



Town of Raymond
Board of Selectmen ePacket
October 8, 2019
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Agenda



BOARD OF SELECTMEN Agenda

October 8, 2019

6:00pm – Special Town Meeting

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

1) Special Town Meeting

Town of Raymond October 8, 2019 SPECIAL TOWN MEETING WARRANT

TO: Nathan White, a resident of the Town of Raymond, in the County of Cumberland and State of Maine.

GREETINGS: In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Raymond, qualified by law to vote in Town affairs, to meet at the Broadcast Studio at 423 Webbs Mills Road in said town on Tuesday, October 8, 2019, at 6:00 P.M., then and there to act on Articles 1 through 2 as set out below.

ARTICLE 1: To elect a moderator to preside at said meeting.

ARTICLE 2: To see if the Town will vote to appropriate monies not to exceed **\$78,000** from Undesignated Fund Balance (surplus) to replace the leased Central Maine Power streetlights with high efficiency Light Emitting Diode (LED) Town-owned streetlights.

The Select Board recommends Article 2

The Budget-Finance Committee recommends by a vote of 6-1 Article 2

2) Call regular Select Board meeting to order

3) Minutes of previous meetings

a) September 17, 2019

Selectman's Meeting Agenda (Page 1 of 2) October 8, 2019

4) New Business

- a) Consideration of Changing Gamolith Way to Norton Way – Erica Cressey
- b) Recycling Reform – Natural Resources Council of Maine
- c) Discussion of Standardized Municipal Meeting Rules – Rolf Olsen, Chairman
- d) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

5) Public Comment

6) Selectman Comment

7) Town Managers Report and Communications

a) Confirm Dates for Upcoming Regular Meetings

- November 12, 2019
- December 10, 2019

b) Reminder of Upcoming Holiday Schedule

- Monday, October 14th – Columbus Day

c) Reminder of Election Schedule – Referendum Election November 5, 2019

- Absentee Ballots may be requested now
- Last Day to request an Absentee Ballot is October 31st

8) Treasurers Warra nt

9) Adjournment

Previous Meeting Minutes - 9/17/2019



BOARD OF SELECTMEN Minutes

September 17, 2019

6:30pm – Regular Meeting

Broadcast Studio
423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

Select Board members in attendance: Rolf Olsen, Marshall Bullock, Teresa Sadak, Samuel Gifford, Lawrence Taylor

Select Board members absent: none

Town Staff in attendance:

Don Willard – Town Manager
Curt Lebel – Contract Assessor
Cathy Ricker – Finance Director
Kaela Gonzalez – Assistant Assessor & Community Communications Coordinator
Sue Look – Town Clerk

1) **Called to order** at 6:30pm by Chair Olsen

2) **Minutes of previous meetings**

a) August 13, 2019

Motion to approve as presented by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved.

3) **New Business**

a) Consideration of a Supplemental Assessment for Farmland Removal – Curt Lebel, Assessor's Agent

TAX PENALTY CALCULATION – David & Yvonne Fuller – Map 012 Lot 035 – 14.5 acres on Kingsley Road – Voluntary Removal from Farmland

<i>Tax Year</i>	<i>2018</i>	<i>2017</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>
<i>Value Difference</i>	\$8,300	\$7,700	\$7,800	\$7,900	\$7,900
<i>Mil Rate</i>	0.0126	0.0123	0.0121	0.01195	0.0118
<i>Interest Rate</i>	8.00%	7.00%	7.00%	7.00%	7.00%
<i>#/years</i>	1	2	3	4	5
<i>Amount</i>	\$112.95	\$107.97	\$114.20	\$120.84	\$125.85

* Taken out of order

Selectman's Meeting Minutes (Page 1 of 9) September 17, 2019

\$581.80 Penalty Amount

Motion to approve issuing a supplemental assessment with a penalty totaling \$581.80 on Map 012 Lot 035 by Selectman Bullock. Seconded by Selectman Taylor.

Unanimously approved

b) Consideration of Annual Tax Commitment Rate – Curt Lebel, Assessor's Agent

Mr Lebel brought forward 3 options for consideration:

Option 1 – using \$300,000 of fund balance - .75 increase

13.35 Rate	Property Value:	\$125,000	\$250,000	\$500,000	\$750,000
	Tax Increase:	\$94	\$188	\$375	\$563

Option 2 – using \$200,000 of fund balance - .85 increase

13.45 Rate	Property Value:	\$125,000	\$250,000	\$500,000	\$750,000
	Tax Increase:	\$106	\$213	\$425	\$638

Option 3 – using \$120,000 of fund balance - .92 increase

13.52 Rate	Property Value:	\$125,000	\$250,000	\$500,000	\$750,000
	Tax Increase:	\$115	\$230	\$460	\$690

Mr Lebel – The majority of the increase is from the RSU #14 budget and the County Tax. Option 1 would use the whole amount approved at Town Meeting to reduce the tax commitment – this would be using about \$100,000 to offset the school and county. Option 2 would only offset the municipal budget and would leave monies for future use.

Town Manager Willard – The charge of the Select Board is to look after the financial health of the Town of Raymond. The county and the school have already factored in their intergovernmental revenues and reserves to come to their final budget. I would choose an option that flattens the tax rate for the Town portion of the budget and that keeps some in reserve for future expenses.

Finance Director Ricker – The estimate for surplus from the audit (which traditionally is used to offset the following year's budget) is \$478,000 with \$317,000 from 6/30/2018 and \$161,000 from 6/30/2019. Bear in mind that the audit is not final.

Mr Lebel – We do not know the figure for the increase in valuation next year. There are several substantial projects that I expect to be completed in the next year of two. I fall in line with Don's thinking that we should use our surplus to mitigate the municipal budget and go with the 2nd option.

* Taken out of order

Town Manager Willard – This increase is mitigated by the robust construction environment – boom.

Motion to approve a tax mill rate of \$13.45 using \$200,000 of fund balance by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- c) Consideration of a Resolution pertaining to No Smoking on Town Property – Don Willard, Town Manager

A
RESOLUTION
of the
SELECT BOARD
Town of Raymond, Maine
Town of Raymond Tobacco-Free Resolution

The Town of Raymond a resolution to promote the health and safety of Town of Raymond residents by establishing all Town of Raymond recreational area properties as a tobacco-free areas.

Whereas the town of Raymond Maine, has set a goal to be a safe and healthy place to live and work; and

Whereas tobacco use is the single most preventable cause of death and disease in the United States, as well as in the State of Maine; and

Whereas secondhand smoke contains thousands of harmful chemicals and many cancer causing agents, and is a serious health risk to humans, especially infants, children, and pregnant women; and increases a nonsmoker's risk of asthma, heart disease, and lung cancer; and

Whereas chewing tobacco contains many harmful chemicals and cancer-causing agents, and its use is associated with cancers of the mouth, gums, tongue, and throat; and

Whereas tobacco use in and around the Town of Raymond recreational area properties sends contradictory messages to young people who are participating in activities beneficial to their health, while at the same time exposed to the use of tobacco products; and

Whereas the purpose of the Town of Raymond recreational area properties is to provide opportunities for quality recreation and leisure experiences that enhance the quality of life for citizens of Town of Raymond, including providing a safe environment for these experiences; and

Whereas tobacco use and exposure to secondhand smoke are contrary to enhancing the quality of life and providing safe environments; and

Whereas staff and coaches are important role models for the youth that participate in community recreation activities, and whereas what coaches promote is respected and imitated by youth; and

* Taken out of order

Whereas a policy needs to have procedures to follow when a violation of the policy occurs; and

Whereas the intent of this resolution is to create a tobacco-free environment for youth and not alienate adults who use tobacco products;

Now, therefore, be it resolved that the town of Raymond does hereby declare that its recreational area properties as tobacco-free 24 hours a day, and restricts the use of any tobacco product, including but not limited to, cigarettes, cigars, electronic smoking devices, and chewing tobacco, on, in, or at any athletic facility, playground, or assembly area operated by Town of Raymond. This definition includes all forms of marijuana and includes both recreation and medical marijuana use.

Be it further resolved that:

- *Tobacco-free signage will be posted in appropriate areas, and notices will be published in local newspapers to inform the public of this tobacco-free resolution,*
- *Procedures that reinforce the norm that this property is a tobacco-free facility will be developed, and violations will be addressed in a positive manner.*

IN WITNESS WHEREOF we have hereunto set our hands and caused the Seal of the Town of Raymond, Maine to be affixed this 17th day of September 2019.

Select Board of the Town of Raymond, Maine:

Rolf A Olsen

Teresa Sadak

Marshall Bullock

Lawrence Taylor

Samuel Gifford

Motion to approve the Tobacco-Free Resolution as presented by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

- d) Consideration of a Warrant for a Special Town Meeting on October 8, 2019, at 6:00pm
– Don Willard, Town Manager

Proposed warrant article is:

*To see if the Town will vote to appropriate monies not to exceed **\$78,000** from Undesignated Fund Balance (surplus) to replace the leased Central Maine Power streetlights with high efficiency Light Emitting Diode (LED) Town-owned streetlights.*

Motion to approve the Warrant for a Special Town Meeting on October 8, 2019, at 6:00pm as presented by Selectman Sadak. Seconded by Selectman Bullock.

Unanimously approved

* Taken out of order

Selectman's Meeting Minutes (Page 4 of 9) September 17, 2019

Motion to recommend warrant article 2 presented by Selectman Bullock. Seconded by Selectman Taylor.

Unanimously approved

e) Consideration of Issuing Quit Claim Deeds – Sue Carr, Tax Collector

Name	Map-Lot	Location	Foreclosure Date
James E Carroll	052-050-I04-B	1314 Roosevelt Trl	1/7/2019
Charles B & Robin Knight, Jr	012-014-C	0 Webbs Mills Rd	2/15/2018
Roger YD & Celina M LaBranche	052-020-J07	20 County Rd	2/17/2017
Beth-Ann Hurd & George E Chevarie	015-092	326 Raymond Hill Rd	2/15/2014

Motion to approve a Quit Claim Deed for James E Carroll at Map 052 Lot 050-I04-B by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Motion to approve a Quit Claim Deed for Charles B & Robin Knight Jr at Map 012 Lot 014 by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Motion to approve a Quit Claim Deed for Roger YD & Celina M LaBranche at Map 052 Lot 020-J07 by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Motion to approve a Quit Claim Deed for Beth-Ann Hurd & George E Chevarie at Map 015 Lot 092 by Selectman Sadak. Seconded by Selectman Taylor.

Unanimously approved

Selectman Sadak – Sue Carr is just killing it! She is doing a great job.

f) Discussion of Remote Meeting Participation of Board Members and Consideration of Change in Select Board Bylaws – Rolf Olsen, Select Board Chair

In light of MMA's Legal Notes and the action of the Maine Legislature on three proposals to allow electronic participation by committee/board members, the following change to the Select Board Bylaws will be considered:

* Taken out of order

Section 6. Attendance

Attendance shall be defined as present physically ~~or orally by electronic means.~~ No written ~~or~~ electronic means will be considered attendance (i.e. ~~Skype, telephone,~~ text messages, emails, etc.).

Chair Olsen – This came to light when a request came in for remote participation in meetings. In doing some research we found that the Legislature has considered this a few times and punted on it. By not saying it is approved, they are in effect saying no. We had added this a couple of years ago in the Select Board By-laws and I am suggesting that we remove it until such time that the Legislature makes a decision, with the hopes that the other boards and committees in Town would follow suit. Attendance would only be by being physically present. I have 2 issues with using electronic means – if there is a problem with the technology and the connection is lost there may no longer be a quorum, also there can be a bit of a delay which could lead to confusion.

Selectman Bullock – I agree with this.

Selectman Gifford – If there is a quorum physically at the meeting, I think we should allow someone to call in. If there is no quorum, then someone can not call in to make a quorum.

Selectman Bullock – The problem I have with it is the people who elected me to sit here expect me to sit here, not be in Arizona or Florida or wherever.

Motion to approve the change to the Select Board Bylaws as presented above by Selectman Sadak. Seconded by Selectman Taylor.

Voted 4-0-1. Motion passed.

g) Consideration of Select Board Representatives on Committees/Boards – Rolf Olsen, Chairman

Committee	Select Board Member Assigned
Beautification Committee	Teresa Sadak
Technology Committee	Lonnie Taylor
Veteran’s Memorial Park Committee	Sam Gifford
Raymond Recreation Board	Marshall Bullock
Raymond Library Board of Trustees	Teresa Sadak
Mid Maine Waste Action Corporation	Mark Gendron with Don Willard as alt.
Tassel Top Board of Directors	Marshall Bullock
Conservation Commission	Town Clerk Look will contact the Chair to see if they would like a Selectman Representative

Motion to approve as above by Selectman Taylor. Seconded by Selectman Gifford.

Unanimously approved

* Taken out of order

h) Investigate Recreational Opportunities for the Town of Raymond – Teresa Sadak, Selectman

Selectman Sadak – I stole this idea from Nathan and am running with it. The idea is to have a Parks & Rec Director. Naples and other towns have a similar position. They would be in charge of Tassel Top, Raymond and Crescent beaches, as well as Tassel Top Park and Mill Street Park. They would also coordinate between Raymond Rec Soccer, Basketball, Baseball, Softball, Ski, Swimming, etc. and be a point person for citizens to contact to see how to sign up and get information. Communications from each of the Raymond Rec entities would funnel through the Parks & Rec Director to the new Community Communications Coordinator. Tassel Top Park has trails that must be open to people year-round per the State of Maine. We have a piece of playground equipment that would sink into the swamp if we put it at Mill Street and are looking to put it at Tassel Top Park after a plan has been approved (we are going to have an architect design the area at the recommendation of the State). This person would also work with the PTO, Age Friendly, Raymond Village Library, etc. with their programs.

Chair Olsen – That is the end result. The first step is to pull all of the various groups together to get their input and to study over the winter.

Selectman Bullock – Get all of the stake holders together first before pulling in citizen representatives.

Town Manager Willard – So over the winter Teresa and I will meet with the various groups. We will come back periodically with updates over the winter.

Consensus to authorize the formation of a committee to look into a Parks & Rec Director

i) * Consideration of a Communication Strategy – Teresa Sadak, Selectman

Selectman Sadak – One of the biggest gripes in town is that we are not getting the word out there. People are still filling out surveys and the one with the most response is the Windham Eagle to get news. I am proposing to buy 2 pages of the Windham Eagle once a month for Raymond news. They will set it up, print, and deliver. I am looking for a communications person to coordinate this, update the news section of the Town website and social media pages. This person would work with organizations in the community (Raymond Rec, Age Friendly, Lions Club, etc.) for articles. Kaela has agreed to do this by adding 8 to 10 hours per week (she is currently part-time) and will have the option of doing this work at home. She is also on the PTO which will give information from the school. We are currently paying for notices which we will try to include in these 2 pages.

Town Manager Willard – She will project a very positive image for the Town. This will cost less than the Roadrunner was.

Mr Bullock – My issue is will we have enough meat to include.

Town Manager Willard – We will have the opposite problem with only 2 pages. We will want high quality.

Ms Gonzalez – I am the Vice President of the PTO and as a parent I get all of the flyers from the school, so I will have no problem getting school calendar information. Thank you for allowing me the opportunity.

* Taken out of order

Chair Olsen – Just to state the obvious, we will be over budget on salaries and advertising.

Motion to create a Community Communications Coordinator position by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

- j) Consideration of a MMA Annual Business Meeting Voting Delegate – Don Willard, Town Manager

The MMA Annual Business Meeting will be held during the 2019 MMA Convention on October 2nd in Bangor. Each member municipality is allowed 1 voting delegate.

Motion to appoint Sue Look as the voting delegate to the 2019 MMA Convention and to vote Don Willard as the alternate voting delegate by Selectman Bullock. Seconded by Taylor.

Unanimously approved

- k) RSU #14 Withdrawal Committee Update – Rolf Olsen, Chairman

The committee has submitted a counter proposal to the counter proposal that came from the RSU. They have only had it for about a week. The subcommittees for Finance and “One Raymond” have met. The Programs subcommittee has yet to meet.

4) Public Comment – None

5) Selectman Comment

Selectman Sadak – If you are an elected official of the Town of Raymond, please use respect towards other people and act professionally.

6) Town Managers Report and Communications

The Cumberland County Sheriff recommends strongly that Main Street be closed from 5-8pm during the Halloween Party. The Sheriff’s office and Public Safety will go door-to-door giving out flyers to educate the public. This is for safety of the several hundred participants. Parking will be part of the logistics and planning.

Chair Olsen – There will be between 600-700 kids. The Library accepts donations toward candy. I would like to see temporary lit signs at either end of Main Street for a few days prior to the closing to let people know.

** Taken out of order*

a) **Confirm Dates for Upcoming Regular Meetings**

- October 8, 2019
- November 12, 2019

b) **Reminder of Upcoming Holiday Schedule**

- Monday, October 14, 2019 – Columbus Day

7) **Treasurers Warrant**

Motion to approve the Treasurer's Warrant dated 9/17/2019 for a total of \$133,767.30 by Selectman Sadak. Seconded by Selectman Gifford.

Unanimously approved

8) **Adjournment**

Motion to adjourn at 7:42pm by Selectman Bullock. Seconded by Selectman Sadak.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order

Road Name Change Request

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Rd
Raymond ME 04071
204-655-4742 fax 207-655-3024
sue.look@raymondmaine.org

Requested Meeting Date:

Requested By & Date:

CONTACT INFORMATION

Address:

Email Address:

Phone #:

AGENDA ITEM REQUESTED

Agenda Item Subject:

Agenda Item Summary:

Action Requested/Recommendation: Approval Public Hearing Information Only

List of Attachments Included:

**Road Name Approval
Application**

Applicant/Owner of Road (if private) Erica Cressey
Map _____ **Lot** _____

Proposed Road Name from Gamolith to Norton Way
way

Location(street number at intersection) and **Length of Road** (left or right off existing road)

Reason for Name _____

If this is a private road you will be responsible for maintaining a Road Sign at the intersection of your road and the public way , if the road sign is demolished or stolen it will have to be replaced within 30 days, after notification that the sign must be replaced you shall be liable for a civil penalty of no less than \$10.00 or no more than \$50.00 for each violation.

Signature of Applicant Erica Cressey **Date** 9-17-19

Office Use Only

Public Safety _____ Code Enforcement/ Addressing Officer _____

Town Planner _____ Assessor _____

Public Works _____

Comments:

Selectmen Approval

Date _____



THE TOWN OF RAYMOND

Assessing Office
401 Webbs Mills Rd
Raymond, ME 04071
207-655-4742 x133

10/02/2019

Erica Cressey
34 Gamolith Way
Raymond, ME 04071

Dear Erica Cressey,

The Town of Raymond has received your request for a road name change. The proposed name of "Norton's Way" does not conflict with our road name ordinance. I will recommend the road name be changed based on this to the Board of Selectmen for their approval at their October 8th meeting. They will need something in writing with a signature(s) regarding the second property that Gamolith Rd also serves, known as 18 Gamolith Way under the ownership of Spec Ventures, LLC that states they are also okay with the proposed road name changes as we need all interested parties to be in agreement.

If you have any question please feel free to contact me at kaela.gonzalez@raymondmaine.org or 207-655-4742 x133.

Sincerely,

A handwritten signature in black ink that reads "Kaela Gonzalez".

Kaela Gonzalez
911 Addressing Officer
Town of Raymond

Municipal Meeting Rules Proposal

Town of Raymond – Municipal Meetings Policy

Adopted 10/8/2019

Purpose

- To standardize municipal meeting rules for all Boards, Committees, and Commissions of the Town of Raymond.

Policies

- **Meeting Operating Rules** – All Boards, Committees, and Commissions of the Town of Raymond will operate meetings in accordance with Robert's Rules of Order Newly Revised most recent edition, with the understanding that there may be Town Ordinances, State Statutes, or Federal Laws that will allow or dictate a different procedure (ie: super majority or unanimous votes on certain items, etc.).
- **Meeting Minutes** – (previously a separate policy, approved on December 19, 2006, and amended May 13, 2014 and October 8, 2019) ~~The video/DVD electronic recordings of the meetings are the official records of those meetings (when available) and any written records/minutes would be~~ are supplemental to these video/DVD the electronic recordings unless they are the only record. Any research into the record of a meeting would come from the video/DVD's of that meeting. Copies of the videos/DVD's would be available at the Town Clerk's Office for a nominal fee upon written request. The electronic recordings will be available online within 3 business days of the meeting on the Town Website at www.raymondmaine.org or will be found on YouTube. Reference: Robert's Rules of Order Newly Revised 10th Edition, page 451 most recent edition §48 Minutes and Reports of Officers

Approved this 8th day of October, 2019, by the Raymond Select Board:

Rolf Olsen, Chairman

Marshall Bullock, Vice Chairman

Teresa Sadak, Parliamentarian

Samuel Gifford

Lawrence Taylor