



THE HAINES CHARITY ORDINANCE

As amended October 16, 2012
(Effective: November 30, 2012)

Introduction and Purpose

The Haines Charity Fund came into existence with the passing of Mr. William T. Haines and his wife. Mr. Haines provided for the establishment of this Fund in his will as follows:

"From and immediately after the death of my said wife, I give and bequeath to the City of Waterville, Kennebec County, Maine, the sum of One Hundred Thousand Dollars, to hold in trust, however, for the following trusts:

- (a) Said fund shall be known as "The Haines Charity".
- (b) Said fund shall be kept invested in such securities as the Savings Banks of Maine are authorized to invest in, and in no others.
- (c) Said fund is to be administered by the Municipal Officers of said Waterville, but not by the Overseers of the Poor, as such, and not by the Poor Department of said City.
- (d) The income from said fund is to be used annually for the relief of such poor, destitute and unfortunate women and children as are not paupers but are in need of financial assistance. My suggestion is that such relief from this fund be granted on recommendation of the Associated Charities of said Waterville or on recommendation of The Woman's Association of said City, or on recommendation of both, provided the same are in existence at the time."

Fund Administration

A Committee, known as the Haines Charity Committee, of three (3) citizens shall be appointed by the Mayor, and confirmed by the Council, for three (3) year terms, to review all requests for assistance.

The Committee shall meet as required after notice from the City's Health and Welfare Director (Director). The Committee may, from time to time, establish guidelines for the distribution of Fund monies provided said decisions are substantially in keeping with the terms of the Trust and not in conflict with State/Federal laws.

The Health and Welfare Director shall be the person responsible for ensuring that requests for assistance are processed in a timely manner. The Director will also work with the Committee to review such requests and ensure that decisions made (approvals or denials) are recorded and kept in a confidential manner as with other General Assistance matters.

It will be the responsibility of the Waterville City Council to determine, on an annual basis, the maximum monthly expenditure allowed from the earnings of this Fund. Until otherwise stated by the Council, said maximum shall be \$1,500/month.

Pursuant to the approval of Resolution No. 138-2011, the City Council authorized the creation of a fund for meeting the basic needs (food, clothing, shelter) of women and children at the Mid Maine Homeless Shelter. It was agreed to set aside a \$250,000 reserve to be used as follows:

1. The Shelter Director will submit quarterly requests for reimbursement on an invoice form prepared by the City. This invoice will specify how many women and children had been assisted during the prior three (3) months. Charges could include a per person cost including food and shelter and any additional costs related to meeting basic needs for women and children clients who are not receiving General Assistance from the City of Waterville.
2. Such requests will be reviewed and approved by the Haines Charity Committee and forwarded to the City for payment. While there will not be a limit for quarterly payments, there will be a \$15,000 per year total limit for withdrawals from the Fund.
3. The account will be maintained by the City for the purpose stated above until such time as all funds (\$250,000) have been depleted. The City's Haines Trust Fund will be managed as it is now except that the income earned on the \$250,000 will be separated out and credited to this account.

Fund Investment

Investments of Fund proceeds are the responsibility of the City's Finance Director. The Finance Director shall ensure that said Funds are segregated from other City funds in a manner so as to be able to clearly identify income earned.

As with other City investments, the Finance Director shall ensure that the first priority with investment of Haines Charity Funds is the protection of the principal.

Annual Reporting

The Finance Director shall report to the City Council on an annual basis regarding income earned from the Fund and expenditures approved. Reporting of Fund disbursements can be in a summary basis without disclosure of the identity of the recipients.

APPROVED

Waterville City Council
Effective: March 23, 2007
(Ordinance 1-2007)

*As Amended October 16, 2012
(Ordinance 196-2012)*