

**5:45PM Interviews for Boards/Committees
6:30PM Board of Selectmen Meeting
Virtual Meeting (TV Ch. 3)
October 1, 2020**

Pledge of Allegiance –

Roll Call of Board Members –

Town Manager's Report –

Board and Committee Reports and Updates-

Correspondence – If you have any comments/questions on an agenda topic, email them to info@topshammaine.com by Tuesday, the week of meeting. Please include your full name and address in the email. Emails will be reviewed and addressed during the meeting which will be televised on channel 3.

Adjustments to the Agenda – At this time we will be taking phone calls for any comments/question you have on this agenda at 373-5090. We will be asking for you name, address and brief comment/question.

Consent Calendar –

1. Approval of the minutes of the Regular Selectmen meeting September 17, 2020.
2. Approval to change the polling place location to the Mt.Ararat High School gymnasium for the November 3, 2020, approval to open the polls at 7:00am on November 3, 2020 for the General Election and the Municipal Annual Election, open and process absentee ballots on October 27, 28,29,30, 31 and November 1, 2 beginning at 9:00am and ending at 8:00pm or sooner if completed, approve Linda Dumont as Warden for the State Election.

Public Hearing –

20-67- Consideration and any appropriate action on the revised General Assistance Ordinance Appendix (A-H).

Unfinished Business –

Old Business –

New Business –

20-68- Consideration and any appropriate action to award Wright Pierce Engineering the contract for engineering services for design, permitting, construction bidding and construction oversight for the Elm Street Culvert Replacement project.

20-69- Consideration and any appropriate action on appointments to the Energy Committee.

20-70- Consideration any appropriate action to accept the bid to purchase and install a new Ultra Nexxus TV Server.

Executive Session-

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of Town shall be addressed to the Town Manager or the Board of Municipal Officers through the Chair and not to any municipal town employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Public members attending Board Meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer. Aggravated cases shall be prosecuted on appropriate complaint signed by the presiding officer. In case the presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the Board shall require the presiding officer to act. 05/29/2003

Board of Selectmen Meeting

For the date of: 10/01/2020

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- Old Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 1

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item: Approval of the minutes of the Regular Selectmen meeting September 17, 2020.

Brief Description of Consent or Agenda Item: see attached

Submitted by Derek Scrapchansky, Town Manager

Date: 09-21-2020

MINUTES
TOWN OF TOPSHAM
BOARD OF SELECTMEN MEETING
HELD VIA ZOOM FROM INDIVIDUAL RESIDENCES
SEPTEMBER 17, 2020 – 6:30 P.M.

MEMBERS PRESENT: David Douglass
Marie Brilliant
Ruth Lyons
Matt Nixon
Roland Tufts

MEMBER(S) ABSENT: All present

STAFF PRESENT: Derek Scrapchansky, Town Manager; Mark Waltz, Assistant Town Manager

A meeting of the Topsham Board of Selectmen was held on Thursday, September 17, 2020, with individuals joining the meeting from their residences via Zoom.

EXECUTIVE SESSION

20-64 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTIES

At 6:00 p.m., the Board met prior to the regular meeting and held an Executive Session to discuss Items 20-64 and 20-65. Motion was made, seconded and it was unanimously

VOTED

To come out of Executive Session at 6:25 and to enter into regular session.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To authorize the Treasurer to sell the tax-acquired condominium units located at 55 Munroe Lane and 88 Munroe Lane by the sealed bid process, with the bids due to the Town Manager's office by October 13, 2020 at 3:00 p.m., at which time they will be opened, with a winning bid (if any) to be determined by the municipal officers at their meeting on October 15, 2020. Said bid process to utilize the procedures set forth in the Town of Topsham's Management of Tax-

Acquired Property Guidelines, with the exception that in lieu of a minimum bid being included in the Notice of Sale, the right to reject any all offers will be reserved.

(The vote was 4-0-1 with Selectman Brilliant abstaining)

20-65 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTIES

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was

VOTED

To authorize the Treasurer to deed the tax-acquired real estate located at 18 Mallett Drive to the former owner, Maine Drywall Consultants, Incorporated for the total sum of \$8,247.51.

(The vote was 4-0-1 with Selectman Brilliant abstaining)

PLEDGE OF ALLEGIANCE/ROLL CALL

Everyone was invited to stand and recite the Pledge of Allegiance to the Flag. The recording secretary took the roll call and noted that all Selectmen were present.

TOWN MANAGER'S REPORT

Good Evening,

The Clerk's office is taking applications for absentee ballot requests. They are available by phone, mail, in-person, or online. As of today, we have received over 2100 applications for absentee ballots. Due to the increased demand for absentee ballots and COVID19 safety concerns, the Town has purchased a state approved ballot box that has been installed at the municipal complex near the flags and monuments. The state will reimburse the Town for 80% of its cost. Also, the Town has been granted permission by the Secretary of State and SAD 75 to use the new High School gymnasium for the November 3, 2020 election. Polls will be open from 7:00 a.m. to 8:00 p.m. Information will be posted on the on social media, signs, the Town website, and local newspapers.

The Town's net tax commitment will result in a tax rate decrease from \$19.15 to \$17.86 per one thousand dollars of assessed value. Contributing factors to this rate decrease are the elected official's conservative approach to this year's budget: a \$49 million increase in valuation, and increases in projected state revenue sharing and general revenues. Topsham property owners will receive their tax bills during the next few days, and many will notice an increase in the assessed value of their parcels. This increase reflects real estate sale prices continuing to increase in Topsham within the prior year. The goal of the valuation increase is to keep town assessments reasonably close to 100% of market value. If the assessed values diverge too far from market value, State Law would require proportional reductions to Homestead, Veteran and Blind exemptions. Reducing those exemptions would also reduce state reimbursement, causing an increase to local property tax burden.

The annual household hazardous waste collection day will take place on Saturday, October 17, from 9:00 a.m. to 1:00 p.m. at Brunswick Public Works located at 9 Industry Road, Brunswick Maine. The cost is free to residents but you must pre-register by visiting www.brunswickme.org. Information is also available on the Town of Topsham website.

We are sad to announce that Debbie Fischer, who has been with the Town of Topsham for seventeen years, will be retiring on September 30th. In all her years as Finance Manager, the Town of Topsham has been financially solvent, a direct reflection of her hard work and attention to detail. She is not only competent and reliable; she is a pleasure to work with. Debbie will be missed, and her work will be remembered and very much appreciated. On behalf of the Town Staff, Debbie, we wish you and your family the very best!

The Town of Topsham could not have been more fortunate and is pleased to announce that the position of Finance Director has been filled by Mr. George Zoukee. George brings extensive experience to the position, including experience as the Executive Director of the New Hampshire Municipal Bond Bank and a multitude of executive finance positions. The Town is lucky to have him, and we look forward to seeing how he guides the financial needs of Topsham. Welcome, George!

Thank you and have a good night.

Derek Scrapchansky, Town Manager

BOARD AND COMMITTEE REPORTS AND UPDATES

TDI/ECD – John Shattuck, Topsham Economic and Community Development, Inc. Director brought the Board up to date on TDI/ECD happenings, including:

BRUNSWICK-TOPSHAM BRIDGE PROJECT

- The lawsuit opposing the bridge replacement is now entering the active litigation phase.
- The Request for Proposals is now expected to be released in early 2021.

BUSINESS RETENTION, EXPANSION AND ATTRACTION (BREA)

Crooker Relocation/Rezoning

- Crooker is returning to the Planning Board in October with a preliminary draft of proposed zoning

Central Maine Healthcare (CMH) Topsham Ambulatory Surgery Center Project

- The Department of Health and Human Services preliminary analysis of Certificate of Need application is likely to be received within a few weeks. It may include a preliminary recommendation on the Certificate of Need decision.
- That report will trigger a public comment period.

Wicked Joe CDBG-EDP Grant

- Wicked Joe, LLC has executed the required Indemnification MOU with the Town and the required Community Development Services contract with the Town and MCEDD for administration services with Wicked Joe.

Government Review Committee

- At their September meeting, the Committee...
 - ...Reviewed Form of Government survey responses from towns with similar populations and
 - ...Reviewed the preliminary draft of the Committee's report. The Committee expects to submit this to the Selectmen in the fall.

UPDATE REGARDING THE ESTABLISHMENT OF ENERGY COMMITTEE

Mark Waltz, Assistant Town Manager, presented an update regarding the establishment of an Energy Committee. He said staff is looking for volunteers who would like to serve on the committee and that applications can be found on the Town's website. He said members are also needed to serve on the Finance Committee.

Mr. Waltz's memo said, regarding concerns with Topsham Development, Inc. (TDI) bylaws were amended in 2012. A director position on TDI was reserved for a member of the Planning Board. TDI promotes and assists with economic development in Topsham. The Planning Board is charged with objective review of projects that come before them. Concerns have been raised that TDI's organizational structure may create a situation where the Planning Board member, who also serves on TDI, could be at least perceived to have a bias when TDI has taken a position on a project coming before the Planning Board. To date, these issues have been addressed with recusals as they come up, but we believe it is prudent to obtain an opinion from the town attorney on whether serving on both the Planning Board and as a TDI Director are what is referred to as "Incompatible positions". If so, TDI's bylaws would need to be revised. We are awaiting the attorney's opinion, but in the meantime the Planning Board member who also serves on TDI, Don Spann, has requested a leave of absence from TDI while the issue is evaluated, which we recommend that you accept. We also recommend that the Planning Board position on TDI be left vacant until we hear back from our attorney. TDI's board has more than the nine member minimum so the position can be left vacant for now.

Following Mr. Waltz's presentation, motion was made, seconded, and the Board unanimously agreed to approve Mr. Spann's request for a leave of absence from the TDI Board.

CORRESPONDENCE

Chairman Douglass advised if anyone from the audience wished to comment, that they call 373-5090, or raise their hand and they would be recognized. There being no one wishing to comment, Chairman Douglass moved forward with the meeting and referenced an e-mail received from Yvette Meunier, 35 Prospect Street, asking what the time frame is for establishing the Energy Committee. Assistant Town Manager Waltz said at least 3 members are needed, but it would be

good to have 5. The committee will be formed as soon as 3 members are identified. Anyone wishing to serve on the committee were encouraged to go to the website and complete an application.

Selectman Nixon said he forwarded an e-mail to Board members regarding his concerns about a possible conflict of interest on the TDI Board and did not received a response to his memo. He said to his knowledge Board Members were supposed to remain neutral on agenda items and a memo recently sent did not adhere to the neutral position. Chairman Douglass suggested that perhaps it would be best to discuss Selectman Nixon's concerns in an Executive Session and that one could be scheduled. Selectman Lyons added that this conflict has gone on for many years and asked why it was being brought up at this time. Response was that a controversial project is coming before the Planning Board and management wants to be sure all aspects are handled correctly.

Selectman Nixon asked if consideration could be given to changing the TDI meeting time of 7:30 a.m. to make it more convenient for members of the public to attend. Mr. Shattuck said because TDI members are business folks, they meet from 8:00 a.m. to 9:00 p.m. on the second and third Wednesdays of the month. Selectman Nixon then asked if the TDI agenda could be placed on the Town's website in advance of the meetings.

ADJUSTMENTS TO THE AGENDA

Motion was made, seconded and it was unanimously

VOTED

To add Agenda Item **20-66 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE TOWN MANAGER'S ORDERING OF SUPPLIES AND COMPLETE WORK OUTLINED IN THE APPROVED KEEP MAINE HEALTHY 2020 MUNICIPAL COVID-19 AWARENESS CAMPAIGN GRANT**

CONSENT CALENDAR

1. Approval of the minutes of the Regular Selectmen's meeting of September 3, 2020.

Motion was made by Selectman Tufts, seconded by Selectman Lyons, to approve the minutes of the Regular Selectmen's meeting of September 3, 2020 as written. Vote was called and **the motion was passed.**

2. Approval to extend the Registrar's office hours on Tuesday, September 22, 2020, National Voter Registration Day, and on Thursday, October 29, 2020 until 7:00 p.m. for the purpose of additional hours for voter registration as required by State Statue 21-A §122.6.

Motion was made by Chairman Douglass, seconded by Selectman Lyons to extend the Registrar's office hours on Tuesday, September 22, 2020 National Voter Registration Day and on Thursday, October 29, 2020 until 7:00 p.m. for the purpose of additional hours for voter registration as

required by State Statue 21-A §122.6. . Vote was called and **the motion was passed.**

PUBLIC HEARING

20-62 CONSIDERATION AND ANY APPROPRIATE ACTION ON AN APPLICATION FOR A SPECIAL AMUSEMENT PERMIT FOR THE AMERICAN LEGION COREY EDWIN GARVER, POST 202

The Public Hearing was declared open.

It was noted that the Public Hearing was duly advertised. Nancy Laffin represented the applicant and responded to questions posed by Chairman Douglass and the following findings were gathered.

- Applicant:** American Legion, Corey Edwin Garver, Post 202
- Location:** 79 Foreside Road, Topsham, Maine
- Liquor License Expiration Date:** October 9, 2020
- Type of Entertainment:** Live music and DJ’s
- Area For Entertainment:** Downstairs Lounge and Upstairs Hall
- Nights of Entertainment:** Monday – Wednesday, 3:00 p.m. to 8:00 p.m.
Thursday – Sunday, 1:00 p.m. to 9:00 p.m.
- Hours of Operation:** See above
- Any Furniture Moved:** None
- Size of Lounge:** 30’x50’
- Size of Hall:** 30’x50’
- Seating Capacity:** Lounge: 81 (Currently, per Governor’s orders due to the
Hall: 263 Covid-19 Pandemic, no more than 50 allowed.)
- Adequate Parking:** There is ample parking
- Letter from Town Departments:** Letters in file from Fire and Police Departments stating no issues
- Conclusion:** Based on the Findings, the Board unanimously concluded that the issuance of a Special Amusement Permit would not be detrimental to the public health, safety or welfare, or would not violate municipal ordinances, rules or regulations.

Motion: Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED That the application for a Special Amusement Permit for the Corey E. Garver American Legion Post 202 be granted as meeting requirements of Maine Revised Statutes, Title 25-A, Section 1054 and the Topsham Code, Chapter 71, Article 1, Sections 6 and 7.

UNFINISHED BUSINESS – None noted.

OLD BUSINESS – None noted.

NEW BUSINESS

20-63 CONSIDERATION AND ANY APPROPRIATE ACTION TO AWARD THE BID FOR WINTER SAND

Public Works Director Dennis Cox reported that he has heard back from three of the six vendors that bid packages were sent to for winter sand as follows:

Copp Excavating, Inc.	\$9.97 per cubic yard delivered
Country Fare	\$13.75 “ “
McGee Construction	\$12.75 “ “

Mr. Cox recommended awarding the bid to Copp Excavating, Inc. He said \$15,000 was budgeted for this year’s winter sand.

Motion was made by Chairman Douglass, seconded by Selectman Nixon, and it was unanimously

VOTED

To award the bid for winter sand to Copp Excavating, Inc. at \$9.97 per cubic yard delivered.

20-66 CONSIDERATION AND ANY APPROPRIATE ACTION TO APPROVE THE TOWN MANAGER’S ORDERING OF SUPPLIES AND COMPLETE WORK OUTLINED IN THE APPROVED KEEP MAINE HEALTHY 2020 MUNICIPAL COVID-19 AWARENESS CAMPAIGN GRANT

Chairman Douglass said the Town was approved by Maine DHHS for \$251,146 in the Keep Maine Healthy Municipal COVID-19 Awareness Grant, Part 2. The grant will reimburse the Town for specific functions, supplies, maintenance, repairs, modifications, and projects related to COVID-19 public education, public health support and physical distancing, and local business assistance.

\$115,206 has been allocated for personnel expenses; \$87,362 for installing a glass barrier at the Town Hall public service desks, installation of hands-free plumbing devices in the Library and Recreation Facilities, installation of hands free door entry units in the Town Hal, etc. The grant also includes \$48,578 for materials/supplies for decontamination, social distancing, cleaning sanitation, signage, thermometers, etc. All supplies must be received and paid for prior to October 31, 2020. The approved grant will reimburse the Town 100% for approved expenditures and will not impact the current budget.

Motion was made by Chairman Douglass, seconded by Selectman Lyons, and it was unanimously

VOTED

To approve the Town Manager's ordering of supplies and complete work as outlined in the approved Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign Grant.

EXECUTIVE SESSION – (Both held prior to the regular meeting at 6:30 p.m. – see above.)

20-64 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTIES

20-65 CONSIDERATION AND ANY APPROPRIATE ACTION TO ENTER INTO EXECUTIVE SESSION PURSUANT TO 36 M.R.S.A., TITLE 1, §405 (6) (F) TO DISCUSS TAX ACQUIRED PROPERTIES

ADJOURNMENT

Motion was made, seconded and it was unanimously

VOTED

To adjourn the meeting at 8:15 p.m.

Respectfully submitted,

Patty Williams, Recording Secretary

Board of Selectmen Meeting

For the date of: 10/01/2020

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- Old Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 2

(If this is unfinished business, please remember to research and enter the original agenda number above. For regular agenda items, the secretary will assign a number.)

Brief Title of consent or Agenda Item:

Approval to change the polling place location to the Mt. Ararat High School gymnasium for the November 3, 2020 General Election.

Approval to open the polls at 7:00 am on November 3, 2020 for the General Election and the Municipal Annual Election.

Approval to open and process absentee ballots on October 27, 28, 29, 30, 31, and November 1 & 2 beginning at 9:00am and ending at 8pm or sooner if completed.

Approval to appoint Linda Dumont as Warden for the State Election.

Brief Description of Consent or Agenda Item:

Submitted by: Linda Dumont, Town Clerk

Date: 09-21-2020

Board of Selectmen Meeting

For the date of: 10/01/ 2020

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number 20-67

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action on the revised General Assistance Ordinance Appendix (A – H).

Brief Description of Consent or Agenda Item. To adopt MMA’s new Oct 1, 2020– September 30, 2021 revised General Assistance Ordinance Appendix A –H.

A, B and C reflect a minimal increase and Appendix G, and H reflect no change.

*Public Hearing

*Adoption page require signatures

Submitted by: Linda Dumont, Town Clerk

Date: 9/16/2020

**GENERAL ASSISTANCE ORDINANCE
APPENDICES A-H
2020-2021**

The Municipality of Dorchester adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 1st (day) of October (month) 2020 (year)
by the municipal officers:

(Print Name)

(Signature)

Oct. 1, 2020 to Sept. 30, 2021

(A) OVERALL MAXIMUMS

Persons in Household				
1	2	3	4	5
821	933	1,095	1,449	1,691

Household of 6 = 1,827

* Add \$75 for each additional person

(B) FOOD MAXIMUMS

Persons	Weekly	Monthly
1	\$47.44	\$204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Add \$144 per month for each + person

HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

(C) Housing Maximums

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	155	667	179	768
1	172	738	203	871
2	197	849	238	1,023
3	268	1,152	317	1,365
4	308	1,325	369	1,588

PERSONAL CARE & HOUSEHOLD SUPPLIES

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

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

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

ELECTRIC

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

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

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

1-800-442-6003

(G) Mileage Rate (.45 per mile)

(H) Burial Maximum \$1,475

Cremation Maximum \$1,025

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) “**General Assistance Ordinance Appendices**” (A – H).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – H

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

The Adoption Process

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

At the hearing, the municipal officers should:

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

Municipalities May Establish Their Own Maximums

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

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

Filing of GA Ordinance and/or Appendices

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

2020-2021 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carnel, 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	741	742	981	1,229	1,341
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	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix A
Effective: 10/01/20-09/30/21

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	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

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

Appendix B

Effective: 10/01/20 to 09/30/21

2020-2021 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, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

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

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	117	504	141	606
1	123	528	154	663
2	139	599	180	776
3	195	840	246	1,057
4	200	859	262	1,126
<u>Franklin County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	125	538	149	640
1	127	547	159	682
2	141	605	182	782
3	191	823	242	1,040
4	265	1,139	327	1,406
<u>Hancock County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	159	682	182	783
1	159	682	188	809
2	186	801	227	975
3	238	1,022	287	1,235
4	251	1,079	312	1,342
<u>Kennebec County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	615	167	716
1	143	615	168	724
2	170	733	211	907
3	230	987	279	1,200
4	234	1,005	295	1,268

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	148	638	172	739
1	148	638	172	739
2	170	733	211	907
3	231	994	281	1,207
4	238	1,024	299	1,287
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	166	714	190	815
1	166	714	192	824
2	189	811	229	985
3	245	1,052	294	1,265
4	276	1,188	337	1,451
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	142	610	165	711
1	142	610	165	711
2	160	690	201	864
3	238	1,025	288	1,238
4	272	1,171	333	1,434
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	116	501	142	609
1	119	512	152	652
2	146	627	189	811
3	200	862	253	1,086
4	241	1,037	305	1,312
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	555	153	656
1	129	555	159	682
2	166	713	206	887
3	221	952	271	1,165
4	226	972	287	1,235

Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	154	664	178	765	
1	157	676	188	809	
2	175	751	215	925	
3	242	1,042	292	1,255	
4	311	1,339	373	1,602	

<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	129	556	153	657	
1	129	556	153	657	
2	158	680	199	854	
3	201	863	250	1,076	
4	206	888	268	1,151	

Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	144	621	168	722	
1	159	684	190	817	
2	202	870	243	1,044	
3	256	1,100	305	1,313	
4	370	1,590	431	1,853	

<u>Cumberland Cty. HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	170	729	193	830	
1	170	731	201	864	
2	221	951	262	1,125	
3	314	1,352	364	1,565	
4	353	1,516	414	1,779	

<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	137	587	160	688	
1	140	603	171	736	
2	181	779	222	953	
3	230	990	280	1,203	
4	295	1,267	356	1,530	

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	137	587	160	688
2	171	735	211	909
3	217	932	266	1,145
4	227	975	288	1,238
<u>Portland HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	238	1,025	262	1,126
1	253	1,089	284	1,222
2	331	1,422	371	1,596
3	438	1,883	487	2,096
4	532	2,288	593	2,551
<u>Sagadahoc Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	179	768
1	172	738	203	871
2	197	849	238	1,023
3	268	1,152	317	1,365
4	308	1,325	369	1,588
<u>York Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	764	201	865
1	183	785	213	918
2	225	966	265	1,140
3	289	1,242	338	1,455
4	315	1,354	376	1,617
<u>York/Kittery/S. Berwick HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	228	982	252	1,083
1	228	982	257	1,103
2	301	1,293	341	1,467
3	379	1,629	428	1,842
4	543	2,333	604	2,596

2020-2021 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/>

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

Appendix H

Effective: 10/01/20-9/30/21

- 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:

- 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.

TOWN OF TOPSHAM
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Selectmen of the Town of Topsham shall hold a Public Hearing for consideration and any appropriate action on the new MMA's General Assistance Ordinance Appendix (A-H) This meeting will take place via Zoom on Thursday October 1, 2020 at 6:30 pm. and broadcast on Channel 3.

Any and all person(s) may appear to show cause, and why Ordinance Appendix should or should not be approved.

Board of Selectmen Meeting

For the date of: 10/01/2020

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 20-68

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda item: Consideration and any appropriate action to award Wright Pierce Engineering the contract for engineering services for design, permitting, construction bidding and construction oversight for the Elm Street Culvert Replacement project.

Brief Description of Consent or Agenda Item: See attached memo

Submitted by: Dennis Cox, PWD & Rod Melanson, Planning Director **Date:** 9/23/20

MEMORANDUM

To: Derek Scrapchansky, Town Manager
Select Board members
From: Rod Melanson, Planning Director
Date: September 23, 2020
Re: Elm St. Culvert Replacement

The Department of Public Works seeks authorization to award the contractual services for this project to Wright Pierce Engineering for a contracted amount not to exceed \$78,500 as budgeted for in our 2019/20 CIP line item. Their total proposed cost is \$73,363...we have added a 5%+/- contingency to their proposed cost.

As part of the 2019/20 capital improvement-planning budget, the Town authorized \$122,855 for engineering and permitting for the Elm St. Culvert Replacement.

In late August the Planning Department and Department of Public Works advertised a request for proposal for engineering services. The RFP included the following scope of services:

Phases of the work shall include:
DESIGN

- Provide a preliminary plan for the improvements that will identify the right of way, edge of pavement, driveways, utilities, trees for removal and other items as needed on the plan as directed by the Town of Topsham.
- Meet with Town Officials and State agencies (MDIFW, ACOE, MDEP, etc.) to review the proposed plans and obtain approval for the concept proposal.

PERMITTING

- Prepare final plans and specifications to receive permits from applicable agencies and allow the Town to seek competitive bids for the project

CONSTRUCTION BIDDING

- Provide copies of the plans and specifications to interested contractors, in order to bid the project
- Respond to questions from contractors during the bidding phase, including facilitating a pre-bid meeting to discuss the scope of the project.
- Provide an professional opinion to the Town on the selection of a contractor

CONSTRUCTION OVERSIGHT AND DOCUMENTATION

- Provide construction engineering services to include layout, construction oversight, and management of the selected contractor
- Developing record drawings/'as-builts' and documentation of the construction process and final installation

The review team included the planning office, DPW, and peer review engineering. We received nine proposals and we followed up with 5 firms. We believe that the Wright Pierce proposal best addresses the needs of the project. More specifically, we found that Wright Pierce is well qualified for this project due to their knowledge of this stream/ culvert and local road traffic conditions, culvert design/ stream restoration expertise, commitment to the overall project as witnessed by their construction oversight proposal, and their previous experience with DPW and Planning on recent projects.

We anticipate having cost estimates for construction by January 2021 to inform the FY 2022 budget. Getting started sooner than later with this project will ensure that we hit the targeted timeframe for accurate cost estimates.

The project will have another bid process for construction services that are anticipated for spring/summer of 2021 after Town Meeting authorization.

Board of Selectmen Meeting

For the date of: 10/01/2020

Type of Item:

- Board or Committee Presentation
- Consent Agenda Item
- Public Hearing
- Unfinished Business
- New Business
- Executive Session
- Workshop

Type of Submission:

- Regular Submission
- Additional Agenda Item
- Additional Information

Agenda Number: 20-69

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action on the following appointments to the Energy Committee.

Brief Description of Consent or Agenda Item:

John Whatley
Yvette Meunier
Victor Langelo

Submitted by: Derek Scrapchansky, Town Manager

Date: 03-16-2020

Board of Selectmen Meeting

For the date of: 10/01/2020

Type of Item:

- Board or Committee Presentation
 Consent Agenda Item
 Public Hearing
 Unfinished Business
 New Business
 Executive Session
 Workshop

Type of Submission:

- Regular Submission
 Additional Agenda Item
 Additional Information

Agenda Number: 20-70

(If this is Unfinished Business, please remember to research and enter the original agenda number above. For Regular Agenda items, the Secretary will assign a number.)

Brief Title of consent or Agenda Item: Consideration and any appropriate action to accept the bid to purchase and install a new Ultra Nexxus TV Server.

Brief Description of Consent or Agenda Item: See attached Memo.

Submitted by: Pam LeDuc, Parks and Recreation Director

Date: 09-23-2020

TO: BOARD OF SELECTMEN

FROM: PAM LEDUC, PARKS AND RECREATION DIRECTOR



SUBJECT: LEIGHTRONIX NEXXUS SERVER BID

CC: DEREK SCRAPCHANSKY, MARK WALTZ

At the September 3rd meeting we agreed to have me further investigate purchasing the new Leightronix Nexxus Server. Since that time, I have confirmed through Leightronix that there is one other company that could handle the purchase of the Server as Selectmen Nixon reported. The issue is that our loaners (2) have all been handled through Connectivity Point, and that Connectivity Point is the company who has managed our system since it's initial install in 2007. I realize my statement in the prior memo said that Connectivity Point was the only company in Maine, I was not aware another Company existed. I should note that the actual purchase of the server would be the same with whoever we choose to purchase it from. The installation, and set up is the cost that could be differentiated. (\$1,092).

I still wish to request that we use Connectivity Point, based upon their support during COVID, and their long standing relationship with the Town. Connectivity Point has gone the extra step in educating us, supporting us and providing us with excellent service. The amount of their quote is \$14,032.00 installed.

