

Select Board Meeting
September 23, 2020
6:00 P.M.
Cumston Hall – Theater

AGENDA

1. Call to Order and Roll Call
2. Approval of Minutes for 9-9-20 Meeting
3. Department Reports
4. Select Board Reports
5. Public Comment
6. Amendments to Employee Handbook
7. Adoption of Maine Municipal Association's Model General Assistance Ordinance
8. Approval of Municipal Valuation Return
9. Request for Property Tax Abatement and Directing Tax Collector to Levy and Collect New Combined Tax at Map 10 Lots 6 and 6-2 – 114 and 116 Cressey Road
10. Acceptance of Easement Deed from the Theater at Monmouth for Parking at Melledy Hall
11. Warrant #7
12. Adjourn

TOWN OF MONMOUTH
BOARD OF SELECTMEN
DRAFT Meeting Minutes – September 9, 2020

PRESENT: Doug Ludewig – Chair, Timothy McDonald – Vice Chair, and Harold Jones, Kristin Sanborn, and Mike Minkowsky - Board Members.

ALSO PRESENT: Linda Cohen - Town Manager, David Shaw – CEO, Kevin Mulherin – Police Chief, and Doreen Christ – Recording Secretary.

1. **Call to Order and Pledge of Allegiance.** This meeting was held at Cumston Hall and was called to order at 6:00 pm by Doug Ludewig – Chair, along with the Pledge of Allegiance.
2. **School Superintendent Tonya Arnold.** This item was delayed at this point in the meeting, since Tonya Arnold was not present.

3. **Approval of Minutes for 08-26-2020 Meeting.** There was one change made to this set of meeting minutes. That change was made to Item No. 3, Department Reports, first paragraph, first sentence, to delete the word, “shed”. The following motion was made.

MOTION: *by Kristin Sanborn, seconded by Harold Jones to approve the Board of Selectmen meeting minutes for August 26, 2020, with the one correction.*

VOTED: *5-0 (Passed).*

4. **Department Reports.** Mr. Shaw said his report was included in board member packets. He reported that he is continuing to work with violators to come into compliance on their violations. There are three active violations on hold. He also said that there is one pending application for the Planning Board and that the Planning Board will be working on updates for both the Shoreland and Comprehensive Development Ordinances.

Chief Mulherin said he did not have much to report other than there was an incident with fireworks on Labor Day and an accident out on the Cobbossee Colony Golf Course.

Douglas Ludewig requested the following motion be made to withdraw Item No. 12 on the Agenda listing, since there will be no Craft Fair, as follows:

MOTION: *by Mike Minkowsky, seconded by Kristin Sanborn to remove Item No. 12, Request to Close Part of Route 132 for Apple Fest on September 26, 2020.*

VOTED: *5-0 (Passed).*

Ms. Cohen reported that there has been very good feedback on the Gilman/Packard Road. The Academy Road work will be starting up soon. She said due to a complaint from residents and after speaking with Chief Mulherin, they will be placing the 25 MPH flashing speed zone sign down again and possibly placing an officer on South Main Street. Ms. Sanborn suggested stationary (fixed) and pedestrian signs. Mr. Jones suggested placing a speed sign that records how many vehicles, the amount of speed, time of day, etc. and may be to target some sort of enforcement to see if that will have an impact. Mr. Jones said that he is completely against placing a speed table or speed bump.

5. **Select Board Reports.** Mr. McDonald said Saturday, October 10, 2020, is the 13th Annual Monmouth/Litchfield Fuel Assistance Tournament with a 9:00 am start date. The rain date is the next day on Sunday, October 11, 2020. This will take place at the Cobbossee Colony Golf Course. The more money that comes to Monmouth, the more money goes to Monmouth. He said if you just want to donate, please contact Herb Whittier at 933-4847, the Litchfield Town Office at 268-4721, Cathy Clark in Litchfield at 907-6978 or you can call the Cobbossee Colony Golf Course. Checks should be made out to the Town you are supporting and annotated that it is for the “Fuel Assistance Fund.”

2. School Superintendent Tonya Arnold. At this point in the meeting, Tonya Arnold – School Superintendent had arrived and gave the following update. She said she would like to get to know all the board members and to share comments and said it is really important to know what is going on in the Town and what the challenges are. Ms. Sanborn welcomed her to RSU#2. Ms. Arnold said she grew up in Western Maine, but resides in Richmond, Maine now. Mr. Jones asked if there were any specific challenges that she would like to address with the Monmouth Schools that are upon us and happening right now. Ms. Sanborn asked about what is happening with the childcare. Ms. Arnold said she submitted the application on Friday. A plan will need to be put together that will cover part of the costs. Staff will be hired. She is also working with other towns in the RSU#2, except Winthrop. Mr. McDonald said 40 percent of the student body there opted to do remote learning. Mr. Jones asked what guidance is that will allow you to bring kids back. Ms. Arnold responded that, in general, children have to maintain a six foot distance around each other. She explained hours, the options and criteria. Mr. Ludewig thanked Ms. Arnold for coming and said it was great to meet her.

6. Public Comments. Jeff Howes asked where the funding for the school day portion of childcare would go, if charged. School Board Member Donna Seppy explained that this is for the operational costs for the Administration Building, such as staff, etc. Mr. McDonald asked Ms. Cohen if she had found out with MMA if the Town will need to have a lease agreement for at least \$1. Ms. Cohen said that this question was not asked. Mr. McDonald requested that she check and make sure the Town is indemnified. He said the Town will provide space and not charge for rented space.

7. TIF Revenue Distribution. Ms. Cohen presented this item. This item was postponed to this meeting and is now coming back to the Board. She said, included in board member packets, was her memorandum regarding distributing TIF Funds for FY21. The amount of TIF revenue to be set aside was \$120,000. Mr. Minkowsky asked Ms. Cohen if there were any incumbrances and she responded that they were waiting for an easement from Melledy Hall to put \$45,000 toward paving and that the bond payment for the sidewalk project for Maple, North Main, and Beach Street will be coming out of the TIF fund. The following motion was made.

MOTION: *by Harold Jones, seconded by Mike Minkowsky to approve the TIF distributions recommended by the Town Manager.*

VOTED: *4-1 (Passed) (Timothy McDonald Abstained).*

8. Request to Waive Taxes – Postponed on 8-26-20. Ms. Cohen presented this item. She said at the last meeting this item was postponed to this meeting because the Board requested a written summary from Assessor's Agent Donna Hays and a written legal opinion from the Town's Attorney on the Town's authority to waive taxes. This was included in Board Member packets, and if the Board determines there was an error or irregularity, it can abate the taxes.

Ms. Cohen said that Ms. Hays basically reiterated what Dr. Brown had said about the lots going back and forth in ownership. Interest is accruing every day. This is a determination up to this Board whether the taxes get abated or not, based on what has been stated. Mr. Ludewig said someone either at the Androscoggin Title Company or the Town Office have made a mistake or there is no way to determine whose mistake it was. He suggested, since not knowing who made the mistake, to maybe split the difference. Mr. Minkowsky stated that he was looking at interest and costs. Mr. Shaw stated that Title Insurance is purchased to cover buyers. He feels this should go back on the Title Company, who should have researched this. Mr. McDonald asked what the costs cover? Ms. Cohen responded it is costs of filing liens. Mr. Jones stated that the only error was that the Title Company did not ask for all the maps and lot numbers that were associated with the property that they were working the transfer on. Costs would not have been given if the Title Company had not asked for a particular map and lot number. He said he feels this was not an error on the Town's part or an irregularity. Mr. Jones agreed with Mr. Minkowsky to abate the interest and fees and require a payment of back taxes. Ms. Sanborn does not want to set a precedent. Dr. Brown was present and said that a request for taxes due should have been put in writing. Ms. Cohen stated that staff can only answer questions asked, not anticipate questions not asked. The following motion was made.

MOTION: *by Harold Jones, seconded Timothy McDonald by to move to abate the interest and fees associated with the account and require only the taxes be paid.*

VOTED: *5-0 (Passed).*

9. Setting the Time for Opening the Polling Place. Ms. Cohen presented this item. Municipal officers determine the opening time for each election. She is requesting that this Board set 8:00 am as the time to open for the General Election to be held on November 3, 2020 and that the polling place be at the Monmouth Academy Gymnasium. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Mike Minkowsky to set the time for 8:00 am and that the polling place be at the Monmouth Academy Gymnasium on November 3, 2020.*

VOTED: *5-0 (Passed).*

10. Appointment of Fire Chief Daniel Roy and Assistant Fire Chief Jason Mills. The following motion was made on the appointments for a two-year term, which will expire, for both, on June 30, 2022.

MOTION: *by Timothy McDonald, seconded by Harold Jones to appoint Daniel Roy as Fire Chief and Jason Mills as Assistant Fire Chief for two-year terms that will expire on June 30, 2022.*

VOTED: *5-0 (Passed).*

11. Appointment of Police Officers and Constables. Ms. Cohen presented this item and said that her recommendation is to appoint all the officers on the roster with no set term to update her records and then appoint the same list, plus Chief Mulherin and ACO Andrea Orne, as constables for a one-year term. The list of officers is, as follows: Dana Wessling, Olivia Mora, Richard Patrie, Mike Mayer, Ryan Sherman, Reece Rodrigue, Dana Massey, Kirk Barkman, Dan Ross, and Josh Hammond. Going forward, only new officers will be brought to this Board for approval. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Kristin Sanborn to appoint the police officers listed as officers and constables and to appoint both Kevin Mulherin – Police Chief and Andrea Orne – ACO, as constables for a one-year term.*

VOTED: *5-0 (Passed).*

12. Request to Close Part of Route 132 for Apple Fest on September 26th. There was a motion made earlier in this meeting to withdraw this item.

13. Authorizing Michaud Engineering to Perform Cost Analysis for Middle School Reuse Option. Ms. Cohen presented this item. This is for Engineering Services for a Cost Analysis by Michaud Engineering regarding the Monmouth Middle School options. Scenarios range from partial to full restoration to demolition of all or part of the school. The engineering assessment was done on the building back in the spring. Mr. McDonald stated that there were seven identified scenarios that were discussed by the committee. He further went on to say that there will be an actual cost for each of these scenarios. Mr. Minkowsky asked where will the funds come from to cover this? Ms. Cohen said that the funds that were approved in the Warrant two years ago, will be used. The following motion was made.

MOTION: *by Mike Minkowsky, seconded by Kristin Sanborn to authorize Michaud Engineering to perform a Cost Analysis for the Monmouth Middle School Reuse Option.*

VOTED: *5-0 (Passed).*

14. Authorizing Town Manager to Sign Agreement with Wright-Pierce for Engineering Services for the Wilson Pond Road Culvert Project. Ms. Cohen presented this item. She stated that there were two proposals for engineering services provided. There was a proposal from Pine Tree Engineering and also from Wright-Pierce. Wright-Pierce came in lower at \$25,000. She is recommending that the Town work with Wright-Pierce and is requesting that this Board authorize her to sign the agreement so that this project can start. The Town does have the funds for this. Also, the Board was in agreement to pursue a Grant again from the DEP for Wilson Pond and Mr. McDonald said also for the Waugan Road Bridge. He said that this is a dangerous bridge. Clarification is needed as to whether this is a state bridge. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Harold Jones to authorize the Town Manager to Sign the Agreement with Wright-Pierce for Engineering Services for the Wilson Pond Road Culvert Project.*

VOTED: *5-0 (Passed).*

15. Award of Bid for Academy Road Paving. Ms. Cohen presented this item. Allstates was the lowest bidder for this project. This is the only road proposed to be paved at this time. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Kristin Sanborn to award the bid for the Academy Road Paving project to Allstates and to start as soon as possible.*

VOTED: *5-0 (Passed).*

16. Enrollment in the Maine Municipal Association's Workers' Compensation Fund Safety Incentive Program. Ms. Cohen said she is on a mission to get the Workers' Compensation insurance down and to keep employees safer. She noted that the building with the most time-consuming inspections and that needs the most corrective action was Cumston Hall. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Harold Jones to enroll in the Maine Municipal Association's (MMA's) Workers' Compensation Fund Safety Incentive Program.*

VOTED: *5-0 (Passed).*

17. Warrant #6 - Payroll and Payables. Ms. Cohen read a list of items over \$1,000. The following motion was made.

MOTION: *by Timothy McDonald, seconded by Harold Jones, to pay Warrant #6 – Payroll \$59,351.87 and Payables - \$1,068,306.83.*

VOTED: *5-0 (Passed).*

18. Adjourn. The following motion was made to adjourn the meeting.

MOTION: *by Timothy McDonald, seconded by Harold Jones, to adjourn the meeting at 8:30 pm.*

VOTED: *5-0 (Passed).*

Respectfully submitted,

Doreen M. Christ
Recording Secretary - Town of Monmouth

TOWN OF MONMOUTH
P.O. BOX 270
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206
FAX (207) 933-3413

Memorandum

To: Select Board Members
From: Linda C. Cohen, Town Manager
Date: September 15, 2020 *LCC*
Re: Amendments to Employee Handbook

The Select Board approved its first labor agreement in the spring. As part of that process, the Board stated that there should be parity, as much as possible, with non-union employee benefits.

I am recommending the Select Board make the following additions/changes to the Employee Handbook.

1. Addition of ½ day on Christmas Eve under Benefits/Holidays
2. Broadened description of family members to include Aunt, Uncle, Niece and Nephew under Benefits/Sick Leave/Bereavement
3. Sick and bereavement time taken will be in calculation of overtime in Compensation/Overtime/Compensatory Time/Non-Exempt/Hourly Employees
4. An employee called back to work outside his/her normal schedule shall receive a minimum of three hours pay at the rate of one and one-half (1 1/2) times the hourly rate for the work for which they are called back. All hours in excess of three hours shall also be compensated at one and one-half (1 1/2) times the hourly rate. The hours of minimum pay requirement shall not apply in situations where the hours worked are annexed to the employee's normal shift. I would add this after Overtime in the handbook.

Payroll Deductions

Specific amounts can be automatically deducted from each paycheck and redirected to the appropriate recipient account. Examples of such deductions include, but are not limited to, credit union, income protection, United Way, union dues, Maine State Retirement and/or ICMA, supplemental insurances, and medical/dental co-payments.

BENEFITS

Holidays

All full-time employees, including those on probation who have worked at least 30 calendar days, shall be entitled to paid holidays as follows:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Patriots' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

When a holiday falls on Sunday, the following Monday will be deemed a holiday. When a holiday falls on Saturday, it will be observed on the preceding Friday. For those employees, the nature of whose job requires them to work on any of these holidays, will receive 1.5 times base pay in addition to holiday straight hourly base pay. If the holiday falls on a normal day off, a compensatory day may be granted by the Town Manager or the employee shall receive straight time holiday pay.

Holiday pay will be computed as the base hourly wage rate times the normally scheduled work hours in a work day. Whenever any conflict or doubt arises as to the date of the holiday observance, the date will be determined by the Town Manager.

All regular part-time employees shall be eligible to receive holiday pay equivalent to the employee's normal work day (total hours) as determined by the supervisor. Regular part-time

TOWN OF MONMOUTH EMPLOYEE HANDBOOK

the position, we evaluate our positions to determine the appropriate pay range for each position in consideration of both marketplace and internal factors.

Individual compensation is based upon the 1) worth of the position as expressed in a salary range and 2) the qualifications the incumbent brings to the position and 3) demonstrated performance. Budgetary limitations are also taken into consideration when establishing pay levels. The Town has also established a system for pay adjustments with a pay range based on time in service and/or time in position and merit.

The Town Manager may offer, with the approval of the Board of Selectmen, an applicant reimbursement for expenses or a signing bonus, provided no reimbursement or signing bonus shall be paid prior to 6 months of satisfactory service. Funds received from other agencies as reimbursement for Police Officers training costs may be used to pay for direct expense, including reimbursement for educational costs to a new officer.

Payroll Administration

Paychecks are issued bi-weekly, on Fridays, for full-time employees. The period of time reflected in each check reflects a pay cycle which commences at 12:01 am on Sunday morning and concludes at 12:00 pm the following Saturday evening. Payment will be based upon your standard weekly hours adjusted by the amount of time worked in excess of or less than your standard weekly hours for the pay period.

For accounting time keeping purposes, your time cards or time sheets, where required, are to be completed on a daily basis, carefully recording all your time. Upon the pay period completion, you are to submit your time sheet to your Supervisor or Department Head for approval and entry into the payroll record keeping system.

In the event you are to serve on jury duty or military service, record your time with specific notation acknowledging such activity. This will insure that you will not lose any earnings while performing either of these functions. When you receive payment for your service, provide your Department Head a copy of the check and the amount paid to you for your time. The Town will pay you the difference between what you normally are paid and the amount received for jury duty or military service.

All vacation, sick and bereavement paid absences must be so noted on your time sheet.

Final paychecks for termination will be processed during the next regularly scheduled pay cycle, provided all Town equipment has been returned to the appropriate Department Head.

Overtime/Compensatory Time

Non-exempt/Hourly Employees

TOWN OF MONMOUTH EMPLOYEE HANDBOOK

It may be necessary for you to work overtime on occasion in order to deal with deadline situations or to meet heavy workload requirements. You must be eligible and receive prior authorization from your supervisor or Department Head to receive overtime pay.

Non-exempt/hourly full time employees are entitled to time and one-half the base rate for hours worked beyond regularly scheduled hours in a work week. "Non-exempt" is a term utilized in the Fair Labor Standards Act which simply refers to the classification of positions that, under the FLSA, are entitled to extra compensation for overtime work.

In lieu of the overtime pay provision referenced above, full time employees may elect to receive compensatory time off at a rate of 1.5 times the amount of the time worked in excess of their regularly scheduled hours. Employees may elect to accumulate up to eighty-one (81) hours of compensatory time off (fifty-four (54) hours of overtime worked) which may be used with the prior approval of the employee's supervisor.

✓ In computing overtime hours, "hours worked" does not include hours for sick leave, bereavement leave, vacation, jury duty, unpaid leave, holidays, or unexpected closures.

Exempt Employees

The Fair Labor Standards Act defines executive, administrative and professional positions as 'exempt', meaning they are not legally entitled to overtime pay under the Act. These positions require individuals capable and willing to exercise broad discretionary authority and decision-making, provide ongoing supervision and technical expertise to the public and subordinates, and/or maintain direct statutory obligations for individual or departmental performance. In addition, such positions require a high degree of public profile and availability during regular business hours to meet with the public, vendors and contractors, advisory committees, and other Town officials and subordinates. As a result, these positions customarily are expected to work or attend meetings in excess of forty (40) hours per week, without eligibility for overtime pay or accumulation of compensatory time off.

It is an acceptable practice for individuals in these positions to make self-planned and approved adjustments in their own scheduled work hours/week to maintain a reasonable and healthy balance of work and personal life. Individuals in these positions are encouraged to discuss such plans with the Town Manager to assure that work coordination, supervisory duties, public accessibility and technical guidance needs are met. The Town Manager reserves the right to deny or modify any schedule adjustments for good cause. Extra vacation, holiday or leave time planned or scheduled under these guidelines **does not accumulate** and does not become an accrued benefit, nor does it carry any cash conversion value.

✓ **Sick Leave**

Sick leave shall accrue to full-time employees at the rate of eight (8) hours for each full calendar month of service cumulative to a maximum of four hundred and eighty (480) hours. Regular part time employees shall receive pro-rated sick time at 50%.

Sick leave may be used only when personal illness or incapacity of such a degree renders the employee unable to perform the position duties. Pursuant to the Maine Family Sick Leave law, if the illness or injury of an immediate family member (child, spouse or parent) requires the care and attention of an employee, sick leave may be used to provide such care and attention.

If requested by one's Department Head, based upon a "just cause", the employee shall furnish a certificate from an attending physician. The Town Manager, Select Board, or Department head shall review, on a monthly basis sick leave records and shall have the authority to investigate cases where there is reason to suspect that abuse of time is occurring. Willful abuse of sick time will be cause for dismissal or other disciplinary action.

Whenever possible, you should notify your immediate Supervisor at least one (1) hour before the beginning of your scheduled shift relative to your unexpected absence due to sick leave reasons.

Upon death, retirement or voluntary termination in good standing with ten (10) years uninterrupted service to the Town, an employee shall be paid one-fourth (1/4) of unused sick leave, to a maximum of one hundred and twenty (120) hours.

The Town Manager may allow employees to transfer unused sick time to other employees, on a case by case basis.

✓ **Bereavement Leave**

Full-time employees and regular part-time employees may be granted five (5) days of personal paid time off for the death of a parent, sibling, grandparent, spouse or significant other, child, step-child/parent, or mother/father/sister/brother in-law. In all cases, notification of the Department Head is required. During such leave, employees will be compensated at their regular rate of pay. Any full-time employee or regular part-time employee who suffers the death of another close family relative may be granted up to five (5) days bereavement leave without compensation, at the direction of the Department Head and approved by the Town Manager.

Leave Of Absence

In those cases where unusual circumstances compel a full-time employee to be away from work, he/she may request, in writing leave without pay from the Department Head in advance, giving the reason for and the probable duration of the leave. The Department Head shall, with due

TOWN OF MONMOUTH
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TELEPHONE (207) 933-2206
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Memorandum

To: Select Board Members

From: Linda C. Cohen, Town Manager

Date: September 15, 2020

Re: Adoption of Maine Municipal Association's Model General Assistance Ordinance
Appendices A-H

There is a memo in your packet from the Maine Department of Health and Human Services. The Maine Municipal Association does the heavy lifting for municipalities by updating the general assistance ordinance appendices which must be adopted by municipalities annually.

These appendices update maximum amounts for such things as food, housing and funeral services, to name just a few. We use these to guide us when we receive an application for general assistance.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



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

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

Enclosed please find the following items:

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

Appendix A – H

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

The Adoption Process

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

At the hearing, the municipal officers should:

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

Municipalities May Establish Their Own Maximums

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

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

Filing of GA Ordinance and/or Appendices

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

GENERAL ASSISTANCE ORDINANCE
APPENDICES A-H
2020-2021

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

Signed the _____ (day) of _____ (month) _____ (year)
by the municipal officers:

(Print Name)

(Signature)

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

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

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224
<p>NOTE: For each additional person add \$153 per month.</p>		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<p style="text-align: center;">(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</p>				

FOR MUNICIPAL USE ONLY

2020-2021 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	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, 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	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

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

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

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

Non-Metropolitan Areas

Persons in Household

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

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

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

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

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

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

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

Non-Metropolitan FMR Areas

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

Non-Metropolitan FMR Areas

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

Non-Metropolitan FMR Areas

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

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

Metropolitan FMR Areas

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

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

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

Metropolitan FMR Areas

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

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	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

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

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

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

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

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

APPENDIX E - 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

2020-2021 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 45 cents (45¢) per mile.

Please refer to the Office of State Controller for changes to this rate:
Telephone: 626-8420 or visit: <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

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

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

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

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

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

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

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

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

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

TOWN OF MONMOUTH
P.O. BOX 270
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206
FAX (207) 933-3413

Memorandum

To: Select Board Members
From: Linda C. Cohen, Town Manager *LCC*
Date: September 15, 2020
Re: Approval of Municipal Valuation Return

This is an annual item. There is a brief memo from Assessors Agent Donna Hays in your packet.

To: Board of Selectmen/Assessors

From: Donna Moore Hays, CMA
Assessors Agent

Date: September 15, 2020

Re: Municipal Valuation Return

Attached please find the completed Municipal Valuation Return for the Town of Monmouth. This is our annual report to Maine Revenue Service and is the basis of our Homestead, Veteran and BETE reimbursements. It also gives an overall view of assessed values, exempt properties and exemptions. As the Assessors your signatures are required. If you have any questions, please let me know.

Monmouth
Municipality

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

(36 M.R.S. § 383)

DUE DATE - NOVEMBER 1, 2020 (or within 30 days of commitment, whichever is later)

1. County: **Kennebec**

Commitment Date: **8/26/2020**
mm/dd/yyyy

2. Municipality **Monmouth**

3. 2020 Certified Ratio (Percentage of current just value upon which assessments are based.) 3 **100.00%**
Homestead, veterans, blind, and BETE Exemptions, Tree Growth and Farmland values must be adjusted by this percentage

TAXABLE VALUATION OF REAL ESTATE
(Exclude exempt valuation of all categories)

4. Land (include value of transmission, distribution lines and substations, dams and power houses) 4 **183,865,400**
5. Buildings 5 **217,303,400**
6. Total **taxable** valuation of real estate (sum of lines 4 & 5 above) 6 **401,168,800**
(must match Municipal Tax Rate Calculation Standard Form page 10, line 1)

TAXABLE VALUATION OF PERSONAL PROPERTY
(Exclude exempt valuation of all categories)

7. Production machinery and equipment 7 **2,230,420**
8. Business equipment (furniture, furnishings and fixtures) 8 **433,430**
9. All other personal property 9
10. Total **taxable** valuation of personal property (sum of lines 7 through 9 above) 10 **2,663,850**
(must match Municipal Tax Rate Calculation Standard Form page 10, line 2)

OTHER TAX INFORMATION

11. Total taxable valuation of real estate and personal property (sum of lines 6 & 10 above) 11 **403,832,650**
(must match Municipal Tax Rate Calculation Standard Form page 10, line 3)
12. 2020 Property Tax Rate (example .01520) 12 **0.018150**
13. 2020 Property Tax Levy (includes overlay and any fractional gains from rounding) 13 **\$7,329,562.60**
Note: This is the exact amount of 2020 tax actually committed to the collector
(must match Municipal Tax Rate Calculation Standard Form page 10, line 19)

HOMESTEAD EXEMPTION REIMBURSEMENT CLAIM

Homestead exemptions must be adjusted by the municipality's certified ratio

14. a. Total number of \$25,000 homestead exemptions granted 14a **985**
b. Total exempt value for all \$25,000 homestead exemptions granted (Line 14a x \$25,000) 14b **24,625,000**
c. Total number of properties fully exempted (valued less than \$25,000) by homestead exemptions granted 14c **18**
d. Total exempt value for all properties fully exempted (valued less than \$25,000) by homestead exemptions granted 14d **298,400**
e. Total number of homestead exemptions granted (sum of 14a & 14c) 14e **1,003**
f. Total exempt value for all homestead exemptions granted (sum of 14b & 14d) 14f **24,923,400**
(Must match Municipal Tax Rate Calculation Standard Form page 10, line 4a)
g. Total **assessed value** of all homestead qualified property (land and buildings) 14g **154,867,800**

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

BUSINESS EQUIPMENT TAX EXEMPTION (BETE) REIMBURSEMENT CLAIM

15. a. Number of BETE applications processed for tax year 2020	15a	<input type="text" value="15"/>
b. Number of BETE applications approved	15b	<input type="text" value="15"/>
c. Total exempt value of all BETE qualified property (Must match Municipal Tax Rate Calculation Standard Form page 10, line 5a)	15c	<input type="text" value="4,085,830"/>
d. Total exempt value of BETE property located in a municipal retention TIF district	15d	<input type="text" value="0"/>

TAX INCREMENT FINANCING (TIF)

16. a. Total amount of increased taxable valuation above original assessed value within TIF districts	16a	<input type="text" value="6,611,571"/>
b. Amount of captured assessed value within TIF districts	16b	<input type="text" value="6,611,571"/>
c. Property tax revenue that is appropriated and deposited into either a project cost account or a sinking fund account	16c	<input type="text" value="120,000"/>
d. BETE reimbursement revenue that is appropriated and deposited into either a project cost account or a sinking fund account (Lines 16c and 16d combined must match Municipal Tax Rate Calculation Standard Form page 10, line 9)	16d	<input type="text" value="\$0.00"/>

EXCISE TAX

17. a. Enter whether excise taxes are collected based on a calendar or fiscal year	17a	<input type="text" value="Fiscal"/>
b. Motor vehicle excise tax collected	17b	<input type="text" value="\$768,674.37"/>
c. Watercraft excise tax collected	17c	<input type="text" value="\$10,698.40"/>

ELECTRICAL GENERATION AND DISTRIBUTION PROPERTY

18. Total valuation of distribution and transmission lines owned by electric utility companies	18	<input type="text" value="\$21,877,600"/>
19. Total valuation of all electrical generation facilities	19	<input type="text" value="\$0"/>

FOREST LAND CLASSIFIED UNDER THE TREE GROWTH TAX LAW PROGRAM

(36 M.R.S. §§ 571 - 584-A)

20. Average per acre unit value used for undeveloped acreage (land not classified)	20	<input type="text" value="\$2,000"/>
21. Classified forest land. (Do Not include land classified in Farmland as woodland)		
a. Number of parcels classified as of April 1, 2020	21a	<input type="text" value="33"/>
b. Softwood acreage	21b	<input type="text" value="112.00"/>
c. Mixed wood acreage	21c	<input type="text" value="1223.00"/>
d. Hardwood acreage	21d	<input type="text" value="235.00"/>
e. Total number of acres of forest land only (sum of lines 21 b, c, and d above)	21e	<input type="text" value="1,570.00"/>
22. Total assessed valuation of all classified forest land for tax year 2020	22	<input type="text" value="582,700"/>
a. Per acre values used to assess Tree Growth classified forest land value:		
(1) Softwood	22a(1)	<input type="text" value="326.00"/>
(2) Mixed Wood	22a(2)	<input type="text" value="397.00"/>
(3) Hardwood	22a(3)	<input type="text" value="257.00"/>

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

TREE GROWTH TAX LAW CONTINUED

23. Number of forestland acres first classified for tax year 2020	23	<input type="text" value="0.00"/>
24. Land withdrawn from Tree Growth classification (36 M.R.S. § 581)		
a. Total number of parcels withdrawn from 4/2/19 through 4/1/20	24a	<input type="text" value="0"/>
b. Total number of acres withdrawn from 4/2/19 through 4/1/20	24b	<input type="text" value="0.00"/>
c. Total value of penalties assessed by the municipality due to withdrawal of classified Tree Growth land from 4/2/19 through 4/1/20	24c	<input type="text" value="\$0.00"/>
d. Total number of \$500 penalties assessed for non-compliance	24d	<input type="text" value="0"/>
24-1 Since April 1, 2019, have any Tree Growth acres been transferred to Farmland?	24-1	<input type="text" value="No"/> Yes/No

LAND CLASSIFIED UNDER THE FARM AND OPEN SPACE TAX LAW PROGRAM
(36 M.R.S. §§ 1101 to 1121)

FARM LAND:

25. Number of parcels classified as Farmland as of April 1, 2020	25	<input type="text" value="73"/>
26. Number of acres first classified as Farmland for tax year 2020	26	<input type="text" value="0.00"/>
27. a. Total number of acres of all land now classified as Farmland (Do not include Farm woodland)	27a	<input type="text" value="1,492.00"/>
b. Total valuation of all land now classified as Farmland (Do not include Farm woodland)	27b	<input type="text" value="557,300"/>
28. a. Number of <u>Farm</u> woodland acres:		
(1) Softwood acreage	28a(1)	<input type="text" value="20"/>
(2) Mixed wood acreage	28a(2)	<input type="text" value="1013"/>
(3) Hardwood acreage	28a(3)	<input type="text" value="170"/>
b. Total number of acres of all land now classified as <u>Farm</u> woodland	28b	<input type="text" value="1,203.00"/>
c. Total valuation of all land now classified as <u>Farm</u> woodland	28c	<input type="text" value="478,600"/>
d. Per acre rates used for <u>Farm</u> woodland:		
(1) Softwood	28d(1)	<input type="text" value="326"/>
(2) Mixed Wood	28d(2)	<input type="text" value="397"/>
(3) Hardwood	28d(3)	<input type="text" value="257"/>
29. Land withdrawn from Farmland classification (36 M.R.S. § 1112)		
a. Total number of parcels withdrawn from 4/2/19 through 4/1/20	29a	<input type="text" value="0"/>
b. Total number of acres withdrawn from 4/2/19 through 4/1/20	29b	<input type="text" value="2.87"/>
c. Total value of penalties assessed by the municipality due to the withdrawal of classified Farmland from 4/2/19 through 4/1/20	29c	<input type="text" value="\$384.26"/>

OPEN SPACE:

30. Number of parcels classified as Open Space as of April 1, 2020	30	<input type="text" value="5"/>
31. Number of acres first classified as Open Space for tax year 2020	31	<input type="text" value="0.00"/>
32. Total number of acres of land now classified as Open Space	32	<input type="text" value="136.00"/>
33. Total valuation of all land now classified as Open Space	33	<input type="text" value="121,800"/>

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

OPEN SPACE CONTINUED

34. Land withdrawn from Open Space classification (36 M.R.S. § 1112)	
a. Total number of parcels withdrawn from 4/2/19 through 4/1/20	34a <input type="text" value="1"/>
b. Total number of acres withdrawn from 4/2/19 through 4/1/20	34b <input type="text" value="10.20"/>
c. Total value of penalties assessed by the municipality due to the withdrawal of classified Open Space land from 4/2/19 through 4/1/20	34c <input type="text" value="\$5,180.00"/>

LAND CLASSIFIED UNDER THE WORKING WATERFRONT TAX LAW
(36 M.R.S. §§ 1131 - 1140-B)

35. Number of parcels classified as Working Waterfront as of April 1, 2020	35 <input type="text" value="0"/>
36. Number of acres first classified as Working Waterfront for tax year 2020	36 <input type="text" value="0.00"/>
37. Total acreage of all land now classified as Working Waterfront	37 <input type="text" value="0.00"/>
38. Total valuation of all land now classified as Working Waterfront	38 <input type="text" value="0"/>
39. Land withdrawn from Working Waterfront classification (36 M.R.S. § 1138)	
a. Total number of parcels withdrawn from 4/2/19 through 4/1/20	39a <input type="text" value="0"/>
b. Total number of acres withdrawn from 4/2/19 through 4/1/20	39b <input type="text" value="0.00"/>
c. Total value of penalties assessed by the municipality due to the withdrawal of classified Working Waterfront land from 4/2/19 through 4/1/20	39c <input type="text" value="\$0.00"/>

EXEMPT PROPERTY
(36 M.R.S. §§ 651, 652, 653, 654-A, 656)

40. Enter the exempt value of all the following classes of property which are exempt from property taxation by law.	
a. Public Property (§ 651(1)(A) and (B))	
(1) United States	40a(1) <input type="text" value="\$0"/>
(2) State of Maine (excluding roads)	40a(2) <input type="text" value="\$222,100"/>
Total value of public property (40a(1) + 40a(2))	40a <input type="text" value="222,100"/>
b. Real estate owned by the Water Resources Board of the State of New Hampshire located within this state (§ 651(1)(B-1))	40b <input type="text"/>
c. Property of any public municipal corporation of this state (including county property) appropriated to public uses (§ 651(1)(D)) (County, Municipal, Quasi-Municipal owned property)	40c <input type="text" value="15,164,300"/>
d. Pipes, fixtures, hydrants, conduits, gatehouses, pumping stations, reservoirs and dams of a public municipal corporation supplying water, power or light if located outside the limits of the municipality (§ 651(1)(E))	40d <input type="text" value="0"/>
e. Airport or landing field of a <u>public municipal corporation</u> used for airport or aeronautical purposes (§ 651(1)(F))	40e <input type="text" value="0"/>
f. Landing area of a <u>privately</u> owned airport when owner grants free use of that landing area to the public (§ 656(1)(C))	40f <input type="text" value="0"/>
g. Pipes, fixtures, conduits, buildings, pumping stations, and other facilities of a public municipal corporation used for sewerage disposal if located outside the limits of the municipality (§ 651(1)(G))	40g <input type="text" value="0"/>

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

EXEMPT PROPERTY CONTINUED

40. h. Property of benevolent and charitable institutions. (§ 652(1)(A))	40h	1,446,000
i. Property of literary and scientific institutions. (§ 652(1)(B))	40i	2,331,400
j. Property of the American Legion, Veterans of Foreign Wars, American Veterans, Sons of Union Veterans of the Civil War, Disabled American Veterans and Navy Clubs of the USA. (§ 652(1)(E))		
1) Total exempt value of veterans organizations.	40 j(1)	0
2) Exempt value attributable to purposes other than meetings, ceremonials, or instruction facilities (reimbursable exemption).	40 j(2)	0
k. Property of chambers of commerce or boards of trade (§ 652(1)(F))	40k	0
l. Property of houses of religious worship and parsonages (§ 652(1)(G))		
1) Number of parsonages within this municipality	40 l(1)	2
2) Total exempt value of those parsonages	40 l(2)	40,000
3) Total taxable value of those parsonages	40 l(3)	130,900
4) Total exempt value of all houses of religious worship	40 l(4)	3,456,200
TOTAL EXEMPT VALUE OF ALL HOUSES OF RELIGIOUS WORSHIP AND PARSONAGES (Sum of lines 40l(2) + 40l(4))	40l	3,496,200
m. Property owned or held in trust for fraternal organizations operating under the lodge system (do not include college fraternities) (§ 652(1)(H))	40m	187,600
n. Personal property leased by a benevolent and charitable organization exempt from taxation under § 501 of the Internal Revenue Code of 1954 and the primary purpose is the operation of a hospital licensed by the Dept. of Health and Human Services, health maintenance organization or blood bank (§ 652(1)(K)) (Value of property <u>owned</u> by a hospital should be reported on line 40h)	40n	0
o. Exempt value of real property of all persons determined to be legally blind (§ 654-A) (\$4,000 adjusted by certified ratio)	40o	4,000
p. Aqueducts, pipes and conduits of any corporation supplying a municipality with water (§ 656(1)(A))	40p	0
q. Animal waste storage facilities constructed after April 1, 1999 and certified as exempt by the Commissioner of Agriculture, Conservation and Forestry (§ 656(1)(J)) (reimbursable exemption)	40q	0
r. Pollution control facilities that are certified as such by the Commissioner of Environmental Protection (§ 656(1)(E))	40r	0
s. Snowmobile trail grooming equipment registered under 12 M.R.S. § 13113 (§ 655(1)(T)) (reimbursable exemption)	40s	0

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

EXEMPT PROPERTY CONTINUED

40. u. Solar and wind energy equipment. § 655(1)(U) & 656(1)(k) (reimbursable exemption).

- 1) Total number of solar and wind energy equipment applications processed. 40 u(1)
- 2) Total number of solar and wind energy equipment applications approved. 40 u(2)
- 3) Total exempt value of solar and wind energy equipment. 40 u(3)

40. v. Other. The Laws of the State of Maine provide for exemption of quasi-municipal organizations such as authorities districts and trust commissions. These exemptions will not be found in Title 36.

Examples: Section 5114 of Title 30-A provides for exemption of real and personal property of an Urban Renewal Authority or Chapter 164, P. & S.L. of 1971 provides for exemption of real estate owned by the Cobbossee-Annabessacook Authority. (See also 30-A M.R.S., § 5413, Revenue Producing Municipal Facilities Act.)

Enter the full name of the organization in your municipality that has been granted exempt status through such a law, the provision of the law granting the exemption and the estimated full value of real property.

NAME OF ORGANIZATION	PROVISION OF LAW	EXEMPT VALUE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL		40v <input type="text" value="0"/>
40. TOTAL VALUE OF ALL PROPERTY EXEMPTED BY LAW		40 <input type="text" value="23,561,600"/> (sum of all exempt value)

MUNICIPAL RECORDS

41. a. Does your municipality have tax maps?

41a YES/NO

If yes, proceed to b, c and d. If no, move to line 42. Give date when tax maps were originally obtained and name of contractor. (This does not refer to the annual updating of tax maps.)

b. Date 41b mm/dd/yyyy

c. Name of contractor 41c

d. Are your tax maps PAPER, GIS, or CAD? 41d

42. Enter the number of land parcels within your municipality (Not the number of tax bills)

42

43. Total taxable land acreage in your municipality.

43

44. a. Has a professional town-wide revaluation been completed in your municipality?

If yes, please answer the questions below.

44a YES/NO

If no, please proceed to line 45.

b. Did the revaluation include any of the following? Please enter each category with YES or NO.

44b (1) LAND

44b (2) BUILDINGS

44b (3) PERSONAL PROPERTY

c. Effective Date 44c mm/dd/yyyy

d. Contractor Name 44d

e. Cost 44e

MAINE REVENUE SERVICES - 2020 MUNICIPAL VALUATION RETURN

Municipality: Monmouth

MUNICIPAL RECORDS CONTINUED

45. Enter the best choice that describes how the municipality administers its assessment function. Choose SINGLE ASSESSOR, ASSESSORS' AGENT or BOARD OF ASSESSORS. Include the name of any single assessor or agent.

a) Function 45a
b) Name 45b
c) Email address 45c

46. Enter the beginning and ending dates of the fiscal year in your municipality.

FROM 46a TO 46b
mm/dd/yyyy mm/dd/yyyy

47. Interest rate charged on overdue 2020 property taxes (36 M.R.S. § 505) 47
(not to exceed 9.00%)

48. Date(s) that 2020 property taxes are due. 48a 48b
48c 48d
mm/dd/yyyy mm/dd/yyyy

49. Are your assessment records computerized?

49a YES/NO Name of software used 49b

50. Has your municipality implemented a local property tax relief program under 36 M.R.S. § 6232(1)?

50a YES/NO How many people qualified? 50b
How much relief was granted? 50c

51. Has your municipality implemented a local senior volunteer tax credit program under 36 M.R.S. § 6232(1-A)?

51a YES/NO How many people qualified? 51b
How much relief was granted? 51c

52. Has your municipality implemented a local property tax deferral for senior citizens under 36 M.R.S. § 6271?

52a YES/NO How many people qualified? 52b
How much relief was granted? 52c

I/We, the Assessor(s) of the Municipality of do state that the foregoing information contained herein is, to the best knowledge and belief of this office, reported correctly and that all of the requirements of the law have been followed in valuing, listing and submitting the information.

ASSESSOR(S) SIGNATURES

DATE
mm/dd/yyyy

NOTICE: This return must be completed and sent to the Property Tax Division by November 1, 2020 or within 30 days after the commitment date, whichever is later, in order to avoid reduction or loss of any entitlement under the Tree Growth Tax Law municipal reimbursement program for the 2020

tax year.

MAINE REVENUE SERVICES - 2020 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: Monmouth

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	401,168,800	
		<small>(must match MVR Page 1, line 6)</small>	
2. Total taxable valuation of personal property	2	2,663,850	
		<small>(must match MVR Page 1, line 10)</small>	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	403,832,650	<small>(must match MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	24,923,400	<small>(must match MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	17,446,380	<small>(line 4(a) multiplied by 0.7)</small>
5. (a) Total exempt value of all BETE qualified property	5(a)	4,085,830	<small>(must match MVR Page 2, line 15c)</small>
(b) The statutory standard reimbursement for 2020 is 50% Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Calculator Form.	5(b)	2,042,915	<small>(line 5(a) multiplied by 0.5)</small>
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	423,321,945	

DO NOT QUALIFY

ASSESSMENTS

7. County tax	7	\$474,165.92	
8. Municipal appropriation	8	\$3,409,452.47	
9. TIF Financing plan amount	9	\$120,000.00	
10. Local education appropriation (local share/contribution) <small>(Adjusted to municipal fiscal year)</small>	10	\$5,167,808.00	<small>(must match MVR Page 2, line 16c + 16d)</small>
11. Total assessments (Add lines 7 through 10)	11	\$9,171,426.39	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	\$344,514.35	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	\$1,210,865.00	
14. Total deductions (Line 12 plus line 13)	14	\$1,555,379.35	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	\$7,616,047.04	

16. \$7,616,047.04 <small>(Amount from line 15)</small> x 1.05 = \$7,996,849.39 Maximum Allowable Tax	
17. \$7,616,047.04 <small>(Amount from line 15)</small> ÷ 423,321,945 <small>(Amount from line 6)</small> = 0.017991 Minimum Tax Rate	
18. \$7,996,849.39 <small>(Amount from line 16)</small> ÷ 423,321,945 <small>(Amount from line 6)</small> = 0.018891 Maximum Tax Rate	
19. 403,832,650 <small>(Amount from line 3)</small> x 0.018150 <small>(Selected Rate)</small> = \$7,329,562.60 Tax for Commitment <small>(Enter on MVR Page 1, line 13)</small>	
20. \$7,616,047.04 <small>(Amount from line 15)</small> x 0.05 = \$380,802.35 Maximum Overlay	
21. 17,446,380 <small>(Amount from line 4b)</small> x 0.018150 <small>(Selected Rate)</small> = \$316,651.80 Homestead Reimbursement <small>(Enter on line 8, Assessment Warrant)</small>	
22. 2,042,915 <small>(Amount from line 5b)</small> x 0.018150 <small>(Selected Rate)</small> = \$37,078.91 BETE Reimbursement <small>(Enter on line 9, Assessment Warrant)</small>	
23. \$7,683,293.30 <small>(Line 19 plus lines 21 and 22)</small> - \$7,616,047.04 <small>(Amount from line 15)</small> = \$67,246.26 Overlay <small>(Enter on line 5, Assessment Warrant)</small>	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant,
Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

TOWN OF MONMOUTH
P.O. BOX 270
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206
FAX (207) 933-3413

Memorandum

To: Select Board Members

From: Linda C. Cohen, Town Manager *LCC*

Date: September 15, 2020

Re: Property Tax Abatement and New Levy at 114 and 116 Cressey Road

You have a memo from Donna Hays in your packet explaining this request.

The total of the two abatements is \$6201.86 and the new tax levy on the combined lot will be \$6,040.32, a difference of \$161.54 being assessed.

To: Board of Selectmen/Assessors

From: Donna Hays, CMA
Assessors Agent

Date: September 8, 2020

Re: Abatement-Supplement
Map 10 Lots 6 & 6-2

Two abatements should be granted to Natasha Stewart for abutting properties she owns on Cressey Road. Ms. Stewart had requested these lots be merged for this year and it was not done in error. A supplemental bill for the combined total value should be issued. I have attached the necessary paperwork for your signatures and if you have any questions, please let me know.

Town of Monmouth
Certificate of Abatement

Number 2020-1

36 M.R.S.A. § 841

2020

We, the undersigned Assessors/Municipal Officers of the municipality of Monmouth, Maine hereby certify to Linda Cohen, Tax Collector, that an abatement of property taxes has been granted as follows:

Date Granted: September 23 , 2020
Type of Tax: Real Estate
Tax Year: April 1, 2020
Amount Abated: \$2,043.69
Taxpayer: Natasha Stewart
Location: 114 Cressey Road
Reason: Combined With Abutting Lot

You are hereby discharged from any further obligation to collect the abated amount.

Date: September 23, 2020

Harold Jones III

Board of Assessors/Selectmen

C. Douglas Ludewig, Chair

Timothy A. McDonald, Vice Chair

Michael Minkowsky

Kristin Sanborn

Town of Monmouth
Certificate of Abatement

Number 2020-2

36 M.R.S.A. § 841

2020

We, the undersigned Assessors/Municipal Officers of the municipality of Monmouth, Maine hereby certify to Linda Cohen, Tax Collector, that an abatement of property taxes has been granted as follows:

Date Granted: September 23, 2020
Type of Tax: Real Estate
Tax Year: April 1, 2020
Amount Abated: \$4,158.17
Taxpayer: Natasha Stewart
Location: 116 Cressey Road
Reason: Combined With Abutting Lot

You are hereby discharged from any further obligation to collect the abated amount.

Date: September 23, 2020

Harold Jones III

C. Douglas Ludewig, Chair

Board of Assessors/Selectmen

Timothy A. McDonald, Vice Chair

Michael Minkowsky

Kristin Sanborn

TOWN OF MONMOUTH MAINE

SUPPLEMENTAL TAX WARRANT

2020-1

State of Maine
Kennebec, ss.

To Linda C. Cohen, Tax Collector of the Municipality of Monmouth, within said County of Kennebec

GREETINGS: the assessments of estates of the persons hereinafter named (**Natasha Stewart**). You are hereby directed to levy and collect of each of the several persons named in said lists his/her respective proportion, therein set down, of the sum of **Six Thousand Forty Dollars and Thirty-Two Cents (\$6,040.32)**.

it being the amount of said list; and all powers of the previous warrant for the collection of taxes issued by us to you and dated August 26, 2020 are extended thereto; and we do hereby certify that the list of assessments of estates of persons named in said list is a supplemental assessment laid: by virtue of Title 36 M.R.S.A., section 713, as amended, and that the estates and assessments thereon as set forth in said list were invalid or void or were omitted from the original list committed unto you under our warrant dated August 26, 2020.

Given under our hands this xx day of September 23, 2020.

Harold Jones III

Board of Assessors/Selectmen

C. Douglas Ludewig, Chair

Timothy A. McDonald, Vice Chair

Michael Minkowsky

Kristin Sanborn

Map and Lot: 10/6-2

Taxpayer: Natasha Stewart
 116 Cressey Road
 Monmouth ME 04259

CURRENT OWNER STEWART NATASHA		TOPO. 4 Rolling		UTILITIES 5 Well 6 Septic		STRT./ROAD 1 Paved		LOCATION 3 Rural		CURRENT ASSESSMENT Code Description 1010 RESIDENTIAL 1010 RES LAND		Assessed Value 219,600 34,500	
116 CRESSEY ROAD												3514 MONMOUTH, ME	
MONMOUTH, ME 04259		Other ID: 100602		ASSOC PID#								VISION	
Additional Owners:		Sub-Div		Photo		Ward		Prec.		GIS ID:			

RECORD OF OWNERSHIP STEWART NATASHA		BK-VOL/PAGE 11641/ 55		SALE DATE 03/07/2014		U		V		SALE PRICE		V.C.	

EXEMPTIONS		OTHER ASSESSMENTS	
Year	Type	Description	Code
2017	9	HOMESTEAD	
Amount		25,000.00	
Total:		25,000.00	

ASSESSING NEIGHBORHOOD		NOTES	
NBHD/SUB	Street Index Name	Tracing	
0001/A			

BUILDING PERMIT RECORD		VISIT/CHANGE HISTORY	
Permit ID	Issue Date	Type	Date
14-15-86	05/19/2015	RN	06/22/2017
Amount		1,500	
Insp. Date		0	
Date Comp.			
Comments		NEW DWL	
Type		NP	
ID		15	
Purpose/Result		Field Review	

GRAY		2014 LOT SPLIT FROM 10/6		2016 NEW DWL	
2017 CORRECTED STYLE FROM 20 TO 03					
Net Total Appraised Parcel Value		254,100		218,000	

LAND LINE VALUATION SECTION																	
B #	Use Code	Use Description	Zone	D	Front	Depth	Units	Unit Price	I. Factor	S.A. Disc	Acre	C. Factor	ST. Idx	Notes- Adj	Special Pricing	S Adj	Land Value
1	1010	SFR MDL-01					43,560 SF	0.74	1.0000	1	1.0000	0.95	50	ACCESS	Spec Use	Fact	30,600
1	1010	SFR MDL-01					1.94 AC	2,000.00	1.0000	0	1.0000	1.00	50		Spec Calc	1.00	3,900
Total Card Land Units:												2.94 AC	Parcel Total Land Area:	2.94 AC	Total Land Value:	34,500	

APPROAISED VALUE SUMMARY

Appraised Bldg. Value (Card) 219,600

Appraised XF (B) Value (Bldg) 0

Appraised OB (L) Value (Bldg) 0

Appraised Land Value (Bldg) 34,500

Special Land Value 0

Total Appraised Parcel Value 254,100

Valuation Method: C

Exemptions 25,000

Adjustment: 0

Net Total Appraised Parcel Value 229,100

TOWN OF MONMOUTH
P.O. BOX 270
MONMOUTH, ME 04259



TELEPHONE (207) 933-2206
FAX (207) 933-3413

Memorandum

To: Select Board Members
From: Linda C. Cohen, Town Manager *JCC*
Date: September 15, 2020
Re: Easement Deed for Parking at Melledy Hall

The Fire Department has been parking on and maintaining the Melledy Hall side of the shared dirt parking lot for years. It has been a great relationship, allowing the firefighters to park their vehicles there during meetings. The Chief has long been concerned that there are safety issues in this lot when snow and ice accumulate in the potholes that form in the lot.

Last spring, I spoke with our TIF Attorney about the possibility of using TIF funds to pave this lot, as Melledy Hall is owned by the theater, and the theater is one of the drivers of our downtown economy. With her guidance and okay, I brought the idea to the Board. On April 15th, the Board awarded the paving job to Larry & Sons contingent on voter approval of the expenditure from TIF funds and the receipt of an easement to the town from the Theater at Monmouth.

On July 14th, the voters approved using \$45,000 from TIF funds to pave the lot.

Our attorney drafted an easement deed, and we have been working with the theater's attorney to agree on final wording. COVID threw a wrench into things when it kept the theater board from getting together earlier this year to approve the easement. Today they agreed on the language in the packet. The theater board still needs to vote to approve it, but if there are changes, they would be minor.

The Chief is anxious to get this project going, especially with colder weather approaching. We are asking the Select Board to accept the easement substantially in the form attached. Once accepted, it will be filed in the registry.

**ACCESS AND PARKING EASEMENT
775 MAIN STREET, MONMOUTH, MAINE**

This Access and Parking Easement is dated as of _____, 2020 by and between the **Theater at Monmouth**, a Maine non-profit corporation with a mailing address of PO Box 385, Monmouth, ME 04259 (the "**Grantor**"), and the **TOWN OF MONMOUTH**, a body politic and corporate located in Kennebec County, State of Maine, whose mailing address is P O Box 270 Monmouth, ME 04259 (the "**Grantee**").

WHEREAS, Grantor is the owner of real estate located at 775 Main Street, Monmouth, Maine, as more particularly described in a certain deed to Grantor dated May 30, 1991, and recorded in the Kennebec County Registry of Deeds in Book 3916, Page 126 (the "**Grantor's Property**"); and

WHEREAS, Grantee is the owner of certain real property at 771 Main Street, Monmouth, Maine as more particularly described in a certain deed to Grantee dated March 15, 1962 and recorded in the Kennebec County Registry of deeds in Book 1257, Page 396 ("**Grantee's Property**"); and

WHEREAS, Grantee currently uses a portion of Grantor's Property for purposes of pedestrian access and access and parking of motor vehicles of employees, members and guests of the Monmouth Fire Department related to use of the fire station located on Grantee's Property, and the parties wish to formalize such rights by the grant of a permanent easement on the terms set out below;

NOW THEREFORE, in consideration of One Dollar, the mutual covenants and promises herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties hereto covenant, grant and agree as follows:

- 1) **Easement Area.** The "**Easement Area**" is that area of Grantor's Property depicted on the attached **Exhibit A**.
- 2) **Easement Grant.** Grantor hereby grants to Grantee the following rights and easements: (i) the right to use the Easement Area for non-exclusive employee, member, and guest pedestrian access and motor vehicle access and parking for the fire station located on Grantee's Property; and (ii) the right to pave, maintain and plow the Easement Area (all such rights and easements, collectively, the "**Easements**").
- 3) **Maintenance and Work.** In connection with the exercise of Grantee's rights hereunder, Grantee may enter upon the Easement Area as is reasonably necessary to pave, maintain, repair and use the Easement Area in accordance with this Easement, including bringing onto the Easement Area workers and machinery necessary to such efforts. In the conduct of all activities and any work or maintenance performed in the Easement Area: (i) they shall be performed in a good and workmanlike manner and at Grantee's sole expense and risk; ii) Grantee shall use commercially reasonable efforts to minimize disruption of any activities or use and enjoyment of Grantor's Property; iii) as to any work, repairs or maintenance that would cause any material disruption to the use and enjoyment of Grantor's Property, Grantee shall coordinate any scheduling of any such work, repairs or maintenance with Grantor; iv) Grantee will repair any damage to the Grantor's Property or improvements and restore the Grantor's Property promptly to at least as good a condition as it was immediately prior to such activities, work or maintenance; v) Grantee shall require any contractor or agent employed for any work or activities such work to be duly insured in such reasonable amounts as are at customary in the State of Maine, or as Grantor may reasonably require; and vi) it shall be performed in compliance with all applicable laws,

regulations, codes and permit requirements. The Grantee shall pave the Easement Area and the pavement shall be maintained by Grantee in good order and condition at its sole cost.

- 4) **Indemnity.** Grantee agrees to indemnify and hold harmless the Grantor, from and against any and all damages, liabilities, losses, expenses, claims and suits (including the cost of defending the same or enforcing this indemnity or Agreement, including reasonable attorneys' fees) incurred or suffered in consequence of either bodily injury to any person (including death) or damage to any property arising from the Grantee's acts or omissions related to this Agreement, or the exercise by the parties of the rights granted hereby or violation of the terms hereof. Nothing herein waives nor is intended to waive the immunities and limitations of liability available to the Grantee pursuant to the Maine Tort Claims Act, 14 M.R.S. §8101 et seq.
- 5) **Termination.** This Easement shall automatically terminate in the event Grantee ceases to use the Grantee's Property for a fire station. At any time after such automatic termination, Grantor may record in the Kennebec County Registry of Deeds an affidavit confirming such termination and upon such record this Easement shall be considered automatically terminated and of no further force and effect.
- 6) **Miscellaneous.** This Easement shall be governed by and construed in accordance with the laws of the State of Maine. This Agreement may only be amended by a written document signed by the parties hereto, their successors and assigns. Nothing in this Easement is intended to permit any other property other than Grantee's Property or any other party other than the Grantee, its employees, tenants, customers, invitees and guests, to use or benefit from this Easement. This Agreement contains the complete understanding of the parties hereto and replaces all prior agreements, written or oral, between the parties as to the subject matter hereof. The rights granted by Grantor are granted without warranty or covenant of title. The rights, agreements, covenants herein granted and provided shall be rights, agreements, covenants and easements running with the Grantor's Property and the Grantee's Property and shall inure to the benefit of and be binding upon Grantor and Grantee and their respective successors and assigns.

WITNESS our hands and seals this ____ day of _____, 2020.

{Signatures on following page.}

WITNESS:

GRANTOR:

THEATER AT MONMOUTH

Witness

By: _____
Print Name
Title

State of Maine
County of Kennebec, ss

_____, 2020

PERSONALLY APPEARED the above-named _____, _____ of the Theater at Monmouth, as aforesaid, and acknowledge the foregoing instrument to be his/her free act and deed and in his/her said capacity and the free act and deed of said non-profit corporation.

Before me,

Notary Public/Attorney At Law
Commission Expires:
Print Name:

WITNESS:

GRANTEE:

THE TOWN OF MONMOUTH

Witness

By: _____
Print Name
Title

State of Maine
County of Kennebec, ss

_____, 2020

PERSONALLY APPEARED the above-named _____, _____ of the Town of Monmouth, as aforesaid, and acknowledge the foregoing instrument to be his/her free act and deed and in his/her said capacity and the free act and deed of said Town.

Before me,

Notary Public/Attorney At Law
Commission Expires:
Print Name:

Exhibit A
to ACCESS AND PARKING EASEMENT
(Depiction of Easement Area)