

**- PUBLIC MEETING -
Hope Select Board
Meeting at 5:30 p.m.
November 14, 2023
Hope Town Office**

-AGENDA-

- 1. Call to Order:**
- 2. Agenda Adjustments/Approval:**
- 3. Executive Session:**
 - a) Pursuant to 1 M.R.S. §405 (6)(E) – Meeting w/ Town Attorney for Consent Agreement regarding land use violations:
 - b) Resulting action of the executive session:
- 4. Public Hearing:**
 - a) 2023 General Assistance Maximums:
 - b) Close Public Hearing:
- 5. Public Comment** (*Please limit comments to 2-3 minutes*):
- 6. Minutes:**
 - a) October 10, 2023:
 - b) October 24, 2023:
- 7. Warrants:**
- 8. New Business:**
 - a) Adopt 2023 General Assistance Maximums:
 - b) Town Investments w/ First Wealth Management:
 - c) 1st Qtr. Financial Report:
 - d) Fire Dept. Equipment Reserve:
 - e) Town Server Hard Drive Replacement:
 - f) Animal Control Agreement vs. Job Description:
 - g) Accept Donation to Cemetery Restoration:
- 9. Old Business:**
- 10. Other Business:**
- 11. Town Administrator's Report:**
- 12. Executive Session:**
 - a) Pursuant to 1 M.R.S. §405 (6)(A)(1) – Personnel Matter:
 - b) Resulting action of executive session:
- 13. Adjournment:**

1 M.R.S. §405 (6)(E)

See yellow highlighted sections below

Title 1: GENERAL PROVISIONS

Chapter 13: PUBLIC RECORDS AND PROCEEDINGS

Subchapter 1: FREEDOM OF ACCESS

§405. Executive sessions

Those bodies or agencies falling within this subchapter may hold executive sessions subject to the following conditions. [PL 1975, c. 758 (NEW).]

1. Not to defeat purposes of subchapter. An executive session may not be used to defeat the purposes of this subchapter as stated in section 401 ([./1/title1sec401.html](#)).

[PL 2009, c. 240, §2 (AMD).]

2. Final approval of certain items prohibited. An ordinance, order, rule, resolution, regulation, contract, appointment or other official action may not be finally approved at an executive session.

[PL 2009, c. 240, §2 (AMD).]

3. Procedure for calling of executive session. An executive session may be called only by a public, recorded vote of 3/5 of the members, present and voting, of such bodies or agencies.

[PL 2009, c. 240, §2 (AMD).]

4. Motion contents. A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. Failure to state all authorities justifying the executive session does not constitute a violation of this subchapter if one or more of the authorities are accurately cited in the motion. An inaccurate citation of authority for an executive session does not violate this subchapter if valid authority that permits the executive session exists and the failure to cite the valid authority was inadvertent.

[PL 2003, c. 709, §1 (AMD).]

5. Matters not contained in motion prohibited. Matters other than those identified in the motion to go into executive session may not be considered in that particular executive session.

[PL 2009, c. 240, §2 (AMD).]

6. Permitted deliberation. Deliberations on only the following matters may be conducted during an executive session:

A. Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal; [PL 2009, c. 240, §2 (AMD) .]

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire; [PL 2009, c. 240, §2 (AMD) .]

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; [PL 1987, c. 477, §3 (AMD) .]

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions; [PL 1999, c. 144, §1 (RPR) .]

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage; [PL 2009, c. 240, §2 (AMD) .]

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute; [PL 1999, c. 180, §1 (AMD) .]

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and [PL 1999, c. 180, §2 (AMD) .]

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph C ([./30-A/title30-Asec4452.html](http://30-A/title30-Asec4452.html)) in the

**Notice of Public Meeting
Change to General Assistance Ordinance & Appendices
Hope Select Board
November 14, 2023
Hope Town Office**


2023-2024 General Assistance Ordinance Adoption

November 7, 2023

To the Inhabitants of the Town of Hope:

22 M.R.S. §4305 requires that each Maine municipality must enact an ordinance for administering a general assistance program and, each October amend the maximum levels of assistance allowed.

On November 14, 2023, The Hope Select Board will be reviewing the changes to the General Assistance Ordinance as well as the 2023-2024 ordinance appendices and make a determination on adopting the 2023 General Assistance Ordinance and the maximum levels of assistance allowed.



Pamela Jordan, Town Clerk

11/7/23
Date

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	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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, <i>once adopted</i>, should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

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

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

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

MINUTES OF SELECT BOARD MEETING

Hope Select Board
Tuesday, October 10, 2023

6:30 p.m.
Hope Town Office

Board Members Present:

- Sarah Ann Smith, Charlie Weidman, Mike Brown, Michael Schultz, and Wayne Luce

Others Present:

- Chelsea Summers and Vern Zeigler (by phone)

Call to Order:

- The meeting was called to order at 6:32 p.m. by Sarah.

Agenda Adjustments/Approval:

- Charlie made a motion to approve the agenda as written. It was seconded by Wayne.
Motion passed 5-0

Public Comment:

- None

Board of Assessors:

- Suspend as Select Board/Convene as Assessors: Charlie made a motion to suspend as the Select Board and to convene as the Board of Assessors at 6:38 p.m. It was seconded by Mike.
Motion passed 5-0
- Abatement Request for Jeffrey Connon, RE Acct 35 on Loon Lane \$706.23: Vern explained that TRIO had again created a tax bill for property that had been deleted in the system. Mr. Connon's assessment and tax bill were sent in error. Charlie made a motion to grant Mr. Connon an abatement in the amount of \$706.23 for account #35. It was seconded by Wayne.
Motion passed 5-0
- Abatement Hearing for Lynn Thomas, 10 Bryan Lane \$311.52: Vern noted that Ms. Thomas has not provided any information regarding her abatement application. However, the Code Enforcement Officer and Town Administrator went to the property and took several photos of the structure. Vern offered to reduce the assessed value of the property based on the photos. The Board of Assessors wanted to ask Ms. Thomas specific questions regarding her property and wanted her to provide the items necessary as evidence of the claims on her application. Charlie made a motion to deny the abatement at this time because there was not enough information to make a decision and to send a letter via first class and certified to Ms. Thomas granting an extension of one day to October 27, 2023. The letter will request she contact Vern via phone or email and to attend the October 24, 2023 meeting to discuss her application. It was seconded by Michael.
Motion passed 5-0

- Suspend as Assessors/Reconvene as Select Board: Charlie made a motion to suspend as the Board of Assessors and reconvene as the Select Board at 7:05 p.m. It was seconded by Wayne.

Motion passed 5-0

Minutes:

- September 26, 2023: Charlie made a motion to approve the September 26th minutes. It was seconded by Michael.

Motion passed 5-0

Warrants 24, 25, 26:

- Charlie made a motion to approve warrants 24, and 26. It was seconded by Mike.
- Charlie made a motion to approve warrant 25. It was seconded by Wayne.

Motion passed 5-0

Motion passed 4-1 (Michael)

New Business:

- None

Old Business:

- None

Other Business:

- None

Town Administrator's Report:

- There have continued to be emails and phone calls and social media contact regarding the animal control complaint that has its origins in the town of Union. The complainant has been emailing and calling the town office with regular updates of all of the movements or non-movements of our ACO. Heidi has since blocked him from her social media as a way to slow down some of the issue. As of yesterday, twenty-two of the cats have been trapped and taken to local shelters. Unfortunately, between P.A.W.S. and Pope Memorial, she must wait for at least a week and maybe more before trapping anymore because the shelters are overwhelmed. They are feral cats but they are still being fed, and they are still located in the Town of Union.
- I did reach out to all of the other towns that the Animal Control Officer works with. So far, I've heard back from two of them. The response from both of those towns was positive in nature. I have asked all of the towns to send me a copy of their most recent agreement and/or job description for the animal control services they are receiving. To date, I haven't received any yet. In addition, Heidi told me that she has received a letter from the State telling her that the investigation has concluded, and they have found that she has properly performed her duties. I've asked for a copy of that letter, so has Union, but neither Town has received it yet.
- I contacted Lincolnville and Appleton to see how their FY 24 first quarter is going. Lincolnville still does not have a completed FY 22 audit. He was quite frustrated and it doesn't sound as if much is changing. We discussed the possibility of having another joint

meeting with the three Select Boards to discuss whatever legal measures we have in order to make sure the Towns can have proper financial oversight of what's happening with our school departments. I have again, for a third time, asked to have a first quarter financial meeting, Jude is willing to meet, but works during the day and said she can only meet after 4:00. The Superintendent thinks having a meeting after 4:00 would be fine except that none of her staff would be able to attend and she has publicly stated that she doesn't have any kind of knowledge regarding the finances. I have offered that the Hope's Bookkeeper, and I would go to the Central Office during business hours, in order to have a meeting with the actual finance team, and to review the revenue, expense, and all activity reports, as well as to develop some kind of main stream strategy to make sure we don't find ourselves in the same position as in prior years. Nothing has been scheduled yet.

- I have been working on getting the documentation together for all of the required FEMA reporting for both the May-Day storm and hurricane Lee. Although we have very good records, the way FEMA wants the items reported, it has turned into a much more time-consuming process than anticipated. It was also my hope that because we had completed 100% of the work, that we would be able to move through the process sooner. It does not appear that that will be the case as they have set dates for each step of the process and we cannot move on until those deadlines have passed.
- The Town Office front door is also having a locking mechanism issue. There is a part on order that we are hopeful will be here this week. As of right now, we are able to secure the building just fine, however, if the door were to fail, we have already established a Plan B with the lock company who will make an emergency call to implement that. In the meantime, it does not look very good, but it is functional for now.
- The damage that was done to the kitchen earlier this year, because of the deep freeze, has finally started. The contractors actually worked over the weekend to get the remainder of the flooring in. There are only a few more things to do before that job is complete and we will be able to close out that insurance claim. I did discuss the heat tape and he said he would get that put in place so that we are not caught off guard by an early cold snap.
- We have been attempting to get the roof at the sand and salt shed repaired, we've called the manufacturer of the roof, and it turns out they no longer make those panels. These are the type of panels that go from the ground all the way to the center beam and two panels make up the building. In the meantime, we are trying to locate someone who can fabricate a patch to go over the large holes in order to try to keep things dryer in there than they have been in years past. This is another case of things taking much longer than anticipated.
- I had planned on having an executive session this evening with the Town Attorney to discuss the Consent Agreement for the violation on Highfield Rd. Upon closer examination of the plans and just making sure that everything would pass a straight face test, we noticed that on one of the plans submitted by Gartley and Dorsky, that it only required a sustainability of the vegetation for two years. The DEP under chapter 1000 requires that a minimum of 80% of vegetation is sustained and survives for at least five years. Therefore, we requested Gartley and Dorsey amend the plans to reflect this. The amended plans aren't ready yet and Doug Kelly and his attorney, Cam Ferrante, have to be notified of the change before we can move forward with the Consent Agreement. It appears that this could happen in two weeks or may

be pushed off until November depending on how quickly we can get those plans and the other party signs off on it.

- There is an MMA training offered for newly elected officials, I've sent out the brochure to you. I've also included it in the packet. If you would like to attend, it will be held via zoom on November 28. You just need to let me know so that I can sign you up. It has to be signed through the E business account so unfortunately each individual cannot sign themselves up.
- I will be on vacation beginning tomorrow for up to 3 weeks. Chelsea will be handling things in my absence.
- There were 4 new building permits and 0 plumbing permits since the 9/26/23 Select Board meeting:
 - Jonathan Eno 31 Winning Way Addition
 - Scott Young 30 Church St. Addition
 - William Griffith 394 Barnestown Rd. Accessory Structure
 - Lance Wolin 8 Bryan Lane Veg. Clearing in SZ
- There are 4 RE accounts for 2022, totaling \$19,339.37. Unpaid 2022 real estate taxes will automatically foreclose on February 27, 2024, if the accounts are not paid in full.
- There are 19 RE accounts for 2023, totaling \$41,237.10. Unpaid 2023 real estate taxes will automatically foreclose on February 11, 2025, if the accounts are not paid in full.
- There are 997 RE accounts for 2024, totaling \$1,775,636.65. The first half of the 2024 taxes were due on Tuesday, October 3rd. The second half is due on April 30, 2024.

Adjournment:

- Charlie made a motion to adjourn at 8:06 p.m. It was seconded Mike.
Motion passed 5-0

MINUTES OF SELECT BOARD MEETING

Hope Select Board
Tuesday, October 24, 2023

6:30 p.m.
Hope Town Office

Board Members Present:

- Sarah Ann Smith, Mike Brown, Michael Schultz, and Wayne Luce

Others Present:

- Chelsea Summers and Vern Zeigler (by phone)

Call to Order:

- The meeting was called to order at 6:34 p.m. by Sarah.

Agenda Adjustments/Approval:

- Mike made a motion to approve the agenda as written. It was seconded by Wayne.
Motion passed 4-0

Public Comment:

- None

Board of Assessors:

- Suspend as Select Board/Convene as Assessors: Mike made a motion to suspend as the Select Board and to convene as the Board of Assessors at 6:36 p.m. It was seconded by Wayne.
Motion passed 4-0
- Abatement Application Extension for Lynn Thomas update: As of the time of the meeting, Assessors' Agent Vern Zeigler explained via phone that the Town had not received a signed extension form back from the applicant and that the extension had expired at the time of the meeting. There was a brief discussion regarding further options, including the appeals process and the Board taking its own initiative to contact the applicant. No further action was taken.
- Suspend as Assessors/Reconvene as Select Board: Wayne made a motion to suspend as the Board of Assessors and reconvene as the Select Board at 6:40 p.m. It was seconded by Mike.
Motion passed 4-0

Warrants 27, 28, 29, 30, 31, & 32:

- Mike made a motion to approve warrants 27, 28, 29, 30, 31, and 32. It was seconded by Wayne.
Motion passed 4-0

New Business:

- Appointment of Election Clerks: A list of nominations for Election Clerks was presented to the Board. Michael had a procedural inquiry about the list and Chelsea explained that all

individuals listed were trained and experienced in their duties and were to be compensated. Mike then made a motion to appoint the list of Election Clerks as received and it was seconded by Michael.

Motion passed 4-0

- Review of HES Quarter 1 Financials: The Board looked over the HES Q1 General Fund Activity report given by the SU#69 Central Office. As an addition, Chelsea read aloud the Budget and Finance portion of the Superintendent's Report for October 2023. A brief discussion was held about the improved collaboration and communication between the Town Office and SU#69 Central Office staff as well as the upcoming meeting between the two offices on November 8th.

Old Business:

- Hope's Edge Farm Conservation Update: The Board was presented with a letter from the Director of Land for Maine's Future Program stating that Hope's Edge Farm was selected as a finalist for funding under the State's Working Farmland and Access Protection Program. Sarah asked about writing an additional letter of support for the program's upcoming decision meeting in her capacity as a Hope citizen.

Other Business:

- None

Deputy Town Administrator's Report:

- The Office received a communication addressed to the Board of Selectmen of the Town of Union describing the findings and conclusions of the complaints against the Animal Control Officer. Michael S. has collaborated with the Deputy Clerk to draft an updated contract. Other towns use a structure that includes compensation through payroll, a job description with expectations, and an annual performance review. Currently, Hope stands alone in contracting with the ACO. The subject of how Hope plans to structure the position of the ACO going forward will be an item for the Board to review at the November 14th meeting.
- The Office staff is looking forward to a meeting with SU#69 Central Office on November 8th. The purpose of this meeting is to ask and answer questions related to operational efficiencies, reiterate the expectations regarding the receipt of reports necessary to conduct Town business, and to obtain a mutual commitment of unity and transparency surrounding shared goals going forward. The outcomes of this meeting will be described in the November 14th Administrator's Report. At this time, Lincolnville Town Administrator, David Kinney, and Appleton Select Board Chair, Lori Costigan, have not responded formally to any request for a joint meeting.
- The FEMA related invoices for the May Day storm have been compiled and the damage inventory documents will be signed today, October 24th, with a follow up meeting scheduled after Samantha returns from vacation.
- The Town Office front door lock and handle has been replaced after failing earlier this month.
- The kitchen repair is underway with the new tile installed and grouted this past weekend. The ceiling still needs attention. The office reached out to the contractor last Friday (10/24)

and left a message asking for an updated timeline. Once the work is completed, the insurance claim will be closed.

- There will be an executive session planned for November 14th Select Board meeting with the Town Attorney regarding the Highfield Road Consent Agreement.
- In September, Bill Pearse Jr. addressed the Board regarding LD 2003, and the potential impacts this legislation could have on the Town. Because of the serious nature of these changes, the Board agreed to fund 4 hours of meeting time between the Town Attorney and the Planning Board. Currently, there are 7.5 months to prepare any ordinance changes that will be put before Hope voters. These matters as well as the preliminary creation of a timeline of activities will be addressed at the December 5th Planning Board meeting.
- The MMA training for newly elected officials will be held via Zoom on Tuesday, November 28th from 4:00-7:30pm. Board members Michael S, Charlie, and Wayne have all been signed up for this training. Consequently, the regularly scheduled Select Board meeting time will need to be adjusted for the sake of a quorum.
- There is a Mid Coast Solid Waste Board of Directors meeting on Wednesday, October 25th at 6:30 in the French Conference room at Camden Town Hall (Sarah and Mike B.).
- There is an EMS Performance Committee meeting on Thursday, October 26th at 6:00pm at the Lincolnville Town Office (Charlie and Wayne).
- Wendy will be returning to the Town Office in her capacity as custodian the weekend of October 28th, barring any complications.
- The Town was “let go” by its current trash removal service due to truck driver availability. A message was left with Wayne Heal’s Trash Removal company and Mr. Heal will reach out after his return from vacation.
- There were 2 new building permits and 0 plumbing permits since the 10/10/23 Select Board meeting:
 - Anna Queen 44 Soaring Eagle Dr SFW
 - Connie Magivney 298 Camden Rd Mobile Home
- There are 4 RE accounts for 2022, totaling \$19,339.37. Unpaid 2022 real estate taxes will automatically foreclose on February 27, 2024, if the accounts are not paid in full.
- There are 18 RE accounts for 2023, totaling \$40,202.44. Unpaid 2023 real estate taxes will automatically foreclose on February 11, 2025, if the accounts are not paid in full.
- There are 995 RE accounts for 2024, totaling \$1,688,686.30. The first half of the 2024 taxes were due on Tuesday, October 3rd. The second half is due on April 30, 2024.

Adjournment:

- Mike made a motion to adjourn at 7:25 p.m. It was seconded Michael.

Motion passed 4-0

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.

Oct 1, 2023 to Sept 30, 2024

OVERALL MAXIMUMS

Persons in Household

1	2	3	4	5
\$905	\$913	\$1,120	\$1,490	\$1,592

Household of 6 = \$1,667

* Add \$75 for each additional person

HOUSING MAXIMUMS

BEDROOM	UNHEATED		HEATED	
	Weekly	Monthly	Weekly	Monthly
0	\$177	\$761	\$207	\$890
1	\$1177	\$761	\$208	\$896
2	\$204	\$878	\$256	\$1,099
3	\$278	\$1,196	\$341	\$1,465
4	\$286	\$1,230	\$363	\$1,562

FOOD MAXIMUMS

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

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

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

PERSONAL CARE & HOUSEHOLD SUPPLIES

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

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

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

BURIALS

Burial Maximum: \$1,475
Cremation Maximum: \$1,025 + Urn \$55

ELECTRIC

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

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

Number in Household	Weekly	Monthly
1	\$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

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

MUNICIPALITY OF HOPE
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of HOPE, 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, 2023 through September 30, 2024. 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 14th day of November, 2023, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

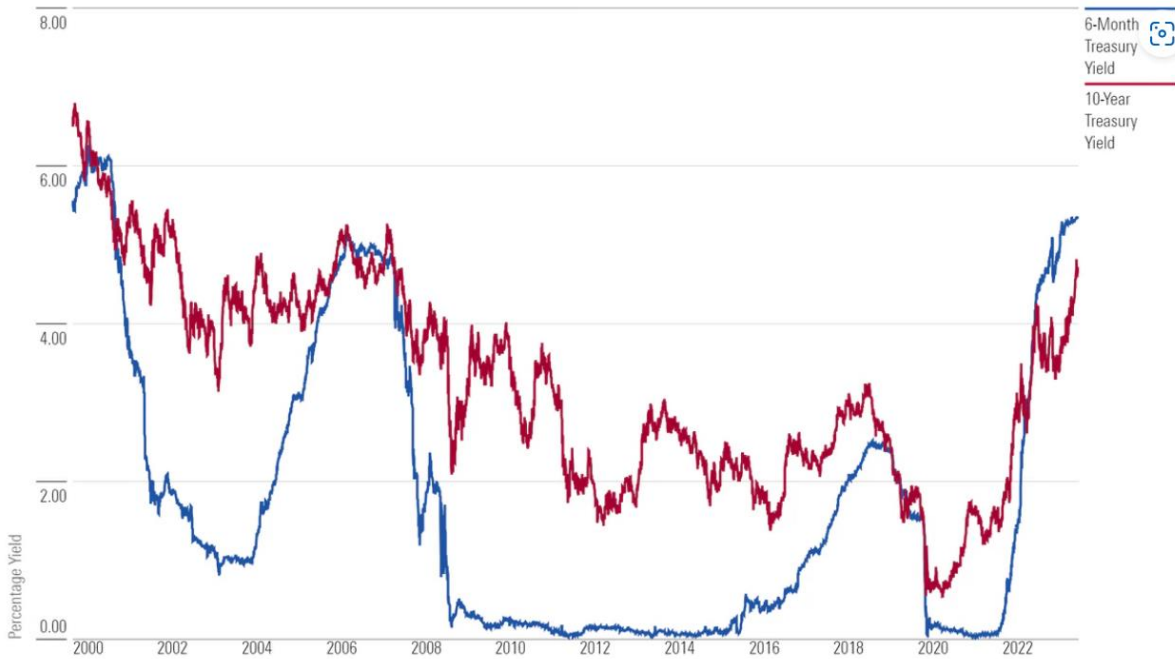
[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

To our First National Wealth Management Clients:

As I write this letter to all our clients and friends, I do so with a heavy heart after the tragedy in Lewiston last week. I hope that those affected heal from this senseless act and receive some comfort from the outpouring of love and support.

Now, for our news, equity and bond markets had a volatile third quarter, as bond yields continued to move higher due to the Fed's efforts to control inflationary pressures. However, most major equity indexes remain in the green year-to-date, and higher yields in cash and bonds has a silver lining we wanted to share with all of you.

Short- and Long-Term Yields



Source: Federal Reserve Bank of St. Louis Economic Database. Data as of Oct. 17, 2023.

As noted in the graph above, both short and long-term yields have moved higher over the last 18 months, which has caused bond prices to move lower. However, the short-term pain in bond markets has long-term benefits for our fixed income investors. The reward (higher yields) for owning long-term bonds has greatly increased, and our Investment Committee will be adjusting our fixed income holdings to lock in the higher rates we are seeing. The result will be higher annual income for our bond investors.

As always, please contact us if you would like to discuss your account or have general questions or concerns. Thanks again for your business and confidence in First National Wealth Management!

Sincerely,



Matthew Weaver, CTFA | Senior Vice President & Chief Investment Officer
First National Wealth Management, A Division of the First Bancorp
866.563.1900 | P.O. Box 940 | Damariscotta, Maine 04543



Forefield Default

A division of The First Bancorp
Matthew J. Weaver, CTFA
Chief Investment Officer
Damariscotta, ME 04543
P: 866.563.1900 x5042
F: 207.563.1910
matthew.weaver@thefirst.com
www.firstadvisorsonline.com



First National
WEALTH MANAGEMENT

Quarterly Market Review: July-September 2023



The Markets (third quarter through September 29, 2023)

The positive momentum of the first two quarters of the year did not carry over to the third quarter. Inflation continued to prove stubborn throughout the third quarter, moderating somewhat, but not enough to curb the Federal Reserve's hawkish monetary policy. Crude oil and gasoline prices soared during the summer. Job gains, while steady, declined throughout the third quarter. The housing sector slowed on rising mortgage rates and dwindling inventory. The third quarter saw most of the market sectors decline from the second quarter. Utilities, real estate, information technology, consumer staples, and consumer discretionary fell the furthest, while energy rose by more than 16.0%.

On the last day of the third quarter, each of the benchmark indexes lost value compared to their second quarter performances. The small caps of the Russell 2000, sensitive to current economic changes, fell the furthest, followed by the Nasdaq, the S&P 500, the Global Dow, and the Dow. Rising interest rates have impacted bond prices, yields, and the U.S. dollar. Ten-year Government bond yields rose in the third quarter, reaching the highest level since 2007, as long-term bond prices slid lower. The U.S. dollar also rose in the third quarter, hitting its highest level since last November. With rising bond yields, foreign investors buy dollars to buy bonds, which helps contribute to the increasing dollar. The increase in the Federal Funds rate pushed mortgage rates to 7.31% on the benchmark 30-year home loan, the highest rate in 23 years. However, unlike 2000, house prices are generally rising alongside mortgage rates, as demand has outpaced available inventory. Oil prices, near \$91.00 per barrel, rose nearly 30.0% since June, as Saudi Arabia and Russia, the world's second and third largest oil exporters, extended voluntary restrictions on their production. The retail price for regular gasoline was \$3.837 per gallon on September 25, \$0.024 above the August 28 price and \$0.027 higher than the price on June 26. Regular retail gas prices increased \$0.126 from a year ago. Gold prices declined in the third quarter, nearing a seven-month low.

July began the quarter with stocks posting notable gains from the previous month. Economic indicators offered signs that inflation was moderating, which helped equities advance. The S&P 500 notched its fifth consecutive monthly gain as all 11 market sectors finished the month higher. Overall, small caps outperformed large caps, with the Russell 2000 (6.1%) leading the benchmark indexes listed here. Energy stocks jumped higher on the heels of rising crude oil prices, which hit a three-month high. Ten-year Treasury yields rose above 4.00% during the month, only to retreat somewhat to 3.95% by the end of July. According to data released in July, both the Consumer Price Index (CPI) and the personal consumption expenditures (PCE) price index rose 0.2% in June compared to a 0.3% advance in May. Adding further evidence of potentially waning inflation, the PCE price index was up 4.1% from June 2022, the lowest 12-month reading since September 2021. Despite slowing inflation, the Federal Reserve opted to hike interest rate 25.0 basis points at the end of July, although there were expectations that the Fed may end interest rate increases. The initial estimate of gross domestic product showed the economy expanded at an annualized rate of 2.4% in the second quarter compared to a 2.0% advance in the first quarter. Consumer spending in the second quarter slowed to 1.6%, down from 4.2% in the first quarter. Employment began to show signs of slowing as job gains in July (157,000) were below the June total (187,000).

Stocks tumbled in August. Each of the benchmark indexes listed here lost value, with the S&P 500 suffering a losing month for the first time since February. The small caps of the Russell 2000 declined more than 5.0%, while the Nasdaq, the Dow, the Global Dow, and the S&P 500 slid more than 2.0%. Long-term

October 20, 2023

Key Dates/Data Releases

10/2: S&P Global Manufacturing PMI

10/4: S&P Global Services PMI

10/5: International trade in goods and services

10/6: Employment situation

10/11: Producer Price Index

10/12: Consumer Price Index, Treasury budget statement

10/13: Import and export prices

10/17: Retail sales, industrial production

10/18: Housing starts

10/19: Existing home sales

10/25: New home sales

10/26: Durable goods orders, international trade in goods, GDP

10/27: Personal income and outlays

bond prices declined, driving yields higher. Ten-year Treasury yields ended the month at 4.1%, up nearly 14.0 basis points from July. Several economic indicators released in August showed favorable results. Industrial production rose 1.0% in July after declining in both May and June. Consumer spending increased 0.8%, while retail sales jumped 0.7%. The PCE price index and the CPI rose 0.2%. While sales of existing homes declined, new home sales rose to their highest level since early 2022 despite soaring mortgage rates. Unfortunately, investors seemed to view August's moderately favorable economic news as a sign that the Federal Reserve would maintain its aggressive monetary policy. The result was a move away from stocks. With the exception of energy, the remaining market sectors declined. Crude oil prices rose more than 2.0%, as production cuts from Saudi Arabia and Russia drove prices higher.

September continued the bear run for stocks. Each of the benchmark indexes listed here fell between 3.0% and more than 6.0%. Inflationary pressures showed signs of cooling, with core prices for the PCE price index and the CPI decreasing for the 12-months ended in August. The Federal Reserve elected not to increase interest rates in June, opting, instead, to step back and assess additional information and its implications for monetary policy. Gross domestic product advanced at an annualized rate of 2.1%, according to the third and final estimate. Crude oil prices continued to increase as did the yield on 10-year Treasuries. Gold prices declined more than 5.0%.

Stock Market Indexes

Market/Index	2022 Close	As of September 29	Monthly Change	Quarterly Change	YTD Change
DJIA	33,147.25	33,507.50	-3.50%	-2.62%	1.09%
Nasdaq	10,466.48	13,219.32	-5.81%	-4.12%	26.30%
S&P 500	3,839.50	4,288.05	-4.87%	-3.65%	11.68%
Russell 2000	1,761.25	1,785.10	-6.03%	-5.49%	1.35%
Global Dow	3,702.71	3,982.95	-3.56%	-2.94%	7.57%
Fed. Funds target rate	4.25%-4.50%	5.25%-5.50%	0 bps	25 bps	100 bps
10-year Treasuries	3.87%	4.57%	48 bps	76 bps	70 bps
US Dollar-DXY	103.48	106.19	2.46%	3.17%	2.62%
Crude Oil-CL=F	\$80.41	\$90.87	8.79%	28.95%	13.01%
Gold-GC=F	\$1,829.70	\$1,864.90	-5.15%	-3.18%	1.92%

Chart reflects price changes, not total return. Because it does not include dividends or splits, it should not be used to benchmark performance of specific investments.

Latest Economic Reports

- Employment:** Employment rose by 187,000 in August from July following a downwardly revised July total of 157,000. Over the last 12 months ended in August, the average monthly job gain was 312,000. In August, employment trended upward in health care, leisure and hospitality, social assistance, and construction. The unemployment rate increased 0.3 percentage point for the second straight month to 3.8%. In August, the number of unemployed persons rose by 514,000 to 6.4 million. The employment-population ratio was unchanged at 60.4%, while the labor force participation rate advanced 0.2 percentage point to 62.8%. In August, average hourly earnings increased by \$0.08, or 0.2%, to \$33.82. Over the 12 months ended in August, average hourly earnings rose by 4.3%. In August, the average workweek edged up 0.1 hour to 34.4 hours.
- There were 204,000 initial claims for unemployment insurance for the week ended September 23, 2023. The total number of workers receiving unemployment insurance was 1,670,000. By comparison, over the same period last year, there were 182,000 initial claims for unemployment insurance, and the total number of claims paid was 1,290,000.
- FOMC/interest rates:** The Federal Open Market Committee left the Federal Funds target rate unchanged following its meeting in September. However, it is anticipated that one more 25-basis point increase will occur before the end of the year. In addition, Fed Chair Jerome Powell indicated that inflation was still elevated and that interest rates would likely remain higher for a longer period than previously projected.
- GDP/budget:** Economic growth remained steady in the second quarter, as gross domestic product increased 2.1%, compared with a 2.2% increase in the first quarter. The deceleration in second-quarter

GDP compared to the previous quarter primarily reflected a smaller decrease in consumer spending, a downturn in exports, and a deceleration in federal government spending. These movements were partly offset by an increase in private inventory investment and in nonresidential fixed investment, coupled with a smaller decrease in residential investment. Imports turned down. Consumer spending, as measured by personal consumption expenditures, rose 0.8% in the second quarter compared to a 3.8% increase in the first quarter. Consumer spending on long-lasting durable goods inched down 0.3% in the second quarter after advancing 14.0% in the prior quarter. Spending on services rose 1.0% in the second quarter (3.1% in the first quarter). Nonresidential fixed investment increased 7.4% after rising 5.7% in the first quarter. Residential fixed investment fell 2.2% in the second quarter, lower than the decrease in the first quarter (-5.3%). Exports decreased 9.3% in the second quarter following an increase of 6.8% in the first quarter. Imports, which are a negative in the calculation of GDP, decreased 7.6% in the second quarter after advancing 1.3% in the previous quarter. Consumer prices increased 2.5% in the second quarter compared to a 4.2% advance in the first quarter. Excluding food and energy, consumer prices advanced 3.7% in the second quarter (5.0% in the first quarter).

- The federal budget had a surplus of \$89.0 billion in August but a deficit of \$1,524 billion through the first 11 months of fiscal year 2023. By comparison, the August 2022 monthly deficit was \$220.0 billion and the total deficit through August 2022 was \$946.0 billion. In August, government receipts totaled \$283.0 billion, while outlays equaled \$194.0 billion. Compared to the first 11 months of the prior fiscal year, government outlays increased by \$142.0 billion, while receipts rose by \$438.0 billion.
- **Inflation/consumer spending:** According to the latest Personal Income and Outlays report, consumer spending increased 0.4% in August, down from 0.9% (revised) in July. Personal income rose 0.4% in August, while disposable personal income inched up 0.2%. Rising prices at the pump pushed consumer prices higher in August. Consumer prices rose 0.4% in August, 0.2 percentage point above the July estimate. Consumer prices excluding food and energy (core prices), the preferred inflation indicator used by the Federal Reserve, edged up only 0.1% in August, down from the July increase of 0.2%. Over the 12 months ended in August, consumer prices increased 3.5%, 0.2 percentage point above the rate for the period ended in July. Core prices rose 3.9% for the year ended in August, down from 4.3% for the 12 months ended in July.
- The Consumer Price Index rose 0.6% in August compared to a 0.2% advance in July. Over the 12 months ended in August, the CPI advanced 3.7%, up 0.5 basis point from the annual rate for the period ended in July. Core prices, excluding food and energy, rose 0.3% in August and 4.3% over the last 12 months, which is the lowest 12-month rate since September 2021. Energy prices rose 5.6% in August with gasoline prices increasing 10.6%, which accounted for over half of the overall CPI increase. However, energy prices are down 3.6% since August 2022. Food prices advanced 0.2% in August, matching the July increase. Since August 2022, food prices rose 4.3%. Prices for shelter advanced 0.8% in August and 7.3% over the last 12 months.
- Prices that producers received for goods and services increased 0.7% in August after rising 0.3% in July. Producer prices increased 1.6% for the 12 months ended in August, double the 12-month increase from July 2022. The August advance was the largest monthly advance since June 2022. In August, 80.0% of the overall increase in producer prices was attributable to a 2.0% jump in prices for goods. Prices for services advanced 0.2%. Producer prices less foods, energy, and trade services increased 0.3% in August, the same as in July. For the 12 months ended in August, prices less foods, energy, and trade services rose 3.0%, the largest advance since moving up 3.4% for the 12 months ended in April.
- **Housing:** Sales of existing homes decreased 0.7% in August, marking the third consecutive month of declines. Since August 2022, existing-home sales dropped 15.3%. According to the report from the National Association of Realtors®, two factors have stifled sales activity: rising mortgage rates and limited inventory. In August, total existing-home inventory sat at a 3.3-month supply at the current sales pace, unchanged from the previous month. The median existing-home price was \$407,100 in August, up from the July price of \$405,700 and well above the August 2022 price of \$391,700. Despite a drop in the number of sales, home prices continue to rise. Prices will likely remain elevated until inventory increases. Sales of existing single-family homes dropped 1.4% in August and 15.3% from a year ago. The median existing single-family home price was \$413,500 in August, up from the July price of \$411,200 and above the August 2022 price of \$398,800.
- New single-family home sales declined in August, falling 8.7% from the July estimate. Overall, single-family home sales were up 5.8% from a year earlier. The median sales price of new single-family houses sold in August was \$430,300 (\$436,600 in July). The August average sales price was \$514,000 (\$507,900 in July). The inventory of new single-family homes for sale in August increased to 7.8 months, up from 7.0 months in July.
- **Manufacturing:** Industrial production advanced 0.4% in August after advancing 0.7% in July. Manufacturing inched up 0.1% in August, held back by a drop of 5.0% in the output of motor vehicles and parts. Excluding that sector, factory output rose 0.6%. In August, mining moved up 1.4%, while

utilities increased 0.9%. Total industrial production in August was 0.2% above its year-earlier level. In August, the aforementioned drop in the output of motor vehicles and parts contributed to declines in the indexes for consumer durables and transit equipment. Most of the other major market groups posted increases in August. The index for consumer nondurables moved up 0.4%, and the index for materials advanced 0.7%. Within materials, energy materials rose 1.5%, while nonenergy materials edged up 0.1%.

- New orders for durable goods rose 0.2% in August, marking the fifth monthly increase in the last six months. Excluding defense, new orders decreased 0.7%. Excluding transportation, new orders increased 0.4%. Core capital goods orders, excluding defense and aircraft, advanced 0.9% in August following a 0.4% decline in July.
- **Imports and exports:** August saw both import and export prices increase for the second straight month. Import prices rose 0.5% following a 0.1% increase in July. The August increase in import prices was the third monthly advance of 2023. Imports declined 3.0% over the past year. Import fuel prices rose 6.7% in August, driven higher by production cuts. Nonfuel import prices edged down 0.1%. Export prices rose 1.3% in August after rising 0.5% in the previous month. The advance in August was the largest monthly increase since a 2.7% increase in May 2022. Higher nonagricultural prices in August more than offset lower agricultural prices. Despite the advance in August, export prices declined 5.5% over the past year.
- The international trade in goods deficit decreased \$6.6 billion, or 7.3%, in August. Exports of goods increased 2.2% from July, while imports of goods decreased 1.2%.
- The latest information on international trade in goods and services, released September 6, was for July and revealed that the goods and services trade deficit increased \$65.0 billion, or 2.0%, from June. Exports for July rose 1.6% from the previous month. Imports increased 1.7%. Year to date, the goods and services deficit decreased \$128.3 billion, or 21.4%, from the same period in 2022. Exports increased 1.6%, while imports decreased 4.3%.
- **International markets:** Russia's economy is expected to grow. Despite Western sanctions against Russia in response to the invasion of Ukraine, including a price cap on its oil exports, Moscow has apparently been able to offset that cap by increasing oil prices and exporting to new markets. Elsewhere, after 14 consecutive monthly increases, the Bank of England decided to leave the Bank Rate at its current 5.25%, counter to the anticipated 25.0-basis point increase that was widely expected. Price inflation remained steady in Japan as higher food and gasoline prices offset decreases in utilities. Japan's Consumer Price Index rose 2.8% for the 12 months ended in September, a decrease of 0.1 percentage point from the August annual figure. China saw industrial profits fall 11.7% for the year ended in August, which was an upgrade from the 15.5% decline for the year ended in July. This is in line with China's industrial production, which rose 4.5% for the year ended in August, higher than the 3.7% estimate for the year ended in July. Overall, China saw its economy stall somewhat in September with retail sales, pricing power, and loan growth weaker compared to August. For September, the STOXX Europe 600 Index decreased 0.9%; the United Kingdom's FTSE rose 2.5%; Japan's Nikkei 225 Index fell 2.6%; and China's Shanghai Composite Index dipped 0.3%.
- **Consumer confidence:** Consumer confidence declined in September for the second straight month. The Conference Board Consumer Confidence Index® decreased in September to 103.0, down from 108.7 in August (revised). The Present Situation Index, based on consumers' assessment of current business and labor market conditions, rose marginally to 147.1 in September, up from 146.7 in the previous month. The Expectations Index, based on consumers' short-term outlook for income, business, and labor market conditions, declined to 73.7 in September from 83.3 in August.

Eye on the Quarter Ahead

It appeared that the start of the fourth quarter might be marred by a government shutdown. However, U.S. lawmakers reached a short-term resolution right before the October 1 deadline. October will begin with autoworkers on strike and student loan payments resuming after a pandemic-related pause. Otherwise, investors will continue to focus on inflation data and the Federal Reserve's response during the last three months of the year. Concerns over slowing economic activity, both here and globally, also will influence the market going forward.

Data sources: Economic: Based on data from U.S. Bureau of Labor Statistics (unemployment, inflation); U.S. Department of Commerce (GDP, corporate profits, retail sales, housing); S&P/Case-Shiller 20-City Composite Index (home prices); Institute for Supply Management (manufacturing/services). Performance: Based on data reported in WSJ Market Data Center (indexes); U.S. Treasury (Treasury yields); U.S. Energy Information Administration/Bloomberg.com Market Data (oil spot price, WTI Cushing, OK); www.goldprice.org (spot gold/silver); Oanda/FX Street (currency exchange rates). News items are based on reports from multiple commonly available international news sources (i.e., wire services) and are independently verified when necessary with secondary sources such as government agencies, corporate press releases, or trade organizations. All information is based on sources deemed reliable, but no

warranty or guarantee is made as to its accuracy or completeness. Neither the information nor any opinion expressed herein constitutes a solicitation for the purchase or sale of any securities, and should not be relied on as financial advice. Forecasts are based on current conditions, subject to change, and may not come to pass. U.S. Treasury securities are guaranteed by the federal government as to the timely payment of principal and interest. The principal value of Treasury securities and other bonds fluctuates with market conditions. Bonds are subject to inflation, interest-rate, and credit risks. As interest rates rise, bond prices typically fall. A bond sold or redeemed prior to maturity may be subject to loss. Past performance is no guarantee of future results. All investing involves risk, including the potential loss of principal, and there can be no guarantee that any investing strategy will be successful.

The Dow Jones Industrial Average (DJIA) is a price-weighted index composed of 30 widely traded blue-chip U.S. common stocks. The S&P 500 is a market-cap weighted index composed of the common stocks of 500 largest, publicly traded companies in leading industries of the U.S. economy. The NASDAQ Composite Index is a market-value weighted index of all common stocks listed on the NASDAQ stock exchange. The Russell 2000 is a market-cap weighted index composed of 2,000 U.S. small-cap common stocks. The Global Dow is an equally weighted index of 150 widely traded blue-chip common stocks worldwide. The U.S. Dollar Index is a geometrically weighted index of the value of the U.S. dollar relative to six foreign currencies. Market indexes listed are unmanaged and are not available for direct investment.

IMPORTANT DISCLOSURES

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Town of Hope

Investment Policy and Guidelines

Policy

The Town of Hope will invest public funds to maximize the efficiency of the public's money while protecting the principal against losses. Any investment must conform to all federal, state and local laws governing the investment of public funds. Investments may be made through actions of the Town Treasurer or by direction of the Town Treasurer and the Board of Selectmen through the services of an Investment Manager.

Investment Objectives

The primary investment objective of the Town's investment portfolio shall be preservation of principal. This may be accomplished by investing in insured instruments, investing in high quality money market funds, diversifying the portfolio in type and maturity of debt investments or other preservation of principal investment strategies.

The Town's investments must be structured to meet all liquidity requirements of the Town. This will be accomplished by development of Cash Flow Needs analyses to be used by the Town Treasurer and communicated to any Investment Manager utilized by the Town.

Within the constraints imposed by the above preservation of principal and liquidity objectives, the Town's investment portfolio will strive to earn a net rate of return at least equal to the rate of inflation and consistent with the indices of similarly structured portfolios.

Investments

The Town will deposit its cash with a single Investment Manager headquartered in the State of Maine. As prior investments mature, and excess cash is identified the Town Treasurer will deposit funds with the selected Investment Manager. Consistent with the Town's liquidity requirements and as directed by the Town Treasurer, the Investment Manager will invest up to \$500,000 of short-term and surplus funds with a 1-3-year investment horizon and consistent with the objectives and guidelines outlined in this policy. The remaining cash deposited with the Investment Manager will be invested in high quality money market funds convertible to cash at the Town's sole discretion. The Town shall have its checking account and Investment Manager with the same financial institution to facilitate the transfer of funds into and out of the checking account thus maximizing investable funds. The investment manager must have the capacity to

move funds into and out of the Town's checking account as requested by the Town and as frequently as daily.

Portfolio Constraints

Up to 25% of long-term funds may be invested in equities in accordance with all federal, state and local laws governing the investment of public funds.

Short-term funds, surplus funds, and the remaining long-term funds will be invested in high grade debt securities rated A or above by two rating agencies or in the case of commercial paper A-1, P-1, or in federally insured debt instruments.

Town Treasurer Responsibilities

The Town Treasurer is responsible for directing the investment and reinvestment of the Town's cash, monitoring fund performance and reporting investment activity to the Selectmen on an agreed upon schedule. The Treasurer will determine the Town's liquidity needs and invest accordingly. The Treasurer is responsible for ensuring that the investment manager acts in accordance with the investment guidelines and objectives outlined in this policy. At least once each year, the Treasurer will bring this policy before the Selectmen for review and updating if necessary. The Town shall hold the Treasurer harmless for any action taken or not taken hereunder, except, those arising from illegal acts, malfeasance or gross negligence.

Adopted by the Board of Selectmen on November 13, 2018

Hope Fire Department Five-Year (FY23-FY28) Capital Equipment Procurement Plan

The Hope Fire Department has drafted this equipment procurement plan. The purpose of this plan is to continue the systematic approach to future equipment procurement started in Fiscal Year 2017. This effort will help us to address functional obsolescence, comply with compulsory mandates, conform to nationally recommended practices, and provide fire fighters with the needed resources to safely and effectively carry out the fire department's mission.

The department's inventory of tools, equipment, personal protective gear, vehicles and related sundries, have time-certain life spans which requires periodic upgrades and replacement. Furthermore, it is incumbent upon the fire chief to stay abreast of new methodologies, technologies and generally recognized performance standards, and implement appropriate changes that meet the demands of those industry measures and obligatory requirements.

It must be understood that a Capital Equipment Procurement Program is a method of forecasting the future needs of the fire department based upon operational necessity. This Plan must be deemed fluid as unforeseen circumstances may require changes during the prescribed period. The Hope Fire Department believes this five-year plan should be the catalyst for future long-term planning. Towards the end of this term, the department will review the plan process and develop its next plan.

History:

In the past, the tool and equipment needs were generally funded through the annual operating budget. For fiscal 2016, the tool and equipment fund was discontinued as a line-item in the fire department's budget and a new stand alone "Equipment Reserve Account" was created. This process allowed unspent monies to be carried forward if not expended and utilized at a future time. It is estimated at the end of the current fiscal year that the balance will be approximately \$8000.00

PROPOSED PROJECTS

Personal Protective Equipment (PPE)

All personnel who are assigned fire ground and emergency incident operations must be outfitted with the appropriate gear that correlates with the hazard encountered.

The approximate cost to outfit a firefighter with a turnout coat and pants, helmet, fire resistive hood, gloves and boots is in approximately \$2,500. Currently, all Hope's fire fighters are adequately protected with NFPA compliant PPE.

The need to replace turnout gear is usually due to damage, degradation or the inception of new industry standards. Furthermore, as new personnel join the department, the need to outfit them may require additional sets of gear be purchased on short notice. The department does have several used sets of PPE on hand, however, it is important that turnout gear fits personnel properly, thus the PPE on hand may not be suitable. For Planning purposes, we estimate 2 sets per year replacement schedule or 10 sets at \$2500 each for this 5-year plan for a total of \$25,000

Replace Alerting Pagers

The department relies upon portable radio receivers, better known as "pagers." These receivers are used to notify fire fighters to respond to scenes of hazardous conditions, motor vehicle accidents, fires, public service calls, and other incidents the fire department must respond to. Every Hope fire fighter carries one of the devices with them at all times, which are activated by the Knox County Communications Center, alerting first responders to incidents.

The fire department believes these units have a life span of approximately fifteen years. The Minitor 5 pagers we currently have came out in 2005 and were purchased over the 5 years following that, making some of these pagers approximately 12 to 15 years old. According to the manufacturer Motorola, the approximately 25 in-service units are no longer supported by the company who now considers them obsolete and unrepairable. However, in the past 5 years we have acquired some refurbished units and have been getting some repairs done by an aftermarket vendor. With these units being near the end of their expected life for planning purposes these will need to be replaced over the next five years. These units have a replacement cost of approximately \$450 each for 25 units for a total of \$12,500.

Replace Mobile and Portable Radios

The department relies upon our mobile and portable radio receivers for all communication between dispatch and all officers and apparatus as well as communications between personnel on scene for emergency scene operations.

The departments current radio network is between 15 and 20 years old, while it is still functioning it is getting old. The current radios are analog technology, and the future of radio traffic will someday be strictly digital. The timing of this change over to digital is still up in the air. It is unclear if this will be a mandatory switch directed by the Federal Communications Commission (FCC) or if the majority of the county will be ready to switch over, prompting the switch. It is my understanding that the upgraded equipment recently installed on the county level makes the county ready to switch over with the flick of a switch. Given the age of the current department's radios and the switch to digital looming over our heads that it would be prudent to include replacement in this 5-year plan. We are currently operating with 8 mobile and 10 portable radios. The replacement cost would be \$1200 for the mobile radios and \$800 for the portables. This equates to a total of \$17,600

Summary :

Three projects total	\$53,850.00
Less Projected balance remaining current plan.	<u>(\$8000.00)</u>
Sub-Total	\$45,850.00

\$45,850.00 divided by 5 years = Annual budget amount \$ 9,170.00

(current 5 year plan was \$8,500 Annual budget)

Harbor Digital Systems Inc
74 Orion Street, Suite M05
Brunswick, ME 04011 US
+1 2072369097
billing@harbordigitalsystems.com



ADDRESS

Town of Hope
441 Camden Rd.
Hope, ME 04847

ESTIMATE # 1911
DATE 11/09/2023

PRODUCT/SERVICE	DATE	QTY	RATE	AMOUNT
CUSTOMER ORDERS:Parts Temporary server hard drive replacement		1	72.50	72.50
INVOICING ITEMS:Labor NTE labor to come on site, replace the failed hard drive, and ensure the server comes back online & sees the healthy drive		3	150.00	450.00

This estimate is for the procurement and use of a temporary hard drive to replace the failed hard drive, and includes not-to-exceed (NTE) value for the replacement process.

TOTAL

\$522.50

Accepted By

Accepted Date

Harbor Digital Systems Inc
74 Orion Street, Suite M05
Brunswick, ME 04011 US
+1 2072369097
billing@harbordigitalsystems.com



ADDRESS

Town of Hope
441 Camden Rd.
Hope, ME 04847

ESTIMATE # 1913

DATE 11/10/2023

PRODUCT\SERVICE	DATE	QTY	RATE	AMOUNT
CUSTOMER ORDERS:Warranty Parts 2 year warranty extension through Lenovo for the server		1	2,695.64	2,695.64

This estimate is to renew the warranty through Lenovo on the
Town of Hope physical server for two years (years 6 and 7 from
original purchase date).

TOTAL

\$2,695.64

Accepted By

Accepted Date

Animal Control Officer

Nature of work:

This is primary field work enforcing municipal ordinances and State Statutes relating to the regulation and control of domestic and wild animals.

Employee of this class is responsible for the enforcement of various animal control ordinances. Work involves constant and varied contact with the public and potentially dangerous animals; maintaining records and reports; monitoring licensure and incident reports. Work is carried out in accordance with established rules and procedures and is reviewed through reports and observation of results achieved.

Essential Duties and Responsibilities

Examples of Work (Illustrative Only):

- Investigates complaints concerning the regulation, licensing and control of dogs and other domestic animals.
- Determines if any State laws or municipal ordinances have been violated and takes appropriate action such as catching, confining or quarantining dogs or other domestic animals.
- Responds to complaints about loose or stray animals, and attempts to collect them.
- Contacts owners of unlicensed animals to explain the regulations and gain compliance.
- Issues warnings, or citations, to animal owners and appears as a witness in Court as necessary.
- Delivers captured animals to the animal shelter.
- Rescues, or aids in the rescue of, trapped, wounded, sick or injured domestic animals.
- Maintains all necessary reports and records on incidents involving stray or wild animals.
- Maintains records of activities as well as up to date dog licenses issued by the Town.
- Conducts public education sessions as may be required.
- Performs related work as may be required.

Requirements of Work:

- Be available at all hours of the day and night to answer calls for injured/lost domestic animals.
- Knowledge of the principles, practices and equipment used in animal handling.
- Knowledge of the geography of the Town.
- Knowledge of the applicable State laws and Town ordinances.
- Ability to acquire working knowledge of applicable court procedures; including summonses and complaints.
- Ability to prepare and maintain records and reports with originals to be filed at the town office.
- Ability to deal courteously, but firmly, with the general public.
- Ability to communicate well, both orally and in writing.
- Ability to remain calm in an emotionally challenging situation.
- Skill in the handling of animals, both domestic and wild.

Training and Experience Required:

- Graduation from an accredited high school or equivalent
- Considerable experience in handling animals
- Animal Control Officer Certification (or ability to obtain within 6 months of appointment)

Necessary Special Requirements:

- Must possess physical strength and agility sufficient for performing job duties (good physical health; ability to walk on uneven terrain; ability to lift, push, or pull objects weighing up to 60 lbs.).
- Must possess valid appropriate State of Maine motor vehicle operator's license.
- Must have access to a properly insured motor vehicle.

Sherry Atkinson-Mallory

18 Cottage St Belmont, MA 02478

11/5/23

Town of Hope

Enclosed please find my contribution to the Cemetery Restoration Project.

I am sending the money in memory of Carter Noyes Payson, Jr, my Great Grandfather, and Alonzo Payson, his brother. They are the boys who went West to San Francisco and didn't return. Gone but not forgotten.

Sherry

Sherry Atkinson-Mallory

Good luck with the project!!!

SHARON L ATKINSON-MALLORY

53-7112/2113

5876

DATE 11/6/23

Town of Hope \$ 250⁰⁰

Two hundred fifty only DOLLARS

MEMO Cambridge Restoration [Signature]

csb Cambridge SAVINGS BANK

SECURITY / NOIR / SECURITY

Heat Reactive Ink

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

1 M.R.S. §405 (6)(A)(1)

Title 1: GENERAL PROVISIONS
Chapter 13: PUBLIC RECORDS AND PROCEEDINGS
Subchapter 1: FREEDOM OF ACCESS

§405. Executive sessions

Those bodies or agencies falling within this subchapter may hold executive sessions subject to the following conditions. [PL 1975, c. 758 (NEW).]

1. Not to defeat purposes of subchapter. An executive session may not be used to defeat the purposes of this subchapter as stated in section 401 ([./1/title1sec401.html](#)).

[PL 2009, c. 240, §2 (AMD).]

2. Final approval of certain items prohibited. An ordinance, order, rule, resolution, regulation, contract, appointment or other official action may not be finally approved at an executive session.

[PL 2009, c. 240, §2 (AMD).]

3. Procedure for calling of executive session. An executive session may be called only by a public, recorded vote of 3/5 of the members, present and voting, of such bodies or agencies.

[PL 2009, c. 240, §2 (AMD).]

4. Motion contents. A motion to go into executive session must indicate the precise nature of the business of the executive session and include a citation of one or more sources of statutory or other authority that permits an executive session for that business. Failure to state all authorities justifying the executive session does not constitute a violation of this subchapter if one or more of the authorities are accurately cited in the motion. An inaccurate citation of authority for an executive session does not violate this subchapter if valid authority that permits the executive session exists and the failure to cite the valid authority was inadvertent.

[PL 2003, c. 709, §1 (AMD).]

5. Matters not contained in motion prohibited. Matters other than those identified in the motion to go into executive session may not be considered in that particular executive session.

[PL 2009, c. 240, §2 (AMD).]

6. Permitted deliberation. Deliberations on only the following matters may be conducted during an executive session:

A. Discussion or consideration of the employment, appointment, assignment, **duties**, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or **group of public officials**, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons subject to the following conditions:

(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present.

This paragraph does not apply to discussion of a budget or budget proposal; [PL 2009, c. 240, §2 (AMD) .]

B. Discussion or consideration by a school board of suspension or expulsion of a public school student or a student at a private school, the cost of whose education is paid from public funds, as long as:

(1) The student and legal counsel and, if the student is a minor, the student's parents or legal guardians are permitted to be present at an executive session if the student, parents or guardians so desire; [PL 2009, c. 240, §2 (AMD) .]

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency; [PL 1987, c. 477, §3 (AMD) .]

D. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators. The parties must be named before the body or agency may go into executive session. Negotiations between the representatives of a public employer and public employees may be open to the public if both parties agree to conduct negotiations in open sessions; [PL 1999, c. 144, §1 (RPR) .]

E. Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation, settlement offers and matters where the duties of the public body's or agency's counsel to the attorney's client pursuant to the code of professional responsibility clearly conflict with this subchapter or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage; [PL 2009, c. 240, §2 (AMD) .]

F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute; [PL 1999, c. 180, §1 (AMD) .]

G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and [PL 1999, c. 180, §2 (AMD) .]

H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to [Title 30-A, section 4452, subsection 1, paragraph C \(./30-A/title30-Asec4452.html\)](#) in the

prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter. [PL 1999, c. 180, §3 (NEW).]

[PL 2009, c. 240, §2 (AMD).]

SECTION HISTORY

PL 1975, c. 758 (RPR). PL 1979, c. 541, §A3 (AMD). PL 1987, c. 477, §§2,3 (AMD). PL 1987, c. 769, §A1 (AMD). PL 1999, c. 40, §§1,2 (AMD). PL 1999, c. 144, §1 (AMD). PL 1999, c. 180, §§1-3 (AMD). PL 2003, c. 709, §1 (AMD). PL 2009, c. 240, §2 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

Data for this page extracted on 11/02/2023 15:47:43.