



Town of Boothbay
Office of the Town Manager
James D Chaousis II

To: Board of Selectmen
From: James D Chaousis II
Date: 11/8/2013
Sub: Agenda for 11/13/2013

This memo is designed to explain the items on the agenda for the next meeting.

Reports

- ♦ CSD Trustees Meeting
 - I included all of the information used at the CSD Trustees meeting for further review for the members that were not there.
 - We will discuss that meeting and further steps
- ♦ BOA Report
 - There really isn't much to report.
 - The BOA did not find the application complete but scheduled another meeting (11/19/2013) to reconsider the completeness of the application
- ♦ STM Report
 - We will discuss the STM results and the next steps, if any.
- ♦ Comprehensive Planning Committee
 - Enclosed in your packets is a piece of information about Low Impact Development.
 - Currently our ordinance does not allow for LID but it is being proposed to the CPC for inclusion
 - This would allow development in congested areas based on the amount of impact and not arbitrary things like developable area, etc.
- ♦ FY 2015 Budget
 - I have not finished the timeline but I will by Wednesday
 - I will explain the timeline of events leading to the FY 2015 budget adoption at Town Meeting
- ♦ Goals and Objective
 - I would like to have a Goals and Objectives meeting prior to the release of my budget draft.
- ♦ Department Reports
 - We will meet in the afternoon on Wednesday to discuss department current issues

Old Business

- ♦ GA Ordinance Appendices A-F
 - As requested, you have been supplied with last year's appendix amendments for review
 - If we make changes to the recommendations we will need to have another PH

New Business

- ♦ Ulmer Fund Request
 - We have another request for the scholarship
 - I've included a chart of all the applicants to the Ulmer Fund
 - Heidi created the chart to allow us to track the approvals and denials
 - She also reworked the application so we can tweak it digitally
 - We are also working on developing a policy to adopt regarding the scholarship
- ♦ BRAS Budget Committee Request
 - Frosty Leonard is requesting to be appointed to the BRAS budget committee
- ♦ Social Media Policy
 - I have developed a draft policy for review due to last weekend

Board of Selectmen

Steven C. Lewis, Chairman
Dale C Harmon, Vice Chairman
Charles R. Cunningham
Douglas W Burnham
Stephen W. Ham

Town Manager

James D Chaousis II



**Town of Boothbay
Board of Selectmen Meeting
Wednesday, November 13, 2013
7:00 PM
Agenda**

- 1. Pledge of Allegiance**
- 2. Public Comment**
- 3. Approve minutes of previous meeting- (10/23/2013)**
- 4. Reports**
 - a. CSD Trustees Meeting
 - b. Board of Appeals Report
 - c. Special Town Meeting Report
 - d. Comprehensive Planning Committee
 - e. FY 2015 Budget
 - f. Goals and Objectives
 - g. Department Head Report
- 5. Old Business**
 - a. GA Ordinance Appendices A-F
- 6. New Business**
 - a. Ulmer Fund Request
 - b. BRAS Budget Committee Request
 - c. Social Media Policy
- 7. Public Comment**
- 8. Review Warrants and sign**
- 9. Adjourn Meeting**

Board of Selectmen

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**Town of Boothbay
Board of Selectmen Meeting
Wednesday October 23, 2013
7:00 PM
MINUTES**

1. **Call Meeting to order:** Chairman Steve Lewis called the meeting to order at 7:00PM. **Present:** Steve Lewis, Dale Harmon, Charles Cunningham, Douglas Burnham, Stephen Ham and Town Manager James Chaousis II

2. **Pledge of Allegiance:**

3. **Public Hearing:**

- a. **General Assistance Ordinance** – Replace Appendix A – I with MMA recommended revisions.

There are a lot of changes this year, some of which include the household max, the utilities, misconduct, mileage rate change and fuel. Many more changes than are usually included and some unusual changes. The board would like more time to study these before accepting them. MMA sets these standards but Towns can set their own if they want. The Selectmen asked to see last year's standards so they can compare the two. Chuck Cunningham made a motion to table this until the next meeting and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

- b. **Municipal Development and Tax Increment District #3** and the adoption of a Development Program the District, pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended.

Mr. Chaousis gave a brief power point presentation to explain the TIF district and try and answer some of the questions that have been raised about it.

Steve Lewis said the town has received a letter from Mr. Coloumbe saying that he will make the principal and interest payments on the bond if his project fails to go through and is not completed. Mr. Chaousis said the town's attorney has reviewed the letter and said it is legally binding.

Steve Lewis also addressed the issue of the rotary saying that the current plan that has been seen is not a binding plan. That plan was just shown because a plan had to be created. A group of people will create a plan that will be used and it will be voted on, he himself is not in favor of a rotary.

Fran Brazen asked why do anything with the road. He stated that if Mr. Coloumbe does not put the entrance to the County Club where he plans on putting it, the town would not have to do anything.

Mr. Chaousis explained briefly that in his experience dealing with MDOT public hearings, no matter how much the public objected, MDOT might not listen and their objections might not carry much weight.

Steve Lewis said he has spoken to another business that is interested in joining in the TIF district if it is created but he cannot mention their name at this point.

Fred Kaplan asked why not mention their name. He said there are no guarantees, everything is all estimates. Mr. Kaplan asked if he could see a copy of Mr. Coloumbe's letter and asked if it would be made public. Mr. Chaousis said he had already given a copy of it to the reporter for the Register and he would try and get it on the website as soon as he could. Yes, he would make it public.

Frank Fasset said the entrance to the Country Club will happen regardless of what happens here. By doing this the town has some control. Mr. Coloumbe is only bound by the Town ordinance.

Jeff Brown said if MDOT sees the area as a problem, they will not allow one more access from RT 27 unless the problem is fixed. He feels the town is doing this for Mr. Coloumbe.

Steve Lewis said, no, the town went to Mr. Coloumbe and said why don't we collaborate on this. Mr. Coloumbe did not come to the town.

Kathleen Marty said she did not see anywhere on the plan that it said it was a preliminary plan – it looks like it is a completed plan and she thinks that is misleading. Mr. Chaousis pointed out where it does say on the plan that it is a preliminary plan.

A lady that did not give her name asked if this goes through is it a two or three lane rotary in the drawing? She couldn't tell. Mr. Chaousis explained the one drawn on the plan is a one lane round-about. She next asked how you can ask people to vote on a plan that is not a permanent plan. She also asked how much is being taken out of the common. Steve Lewis said they just plan on paving where people already park.

Rhoda Weyr asked how it is possible that Mr. Coloumbe can put the entrance to the Country Club anywhere he wants to put it.

Steve Lewis said because he is putting it on his own land, land that he already owns and he is keeping within the zoning ordinances.

Rhoda Weyr next asked how much has already been spent on the TIF. Mr. Chaousis said the town has spent approximately \$2,000 on attorney fees that is all. The plan was an existing plan.

Jeff Brown asked about the side walk project and if that was still in the plan and if the town was financing that. Mr. Chaousis said the sidewalk was incorporated into this plan and maybe expanded upon. The sidewalk is to be financed some by grants and jointly by Boothbay, Boothbay Harbor and the YMCA.

Jim Colman said he has lived in Boothbay Harbor for many years and is now a seasonal resident there. He fully supports this plan and he encourages everyone to vote yes on both questions. He thinks it sends a positive message. He mentioned that both CMBG and the Country Club were assets to the area and good for the economic growth. If the plan wasn't perfect, it could be changed later but this was an important thing to vote on.

Steve Lewis agreed that any jobs that can be created would be good. He said he would like his children to be able to grow up and get jobs in this area and stay here and not have to move away.

Mike Pander said the TIF can be 2% of the town and it is not at 1.97% so it is real close and asked how that leaves room to allow anyone else in. Mr. Pander also mentioned that the Selectmen will be driving the bus and asked if there will be an advisory committee and if so they will have any power.

Steve Ham said that boundaries can be moved by a town meeting vote. One parcel can be taken out and another can be put in.

Rhoda Weyr said the Country Club is perfect for this area, but what type of businesses could come into the Industrial Park to offer jobs and if only offer 7 or so jobs, that's not enough to make it worth it.

Fred Kaplan said development of Boothbay is wrong, we should work with the resources we have here instead, and development will change the character and vision. We need to stay a small town and utilize the resources we have. He doesn't think that we will ever have good year round jobs here.

Jim Colman said if 5 jobs are created here and 5 jobs there, they all add up. There are opportunities. We are not talking about bringing in an auto plant.

Dale Harmon said the Board of Selectmen are just humble guys trying to get jobs in the area. They may get some jobs, they may not get any, but they are trying. None of them like the rotary idea or all of the plans. They want to see everyone involved. He feels they are doing something positive even if it isn't perfect.

Alex Rioux said he is tired of hearing nay, nay. This is for the business district. He grew up here, left to get an education, realized this was where he would be happy and came home, wants to make a living here, raise his kids, and watch them grow up here and hopefully stay here. He thinks we can be a mixed community old and young together. He fully supports this project and everyone who shows up to meetings.

Mike Tomacelli said he is an owner in the Industrial Park, he was there when Rynel was there and wanted to expand in the late 90's but couldn't because they needed public water and there wasn't any there. They went to Wiscasset, expanded again, if things were right they would have stayed in Boothbay, this was a great disappointment, and they should have been able to stay here. Wiscasset created a TIF district for them.

Rhoda Weyr said she is against the plan, not against people finding work here. This plan is about finding businesses that don't fit here.

Mr. Chaousis that economic development is part of his job and that perhaps the Industrial Park is wrongly named, maybe it should say Business Park. Some of the businesses already in the area that would be able to take advantage of the TIF if they wanted were businesses such as Mr. Tomacelli's, Bett's Fish Fry, Cottage Connection, The Brewery, etc. We are not talking big industrial type businesses.

Steve Lewis pointed out the only cost to create the TIF district is the legal cost.

Fred Kaplan said that unless you offer credit enhancements to a new business what benefit is there to them to? Steve Lewis said none, but you can't even do that without at TIF.

Mr. Kaplin said then the only hope for new businesses is if you offer then a tax enhancement agreement.

Mr. Chaousis said that was not the only reason and went on to explain other incentives such as putting in water for Rynel. That is something that would be allowed in a TIF district.

Fred Brazen had questions on the matching funds.

Steve Lewis said the Selectmen were asking for the maximum amount they thought they might need, they might not need all of it, depending on the amount of grants they might be able to get and the amount of the cost of the project. Mr. Lewis said if they could not get any matching funds they will not do the project. If the State's bond project does not pass, they will not go ahead with the project. DECD has already given preliminary approval on the project so the town can be ready with their application for those funds.

Nell Tharpe asked for a timeline for a plan. Mr. Chaousis said the stakeholder process to put together a final plan would take approximately three months.

Steve Lewis said since Mr. Cunningham raised the issue at the last meeting about the Selectmen being able to enter into credit enhancement agreements without voter input he has thought about it and agrees it should be addressed. Rather than hold up the whole process, he suggests a resolution that would put a moratorium on credit enhancement agreements if the TIF is voted in on Nov. 5, 2013 until a change is made to the agreement at town meeting in May 2014. (Resolution attached to these minutes) The town's attorney said this resolution would not be legally binding but it would be politically binding. Dale Harmon made a motion to adopt the resolution and Steve Ham seconded the motion. **Vote: 5-0 in favor.**

4. Public Comment:

5. **Approve minutes:** Chuck Cunningham made a motion to approve the minutes of the 10/09/2013 meeting and Steve Ham seconded the motion. **Vote: 4-0 in favor.** Doug Burnham abstained as he was not present at that meeting.

6. Reports:

- a. **CSD Trustees Meetings** – Mr. Chaousis asked, but the trustees could not make this meeting and asked if the Selectmen would like to come to their meeting on 11/06/2013. Steve Lewis asked Channel 7 if they go to those meetings or if they would go to that one. Mr. Lewis also said he misspoke at the last meeting it was \$1000 per year that the YMCA charged the

school to use the tennis courts. Steve Lewis also suggested inviting the Boothbay Harbor Selectmen to the meeting.

- b. **Board of Appeals Variance Request** – Mariner Tower is requesting a variance to place a cell tower in a non-allowable area and there will be a Board of Appeals procedural meeting with Sally Daggett on 10/29/2013 at 7PM. Mr. Chaousis said he asked the attorney what if the Selectman had placed a moratorium on Cell tower applications and she said it would not have made a difference, they would just have gone to federal court instead of the board of appeals. The Federal Communication Act is pre-empting.

Jean Gibson asked if Mr. Farrin had discussed this with the Selectmen. She said in an article in the Register it said he was doing this in part to help communications with emergency responders, municipal officials and fisherman. The board said they have not been contacted about this.

- c. **Special Town Meeting Status** – Al Roberts will be the moderator for the meeting, absentee ballots are now ready. Steve Lewis pointed out that it is slightly mislead as it is all referendum questions and no real meeting to it.
 - d. **Comprehensive Planning Committee** – Mr. Chaousis gave the Selectmen a section the committee has prepared on goals and objectives, it talks about populations and graphics, housing and how to address this. It will be close but the committee still thinks they can have a draft ready in January and are hoping to have something ready by the May town meeting.
 - e. **Department Head Report** – PWD is working on breaking ledge and drainage in EBB and a drainage problem in Ocean Point. They have done more chipping and brushing on Dover Road. They have had a request from Hodgdon Yachts to plow Shipbuilders Park when the roads are plowed and not wait until later. Prices on sand have been checked and it is still cheaper to get it through Reny. Since Boothbay Harbor does not have covered sand shed at the end of the year they bring their salted sand to Boothbay and Boothbay sends an equal amount of sand to Boothbay Harbor. It is a good arrangement that works well for both towns.
- Assessing** Mike has an arrangement with Terry Leighton and has begun working on survey/maps. His days in the office are slightly different than usual. **CEO** Still busy but starting to slow down some. MUBEC testing is almost done.

7. Old Business:

8. New Business:

- a. **Ice Bear Agreement** – Mr. Chaousis explained about this agreement. It is an agreement between the Ice Bear Company and the town to try this machine. There will be no cost to the town and no impact to the buildings and it is for the lifetime of the unit. This is a unit that makes ice at night

and uses it to cool. It is energy efficient and one of the ways to improve the energy grid in the region. If it does not work, they will uninstall and put the air conditioners back in at no cost. Chuck Cunningham made a motion to approve the contract and Steve Lewis seconded the motion. **Vote: 5-0 in favor.**

- b. **Account100128 Balance** – This is the property that the town allowed Boothbay Harbor to sell that only a small part of was in Boothbay. The new owner will be paying taxes to Boothbay in the future. Steve Ham made a motion to write off the balance of \$415.14 and Doug Burnham seconded the motion. **Vote: 5-0 in favor.**

- 9. **Public Comment:** Mike Tomacelli talked about Art #4 on the warrant – it contains 32 proposed changes to the zoning ordinance. He talked about how the Selectmen charged the Planning Board two years ago to look into the sign ordinance. Mr. Tomacelli said he spent hours looking into this, he talked with representatives from MDOT, Bigelow wanted a sign that could be seen, most of the signs along RT 27 were not allowed in the present ordinance, looked at were internally lit signs such as the ones at D&T and the Clipper Mart. Mr. Tomacelli said that Chip Kelly from the State said that all the changes being put forward were in line with what the state allowed and were OK with them. Mr. Tomacelli also mentioned the changes being proposed to the C3 district and removing driveways as structures. He mentioned that ordinances are works in progress. Mr. Tomacelli said it may not be perfect but he recommends a yes vote on #4.

Dale Harmon commended Mike and the rest of the Planning Board for the work they have done.

- 10. **Review Warrants and sign:** Chuck Cunningham made a motion to review the warrants and sign them and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

- 11. **Adjourn Meeting:** Chuck Cunningham made a motion to adjourn the meeting at 9:30PM and Dale Harmon seconded the motion. **Vote: 5-0 in favor.**

1000. 11229, 11281
11229, 11281, 11282

AN ACT TO CREATE THE
BOOTHBAY-BOOTHBAY HARBOR
COMMUNITY SCHOOL DISTRICT

(Chapter 156, Private and Special Laws of 1953, as amended)

Sec. 1. Incorporation; name; purposes. Subject to the provisions of section 19 hereof, the inhabitants of and the territory within the towns of Boothbay and Boothbay Harbor are hereby created a body politic and corporate under the name "Boothbay-Boothbay Harbor Community School District" (hereinafter called the "district") for the following purposes, all for the benefit of the inhabitants of said district: to acquire real property within said district for school and related athletic and recreational purposes, to erect, acquire, enlarge, repair, equip and maintain on said property a school building or buildings and related athletic and recreational facilities, to receive, accept and hold gifts, grants or devises of property, real, personal or mixed, to be used for school and related athletic and recreational purposes, and to organize, maintain and conduct a community school. For the purpose of this act, the word "school" is defined to mean grades 9 to 12, inclusive, unless and until the approval for which provision is made in section 18 hereof shall be given, in which event the word "school" shall for the purposes of this act be defined to mean grades 7 to 12, inclusive, and unless and until the additional approval for which provision is made in section 18-A hereof shall be given, in which event the word "school" shall for the purposes of this act be defined to mean grades kindergarten to 12, inclusive.

Sec. 2. Trustees; how chosen, organization; powers, limitations. All the affairs of said district (except the election of teachers who shall serve in said school and the fixing of their salaries, the courses of study, the terms of school and other matters pertaining to the education of pupils, which matters shall be controlled by the community school committee for which provision is hereinafter made) shall be managed by a board of 6 trustees composed of 3 members from each participating town. Except as shall be otherwise in this act specifically provided, the board of trustees, acting for said district, shall have and exercise all the powers and authority necessary to carry out the purpose of this act and the powers and authority granted herein. The 3 trustees from each participating town shall, in the first instance, be elected at the respective town meetings for which provision is made in section 19 hereof or at a subsequent annual or special town meeting held in the respective towns as soon as practicable thereafter. At said meetings, there shall be elected in each participating town 1 trustee to serve until April 1, 1956, 1 trustee to serve until April 1, 1957, and 1 trustee to serve until April 1, 1958, and, in each case, until their respective successors

are elected and qualified. The trustees so elected shall forthwith hold a meeting upon call of one of their number who shall mail a notice, stating the time and place of said meeting, postage prepaid, addressed to each other elected trustee and to the superintendent of schools for the participating towns respectively at their usual residences in said district at least 3 days before the day of said meeting; provided, however, that such notice may be waived in writing by any person entitled to receive it. The trustees shall, at their first meeting or at any adjourned session thereof or at a subsequent meeting similarly called, organize by choosing by ballot from among their members a chairman and a treasurer who shall hold office until the following April 1 and until their respective successors are elected and qualified. Pending the holding of the next annual meeting of said town in whose membership such vacancy exists, the other member or members on said board of trustees from said town may appoint another member to serve. The superintendent of schools for the community school shall, ex officio, be the secretary of said board of trustees and, until the establishment of the community school, the superintendent of schools for the towns of Boothbay and Boothbay Harbor shall so serve. The trustees shall adopt by-laws and an official seal for the district. Following the election of the first board of trustees, at the annual town meeting of each participating town beginning in 1956, 1 trustee shall be elected for a term of 3 years beginning April 1 and until his successor is elected and qualified. Each board of trustees shall organize by the election of officers promptly following the qualification of new trustees. The trustees shall serve without compensation, except the treasurer may receive for his services an amount to be fixed by the board of trustees not to exceed \$500 per year. The treasurer shall give a bond to the district in such sum and with such sureties as the trustees may determine, which bond shall be deposited with the chairman. The expense of such bond shall be paid by the district. The treasurer's salary, bond premium and all expenses of the district shall be paid from the funds of the district.

Sec. 3. Authority to issue bonds. To procure funds for ~~[school construction projects as defined in the Revised Statutes, Title 20, section 3471 or minor capital costs as defined in the Revised Statutes, Title 20, section 4743, subsection 14, 16]~~ any of the purposes of the district stated in section 1 of this act, but not for any expenses of operation and maintenance, the board of trustees of the district is authorized, by the vote of not less than a majority of all of the trustees, to borrow money from time to time and to issue bonds in the name and on the full faith

and credit of the district; provided that the district shall not incur a total bonded indebtedness at any one time outstanding in excess of 12 1/2% of the last equalized valuation of the participating towns. Each bond shall have inscribed upon its face the words "Boothbay-Boothbay Harbor Community School District" and shall bear an impression of the district seal. Each bond shall be dated at such time, be in such denomination, bear such rate of interest payable semiannually, be in such form, subject to the provisions of this act, and be sold in such manner, at public or private sale, as shall be determined by a majority vote of all of said trustees. Each issue of said bonds shall mature in annual installments which shall be substantially equal or shall be so arranged that no installment payable in any year shall be less than the amount of any installment payable in any subsequent year. The first installment of any issue of bonds shall mature not later than 2 years from the date of such issue and the last installment shall mature not later than 25 years therefrom. Any premium received from the sale of said bonds, less the cost of preparing, issuing and marketing them, shall be applied against the principal of the first of said bonds to mature. The proceeds arising from the sale of bonds issued under the authority of this act shall be delivered to the treasurer of the board of trustees and such proceeds shall be expended for the purposes for which such bonds were authorized hereunder. No purchaser of any bonds issued under the authority of this act shall be in any way responsible for the proper application of the proceeds derived from the sale thereof.

Sec. 4. Referendum on bond issues. When the trustees shall have authorized the issue of any bonds, an attested copy of the vote of the trustees shall be forthwith filed with the municipal officers of each of the participating towns and published in a newspaper having a circulation in the district not later than 8 days following the day on which such vote was adopted by the trustees. A vote of the trustees authorizing an issue of bonds under this act shall not become effective before the expiration of a period of 15 days from the date upon which such vote is adopted. If within said period a petition, signed by 300 registered voters of the district not less than 100 of whom shall be from each participating town, shall be filed with the chairman or the secretary of the board of trustees, asking that the question of whether such bonds should be issued be submitted to the voters of the district, such vote of the trustees shall be further suspended from becoming effective and the trustees shall immediately reconsider such vote. If such vote is not rescinded by the trustees, the trustees shall submit the question of whether such bonds shall be issued to the voters of the district at a special meeting of

all the provisions of said section shall be applicable thereto.

Sec. 7. Agreements for financial assistance authorized. Said district is hereby authorized by the vote of at least a majority of all the trustees to enter into an agreement with the state government or federal government or any agency thereof or any corporation or board authorized by the federal government or the state of Maine to loan money to or otherwise assist in the financing of such projects as the district is authorized to finance by the issue of its bonds and as may be necessary or desirable to accomplish such purposes.

Sec. 8. Community school district committee; organization, powers, duties. The community school district committee (hereinafter called the "committee") shall consist of the members of the superintending school committee in each participating town ex officio and their membership on said committee shall be coterminous with their membership on the superintending school committee of their respective towns. Vacancies shall be filled as provided by general law. As soon as practicable after the terms of this act shall have been accepted as provided in section 19 hereof, said committee shall meet and organize by choosing by ballot from among its members a chairman and a vice-chairman. The superintendent of schools for the community school shall, ex officio, be secretary of said committee and, until the establishment of the community school, the superintendent of schools for the towns of Boothbay and Boothbay Harbor shall, ex officio, be the secretary. Officers shall be elected annually at the annual meeting of the committee to be held in April and the term of each office shall be for 1 year and until the successor is chosen and qualified. The committee shall have the powers and duties with respect to the community school conferred upon superintending school committees under the general statutes except as they may be inconsistent with those enumerated in this act.

Sec. 9. Application of general law; certain exceptions. The community schools, for which provision is herein made, when established shall be considered the official schools of the participating towns to the extent consistent with action taken pursuant to sections 18 and 18-A and all provisions of general law relating to public education shall, so far as applicable, apply to said schools. Teaching positions, special courses and other basis for allocations to towns because of this school, shall be divided according to the proportional assessment of each participating town for operating expenses as determined in section 13 of this act. Transportation shall be provided by the district as provided

by law and the expenditure for transportation shall be considered an expense of operation of the schools. Tuition charges for pupils from outside the district accepted at this school shall be determined by the trustees, notwithstanding other provisions in the general law; provided, however, such tuition shall not exceed the average cost per pupil paid by a participating town for the year preceding the year for which the tuition is paid, as determined by the trustees.

Sec. 10. Superintendent of schools. The superintendent of the community school shall be selected by the committee, and the amount of his salary to be paid by the district shall be determined by said committee. He shall have the same duties, powers and responsibilities with respect to said school and its committee as are prescribed by law for public school superintendents.

Sec. 11. Annual reports of the trustees and the committee. Beginning in the calendar year 1970, the fiscal year of the district shall be July 1st through June 30th. At the close of the fiscal year and not later than January 15, the trustees and the committee shall make a detailed and joint report of their doings showing the financial condition of said district, the physical condition of said school building or buildings and also such other matters pertaining to the district, its operation and its educational program as shall show the inhabitants of the district how said trustees and said committee are fulfilling the duties and obligations of their respective trusts. There shall be included in such report a proposed capital budget and a proposed operating budget for the community school district for the current year. Duplicate copies of said reports shall be made, attested by at least a majority of trustees and of the committee and filed with the municipal officers of each participating town. Copies of such report may be distributed to the inhabitants of the district by the respective participating towns in the same manner and form as is provided for town reports or may be included as a part of the reports in the respective towns; provided, however, that the same shall be distributed not later than the 1st day of February in each year. Provisions for payment of the cost of printing and distributing such report shall be included in the operating budget.

In order to adjust for the changes from the current practice of the district in using a September 1 - August 31 budget year to a fiscal and budget year beginning July 1st, any items in the capital and operating budgets adopted for the budget year beginning September 1, 1969 which relate to operating or capital expenses for the months of

July and August, 1970, shall be transferred to and included in the operating or capital budgets, as the case may be, for the fiscal year beginning July 1, 1970 and any available funds of the district allocable to such items shall be credited against sums otherwise to be raised under sections 14 and 15 to meet the budgeted expenses for the fiscal year beginning July 1, 1970.

Sec. 12. Adoption of annual capital budget; apportionment of cost of participating towns. The voters of the district at each annual meeting shall determine and shall include in a capital budget to be then adopted, the sum, not less than the amount prescribed by general law, which is necessary to meet the necessary capital expenses for the current year including the amount required to meet payments due in said year of the principal of or interest on indebtedness of the district other than temporary notes issued in anticipation of taxes. Said voters may determine and include in said capital budget the sum, if any, to be set aside in the current year for a capital reserve fund; provided, however, that the amount which may be set aside in any one year shall not exceed \$12,500. Any appropriation so set aside shall be carried on the books of the district as a separate item to be known as the capital reserve account and deposited or invested by the treasurer of the board of trustees in the same manner as is provided by law for town or county capital reserve funds; and expenditures from such funds shall only be for or in connection with a capital expense as hereinbefore described and as authorized by the voters of the district. Said voters may also determine and include in said capital budget an amount estimated to be sufficient to meet payments of the interest on or principal of indebtedness of the district (other than temporary notes in anticipation of taxes) expected to be payable in such year on account of indebtedness expected to be incurred in such year but not outstanding at the time said budget is adopted. The total sum required to meet the capital expenses as set forth, less the amount of funds from other sources available to meet the same, shall be apportioned to the participating towns by the trustees, in proportion to the maximum membership in the community school of pupils from each such town during the school year ending the preceding June; provided, however, that until the community school has been in operation for 1 full school year, such apportionment shall be based on the maximum membership of pupils from each such town attending the Boothbay Harbor High School during the preceding school year and, provided further, that no more than 60% nor less than 40% of such net sum shall be so apportioned to any such town in any year.

Sec. 13. Adoption of annual operating budget; apportionment of cost to participating towns. The voters of the district at each annual meeting of the district shall also determine and shall include in an operating budget to be then adopted the sums, not less than the amount prescribed by general law, required for all expenses of the said community school district for the current year not included in the capital budget. The total sum required to meet the operating expenses as set forth in said operating budget, less any funds received from other sources available to meet the same, shall be apportioned to the participating towns by the trustees in proportion to the maximum membership at the community school of pupils from each such town during the school year ending the preceding June; provided, however, that until the community school has been in operation for 1 full school year, such apportionment shall be based on the maximum membership of pupils from each such town attending the Boothbay Harbor High School during the preceding school year. There may, in the operating budget, be an item of appropriation termed "sundries" but that item shall not exceed 3% of the total appropriations in that budget.

Sec. 14. Form and amendment of budgets; transfers and lapses of appropriations; limitation on making expenditures or incurring liabilities. All appropriations in said budgets shall be made by items specifying the amount of money appropriated therein and the purpose for which the amount is appropriated. No money appropriated for any items shall be used for any other purpose, but transfers of appropriations within a budget may be made by the trustees in proper cases; provided, however, no such transfer from the item for salaries for school teachers may be made without approval by the committee. At the end of each fiscal year, any unexpended balance in any appropriation not necessary to meet liabilities already incurred with respect thereto shall cease to be available for the purpose for which it was appropriated and shall be used in the proportion collected from the participating towns to reduce the amount otherwise to be assessed against said towns in the following fiscal year. The voters of the district at a special meeting called and held for the purpose may amend the budgets or make additional appropriations. The amount of any such additional appropriation shall be included, if practicable, in the annual assessment and levy of taxes for the current year and, if not so included and collected, shall be included in the proper budget in the ensuing year and then assessed and collected. Nothing in this section or the 3 preceding sections shall be deemed to be a limitation on the power of the trustees to authorize a capital project of the type that can be financed by bonds and an

appropriation by the trustees of the proceeds of bonds for any authorized purpose shall, unless the issue of such bonds be disapproved by the voters of the district at a referendum as hereinbefore provided, be binding in all respects upon the district. No liability shall be incurred or expenditure made by or on behalf of the district for which no provision is made in the annual budgets, in an amendment thereof, in a special appropriation or by a bond issue; provided, however, that notwithstanding anything to the contrary in this act contained, the total sum required to pay the principal of and interest on bonds issued by the district due and payable in any fiscal year shall be assessed, collected and paid to the treasurer of the board of trustees of the district as herein provided, whether or not provision therefor shall be contained in the capital budget for said fiscal year, and said principal of and interest on said bonds shall be paid or be caused to be paid when due to the person entitled thereto by said treasurer.

Sec. 15. Assessment, levy and collection of taxes. On or before the 1st day of April, the trustees and the committee shall issue their joint warrant in substantially the same form as the warrant of the treasurer of the state of Maine for taxes, with appropriate changes, to the assessors of the participating towns requiring that they assess and levy upon the taxable polls and estates within their respective towns, including all village corporations therein, an amount equal to the share of the capital budget and the operating budget for said year allocated to such town as hereinbefore provided and also requiring that they commit their assessment to the constables or collectors of said towns, respectively, who shall have all authority and power to collect said taxes as is vested by law to collect state, county and municipal taxes. The treasurers of said towns shall pay the amount of such tax so assessed and levied against said district and collected in their respective towns to the treasurer of the board of trustees as follows: at least 1/2 thereof on or before the 1st day of September of the year in which said tax is so assessed and levied and the balance on or before the 31st day of December in said year. The treasurer of the board of trustees shall rebate to the treasurer of any such village corporation the same percentage of the community school district tax assessed against it, if any, as its charter may then provide in the case of town taxes. In the case of a failure on the part of the treasurer of any town to pay said sum, or in the case of his failure to pay any part thereof on or before the 31st day of December of the year in which said tax is levied, the treasurer of the board of trustees may issue his warrant for the amount of said tax, or so much thereof as shall remain unpaid, to the sheriff of Lincoln County,

requiring him to levy by distress and sale on real and personal property of any of the inhabitants of said district and the sheriff or either or any of his deputies shall execute said warrant except as is otherwise provided herein. The same authority as is vested in county officials for the collection of county taxes under the provisions of the revised statutes or any amendments thereto is hereby vested in the board of trustees of said district in relation to the collection of taxes within said district.

Sec. 16. Annual meeting of district; special meeting; qualifications of voters of district. After the acceptance of this act and the organization of the board of trustees, the annual meeting of the district shall be held within the district, and, if practicable, at the community school building when completed, on the 1st Monday of February between 9 o'clock in the forenoon and 8 o'clock in the afternoon. An attested copy of the notice of said meeting, signed by the chairman of the board of trustees or chairman of the committee, and specifying the time and place at which the meeting is to be held, shall, not less than 7 days before the meeting, be posted in some public and conspicuous place in each of the towns comprising the district and published in a newspaper having a circulation in the district, such publication to be not earlier than 15 days prior to such meeting and not later than 5 days before such meeting. Special meetings may be called by the board of trustees or the committee in like manner at any time, and notice of special meetings shall state the business to be transacted thereat. If for any reason a legally sufficient annual meeting is not held on the date provided above, a meeting in lieu thereof may be called in like manner to be held as soon as practicable after said date. Every person resident in said district and qualified to vote for governor in the town in which he resides shall be entitled to vote in any meeting of the district. Twenty-five qualified voters shall constitute a quorum but a lesser number may adjourn the meeting. Except as otherwise herein provided, such special meeting shall be advertised in each of the participating towns and conducted according to the general law relating to municipal elections so far as applicable; provided, however, that the boards of registration of the said towns shall not be required to prepare for posting nor the town clerks to post new lists of voters and for the purpose of registration of voters said boards shall be in session in each town during the secular day next preceding any such meeting to register voters and to verify the correction of said lists, and prior to the time of such meeting said boards shall complete and close up their respective records of said session. The town clerks of the participating towns shall provide an up-to-date check list

of duly registered voters in their respective towns for use at each meeting of the district.

Sec. 17. Authority to receive property. The district is hereby authorized to receive from the participating towns, and said towns are hereby authorized to transfer and convey to said district, any property, real, personal or mixed, now or hereafter owned or held by them for school purposes, and any sums of money or other assets which the said towns have raised or may raise, either by taxation, borrowing or otherwise, for school purposes. Before transferring and conveying any of said property or turning over any of said funds or assets, the municipal officers of the town shall be duly authorized to do so by a majority vote of the legal voters present and voting on the question at any annual or special town meeting, the call for which shall have given notice of the proposed action. The district is hereby authorized to sell, transfer, convey, pledge or exchange property so received.

Sec. 17-A. Contracts of teachers. On the date that the community school district assumes jurisdiction over the constituent elementary schools, the contracts between the municipalities within the district and all teachers shall automatically be assigned to the community school district as of the date so set and the community school district shall be responsible for assigning the teacher to his duties and making payments upon said contract.

Sec. 18. Authority to expand "school" to include grades 7 and 8. Whenever a majority of the legal voters of the towns of Boothbay and Boothbay Harbor, voting on the question by written ballot at any regular town meeting or at a special meeting thereof called and held for the purpose as hereinafter provided, shall approve the inclusion of grades 7 and 8 in the community school, the word "school" as defined in section 1 of this act shall be deemed to include grades 7 to 12, inclusive. Each such special meeting shall be called, advertised and conducted in the manner set forth in section 19 hereof. The question to be submitted by vote by secret ballot shall be substantially as follows: "Shall the Boothbay-Boothbay Harbor Community School include grades 7 and 8 in addition to grades 9 to 12, inclusive?" The results in said towns shall be declared by the municipal officers of each of said towns and returns filed by the respective town clerks with the secretary of state. The question of approving the inclusion of grades 7 and 8 in the community school may be submitted to the voters of each of the said towns at the same meeting at which the question of accepting this act is submitted under section 19. In the event a town shall disapprove of such inclusion or its

approval be no longer effective, the question may be resubmitted to the voters of such town; provided, however, that after the trustees shall have authorized the acquisition or construction of a community schoolhouse and shall have issued bonds of the district to finance the same, such question may not be submitted oftener than once in 24 months and provided further, that the approval of 1 such town of the inclusion of grades 7 and 8 in the community school shall become null and void unless the other such town shall also approve of such inclusion within 24 months thereof.

Sec. 18-A. Authority to expand "school" to include grades kindergarten through grade 6. Whenever a majority of the legal voters of the Towns of Boothbay and Boothbay Harbor, voting on the question by written ballot at any regular town meeting or at a special meeting thereof called and held for the purpose as hereinafter provided, shall approve the inclusion of grades kindergarten through grade 6 in the community school, the word "school" as defined in section 1 of this Act shall be deemed to include grades kindergarten through grade 6, inclusive. Each such special meeting shall be called, advertised and conducted in the manner set forth in section 19. The question to be submitted by vote by secret ballot shall be substantially as follows: "Shall the Boothbay-Boothbay Harbor Community School include grades kindergarten through grade 6 in addition to grades 7 to 12, inclusive?" The results in said towns shall be declared by municipal officers of each of said towns and returns filed by the respective town clerks with the Secretary of State. In the event a town shall disapprove of such inclusion or its approval be no longer effective, the question may be resubmitted to the voters of such towns, provided, however, that approval of one such town of the inclusion of grades kindergarten through grade 6 in the community school shall become null and void, unless the other such town shall also approve of such inclusion within 24 months.

Sec. 19. Effective date; referendum. This act shall take effect 90 days after the day of adjournment of the legislature only for the purpose of permitting its submission to the legal voters of the towns of Boothbay and Boothbay Harbor voting on the question at any regular town meeting within each respective town called and held not later than December 31, 1955. If the act shall fail to gain approval, such failure shall constitute a final determination for the purposes of this act. The town clerk in each respective town shall reduce the subject matter of this act to the following question: "Shall an Act entitled 'An Act to create the Boothbay-Boothbay Harbor Community

School District' be accepted?" and the voters shall indicate by secret ballot by the words "Yes" or "No" their opinion of the same. The results in said towns shall be declared by the municipal officers of each of said participating towns and returns filed by the respective town clerks with the secretary of state. This act shall take effect in its entirety when it shall have been approved by a majority vote of the legal voters within each such participating town voting on the question at a meeting or meetings called and held as aforesaid.

NOTES

1. Chapter 156 of the Private and Special Laws of 1953 was accepted by the voters of Boothbay and Boothbay Harbor at their regular town meetings on March 1, 1954 and has been amended by:

Chapter 8, Private and Special Laws of 1965
Chapter 27, Private and Special Laws of 1969
Chapter 28, Private and Special Laws of 1975
Chapter 87, Private and Special Laws of 1981
Chapter 86, Private and Special Laws of 1983

2. Chapter 27 of the Private and Special Laws of 1969 was accepted by the voters of Boothbay and Boothbay Harbor at their regular town meetings on March 2, 1970. The other amendments became effective without vote of the towns.

3. The voters of Boothbay and Boothbay Harbor voted at their regular town meetings on March 4, 1974, pursuant to Sections 18 and 18-A, to expand the District to include grades kindergarten through 8 in addition to grades 9 through 12.

Construction begins

By RYAN LEIGHTON, Staff Reporter / Posted: Monday, August 26, 2013 - 10:30am



A skidder belonging to Erik Carlson of C & L Forestry is ready to get to work clearing trees for the new tennis courts being constructed on the Boothbay schools' campus. RYAN LEIGHTON/Boothbay Register

Construction of the community tennis courts officially started August 21, after the Boothbay-Boothbay Harbor Community School District board of trustees awarded bids to E.M. Wood Construction of Boothbay and Maine Tennis and Track of Gray.

When the crumbling courts along Route 27 fell into disrepair last year, the board of trustees discussed the installation of three new courts positions between the softball and baseball fields on the schools' southwestern part of the campus.



The trustees authorized Superintendent Eileen King to borrow \$393,000 to pay for the site preparation and tennis court installation. The bulk of the site preparation will be handled by E.M. Wood Construction at an estimated cost of \$272,500, which includes tree clearing, blasting ledge, drainage, backfilling the subgrade and concrete work.

Maine Tennis and Track will install the final top layer of asphalt and an acrylic playing surface at a price of \$90,237, bringing the total estimated cost of the project to \$362,737.

The plan calls for three courts, 120 feet long and 160 feet wide, that are scheduled to be completed by fall. While the tennis courts will be visible from the road and remain open for the community, the courts will be off limits during the school day when school is in session, according to King.

While an additional \$30,263 will be set aside for a contingency fund if needed, other financial options remain available. According to Boothbay Region High School tennis coach Alex Arsenaault, the United States Tennis Association will fund a project up to \$50,000 if specialized youth tennis lines are painted on the court's surface.

Additionally a community development/education grant could be available, according to King, while private fundraising will cover the costs of spectator benches and other amenities.

The construction of the new tennis courts signifies the start of a long-term vision for Boothbay Region schools' campus that encompasses both the existing facilities and future goals such as a full-size running track and soccer field.

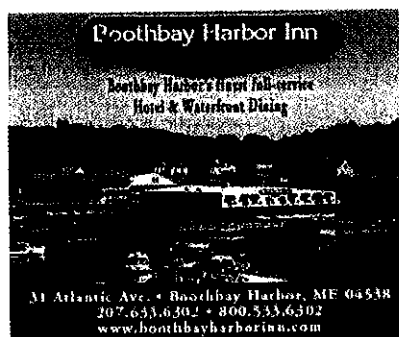
Hammond Lumber donates land

Hammond Lumber has agreed to donate the two acres of land in Boothbay Harbor that abuts the north end of the schools' property and the lumber business.

The land is seen as an important acquisition that could expand parking and provide access to future facilities such as a sports fields and a running track, according to trustee Kevin Anthony.

The trustees said donations from the the community to support the new tennis courts will be graciously accepted.

Check can be made out to the Boothbay Region Education Foundation at 51 Emery Lane, Boothbay Harbor, ME 04538.



MOST POPULAR

One final hug	(2,092)
On the fore, on the main, on the...	(1,519)
Thanks, Billy	(982)
Shhh! Top 5 secret spots of Boothbay	(817)
Hitachi Foundation awards substantial...	(589)
Remembering Dave	(460)
TIF talks get contentious	(404)
Coulombe guarantees bond	(340)
The 1961 plan to fill Boothbay Harbor	(310)
Anderson pleads not guilty; contract...	(310)

AROUND THE WEB

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A Trick that Adds \$1k to Social Security Checks

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A plea to the St. Andrews Board

Done more harm than good

Sen. Johnson receives perfect score on labor record

Criticism bit over the top

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Town of Boothbay
Office of the Board of Selectman

Steven C Lewis - Chairman
Dale C Harmon- Vice Chairman
Charles R Cunningham

Douglas W Burnham
Stephen W Ham

James Chaousis II, Town Manager

October 31st, 2013

Town of Boothbay Harbor
Attn: Chairman William Hamblen
11 Howard Street
Boothbay Harbor, ME 04538

Dear Chairman Hamblen,

The Town of Boothbay Board of Selectmen are inquiring about the legality and process associated with the recent Consolidated School District loan. The CSD recently borrowed \$393,000 for a tennis court project. The Town of Boothbay inquired with the town attorney on this process. We would like to discuss this with the CSD Trustees.

I have included a few attachments that are relevant. First attachment is the *Boothbay Register* article reporting on the status of the tennis courts and the CSD debt. The second attachment is the minutes of the CSD Trustees meeting reported in that article. Finally, attached is a copy of the CSD charter with all amendments.

A few points of emphasis are necessary to understand all of this information. Section 1 authorizes the CSD to acquire real property...for school and recreational purposes. Section 2 authorizes the CSD Trustees with this responsibility. Section 3 authorizes the CSD Trustees to use bonded indebtedness. Section 4 sets the process for notifying the towns of intent to borrow and allows the town to challenge the Trustees vote.

The Town of Boothbay Board of Selectmen would like to discuss with the CSD Trustees why the towns were not notified of this debt. They would also like to know what other portions of the charter are not adhered to and why.

We are inviting the Boothbay Harbor Board of Selectmen to this discussion, on November 6th, 2013 at 5:15 PM in the Boothbay Region High School Library. We hope you can attend.

Please contact me if you have questions.

Sincerely,

Steven C Lewis, Chairman

207-462-1772
brrdd@myfairpoint.net

1011 Wiscasset Rd
PO Box 106
Boothbay, Maine 04537
Phone (207) 633-2051 Fax (207) 633-6620

**BOOTHBAY-BOOTHBAY HARBOR CSD
BOARD OF TRUSTEES**

**AGENDA
SPECIAL MEETING**

**3:00 p.m. Wednesday, August 21, 2013
Superintendent of Schools Office**

I. Meeting called to order at

II. Items for Board Action

- a. Recommend the trustees approve the superintendent's recommendation to award the bid for site preparation for new tennis court installation to:**

MOTION SECOND VOTE

- b. Recommend the trustees approve the superintendent's recommendation to award the bid for tennis court installation to:**

MOTION SECOND VOTE

- c. Recommend the trustees authorize the superintendent to borrow an amount not to exceed the cost for the site preparation for the tennis court installation.**

MOTION SECOND VOTE

III. Next meeting date: 5:15 p.m., Wednesday, September 4, 2013 in BRHS Library

IV. Adjournment

TIME

MOTION SECOND VOTE

**BOOTHBAY-BOOTHBAY HARBOR COMMUNITY SCHOOL DISTRICT
BOARD OF TRUSTEE MINUTES
Meeting held Wednesday, August 21, 2013**

MEMBERS PRESENT: Chris Buchanan, Richard Hallinan, Kevin Anthony, Tyler Hodgdon, and Cameron Mitchell.

Administrators/Supervisors Present: Supt. Eileen King and Facilities Director David Benner.
Press: Ryan Leighton **Guests:** none

CALL TO ORDER

The meeting was called to order at 3:00 p.m. on the above date.

PUBLIC PARTICIPATION – none

ITEMS RECEIVING BOARD APPROVAL

Tyler Hodgdon moved and Kevin Anthony seconded the motion to award the bid for site preparation for new tennis court installation to E.M. Wood for the amount of \$272,500.

Motion Approved 5-0-0

Kevin Anthony moved and Richard Hallinan seconded the motion to award the bid for tennis court installation to Maine Tennis & Track for the amount of \$90,237.

Motion Approved 5-0-0

Richard Hallinan moved and Kevin Anthony seconded the motion to authorize the superintendent to borrow an amount not to exceed the cost of \$393,000 for the site preparation and tennis court installation.

Motion Approved 5-0-0

NEXT MEETING

The next trustees' meeting has been scheduled for 5:15 p.m., Wednesday, September 3, 2013 in the high school library.

ADJOURNMENT

Richard Hallinan moved and Chris Buchanan seconded the motion to adjourn the meeting at 3:30 p.m.

Motion approved 5-0-0

Respectfully submitted,



Eileen King
Superintendent

- When did discussions start about replacing the courts by Route 27 by either fixing the existing courts or replacing them with new courts at a different location?

The conversations regarding the tennis courts began about two years ago when students, parents and members of the tennis community approached both boards to discuss their concerns regarding the safety and the condition of the courts. The CSD was maintaining the courts to make them as safe as possible but at some point that was not getting the job done. Three companies were brought in to determine the needs of the tennis courts. All three determined that the courts needed to be replaced. It was at that time the Trustees decided to build three courts instead of two and move them to a quieter and safer location, with the goal of maintaining them as the Community Tennis courts.

- Were other avenues looked at in the course of these discussions (ie the YMCA) and if so, what were they?

The Y was not really ever considered as those courts are inside courts and the discussion was to replace or rebuild the existing outdoor community courts. The goals were to continue to have courts that all those who live here or visit here could access for free. It is important to note that it is very difficult to access tennis courts in the Boothbay Region for free. The current courts that are being replaced were rarely used due to their condition. Those who wish to play tennis in our community must belong to the YMCA and are required to pay for court use if they are 18 years or older. Other courts such as Juniper Point or the Boothbay Harbor Yacht club require that the individuals who use them are members or these clubs. The Newagen Inn as well as the Spruce Point Inn also have courts for their guests, and but requirement payment if others want to use them. Overlook, the final courts that were available were removed two years ago and replaced with solar panels.

How long did the CSD advertise for bids for both the site work as well as the courts themselves?

The bids for the tennis courts were advertised in the Kennebec Journal and the Boothbay Register on July 18 2013. The sealed bids were due to the Superintendents office by August 15. A mandatory pre-bid meeting took place on July 31, 2013 at 2:00 pm. The sealed bid deadline was extended

to August 21 after the pre-bid meeting to give the bidder more time and to make sure they had some of the information they needed.

- How many bids did the CSD get for both the site work (I had heard you only received two) and the courts?

The CSD received two bids for the courts. One bid came in at 209,000 and the other bid came in at 272,500. Only one bidder attended the meeting where the bids were open therefore the Trustees were not able to ask the other bidder questions. (It is important to note that one bid arrived at 1:50 on August 21, 2013. Our secretary thanked the bidder and reminded him that the bids would be opened at 2:30 and reminded him that he was welcome to attend and he did not return to attend the meeting)

One bid contained the name of the school system, the name of the project and the amount of the bid, where the other bid included all of the above and listed exactly what work would be completed. I cannot speak for the Trustees, but the effort that one bidder put into the bid and the quality of the information provided in the bid was far superior to the other bidder. (Bids will be sent)

- Now that we (The CSD and the Town) have noticed items in the Charter that were missed during the process of bidding out the courts, what kind of plans can be put into place to make sure the Charter is followed in the future?

I have spoken to bond counsel to clarify the expectations regarding any future loans and fully expect to follow the outlined process in the charter as we move forward.

Chuck, I hope this answers your questions; I will scan appropriate materials in a separate email.

Eileen

From: E. William Stockmeyer <billstockmeyer@dwmlaw.com>
Sent: Wednesday, October 02, 2013 3:53 PM
To: 'Eileen King'
Subject: Whether prior CSD referendum approval was needed for tennis court loan

Eileen, you have asked if loan for tennis courts that the board of trustees authorized was subject to prior voter approval. As explained below, we believe the project was not subject to prior voter approval because it was not a new school building or an addition to an existing school.

Section 3 of the CSD's Charter provides as follows:

To procure funds for any of the purposes of the district stated in section 1 of this Act, but not for any expenses of operation and maintenance, the board of trustees of the district is authorized, by the vote of not less than a majority of all the trustees, to borrow money from time to time and to issue bonds in the name and on the full faith and credit of the district; provided that the district shall not incur a total bonded indebtedness at any one time outstanding in excess of 12 ½ % of the last equalized valuation of the participating towns. P. & S.L. 1984, ch. 86, section 3.

As set forth in section 1 of the Charter, the purposes of the District include: "[T]o erect, acquire, enlarge, repair, equip and maintain on [school] property a school building or buildings and related athletic and recreational facilities." P. & S.L. 1953, ch. 156, section 1.

We caution that in some circumstances, pre-approval by referendum vote is required. The Charter states that "if any provisions of the Revised Statutes applicable to the district require approval by the voters of the district before a particular issue of bonds may be issued, the board of trustees shall provide for a referendum to be called and held in the manner provided for in the Revised Statutes." P. & S.L. 1982, ch. 87, section 4.

The general statutes provide generally that a CSD board of trustees may authorize borrowing for various purposes, including "major capital costs" and "minor capital costs." 20-A MRS §1702 (1)(B). Under section 15672 (20-A) of Title 20-A, "minor capital costs" includes maintenance of plant and site development, and "does not include construction of new buildings."

Under section 15672(18-A) of Title 20-A, "major capital costs" means costs related to school construction projects. Under sections 15901(4) and 15904 of Title 20-A, a referendum vote is required for a school construction project, though not for minor capital costs. The line between a "major capital cost" and a "minor capital cost" defies precise definition, and we are not aware of any court decision defining the distinction further. In our experience, however, a renovation project that does not include a new school or a school addition is generally considered a "minor capital cost." In short, and while each case may be highly fact dependent, we believe the intent of the Charter provision, requiring the Trustees to obtain approval by referendum when so required by the general laws, more likely than not is directed to new school buildings and projects that include additions to existing schools.

Finally, we have not reviewed any of the loan documents, loan authorization, or authorization procedures for this loan. Going forward, we would recommend that the Board of Trustees engage bond counsel in advance for future proposed loans. The role of bond counsel will be to advise as to the applicable procedural requirements for the CSD to issue bonds, including whether referendum approval is necessary, as well to advise as to legal requirements for the form and execution of the CSD's bonds. Bond counsel is also needed to comply with extensive federal tax laws governing tax exempt bonds and, as applicable, federal securities laws. All of these matters are governed by requirements of the Charter, the general laws of the state, federal statutes and regulations, and various court decisions. In addition to a

compliance role, at closing bond counsel will render an approving opinion to support the validity and, if applicable, tax status of the bonds, which the parties to the transaction may rely upon.

I trust that this is responsive to your inquiry. Please do not hesitate to call if we can be of any further assistance.

Regards,

Bill

DrummondWoodsum

Maine | New Hampshire

E. William Stockmeyer | Attorney

84 Marginal Way, Suite 600, Portland, Maine 04101-2480

voice (207) 772-1941 ext. 585 • fax (207) 772-3627

direct (207) 253-0585 • (800) 727-1941

billstockmeyer@dwmlaw.com | www.dwmlaw.com

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Chapter 3

Low Impact Development

Benefits of LID:

- Preserves the hydrologic cycle
- Protects streamflows
- Protects drinking water quantity
- Keeps drinking water pure
- Fish and wildlife benefits
- Promotes water conservation
- Reduces flooding and property damage from peak flows
- Saves communities money
- More attractive and diverse than traditional developments

Low Impact Development, known as LID, is the process of developing land while minimizing impacts on water resources and infrastructure. It is a site-based process, unlike Smart Growth and New Urbanism, which are community or regionally based and directed at minimizing sprawl and making developments more people-friendly. LID is geared to protecting the hydrologic cycle that is normally badly damaged during development. The benefits of LID are shown at left.

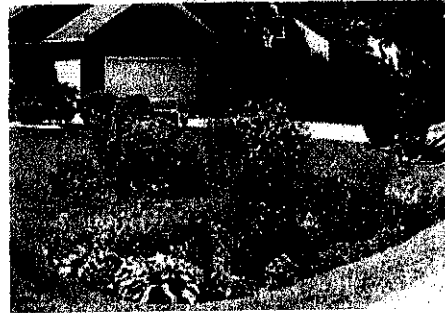


Photo courtesy of Maplewood Public Works Department.

This raingarden is located in Minnesota, where some communities have reduced the total stormwater load on their water resources by building connected raingardens at each home along the street. Where homeowners do not want a raingarden, they instead get a shallow grass swale that can be mowed. These projects have reduced flooding problems and are attractive. Maplewood, Minnesota, where this garden is located, has developed seven different designs with different looks and maintenance requirements.

LID can be applied to existing, as well as new developments. How? By retrofitting existing paved or otherwise impervious sites with infiltration or storage units. Dispersed units are better than single end-of-pipe treatment devices since they come closer to replicating the natural hydrology of the site. Reestablishing the hydrologic connection has many benefits, but of course it's more expensive than doing it right in the first place. Still, the benefits outweigh the costs in many cases, particularly since the costs can include repeated flooding events and groundwater decline.

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3.1 Problems LID Addresses

Many people are surprised to find out that today's traditional developments are causing so much harm to the environment. It wasn't intentional, but somewhere along the line, it became cheaper and easier to clear cut large swaths of land for new developments. Then topsoil began to be sold off, and just a little loam was left for the lawns. The extensive clearing of the lots also left little shade, so the poor soils and grass bake in the sun and create high water demand. Meanwhile, the runoff calculations, if there even were any, designed to protect communities from increased runoff never got significantly updated to reflect the new, more impervious lawns and wider streets, so runoff from these new developments may be significantly more than planned. LID addresses many of these issues.



Photo courtesy of the National Oceanic and Atmospheric Administration (NOAA)

The photo above shows a flooded road — could be anywhere. Increased flooding is one of the most obvious problems caused by today's development practices. The water lost downstream should have recharged an aquifer that may now begin to decline—a less obvious problem.

Why Developments Can Cause Environmental Harm and Flooding

- Farmland converted to suburbia or commercial and industrial development has more runoff. Some big box retailers, for example, have 30 acres or more of parking area
- Compacted lawns and playing fields have more runoff than the undisturbed woods
- Erosion during construction continues to be a major problem in many areas
- Undersized stormwater treatment units in older developments may demand high maintenance, and when they don't get maintained, they fail, leaving the site worse off than without them
- Peak flow controls focus on larger storms, passing smaller, more frequent storms through, which damage stream channels.

Results of Traditional Development

Low Impact Development (LID) focuses on replicating the natural hydrologic cycle as much as possible. The results of today's high impact development is damage to the hydrologic cycle, which can result in:

- Lower low flows in streams;
- Higher peak flows and flooding;
- Less clean recharge and dropping groundwater levels;
- Pollution of drinking water;
- Loss of wildlife habitat and damage to fisheries;



Drawing courtesy of NASA.

As farmlands are converted to residential areas in the developed parts of Maine, runoff volumes are multiplied.

New homes in suburban areas, with their massive lawns and sprinkler systems have a high water demand and high runoff.

3.2 LID Design Practices

There are several land planning and design practices that can be used to achieve LID. These focus on developing land in a manner that helps mitigate potential environmental impacts. Ideally, these planning and design practices should be incorporated at the design phase to be most cost-effective, but can also be used to redevelop sites. Specific technologies that can be used to implement these practices are discussed later in this section.

LID Principals

- Minimize Impervious Areas
- Limit Areas of Clearing and Grading
- Minimize Directly Connected Impervious Areas
- Manage Stormwater at its Source

Minimize Impervious Areas

Impervious areas increase the amount of runoff that leaves a site, as undeveloped lands that allow for natural infiltration of rain water are replaced with impervious surfaces such as buildings, sidewalks and pavement. Less impervious area equals less runoff from the site. Means to minimize impervious areas include:

- Reduce unnecessary parking areas and aisle widths
- Design pervious overflow parking areas and emergency access ways
- Design narrower streets and driveways wherever possible• Design narrower streets and driveways wherever possible
- Keep sidewalks to one side of primary roads, preferably separated from the road by a vegetated or pervious buffer

- Minimize building setbacks to reduce driveway lengths
- Use vertical construction over horizontal
- Incorporate smart growth concepts such as clustering

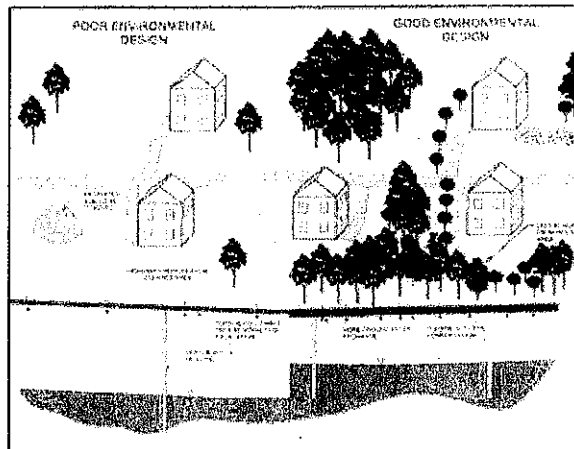


Photo courtesy of Center for Watershed Protection.

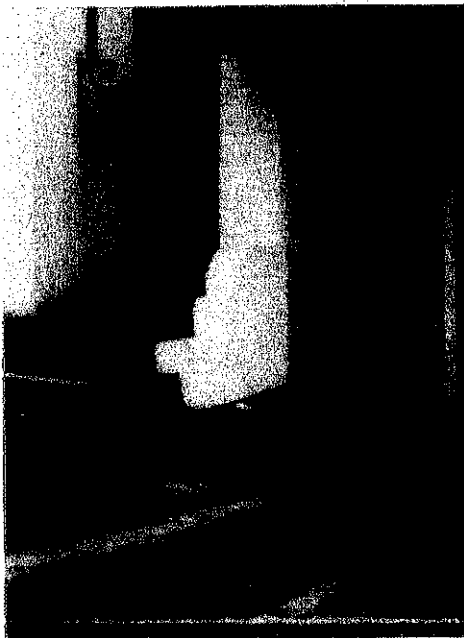
This photo shows pervious pavement on an overflow parking lot.

Limit Areas of Clearing and Grading

One way to preserve pre-development conditions is to minimize land disturbance activities to the extent possible. Development should be located in areas that are less sensitive to disturbance (i.e., developing on clay soils will have less impact than developing on sandy soils). At a minimum, buffers to sensitive areas (i.e., waterbodies, floodplains, wetlands and steep slopes) should be left undisturbed. The limits can be applied through use of Landscape Design Guidelines or Standards referenced in the subdivision regulations or stormwater bylaws. The limits also need clear marking on development plans and in the field.



The drawing above shows how a site that is extensively cleared might affect groundwater recharge and aesthetics of the overall development. Leaving mature trees has also been shown to increase the value of the homes even though it may be resisted by onsite contractors, who may see it as a major inconvenience. Despite the inconvenience to some, it is a major benefit to the future homeowners, the community and the environment.

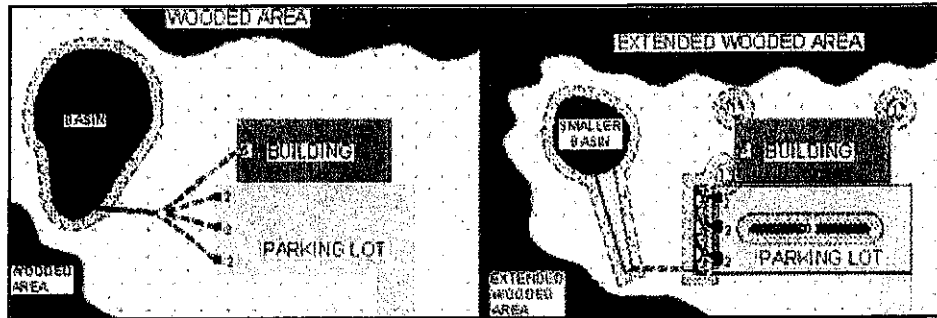


Common practice in urban areas is to deal with erosion problems by paving them over to protect the soil. This compounds the problem, and can be corrected using LID methods that disconnect roofs and other impervious areas from the street by diverting the roof leader to a dry well or the like away from the building.

Minimize Directly Connected Impervious Areas

Some impervious area is unavoidable, but the impervious areas can be separated from the discharge point by using low impact techniques such as dry wells, raingardens, level spreaders and others. These can be used to cut down on the Directly Connected Impervious Area or DCIA as coined by EPA. For example:

- Drain impervious areas as sheet flow to natural systems such as vegetated buffers.
- Break up flow directions from large paved surfaces to allow for on-site treatment of smaller flows.
- Avoid situations like that shown in the opposite photograph, where roof leaders are directly connected to streets by paving due to erosion problems created by the velocity of the roof leader discharge. Instead, collect roof leader water in dry wells or raingardens set 8 feet or more from the building.

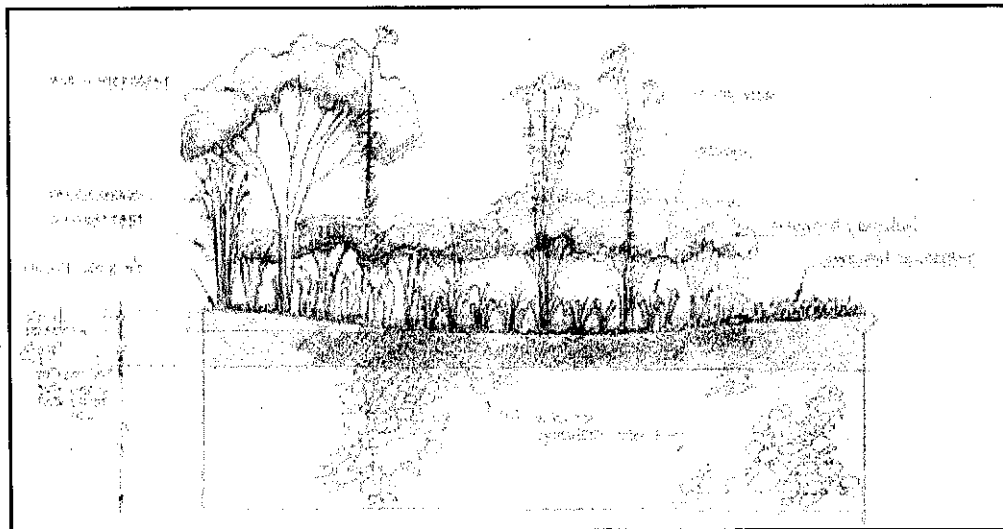


The drawing above shows how a typical commercial site is usually drained (left), with some LID improvements to the same site shown on the right. On the right side, there is a) less clearing; b) the roof leaders are handled in dry wells; c) the emergency access way and some overflow parking are in pervious materials; and d) an infiltration divider is used in the parking lot to collect some of the drainage in a vegetated island. This reduces the size of the basin, but more importantly, small storms are almost completely collected and treated, resulting in a major reduction in the overall water quantity leaving the site via runoff and an accompanying improvement in water quality leaving the site.

Manage Stormwater at the Source

Although end-of-pipe treatment structures can be used to control peak-flows, they cannot mimic natural hydrologic conditions of a site. To most closely mimic the natural functions of a site, stormwater must be handled as close as possible to the source. This is best accomplished with numerous

smaller systems that fit in with the site's natural topography and drainage conditions. Breaking up the drainage in this way results in much greater overall control of the runoff during smaller storms and for the "first flush" of each storm when most of the pollution occurs.



This commercial rain garden or bioretention island is a good way to keep stormwater at the source of its generation in a parking lot. It has heat and salt tolerant species and is low maintenance as well as beautiful. Many versions are also available for residential use, as described further in Chapter 6. LID Techniques.

3.3 Soil Considerations

Minimize Compaction

Soils play a key part in LID. It is important to minimize soil disturbance and compaction from heavy equipment during development to maintain pre-developed conditions. Compaction of soils reduces the natural infiltrating ability of the soils. It is also important to avoid steep slope development, as these can quickly erode and runoff into nearby waterways degrading water quality and wildlife habitat.

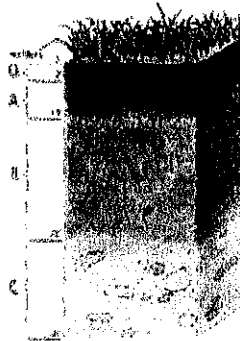
The site soils also help direct development activities. If possible, impervious surfaces and development disturbances should be directed towards the more impermeable soils of a site, leaving the pervious soils to continue infiltrating runoff. This will cost-effectively minimize the overall impacts to the hydrologic cycle reducing the cost of stormwater best management practices (BMPs). The types of soils available will also help with the selection, sizing and placing of LID techniques.

Increase Organic Content of Soils

When constructing many of the LID techniques, it is important to provide a sufficient soil and organic layer to optimize pollutant removal. The soil bed should consist of at least 20-30% organic material and 30% planting or top soils. The organic materials should consist of a mulch layer over compost type materials such as composted leaves.

This highly organic layer traps contaminants, absorbs more rainfall or runoff and provides a medium for biological activity that helps break down pollutants. Planting soil provides a healthy growing medium for vegetation by encouraging strong root growth. In addition, microbes found in healthy soils transform nutrients into forms that are essential for plant growth. Compost is a particularly attractive amendment because it is readily available, has trace minerals and micronutrients and recycles a waste product.

Most gardeners swear by compost as the best soil additive for healthy plant growth, minimizing disease and insect problems and retaining soil moisture. This goes even further in LID in that compost absorbs more rainfall, acting as a sponge, and keeping rain where it fell rather than running off as stormwater.



Drawing courtesy of Natural Resource Conservation Service (NRCS)

Typical soil profile.

LID calls for soils with a high organic content to absorb and cleanse rain and stormwater. Today's developments often lack adequate topsoil as it may be sold off during construction. This leaves little organic topsoil to support the growth of lawns and other vegetation, which may also increase irrigation use. Adding organic matter in the form of compost is relatively easy and effective.

Compost or other organic amendments can be added at the site preparation level, typically by the truckload. It is also available for little or no cost from many community leaf compost programs.

For raingardens and bioretention areas, compost addition is also valuable in absorbing and retaining moisture for plant life, filtering pollutants and providing an active layer for microorganisms to reside and reproduce. A healthy microorganism population is key to the decomposition of many pollutants, whether in the home raingarden or in a parking lot.

Avoid Pesticides

Healthy soil is alive with microorganisms that decompose and inactivate pollutants, but some of these microorganisms may be killed by the use of pesticides or excessive chemical fertilizers. Pesticides include herbicides that kill undesirable vegetation and insecticides that kill nuisance or pest insects and other similar organisms such as spiders. Although the soil microorganisms are not typically the target of these chemicals, many of them may fall victim to the use of pesticides. A loss of diversity of microorganisms in the soil and on the surface is the result, and the resulting soil can be "dead", with less pollutant removal capability. Additionally, insect species that prey on pests are also killed by pesticides. Since the predatory species tend to have slower reproduction than the pest species, a natural defense against insect pests may be lost.

3.4 LID Techniques

LID is a natural evolution of stormwater management, and as a result, some of the techniques are not new at all but have been used for years. For example, drywells for roof leaders are hardly new technology. Other techniques are relatively new, but no matter the age of the technique, all LID methods have one characteristic in common: keeping the rainfall or runoff as close to its point of generation as possible. The LID approach emphasizes multiple, dispersed on-site systems that mimic natural conditions as closely as possible. These are attractive, cost-effective solutions designed to retain and treat stormwater runoff at the source. Following are several LID techniques that can be used on a site:

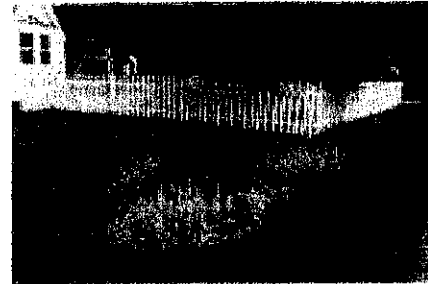


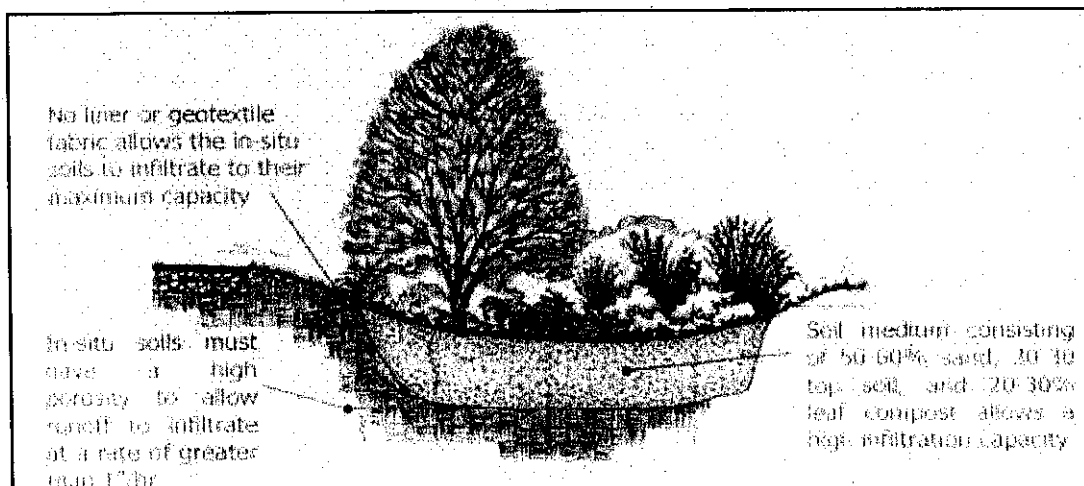
Photo courtesy of Maplewood Public Works Department

A rain garden in Maplewood Minnesota blends in with the neighborhood, infiltrating rain while providing an attractive garden. This one is one of seven styles, called "Sunny Border Garden" and features hardy low maintenance species.

Bioretention Areas or Raingardens

A bioretention area is designed to collect, infiltrate, and treat moderate amounts of stormwater runoff using conditioned planting soil beds, gravel beds and vegetation within a shallow depression. These are typically placed close to runoff sources, such as parking lot islands or along roadside edges. The vegetation generally consists of native or naturalized species to the area and are capable of handling periodic wet conditions such as the ponding that often occurs during storm events. The plants, soils, and organic matter such as compost and a mulch layer all play an important role in treating runoff by naturally breaking down pollutants. The

underlying gravel beds serve to temporarily store and infiltrate treated stormwater after percolating through the organic soil layer. Maine soils have relatively poor infiltration capacity, and these systems may need to be underdrained so their storage capacity is available for the next storm. Maintenance involves annual sediment and debris removal, mulch replacement and trimming and weeding as necessary. Raingardens are a more popular name for a bioretention area and have been used near streets and driveways in some communities. Appendix I-A provides examples of various rain garden layouts.



Drawing courtesy of Department of Environmental Resources, Prince George's County, Maryland

Filter Strips

Filter strips are shallow pitched vegetated areas placed between developed areas, such as parking lots and road edges, and downstream waterways. Filter strips are designed to disperse stormwater runoff velocities and capture moderate sediment loads by eliminating any channeled or piped outlets. Vegetation used in these areas is often grasses and low-lying groundcovers that allow recreational activities and pedestrian access between developed areas. Filter strips are often used to augment other stormwater treatment practices. The filter strip shown at right likely has limited usefulness in that it may be relatively compacted, but it still probably provides better infiltration than would a paved or otherwise completely impervious strip between the lanes.

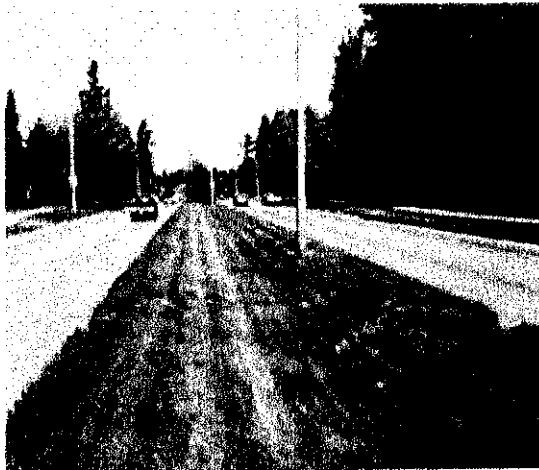


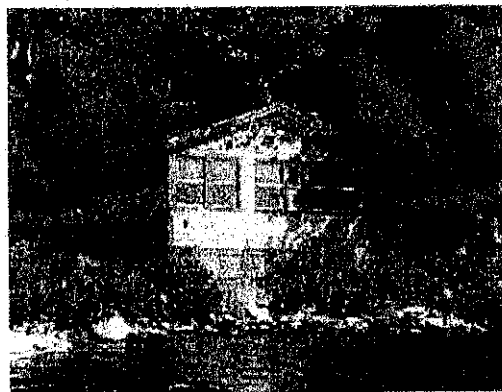
Photo courtesy of the Milwaukee River Basin Partnership

Vegetated Buffers

Vegetated buffers are natural or planted vegetated areas between developed areas and waterways and other sensitive areas such as wetlands and vernal pools. Buffers serve to moderately infiltrate and disperse stormwater runoff. Native site-specific vegetation is used to duplicate natural site conditions if planting is necessary due to disturbances. Buffers serve as a crucial element in preventing runoff pollutants from entering into waterbodies. They should include several layers of vegetation as these multiple layers absorb more precipitation and provide better uptake of pollutants and water through the mixed root zones of trees, shrubs, possibly a herbaceous layer and groundcovers. The duff layer is also important. Duff consists of leaves, pine needles and other plant materials in various stages of decomposition. The duff layer acts as a sponge, absorbing water and filtering pollutants as well as providing habitat for microorganisms that help treat runoff. In manmade vegetated buffers, some type of mulch may be used for the duff layer until a natural one develops over time.



The above camp on a lake in Maine has little buffer zone between the human activity and the water.



The retouched photo simulates a shrubby buffer that can help filter pollutants despite its small size.

Vegetated Wet or Dry Swales

Swales are shallow pitched elongated depressions seeded with grass or other suitable vegetation that are designed to transport and infiltrate moderate amounts of runoff, and capture sediment loads. A wet swale is often designed in areas with high water table levels and utilizes wet tolerant plants. Dry swales can be as simple as a grassed depression or planted with a diversity of native vegetation and underlined with a gravel bed to improve infiltration rates. An underdrain may also be provided in tighter soils, as in Maine, which will provide the absorption and pollutant removal benefits of the soil, while allowing the water to drain from the site. Swales are used along roadside edges and medians and in areas with site constraints.

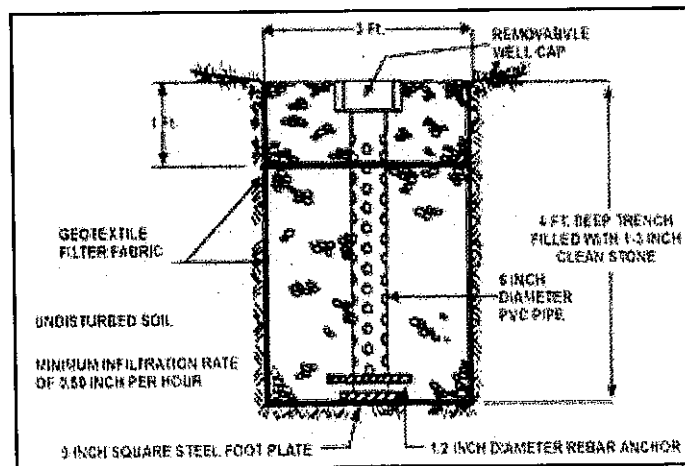


This dry swale is located in New Hampshire. It blends well with the landscaping and is low maintenance yet effective. It does have an overflow to the storm drain system that can be accessed once the water reaches more than halfway up the side slopes.

Infiltration Trenches

An infiltration trench is an in-ground usually crushed stone bed designed to capture and infiltrate stormwater in urban settings. All trenches should have some type of pretreatment to remove sediments from stormwater before it enters the trench, as they have been found to clog without this. Some types of appropriate pretreatment

might include grass swales, deep sump catch basins, grassed areas after level spreaders, plunge pools or sediment forebays. Following the pre-sedimentation step, infiltration into the trench allows for the removal of most remaining pollutants. Collected stormwater may remain in the trench for several days depending on soil conditions.



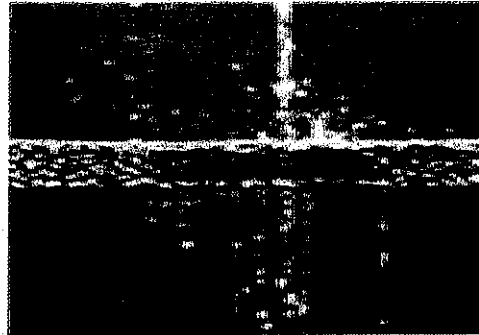
This cross section of a typical infiltration trench shows some of the basics of the design. In addition, pretreatment is needed and in Maine, the bottom of the stone should reach below the frost line to keep the trench working during the winter. This section is from U.S. EPA.

Porous Pavement

Porous or permeable pavements are designed to allow some amounts of rainfall to infiltrate through the road surface into the underlying gravel beds and soils. There are basically three types of porous pavement, including:

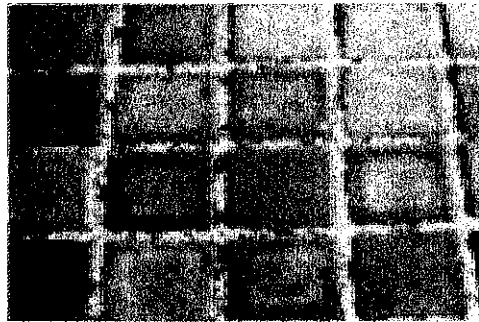
- **porous asphalt** resembles typical asphalt but is made with many void spaces throughout the surface material allowing water to pass through.
- **block pavers** are interlocking blocks of material resembling a grid that are usually made out of concrete allowing runoff to infiltrate through the exposed areas.
- **plastic grid pavers** generally come in a honeycomb pattern and the voids are filled with stone, or loamed and seeded. The grid provides strength to allow vehicles to park on it without compacting the soils in between.

All three types of pavements are susceptible to clogging in cold climates due to sanding applications although the block pavers have the best attributes in this regard and have been used in Canada. Both plastic grid pavers and porous asphalt can be problematic for plowing, as can block pavers if not bedded properly. All three of these types of porous pavement do hold promise for some applications, and testing is ongoing at several New England sites, including University of New Hampshire Cooperative Extension and the University of Rhode Island Cooperative Extension. The use of these pervious pavements is particularly suited to overflow parking, emergency access ways, unplowed lots and areas where pretreatment can be incorporated to remove sand. The use of any porous pavement requires approval by the Maine Department of Environmental Protection.



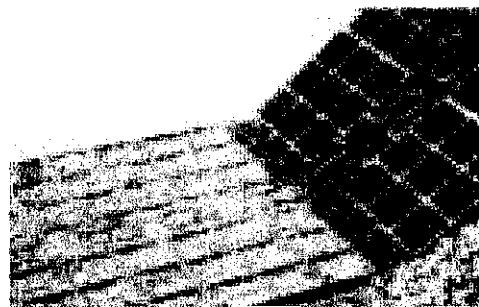
Courtesy of University of Connecticut, NEMO website

Porous Asphalt



Courtesy of University of Connecticut, NEMO website

Block Pavers

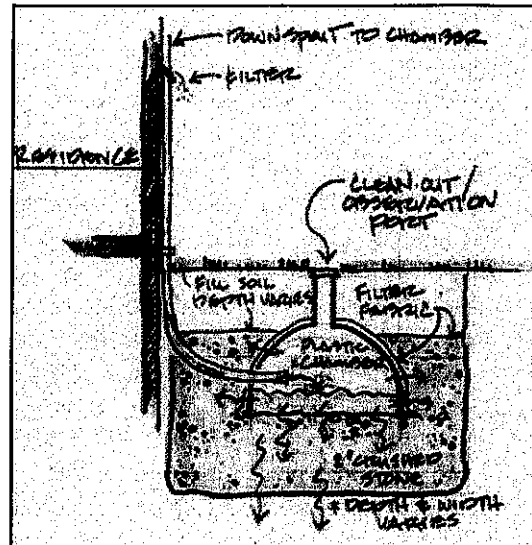


Courtesy of University of Connecticut, NEMO website

Plastic Grid Pavers

Dry Well

A dry well is an in-ground chamber filled with stone that is typically used to collect and infiltrate “clean” roof runoff. Roof runoff is usually free from clogging materials that shortens the life-cycle of this type of system. Roof leaders are generally diverted directly into the dry well. Rooftops, particularly in urban areas, contribute to the amount of impervious surfaces causing significant increase in runoff amounts. Diverting the rainfall into drywells diminishes the amount of runoff occurring from a site, minimizing downstream flooding conditions and allowing downstream BMPs to operate more effectively. As with other infiltration BMPs, dry wells require soils with a good infiltration rate and adequate separation from bedrock and groundwater.



This is a typical dry well for a roof drain leader.

Rain Barrels & Cisterns

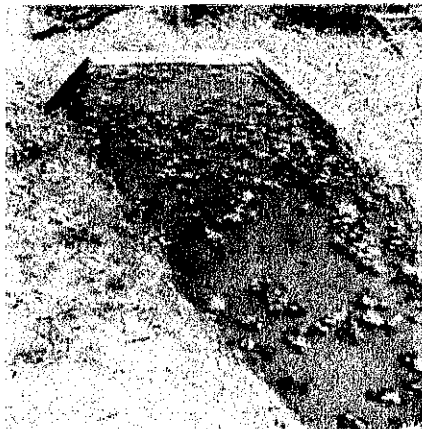
Rain barrels are simple collection devices, usually made out of plastic, that are designed to capture roof runoff. Like a dry well, roof leaders are diverted directly into the unit(s). Most barrel designs incorporate child resistant covers and mosquito screens. Rainwater is stored in a barrel or number of barrels for later reuse in the garden or the landscape. Weep holes or an intended leaky spigot are used to allow water to slowly seep into the ground and to ready the unit for the next storm. A cistern for LID usually refers to an underground irrigation storage unit that receives roof runoff, saving it for irrigation purposes.



The above photo shows a rain barrel used to collect and store roof runoff for later use.

Level Spreader

A level spreader is designed to disperse stormwater runoff over a level, shallow pitched area to prevent erosion and capture sediment. Some designs incorporate an underlying gravel bed and water bar to improve runoff infiltration and storage. Vegetation is not usually part of the design as it can impair sediment cleanup operations. This low cost technique is often used on road edges and in median strips. Several level spreaders are sometimes used in parallel along sloping terrain. They often disperse runoff evenly to a vegetated area for further treatment. Volume III contains standards for designing level spreaders for buffers and for simple distribution of runoff to avoid gullyng.



The above photo shows a typical level spreader used to evenly disperse flows to a vegetated area.

Rooftop Greening

Rooftop greening is an innovative approach designed to temporarily store rainfall for vegetation on rooftops while simultaneously lowering the air temperature. It is particularly useful in urban areas that have become "heat sinks" with high summer temperatures creating uncomfortable, unhealthy microclimates because of vast amounts of imperviousness. Green roofs can improve local air quality and can absorb a significant volume of precipitation, depending on the depth of the soil profile provided. In new construction, green roof systems are generally installed on flat or shallow sloped roof tops that are engineered to withstand the added weight of vegetation and temporary water storage that occurs after a storm event. However, several vendors of green roofs also claim that they can be installed on existing buildings and they note the weight limits per square foot of saturated roof garden. Impervious layers are installed to prevent leaks. Benefits of the roofs include reducing solar damage of the roofing materials and providing additional greenspace, and of course reducing stormwater.

More Information

More detailed information on each of these techniques, including plant selections and layouts is included in Volume III, Chapter ____.



Photo courtesy of University of Connecticut, NEMO website.

Fencing Academy of Philadelphia, Roofscapes, Inc.

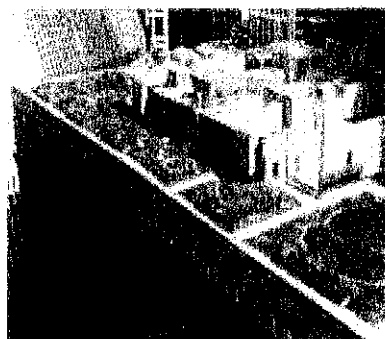


Photo courtesy of American Landscape Architects Association.

Green roof on Chicago City Hall

3.5 Getting Started

LID is a great concept that can be implemented by communities as well as individuals. A collective effort is needed to preserve and protect streams, lakes and water supplies. Every project helps to make a difference. Many communities and individuals may wonder where to start. The following tips are provided to help with LID implementation.



These children are learning about infiltration by building soil profiles and running liquids through them.

What Can Communities Do?

- Revise existing development controls through bylaws or subdivision and site plan review changes to promote retaining more total runoff on each site
- Minimize site disturbance through clustering and other methods and stake out clearing limits and stockpiles
- Review engineering calculations for overly optimistic pre and post runoff assumptions
- Adopt guidance and design criteria
- Set a good example on municipally owned properties
- Create a public education program and demonstration project

What Can Individuals Do?

- Review property's drainage and find out where it goes during large rainstorms
- Disconnect roof leaders and direct connections to the street and reroute these to drywells or other infiltration
- Build a raingarden using one of the many guides available
- Cut down on lawn size and plant shrubs and trees instead—look for hardy, low maintenance varieties that don't need a lot of water or pampering once established
- Keep a raingauge and try to keep all of the rain that falls on the property!



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
MAINE FOREST SERVICE
168 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0168

WALTER E. WHITCOMB
COMMISSIONER

Title: Maine Forest Service Winter Moth Pheromone Survey

Date: October 7, 2013

Project Initiator: Charlene Donahue, charlene.donahue@maine.gov phone: (207) 287-3244

Objective:

- 1) Delineate area infested with winter moth
- 2) Locate areas with emerging high populations for continued monitoring
- 3) Locate areas that need biocontrol intervention in 2014

Justification: Winter moth (*Opheroptera brumata*) is an emerging invasive forest insect problem in the state of Maine. Defoliation expanded from none in 2011 to 600 acres in 2012 to over 5,000 acres in 2013. In 2012 citizens sent in moth samples that allowed the MFS to make the first determination of the extent of winter moth in Maine. This year a survey using pheromones will provide more definitive information on where the moths are found.

Methods: One multi-pher trap per town will be hung in a tree along a coastal transect from Kittery to Tremont (52 towns) and along a transect from Lebanon to Gray (10 towns). Traps will be baited with a lure and contain a no-pest strip. Traps will be set out the first week of December and retrieved the first week of January.

Towns will be contacted ahead of time to obtain permission to hang a trap on town property.

Duration: December 2013 – January 2014

DOUGLAS P. DENICO
DIRECTOR

18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, ME 04330
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PHONE: 207-287-2431
OR: 800-367-0223
FAX: 207-287-2432

Jim Chaousis

From: Bjork, Greg <Greg.Bjork@maine.gov>
Sent: Thursday, October 31, 2013 10:39 AM
To: Jim Chaousis
Subject: Winter Moth Survey
Attachments: 2013 WM pheromone survey.doc

Hi Jim,

The ME Forest Service would like permission to hang an insect trap on municipal property during the month of December. Attached is a one sheet of information regarding the Winter Moth insect trap. Ideal sites include the town office, parks, recreational fields, public works facilities, etc... We will be hanging one trap per town. Please let me know at your earliest convenience.

Thanks,

Greg Bjork

Jim Chaousis

To: BOS
Subject: GA Ordinance Appendixes
Attachments: GA Appendix 2012-2013.pdf; GA Appendix A 2013-2014.pdf; GA Appendix B 2013-2014.pdf; GA Appendix C 2013-2014.pdf; GA Appendix DEF 2013-2014.pdf; GA Memo.pdf; GA Summary Sheet 2013-2014.pdf

To all,

Ordinarily it would be relatively easy to compare the ordinance appendices from year to year but MMA has altered their website. They haven't uploaded all of the previous years and I doubt they will. So, we scanned the appendices from 2012-2013. Attached is that scan and the additional Appendices for adoption.

James D Chaousis II, Town Manager
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PO Box 106
Boothbay, ME 04537
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townmanager@townofboothbay.org

GENERAL ASSISTANCE ORDINANCE

APPENDICES C

2012-2013

The Municipality of BOOTHBAY adopts the MMA Model Ordinance GA Appendices C for the period of October 1, 2012 — September 30, 2013. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the 28th (day) of January (month) 2013 (year)
by the municipal officers:

CHARLES R. CUNNINGHAM
(Print Name)


STEVEN LEWIS
(Print Name)


DALE HARMON
(Print Name)

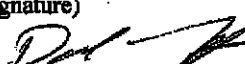
STEPHEN W. HANE
(Print Name)

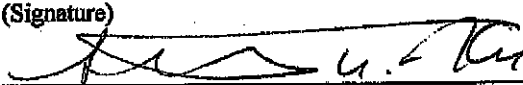
DOUGLAS W. BURNHAM
(Print Name)

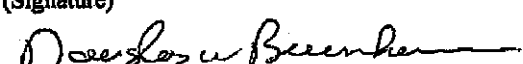
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Appendix A

Effective: 07/01/12-06/30/13

Amend the Town/City of _____ General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after July 1, 2012, as follows:

GA Overall Maximums**Metropolitan Areas**

COUNTY	Persons in Household				
	1	2	3	4	5
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	550	641	818	1040	1174
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	561	563	676	845	1036
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	471	590	720	912	1010
Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	731	868	1124	1416	1517
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	912	918	1100	1603	1746
Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	607	715	922	1101	1410
Brunswick	608	727	939	1190	1427

Appendix A

Effective: 07/01/12-06/30/13

Amend the Town/City of Boothbay General Assistance Ordinance to incorporate the following maximum levels of assistance to be effective on and after July 1, 2012, as follows:

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	550	641	818	1040	1174
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	561	563	676	845	1036
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	471	590	720	912	1010
Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	731	868	1124	1416	1517
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	912	918	1100	1603	1746
Cumberland County HMFA: Baldwin, Bridgton, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	607	715	922	1101	1410
Brunswick	608	727	939	1190	1427

Attachment 2 - Corrected
Appendix A
 Effective: 07/01/12-06/30/13

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	723	724	869	1095	1504
York County HMFA: Acton, Alfred, Arundel, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Shapleigh, Waterboro, Wells Biddeford, Saco, Sanford	661	688	873	1045	1141
	668	744	938	1190	1407

*Note: Add \$68 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	428	527	631	824	912
Franklin County	530	572	696	832	1079
Hancock County	579	668	822	1094	1125
Kennebec County	459	550	684	933	996
Knox County	524	693	791	1071	1236
Lincoln County	633	680	821	991	1118
Oxford County	442	588	678	902	1130
Piscataquis County	550	627	775	984	1053
Somerset County	440	547	632	914	970
Waldo County	617	662	798	979	1041
Washington County	530	572	683	846	923

* Please Note: Add \$68 for each additional person.

Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through October 1, 2012, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202

Note: For each additional person add \$150 per month.

Appendix C

Effective: 10/01/12-10/01/13

GA Housing Maximums (Heated & Unheated Rents)

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

Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		78	335	99	425
1		80	343	103	445
2		90	385	122	526
3		120	517	161	693
4		120	517	173	745
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		95	408	110	475
1		97	418	115	493
2		114	491	139	596
3		134	578	168	723
4		196	844	246	1057
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		105	451	119	512
1		117	503	135	582
2		145	622	170	729
3		197	845	227	978
4		197	845	227	978
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		83	359	99	426
1		94	404	112	491
2		123	529	148	636
3		159	685	189	811
4		159	685	197	848

APPENDIX D - UTILITIES

ELECTRIC

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$82.50
5	\$21.00	\$90.00
6	\$22.70	\$97.50

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$16.30	\$70.00
2	\$18.60	\$80.00
3	\$21.00	\$90.00
4	\$23.30	\$100.00
5	\$25.60	\$110.00
6	\$27.90	\$120.00

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

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

APPENDIX E - HEATING FUEL

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

FOR MUNICIPAL USE ONLY

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

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

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

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

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

Effective date for D, E, &
is 10/1/12 - 9/30/13

ELECTRIC

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.20	\$82.50
5	\$21.00	\$90.00
6	\$22.70	\$97.50

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$16.30	\$70.00
2	\$18.60	\$80.00
3	\$21.00	\$90.00
4	\$23.30	\$100.00
5	\$25.60	\$110.00
6	\$27.90	\$120.00

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

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

APPENDIX E - HEATING FUEL

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

FOR MUNICIPAL USE ONLY

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

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

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

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

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

FOR MUNICIPAL USE ONLY

GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2012 to June 30, 2013**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2012 to September 30, 2013**.

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Lincoln	633	680	821	991	1118	1186

NOTE: For each additional person add \$75 per month.

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

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202

NOTE: For each additional person add \$150 per month.

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
0				
1	119	513	132	568
2	124	535	145	622
3	159	684	184	791
4	200	862	231	995
	307	889	344	1048

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

FOR MUNICIPAL USE ONLY

GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	579	669	845	1,061	1,223
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	576	576	690	874	1,056
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	529	626	818	1,031	1,094
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	750	888	1,148	1,444	1,546
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	936	939	1,123	1,635	1,779
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	623	731	941	1,244	1,483

Appendix A
Effective: 07/01/13-06/30/14

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	742	742	887	1,117	1,533
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfeld, Saco, Sanford, Shapleigh, Waterboro, Wells	678	704	891	1,191	1,233

*Note: Add \$68 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	506	539	644	840	929
Franklin County	555	585	711	856	1,217
Hancock County	594	683	842	1,116	1,146
Kennebec County	507	587	750	952	1,015
Knox County	698	709	865	1,110	1,259
Lincoln County	649	717	904	1,126	1,208
Oxford County	543	602	726	979	1,268
Piscataquis County	564	641	791	1,004	1,073
Somerset County	573	600	715	972	988
Waldo County	633	677	815	1,014	1,078
Washington County	544	585	697	863	1,045

* Please Note: Add \$68 for each additional person.

Appendix B

Effective: 10/01/13 to 09/30/14

Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. Through September 30, 2014, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202

Note: For each additional person add \$150 per month.

Appendix C

Effective: 10/01/13-9/30/14

GA Housing Maximums (Heated & Unheated Rents)

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

Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		82	353	106	455
1		82	353	107	460
2		93	401	130	558
3		120	514	166	714
4		124	535	181	777
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		95	408	117	505
1		97	418	121	520
2		114	491	144	620
3		135	579	181	779
4		206	887	263	1,129
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		105	451	124	533
1		117	503	140	602
2		145	622	180	775
3		197	845	240	1,031
4		197	845	241	1,035
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		83	359	106	454
1		94	404	123	527
2		123	529	159	682
3		159	685	200	862
4		159	685	212	911

Appendix C
Effective: 10/01/13-9/30/14

Non-Metropolitan FMR Areas

<u>Knox County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		128	552	150	647
1		128	552	150	643
2		150	645	186	798
3		197	846	240	1,032
4		209	899	252	1,083
<u>Lincoln County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		119	513	132	568
1		124	535	145	622
2		159	684	195	837
3		200	862	244	1,048
4		207	889	260	1,118
<u>Oxford County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		89	382	114	490
1		101	434	120	516
2		113	487	153	657
3		161	693	209	900
4		216	928	274	1,179
<u>Piscataquis County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		96	413	111	479
1		103	441	125	539
2		123	527	154	663
3		157	675	196	844
4		157	675	205	881
<u>Somerset County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		94	405	122	523
1		94	405	126	542
2		107	459	151	650
3		164	703	209	899
4		164	703	209	899

Appendix C

Effective: 10/01/13-9/30/14

Non-Metropolitan FMR Areas

<u>Waldo County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		116	497	128	552
1		119	510	136	583
2		139	597	162	698
3		174	749	217	935
4		176	758	230	987
<u>Washington County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		93	402	108	463
1		95	410	118	507
2		108	465	141	607
3		134	575	182	782
4		163	703	222	954

Metropolitan FMR Areas

<u>Bangor HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		100	432	123	527
1		113	487	142	610
2		145	625	181	778
3		183	789	227	975
4		210	904	263	1,133
<u>Penobscot County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		99	424	114	491
1		99	424	114	491
2		100	429	131	565
3		136	587	172	741
4		155	668	214	919
<u>Lewiston/Auburn MSA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		89	381	111	476
1		103	445	132	566
2		139	597	174	750
3		178	766	221	952
4		180	774	233	1,003

Appendix C

Effective: 10/01/13-9/30/14

Metropolitan FMR Areas

<u>Portland HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		142	611	154	666
1		166	715	183	788
2		214	922	238	1023
3		271	1165	300	1292
4		274	1180	318	1367
<u>York/Kittery/S. Berwick HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		170	729	182	784
1		170	729	182	784
2		191	823	221	949
3		289	1241	318	1368
4		300	1289	343	1473
<u>Cumberland County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		111	479	124	534
1		131	563	148	636
2		167	720	119	821
3		228	982	259	1115
4		271	1167	308	1326
<u>Sagadahoc County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		140	603	153	658
1		140	603	153	658
2		155	667	179	768
3		186	798	228	976
4		271	1167	314	1351
<u>York County HMFA</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms		Weekly	Monthly	Weekly	Monthly
0		126	541	139	596
1		126	541	147	633
2		156	672	188	810
3		216	928	259	1,114
4		216	928	266	1,143

APPENDIX D - UTILITIES

ELECTRIC

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

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

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

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.10	\$82.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$160.00
6	\$41.00	\$176.00

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

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

FOR MUNICIPAL USE ONLY

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

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

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

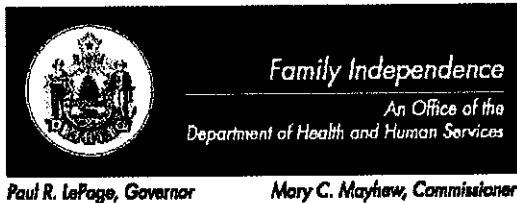
NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

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

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

FOR MUNICIPAL USE ONLY



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

Date: July 1, 2013
To: Maine General Assistance Administrators
From: David Maclean, General Assistance Program Manager
RE: Recent Legislative Changes

As you are probably aware a budget is enacted and will be effective as of Monday, July 1, 2013. What are these changes and what do they mean for us?

Established a maximum level of assistance – Provides a new formula for determining the overall maximum for the period of July 1, 2013-June 30, 2014 and July 1, 2014 – June 30, 2015. (See attached appendix A).

Established the reimbursement formula of the tribes – Provides a formula for determining reimbursement for the Indian Tribes.

Makes fugitives from justice ineligible - self explanatory

Eliminated eligibility for those ineligible for unemployment due to fraud – someone who has committed unemployment fraud would be ineligible for General Assistance to replace the lost unemployment benefits.

Allows Circuit-breaker/Tax Fairness Credit to be counted as income for eligibility – The Circuit-breaker program has gone away and is being replaced by the Tax Fairness Credit, which will be countable as income for General Assistance, unless used for basic necessities.

Pro-rata share of household calculations of benefits – Currently to figure pro-rata, when one member of the household is Disqualified, we would decrease the number in the household by one and recalculate the overall maximum and the category maximums to reflect the reduced household size. We will now be keeping the overall maximum and category maximum at the same level but reducing that amount by the share of the disqualified person

Example: Household of four. One member is disqualified for 120 days for committing fraud. They have no income and are requesting help with their \$500 a month rent. The overall maximum for a household of four is \$800. Only three quarters of the household is eligible to receive assistance so therefore the overall maximum would be $\frac{3}{4}$ of \$800 = \$600. They would qualify for $\frac{3}{4}$ of the rental expense, their rental eligibility would be $\frac{3}{4}$ of \$500 = \$375.00.

Restricted the use of lump sum payments for eligibility – Disregards from the lump sum would include anything that was spent of basic needs. It also removed the 150% of the Federal Poverty Level as a way to pro rate the lump sum. Lump sums will now be pro-rated at actual costs for basic needs.

Enclosed please find Appendices A, B, C, D, and E. Appendix A will take effect on July 1, 2013 – June 30, 2014, Appendices B-E will take effect on October 1, 2013-September 30, 2014. Kate Dufour with MMA, checked with MMA attorneys and found that at the public hearing will be accepting Appendix A, you will also be able to accept the other Appendices. You will just have to state that these will not take effect until October 1, 2013. Just remember not to start using Appendices B-E until October 30th, (actually the only one that changed is Appendices C).

Also enclosed, is the summary schedule and two Appendices adoption forms. (one for A and one for B-E)

The Adoption Process

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

At the hearing, the municipal officers should:

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

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS has made it easier by enclosing a self-addressed envelope for your use. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums. We will forward to you, copies of the revised Statute and Policy that cover the changes once they have been published.

If you have a current email address that we might send future mailings to please email the address to:

Ellen.heath@maine.gov

Thank you.

GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendix A* are effective from **July 1, 2013 to June 30, 2014**. The maximums found in *Appendices B, C, D, E, and F* are effective from **October 1, 2013 to September 30, 2014**.

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$68 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	46.51	200
2	85.35	367
3	122.33	526
4	155.35	668
5	184.42	793
6	221.40	952
7	244.65	1,052
8	279.53	1,202
NOTE: For each additional person add \$150 per month.		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	<u>Weekly</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Monthly</u>
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.

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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.

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4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY



Town of Boothbay

P.O. Box 106 • 1011 Wiscasset Road • Boothbay, Maine 04537

www.townofboothbay.org

207-633-2051

Madelyn L. Ulmer Fund

Application for Aid

The Madelyn L. Ulmer Fund was established in 1994 to assist a worthy boy or girl from the Town of Boothbay in completing their High School education. The Selectman of Boothbay review applications and awards grants to students who are residents of Boothbay and who have a financial need with respect to their High School education, whether public, private, or home school settings. Please provide as much information possible to help the Selectman make an informed decision on your request.

Student: _____ Date of Birth: _____

Address: _____ Phone: _____

_____ Social Security # _____

Parents Names: _____

Amount Requested: _____

Purpose of Request: _____

Names & telephone numbers of two personal references: _____

History of employment or volunteer experience: _____

Year	Description
_____	_____
_____	_____
_____	_____

The information I have provided on this form is true and complete to the best of my knowledge:

Signature: _____ Date _____

Date Received:

Action Taken:

Signature:

Date:

Date	Applicant Name	Amount Requested	Purpose of Request	Approved	Amount Granted	Denied	Reason for Denial
	Amy Jean Harrington	\$300.00	Drivers Education	X	\$300.00		
	Jordan D. Parkhurst	\$2,500.00	AFS Program	X	\$1,000.00		
	Rory C. Jose	\$1,000.00	Kents Hill School	X	\$500.00		
	Abbigail L. Harvey	\$500.00	Ireland Trip	X	\$750.00		
	Nichole Demers	\$1,500.00	Ireland Trip	X	\$750.00		
	Max Elliot Arsenault	\$3,000.00	Cheverus High School			X	Application Pulled by Paula
3/21/2000	Carrie Knapp	\$1,200.00	National Youth Leadership Forum	X	\$1,200.00		
3/24/2000	Kathleen Perkins	\$330.00	Swin Championships	X	\$330.00		
5/01/2000	Brandi Dunton	\$1,000.00	Paris Trip			X	
5/17/2000	Amber Dobson	\$1,400.00	Italy trip	X	\$700.00		
12/20/2000	Travis Burnham	\$450.00	Orthodontic Care			X	Application Pulled
	Benjamin Nickerson	\$500.00	National YMCA Convention				
1/9/2002	Carrie Swanson Voight	\$2,000.00	Tufts University	X	\$700.00	X	Graduated
6/25/2002	Travis Burnham	\$700.00	University of Missouri	X	\$700.00		
	Jessica Chaney	\$1,000.00	AFS Program	X	\$1,200.00		
4/22/2011	Nell Anthony	\$7,000.00					
	Andrew Goode	\$2,000.00	College Tuition				
	Myron Hahn	\$2,000.00	Harvey Gamage	X	\$2,000.00	X	College Tuition
10/9/2013	Bradley Drummond II	\$1,300.00	GAPP Trip	X	\$1,200.00		
10/9/2013	Daniel Drummond	\$1,300.00	GAPP Trip	X	\$1,200.00		
			Total Grants Issued		\$12,530.00		
		As of 4/10/13	Grant Balance		78,719.04		
		As of 4/10/13	Interest Earned		3390.26		
		As of 6/4/2012	Grants Issued Balance		\$4,400.00		
					\$77,709.30		

Interest Earned 2012 - 2013

July	1705.26
August	197.66
September	219.4
October	212.89
November	220.58
December	
January	
February	
March	
April	
May	
June	
Total	2555.79

Interest Earned 2013-2014

July	207.02
August	210.86
September	211.43
October	205.16



Town of Boothbay

P.O. Box 106 • 1011 Wiscasset Road • Boothbay, Maine 04537
www.townofboothbay.org
207-633-2051

Madelyn L. Ulmer Fund Application for Aid

The Madelyn L. Ulmer Fund was established in 1994 to assist a worthy boy or girl from the Town of Boothbay in completing their High School education. The Selectman of Boothbay review applications and awards grants to students who are residents of Boothbay and who have a financial need with respect to their High School education, whether public, private, or home school settings. Please provide as much information possible to help the Selectman make an informed decision on your request.

Student: Thomas Cornell Date of Birth: August 25, 1995

Address: 48 Blueberry Ledge LN Phone: (207)-633-5980

Boothbay, ME 04537 Social Security # 032-78-4822

Parents Names: Robert Cornell

Amount Requested: 1,000

Purpose of Request: I'm part of the German American Partnership Program at Boothbay Region High School and I want some help with my expenses and payments. I've been fundraising throughout the year, and now I just need to make one final payment for airfare costs

Names & telephone numbers of two personal references:

Karan Kronck (207)-633-2421

Bryan Dionne (207)-633-2421

History of employment or volunteer experience:

Year	Description
<u>2013</u>	<u>dishwash/Ran a Sailshack at Linekin Bay Resort</u>

The information I have provided on this form is true and complete to the best of my knowledge:

Signature: Thomas Cornell Date: 10/28/13

Date Received: 11-4-13 ly

Action Taken:

Signature:

Date:

Nathaniel F. Leonard
8 Yankee Way
East Boothbay, ME 04544

Certified mail
Return receipt requested
Email

Mr. James D Chaousis II
Town Manager
Town of Boothbay
1011 Wiscasset Road
PO Box 106
Boothbay, ME 04537

October 25, 2013

Dear Mr. Chaousis,

As you know, recently Lincoln Health's decision to close the emergency room at Andrews Hospital has considerably changed the demands on Boothbay Region Ambulance Service, in turn, significantly increasing the 501(c)(3) subsidy request to the town of Boothbay from \$32,818 (2013) to \$169,045 (2014) with an total increase of \$339,774 for the region.

As this request for taxpayer dollars undoubtedly will increase as time passes, it will be vital to provide transparency to the tax payers by including a qualified individual from the Town of Boothbay in the review of the subsidy request with the BRAS budget committee.

Since this request from BRAS to the Town of Boothbay for this member recommendation has typically been occupied by a standing Selectman, who in turn votes to approve or disapprove the request and submit a warrant for voter approval, it does not allow public participation and input.

In an effort to support the public participation premise and provide outside input, please accept this letter as a formal request by me for nomination as the Town of Boothbay's recommendation to the Budget Committee of Boothbay Region Ambulance Service.

I have included a professional resume for review of my experience in both business including city, educational and hospital boards I have served. In short, I have over a cumulative 35 years' experience in serving on boards and committees and 28 years of experience as a financial manager in a large corporation. I feel that I am adequately qualified to represent the Town of Boothbay and be an asset to the BRAS budget committee.

Best Regards,

Nathaniel F. Leonard

Nathaniel F. Leonard

NATHANIEL F. LEONARD

8 Yankee Way
E. Boothbay, ME 04544
(207) 633-6411 (Hm)
(907) 255-0825 (Cell)
E-mail frosty@valdezak.net

SKILL SET

- Highly experienced manager with over 27 years in the Maritime Industry
- Excellent trainer with key focus on safe operating practices
- Experienced in conducting business under ISO 9000, 14000, and SQE requirements
- Intimately familiar with ABS, USCG regulations/enforcement and auditing practice
- Exercises excellent budgetary judgment and management
- Extensive experience in Conventional, Z-Drive and Cycloidal Tug operation and instruction
- Ability to manage complicated and critical situations
- Excellent interpersonal and persuasive abilities
- Ability to think and act in high-pressure situations
- Proven problem solving abilities
- Extensive experience in working with unions and collective bargaining agreements
- Experienced in the prevention of and response to both large and small oil spills of all types
- Extensive experience in heavy lift cargo movements by barge and remote Alaska operations

Professional Experience:

BOOTHBAY REGION SCHOOL SYSTEM

SUBSTITUTE TEACHER SEPTEMBER 2011-PRESENT

Substitute in first and high school grades primarily in the math, biology, engineering, chemistry and history disciplines.

LITTLE RIVER MARINE CONSULTANTS

PRESIDENT AND CONSULTANT JANUARY 2012-PRESENT

Consultancy: Newfoundland Transshipment Limited, Whiffen Head, NL and CanShip, St. John's NL. Conduct high speed tanker escort maneuver training for Voith tug operators. Bio Architecture Labs Inc. Design and develop a concept and cost model for the harvest and transportation of kelp as a bio fuel for an 8000 hectare aqua farm. Aspects of marine planning in tanker escorting, ship maneuvering, docking, tug design and vessel personnel training at LNG and Petroleum terminals for Energia Costa Azul LNG Import Terminal, Baja California, Mexico, ExxonMobil Golden Pass LNG Terminal, Sabine, Texas, ConocoPhillips Northport Floating LNG terminal, Gulf of Mexico, Alyeska Pipeline Services, Valdez, AK,

THE GLOSTEN ASSOCIATES

SENIOR MARINE CONSULTANT DECEMBER 2010-PRESENT

Gateway Pacific Terminal vessel traffic and risk study analyzing the additional risks associated with a 470 ship increase in traffic in the Straits of Juan De Fuca and Rosario Straits.

Newfoundland Transshipment Limited, Whiffen Head, NL and CanShip, St. John's NL. Write an Emergency Maneuver Manual for Voith high speed tanker escort. Conduct hands on training for the high speed tanker escort system in Placentia Bay, NL

TRAINING AND CERTIFICATES

- HAZWOPER
- CPR and First Aid
- SeaRiver Maritime, Inc. Tug Emergency Preparedness Training
- Tug use by Pilots (3 days)
- Bridge Resource Management for Ship Captains and Pilots
- Shiphandling with Tractor Tugs (5 days)
- Certified as Instructor, Joint Bridge Team Training for Ships, Tugs and Pilots
- Alaska Specific Joint Bridge Resource Management for Ship Captains and Pilots
- Crowley Maritime Corp. Tank Barge Operations
- ILCI Loss Control Management
- LPS (Loss Prevention System) facilitator
- Frank Lee Management Training
- Zenger Miller Management Training
- Jacksonville University, Certified Managerial Training Program
- Kellogg School of Business, Northwest University - Financial Management, Contract Negotiation, Leadership and Ethics in Business
- U.S. Navy Advanced Firefighting and Damage Control
- Shipboard Medicine

LICENSES

3rd Mate Unlimited (Oceans)
Master 500 tons (Oceans)
Master Towing Vessels (Oceans)

ACTIVITIES

Board of Visitors, Maine Maritime Academy 1998-Present
Member, USCG Auxiliary Flotilla 25 2011-Present
Member, USCG Port Security Committee, Valdez, AK 1998-2008
President, Northwest Towboat Association 1996-1998
Member, Marine Firefighting Workgroup, Seattle WA. 1996-1998
Board of Directors, Providence Medical Center Valdez, AK 2004-2008
Commissioner, Valdez Ports and Harbors Commission Valdez, AK 2006-2008
Voting Member San Diego Harbor Safety Committee 2008-2010
Member, San Francisco Bay Area Safety Committee 2008-2010

OTHER ACCOMPLISHMENTS

1999-2001 - Facilitated joint bridge resource management training with ARCO Marine and Crowley Maritime Corp. vessel crews.
Certified Instructor - Bridge Resource Management
Certified Instructor - Voith and Aqua Master propulsion systems.
Certified - USCG Vessel Security Officer
Certified - USCG Facilities Security Officer
Lieutenant, United States Navy (Merchant Marine Reserve) - Retired

RECOGNITION

Crowley Maritime Corporation-Award for Outstanding Performance 2004, 2005 & 2006
Dean's List Maine Maritime Academy 1979 - 1983
Commandant's List Maine Maritime Academy 1979 - 1983
Superintendents' List Maine Maritime Academy 1979 - 1983

EDUCATION

MAINE MARITIME ACADEMY
Bachelor of Science Nautical Science 1983
Study at City University MBA 1998

Town of Boothbay

Social Media Policy

Statement of Policy: The Departments of the Town of Boothbay may use social media technologies to enhance communication, collaboration, and information exchange with citizens under the following guidelines and procedures.

Scope and Applicability: These procedures apply to Town of Boothbay employees, contractors, and other personnel acting in an official capacity on behalf of the Town of Boothbay when using social media.

These procedures do not apply to Town of Boothbay Employees using social media in their own personal capacities or on their own time. Employees are reminded to use clear disclaimers when they are not representing the Town of Boothbay.

Background: The Town of Boothbay may use social media technologies to enhance communication, collaboration, and information exchange in support of the Town's mission. By openly sharing knowledge, best practices, and lessons learned, with and from other governmental units, and with and from the public, we can provide more effective solutions, efficiencies and transparent government to enhance the excellence in the business of government.

The use of social media technology follows the same standards of professional practice and conduct associated with everything else we do. Common sense and sound judgment help to avoid the most vexing issues.

Purpose: The purpose of this policy is to define the use of social media by town employees while contributing to or overseeing social media sites or providing comments or updates to the town's social media identities.

In addition to this policy, social media content must be in compliance with all Town policies. This includes policies on harassment and discrimination, confidentiality, ethics, and workplace violence, along with any applicable codes of conduct.

Definition: Social Media – any online tool or application that goes beyond simply providing information, instead allowing collaboration, interaction, and sharing. Examples of social media include: blogs; microblogs (such as WordPress and Twitter), wikis, photo and video sharing; podcasts, virtual worlds; social networking (such as: Facebook, LinkedIn, MySpace, etc.) social news and bookmarking; web conferencing and webcasting.

Setup Procedure: If a Department desires to utilize social media tools for official business in support of the Department's mission, it must first identify the potential use, designate a tentative Department Social Media Supervisor and then seek Town Manager approval to proceed with development and implementation.

The Social Media Supervisor shall authorize use consistent with this policy and the Department Head's direction. Employees shall consult with their Social Media Supervisor prior to engaging in social media to ensure that participation and representation on social media sites is sanctioned.

Policy Guidelines: When you are working in your official capacity while online, you are still representing the Town of Boothbay. Remember that you are “speaking” for the Town when you are working in your official capacity. Set forth below are several general areas of concern.

- Do not say anything online that you would not say in a speech in your official capacity.
- Do not misuse your position for your own gain or to help others inappropriately.
- Do not endorse any product, service, company, non-profit organization or any other enterprise.
- Do not divulge nonpublic information. This includes any information designated as confidential, privileged, or any other type of information that may not be disclosed, even if someone else asks you for it.
- Do not engage in any political activity unless authorized by the Board of Selectmen.
- Do not fundraise for any charitable organization.
- Do not attempt to directly or indirectly lobby a legislative body unless authorized by the Board of Selectmen.
- Copyrighted material may not be copied or displayed unless written permission of the copyright owner has been obtained.
- Do not engage in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups.
- Do not post pictures of any crime scene, accident scene, or fire scene. Photographs of training exercises are acceptable with Department Head or Social Media Supervisor permission. Photographs of Town employees cannot be posted without employee consent.
- Do not discriminate on the basis of sex, race, creed, color, gender, religion, age, marital status, national origin, sensory, mental, or physical disability, sexual orientation or veteran status.

Some types of social media allow users to add comments, e.g., blogs, YouTube, Facebook. When the tool allows it, the Social Media Supervisor shall accept comments in accordance with the following requirements:

- Moderate all comments before they are public if the tool allows pre-moderation (commenter comments, administrator/moderator of the tool reviews the comment and posts it publically).
- If comments cannot be moderated before posting, they must be reviewed as soon as possible during business hours after they are public. This is sometimes referred to as “post-moderation.” Ex. Facebook is a tool that does not have provisions for pre-moderation but does allow for post-moderation.
- Any comments that are removed or not posted due to comment policy violations should be documented by the moderator.

If you publish content to any website outside of Town’s official online presence and it has something to do with subjects associated with Town, consider a disclaimer such as this: “The postings are my own and do not necessarily represent Town’s positions or opinions.” Never use or reference your formal position when writing in a non-official capacity.

Those with leadership responsibilities, by virtue of their position, must consider whether personal thoughts they publish, even in clearly personal venues, may be misunderstood as expressing Town positions. They should assume that their Department and those outside the employ of the Town of Boothbay will read what is written. A public blog is not the place to communicate policies to employees. Assume your thoughts are in the public domain and can be published or discussed in all forms of media. Have no expectation of privacy.

Remain focused on customers, existing commitments, and achieving the Town's mission. Your use of social media tools should never interfere with your primary duties.

Social Media Use:

Required Work-Related Use: This includes use of social media that is sanctioned as part of employee's job function (e.g. when an employee, as part of their job responsibilities, tweets on behalf of the department on the department's Twitter account). When this type of use is authorized the department must ensure that:

Any social media sites used by a department to provide information must be established in the name of the department.

Any information posted is authorized by the designated department Social Media Supervisor.

Only authorized employees post information on the department site.

The purpose for using the social media site is defined and understood by any authorized poster.

Any authorized poster monitor the social media site to ensure compliance with this policy and all other applicable policies.

Any authorized poster and the Social Media Supervisor remove any scandalous, libelous, defamatory, pornographic, etc. material that is posted.

A process will be instituted to save and retain all postings, outgoing and incoming, as all posted material is a public record.

Personal use of social media during work hours is prohibited.

Harassment and discrimination policies, confidentiality policies, ethics rules, code of conduct, and workplace violence policies are applicable to all social media usage.

When referencing a law, regulation, policy, or other website, if possible, provide a link or the citation.

Personal use outside of work: This includes use of social media by an employee in his or her personal capacity outside of work.

- Employees are prohibited from posting official department information on his or her personal media site.
- Employees' personal use should not be attributable to the department or employee's job function at Town.

Records Retention: Social media sites contain communications sent to or received by the Town and are therefore public records subject to State Records Retention law. These retention requirements apply regardless of the form of the record (digital text, photos, audio, or video, for example). Each department must ensure that it retains a copy of the social media content in accordance with record retention requirements. To the extent that the social media providers' policies are inconsistent with the Town's record retention requirements, a department must retain its own copies of social media posts.

Advertisement: Departments making use of social media sites are to be aware that social media providers may incorporate advertisements into its site. Thus, the department must limit its association with advertising by (1) amending the Terms of Service of the social media provider if possible; (2) using, whenever possible, non-branded landing pages within the social media website or (3) not joining the social media site.

Oversight Administration: The Town Manager shall be provided with all user names, passwords, and similar items necessary for access to all for Town established social media sites. The Town Manager can and is expressly authorized to make changes to or shut down these sites as the Town Manager deems in the best interests of the Town. The Board of Selectmen reserves the right by formal vote in a public meeting to direct changes to or cease operations of a Town established social media site.

Failure to comply with the Social Media Policy: Failure to abide by policies established for use of social media or participation in any activity deemed inappropriate may result in the loss of access privileges. As with any policy, violation may also result in disciplinary action up to and including termination.

Given under our hands at said Boothbay, Maine, this ____th day of ____ 2013.

Steven C Lewis, Chairman

Charles R Cunningham

Dale C Lewis, Vice Chairman

Stephen W Ham

Douglas W Burnham