds;
- Student loans;
- Benefits under any state or federal categorical assistance program such as, TANF, Supplemental Security Income, Social Security and any other payments from governmental sources (unless specifically prohibited by any law or regulation);
- Court ordered support payments (e.g., child support);
- Household income from any other source, including relatives or unrelated household members; and
- Rental income.

The following items will not be considered as income or assets that must be liquidated for the purposes of deriving income:

- 1) Real or personal income-producing property, tools of trade, governmental entitlement specifically treated as exempt assets by state or federal law;
- 2) Actual work-related expenses, whether itemized or by standard deduction, such as taxes, retirement fund contributions, union dues, transportation costs to and from work, special equipment costs and child care expenses; or
- 3) Earned income of children below the age of 18 years who are full-time students and who are not working full time.

In determining need, the period of time used as a basis for the calculation shall be a 30-day period commencing on the date of the application. This prospective calculation shall not disqualify an applicant who has exhausted income to purchase basic necessities, provided that the income does not exceed the income standards established by the municipality (22 M.R.S. § 4301(7)).

- 4) Benefits received pursuant to public benefit programs that are specifically exempt from being counted as income for purposes of GA. These programs include:
- Food Stamps (7 USC § 2017(b))
 - Li-Heap (42 USC § 8624)
 - Family Development Accounts (22 M.R.S. § 3762)
 - Americorp VISTA program benefits (42 USC § 5044 (f))
 - Property tax rebates issued under the Maine Property Tax Fairness Credit program, but only if the money is spent on basic necessities. (22 M.R.S. § 4301(7))
 - Aspire Support Service Payments (10-144 CMR Chapter 323)

Initial Applicant. A person who has not previously applied for GA assistance in this or any other municipality.

Just Cause. A valid, verifiable reason that hinders an individual from complying with one or more conditions of eligibility or from attending a scheduled fair hearing (22 M.R.S. § § 4301(8), 4316-A(5)).

Lump Sum Payment. A one-time or typically nonrecurring sum of money issued to an applicant or recipient. Lump sum payment includes, but is not limited to, retroactive or settlement portions of social security benefits, workers' compensation payments, unemployment benefits, disability income, veterans' benefits, severance pay benefits, or money received from inheritances, lottery winnings, personal injury awards, property damage claims or divorce settlements. A lump sum payment includes only the amount of money available to the applicant after required deductions have been taken from the gross lump sum payment. A lump sum payment does not include conversion of a non-liquid resource to a liquid resource if the liquid resource has been used or is intended to be used to replace the converted resource or for other necessary expenses. (22 M.R.S. § 4301 (8-A)).

Material Fact. A material fact is a fact that necessarily has some bearing on the determination of an applicant's GA eligibility, and which would, if disclosed to the

Administrator, have some determinable effect on the calculation of eligibility or the issuance of a grant of assistance.

Maximum Levels of Assistance. The amount of financial assistance for a commodity or service as established in Ordinance § 6.8 or the actual cost of any such basic necessity, whichever is less.

Misconduct. For purposes of the GA work requirement (22 M.R.S. § 4316-A) misconduct shall have the same meaning as “misconduct” in 26 M.R.S. § 1043(23). *(See Ordinance Appendix I)*. Generally, misconduct occurs when an employee violates his or her obligations to the employer. Employees who engage in a pattern of irresponsible behavior to the detriment of the employer’s interest may also be found guilty of misconduct.

Municipality. Any city, town or plantation administering a GA program.

Municipality of Responsibility. The municipality which is financially liable for the support of an eligible person at the time of application (22 M.R.S. § § 4301(9), 4307).

Need. The condition whereby a person’s income, money, property, credit, assets or other resources available to provide basic necessities for the individual and the individual’s family are less than the maximum levels of assistance (22 M.R.S. § § 4301(10), 4308).

Net General Assistance Costs. Those direct costs incurred by a municipality in providing assistance to eligible persons according to standards established by the municipal officers. These do not include the administrative expenses of the GA program (22 M.R.S. § § 4301(11), 4311).

Period of Eligibility. The time for which a person has been granted assistance. The period of eligibility may vary depending on the type of assistance provided; however, in no event shall this period extend beyond one month (22 M.R.S. § 4309(1)).

Pooling of Income. “Pooling of income” means the financial relationship among household members who are not legally liable for mutual support in which there occurs any commingling of funds or sharing of income or expenses. This ordinance establishes a rebuttable presumption that persons sharing the same dwelling unit are pooling their income. Applicants who request that the determination of eligibility be calculated as though one or more household members are not pooling their income have the burden of rebutting the presumed pooling of income.

Real Estate. Any land, buildings, homes, mobile homes and any other things affixed to the land (22 M.R.S. § 4301(13)).

Recipient. A person who has applied for and is currently receiving GA.

Recovery Residence. Recovery residence" means a shared living residence for persons recovering from substance use disorder that is focused on peer support, provides to its residents an environment free of alcohol and illegal drugs and assists its residents by connecting the residents to support services or resources in the community that are available to persons recovering from substance use disorder. 5 M.R.S. § 20003(19-D).

Registered Domestic Partner. An individual registered as the domestic partner of the applicant pursuant to 22 M.R.S. § 2710.

Repeat Applicants. All applicants for GA benefits that are not initial applicants are repeat applicants. For purposes of this ordinance “repeat” and “subsequent” shall have the same meaning.

Resident. A person who is physically present in a municipality with the intention of remaining in that municipality in order to maintain or establish a home and who has no other residence. A person who applies for assistance in a municipality who is not a resident of that municipality or any other municipality is the responsibility of the municipality where the person first applies. That municipality must take an application and grant assistance to the applicant if he/she is eligible, until he/she establishes a new residence in another municipality (22 M.R.S. § 4307).

Resources. Resources include any program, service, or other sources of support which are an alternative to or supplement for GA. There are two kinds of resources: “available” and “potential”. Potential resources are programs, services, non-liquid assets, or trusts that typically require people to apply in writing and/or wait a period of time before eligibility is determined or the potential income is released.

Potential resources include, but are not limited to, state or federal assistance programs, employment benefits, governmental or private pension programs, available trust funds, support from legally liable relatives, child support payments, and jointly held resources where the applicant or recipient share may be available to the individual (22 M.R.S. § 4317). Potential resources include the TANF (previously known as AFDC) program, Food Stamps, fuel assistance (HEAP), subsidized housing, and similar programs.

Available resources include resources which are immediately available to the applicant or which can be conveniently secured by the applicant without delay, such as cash on hand or in bank accounts, assets for which there is an immediate and available market, or support from relatives which is being made available at the time of application and for which the applicant does not have to take any unreasonable steps to secure (e.g., relocation beyond the immediate region). At the discretion of the Administrator a minimum balance required by a financial institution in order to obtain free checking or in order to maintain the account shall not be considered an available resource.

The Administrator reserves the right to inform GA clients of services, commodities or facilities made available by private organizations or charities; however, eligibility for GA benefits shall not be based or conditioned on the use of a private charitable resource(s).

30-Day Need. An applicant's 30-day need is the sum of the household's prospective 30-day costs, from the date of application, for the various basic necessities. For the purpose of this calculation, the 30-day cost for any basic need shall be the household's actual 30-day cost for the basic necessity or the maximum

30-day cost for the basic necessity as established by this ordinance, whichever is less.

Unforeseen Repeat Applicants. A repeat applicant who has not applied for assistance within the last twelve months and who has been regularly employed or receiving support from a public benefit program or private source and who has unexpectedly become unemployed through no fault of their own or whose benefits (e.g., through an available resource) have ceased through no fault of their own.

Unmet Need. An applicant's unmet need is the household's 30-day need (established by Ordinance § 6.6) less the household income (calculated pursuant to Ordinance § 6.7), provided such a calculation yields a positive number. If the household income is greater than the household's 30-day need, the household does not have an unmet need.

Work Requirements. Work requirements are obligations the Administrator places on applicants as directed and/or authorized by 22 M.R.S. § 4316-A to the extent such obligations (1) ensure a continuing potential eligibility for GA when complied with, (2) result in ineligibility when violated, and (3) are not merely optional, discretionary, or advisory. Work requirements include registering for work, looking for work in good faith, accepting all suitable job offers, maintaining employment, performing workfare, and participating in training, educational, or rehabilitation programs that will assist the participant in securing employment.

ARTICLE III

Administrative Rules and Regulations

Section 3.1—Confidentiality of Information

Case records and all other information relating to a GA applicant or recipient are confidential and will not be disclosed to the general public. (22 M.R.S. § 4306).

Release of Information. Applicants, recipients and their legal representatives have the right to review their case records. No record will be released to a third party unless the Administrator receives a signed consent form in which the applicant expressly authorizes the release of his or her records to the specified parties. Whenever the Administrator releases any information, he/she will make a notation in the applicant's file stating to whom the record was released and the date. The Administrator may charge a reasonable fee for reproduction of records.

Information from Other Sources; Penalty. Information concerning an applicant or recipient furnished to the municipality by DHHS or any other agency or institution pursuant to 22 M.R.S. § 4314, is confidential. The Administrator will also comply with laws requiring confidentiality of vital statistic records such as birth, marriage and death records. (22 M.R.S. § 2706).

Any representative of a financial institution or any employer of a GA applicant who, upon receipt of a written release signed by the depositor /employee and a written request from the Administrator, refuses to provide necessary information to the Administrator in order to verify an applicant's eligibility must state in writing the reason for the refusal. National banks are also obligated to disclose deposit information to the Administrator upon receipt of a written request and release signed by the depositor. Additionally, when a municipality or its agents are acting in accordance with section 4313(2) to verify eligibility for funeral or cremation benefits, an officer of a financial institution must disclose the amount deposited upon receipt of a written request from the municipality or its agents and a notarized affidavit signed by the overseer of the municipality or its agents stating that the named

depositor is deceased. Any such person who refuses to provide information, without just cause, may be subject to a civil penalty of not less than \$25 nor more than \$100. Any person, including the applicant, who knowingly and willfully makes a false representation of a material fact to the Administrator commits a Class E crime (22 M.R.S. § § 4314, 4315).

Misuse of Information. Misuse of any information relating to an applicant or recipient is a punishable offense (22 M.R.S. § 42(2)).

Section 3.2—Maintenance of Records

The Administrator will maintain complete and accurate program records (22 M.R.S. § 4306). These records are necessary to: (a) document and account for municipal program expenditures; (b) document and support decisions concerning applicants and recipients; and (c) ensure relevant information is available for any fair hearing or judicial review of the Administrator's decisions.

Case Records. The Administrator will maintain a separate case record, in paper or digital format, for each applicant or recipient. Each case record will include at least:

- household applications;
- household budget sheets;
- the types and amounts of assistance provided;
- narrative statements describing the nature of the emergency situation whenever GA is granted in amounts greater than the applicant's mathematical eligibility (i.e., deficit or unmet need, whichever is less);
- written decisions;
- requests for fair hearings and the fair hearing authority decisions;
- workfare participation records;
- repayments to the municipality;
- narrative writings documenting the need for general assistance, the results of home visits, collateral information, referrals, changes in status;

- client authorization(s) for the release of GA information and/or reason(s) for the release of confidential information;
- adjustments in aid, and suspension or termination of eligibility;
- physician's documentation;
- Supplemental Security Income (SSI) interim assistance reimbursement authorization forms; and
- vendor forms

Case records will not include information that is irrelevant to the applicant's or recipient's application or the Administrator's decisions.

Retention of Records. GA records shall be retained for at least three full years. The three-year period shall coincide with the state government's fiscal year which begins July 1 and ends on the following June 30. Records may be destroyed after three years by supervised shredding, burning or an appropriate digital deletion/destruction process. If a recipient's records contain SSI reimbursement forms, the recipient's records should be retained so that the municipality may seek reimbursement.

ARTICLE IV

Application Procedure

Section 4.1—Right to Apply

Who May Apply. Any person may apply for GA. The head of the family, any other responsible household member, or an authorized representative must apply in person, except in special emergency situations (see Ordinance § 4.9) or when the applicant resides at an emergency shelter and the municipality has made an agreement with that emergency shelter to presume shelter residents eligible for GA benefits (22 M.R.S. § 4304(3)). In such cases, the Administrator may require a representative to present a signed statement documenting that he/she is authorized to apply on behalf of the named applicant. The applicant or representative must complete a written application and any other forms necessary for the Administrator to determine eligibility (22 M.R.S. § § 4305, 4308). With notice, all members of the household receiving GA may be required to physically present themselves to the Administrator. Note that fugitives from justice are ineligible for GA benefits.

Telephone Applications. When a person has an emergency but is unable to apply in person due to illness, disability, lack of child care, lack of transportation or other good cause, and he/she cannot send an authorized representative, the Administrator will accept an application by telephone. The telephone application is subject to written verification by mail and a visit to the applicant's home with his or her permission (22 M.R.S. § 4304).

Written Application Upon Each Request. Each request for assistance will be administered in accordance with these guidelines, and the Administrator will make an independent determination of eligibility for GA each time a person applies (22 M.R.S. § § 4308, 4309).

Applications Accepted; Posted Notice. Application forms will be available during regular business hours at the municipal office and when the Administrator is conducting interviews with applicants. Completed applications will be accepted and

interviews given only during the regular hours established and posted by the Administrator. In an emergency, however, the Administrator or his or her designee will be available to accept applications for assistance whenever necessary.

The municipality will post notice stating the times and location where people may apply for assistance and contact information for the Administrator available to take emergency applications at all other times. In addition, the posted notice shall state that the municipality must issue a written decision on all applications within 24 hours, and will include the DHHS toll-free telephone number for reporting alleged violations or complaints. (22 M.R.S. § 4304).

Section 4.2—Application Interview

Except when it is impractical, the Administrator will interview each applicant in person before making a decision. Interviews will be conducted in private, although the applicant may be accompanied by a legal representative, friend or family member.

Section 4.3—Contents of the Application

An application must contain the following information:

- a) the applicant's name, address, date of birth, SSN or appropriate United States Customs and Immigration Services (USCIS) documentation, and phone number;
- b) the names, date(s) of birth, and SSN(s) or appropriate USCIS documentation of other household members for whom the applicant seeks assistance;
- c) the total number of individuals living with the applicant;
- d) employment and employability information;
- e) a listing of all household income, resources, assets, and property;
- f) the applicant's household expenses;
- g) the types of assistance requested;
- h) a statement of the penalty for false representation;
- i) the applicant's permission for the Administrator to verify information;

j) the signature of applicant and date.

If an initial applicant is unable to provide identification records (e.g., SSN card/number) because the record may have been lost, stolen or misplaced, the Administrator may allow the initial applicant a reasonable amount of time (e.g., five working days), to obtain copies of identification records. Provided the initial applicant makes a good faith effort to obtain the item/record sought, GA benefits necessary to cure an immediate and/or emergency need shall not be withheld. In such cases the Administrator may elect to provide a prorated amount of GA (e.g., five days' worth), while the applicant attempts to obtain the required information.

Section 4.4—Administrator's Responsibilities at the Time of the Application

The Administrator will inform all applicants of: (1) their rights and responsibilities; (2) general program requirements for applying for and receiving GA, and (3) application requirements, eligibility guidelines, applicant rights, and applicant reimbursement obligations.

Application Requirements. The Administrator will help applicants complete application forms, and inform applicants of any other information or documents necessary to evaluate the applicant's eligibility. The Administrator will fully explain the purpose of any forms consenting to release of the applicant's information and any benefit reimbursement agreements before the Administrator requests the applicant's signature or written authorization.

Eligibility Requirements. The Administrator will inform the applicant, either orally or in writing, of the eligibility requirements of the program, including:

- the income standard of need;
- the applicant's ongoing use-of-income, work-related, and resource-related responsibilities, as described in the section immediately below;
- the reduction in assistance that results from spending household income on non-basic necessities;

- immigration status (see definition of “Eligible Person”); and
- the disqualification penalties associated with committing fraud, failing to perform work-related assignments without just cause, or failing to make a good faith effort to secure potential resources when the requirement to attempt to obtain those resources has been explained to the applicant in writing.

Applicant Rights. The Administrator will inform all applicants of their right to:

- review the municipal GA ordinance and Maine GA statute and regulations;
- apply for assistance;
- receive a written decision concerning eligibility within 24 hours after application;
- confidentiality of the application and other records;
- contact the DHHS with complaints;
- challenge the Administrator’s decision by requesting a fair hearing.

Reimbursement/Recovery. The Administrator will inform the applicant/recipient that he/she must reimburse the municipality the amount of GA benefits he/she has been granted if he/she subsequently has the ability to pay. The municipality may also, as appropriate, contact and inform the applicant/recipient’s legal representative of the recipient’s obligation to repay the municipality.

The municipality may also recover the amount of assistance granted to a recipient during the previous 12 months from any relative legally liable for the applicant’s support, such as a spouse, or the parents of persons under the age of 25. (*See Article VIII, “Recovery of Expenses”*) (22 M.R.S. § § 4318, 4319). Whenever applicable, the Administrator will explain the liens a municipality may place against a recipient’s real or personal property, such as the mortgage or capital improvement lien, the Workers’ Compensation lump sum payment lien, or the SSI “interim assistance agreement” lien, described in Article VIII, “Recovery of Expenses.”

Section 4.5—Responsibilities of the Applicant at the Time of Application

The applicant is responsible to provide accurate, complete and current household information and verifiable documentation at the time of each application concerning:

- Income
- Resources
- Assets
- Employment
- Use of income
- Names and addresses of any relatives legally liable for the applicant's support
- Any change in this information from a previous application that would affect household eligibility (22 M.R.S. § 4309).

In addition, the applicant must accurately report and provide verifiable documentation that shows the applicant:

- a) has remained employed, if previously employed, and has not quit work without just cause or been discharged from employment for misconduct;
- b) has been seeking employment, if previously unemployed or employed on a part-time basis, has accepted any suitable offer of employment, and has satisfactorily performed all workfare assignments or had just cause not to perform those assignments;
- c) has made use of all available and potential resources when directed in writing to such a program by the Administrator, including, but not limited to, other government benefit programs or the assistance of liable relatives of sufficient means; and
- d) has participated in any training, retraining, educational or rehabilitative program when appropriate and when directed in writing to such a program by the Administrator, in order to diminish the applicant's need for general assistance (22 M.R.S. § § 4316-A, 4317).

Section 4.6—Action on Applications

Written Decision. The Administrator will issue a written decision concerning the applicant's eligibility within 24 hours after the applicant submits a written

application. Assistance will be furnished to eligible applicants within that period except when the municipality is permitted by law (and pursuant to Ordinance § 5.6) to issue assistance conditionally on the successful completion of a workfare assignment (22 M.R.S. § § 4305, 4316-A, 4321). A written decision will be given each time a person applies, whether assistance is granted, denied, reduced or terminated.

Content of Decision. The Administrator's written decision will contain:

- a) the type and amount of benefits granted, or the applicant's ineligibility for benefits;
- b) the period of eligibility if the applicant is eligible for assistance;
- c) the specific reasons for the Administrator's decision;
- d) the applicant's right to a fair hearing; and
- e) the applicant's right to notify the DHHS if he/she believes the municipality has acted illegally (22 M.R.S. § 4321).

Section 4.7—Withdrawal of an Application

An application will be considered withdrawn if the applicant requests in writing that the application be withdrawn; or if the applicant refuses to complete or sign the application or any other document needed by the Administrator.

Section 4.8—Temporary Refusal to Accept Application

Under special circumstances, the Administrator may temporarily refuse to accept applications. Such circumstances include, but are not limited to, the following:

- a) When the applicant's conduct is abusive, disruptive, or harassing, or when the applicant is under the influence of drugs or alcohol. In these situations, the applicant will be asked to leave; if the applicant refuses to leave, the police may be summoned. The applicant will be informed that an application will only be accepted when his or her conduct is under control.

- b) If the Administrator believes that an applicant's behavior presents a threat to the health or safety of the public or to a municipal employee, if the applicant's behavior is violent, or if an applicant has engaged in abusive, disruptive or harassing behavior and has been required to leave on more than one occasion, the applicant may be required to designate a third party to apply for assistance on his or her behalf and the applicant may be prohibited from entering the municipal building;
- c) When a third person applies for assistance on behalf of the applicant that person may be required to provide written verification that he/she has been duly authorized to act as a representative for the applicant (22 M.R.S. § 4308).

Section 4.9—Emergencies

An “emergency” means any life threatening situation, or a situation beyond the control of the applicant which if not alleviated immediately could reasonably be expected to pose a threat to the health or safety of the applicant or a member of the household (22 M.R.S. § 4301(4)). An emergency includes homelessness or imminent homelessness. Even if an applicant is otherwise ineligible to receive GA benefits, unless he/she is disqualified as provided below, emergency assistance may be granted to applicants who lack sufficient income and resources to meet the emergency need and also have not had sufficient income and resources to avert the emergency (22 M.R.S. § 4308).

A municipality may provide emergency assistance when the municipality determines that an emergency is imminent and that failure to provide assistance may result in undue hardship and unnecessary costs to either the applicant or the municipality.

Disqualification for Emergency Assistance. A person who is currently disqualified from receiving GA due to a violation of Ordinance §§ 5.5, 5.6, 5.7, 5.8, 5.9 or 6.4 is ineligible to receive emergency assistance (22 M.R.S. § 4308(2)(A)). However, dependents of a disqualified person may be eligible for assistance. For the

purposes of this section, “dependents” are defined as: (1) a dependent minor child; (2) an elderly, ill or disabled person; or (3) a person whose presence is required to provide care for any child under the age of 6 years or any ill or disabled member of the household (22 M.R.S. § 4309(3)).

If one or more members of a household are disqualified and assistance is requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Assistance Prior to Verification. Whenever an applicant informs the Administrator that he/she needs assistance immediately, the Administrator will grant, pending verification, the assistance within 24 hours, provided that:

- a) after interviewing the applicant the Administrator has determined that the applicant will probably be eligible for assistance after a verification of information is completed; and
- b) the applicant submits documentation when possible, to verify his or her need. The Administrator may contact at least one other person to confirm the applicant's statements about his/her need for emergency assistance. No further assistance will be authorized until the applicant's eligibility is confirmed (22 M.R.S. § 4310).

Telephone Applications. If a person has an emergency need and cannot apply in person due to illness, disability, lack of transportation, or other good cause, and if there is no authorized representative who can apply on behalf of the applicant, the Administrator shall accept an application over the telephone (22 M.R.S. § 4304).

Assistance will not be granted after a telephone application if the applicant refuses to allow the Administrator to verify information provided by the applicant either by visiting his or her home or by mail, and the Administrator cannot determine eligibility through any other means.

Limitation on Emergency Assistance. Applicants are not automatically eligible for emergency assistance. If an applicant had income which could have been used to prevent all or part of an emergency, but he or she spent that income on items which are not basic necessities, the applicant will not be eligible to receive GA to replace the misspent money (22 MRSA § § 4308(2) & 4315-A).

All applicants must provide the Administrator with verifiable documentation demonstrating that the applicant lacked sufficient income to avert the emergency situation. According to the following criteria, the Administrator may limit emergency assistance to cover only the difference between the amount of money necessary for the household to avoid the emergency and the amount of income available to the household during the applicable time period.

- a) The applicable time period shall be the 30 days preceding the application for emergency assistance, except in those cases where the emergency was created by a negative account balance for a commodity or service (such as rent, mortgage or utility payments), and the negative account balance was created over a longer period of time. In such cases, the applicable time period shall be the consecutive length of time the account balance has been in the negative.
- b) The Administrator shall seek from the applicant all information pertinent to the applicant's ability to provide for his or her basic necessities for the applicable time period, including evidence of all income and resources received over that period of time.
- c) The Administrator shall calculate all costs per month for the household's basic necessities during the applicable time period, consistent with the maximum levels established by this ordinance for the specific basic necessity or the actual monthly cost, whichever is less, including all costs associated with averting the particular emergency situation for which the applicant is seeking assistance.

- d) From the total household costs for basic necessities during the applicable time period, the Administrator shall subtract the total income and lump sum payments available to the household for the applicable time period as well as the total general assistance actually received during the applicable time period.
- e) The Administrator may restrict the issuance of emergency assistance to the difference yielded by the computation in subsection (d), even when such a grant will not totally alleviate the emergency situation.
- f) The Administrator may waive this limitation on emergency assistance in life threatening situations or for initial applicants; that is, persons who have never before applied for general assistance.
- g) Nothing in these criteria may be construed as prohibiting a municipality from electing to alleviate an emergency situation in the most cost-effective manner available, provided such a determination of eligibility for emergency assistance is in conformance with general assistance law.

Section 4.10—Residence

The Administrator shall provide GA to all eligible applicants who are residents of this municipality. A resident is a person who has no other residence, is physically present in this municipality and who intends to remain here and establish a household.

The municipality also recognizes its responsibility to provide assistance to eligible persons who apply here and who are not residents of this municipality or any other municipality. If a person who is not a resident of any municipality applies in this municipality first, the Administrator will determine his or her eligibility and, if eligible, will grant assistance until he/she establishes a residence in another municipality (22 M.R.S. § 4307).

Moving/Relocating. The municipality will not consider moving or transporting an applicant or recipient into another municipality unless the person requests assistance to relocate to another municipality. If the Administrator determines the applicant is eligible and grants financial assistance to help with the requested relocation, this municipality will be responsible for providing assistance to the applicant for 30 days after he/she moves provided the recipient remains eligible.

Institutions. If a resident of this municipality enters an institution located in another municipality (such as a group home, shelter, rehabilitation center, nursing home, or hospital) and requests assistance while at the institution, he/she will be the responsibility of this municipality for up to 6 months after he/she enters the institution if the conditions of 22 M.R.S. § 4307 and § 4313 are met. The municipality thereafter retains responsibility for an applicant in an institution only if the applicant has maintained a home in this municipality to which he/she intends to return. The municipality also recognizes its responsibility for applicants residing in an institution in this municipality if such an applicant had no residence prior to entering the institution (22 M.R.S. § 4307(4)).

Temporary Housing. Hotels/motels and similar places of temporary lodging are considered institutions if the municipality grants financial assistance for, makes arrangements for, or advises or encourages an applicant to stay in temporary lodging.

Note: A municipality which illegally denies housing assistance will be responsible for the applicant for up to 6 months if, as a result of the denial, the applicant stays in temporary lodging. The municipality may also be subject to other penalties (22 M.R.S. § 4307(4)).

Disputes. When the Administrator believes that an applicant is a resident of another municipality but that municipality disputes its responsibility, the Administrator will notify DHHS' Augusta office (287-3654 or 1-800-442-6003). If the applicant applies in this municipality first, the Administrator will determine his or her eligibility and, if eligible, will grant assistance until the DHHS has concluded which

municipality is responsible for providing assistance. If another municipality was responsible, the DHHS will recover the amount due from the other municipality. (22 M.R.S. § § 4307(5), 4307(6)).

ARTICLE V

Eligibility Factors

A person will be eligible for GA if he/she is an “Eligible Person” as defined in section 2.2, is in need, and has complied with the eligibility requirements set forth below. *(For guidance in determining whether an applicant is an Eligible Person, contact DHHS at (800) 442-6003 (TTY: 287-6948)).*

Section 5.1—Initial Application

Initial Application. For initial applicants, need will be the sole condition of eligibility, except that all applicants, including initial applicants, are disqualified for a defined period (1) for quitting employment without just cause or for being discharged from employment for misconduct (*see Ordinance § 5.5*) or (2) who are fugitives from justice as defined in 15 M.R.S. § 201(4) (22 M.R.S. § 4301(3)). An initial applicant is a person who has never before applied for GA in any municipality in Maine (22 M.R.S. § 4308(1)).

“Need” means that the applicant’s income (including prorated income, where applicable), property, credit, assets or other resources are less than the overall maximum level of assistance contained in Ordinance § 6.8 or the applicant’s 30-day need, whichever is less, and he/she does not have adequate income or other resources available to provide basic necessities.

Repeat Applicants. Persons who are not initial applicants are repeat applicants; these are persons who have previously applied for GA at some time, including persons on whose behalf a GA application was previously made at any time, provided that the applicant was not a dependent minor in the household at the time of the previous application. To be eligible for GA, repeat applicants must be in need and meet all other eligibility requirements. The eligibility of repeat applicants may also be adversely affected to the extent they have not used their income and resources to secure basic necessities.

Section 5.1A – Presumptive Eligibility

A person who is provided shelter in an emergency shelter for the homeless located in the municipality shall be presumed to be an eligible person. Presumed eligibility may not exceed 30 days within a 12-month period. After the period of presumed eligibility, full eligibility must be verified before assistance will be issued. When presumptive eligibility is determined under this section, no other municipality may be determined to be the municipality of responsibility during that 30-day period.

Section 5.1B – Recovery Residences

The Administrator will not deny GA benefits to a person for the sole reason that the person is residing in a recovery residence. Beginning July 1, 2022, housing assistance will not be provided to a person residing in a recovery residence that has not been certified in accordance with 5 M.R.S. § 20005 (22), except that the person may receive housing assistance while residing in an uncertified recovery residence for one 30-day period only. The Administrator will inform the person of the requirements and time limits regarding recovery residences. A person who is ineligible for housing assistance under this subsection may remain eligible to receive GA for other basic necessities.

Section 5.2—Eligibility for Categorical Assistance

Receipt of categorical assistance will not disqualify an otherwise eligible person. Benefits received from other assistance programs will be considered as income when determining need, with the exception of Food Stamps, which will not be counted as income or resources or otherwise taken into consideration when determining need (7 U.S.C. § 2017 (b)).

In addition, fuel assistance (HEAP/ECIP) received by an applicant will not be considered as income; that is, the Administrator will always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid all costs associated with his or her fuel needs (42 U.S.C. § 8624(f)). When an applicant has received HEAP or ECIP, GA heating energy needs will be calculated

pursuant to Ordinance § 6.7, subsection (c) under “Types of Income”. For several additional exceptions please refer to the definition of “Income” in this Ordinance (see Ordinance § 2.2, page 7, subsection 4).

Applicants or recipients must apply for other program benefits within 7 days after being advised in writing to do so by the Administrator. Persons who, without just cause, make no good faith effort to obtain a potential resource will be disqualified from receiving assistance until they make a good faith effort to obtain the benefit (22 M.R.S. § 4317).

Section 5.3—Personal Property

- a) **Liquid Assets.** No person owning assets easily convertible into cash, including but not limited to, bank deposits, stocks, bonds, certificates of deposit, retirement accounts, life insurance policies and other marketable security, will be eligible for GA unless and until he or she uses these assets to meet his or her basic needs, and thereby exhausts them. At the discretion of the Administrator, liquid assets need not include a reasonable minimum balance necessary to obtain free checking. Although one checking account per household may be allowed, any monies over the minimum required to obtain free checking are to be considered available liquid assets.

- b) **Tangible Assets.** No person owning or possessing personal property, including but not limited to: a motor vehicle (except as provided immediately below in subsection c), or a boat, trailer, recreation vehicle or other assets that are convertible into cash and are non-essential to the maintenance of the applicant’s household, will be eligible for GA. Exceptions may be made when a person is making an initial application or is an unforeseeable repeat applicant as defined in Ordinance § 2.2 or when reasonable efforts to convert assets to cash at fair market value are unsuccessful. Tools of a trade, livestock, farm equipment and other equipment used for the production of income are exempt from the above category and are not considered available assets.

- c) **Automobile Ownership.** Ownership of one automobile per household will not make a person ineligible for assistance if such vehicle is essential for transportation to employment or for seeking employment, obtaining medical care, rehabilitation or training facilities, or for any other reason the GA Administrator determines reasonable for the maintenance of the applicant's household. GA recipients who own an automobile with a market value greater than \$8,000 may be required, with 7-day's written notice, to make a good faith effort to trade that automobile for an automobile with a market value of less than \$8,000. Any income received by the applicant by virtue of such a trade down must be used for his or her basic necessities. Failure to liquidate or trade down the excess value of any automobile asset can result in disqualification (22 M.R.S. § 4317).

The Administrator will neither pay nor consider as necessary any car payment or vehicle maintenance cost, including insurance, for which the applicant is responsible. However, if the vehicle's value is \$8,000 or less and the applicant is utilizing the vehicle for an "essential" reason (see above), the Administrator may choose to not consider reasonable car payments, reasonable car insurance or reasonable associated costs of maintenance as "misspent" income. GA for travel-related needs shall be computed in accordance with Ordinance § 6.8(F)(7), (8) "Work Related/Travel Expenses."

- d) **Insurance.** Insurance available to an applicant on a non-contributory basis or required as a condition of employment will not be a factor in determining eligibility for GA. Life insurance with a cash surrender value may, at the discretion of the Administrator, be considered as a tangible asset.
- e) **Transfer of Property.** Applicants who transfer assets for less than fair market value to someone else solely for the purpose of establishing eligibility for GA will not be granted GA benefits to replace the uncompensated value of the transferred asset. Assistance will be denied within a 120-day limit up to the uncompensated value of the asset which was transferred unless the transfer of asset is fraudulently misrepresented, in which case a 120-day

disqualification will be issued. There will be a presumption that the applicant transferred his or her assets in order to be eligible for GA whenever property is sold for less than the fair market value or when the transfer occurred within 30 days prior to applying for GA unless the applicant can demonstrate the existence of a good faith transaction.

Section 5.4—Ownership of Real Estate

- a) **Principal Residence.** Solely for purposes of GA, the applicant's principal residence, including any adjoining land, is considered an exempt resource, even if temporarily unoccupied because of employment, job training, education, illness or disaster, provided the applicant demonstrates an intent to return. If the applicant owns land in excess of the minimum lot size for the zone or district in which the home is located, that land may be considered a potential resource if:
1. The applicant has received GA for the last 120 consecutive days; and
 2. The applicant has the legal right to sell the land (e.g., any mortgagee will release any mortgage, any co-owners agree to the sale, zoning or other land use laws do not render the sale illegal or impracticable); and
 3. The applicant has the financial capability to put the land into a marketable condition (e.g., the applicant can pay for any necessary surveys); and
 4. The land is not utilized for the maintenance and/or support of the household; and
 5. A knowledgeable source (e.g., a realtor) indicates that the land in question can be sold at fair market value, for an amount which will aid the applicant's financial rehabilitation; and
 6. No other circumstances exist which cause any sale to be unduly burdensome or inequitable.

If conditions above are met, the Administrator may condition the receipt of future assistance on the applicant's good faith efforts to sell, or render

saleable, land which could be used to provide necessary support for the applicant (e.g., the applicant owns 100 “excess” acres. Sale of 10 of the acres would provide for the necessary support; therefore the entire 100 acres need not be sold at the present time.) Assistance shall not be denied during the time that the applicant is making a good faith effort to sell or render saleable the land in question.

Once the applicant ceases to receive assistance the obligations under this section shall also cease.

- b) **Other Property.** If the applicant or dependents own real property other than that occupied as the principal residence, continued GA eligibility will depend on the applicant making a reasonable effort to:
1. Dispose of the property at fair market value in order to convert the property into cash which can be applied toward meeting present need; or
 2. Obtain a loan against such property which may be used to meet present need. Applicants who transfer their excess property to a third party in order to become eligible for GA will be ineligible.

If an applicant is granted assistance in the form of a mortgage payment or capital improvement payment, the municipality may claim a lien against the property. The lien shall not be enforceable until the sale of the property or upon the death of the recipient (*see also Ordinance § 6.8*). 22 M.R.S. § 4320.

Section 5.5—Work Requirement

All GA recipients are required to register for work, look for work, work to the extent of available employment, and otherwise fulfill the work requirements, unless the applicant is exempt from such requirements as provided below.

Employment; Rehabilitation. All unemployed applicants and households members who are 16 years of age or older and who are not attending a full-time primary or

secondary school intended to lead to a high school diploma will be required to accept any suitable job offer and/or meet with job counselors, attend employment workshops and rehabilitative services, except as provided below (*see "Exemptions"*). Applicants must demonstrate to the Administrator that they are available for work and are actively seeking employment.

A "suitable job" means any job, which the applicant is mentally and physically able to perform. "Available for work" means that applicants must make themselves available for work during normal business hours prevailing in the area, and show that no circumstance exists which would prevent them from complying with the work requirement.

Verification. Unemployed applicants or applicants employed on a part-time basis must provide verifiable documentation of their pursuit of employment at the time of each application. At a minimum, such documentation will consist of a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted. "Pursuit of employment" means actually submitting a written application or applying for a job in person when reasonable, or submitting a written application or letter of inquiry to employers.

For the duration of any repeat applicant's period of unemployment or partial employment, the Administrator will establish the number of employers per week to whom each non-exempt applicant shall be required to apply in order to fulfill his or her work search requirements. The number of weekly employer contacts required by the Administrator shall be reasonably related to the number of potential employers in the region and the number of hours per week the applicant has available for work search activities after considering all time the applicant must devote to existing employment obligations, workfare obligations, and required classroom or on-site participation in job training, educational, or rehabilitation programs. Fulfillment of these requirements will not be expected at the time of the initial application, but will be a condition of eligibility for subsequent assistance.

Ineligibility. After being granted assistance at the time of initial application, applicants will be considered ineligible for further assistance for 120 days if they, without just cause:

- a) refuse to register for employment with the Maine Job Service;
- b) refuse to search diligently for employment when the search is reasonable and appropriate; recipients who unreasonably seek work at the same places repeatedly will not be considered to be performing a diligent work search and will be disqualified;
- c) refuse to accept a suitable job offer;
- d) refuse to participate in an assigned training, education or rehabilitation program that would assist the applicant in securing employment;
- e) fail to be available for work; or
- f) refuse to participate or participate in a substandard manner in the municipal work program (*see Ordinance § 5.6*).

Ineligibility Due to Job Quit or Discharge for Misconduct. No initial or repeat applicant who has quit his or her full-time or part-time job without just cause or who has been discharged from employment for misconduct (*see definition in Appendix I*) will be eligible to receive GA of any kind for 120-days from the date the applicant is separated from employment (22 M.R.S. § § 4301(8), 4316-A (1-A)).

Just Cause. Applicants will be ineligible for assistance for 120 days if they refuse to comply with the work requirements of this section without just cause. With respect to any work requirement, just cause will be considered to exist when there is reasonable and verifiable evidence that:

- a) the applicant has a physical or mental illness or disability which prevents him/her from working;
- b) the work assignment pays below minimum wages;
- c) the applicant was subject to sexual harassment;
- d) the applicant is physically or mentally unable to perform required job tasks, or to meet piece work standards;

- e) the applicant has no means of transportation to or from work or a training or rehabilitation program;
- f) the applicant is unable to arrange for necessary child care or care of ill or disabled family members; or
- g) any reason found to be good cause by the Maine Department of Labor, or any other verifiable reason the Administrator considers reasonable and appropriate will be accepted as just cause. (22 M.R.S. § 4316-A(5)).

Applicant's Burden of Establishing Just Cause. If the Administrator finds that the applicant has violated a work-related rule without just cause, it shall be the responsibility of the applicant to establish the presence of just cause (22 M.R.S. § 4316-A).

Eligibility Regained. Persons who are disqualified for 120 days because they violated a work requirement may regain their eligibility if and only when they become employed or otherwise satisfy the Administrator that they are complying with the work requirement by fulfilling the work requirement(s) the person violated.

For the purpose of regaining eligibility by becoming employed, "employment" shall mean employment by an employer as defined in 26 M.R.S. § § 1043 or the performance of a service for an employer who withholds from the employee a social security tax pursuant to federal law.

The special provisions regarding the opportunity to regain eligibility after a disqualification for workfare violations are detailed in Ordinance § 5.6, under "Eligibility Regained."

Dependents. Failure of an otherwise eligible person to comply with the work requirements shall not affect the eligibility of any member of the person's household who is not capable of working, including:

- a) a dependent minor child;
- b) an elderly, ill, or disabled person; and

- c) a person whose presence is required in order to provide care for any child under 6 years of age or for any ill or disabled member of the household (22 M.R.S. § 4309(3)).

If one or more member(s) of a household is disqualified and assistance is requested for those remaining members of the household who are dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Exemptions. The above work requirements do not apply to any person who is elderly, physically or mentally ill or disabled. Any person whose presence is required to care for any pre-school age child or for any ill or disabled member of the household is also exempt from these requirements.

The requirements of this section will not be imposed so as to interfere with an applicant's existing employment, ability to pursue a bona fide job offer, ability to attend an interview for possible employment, classroom participation in a primary or secondary educational program intended to lead to a high school diploma, classroom or on site participation in a training program which is either approved by the Department of Labor (DOL) or determined by the DOL to be expected to assist the applicant in securing employment, or classroom participation in a degree-granting program operated under the control of the DOL.

Section 5.6—Municipal Work Program

Each applicant and any member of the household who is capable of working may be required to perform work for the municipality, including work for a non-profit organization, as a condition of receiving assistance (22 M.R.S. § 4316-A(2)).

As part of the municipal work program, the municipality can require recipients to participate in training, education, or rehabilitative programs that will assist the recipient in securing employment. The work requirement provisions found in

Ordinance § 5.5 regarding just cause, dependents, and exemptions also apply to the municipal workfare program.

Consent. Persons assigned to the work program are required to sign a form stating that they understand the requirements of GA and the work program. Before signing the form, the Administrator will read it to the applicants or allow the applicants to read it themselves. The form will also state the number of hours the applicants must work and the hourly rate by means of which the duration of the work assignment is calculated. In addition, the consent form shall describe the consequences of failing to adequately perform part or all of the workfare or workfare-first assignment.

Subtracting Value of Workfare Performed from Client's GA Debt. Pursuant to 22 M.R.S. § 4318, individuals who received GA benefits are obligated to repay the municipality when and if they become able (*see Ordinance Article VIII*). However, persons performing workfare shall have the value of the workfare performed deducted from any and all GA debt including GA liens (e.g., Workers' Compensation Settlement, SSI Retroactive Payment, Capital Improvement, Home Mortgage) that might exist against their settlements, payments or other such property.

Limitations. The work requirement is subject to the following limitations (22 M.R.S. § 4316-A(3)).

- 1) No person shall, as a condition of eligibility, be required to perform any amount of work that exceeds the value of the net GA that the person receives under municipal GA standards. Any person performing work under this subsection shall be provided with net GA, the value of which is calculated at a rate of at least the prevailing minimum wage under state or federal law at the time the workfare was performed.
- 2) No workfare participant shall be required to work for a nonprofit organization if that work would violate the participant's basic religious beliefs.
- 3) In no case shall eligible persons performing work under this subsection replace regular municipal employees.

- 4) In no case will work performed under this subsection interfere with an eligible person's:
 - a) existing employment;
 - b) ability to follow up on a bona fide job offer;
 - c) attendance at an interview for possible employment;
 - d) classroom participation in a primary or secondary educational program intended to lead to a high school diploma; or
 - e) classroom or on site participation in a training program which is approved by the Department of Labor (DOL) or determined by the DOL to be reasonably expected to assist the person in securing employment, or classroom participation in a degree-granting program administered by the DHHS or the DOL.
- 5) In no case may an eligible person be required to work more than 40 hours per week. An eligible person who has full or part-time employment shall be exempt from the work requirement to the extent that the work requirement in combination with his or her regular employment would result in the person working more than 40 hours per week.
- 6) In no case will an eligible person be required to perform work beyond his or her capabilities. However, when an illness or disability is claimed, an eligible person may be required as a condition of receiving assistance to present a doctor's statement detailing the extent of the disability or illness (22 M.R.S. § 4309).

If the Administrator requires a doctor's statement to verify an applicant's illness or disability and the applicant is not currently under the care of a provider, the municipality may pay for the doctor's evaluation if the applicant has no means to pay for the exam. However, in such a case the Administrator will choose the doctor. If there is a no-cost or low-cost health care option, the municipality may elect to refer the client to such a resource. The Administrator will not require verification of medical conditions which are apparent or which are of such short duration that a reasonable person would not ordinarily seek medical attention (22 M.R.S. § 4316(5)).

- 7) In no case may an eligible person with an immediate need (i.e., a person in an emergency situation who has not been disqualified from receiving assistance for committing a program violation) be required to perform work under this subsection prior to receiving GA. The Administrator shall meet immediate needs upon receiving written assurance from the eligible person that he/she is willing to work to maintain eligibility for GA. When the recipient has no immediate need, workfare participation may be required prior to receiving GA in accordance with the “workfare first” policy below.

“Workfare First” Policy. Pursuant to 22 M.R.S. § 4316-A(2)(D), the Administrator may, in accordance with the following guidelines, require a GA recipient to perform a workfare assignment prior to the actual issuance of the GA benefit conditionally granted.

- 1) In no circumstance will emergency GA for which an applicant is eligible be withheld pending the satisfactory performance of workfare.
- 2) All workfare participants under this policy will be provided a written decision within 24 hours after submitting an application for GA and prior to performing any workfare for the municipality associated with that request for assistance. That written decision must include:
 - a) a specific description of the amount of GA being conditionally granted to the household, and for which basic needs;
 - b) the period of eligibility for which the GA grant is being issued (in days or weeks, but not to exceed 30 days);
 - c) the rate, at a dollar-per-hour basis (but not less than the prevailing minimum wage), upon which the duration of the workfare assignment is calculated;
 - d) the actual duration of the workfare assignment that must be performed, in hours, before the GA grant will be actually issued;
 - e) the specifics of the workfare assignment(s), including the general nature of the type of work being assigned, location(s) of work-site,

- date(s) and time(s) of assigned workfare, workfare supervisors' names and contact telephone numbers; and
- f) any other pertinent information related to the workfare assignment(s) the recipient will be expected to perform.
- 3) As previously provided in this section, all workfare participants must sign a consent form that informs the participant of his or her workfare-related rights and responsibilities, including the consequences of failing to perform all or part of the workfare assigned without just cause.
- 4) If a portion of the workfare-first assignment is satisfactorily performed but there has been a failure to perform the remainder of the assignment, without just cause, the Administrator shall issue a grant of GA benefits corresponding to the number of workfare hours satisfactorily performed multiplied by the hourly rate used to calculate the workfare assignment. In addition to any disqualification penalty that may apply, the remaining value of the conditionally issued GA grant shall be terminated, and notice of the partial termination, together with the reasons therefore, will be issued to the workfare participant in accordance with Ordinance § 6.10.
- 5) If any part of the workfare assignment is not performed because the workfare participant was temporarily unable to perform the assignment for just cause reasons, it shall be reassigned or excused at the discretion of the Administrator.

Work-Related Expenses. A participant's expenses related to work performed under this section will be added to the amount of net GA to be provided to the person (22 M.R.S. § 4316-A(2)(E)). The municipality will provide any special clothes or equipment the recipient needs to perform his or her work assignment.

Disqualification. Any person who either willfully fails to perform or willfully performs below average standards the work assigned by the municipality, will be ineligible for assistance for 120 days (22 M.R.S. § 4316-A(1)). As soon as the

Administrator knows that a recipient failed to fulfill the work assignment, the Administrator will notify the recipient in writing that he/she is disqualified for 120 days starting from the last date of authorized assistance unless the recipient can show just cause. The workfare participant has the burden of demonstrating there was just cause for any failure to perform a workfare assignment.

Eligibility Regained. Recipients who are disqualified from receiving assistance because they have violated the requirements of the municipal work program may regain their eligibility under the following conditions.

- Recipients who fail to complete the first municipal work assignment they have been given will be disqualified from receiving assistance during the next 120 days, although dependents in the household may be eligible (*see Ordinance § 5.5, "Dependents"*).
- If during the 120-day disqualification period the recipient requests an opportunity to perform the work assignment which he or she, without just cause failed to perform, the disqualified recipient will be given one opportunity to regain eligibility. The Administrator will give the recipient a work assignment as soon as possible.
- If a recipient under a 120-day disqualification has an emergency need and the Administrator is unable to schedule a work assignment in time to alleviate the emergency, the Administrator will provide sufficient assistance to the recipient to avert the emergency. However, the provision of emergency assistance will not bar the Administrator from subsequently enforcing the previously issued 120-day disqualification if the recipient fails to regain eligibility by satisfactorily performing the work assignment. The amount of emergency assistance granted will be considered in the computation of the total number of hours the recipient must work.

- Recipients who have asked for the opportunity to regain their eligibility during a 120 day disqualification period and who agreed to fulfill the assignment which they previously failed to perform but who, without just cause, fail to fulfill their municipal work assignment will be considered to have acted in bad faith. In such a circumstance, the Administrator will enforce the 120-day disqualification for the term of its initial duration.
- If a workfare participant regains eligibility under this section but is subsequently disqualified within the initial 120-day period of ineligibility for failing to comply with the municipal work program, that participant will be ineligible for a new 120-day period beginning with the new disqualification date, but will be provided no opportunity to requalify.
- Any recipient who intentionally causes damage to property, harasses or harms other employees or who otherwise conducts themselves in a disruptive manner and is discharged by the work supervisor will not be entitled to regain eligibility by returning to the work program. Eligibility may be regained by otherwise becoming employed and meeting the definition of need.

Reports. The Administrator will itemize the assistance that has been provided to persons who work for the municipality in reports to the DHHS (22 M.R.S. § 4316-A(2)).

Section 5.7—Use of Resources

Each applicant is responsible to make a good faith effort to utilize every available or potential resource that may reduce his or her need for GA (*see Ordinance § 2.2, definition of "Resources"*). Persons who refuse or fail to make a good faith effort to secure a potential resource after receiving written notice to do so are disqualified from receiving assistance until they make an effort to secure the

resource. Applicants are required to prove that they have made a good faith effort to secure the resource (22 M.R.S. § 4317).

Minors. A minor under the age of 18 who has never married and is applying independently for GA and who is pregnant or has a dependent child or children will be eligible to receive GA only if the minor is residing in the home of his or her parent, legal guardian or other adult relative, in which case the entire household will be evaluated for eligibility. Exceptions to this limitation on eligibility will be made when:

- 1) the minor is residing in a foster home, maternity home, or other adult-supervised supportive living arrangement; or
- 2) the minor has no living parent or the whereabouts of the both parents are unknown; or
- 3) no parent will permit the minor to live in the parent's home; or
- 4) the minor has lived apart from both parents for at least one year before the birth of any dependent child; or
- 5) the DHHS determines that the physical or emotional health or safety of the minor or the minor's dependent child or children would be jeopardized if the minor and his or her child or children lived with a parent; or
- 6) the DHHS determines, in accordance with its regulation, that there is good cause to waive this limitation on eligibility (22 M.R.S. § 4309(4)).

Any person under the age of 25 who is applying independently from his or her parents for GA will be informed that until he or she reaches the age of 25, the applicant's parents are still legally liable for his or her support and the municipality has the right to seek recovery from the parents of the cost of all assistance granted to such a recipient to the extent his or her parents are financially capable of repaying the municipality (22 M.R.S. § 4319).

With regard to such application, the municipality may seek verification of the applicant's need for GA by contacting his or her parents. If the applicant's parents declare a willingness to provide the applicant with his or her basic needs directly,

and there is no convincing evidence that the applicant would be jeopardized by relying on his or her parents for basic needs, the Administrator may find the applicant not to be in need of GA for the reason that his or her needs can be provided by a legally liable relative.

Mental or Physical Disability. Any applicant who has a mental or physical disability must make a good faith effort to utilize any medical or rehabilitative services which have been recommended by a physician, psychologist or other professional retraining or rehabilitation specialist when the services are available to the applicant and would not constitute a financial burden or create a physical risk to the individual.

Written Notice; Disqualification. The Administrator will give each applicant written notice whenever the applicant is required to utilize any specific potential resource(s). Any applicant who refuses to utilize potential resources, without just cause, after receiving written 7-day notice will be ineligible for further assistance until he/she has made a good faith effort to utilize or obtain the resources. GA will not be withheld from the applicant pending receipt of a resource if the applicant has made, or is in the process of making, a good faith effort to obtain the resource.

Forfeiture of Benefits. Any applicant who forfeits receipt of, or causes a reduction in, benefits from another public assistance program due to fraud, misrepresentation, a knowing or intentional violation of program rules or a refusal to comply with that program's rules without just cause will be ineligible to receive GA to replace the forfeited benefits. To the extent the forfeited benefits can be considered income under GA law, the value of the forfeited benefits will be considered income that is available to the applicant for the duration of the forfeiture.

To the extent the forfeited benefits were provided in the form of a specific, regularly issued resource of a calculable value rather than in the form of income, , that resource, up to its forfeited value, need not be replaced with GA for a period of 120 days from the date of the forfeiture—unless the municipality is prohibited by federal

or state law from considering the forfeited resource as available with respect to local public assistance programs (22 M.R.S. § 4317).

Section 5.8—Period of Ineligibility

No one will have his or her GA terminated, reduced, or suspended prior to being given written notice and an opportunity for a fair hearing (22 M.R.S. § § 4321-4322). Each person will be notified in writing of the reasons for his or her ineligibility, and any person disqualified for not complying with the ordinance will be informed in writing of the period of ineligibility.

Work Requirement. Applicants/recipients who do not comply with a work requirement are disqualified from receiving assistance for a period of 120 days (unless they regain their eligibility) (*see Ordinance § § 5.5, 5.6*). If an applicant/recipient is provided assistance and does not comply with the work requirement, the applicant/recipient shall be disqualified for 120 days following the end of the period covered by the grant of assistance. The Administrator shall give recipients written notice that they are disqualified as soon as the Administrator has sufficient knowledge and information to render a decision of ineligibility.

Fraud. Persons who commit fraud are disqualified from receiving GA for a period of 120 days (*see Ordinance § 6.4, "Fraud"*). The Administrator shall give recipients written notice that they are ineligible as soon as the Administrator has sufficient knowledge and information to render a decision. If the disqualification for fraud is issued before the expiration of a grant of assistance, the period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance. If fraud is discovered after the period covered by the grant of assistance has expired, the period of ineligibility will commence on the day of the written notice of ineligibility.

Section 5.9 – Unemployment Fraud

An applicant who is found ineligible for unemployment compensation benefits because of a finding of fraud by the Department of Labor pursuant to 26 M.R.S. § 1051(1) is ineligible to receive general assistance to replace the forfeited unemployment compensation benefits for the duration of the forfeiture established by the Department of Labor. 22 M.R.S. § 4317.

ARTICLE VI

Determination of Eligibility

Section 6.1—Recognition of Dignity and Rights

Any determination or investigation into an applicant's eligibility will be conducted in a manner that will not violate the applicant's privacy or personal dignity or violate his or her individual rights.

Section 6.2—Determination; Redetermination

The Administrator will make an individual, factual determination of eligibility each time a person applies or reapplies for GA. The Administrator will make a redetermination of eligibility at least monthly but may do so as often as necessary to administer the program efficiently and meet the needs of the applicants. Upon any application, the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis, but may elect to disburse that applicant's assistance periodically, e.g., weekly, throughout a 30-day period of eligibility pursuant to that initial eligibility determination.

The Administrator may redetermine a person's eligibility at any time during the period he or she is receiving assistance if the Administrator is notified of any change in the recipient's circumstances that may alter the amount of assistance the recipient may receive. Once a recipient has been granted assistance, the Administrator may not reduce or rescind the grant without giving prior written notice to the recipient explaining the reasons for the decision and offering the recipient an opportunity to appeal the decision to the fair hearing authority (22 M.R.S. § 4309).

Section 6.3—Verification

Eligibility of applicant; duration of eligibility. The overseer shall determine eligibility each time a person applies or reapplies for GA. The period of eligibility will not exceed one month. At the expiration of this period applicants/recipients may reapply for assistance and the person's eligibility will be redetermined.

Applicant's responsibilities. Applicants and recipients for GA are responsible for providing to the Administrator all information necessary to determine eligibility. If further information or documentation is necessary to demonstrate eligibility, the applicant must have the first opportunity to provide the specific information or documentation required by the Administrator. When such information is unavailable, the Administrator must accept alternative available information, which is subject to verification.

Each applicant and recipient has the responsibility at the time of application and continuing thereafter, to provide complete, accurate, current information and documentation concerning his/her:

- Need
- Income
- Employment
- Use of income
- Expenses
- Assets & liabilities
- Use of available resources
- Household composition

Initial Applicants. Persons who have not applied for assistance in this or any other municipality are considered initial applicants and must have their eligibility determined solely on the basis of need. Initial applicants are not subject to eligibility conditions placed on repeat applicants (*see below*). However, such applicants must still provide the GA Administrator with reasonably obtainable documentation adequate to verify that there is a need for assistance. In addition,

initial applicants must also comply with both lump sum and relevant work rules (i.e. job quit).

Repeat Applicants. All applicants for GA who are not initial applicants are repeat applicants. The eligibility of repeat applicants must be determined on the basis of need and all other conditions of eligibility established by law and this municipal ordinance.

The Administrator will require documentation of a repeat applicant's income, use of income, assets and resources plus actual bills and receipts for rent, utilities, fuel, telephone, medical services and other basic necessities. In addition, repeat applicants instructed to seek employment shall verify their work search results, (e.g., provide a list of the employers contacted, the date and time of the application contact, and the name of the employer representative contacted) as required by the Administrator.

Repeat applicants must provide updates to information reported on previous applications, including changes in his/her household or income that may affect his/her eligibility.

Unforeseen Repeat Applicants. Unforeseen repeat applicants are applicants who have not applied for assistance within the last twelve months and who have been regularly employed or receiving support from a public benefit or private source but who have unexpectedly become unemployed through no fault of their own or whose income and/or benefits (e.g., through an available resource) have ceased through no fault of their own. Such unforeseen repeat applicants may be considered initial applicants for purposes of verification requirements and misspent income if the Administrator finds that imposing the general verification requirements and misspent income rules imposed on repeat applicants would be unreasonable or inappropriate.

Administrator's responsibilities. In order to determine an applicant's eligibility for GA, the Administrator first must seek information and documentation from the

applicant. Once the applicant has presented the necessary information, the Administrator must determine eligibility. The Administrator will seek verification necessary to determine eligibility, and may contact sources other than the applicant for verification only with the specific knowledge and consent of the applicant -- except that the Administrator may examine public records without the applicant's knowledge and consent.

Appropriate sources, which an Administrator may contact, include, but are not limited to:

- DHHS, any other department or agency of the state, or non-profit organizations
- financial institutions
- creditors
- utility companies
- employers
- landlords
- physicians
- persons with whom the applicant/recipient is a cohabitant
- legally and non-legally liable relatives

Assistance will be denied or terminated if the applicant is unwilling to supply necessary information, documentation, or permission to make collateral contacts, or if the Administrator cannot determine that eligibility exists based on information supplied by the applicant or others.

Redetermination of eligibility. The Administrator may redetermine a person's eligibility at any time during the period that person is receiving assistance if the Administrator is informed of any change in the recipient's circumstances that may affect the amount of assistance to which the recipient is entitled, or that may make the recipient ineligible, provided that once a determination of eligibility has been made for a specific time period, a reduction in assistance for that time period may not be made without prior written notice to the recipient stating the reasons for the action and an opportunity for the recipient to receive a fair hearing upon the proposed change.

Penalty for Refusing to Release Information. Any person governed by 22 M.R.S. § 4314 who refuses to provide necessary information to the Administrator after it has been requested must state in writing the reasons for the refusal within 3 days of receiving the request. Any such person who refuses to provide the information, without just cause, commits a civil violation and may be subject to a fine of not less than \$25 nor more than \$100 which may be adjudged in any court of competent jurisdiction. Any person who willfully renders false information to the Administrator is guilty of a Class E crime (22 M.R.S. § § 4314(5), 4314(6), 4315).

Section 6.4—Fraud

It is unlawful for a person to knowingly and willfully make a false representation of a material fact to the Administrator in order to receive GA or cause someone else to receive GA (22 M.R.S. § 4315). A person who commits fraud in an effort to receive GA benefits may be prosecuted for this offense.

False representation means any individual who knowingly and willfully:

- a) makes a false statement to the Administrator, either orally or in writing, in order to obtain assistance to which the applicant or the applicant's household is not entitled;
- b) conceals information from the Administrator in order to obtain assistance to which the applicant or applicant's household is not entitled; or
- c) uses GA benefits for a purpose other than the purpose for which they were intended.

No person may be denied assistance solely for making a false representation prior to being given an opportunity for a fair hearing.

Period of Ineligibility. When the Administrator finds that a person has knowingly and willfully misrepresented material facts for the purpose of making himself or herself eligible for GA, the Administrator shall notify that applicant in writing that he or she must reimburse the municipality for the assistance he or she was not entitled to receive and that he/she is ineligible for assistance for the longer of: (a) a period

of 120 days; (b) until he or she reimburses the municipality for the assistance; or (c) until he or she enters a reasonable written agreement to reimburse the municipality. (22 M.R.S. § 4315)

For the purpose of this section, a material misrepresentation is a false statement about eligibility factors in the absence of which some or all of the assistance would not be or would not have been granted.

The notification of ineligibility issued by the Administrator shall inform the applicant of his or her right to appeal the Administrator's decision to the fair hearing authority (FHA) within 5 working days of receipt. The period of ineligibility shall commence on the day following the end of the period covered by the grant of assistance fraudulently received or upon the date of notification of ineligibility, whichever is later.

Right to a Fair Hearing. Any applicant who is denied assistance for making a false representation will be afforded the opportunity to appeal the decision to the fair hearing authority (FHA) in accordance with Article VII of this Ordinance. No recipient shall have his or her assistance reduced or revoked during the period of eligibility before being notified and given the opportunity to appeal the decision. Any person who is dissatisfied with the decision of the FHA may appeal that decision to the Superior Court pursuant to Rule 80-B of the Maine Rules of Civil Procedure (22 M.R.S. § 4309(3)).

Reimbursement. If a recipient does not appeal the decision or if the FHA determines that a recipient made a false representation, the recipient will be required to reimburse the municipality for any assistance received to which he/she was not entitled. The recipient may enter a reasonable written agreement to reimburse the municipality over a period of time.

Dependents. In no event will the ineligibility of a person under this section serve to disqualify any eligible dependent in that household (22 M.R.S. § 4309(3)). In the event one or more members of a household are disqualified and assistance is

requested for the remaining dependents, the eligibility of those dependents will be calculated by dividing the maximum level of assistance available to the entire household by the total number of household members.

Section 6.5—Period of Eligibility

The Administrator will grant assistance to all eligible persons for a period that is sufficient to meet their need but in no event may a grant of assistance cover a period in excess of one month (22 M.R.S. § 4309). Upon receiving a completed and signed application the Administrator will determine the applicant's eligibility on the basis of a 30-day prospective analysis.

When an applicant submits an incomplete or unsigned application, due to the 24-hour decision requirement placed on the GA Administrator, the GA Administrator shall render a notice of "ineligibility" and advise the applicant that he or she has a right to reapply as soon as he or she has the necessary information and/or as soon as is practicable for the applicant.

Although eligibility is determined on a 30-day basis, for reasons of administrative efficiency the Administrator may elect to disburse an applicant's assistance for shorter periods of time, such as weekly, throughout the 30-day period of eligibility. When the Administrator elects to disburse GA for a period of time less than 30 days, subsequent grants of assistance during that 30-day period may be issued pursuant to the initial determination of need unless the applicant's financial situation changes substantially enough to warrant a redetermination of eligibility.

Section 6.6—Determination of Need

The period of time used to calculate need will be the next 30-day period from the date of application (22 M.R.S. § 4301(7)). The Administrator will calculate applicants' expenses according to the actual expense of the basic necessity or the maximum levels for the specific necessities allowed in Ordinance § 6.8, whichever

is less. The sum of these expenses, as calculated for a prospective 30-day period, is the applicant's 30-day need. Applicants will not be considered eligible if their income and other resources exceed this calculation except in an emergency (22 M.R.S. § 4308(2)) (*see Ordinance § 4.9*).

Applicants will also not be considered in need of GA if their income, property, credit, assets or other resources available to provide basic necessities for their household are greater than the applicable overall maximum level of assistance set forth in the beginning of Ordinance § 6.8 (22 M.R.S. § § 4301(10), 4305(3-B)). The difference between the applicant's income and the overall maximum levels of assistance established by this Ordinance is the applicant's deficit.

Once an applicant's deficit has been determined, the specific maximum levels of assistance for each basic necessity shall guide Administrator's distribution of assistance for which the applicant is eligible. (*See Ordinance Appendices A-H*). The specific maximum levels of assistance for each basic necessity are intended to be reasonable and sufficient to help recipients maintain a standard of health and decency (22 M.R.S. § 4305(3-A)).

Income for Basic Necessities. Applicants are required to use their income for basic necessities. Except for initial applicants, no applicant is eligible to receive assistance to replace income that was spent within the 30-day period prior to an application for assistance on goods and services that are not basic necessities. All income spent on goods and services that are not basic necessities will be considered available to the applicant and combined with the applicant's prospective 30-day income for the purposes of computing eligibility (22 M.R.S. § 4315-A). Applicants who have sufficient income to provide their basic necessities but who use that income to purchase goods or services which are not basic necessities will not be considered eligible for assistance. Persons who exhaust their income on basic necessities and who still need assistance with other basic necessities will be eligible, provided that their income does not exceed the overall maximum level of assistance.

Use-of-Income Requirements. The Administrator may require that anyone applying for GA provide documentation of his or her use of income. This documentation can take the form of cancelled checks and/or receipts which demonstrate that the applicant has exhausted all household income received over the last 30-day period. Except as is deemed appropriate by the Administrator for “unforeseen” repeat applicants (*See Ordinance § 6.3*), repeat applicants may be required to verify that expenditure of income was for basic necessities. Income expended that cannot be verified will generally be considered available and in such case will be added to the 30-day prospective income.

Allowable expenditures include reasonable shelter costs (rent/mortgage); the cost of heating fuel, electricity, and food up to the ordinance maximums; telephone costs at the base rate if the household needs a telephone for medical reasons, the cost of non-elective medical services as recommended by a physician which are not otherwise covered by medical entitlement, Hospital Free Care or insurance; the reasonable cost of essential clothing and non-prescription drugs, and the costs of any other commodity or service determined essential by the Administrator.

Items not considered to be basic necessities and thus will not be allowed in the budget computation include:

- Internet services
- Cable or satellite television
- Cellular phones, except when deemed essential by the overseer for medical or work related purposes
- Cigarettes/alcohol
- Gifts purchased
- Pet care costs
- Costs of trips or vacations
- Paid court fines
- Repayments of unsecured loans
- Legal fees
- Late fees
- Credit card debt.

The municipality reserves the right to apply specific use-of-income requirements to any applicant, other than an initial applicant, who fails to use his or her income for basic necessities or fails to reasonably document his or her use of income (22 M.R.S. § 4315-A). Those additional requirements will be applied in the following manner:

- 1) The Administrator may require the applicant to use some or all of his or her income, at the time it becomes available, toward specific basic necessities. The Administrator may prioritize such required expenditures so that most or all of the applicant's income is applied to housing (i.e., rent/mortgage), energy (i.e., heating fuel, electricity), or other specified basic necessities;
- 2) The Administrator will notify applicants in writing of the specific use-of-income requirements placed on them;
- 3) If upon subsequent application it cannot be determined how the applicant's income was spent, or it is determined that some or all of the applicant's income was not spent as directed and was also not spent on basic necessities, the applicant will not be eligible to receive either regular or emergency general assistance to replace that income; and
- 4) If the applicant does not spend his or her income as directed, but can show with verifiable documentation that all income was spent on basic necessities up to allowed amounts, the applicant will remain eligible to the extent of the applicant's eligibility and need.

Calculation of Income and Expenses. When determining eligibility, the Administrator will subtract the applicant's net income from the overall maximum level of assistance found at the beginning of Ordinance § 6.8. If income is greater than the overall maximum level of assistance, the applicant will not be eligible except in an emergency (*see Ordinance § 4.9*). If income is less than the overall maximum level of assistance, the applicant has a deficit.

The municipality will provide assistance in an amount up to the deficit to the extent the applicant also has an unmet need and is in need of basic necessities. The municipality will not grant assistance in excess of the maximum amounts allowed in Ordinance § 6.8 for specific basic necessities except in an emergency or when the Administrator elects to consolidate the applicant's deficit, as provided immediately below.

Consolidation of Deficit. As a general rule, and to the extent of their deficit, applicants will be eligible for assistance for any basic necessity up to, but not exceeding, the maximum amount allowed for that necessity in this ordinance or the actual 30-day cost of the necessity, whichever is less. Under certain circumstances, however, and in accordance with the following conditions, the Administrator may consolidate the applicant's deficit and apply it toward a basic necessity in an amount greater than the ordinance maximum for that necessity.

- 1) The practice of consolidating the deficit and applying it toward a basic necessity in amounts greater than the ordinance maximum shall be the exception rather than the rule;
- 2) The total GA grant cannot exceed the total deficit unless the applicant is in an emergency situation; and
- 3) The need for the application of the recipient's consolidated deficit toward a basic necessity was not created by the recipient mispending his or her income or resources in violation of the use-of-income requirements of this ordinance.

Section 6.7—Income

Income Standards. Applicants whose income exceeds the overall maximum level of assistance provided in Ordinance § 6.8 shall not be eligible for GA except in an emergency. Each time an applicant applies, the Administrator will conduct an individual factual inquiry into the applicant's income and expenses.

Calculation of Income. To determine whether applicants are in need, the Administrator will calculate the income they will receive during the next 30-day period commencing on the date of application, and identify any assets or resources that would alleviate their need. For all applicants other than initial applicants, the Administrator will also consider as available income any income that was not spent during the previous 30-day period on basic necessities, as well as any income that was spent on basic necessities in unreasonable excess of the ordinance maximums for specific basic necessities. If a household's income exceeds the amount of the household's need for basic necessities, up to the maximum levels contained in Ordinance § 6.8, applicants will not be considered in need.

Exceptions will be made in emergency situations, which may necessitate that the maximum levels be exceeded (22 M.R.S. § 4308) (*see Ordinance § 4.9*). To calculate weekly income and expenses, the Administrator will use actual income received or actual anticipated income.

Types of Income. Income that will be considered in determining an applicant's need includes:

- a) **Earned income.** Income in cash or in kind earned by the applicant through wages, salary, commissions, or profit, whether self-employed or as an employee, is considered earned income. If a person is self-employed, total income will be computed by subtracting reasonable and actual business expenses from gross income. When income consists of wages, the amount computed will be the income available after taxes, social security and other payroll deductions required by state, federal, and local law. Rental income and profit from produce that is sold is considered earned income. Income that is held in trust and unavailable to the applicant or the applicant's dependents will not be considered as earned income.

Note: Actual work-related expenses such as union dues, transportation to and from work, special equipment or work clothes, and child care costs will be deducted from an applicant's income (22 M.R.S. § 4301(7)).

- b) **Income from Other Assistance or Social Services Programs.** State/federal categorical assistance benefits, SSI payments, Social Security payments, VA benefits, unemployment insurance benefits, and payments from other government sources will be considered as income, unless expressly prohibited by federal law or regulation. Federal law prohibits Food Stamps and fuel assistance payments made by the Home Energy Assistance Program (HEAP and EPIC) from being considered income. The value of the food stamps or fuel assistance will not be used to reduce the amount of GA the applicant is eligible to receive. Although applicants may have only a limited or reduced need for GA for heating fuel or electricity if a recently received HEAP/ECIP benefit has sufficiently credited their account or otherwise prevented the fuel-related costs for the prospective 30-day period.

The Administrator's obligation is to always compute the heating needs of an applicant who has received HEAP or ECIP as if that applicant paid for his or her total fuel costs. Accordingly, in such cases, the Administrator will budget for the household's heating energy needs according to actual usage, up to the ordinance maximums, but the Administrator may, with written notice to the applicant, hold in reserve the heating energy portion of the applicant's deficit until such a time during the period of eligibility that the applicant has a demonstrable need for the disbursement of heating energy assistance; that is, the applicant's fuel tank can accept a minimum fuel delivery or the applicant no longer has a positive credit balance with his or her utility company. The municipality is not obligated to divert any recipient's heating energy allowance toward non-heating purposes solely on the basis of the recipient's receipt of HEAP/ECIP.

Other programs whose income cannot be counted for purposes of GA eligibility include:

- Family Development Accounts (22 M.R.S. § 3762)
- Americorp VISTA program benefits (42 USC § 5044(f))
- Property tax rebates issued under the Maine Property Tax Fairness Credit program, only so long as the money is spent on basic necessities. (22 M.R.S. § 4301(7))

- c) **Court-Ordered Support Payments.** Alimony and child support payments will be considered income only if actually received by the applicant. The Administrator will refer cases in which support payments were not actually received to the Maine DHHS Child Support Enforcement Unit. In order to be eligible for future GA benefits, applicants referred to DHHS for support enforcement assistance shall be required to follow-through with such services. Because child support payments are considered a resource, applicants must make a good faith effort to secure such payments.
- d) **Income from Other Sources.** Payments from pensions and trust funds will be considered income. Payments from boarders or lodgers will be considered income as will cash or in-kind contributions provided to the household from any other source, including relatives (22 M.R.S. § 4301(7)).
- e) **Earnings of a Son or Daughter.** Earned income received by sons and daughters below the age of 18 who are full-time students and who are not working full-time will not be considered income. The unearned income of a minor in the household will be considered available to the household.
- f) **Income from Household Members.** Income from household members will be considered available to the applicant, whether or not the household member is legally obligated for the support of the applicant, if the household

members pool or share their income and expenses as a family or intermingle their funds so as to provide support to one another.

- g) **The Pooling or Non-Pooling of Income.** When two or more individuals share the same dwelling unit but not all members of the household are applying for GA, the Administrator shall make a finding under a rebuttable presumption that the entire household is pooling income (22 M.R.S. § 4301(12-A)).

One or more applicants for assistance can successfully rebut the presumption that all household income is being pooled by providing the Administrator with verifiable documentation affirmatively demonstrating a pattern of non-pooling during the duration of the shared living arrangement. Such documentation would include evidence of the entire household's expenses, bank statements, cancelled checks, receipts, landlord statements or other vendor accounts clearly supporting a claim that the applicant has been and is presently solely and entirely responsible for his or her pro-rata share of household costs.

If the applicant is unable to successfully rebut the municipality's presumption that all household income is being pooled, eligibility of the entire household will be determined based on total household income. If the applicant successfully rebuts the municipality's presumption that all household income is being pooled, the applicant's eligibility will be determined on the basis of his or her income and his or her pro-rata share of actual household expenses.

- h) **Lump Sum Income.** A lump sum payment received by any GA applicant or recipient prior or subsequent to the date of application for GA will be considered as income available to the household. However, verified required payments (i.e., any third party payment which is required as a condition of receiving the lump sum payment, or any payments of bills earmarked for the purpose for which the lump sum payment was made) and any amount of the lump sum payment which the applicant can document was spent on basic necessities, as described below, will not be considered available income.

Where a household receives a lump sum payment at any time prior or subsequent to the date of application for GA, the Administrator will assess the need for prorating an applicant's eligibility for GA according to the following criteria (22 M.R.S. § 4301(7), (8-A)):

- 1) identify the date the lump sum payment was received;
- 2) subtract from the lump sum payment all required payments;
- 3) subtract from the lump sum any amount the applicant can demonstrate was spent on basic necessities, including all basic necessities as defined by the GA program such as: reasonable payment of funeral or burial expenses for a family member; any reasonable travel costs related to the illness or death of a family member; repair or replacement of essentials lost due to fire, flood or other natural disaster; repair or purchase of a motor vehicle essential for employment, education, training or other day-to-day living necessities. Repayments of loans or credit, the proceeds of which can be verified as having been spent on basic necessities; and payment of bills earmarked for the purpose for which the lump sum is paid must also be subtracted. (22 M.R.S. § 4301(7), (8-A));
- 4) add to the remainder all income received by the household between the date of receipt of the lump sum payment and the date of application for GA; and
- 5) divide the sum created in subsection (4) by the verified actual monthly amounts for all of the household's basic necessities. 22 M.R.S. § 4305(3-B)

This dividend represents the period of proration determined by the Administrator to commence on the date of receipt of the lump sum payment. The prorated sum for each month must be considered available to the household for 12 months from the date of application or during the period of proration, whichever is less.

The household of an initial applicant that is otherwise eligible for emergency assistance may not be denied emergency assistance to meet an immediate need solely on the basis of the proration of a lump sum payment. (22 M.R.S. § 4308)

Section 6.8—Basic Necessities; Maximum Levels of Assistance

Overall Maximum Levels of Assistance. Notwithstanding any of the maximum levels of assistance for specific basic necessities listed in Ordinance Appendices B-H, an applicant's eligibility for GA will be first determined by subtracting his or her income from the overall maximum level of assistance designated in Appendix A for the applicable household size (22 M.R.S. § 4305 (3-B)). The difference yielded by this calculation shall be the applicant's deficit.

Applicants will be eligible for GA up to the calculated deficit to the extent the applicant is unable to otherwise provide the basic necessities essential to maintain themselves or their families. Applicants with no deficit shall be found ineligible for GA unless they are in an emergency, in which case eligibility for emergency GA will be determined according to Ordinance § 4.9.

Maximum Levels of Assistance for Specific Basic Necessities. The municipality will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance set forth below. The Administrator, in consultation with the applicant, may apply the amount of the applicant's deficit toward assistance with any one or combination of necessities not to exceed the total deficit. These maximum levels will be strictly adhered to unless the Administrator determines that there are exceptional circumstances and an emergency is shown to exist, in which case these absolute levels will be waived in order to meet immediate needs. In all cases either the actual expenses the applicant incurs for basic necessities or the maximum amount allowed in each category, whichever is less, will be used in determining need.

In roommate situations, the applicant's need for common living expenses for rent, fuel, electricity, etc., will be presumed to be reduced by an amount equal to the other household members' proportionate fair share of the common living expenses. No applicant will be allowed to claim a need for any expense which has been or will be paid by another person. In addition, as a general rule the municipality will not provide a benefit toward a basic need by paying a bill that is issued to a person not living with the applicant's household or that has otherwise been incurred by a person who has not been found eligible to receive assistance.

Temporary exceptions to this general rule may be made by the Administrator in the following circumstances: (1) a recent, unplanned separation has occurred in the household resulting in the sustained or permanent absence of a former household member in whose name the bill was customarily issued; (2) the applicant and members of the applicant's household were or will be the sole recipients of the commodities or services covered by any bill to be paid or partially paid with GA; and (3) the applicant will make a good faith effort to direct the vendor to issue future bills in the name of the applicant or other responsible person residing in the household.

A) **Food.** The Administrator will provide food assistance to eligible persons up to the allowed maximum amounts designated by the U.S.D.A. Thrifty Food Plan for the appropriate household size.

For this purpose, the municipality hereby incorporates by reference the U.S.D.A. Thrifty Food Plan, as distributed by the Maine DHHS on or about October of each year. See Ordinance Appendix B for the current year's food maximums.

In determining need for food the Administrator will not consider the value of the food stamps an applicant receives as income (22 M.R.S. § 4301.7(A); 7 U.S.C. § 2017(b)). The municipality will authorize vouchers to be used solely for approved food products.

The Administrator will exceed the maximums when necessary for households having members with special dietary needs. The Administrator may require a doctor's statement verifying there is a special dietary need requiring an expenditure for food that is greater than the ordinance maximums.

- B) **Housing.** The Administrator will provide assistance with rent or mortgage payments that are reasonable and/or within the allowed maximum levels. See Ordinance Appendix C for the current year's housing maximums. It is the applicant's responsibility to find suitable housing, although the Administrator may help the applicant find housing when appropriate. The Administrator will inform the applicant of the allowed housing maximums to assist the applicant in his or her search for housing. The allowed maximum for any applicant will be the categorical housing maximum representing the minimum dwelling unit space necessary to adequately shelter the applicant household. Applicants requesting assistance for housing that contains more bedrooms than are necessary for the number of household members will be provided assistance according to the maximum level for the number of rooms actually needed.

Rental Payments to Relatives. The municipality may elect to not issue any rental payment to an applicant's relatives unless the rental relationship has existed for at least three months and the applicant's relative(s) rely on the rental payment for their basic needs. For the purpose of this section, a "relative" is defined as the applicant's parents, grandparents, children, grandchildren, siblings, parent's siblings, or any of those relative's children (22 M.R.S. § 4319(2)).

Rental Payments to Non-Relatives. When applicants are living in private homes with the owner or sharing dwelling units with people who are not pooling income or who are not legally liable relatives, the amount allowed as the applicant's shelter expense will be the applicant's pro rata share of the actual, total shelter cost, up to the ordinance maximum (22 M.R.S. § 4301(6)).

Any housing assistance issued to a recipient in such a circumstance will be issued, whenever reasonably possible, to the landlord or property owner with the most superior interest in the property; i.e., to a landlord before a tenant, or to a mortgagee before a mortgagor.

When the municipality issues in aggregate more than \$600 in rental payments to any landlord in any calendar year, a 1099 form declaring the total amount of rental payments issued during the calendar year will be forwarded to the Internal Revenue Service (IRS) pursuant to IRS regulation (see § 6041(a) of Internal Revenue Code).

Any landlord wishing to regularly receive rental payments from the municipality on behalf of applicants renting rooms from the landlord's own residence must, at a minimum, make a good faith effort to obtain a lodging license from the DHHS Division of Health Engineering, pursuant to 10-144A CMR, Chapter 201, as a condition of that landlord receiving future GA payments on behalf of his or her tenants.

Mortgage Payments. In the case of a request for assistance with a mortgage payment, the Administrator will make an individual factual determination of whether the applicant has an immediate need for such aid. In making this determination, the Administrator will consider the extent and liquidity of the applicant's proprietary interest in the housing. Factors to consider in making this determination include:

- (1) the marketability of the shelter's equity;
- (2) the amount of equity;
- (3) the availability of the equity interest in the shelter to provide the applicant an opportunity to secure a short-term loan in order to meet immediate needs;
- (4) the extent to which liquidation may aid the applicant's financial rehabilitation;

- (5) a comparison between the amount of mortgage obligations and the anticipated rental charges the applicant would be responsible for if he/she were to be dislocated to rental housing;
- (6) the imminence of the applicant's dislocation from owned housing because of his or her inability to meet the mortgage payments;
- (7) the likelihood that the provision of housing assistance will prevent such dislocation; and
- (8) the applicant's age, health, and social situation.

These factors shall be considered when determining whether the equity in the shelter is an available asset which may be substituted for the assistance the municipality would otherwise be required to provide.

The Administrator shall consider issuing a benefit in response to the applicant's request for mortgage assistance to the extent the applicant is otherwise eligible for GA if after review of the criteria above, the Administrator determines that:

- (1) the monthly mortgage obligation is in accordance with the maximum levels of assistance available for housing appropriate to the applicant's household size;
- (2) there is no capacity in the accumulated equity in the property, when considered in the context of the applicant's borrowing capacity with the mortgagee or the general lending community, to suspend the mortgage obligation temporarily or re-amortize the mortgage in such a way as to suspend or reduce the mortgage obligation; and
- (3) the failure to provide a mortgage payment in a timely manner could jeopardize the applicant's continued right of possession of the property.

If a mortgage payment is necessary, the Administrator will pay the actual amount due, up to the amount allowed according to the maximum levels listed below. After an initial application, assistance with such payments will be given

only after the applicant has made all reasonable efforts to borrow against the equity of his or her home. If there is not sufficient equity in the home with which to secure a loan, and if the monthly mortgage payments are not realistically in line with the rental rates for similar housing in the area that could meet the applicant's needs, the Administrator will inform the applicant that he/she is responsible for finding alternative housing within his or her ability to pay and will be obligated to make all reasonable efforts to secure such housing.

Liens. The municipality may place a lien on the property in order to recover its costs of granting assistance with mortgage payments. In addition, a municipality may claim a lien against the owner of real estate for the amount of money spent by it to make capital improvements to the real estate (22 M.R.S. § 4320). No lien may be enforced against a recipient except upon his or her death or the transfer of the property. Further, no lien may be enforced against a person who is currently receiving any form of public assistance, or who would again become eligible for GA if the lien were enforced.

If the municipality determines that it is appropriate to place a lien on a person's property to recover its costs of providing GA for a mortgage payment or capital improvement it must file a notice of the lien with the county registry of deeds where the property is located within 30 days of making the mortgage payment. That filing shall secure the municipality's or the state's interest in an amount equal to the sum of that mortgage or capital improvement payment and all subsequent mortgage or capital improvement payments made on behalf of the same eligible person, plus interest and costs.

Not less than 10 days prior to filing the lien in the registry, the municipal officers must send notice to the owner of the real estate, the GA recipient, and any record holder of the mortgage by certified mail, return receipt requested, that a lien on the property is going to be filed with the registry. This notice must clearly inform the recipient of the limitations upon enforcement plus the name, title, address and telephone number of the person who granted the assistance. The

municipal officers must also give written notice to the recipient each time the amount secured by the lien is increased because of an additional mortgage payment. This notice must include the same information that appeared on the original intent-to-file notice sent to the recipient.

The municipality may charge interest on the amount of money secured by the lien. The municipal officers will establish the interest rate not to exceed the maximum rate of interest allowed by the State Treasurer to be charged against delinquent taxes. The interest will accrue from the date the lien is filed.

Property Taxes. In the event an applicant requests assistance with his or her property taxes, the Administrator will inform the applicant that there are two procedures on the local level to request that relief: the poverty abatement process (36 M.R.S. § 841(2)) and GA. If the applicant chooses to seek property tax assistance through GA, or if the applicant is denied a poverty tax abatement, the Administrator may consider using GA to meet this need only if:

- a) the property tax in question is for the applicant's place of residence;
- b) there is a tax lien on the property which is due to mature within 60 days of the date of application;
- c) as a matter of municipal policy or practice, or on the basis of information obtained from the applicant's mortgagee, if any, it is reasonably certain that a tax lien foreclosure will result in subsequent eviction from the residential property; and
- d) the applicant, with sufficient notice, applies for property tax relief through the Maine Property Tax Fairness Credit program, when available.

Housing Maximums. The maximum levels of housing assistance contained in this ordinance have been derived either from a locally accomplished fair market rental survey or the fair market rental values developed by the U.S. Department of Housing and Urban Development (HUD). If the maximum levels of housing are derived from the HUD values made effective as of every October 1, and

adjusted to disregard the current and averaged utility allowances as developed by the Maine State Housing Authority, those levels are hereby incorporated by reference. See Ordinance Appendix C for the current year's housing maximums.

If and when the maximum levels of housing assistance in this Ordinance are derived from a locally developed fair market rental survey, a record of that survey will be submitted to the DHHS, General Assistance Unit, and the maximum levels of housing assistance will be incorporated into this Ordinance pursuant to the ordinance adoption and amendment procedures found at 22 M.R.S. § 4305.

- C) **Utilities.** Expenses for lights, cooking, and hot water will be budgeted separately if they are not included in the rent. Applicants are responsible for making arrangements with the utility company regarding service, including entering into a special payment arrangement if necessary.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not obligated to pay back bills or utility security deposits. Exceptions may be made in emergency situations pursuant to section 4.9.

Disconnection of utility service will not be considered an emergency in all cases. The Administrator will make an individual, factual analysis to determine if the termination of utility service constitutes an emergency. The Administrator will consider the household composition, the time of year, the age and health of the household members, and other appropriate factors in reaching a decision. Applicants who had sufficient income, money, assets or other resources to pay their utility bill when it was received, but who spent all or part of their income on items which were not basic necessities, will not be eligible to receive GA to replace those funds.

Applicants have the burden of providing evidence of their income and use of income for the applicable time period (22 M.R.S. § 4308(2)) (*see Ordinance § §*

4.9; 6.3). The Administrator will notify applicants in writing that they must give the Administrator prompt notice if their utility service is to be terminated or if their fuel supply is low. It is the applicant's responsibility to attempt to make arrangements with the utility company to maintain their service and to notify the Administrator if assistance is needed with a utility bill prior to service being terminated.

Electricity Maximums for Households Without Electric Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

Electricity Maximums for Households that Use Electrically Heated Hot Water. See Ordinance Appendix D for the current year's electricity maximums.

Non-Electric Utilities. The allowed amount for water and sewer utility service will be budgeted at a 30-day reasonable usage rate.

- D) **Fuel.** Expenses for home heating will be budgeted according to the actual need for fuel during the heating season (September through May) provided such expenses are reasonable, and at other times during the year when the Administrator determines the request for fuel assistance is reasonable and appropriate.

Assistance will be granted to eligible applicants on the basis of their most recent bill. The municipality is not responsible for back bills except in an emergency as provided in Ordinance § 4.9. Applicants are responsible for monitoring their fuel supply and requesting assistance prior to depleting their fuel supply. When applicants who have been informed of this responsibility run out of fuel nonetheless, and can show no just cause for failing to give the Administrator timely notice of their need for fuel, the Administrator shall find that the emergency was not beyond the applicants' control, and process the emergency request accordingly, pursuant to Ordinance § 4.9. See Ordinance Appendix E for the current year's fuel maximums.

E) **Personal Care and Household Supplies.** Expenses for ordinary personal and household supplies will be budgeted and allowed according to the applicant's actual need for these items. Personal and household supplies include: hand soap, toothpaste, shampoo, shaving cream, deodorant, dish detergent, laundry supplies and costs, household cleaning supplies, razors, paper products such as toilet paper, tissues, paper towels, garbage/trash bags light bulbs and supplies for children under 5 years of age. See Ordinance Appendix F for the current year's personal care and household supplies maximums.

F) **Other Basic Necessities.** Expenses falling under this section will be granted when they are deemed essential to an applicant's or recipient's health and safety by the Administrator and, in some cases, upon verification by a physician. Assistance will be granted only when these necessities cannot be obtained through the utilization of available resources.

1) **Clothing.** The municipality may assist a household with the purchase of adequate clothing. Before assistance will be granted for clothing, the general assistance Administrator must be satisfied that the applicant has utilized all available resources to secure the necessary clothing. In some circumstances, clothing will be a postponable item. Exceptions to this would be, for example, if fire, flood or unusually cold weather makes extra clothing an immediate necessity, special clothing is necessary for the applicant's employment, or a household member is without adequate clothing.

2) **Medical.** The municipality will pay for essential medical expenses, other than hospital bills (*see below*), provided that the municipality is notified and approves the expenses and services prior to their being made or delivered. Medical expenses include prescriptions, devices, treatments, or services that are determined to be 'medically necessary' by a licensed physician. The municipality will grant assistance for medical services only when assistance cannot be obtained from any other source and the

applicant would not be able to receive necessary medical care without the municipality's assistance. The applicant is required to utilize any resource, including any federal or state program, that will diminish his or her need to seek general assistance for medical expenses. The municipality will grant assistance for non-emergency medical services only if a physician verifies that the services are essential. Provided there is no cost to the applicant, the Administrator may require a second medical opinion from a physician designated by the municipality to verify the necessity of the services.

Generally, the municipality will issue GA at the established Medicaid rates for all medical services, prescriptions, or other medical commodities. Before authorizing GA for any medical expenses, the Administrator will inform the pharmacy or medical service provider of the municipality's intention to pay for the medical service at the Medicaid rate, and ask to be billed accordingly.

Ordinary medical supplies/non-prescription drugs will be budgeted at the actual amount when the applicant can demonstrate a need for such items. Allowable supplies include bandages, aspirin, cough syrup, and other generic brand, non-prescription medicines. In addition, the basic monthly rate for telephone service will be budgeted when a telephone is essential to the health and safety of the household. In order for telephone service to be considered an allowable expense the applicant must provide a written statement from a physician certifying that the telephone is essential.

- 3) **Hospital Bills.** In the event of an emergency admission to the hospital, the hospital must notify the Administrator within 5 business days of the admission. Notification must be by telephone, confirmed by certified mail, or by certified mail only. If a hospital fails to give timely notice to the Administrator, the municipality will have no obligation to pay the bill.

Any person who cannot pay his or her hospital bill must apply to the hospital for consideration under the Hospital's Free Care Program as provided in Title 22 M.R.S. § 1716. Anyone who is not eligible for the hospital's free care program may apply for GA. Applicants must apply for assistance within 30 days of being discharged from the hospital and provide a notice from the hospital certifying that he or she is not eligible for the hospital's free care program.

Before the Administrator will consider whether to allow a hospital bill as a necessary expense, the applicant must enter into a reasonable payment arrangement with the hospital. The payment arrangement will be based upon the Medicaid rate. In determining an applicant's eligibility, the municipality will budget the monthly payment to the hospital the applicant has agreed to pay. The applicant's need for assistance with a hospital bill will be considered each time he/she applies by including the amount of the bill in the applicant's monthly budget, but the recipient will be responsible for making any necessary payments to the hospital pursuant to the use-of-income requirements found at Ordinance § 6.6.

- 4) **Dental.** The municipality will pay for medically necessary dental services only. As is the case with medical services generally, the municipality will issue GA for dental services at the established Medicaid rates for those services, and before authorizing the GA benefit for dental services, the Administrator will inform the dentist or dental surgeon of the municipality's intention to pay at the Medicaid rate. If full mouth extractions are necessary, the municipality will pay for dentures provided the applicant has no other resources to pay for the dentures. The applicant will be referred to a dental clinic in the area whenever possible. The Administrator will expect the applicant to bear a reasonable part of the cost for dental services, including extractions and dentures, taking into account the applicant's ability to pay.

- 5) **Eye Care.** In order to be eligible to receive GA for eyeglasses, an applicant must have his or her medical need certified by a person licensed to practice optometry. The Administrator will provide assistance for eyeglasses to eligible persons only after the applicant has exhausted all other available resources and generally only at the Medicaid rate.

- 6) **Telephone Charge.** A payment for basic telephone will only be allowed if a telephone is necessary for medical reasons as verified by a physician. At the discretion of the GA Administrator, minimum/basic telephone services may be allowed for households with children, for households where job search or work related reasons exist and/or for any other reasons the Administrator deems necessary.

- 7) **Work-Related Expenses.** In determining need, reasonable and actual work-related expenses will be deducted from earned income. These expenses include childcare costs, work clothes, supplies and transportation at the actual costs not to exceed the ordinance maximum. See Ordinance Appendix G for the current maximum mileage allotment. The applicant is required to provide documentation substantiating the costs and that the expenses were necessary.

- 8) **Travel Expenses.** In determining need, necessary travel which is not work-related will be budgeted if the applicant can satisfy the Administrator that the prospective need for travel is necessary. For applicants in rural areas, weekly transportation to a supermarket will be considered, as will any medically necessary travel. See Ordinance Appendix G for the current rate at which such necessary travel will be budgeted. This rate shall be construed to subsidize all costs associated with automobile ownership and operation, including gas/oil, tires, maintenance, insurance, financing, licensing/registration, excise tax, etc.

- 9) **Burials, Cremations.** Under the circumstances and in accordance with the procedures and limitations described below (*see Ordinance § 6.9*), the municipality recognizes its responsibility to pay for the burial or cremation of eligible persons. See Ordinance Appendix H for the current maximums.
- 10) **Capital Improvements.** The costs associated with capital improvements/repairs (e.g., heating/water/septic system repair) will generally not be budgeted as a basic necessity. Exceptions can be made only when the capital improvement/repair has been pre-approved by the Administrator as a necessary expense and the monthly cost of the capital improvement/repair has been reduced as far as reasonably possible; for example, by means of the applicant entering into an installment payment arrangement with the contractor. The Administrator may grant GA for capital improvements when:
- 1) the failure to do so would place the applicant(s) in emergency circumstances;
 - 2) there are no other resources available to effect the capital repair; and
 - 3) there is no more cost-effective alternative available to the applicant or municipality to alleviate an emergency situation.

In some cases, the entire immediate cost of the capital improvement can be mitigated by the applicant entering into an installment payment arrangement with a contractor. The municipality reserves the right to place a lien on any property pursuant to 22 M.R.S. § 4320 when GA has been used to effect a capital improvement. The lien process shall be accomplished in the same manner as for mortgage payments, as described in subsection (B) "Liens", above.

Section 6.9—Burials; Cremations

Funeral Director Must Give Timely Notice. In order for the municipality to be liable for a burial or cremation expense, the funeral director must notify the

Administrator prior to the burial or cremation or by the end of three business days following the funeral director' receipt of the body, whichever is earlier (22 M.R.S. § 4313(2)). This contact by the funeral director shall begin the process of developing an application for burial/cremation assistance on behalf of the deceased. It is the funeral director's responsibility to make a good-faith effort to determine if the family or any other persons are going to pay all or part of the burial expenses. If family members or others are unable to pay the expenses, and the funeral director wants the municipality to pay all or part of the expenses, the funeral director must make timely contact to the Administrator. In addition, the funeral director may refer legally liable relatives to the Administrator so that a timely determination of financial capacity may be accomplished.

Application for Assistance Shall be Calculated on Behalf of the Deceased. For the purposes of determining residency, calculating eligibility and issuing GA for burial or cremation purposes, an application for assistance shall be completed by the Administrator on behalf of the deceased.

With regard to residency, the municipality of responsibility for burial expenses shall be the municipality in which the eligible deceased person was a resident at the time of death as residency is determined under Ordinance § 4.10.

Although legally liable relatives may be asked to provide information regarding their income, assets, and basic living expenses, that information will not be construed as an application for GA inasmuch as living persons are not eligible for burial assistance. To clarify this point of law, although legally liable relatives have a financial responsibility to pay for the burial or cremation of their relatives, that financial responsibility only exists to the extent the legally liable relatives have a financial capacity to do so. Therefore, legally liable relatives who are themselves eligible for GA, have no legal obligation to pay for the burial or cremation of their relatives. For these reasons, all GA issued for burial or cremation purposes shall be issued on behalf of, and in the name of, the deceased.

The Financial Responsibility of Certain Family Members. Grandparents, parents, children and grandchildren of the deceased whether or not living in or owning property in Maine, and the spouse or registered domestic partner of the deceased, are financially responsible for the burial or cremation of the deceased to the extent those relatives, individually or as a group, have a financial capacity to pay for the burial or cremation either in lump sum or by means of a budgeted payment arrangement with the funeral home. Accordingly, at the request of the Administrator, all legally liable relatives must provide the Administrator with any reasonably requested information regarding their income, assets, and basic living expenses. The Administrator may also seek information from financial institutions holding assets of the deceased. Maine law requires a financial institution to disclose the amount deposited in the corporation or association when the municipality or its agents are acting in accordance with section 4313(2) and provide a written request and a notarized affidavit signed by the Administrator of the municipality or its agents stating that the named depositor is deceased.

Consideration of the Financial Responsibility of Family Members. Generally, when the Administrator can make a finding that one or more of the deceased's legally liable relatives have an obvious and demonstrable financial capacity to pay for the burial or cremation, by lump sum payment or by means of a reasonable payment arrangement, the municipality will not grant the requested burial or cremation assistance. When the Administrator is unable to make such a finding, the following proration of familial responsibility will be implemented.

Proration of Familial Responsibility. A proration of familial financial responsibility will be used when no legally liable relative possesses an obvious and demonstrable capacity to pay for the burial or cremation, but one or more of the financially liable relatives is found to have a financial capacity to make a partial financial contribution, or the Administrator is unable to determine the financial capacity of one or more of said relatives.

Under these circumstances, each legally liable relative is considered to be responsible for his or her pro rata share of the total municipal contribution that would exist if no legally liable relatives had a financial capacity to contribute. Furthermore, and as long as all other eligibility factors have been satisfied, the municipality will provide as a burial or cremation benefit the aggregate of all pro rata shares less the share of any legally liable relative who refuses to cooperate with the Administrator by providing information or documentation reasonably necessary to determine that relative's financial capacity, and less any share or part of a share attributable to a legally liable relative who can financially contribute or partially contribute toward the burial or cremation to the extent of that relative's share.

Eight Days to Determine Eligibility. The Administrator may take up to 8 days from the date of an application for burial/cremation assistance to issue a written decision regarding the amount of the municipal contribution toward the burial or cremation. The 8-day eligibility determination period from the date of application shall be used as necessary to make third-party collateral contacts, verify the listing of legally liable family members and determine their respective financial capacities to contribute to the burial or cremation, contact the personal representative of the deceased's estate, if any, and other related administrative tasks. The Administrator shall not use this 8-day period allowed by law to unreasonably delay the municipality's decision.

The Municipal Obligation to Pay When Legally Liable Relatives or Others Can Contribute. The figures provided in this section are the maximum benefits provided by the municipality when no contributions toward the burial or cremation are available from any other source. To the extent any legally liable relatives of the deceased have a financial capacity to pay for the burial or cremation, that financial capacity shall be deducted from the maximum burial costs allowed by this section. In addition, any other benefits or resources that are available, such as Social Security burial benefits, veterans' burial benefits, or contributions from other persons, will be deducted from the maximum amount the municipality will pay, except there will be no deduction from the municipal benefit level with respect to

any contribution provided for the purpose of publishing an obituary notice up to an aggregate contribution limit for this purpose of \$75 when a paid receipt demonstrating the purchase of an obituary notice is provided to the Administrator.

Burial Expenses. The Administrator will respect the wishes of family members concerning whether the deceased is interred by means of burial or cremated. See Ordinance Appendix H for the maximum levels of burial assistance.

Cremation Expenses. In the absence of any objection by any family members of the deceased, or when neither the Administrator nor the funeral director can locate any family members, the Administrator may issue GA for cremation services. See Ordinance Appendix H for the maximum assistance levels for cremations.

Section 6.10—Notice of Decision

Written Decision. Each time a person applies, the Administrator will provide a written decision to the applicant after making a determination of eligibility. The decision will be given to the applicant within 24 hours after a completed and signed application is received (22 M.R.S. § 4305(3)) (*see Ordinance § 4.6*).

In order to comply with the statutory requirement to issue a decision within 24 hours, if an applicant submits an incomplete or unsigned application, the Administrator may decide to issue a notice of “ineligibility” and provide the applicant with another application to submit as soon as is practicable for the applicant.

The Administrator must explain the applicant’s right to a fair hearing in the Administrator’s written notice of decision.

Contents of Decision. After an application has been completed, applicants will be given written notice of any decision concerning their eligibility for assistance. In

addition to the items listed in Ordinance § 4.6, the notice of decision will include a statement that:

- a) the applicant has the right to a fair hearing and how to request a fair hearing and;
- b) the applicant has the right to contact the DHHS if he or she believes the municipality has violated the law. The decision will include contact information for the appropriate DHHS office.

Disbursement of General Assistance. Except when the Administrator determines it is impractical, all GA will be provided as a voucher or purchase order payable to a vendor or through direct municipal payment to a provider of goods or services. GA will not be issued in the form of a cash payment to an applicant unless there is no alternative to the cash payment, in which case the Administrator shall document the circumstances requiring GA to be issued in the form of cash (22 M.R.S. § 4305(6)).

ARTICLE VII

The Fair Hearing

Section 7.1—Right to a Fair Hearing

Within 5 working days of receipt of a written notice of denial, reduction or termination of assistance, or within 10 working days after any other act or failure to act, the applicant or his or her authorized representative has the right to request a fair hearing (22 M.R.S. § 4322). The right to review a decision of the Administrator is a basic right of the applicant to a full evidentiary hearing and is not limited solely to a review of the decision.

Section 7.2—Method of Obtaining a Fair Hearing

Upon receiving notification of the decision of the Administrator, all claimants will be informed of how to request a fair hearing. All complaints that are not clear requests for a fair hearing will be answered by a personal interview or in writing by the Administrator. If the client is satisfied with the adjustment or explanation, the Administrator will make an entry in the case record and file any correspondence involved.

Written Request. To obtain a fair hearing, the claimant, or his or her authorized representative, must make a written request within 5 working days of receipt of the Administrator's decision to grant, deny, reduce or terminate assistance, or within 10 working days after any other act or failure to act. The Administrator will make a form available to request a fair hearing and will assist the claimant in completing it if necessary. On the printed form, the claimant will give the following information:

- a) the decision on which review is sought;
- b) the reason(s) the claimant is dissatisfied and why the claimant believes he/she is eligible to receive assistance; and
- c) the relief sought by the claimant.

The Administrator may not deny or dismiss a request for a hearing unless it has been withdrawn (in writing) by the claimant.

Scheduling the Fair Hearing. Upon receipt of the completed written request, the FHA must meet and hold the hearing within 5 working days. The Administrator will notify the claimant in writing when and where the hearing will be held (22 M.R.S. § 4322). In addition to the date, time and place of the hearing, the notice of fair hearing shall include, at a minimum, the claimant's rights to:

- a) be his or her own spokesperson at the fair hearing, or at the claimant's own expense be represented by legal counsel or another;
- b) confront and cross-examine any witnesses presented at the hearing; and
- c) present witnesses on his or her own behalf.

Arrangements for the date, time, and place of the hearing will take into consideration the convenience of the claimant and hearing authority. The claimant will be given timely notice to allow for preparation and will also be given adequate preliminary information about the hearing procedure to allow for effective preparation of his or her case.

Section 7.3—The Fair Hearing Authority

The municipal officers will appoint a fair hearing authority (FHA) that will determine, based on all the evidence presented at the fair hearing, whether the claimant(s) were eligible to receive assistance at the time they applied for GA. The FHA is charged with ensuring that GA is administered in accordance with state law and this ordinance.

The FHA may consist of the municipal officers, one or more persons appointed by the municipal officers to act as the FHA, or, if designated by ordinance, a municipal board of appeals created under 30-A M.R.S. § 2691 (22 M.R.S. § 4322). In

determining the FHA, the municipal officers will ensure that all person(s) serving as FHA must:

- a) have not participated in the decision which is the subject of the appeal;
- b) be impartial;
- c) be sufficiently skilled in interviewing techniques to be able to obtain evidence and the facts necessary to make a fair determination; and
- d) be capable of evaluating all evidence fairly and realistically, explaining to the claimant the laws and regulations under which the Administrator operated, and conveying to the Administrator any evidence of unsound, unclear, or inadequate policies, practices or actions.

Section 7.4—Fair Hearing Procedure

At the time that written notice of the date, time, and place of the fair hearing is provided to a claimant, he/she will also be given adequate information about the hearing procedure to allow him/her to effectively prepare his or her case. The claimant shall be permitted to review his or her file before the hearing. At a minimum, the claimant will be provided with the following information regarding fair hearing procedures. All fair hearings will:

- a) be conducted in private, with only to the claimant, witnesses, the claimant's legal counsel, others whom the claimant wants present, and Administrator, the Administrator's agents, counsel and witnesses present;
- b) be opened with a presentation of the issue by the FHA;
- c) be conducted informally, without technical rules of evidence, but subject to the requirements of due process;
- d) allow the claimant and the Administrator the option to present their positions for themselves or with the aid of others, including legal counsel;

- e) give all participants an opportunity to present oral or written testimony or documentary evidence, offer rebuttal; question witnesses presented at the hearing; and examine all evidence presented at the hearing;
- f) result in a decision, based exclusively on evidence or testimony presented at the hearing; and
- g) be tape recorded, and result in a written decision that is given to the claimant and filed with evidence introduced at the hearing. The FHA will allow the claimant to establish all pertinent facts and circumstances, and to advance any arguments without undue interference. Information that the claimant does not have an opportunity to hear or see will not be used in the fair hearing decision or made part of the hearing record. Any material reviewed by the FHA must be made available to the claimant or his or her representative. The claimant will be responsible for preparing a written transcript if he/she wishes to pursue court action.

The FHA shall admit all evidence if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs (22 M.R.S. § 4322).

Claimant's Failure to Appear. If the claimant fails to appear at the hearing, the FHA will send a written notice to the claimant indicating that the Administrator's decision remains unchanged because of the claimant failure to appear. The notice will state that the claimant has 5 working days from receipt of the notice to provide the Administrator with information demonstrating "just cause," for failure to appear. "Just cause" for a claimant's failure to appear at a fair hearing, may include:

- a) a death or serious illness in the family;
- b) a personal illness which reasonably prevents the party from attending the hearing;
- c) an emergency or unforeseen event which reasonably prevents the party from attending the hearing;

- d) an obligation or responsibility which a reasonable person in the conduct of his or her affairs could reasonably conclude takes precedence over the attendance at the hearing; or
- e) lack of receipt of adequate or timely notice; excusable neglect, excusable inadvertence, or excusable mistake.

If the claimant (or his/her attorney) establishes that just cause existed, the request for the hearing will be reinstated and a hearing rescheduled.

If a claimant who is represented by legal counsel fails to appear at a fair hearing, legal counsel shall not testify in place of the claimant on matters of 'fact' but may cross examine witnesses and make 'legal' arguments on behalf of the claimant.

Section 7.5—The Fair Hearing Decision

The FHA's decision will be binding on the Administrator, and will be communicated in writing to the claimant within 5 working days after completion of the hearing.

Written notice of the decision will contain:

- a) a statement of the issue;
- b) relevant facts brought out at the hearing;
- c) pertinent provisions in the law or GA ordinance related to the decision; and
- d) the FHA's decision and the reasons for it.

A copy of the decision will be given to the claimant. The hearing record and the case record will be maintained by the Administrator.

The written decision will state that if the claimant is dissatisfied with the fair hearing decision, he/she may appeal pursuant to Maine Rule of Civil Procedure, Rule 80B. To take advantage of this right, the claimant must file a petition for review with the Superior Court within 30 days of receipt of the fair hearing decision.

When the decision by the FHA or court authorizes assistance to the claimant, the assistance will be provided within 24 hours.

ARTICLE VIII

Recovery of Expenses

Recipients. The municipality may recover the full amount of assistance granted to a person from either the recipient or from any person liable for the recipient, or his or her executors or administrators in a civil action. However, prior to recovering assistance granted, the municipality shall “offset” the value of any workfare performed by a GA recipient against the repayment obligation, at a rate not less than minimum wage.

Before filing a court action to seek repayment of GA benefits previously provided to a recipient, the municipality will seek voluntary repayment after written notice and discussion with the recipient. However, the municipality will not attempt to recover such amounts if, as a result of the repayment, the recipient would again become eligible for GA (22 M.R.S. § 4318).

Recipients Anticipating Workers’ Compensation Benefits. The municipality shall claim a lien on any lump sum payment under the Workers’ Compensation Act or similar law of any other state, which lien shall equal the value of all GA payments made to a recipient of any such lump sum payment. (22 M.R.S. § 4318, 39-A M.R.S. § 106). After issuing any GA on behalf of a recipient who has applied for or is receiving Workers’ Compensation, the municipality shall file a notice of the municipal lien with the GA recipient and the Maine Office of Secretary of State, Uniform Commercial Code division.

The notice of lien shall be filed on a UCC-1 form which must be signed by the GA recipient who has applied for or is receiving Workers’ Compensation. Any GA applicant who has applied for or who is receiving Workers’ Compensation benefits and who refuses to sign a properly prepared UCC-1 form will be found ineligible to receive GA until he or she provides the required signature. The municipality shall also send a photocopy of that filing to the recipient’s Worker’s Compensation

attorney, if known, the applicant's employer or the employer's insurance company, and, at the Administrator's discretion, to the Workers' Compensation Board. The lien shall be enforced at the time any lump sum Workers' Compensation benefit is issued.

Recipients of SSI. All applicants who receive GA while receipt of their Supplemental Security Income (SSI) assistance is pending or suspended (and which therefore may be retroactively issued to the applicant at a later date), will be required to sign a statement on an Interim Assistance Agreement form distributed by the DHHS that authorizes the Social Security Administration to direct a portion of any retroactive SSI payment to the municipality and/or the state in repayment for the GA granted. Any GA applicant who has applied for or who may be applying for SSI, or who may be required to apply for SSI pursuant to 22 M.R.S. § 4317, and who refuses to sign the Interim Agreement SSI authorization form will be found ineligible to receive GA until he or she provides the required signature (22 M.R.S. § 4318).

Relatives. The spouse of an applicant, and the parents of any applicant under the age of 25, are liable for the support of the applicant (22 M.R.S. § 4319). In addition, the grandchildren, children, parents, grandparents, the spouse and a registered domestic partner, are liable for the burial costs of each other. The municipality considers these relatives to be available resources and liable for the support of their relatives in proportion to their respective ability. The municipality may complain to any court of competent jurisdiction to recover any expenses made on behalf of a recipient if the relatives fail to fulfill their responsibility (22 M.R.S. § 4319).

ARTICLE IX

Severability

If any provision of this ordinance is declared invalid by a court of competent jurisdiction, such decision shall not invalidate any other provision of the ordinance.

Appendix A

Effective: 10/1/21 – 9/30/22

2021-2022 GA Overall Maximums -Revised (9/2/21)

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	783	909	1,163	1,447	1,979
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	963	1,023	1,331	1,773	1,904
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	754	811	1,042	1,335	1,652
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	748	750	992	1,243	1,357
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,197	1,352	1,751	2,267	2,770
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	828	981	1,195	1,575	1,777

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,016	1,030	1,293	1,615	1,896
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,173	1,230	1,620	2,096	2,805

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	655	717	840	1,132	1,254
Franklin County	690	737	846	1,119	1,497
Hancock County	844	880	1,058	1,334	1,462
Kennebec County	776	794	990	1,299	1,387
Knox County	800	807	990	1,316	1,406
Lincoln County	877	895	1,123	1,397	1,806
Oxford County	771	775	947	1,337	1,555
Piscataquis County	665	715	883	1,172	1,412
Somerset County	716	751	969	1,263	1,354
Waldo County	920	925	1,101	1,376	1,883
Washington County	717	721	937	1,173	1,268

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

Appendix B

Effective: 10/01/21 to 09/30/22

2021-2022 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, 2021, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 58.14	\$ 250.00
2	106.74	459.00
3	153.02	658.00
4	194.19	835.00
5	230.70	992.00
6	276.74	1,190.00
7	306.05	1,316.00
8	349.77	1,504.00

Note: For each additional person add \$188 per month.

Appendix C

Effective: 10/01/21 to 09/30/22

2021-2022 GA Housing Maximums - Revised (9/2/21) (Heated & Unheated Rents)

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

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	119	510	142	612
1	125	536	156	670
2	141	608	183	785
3	198	853	249	1,070
4	212	913	274	1,180
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	127	545	150	647
1	129	556	160	690
2	143	614	184	791
3	195	840	246	1,057
4	269	1,156	331	1,423
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	161	691	184	791
1	161	691	190	818
2	189	812	229	986
3	241	1,037	291	1,250
4	255	1,095	316	1,359
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	723
1	145	623	170	732
2	173	744	213	918
3	233	1,002	283	1,215
4	237	1,020	299	1,284

Non-Metropolitan FMR Areas

Knox County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	150	647	174	747
1	150	647	174	747
2	173	744	213	918
3	237	1,019	287	1,232
4	242	1,039	303	1,303
Lincoln County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	168	724	192	824
1	168	724	194	833
2	204	877	244	1,051
3	256	1,100	305	1,313
4	335	1,439	396	1,703
Oxford County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	618	167	718
1	144	618	167	718
2	163	701	203	875
3	242	1,040	291	1,253
4	276	1,188	338	1,452
Piscataquis County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	501	165	609
1	119	512	165	652
2	146	627	201	811
3	200	862	288	1,086
4	241	1,037	333	1,312
Somerset County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	563	154	663
1	131	563	160	689
2	168	723	209	897
3	225	966	274	1,179
4	230	987	291	1,251

Non-Metropolitan FMR Areas

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	767	202	867
1	178	767	202	867
2	199	855	239	1,029
3	251	1,079	300	1,292
4	353	1,516	414	1,780

Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	131	564	154	664
1	131	564	154	664
2	161	691	201	865
3	204	876	253	1,089
4	210	901	271	1,165

Metropolitan FMR Areas

Bangor HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	147	630	170	730
1	166	714	197	847
2	213	917	254	1,091
3	267	1,150	317	1,363
4	375	1,612	436	1,876

Cumberland Cty. HMFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	188	810	212	910
1	193	828	223	961
2	252	1,085	293	1,259
3	343	1,476	393	1,689
4	357	1,537	419	1,801

Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	601	163	701
1	143	616	174	749
2	185	796	226	970
3	241	1,038	291	1,251
4	299	1,285	360	1,549

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	138	595	162	695
1	138	595	162	695
2	173	746	214	920
3	220	946	270	1,159
4	230	990	292	1,254
Portland HMFA				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	243	1,044	266	1,144
1	269	1,157	300	1,290
2	350	1,505	390	1,679
3	458	1,970	508	2,183
4	559	2,403	620	2,667
Sagadahoc Cty. HMFA				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	157	675	180	775
1	183	786	214	919
2	221	949	261	1,123
3	297	1,278	347	1,491
4	328	1,410	389	1,674
York Cty. HMFA				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	201	863	224	963
1	201	863	225	968
2	243	1,047	284	1,221
3	307	1,318	356	1,531
4	356	1,529	417	1,793
York/Kittery/S. Berwick HMFA				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	237	1,020	260	1,120
1	237	1,020	272	1,168
2	320	1,374	360	1,548
3	418	1,799	468	2,012
4	567	2,438	628	2,702



Appendix D

Effective: 10/01/21 to 09/30/22

2021-2022- 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:

<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

Effective: 10/01/21 to 09/30/22

2021-2022 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: 10/01/21 to 09/30/22

2021-2022 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 45 cents (45¢) 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/>

Appendix H

Effective: 10/01/21 to 09/30/22

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is \$1,475.

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.

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.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be \$1,025.

The municipality's obligation to provide funds for cremation 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 cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Appendix H

Effective: 10/01/21 to 09/30/22

Additional costs may be allowed by the GA Administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

Appendix I

26 MRS § 1043 (23)

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.

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 or marijuana while on duty except for the use of marijuana permitted under Title 22, chapter 558-C;
- (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.

[PL2019, c. 125, §1 (AMD).]

Appendix I

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.

[PL 2019, c. 125, §1 (AMD).]

TOWN OF ELIOT, MAINE
OFFICE OF THE SELECT BOARD
1333 State Road, Eliot, ME 03903
PUBLIC HEARING NOTICE

AUTHORITY: ELIOT SELECT BOARD

PLACE: ELIOT TOWN OFFICE

DATE OF HEARING: THURSDAY, SEPTEMBER 23, 2021

TIME: 5:30PM

Notice is hereby given that the Select Board of the Town of Eliot, Maine will hold a public hearing on Thursday, September 23, 2021 at 5:30PM in said Town to hear public comment on the following:

1. To adopt the Maine Municipal Association GA Model Ordinance dated September 03, 2021 and Appendices A-H from October 01, 2021 – September 30, 2022.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

If you cannot attend meeting, and want to make comments in regards to the topic, please send any correspondence to the Town Manager prior to meeting date at townmanager@eliotme.org

Copies of the Ordinance and Appendices may be reviewed at the town office, or contact Town Manager for a scanned email copy at townmanager@eliotme.org

Staff Report

Public Hearing- Application for a Catering Permit

September 23, 2021

Background: 28-A M.R.S. § 653 requires notice of public hearing for said application.

Issue: Approval of the application for the Shipyard Brew Pub

Discussion: This application is necessary for establishments with a liquor license to serve alcohol at an off-site location. Public Hearing was published in the local paper 7 days prior to public hearing date per the requirement of Statute.

Fiscal Impact: None

Recommendation: MOTION: "Select Board approves the Application for a Catering Permit, for the Shipyard Brewpub 1, LLC. For a wedding event at the Raitt Farm on October 08, 2021, located at 2077 State Road, Eliot, ME."

Prepared by: Melissa Albert, Administrative Assistant

Town Manager Recommendation: The Town Manager concurs with approving the application for a catering permit

Carol Granfield

Interim Town Manager



STATE OF MAINE
 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a Catering Permit

Section A: Licensee Information:

1. Legal Name and DBA of the Licensee Catering the Event:
 - a. Legal Name: Shipyard Brew Pub
 - b. DBA: Shipyard Brewpub 1 LLC
2. License No.: Carl-2005-9342 Email: nitram54@gwi.net
3. Complete Mailing Address: 28 Levesque Drive
Eliot, Maine 03903
4. Telephone/Mobile Number: (207) 861-1003

Section B: Event Information:

1. Title Event: Bouchard Wedding
2. Purpose of Event: Wedding
3. Type of Event: (check one)

Public	<input type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input type="checkbox"/>
Private	<input checked="" type="checkbox"/>	Indoor	<input type="checkbox"/>	Outdoor	<input checked="" type="checkbox"/>
4. Municipality where Event will take place: Eliot
5. Complete Physical Address of Event:
Raitt Farm 2077 State Road, Eliot Maine
6. Date of Event: October 8, 2021 Time: From 4pm To 11pm
 Under Maine liquor laws, alcoholic beverages can **only** be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
7. Requesting party for your catering services:

<input type="checkbox"/>	Nonprofit Organization	<input checked="" type="checkbox"/>	Individual	<input type="checkbox"/>	Business
--------------------------	------------------------	-------------------------------------	------------	--------------------------	----------
8. Mailing Address of Requesting Party: 185 Governor Hill Road
Eliot, Maine 03903

Please note: In question 9, for a nonprofit or business requesting party, please provide the name of the nonprofit or business as well as the name of an individual to contact at the nonprofit or business.

(continue to next page)

9. Contact Name of Requesting Party: Claudine Bouchard
a. Contact Telephone/Mobile Number: 2074518171
b. Contact Email address: claudinebouchard@comcast.net

10. Number of Persons Attending: 130

11. Describe specific indoor and/or outdoor area to be licensed: (for an outdoor event, please include a diagram of the outside space in Section F below.)

Outdoor tent located at Raitt Farm. Bar to be located in the tented area

12. Will dancing be part of the event? Yes No
a. Does the venue have a dance license? Yes No
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

Section C: Signature of Licensee

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by more than \$2,000, or by both.

Please sign and date in blue ink.

Dated: September 7, 2021



Signature of Licensee or Duly Authorized Person

Printed Name of Licensee or Duly Authorized Person

Submit completed forms to: Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement

Mailing address: 8 SHS, Augusta, ME 04333-0008

Courier delivery: 19 Union Street, 3rd floor, Suite 301-B, Augusta, ME 04330

(continue to next page)

Section D: For use by Municipal Officers and County Commissioners only
Approval of an application for a catering event

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: September 23, 2021.

Check only one: City Town Unorganized Territory

Name of City/Town/Unorganized Territory: eliot

Who is approving this application? Municipal Officers
 County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of permit to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

Section E: Application Fee; Other Information

1. The application fee is \$10.00 per day; make checks payable to Treasurer State of Maine
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

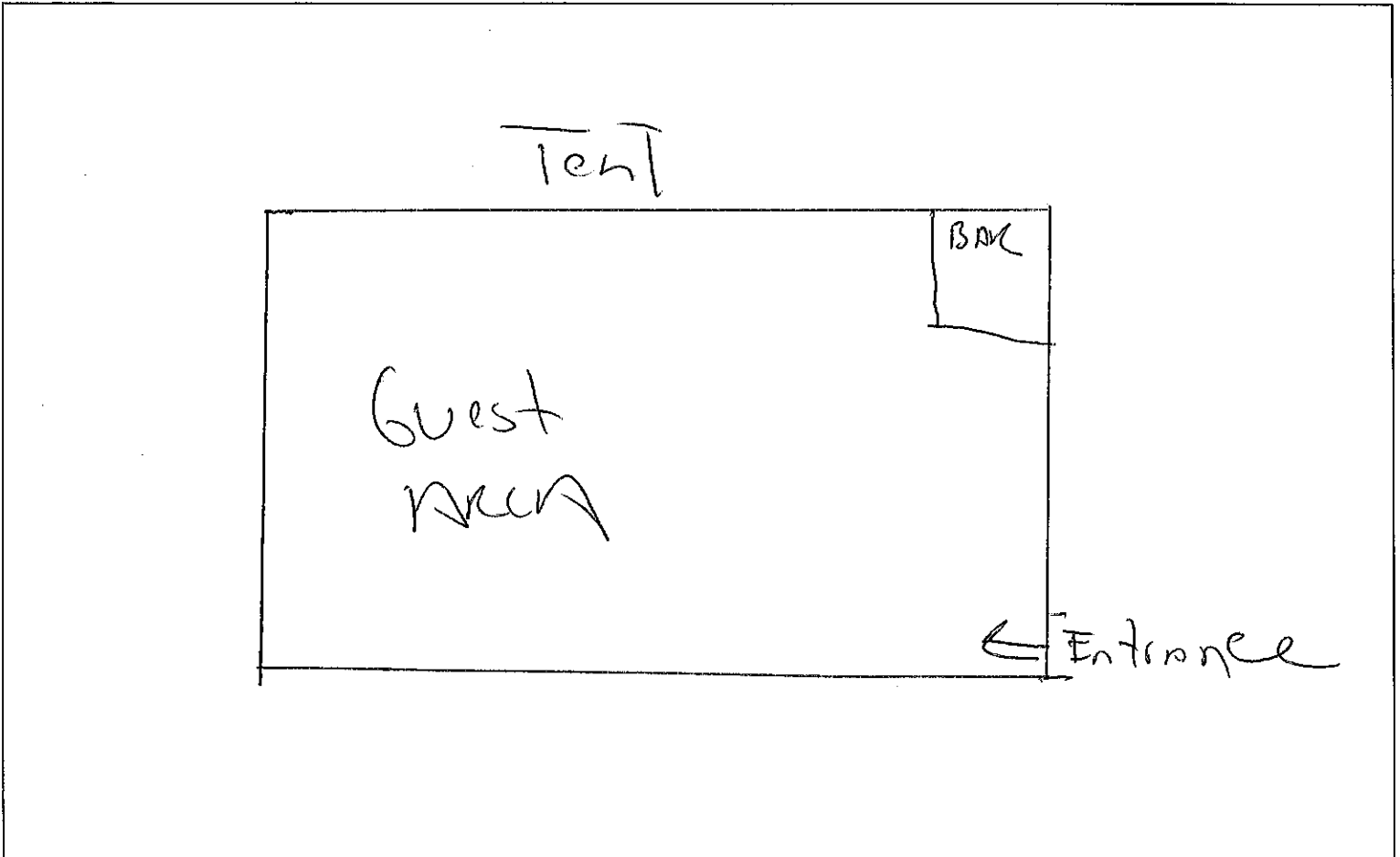
(continue to next page)

Section F: Catering Permit Diagram for Outdoor Events

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



For Division Use Only

Date Filed: _____

Approved Not Approved

Date Approved: _____

Approved By: _____

License No: _____

Deposit Date: _____

Amt. Deposited: _____

Payment Type: _____

TOWN OF ELIOT, MAINE
OFFICE OF THE SELECT BOARD
1333 State Road, Eliot, ME 03903
PUBLIC HEARING NOTICE

AUTHORITY: ELIOT SELECT BOARD

PLACE: ELIOT TOWN OFFICE

DATE OF HEARING: THURSDAY, SEPTEMBER 23, 2021

TIME: 5:30PM

Notice is hereby given that the Select Board of the Town of Eliot, Maine will hold a public hearing on Thursday, September 23, 2021 at 5:30PM in said Town to hear public comment on the following:

1. Application for Special Catering Permit for Shipyard Brew Pub, an event that will take place on October 08, 2021 at 2077 State Road, Eliot, ME

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

If you cannot attend meeting, and would like to submit comments in regards to the application, please send any correspondence to the Town Manager prior to meeting date at townmanager@eliotme.org

Copies of the application are located at the town office. If you would like to have an email scan of the application for review. Contact Town Manager at townmanager@eliotme.org

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM
Town Hall**

1 **Quorum noted**

2
3 **A. 5:30 PM:** Meeting called to order by Acting Chair Donhauser.

4
5 **B. Roll Call:** Mr. Donhauser, Mr. McPherson, Mr. Widi, and Ms. Dow.

6
7 **Absent:** Mr. Orestis (excused).

8
9 **A Moment of Silence was observed for those individuals, military and citizens, who have**
10 **lost their lives today in Afghanistan.**

11
12 **C. Public Comment:**

13
14 There was no public comment.

15
16 **D. Approval of Minutes of Previous Meeting(s)**

17
18 **5:32 PM** Motion by Mr. McPherson, second by Mr. Widi, to approve the minutes of
19 August 12, 2021, as written.

20
21 **Roll Call Vote:**

22
23 **Mr. Donhauser – Yes**

24 **Mr. McPherson - Yes**

25 **Mr. Widi – Yes**

26 **Ms. Dow - Yes**

27
28 **Unanimous vote to approve motion.**

29
30 **E. Department Head/Committee Reports**

31
32 **5:33 PM 1) Public Works Dept. – Liquidate Surplus Items/Purchase of Bucket Truck**

33
34 Mr. Robinson said that the bucket truck did not pass State inspection and basically
35 condemned it. It is a 1994 and we have gotten our money out of it. We have
36 \$7,500 in our CIP that would go towards another one. I would like to liquidate
37 some of the surplus equipment that we no longer use and put it towards the
38 purchase of this bucket truck.

39
40 Mr. Widi asked if Mr. Robinson could get a good-quality bucket truck for
41 \$15,000.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

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Mr. Robinson said in the vicinity of \$15,000 +/- . The old equipment will be sold. I do have one prospective buyer.

Mr. Widi moved, second by Mr. McPherson, that the Select Board authorize the purchase of a bucket truck for a cost of up to \$15,000, which will be paid for with funds received from the sale of surplus equipment and the Reserve CIP account.

Roll Call Vote:

- Mr. Donhauser – Yes**
- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Ms. Dow - Yes**

Unanimous vote to approve motion.

5:35 PM 2) Public Works Dept. – Road Salt Bids 2021-2022

Mr. Robinson said that the staff report explained and I would recommend the road salt bid to Eastern Salt of Portsmouth, NH at the cost of \$68.23/ton delivered.

Mr. Widi moved, second by Ms. Dow, that the Select Board award the bid for road salt to Eastern Salt of Portsmouth, NH at a cost of \$68.23 per ton delivered.

DISCUSSION

Mr. Donhauser asked how much we paid last year.

Mr. Robinson said that it was \$50/ton. He added that the salt shed is full right now.

DISCUSSION ENDED

Roll Call Vote:

- Mr. Donhauser – Yes**
- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Ms. Dow - Yes**

Unanimous vote to approve motion.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

86 Mr. Robinson said that I did, regarding road striping, reach out to three
87 contractors and I didn't get any replies from any of them. So, I called four more
88 contractors. Only one responded and he said he would probably not be able to do
89 it because there is a shortage of paint right now.
90

91 **5:37 PM 3) Marijuana License Fees**

92
93 Ms. Granfield said that it was requested that we take a look at the fee structure
94 that we've been charging. We took a survey and provided you with the rates of
95 eight other municipalities. We are actually higher than the majority of them. This
96 is informational at this point. It was also requested that we take a look at the time
97 spent on the whole marijuana licensing process and fees by staff. I will tell you
98 that, initially by a combination of the Planner, Administrative Assistant, and
99 CEO, the first year was a significant amount of time because it was new to
100 everyone. In speaking to everyone, at this point, it has greatly reduced because
101 everyone is familiar with what needs to take place. I believe the Planner spends
102 about a quarter of his time with associated marijuana issues and Code
103 Enforcement maybe 5%. I'm actually recommending you take a look at this and,
104 if you have other areas that you'd like us to explore, perhaps review it again in
105 another 6 months to a year to see what has changed. If we're inundated again you
106 may want to change it but, at this point, we thought it was good to bring you the
107 information, seek any additional input you may have, and then we can further
108 explore it.
109

110 Mr. Widi said that I understand our fees are higher because everyone considers
111 that Eliot is a better place to do business than Berwick, Bethel, Farmington,
112 Lebanon, Waterville, and Windham. So, at some later date, I may be requesting
113 we tie those fees to inflation, which I think is fair and reasonable but I would
114 leave it as is for now.
115

116 Mr. Donhauser agreed. As we experience what it costs, we can adjust it.
117

118 **5:40 PM 4) Certification of Proposed Ordinance Amendments for Placement on the**
119 **Warrant for November 2021 Referendum.**

120
121 Mr. Brubaker said that we have six ordinance amendments and five of these were
122 considered and recommended by the PB after a public hearing. There is one other
123 that doesn't pertain to land use regulations so, per the Town Charter, it doesn't go
124 to the PB. From each one, we'd like a recommendation and there is a motion
125 template included. He went on to discuss each amendment.
126

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

127 **Firewood Sales:** This is really simple. Firewood sales are allowed or allowable in
128 all our zoning districts except Commercial/Industrial (C/I). So, this would change
129 a ‘no’ to a ‘yes’ in the land use table and allow firewood sales in the C/I District.
130

131 **Mr. Widi moved, second by Ms. Dow, that the Select Board recommends**
132 **approval of Firewood Sales Ordinance Amendment, to be placed on the**
133 **November 2021 Ballot.**

134
135 **Roll Call Vote:**

136
137 **Mr. Donhauser – Yes**

138 **Mr. McPherson - Yes**

139 **Mr. Widi – Yes**

140 **Ms. Dow - Yes**

141

142 **Unanimous vote to approve motion.**

143

144 **5:44 PM Shoreland Zoning Site Photos:** Mr. Brubaker said that our Shoreland Chapter is
145 Chapter 44 of the Town Code and one thing that is different about that any
146 changes that are made to it after approval by the voters has to be reviewed and
147 approved by the DEP. After the June vote on Shoreland amendments, the DEP
148 reviewed and approve them all and asked that another minor amendment be made.
149 The purpose of this amendment is to require that Shoreland Zoning applications
150 provide photos of the vegetation along the shoreline and include them in their
151 application. Then, as a condition of approval, 20 days after they would have to
152 provide post-construction photos of the same shoreline just to make sure they
153 were protecting the vegetative buffer and not making any changes contrary to
154 their site plan. So, it is a DEP-recommended change and the PB recommends it,
155 as well.

156

157 Mr. Widi asked what would happen if the DEP rejected an amendment.

158

159 Mr. Brubaker said that the ordinance change would not go through and it would
160 remain as written. The DEP has 45 days to review any changes. They do provide
161 a kind of courtesy preliminary review before the ordinance is finalized and they
162 have done that with this one. That really helps because it brings out any potential
163 issues. The voters approve it, then the Town Clerk certifies the ordinance change,
164 and we send that to the DEP. The DEP has 45 days to act on that and, if they
165 don’t do anything, then it’s approved.

166

167 **Mr. Widi moved, second by Ms. Dow, that the Select Board recommends**
168 **approval of Shoreland Zoning Site Photos Ordinance Amendment, to be**
169 **placed on the November 2021 Ballot.**

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

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Roll Call Vote:

Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

5:47 PM

Stormwater: This is a change to Chapter 35 – Post-Construction Stormwater Management. All development that disturbs and acre, or more, including stormwater management facilities, must commence to maintaining those facilities; that they work properly and continue to effectively manage stormwater so it doesn't cause issues with abutting properties or cause any environmental damage. Right now, our requirement is that only sites within the Urbanized Areas (UA) are subject to those post-construction stormwater management requirements. The UA is a census-designated area that only encompasses part of Town that generally runs along the river and includes the Village but excludes portions of Route 236. So, this change would go from that UA to Town-wide applicability for these requirements. A lot of other neighboring communities do town-wide so we would be consistent with a lot of those communities. The other updates that this amendment makes is adding a requirement for the property owner to file an inspection report. The way our ordinance is currently written those who are subject to these post-construction stormwater management provisions need to self-certify; that they inspect their own facilities to make sure they are working properly and they then certify that to the Town. They include with it an inspection report done by a qualified stormwater inspector so that we can verify that their certification is accurate that their stormwater facilities are working properly. This just enshrines that requirement. It also changes the fees to try to recover staff costs for reviewing that certification, reviewing that certification. The Town still does reserve the right to do its own inspections, like if there is a problem out there, and we would have updated fees to cover those inspections. Those inspections would only take place if needed.

5:50 PM

Mr. Donhauser asked how many properties could be affected by this.

Mr. Brubaker said that the current number of properties that have signed post-construction stormwater management agreements I think is about three and this would potentially add a few more. Again, it's only sites that disturb one acre, or more and, so, a lot smaller development would be exempt. We are trying to catch the bigger-sized properties.

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

213 Mr. Donhauser said that the reason I ask is that I had a constituent that has had a
214 water issue but I'm not sure it's related to stormwater. My information through
215 them is that stormwater from other properties is eroding their property. Does this
216 ordinance have something to do with that. They haven't altered their property, at
217 all; it's that their property is being altered. It's Riverview Estates.

218
219 Mr. Robinson said that there was a stormwater drain put in at the end of Crescent
220 Drive and it abuts their property, the discharge goes onto their property. Ms.
221 (Kristie) Rabasca came down and walked the woods. As it disperses out of the
222 discharge, it is not eroding the property; that she didn't see any problem with it. It
223 is a wet area, anyway, but she tried to claim that it was washing her property into
224 the river. Ms. Rabasca went over and walked the whole woods with her and it is
225 not.

226
227 Mr. Donhauser asked if they might be particularly interested in this ordinance.

228
229 **5:52 PM** Mr. Brubaker said that I believe that Riverview Estates is in the Urbanized Area
230 already so nothing would change from switching from UA to Town-wide. In
231 general, one of the core benefits of these post-construction stormwater
232 requirements would be to prevent that type of situation. Where there is a big
233 development site next to, let's say, a resident and they have stormwater
234 management facilities and those facilities start to fail, like a bio-retention area that
235 clogs up and doesn't drain properly, which causes flooding on the neighboring
236 property. I do think the affect of this chapter is generally to try to protect abutting
237 property owners from having those failing stormwater features affect their sites.

238
239 Mr. Donhauser said that, if I'm a developer and I have a large parcel of land with
240 50 lots, who is responsible under this ordinance.

241
242 Mr. Brubaker said that, for a new subdivision coming in like that, the developer
243 would build the stormwater management facilities. Once built, they would sign a
244 post-construction stormwater management agreement with the Town, which
245 would be based on a stormwater management plan that they would be required to
246 produce, and that plan would stipulate that they be kept in proper working
247 condition by the developer. This would also apply to homeowner's associations
248 once the developer has sold the lots. It provides not just for the developer but
249 other entities, whoever would have actual control over the land.

250
251 Mr. Donhauser asked if ordinance this applied to the C/I Zone.

252
253 Mr. Brubaker said that part of the UA is in the C/I Zone and part of it is not. If
254 this ordinance was adopted, it would apply Town-wide so, all parts of the Town,
255 including the C/I District, would be subject to these requirements.

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

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Mr. Donhauser asked who would be responsible under this ordinance in a developed industrial park where the developer no longer controls.

Mr. Brubaker said that it would be the owner or the entity that's in charge of the stormwater management facilities.

5:56 PM

Mr. Donhauser said that I'm trying to understand the impact. As an example, there are 10 parcels and I sell nine of them; that the stormwater is only going across three of those. Is it just those three parcels that are affected or is it the whole industrial complex.

Mr. Brubaker said that that would depend on the specific management structure of the industrial complex, I think. They would have to figure out who is responsible for different common areas, including the stormwater management facilities. I don't have the template of the agreement, which is in our ordinance right now, but I believe it would capture any kind of heirs and assigns where somebody would leave and somebody else would have to take over.

Mr. Donhauser said that the ordinance is flexible enough to capture what we want to capture.

Mr. Brubaker agreed.

Mr. Widi asked, in general, what an inspection report and the certification cost.

Mr. Brubaker explained that when I came up with the added cost recovery for these fees, I estimated that it would cost a consultant \$900 to do the inspection, itself. That is for 6 hours at \$150/hour. That of course includes direct plus overhead for a consultant's fees plus expenses. So, I would imagine that if you use \$150/hour as a consultant hourly rate ballpark estimate, 6 hours to actually do the inspection and then probably another 6 to 8 hours to actually do the report, it could cost \$2,000, as a general estimate.

5:59 PM

Mr. Widi said that I'm not terribly concerned with \$2,000 but we just added the emergency services fee for new construction, as well. Just so we're all aware. I'm going to vote in favor of this but we are adding considerable expenses on new construction, just so we all understand that.

Mr. Widi moved, second by Ms. Dow, that the Select Board recommend the approval of the Stormwater proposed Ordinance Amendment, to be placed on the November 2021 ballot.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

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Roll Call Vote:

Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes

Unanimous vote to approve motion.

6:00 PM

Definition of Public Facility relative to sensitive uses: The Town has a number of sensitive uses from which certain marijuana establishments must be buffered by 500 feet, including a marijuana retail store, a medical marijuana dispensary, and a medical marijuana caregiver retail store; that one of them is ‘public facility’. This just clarifies the definition of public facility that would apply, in general, to buildings or lots that are owned, operated, or leased by a government body and are open to the public and regularly visited by the public. This is meant to remove interpretations where things like roads or lots that are owned by the public but not used or visited by the public would not be considered a public facility for the purposes of the marijuana 500-foot sensitive use buffer. Parks would still be included in that and buildings regularly visited by the public, as well.

Mr. Donhauser said that an example of this is a parcel on Route 236 that was not being used by the Town but owned by the Town as a tax-acquired property, I think. There were a lot of issues around how close marijuana could be to that. This amendment eliminates that problem. Is that correct.

6:02 PM

Mr. Brubaker said that, if we are talking about those two facilities, I would say that if this ordinance amendment is adopted, it would be a very reasonable argument to argue those facilities can be excluded from the sensitive uses.

Mr. Donhauser said that I actually think that’s fair. Holding bare land and then holding a business, no matter what the business is, saying you are too close to this facility when, in fact, there’s no facility at all. It makes some common sense, anyway.

Mr. Widi said that I think it’s fundamentally unfair that we make a change like this that only affects a handful of properties. And why someone can’t have a marijuana store across from the Transfer Station or the Salt Shed does not make any sense to me. If we’re going to be in the marijuana industry, either we go all in or we leave it how it is. I just think making this change for just a couple properties is unfair. That would be, for example, like me making an agritourism ordinance that says you can only do it on River Road. So, for me it is fundamentally unfair and I’m not going to be in favor of doing away with the restriction from a public

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August 26, 2021 5:30PM (continued)
Town Hall

342 facility because why should a place we drop our mail or we drop our trash or Mr.
343 Robinson parks the new bucket truck be considered a public facility but not a
344 swamp or a sewer pump station or something like that. So, I would ask that we
345 just push it back to the PB. They did not agree with me. A couple of them, it was
346 their second meeting and I think some of us have been here a long time. If there's
347 anyone other than Mr. Brubaker that completely understands the marijuana
348 ordinance, they're lying. I think delaying it for six months is reasonable and that's
349 my request.

350

351 **6:05 PM** Mr. Donhauser said that I understand from Mr. Widi that a marijuana place can't
352 be across from the Transfer Station under this ordinance.

353

354 Mr. Brubaker said that I think it's a matter of interpretation but I think you could
355 argue that that would still be a public facility, as it's owned by a public entity –
356 the Town, but it is regularly visited by the public to drop off trash, and so forth. It
357 would seem to me that that would still be considered a sensitive use buffer
358 requirement.

359

360 Mr. Widi said that, so, people have to drive by it, look at it, smell it because you
361 can still grow within that 500 feet, but for some reason, they can't sell there.
362 That's like you can have a farm but you can't sell anything from the farm. For me,
363 it's a fundamental principle thing.

364

365 Ms. Dow asked if Mr. Brubaker could talk about why the PB thought this would
366 be a good amendment.

367

368 Mr. Brubaker said that it's just to remove the ambiguity with regard to publicly-
369 owned land that is not regularly visited by the public. The way that the current
370 definition in §11-3 is written, you could interpret it that any property owned by a
371 government body or operated by a government body would be a public facility.
372 So, that could include vacant parcels owned by the Town and there was an
373 argument previously given to the PB that that could be interpreted to mean 'road',
374 as it is land that is operated by a governmental body. The idea was to remove a
375 few instances of ambiguity from the definition.

376

377 **6:06 PM** Ms. Dow said that, with this wording change, are you only trying to keep it away
378 from governmental buildings.

379

380 Mr. Brubaker said and lots, which would include parks and recreation areas.
381 We're basically trying to create a filter on the definition of public facility.

382

383 Mr. Donhauser asked who makes that determination of public use or not public
384 use.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

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6:08 PM

Mr. Brubaker said that that would be determined through the PB review process. Additionally, the PB could find the Transfer Station, as an example, as not being a sensitive use in their Findings of Fact and that decision could, of course, be appealed.

Ms. Dow asked if there are any other provisions in the ordinance to speak to not having facilities near those. I'm assuming there is something in there about schools. Is there another way that you could read that you can't be within 500 feet of a park or is that the only line that addresses this.

Mr. Brubaker said that that's the only line that addresses parks in respect to marijuana establishments. Schools is a special situation for marijuana. State law requires the 500-foot buffer for public and private schools. The State actually requires a 1,000-foot buffer but they allow municipalities to ratchet that down to 500, which we've done. In our ordinance it says, "**No marijuana establishment or medical marijuana establishment shall be sited within 500 feet of the lot lines of a public or private school. This standard may not be relaxed by variance or waiver.**"

Mr. McPherson asked if Mr. Widi was looking to just postpone it until June.

Mr. Widi said yes, just postpone it. My thing is just do we postpone it as a PB to either open it up to more properties, not just a handful of properties or just not make a change. I'm just asking to delay it and let the two new PB members get their feet under them and then decide what they want to do.

Mr. Donhauser asked Mr. Brubaker how he felt about it.

6:10 PM

Mr. Brubaker said that I'm not here to advocate for or against it. I would just say that the PB has made its recommendation and the question is how that would work with the Charter if the PB has recommended and the SB were to ask for a delay. Would that then not go on the ballot at all. Because you guys are the ultimate certifiers for the ballot. I guess I would say that that's an option available to you. It's a policy decision for you. Another option for you would be to potentially approve with any recommended revision, if you feel wordsmithing on the spot. That would then be a question as to the different versions being represented differently on the ballot - the PB recommends 4-0; the SB recommends with revisions. I don't know how that would work exactly with the ballot question.

Mr. Widi asked, if we postpone it, is the sun going to fall out of the sky.

Mr. Brubaker said that the ordinance would just stay as it is.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

428
429 Ms. Granfield said that I would just indicate that there are differing opinions on it
430 and perhaps you don't want to include it at this point and just postpone it, re-look
431 at it, and then if there are any changes, post it for the June session. That would
432 give time to further evaluate if it needs to be expanded or changed.
433

434 **6:13 PM** Mr. Donhauser asked if there were any other comments or questions.

435
436 Mr. McPherson said that I agree with that.

437
438 **Mr. Widi moved, second by Ms. Dow, that the Select Board delay the**
439 **definition of a public facility relative to marijuana sensitive uses until the**
440 **June 2022 ballot for further review.**

441
442 **Roll Call Vote:**

443
444 **Mr. Donhauser – Yes**

445 **Mr. McPherson - Yes**

446 **Mr. Widi – Yes**

447 **Ms. Dow - Yes**

448
449 **Unanimous vote to approve motion.**

450
451 **6:15 PM** **Demolition Delay Ordinance for historically/architecturally significant**
452 **resources:** This ordinance amendment would establish a new section in Chapter
453 45, which would establish a 90-day delay period for reviewing demolition permits
454 for buildings of a certain age, mainly 100 years or older, or buildings that are on
455 the register of historic places. The effect of this delay period would be to
456 encourage the seeking of alternatives to demolition. That would include restoring
457 the building or moving the building to another property. It would establish a PB
458 public hearing so that the PB could receive input from the abutting property
459 owners and the public on whether a structure proposed to be demolished is
460 historically or architecturally significant. It would also allow, at their discretion,
461 advisory opinions to be submitted on historical significance by the Eliot Historical
462 Society or the State Historic Preservation Commission. Both the Eliot Historical
463 Society (EHS) and the State Historic Preservation Commission (SHPC) reviewed
464 and provided really helpful comments on this draft ordinance. In fact, the EHS
465 was initially the one who suggested that we adopt it. There's a bunch of examples
466 from around Maine of other communities having this. So, after the public hearing
467 and after written opinions by these entities and the PB, the CEO could decide to
468 waive, or lessen, that delay period. For example, if everybody is pretty clear that
469 the structure proposed to be demolished isn't historically significant, the CEO
470 could proceed with issuing that permit. Just a couple important notes, here. It

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Town Hall

471 doesn't prohibit or indefinitely delay demolition of any building, even buildings
472 that are either historic or architecturally significant but would only delay for other
473 alternatives to be sought. There is an exemption for dangerous buildings and this
474 established a new definition of dangerous building that's based pretty much
475 verbatim on State law. So, for those buildings that need to be demolished
476 immediately, in order for them to be demolished by the Fire Chief, the CEO, the
477 SB, or by order of Superior Court because they are dangerous for life safety
478 hazards, there would be no delay there and demolished immediately. The, if
479 demolition is going to be the final result for a building, it would require that the
480 property recordation must be done, which would be going in to take photos and
481 doing sketches of the property so there is at least a paper record of the property
482 before it's demolished for local research purposes; that the applicant would be
483 encouraged to salvage as many building materials as possible before the building
484 is demolished. The PB recommended with a few revisions. They did change the
485 building age from 75 to 100 years of age, or older, and then they clarified that this
486 would to only buildings on the national register, not buildings on properties that
487 are on the national register. When you get on the national register, you can
488 actually say that 'these' buildings on the property are contributing to the historic
489 status and 'this' building isn't.

490
491 **6:19 PM** Mr. McPherson said, regarding local examples, you said there are examples in
492 certain areas. We don't have anything here that is an issue or do we.

493
494 Mr. Brubaker said that, in terms of example of ordinances, the SHPC has a few on
495 their website – one in Norway, in Searsport, and one other community.

496
497 Mr. Donhauser asked if he had a record of how many buildings are over 100 years
498 in Eliot.

499
500 They discussed several that are that old, three being on the national register.

501
502 Ms. Dow said that those would be the only ones that this ordinance applied to, if
503 they are on the national register or is it the 100 years.

504
505 Mr. Brubaker clarified that it is any building that's 100 years old.

506
507 Mr. Widi said that Mr. Brubaker was kind enough with the revisions from 75 to
508 100 years and excluding current buildings on a national historic site. He was kind
509 enough to pitch those to the PB for me. So, thank you.

510
511 Mr. McPherson said that there must be a lot that are 100 years old. The church
512 across the road and I know my father's house is way older than 100 years old.
513 There are a lot when you start thinking about it.

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August 26, 2021 5:30PM (continued)
Town Hall**

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Mr. Widi said that I'm not in favor of it as it is; that there is some terminology regarding additions. For example, if you blow a wall on the side of Mr. McPherson's dad's house, that would still have the 90-day delay, whereas, if he built a new garage, I don't believe it would.

Ms. Dow said that that could also be delayed by the CEO.

Mr. Brubaker agreed.

Ms. Lemire said that this is a pretty common ordinance around the country. Part of the reason it was created at all was because people, especially in the mid-west, were just knocking buildings down that were historically valuable to the culture, the area, and they were destroying all the contents, as well. So, this can protect the house and, as Mr. Brubaker said regarding recordation, going in and taking pictures and then the content of the house can be preserved or recorded, as well.

6:21 PM Mr. Widi moved, second by Ms. Dow, that the Select Board recommend approval of the Demolition Delay Ordinance for Historically/Architecturally Significant Resources, to be placed on the 2021 ballot.

Roll Call Vote:

**Mr. Donhauser – Yes
Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow - Yes**

Unanimous vote to approve motion.

6:22 PM Rooster noise: This would modify §8, which is in the Animal Control Chapter that authorizes the Town to address frequent or persistent loud and unreasonable rooster noise that causes a disturbance on other properties. There is a clause in there that this would not supersede Maine Agricultural Act, otherwise known as the Right to Farm Law, which basically protects farms, as defined in State statute, and farm operations from being declared a public nuisance by the local ordinance. This ordinance tries to stay away from challenging the Right to Farm Law. But it would provide a basis in Chapter 7 for the Animal Control Officer (ACO) to regulate rooster noise. I can say that this has been discussed among a lot of staff, including our ACO. I talked with her earlier today and she was unable to make it tonight but she is aware of this change, as well as Chief Moya and our CEO. I think the only potential clarification I want to seek from the SB is whether you

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556 want to specify a specific duration in minutes, like 20 minutes, that the rooster
557 would have to be crowing for action to be taken.

558
559 Ms. Dow asked why you are proposing this one.

560
561 Mr. Brubaker said that we got concerns from residents about roosters on
562 neighboring properties affecting their quality of life and just creating a lot of
563 noise.

564
565 Ms. Dow asked how many complaints. Was it recurring, you have a lot of them,
566 was it once.

567
568 **6:24 PM** Mr. Brubaker said that I know of two or three different situations where concerns
569 have been raised.

570
571 Mr. Donhauser said that we had individuals come before our Board a few months
572 ago pleading with us to somehow to deal with this specific issue. The woman that
573 was here was almost brought to tears she was so distraught.

574
575 Ms. Dow asked if there is currently nothing the ACO can do for that person.

576
577 Mr. Brubaker said that it's a real grey area so this tries to add specificity and a
578 more solid foundation for her to more specifically address rooster noise. The thing
579 about this ordinance is that it doesn't forbid anyone from having a rooster. It
580 really just addresses if the rooster makes a lot of noise so that would be up to the
581 ACO, using her usual practices, to work with a potential concern, how does the
582 owner address that.

583
584 Ms. Granfield said that, in addition to police, the ACO, planning, I have had
585 some, in the time I've been there, calls from some residents. The ACO has
586 worked with the different individuals, sometimes seeking the neighbor that might
587 have it to see if the rooster could be moved to another area of the property or
588 something. But it's been a continuing issue for several people and I believe the
589 idea was of generating something; that I agree there should be some type of
590 duration because what may seem bad to one individual is tolerable with another.
591 If it goes forth with a modification such as that then ultimately the Town public
592 can decide if they want to go forth with this, if it's placed on the warrant, or not. I
593 think it gives the opportunity with those that are concerned and some that have
594 gone to the SB at previous meetings and were advised it was being looked at and
595 to be addressed and were satisfied with waiting for something to go forth,
596 perhaps, in an ordinance proposal. Whether that would ultimately be approved, or
597 not, that would be the ending result. From animal control, it's been a problem for

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August 26, 2021 5:30PM (continued)
Town Hall

598 her to deal with it, also, and thought if there was something a little more
599 delineated, it would be helpful.

600

601 **6:28 PM** Mr. Donhauser suggested we have a little bit of discussion about the duration.
602 How long do you think a rooster should be allowed to crow.

603

604 Mr. Widi said, to start with, all the roosters at my farm are soup. I am sympathetic
605 to both farmers and people that have an issue with the noise. I made the request of
606 adding the duration of 20 minutes. If you look at §8 of the animal noise, it's about
607 dogs barking for longer than a half hour. So there is a specific amount and I think
608 that's the most fair for the accused and the accuser; that 20 minutes is pretty
609 measurable. If a dog is incessantly barking, a rooster will crow and maybe take a
610 minute off then crow again and take a minute off then crow again and some of
611 them do go all day. They shouldn't be next to somebody's home. A small thing I
612 won't get too much into but I was approached by someone about a potential
613 agriculture committee to handle situations similar to this because we do have a lot
614 of homesteaders and farmers and a lot of people moving into Town from
615 Massachusetts and New York that didn't grow up on a farm. So, there is going to
616 be more and more conflicts like this and that will be a future pitch I make to
617 hopefully try to resolve some of these issues.

618

619 Ms. Dow said that we've had lots of roosters. We usually get rid of them. I hear
620 what Ms. Granfield said about letting the voters decide but, as a SB member, what
621 is my responsibility to maybe not think that this should be a question. I'm not
622 clear on what my responsibility is as a SB member or as a voter in the Town. Do
623 you know what my question is...am I coming from a standpoint of personal
624 interest, personal for the Town, or am I coming from the standpoint of...I agree
625 wholeheartedly that the shift in our demographics are going to change and this
626 could potentially put many people who are chicken owners in a position to not
627 have their rooster that might be their future chicken-maker just because the
628 neighbor doesn't like that the rooster crows sometimes for 20 minutes, which
629 seems likely. I guess I'm concerned that we don't prohibit our rural Town from
630 having roosters.

631

632 **6:31 PM** Ms. Granfield said that I would just say that it's based on the situation and the
633 Town was looking to provide some options that might alleviate some of those
634 concerns, not to eliminate roosters. There are other alternatives but it gives the
635 option seeing there has been a variety of complaints that have brought in several
636 departments – police, animal control, code enforcement, planning - that this
637 would be an option. And I think it would create additional discussion and debate
638 and then, at that point, it could be determined which direction. It could stay the
639 same or it could have a modification to what's proposed. We felt it was

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Town Hall**

640 incumbent on the Town to at least provide this as an option to consider and have
641 further discussion.
642

643 **6:32 PM** Mr. Brubaker said, just to add to that, when I was working on this ordinance
644 amendment and talking with Ms. Granfield and others, in the back of my mind
645 always was that Eliot has such a proud agricultural tradition in all different parts
646 of the Town. Some communities actually try to zone away roosters entirely and I
647 just didn't feel like it was a good zoning tool for rooster noise. I think that brought
648 to me a sensitivity towards maybe more of a scalpel rather than a hammer with
649 this. So, that's why I feel like, by regulating rooster noise, there would be more
650 flexibility for people to continue to have roosters. Whereas, some other
651 communities, based on their choice, restrict them entirely and I think that creates
652 its own issues. So, I do hope that folks can still have roosters but this just
653 responds to the concerns that Ms. Granfield has mentioned.

654
655 Mr. Widi asked Ms. Dow if she minded if he gave her some options on this.

656
657 Ms. Dow said yes.

658
659 Mr. Widi said that you can just vote 'no' and not put it on the ballot. You could
660 vote to put it on the ballot but we would then separate our vote with our
661 recommendations so they would be documented as a 'no', and I will probably join
662 you, or we could make it a higher duration of time.

663
664 **6:34 PM** Mr. Donhauser said that I could tell you of an experience I had with some lovely
665 neighbors I had. They had these two dogs, and I'm not kidding you, they would
666 bark all night long and all day long. When we asked them if they could prevent
667 them from barking, they said that they are guard dogs. I said that was great but we
668 can't sleep. We then looked in the ordinances and we actually found the ordinance
669 about dogs and we basically printed it off and took it to them. We told them we
670 can do something about this; that we don't want to do something about this and
671 they actually put their dogs in at night. We're still good friends and they have
672 their dogs. It didn't restrict them from having their dogs but it did solve the
673 problem. It was a solution that didn't even involve the CEO or the ACO. I think I
674 would be in favor of some duration, maybe 20 minutes, and I think it gives some
675 other alternatives other than just having someone suffer forever in having the
676 rooster in their next-door neighbor's yard. Then you're not an adversary to a
677 neighbor but trying to solve it together.

678
679 Mr. McPherson said that it's almost like you would want three boxes to check to
680 go before the voters – 20, 40, 60 minutes. To me, I've never really had that issue
681 so I really wouldn't know. But I wouldn't even know where to begin with a
682 number. 20 seems a little low to me, sometimes. Maybe it isn't in certain areas but

**Draft SELECT BOARD MEETING
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Town Hall**

683 60 might seem too high. If I had to vote on a number right now I don't think I
684 could because I don't know.
685

686 **6:36 PM** Mr. Widi said that I'm in favor of putting a time in. I would prefer to defer to a
687 higher number. Thinking about one half hour of intermittent barking of a dog, I
688 think to be consistent with that I would make a motion that we add a duration of
689 30 minutes and we could vote on it, then vote our recommendations. I would like
690 to put a recommendation of 30 minutes but I would probably still recommend
691 'no'. But if, for some reason, it passed then I would at least be [consistent]. It
692 sounds like you (Ms. Dow) are in the same ballpark.
693

694 Ms. Dow said that we make this motion and vote but we don't really want this.
695 What does that mean. Does it mean anything or does it mean we just go on the
696 record.
697

698 Mr. Widi said that, on the ballot, it will say Select Board 2-2.
699

700 Mr. Brubaker said that the voters would at least know that there is a difference of
701 opinion.
702

703 **Mr. Widi moved, second by Mr. Donhauser, that the Select Board make the**
704 **duration of noise 30 minutes, to be consistent with the current ordinance.**
705

706 **Roll Call Vote:**
707

708 **Mr. Donhauser – Yes**

709 **Mr. McPherson - Yes**

710 **Mr. Widi – Yes**

711 **Ms. Dow - Yes**
712

713 **Unanimous vote to approve motion.**
714

715 **Mr. Widi moved, second by Mr. Donhauser, that the Select Board place the**
716 **amended rooster noise ordinance amendment on the November 2021 ballot.**
717

718 **Roll Call Vote:**
719

720 **Mr. Donhauser – Yes**

721 **Mr. McPherson - Yes**

722 **Mr. Widi – Yes**

723 **Ms. Dow - Yes**
724

725 **Unanimous vote to approve motion.**

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

726 **Mr. Donhauser moved, second by Ms. Dow, that the Select Board members**
727 **make their individual recommendations supporting or opposing the animal**
728 **control ordinance amendment, to be placed underneath the ordinance**
729 **amendment question on the November 2021 ballot.**

730
731 **Roll Call Vote:**

732
733 **Mr. Donhauser – Yes**
734 **Mr. McPherson - Yes**
735 **Mr. Widi – No**
736 **Ms. Dow - No**

737
738 **Vote to support or oppose 2-2**

739
740 **6:41 PM 5) Town Manager Report**

741
742 Ms. Granfield said that I want to complement Mr. Brubaker on all of the good
743 work he did with the ordinance amendments. It takes a lot and he's very thorough
744 with it. Regarding the **feasibility study for the Town Hall expansion**, Port City
745 reported to the Building Committee, who met this week and, at that point, Port
746 City had interviewed all the employees and departments in the Town Office. Also,
747 engineers came and evaluated the Town Office facility. In the initial discussion,
748 she provided information that was provided from all those folks. They were asked
749 what did they need and what did they think was needed in the future. Needless to
750 say, space is a current problem. Not only for work areas but storage space and
751 security. The more there was discussion about that, it appeared that the Building
752 Committee was leaning towards having it make more sense to have a new
753 building rather than an addition to the building. It is still preliminary. A request
754 from that is that we have some test pits done looking at sites. In checking with
755 past history, that hadn't been done in back of the current facility or to the side just
756 to see if anything is feasible if you were to build or were adding on. There are
757 funds that have been budgeted to do that type of work so that will be something
758 that will happen down the road. Some of the items, not only from the staff and
759 Building Committee, came of designing a facility that is multi-use, such as
760 meeting spaces and, when meetings aren't occurring, using those for other
761 services. Many places are doing this where they might use the space for voting
762 and then recreation would use it the rest of the time; that Arundel is an example. I
763 had built a community center and that is exactly what they did. They had a
764 gymnasium and sectioned it off. They used it for voting, a gym, and three meeting
765 rooms in there with dividers so you could have a PB meeting and a SB meeting
766 going on and it was very soundproof. So, those are some of the things that they
767 want to look at and look at the site to see if it makes sense. At this point, she
768 (project manager) will be coming back to meet with the committee again and

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

769 having some square-footage tied to it, showing some ‘what-if’s’, and eventually it
770 will be scaled down or modified. The **American Recovery Act** I’m talking about
771 later in the agenda. Regarding the **budget**, the Treasurer and I did meet with the
772 Budget Committee. They had wanted to see some projections we may have had
773 for the next 3 to 5 years and we indicated that we can’t project what is going to
774 happen but we did tell them some things we see in the future happening that need
775 to be considered. The status of the Fire Department – eventually the Chief will be
776 retiring and the Town may have to look at having some full-time personnel, some
777 other staffing needs, the Town Office. So those were some things discussed. We
778 also talked about the timeline of the budget, which departments will receive their
779 paperwork and have to have their budgets in by November 22nd. At that point it
780 should be good timing because you’ll have your new Manager who will then be
781 able to meet with the departments, along with the Treasurer, to take a look at
782 everything. I think that some of the things you’ll see, because I’ve seen it with
783 just a new set of eyes, is that there may be some items that are currently in the
784 budget that may no longer be needed but can be replaced by something else that is
785 now needed. So, while there may be increases, I would envision that there may be
786 some decreases also. Although we do see now, inflation costs, social security is
787 going up 6.7% that impacts everything, we don’t have health insurance costs but
788 there may be some modifications in that. Regarding the **union contracts**, we
789 anticipate the Police contract should be finalized in the next few weeks. We think
790 there’s maybe one more session and then that should be coming forth to you.
791 Public Works with Teamsters, we have our first meeting scheduled for September
792 7th. Mr. Robinson and I are going to be meeting with Kittery for the sewer
793 expansion discussions; that Kittery suggested we sit down and meet with them.
794 Regarding **COVID** and the status of masks, it changes from day to day, as you
795 probably read about all over what communities are doing. At this point, the Fire
796 Chief and I are in frequent discussions regarding any changes we might need to
797 make. At this point, it’s still moving forth that any employees that haven’t been
798 vaccinated need to wear masks if they are in a public area or with the public; that
799 we have not mandated that all employees must wear masks at this time.

800
801 **6:48 PM** Mr. Donhauser said that, regarding the **audit**, I’m becoming more and more
802 concerned all the time. I’ll let you respond but it’s important that the Town have
803 an audit annually and that it’s timely. I think, if the auditor can’t provide a
804 service, which they contracted to do, that we need to report them to the Maine
805 Board of Accountancy and file a complaint. I think if we need to get an audit done
806 by another auditing firm, we’re going to have to re-do a lot of work and all those
807 work papers they’ve already prepared for themselves should be transferred to
808 another auditor. I don’t know if you’ve had a response from the auditor regarding
809 the 2020 audit.
810

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

811 Ms. Granfield said that I spoke with them this week because, initially, we were
812 promised we would be receiving it last week. They are indicating that COVID had
813 a lot to do with it. I don't think it's our fault as far as not moving forth, that they
814 have had limited staff. So, unless we receive something in the next week, I'll be
815 back in touch with them. We haven't talked with the auditors about it but they're
816 contracted to continue with the next year's audit, or the upcoming audit and I
817 think Mr. Miles and I both agree we should probably go out to bid for that next
818 one because based on this history of how delayed it is, we don't envision that we
819 would get any better service from them. We will take a look at that if we are not
820 receiving it and may go forth with the Board of Auditors.

821
822 **6:50 PM** Mr. Donhauser said that they must have made progress invoices so we must have
823 paid them something while they are working.

824
825 Ms. Granfield said yes.

826
827 Mr. Donhauser said that I might suggest that you might consider that you tell
828 them that you are actually going to file a complaint with the Maine Board of
829 Accountancy against their firm and that we may be looking for reimbursement for
830 those funds that have already been paid for lack of professional services provided.
831 I'm trying to give you some leverage. If I were the accountant, that would be
832 something I would pay attention to.

833
834 Ms. Granfield said that that is definitely a good suggestion. I will look at going
835 forth with that next week and contact them.

836
837 **6:51 PM** **6) Citizen's Petition for November 2, 2021 Referendum -- Pending**
838 **Certification from Town Clerk**

839
840 Ms. Granfield said that this is a placeholder because the Town Clerk had received
841 information that there was going to be a Citizen's Petition and it needed
842 certification. As of today, I don't believe she had received the petition and it takes
843 over 300 individuals that she would have to certify. If, in fact, it does come in and
844 she certifies, you may see this on the next meeting.

845
846 **F. New Business:**

847
848 **6:52 PM** **1) Placement of the Time Capsule and the Number of Years.**

849
850 Ms. Granfield said that I know, at your last meeting, there was a lot of discussion
851 about it and it was determined that the decision needed to be made but it wasn't
852 going to be made at the last meeting. So, what I've done is just provide you with
853 an overview of what you talked about as far as location. I believe the Bicentennial

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

854 Committee wants to know where they should put it, is it going to be buried, and I
855 know several of you had different opinions regarding both length of time and
856 burial. Based on discussion, what I suggested was to have the location at
857 Hammond Park and it be opened in 50 years. Now that can change; that that's just
858 a suggestion to the SB. I think the Bicentennial Committee would like a decision
859 made by the SB so that they can publicize when and what's going to happen with
860 the time capsule.

861
862 **6:53 PM** Mr. Widi said that I like 50 years because it will be opened in 2070, according to
863 my math, and that's a little bit before this country's tri-centennial, which
864 hopefully I'll be alive for. I think it will be kind of cool and add some excitement
865 to see something from 50 years ago.

866
867 Ms. Dow said that I can agree with 50 years. I first thought 100 years but Mr.
868 Widi is right that potentially some people who are currently here will still be alive
869 in 50 years and might make it a little more relevant.

870
871 Mr. McPherson said that 50 years from now I probably won't be around but Mr.
872 Widi has a pretty good chance so I think that's reason enough right there. I think
873 50 is a good number and Hammond Park is a great idea.

874
875 Mr. Donhauser said that I agree with everything that's been said.

876
877 Mr. McPherson said that, if you check with the Police Chief, that camera out in
878 front of the Police Station might be able to guard that thing 24/7.

879
880 **Mr. Widi moved, second by Mr. McPherson, that the Select Board authorize**
881 **the Bicentennial Committee to bury the time capsule on September 25, 2021**
882 **at Hammond Park and be opened in 50 years.**

883
884 **Roll Call Vote:**

885
886 **Mr. Donhauser – Yes**

887 **Mr. McPherson - Yes**

888 **Mr. Widi – Yes**

889 **Ms. Dow - Yes**

890

891 **Unanimous vote to approve motion.**

892

893 **6:55 PM 2) American Rescue Plan Act**

894

895 Mr. Donhauser said that this allows the Town to receive quite a sum of money if
896 we have plans for it. Is that right.

Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall

897
898 Ms. Granfield said yes. We will be receiving the money, which is \$688,714 over a
899 period of two years. I received an email this week that I should be receiving an
900 email on how to apply for the funds by Friday. There is a process that you
901 actually have to apply for it and they have a portal, which they haven't issued as
902 of yet. As soon as we receive that, we'll make the request. I've had several
903 discussions with other communities, all of our departments, the Treasurer and
904 what we anticipate doing is that, when the funds come in, he will place them in a
905 separate account; that it doesn't need to be determined exactly now what's going
906 to happen. There is a variety of areas/categories where you can utilize the funds
907 and it's still questionable if any or all are qualified. Every community is putting in
908 everything and then some, depending on what their needs are. Based on the
909 different categories, one is water/sewer/broadband infrastructure. Another is
910 providing reduction in revenue, which is a key one we did receive; less in
911 particular by several departments but the majority was Community Service during
912 COVID. There is also response to health emergencies, protection for individuals.
913 With that, we provided just as an idea and nothing you need to decide tonight. We
914 wanted to see if these things are what you may be interested in doing. When it
915 comes the time that we have the funds, we can come back. We had anticipated
916 revenue loss - \$170,000 to \$200,000. We also had Beech Street (Road)
917 infrastructure improvements of \$50,000 to \$75,000. With local cost share, the
918 Maine DOT with its Route 236 overlay project, there are some things they would
919 provide but there are some things we would have to provide and some of the
920 items we've talked about are light emitters so that when the fire trucks come
921 through it will start flashing, which is one piece, as well as some turn lanes that
922 are cheaper when they are doing the work to use the construction mobilization.
923 We had also listed the Boat Basin meter system. So, those are some of the ones
924 we came up with and it's placed on here for you to either indicate your support of
925 these, if qualified within the ARPA guidelines or if there are others. Needless to
926 say, some are TIF-related and we can use some of the funds towards that but we
927 do have TIF funds. So, it's really to bring up to you to say in an initial review to
928 support these or are there some you clearly do not want, look at in the future, or
929 do you have some others we should take a look at.

930
931 **6:58 PM** Ms. Dow said that I did a little bit of research on it and found some resources
932 talking about the funds of having a guideline for being used to promote equity in
933 the Town. That was one of the really large things that popped up a lot in the
934 governmental handouts. So, promoting equitable outcomes. It talked about sort of
935 getting a snapshot of what happens to the community in the pandemic, which I
936 would really like to hear about, and I don't know how we get that information. I
937 don't know if that is reaching out to the school board or the Fire Chief to find out
938 what some of our community's real impacts were. Not so much the Town but
939 what happened in the community. I would like to find out how the money could

Draft SELECT BOARD MEETING
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Town Hall

940 be used for not so much Town financial bolstering but more about how
941 individuals in our community could benefit from the funds. I don't think that the
942 boat launch metering system would necessarily be something that is an equitable
943 use of the funds. Not that I don't think it's something we should look into but it
944 doesn't seem to fit in those guidelines in my mind. Stormwater and sewer seems
945 to fit right in. I found an interesting part about health...there's a lot of different
946 categories and some talked about child outcomes...healthy child, childhood
947 environments. I'm really interested, personally, in outdoor education and there's a
948 whole section you could focus on about creating outdoor spaces for children. I
949 know that was previously one of our Comprehensive Plan topics that was talked
950 about. I think it might be nice to do a bit more research into the community about
951 what sort of aspects we could focus on.
952

953 **7:01 PM** Mr. Donhauser said that I'm really interested in equity. Primarily because we are
954 a pretty homogenous community and I'm not sure how we would find equity. I
955 think it's an interesting topic.
956

957 Ms. Dow said that the way I was reading that this is the guidance on recipient's
958 compliance, right, so generally looking to see who was affected the most
959 negatively. We can actually give money to people who lost their jobs. You can
960 give money to your low-income residents. There's a lot in here where you can just
961 help people who need help and that would be considered equity. So, for a lot of us
962 in Eliot, we all kept our job so we weren't generally affected. Our property taxes
963 were all paid and we didn't get hit super hard but we know there were definitely
964 some people in our community who were. So, how do we create equity in the way
965 that we use this money so that we are actually using it for the people who were
966 affected by the pandemic.
967

968 Mr. Donhauser said that an example might be directing funds towards welfare;
969 that we have a welfare director and people can directly apply. Fuel assistance and
970 things like that might help.
971

972 **7:03 PM** Ms. Granfield said that I think it's something that we can explore more, as far as
973 the equity. I know that when we initially looked, it didn't appear as though there
974 were a lot of individuals that would qualify. Sometimes there were affordable
975 housing programs or tax assistance. We do have some programs but they are very
976 limited using and even under General Assistance, which is positive, we don't
977 utilize a substantial amount of General Assistance. I think those are things we can
978 explore to see what other avenues we might be able to look at from an equity
979 standpoint. And that was the purpose of this because we are going to be getting
980 the money, whenever it comes, so we will be able to utilize it. It has to be over a
981 2-year period so it's not going to be spent immediately and it gives us time to
982 further research.

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

983 **7:04 PM** Mr. Widi said that I like where Ms. Dow is going. I like tangible things, maybe
984 something along the lines of improving parks, or something, that might help. It's
985 something tangible for everybody. Some of the infrastructure improvements. The
986 one thing I do like about the Boat Basin meter system is that it could be a revenue
987 generator so that could pay for itself. Then, with that money, we could do
988 whatever but that was just one thing. I like tangible things; that I'm not in favor of
989 handing people money because, once it's gone it's gone.

990

991 **K. Old Business:**

992

993 There was no old business.

994

995 **L. Approval of Warrant(s):**

996

997 **7:05 PM** Mr. Donhauser moved, second by Mr. McPherson, that the Select Board
998 approve A/P Warrant #11 in the amount of \$322,516.46, dated August 9,
999 2021; A/P Warrant #13 in the amount of \$1,048,490.45, dated August 12,
1000 2021.

1001

1002

Roll Call Vote:

1003

1004 Mr. Donhauser – Yes

1005 Mr. McPherson - Yes

1006 Mr. Widi – Yes

1007 Ms. Dow - Yes

1008

1009 **Unanimous vote to approve motion.**

1010

1011 **L. Selectmen's Report:**

1012

1013 Mr. Donhauser said that we are always seeking people for committees and hope
1014 people want to help participate in our local government.

1015

1016 There were no Selectmen's reports tonight.

1017

1018 **M. Executive Session**

1019

1020 **7:06 PM** Mr. Donhauser moved, second by Mr. McPherson, that the Select Board
1021 enter into executive session as allowed by 1 M.R.S.A. §405.6 E, legal
1022 discussion.

1023

1024 **Roll Call Vote:**

1025

**Draft SELECT BOARD MEETING
August 26, 2021 5:30PM (continued)
Town Hall**

1026 **Mr. Donhauser – Yes**
1027 **Mr. McPherson - Yes**
1028 **Mr. Widi – Yes**
1029 **Ms. Dow - Yes**

1030
1031 **Unanimous vote to approve motion.**

1032
1033 **8:30 PM Out of executive session. There was no action taken.**

1034
1035 **N. Adjourn**

1036
1037 **The Select Board meeting adjourned at 8:31 PM.**

1038
1039
1040 **Respectfully submitted,**

1041
1042 **Ellen Lemire, Recording Secretary**

1043
1044
1045
1046
1047 **_____**
Mr. Bob McPherson, Secretary

1048
1049 **Date approved:**

1050
1051
1052
1053
1054
1055

Staff Report

Acceptance of Maine Municipal Association Risk Management Services Grant to support Maine Law Enforcement Program Accreditation

September 23, 2021

Background: The Eliot Police Department has been working toward achieving Maine Law Enforcement Accreditation Program (MLEAP) status. Achieving this will demonstrate that our police department is providing service that is transparent, above reproach, and among the very best in law enforcement.

Issue: To accept a grant from Maine Municipal Association Risk Management Services

Discussion: As we continue our move toward reaching accreditation we are already currently working with an outside vendor, Dirigo Safety. This grant would offset the funds previously allocated for this project and will open up funding for additional requirements towards accreditation. The award will allow up to \$5,000 (\$2,500 upon award and proof of contract with outside agency and \$2,500 at end of award period when the MLEAP requirements are met). This will allow our agency to contract with an outside vendor who can assist with, review, update, and development of agency-specific policies.

Fiscal Impact: This is will provide additional funds for this project and allow us to use funds already allocated in other ways to support this accreditation goal.

Recommendation: MOTION: "Select Board recommends the acceptance of the Maine Municipal Association Risk Management Services grant in the amount of \$5000. The grant will be awarded as such, \$2,500 upon award and proof of contract with outside agency and \$2,500 at end of award period when the MLEAP requirements are met."

Prepared by: Elliott Moya. Chief of Police

Town Manager Recommendation: The Town Manager concurs with the Chief Moya recommendation.

Carol Granfield

Interim Town Manager

From: Safety Grants <safetygrants@memun.org>
Sent: Wednesday, September 8, 2021 11:26 AM
To: Elliott L. Moya <EMoya@eliotpolice.org>
Subject: Maine Law Enforcement Accreditation Program 2021

Dear Chief Moya:

On behalf of MMA Risk Management Services, we are pleased to advise your grant request has been approved. Grant funds disbursed under this program are intended solely for the purpose of securing outside assistance with reviewing, updating and developing mandatory and non-mandatory law enforcement policies and trainings within one year of receiving the award.

The award will allow up to \$5,000 (\$2,500 upon award and proof of contract with outside agency and \$2,500 at end of award period when the MLEAP requirements are met). This will allow your agency to contract with an outside vendor who can assist with, review, update, and development of agency-specific policies.

Once we receive documentation of an agreement, such as a letter of commitment, contract, or invoice, between your agency and an outside organization, we will disperse the first \$2,500. The grant must be used within one year from the date of award or it will be withdrawn. By the end of a 12 month period (90 day extension may be allowed), we will disperse the final \$2,500 when your agency meets the following requirements: all required Maine Bureau of Labor policies, specific to your agency, will be reviewed, and updated, all State of Maine mandatory policies will be updated and reviewed, relevant required training completed, and your agency is recognized for meeting all required Maine Law Enforcement Accreditation Program standards.

App #: MLEAP-21-012

Sincerely,

Robert M. Thomas
Manager, Loss Control Services
Risk Management Service

Maine Municipal Association
60 Community Drive
Augusta, ME 04330
(207) 626-5583 x 2240
FAX (207) 624-0127
www.memun.org

Staff Report

Police Cruiser Purchase

September 23, 2021

Background: The 2011 Dodge Charger, assigned to the Chief of Police, has 148,000 miles and is at a point where the town will incur more cost on repairs given the age and mileage of the car.

Issue: In the past the town has purchased used civilian model vehicles with low mileage to serve as the Chief's car. It has become increasingly difficult to locate a suitable and affordable used vehicle. With the current shortage in vehicle inventory, we have found that the used vehicles on the market have been priced high and with higher mileage, potentially lessening the life span. The vehicle currently assigned to the Police Chief has 148,000 miles and repairs are sure to increase along with safety concerns.

Discussion: We have looked at several used vehicles, Dodge Durango's, Ford Explorers, from area dealerships. In my opinion the best deal is to purchase a new (9 miles) 2020 Ford Police Interceptor from Quirk Auto. This is a brand-new administrative package Police vehicle that is available immediately.

Fiscal Impact: The Select Board proactively, approved \$35,000 to replace the Chief's vehicle from a carryover from last fiscal year. The 2011 Dodge Charger (current Chief car) will be traded in for a \$3000 allowance bringing the total cost of the new 2020 Ford Interceptor Utility to \$31,690. The additional monies that were allocated (\$3310) can be used to help with any equipment upfit cost.

Recommendation: MOTION: "Select Board authorize \$3000 trade in allowance for the current 2011 Dodge Charger to purchase one (1) Ford Explorer Police Interceptor Utility in the amount of \$31,690 from Quirk Ford of Augusta, ME. In addition, authorize the remaining funds of \$3310 to go toward upfit of emergency equipment. "

Prepared by: Elliott Moya, Chief of Police

Town Manager Recommendation: The Town Manager concurs with the Chief's purchase of 2020 Ford Interceptor Utility Vehicle, and the use of additional monies for equipment upfit cost.

Carol Granfield
Interim Town Manager



DEAL# 910854
CUST# 2114803

QUIRK FORD OF AUGUSTA
7 WATER ST
HALLOWELL ME 04347
PHONE: (207)430-1600 FAX: (207)991-5519

DATE 07/13/2021

STOCK # AF11074 08/09/2021

SALES PERSON CHICOINE JR

PURCHASER: TOWN OF ELIOT

PURCHASER(S):

ADDRESS: 1333 STATE RD

CITY ELIOT

STATE: ME

ZIP: 039031313

TELEPHONE (H): (207) 439-1890

TELEPHONE (B): (207) 439-1179

Email: TELEPHONE (C):

XX I hereby agree to purchase from you under the terms and conditions specified below and on the reverse side hereof, the following:

<input type="checkbox"/> NEW	YEAR 2020	MAKE FORD TRUCK	MODEL EXPLORER	TYRE INTER UTIL
<input type="checkbox"/> DEMO	VIN NO. 1FMSK8AB9LGC0865	MILEAGE 9		COLOR AGATE BLK MET
<input type="checkbox"/> USED				

PURCHASER(S) DISCLOSURE

USED CAR TRADE-IN: #1
 MAKE DODGE CHARGER YEAR 2011
 MILEAGE 20200 TYPE SEDAN COLOR BLACK
 VIN NO. 2B3CL3CC4BH531121
 PRINCIPAL USE OF VEHICLE POLICE
 MECHANICAL DEFECTS KNOWN: NONE

TYPE OF DAMAGE IF ANY KNOWN, INCLUDING ANY THAT WAS REPAIRED
NONE DISCLOSED

HAS THE AIRBAG BEEN DEACTIVATED? YES NO

BALANCE OWED TO:
ADDRESS:

USED VEHICLE ALLOWANCE	\$ 3000.00
PAY OFF OWED ON VEHICLE	\$ N/A
OTHER LICENSE/ENCUMBRANCES	\$ N/A
NET ALLOWANCE	\$ 3000.00

USED CAR TRADE-IN: #2
 MAKE MODEL YEAR
 MILEAGE TYPE COLOR

XX
 The vehicle has been inspected in accordance with Title 29-A, Section 1751 of Maine law, and is in the condition and meets the standards required by the statute and the rules and regulation promulgated thereunder.

Unsafe Motor Vehicle

Keep 1284X

RETAIL PRICE	\$ 34689.00
Taxable Accessories & Products:	
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
	N/A
ADMINISTRATIVE/DOCUMENT FEES	N/A
TOTAL PRICE	\$ 34689.00
LESS: Trade-in Allowance	3000.00
NET TRADE DIFF. (Taxable Amount)	31689.00
SUB TOTAL	\$ 31689.00
STATE SALES TAX	\$ N/A
STATE TITLE FEE	\$ N/A
STATE ARBITRATION FEE	\$ 1.00
INSPECTION FEE	\$ N/A
DARY PLATE FEE	\$ N/A
	\$ N/A
	\$ N/A
TOTAL	\$ 31690.00
	N/A
	N/A
	N/A
	N/A
	N/A

State and Title

DISCLAIMER OF WARRANTIES
 EXCEPT AS OTHERWISE INDICATED HEREIN IN WRITING, NO EXPRESS WARRANTIES ARE MADE BY THE DEALER HEREIN ON ANY VEHICLE OR ANY OTHER WARRANTY, TO THE EXTENT AUTHORIZED BY LAW, ANY EXPRESS WARRANTY PROVIDED BY LAW, CONTRACT, DEALER DISCLAIMS, TO THE EXTENT AUTHORIZED BY LAW, ANY EXPRESS WARRANTY PROVIDED BY LAW, APPLIED WARRANTIES AND/OR INCIDENTAL AND CONSEQUENTIAL DAMAGES. SOME STATES DO NOT ALLOW THE DEALER OR ANY OTHER WARRANTY, TO THE EXTENT AUTHORIZED BY LAW, ANY EXPRESS WARRANTY PROVIDED BY LAW, AS ANY RESPONSIBILITY FOR CONSEQUENTIAL AND/OR INCIDENTAL DAMAGES COVERING THE VEHICLE DESCRIBED IN THIS CONTRACT. DEALER DISCLAIMS, TO THE EXTENT AUTHORIZED BY LAW, ANY EXPRESS WARRANTY PROVIDED BY LAW, THE VEHICLE MANUFACTURER OR THE DEALER HEREIN, ANY EXPRESS WARRANTY WHICH THE VEHICLE MANUFACTURER AND/OR INCIDENTAL AND CONSEQUENTIAL DAMAGES COVERING THE VEHICLE DESCRIBED IN THIS CONTRACT. DEALER DISCLAIMS, TO THE EXTENT AUTHORIZED BY LAW, ANY EXPRESS WARRANTY PROVIDED BY LAW, AS ANY RESPONSIBILITY FOR CONSEQUENTIAL AND/OR INCIDENTAL DAMAGES COVERING THE VEHICLE DESCRIBED IN THIS CONTRACT.

ALBION'S PRINTING



Go Further

ford.com

VEHICLE DESCRIPTION

POLICE INTERCEPTOR

LG C008

2020 UTILITY AWD
119" WHEELBASE
3.3L TI-VCT V6 FFV ENGINE
10-SPEED AUTO TRANSMISSION

EXTERIOR
AGATE BLACK METALLIC
INTERIOR
EBONY BLACK CLOTH SEATS

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- 18" H/D STEEL WHEELS
- 255/60R18 A/S BSW
- POLICE TIRES
- CLASS III HITCH RECEIVER
- DUAL EXHAUST SYSTEM
- DUAL POWER MIRRORS
- FULL SIZE 18" SPARE W/T PMS
- HEADLAMPS - AUTO LED
- LOW/HIGH INCLUDES FRONT HOUSING (W/ LED WIG-WAG)
- KEY LOCKS (DR/PASS/LIFT/GT)
- PRIVACY GLASS 2ND/3RD ROW

INTERIOR

- 35/30/35 SPLIT VINYL REAR A/C W/AUTOMATIC CLIMATE CONTROL DUAL ZONE
- BLACK VINYL FLOOR COVERING
- CERTIFIED SPEEDOMETER
- CLOTH BUCKET FRONT SEATS
- CONSOLE MOUNTING PLATE
- ENGINE HOUR / IDLE METER
- PWR DR SEAT / 6-WAY / M LUMBAR
- RED/WHITE TASK LIGHTING
- SEATBACK INTRUSION PLATES
- TILT / TELESCOPING STEERING WHEEL W/4 CONFIGURABLE LEATCHING SWITCHES

FUNCTIONAL

- AM/FM/MP3/BLEETOOTH & USB
- COLUMN MOUNTED SHIFTER
- ENGINE OIL COOLER
- FORD TELEMATICS
- FULL TIME ALL WHEEL DRIVE SYSTEM
- HEAVY DUTY SUSPENSION
- HEAVY DUTY 80-AMP BATTERY
- INTERIOR TRUNK/LIFTGATE RELEASE
- POLICE BRAKES 4 WHL DISC W/ ABS & TRACTION CONTROL
- POWER STEERING W/EPAS
- REAR VIEW CAMERA

TRANSMISSION OIL COOLER
TRANSMISSION 10-SPEED

SAFETY/SECURITY

- 75 MPH REAR CRASH ADVANCE TRAC WITH
- AIRBAGS - FRONT AND
- AIRBAGS - SAFETY C
- SOS POST CRASH ALE
- TIRE PRESSURE MONI

WARRANTY

- 5 YR/36K MILE BUMPER BUMPER WARRANTY
- 5 YR/100K MILE POWER CARE EXTENDED SERV (ZERO DEDUCTIBLE)

INCLUDED ON THIS VEHICLE

(MSRP)

EQUIPMENT GROUP 500A

OPTIONAL EQUIPMENT/OTHER

1004-344E02/27/19ME	
3.3L TI-VCT V6 FFV ENGINE	3,530.00
10-SPEED AUTO TRANSMISSION	NO CHARGE
CARGO DOME LAMP - RED/WHITE	50.00
GLOBAL LOCK/UNLOCK	NO CHARGE
COURTESY LAMP - DISABLE	25.00
POLICE ENGINE IDLE FEATURE	260.00
DRIVER SIDE LED SPOT LAMP	395.00
CLASS III TRAILER TOW PACKAGE	80.00
POWER MIRROR/SPOTTER/HEATED	60.00
KEYED ALIKE KEY CODE B	50.00
WIRING GRILL/LAMP/SIREN/SPKRS	50.00
NOISE SUPPRESSION BOND STRAPS	100.00
18" PAINTED ALUMINUM WHEELS	475.00
INTERIOR UPGRADE PACKAGE	300.00
1ST AND 2ND ROW CARPET FIBER SYNC 3	
POL WIRE HARNESS CONNECTOR KIT	185.00
POLICE WIRING KIT REAR	
POLICE WIRING KIT FRONT	
REAR DR HNDL AND LOCKS IN OPR	75.00
REVERSE SENSING SYSTEM	275.00
FRONT CONSOLE MOUNTING PLATE - DEL	NO CHARGE
REAR TAIL LAMP HOUSING	60.00
REAR VIEW MIRROR W/ REAR CAMERA	NO CHARGE
CLOTH BUCKETS/CLOTH REAR SEATS	NO CHARGE
FLEX-FUEL CAPABILITY	
FRONT LICENSE PLATE BRACKET	NO CHARGE

PRICE INFORMATION

BASE PRICE
TOTAL OPTIONS/OTHER

TOTAL VEHICLE & OPTIONS/OTHER
DESTINATION & DELIVERY

SOLD TO
Quirk Ford of Augusta
7 Water Street
Hallowell ME 04347

11E 594

RAMP ONE

CA04

FINAL ASSEMBLY PLANT

CHICAGO

METHOD OF TRANS

CONVOY

ITEM #

11-W145 O/T-5B

SHIP TO (IF OTHER THAN SOLD TO)
Quirk Ford of Augusta
7 Water Street
Hallowell ME 04347

11E 594

RAMP TWO

SHIP THROUGH
CHICAGO TDM
12359 S. BURLEY
CHICAGO IL

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

TOTAL MSRP \$40,61



FORD CREDIT

Whether you decide to lease or vehicle, you'll find the choices for you. See your dealer for details. www.ford.com/finance

SPECIAL ORDER

LB241 N RB 2X 015 004388 02 24



Go Further

ford.com

VEHICLE DESCRIPTION

POLICE INTERCEPTOR

LG C00865

2020 UTILITY AWD
119" WHEELBASE
3.3L TI-VCT V6 FFV ENGINE
10-SPEED AUTO TRANSMISSION

EXTERIOR
AGATE BLACK METALLIC
INTERIOR
EBONY BLACK CLOTH SEATS

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- 18" STEEL WHEELS
- 60R18 A/S BSW
- ICE TIRES
- ISS/III HITCH RECEIVER
- EXHAUST SYSTEM
- POWER MIRRORS
- 18" SIZE 18" SPARE W/TIRMS
- LAMPS - AUTO LED
- HIGH INCLUDES FRONT
- W/ LED WIG-WAG
- LOCKS (DR/PASS/LIFTG)
- VACUUM GLASS 2ND/3RD ROW

INTERIOR

- 35/30/35 SPLIT VINYL REAR
- A/C W/AUTOMATIC CLIMATE CONTROL DUAL ZONE
- BLACK VINYL FLOOR COVERING
- CERTIFIED SPEEDOMETER
- CLOTH BUCKET FRONT SEATS
- CONSOLE MOUNTING PLATE
- ENGINE HOUR / IDLE METER
- PWR DR SEAT/6-WAY/M/LUMBAR
- RED/WHITE TASK LIGHTING
- SEATBACK INTRUSION PLATES
- TILT/TELESCOPING STEERING
- WHL W/ 4 CONFIGURABLE LATCHING SWITCHES

FUNCTIONAL

- UNIVERSAL TOP TRAY
- AM/FM/MP3/BLEETOOTH & USB
- COLUMN MOUNTED SHIFTER
- ENGINE OIL COOLER
- FORD TELEMATICS™
- FULL-TIME ALL WHEEL DRIVE SYSTEM
- HEAVY DUTY SUSPENSION
- HEAVY-DUTY 80-AMP BATTERY
- INTERIOR TRUNK/LIFTGATE RELEASE
- POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL
- POWER STEERING W/EPAS
- REAR VIEW CAMERA

TRANSMISSION/OIL COOLER

- TRANSMISSION-10-SPEED AUTO
- SAFETY/SECURITY
- 75 MPH REAR CRASH TESTED
- ADVANCETRAC® WITH RSC®
- AIRBAGS - FRONT AND SIDE
- AIRBAGS - SAFETY CANOPY
- SOS POST-CRASH ALERT SYS
- TIRE PRESSURE MONITOR SYS

WARRANTY

- 3-YR/36K-MILE BUMPER-TO-BUMPER WARRANTY
- 5-YR/100K-MILE POWERTRAIN CARE EXTENDED SERVICE PLAN (ZERO DEDUCTIBLE)

INCLUDED ON THIS VEHICLE

(MSRP)

INSTRUMENT GROUP 500A

OPTIONAL EQUIPMENT/OTHER

344102/27/19ME	
TI-VCT V6 FFV ENGINE	3,530.00
10-SPEED AUTO TRANSMISSION	NO CHARGE
30-DOME LAMP - RED/WHITE	50.00
TRAILER LOCK/UNLOCK	NO CHARGE
RESERVE LAMP DISABLE	25.00
ENGINE IDLE FEATURE	260.00
REAR SIDE LED SPOT LAMP	395.00
ISS/III TRAILER TOW PACKAGE	80.00
REAR MIRROR/SPOTTER/HEATED	60.00
KEY-LIKE KEY CODE 'B'	50.00
TRUCK GRILL/LAMP/SIREN/SPKRS	150.00
EXHAUST SUPPRESSION BOND STRAPS	100.00
PAINTED ALUMINUM WHEELS	475.00
EXTERIOR UPGRADE PACKAGE	390.00
2ND AND 3RD ROW CARPET FLR	
WIRE HARNESS CONNECTOR KIT	185.00
REAR WIRING KIT	
FRONT WIRING KIT	
TRAILER HNDL AND LOCKS INOPR	75.00
TRAILER SENSING SYSTEM	275.00
CONSOLE MOUNTING PLATE - DEL	NO CHARGE
TAIL LAMP HOUSING	60.00
REAR VIEW MIRROR W/REAR CAMERA	NO CHARGE
TRUCK BUCKETS/CLOTH REAR SEATS	NO CHARGE
FUEL CAPABILITY	
TRUCK LICENSE PLATE BRACKET	NO CHARGE

PRICE INFORMATION

BASE PRICE	\$40,610.00
TOTAL OPTIONS/OTHER	1,800.00
TOTAL VEHICLE & OPTIONS/OTHER	39,615.00
DESTINATION & DELIVERY	995.00

Ford of Augusta 11E 594 1st Street Well ME 04347	RAMP ONE CA04	FINAL ASSEMBLY PLANT CHICAGO	TOTAL MSRP \$40,610.00
Ford of Augusta 11E 594 1st Street Well ME 04347	RAMP TWO	METHOD OF TRANSP CONVOY	
		ITEM # 11-W145 0/T 5B	Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance

ROUGH
 AGO-TDM
 S.BURLEY
 AGO IL

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SPECIAL ORDER
 LB241 N RB 2X 015 004388 02-24 20



FORD OF YORK

Date: 7/26/2021

Salesperson: Rob Berry

Manager: Rob Berry

FOR INTERNAL USE ONLY

CUSTOMER Town Of Elliot Police Department Home Phone: (207) 439-1179
27 DIXON RD
 Address : ELIOT, ME 03903-1718 Work Phone : (207) 439-1179
YORK CO
 E-Mail : Cell Phone : (603) 978-1828

VEHICLE
 Stock # : Y0789A New / Used : Used VIN : 1FMSK8DH9LGA21390 Mileage: 16216
 Vehicle : 2020 Ford Explorer Color : BLACK
 Type : XLT 4dr 4x4 K8D

TRADE IN
 Payoff : VIN : 2B3CL3CG4BH531121 Mileage: 157,000
 Vehicle : 2011 Dodge Charger Color :
 Type : Base 4dr Rear-wheel Drive Sedan

Market Value Selling Price	38,212.00
Trade Allowance	2,075.00
Trade Difference	36,137.00
DealerDoc	599.00
Non Tax Fees	34.00
Cash Deposit	.00
Balance	36,770.00

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

From: Brock Kerr <bkerr@tricitydodge.com>
Sent: Wednesday, July 28, 2021 1:09 PM
To: Elliott L. Moya <EMoya@eliotpolice.org>
Subject: Re: Eliot PD

Hi Elliott,

Thanks for stopping in today to look at the Dodge Durango GT. I asked my managers to see what we could do on the Gray Durango, as well as your Charger trade in.

I was told that we were likely listing the Durango for \$40K, I asked if we could discount that and was told they would do \$39K, I was also told I could get you \$5K for the Charger.

This Durango does need to finish going through the shop and being cleaned, so as long as nothing too expensive comes up I should be able to maintain that price.

\$39,000
-\$5,000
\$34,000
\$499 Dealer Admin Fee
\$33 Maine State Title
\$34,532 Total

This is for the 2020 with just under 20K miles.

Let me know your thoughts.

Best Regards,
Brock Kerr
603-793-3551



SALES - SERVICE - LEASING
 189 Route 108, Somersworth NH 03878
 Phone (603) 742-9262

www.tricitychryslerdodgejeepram.com

BUYER(S) Elliott Moya DOB _____
 BUYER(S) _____ DOB _____
 MAIL ADDRESS 27 Dixon Rd CITY Eliot STATE ME ZIP 03903
 LEGAL ADDRESS _____ CITY _____ STATE _____ ZIP _____
 PHONE: HOME _____ WORK _____ CELL (207) 703-3074 DELIVERY DATE _____
 E-MAIL ADDRESS: emoya@eliotpolice.org

STOCK NO. 221309A
 DATE 08/03/2021
 SALESPERSON Brock Kerr
 DEAL NUMBER _____

YOU THE BUYER(S) HEREBY AND AGREE TO PURCHASE/LEASE THE FOLLOWING VEHICLE AS FOLLOWS: NEW USED CPO

YEAR 2020	MAKE Dodge	MODEL Durango	BODY Sport Utility	COLOR Granite Clearcoat	TRANS 8-Speed Automatic
I.S.D.	MILEAGE	GVWR	VIN 1C4RDJDG7LC171078		
USED VEHICLE WARRANTY			My insurance Agent or Company is:		
<input type="checkbox"/> Balance Of Factory Warranty	<input type="checkbox"/> 3mo/3,000 Standard				
<input type="checkbox"/> Certified 7yr/100k	<input type="checkbox"/> 3mo/3,000 Powertrain				
<input type="checkbox"/> _____	<input type="checkbox"/> AS-IS No Warranty				
THE TRADE #1			PLEASE FINANCE AS FOLLOWS:		
Buyer warrants the title of trades are not marked SALVAGE or REBUILT. If so marked and not disclosed, sale will be VOID or SUBJECT to renegotiation.			Name of Finance Co. _____		
Buyers Signature _____			Rate: _____ % Term: _____		
YEAR 2011	MAKE Dodge	MODEL Charger			
COLOR Black	BODY Sedan	MILEAGE 146679			
VIN 2B3CL3CG4BH531T21					
PAYOFF INFORMATION					
BAL. OWING TO _____			VEHICLE PRICE _____		
ADDRESS _____			REBATE _____		
ADDRESS _____			TRADE ALLOWANCE \$0.00		
ACCOUNT NO. _____			PAYOFF _____ GOOD UNTIL: _____		
THE TRADE #2					
YEAR _____	MAKE _____	MODEL _____			
COLOR _____	BODY _____	MILEAGE _____			
VIN _____					
PAYOFF INFORMATION					
BAL. OWING TO _____			TITLE FEE _____		
ADDRESS _____			ADMINISTRATION FEE \$499.00		
ADDRESS _____			SALES TAX _____		
ACCOUNT NO. _____			SUB TOTAL _____		
Purchaser agrees that this Order include all of the terms and conditions on both the face and reverse side hereof, that this order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matter covered herein, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE. Purchase by his execution of this Order acknowledges that he has read its terms and conditions and has received a true copy of this Order.					
BUYER'S SIGNATURE _____			SERVICE CONTRACT _____		
BUYER'S SIGNATURE _____			DEPOSIT _____		
THIS ORDER IS NOT VALID UNLESS SIGNED AND ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE.			C.O.D. _____		
APPROVED BY _____			AMOUNT FINANCED _____		
DEALER OR AUTHORIZED REPRESENTATIVE.					

ADDITIONAL TERMS AND CONDITIONS

1. As used in this Order the terms (a) "Seller" shall mean the authorized Dealer to whom this Order is addressed and who shall become a party hereto by its acceptance hereof, (b) "Purchaser" shall mean the party executing this Order as such on the face hereof, and (c) "Manufacturer" shall mean the Corporation that manufactured the vehicle or chassis, it being understood by Purchaser and Seller that Seller is in no respect the agent of Manufacturer. that Seller and Purchaser are the sole parties to this Order and that reference to Manufacturer herein is for the purpose of explaining generally certain contractual relationships existing between Seller and Manufacturer with respect to new motor vehicles.
 2. Manufacturer has reserved the right to change the price to Dealer of new motor vehicles without notice. In the event the price to Dealer of new motor vehicles of the series and body type ordered hereunder is changed by Manufacturer prior to delivery of the new motor vehicle ordered hereunder to Purchaser, Dealer reserves the right to change the cash delivered price of such motor vehicle to Purchaser accordingly. If such cash delivered price is increased by Dealer, Purchaser may, if dissatisfied therewith, cancel this Order.
 3. If the used motor vehicle which has been traded in as a part of the consideration for the motor vehicle ordered hereunder is not to be delivered to Dealer until delivery to Purchaser of such motor vehicle, the used motor vehicle shall be reappraised at that time and such reappraised value shall determine the allowance made for such used motor vehicle. If such reappraised value is lower than the original allowance therefor shown on the front of this Order, Purchaser may, if dissatisfied therewith, cancel this Order, provided, however, that such right to cancel is exercised prior to the delivery of the motor vehicle ordered hereunder to the Purchaser and surrender of the used motor vehicle to Dealer.
 4. Purchaser agrees to deliver to Dealer satisfactory evidence of title to any used motor vehicle traded in as a part of the consideration for the motor vehicle ordered hereunder at the time of delivery of such used motor vehicle to Dealer. Purchaser warrants any such used motor vehicle to be his property free and clear of all liens and encumbrances except as otherwise noted herein.
 5. Manufacturer has reserved the right to change the design of any new motor vehicle, chassis, accessories or parts thereof at any time without notice and without obligation to make the same or any similar change upon any motor vehicle, chassis, accessories or parts thereof previously purchased by or shipped to Dealer or being manufactured or sold in accordance with Dealer's orders. Correspondingly, in the event of any such change by Manufacturer, Dealer shall have no obligation to Purchaser to make the same or any similar change in any motor vehicle, chassis, accessories or parts thereof covered by this Order either before or subsequent to delivery thereof to Purchaser.
 6. Dealer shall not be liable for failure to deliver or delay in delivering the motor vehicle covered by this Order where such failure or delay is due, in whole or in part, to any cause beyond the control or without the fault or negligence of Dealer.
 7. The price for the motor vehicle specified on the face of this Order includes reimbursement for Federal Excise taxes, but does not include sales taxes, use taxes or occupational taxes based on sales volume. (Federal, State or Local) unless expressly so stated. Purchaser assumes and agrees to pay, unless prohibited by law, any such sales, use or occupational taxes imposed on or applicable to the transaction covered by this Order, regardless of which party may have primary tax liability therefor.
 8. FACTORY WARRANTY: ANY WARRANTY ON ANY NEW VEHICLE OR USED VEHICLE STILL SUBJECT TO A MANUFACTURER'S WARRANTY IS THAT MADE BY THE MANUFACTURER ONLY. AND THE SELLER HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED; THEREFORE, WITH RESPECT TO THE SELLER, THE VEHICLE IS SOLD "AS IS" AND THE ENTIRE RISK AS TO QUALITY AND PERFORMANCE OF THE VEHICLE IS WITH THE BUYER AND/OR MANUFACTURER, AND IF THE VEHICLE PROVES DEFECTIVE AFTER PURCHASE, THE BUYER AND/OR MANUFACTURER, NOT THE SELLER, SHALL ASSUME THE ENTIRE COST OF ALL NECESSARY SERVICING OR REPAIR.
- USED VEHICLE WHETHER OR NOT SUBJECT TO MANUFACTURER'S WARRANTY: UNLESS A SEPARATE WRITTEN INSTRUMENT SHOWING THE TERMS OF ANY DEALER WARRANTY MECHANICAL BREAKDOWN INSURANCE OR SERVICE CONTRACT IS FURNISHED BY DEALER TO BUYER, THIS VEHICLE IS SOLD "AS IS-NOT EXPRESSLY WARRANTED OR GUARANTEED". AND THE SELLER HEREBY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
9. PURCHASER SHALL NOT BE ENTITLED TO RECOVER FROM DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.
 10. This contract is made under and governed by New Hampshire law and is the final, complete and exclusive statement of the parties' agreement.
 11. USED VEHICLES ONLY. The information you see on the window form for this vehicle is part of the contract. Information on the window form overrides any contrary provisions in the contract of sale.

Revenue Summary Report

Department(s): ALL

July to August

CORRESPONDENCE #
SELECTMEN'S MEETING

09/23/2021

E-3

Account	Budget Adjustments	Budget Net	----- Y T D -----		Percent Net Collected	
			Debits	Credits		
01 - General Government	0.00	3,913,003.00	10.08	603,251.27	603,241.19	-15.42
01 - Administration	0.00	3,896,803.00	10.08	598,801.27	598,791.19	-15.37
04 - Excise Tax	0.00	1,450,000.00	0.00	217,227.64	217,227.64	-14.98
06 - Rapid Renewal Boat Excise	0.00	800.00	0.00	0.00	0.00	0.00
07 - Boat Excise	0.00	17,000.00	0.00	987.40	987.40	-5.81
08 - Rapid Renewal Excise/State	0.00	285,000.00	0.00	81,318.63	81,318.63	-28.53
09 - Interest on Rte 236 TIF Acct.	0.00	25,000.00	0.00	0.00	0.00	0.00
10 - Interest on Taxes	0.00	28,000.00	10.08	4,323.26	4,313.18	-15.40
15 - Tax Liens	0.00	9,000.00	0.00	1,715.58	1,715.58	-19.06
20 - Clerk Fees	0.00	31,000.00	0.00	7,116.20	7,116.20	-22.96
27 - Dog Return Fee	0.00	700.00	0.00	0.00	0.00	0.00
35 - Plumbing Permit Fees	0.00	12,000.00	0.00	1,012.50	1,012.50	-8.44
38 - Building Permit Fees	0.00	85,000.00	0.00	8,972.35	8,972.35	-10.56
40 - Electrical Permit Fees	0.00	7,500.00	0.00	1,670.00	1,670.00	-22.27
41 - Marijuana Licensing Fees	0.00	55,000.00	0.00	5,000.00	5,000.00	-9.09
42 - Public Safety Impact Fees	0.00	0.00	0.00	510.00	510.00	----
50 - Revenue Sharing	0.00	378,000.00	0.00	147,052.71	147,052.71	-38.90
55 - Tree Growth Reimbursement	0.00	2,000.00	0.00	0.00	0.00	0.00
60 - Veterans Reimbursement	0.00	22,707.00	0.00	7,848.00	7,848.00	-34.56
62 - BETE Reimbursement	0.00	83,063.00	0.00	0.00	0.00	0.00
63 - 64TIF Administration	0.00	362,400.00	0.00	0.00	0.00	0.00
64 - TIF FIRE TRUCK	0.00	132,000.00	0.00	0.00	0.00	0.00
65 - Homestead Reimbursement	0.00	669,622.00	0.00	114,047.00	114,047.00	-17.03
66 - Town Hall Reserve for Expansio	0.00	50,000.00	0.00	0.00	0.00	0.00
67 - Use of UFB	0.00	55,000.00	0.00	0.00	0.00	0.00
70 - Snowmobile Reimbursement	0.00	800.00	0.00	0.00	0.00	0.00
78 - Sewer Administration Revenue	0.00	36,700.00	0.00	0.00	0.00	0.00
90 - Use of Sewer User Fees	0.00	98,511.00	0.00	0.00	0.00	0.00
05 - Town Committees	0.00	16,200.00	0.00	4,450.00	4,450.00	-27.47
01 - Board of Appeals Reviews	0.00	1,200.00	0.00	0.00	0.00	0.00
05 - Planning Board Reviews	0.00	15,000.00	0.00	4,450.00	4,450.00	-29.67
10 - Public Safety	0.00	159,584.00	0.00	1,216.00	1,216.00	-0.76
04 - Student Resource Officer	0.00	95,914.00	0.00	0.00	0.00	0.00
01 - SRO Revenue from SAD 35/Grant	0.00	95,914.00	0.00	0.00	0.00	0.00
05 - Police Dept.	0.00	46,170.00	0.00	810.00	810.00	-1.75
01 - Police Outside Activity	0.00	20,000.00	0.00	680.00	680.00	-3.40
10 - Accident Reports	0.00	800.00	0.00	80.00	80.00	-10.00
15 - OUI Reimbursement	0.00	5,000.00	0.00	0.00	0.00	0.00
25 - Weapons/Town	0.00	370.00	0.00	50.00	50.00	-13.51
30 - Police Dept. Grants	0.00	20,000.00	0.00	0.00	0.00	0.00
10 - Animal Control	0.00	3,500.00	0.00	126.00	126.00	-3.60
10 - Dog Licensing Fees	0.00	3,500.00	0.00	126.00	126.00	-3.60
15 - Harbor Master	0.00	14,000.00	0.00	280.00	280.00	-2.00
05 - Mooring Fees	0.00	14,000.00	0.00	280.00	280.00	-2.00
20 - Public Works	0.00	182,500.00	0.00	18,406.18	18,406.18	-10.09
01 - Highway Dept.	0.00	35,500.00	0.00	0.00	0.00	0.00
01 - D.O.T. Road Improvements	0.00	35,500.00	0.00	0.00	0.00	0.00
25 - Transfer Station	0.00	147,000.00	0.00	18,406.18	18,406.18	-12.52
01 - Pay/Per Bag	0.00	63,000.00	0.00	0.00	0.00	0.00
02 - Aluminum Cans	0.00	2,000.00	0.00	0.00	0.00	0.00
03 - Redemptions	0.00	15,000.00	0.00	3,067.20	3,067.20	-20.45

Revenue Summary Report

Department(s): ALL
July to August

Account	Budget Adjustments	Budget Net	----- Y T D -----		Percent Net Collected
			Debits	Credits	
20 - Public Works CONT'D					
04 - Fluorescent Bulbs	0.00	0.00	0.00	104.00	104.00 ----
05 - Bulky Waste	0.00	20,000.00	0.00	3,509.00	3,509.00 -17.55
06 - TV's, Electronics, Computers	0.00	5,000.00	0.00	837.00	837.00 -16.74
07 - Wood Debris	0.00	16,000.00	0.00	5,578.00	5,578.00 -34.86
08 - AC Units/Refridgerators	0.00	3,000.00	0.00	775.00	775.00 -25.83
09 - Corrugated Cardboard	0.00	5,000.00	0.00	1,177.50	1,177.50 -23.55
10 - #1 Plastics	0.00	1,200.00	0.00	0.00	0.00 0.00
11 - Light Steel	0.00	8,000.00	0.00	1,913.84	1,913.84 -23.92
13 - HDPE Plastics	0.00	6,000.00	0.00	819.00	819.00 -13.65
14 - Tin Cans	0.00	0.00	0.00	49.64	49.64 ----
15 - Asphalt Shingles	0.00	0.00	0.00	40.00	40.00 ----
16 - Household Hazardous Waste	0.00	1,600.00	0.00	516.00	516.00 -32.25
17 - Other Recycling	0.00	1,200.00	0.00	0.00	0.00 0.00
30 - Compost Bin/Turners	0.00	0.00	0.00	20.00	20.00 ----
30 - Community Service Dept.	0.00	11,500.00	0.00	0.00	0.00 0.00
01 - General	0.00	11,500.00	0.00	0.00	0.00 0.00
01 - Mentoring Program/York Hospita	0.00	11,500.00	0.00	0.00	0.00 0.00
50 - General Assistance	0.00	7,300.00	0.00	0.00	0.00 0.00
01 - General	0.00	7,300.00	0.00	0.00	0.00 0.00
01 - General Assistance Reimburseme	0.00	7,300.00	0.00	0.00	0.00 0.00
70 - Sewer Dept.	0.00	0.00	0.00	155,144.91	155,144.91 ----
01 - General	0.00	0.00	0.00	155,144.91	155,144.91 ----
01 - Sewer Betterment Fees	0.00	0.00	0.00	2,025.00	2,025.00 ----
90 - Sewer User Fees	0.00	0.00	0.00	62,766.49	62,766.49 ----
91 - Sewer Supplemental	0.00	0.00	0.00	30.00	30.00 ----
93 - Sewer Interest	0.00	0.00	0.00	248.63	248.63 ----
94 - Sewer Lien Interest	0.00	0.00	0.00	183.75	183.75 ----
95 - Sewer Costs	0.00	0.00	0.00	306.52	306.52 ----
98 - Sewer Flat Fees	0.00	0.00	0.00	64,489.56	64,489.56 ----
99 - Sewer Reserve Fee	0.00	0.00	0.00	25,094.96	25,094.96 ----
81 - Community Service Dept.	0.00	109,000.00	50.00	9,767.05	9,717.05 -8.91
02 - Adult Athletics	0.00	3,740.00	0.00	0.00	0.00 0.00
02 - Adult Athletics	0.00	3,740.00	0.00	0.00	0.00 0.00
03 - Boat Basin	0.00	24,000.00	0.00	7,332.05	7,332.05 -30.55
03 - Boat Basin	0.00	24,000.00	0.00	7,332.05	7,332.05 -30.55
04 - Town Parks	0.00	1,785.00	50.00	750.00	700.00 -39.22
04 - Town Parks	0.00	1,785.00	50.00	750.00	700.00 -39.22
05 - Senior Citizen	0.00	3,910.00	0.00	10.00	10.00 -0.26
05 - Senior Citizen	0.00	3,910.00	0.00	10.00	10.00 -0.26
06 - Sports Camp	0.00	9,678.00	0.00	0.00	0.00 0.00
06 - Sports Camp	0.00	9,678.00	0.00	0.00	0.00 0.00
08 - Special Events	0.00	305.00	0.00	135.00	135.00 -44.26
08 - Special Events	0.00	305.00	0.00	135.00	135.00 -44.26
09 - Youth Bound Programming	0.00	23,630.00	0.00	1,155.00	1,155.00 -4.89
09 - Youth Bound	0.00	23,630.00	0.00	1,155.00	1,155.00 -4.89
11 - Youth Activities	0.00	29,325.00	0.00	60.00	60.00 -0.20
11 - Youth Activities	0.00	29,325.00	0.00	60.00	60.00 -0.20

Revenue Summary Report

Department(s): ALL
July to August

Account	Budget Adjustments	Budget Net	----- Y T D -----		Percent Net Collected
			Debits	Credits	
81 - Community Service Dept. CONT'D					
12 - Youth Athletics	0.00	12,580.00	0.00	225.00	225.00 -1.79
12 - Youth Athletics	0.00	12,580.00	0.00	225.00	225.00 -1.79
13 - Donations	0.00	30.00	0.00	0.00	0.00 0.00
13 - Donations	0.00	30.00	0.00	0.00	0.00 0.00
16 - Contracted Services(Marshwood)	0.00	17.00	0.00	100.00	100.00 -588.24
16 - Contracted Services(Marshwood)	0.00	17.00	0.00	100.00	100.00 -588.24
82 - KidPlay	0.00	195,500.00	271.00	11,692.08	11,421.08 -5.84
01 - Kids Play	0.00	107,525.00	271.00	2,220.45	1,949.45 -1.81
01 - Kids Play	0.00	107,525.00	271.00	2,220.45	1,949.45 -1.81
02 - Summer Camp	0.00	87,975.00	0.00	8,781.63	8,781.63 -9.98
02 - Summer Camp	0.00	87,975.00	0.00	8,781.63	8,781.63 -9.98
03 - Special Events	0.00	0.00	0.00	660.00	660.00 ----
03 - Special Events	0.00	0.00	0.00	660.00	660.00 ----
06 - Fundraisers	0.00	0.00	0.00	30.00	30.00 ----
06 - Fundraisers	0.00	0.00	0.00	30.00	30.00 ----
99 - Miscellaneous Accounts	0.00	5,000.00	4,700.00	14,543.00	9,843.00 -196.86
01 - Misc.	0.00	5,000.00	4,700.00	14,543.00	9,843.00 -196.86
99 - Miscellaneous	0.00	5,000.00	4,700.00	14,543.00	9,843.00 -196.86
Final Totals	0.00	4,583,387.00	5,031.08	814,020.49	808,989.41 -17.65

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government	1,298,722.00	218,533.88	1,080,188.12	16.83
01 - Administration	605,764.00	111,149.44	494,614.56	18.35
01 - Salaries	236,997.00	41,506.73	195,490.27	17.51
01 - Regular	234,497.00	41,080.46	193,416.54	17.52
20 - Overtime	2,500.00	426.27	2,073.73	17.05
03 - Employee Expenses	101,469.00	10,340.20	91,128.80	10.19
01 - Dues	8,800.00	0.00	8,800.00	0.00
05 - Travel and Training	2,525.00	110.00	2,415.00	4.36
06 - Mileage	1,500.00	212.80	1,287.20	14.19
10 - Health Insurance	45,980.00	6,277.20	39,702.80	13.65
12 - Cell Phones	840.00	0.00	840.00	0.00
30 - OASDI	14,894.00	1,387.96	13,506.04	9.32
35 - Medicare	3,483.00	324.59	3,158.41	9.32
40 - Maine State Retirement (Town)	23,447.00	2,027.65	21,419.35	8.65
05 - Service Fees	22,450.00	1,332.00	21,118.00	5.93
01 - Advertising	3,500.00	0.00	3,500.00	0.00
10 - Security/Alarm/Sprinkler	650.00	624.00	26.00	96.00
24 - Video Streaming	3,000.00	525.00	2,475.00	17.50
25 - Printing	4,300.00	183.00	4,117.00	4.26
75 - Bank Service Fees & Charges	11,000.00	0.00	11,000.00	0.00
10 - Contracted Services	93,100.00	12,013.47	81,086.53	12.90
01 - Auditor	12,350.00	0.00	12,350.00	0.00
02 - Legal Service	60,000.00	5,361.60	54,638.40	8.94
11 - Annual Software Fees	6,000.00	5,142.55	857.45	85.71
15 - Town Report	1,250.00	0.00	1,250.00	0.00
30 - Equipment Leasing/Rental	13,500.00	1,509.32	11,990.68	11.18
15 - Utilities Expense	10,200.00	1,045.05	9,154.95	10.25
02 - Electricity	4,000.00	20.83	3,979.17	0.52
03 - Landline/Internet/Cable	5,500.00	1,024.22	4,475.78	18.62
04 - Water	700.00	0.00	700.00	0.00
20 - Supplies	26,000.00	4,920.44	21,079.56	18.92
05 - Postage	14,000.00	4,000.00	10,000.00	28.57
40 - Office Supplies	12,000.00	920.44	11,079.56	7.67
24 - Repairs & Maintenance	33,150.00	5,707.79	27,442.21	17.22
20 - Building Repair & Maintenance	11,150.00	3,957.79	7,192.21	35.50
30 - Computer Repair & Maintenance	22,000.00	1,750.00	20,250.00	7.95
30 - Town Insurances	79,798.00	34,283.76	45,514.24	42.96
05 - Town Insurance	67,000.00	33,497.00	33,503.00	50.00
10 - Unemployment Benefits	5,000.00	0.00	5,000.00	0.00
15 - Worker's Compensation Benefit	7,798.00	786.76	7,011.24	10.09
99 - Miscellaneous	2,600.00	0.00	2,600.00	0.00
01 - Misc.	600.00	0.00	600.00	0.00
10 - Awards & Ceremonies	500.00	0.00	500.00	0.00
40 - Tax Anticipation Notes Interest	1,500.00	0.00	1,500.00	0.00
02 - Town Clerks' Office	306,339.00	43,956.53	262,382.47	14.35
01 - Salaries	204,946.00	30,408.71	174,537.29	14.84
01 - Regular	202,196.00	29,883.10	172,312.90	14.78
20 - Overtime	2,750.00	525.61	2,224.39	19.11
03 - Employee Expenses	74,693.00	9,094.82	65,598.18	12.18
01 - Dues	260.00	92.00	168.00	35.38
05 - Travel and Training	2,000.00	24.30	1,975.70	1.22
06 - Mileage	750.00	0.00	750.00	0.00
10 - Health Insurance	33,152.00	4,766.67	28,385.33	14.38
30 - OASDI	12,707.00	1,916.41	10,790.59	15.08

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
01 - General Government CONT'D				
35 - Medicare	2,971.00	448.17	2,522.83	15.08
40 - Maine State Retirement (Town)	22,853.00	1,847.27	21,005.73	8.08
05 - Service Fees	7,200.00	1,653.00	5,547.00	22.96
20 - Transcripts & Liens	7,200.00	1,653.00	5,547.00	22.96
10 - Contracted Services	19,500.00	2,800.00	16,700.00	14.36
11 - Annual Software Fees	19,500.00	2,800.00	16,700.00	14.36
03 - Land Use Division	386,619.00	63,427.91	323,191.09	16.41
01 - Salaries	230,775.00	41,379.11	189,395.89	17.93
01 - Regular	228,375.00	41,379.11	186,995.89	18.12
20 - Overtime	2,400.00	0.00	2,400.00	0.00
03 - Employee Expenses	113,944.00	17,270.80	96,673.20	15.16
01 - Dues	600.00	0.00	600.00	0.00
05 - Travel and Training	2,500.00	100.00	2,400.00	4.00
06 - Mileage	2,000.00	595.17	1,404.83	29.76
10 - Health Insurance	65,087.00	11,767.06	53,319.94	18.08
12 - Cell Phones	480.00	0.00	480.00	0.00
30 - OASDI	14,309.00	2,466.30	11,842.70	17.24
35 - Medicare	3,347.00	576.77	2,770.23	17.23
40 - Maine State Retirement (Town)	25,621.00	1,765.50	23,855.50	6.89
10 - Contracted Services	41,900.00	4,778.00	37,122.00	11.40
05 - GIS Mapping	11,900.00	0.00	11,900.00	0.00
11 - Annual Software Fees	25,000.00	4,778.00	20,222.00	19.11
35 - Consulting	5,000.00	0.00	5,000.00	0.00
02 - General Gov. Projects/ UFB Pro				
	120,000.00	0.00	120,000.00	0.00
02 - Town Hall Expansion	65,000.00	0.00	65,000.00	0.00
99 - Miscellaneous	65,000.00	0.00	65,000.00	0.00
01 - Misc.	65,000.00	0.00	65,000.00	0.00
03 - Comp Plan Update	35,000.00	0.00	35,000.00	0.00
99 - Miscellaneous	35,000.00	0.00	35,000.00	0.00
01 - Misc.	35,000.00	0.00	35,000.00	0.00
04 - Senior Taxpayer Assistance	20,000.00	0.00	20,000.00	0.00
99 - Miscellaneous	20,000.00	0.00	20,000.00	0.00
01 - Misc.	20,000.00	0.00	20,000.00	0.00
05 - Town Committees				
	272,454.00	246,641.05	25,812.95	90.53
05 - Town Committees	272,454.00	246,641.05	25,812.95	90.53
03 - Employee Expenses	0.00	27.93	-27.93	----
30 - OASDI	0.00	22.64	-22.64	----
35 - Medicare	0.00	5.29	-5.29	----
50 - Town Committees	272,454.00	246,613.12	25,840.88	90.52
05 - Board of Appeals	4,300.00	0.00	4,300.00	0.00
06 - Aging in Place Committee	1,300.00	0.00	1,300.00	0.00
10 - Budget Committee	2,400.00	0.00	2,400.00	0.00
20 - Conservation Committee	1,520.00	0.00	1,520.00	0.00
35 - Library and Books	241,434.00	241,433.94	0.06	100.00
45 - Planning Board	20,000.00	5,179.18	14,820.82	25.90
72 - Bicentennial Committee	1,500.00	0.00	1,500.00	0.00
06 - Outside Agencies/Social Svcs				
	11,220.00	3,100.00	8,120.00	27.63
10 - Outside Agencies/Social Svcs	11,220.00	3,100.00	8,120.00	27.63
50 - Town Committees	6,020.00	1,500.00	4,520.00	24.92

Expense Summary Report

ALL Departments

July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
06 - Outside Agencies/Social Svcs CONT'D				
30 - Eliot Festival Days	1,500.00	1,500.00	0.00	100.00
40 - Memorial Day	520.00	0.00	520.00	0.00
55 - Senior Citizens	1,500.00	0.00	1,500.00	0.00
65 - Historical Society	2,500.00	0.00	2,500.00	0.00
60 - Social Services	5,200.00	1,600.00	3,600.00	30.77
05 - Agency on Aging	1,000.00	0.00	1,000.00	0.00
40 - Project Share	1,000.00	0.00	1,000.00	0.00
65 - Visiting Nurse Association	1,600.00	0.00	1,600.00	0.00
75 - York County Community Action	1,600.00	1,600.00	0.00	100.00
07 - Debt Service				
	115,260.00	106,671.96	8,588.04	92.55
70 - Police Station				
	115,260.00	106,671.96	8,588.04	92.55
65 - Debt Service	115,260.00	106,671.96	8,588.04	92.55
01 - Sewer Bond	98,500.00	91,219.06	7,280.94	92.61
03 - Town Hall HVAC	16,760.00	15,452.90	1,307.10	92.20
10 - Public Safety				
	1,800,936.00	222,580.83	1,578,355.17	12.36
01 - Fire Dept.				
	222,301.00	59,292.48	163,008.52	26.67
01 - Salaries	123,488.00	47,725.72	75,762.28	38.65
01 - Regular	123,488.00	47,725.72	75,762.28	38.65
03 - Employee Expenses	22,047.00	5,757.72	16,289.28	26.12
01 - Dues	3,200.00	435.00	2,765.00	13.59
05 - Travel and Training	5,500.00	1,152.60	4,347.40	20.96
06 - Mileage	250.00	0.00	250.00	0.00
12 - Cell Phones	2,900.00	519.13	2,380.87	17.90
15 - Uniforms	750.00	0.00	750.00	0.00
30 - OASDI	7,656.00	2,958.95	4,697.05	38.65
35 - Medicare	1,791.00	692.04	1,098.96	38.64
11 - Contracted Services-Fire Dept.	10,550.00	1,675.59	8,874.41	15.88
16 - SCBA Maintenance	2,800.00	0.00	2,800.00	0.00
17 - Emergency Generator Maint.	600.00	0.00	600.00	0.00
18 - Ventilation Maint.	300.00	0.00	300.00	0.00
19 - SCBA Compressor Maint.	750.00	0.00	750.00	0.00
21 - Ladder Maint.	600.00	0.00	600.00	0.00
22 - Hose Maintenance	2,500.00	0.00	2,500.00	0.00
23 - Pump Maintenance	1,500.00	1,155.00	345.00	77.00
24 - Response System Maint.	900.00	520.59	379.41	57.84
25 - Extracation Tools	600.00	0.00	600.00	0.00
15 - Utilities Expense	15,575.00	883.13	14,691.87	5.67
01 - Heating	7,500.00	0.00	7,500.00	0.00
02 - Electricity	3,200.00	74.24	3,125.76	2.32
03 - Landline/Internet/Cable	4,200.00	769.76	3,430.24	18.33
04 - Water	175.00	39.13	135.87	22.36
05 - Propane	500.00	0.00	500.00	0.00
20 - Supplies	19,300.00	545.02	18,754.98	2.82
05 - Postage	50.00	0.00	50.00	0.00
15 - Gasoline	5,000.00	545.02	4,454.98	10.90
40 - Office Supplies	750.00	0.00	750.00	0.00
55 - Fire Dept. Supplies	12,500.00	0.00	12,500.00	0.00
56 - EMA Supplies	1,000.00	0.00	1,000.00	0.00
24 - Repairs & Maintenance	20,500.00	1,699.45	18,800.55	8.29
10 - Equipment Repair & Maintenance	2,500.00	0.00	2,500.00	0.00
15 - Vehicle Repair & Maintenance	4,000.00	531.99	3,468.01	13.30

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
20 - Building Repair & Maintenance	5,000.00	722.61	4,277.39	14.45
30 - Computer Repair & Maintenance	1,000.00	0.00	1,000.00	0.00
40 - Radio Repair & Maintenance	2,000.00	0.00	2,000.00	0.00
50 - Building Supply & Material	1,500.00	0.00	1,500.00	0.00
85 - Fire Truck Repair & Maint.	4,500.00	444.85	4,055.15	9.89
30 - Town Insurances	10,841.00	1,005.85	9,835.15	9.28
15 - Worker's Compensation Benefit	9,441.00	1,005.85	8,435.15	10.65
20 - Fire Fighters Insurance	1,400.00	0.00	1,400.00	0.00
04 - Student Resource Officer	106,572.00	0.00	106,572.00	0.00
01 - Salaries	63,171.00	0.00	63,171.00	0.00
01 - Regular	63,171.00	0.00	63,171.00	0.00
03 - Employee Expenses	43,401.00	0.00	43,401.00	0.00
10 - Health Insurance	27,241.00	0.00	27,241.00	0.00
30 - OASDI	3,916.00	0.00	3,916.00	0.00
35 - Medicare	917.00	0.00	917.00	0.00
40 - Maine State Retirement (Town)	11,327.00	0.00	11,327.00	0.00
05 - Police Dept.	1,206,965.00	154,923.58	1,052,041.42	12.84
01 - Salaries	694,739.00	98,715.57	596,023.43	14.21
01 - Regular	137,344.00	22,319.20	115,024.80	16.25
05 - Union	445,395.00	61,642.30	383,752.70	13.84
10 - Reserve	5,000.00	119.90	4,880.10	2.40
15 - Outside Activity	20,000.00	845.00	19,155.00	4.23
20 - Overtime	55,000.00	10,243.93	44,756.07	18.63
22 - Grant Enforcements	20,000.00	3,445.24	16,554.76	17.23
45 - In-Service Training	12,000.00	100.00	11,900.00	0.83
03 - Employee Expenses	384,380.00	45,324.54	339,055.46	11.79
01 - Dues	1,000.00	175.00	825.00	17.50
05 - Travel and Training	3,000.00	0.00	3,000.00	0.00
10 - Health Insurance	198,721.00	26,013.97	172,707.03	13.09
12 - Cell Phones	6,240.00	1,258.68	4,981.32	20.17
15 - Uniforms	15,000.00	1,161.35	13,838.65	7.74
30 - OASDI	39,766.00	6,114.18	33,651.82	15.38
35 - Medicare	9,300.00	1,430.01	7,869.99	15.38
40 - Maine State Retirement (Town)	111,353.00	9,171.35	102,181.65	8.24
05 - Service Fees	200.00	0.00	200.00	0.00
01 - Advertising	200.00	0.00	200.00	0.00
10 - Contracted Services	35,756.00	1,537.96	34,218.04	4.30
14 - Contractual & Maintenance Cont	34,256.00	1,537.96	32,718.04	4.49
26 - TESTING	1,500.00	0.00	1,500.00	0.00
15 - Utilities Expense	18,050.00	1,235.89	16,814.11	6.85
01 - Heating	4,800.00	163.09	4,636.91	3.40
02 - Electricity	7,000.00	41.60	6,958.40	0.59
03 - Landline/Internet/Cable	6,000.00	1,031.20	4,968.80	17.19
04 - Water	250.00	0.00	250.00	0.00
20 - Supplies	27,524.00	2,677.64	24,846.36	9.73
05 - Postage	300.00	0.00	300.00	0.00
15 - Gasoline	16,000.00	1,993.20	14,006.80	12.46
40 - Office Supplies	7,000.00	636.56	6,363.44	9.09
41 - Water (Drinking)	624.00	47.88	576.12	7.67
60 - Ammunition	3,600.00	0.00	3,600.00	0.00
24 - Repairs & Maintenance	25,500.00	2,573.77	22,926.23	10.09
15 - Vehicle Repair & Maintenance	12,000.00	1,033.91	10,966.09	8.62
20 - Building Repair & Maintenance	6,500.00	42.36	6,457.64	0.65

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
10 - Public Safety CONT'D				
30 - Computer Repair & Maintenance	4,500.00	1,497.50	3,002.50	33.28
40 - Radio Repair & Maintenance	2,500.00	0.00	2,500.00	0.00
30 - Town Insurances	20,216.00	2,858.21	17,357.79	14.14
15 - Worker's Compensation Benefit	20,216.00	2,858.21	17,357.79	14.14
60 - Social Services	600.00	0.00	600.00	0.00
95 - VIPS	600.00	0.00	600.00	0.00
10 - Animal Control	11,652.00	1,681.60	9,970.40	14.43
01 - Salaries	9,791.00	1,469.60	8,321.40	15.01
60 - Animal Control Officer	9,791.00	1,469.60	8,321.40	15.01
03 - Employee Expenses	1,029.00	112.40	916.60	10.92
01 - Dues	40.00	0.00	40.00	0.00
05 - Travel and Training	140.00	0.00	140.00	0.00
15 - Uniforms	100.00	0.00	100.00	0.00
30 - OASDI	607.00	91.12	515.88	15.01
35 - Medicare	142.00	21.28	120.72	14.99
10 - Contracted Services	500.00	0.00	500.00	0.00
42 - Impound Fees	500.00	0.00	500.00	0.00
20 - Supplies	200.00	0.00	200.00	0.00
40 - Office Supplies	200.00	0.00	200.00	0.00
30 - Town Insurances	132.00	99.60	32.40	75.45
15 - Worker's Compensation Benefit	132.00	99.60	32.40	75.45
15 - Harbor Master	11,763.00	1,557.31	10,205.69	13.24
01 - Salaries	7,840.00	1,317.12	6,522.88	16.80
55 - HarborMaster	7,840.00	1,317.12	6,522.88	16.80
03 - Employee Expenses	1,850.00	100.76	1,749.24	5.45
05 - Travel and Training	1,000.00	0.00	1,000.00	0.00
15 - Uniforms	250.00	0.00	250.00	0.00
30 - OASDI	486.00	81.66	404.34	16.80
35 - Medicare	114.00	19.10	94.90	16.75
20 - Supplies	1,500.00	0.00	1,500.00	0.00
15 - Gasoline	500.00	0.00	500.00	0.00
40 - Office Supplies	1,000.00	0.00	1,000.00	0.00
30 - Town Insurances	573.00	139.43	433.57	24.33
15 - Worker's Compensation Benefit	573.00	139.43	433.57	24.33
20 - Fire Hydrant Rental	81,493.00	0.00	81,493.00	0.00
10 - Contracted Services	81,493.00	0.00	81,493.00	0.00
04 - Fire Hydrants	81,493.00	0.00	81,493.00	0.00
30 - 24 Hour Answering Service	160,190.00	5,125.86	155,064.14	3.20
10 - Contracted Services	145,690.00	0.00	145,690.00	0.00
07 - 24 Hour Answering Service	123,360.00	0.00	123,360.00	0.00
36 - PSAP	22,330.00	0.00	22,330.00	0.00
15 - Utilities Expense	14,500.00	5,125.86	9,374.14	35.35
02 - Electricity	14,500.00	5,125.86	9,374.14	35.35
15 - Hearings & Elections				
15 - Hearings & Elections	25,625.00	2,000.00	23,625.00	7.80
01 - Salaries	7,960.00	0.00	7,960.00	0.00
01 - Regular	7,960.00	0.00	7,960.00	0.00
03 - Employee Expenses	615.00	0.00	615.00	0.00
30 - OASDI	495.00	0.00	495.00	0.00
35 - Medicare	120.00	0.00	120.00	0.00
05 - Service Fees	7,100.00	0.00	7,100.00	0.00

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
15 - Hearings & Elections CONT'D				
01 - Advertising	2,600.00	0.00	2,600.00	0.00
26 - Ballots	4,500.00	0.00	4,500.00	0.00
10 - Contracted Services	3,200.00	2,000.00	1,200.00	62.50
30 - Equipment Leasing/Rental	3,200.00	2,000.00	1,200.00	62.50
20 - Supplies	2,250.00	0.00	2,250.00	0.00
40 - Office Supplies	2,250.00	0.00	2,250.00	0.00
24 - Repairs & Maintenance	4,500.00	0.00	4,500.00	0.00
10 - Equipment Repair & Maintenance	4,500.00	0.00	4,500.00	0.00
20 - Public Works	1,613,040.00	180,460.73	1,432,579.27	11.19
01 - Highway Dept.	918,643.00	120,361.89	798,281.11	13.10
01 - Salaries	369,461.00	57,625.50	311,835.50	15.60
01 - Regular	98,350.00	21,606.37	76,743.63	21.97
05 - Union	265,111.00	34,309.25	230,801.75	12.94
20 - Overtime	6,000.00	1,709.88	4,290.12	28.50
03 - Employee Expenses	195,702.00	29,176.43	166,525.57	14.91
05 - Travel and Training	5,000.00	29.12	4,970.88	0.58
10 - Health Insurance	108,400.00	16,891.77	91,508.23	15.58
12 - Cell Phones	1,000.00	133.70	866.30	13.37
15 - Uniforms	9,500.00	789.00	8,711.00	8.31
30 - OASDI	22,969.00	3,829.15	19,139.85	16.67
35 - Medicare	5,372.00	895.56	4,476.44	16.67
40 - Maine State Retirement (Town)	43,461.00	6,608.13	36,852.87	15.20
05 - Service Fees	600.00	0.00	600.00	0.00
01 - Advertising	600.00	0.00	600.00	0.00
12 - P/W Contracted Services	41,600.00	0.00	41,600.00	0.00
32 - Striping	16,000.00	0.00	16,000.00	0.00
33 - Tree Clearing	12,000.00	0.00	12,000.00	0.00
37 - Catch Basin Repair & Maint.	2,500.00	0.00	2,500.00	0.00
38 - Catch Basin Cleaning	6,100.00	0.00	6,100.00	0.00
40 - Sweeping	5,000.00	0.00	5,000.00	0.00
15 - Utilities Expense	11,900.00	1,141.95	10,758.05	9.60
01 - Heating	5,800.00	149.55	5,650.45	2.58
02 - Electricity	500.00	32.67	467.33	6.53
03 - Landline/Internet/Cable	4,800.00	959.73	3,840.27	19.99
04 - Water	800.00	0.00	800.00	0.00
20 - Supplies	47,300.00	4,713.18	42,586.82	9.96
10 - Diesel Fuel	36,000.00	3,420.43	32,579.57	9.50
15 - Gasoline	1,500.00	0.00	1,500.00	0.00
25 - Tools	4,800.00	495.00	4,305.00	10.31
40 - Office Supplies	5,000.00	797.75	4,202.25	15.96
22 - Public Works Supplies	86,000.00	16,677.10	69,322.90	19.39
32 - Gravel Material	24,000.00	8,458.10	15,541.90	35.24
37 - Cold Patch	1,000.00	0.00	1,000.00	0.00
38 - Erosion Stone	4,000.00	0.00	4,000.00	0.00
46 - Topsoil Seed	6,000.00	1,820.00	4,180.00	30.33
65 - Drainage Material	36,000.00	6,399.00	29,601.00	17.78
75 - Guardrail	15,000.00	0.00	15,000.00	0.00
24 - Repairs & Maintenance	155,500.00	8,518.07	146,981.93	5.48
05 - Supply & Materials	25,000.00	915.38	24,084.62	3.66
10 - Equipment Repair & Maintenance	18,000.00	998.80	17,001.20	5.55
15 - Vehicle Repair & Maintenance	70,000.00	5,415.90	64,584.10	7.74
20 - Building Repair & Maintenance	6,500.00	1,187.99	5,312.01	18.28

Expense Summary Report

ALL Departments

July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
20 - Public Works CONT'D				
56 - Sign Repair & Maintenance	6,500.00	0.00	6,500.00	0.00
78 - Vehicle Equipment Rep. & Maint	6,000.00	0.00	6,000.00	0.00
80 - Tires	8,500.00	0.00	8,500.00	0.00
90 - Sandblasting & Painting	15,000.00	0.00	15,000.00	0.00
30 - Town Insurances	10,580.00	2,509.66	8,070.34	23.72
15 - Worker's Compensation Benefit	10,580.00	2,509.66	8,070.34	23.72
05 - Snow & Winter Maintenance	220,293.00	1,243.85	219,049.15	0.56
01 - Salaries	45,000.00	184.09	44,815.91	0.41
20 - Overtime	45,000.00	184.09	44,815.91	0.41
03 - Employee Expenses	8,393.00	14.08	8,378.92	0.17
30 - OASDI	2,790.00	11.41	2,778.59	0.41
35 - Medicare	653.00	2.67	650.33	0.41
40 - Maine State Retirement (Town)	4,950.00	0.00	4,950.00	0.00
22 - Public Works Supplies	160,000.00	0.00	160,000.00	0.00
23 - Cutting Edge	8,500.00	0.00	8,500.00	0.00
25 - Salt	150,000.00	0.00	150,000.00	0.00
30 - Winter Sand	1,500.00	0.00	1,500.00	0.00
30 - Town Insurances	6,900.00	1,045.68	5,854.32	15.15
15 - Worker's Compensation Benefit	6,900.00	1,045.68	5,854.32	15.15
10 - Summer Maintenance	61,496.00	11,873.74	49,622.26	19.31
01 - Salaries	19,782.00	2,664.48	17,117.52	13.47
01 - Regular	19,782.00	1,007.72	18,774.28	5.09
20 - Overtime	0.00	1,656.76	-1,656.76	----
03 - Employee Expenses	1,514.00	203.85	1,310.15	13.46
30 - OASDI	1,227.00	165.21	1,061.79	13.46
35 - Medicare	287.00	38.64	248.36	13.46
05 - Service Fees	4,000.00	0.00	4,000.00	0.00
09 - Toilets	4,000.00	0.00	4,000.00	0.00
10 - Contracted Services	1,000.00	0.00	1,000.00	0.00
30 - Equipment Leasing/Rental	1,000.00	0.00	1,000.00	0.00
15 - Utilities Expense	1,500.00	114.29	1,385.71	7.62
02 - Electricity	1,000.00	114.29	885.71	11.43
04 - Water	500.00	0.00	500.00	0.00
20 - Supplies	4,500.00	443.37	4,056.63	9.85
15 - Gasoline	3,000.00	443.37	2,556.63	14.78
50 - Building Supply/Material	1,500.00	0.00	1,500.00	0.00
24 - Repairs & Maintenance	29,200.00	8,447.75	20,752.25	28.93
05 - Supply & Materials	6,200.00	42.82	6,157.18	0.69
10 - Equipment Repair & Maintenance	15,000.00	931.60	14,068.40	6.21
15 - Vehicle Repair & Maintenance	0.00	223.33	-223.33	----
95 - Grounds Repairs & Maint.	8,000.00	7,250.00	750.00	90.63
15 - Road & Bridges	2,000.00	0.00	2,000.00	0.00
10 - Contracted Services	2,000.00	0.00	2,000.00	0.00
30 - Equipment Leasing/Rental	2,000.00	0.00	2,000.00	0.00
25 - Transfer Station	278,108.00	44,526.25	233,581.75	16.01
01 - Salaries	111,272.00	16,370.60	94,901.40	14.71
01 - Regular	22,542.00	904.57	21,637.43	4.01
05 - Union	88,730.00	15,466.03	73,263.97	17.43
03 - Employee Expenses	11,512.00	1,331.39	10,180.61	11.57
05 - Travel and Training	2,000.00	79.11	1,920.89	3.96
15 - Uniforms	1,000.00	0.00	1,000.00	0.00
30 - OASDI	6,899.00	1,014.97	5,884.03	14.71

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
20 - Public Works CONT'D				
35 - Medicare	1,613.00	237.31	1,375.69	14.71
06 - Public Works Service Fees	85,000.00	4,948.33	80,051.67	5.82
50 - MSW Disposal Fees	35,000.00	1,875.70	33,124.30	5.36
55 - Special Waste Disposal Fees	50,000.00	3,072.63	46,927.37	6.15
12 - P/W Contracted Services	9,000.00	3,836.00	5,164.00	42.62
73 - Household Hazardous Waste	9,000.00	3,836.00	5,164.00	42.62
15 - Utilities Expense	4,050.00	74.27	3,975.73	1.83
01 - Heating	2,800.00	0.00	2,800.00	0.00
02 - Electricity	600.00	74.27	525.73	12.38
04 - Water	650.00	0.00	650.00	0.00
20 - Supplies	5,500.00	0.00	5,500.00	0.00
25 - Tools	3,000.00	0.00	3,000.00	0.00
40 - Office Supplies	2,500.00	0.00	2,500.00	0.00
22 - Public Works Supplies	22,000.00	14,881.50	7,118.50	67.64
57 - Compost Bags	5,000.00	0.00	5,000.00	0.00
58 - PPT Bags	17,000.00	14,881.50	2,118.50	87.54
24 - Repairs & Maintenance	25,700.00	2,626.05	23,073.95	10.22
10 - Equipment Repair & Maintenance	15,000.00	1,455.00	13,545.00	9.70
20 - Building Repair & Maintenance	8,500.00	1,120.00	7,380.00	13.18
50 - Building Supply & Material	2,200.00	51.05	2,148.95	2.32
30 - Town Insurances	4,074.00	458.11	3,615.89	11.24
15 - Worker's Compensation Benefit	4,074.00	458.11	3,615.89	11.24
30 - Stormwater	132,500.00	2,455.00	130,045.00	1.85
05 - Service Fees	24,000.00	0.00	24,000.00	0.00
35 - Consulting	24,000.00	0.00	24,000.00	0.00
10 - Contracted Services	8,500.00	0.00	8,500.00	0.00
05 - GIS Mapping	8,500.00	0.00	8,500.00	0.00
12 - P/W Contracted Services	100,000.00	0.00	100,000.00	0.00
50 - Engineering/Permitting/Constr.	100,000.00	0.00	100,000.00	0.00
15 - Utilities Expense	0.00	2,455.00	-2,455.00	----
02 - Electricity	0.00	2,455.00	-2,455.00	----
30 - Community Service Dept.	417,206.00	75,364.67	341,841.33	18.06
01 - General	265,258.00	47,313.19	217,944.81	17.84
01 - Salaries	145,752.00	31,715.46	114,036.54	21.76
01 - Regular	145,752.00	31,546.09	114,205.91	21.64
20 - Overtime	0.00	169.37	-169.37	----
03 - Employee Expenses	90,927.00	13,984.38	76,942.62	15.38
01 - Dues	500.00	0.00	500.00	0.00
05 - Travel and Training	500.00	0.00	500.00	0.00
06 - Mileage	200.00	0.00	200.00	0.00
10 - Health Insurance	59,344.00	9,621.77	49,722.23	16.21
12 - Cell Phones	3,200.00	401.69	2,798.31	12.55
30 - OASDI	9,037.00	1,966.36	7,070.64	21.76
35 - Medicare	2,113.00	459.87	1,653.13	21.76
40 - Maine State Retirement (Town)	16,033.00	1,534.69	14,498.31	9.57
05 - Service Fees	2,000.00	0.00	2,000.00	0.00
25 - Printing	2,000.00	0.00	2,000.00	0.00
10 - Contracted Services	4,000.00	95.00	3,905.00	2.38
30 - Equipment Leasing/Rental	1,200.00	95.00	1,105.00	7.92
45 - Office Lease	2,800.00	0.00	2,800.00	0.00
15 - Utilities Expense	2,800.00	342.23	2,457.77	12.22
03 - Landline/Internet/Cable	2,800.00	342.23	2,457.77	12.22

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Community Service Dept. CONT'D				
20 - Supplies	5,100.00	120.47	4,979.53	2.36
05 - Postage	1,300.00	0.00	1,300.00	0.00
15 - Gasoline	300.00	120.47	179.53	40.16
40 - Office Supplies	3,500.00	0.00	3,500.00	0.00
24 - Repairs & Maintenance	8,000.00	0.00	8,000.00	0.00
15 - Vehicle Repair & Maintenance	1,500.00	0.00	1,500.00	0.00
30 - Computer Repair & Maintenance	6,500.00	0.00	6,500.00	0.00
30 - Town Insurances	6,679.00	1,055.65	5,623.35	15.81
15 - Worker's Compensation Benefit	6,679.00	1,055.65	5,623.35	15.81
02 - Adult Activities	250.00	0.00	250.00	0.00
03 - Employee Expenses	250.00	0.00	250.00	0.00
05 - Travel and Training	250.00	0.00	250.00	0.00
03 - Adult Athletics	7,000.00	0.00	7,000.00	0.00
01 - Salaries	4,000.00	0.00	4,000.00	0.00
01 - Regular	4,000.00	0.00	4,000.00	0.00
03 - Employee Expenses	3,000.00	0.00	3,000.00	0.00
05 - Travel and Training	3,000.00	0.00	3,000.00	0.00
04 - Boat Basin	10,967.00	4,201.11	6,765.89	38.31
01 - Salaries	6,936.00	3,112.28	3,823.72	44.87
01 - Regular	6,936.00	3,112.28	3,823.72	44.87
03 - Employee Expenses	4,031.00	1,088.83	2,942.17	27.01
05 - Travel and Training	3,500.00	850.70	2,649.30	24.31
30 - OASDI	430.00	192.97	237.03	44.88
35 - Medicare	101.00	45.16	55.84	44.71
06 - Senior Citizen	2,500.00	0.00	2,500.00	0.00
03 - Employee Expenses	2,500.00	0.00	2,500.00	0.00
05 - Travel and Training	2,500.00	0.00	2,500.00	0.00
07 - Youth Bound	10,000.00	0.00	10,000.00	0.00
03 - Employee Expenses	10,000.00	0.00	10,000.00	0.00
05 - Travel and Training	10,000.00	0.00	10,000.00	0.00
08 - Youth Activities	10,000.00	1,699.00	8,301.00	16.99
03 - Employee Expenses	10,000.00	1,699.00	8,301.00	16.99
05 - Travel and Training	10,000.00	1,699.00	8,301.00	16.99
09 - Youth Athletics	21,600.00	5,261.00	16,339.00	24.36
03 - Employee Expenses	21,600.00	5,261.00	16,339.00	24.36
05 - Travel and Training	19,000.00	5,261.00	13,739.00	27.69
15 - Uniforms	2,600.00	0.00	2,600.00	0.00
10 - Kidsplay	48,338.00	15,298.18	33,039.82	31.65
01 - Salaries	40,258.00	14,211.04	26,046.96	35.30
01 - Regular	40,258.00	14,195.18	26,062.82	35.26
20 - Overtime	0.00	15.86	-15.86	---
03 - Employee Expenses	8,080.00	1,087.14	6,992.86	13.45
05 - Travel and Training	5,000.00	0.00	5,000.00	0.00
30 - OASDI	2,496.00	881.08	1,614.92	35.30
35 - Medicare	584.00	206.06	377.94	35.28
11 - KidsPlay Summer	41,293.00	1,592.19	39,700.81	3.86
01 - Salaries	22,334.00	0.00	22,334.00	0.00
01 - Regular	22,334.00	0.00	22,334.00	0.00
03 - Employee Expenses	18,959.00	1,592.19	17,366.81	8.40
05 - Travel and Training	16,250.00	1,592.19	14,657.81	9.80
15 - Uniforms	1,000.00	0.00	1,000.00	0.00

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
30 - Community Service Dept. CONT'D				
30 - OASDI	1,385.00	0.00	1,385.00	0.00
35 - Medicare	324.00	0.00	324.00	0.00
50 - General Assistance				
01 - General	20,000.00	100.00	19,900.00	0.50
15 - Utilities Expense	7,200.00	100.00	7,100.00	1.39
01 - Heating	4,500.00	0.00	4,500.00	0.00
02 - Electricity	2,000.00	100.00	1,900.00	5.00
04 - Water	700.00	0.00	700.00	0.00
99 - Miscellaneous	12,800.00	0.00	12,800.00	0.00
01 - Misc.	1,000.00	0.00	1,000.00	0.00
55 - G/A Rent	3,300.00	0.00	3,300.00	0.00
56 - G/A Food/HHS	1,000.00	0.00	1,000.00	0.00
57 - G/A EMERGENCY RENT	3,000.00	0.00	3,000.00	0.00
58 - G/A EMERGENCY ELECTRIC	1,500.00	0.00	1,500.00	0.00
59 - G/A EMERGENCY FUEL OIL	3,000.00	0.00	3,000.00	0.00
60 - School Department S.A.D. #35				
01 - General	10,518,719.00	1,753,119.70	8,765,599.30	16.67
99 - Miscellaneous	10,518,719.00	1,753,119.70	8,765,599.30	16.67
30 - MSAD #35	10,518,719.00	1,753,119.70	8,765,599.30	16.67
62 - Fixed Assessments				
04 - TIF Expense	1,495,260.00	454,502.70	1,040,757.30	30.40
01 - Salaries	54,864.00	0.00	54,864.00	0.00
01 - Regular	54,864.00	0.00	54,864.00	0.00
03 - Employee Expenses	18,411.00	0.00	18,411.00	0.00
10 - Health Insurance	14,213.00	0.00	14,213.00	0.00
30 - OASDI	3,402.00	0.00	3,402.00	0.00
35 - Medicare	796.00	0.00	796.00	0.00
10 - Contracted Services	37,500.00	87,964.42	-50,464.42	234.57
02 - Legal Service	10,000.00	0.00	10,000.00	0.00
35 - Consulting	7,500.00	87,964.42	-80,464.42	999.99
41 - Engineering	20,000.00	0.00	20,000.00	0.00
50 - Town Committees	7,500.00	0.00	7,500.00	0.00
30 - Eliot Festival Days	7,500.00	0.00	7,500.00	0.00
99 - Miscellaneous	376,125.00	95,741.26	280,383.74	25.45
01 - Misc.	0.00	95,741.26	-95,741.26	----
06 - TIF Fire Truck	132,000.00	0.00	132,000.00	0.00
81 - Bond Debt	244,125.00	0.00	244,125.00	0.00
05 - Operational Transfers	1,000,860.00	270,797.02	730,062.98	27.06
99 - Miscellaneous	1,000,860.00	270,797.02	730,062.98	27.06
01 - Misc.	1,000,860.00	270,797.02	730,062.98	27.06
65 - York County Tax				
01 - General	504,240.00	0.00	504,240.00	0.00
99 - Miscellaneous	504,240.00	0.00	504,240.00	0.00
15 - County Tax	504,240.00	0.00	504,240.00	0.00
70 - Sewer Dept.				
01 - General	36,700.00	62,884.28	-26,184.28	171.35
01 - Salaries	36,700.00	5,046.40	31,653.60	13.75

Expense Summary Report

ALL Departments
July to August

Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
70 - Sewer Dept. CONT'D				
01 - Regular	36,700.00	4,961.30	31,738.70	13.52
20 - Overtime	0.00	85.10	-85.10	----
03 - Employee Expenses	0.00	385.98	-385.98	----
30 - OASDI	0.00	312.84	-312.84	----
35 - Medicare	0.00	73.14	-73.14	----
05 - Service Fees	0.00	53,724.29	-53,724.29	----
60 - Kittery Sewer Fees	0.00	52,608.29	-52,608.29	----
70 - Sw/Meter Readings	0.00	1,116.00	-1,116.00	----
20 - Supplies	0.00	499.71	-499.71	----
05 - Postage	0.00	265.43	-265.43	----
40 - Office Supplies	0.00	234.28	-234.28	----
05 - Pump Station #1 Main Street	0.00	708.27	-708.27	----
15 - Utilities Expense	0.00	41.60	-41.60	----
02 - Electricity	0.00	41.60	-41.60	----
25 - Repairs & Maintenance	0.00	666.67	-666.67	----
10 - Equip/Repair/Maint.	0.00	666.67	-666.67	----
10 - Pump Station #2 Dixon Avenue	0.00	708.27	-708.27	----
15 - Utilities Expense	0.00	41.60	-41.60	----
02 - Electricity	0.00	41.60	-41.60	----
25 - Repairs & Maintenance	0.00	666.67	-666.67	----
10 - Equip/Repair/Maint.	0.00	666.67	-666.67	----
15 - Pump Station #3 Main & Pleasan	0.00	1,811.36	-1,811.36	----
15 - Utilities Expense	0.00	57.20	-57.20	----
02 - Electricity	0.00	57.20	-57.20	----
25 - Repairs & Maintenance	0.00	1,754.16	-1,754.16	----
10 - Equip/Repair/Maint.	0.00	1,754.16	-1,754.16	----
81 - Community Service Dept.	0.00	420.01	-420.01	----
03 - Boat Basin	0.00	420.01	-420.01	----
01 - Salaries	0.00	390.15	-390.15	----
01 - Regular	0.00	390.15	-390.15	----
03 - Employee Expenses	0.00	29.86	-29.86	----
30 - OASDI	0.00	24.19	-24.19	----
35 - Medicare	0.00	5.67	-5.67	----
93 - Special Revenue	87,950.00	0.00	87,950.00	0.00
03 - Sick Leave Reserve	10,000.00	0.00	10,000.00	0.00
99 - Miscellaneous	10,000.00	0.00	10,000.00	0.00
01 - Misc.	10,000.00	0.00	10,000.00	0.00
12 - Contingency Reserve	8,000.00	0.00	8,000.00	0.00
99 - Miscellaneous	8,000.00	0.00	8,000.00	0.00
01 - Misc.	8,000.00	0.00	8,000.00	0.00
19 - Health Insurance Reserv	27,000.00	0.00	27,000.00	0.00
99 - Miscellaneous	27,000.00	0.00	27,000.00	0.00
01 - Misc.	27,000.00	0.00	27,000.00	0.00
21 - Contract Settlement Wage Res.	37,950.00	0.00	37,950.00	0.00
99 - Miscellaneous	37,950.00	0.00	37,950.00	0.00
01 - Misc.	37,950.00	0.00	37,950.00	0.00
22 - Land Bank Reserve	5,000.00	0.00	5,000.00	0.00
99 - Miscellaneous	5,000.00	0.00	5,000.00	0.00

Elliot
4:27 PM

Expense Summary Report

ALL Departments
July to August

09/15/2021
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Account	Budget Net	YTD Net	Unexpended Balance	Percent Spent
93 - Special Revenue CONT'D				
01 - Misc.	5,000.00	0.00	5,000.00	0.00
Final Totals	18,337,332.00	3,326,379.81	15,010,952.19	18.14



TOWN MANAGER'S REPORT

Select Board Meeting September 23, 2021

Feasibility Study – Town Office – The CIP Building Committee continues to meet with Port City Architecture providing input. We anticipate having an initial look at a proposal for building usage with a new building and use of the current Town Office to meet the needs of the Town. We will be proceeding with having some test pits and borings done on the town property to assist with determining the feasibility of location. I will update further at the meeting as the Committee will be meeting again.

American Recovery Plan Act (ARPA) – I have officially submitted our application for ARPA funds and when we receive funds they will be placed in a separate account. Under the program the town may provide tax rebate and rental rebate payments Once the Town determines the best uses of funds, the money can be withdrawn from the account.

Budget – We have submitted the upcoming Budget Timeline Calendar to all departments who will start preparing budgets. After November 1 the new Town Manager and Treasurer will commence meeting with departments to review budget requests.

Union Contracts – The Negotiation Teams continue to meet and work on finalizing the Teamsters Public Works Contract and Police MAP Contract.

Paving – The Public Works Department has done an excellent job on paving and striping several roads in the town. Weather has impacted moving forth as quickly as they had planned. Additionally, they will need more money in the upcoming budget to continue to meet all of the paving needs of the town.

Route 236 Corridor Study – There will be a Public Information Meeting on Tuesday, September 28 from 4:00 to 6:00 pm at Town Hall with a Zoom option. This study was conducted in partnership with Southern Maine Planning and Development Commission (SMPDC). It explores improving conditions for people to walk and bike in Eliot.

Water and Sewer Project – An update on this project will be provided at the Select Board Meeting. We continue to meet with Kittery on a bi-weekly basis to discuss the town's needs which requires the upgrade of Pump 7.

Senior Property Tax Assistance Program - This is the first year of this program that provides property tax assistance to qualifying persons who reside in Eliot. The program may provide tax rebate and rental rebate payments. The criteria includes that the applicant must have a homestead in the town for ten

continuous years; has received a tax credit under the provisions of the State Property Tax Fairness Credit Program; must be 70 years of age or older along with some other requirements for property owners.

Non-Union Salary and Staffing Study – I have been working on this study for the town which will assist with determining future budget needs and develop a Classification and Pay system for the non-union positions which is necessary to have a solid Human Resource system in the town and assist with recruitment and retention of positions. I am working on a report now and hope to be able to present it to the Board as well as the Budget Committee at an upcoming meeting in October.

Transition Information – As Interim Town Manager I am in the process of preparing extension transition information for the new Town Manager and will be providing the Select Board the same transition information which should assist in the future. During my time in Eliot, I continue to try to establish some framework for the town such as the staff report system, administrative regulations, personnel action forms, staff meetings, consistency in hiring requirements, following union contracts, and some streamlining of processes that have helped with the town operations. With some items such as these in place being developed, the new Town Manager will be able to focus on not only the goals and objectives but also start to address some of the more long-term items that need to be addressed such as Charter and Personnel Policy inconsistencies among other items I will address in the transition information.

I will address other items that you may need to be updated on at the Select Board meeting.

Respectfully submitted,

Carol

Carol M. Granfield, *ICMA-CM*
Interim Town Manager

Staff Report
Route 236 Update

CORRESPONDENCE # F-1
SELECTMEN'S MEETING
09/23/2021

September 23, 2021

Background: The Select Board is asked to receive an informational update on two projects involving Route 236: the Water-Sewer Project and the Draft Corridor Study from Beech Rd. to Route 101 (Goodwin Rd./Dover Rd.).

Issue: Route 236 Water-Sewer Project and the Draft Route 236 Corridor Study.

Discussion: The design phase continues to progress on the TIF-funded Route 236 Water-Sewer Project. To summarize recent activity, geotechnical analysis has been completed by the consulting team; stakeholder coordination meetings (Kittery Water District, Town of Kittery) are occurring to inform the final plans; and the first phase (work in the Route 236 corridor) is anticipated to be bid out this winter with construction commencing next spring. The second and third phases (Beech Rd./State Rd. force main and two pump stations, respectively) are expected to be bid by mid-next year. Later this year, Town staff and Underwood Engineers expect to hold a public information meeting to update the public on the project and answer any questions they may have.

The Draft Route 236 Corridor Study has evaluated traffic and safety data and existing conditions along Route 236 from Beech Rd. to Route 101 (Goodwin Rd./Dover Rd.). Based on that evaluation, the draft study recommends improvements at major intersections and other locations along the corridor. For this study, the Southern Maine Planning and Development Commission (SMPDC) has worked closely with the Town and MaineDOT, and it has been led by consultant Gorrill-Palmer. This is somewhat of a "phase 2" study; the stretch of Route 236 from Stevenson Rd. in Kittery to Beech Rd. was addressed by the "phase 1" study that was finalized in 2019. The study will be presented at a public information meeting on Tues., Sept. 28, from 4-6pm in Town Hall, so staff thought it appropriate to update the Select Board at this time.

Fiscal Impact: No fiscal impact; informational update only.

Recommendation: Receive update

Prepared by: Jeff Brubaker, Town Planner

Town Manager Recommendation: No action is required however the Town Planner continues to do an excellent job as the town point person on this most important project and is commended for his assistance with this project.

Carol M. Granfield
Carol M. Granfield. ICMA-CM
Interim Town Manager

A / P Warrant

**CORRESPONDENCE #
 SELECTMEN'S MEETING**

08/31/2021

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Warrant 144

09/23/2021

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
01943 KEY BANK						
0629	42021	06	CC admin	042021		
key purchase card			E 01-01-20-40		24.30	0.00
key purchase card			E 01-01-20-40		11.08	0.00
key purchase card			E 01-01-20-40		40.00	0.00
key purchase card			E 01-01-20-40		300.00	0.00
key purchase card			E 01-01-24-30		189.77	0.00
key purchase card			E 01-01-20-40		18.94	0.00
key purchase card			E 01-01-20-40		89.94	0.00
key purchase card			E 01-01-05-01		176.00	0.00
Invoice Total-					850.03	
0629	42021	06	CSD CC KL	042021		
key purchase card			E 30-01-20-40		11.11	0.00
key purchase card			E 30-01-20-40		13.03	0.00
key purchase card			E 30-01-20-40		16.35	0.00
key purchase card			E 30-09-03-05		145.63	0.00
key purchase car			E 30-09-03-05		25.93	0.00
Invoice Total-					212.05	
0629	42021	06	csd cc PD	042021		
key purchase card			E 10-05-10-14		140.00	0.00
key purchase card			E 10-05-20-40		239.88	0.00
key purchase card			E 10-05-20-40		272.00	0.00
key purchase card			E 10-05-24-30		189.77	0.00
key purchase card			E 10-05-10-14		140.00	0.00
Invoice Total-					981.65	
0629	42021	06	Key card FD	042021		
key purchase card			E 10-01-20-55		47.44	0.00
key purchase card			E 10-01-24-10		148.23	0.00
key purchase card			E 10-01-24-10		15.99	0.00
key purchase card			E 10-01-24-50		16.00	0.00
key purchase card			E 10-01-24-50		189.77	0.00
Invoice Total-					417.43	
0629	42021	06	key cc csd HM	042021		
key purchase card			E 30-09-03-05		131.62	0.00
key purchase card			E 30-01-20-40		27.37	0.00
key purchase card			E 30-01-20-40		8.44	0.00
key purchase card			E 30-10-03-05		164.63	0.00
key purchase card			E 30-09-03-05		34.80	0.00
key purchase card			E 30-03-03-05		80.00	0.00
key purchase card			E 30-04-20-40		40.06	0.00
key purchase card			E 30-01-20-40		24.11	0.00
key purchase card			E 30-09-03-05		122.28	0.00
key purchase card			E 30-03-03-05		97.33	0.00
key purchase card			E 30-04-20-40		76.67	0.00
key purchase card			E 30-04-20-40		95.13	0.00
key purchase card			E 30-10-03-05		66.15	0.00
key purchase card			E 30-03-03-05		104.43	0.00
key purchase card			E 30-01-20-40		32.15	0.00
Invoice Total-					1,105.17	
0629	42021	06	csd cc HM PT2	042021		
key purchase card			E 30-08-03-05		53.71	0.00
key purchase card			E 30-10-03-05		191.79	0.00
key purchase card			E 30-01-20-40		173.77	0.00
Invoice Total-					419.27	
0629	42021	06	key cc csd AP	042021		
key purchase card			E 30-10-03-05		5.00	0.00

Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
key purchase card			E 30-01-20-40		54.55	0.00
key purchase card			E 30-10-03-05		176.85	0.00
Invoice Total-					236.40	
0629	42021	06	key cc clerks	042021		
key purchase card			E 15-15-20-40		15.77	0.00
Invoice Total-					15.77	
0629	42021	06	key cc PWD	042021		
key purchase card			E 20-01-24-15		428.70	0.00
Invoice Total-					428.70	
0629	52021	06	key cc admin	052021		
key purchase card			E 01-01-20-40		40.00	0.00
key purchase card			E 01-01-99-01		400.00	0.00
key purchase card			E 01-01-03-05		450.00	0.00
key purchase card			E 01-01-20-40		89.94	0.00
key purchase card			E 01-01-20-40		55.00	0.00
key purchase card			E 01-01-20-40		33.95	0.00
Invoice Total-					1,068.89	
0629	52021	06	key cc csd KL	052021		
key purchase car			E 30-06-03-05		99.69	0.00
key purchase card			E 30-01-20-40		7.91	0.00
key purchase card			E 30-08-03-05		29.83	0.00
Invoice Total-					137.43	
0629	52021	06	key cc PD	052021		
Key cc PD			E 10-05-03-05		314.35	0.00
Invoice Total-					314.35	
0629	52021	06	Key cc FD	052021		
key purchase card			E 10-01-03-05		400.00	0.00
key purchase card			E 10-01-20-40		37.98	0.00
key purchase card			E 10-01-20-40		12.99	0.00
key purchase card			E 10-01-20-55		39.51	0.00
key purchase card			E 10-01-24-15		27.99	0.00
key purchase card			E 10-01-03-05		72.71	0.00
key purchase card			E 10-01-24-15		56.77	0.00
key purchase card			E 10-01-03-05		38.50	0.00
key purchase card			E 10-01-24-20		46.19	0.00
key purchase card			E 10-01-03-05		31.55	0.00
key purchase card			E 10-01-03-05		31.17	0.00
key purchase card			E 10-01-03-05		76.10	0.00
key purchase card			E 10-01-24-40		57.95	0.00
Invoice Total-					929.41	
0629	52021	06	csd cc HM	052021		
csd cc HM			E 30-01-20-40		147.81	0.00
key purchase card			E 30-01-20-40		18.24	0.00
key purchase card			E 30-03-03-05		464.13	0.00
key purchase card			E 30-04-03-05		166.47	0.00
key purchase card			E 30-04-03-05		7.33	0.00
key purchase card			E 30-04-03-05		8.43	0.00
key purchase card			E 30-01-20-40		21.19	0.00
key purchase card			E 30-01-20-40		20.03	0.00
key purchase card			E 30-01-20-40		118.51	0.00
key purchase card			E 30-04-03-05		76.12	0.00
key purchase card			E 30-10-03-05		7.90	0.00
Invoice Total-					1,056.16	
0629	52021	06	key cc CSD AP	052021		
key purchase card			E 30-10-03-05		30.60	0.00

Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
			Invoice Total-		30.60	
0629	52021	06	key cc clerks	052021		
key purchase card			E 15-15-20-40		15.77	0.00
			Invoice Total-		15.77	
0629	52021	06	key cc pwd	052021		
key purchase card			E 70-01-20-05		52.70	0.00
			Invoice Total-		52.70	
0629	62021	06	key cc admin	062021		
key purchase card			E 01-01-03-05		20.50	0.00
key purchase card			E 01-01-03-05		54.99	0.00
key purchase card			E 01-01-05-01		274.99	0.00
key purchase card			E 01-01-20-40		40.00	0.00
key purchase card			E 50-01-99-01		519.93	0.00
key purchase card			E 50-01-99-01		136.25	0.00
key purchase card			E 50-01-99-01		218.00	0.00
key purchase card			E 01-01-03-05		119.96	0.00
key purchase card			E 01-01-20-40		89.94	0.00
key purchase card			E 50-01-99-01		940.07	0.00
			Invoice Total-		2,414.63	
0629	62021	06	key cc csd KL	062021		
key purchase card			E 30-01-03-05		59.44	0.00
key purchase card			E 30-07-03-05		84.02	0.00
key purchase card			E 30-06-03-05		78.08	0.00
key purchase card			E 30-06-03-05		16.88	0.00
key purchase card			E 30-08-03-05		29.68	0.00
key purchase card			E 30-06-03-05		30.11	0.00
			Invoice Total-		298.21	
0629	62021	06	key cc PD	062021		
key purchase card			E 10-05-03-05		26.70	0.00
key purchase card			E 10-05-03-05		1,552.50	0.00
key purchase card			E 10-05-20-40		311.96	0.00
key purchase card			E 10-05-20-40		18.00	0.00
			Invoice Total-		1,909.16	
0629	62021	06	key cc PD	062021		
key purchase card			E 10-01-03-12		531.36	0.00
key purchase card			E 10-01-24-15		97.50	0.00
key purchase card			E 10-01-20-15		100.00	0.00
			Invoice Total-		728.86	
0629	62021	06	key cc CSD HM	062021		
key purchase card			E 30-04-03-05		85.45	0.00
key purchase card			E 30-01-03-05		50.00	0.00
key purchase card			E 30-04-03-05		59.94	0.00
key purchase card			E 30-10-03-05		132.75	0.00
key purchase card			E 30-10-03-05		13.98	0.00
key purchase card			E 30-01-20-40		132.06	0.00
key purchase card			E 30-01-20-40		76.81	0.00
key purchase card			E 30-10-03-05		252.54	0.00
key purchase card			E 30-10-03-05		153.98	0.00
key purchase card			E 30-10-03-05		34.75	0.00
key purchase card			E 30-10-03-05		199.46	0.00
key purchase card			E 30-10-03-12		290.75	0.00
key purchase card			E 30-10-03-05		10.27	0.00
key purchase card			E 30-01-20-40		50.62	0.00
key purchase card			E 30-10-03-05		59.91	0.00
			Invoice Total-		1,603.27	
0629	62021	06	csd cc HM PT 2	062021		

A / P Warrant

2:31 PM

Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
key purchase card			E 30-10-03-05		4.21	0.00
key purchase card			E 30-01-20-40		41.61	0.00
key purchase card			E 30-10-03-05		5.99	0.00
key purchase card			E 30-10-03-05		57.85	0.00
key purchase card			E 30-10-03-05		63.17	0.00
key purchase card			E 30-10-03-05		50.83	0.00
key purchase card			E 30-10-03-05		134.97	0.00
key purchase card			E 30-10-03-05		37.95	0.00
Invoice Total-					396.58	
0629	62021	06	Key cc csd AP	062021		
key purchase card			E 30-10-03-05		31.14	0.00
key purchase card			E 30-10-03-05		481.45	0.00
Invoice Total-					512.59	
0629	62021	06	key cc PWD	062021		
key purchase card			E 20-01-20-40		116.04	0.00
key purchase card			E 20-25-06-55		554.72	0.00
key purchase card			E 20-01-20-40		543.27	0.00
key purchase card			E 20-01-20-40		63.10	0.00
key purchase card			E 20-01-24-20		40.00	0.00
key purchase card			E 20-01-24-20		421.05	0.00
key purchase card			E 20-01-24-20		44.76	0.00
Invoice Total-					1,782.94	
0629	62021	06	key cc clerks	062021		
key purchase card			E 15-15-20-40		62.45	0.00
key purchase card			E 15-15-20-40		58.06	0.00
Invoice Total-					120.51	
Vendor Total-					18,038.53	
Prepaid Total-					18,038.53	
Current Total-					0.00	
EFT Total-					0.00	
Warrant Total-					18,038.53	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

William Wadd

WILLIAM WADD

DocuSigned by:

Lauren Dow

Lauren Dow

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

Warrant 19

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0114	19452	09	general labor advice	3676608		
general labor advice	E 01-01-10-02				2,475.00	0.00
			Vendor Total-		2,475.00	
00109 CENTRAL MAINE POWER						
0114	19453	09	cmp fire dept	713001157426		
cmp fire dept	E 10-01-15-02				56.89	0.00
			Invoice Total-		56.89	
0114	19453	09	cmp fire station	700000344219		
cmp fire station	E 10-01-15-02				32.71	0.00
			Invoice Total-		32.71	
			Vendor Total-		89.60	
00131 COMCAST						
0114	19454	09	comcast fire dept	08202021		
comcast fire dept	E 10-01-15-03				63.68	0.00
			Vendor Total-		63.68	
00287 INDUSTRIAL PROTECTION SERVICES, LLC						
0114	19455	09	fire dept supplies	174541-00		
fire dept supplies	E 10-01-20-55				222.37	0.00
			Invoice Total-		222.37	
0114	19455	09	LI battery pack	174540		
LI battery pack	E 10-01-24-40				111.63	0.00
			Invoice Total-		111.63	
			Vendor Total-		334.00	
00376 MAINE DEPARTMENT OF LABOR						
0114	19456	09	unemployment payments	072021		
unemployment payment	E 01-01-30-10				599.63	0.00
			Vendor Total-		599.63	
00474 NORTHEAST HYDRAULICS, INC.						
0114	19457	09	equipment rep/maint	78776		
vehicle rep/maint	E 20-01-24-10				57.30	0.00
			Invoice Total-		57.30	
0114	19457	09	equipment rep/maint	78779		
equipment rep/maint	E 20-01-24-10				509.20	0.00
			Invoice Total-		509.20	
0114	19457	09	equipment rep/maint	78780		
equipment rep/maint	E 20-01-24-10				649.98	0.00
			Invoice Total-		649.98	
			Vendor Total-		1,216.48	
00570 York County Registry of Deeds						
0114	19458	09	11 lien discharges	09022021		
11 lien discharges	E 01-02-05-20				209.00	0.00
			Vendor Total-		209.00	
00586 ROLAND H. RIPLEY & SON, INC.						
0114	19459	09	equipment rep/maint	003617		
equipment rep/maint	E 20-01-24-10				41.55	0.00
			Vendor Total-		41.55	
00617 SANEL NAPA						
0114	19460	09	vehicle rep/maint	082021		
vehicle rep/maint	E 20-01-24-15				98.56	0.00

Warrant 19

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Vendor Total-	98.56	
00647 SOUTHERN MAINE DISTRICT #1						
0114	19461	.09	field trainign officer se	08262021		
training seminar			E 10-05-01-45		175.00	0.00
				Invoice Total-	175.00	
0114	19461	09	training classes	08262021		
training classes			E 10-05-01-45		298.00	0.00
				Invoice Total-	298.00	
				Vendor Total-	473.00	
00725 TREASURER OF STATE						
0114	19462	09	BMV 0823-0831	0823-0831		
BMV 0823-0831			G 01-2040-00		44,690.24	0.00
				Vendor Total-	44,690.24	
00782 WHITE SIGN						
0114	19463	09	sign materials	117897		
sign materials			E 20-10-24-05		90.88	0.00
				Vendor Total-	90.88	
00805 YORK WOODS TREE SERVICE, LLC						
0114	19464	09	topsoil seed materials	41392		
topsoil seed materials			E 20-01-22-46		47.96	0.00
				Vendor Total-	47.96	
00816 IRVING OIL MARKETING, INC.						
0114	19465	09	fuel bill csd	34078958		
fuel bill csd			E 30-01-20-15		123.87	0.00
				Vendor Total-	123.87	
00824 TREASURER, STATE MAINE						
0114	19466	09	Dogs August	082021		
Dogs August			G 01-2010-00		63.00	0.00
				Vendor Total-	63.00	
00827 TREASURER OF STATE						
0114	19467	09	weapons August	082021		
weapons August			G 01-2050-00		70.00	0.00
				Vendor Total-	70.00	
00885 ELDREDGE LUMBER AND HARDWARE						
0114	19468	09	building supply/maint	202653		
buildign supply			E 10-05-24-20		6.60	0.00
				Vendor Total-	6.60	
00899 TREASURER OF STATE						
0114	19469	09	IF&W August	082021		
IF&W August			G 01-2030-00		2,977.88	0.00
				Vendor Total-	2,977.88	
00906 W.B. MASON COMPANY, INC.						
0114	19470	09	office supplies fd	222354022		
office supplies fd			E 10-01-20-40		43.59	0.00
				Vendor Total-	43.59	
01040 ALLEN UNIFORM, INC.						
0114	19471	09	fire fighter supplies	06.25343		
firefighter supplies			E 10-01-20-55		476.20	0.00
				Vendor Total-	476.20	

Warrant 19

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
01260 SPRINT						
0114	19472	09	cell phones fire dept		08162021	
cell phones fire dept			E 10-01-03-12		263.00	0.00
Vendor Total-					263.00	
01445 Allegiant Care						
0114	19473	09	Health insurance		09102021	
clerks			E 01-02-03-10		4,586.96	0.00
land use			E 01-03-03-10		9,236.64	0.00
Pub Works			E 20-01-03-10		7,352.12	0.00
ee contributions			G 01-2230-00		4,381.28	0.00
Vendor Total-					25,557.00	
01513 Consolidated Communications						
0114	19474	09	cons comm fd		455782298	
cons comm FD			E 10-01-15-03		298.74	0.00
Vendor Total-					298.74	
01853 TOWN HALL STREAMS						
0114	19475	09	monthly town streams		13401	
monthly town streams			E 01-01-05-24		250.00	0.00
Vendor Total-					250.00	
01928 HUSSEY SEPTIC, INC.						
0114	19476	09	porta potty rentals		08252021	
porta potty rentals			E 20-10-05-09		1,100.00	0.00
Vendor Total-					1,100.00	
01967 YORK COUNTY CHIEFS ASSOCIATION						
0114	19477	09	ff training		08102021	
FF training			E 10-01-03-05		150.00	0.00
Vendor Total-					150.00	
01976 VISION GOVERNMENT SOLUTIONS, INC.						
0114	19478	09	cama maint		IN007163	
cama maint			E 01-03-10-11		4,836.00	0.00
Invoice Total-					4,836.00	
0114	19478	09	web hosting		IN006865	
web hosting			E 01-03-10-11		2,579.00	0.00
Invoice Total-					2,579.00	
Vendor Total-					7,415.00	
02029 WEX Bank						
0114	19479	09	fuel bill fire dept		73126149	
fuel bill fire dept			E 10-01-20-15		328.29	0.00
Vendor Total-					328.29	
02144 Teamsters Union Local 340						
0114	19480	09	union dues		092021	
union dues pub works			G 01-2237-00		575.00	0.00
Vendor Total-					575.00	
02475 Leaf						
0114	19481	09	copier lease pd		12210738	
copier lease pd			E 10-05-10-14		220.64	0.00
Vendor Total-					220.64	
02671 JD's Drain Cleaning Inc.						
0114	19482	09	boat basin bathrooms main		2386	
boat basin bathroom maint			E 20-10-24-10		127.50	0.00

Warrant 19

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
				Vendor Total-	127.50	
02674 Cintas Fire 636525						
0114	19483	09	sprinkler repair	0F95032094		
sprinkler repair	E 10-05-24-20				564.00	0.00
				Vendor Total-	564.00	
02752 Irving Blending & Packaging						
0114	19484	09	oil	CIU2108314		
oil	E 20-01-24-05				199.72	0.00
				Vendor Total-	199.72	
02780 Sara Castellez						
0114	19485	09	mileage/cell phone	082021		
mileage/cell phone	E 20-01-03-12				20.00	0.00
mileage	E 20-01-03-05				39.65	0.00
				Vendor Total-	59.65	
02789 Rochelle Bishop						
0114	19486	09	mileage reimb	082021		
mileage reimb	E 01-03-03-06				117.94	0.00
				Vendor Total-	117.94	
02791 Dirigo Safety, LLC						
0114	19487	09	in service training	2021-279		
in service training	E 10-05-01-45				2,500.00	0.00
				Vendor Total-	2,500.00	
02899 Board and Brush Portsmouth						
0114	19488	09	KP summer camp	08312021		
KP summer camp	E 30-10-03-05				700.00	0.00
				Vendor Total-	700.00	
02900 Iworq						
0114	19489	09	online permitting program	195903		
online permitting program	E 01-03-10-11				7,500.00	0.00
				Vendor Total-	7,500.00	
02901 Port City Architecture						
0114	19490	09	town hall expansion study	21402-1		
20% completion	E 02-02-99-01				5,856.00	0.00
				Vendor Total-	5,856.00	
				Prepaid Total-	0.00	
				Current Total-	107,973.20	
				EFT Total-	0.00	
				Warrant Total-	107,973.20	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

WILLIAM W. BROWN

WILLIAM W. BROWN

DocuSigned by:

Lauren Dow

Lauren Dow

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DocuSigned by:

Robert McPherson

ROBERT MC PHERSON

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CORRESPONDENCE #
SELECTMEN'S MEETING
9/23/2021

09/08/2021

Page 1

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00035 AMERICAN SECURITY ALARM, INC.						
0122	19491	09	service call town office	141455		
service call town office	E 01-01-24-20				75.00	0.00
Vendor Total-					75.00	
00109 CENTRAL MAINE POWER						
0122	19492	09	cmp town office	700000354365		
cmp town office	E 01-01-15-02				21.47	0.00
Vendor Total-					21.47	
00121 Cintas Corporation #758						
0122	19493	09	uniforms public works	31.08.2021		
uniforms public works	E 20-01-03-15				650.40	0.00
Vendor Total-					650.40	
00125 Murphys Waste Oil Service, Inc.						
0122	19494	09	oil recycling	87011833-		
oil recycling	E 20-25-06-55				125.00	0.00
Vendor Total-					125.00	
00194 ELIOT FESTIVAL DAY COMMITTEE						
0122	19495	09	festival booth conservati	09302021		
booth for cons. comm	E 05-05-50-20				40.00	0.00
Vendor Total-					40.00	
00352 LAWSON PRODUCTS, INC.						
0122	19496	09	supplies/materials	9308742458		
supplies/materials	E 20-01-24-05				327.62	0.00
Vendor Total-					327.62	
00384 MAINE MUNICIPAL ASSOCIATION						
0122	19497	09	MMA elected officials	1000409603		
MMA elected officials wks	E 01-01-03-05				45.00	0.00
Vendor Total-					45.00	
00579 GENEST PRECAST						
0122	19498	09	drainage materials	57133		
drainage materials	E 20-01-22-65				634.00	0.00
Vendor Total-					634.00	
00717 TOWN OF KITTEERY, MAINE						
0122	19499	09	weekly station checks	912021		
pump station 1	E 70-05-25-10				333.33	0.00
pump station 2	E 70-10-25-10				333.33	0.00
pump station 3	E 70-15-25-10				333.34	0.00
Vendor Total-					1,000.00	
00764 VERIZON/WIRELESS						
0122	19500	09	cell phones pub works	9886596916		
cell phones pub works	E 20-01-03-12				73.70	0.00
Vendor Total-					73.70	
00885 ELDREDGE LUMBER AND HARDWARE						
0122	19501	09	building supply	09102021PWD		
building supply PWD	E 20-01-24-20				99.95	0.00
Vendor Total-					99.95	
01005 MUNICIPAL RISK SERVICES LIMITED						
0122	19502	09	seed/equipment repair	08312021		
equipment rep/maint	E 20-01-24-10				190.00	0.00
topsoil seed	E 20-01-22-46				309.87	0.00

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Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Vendor Total-	499.87	
01006 ME. MUNICIPAL EMPLOYEE HEALTH TRUST						
0122	19503	09	health insurance	092021		
admin			E 01-01-03-10		2,119.62	0.00
clerks			E 01-02-03-10		1,069.38	0.00
land use			E 01-03-03-10		1,076.03	0.00
public works			E 20-01-03-10		60.46	0.00
police			E 10-05-03-10		13,006.98	0.00
csd			E 30-01-03-10		4,810.88	0.00
ee contributions			G 01-2230-00		4,795.04	0.00
				Vendor Total-	26,938.39	
01426 Airgas USA, LLC						
0122	19504	09	supplies/materials	9116759629		
supplies/materials			E 20-01-24-05		163.03	0.00
				Vendor Total-	163.03	
01757 PIKE INDUSTRIES, INC.						
0122	19505	09	3/4 crushed stone base	1141054		
3/4 crushed stone base			E 20-01-22-32		752.01	0.00
				Invoice Total-	752.01	
0122	19505	09	erosion stone	1151120		
erosion stone			E 20-01-22-38		579.42	0.00
				Invoice Total-	579.42	
0122	19505	09	erosion stone	1150169		
erosion stone			E 20-01-22-38		637.49	0.00
				Invoice Total-	637.49	
				Vendor Total-	1,968.92	
01766 ECO MAINE (MSW)						
0122	19506	09	MSW contract	08312021MSW		
MSW contract			E 20-25-06-50		2,686.05	0.00
				Vendor Total-	2,686.05	
01794 MAINE ASSOCIATION OF POLICE						
0122	19507	09	union dues PD	6091		
union dues pd			G 01-2235-00		60.00	0.00
				Vendor Total-	60.00	
02015 HEATWAVE OIL, LLC						
0122	19508	09	diesel fuel	280885		
diesel fuel			E 20-01-20-10		1,259.36	0.00
				Vendor Total-	1,259.36	
02025 Organic Solutions, LLC						
0122	19509	09	recycling fees	10819		
recycling fees			E 20-25-06-55		199.50	0.00
				Vendor Total-	199.50	
02209 Hussey Excavation, Inc.						
0122	19510	09	loam sales	3052		
loam			E 20-01-22-46		860.00	0.00
				Vendor Total-	860.00	
02333 EcoMaine (Bulky)						
0122	19511	09	bulky contract	08312021BULKY		
bulky contract			E 20-25-06-55		1,863.89	0.00
				Vendor Total-	1,863.89	

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
02350 New England Kenworth						
0122	19512	09	vehicle rep/maint	08-31-2021		
vehicle rep/maint	E 20-01-24-15				76.14	0.00
Vendor Total-					76.14	
02462 Custom Truck & Equipment						
0122	19513	09	vehicle rep/maint	2021007008252		
vehicle rep/maint	E 20-01-24-15				652.50	0.00
Vendor Total-					652.50	
02556 CAI Technologies						
0122	19514	09	PWIM GIS consulting	12531		
PWIM GIS consulting	E 20-30-10-05				471.25	0.00
Vendor Total-					471.25	
02644 Ellen Ceppetelli						
0122	19515	09	art supplies reimb	09082021		
art supplies reimb	E 05-05-50-06				10.25	0.00
Vendor Total-					10.25	
02717 Shredding on Site						
0122	19516	09	shredding fees	0068818		
shredding fees	E 20-25-06-55				130.00	0.00
Vendor Total-					130.00	
Prepaid Total-					0.00	
Current Total-					40,931.29	
EFT Total-					0.00	
Warrant Total-					40,931.29	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

DocuSigned by:

William W. Miles

WILLIAM W. MILES

Lauren Dow

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON