



**Town of Damariscotta, Maine
Public Hearing / Board of Assessors / Select Board
Meeting
September 20, 2023
Town Office, 21 School St**

5:00 PM

Join Virtually

Meeting: <https://us02web.zoom.us/j/83072624998> | Meeting ID: 830 7262 4998

AGENDA

- I. **Pledge of Allegiance**
- II. **Call Public Hearing to Order**
 1. **General Assistance Ordinance Updates**
- III. **Call Board of Assessors Meeting to Order**
 1. **Minutes**
 - i. September 6, 2023 Board of Assessors Minutes
 2. **Official Action Items**
 - i. Abatements
 3. **Report of Assessor's Agent**
 4. **Board of Assessors Discussion**
 5. **Adjournment**
- IV. **Call Select Board Meeting to Order**
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 - i. September 6, 2023 and September 14 Select Board Minutes
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 - i. Payroll Warrants # _____
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 4. **Town Manager's Report**
 - i. Capital Project Updates
 - ii. Road Inventory
 5. **Official Action Items**
 - i. Accept Donations: Trunk-or-Treat
 - ii. Historic Preservation Review Commission Appointments
 - iii. Applications for an On-Premise License:
 1. Lobster Haul (Renewal)
 - iv. General Assistance Ordinance: *Possible Action*
 - v. Downtown Flood Protection Improvements Amendment 4: *Possible Action*
 6. **Select Board's Discussion Items**
 - i. Bicycle Safety and Accessibility Resolution
 7. **Adjournment**

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 Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) “**General Assistance Ordinance Appendices**” (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**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*).

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

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 – G. Even if you are not updating your GA 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 conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. 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 and/or appendices 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. (C.M.R. 10-144, Chapter 323, Section V).

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, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

TOWN OF DAMARISCOTTA
Office of Selectmen, Assessors, Town Clerk, Tax Collector and Treasurer

WE HEREBY CERTIFY, that the accounts listed contain a list of estates, real and personal, to be abated for the fiscal year 2024 (July 1, 2023 to June 30, 2024) located within the Town of Damariscotta, under title 36, MRSA sec 841.

Reference Code:

Ref #	Account	Taxpayer	Abatement Amount	Reason
2024-2	30 PP	Ellen O'Connor	6.26	Business closed 3/1/23, not notified until bill was received.
2024-3	335 PP	Wells Fargo Financial Leasing inc	28.17	BETE Application approved, but missed on entry.
2024-4	904 PP	Cupacity	475.76	Business Closed Nov 2022. Pers. Property declaration wasn't returned stating closed.
2024-5	47 RE	John Cotter	391.25	Applied for H.E. Aug 2022. Question of residency, not applied. Contacted Florida – no H.E. in Florida. Local records indicate Damariscotta resident.

IN WITNESS THEREOF, we have set our hands this day: _____/2023

Assessors of Damariscotta

Tax Collector:	Initials: _____	Date: _____
Computer Adjustments:	Initials: _____	Date: _____
Assessor Adjustments	Initials: _____	Date: _____
Letter to Taxpayer:	Initials: _____	Date: _____



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TOWN OF DAMARISCOTTA
ASSESSOR'S OFFICE
21 School Street
Damariscotta, ME 04543
Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

September 20, 2023

O'Connor, Ellen
PO Box 99
Bristol, ME 04539

PROPERTY REVIEWED: Personal Property Account #30

CURRENT ASSESSED VALUE:
Personal Property Assessed \$400.00

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:
Personal Property Assessed \$0.00

Remarks: Abatement in the amount of \$6.26 has been granted.

Abatement Calculation ($\$400 - \$0 = \$400.00 \times 0.01565$ (ty24 mil rate) = \$6.26 tax abatement)

Reason:
Business closed 3/1/2023, town not notified until after taxes billed.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



TOWN OF DAMARISCOTTA
ASSESSOR'S OFFICE
21 School Street
Damariscotta, ME 04543
Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

September 20, 2023

Wells Fargo Financial Leasing, Inc
N0005-041
800 Walnut Street
Des Moines, IA 50309-3936

PROPERTY REVIEWED: Personal Property Account #335

CURRENT ASSESSED VALUE:
Personal Property Assessed \$1,800.00

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:
Personal Property Assessed \$0.00

Remarks: Abatement in the amount of \$6.26 has been granted.

Abatement Calculation ($\$1,800 - \$0 = \$1,800.00 \times 0.01565$ (ty24 mil rate) = \$28.17 tax abatement)

Reason:
Business Equipment Tax Exemption (BETE) was applied for and approved, but the entry was not processed correctly.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



TOWN OF DAMARISCOTTA
ASSESSOR'S OFFICE
21 School Street
Damariscotta, ME 04543
Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

September 20, 2023

Cupacity
109 Lewis Hill Road
Newcastle, ME 04553

PROPERTY REVIEWED: Personal Property Account #904

CURRENT ASSESSED VALUE:
Personal Property Assessed \$30,400.00

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:
Personal Property Assessed \$0.00

Remarks: Abatement in the amount of \$475.16 has been granted.

Abatement Calculation ($\$30,400 - \$0 = \$30,400.00 \times 0.01565$ (ty24 mil rate) = \$475.16 tax abatement)

Reason:
Business was closed in November 2022. Pers. Property declaration wasn't returned stating closed.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



TOWN OF DAMARISCOTTA
ASSESSOR'S OFFICE
21 School Street
Damariscotta, ME 04543
Phone: (207) 563-5168

NOTICE OF PROPERTY TAX ASSESSMENT REVIEW

September 20, 2023

John Cotter
PO Box 602
Damariscotta, ME 04543

PROPERTY REVIEWED: Real Estate Account # 47

CURRENT ASSESSED VALUE:

Land	Buildings	Exemptions	Total
\$179,300	\$121,200	\$0	\$300,500

FINDINGS: After review of the assessments, the following adjustment has been made:

Adjusted Assessed Value:

Land	Buildings	Exemptions	Total
\$179,300	\$121,200	\$25,000	\$275,500

Remarks: Abatement in the amount of \$475.16 has been granted.

Abatement Calculation ($\$300,500 - \$275,500 = \$25,000.00 \times 0.01565$ (ty24 mil rate) = \$391.25 tax abatement)

Reason:

Homestead exemption application submitted Aug 2022. Not applied for 2023.

The Tax Collector, will process this abatement in the coming days. If you have any questions regarding how the abatement will be credited, please contact the town office.

Ed Hodgins, CMA
Assessor Agent
Town Of Damariscotta



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Town of Damariscotta
21 School Street
Damariscotta, Maine 04543
(P) 207-563-5168 (F) 207-563-6862

Andrew Dorr
Town Manager

Town Manager's Report

September 16, 2023

1. Newcastle/Damariscotta Joint Select Board Meeting LCRPC Housing Presentation

Prompted by our Town Planner, Michael, I met with him and Kevin (Newcastle Interim Town Manager) to discuss what a two-town housing committee might look like and the objectives of such a committee at this time. We recognize that housing is something so many towns are trying to learn, understand, and figure out their role in addressing the challenge. Given that Damariscotta is in the middle of a Comprehensive Plan update and Newcastle is finalizing their state review process, we are recommending that a committee approach be delayed and allow the two Select Boards to discuss next steps together.

Staff from LCRPC have been requested to attend one of your board meeting in October to share updates or next steps on the Housing Study they commissioned. You can visit their website for mor information and past presentations, <https://www.lcrpc.org/stories/arpa-affordable-housing-investment-process>.

Kevin and I are proposing that the two board gather for this presentation and have a discussion about possible next steps. **There are two dates propped that LCRPC staff are available and they are Wednesday, October 25th and Monday, October 30th. The Newcastle Select Board is available for either date, though prefer the 25th.**

2. Capital Projects

Egypt Rd/Belvedere Rd

Continue to work with the engineer on the review of the change orders for this contract. Andrew H. plans to have a recommendation to provide to the contractor within two weeks. It is possible that I will have our attorney review the document before it goes to HEI.

Parking Lot/EDA Project

Included in your agenda is Amendment #4 from Wright Pierce (WP). This amendment is for finalizing the revised project scope as requested and approved by EDA. The estimated timeline included in their amendment would

aim for the project to be advertised before the end of the year. I am working with George Parker now to review this document, the schedule, and how this scope of work differs from previous contracts. We recommend that the board allow us the time to review and perhaps negotiate the scope/cost of Amendment #4 before approving. Considering where we are in the process of the project and what we have committed to WP, I have requested that WP begin the final design process while we finalize the terms of the amendment.

Grant Funding

Due date for the US DOT Grant is Sept 28th. I have had a few meetings with staff from CRCT and will be continuing to work on that application for the upcoming deadline. We sent out 19 requests for Letters of Support to various community groups/businesses that would see a benefit, either through their mission or as a connection to their services, as well as to our federal delegates.

In addition to this grant opportunity, it is anticipated that Lincoln County may be eligible for Northern Borders Regional Commission grants. This is pending federal approval, but as of now is included in the NBRC Reauthorization Act. If signed into law, we should consider applying for this opportunity as well.

3. Road Inventory

I presented the road surface inventory to the Public Works Committee this past week. With this report we will be able to better visualize upcoming roadwork. This will be incorporated into the Capital Improvement Plan that will be presented to the Select Board and Budget Committee at the beginning of this year's budget process.

4. Public Works

The crew has been cutting brush from the right-of-way along Back Meadow Rd and addressing other issues as they arise. Today, Saturday, they are available for storm response should there be downed trees and road issues. It looks as though the storm has shifted far enough east that we will have increased winds and rain, but not with the intensity that was anticipated earlier this week.

For the next two weeks, they will be readying the town for Pumpkinfest which includes cleaning along the curbs along Main St, removing some of the granite benches, placing the additional trash cans, removing the kayak rack, etc... They will also be removing the trash cans and outhouse from Biscay Beach.

I am still working to find someone to construct the restroom addition at the garage. It would be ideal to at least frame in the space before the weather turns this fall. The septic system should be installed before winter so it is ready to accept the internal plumbing should that be completed late fall/winter.

Agenda Items

Board of Assessors

The assessor's agent has a few more abatements for the Board's consideration. Supporting documents are included in your packet.

Recommended Motion:

On Motion (_____ / _____) to approve the abatements as presented.

Vote: ___ / ___ / ___

VII. Official Action Items

1. Donation for Truck or Treat

Jason received a donation for the support of the annual Truck-or-Treat event. This occurs at the Great Salt Bay Community School and is typically a huge success. Many community businesses and agencies participate giving a fun, safe space for kids.

Recommended Motion:

On Motion (_____ / _____) to accept the donation as Police Dept revenue to support of the annual Truck-or-Treat event.

Vote: ___ / ___ / ___

2. Historic Preservation Review Commission Appointments

Michael has reached out to the two members whose terms expired at the end of June; both would like to continue.

Recommended Motion:

On Motion (_____ / _____) to appoint Bruce Rockwood and Emily Davey to the Historic Preservation Review Commission.

Vote: ___ / ___ / ___

3. Application for an On-Premise License: Lobster Haul

All accompanying documents are included for your review.

Recommended Motion:

On Motion (_____ / _____) to approve the On-Premise License for Schooner Landing.

Vote: ___ / ___ / ___

4. General Assistance Ordinance

This is an annual update with increased program maximums. The state sets these, typically increasing the amount each year that will be available for applicants. As you look at some of the numbers, there would

likely still be a gap in funding for most people, which is where other state and community programs can assist.

Recommended Motion:

On Motion (_____ / _____) to approve the Ordinance Revision as presented.

Vote: ___ / ___ / ___

5. Downtown Flood Protection Improvements Amendment #4

This Amendment is still being reviewed by George Parker and myself. We recognize that we need to continue the planning efforts and that the revised scope of work approved by EDA does warrant additional time and cost. Wright Pierce has requested the signed Amendment before proceeding with the final designs/bid specs/permitting application. In the interest of not slowing the process, I will be requesting they do proceed while we finalize the terms of the amendment and think the Board could consider a motion that would allow us to proceed as soon as possible by authorizing me to sign on behalf of the board so long as the agreed value does not exceed the amount presented.

Recommended Motion:

On Motion (_____ / _____) to authorize the Town Manager to negotiate and sign the Amendment, not to exceed the cost as presented.

Vote: ___ / ___ / ___

VIII. Select Board Discussion

1. PSAC - Bicycle Resolution

This is a draft for the board to review. If the meeting needs to end early I wanted you to at least have the documents before the next meeting.

The group has been working to get community feedback on bicycle infrastructure. Bicycle improvements have been identified in various plans adopted by the Town in previous efforts, such as Heart and Soul, Comprehensive Plan, and the Bike and Pedestrian Plan.

PSAC acknowledges a lot of effort has been made on making connections around town via sidewalk, but is hoping the Select Board can prioritize bicycle infrastructure in future road improvements.

Included in the packet is a draft resolution, an overview of the bicycle rack initiative, and a checklist that is being recommended when considering road improvement projects.

MEMO

Date: September 13, 2023

To: Public Works Committee

From: Andrew Dorr, Town Manager/Road Commissioner

RE: Road Surface Inventory

Below you will find Table 1 provides a summary of the roads by jurisdiction, surface condition, and drainage condition. I am still looking for some planning figures that can be associated with the various treatments for the listed conditions. Although the drainage condition is listed, it is worth noting that there should be more detail before assigning an estimated cost as there was only one metric versus the five for road surface conditions. This inventory is something that we should aim to do every year prior to the budget season to be sure we can account for the following year's funding requests. I would recommend that we continue with the fall inventory, though some towns chose to do the assessment in the spring.

Table 1: Summary of 2023 RSMS Inventory

Jurisdiction	Miles		
Municipal	15.393		
State Aid	6.37		
Private	0.24		
Road Condition	Miles	Unit Cost	Est Cost
No Maint-2	4.56		
Preventive-2	6.303		
Reconstruct-2	1.65		
Rehabilitate-2	2.22		
Routine-2	0.66		
Unknown-2	0		
	15.393		\$0.00
Drainage Condition	Miles	Unit Cost	Est Cost
Good	5.693		
Poor	9.7		
	15.393		\$0.00

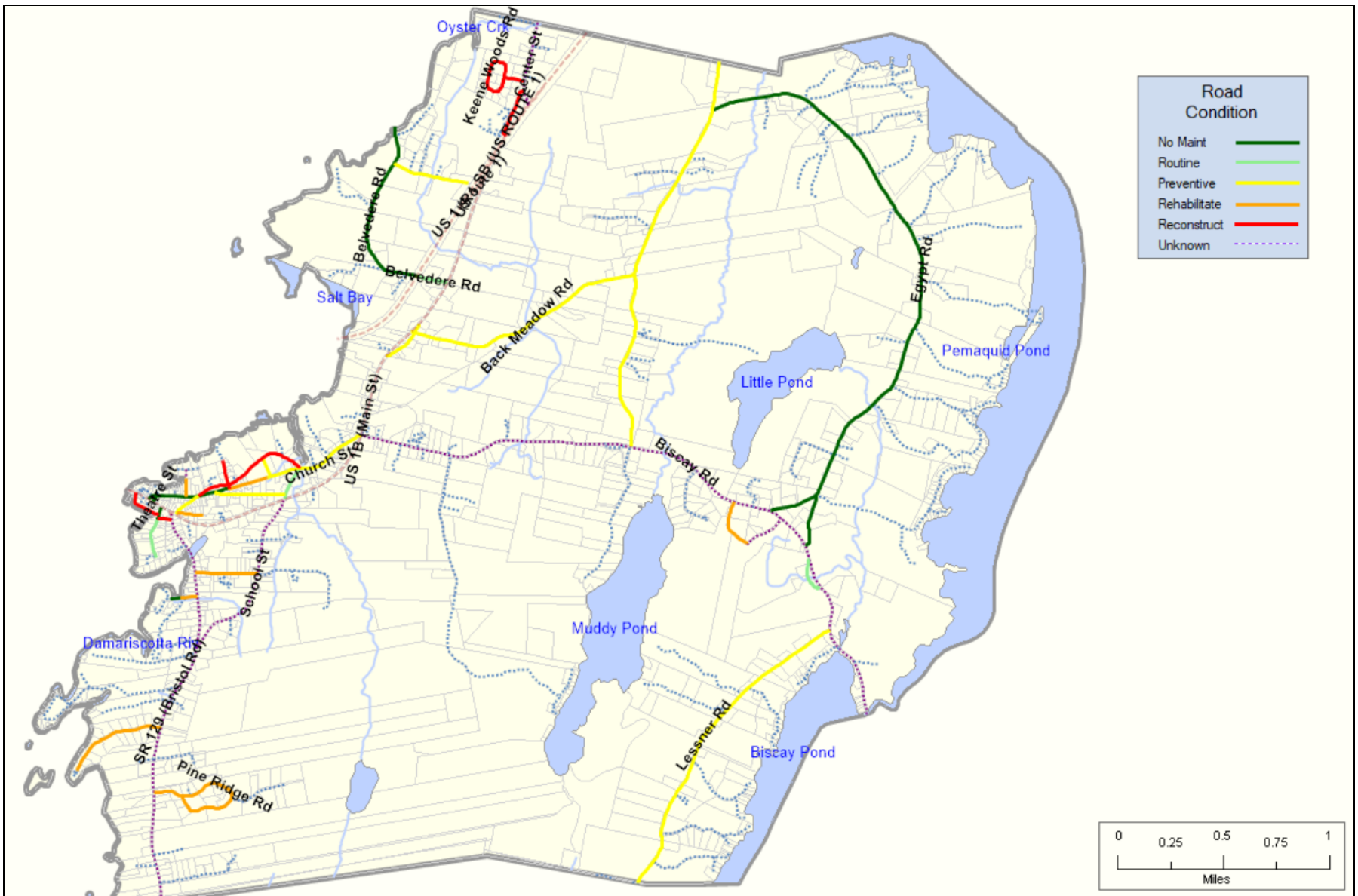


Figure 1: Road Surface Conditions



Figure 2: Drainage Conditions



P.O. Box 770001
Cincinnati, OH 45277-0053

RECEIVED
9.6.23 JMK

SP 01 000142 46946 H 1 ASNGLP
BPGLHHBBBBPKH
JASON WARLICK, CHIEF OF POLICE
TOWN OF DAMARISCOTTA
21 SCHOOL STREET
DAMARISCOTTA, ME 04543

000142 1/1

August 29, 2023

Dear Sir or Madam:

We are delighted to provide you with the attached check for **\$1,000.00**. This Fidelity Charitable Donor-Advised Fund SM grant was made at the recommendation of the Paul M. and Kathleen K. Anderson Charitable Foundation, a donor-advised fund. ¹

This grant is made by Fidelity Charitable. Fidelity Charitable's donor recommends the grant be used for the following purpose (which does not constitute a restriction): **To be used exclusively for the 2023 TRUNK OR TREAT Halloween-holiday event..** This grant is to be used exclusively for charitable purposes, and is not made for the purpose of influencing legislation. This grant is also subject to the "Grant Terms" on the next page. If you are unable or unwilling to meet these grant conditions, you must return these funds to Fidelity Charitable.

Should you choose to send a thank-you letter, the donor has requested it be sent to the following address. You should not, however, issue a tax acknowledgement to either the recommending donor(s) or to Fidelity Charitable.

Mr. and Mrs. Paul M. Anderson, 17 Barbican Road, Pemaquid, ME 04558-4319

¹ Fidelity Charitable is an independent public charity that sponsors a donor-advised fund program. In a donor-advised fund, Donors make irrevocable charitable contributions to Fidelity Charitable, and have the privilege of recommending grants to qualified public charities.

DCC_CEBPGLHHBBBBPKH_BBBBB 20230829 5700 P OP=DCCK Page 1 of 2

DCC_CEBPGLHHBBBBPKH_BBBBB 20230829 PLEASE FOLD AND DETACH AT PERFORATION BEFORE PRESENTING CHECK FOR PAYMENT

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.



P.O. Box 770001
Cincinnati, OH 45277-0053
800-952-4438

PAYABLE AT: THE BANK OF NEW YORK MELLON
EVERETT, MA 02149
53-292/113

13627679

August 29, 2023

PAY TO THE ORDER OF TOWN OF DAMARISCOTTA

***\$1,000.00**

One Thousand & 0/100 DOLLARS

Security Features included. Details on back.

Planning Department
Damariscotta Town Office
21 School Street,
Damariscotta, ME 04543

Michael Martone
Town Planner
Phone: (207) 563-5168
Planner@DamariscottaME.com

September 13, 2023

TO: Damariscotta Select Board
CC: Historic Preservation Review Commission
Planning Board
FROM: Michael Martone, Town Planner
SUBJECT: Reappointments to the HPRC

August HPRC Meeting

The Historic Preservation Review Commission (HPRC) recently convened a meeting on Monday, August 21, 2023 after an extended hiatus. While there was no official business on the meeting agenda, the Historic Preservation Ordinance does require the HPRC to meet quarterly. Regular quarterly meetings are expected to happen going forward as the HPRC considers the other duties identified by the Ordinance including education, outreach, and surveys of cultural resources.

Reappointments to the HPRC

The terms of two Historic Preservation Review Commission members expired at the end of the 2023 fiscal year (FY ending June 30, 2023). Both members—Bruce Rockwood and Emily Davey—have requested to be reappointed to the HPRC for additional terms.

The current members of the Historic Preservation Review Commission and the expiration year of their current terms are as follows:

Bruce Rockwood	2023 (expired)
Emily Davey	2023 (expired)
Roger Panek	2024
Susan Murphy	2024
Eleanor Myles	2025

Best,

Michael Martone
Town Planner
Town of Damariscotta
Office: 207.563.5168
Cell: 201.341.4030



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

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

Division Use Only	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Payment Type:	
OK with SOS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section I: Licensee/Applicant(s) Information; Type of License and Status

Legal Business Entity Applicant Name (corporation, LLC): <u>Joe Lane Lobsterman LLC</u>	Business Name (D/B/A): <u>The Lobster Haul</u>
Individual or Sole Proprietor Applicant Name(s): <u>Isabella Nelson</u>	Physical Location: <u>115 Elm St. Damariscotta, ME 04543</u>
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: <u>PO Box 324 Damariscotta ME 04543</u>
Mailing address, if different from DBA address:	Email Address: <u>thelobsterhaul@gmail.com</u>
Telephone # Fax #: <u>207-650-2337 N/A</u>	Business Telephone # Fax #: <u>207-682-0110 N/A</u>
Federal Tax Identification Number: <u>82-0965621</u>	Maine Seller Certificate # or Sales Tax #: <u>1184443</u>
Retail Beverage Alcohol Dealers Permit:	Website address: <u>thelobsterhaul.com</u>

1. New license or renewal of existing license? New Expected Start date: _____
 Renewal Expiration Date: 9/17/23

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: 263,303.48 Beer, Wine or Spirits: 11,482.50 Guest Rooms: N/A

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) Auxiliary Mobile Cart
- Tavern (Class IV) Other: _____
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

115 Elm Street Damariscotta, ME 04543

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Isabella Margaret Nelson	05/15/88	Damariscotta, ME

Residence address on all the above for previous 5 years	
Name: Isabella Nelson	Address: East Neck Rd. Nobleboro, ME 1 Bluff Drive Newcastle, ME
Name:	Address:
Name:	Address:
Name:	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

Valerie Seibel PO Box 580 Damariscotta ME 04503

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Casual quick service seafood restaurant.
Open lunch only. Beer/wine is ordered at
counter & served there. 1

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Great Salt Bay

Distance: ~~3 miles~~ 1.4 mile

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant 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 monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 09/01/23

Isabella Nelson
Signature of Duly Authorized Person

Signature of Duly Authorized Person

Isabella Nelson
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

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 establishment to be licensed 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

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](#) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

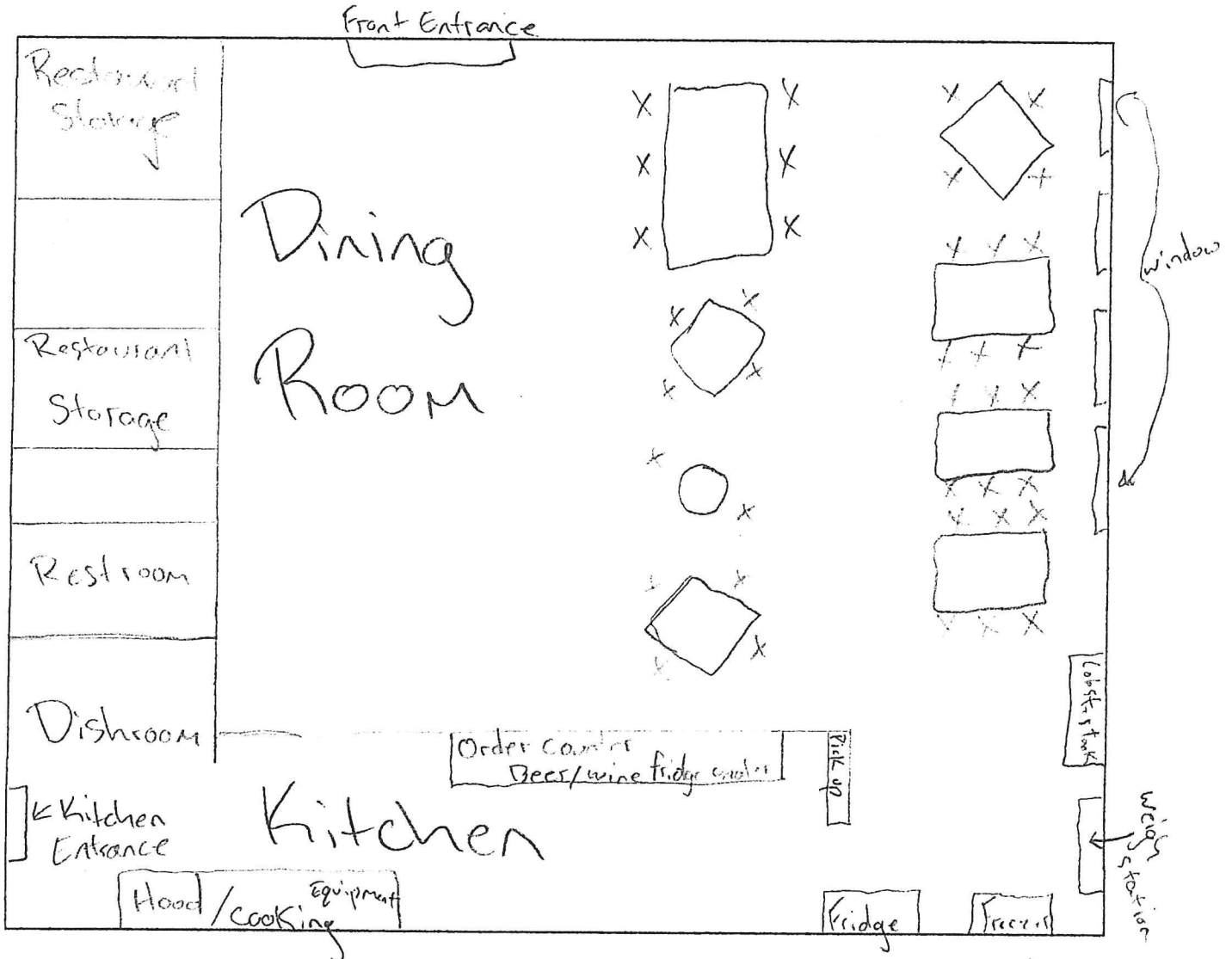
Bureau of Alcoholic Beverages and Lottery Operations
 Division of Liquor Licensing & Enforcement
 8 State House Station, Augusta, ME 04333-0008
 10 Water Street, Hallowell, ME 04347 (overnight)
 Tel: (207) 624-7220 Fax: (207) 287-3434
 Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM
 (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Joe Lane Lobsterman LLC
2. Doing Business As, if any: The Lobster Haul
3. Date of filing with Secretary of State: 03/2017 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Isabella Nelson	1 Bluff Dr. Newcastle, ME 9 East Neck Rd. Nobleboro	05/15/88	owner	100
	11 Selms St. Damariscotta			

(Ownership in non-publicly traded companies must add up to 100%.)

207-650-2337
1224



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

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: maineliqor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:
 - Bureau of Alcoholic Beverages and Lottery Operations
 - Division of Liquor Licensing and Enforcement
 - 8 State House Station
 - Augusta, ME 04333-0008
2. Courier/overnight address:
 - Bureau of Alcoholic Beverages and Lottery Operations
 - Division of Liquor Licensing and Enforcement
 - 19 Union Street, Suite 301-B
 - Augusta, ME 04330

The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau

Obtained ✓	License/Permit	State/Federal Agency to Contact	Telephone Number	Physical Location
	Seller Certificate or Sales Tax Number	Maine Revenue Services www.maine.gov/revenue	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services www.maine.gov/dhhs	(207) 287 5671	286 Water St, 3 rd floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses www.maine.gov/dmr	(207) 624-6550	<ul style="list-style-type: none"> • 32 Blossom Lane, Augusta • 194 McKown Point Rd, West Boothbay Harbor • Lamoine State Park, Lamoine • 650 State St, Bangor • 317 Whitneyville Rd, Jonesboro
	Dance or Entertainment License	Fire Marshall's Office www.maine.gov/dps/fmo	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	www.irs.gov	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions www.maine.gov/sos/cec	(207) 624-7752	111 Sewall St, 3 rd Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers	(877) 882-3277	



Town of Damariscotta

*Administrative Offices
21 School Street
Damariscotta, Maine 04543
Telephone – 207-563-5168
Fax – 207-563-6862*

*Office Hours
Mon, Tues, Thurs
7:30 am – 5:00 pm
Wed. 1pm – 5:00 pm
Fri. Closed*

September 7, 2023

Department of Public Safety
Bureau of Liquor Enforcement Licensing Division
164 State House Station
Augusta, ME 04333-0164

Re: The Lobster Haul

To Whom it May Concern;

The Damariscotta Select Board is scheduled to meet to act on the renewal application for Liquor License for The Lobster Haul, located at 115 Elm Street in Damariscotta at their September 20, 2023 meeting. The business' current license expires on or about September 17, 2023 and due to a change in policy at the municipality, all liquor license application must now go before the Select Board. It is expected that the renewal application will be approved & signed at that September 20, 2023 meeting and is conditionally authorized to proceed with continuing to serve alcohol as directed under their current license.

Please do not hesitate to contact us with any questions or concerns regarding this matter.

Sincerely;

Rebecca J. Bartolotta
Town Clerk
Town of Damariscotta

Cc: Isabella Nelson
file

Damariscotta Police Department
Chief Jason Warlick



21 School Street
Damariscotta, Maine 04543
(207)563-1909 (207) 563-3200 fax (207) 563-8986
email: jwarlick@damariscottame.com

TOGETHER WE MAKE A DIFFERENCE

September 7, 2023

Board of Selectman
Town of Damariscotta
21 School Street
Damariscotta, Maine 04543

Re: The Lobster Haul / Joe Lane Lobsterman, LLC.

To the Board of Selectman:

As requested, I had my staff research our records for any police complaints or contacts involving The Lobster Haul - Joe Lane Lobsterman, LLC located at 115 Elm St.

From September 1, 2022 to September 1, 2023 the Damariscotta Police Department has responded to:

1 Property Check
1 Animal Complaint

To our knowledge, none of these calls involved the serving of alcohol at The Lobster Haul.

Please do not hesitate to contact me if you have further concerns or questions regarding this information.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Warlick", is written over a horizontal line.

Chief Jason Warlick
Damariscotta Police Department

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 Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) “**General Assistance Ordinance Appendices**” (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**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*).

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

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 – G. Even if you are not updating your GA 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 conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. 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 and/or appendices 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. (C.M.R. 10-144, Chapter 323, Section V).

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, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

Oct 1, 2023 to Sept 30, 2024

OVERALL MAXIMUMS (A)

Persons in Household

1	2	3	4	5
\$1,004	\$1,013	\$1,282	\$1,582	\$2,069

Household of 6 = \$2,144
* Add \$75 for each additional person

FOOD MAXIMUMS (B)

Persons	Weekly	Monthly
1	\$67.67	\$291
2	\$124.42	\$535
3	\$178.14	\$766
4	\$226.28	\$973
5	\$268.60	\$1,155
6	\$322.33	\$1,386
7	\$356.28	\$1,532
8	\$407.21	\$1,751

Add \$219 per month for each + person

HEATING FUEL (E)

Month	Gallons	Month	Gallons
January	225	June – Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	December	200

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

HOUSING MAXIMUMS (C)

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$200	\$860	\$230	\$989
1	\$200	\$860	\$232	\$996
2	\$242	\$1,040	\$293	\$1,261
3	\$300	\$1,288	\$362	\$1,557
4	\$397	\$1,707	\$474	\$2,039

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)

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

MILEAGE RATE (G)
46 cents (\$0.46) per mile

FUNERAL MAXIMUMS (H)
Burial: \$1,475+; Cremation: \$1,025+

ELECTRIC (D)

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	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 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	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

2023-2024 GA Overall Maximums

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	886	1,029	1,316	1,638	2,241
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
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	846	853	1,126	1,408	1,537
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	1,367	1,593	2,045	2,611	3,201
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219

Appendix A

Effective: 10/01/23-09/30/24

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	1,154	1,217	1,509	1,961	2,207
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

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

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	742	812	951	1,281	1,464
Franklin County	781	834	1,033	1,383	1,695
Hancock County	965	996	1,198	1,521	1,655
Kennebec County	879	899	1,120	1,470	1,587
Knox County	905	913	1,120	1,490	1,592
Lincoln County	1,004	1,013	1,282	1,582	2,069
Oxford County	873	878	1,072	1,514	1,761
Piscataquis County	752	810	1,000	1,326	1,598
Somerset County	810	851	1,098	1,430	1,532
Waldo County	1,041	1,047	1,256	1,558	2,132
Washington County	811	816	1,060	1,328	1,453

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

Appendix B

Effective: 10/01/23 to 09/30/24

2023-2024 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, 2023, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

Note: For each additional person add \$219 per month.

2023-2024 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! 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 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	134	577	169	726
1	139	598	185	794
2	156	672	216	929
3	218	940	292	1,256
4	243	1,044	333	1,434
<u>Franklin County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	143	616	178	765
1	144	620	190	816
2	175	754	235	1,011
3	242	1,042	316	1,358
4	296	1,275	387	1,665
<u>Hancock County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	191	821	221	950
1	191	821	228	979
2	222	956	274	1,177
3	285	1,227	348	1,496
4	301	1,293	378	1,625
<u>Kennebec County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	171	735	201	864
1	171	735	205	882
2	204	878	256	1,099
3	274	1,176	336	1,445
4	285	1,225	362	1,557

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
<u>Portland HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
<u>Sagadahoc Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339
3	364	1,563	426	1,832
4	432	1,857	509	2,189
<u>York Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
<u>York/Kittery/S. Berwick HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2023 to September 30, 2024.**

APPENDIX A - OVERALL MAXIMUMS

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

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

NOTE: For each additional person add \$219 per month.

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 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	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

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

FOR MUNICIPAL USE ONLY

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

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

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

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

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

2023-2024 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 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: 10/01/23-9/30/24

- 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.

2023-2024 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2023- 9/30/2024

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.88	595.50

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	153.00	612.00

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	183.56	734.25

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	661.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	672.00

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.75	747.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.44	645.75

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.50	594.00

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.38	599.25

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	193.13	772.50

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	149.81	599.25

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	189.75	759.00

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	228.38	913.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	170.25	681.00

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.75	627.00

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	295.50	1182.00

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	206.44	825.75

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	225.00	900.00

<u>York/Kittery/S Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	258.00	1032.00

AMENDMENT NO. 4
TO
AGREEMENT BETWEEN
TOWN OF DAMARISCOTTA
AND
WRIGHT-PIERCE
FOR
DOWNTOWN FLOOD PROTECTION IMPROVEMENTS

AMENDMENT NO. 4
TO
AGREEMENT BETWEEN
TOWN OF DAMARISCOTTA
AND
WRIGHT-PIERCE
FOR
DOWNTOWN FLOOD PROTECTION IMPROVEMENTS

This AMENDMENT made the _____ day of _____, 20____, by and between Town of Damariscotta, (hereinafter called CLIENT), and WRIGHT-PIERCE (hereinafter called ENGINEER).

WHEREAS, an Agreement was entered on September 16, 2020 between the CLIENT and ENGINEER, which Agreement is entitled Downtown Flood Protection Improvements (hereinafter referred to as AGREEMENT).

WHEREAS, the delay and change in the scope of the project as dictated by the funding agency, will cause time delays in the project design schedule will result in reworking of the final design plans, permitting and additional project management costs. Supporting the effort to work with the funding agency for a revised project scope has also taken effort beyond the initial contract scope. In addition the wage rates have increased and the remaining scope items for bidding and construction administration will increase to reflect the new rates.

NOW, THEREFORE, in consideration of said AGREEMENT and other good and valuable considerations, it is hereby agreed and acknowledged by and between CLIENT and ENGINEER to amend the AGREEMENT as follows:

- I. The AGREEMENT shall be amended to include this AMENDMENT, a copy of which shall be attached thereto and made a part thereof.

- II. The scope shall include the following tasks described below:
 19. Plan, specification and permitting revisions for final plans
 - a. Revise plans for final design to remove the permanent flood wall, shoreline improvements and pedestrian improvements and align with EDA funding amendment. Review stormwater design for function without flood wall and flood conditions.
 - b. Revise specifications for final design to remove provisions for the flood wall, shoreline improvements and pedestrian improvements to align with EDA funding amendment.

- c. Revise and prepare a DEP Permit-By-Rule application for stormdrain system outfalls.

20. Additional Project Management

- a. Provide project management support through the final design and bidding stage of the project. This effort is based on a duration of 12 months.

III. Schedule:

Work on the changes will proceed upon receipt of this signed amendment and a schedule has been attached as Exhibit A.

IV. Fee:

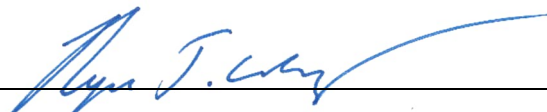
The fee for the additional scope items (19 and 20) is \$47,935.00 and the adjustment for the rate increase for the bidding and construction administration tasks is \$9,936.00 for a total agreement increase of \$57,871.00 from \$420,283.00 to \$478,244.00 for the services described herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this AMENDMENT to said AGREEMENT as of the day and year first above written.

CLIENT:

ENGINEER:

By: _____
Title: _____
Date: _____



By: Ryan T. Wingard, PE
Title: Vice President
Date: September 8, 2023

Exhibit A

Damariscotta Flood Control Project

Revised Phase 2 Design, Permitting, Bidding and Construction

Key Deliverable Schedule

Assuming Authorization to Proceed granted by September 15, 2023

<u>Milestone/Task</u>	<u>Duration</u>	<u>Anticipated Delivery Date</u>
Revise Project Plans:	4 Weeks	October 13, 2023
Prepare DEP Application	2 Weeks	October 13, 2023
Permitting Submission		October 18, 2023*
Revise Project Specifications:	3 Weeks	October 27, 2023
Final Plan and Specification Submission To EDA		November 1, 2023
Construction Document Package	Contingent on EDA review and incorporation of review comments. Anticipate EDA review to take up to four weeks Anticipated Approval: December 1, 2023	
Bidding:	Upon EDA approval of Bid Documents, Bidding would take 5 -6 weeks. December 8, 2023 to January 19, 2024	
Execute Construction Contract	Typically 45 - 60 days after bids received. March 19, 2024	
Construction Duration	We estimate a construction duration of approximately 8 months	

--- DRAFT ---

Resolution for Bicycle Safety and Accessibility

The Public Safety and Accessibility Collaborative (PSAC) requests that the Damariscotta Selectboard consider the biking population—along with improvements for pedestrians—when decisions are made whereby safety and access may be improved in all areas of Damariscotta as well as the general ease and enjoyment of biking.

TOWN OF DAMARISCOTTA RESOLUTION

WHEREAS, the Damariscotta/Newcastle Sidewalk and Bicycle Plan of 2008 stated that the Selectboard, Town Manager and Planning Board be **committed to improving the quality and maintenance of pedestrian and bicycle facilities** in Damariscotta and to especially ensuring that biking accessibility and facilities are considered when new developments, changes and improvements are proposed in the community, and to consistently respect the need for improved access to biking, and

WHEREAS, the 2010 Damariscotta Heart & Soul final report, following an extensive survey and many community meetings, crafted a values-based vision for the Town in which one of the community's six core values is an **accessible community** where we have easy access to goods and services, to local government and information, and

WHEREAS, the comprehensive plan of 2014 includes a request to **build pedestrian and bicycle pathways** into an interconnected, local transportation system and further, to implement the 2008 Master Pedestrian and Bicycle Plan, the Heart & Soul Plan and 2014 Midcoast Rt 1 Corridor Management Plans concerning sidewalks, pathways and bicycle facilities, and

WHEREAS, the Newcastle-Damariscotta Bicycle-Pedestrian Plan of 2015 urged strategies to **ensure safe routes between neighborhoods and along routes with significant bicycle and pedestrian usage** as well as urging the Selectboard, Planning Board, citizens and the business community to continuously identify areas of critical need because improved pedestrian and bicycle facilities are important for Newcastle and Damariscotta's future, and

WHEREAS, the MDOT Complete Streets Policy of June 2019 (although not adopted by Damariscotta) is intended to ensure safe and efficient access to Maine's street and highway system — including pedestrians and bicyclists, and the needs of **all users of all abilities**, using all transportation modes, and MDOT Shoulder enhancements on State Highway Corridor Priority (HCP) Level 3 and 4 roads are a particular focus of the MDOT Long-Range Transportation Plan, specifically the Active Transportation Plan.

WHEREAS, the PSAC Bike Rider Survey of 2021—a grassroots effort to identify the current priorities for cyclists—once again established the need to foster greater attention on cyclists and recommended a short list of priorities to **improve bicycle safety and accessibility** in Damariscotta and the surrounding area,

--- DRAFT ---

Resolution for Bicycle Safety and Accessibility

NOW, THEREFORE BE IT RESOLVED THAT WE THE SELECTBOARD OF THE TOWN OF DAMARISCOTTA WILL CONSIDER THE FOLLOWING SAFE CYCLING PRIORITIES, ALONG WITH IMPROVEMENTS FOR PEDESTRIANS, WHEN PLANNING FOR AND/OR MODIFYING EXISTING ROADWAYS, TRANSPORTATION AND RECREATION INFRASTRUCTURE, INCLUDING, BUT NOT LIMITED TO, PRIORITIES IDENTIFIED IN THE PSAC SURVEY:

1. Incorporate engineering and funding to install paved shoulders on the following priority roadways in order to make cycling safer and more enjoyable: Bristol Road (HCP Level 3), Business Route 1 north of McDonald's (mostly HCP Level 2), and Biscay Road (HCP Level 4) to Egypt Road, School Street to High Street/Piper Mill Road.
2. Set aside funds in a Capital Improvement Fund to construct shoulder improvements when MDOT is repaving or reconstructing to improve our roadways.
3. Support community/PSAC efforts in establishing and implementing a Bike Rack Initiative—an effort to consistently install the same model of bike racks at strategic locations in Damariscotta—via funding considerations, use of town property, and installation support.
4. Develop plans and supporting actions to construct a family/all ages route, or routes, for cycling through and around town. Examples of formalized, safe and enjoyable on-road and off-road cycling to consider include: enhancement to roadways, bike pathways, multi-use paths and trails, and emerging off-road development.
5. Use a specific checklist to ensure that bicycle safety and accessibility is being considered in roadway, transportation, and recreation planning. See attached example.

Bike Rack Recommendations from PSAC

August 2023

Increasing the number of bike racks/improving bicycle parking in Damariscotta is a priority of the PSAC - Public Safety and Accessibility Collaborative.

Why the focus on bicycles?

- Cost-effective way to grow business traffic.
- Low-cost transportation option.
- Keeps our air and environment clean and green.
- Improved health and wellness for community members who cycle.

We have worked diligently to come up with **recommendations** for safe and effective “bike parking” options. A guiding document has been the ***Bicycle Parking Plan*** found in the Heart and Soul Report Addendum. See link below.

PSAC has envisioned a **Bike Rack Initiative** where area towns, businesses and organizations adopt a similar style, or at least COLOR, bike rack.

We recommend Powdercoat Blue.

Below are some visuals of preferred bike racks. High-end bike racks have opportunity to customize with your business logo.



Resources:

The Park Catalog

<https://www.theparkcatalog.com//bike-racks>

Dero

<https://www.dero.com/product-category/commercial-bike-racks/>

Heart and Soul Report Appendix - see page X.49 for **Bicycle Parking Plan**

<https://www.damariscottame.com/sites/g/files/vyhlif4311f/uploads/appendix.pdf>

Town of Damariscotta

Bicycle/Pedestrian Safety and Accessibility Checklist

This checklist is intended to assist the Town in achieving the vision for the Bicycle Safety and Accessibility Resolution. The checklist is modeled after a Complete Streets Policy Checklist and though not all sections are in alignment with the Resolution, they are items that are worth noting should the town aspire to adopt a Complete Street Policy in the future.

This checklist should be referred to when planning for and/or modifying existing roadways, transportation, and recreation infrastructure. The checklist will help identify any of the deficiencies and opportunities that may be possible at the onset of a project.

Project Name: _____ **Date:** _____

Project Location / Limits: _____

Project Description: _____

Instructions: For each box checked, please provide a brief description for how the item is addressed, not addressed, or not applicable and include supporting documentation.

Street Classification (identify street or streets within the project area)

Principal arterial Minor arterial Mixed use collector Mixed use local
 Residential collector Residential local Special use street

EXISTING CONDITIONS				
Item to Be Addressed/ Checklist Consideration	YES	NO	N/A	Required Description
Existing Bicycle & Pedestrian Operations				
Do bicycle and pedestrian accommodations exist? (see page 2 for examples)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Transit Operations				
Do transit facilities exist within the study area, including bus and train stops/stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project area on a transit route?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there bicycle racks, shelters, or parking for transit riders available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing Access and Mobility				
Do connective opportunities exist with schools, hospitals, senior care, community centers, or persons with disabilities within project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there gaps inhibiting continuous access between schools, hospitals, senior care, or community centers or persons with disabilities within project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Area Context				
Are there prominent landmarks, recreation, shopping, employment center, cultural centers or other key destinations that offer opportunities to connect this site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Please list and/or describe planning or policy documents addressing bicyclist, pedestrian, transit, or truck/ freight use for the project area. Examples can include: ...				
<hr style="border: 0.5px solid blue;"/> <hr style="border: 0.5px solid blue;"/>				

PROPOSED DESIGN

Item to Be Addressed/ Checklist Consideration	YES	NO	N/A	Required Description
Complete Streets Design				
Bicyclist accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedestrian accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access and Mobility accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transit accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Truck/ freight accommodations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Streetscape elements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Bike Facilities:	
Off-roadway bike accommodations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Dedicated bike lane	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Shared-use lane	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Shoulder	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Acceptable actuated traffic signal bike detection, including turn lanes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Do signals allow adequate minimum green time for bicyclist to safely cross intersection?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Signage and pavement markings specific to proposed bike facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle safe inlet grates	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bicycle parking, eg. bike racks, bike lockers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Transit Facilities:	
Transit shelters	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Bus turnouts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Standing pads	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has CDTA been contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Access and Mobility Facilities:	
Adequate sidewalk or paved path	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Acceptable consideration/provision for accessible pedestrian traffic signal features	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Curb ramps, including detectable warning surface	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Acceptable slope and cross-slope for driveway ramps, sidewalks, crossings)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Have conflicts been reduced among pedestrian, bicyclists, and motor vehicles (access management)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Pedestrian Facilities:	
Sidewalks on both sides of the street	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Striped crosswalks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Geometric modifications to reduce crossing distances such as curb extensions (e.g. bulb-outs)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Acceptable provision for pedestrian traffic signal features (e.g. ped. buttons)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian signage for crossing & wayfinding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Safety islands/medians on roadways with two or more traffic lanes in each direction	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Enhanced supplemental pedestrian treatments at uncontrolled marked crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Connectivity:	
Are there proposed connections to other bike paths, pedestrian facilities, or transit facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there proposed connections to any key destinations listed on page 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are there proposed connections to neighborhoods?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Streetscape Elements:	
Are streetscape elements proposed such as landscaping, street trees, planters, buffer strips, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Pedestrian-level lighting	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Public seating or benches	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

Design Standards and Guidelines

Design meets guidelines such as described below for bicycle/pedestrian/bus/transit facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	Describe
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*American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities and AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities*; [Public Right-of-Way Accessibility Guide \(PROWAG\)](#); [Manual on Uniform Traffic Control Devices \(MUTCD\)](#); [Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#); National Association of City Transportation Officials (NACTO) - [Urban Bikeway Design Guide](#).